

District 10 Community Council Committee Charter

COMMITTEE NAME: NEIGHBORHOOD RELATIONS, SAFETY & OPERATIONS COMMITTEE

EFFECTIVE DATE AND DURATION:

The Neighborhood Relations, Safety & Operations Committee was established on January 15, 2013 and will remain effective up to and until the District 10 Council determines by a majority vote that the committee is no longer needed. The committee was established as a merging of two previous committees: the Neighborhood Relations & Safety Committee and the Operations Committee.

COMMITTEE PURPOSE:

The purpose of the Neighborhood Relations, Safety & Operations Committee is:

- Encourage a healthy and safe community by fostering neighborly relationships and communications between District 10 residents, public institutions and private businesses in the community.
- Act as a liaison between the community, block clubs, District 10 committees, public institutions, and private businesses for District 10.
- Maintain a commitment to the safety and well being of the District 10 community.
- Explore sources of funding to supplement the grants District 10 receives from the City of St. Paul
- Obtain grants/donations for District 10
- Create and distribute communication materials, including the quarterly newsletter, which both publicize the work of District 10 committees and solicit donations to fund that work
- Organize fundraising events
- Educate District 10 Board members on their obligations regarding fundraising efforts.

DELIVERABLES:

- Connect and engage residents and businesses through block clubs, community events and community meetings.
- Continue to expand and build the success of the current block club program, and continue to be a liaison between block clubs and the Saint Paul Police Department as a way to keep neighbors informed on current crime trends and safety tips.
- Identify and attend public meetings to gather factual information so the committee can be a clearing house of information concerning our community, public safety, public institutions, and private businesses to disseminate factual and accurate information to the public and D10 Council.
- Engage public institutions and private businesses to attend and participate in the committee discussions.
- Send out letters of inquiry to obtain detailed and factual information.
- Take the factual information obtained and use it to facilitate timely discussions with District 10 committees, District 10 residents, public institutions, and private business so meaningful comments can be provided to guide public and private business decisions that could significantly impact the community.

- Fundraising solicitations (mailings/fliers/emails) produced by the committee, such as an annual appeal.
- Researches grant opportunities to bring forward to the full Board.
- Maintain an updated/relevant spreadsheet/database of donors and fundraising sources.

ACCOUNTABILITY AND REPORTING REQUIREMENTS:

- The committee is accountable to the District 10 Council and the District 10 community and therefore will exist and function in general accordance with the bylaws of the District 10 Como Community Council.
- The members on this committee have authority to send out letters of inquiry to any public institution and private business concerning matters that may affect District 10 residents and businesses.
- Approval from the District 10 board must be obtained before sending letters of statement on behalf of District 10. Such approval will be brought to the District 10 Council by the Chair of the Neighborhood Relations, Safety & Operations Committee.

RESOURCES AND BUDGET:

- The committees fundraising efforts will be funded solely by donations and grants (not including the Crime Prevention and Citizen Participation grants from the City of Saint Paul).
- The committee will utilize cost effective communication methods, primarily electronic communications. Any costs will require prior approval by the Council.

COMMITTEE COMPOSITION:

- To be a voting member of this committee, an individual needs to be a member of D10 community, own a business in D10, or be an assigned representative of a private business or public institution that affects D10 residents/businesses. Meetings are open to the public and anyone with an interest in supporting neighborhood relations and safety issues in District 10 may attend the meetings.
- Each member of the Neighborhood Relations, Safety & Operations Committee will be required to participate in tasks that the committee deems important. The member(s) will thereafter report back to the Neighborhood Relations, Safety & Operations Committee information obtained and learned from these tasks so the committee can discuss the information obtained, inquire as to additional information, and facilitate/coordinate other D10 committees for action.
- A member will attend Neighborhood Relations, Safety & Operations Committee meetings and will not miss more than 3 consecutive meetings. Thereafter, if more than 4 meetings are missed, the member will be removed from the active list and considered a non-participant.
- With respect to the list, there will be an active list maintained concerning active members. Any member that no longer wishes to be considered an active member can request to be removed.

COMMITTEE CHAIR AND CONTACT INFORMATION:

Co-Chair, Mary Michalski
Mary.Michalski@district10comopark.org

Co-Chair, Jackie Gulbranson
Jackie.Gulbranson@district10comopark.org