



CITY OF LONG BEACH

DEPARTMENT OF FINANCIAL MANAGEMENT

BH-1

411 West Ocean Boulevard 6th Floor • Long Beach, CA 90802 • (562) 570-6425 • Fax (562) 570-5836

September 3, 2019

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Receive and discuss an overview of the Proposed Fiscal Year 2020 budgets for the following Departments: Technology and Innovation and Civil Service; and,

Receive supporting documentation into the record, conclude the public hearing, and take the actions necessary to adopt the Fiscal Year 2020 budget as listed in Attachment A. (Citywide)

DISCUSSION

On July 31, 2019, the City Manager's Proposed Budget for Fiscal Year 2020 (FY 20) was delivered by Mayor Garcia to the City Council and community for consideration. Budget meetings were held on December 18, 2018, August 6, August 13, August 20, and September 3, 2019, along with Budget Oversight Committee (BOC) meetings, and community meetings throughout August at which the Proposed FY 20 Budget was discussed. As a result of these meetings, there were 22 scheduled opportunities for public feedback, deliberation, and input. Additionally, input was solicited through the Long Beach Budget Priority Survey to obtain feedback on what the City's priorities should be. The survey was promoted on the City's website, along with OpenLB, which shows the budget visually, through Twitter and Facebook, and at the community meetings.

At the conclusion of the hearing, the City Council will amend the proposed budget as it deems appropriate, and adopt the proposed budget as amended. Since the publication of the Proposed FY 20 Budget, updated estimates of FY 20 revenues and expenses, which primarily address technical corrections, are listed by fund group and department in Attachments B, C, and D. The reasons for the adjustments are discussed at the end of this letter.

There are three Ordinances to be considered for approval in Attachment A. The first amends the Departmental Organization of the City (A-6). The second is the Resolution No. WD-1413 (A-10), which establishes the rates and charges for the water and sewer service. The third Ordinance is the Appropriations Ordinance (A-16), which officially appropriates the funding for the Adopted Budget (approved in A-3) and authorizes expenditures in conformance with the Adopted Budget. For the second and third Ordinances to become effective on October 1, 2019, the City Council must first declare an emergency to exist before adopting each Ordinance (A-9 and A-15).

There are also five Resolutions that provide for approval for the Master Fees and Charges Schedule (A-4), amend the Salary Resolution (A-7), approve the budget for the Harbor Department (A-8), the budget for the Water Department (A-11), and establish the Gann Appropriations Limit (A-14). There are also motions that request approvals for the following: the Mayor's Recommendations (A-1); the BOC Recommendations (A-2); a motion amending the Proposed FY 20 Budget (A-3); the FY 20 One-Year Capital Improvement Program (A-5); the FY 20 Budget for the Long Beach Community Investment Company (A-12); and, the Harbor Revenue Fund Transfer (A-13).

This matter was reviewed by Deputy City Attorney Amy R. Webber on August 15, 2019 and by Budget Manager Grace H. Yoon on August 15, 2019.

TIMING CONSIDERATIONS

In accordance with the City Charter, the FY 20 budget must be adopted by September 15, 2019. Should the City Council fail to adopt the budget by that date, the City Manager's Proposed FY 20 Budget will be deemed the budget for the 2020 Fiscal Year. The Mayor has five calendar days from City Council adoption of the budget to use his veto authority. The City Council would then have until September 30, 2019, to override veto action by the Mayor with a two-thirds supermajority vote (six Councilmembers).

FISCAL IMPACT

The City Charter requires that the Appropriations Ordinance govern and control the expenditure and commitment amounts stated therein relating to the City's departments, offices, and agencies during each fiscal year. The total Proposed FY 20 budget for all departments and fund groups is \$3,218,767,141, which comprises of \$2,799,187,891 in new appropriation and \$419,579,250 in estimated carry-over from FY 19 for multi-year grants and projects. Attachments B, C, and D provide the financial overview by Fund Group, by Department, and Citywide revenue by Fund Group, respectively.

The Appropriations Ordinance, included as Attachment A-16, totals \$2,385,050,997 for all fund groups except Harbor, Sewer, and Water, and \$2,389,190,470 for all departments except Harbor and Water. The \$4,139,473 difference between fund groups and departments is due to general City indirect costs budgeted in the Financial Management Department, but charged to the Harbor, Water and Sewer Funds, which are not included in the Appropriations Ordinance by fund groups.

The proposed Harbor, Water and Sewer Fund Group budgets are in separate City Council Resolutions included as Attachment A-8 and A-11, respectively, and total \$833,716,144. The Board of Harbor Commissioners adopted the budget for the Harbor Department by minute order on May 28, 2019. The Board of Water Commissioners adopted the budget for the Water Department by Resolution on June 13, 2019.

User fees and charges in the Master Fees and Charges Schedule, included as Attachment A-4, have been adjusted due to changes in service and other factors, including the City Cost Index (CCI) adjustment unless there are exceptions. For more

details regarding the CCI adjustment, please see Exhibit D to the Master Fees and Charges Schedule. For details regarding these proposed new fees, deletions and adjustments, please see the List of Proposed Fees Adjustments for FY 20 that has been incorporated as Exhibits B and C to the Master Fees and Charges Resolution.

Other requested City Council actions include:

- Approving the FY 20 One-Year Capital Improvement Program (CIP) budget, included as Attachment A-5, which is contained in the Appropriations Ordinance. The Planning Commission, at its meeting of August 1, 2019, approved the CIP for FY 20 as conforming to the General Plan.
- Amending the Departmental Organization Ordinance, included as Attachment A-6. This amendment incorporates changes to departments, bureaus, and divisions for FY 20. These organizational changes are necessary to implement changes reflected in the Proposed FY 20 budget. A redline version of the changes is also provided.
- Adopting the Salary Resolution, which creates and establishes positions of employment while fixing and prescribing the compensation for officers and employees, is included as Attachment A-7.
- Adopting the FY 20 Long Beach Community Investment Company (LBCIC) budget, included as Attachment A-12. The LBCIC budget is prepared annually for City Council approval and is a subset of the Housing Development Fund. The LBCIC oversees the delivery of housing and neighborhood revitalization services. The LBCIC approved its FY 20 budget on April 17, 2019.
- Adopting a Resolution, included as Attachment A-14, establishing the Gann Appropriations Limit (Limit) for general purpose expenditures. In November 1979, the voters of the State of California (State) approved Proposition 4, also known as the Gann Initiative (Initiative). The Initiative places certain limits on the amount of tax revenue that can be appropriated each fiscal year. The Limit is based on actual appropriations during FY 79 and prevents overspending proceeds of taxes. Only those revenues that are considered as "proceeds of taxes" are subject to the Limit. The Limit is recalculated each fiscal year based on certain inflation and population factors provided by the State. The Proposed Budget includes tax revenue estimates that are at 45.18 percent of the 2019-2020 Appropriations Limit and, therefore, do not exceed the Limit. This calculation is reviewed by the City Auditor for conformance to the law.

After the City Manager delivered the Proposed FY 20 Budget to the Mayor, technical adjustments were made to the budget. These changes are generally not substantive and are shown in Attachments B, C, and D. Changes include the following:

HONORABLE MAYOR AND CITY COUNCIL

September 3, 2019

Page 4

1. An appropriation increase in the Public Works Department and revenue budget increase in the Citywide Allocations Department, both in the Civic Center Fund Group by \$461,000 to reflect additional operations and maintenance costs and lifecycle costs that were requested as a second amendment to the Plenary Properties Long Beach, LLC, contract and approved by the City Council on July 16, 2019. The \$461,000 increase will be funded through the Civic Center MOU.
2. A revenue budget increase in the Refuse/Recycling Fund Group in the Public Works Department by \$1,500,000, to more accurately align budget with revenue anticipated from rate increases approved by the City Council on February 5, 2019.
3. An addition of an Assistant Chief of Police in the General Fund Group in the Police Department, offset by an elimination of a Police Commander and reduction of the Department's Financial Bureau's overtime budget for a net zero fund impact, to provide additional management and policy oversight of the Department.

The remaining changes were minor, technical adjustments made to various funds and departments to align budget with grants and/or revenues.

SUGGESTED ACTION:

Approve recommendation

Respectfully submitted,



JOHN GROSS
DIRECTOR OF FINANCIAL MANAGEMENT

JG:GY:RAG:ads:jt
K:\FM-ADMIN\CITY COUNCIL LETTERS\BUDGET\2018\PROPOSED FY 19 BUDGET FOR HARBOR AND WATER AND ADOPTION OF FY19 BUDGET.DOCX

ATTACHMENTS

APPROVED:



PATRICK H. WEST
CITY MANAGER

List of Requested Fiscal Year 2020 Budget Adoption Actions

1. Adopt the Mayor's proposed budget recommendations, as amended, to the Proposed FY 20 Budget. (A-1)
2. Adopt the Budget Oversight Committee's proposed funding recommendations, as amended, to the Proposed FY 20 Budget. (A-2)
3. Adopt the expenditures and revenues as identified in the Proposed FY 20 Budget Book, as amended. (A-3)
4. Adopt the Resolution amending the Master Fees and Charges Schedule for specified City services for Citywide fees and charges for the City of Long Beach. (A-4)
5. Approve the FY 20 One-Year Capital Improvement Program. (A-5)
6. Declare the Ordinance amending the Departmental Organization Ordinance read the first time and laid over to the next regular meeting of the City Council for final reading. (A-6)
7. Adopt the amended Salary Resolution for FY 20. (A-7)
8. Adopt the Resolution approving the FY 20 budget for the Long Beach Harbor Department as adopted by the Board of Harbor Commissioners on May 28, 2019. (A-8)
9. Declare an emergency to exist. (A-9)
10. Declare the Ordinance approving the Resolution No. WD-1413 establishing the rates and charges for water and sewer service to all customers, as adopted by the Board of Water Commissioners on June 13, 2019, as an Emergency Ordinance, read, and adopted as read and laid over to the next regular meeting of the City Council for final reading. (A-10)
11. Adopt the Resolution approving the FY 20 budget of the Long Beach Water Department as adopted by the Board of Water Commissioners on June 13, 2019. (A-11)
12. Adopt a motion approving the FY 20 budget for the Long Beach Community Investment Company in the amount of \$2,724,263. (A-12)
13. Adopt a motion approving the estimated transfer of \$20,135,600 from the Harbor Revenue Fund to the Tidelands Operations Fund. (A-13)
14. Adopt the Resolution establishing the Gann Appropriations Limit (Limit) for FY 20 pursuant to Article XIII (B) of the California Constitution. (A-14)
15. Declare an emergency to exist. (A-15)
16. Declare the Appropriations Ordinance for FY 20, creating and establishing the fund groups of the Municipal Government and appropriating money to and authorizing expenditures from said funds and for said fiscal year as an Emergency Ordinance, read, and adopted as read and laid over to the next regular meeting of the City Council for final reading. (A-16)

FISCAL YEAR 2020 APPROPRIATIONS ORDINANCE BY FUND GROUP
(Does not include Harbor, Water and Sewer Fund Groups)

<u>FUND GROUP</u>	<u>FY 20 PROPOSED EXPENDITURES</u>	<u>CHANGES*</u>	<u>FY 19 ESTIMATED CARRYOVER**</u>	<u>FY 20 APPROPRIATIONS</u>
GENERAL FUND	553,699,963	-	-	553,699,963
UPLAND OIL FUND	12,046,161	-	-	12,046,161
GENERAL GRANTS FUND	8,270,350	-	16,340,320	24,610,670
POLICE & FIRE PUBLIC SAFETY OIL PROD ACT FUND	3,154,508	-	-	3,154,508
HEALTH FUND	55,694,692	-	40,672,444	96,367,137
CUPA FUND	2,257,390	-	-	2,257,390
SPECIAL ADVERTISING & PROMOTION FUND	12,522,340	-	-	12,522,340
HOUSING DEVELOPMENT FUND	4,340,782	-	10,260,857	14,601,638
BELMONT SHORE PARKING METER FUND	783,243	-	-	783,243
BUSINESS ASSISTANCE FUND	728,199	-	1,672,760	2,400,958
COMMUNITY DEVELOPMENT GRANTS FUND	21,557,862	-	20,292,446	41,850,308
HOUSING AUTHORITY FUND	93,816,773	-	(845,540)	92,971,233
GASOLINE TAX STREET IMPROVEMENT FUND	10,139,365	-	9,726,672	19,866,037
CAPITAL PROJECTS FUND	124,512,022	-	186,885,916	311,397,938
SUCCESSOR AGENCY OPERATIONS	4,177,861	-	(6,713,207)	(2,535,346)
CIVIC CENTER FUND	20,968,122	461,000	2,730,457	24,159,579
GENERAL SERVICES FUND	58,999,828	-	12,044,736	71,044,563
FLEET SERVICES FUND	45,115,340	-	2,523,598	47,638,937
INSURANCE FUND	49,375,529	-	1,445,419	50,820,948
EMPLOYEE BENEFITS FUND	328,018,493	-	-	328,018,493
TIDELANDS OPERATIONS FUND	92,592,947	-	83,802,331	176,395,278
TIDELANDS AREA FUNDS	25,910,746	-	8,156,469	34,067,215
TIDELANDS OIL REVENUE FUND	88,789,241	-	-	88,789,241
RESERVE FOR SUBSIDENCE	-	-	-	-
DEVELOPMENT SERVICES FUND	27,969,984	-	2,246,095	30,216,079
GAS FUND	133,322,074	-	6,615,311	139,937,385
AIRPORT FUND	50,810,689	-	21,542,589	72,353,277
REFUSE/RECYCLING FUND	51,670,749	-	179,579	51,850,328
SERRF FUND	42,895,016	-	-	42,895,016
SERRF JPA FUND	-	-	-	-
TOWING FUND	6,341,727	-	-	6,341,727
DEBT SERVICE FUND	8,159,695	-	-	8,159,695
SUCCESSOR AGENCY - DEBT SERVICE	26,369,058	-	-	26,369,058
TOTAL	1,965,010,747	461,000	419,579,250	2,385,050,997

*Please refer to the Fiscal Impact section of the City Council Letter for a description of notable changes.

**Carryover of unexpended appropriations for multi-year grants and CIP fund groups.

FISCAL YEAR 2020 APPROPRIATIONS ORDINANCE BY DEPARTMENT
(Does not include Harbor and Water Departments)

<u>DEPARTMENT</u>	<u>FY 20 PROPOSED EXPENDITURES</u>	<u>CHANGES*</u>	<u>FY 19 ESTIMATED CARRYOVER**</u>	<u>FY 20 APPROPRIATIONS</u>
MAYOR AND COUNCIL	5,813,629	-	-	5,813,629
CITY ATTORNEY	11,783,573	-	-	11,783,573
CITY AUDITOR	3,298,864	-	-	3,298,864
CITY CLERK	3,894,851	-	-	3,894,851
CITY MANAGER	16,573,968	-	1,967,164	18,541,132
CITY PROSECUTOR	6,104,872	-	667,961	6,772,833
CIVIL SERVICE	3,094,635	-	-	3,094,635
AIRPORT	50,082,631	-	21,542,589	71,625,220
DISASTER PREPAREDNESS & EMERGENCY COMMUNICATIONS	12,739,724	-	2,250,258	14,989,982
DEVELOPMENT SERVICES	76,017,157	-	14,321,801	90,338,958
ECONOMIC DEVELOPMENT	22,809,791	-	13,150,722	35,960,513
FINANCIAL MANAGEMENT***	588,363,104	-	3,300,469	591,663,573
FIRE	130,790,192	-	1,934,360	132,724,551
HEALTH AND HUMAN SERVICES	152,679,513	-	40,092,252	192,771,764
HUMAN RESOURCES	12,301,295	-	-	12,301,295
LIBRARY SERVICES	15,125,558	-	1,922,708	17,048,266
ENERGY RESOURCES	233,785,093	-	6,615,311	240,400,404
PARKS, RECREATION AND MARINE	60,028,321	-	14,934,475	74,962,796
POLICE	264,582,442	-	6,599,307	271,181,749
PUBLIC WORKS	242,114,403	461,000	277,942,994	520,518,397
TECHNOLOGY & INNOVATION	57,166,605	-	12,336,881	69,503,486
TOTAL	1,969,150,220	461,000	419,579,250	2,389,190,470

*Please refer to the Fiscal Impact section of the City Council Letter for a description of notable changes.

**Carryover of unexpended appropriations for multi-year grants and CIP fund groups.

***Department of Financial Management includes internal service charges that are contained in the resolutions of the Harbor, Water, and Sewer fund groups for accounting, budgeting and treasury functions, and other citywide activities such as debt service.

FISCAL YEAR 2020 REVENUES BY FUND GROUP
(Does not include Harbor, Water and Sewer Fund Groups)

<u>FUND GROUP</u>	<u>FY 20 PROPOSED REVENUES</u>	<u>CHANGES*</u>	<u>FY 20 PROPOSED BUDGETED REVENUES</u>
GENERAL FUND	551,569,449	-	551,569,449
UPLAND OIL FUND	12,239,561	-	12,239,561
GENERAL GRANTS FUND	8,270,350	-	8,270,350
POLICE & FIRE PUBLIC SAFETY OIL PROD ACT FUND	3,154,508	-	3,154,508
HEALTH FUND	55,818,966	-	55,818,966
SPECIAL ADVERTISING & PROMOTION FUND	11,822,139	-	11,822,139
HOUSING DEVELOPMENT FUND	4,199,212	-	4,199,212
BELMONT SHORE PARKING METER FUND	783,243	-	783,243
BUSINESS ASSISTANCE FUND	728,199	-	728,199
COMMUNITY DEVELOPMENT GRANTS FUND	20,868,489	-	20,868,489
GASOLINE TAX STREET IMPROVEMENT FUND	12,406,345	-	12,406,345
CAPITAL PROJECTS FUND	124,400,477	-	124,400,477
CIVIC CENTER FUND	20,820,180	461,000	21,281,180
GENERAL SERVICES FUND	55,356,557	-	55,356,557
FLEET SERVICES FUND	46,139,112	-	46,139,112
INSURANCE FUND	49,527,973	-	49,527,973
EMPLOYEE BENEFITS FUND	328,470,018	-	328,470,018
TIDELANDS OPERATIONS FUND	92,156,849	-	92,156,849
TIDELANDS AREA FUNDS	24,882,139	-	24,882,139
TIDELANDS OIL REVENUE FUND	89,209,421	-	89,209,421
RESERVE FOR SUBSIDENCE	1,480,000	-	1,480,000
DEVELOPMENT SERVICES FUND	26,263,271	-	26,263,271
GAS FUND	126,257,629	-	126,257,629
GAS PREPAY FUND	5,898,597	-	5,898,597
AIRPORT FUND	55,650,394	-	55,650,394
REFUSE/RECYCLING FUND	48,484,236	1,500,000	49,984,236
SERRF FUND	35,950,000	-	35,950,000
SERRF JPA FUND	-	-	-
TOWING FUND	6,210,000	-	6,210,000
HOUSING AUTHORITY FUND	92,215,718	-	92,215,718
SUCCESSOR AGENCY OPERATIONS	4,219,567	-	4,219,567
CUPA FUND	1,840,440	-	1,840,440
DEBT SERVICE FUND	6,900,861	-	6,900,861
SUCCESSOR AGENCY DEBT SERVICE	30,162,041	-	30,162,041
TOTAL	1,954,355,940	1,961,000	1,956,316,940

*Please refer to the Fiscal Impact section of the City Council Letter for a description of notable changes.

RESOLUTION NO. RES-19-0099

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LONG BEACH MAKING CERTAIN FINDINGS AND DETERMINATIONS AND REQUESTING THE BOARD OF HARBOR COMMISSIONERS OF THE CITY OF LONG BEACH TO APPROVE A TRANSFER FROM THE HARBOR REVENUE FUND TO THE TIDELANDS OPERATIONS FUND PURSUANT TO THE PROVISIONS OF CITY CHARTER SECTION 1209(C)(4)

WHEREAS, City Charter Section 1209(c)(4) authorizes the transfer of monies deposited to the credit of the Harbor Revenue Fund to the Tidelands Operations Fund under certain conditions; and

WHEREAS, the City Council finds and determines that a transfer of funds from the Harbor Revenue Fund to the Tidelands Operations Fund is required to meet the lawful obligations of the Tidelands Operations Fund; and

WHEREAS, City Charter Section 1209(c)(4) provides for the transfer of a maximum of five percent (5%) of the gross operating revenues of the Harbor Department;

NOW, THEREFORE, the City Council of the City of Long Beach resolves as follows:

Section 1. A transfer of funds from the Harbor Revenue Fund to the Tidelands Operations Fund is required to meet the lawful obligations of the Tidelands Operations Fund.

Section 2. That five percent (5%) of the gross operating revenues of the Harbor Department be transferred to the Tidelands Operations Fund.

Section 3. The transfer is being requested quarterly with a reconciliation, as necessary, to reflect the final audited gross operating revenues as shown on the

OFFICE OF THE CITY ATTORNEY
CHARLES PARKIN, City Attorney
333 West Ocean Boulevard, 11th Floor
Long Beach, CA 90802-4664

1 Harbor Department's independently audited financial statements for the period ending
2 September 30, 2019.

3 Section 4. The City Council by a vote of two-thirds (2/3) of all its
4 members requests that the Board of Harbor Commissioners approve the transfer of five
5 percent (5%) of the gross operating revenues (estimated at approximately \$20,135,600
6 based upon the Harbor Department's FY19 audited financial statement amount) from the
7 Harbor Revenue Fund to the Tidelands Operations Fund, which transfer shall be made
8 by journal entry on the books of the City of Long Beach.


9 Section 5. This resolution shall take effect immediately upon its adoption
10 by the City Council, and the City Clerk shall certify the vote adopting this resolution.

11 I hereby certify that the foregoing resolution was adopted by the City
12 Council of the City of Long Beach at its meeting of July 2, 2019,
13 by the following vote:

14
15 Ayes: Councilmembers: Pearce, Price, Mungo, Austin, Uranga,
16 Richardson.

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19 Noes: Councilmembers: None.

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21 Absent: Councilmembers: Supernaw, Andrews.

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25 City Clerk
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RESOLUTION NO. HD- 2963

A RESOLUTION OF THE BOARD OF HARBOR
COMMISSIONERS OF THE CITY OF LONG BEACH
APPROVING UPON CERTAIN FINDINGS, THE TRANSFER
OF FIVE PERCENT OF GROSS OPERATING REVENUES
FOR FISCAL YEAR 2019 FROM THE HARBOR REVENUE
FUND TO THE TIDELAND OPERATING FUND PURSUANT
TO THE PROVISIONS OF SECTION 1209(c)(4) OF THE
CHARTER OF THE CITY OF LONG BEACH

WHEREAS, the City Council of the City of Long Beach has requested
transfer from the Harbor Revenue Fund to the Tideland Operating Fund pursuant to
Section 1209(c)(4) of the Charter of the City of Long Beach, the form of which request is
attached hereto and incorporated herein as Exhibit A; and

WHEREAS, the Board of Harbor Commissioners of the City of Long Beach
("Board") has considered the request and wishes to make the necessary findings and
approve the transfer.

NOW, THEREFORE, the Board resolves as follows:

Section 1. The Board hereby finds and determines that:

A. The requested transfer of five percent of gross operating
revenues (currently estimated to be \$20,135,600) for the fiscal year commencing
October 1, 2018 and ending September 30, 2019, will not be needed for Harbor
Department operations, including, without limitation, operating expenses and
capital projects, and such transfer will not result in insufficient funds to pay the
principal and interest as they fall due, or otherwise impair the ability to meet
covenants of general obligation or revenue bonds issued for harbor purposes.

Sec. 2. Based upon such findings, the proposed transfer is approved, in

1 the amount of \$20,135,600 and shall be made by journal entry in four equal quarterly
2 payments on or about October 1, 2019, January 1, 2020, April 1, 2020 and July 1, 2020
3 with a reconciliation, as necessary, to reflect the final audited gross operating revenues
4 as shown on the Harbor Department's independently audited financial statements of the
5 period ending September 30, 2019.

6 Sec. 3. This resolution shall take effect immediately upon its adoption by
7 the Board of Harbor Commissioners, and the Secretary of the Board shall certify to the
8 vote adopting this resolution and shall cause a certified copy of this resolution to be filed
9 forthwith with the City Clerk. The City Clerk shall post the resolution in three conspicuous
10 places in the City of Long Beach.

11 I hereby certify that the foregoing resolution was adopted by the Board of
12 Harbor Commissioners of the City of Long Beach at its meeting of August 12, 2019
13 by the following vote:

14 Ayes: Commissioners: Egoscue, Bynum, Lowenthal

15 _____

16 Noes: Commissioners: _____

17 Absent: Commissioners: Guzman, Colonna

18 Not Voting: Commissioners: Guzman, Colonna

19 _____

20
21 
22 Secretary

23 _____

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