

CITIZENS' ADVISORY BUDGET COMMITTEE (CABC)

Meeting Minutes

Meeting Date: January 2, 2023

Time: 6:30PM

Location: In-Person (AMC)

Next Meeting: February 6, 2023

Time: 6:30PM

Location: In-Person (AMC)

MISSION STATEMENT: *The mission of the Citizens' Advisory Budget Committee (CABC) is to study all phases of the budget of the City of Aurora and to make recommendations to City Council in regard to any and all budget matters.*

The CABC accomplishes the mission by examining and evaluating needs and priorities as they relate to the budget and by making recommendations for action to the City Council.

ATTENDANCE

Name		Name		Name		Name
Mustafa Abdullah		Max Gimelshteyn	P	Jonathan Scott	P	COA Staff
Ericka Alfonso	P	Debra Johnson	P	Michael Senich	E	Greg Hays
Sunny Banka	P	Danielle Lammon	P	JulieMarie Shepherd Macklin	E	
Tikneshia L. Beauford		Janet Marlow	P	Katrina Zerilli	P	Guests
Andris Berzins	P	Jim Mattson	E			Jason Batchelor
Marsha Berzins	P	Omar Montgomery	P	Shane Doyle*	P+	
Reno Carollo	A	George Peck	A	Sandy Garcia*	P	
Gretchen Dirks	P	David Rich	P	Binisha Shrestha*	A	

Key: P=Present; P+ Present after roll call; E=Excused; A=Absent; R=Resigned; *New Member

MEETING MINUTES

1. Call to Order	Chair Danielle Lammon called the meeting to order at 6:33pm	
2. Roll Call/ Establishment of Quorum	Questions were discussed regarding who was on the committee and what is the current roster of committee members. Attendance was recorded and with 14 members present, a quorum was established. One member came immediately after roll was called, making 15 members present.	
3. Approval of January Agenda	Chair Lammon presented the January agenda. It was proposed that a time be given to new members introduction during Housekeeping. Agenda was approved unanimously.	
4. City Manager Presentation	Chair Lammon welcomed City Manager Jason Batchelor to share his perspective and overview of the city budget. <ul style="list-style-type: none"> ○ He introduced himself, gave his background and shared his experience with the city (including city budget officer and involvement with the CABC). ○ He mentioned several reports that summarize city procedures and budget priorities. 	

- Upcoming Council Winter Workshop will address strategic initiatives (2-3 years) – Where would you like to see progress? How would it be measured? (etc.)
- He also gave an update on the new Council meeting schedule: Executive session, Study sessions and Council Meetings on same night; twice a month.
- He is working to refine department reviews: working with deputy city managers. This includes answering questions like: What is important? How is it being measured?
- Workforce Turnover is around 14% (down from 17%, but not as good as what is normal = 11%)
 - 911 ECC is a good example of worker retention; Fire Dept. good; Police – needs improvement.
 - Public Works – a lot of turnovers. Needs improvement and more filled vacancies.
 - Hiring more deputy directors: Library/Cultural Services Director; Parks; and Public Works
 - Housing and Community Services
- Updating Capital Improvement Master Plan (CIMP)
 - Capital Project Priority list – including Public Safety Capital Projects Priorities
 - Looking into Phase 2 of Venue / Facility Capital Project (location; operators, etc.) Phase 1 was done in 2023.
- Suggested Studies for CABC:
 - Priorities for the Capital Improvement Master Plan (CIMP)
 - Funding Options
 - Process for consensus for funding options (taxes? Tabor? Other options?)
- Questions:
 - Hiring Diversity?
 - *Yes. Job postings are put into a wide variety of access points.*
 - Capital Improvement Ballot Issues coordinate with School District Bonding Questions?
 - *Yes, communication happens and is important. Arapahoe County is looking to a ballot question that would ask to raise sales tax collected for the County – not city.*
 - Department Reviews helpful for CABC?
 - *Yes. Blended with the approach of other city-wide subcommittee reports.*
 - Separation of Library and Cultural Services into two departments?
 - *Eventually, but not too early. It is likely early for that. It used to be Library, Parks, and Cultural Services.*
 - Collective Bargaining, explain with Fire and Police Departments, along with other departments.

	<ul style="list-style-type: none"> ▪ <i>Typically, two-year contracts [city charter allows for up to three-year contracts]. To be renewed this year. Negotiation – a time limit exists (30 days to collective bargain before impasse, then arbitrators). If it can't be worked out between the city and unions, it would go to voters. It has never had to go to voters.</i> ○ Immigrants and Refugees. Are we impacted as much as Denver? Will we? <ul style="list-style-type: none"> ▪ <i>It is a little too early to tell. We don't provide wrap-around services like they do.</i> 	
5. Approval of December Meeting Minutes	Chair Lammon asked for a motion to accept the December meeting minutes. Andris Berzins motioned to accept the December minutes; Janet Marlow seconded. Motion passes.	Motioned Passed Unanimously
6. Nomination Committee	<p>Chair Lammon turned the floor over to the Nominating Committee. David Rich (chair of the Nominating Committee) presented the slate of Danielle Lammon (Chair); Jonathan (Jono) Scott (Vice-Chair); JulieMarie A. Shepherd Macklin (Secretary). He then opened the committee for nominations from the floor. Hearing no nominations from the floor, David Rich called for a vote of affirmation. The slate was approved by affirmation unanimously.</p> <p>Danielle Lammon (Chair) and Jono Scott (Vice-chair) accepted their nominations. Although absent, JulieMarie A. Shepherd Macklin (Secretary) accepted her nomination through the following statement: "I am pleased to accept the nominating committee's nomination for the role of CABC recording secretary for the 2024 year. Due to a medical situation, I am unable to be present tonight but would be honored to have your votes and support for continuing my role as secretary. Thank you for your consideration."</p>	
7. Revenue and Budget Updates	<p>Greg Hays provided a brief budget update from September and October.</p> <ul style="list-style-type: none"> • November Sales Tax Performance was 3.2% year over year – one note of improvement was in auto use tax revenue. • Roofing companies are bringing in a lot of tax revenue. Variable sales tax is down 23% (mostly one-time checks). This could be concerning, because there is a history of this being a harbinger of things to come. • Construction revenue is back up. <ul style="list-style-type: none"> ○ Building – development review fund is healthy. ○ Marijuana tax revenue is \$9.1 million in 2023 (through Nov. 2023), projection was/is \$9.4 million. Expectation is that revenues will be more than projections. 	
8. Bylaws Discussion	<p>Much discussion was centered around the updated proposal for paragraph 11 of the by-laws. The proposed revision to the bylaws is as follows:</p> <p>Old paragraph 11:</p> <p>It is expected that all members will satisfactorily participate on the CABC either in person or by conference call. Satisfactory participation is defined as all of the following:</p> <ul style="list-style-type: none"> • Participation on at least one budget subcommittee per budget cycle. Attending subcommittee meetings, involvement in subcommittee recommendations and reports. 	

	<ul style="list-style-type: none"> • Having no more than two unexcused absences in a 12-month period. An excused absence is defined as notifying a member of the executive committee or budget office staff in advance (no later than close of business on the meeting date) of being unable to attend a regularly scheduled CABC meeting. • Conduct in accordance with the rules and regulations of this committee. <p>Unsatisfactory participation shall result in the following:</p> <ul style="list-style-type: none"> • After any unexcused absence, a courtesy call will take place to find out why the member was absent. After the third unexcused absence occurs, the CABC Secretary shall send written notification to the Council Member who appointed the member regarding their appointee’s unsatisfactory performance. <p>Proposed revised paragraph 11:</p> <p>It is expected that all members will satisfactorily participate on the CABC either in person or by conference call. Satisfactory participation is defined as all of the following:</p> <ul style="list-style-type: none"> • Participation on at least one budget subcommittee per budget cycle. Attending subcommittee meetings, involvement in subcommittee recommendations and reports. • Having no more than five total absences (including unexcused and excused absences) in a 12-month period for a scheduled CABC meeting. An excused absence is defined as notifying a member of the executive committee or budget office staff in advance (no later than the close of business on the meeting date) of being unable to attend a regularly scheduled CABC meeting. • Conduct in accordance with the rules and regulations of this committee. <p>Unsatisfactory participation shall result in the following:</p> <ul style="list-style-type: none"> • The member shall be on a probationary period and will no longer be counted towards quorum for meeting attendance and shall not be allowed to vote on CABC matters but must participate on subcommittees. The Council Member who appointed said member shall be notified of the member’s probationary period by the CABC Secretary. If the CABC member on probation attends three regularly scheduled CABC meetings in a row, they will no longer be on probation and will thereafter be counted towards quorum and have their voting privileges on CABC restored. <p>After much discussion, Gretchen Dirks motioned that we table this discussion until next meeting. Andris Berzins seconded. Chair Lammon brought the motion to a vote. The vote to table the agenda item until next meeting passed by a vote of 11 in affirmation, 2 no, and 1 abstention.</p>	<p>Vote: 11 – yes 2 – no 1 - abstain</p>
9. Annual Planning	Chair Lammon summarized this agenda item for sake of time. She encouraged committee members to contact their appointed council members for their budget priorities.	
10. Housekeeping	Introductions: Chair Lammon introduced the newest members of the committee and had each member introduce themselves. This included who appointed them, what they do for a career, and any other basic information that may be helpful for the committee to know about them.	

	<p>Future 2024 Meeting Dates:</p> <ul style="list-style-type: none"> • February 6 • March 5 • April 2 • May 7 • June 4 • July 2 (<i>likely not an official meeting, just set aside for subcommittees</i>) • July Workshop (dates TBD) • August 6 • September 3 • September ? – Presentation to Council • October 1 • November 12 • December 3 	
11. Meeting Adjourned	Chair Lammon adjourned the formal business meeting at 8:26pm.	