

MANAGEMENT AND FINANCE POLICY COMMITTEE WEBEX

Members Present: Council Member Gardner – Chair, Council Member Gruber

Others Present: T. Velasquez, G. Hays, P. Sylvester, C. Toth, T. Sedmak, S. Newman, H. Hernandez, N. Wishmeyer, R. Peterson, D. Brotzman, T. Sedmak, N. Wishmeyer, B. Fillinger, B. Rulla, D. Hudson, A. Pogue, C. Waldron, C. Argentar, M. Rogers, C. Horiuchi, N. Finco, J. Orozco D. Cesarina, D. Medina Caro, M. Murphy, and T. Hoyle

INTRODUCTIONS AND MINUTES

August 24, 2021 minutes were approved.

CONSENT ITEMS

August of 2021 was 13.9 percent higher than August of 2020.

Outcome

The Committee thanked staff. Information only.

Follow-up Action

No follow-up needed.

CAREER SERVICE COMMISSION UPDATE

Summary of Issue and Discussion

Pat Sylvester, Manager of Employee Relations provided a brief update. The purpose of the Career Service Commission is to hear and determine appeals made by an aggrieved employee pursuant to the rules and regulations of the Charter and Ordinances of the City as well as the City Employee Manual. Members of the Commission must be registered electors and residents of the city at least one year immediately preceding the date of their appointments.

Committee Discussion

CM Gruber: The only question I would have is the training that's provided. Does the Commission receive training for review immediately before a case, or is it a continuing education?

P. Sylvester: Thank you for the question. Yes, in regard to training. Once we have a hearing. A group of Commission members meet with the outside attorney. They receive all the paperwork the disclosures the discoveries and the employees file. Any relevant information in regard to the level of discipline. They also receive the most updated employee manual. So, they are fully aware of the City's policies in regard to the disciplinary action that has been taken towards that employee. So, all of those documents are provided to the Commission ahead of each hearing.

CM Gardner: I do not have any questions but thank you for the presentation. Obviously, the trend of cases we are reviewing is a good thing and is probably a credit to the management and supervisor staff we have throughout the City. So good job.

Outcome

The Committee thanked staff. Information only.

Follow-up Action

No follow-up needed.

2022 BID OPERATING PLANS AND BUDGETSSummary of Issue and Discussion

State statute requires that each Business Improvement District (BID) organized within the city file their proposed annual budget for the upcoming year with the City Clerk for City Council review and approval.

- The resolution will approve the Fitzsimons Business Improvement District 2022 operating plan and budget. The Fitzsimons Business Improvement District was approved for organization by City Council in 2011. The 2022 operating plan and budget anticipates funding from square foot charges of commercial buildings for its \$5,859 revenue and expected expenditures. The Fitzsimons BID does not anticipate any major public improvements for 2022 and its expenditures are primarily directed towards administrative costs and parking enforcement.
- The resolution will approve the Porteos Business Improvement District 2022 operating plan and budget. The operating plan anticipates beginning fund balance (mainly due to developer advances received in prior years), property taxes and public improvement fees for its \$502,426 revenue and expected expenditures. The Porteos BID will undertake projects as development needs require in 2022.
- The resolution will approve the Parkside at City Centre Business Improvement District 2022 operating plan and budget. All public improvements are anticipated to be completed in 2021, funded by \$13,990,000 from the 2019 debt issuance. Therefore, the 2022 operating plan anticipates no new activity for the Capital Projects Fund. In 2022 the General and Debt Service Funds anticipate \$729,510 in new revenue mainly from sales tax, property tax, developer advances, a privately imposed Public Improvement Fee (PIF), and a transfer from the Parkside Metropolitan District. The Debt Service Fund also anticipates a \$1,885,796 beginning fund balance, carried over from prior years. Together, the General and Debt Service Funds anticipate \$1,042,631 in expenditures in 2022, mainly for management and bond interest expenses.
- The resolution will approve the Citadel on Colfax Business Improvement District 2022 operating plan and budget. The operating plan anticipates mainly remaining bond proceeds from the 2020 debt issuance, property taxes and a transfer from Colfax Sable Metropolitan District for its \$1,810,121 revenue and expected expenditures (General, Capital Projects and Debt Service Funds). The Citadel on Colfax BID will continue to construct and install public improvements to serve the development in 2022 including street improvements, landscaping, traffic signalization and site furnishings.
- The resolution will approve the Painted Prairie Business Improvement District No. 1 2022 operating plan and budget. The operating plan anticipates mainly developer advances for its \$30,003 revenue and expected expenditures. The Painted Prairie No. 1 BID does not anticipate any major public improvements for 2022.

- The resolution will approve the Painted Prairie Business Improvement District No. 2 2022 operating plan and budget. The operating plan anticipates mainly developer advances for its \$25,000 revenue and expected expenditures. The Painted Prairie No. 2 BID does not anticipate any major public improvements for 2022.
- The resolution will approve the Tower Business Improvement District 2022 operating plan and budget. The operating plan anticipates developer advances for its \$75,000 revenue and expected expenditures. The Tower BID will undertake projects as development needs require in 2022.
- The resolution will approve the Havana Business Improvement District 2022 operating plan and budget. On September 16, 2021 the Havana BID Board approved a draft budget based on preliminary property valuations from the county and will update their Operating Plan prior to City Council approval. In the interim and for this policy committee meeting, the BID has provided a summary of the key aspects of the 2022 budget and operation plan they plan to incorporate into their final plan.

The 2022 operating plan and budget anticipates revenues of \$623,765 from property taxes, its portion of urban renewal tax increment from the Buckingham Urban Renewal Area, and specific ownership taxes. Combined with carry over funds from 2021, the total 2022 budget is anticipated to be \$1,210,025. No additional revenues are projected to be generated from sponsorships in 2022. Primary changes over the 2021 budget includes an estimated increase in special events (and associated advertising costs) to \$125K in 2022 and smaller increases in staff and accounting costs. The Havana BID does not anticipate any major public improvements other than its continued communication, marketing, a few district markers, and branding efforts to capitalize on its strengths and economic development activities to promote the prosperity of the Havana Corridor. Additional details of projected plans and expenditures are in the included 2022 Budget Message from the BID.

- The resolution will approve the Windler Business Improvement District No. 1 2022 operating plan and budget. The operating plan anticipates developer advances for its \$50,000 revenue and expected expenditures. The Windler No. 1 BID does not anticipate any major public improvements for 2022.
- The resolution will approve the Windler Business Improvement District No. 2 2022 operating plan and budget. The operating plan anticipates developer advances for its \$50,000 revenue and expected expenditures. The Windler No. 2 BID does not anticipate any major public improvements for 2022.

Committee Discussion

CM Gruber: Having looked at these so many times over the years. I want to congratulate some of the BIDs, especially Havana and Parkside and some of the others for what they've done and what they are accomplishing. I think these were an important part of our city structure or city government structure. I'm proud to see that they are working as well as they are.

CM Gardner: I don't have any questions. I echo what CM Gruber said. With that we're good moving these forward to Study Session. I don't believe that we need a vote on each one separately at the Committee level. We may want to ask the attorney.

H. Hernandez: No. You can move all of them as a group to Study Session.

Outcome

The Committee recommended the item move forward to Study Session.

Follow-up Action

Staff will forward the item to October 18, Study Session.

MISCELLANEOUS MATTERS FOR CONSIDERATION

- The next meeting is on Tuesday, October 26, 2021 at 1:00 PM (WebEx)

THESE MINUTES WERE APPROVED AS SUBMITTED



Curtis Gardner, Chair of the Management & Finance (M&F) Committee

11/5/2021
Date