

ABC Staff Meeting Agenda September 23, 2024

- 1. Boards and Commissions Representation Survey** (Julie Hovland – 5 minutes)
 - a. Reminder
 - b. Due: October 11, 2024
- 2. Recruitment** (Grant Johnson/Julie/Jackie Hanson - 15 minutes)
 - a. Communications Department efforts
 - b. Application submission data
- 3. ABC Reform** (Julie/Jackie/Casey Carl - 15 minutes)
 - a. Progress Update
 - b. Next steps
 - c. Enterprise Retention Schedule
- 4. Open Discussion** (15 minutes)
 - a. Board Staff Questions, Feedback, Ideas, & Requests
- 5. Reminders**
 - a. Members can stay in place until the new resolutions are approved
 - b. Next ABC Staff Meeting: October 21, 2024

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Appointed Boards & Commissions Monthly Staff Meeting

September 23, 2024

Boards and Commissions Representative Survey

1. ABC staff must distribute the survey to their members and encourage them to complete it
2. Due October 11, 2024
3. The link, for your ABC, has been sent to you by NCR staff (and resent by Julie)
4. Contact Steven Gallagher or Tate Nguyen with specific questions about this survey or technical difficulties with the form

IT IS EXPECTED, BY THE CITY ENTERPRISE, THAT ALL ABC' MEMBERS FILL OUT AND COMPLETE THIS INFORMATION.

Fall Recruitment Cycle



1. Press releases have been refreshed each week
2. Written testimonials were included the week of 9/16
3. A video spotlight will be released the week of 9/23
4. Newsbites have been made available to Departments and Council Members
5. Paid ad boosts have been implemented
6. The public portal remains open until September 30th



New applications as of September 20

Board/Commission

Minneapolis Advisory Committee on People with Disabilities	11
Minneapolis Advisory Committee on Housing	10
Heritage Preservation Commission	7
Capital Long-Range Improvement Committee	6
Charter Commission	5
Community Environmental Advisory Commission	4
Civil Rights Commission	4
Planning Commission	3
Community Commission on Police Oversight	3
Public Health Advisory Committee	2
Minneapolis Public Housing Authority	2
Minneapolis Arts Commission	2
Minneapolis Advisory Committee on Aging	2
Bicycle Advisory Committee	2
Zoning Board of Adjustment	1
Minneapolis Workforce Development Board	1



Board/Commission	Vacancies	Applicants
Bicycle Advisory Committee	2	2
Capital Long-Range Improvement Committee	33	6
Charter Commission	3	5
Civil Rights Commission	9	4
Community Commission on Police Oversight	1	3
Community Environmental Advisory Commission	19	4
Heritage Preservation Commission	5	7
Local Board of Appeal and Equalization	4	0
Minneapolis Advisory Committee on Aging	14	2
Minneapolis Advisory Committee on Housing	16	10
Minneapolis Advisory Committee on People with Disabilities	14	11
Minneapolis Arts Commission	9	2
Minneapolis Public Housing Authority	3	2
Minneapolis Workforce Development Board	1	1
Planning Commission	2	3
Public Health Advisory Committee	11	2
Zoning Board of Adjustment	3	1
TOTAL	149	65

Special Service District Advisory Boards	New applications as of September 20
48th & Chicago Special Service District Advisory Board	2
Dinkytown Special Service District Advisory Board	2
Linden Hills Special Service District Advisory Board	2
Uptown Special Service District Advisory Board	2
Bloomington-Lake Special Service District Advisory Board	1
Central Avenue Special Service District Advisory Board	1
East Lake Special Service District Advisory Board	1
Lyndale-Lake Special Service District Advisory Board	1
Stadium Village Special Service District Advisory Board	1

Special Service District Advisory Boards	Vacancies	Applicants
48th & Chicago Special Service District Advisory Board	3	2
50th & France Special Service District Advisory Board	3	0
54th & Lyndale Special Service District Advisory Board	3	0
Bloomington-Lake Special Service District Advisory Board	3	1
Central Avenue Special Service District Advisory Board	8	1
Chicago-Lake Special Service District Advisory Board	3	0
Dinkytown Special Service District Advisory Board	5	2
East Lake Special Service District Advisory Board	5	1
Eat Street Special Service District Advisory Board	3	0
Linden Hills Special Service District Advisory Board	5	2
Lowry Hill Special Service District Advisory Board	3	0
Lyndale-Lake Special Service District Advisory Board	5	1
Stadium Village Special Service District Advisory Board	3	1
Uptown Special Service District Advisory Board	6	2
West Broadway Improvement Special Service District Advisory Board	5	0
TOTAL	63	13

ABC Reform Progress

Completed

- All ABCs are Tiered
- Templates approved
- Standardized Term start dates confirmed
- LIMS development to support reforms initiated

September

- Existing Resolutions formatted into new template by Clerk Team
- Attorney review of existing and new resolutions underway

October/November

- Clerk team and Board Department Leadership meet to review the reformatted resolutions
- On-going meetings with ABC Staff and Clerk Team

November/December

- On-going meetings with ABC Staff
- Clerk and Attorney teams will review, and revise the final resolution drafts
- Final reviews with the individual ABCs.

December/January

- Bylaws and Rules finalized for each ABC
- Formal RCAs created
- On-going re-establishment of the Tier 3 ABCs

REMINDER: STAY CALM, NO NEED TO WORRY...
EXISTING RESOLUTIONS WILL STAY IN PLACE UNTIL THE NEW ONE IS APPROVED BY THE
CITY COUNCIL AND MAYOR

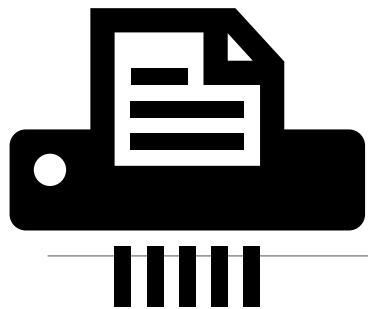
Other Reforms in Development

**Member
Orientation
Program**

**Recruitment
&
Applicant
Vetting
Process**

**Operations
Manual for
ABC Staff**

**LIMS
Enhancements**



Enterprise Retention Schedule

The Records Management staff is working with a consultant to develop an updated Record Retention Schedule for the City enterprise.

This project is required by law and ordinance. It has been approved by the City, Minnesota Historical Society, State Auditor, and Attorney Generals office.

The Clerk's Office will develop procedures to help ABC Staff to manage, retain, and destroy records.

Enterprise Retention Schedule - Purpose



Goals

Modernize to reflect current laws,
systems, City functions

Shorten and simplify to align with
modern management

Easier access to schedules



Benefits to the City

Records processes become more
effective

Retention easier to follow = increased
compliance = cost effective & efficient
access to records

Future proofing (possible automated
retention)

Reminders

- Members can stay in place until the new resolutions are approved!
- Next Meeting: October 21, 2024

Questions
Feedback
Ideas
Requests



ABCAdmin@minneapolismn.gov

2025 Significant Dates

City Holidays - Observed	
New Year's Day	1/1/2025
Martin Luther King Jr. Day	1/20/2025
President's Day	2/17/2025
Memorial Day	5/26/2025
Juneteenth	6/19/2025
Independence Day	7/4/2025
Labor Day	9/1/2025
Indigenous Peoples Day (Columbus Day)	10/13/2025
Veteran's Day	11/11/2025
Thanksgiving Day	11/27/2025
Day after Thanksgiving	11/28/2025
Christmas Day	12/25/2025
Jewish Holidays	
*Passover-No evening meeting first night	4/12-20/2025
*Rosh Hashanah-No Meetings (no evening meetings first night)	9/22-24/2025
*Yom Kippur-No Meetings (no evening meetings first night)	10/1-2/2025
Islamic Holidays	
Ramadan - First day	3/1/2025
Eid al-Fitr (no meetings 2nd day)	3/30-31/2025
Eid al-Adha (no meetings 2nd day)	6/6-8/2025
National League of Cities	
Congressional City Conference	03/10-12/2025 Washington, D.C.
City Summit (formerly Congress of Cities)	11/19-22/2025 Salt Lake City, UT
Other Dates	
Easter	4/20/2025
No meetings on election day: Minn Statutes §204C.03 prohibits public meetings between 6:00 and 8:00 pm on election days	General 11/4/2025
No evening meetings on precinct caucuses: Minn Statutes §202A.19 prohibits public meetings after 6 pm on day of a major political party precinct caucus	N/A
Minneapolis Public Schools - Spring Break	3/31-04/4/2025