

Application for Appointment to the Advisory Group for Minneapolis Redistricting 2011-2012 of the Minneapolis Charter Commission

Some of the information on this form is public data under the Minnesota Government Data Practices Act, Minn. Stat. Chapter 13. The data is being requested so that the appointing authority can make an informed decision as to the appointment to the Advisory Group to assist in redistricting in Minneapolis in 2011-2012. An applicant is not required to provide any information. However, failure to answer any of the questions on this application may cause the appointing authority to reject the application or to select another candidate. The data on this form will be maintained by the City of Minneapolis or the Minneapolis Charter Commission in accordance with the Minnesota Government Data Practices Act and the non-public portions of the form, if any, will be available to individuals working for the City and the Minneapolis Charter Commission whose work assignments reasonably require access and others through a valid court order.

Unless otherwise noted, the information in this application is open to the public per the Minnesota Government Data Practices Act

Name (please print): Tara Barenok	Ward (if known): 12
Signature: /s/ Tara Barenok	Date: [REDACTED]

Describe your education, training, employment history, volunteer work, and awards and honors as related to the job description for a member of the Advisory Group. Please do not duplicate your response to the question on the reverse side of this form concerning knowledge of communities, citizenship and diversity.

Knowledge of the City and its charter: I worked for the City for close to eleven years in the finance department (through December 2008). My job working on the financial, strategic and business planning processes required in depth knowledge of the City's structure and processes, including the City Council, its wards and the Park Board and its districts. My current job at the State of Minnesota's Management and Budget provides me state-wide perspective on redistricting. [REDACTED]

Working in teams: Through professional experiences, I have led and served on many teams. I am skilled at facilitation, presentations, training, and process improvement. [REDACTED]

Analytical skills: Both in my time with the City and now at the State, one of my main responsibilities is to help others understand numbers and analytical information for decision-making. [REDACTED]
[REDACTED] I have used the City's GIS tools [REDACTED]

[Resume attached.]

During the period May 2009 to May 2011, have you been or will you be: an elected official of municipal, county, state or federal government?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
an employee of a political party ?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
an employee of Minneapolis City government? Note that persons who have served as election judges since May 2009 are considered City employees and may not serve on the Advisory Group.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

Instructions:

1. Complete all pages of this application. (Call the Office of the City Clerk at , 612-673-2287 with questions.)
2. Applications must be received or postmarked by **March 25, 2011**. Applications delivered in person must be received before 4:30 p.m. on March 25, 2011.
3. Return completed applications: Email the form scanned as a PDF. : cityclerk@ci.minneapolis.mn.us
Mail or delivery. City Clerk Appointments
Room 304, 350 S. 5th Street
Minneapolis, MN 55415-1382
Fax 612-673-3812

Please complete both sides of the application. Application does not guarantee appointment.
For additional information see the Job Description and City website at www.ci.minneapolis.mn.us/charter-commission/

TARA BARENOK

MINNEAPOLIS

EXPERIENCE

2010-present State of Minnesota, Minnesota Management and Budget,
Budget Services-Budget Operations, St Paul, MN

Financial Information Coordinator

- Manage the State's budget processes with an emphasis on creating transparency.
- Lead budget system planning and administration, improving its products and procedures.

2008-2010 State of Minnesota, Department of Human Services, Financial
Management and Operations, St Paul, MN

Fiscal Policy Director

- Served as department's coordinator for the American Recovery and Reinvestment Act of 2009.
- Led efforts to link budget process to strategic planning.
- Improved budget documents and procedures, including increased use of "paperless" document production.

2000-2008 City of Minneapolis, Finance Department, Minneapolis, MN
Director, Budget Information and Coordination (Budget Coordinator)

- Provided financial decision support to the Mayor and City Council during the budget process and related City-wide planning.
- Coordinated deadlines, policies and procedures essential to budget preparation.
- Supervised and coached 5 budget analysts. Coached and trained financial analysts, accounting staff and department staff.
- Led and prepared five-year financial planning and ten-year forecasting - present analysis and recommendations to elected officials and department heads.
- Managed financially-related analysis projects linked with the City's goals.
- Managed compliance with State law regarding Truth in Taxation, a state statute which sets the timing and public hearing requirements for the budget process.
- Presented financial information to non-financial audiences - department management, elected officials, and community groups.
- Implemented new budget software package which significantly reduced data entry and allowed the department to weather the elimination of the budget analyst positions during Local Government Aid reductions. System implementation included training design and benchmarking.
- Improved the budget document resulting in the City receiving the Government Finance Officers Association's Distinguished Budget Presentation Award for the first time since 1986.
- Worked with a group of management support staff to create the City's Business Planning Handbook, which ties strategic planning to resource planning.

1998-2000 City of Minneapolis, Finance Department, Minneapolis, MN
Budget Analyst

- Supported departments in the preparation of their annual budget packages. Prepared monthly budget forecast reports.
- Prepared sales tax revenue estimates and related analysis.
- Led the City's budget development
- Served on an inter-departmental team which created the City's performance measurement model.

1996-1998 State of Minnesota, Department of Administration
Developmental Disabilities Council, Saint Paul, MN
Management Analyst

- Prepared and submitted the State Plan on developmental disabilities services to the Federal Government.
- Coordinated state-wide focus groups in developmental disability services.
- Conducted participant evaluation, support and monitoring during the Council's leadership development training programs.

EDUCATION

1997 University of Minnesota, Humphrey Institute of Public Affairs,
Minneapolis, MN.
M.A. Public Affairs with Management and Policy Analysis Concentrations

1994 The American University, Washington D.C.
B.A. International Studies with European Economics and Conflict Resolution
Concentrations, minor in Women's Studies

- Magna Cum Laude