

Tuesday, June 23, 2020  
7:00 P.M.

Regular Virtual Meeting via Microsoft Teams  
[Join Microsoft Teams Meeting](#)  
+1 218-302-5973 United States, Duluth (Toll)  
Conference ID: 617 130 238#

**Minutes of Meeting  
2020 BUDGET ADVISORY COMMISSION  
Meeting #192**

*"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."*

Eric Pone, Chair	Present	Anthony Spears	Present
Nancy Omondi, Vice-Chair	Absent	Meno Vue	Present
Akeem Adeniji	Present	Teshite Wako	Present
Shannon Gregory	Present	Hollies Winston	Present
Heidi Ritchie	Present		

Council Liaison, Mark Mata	Absent
Staff Liaison - LaTonia Green	Present
Staff – Jeanette Boit-Kania	Present
Staff – Renée Manning	Present

**1. CALL TO ORDER/ROLL CALL – 7:03 p.m.**

**2. AGENDA**

**2.1 Approval of agenda**

Motion: Teshite Wako

Second: Akeem Adeniji

*Motion passed unanimously*

**3. CONSIDERATION OF MINUTES**

**3.1 Approval of January 28, 2020 meeting minutes**

Motion: Heidi Ritchie

Second: Akeem Adeniji

*Motion passed unanimously*

**4. OLD BUSINESS**

None

**5. NEW BUSINESS**

**5.a New member introduction;** Shannon Gregory, Heidi Ritchie and Anthony Spears. Each new member gave a brief description of their past and current professional and personal experience. Each was welcomed to the commission.

**5.b Staff liaison,** presented the 2020 budget update to the commission, including update on where the City is at and what has taken place during the COVID emergency in relation to the current year budget, including actions that have been taken in balancing the current year budget. Staff liaison answered questions and discussion pursued.

**5.c The BAC workplan and how to move forward was discussed.** The workplan as designed in February and March was no longer applicable due to current events and the group discussed how to proceed for the upcoming year including the plan for the presentation of a new workplan to council. A workplan to provide the best value to council was discussed. The conclusion was that only a few departments would be requested to present to the commission and it was determined that a small group, under meeting quorum would meet and discuss the department questions to bring to the commissioners for discussion and approval. The departments to be included in the workplan were:

- o Recreation and Park
- o Police
- o Fire
- o Operations and Maintenance

5.d It was decided that special meetings would be needed to assure tasks are accomplished that are set forth by the commission. A motion was entertained to hold a special meeting (virtual) on Wednesday, July 15, 2020 and Tuesday, August 12, 2020 at 7:00. p.m.

Motion: Eric Pone

Second: Teshite Wako

*Motion passed unanimously*

6. REPORTS OF OFFICERS, BOARDS, AND STANDING COMMITTEES

*None*

7. CORRESPONDENCE AND COMMUNICATIONS

*None*

8. ADJOURNMENT at 9:00

Motion: Teshite Wako

Second: Hollies Winston

*Motion passed unanimously*

Respectfully Submitted,

Renée Manning  
Senior Accountant

# Workplan | Budget Advisory Commission (BAC)

Mar. 2020- Feb. 2021

Time frame	Project or Task(s)	BP2025	Purpose (see next page for info)	Outcome (fill in after completed)
March	Finalize workplan Begin development of benchmarking and questions for departments Present workplan to City Council	<input type="checkbox"/> 1	<input type="checkbox"/> Report/Comment	
		<input type="checkbox"/> 2	<input type="checkbox"/> Recommend <input type="checkbox"/> Act	
		<input type="checkbox"/> 3	Initiated by:	
		<input type="checkbox"/> 4	<input type="checkbox"/> Commission <input type="checkbox"/> Council	
		<input type="checkbox"/> 5	<input type="checkbox"/> City Manager	
		<input type="checkbox"/> 6		
April	Develop benchmarks and questions for departments City Manager to submit information to the BAC	<input type="checkbox"/> 1	<input type="checkbox"/> Report/Comment	
		<input type="checkbox"/> 2	<input type="checkbox"/> Recommend <input type="checkbox"/> Act	
		<input type="checkbox"/> 3	Initiated by:	
		<input type="checkbox"/> 4	<input type="checkbox"/> Commission <input type="checkbox"/> Council	
		<input type="checkbox"/> 5	<input type="checkbox"/> City Manager	
		<input type="checkbox"/> 6		
May	Operations and Maintenance (O&M) presentation to BAC, including update on the Franchise Fee Identify pointed questions for Community Development/Economic Development (EDA)	<input type="checkbox"/> 1	<input type="checkbox"/> Report/Comment	
		<input type="checkbox"/> 2	<input type="checkbox"/> Recommend <input type="checkbox"/> Act	
		<input type="checkbox"/> 3	Initiated by:	
		<input type="checkbox"/> 4	<input type="checkbox"/> Commission <input type="checkbox"/> Council	
		<input type="checkbox"/> 5	<input type="checkbox"/> City Manager	
		<input type="checkbox"/> 6		
June	Community Development/Economic Development (EDA) presentation to BAC Select departments for commission review	<input type="checkbox"/> 1	<input type="checkbox"/> Report/Comment	
		<input type="checkbox"/> 2	<input type="checkbox"/> Recommend <input type="checkbox"/> Act	
		<input type="checkbox"/> 3	Initiated by:	
		<input type="checkbox"/> 4	<input type="checkbox"/> Commission <input type="checkbox"/> Council	
		<input type="checkbox"/> 5	<input type="checkbox"/> City Manager	
		<input type="checkbox"/> 6		
July	Develop and finalize questions and send to selected departments for their preparation of presentation to commission. Present modified 2020 BAC workplan to council	<input type="checkbox"/> 1	<input type="checkbox"/> Report/Comment	
		<input type="checkbox"/> 2	<input type="checkbox"/> Recommend <input type="checkbox"/> Act	
		<input type="checkbox"/> 3	Initiated by:	
		<input type="checkbox"/> 4	<input type="checkbox"/> Commission <input type="checkbox"/> Council	
		<input type="checkbox"/> 5	<input type="checkbox"/> City Manager	
		<input type="checkbox"/> 6		
August	departments present to commission	<input type="checkbox"/> 1	<input type="checkbox"/> Report/Comment	
		<input type="checkbox"/> 2	<input type="checkbox"/> Recommend <input type="checkbox"/> Act	

# Workplan | Budget Advisory Commission (BAC)

Mar. 2020- Feb. 2021

		<input type="checkbox"/> 3 Initiated by: <input type="checkbox"/> 4 <input type="checkbox"/> Commission <input type="checkbox"/> Council <input type="checkbox"/> 5 <input type="checkbox"/> City Manager <input type="checkbox"/> 6
September		<input type="checkbox"/> 1 <input type="checkbox"/> Report/Comment <input type="checkbox"/> 2 <input type="checkbox"/> Recommend <input type="checkbox"/> Act Initiated by: <input type="checkbox"/> 3 <input type="checkbox"/> Commission <input type="checkbox"/> Council <input type="checkbox"/> 4 <input type="checkbox"/> City Manager <input type="checkbox"/> 5 <input type="checkbox"/> 6
October	Review City Manager's council presentation template and budget recommendations Draft Council presentation	<input type="checkbox"/> 1 <input type="checkbox"/> Report/Comment <input type="checkbox"/> 2 <input type="checkbox"/> Recommend <input type="checkbox"/> Act Initiated by: <input type="checkbox"/> 3 <input type="checkbox"/> Commission <input type="checkbox"/> Council <input type="checkbox"/> 4 <input type="checkbox"/> City Manager <input type="checkbox"/> 5 <input type="checkbox"/> 6
October Meeting #2	Finalize Council presentation Draft Emailed to Council. Receive and answer questions for Final Report to Council	<input type="checkbox"/> 1 <input type="checkbox"/> Report/Comment <input type="checkbox"/> 2 <input type="checkbox"/> Recommend <input type="checkbox"/> Act Initiated by: <input type="checkbox"/> 3 <input type="checkbox"/> Commission <input type="checkbox"/> Council <input type="checkbox"/> 4 <input type="checkbox"/> City Manager <input type="checkbox"/> 5 <input type="checkbox"/> 6
November	Report to Council Debrief Council presentation	<input type="checkbox"/> 1 <input type="checkbox"/> Report/Comment <input type="checkbox"/> 2 <input type="checkbox"/> Recommend <input type="checkbox"/> Act Initiated by: <input type="checkbox"/> 3 <input type="checkbox"/> Commission <input type="checkbox"/> Council <input type="checkbox"/> 4 <input type="checkbox"/> City Manager <input type="checkbox"/> 5 <input type="checkbox"/> 6
January	Elect Officers Annual Bylaw Review	<input type="checkbox"/> 1 <input type="checkbox"/> Report/Comment <input type="checkbox"/> 2 <input type="checkbox"/> Recommend <input type="checkbox"/> Act Initiated by: <input type="checkbox"/> 3 <input type="checkbox"/> Commission <input type="checkbox"/> Council <input type="checkbox"/> 4 <input type="checkbox"/> City Manager <input type="checkbox"/> 5 <input type="checkbox"/> 6

# Workplan | Budget Advisory Commission (BAC)

Mar. 2020- Feb. 2021

	Finalize workplan	
February	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6	<input type="checkbox"/> Report/Comment <input type="checkbox"/> Recommend <input type="checkbox"/> Act Initiated by: <input type="checkbox"/> Commission <input type="checkbox"/> Council <input type="checkbox"/> City Manager

1. United Community  
Engaging Gov't

2. Beautiful Places

3. Thriving Economy

4. Healthy & Safe People

5. Increased Equity

6. Effective &

# Workplan Projects: What's the purpose?

Mar. 2020- Feb. 2021

Commissions can either initiate a project themselves OR be asked by the Council or City Manager to do one of the following:

## Report/Comment

- Commission studies a specific issue or topic and reports its findings or comments to the Council, either in writing or in a Council meeting.

- Commission does not vote.
- No direct action is taken.

*Example: Charter Commissioner provided a memo on the topic of Council Members being employed by the City part-time, at the Council's request.*

## Recommend

- Commission reviews a specific policy issue and makes a formal recommendation to City Council on what action to take.

- A recommendation requires a majority of the Commissioners' support.
- Individual member comments are not included.

*Examples: Planning Commission recommends approval on land use actions; RPA/C made a recommendation on amplified sound policy.*

## Act

- Commission initiates or takes on a project, approved by Council through their workplan.

*Example: HRC partnered with a community organization on an event; City Manager requests that HRC coordinate the "All Are Welcome" sign contest.*

## Renee Manning

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**From:** LaTonia Green  
**Sent:** Friday, July 10, 2020 12:22 AM  
**To:** Jeanette Boit-Kania; Akeem Adeniji; Anthony Spears; 'Eric Pone'; Heidi Ritchie; 'Hollies Winston'; Mark Mata; 'MENA XIONG VUE'; 'Nancy A Omondi'; Shannon Gregory; 'Teshite Wako'  
**Cc:** Renee Manning  
**Subject:** RE: Agenda - July 15

Commissioners,

Please review the questions below for the departments prior to the meeting July 15.

The five questions are:

1. What does your department define as core/essential services?
  - a. Please prioritize those essential services
2. What are the key metrics for these services?
  - a. What is the cost to keep them at a safe level?
  - b. As much as possible please tie costs directly to meeting these key services.
3. How is Covid-19 impacting your services and directly your budget costs?
  - a. Please explain from a short term perspective and year-long perspective.
  - b. Do you see your department returning to normal next year? If yes, when? If No, What's your best estimate?
4. What are areas that you can cut?
  - a. Please choose 3 areas and explain the allocated budget for them.
  - b. What is worst case scenario if they are cut?
  - c. Best Case?
5. As you answer questions please view them through an equity lens. If acted upon how will this information affect underserved and marginalized communities as well as other residents.

\* An equity lens is a process for analyzing or diagnosing the impact of the design and implementation of policies on under-served and marginalized individuals and groups, and to identify and potentially eliminate barriers.

Link to more information: <https://policy.umn.edu/equity-lens#:~:text=What%20is%20an%20Equity%20Lens,identify%20and%20potentially%20eliminate%20barriers.>

If you have questions, please do not reply all. Send questions to Renee, Jeanette or me.

Thank you,

LaTonia

**From:** Jeanette Boit-Kania <Jeanette.Boit-Kania@BrooklynPark.Org>  
**Sent:** Monday, July 6, 2020 5:22 PM  
**To:** Akeem Adeniji <ajanaku2002@yahoo.com>; Anthony Spears <aspears@3rcdc.org>; 'Eric Pone' <EricPone@msn.com>; Heidi Ritchie <heidphoffman@gmail.com>; 'Hollies Winston' <HolliesWinston@gmail.com>; Mark Mata <Mark.Mata@brooklynpark.org>; 'MENA XIONG VUE' <mena.x.vue@hotmail.com>; 'Nancy A Omondi' <nomondi@flyingeagletrans.com>; Shannon Gregory <dustoffmarine1@gmail.com>; 'Teshite Wako'

<twako4@gmail.com>

**Cc:** LaTonia Green <LaTonia.Green@BrooklynPark.Org>; Renee Manning <Renee.Manning@BrooklynPark.Org>

**Subject:** Agenda - July 15

Attached is the agenda for the special meeting on July 15, 2020

Thank you,

**Jeanette Boit-Kania**

Financial Services – Assistant Finance Director

W. 763-493-8091