



CITY MANAGER

CITY OF NEW BRIGHTON, MN



Population: 21,456 | 2020 Salary Range: \$126,012 to \$157,464

City of New Brighton

VISION: To be the Preferred Place to Live, Work, and Play

MISSION: By working in partnership with our citizens, we are committed to guaranteeing that their investment in New Brighton will be protected and will be returned to them in financial and social dividends.

CITY VALUES:

- Respect for Residents, Businesses, and Visitors
- Effective Communication with Residents of New Brighton
- Promote a Healthy Business Climate
- Understand Our Past as We Invest in the Future
- Recognize the Importance of Working with Neighboring Communities
- Provide for the Safety and Security of the Community
- Accountability & Integrity in Service Delivery
- One City. One Set of Resources. One Set of Services



Welcome to New Brighton!

"Building Tomorrow Today"

A CITY OF excellence in education, of beauty and recreation in lakes and parks, and of opportunity in business, the City of New Brighton is a northern suburb of the Twin Cities, Minneapolis and St. Paul. Originally inhabited by the Mdewakanton Dakota, and prized for its abundant harvests of wild rice, European settlers formed a village in 1858. Proximity to new railroads in 1889 brought the establishment of the Minneapolis Stockyards and Packing Company and, in 1891, the incorporation of the Village of New Brighton. The seven-square-mile City encompasses 16 city parks and

Long Lake Regional Park. The population is approximately 21,456, with 8,915 households. Almost 30% of households have children – with those under 18 comprising over 21% of City residents. The City's ethnic diversity reflects 84% of residents identifying as White American, 4% African American, 5% Asian American, 4% as Hispanic Americans, and 1.5% Native American.

Changes in the diversity of the population are providing opportunities to reimagine the development and amenities on which the City will focus. Now

primarily a residential community within Ramsey County, the City provides many housing types: single family for many income levels, apartments, and many senior living options. Homes valuations are increasing steadily and sell quickly.

The investment of residents in their community is seen in the more than 230 blocks that participated in National Night Out in 2019. At the intersection of major highways I-694 and I-35W, the City is convenient to the entire Minneapolis-St. Paul metropolitan area. Welcome to New Brighton—a forward-thinking community and a great place to live!



Public Safety



NEW BRIGHTON IS rightly proud of its Department of Public Safety. Since the merger of the Police and Fire Departments in 2000, the Public Safety Department has become a model which other communities attempt to replicate due to its extremely cost effective and efficient way of providing coordinated public safety services to its residents, businesses, and visitors. In order to effectively to protect, to serve, and to educate in partnership with the community, many staff of the Public Safety Department are cross trained in a variety of service areas.

The Police Department has 30 sworn officers. The Fire Department has one full time Fire Marshal and 43 certified paid-on-call members – almost half of whom are also City employees. Public Safety has been proactive in community engagement, going to its citizens

instead of waiting for the citizens to come to them. With approximately one third of the population living in rental units, the Public Safety Department has collaborated with property owners via a rental management program to provide positive interactions between the City and New Brighton's population of renters. The Department has been honored by the International Association of Chiefs of Police with its Community Policing Award. Residents have the opportunity to participate in many volunteer areas, including Volunteers in Public Safety, Police Reserve Officers, and Police Explorers. The City also partners productively with Ramsey County for many public safety services, including participation in the award-winning 'Closest Unit Dispatching' program for fire response which has resulted in an overall six-minute response time to calls.

Business

WELL POSITIONED at the northwest quadrant of Highway I-694 and I-35W, the City is located conveniently near the Minneapolis-St. Paul metropolitan area which provides opportunity for growth. It is a dynamic community with untapped potential for its future. Taking from its motto, "building tomorrow today," this older community is primed for preservation, renewal, and redevelopment. Support for large and small businesses in New Brighton is aided by consolidating many support operations under one departmental umbrella. Engineering, Community/Economic Development, Planning, and Public Works coordinate in their efforts to provide a unique and responsive tool for small and large businesses.

New Brighton celebrates the founding of a global leader in medical technology, Medtronic, and the first microbrewer in Minnesota, Barley John's. The New Brighton Exchange represents continual expansion for development in an urban-suburban hub surrounded

by some of the best and brightest companies in the Twin Cities: CSI, TUV-SUD, and API Group. With 13.54 acres available for sale or build-to-suit, the Exchange looks to invite a corporate, med-tech, or any other specialty user to complete the master planned development. New Brighton is also proud to serve as the home for Pentaire, Inc. and TREND Enterprises.

The business economy in New Brighton is fairly diverse and features strong industries in technology and medical device manufacturing, transportation, innovative solutions in the construction industry and engineering, as well as small and unique retail and professional services. Ongoing business development efforts will focus on encouraging the creation of small businesses, attracting a variety of employers, and developing a variety of local-serving shopping, dining, and retail services.

The City's recently updated Comp Plan included an extensive outreach

effort with its community residents and stakeholders. The 2040 Comp Plan will guide the future of development in the community and sets out a myriad of goals the City seeks to achieve with each project. Over the next 20 years, New Brighton will see change in many areas including opportunities for redevelopment, infill, and rehabilitation, as well as an emphasis on creating connections between the community's parks and open spaces. Through the outreach efforts, the community identified housing (both availability and affordability) as a primary issue of concern. Because New Brighton is fully developed, issues like housing can only be addressed via the redevelopment of underutilized parcels. Future projects include a new multi-use housing project named Midtown Village, the revitalization of the Old Highway 8 Corridor, road projects to address pedestrian and vehicular needs, and a Parks Comprehensive Plan process to plan for future programming and infrastructure improvements.



Recreational Opportunities



CREATING A HEALTHY balance of work and play has led to the establishment of 16 neighborhood parks spaced throughout the City. These parks, with playground structures and open space, comprise almost 160 acres of the City. A 12-hole disc golf course is maintained at Hansen Park. Numerous classes and activities are offered through the Parks and Recreation Department for all ages. Four parks are home to Neighborhood Centers – rentable event and meeting spaces. The Community Center, truly the "heart of the City" and host to 541,000 visitors annually, is home to Eagle's Nest Indoor Playground, the New Brighton Fitness Center, and a Ramsey County Library. Eagle's Nest was completely remodeled in 2017 and provides an active and fun play space for youngsters year-round – even on the coldest of Minnesota winter days!

At the Fitness Center-Studio-Gymnasium, the whole community – from its youngest members to most elderly citizens – can enjoy fun and

healthy recreational opportunities. The City also operates Brightwood Hills Golf Course, a 1,538 yard, par 30, executive course.

There are twelve independent city-wide youth athletic associations providing competitive leagues and club activities.

The Parks and Recreation Department is currently undergoing a Comprehensive Plan exercise, with a look to the future for programming and infrastructure improvements. It is a priority of the Council to invest in the initiatives and goals as called out in the soon-to-be adopted Parks Comp Plan.

The City values its partnerships with community organizations. For example, from June through October, the City partners with a weekly Farmers Market group which attracts vendors from throughout the area to sell their produce and goods. Over 1000 kids participate in a "Power of Produce" program, a program that encourages habits of healthy eating, promoting

conversations with farmers and discounted tokens to purchase locally grown produce.

The City also enjoys partnering with community organizers in celebrating its annual Stockyard Days during the second week in August. Recalling the 19th century history of the City and the City's contributions during World War II, the eight-day festival includes concerts, tournaments, street dances, a parade, and all the accessories of a city-wide blow-out party. The "New London to New Brighton Antique Car Run") brings over 50 owners and their cars 120 miles through scenic countryside, finishing as part of the Stockyard Days celebration.

New Brighton houses a branch of the Ramsey County Library system at the Community Center. With a large in-house collection and access to the full Ramsey County system, the library offers children's programming, book clubs, and 20 computers with full internet access for community use.

Education

NEW BRIGHTON IS served by two outstanding school districts—the St. Anthony-New Brighton School District (ISD 282) and Mounds View Public Schools (ISD 621). Both are noted as top districts in the State with ISD 621 ranked #4 and ISD 282 ranked #32 of the State's 344 districts. ISD 282 provides elementary education at Wilshire Park Elementary (pre-K-5), St. Anthony Middle School (6-8), and St. Anthony Village High School (grades 9-12). Among the geographically smallest districts in the State, it serves over 1700 students. As the recipient of numerous recognitions from the State of Minnesota and national magazines, St. Anthony Village High School students score very well on standardized assessments and college entrance exams. Most of

New Brighton is served by ISD 621 which is among the largest districts in the State. Pike Lake Kindergarten Center offers a solid foundation for the educational journeys of New Brighton students in pre-K and K. Bel Air Elementary and Sunnyside Elementary Schools serve students in grades 1-5.

For grades 6-8, Highview Middle School, with 862 students, uses a highly-rated STEAM (science/technology/engineering/arts/math) curriculum, with students achieving well ahead of national peers in math and reading. Irondale High School, currently undergoing a \$25M upgrade, serves almost 1,700 students in grades 9-12. Their motto, "Pride in Excellence," is lived out by having 85% of students pursue college educations,

by having access to almost 20 Advanced Placement courses, as well as by utilizing College in the Schools opportunities in partnerships with the University of Minnesota and Northeast Metro Career & Technical Center. The City is also home to the Global Academy, a new K-8 City International Baccalaureate Charter School that enrolls 450 students.

Global Academy has been recognized as a school that is "beating the odds" in terms of student academic performance. St. John the Baptist Catholic School, enrolls 300 students in grades pre-K– 8 in an environment with a "legacy of excellence in education [with] a focus on faith, service, respect and gratitude to God, self and others."

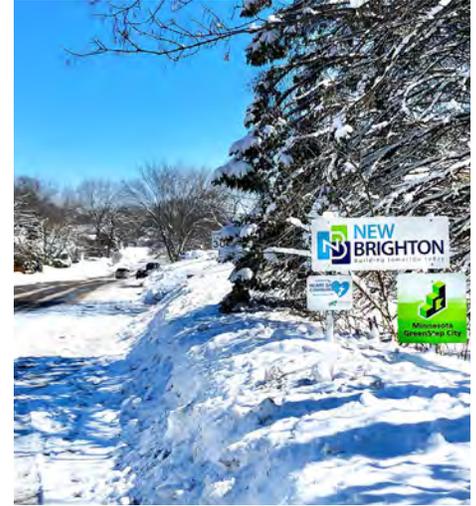


City Finance

THE CITY IS in a strong financial position both today and looking forward. The organization is at a good point to transition to a new City Manager who will assist the City in building on the momentum of what has been achieved. Innovative tools for financing future projects have been adopted. The City has established a Capital Asset Replacement Program for Fleet and Non-Fleet Replacement, IT, and Pavement Management. The City will enjoy debt-free streets in 2025, reallocating LGA from the General

Fund to support funding of annual street reconstruction projects. As a result, the City will no longer need to issue external debt or bonding for any street reconstruction projects.

The City received a bond rating upgrade in 2019 to AA+. The last upgrade was received in May of 2009. The City conducts an annual long-term utility analysis to forecast utility rates based on projected operating and planned capital expenditures. The financial picture of the City is outstanding.



The Organization

COLLABORATIVE, INNOVATIVE leadership is a hallmark of New Brighton's senior leadership. The City Council appreciates how the team and staff make its job easier and respects and appreciates the City Manager position and the Senior Leadership Team. The new City Manager will be entering into a healthy organization with a positive working environment where staff feel nurtured. Staff feel emboldened to be their best. The organization has enjoyed

a strong central leader and strong leadership team. The City Manager sets a strong tone for the organization but is not adverse to strong opinions from its leadership team. Staff feel they work in a positive and supportive workplace culture where there is a balance of productive work and fun. The Senior Leadership Team enjoys working together as a team. Silos have been removed throughout the years, and the Department Directors have a long-term commitment to

the organization and the motto of "One City. One Mission. One Vision." City Hall is currently undergoing construction improvements. The City Council has placed a focus on funding technology initiatives through the next four years. The City has also placed a focus on energy efficient initiatives such as solar panels, natural rain gardens in parks, GreenSteps, and Tree City USA, and has been a leader in lobbying for legislative action to advocate for change.



Budget Information

General	2018 Expenditures	2019 Budgeted Expenditures
Admin	1,504,616	1,421,790
Finance	1,002,128	1,232,620
DCAD	2,180,576	2,482,700
P&R	3,721,089	4,134,300
PS	5,807,628	6,239,200
Transfers	1,521,200	1,480,700
Turnover	-	(108,100)
Total General	15,737,237	16,883,210
Special		
Golf	343,945	340,800
Enterprise		
Water	3,850,392	4,496,500
Sewer	3,104,271	3,563,700
Storm	1,659,240	1,812,050
Street Lights	336,368	277,500
Total	8,950,271	10,149,750
Internal Service		
Risk Management	609,939	664,400
Fleet	791,700	703,000
Non-Fleet	762,509	2,094,400
Information Technology	878,243	858,700
Pavement Management	141,249	373,400
Total	3,183,640	4,693,900
Total All Budgets	28,215,093	32,067,660

Essential Functions of the Position



Develop and provide recommendations regarding a wide variety of local and broader public policy issues of major importance and interest to the City Council.

- The Council receives all the information that is required to function effectively and perform its governance roles and obligations.
- Collaborative and productive work relationships are developed and sustained in all contacts inside and outside the organization.
- Key local and legislative contacts are sustained and nurtured in a manner that advances sound public policy and helps protect the City's interests when implementing such policy.
- Citizens have multiple methods to keep themselves current on City issues that directly affect their neighborhoods and the entire community.
- The management team seeks out and can rely on the advice and counsel provided to them

on many diverse, complex, and sometimes difficult issues of human resources administration.

- The City's continuing compliance with applicable laws and regulations helps minimize legal challenges from either regulatory agencies or employees.
- Preparations for and contributions to the collective bargaining process help achieve and sustain favorable contract settlements and effective contract administration.

Develop and implement the approved long-term strategic plan for the City, including the documentation of those metrics and milestones necessary to measure success.

- Strategic plan components are met on a timely basis and plan elements are successfully implemented to produce observable, measurable and sustainable results.

Serve and actively participate as a leader / member of the management team; exercise a leadership style that promotes

enthusiasm and active support from City staff at all levels.

- Recruitment, selection, orientation, advancement, and evaluation of staff, or those whom are directly accountable, and encouraging them to be effective and successful.
- Mentoring and coaching to build depth and breadth in the City's capacity and capability to consistently achieve and sustain excellence, efficiency, and cost-effectiveness in service delivery.
- Planning, implementation, and ongoing evaluation processes are inclusive and produce workable, thoughtful, well-documented, and timely outcomes.
- The management team supports each other, learns from each other, and intentionally shares accountabilities for overall efficient and professional municipal management.
- There is a clear and uniform understanding of the interventions that will be made when service standards are not acceptable.

Essential Functions of the Position

Prepare, recommend and implement an approved annual budget and the City procurement program including the controls necessary to ensure budgetary compliance.

- Current year projects and activities are successfully accomplished within budgetary appropriations resulting in positive budget results and an ongoing stable tax levy.
- Policy and procedure compliance results in maintaining procurement quality and identifying when the budget parameters may need further review or modification.

Lead the development of City strategies for human resource practices and the collective bargaining process.

- There is uniform understanding

and consistent application of established human resource policies and procedures by the management team throughout the organization.

- Labor contracts are settled in a timely and minimally contentious manner that result in few grievances or disputes during the life of each contract.

Represent the City in various programs and activities pertaining to issues of importance to the community.

- Relationships and contacts are developed that enhance and advance various collaborations and initiatives that benefit the City and its neighboring communities.
- Individuals, organizations, and media seek out and recognize the City Manager as an informed and effective community leader.

Seek and attend diverse community-based events to gain first-hand knowledge and insight on the City's needs as a fully developed community, and seek the opinions of its citizens on the services being delivered to them.

- Citizens appear generally satisfied with City services based on the number of complaints received. Recognize that the City's safety, civic and sound public policy for all obligations will create debate and disagreement from time to time.
- Attends and participates in professional organizations; stays abreast of new trends and innovations in the field of city management and administration.

Perform other job-related responsibilities as apparent or directed by the Council.



Desired Attributes of the City Manager

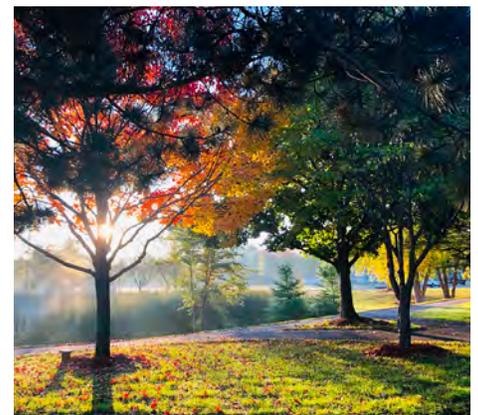
- Comfortable being the face of the organization, speaking publicly, and interacting with various interest groups.
- Demonstrate active involvement in relevant professional associations, networks, and all levels of the organization.
- A proven leader who has developed a culture where staff feel valued. Support and engage as well as take the time to celebrate the team's successes as well as the ability to overcome challenges.
- Change Champion: empower staff and Leadership Team to feel heard and make decisions. Embrace ideas for the betterment of the organization.
- Experience in Human Resource Management, encourage and support workforce development, and work effectively with unions.
- Support and coach: create an inclusive team environment, recognize strengths and talent of staff, and care for the well-being of others. Have open door policy for all levels of staff.
- A strong communicator with an ability to manage adversity and respond to a crisis in a calm and factual manner, quickly utilizing a vast network of regional resources to move the community forward.
- Is self-aware, asks appropriate questions, and knows what it takes to excel within a well-established organization.
- Practices management by walking around: is approachable and an active listener.
- Not a micromanager: respectful of others work style and nuances. Assumes the positive.
- Is decisive, direct, and diplomatic. Able to balance the needs of staff, residents, and various interest groups.
- Unflappable: is a calming, yet confident presence.
- Creative, resourceful, analytical, and critical thinker with a quick mind set for developing resolution.
- Passionate about leadership, local government, and the community.
- Focuses on the big picture. Is innovative, strategic, delegates, and committed to follow-through.
- Has a sense of humor and ability to connect.



Goals and Priorities



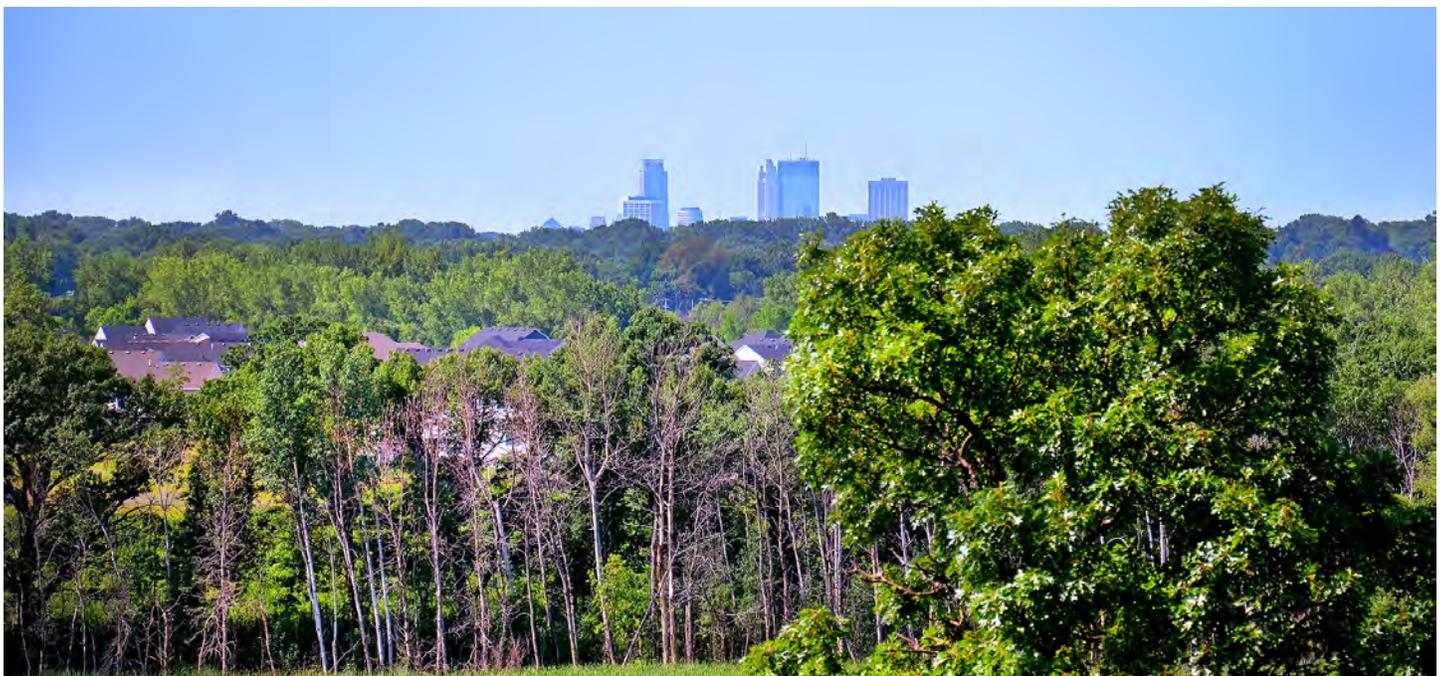
- Thoroughly educates self on the City's history and relationship with the Army. Takes an active role in the City's continued pursuit of safe drinking water and associated costs.
- Honor the City's history, embrace what the City is becoming, and focus on its future.
- Be involved early on at the staff level to familiarize self with the organization's ambassadors. Leverage the talent and abilities of the established Senior Leadership.
- Facilitate annual goal-setting meetings with staff and Council.
- Engage support for newly updated Park Comprehensive Plan projects and initiatives.
- Continue to champion opportunities to build community connections via highway and redevelopment projects.
- Place continued focus on finding opportunities for affordable housing and senior housing.
- Provide support for local businesses, and find sources for various economic development programs to physically improve residential, rental property, and business infrastructure.
- Build upon and strengthen partnerships with neighboring communities, the business community, departments within the organization, non-profit groups, and various community and county organizations.
- Facilitate the City's journey to determine its sense of place/brand/identity. Continue to support place-making initiatives and opportunities to connect residents.
- Be the steward of Debt-Free Streets 2025, funding of the recently established Fleet and Non-Fleet Program, and sustain



Goals and Priorities

- the City's Public Safety model.
- Take the DISC Assessment and use as a tool to determine how one's leadership and behavioral style melds with the established Leadership Team.
- Continuously educate and communicate the roles and responsibilities of the City Manager and City Council. Communicate the importance of the "why."
- Build on the momentum for the "One City" vision, and facilitate definitive strategic goals to achieve excellence and increased engagement.
- Help the organization continue to grow utilizing a new perspective, forward thinking initiatives, and adopting new tools to help the organization become more efficient. Continue to foster customer service at all levels within the organization.
- Facilitate a variety of proactive opportunities for community engagement and communication

- models including, but not limited to, hosting town hall meetings, neighborhood meetings, attending local events and meetings, authoring positive media, and expanding City communications via newsletter, website, and social media.
- Evaluate the organizational structure and determine whether adding a dedicated HR Director position is appropriate.
- Evaluate the structure of City Council Meetings and City Commissions to determine where efficiencies, productivity, professionalism, and opportunities for community engagement can be improved upon.
- Earn the trust of the Council, Leadership Team, and the community.
- Continue the City's good working relationships with its unions.
- Communicate the needs of staff to the Council even when the conversation may be difficult.



Position Announcement

Position: City Manager

Location: City of New Brighton, Minnesota

Salary Range: \$126,012 to \$157,464

Position Summary:

The City Manager develops and recommends overall operating policies, procedures, and protocols consistent with the existing governance structure that will meet the strategic, operational, and capital needs of New Brighton and help ensure ongoing financial stability and operational efficiency of all City operations and services. The full position profile is available at <https://www.ddahumanresources.com/active-searches>.

Minimum Qualifications:

- Master's degree in Public Administration, Business Administration, or a related field.
- Minimum of eight years' experience in municipal government.
- Previous experience in managing a local government agency.
- Minimum of four years' experience in a supervisory role.

Apply:

Visit <https://daviddrown.hiringplatform.com/34353-new-brighton-city-manager/119328-application-form/en>, and complete the application process by January 30, 2020. Finalists will be selected by the City Council on February 25, 2020. The City will include psychological assessment as part of the process. On February 26th, finalists will receive online testing materials from the City which are to be completed by March 2nd. Finalists will also be asked to attend an in-office psychological interview with BCG Consulting on March 5 or 6th. Please reserve these dates in your calendar. Final interviews are scheduled for March 18 and 19, 2020.

Please direct questions to Liza Donabauer at liza@daviddrown.com or 612.920.3320 x111.



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