



ADVISORY BODIES* SPECIAL MEETING

MINUTES

November 15, 2004
7:00 p.m. – 9:00 p.m.

Burgess Recreation Center, Room 112
Menlo Park Civic Center
700 Alma Street, Menlo Park

A. WELCOME – City Manager Boesch welcomed all the Commissioners and public present. Mr. Boesch introduced Assistant City Manager Seymour.

B. PUBLIC COMMENT – None

C. BUSINESS ITEM

- Staff will present information about the City's budget structure and process as well as current projections for 2005-06, which will help the City's advisory bodies in setting their goals for next fiscal year.

City Manager Boesch provided an overview of how the budget calendar works and the magnitude of previous cuts. Mr. Boesch covered the City's program budget structure including components and benefits. He encouraged Commissioners to bring forth their goals and priorities for fiscal year 2005-06 and stated that they should be rooted in the economic reality. He reiterated that there are less resources available to staff. Mr. Boesch focused on a ten-year projection of revenues and expenditures.

Audrey Seymour, Assistant City Manager, made a presentation on the roles and responsibilities relating to the budget process. Ms. Seymour elaborated on previous approaches the City has taken to address the budget deficit. The public asked Ms. Seymour various questions about the role of Commissioners and the timelines. Ms. Seymour reiterated that only Council has the authority to pass a budget and so Commissioners, like staff, can only make suggestions. The City reserves were discussed and it was explained that over 60% of the City's budget is to cover personnel costs. Ms. Seymour provided various examples of how the City has tried to find innovative solutions during these challenging times.

Mr. Boesch elaborated on the increased health insurance and retirement costs the City has to cover. The public asked questions about the number of City employees, and property tax revenue. The City Manager explained that for each dollar from property tax the City gets around 12 cents. Mr. Boesch covered the project list and status of various City projects. Various Commissioners asked questions about the General Fund and the City reserves. Mr. Boesch provided clarification on the long-term economic picture and its uncertain character.

Some Commissioners expressed appreciation for this budget briefing.

D. ADJOURNMENT – 8:30 p.m.

***Members of the following advisory bodies attended this special meeting: Bicycle Commission, Environmental Quality Commission, Housing Commission, Las Pulgas Committee, Library Commission, Parks and Recreation Commission, Planning Commission and Transportation Commission.**

Respectfully submitted,

Silvia M. Vonderlinden, CMC

Approved at the Council Meeting of January 25, 2005.