

## BERKELEY CITY COUNCIL BUDGET & FINANCE COMMITTEE REGULAR MEETING

## BERKELEY CITY COUNCIL SPECIAL MEETING

Thursday, July 11, 2019 2:00 PM

2180 Milvia Street, 1st Floor - Cypress Room

Committee Members:

Councilmembers Rashi Kesarwani, Cheryl Davila, and Lori Droste

#### **AGENDA**

**Roll Call** 

**Public Comment on Non-Agenda Matters** 

## **Minutes for Approval**

Draft minutes for the Committee's consideration and approval.

1. Minutes - June 13, 2019

## **Committee Action Items**

The public may comment on each item listed on the agenda for action as the item is taken up. The Chair will determine the number of persons interested in speaking on each item. Up to ten (10) speakers may speak for two minutes. If there are more than ten persons interested in speaking, the Chair may limit the public comment for all speakers to one minute per speaker. Speakers are permitted to yield their time to one other speaker, however no one speaker shall have more than four minutes.

Following review and discussion of the items listed below, the Committee may continue an item to a future committee meeting, or refer the item to the City Council.

### **Committee Action Items**

2. Voluntary Time Off on Statewide Election Days for City Employees (Item

contains revised material)

From: Councilmembers Robinson, Davila, and Hahn

Referred: March 11, 2019 Due: September 15, 2019

**Recommendation:** Refer the City Manager to designate Statewide Election Days as VTO days, and refer to the 2x2 Committee to discuss coordinating City and District

policy on holidays, and in particular, Election Day.

Financial Implications: See report

Contact: Rigel Robinson, Councilmember, District 7, 981-7170

### **Unscheduled Items**

These items are not scheduled for discussion or action at this meeting. The Committee may schedule these items to the Action Calendar of a future Committee meeting.

None

## **Items for Future Agendas**

Discussion of items to be added to future agendas

## **Adjournment**

This is a meeting of the Berkeley City Council Budget & Finance Committee. Since a quorum of the Berkeley City Council may actually be present to discuss matters with the Council Budget & Finance Committee, this meeting is being noticed as a special meeting of the Berkeley City Council as well as a Council Budget & Finance Committee meeting.

Written communications addressed to the Budget & Finance Committee and submitted to the City Clerk Department will be distributed to the Committee prior to the meeting.

This meeting will be conducted in accordance with the Brown Act, Government Code Section 54953. Any member of the public may attend this meeting. Questions regarding this matter may be addressed to Mark Numainville, City Clerk, 981-6900.



## COMMUNICATION ACCESS INFORMATION:

This meeting is being held in a wheelchair accessible location. To request a disability-related accommodation(s) to participate in the meeting, including auxiliary aids or services, please contact the Disability Services specialist at 981-6418 (V) or 981-6347 (TDD) at least three

business days before the meeting date. Attendees at public meetings are reminded that other attendees may be sensitive to various scents, whether natural or manufactured, in products and materials. Please help the City respect these needs.

I hereby certify that the agenda for this special meeting of the Berkeley City Council was posted at the display case located near the walkway in front of the Maudelle Shirek Building, 2134 Martin Luther King Jr. Way, as well as on the City's website, on July 3, 2019.

Mark Numainville, City Clerk

## **Communications**

Communications submitted to City Council Policy Committees are on file in the City Clerk Department at 2180 Milvia Street, 1st Floor, Berkeley, CA.

# BERKELEY CITY COUNCIL BUDGET & FINANCE COMMITTEE REGULAR MEETING MINUTES

#### BERKELEY CITY COUNCIL SPECIAL MEETING MINUTES

Thursday, June 13, 2019 2:00 PM

2180 Milvia Street, 6th Floor - Redwood Room

Committee Members:

Councilmembers Rashi Kesarwani, Cheryl Davila, and Lori Droste

Roll Call: 2:04 p.m. Councilmember Davila absent.

Public Comment on Non-Agenda Matters – 0 speakers.

## **Minutes for Approval**

Draft minutes for the Committee's consideration and approval.

## 1. Minutes - May 23, 2019

**Action:** M/S/C (Kesarwani/Droste) to approve the minutes of May 23, 2019. **Vote:** Ayes – Kesarwani, Droste; Noes – None; Abstain – None; Absent – Davila.

Councilmember Davila present at 2:08 p.m.

Action: M/S/C (Droste/Kesarwani) to reconsider the approval of the minutes of May 23,

2019.

Vote: All Ayes.

**Action:** M/S/C (Droste/Kesarwani) to approve the minutes of May 23, 2019. **Vote:** Ayes – Kesarwani, Droste; Noes – None; Abstain – Davila; Absent – None.

## **Meeting scheduling**

Action: M/S/C (Droste/Davila) to cancel the meeting of June 27, 2019, and to cancel all

meetings during the City Council summer recess July 24-September 9, 2019.

Vote: All Ayes.

## **Committee Action Items**

The public may comment on each item listed on the agenda for action as the item is taken up. The Chair will determine the number of persons interested in speaking on each item. Up to ten (10) speakers may speak for two minutes. If there are more than ten persons interested in speaking, the Chair may limit the public comment for all speakers to one minute per speaker. Speakers are permitted to yield their time to one other speaker, however no one speaker shall have more than four minutes.

Following review and discussion of the items listed below, the Committee may continue an item to a future committee meeting, or refer the item to the City Council.

2. Voluntary Time Off on Statewide Election Days for City Employees (Item contains revised material)

From: Councilmembers Robinson, Davila, and Hahn

Referred: March 11, 2019 Due: September 15, 2019

**Recommendation:** Refer the City Manager to designate Statewide Election Days as VTO days, and refer to the 2x2 Committee to discuss coordinating City and District

policy on holidays, and in particular, Election Day.

Financial Implications: See report

Contact: Rigel Robinson, Councilmember, District 7, 981-7170

Action: 0 speakers. Continued to July 11, 2019.

3. City Manager's Funding Recommendations for the FY 2020 and FY 2021 Biennial Budget (Item contains supplemental materials)

From: City Manager

Recommendation: Discuss and provide comments on the City Manager's FY 2020

and FY 2021 Proposed Biennial Budget funding recommendations

Financial Implications: See report

Contact: Teresa Berkeley-Simmons, Budget Manager, 981-7000

**Action**: 1 speaker. Discussion held. M/S/C (Droste/Kesarwani) to accept the FY 2020 Annual Appropriations Ordinance Report and the FY 2020 & FY2021 Biennial Budget Adoption report as submitted by the Budget Manager.

The Committee made the following recommendations for the Budget process in the future:

- Embed Budget Referrals into Council items so they are automatically referred (if applicable)
- Move the budget process back at least one month to give the Budget & Finance Policy Committee more time to review and make recommendations
- Move the RRV process and deadlines ahead of the budget process.

## **Unscheduled Items**

These items are not scheduled for discussion or action at this meeting. The Committee may schedule these items to the Action Calendar of a future Committee meeting.

None

## **Items for Future Agendas**

• Discussion of items to be added to future agendas

Councilmember Droste absent at 3:45 p.m.

## **Adjournment**

Action: M/S/C (Kesarwani/Davila) to adjourn the meeting.

Vote: Ayes - Kesarwani, Davila; Noes - None; Abstain - None; Absent - Droste.

Adjourned at 3:47 p.m.

I hereby certify that this is a true and correct record of the Budget & Finance Committee meeting held on June 13, 2019.

\_\_\_\_\_

April Richardson, Assistant City Clerk



RECEIVED AT COUNCIL MEETING OF:

APR 04 2019 02

OFFICE OF THE CITY CLERK
CITY OF BERKELEY
CONSENT CALENDAR
March 26, 2018

To:

Honorable Mayor and Members of the City Council

From:

Councilmember Rigel Robinson, Cheryl Davila, and Sophie Hahn

Subject:

Refer to the City Manager to Designate Election Day as a City
HolidayVoluntary Time Off on Statewide Election Days for City

**Employees** 

#### RECOMMENDATION

Refer the City Manager to designate <u>Statewide</u> Election Days as a <u>City HolidayVTO</u> days, and refer to the 2x2 Committee to discuss coordinating City and District policy on holidays, and in particular Election Day.

### **BACKGROUND**

Under current election law, Election Day occurs on the first-Tuesday after the first Monday in November of each even-numbered year, with the corresponding Primary Day occurring on the Tuesday after the first Monday of March. Special Statewide Elections may generally be held on any Tuesday that is not after a State holiday, with the corresponding Special Primary Election generally occurring on the 9th Tuesday preceding the Special Election. Election Day is Special, Primary, and General Statewide Elections are not on the list of Efederal, State, or City holidays. Since Election Day-Statewide Elections falls on a-weekdays, getting to the polls can be difficult for people who have to attend school or work. The City of Berkeley has endorsed California Assembly Bill 177, which would make Election Day a State holiday. Sandusky, a small city in Ohio, recently made national headlines by switching Columbus Day (Indigenous People's Day in Berkeley) and Election Day as local holidays. Taking similar steps in Berkeley would make voting easier and more accessible for many City employees, and would reinforce the City's commitment to the importance of democracy.

In order facilitate expanding voter participation and civic engagement, the City should designate any Statewide Election, including Primary and Special Statewide Elections, as VTO days. A VTO day already occurs on the second Friday in March; this can simply be moved to the Tuesday after the first Monday to cover Primary Elections. No VTO days currently occur in November. Staff should consider either adding an additional VTO day for Election Day or substituting one from another month. If a Special Election falls during a month with a VTO, that day could be moved to correspond with the election. If one were to occur during a month without a VTO day, an additional VTO day could be added or one from a future month could be moved. The City Manager should

<sup>1</sup> 

http://leginfo.legislature.ca.gov/faces/codes\_displayText.xhtml?lawCode=ELEC&division=10.&title=&part =6.&chapter=1.&article=

consider offsetting the addition of an Election Day holiday by eliminating another. One option is to celebrate Lincoln's Birthday concurrently with President's Day. Lincoln's Birthday occurs in the middle of the week on most years, with President's Day less than a week later. Since General Elections only occur every other year, there are several options to maintain the average number of City holidays per year. One would be to designate two City holidays in election years, one for the March primary and one for the November general election, but none in odd numbered years. Another option would be to designate the first Tuesday after the first Monday of November as a holiday for all years, even on years where there is no general election. On odd numbered years, the City could recognize that Tuesday as "Democracy Day" or something similar.

Should federal or state laws change to require that the City give its employees Election Day off, this change should revert such that the total number of holiday's increases by one. Rather than redesignating Lincoln's Birthday as a holiday, a Cesar Chavez holiday should be designated.

Staff should come back to Council with a recommendation and should begin any necessary meetings with union representation allowing enough time for the proposed changes to come into effect for the 2020 primary election on March 3, 2020.

The topic of coordinating policy on holidays between the City of Berkeley and Berkeley Unified School District should also be referred to the 2x2 Committee for discussion. These discussions should occur separately from the City's process of designating Election Day and Primary Day as VTO days, and should include consideration of the future designation of Election Day as a paid holiday.

#### FINANCIAL IMPLICATIONS

RECEIVED AT

If the addition of a City holiday on Election Day is offset by the elimination of another City holiday, there would be few financial implications. Possible financial savings if additional VTO days are added.

ENVIRONMENTAL SUSTAINABILITY No impact.

#### CONTACT PERSON

Councilmember Rigel Robinson, (510) 981-7170 Rachel Alpert, Intern



CONSENT CALENDAR March 26, 2018

To: Honorable Mayor and Members of the City Council

From: Councilmembers Rigel Robinson, Cheryl Davila and Sophie Hahn

Subject: Refer to the City Manager to Designate Election Day as a City Holiday

#### RECOMMENDATION

Refer the City Manager to designate Election Day as a City Holiday.

#### BACKGROUND

Under current election law, Election Day occurs on the first Tuesday after the first Monday in November of each even-numbered year. Election Day is not on the list of federal, State, or City holidays. Since Election Day falls on a weekday, getting to the polls can be difficult for people who have to attend school or work. The City of Berkeley has endorsed California Assembly Bill 177, which would make Election Day a state holiday. Sandusky, a small city in Ohio, recently made national headlines by switching Columbus Day and Election Day as local holidays. Taking similar steps in Berkeley would make voting easier and more accessible for many City employees, and would reinforce the City's commitment to the importance of democracy.

The City Manager should consider offsetting the addition of an Election Day holiday by eliminating another. One option is to celebrate Lincoln's Birthday concurrently with President's Day. Lincoln's Birthday occurs in the middle of the week on most years, with President's Day less than a week later. Since General Elections only occur every other year, there are several options to maintain the average number of City holidays per year. One would be to designate two City holidays in election years, one for the March primary and one for the November general election, but none in odd numbered years. Another option would be to designate the first Tuesday after the first Monday of November as a holiday for all years, even on years where there is no general election. On odd numbered years, the City could recognize that Tuesday as "Democracy Day" or something similar.

Should federal or state laws change to require that the City give its employees Election Day off, this change should revert such that the total number of holiday's increases by one. Rather than redesignating Lincoln's Birthday as a holiday, a Cesar Chavez holiday should be designated.

Staff should come back to Council with a recommendation and should begin any necessary meetings with union representation allowing enough time for the proposed changes to come into effect for the 2020 primary election.

### FINANCIAL IMPLICATIONS

If the addition of a City holiday on Election Day is offset by the elimination of another City holiday, there would be few financial implications.

## ENVIRONMENTAL SUSTAINABILITY No impact.

CONTACT PERSON
Councilmember Rigel Robinson, (510) 981-7170
Rachel Alpert, Intern