

**City of Emeryville**  
**Budget and Governance Committee, Regular Meeting Minutes**  
**February 11, 2021, 11:00 a.m.**

**Members**

John J. Bauters, Chair and Council Member (Bauters)  
Dianne Martinez, Mayor (Martinez)

**Staff Present:**

Christine Daniel, City Manager (Daniel)  
Brad Farmer, Finance Director (Farmer)  
Pedro Jimenez, Director of Community Services (Jimenez)  
Trish Raver, Director of Human Resources (Raver)

1. **Call to Order:** The meeting was called to order by Bauters at 11:02 a.m.
2. **Roll Call** – Both Bauters and Martinez were present.
3. **Public Comment:** None
4. **Approval of Meeting Action Minutes from December 10, 2020**

Member Martinez noted that the minutes erroneously reflected comments by the Budget Advisory Committee Chair Reuter. The comments were removed from the record and the minutes were approved as follows:

Motion: Martinez – Second: Bauters

Vote: Unanimous approval

5. **Action Item**

5.1 **Recommendation to City Council on allocation of Measure F (1/4 cent sales tax) Funds**

Martinez and Bauters discussed what that the City is currently facing in terms of financial constraints while the economy recovers from the downturn associated with Covid-19.

The Committee voted to recommend to the City Council that the City's budget utilize the Measure F proceeds received in the current year to offset the General Fund contribution for the ECDC programming, during this extraordinary unprecedented time.

Motion: Martinez – Second: Bauters

Vote: Unanimous approval

The Committee approved a second recommendation to the City Council that the City budget for the upcoming fiscal year, 2021-2022, also utilize Measure F proceeds to offset the General Fund contribution for the ECDC programming.

Motion: Bauters - Second: Martinez

Vote: Unanimous approval

**6.0 Information Items**

**6.1 Update on the City's effort to transition to gender-neutral forms.**

Raver discussed the current progress of transitioning to gender-neutral forms and policies throughout the City. It was noted that the Police Department has just started to undertake making sure their forms are gender neutral. Bauters suggested the Police may want to follow the lead of the San Jose Police Department while transitioning to gender neutral forms and may want to review how they incorporated training related to the transgender community.

Raver informed the Committee that she will bring an update to the next meeting on progress made by the departments.

**6.2 Discussion of process and timeline for possible revenue related ballot measures.**

Daniel provided an update on the timeline for possible revenue related ballot measures in calendar year 2022. The Committee discussed the need to retain a consultant to help guide the City's assessment of revenue opportunities.

Direction was provided to readdress this issue in summer 2021.

**6.3 Review the City's Operational Costs including professional services contracts.**

Farmer provided a detailed review of the following line items that were presented in a summary fashion at the January 19, 2021 Council Study Session: Salaries and Benefits, Operational Costs and Transfers Out. Farmer informed the Committee that base budgets were due from City Departments later in February and updated numbers would be shared at the next Committee meeting.

**6.4 Discuss Possible additional Committee Meetings through June 2021.**

The need for additional Committee meetings was discussed, and it was agreed that special meetings of the Budget and Governance Committee would be held on **March 11<sup>th</sup>, April 8<sup>th</sup>, May 20<sup>th</sup>, and June 10<sup>th</sup>, 2021** to provide updates and receive guidance from the Committee.

**7. Future Agenda Items:**

Bauters requested that future agenda items in addition to being listed as future items also list the projected month the item is expected to be brought to the Committee. Martinez agreed.

- Discussion of Police Department Overtime
- Gender Neutrality – Next Committee Meeting

**8. Announcements / Member Comments:** None

**9. Adjournment:** The meeting was adjourned at 12:17 p.m.