



## Minutes

**REGULAR MEETING  
OF THE  
FINANCIAL ADVISORY BOARD  
Tuesday January 13, 7:00 p.m.  
El Cerrito City Hall  
Hillside Conference Room  
10890 San Pablo Avenue  
El Cerrito, CA 94530**

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Chairperson Vranich convened the Financial Advisory Board meeting at 7:00 p.m.

Roll Call: Present: Boardmembers Vranich, Kronenberg, Bartke and Patterson present.  
Absent: Boardmember Crump  
Staff Liaison Present: Lisa Malek-Zadeh

**1. Comments from the Public**

No members of the public present.

**2. Council Liaison Update**

Councilmember Lyman provided an update on Council meeting highlights from October –December 2014.

**3. Staff update**

Ms. Malek-Zadeh discussed the large number of vacancies throughout the City including those in the Finance department. As employees leave, the City has an opportunity evaluate the needs of the department and determine the correct position before making a decision to replace the vacancy.

**4. Minutes for Approval**

Action: Moved, seconded (Bartke/ Kronenberg) and carried unanimously to approve meeting minutes from May 13, 2014 and December 9, 2014 with correction of grammatical errors.

**5. Receive Quarterly investment report for July 2104- September 2014 presented to City Council on December 16, 2014.**

<http://www.el-cerrito.org/DocumentCenter/View/4243>

Action: Moved, seconded (Bartke/Vranich) and carried unanimously to receive quarterly investment report.

**6. Review draft Workplan presentation scheduled for 2/3/15 City Council meeting. (attachment)**

Discussion: Reviewed and discussed the format for presentation to City Council on the annual work plan. Decided to include a recommendation to eliminate the need for FAB to provide the annual work plan during the presentation.

### COMMUNICATION ACCESS INFORMATION

*To request a meeting agenda in large print, Braille, or on cassette, or to request a sign language interpreter for the meeting, call Lisa Malek-Zadeh, Staff Liaison at 215-4312 (voice) at least FIVE (5) WORKING DAYS NOTICE PRIOR TO THE MEETING to ensure availability.*

**7. Review and possible action on revised Purchasing Policies (attachment)**

Discussion: Discussed the current practice for purchase orders and issues that needs to be addressed in the revised policy and procedures. The next actions will be for the Finance department to review the comments/suggestions from FAB before revising the policy.

**8. Discuss Agenda Items for the Next Meeting**

Approve meeting minutes January 13, 2015

Provide update on status of Purchasing Policy process update