

CITY OF OAKLAND

BUDGET ADVISORY COMMISSION

Notice is hereby given that a Special Meeting of the City of Oakland Budget Advisory Commission (BAC) is scheduled for **Wednesday, February 21, 2024, at 6:00 PM.**

The Budget Advisory Commission will be held in Hearing Room 2 in City Hall.

Members of the Public have the following options to observe the meeting:

1. Watch the meeting on KTOP using Granicus.
2. Use the Zoom link attached to this agenda to remotely observe the meeting.

Commission Members:

Armand Bryan, Larisa Casillas, Guadalupe Garcia, Margaret Grimsley, Reisa Jaffe,
Mike Petouhoff, Caitlin Prendiville, Sarah Price, Jane Yang

City's Representative(s):

Nathan Bassett – *Finance Department*

Meeting Agenda:

1. Administrative Matters [5 minutes]
 - Welcome & Attendance
2. Approval of Prior Meeting Minutes [5 minutes]
 - Minutes of BAC Meeting held November 8, 2023
 - Minutes of BAC Meeting held January 10, 2024
3. Commissioners' protocol [5 minutes]
 - Commissioner Application review
 - Onboarding & Exit / Recruitment – Open spots
4. Finance Dept Update [5 Minutes]
 - Budget Kickoff
5. FY2023-24 Q1 R&E Report Discussion [10 minutes]
6. 2024 Work Plan Update and Ad Hoc Study Groups [30 minutes]
7. Agenda Items for Future Meetings [10 minutes]
 - City Clerk Presentation – Form 700 Filing
 - Update on Police Staffing and Resource Study / OIG Analyst Position
 - Departmental Presentation Invitations – Race & Equity and Workforce & Economic Development
8. Open Forum [5 minutes]

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9. Adjournment

ATTACHMENTS: Draft Meeting Minutes of BAC Meeting held November 8, 2023; and Draft Meeting Minutes of BAC Meeting held January 10, 2024

Hi there,

You are invited to a Zoom webinar.

When: Feb 21, 2024 06:00 PM Pacific Time (US and Canada)

Topic: Special Meeting of the City of Oakland Budget Advisory Commission (BAC)

Please click the link below to join the webinar:

<https://us06web.zoom.us/j/86468675030>

Or One tap mobile :

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Dial(for higher quality, dial a number based on your current location):

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+1 929 205 6099 US (New York)

+1 301 715 8592 US (Washington DC)

+1 305 224 1968 US

+1 309 205 3325 US

+1 312 626 6799 US (Chicago)

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Webinar ID: 864 6867 5030

International numbers available: <https://us06web.zoom.us/j/86468675030>

CITY OF OAKLAND BUDGET ADVISORY COMMISSION

Meeting of the City of Oakland Budget Advisory Commission (BAC) **Wednesday, November 8, 2023, at 6:00 PM.**

The Budget Advisory Commission was held in Hearing Room 2 in City Hall.

Commission Members:

Armand Bryan, Larisa Casillas, Guadalupe Garcia, Margaret Grimsley, Reisa Jaffe,
Mike Petouhoff, Caitlin Prendiville, Sarah Price

City's Representative(s):

Bradley Johnson/Rina Stabler – *Finance Department*

Meeting Agenda:

1. Administrative Matters [5 minutes]
 - Welcome & Attendance
 - i. Present: Commissioners Bryan, Casillas, Jaffe, Garcia, Prendiville; City of Oakland staff member Stabler; and one member of the public. Absent: Commissioners Grimsley, Petouhoff, and Price. Quorum was met for duration of meeting.
 - ii. Meeting was called to order by BAC Vice Chair Casillas at approximately 6:15 PM.
2. Approval of Prior Meeting Minutes [5 minutes]
 - Minutes of BAC Meeting held June 14, 2023
 - i. Casillas requested a motion to approve the minutes. Prendiville motioned, Jaffe seconded and all commissioners voted in favor.
 - Minutes of BAC Meeting held October 11, 2023
 - i. Casillas requested a motion to approve the minutes, Garcia motioned, Prendiville seconded, with Commissioners Bryan, Casillas, Garcia and Prendiville voting aye, and Jaffe abstaining due to her absence from the meeting.
3. Commissioners' protocol [5 minutes]
 - Commissioner Application review
 - i. Staff noted that there is one application for the BAC, but no status update on that at the moment.
 - Onboarding & Exit / Recruitment – Open spots
4. Finance Dept Update [5 Minutes]

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- Stabler noted that there is a special meeting of the Finance & Management Committee on November 27th to review the FY2022-23 Q4 / FY2023-24 Q1 Revenue & Expenditure (R&E) report. Information on budget carryforward items from the FY2022-23 budget into the FY2023-24 adopted budget will be provided with the R&E report as well. Casillas asked what time the meeting will start, with Stabler responding that the meeting will begin at 10:00 AM. Casillas encouraged the BAC to attend the meeting, to which Garcia asked if there is a virtual option. Stabler noted that there will be a virtual option for attendance through a zoom link on the City's [Legistar website](#), as well as the ability to watch through the City's cable access channel, [KTOP](#). Stabler then noted that this was all from Finance.

5. 2024 Work Plan and Ad Hoc Study Groups [30 minutes]

- Casillas stated staff member Nathan Bassett has provided the workplan timeline for the BAC in the packet, and then noted that Price had requested the workplan for the Budget Bureau at the prior meeting to use for BAC planning purposes. Stabler responded that the timeline was not yet available, but that the Budget Bureau should have their midcycle timeline to provide to the BAC prior to their next meeting. Casillas then asked if any of the Commissioners have questions on the BAC workplan timeline provided by staff, to which no one offered any questions.

Casillas then began to discuss the ad hoc study groups, and requested the preferences of the Commissioners on ad hoc groups that the Commissioners might be interested in. She stated that Commissioners could provide any ideas that they might have, as well as which groups they might be interested in working in, and how ad hoc groups could provide research and agenda items to the full BAC, which could then lead to action by the Commission. Casillas also relayed that the BAC would need to go through a priority setting process to determine the top ad hoc groups that other Commissioners were interested in and conveyed that Commission Chair Price had provided a few recommendations for ad hoc groups to Casillas prior to the meeting. She then opened the floor to other Commissioners to state their preferences for ad hoc groups.

Bryan spoke first, noting his interest in Economic and Workforce Development issues, specifically mentioning the façade tenant improvement program to review the application and award process, and whether the budget for that program was sufficient. Garcia then requested what Price's suggested ad hoc groups are, to which Casillas responded that they are the Unfunded Pension and Other Post Employment Benefit (OPEB) Liabilities, and Housing and Homelessness, both of which have been studied by the BAC previously. Casillas noted her interest in the Housing and Homelessness ad hoc group, specifying that she would like to study the ballot measure items, such as Measure KK and Measure U, and how those funds are being spent. Garcia asked if there was something that measuring the top priorities of residents that could be used to direct the ad hoc group formation, with Jaffe replying that the [biennial budget priority survey](#) had indicated that housing remained a top concern for residents.

Bryan stated that it may be good to review the survey results prior to determining the workplan for 2024, noting that priorities appeared split by geographic and

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socio-economic factors, with higher income areas appearing more concerned with public safety, and lower income areas having other primary concerns. He expressed concern about ensuring proper representation of community interests across the community in the selected ad hoc groups, and how the survey framing may be influenced by voices that are not representative of the entire community. Casillas noted that public safety, housing, homelessness, and illegal dumping had all appeared to be important to survey respondents, though she was uncertain if all of those specific concerns were from the biennial survey. Bryan then stated that he wanted to focus on prioritizing quality of life issues that may be overlooked due to the emphasis on public safety issues. Casillas asked if that was in response to the next iteration of the biennial survey, to which Bryan responded that he was concerned about the collection of the survey, noting that there were specific differences by council district, and reiterating that the highest income districts focused on public safety, while other council districts, such as districts 6 and 7, may have priorities that are not captured in the budget priorities survey.

Jaffe responded that the results of the survey showed public safety as the highest priority since the results were not categorized, but that after review, housing and homelessness were a larger overall concern of Oakland residents. Bryan then specified that the Council Members may be provided a certain picture based on the results of the survey, with a focus on public safety, while leaving out elements important to underrepresented populations. Casillas noted that she had correspondence with Petouhoff that he and Grimsley were interested in an Oakland Police Department (OPD) ad hoc group, after which she read through the groups mentioned during the meeting: Economic and Workforce Development, Housing and Homelessness, and Unfunded Pension and OPEB Liabilities.

Casillas questioned if Public Safety had been mentioned as an ad hoc group in the meeting, to which Jaffe noted that she and Grimsley had studied Public Safety during the previous cycle. Jaffe expressed that with the current Office of the Inspector General (OIG) Police Resource and Staffing Study ongoing, that the elements related to the BAC were already being covered. She further stated that if Grimsley and Petouhoff wanted to study Public Safety during this cycle that she would not be interested in joining, given the overlap with the OIG study.

Bryan then expressed an interest in how racial equity analysis is incorporated into the budget, how that analysis impacts the decision-making processes, and whether that impacts budget allocations. Garcia noted her interest in accessibility, both for the BAC and the City as a whole, and how the BAC could increase accessibility and thereby public engagement in the processes during the next budget process.

Casillas then began to list the ad hoc groups and suggested that they determine which groups to prioritize, to which Prendiville responded that she would like to join Price in studying Unfunded Pension and OPEB Liabilities. Casillas inquired if Bryan would like to lead the Economic and Workforce Development ad hoc, to which Bryan nodded assent. Casillas noted Grimsley and Petouhoff's interest in studying the Oakland Police Department, after which she queried Jaffe as to her interests in the ad hoc groups. Jaffe responded that she was not interested in leading

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any ad hoc groups. Casillas asked Garcia if she was interested in leading an ad hoc group on community engagement, to which Garcia agreed, and Casillas noted that she was willing to work with Garcia on it. Casillas then stated the only group remaining was Housing and Homelessness, to which Jaffe noted that Grimsley had expressed an interest in this, as well as Price, but Jaffe was unsure of what specific items they might want to study as part of an ad hoc group. Jaffe then noted that Grimsley's work on this in the prior process had been delayed and reprioritized multiple times during the previous cycle, and that Price and Grimsley would need to discuss whether their focus for an ad hoc group on Housing and Homelessness would align with one another.

Casillas asked if they could leave Housing and Homelessness on the list and determine during the next meeting about the focus of the group and who would lead it. Bryan inquired if Economic and Workforce Development had provided a report on the total cost of resolving the issue of Housing and Homelessness in Oakland recently and suggested that it might be useful for the BAC to identify the specific focus of the group.

Casillas noted that the BAC would hold the list of ad hoc groups through to the next meeting and vote on them at that point. Jaffe inquired about how the voting process would work, and whether the specifics of the groups could be identified after the vote on the initial topics. She noted that the BAC had a quorum in the current meeting and wanted to determine whether the protocols allowed for further elaboration of the ad hoc topics after the initial vote. Casillas turned the question to Stabler, to which Stabler noted that it isn't required, but that it would be good practice.

Casillas then asked for a motion, to which Jaffe motioned that the topics of the ad hoc groups be Housing, Workforce and Economic Development, Community Engagement, Unfunded Liabilities, and OPD. Prendiville seconded, and all commissioners voted aye.

6. Agenda Items for Future Meetings [15 minutes]

- City Clerk Presentation – Form 700 Filing
 - i. Casillas asked Stabler if she had information on this, to which Stabler noted that Bassett had been in contact with the City Clerk's office and would be having them present at some point in the near future. Casillas inquired if the filing deadline was at the end of the year, to which Stabler replied with a date, which she later in the meeting appended to be March 1st for board and commission members. Prendiville noted that the system provides email reminders, and keeps your information so that it is easy to resubmit.
- Update on Police Staffing and Resource Study / OIG Analyst Position
 - i. Stabler noted that [Resolution 89968 C.M.S.](#) to contract for the OIG Police Staffing and Resource Study had passed the City Council on November 7.
- Departmental Presentation Invitations – Race & Equity and Workforce & Economic Development
 - i. Stabler mentioned that Bassett had not yet contacted the departments to schedule these presentations, so that if ad hoc groups formed around these topics, staff could collect additional information to inform the departmental

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presentations to the BAC. Casillas noted that it would be beneficial for the BAC to provide specific questions, similar to the questions provided to the OIG around the Police Staffing and Resource Study, to the directors of the requested departments. She expressed that providing specific deep dive questions to the department directors might be useful for the purposes of the BAC, to which Stabler concurred. Bryan offered to develop a list of questions for the presentation from Economic & Workforce Development to which the other Commissioners could provide feedback prior to sending to Finance, to which Jaffe replied that this would violate the Brown Act. She then suggested that Bryan submit a list of questions for the record to be reviewed at the next meeting.

7. Open Forum [5 minutes]

- Casillas then moved to Open Forum, which Garcia inquired whether the Commission would want to meet in December. Casillas stated that the date of the next BAC meeting was December 13th, which Stabler confirmed. Casillas asked if Commissioners wanted to meet in December, to which Bryan responded that attending in December would be tough. Jaffe expressed concern given the difficulty of meeting quorum for the present meeting and not having advance notice, to which Prendiville stated that she supported taking off December as the BAC has done in the past. Prendiville motioned to cancel the December BAC meeting, with Bryan seconding and all members voting in favor.
- Garcia asked if there was any preparation Commissioners could undertake prior to the next meeting that would not violate the Brown Act, to use BAC time expeditiously. Casillas responded that Commissioners should come prepared to the next meeting with specific ideas for the ad hoc groups developed, including the possibility of Commissioners presenting to the full BAC on their ideas for the ad hoc groups. She also noted that she would request that staff add a note into the meeting follow up to encourage Commissioners to do research around their ad hoc groups.

8. Adjournment

- Vice Chair Casillas adjourned at approximately 6:45 PM.

ATTACHMENTS: Draft Meeting Minutes of BAC Meeting held June 14, 2023; Draft Meeting Minutes of BAC Meeting held October 11, 2023; Budget Advisory Committee Responsibilities & Timeline; BAC Budget Process Evaluation Presentation to Finance & Management Committee

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Meeting of the City of Oakland Budget Advisory Commission (BAC) held Wednesday, January 10, 2024, at 6:00 PM.

The Budget Advisory Commission was held in Hearing Room 2 in City Hall.

Commission Members:

Armand Bryan, Larisa Casillas, Guadalupe Garcia, Margaret Grimsley, Reisa Jaffe, Mike Petouhoff, Caitlin Prendiville, Sarah Price

City's Representative(s):

Nathan Bassett – *Finance Department*

Meeting Agenda:

1. Administrative Matters [5 minutes]
 - Welcome & Attendance
 - i. Present: Commissioners Casillas, Garcia, Grimsley, Jaffe, Petouhoff, Prendiville, Price; and City of Oakland staff member Bassett. Absent: Commissioner Bryan. Quorum was met for duration of meeting.
 - ii. Meeting was called to order by BAC Chair Price at approximately 6:07 PM.
 - iii. Price thanked staff for their patience and noted that a few changes would be forthcoming. She then noted that agenda packets were not available for the meeting. Price stated that staff would be contacting the Commissioner's for RSVPs to the meeting. Bassett explained that he would send them out the Monday of the week prior to the meeting, as the cancelation notice for meetings needs to be posted the same day as the agenda would be.
2. Approval of Prior Meeting Minutes [5 minutes]
 - Minutes of BAC Meeting held November 8, 2023
 - i. BAC Chair Price postponed the approval of the meeting minutes to the following meeting due to the lack of a printed agenda packet for the meeting. Bassett explained that he did not have access to a City printer on the day of the meeting.
3. Commissioners' protocol [5 minutes]
 - Commissioner Application review
 - i. Bassett noted that 4 or 5 members of the public have reached out to him, and that Council Member Kalb had reached out to notify staff that he was appointing a new member to the Commission. BAC Chair Price noted that she would be willing to speak with any prospective members prior to them

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joining the BAC, after a number of Commissioners noted that one of the previous BAC Chairs had interviewed them. Bassett noted that when he receives emails from interested residents, he forwards them to the Mayor's Office for review, and the Mayor's Office then sends them to City Council members that have open seats on the Commission, but the timing is primarily driven by the Mayor's Office and the City Council member offices. Chair Price noted that she would be willing to talk to interested parties to keep their interest. Bassett then stated that the City Auditor's office has a seat open and that he has also recommended that interested residents attend a meeting of the BAC as a member of the public to understand the role of the BAC, but that none of the interested parties had yet attended in person.

- Onboarding & Exit / Recruitment – Open spots

4. Finance Dept Update [5 Minutes]

- Finance is working on deliverables to start the Midcycle process. Departments have already been in the system to conduct cleanup entries. The Budget Bureau has already been conducting meetings with the Mayor's Office and City Administrator's Office to discuss the City's fiscal situation.
- The Budget Bureau is currently working on getting additional staff, and Bassett stated that he is hoping that one of the new members would be assigned as a second liaison to the BAC.
- Petouhoff asked a question about revenue targets being met, to which Bassett responded that that information is available in the agenda report for the R&E Report Council item. Bassett then noted that a supplemental R&E report would be presented on this item to the Finance & Management Committee at their January 23, 2024, meeting. Price noted that she was going to be asking staff to provide a high-level overview of major budget presentations to the BAC when they take place throughout the year. Bassett noted that the Q2 R&E report would be presented in March, Q3 R&E report in June, and a combined Q4/Q1 R&E report in November.

5. FY2022-23 Q4 / FY2023-24 Q1 R&E Report Discussion [10 minutes]

- Bassett demonstrated how to access the report and the meeting in Granicus to the BAC. He then stated he would try to send out the R&E report presentation with the follow up and or meeting minutes.
- Bassett reviewed the presentation with the BAC and stated that expenditures exceeded revenue in Q4 by \$54 million. Revenues were \$191 million under the adjusted budget and expenses were 137 million under the adjusted budget. He also noted that part of the reason why the gap appeared so large was because of budgeted use of fund balance. Grimsley asked what the ARPA Fund was, to which Bassett responded that it is the American Rescue Plan Act, which was a bill passed to provide relief funding during the COVID emergency. Petouhoff asked about the gap between revenues and expenditures and inquired as to whether the City overspent in the prior year. Bassett noted that both revenues and expenditures were under budget, but that the revenues were under budget by a higher percentage. He then went through the figures on the slides, noting where revenues were higher or lower, with real estate transfer tax coming in significantly lower than expected due to the changing interest rate environment.

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- Price inquired about the transfers from fund balance to which Bassett noted that use of fund balance can be budgeted, but that use of fund balance is not recorded as a revenue in the year within which it is used. Commissioners and Bassett further discussed the use of reserves, and also carryforward funding that was already budgeted and brought forward into the current budget year.
- Bassett then reviewed the General Fund expenditures and noted that while a few of the departments were being projected to overspend in FY23, the presentation reflected unaudited actuals and salary savings played a significant role in the expenditure underage in the General Fund. He went through fund balances and further discussed the City's fiscal situation. Price then noted that the slides did not include the Q1 results and asked if those could be presented at the next meeting.
- Prendiville asked about the Measure T implementation report and whether there had been an interruption to those revenues due to the cyber attack in February 2023, as to how much money was still pending from that delay. Bassett noted that that presentation had taken place directly after the R&E report presentation, to which Price added that the revenue had increased, but that there were still some revenues pending. Petouhoff asked if there was any fiscal impact due to the cyber attack, to which Bassett noted that they mentioned that the attack occurred, and how it impacted revenue and expenditures, but that there was not a cost estimate provided with regard to the attack.

6. 2024 Work Plan Update and Ad Hoc Study Groups [30 minutes]

- Price noted that she had watched the previous meeting and read the meeting minutes, and then discussed her vision for how the ad hoc groups would be conducted. The Commissioners then reviewed the groups and who would be leading them.
 - i. Unfunded Liabilities & Pensions
 1. Chair Price (leading), Prendiville
 - ii. Workforce & Economic Development
 1. Bryan (leading), Garcia, Petouhoff
 - iii. Community Engagement / Budget Survey
 1. Garcia (leading), Jaffe, Casillas
 - iv. Public Safety
 1. Petouhoff (leading), Grimsley
 - v. Housing & Homelessness
 1. Grimsley (leading)
- Grimsley discussed grant writing and the potential impact of finding outside funding sources. She noted how there was a previous recommendation to consolidate the City's grant writing efforts. Grimsley then asked if it was permissible to coordinate with nonprofits and external orgs, to which Bassett stated that that would likely be permissible but that the Commissioners would need to coordinate those presentations with staff. Price went through the process of the ad hoc groups with the Commissioners and noted that they should be mindful of their capacity, as well as the need for Commissioners to come to a consensus on any recommendations would be necessary. Petouhoff inquired as to whether there had been discussion of

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coordinating with the Chamber of Commerce, to which no one responded in the affirmative.

- Bassett noted that the Mayor's Proposed Midcycle Budget would be released in May, and that if Commissioners are interested in being a part of that, members would need to keep that in mind as part of their capacity. The BAC would likely need to schedule a second meeting in May to be able to provide a full review of the recommendations prior to sending them to the City Council. Bassett recommended that Commissioners review the Q2 Revenue & Expenditure report as well as the presentations to get an idea of what would be carried forward into the midcycle. Price then mentioned that she would like to be a part of the midcycle recommendation ad hoc in May.
- Chair Price then noted she was pulling together an annual schedule to have a better idea of the timing for ad hoc groups and coming presentations for the group. Commissioners then discussed the timing of the biennial budget survey, to which Garcia inquired whether the groups surveyed were discussed as part of that, and that that could be a topic of the Community Engagement ad hoc group. Jaffe questioned whether the survey was a productive use of funds, to which Bassett noted that it is mandated by the City's Consolidated Fiscal Policy. Price and Jaffe noted that they would like to do a thorough review of the budget survey questions for the next survey. Bassett provided that though he wasn't aware of how they determined the demographic sample weighting, that the BAC could inquire about adding underrepresented groups as part of the demographic weighting, such as residents with ADA recognized disabilities.
- Bassett requested that they note who the leads are for each ad hoc group (listed on the prior page of these minutes), and also noted that the updates to the budget survey would be part of the Community Engagement ad hoc group. Price concurred with Bassett that they would determine the members of the midcycle budget ad hoc at a future date, and then Bassett noted that he would ask the ad hoc leads if they had updates for the following meeting when sending out the RSVP.

7. Agenda Items for Future Meetings [10 minutes]

- City Clerk Presentation – Form 700 Filing
 - i. Staff noted that they have not yet had a response on this.
- Update on Police Staffing and Resource Study / OIG Analyst Position
 - i. Staff noted that they had not yet had a response on this.
- Departmental Presentation Invitations – Race & Equity and Workforce & Economic Development
 - i. Staff noted that they had been waiting to discuss presenting until the ad hoc groups were further along. He noted that on follow up he would ask for questions for the two directors, and that he would move forward with inviting the Director of Race & Equity, Darlene Flynn, prior to the next meeting. Bassett then discussed Director Flynn's background, and also discussed the City's previous efforts on race and equity. He noted the Department of Transportation's Racial Equity Toolkit, and the budget tools developed around racial equity. Chair Price noted that they would ask Director Flynn to discuss how race and equity are incorporated in the budget process. Garcia then requested that they request anyone presenting

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to the BAC to provide an overview of their departmental services, to which Commissioner Grimsley noted that it would be good to have an elevator pitch of the services when they present. Commissioners discussed other departments and the potential to provide questions in advance, but Commissioners also noted that sometimes further questions could arise during a general overview of the department.

8. Open Forum [5 minutes]

- Petouhoff inquired if one of the BAC Commissioners would be willing to speak to his son about the City's budget deficit for a merit badge. Bassett volunteered.

9. Adjournment

- Chair Price adjourned at approximately 7:28 PM.

ATTACHMENTS: Draft Meeting Minutes of BAC Meeting held November 8, 2023

DRAFT