

Tuesday, January 23rd, 2018
7:00 P.M.

Brooklyn Park City Hall
Chippewa – 2nd floor
5200 – 85th Avenue North

Minutes of Meeting
2018 BUDGET ADVISORY COMMISSION
Meeting #168

“The Mission of the BAC is to ensure the long-term fiscal health of the City by providing strategic direction to the Council. Projections and measurements are used to establish priorities that align with the City’s Strategic Plan, ensuring resources are invested appropriately to meet the vision and mission of the City.”

- a) **CALL TO ORDER/ ROLL CALL –**
- b) Picture taken
- c) Meeting called to order at 7.07PM
- d) Roll call taken by Pone at 7.08PM

Eric Pone, Chair	Present	Tanya Simons	Present - Phone
Teshite Wako, Vice Chair	Present	Julia Wright	Present
Jacki Girtz	Absent	Hollies Winston	Excused
Kathryn Murphy	Absent		
Mark Paynter	Present		

Staff Liaison - LaTonia Green	Present
Council Liaison – Rich Gates	Present
Staff - Jeanette Boit–Kania	Present

1. CALL TO ORDER/ROLL CALL

2. AGENDA

Approval of Agenda

Motion: Mark Paynter

Second: Julia Wright

Motion passed unanimously

3. CONSIDERATION OF MINUTES

3.1 - Approval of November 14, 2017 meeting minutes

Postpone approval of minutes until February meeting due to lack of detail. LaTonia to provide samples of other Commission minutes to compare. Discussion of reformatting the minutes to include bullet points about topics and results of discussion. Need to compare with other commission minutes

Motion:

Second:

No motion made to approve Minutes

4. FOLLOW UP ON ASSIGNMENTS

- November presentation to City Council: The Committee needed additional time to prepare, discuss, and review the presentation prior to the City Council meeting. Members discussed adding an extra meeting in both September and October to ensure completion of report on a timely basis. Provide report to City Council prior to the presentation to allow for comments and questions to be answered ahead of time (First week of November).

- Discussion of the work-plan for the year 2018 for the BAC and what sort of objectives they should have; will hold further discussion till later in the meeting (Item 5.4).

5. AGENDA ITEMS

5.1 Election of Officers

Discussion of electing new officers – recommendation to keep structure of Chair/Vice-Chair.
Pone opened nominations for Chair and Vice-Chair.

Motion to nominate Eric Pone as Chair: Teshite

Seconded: Paynter

Unanimously passed.

Eric Pone accepted the appointment.

Motion to nominate Teshite Wako as Vice-Chair: Paynter

Seconded: Wright

Unanimously passed.

Teshite Wako accepted the appointment.

5.2 Review Report to Council

- November presentation was completed late.
- Gates: In the past, council had received the report ahead of the presentation. City Manager to give a synopsis of what was in the report. Council responsible for reading and e-mailing questions.
- Paynter added that by the charter it says a report is provided to council twice a year.
- Pone: Overall, members were not prepared to answer questions posed by the City councilmembers.
- Multiple members: Addition of an extra meeting during the September and October months for preparation, review, and question answering for report to council.
- Gates: Recommended sending report to council during the first week of November to allow time for questions to be answered ahead of the presentation at the regular City Council meeting.

Pone: Recommend a request to City Council for a work-session to review the BAC report:

Motion: Teshite

Seconded: Simons

Unanimously passed.

5.3 Review Request from Council

Pone: Presented each of the items from council for discussion by all members.

- 1.) Balance service to investment:
 - Simons: Do we have any service measures? Are these tracked by the departments?
- 2.) Sustain a zero % increase to the Budget – Holistic approach to the budget; instead of just certain departments (e.g. Police/Fire and looking into the tax levy (2.5 to 5.3% range).
- 3.) What can we live without in 2019?
- 4.) Community Engagement – group of citizens (other groups or commissions) together to get feedback on the budget.
- 5.) How to retain world class talent
- 6.) BAC reports to council timing
- 7.) Service level – Teshite: More efficiency – how can we attain better service with existing resources. Performance measures – how departments define their service targets (analyze cost-analysis of those measures).

- 8.) Fire Station – Currently have a fire station empty – Fully-staffing East Fire Station (Fire Station #4). 6th year in a row the City has had the highest amount of service calls (compared to the previous year) for the department. 4th busiest department in the State (compared to St. Paul, Duluth, and Rochester for example). Currently, the City has two firefighters per truck and standards require four firefighters present in order to enter a building/fire. Results in a delayed response time overall.

Additional Discussion:

Pone: Recommendation that the BAC focuses on one or two of the items listed above from council. In addition, the BAC focuses on the regular due diligence of meeting with Departmental Directors about their specific budgets throughout the year. Take a more holistic approach to the budget.

Gates: Example: Jan – April: Focus on one department and their specific budget, not just a singular item. Take summer off, come back in August and start on budget report. Speaking on behalf of council, take a broader approach.

LaTonia: Clarification: Does one single item mean – one line item or one or two departments?

Gates: Each year focusing on a different department and digging down into the budget to discuss certain things like personnel, services, and other budget items.

5.4 Develop Work Plan

- Focusing the time in a more concentrated effort; narrowing the scope of the BACs goals
- Performance Measures – For service levels and success criteria within departments and how to measure that.
- Holistic approach to the budget report this year vs. one or two separate items in prior years
- Duties of Commission from code (to include in calendar/work plan):
 - Review all budgets of City (City, EDA, long-range plans, CIP, CEP, etc...)
 - Review results of previous Citizen surveys
 - Recommend any necessary survey or information gathering process to gain current resident preferences
 - Review historical and future trends of revenues and expenditures (both capital and operating)
 - Review budget challenges and recommend solutions
 - Formulate suggestions to City Council on prioritized budget programs and choices between competing demands with citizen input
 - By May 31st – Recommend future funding and comments on City's overall trends, provide suggestions on any specific requests by City Council
- More discussion and examples of work plan to be discussed during February 27th meeting

6. FUTURE AGENDA ITEMS

- Attendance (Pone)
- Discussion about different dates for meeting
- Review sample work plans from other commissions
- Provide LaTonia with ideas for the 2018 work plan

7. LIASON UPDATES

- Park Bond - Community group to survey citizens/lobbying prior to vote
- County Rd 81 – Construction of light rail – Oak Grove station, addition of housing
- Council member Gates - Regent/Brooklyn Blvd – Vacant property (large investment of the City in the near future will be announced)

8. Motion to extend meeting:

Motion: Julia Wright

Second: Mark Paynter
Unanimously passed

- 9. ADJOURNMENT - 9:10p.m.**
Motion: Mark Paynter
Second: Teshite Wako
Unanimously passed

Next meeting: February 27th, 2018

Respectfully submitted,
LaTonia Green, Staff Liaison