



OFFICE OF
**Community
& Civic Life**

Promote the common good

Bureau Advisory Committee Meeting



VIRTUAL ZOOM MEETING



Wednesday, 11/8/23



6:00 – 7:30pm

2023-2024 Civic Life Bureau Advisory Committee (BAC) members present:

José Gómez, Tracy Zhen, Manijeh Mehrnoosh, Nanci Champlin, Sarah Crisp, Mary Jaron Kelley

Not present: Shana Koalska, Christina Weinholz, Francis Kham, Kimberléa Ruffu

Other attendees: Mourad Ratbi, Anthony Locke, Juliette Muracchioli, Tyesha McCool Riley, Wafa Almaktari, Sandra Lefrancois

1. Welcome/intros –all present introduced themselves and years on BAC.
2. Reviewed meeting agenda and discussed Zoom chat, AI function review for accuracy and notes.
3. Final Civic Life Presentation- #3 – An overview of the Adapt to Impact team was provided which includes the Youth Commission, Advisory Bodies, Equity & Engagement, Mental Health, Immigrant & Refugee Programs. Each role was presented with talking points that discussed each of the external and internal facing goals and City funding streams such as General Fund and General Fund Overhead. The Immigrant and Refugee Program has more funds for community services this year. More clarity was provided on why the Mental Health program resides in Civic Life.
4. City Transition and the Budget Process for FY 24-25 – An [overview of the City's budget process](#) was given by the City Budget Office's Policy & Financial Analyst.
5. Q & A included the changes in the government's budget process due to the transition to the new form of government. This involved emphasizing the benefits, such as improved financial planning and more collaborative budget development with service areas. CBO also outlined the legal requirements of the budget process and the importance of citywide public involvement. Also, the annual budget process including the timeline, and addressing financial challenges ahead was discussed. CBO further explained the financial pressures on the City, including one-time program costs and service area changes which will affect Civic Life's budget.



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6. Questions and concerns around the future and budget of Civic Life were addressed considering Civic Life's position under the Assistant City Administrator in the current adopted City organization chart. Cuts brought up that were made last year did not occur and new program funding was recently attributed to Immigrant and Refugee services. Also, the need to present the current City's budget process to BAC members to increase understanding of potential impacts to Civic Life was discussed.

7. Closed with the role of the BAC guiding Civic Life leadership on programs and funding allocations highlighting the complexities of providing recommendations with uncertainties and budget shortfalls. The deadline for bureau budget submissions is set for February 16th. The Mayor's guidance with numbers should be sent out by the January 3rd BAC meeting for discussion. The BAC budget discussion will be summarized in Civic Life's budget document for submission to the City Budget Office.

8. Adjourned