



OFFICE OF
**Community
& Civic Life**

Promote the common good

Bureau Advisory Committee Meeting



VIRTUAL ZOOM MEETING



Wednesday, 4/17/24



6:00 – 7:00pm

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

Nanci Champlin, Christina Weinholz, Shana Koalska

Not present: Manijeh Mehrnoosh, Francis Kham, José Gómez, Tracy Zhen, Mary Jaron Kelley,

Other attendees: Mourad Ratbi, Icie Ta, Juliette Muracchioli, Sandra Lefrancois, Zach Kearl

1. Welcomed all, introductions. No public comment was taken.
2. Reviewed meeting agenda.
3. Zach Kearl, Co-chair of the Government Transition Advisory Committee (GTAC) and budget workgroup member presented the scope of work including survey for all BACs. This effort is to gather input to improve community engagement in the budget process in the transition to the new form of government. The workgroup is charged with reporting to and developing recommendations to GTAC on tools or additional resources to improve engagement around the budget. The discussion revolved around engagement strategies, including identifying potential staff and members for interviews. As well, Civic Life staff suggested to change the budget process to every two years with improved financial decision-making process, and more spaced-out budget cycles. The limitations imposed by fiscal policies requires the City to continue refining approaches to community engagement and provide effective financial education specifically concurrent with the emergent budget process. Thus, BACs would need to match the new reality of service area budget development. All BAC members are encouraged to fill out the survey that was sent out by Sandra when it was available.
4. Mourad provided an update regarding the requested budget. This included reporting a significant amount of unspent funds from vacancies and a 7.7% reduction in positions, resulting in 1.3 million in budget reductions. He mentioned the importance of fiscal responsibility confirming that no new positions would be recruited. The allocation of funds could then be carried over for District Coalition Office (DCO) insurance costs due to vacancy savings.



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5. Icie provided a more detailed [overview](#) of the Spring Budget Monitoring process and Civic Life requested budget allocation including data contrasting the total City budget. Civic Life requested \$200,000 to carry over General Fund one-time resources, one of which is from the bureau's ongoing General Fund allocation - \$150,000 for non-profit DCO transition support for insurance which meets the requirements for a General Fund carryover for the DCOs. The \$50,000 request for professional expertise in building a technology-driven equitable engagement and communication plan was not recommended as carryovers from a bureau's ongoing General Fund allocation is outside of spring supplemental budget guidance. This request aims to use current year underspending to supplement ongoing bureau work. Further, given bureau vacancies in the current fiscal year, the bureau is to absorb this expense through FY 2024-25 underspending.
6. The discussion focused on the constraints faced in comparison to other bureaus in the service area. Civic Life's financial challenges, particularly the significant mismatch between budgetary contributions citywide. The conversation further touched on the organizational and financial changes resulting from the loss of revenue generating programs. As well, questions regarding the difference between the proposed budget and the adopted budget, and the purpose and process of the public hearing after the Mayor's proposed budget, were addressed. A member offered assistance by calling the 311 service for anyone who currently needed help with testimony to Council, either in writing or in person.
7. The proposed City budget would be available online on May 3rd, the city budget public hearing would be held on May 9th, right after the last BAC meeting. Sandra asked to email her any specific topics to be covered at the May 8th meeting. Details of the proposed budget would be covered then. Sandra will communicate how to access any new budget documents and the GTAC recommendations or related updates for community involvement in the new budget process after May 8th.
8. Adjourned @7:20 PM