

City of Emeryville
Budget and Governance Committee, Regular Meeting Minutes
March 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)
Peggy Xu (Senior Accountant)

Public – No member of the public was in attendance.

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 February 11, 2021**

No Changes Motion: Martinez – Second: Bauters Vote: Unanimous approval

5. **Action Item**

5.1 Recommendation to the City Council to approve the Emeryville Property Business Improvement District's Calendar year 2021 Budget.

Farmer provided an overview on the District's budget.

Martinez asked about the status of the bus yard, Daniel informed the committee it is projected to be complete in the June 2021 time frame.

No public comments. Motion: Martinez - Second: Bauters Vote: Unanimous approval

5.2 Review and recommend moving forward the FY 2020-21 Second Quarter's Financial Update Report to the City Council

Farmer provided the Second Quarter Financial Update.

No public comments. Motion: Martinez - Second: Bauters Vote: Unanimous approval

5.3 Review and recommend a change in Audit firms be forwarded to the City Council.

Farmer provided a review of the process of the RFP, the methodology of grading the proposals received and the reasoning behind the selection of the proposed auditors.

No public comments. Motion: Martinez - Second: Bauters Vote: Unanimous approval

6.0 Information Items

6.1 Updated Five Year Forecast – General Fund

Farmer reviewed the five-year update to the General Fund, showing the projected use of General Fund – Fund Balance had increased by just over \$521k, based upon lower Transient Occupancy Tax (TOT), Sales Tax and lower than projected receipts for Business License revenues. These lower revenues were partially offset by departmental reductions in salaries and operational costs.

Bauters requested staff to review the TOT ordinance for enforcement options should they become necessary.

Martinez asked about the status of Bay Street Theatre. At this point, the City has not heard if the Theatre is reopening on a limited basis as the County moves into the Covid-19 red tier.

6.2 Discussion of the policy allocating Commercial Property Transfer Tax to Fund 475 General Capital Improvement Fund.

A discussion was held on the policy of Commercial Property Transfer Tax. With the economic recovery not being fully felt at the City, staff felt it was prudent to review some existing policies for development of the next budget.

Committee members were open to altering the current policy for a limited time, current budget cycle or sooner if the economy recovers, provided that no rewriting or watering down of the ordinance occurs.

6.3 Discuss the two-year budget policy.

With the unknown recovery of the economy, staff discussed the possibility of moving to a single year budget. Options were discussed and staff will return to this discussion should the economy continue to recover at the current rate as the next budget is developed.

7. Future Agenda Items:

Bauters requested and Martinez agreed to add the following items to the future agenda list:

- Discussion of a possible policy for term limits on City contracts. Fall 2021
- Provide an update of the future Housing Bond issuance, including steps to take for the issuance of the bond in calendar year 2022. – Fall 2021.
- Gender Neutrality – Next Committee Meeting

8. Announcements / Member Comments: None

9. Adjournment: The meeting was adjourned at 12:20 p.m.

