



Minutes

**REGULAR MEETING
OF THE
FINANCIAL ADVISORY BOARD**
Tuesday March 8, 2016 7:00 p.m.
El Cerrito City Hall
Hillside Conference Room
10890 San Pablo Avenue
El Cerrito, CA 94530

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

Roll Call: Present: Boardmembers Vranich, Kronenberg, Bartke, Patterson and Crump present. Present: Staff Liaison, Lisa Malek-Zadeh and Stacey Johnson, Administrative Analyst III Finance Department.

1. Comments from the Public

No members of the public present.

2. Council Liaison Update

No council liaison update.

3. Staff Update

Ms. Malek-Zadeh reminded the board that they need to elect new members.

4. Review and approve meeting minutes from February 9, 2016 meeting.

Meeting minutes with spelling corrections approved unanimously.

5. Review Quarterly Investment Report thru 12/31/2015

Discussed the general content of the report and the types of transactions that would change the balances. It was discovered that the report dated September was mistitled and was actually for December. FAB members were comparing the changes in the June report with December and noted that the changes seemed unusual. Ms. Malek-Zadeh explained that this was likely due to the error related to a reserve payment, but would follow up and report back.

6. New Discussion Items

Review Draft budget calendar for any updates

Reviewed updates to calendar and there were no changes from the last time it was discussed. Ms. Malek-Zadeh briefly discussed the upcoming major deliverables, mid-year budget presentation scheduled 3/15, implementing position budgeting, assessments and master fee schedule in response to Councilmember Vranich question on the overall status of the budget process.

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.

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Ms. Malek-Zadeh also discussed the master fee schedule, how fees are calculated based on a cost allocation plan. Ms. Malek-Zadeh said it has been many years since the plan was done and explained that in the absence of a new plan, the increases have been done by looking at overall personnel increases. This may not be increasing fees enough as it doesn't necessarily capture cost increases in non-personnel items.

Review Mid-Year General Fund Forecast

Ms. Malek-Zadeh handed out an updated version of the forecast and explained that some numbers had changed over the weekend, and briefly discussed that the mid-year budget update will review the General Fund projections, special fund projections and request to change spending authority. Ms. Malek-Zadeh walked through the main areas of the report, explained the amendments and walked through the General Fund forecasts, major variances and the assumptions that were used to create the year end projections. She also informed the board that this information is outlined in a full page of assumptions included in the forecast.

Continue discussion and possible motion to propose changes to the Board's enabling legislation

The Board continued discussions started in previous meetings related to how FAB can comply with the duties specified in the enabling legislation. Some members of the Board continue to express dissatisfaction with the timeframe between when they receive information and when the City Council takes action on various items they believe the legislation requires them to advise Council. They also discussed this specifically as it relates to the budget. Ms. Malek-Zadeh reminded the Board that at the last meeting Ms. Pinkos explained that it would be inappropriate for FAB to receive the book prior to Council; however, we will continue to provide FAB with draft numbers to review and comment on as has been done in previous years.

FAB also discussed the issue of being asked by Council to work on issues that might be confidential and how they could advise Council if they weren't given access to information. Ms. Malek-Zadeh said that most information is of public record, but what isn't, such as property, would be done in closed session.

Some members feel they don't receive enough information in sufficient time to carry out their duties, while others feel that they serve as the Council's discretion and that Council hasn't expressed that they are unhappy with the Board's work. It was also suggested by one member that there is nothing to prevent FAB members from attending the Council meetings and making a statement during public comment.

We also reviewed the process budget process again. Since the City Council and FAB will receive the proposed budget in early May, FAB won't meet on 5/10, but members will either attend or watch the budget presentation on 5/17. FAB will then meet and make a motion that will be included in the staff report that is presented to Council for adoption in June as it has in the past.

There was a brief discussion about the library project and the recent decision by Council to add funds to the budget to complete related project work. Also discussed were various type of funding mechanisms and past measures that were considered/approved in El Cerrito.

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7. Discuss Agenda Items for the Next Meeting

Elect new Chair and Vice Chair

Review changes between June and December Quarterly Investment Report

Review Budget Calendar

Confirm cancellation of May 10 meeting and reschedule to meet after the Council meeting on 5/17

Meeting adjourned at 9:20 p.m.