Agenda

REGULAR MEETING
OF THE
FINANCIAL ADVISORY BOARD
Tuesday February 9, 2016 7:00 p.m.
El Cerrito City Hall
Hillside Conference Room
10890 San Pablo Avenue
El Cerrito, CA 94530

Roll Call
Convene Meeting

1. Comments from the Public
   All persons wishing to speak to items on the agenda. Remarks are typically limited to 3 minutes per person.

2. Council Liaison Update
   General comments and or updates on relevant items discussed by City Council.

3. Staff Update
   General comments and or updates from City staff.

4. Review and approve meeting minutes from January 12, 2016 meeting.

5. New Discussion Items
   - Review Draft budget calendar for any updates
   - Discuss FAB's enabling legislation and gain consensus around scope of FAB's work. Karen Pinkos, Assistant City Manager will be in attendance for discussion.

Discuss Agenda Items for the Next Meeting
- Approve meeting minutes from February 9, 2016

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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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Minutes

REGULAR MEETING
OF THE
FINANCIAL ADVISORY BOARD
Tuesday January 12, 2016 7:00 p.m.
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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
   Councilmember Quinto attended meeting and informed FAB he will be the new liaison for the year. That he plans to attend at least once a quarter to provide Council updates. Councilmember Quinto provided flyers and talked about the Martin Luther King Jr parade planned for Monday, January 18, 2016.

3. Staff Update
   Ms. Malek-Zadeh updated FAB on the recent agreement reached with the Department of Finance related to the redevelopment dissolution. Ms. Malek-Zadeh briefly talked about the agreement details that include the $1.9M payback over the next few years, the sale of the properties and that the City is going to refinance the current RDA bonds that will save the City going forward. She let FAB know that the details could be found in the report that went to council in late December during a special meeting. Ms. Malek-Zadeh let FAB know that the Accounts Receivable Clerk started on January 4th and that Finance is now fully staffed with all authorized positions.

4. Review and approve meeting minutes from December 10, 2015 meeting.
   Meeting minutes approved unanimously.

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5. New Discussion Items
   Review the General Fund 5-Year Forecast.

- Ms. Malek-Zadeh provided FAB a copy of the most recent General Fund 5-Year Forecast. The information was presented to City Council during the September 1st quarter update. Ms. Malek-Zadeh walked FAB through the format of the forecast, what each column included and what information and how the City arrived at projections. We discussed the limitations of the report- that the focus was high level summary for the year. FAB wanted to see a monthly report that included projections as well details from the prior period in the previous year. Ms. Malek-Zadeh explained that there is no report with this information in the financial system. This would require creating a custom report that would be very time consuming. FAB agreed that the report as presented would be sufficient sufficient given the resources available to staff and that it would be reviewed on a quarterly basis. Ms. Malek-Zadeh also handed out an excerpt from the budget book that included 5-year forecasts for the Special Funds. These were discussed at the last meeting. Ms. Malek-Zadeh explained that these would also be updated on a quarterly basis and could be reviewed by FAB once complete.

6. Discuss Agenda Items for the Next Meeting
   Approve meeting minutes from January 12, 2016
   Discuss FAB's enabling legislation and gain consensus around scope of FAB's work.
   Review Draft budget calendar (last update 12/17/15) for any updates

FY 2016-17 & FY 2017-18
BUDGET DEVELOPMENT CALENDAR
DRAFT

KEY DATES	DESCRIPTION
February 2016	**Implement Position Budgeting** • Departments review line items & historical trends • •
March 2016 15	**Budget Kickoff** • FY 2016-17 & FY 2017-18 Payroll budgets sent to Departments • New World System (NWS) baseline budget entered and ready for line item changes • FY 2015-16 Mid-Year Budget Update, Discuss Council Budget Priorities • Department requests to change budgets (new positions, revenue, non-personnel changes) • Review CIP/Build CIP into budget • Update Fund Forecasts • Meeting with Departments to discuss Budget Proposals
April 2016 12 19	**Assessments** • Financial Advisory Board Meeting – Budget Discussion • • Discussion with Council (Budge status, issues, etc…) and 3rd Quarter Budget Update • LLAD Resolution authorized Engineer's report • LLAD Cost Estimates to NBS (Consultant) • Master Fee Schedule Draft Due (from Depts) • Engineer's Reports for LLAD, Storm Drain & Measure A due from NBS •
May 2016 3 3 3 10 17 24	• City Council Meeting – Discuss proposed Biennial Budget FY 2016-17 and 2017-18 Introduction and Study Session • Master Fee Schedule (Public Hearing) • LLAD Resolution - Intent to Levy & Collect Assessment- Public Hearing • Financial Advisory Board Meeting – Review Proposed Budget • Updated Departmental Narratives • Capital Improvement Project Requests – if any • Department changes to Master Fee Schedule • City Council Meeting –Proposed Biennial Budget FY 2016-17 and 2017-18 Introduction and Study Session • Financial Advisory Board Meeting – Review Adopted Budget

FY 2016-17 & FY 2017-18
BUDGET DEVELOPMENT CALENDAR
DRAFT

KEY DATES	DESCRIPTION
June 2016 7	• City Council Meeting Adopt Biennial Budget FY 2016-17 and 2017-18 Budgets and Budget Policies, Capital Improvement Program, Appropriations limit • Approval of Spending Authority and Gann Limit • Approval of 2016-17 Tax Revenue Anticipation Note (TRAN) • LLAD Resolution confirming diagram & assessment • Storm Drain report & fees

El Cerrito Municipal Code 2.04.300

Financial Advisory Board.

A. There shall be a financial advisory board consisting of five members who reside in the city and have demonstrated expertise in financial management, accounting, fiscal analysis, computer applications, economic analysis or related skills. The financial advisory board shall have the powers and duties stated below, and such other duties as the council shall decide:

1. To conduct a review and make recommendations on the proposed annual budget and long-term financial plan for the city and all component units to assist the city council in making decisions on major expenditures and revenue sources, and to include a review of city council compensation consistent with county-wide recommendations included in Contra Costa Grand Jury Report No. 1104;

2. To monitor the city expenditure and revenue patterns and recommend adjustments to the long-term financial plans as necessary;

3. To conduct an annual review of the city's comprehensive financial policy and investment policy and make recommendations regarding the managing of the city's financial reserves to assure maximum returns on approved investments;

4. When requested by the city council, or staff to evaluate proposals, programs and contracts for both long- and short-term financial consequences, assess alternatives and make appropriate recommendations;

5. To review the annual audit and management letter and provide the city council with recommended changes in financial practices;

6. To review and make recommendations on all proposed bonds, other debt instruments or long term obligations to be issued or assumed by the city; and

7. To review the form and format of budget documents, agenda bills and other recurring financial reports prepared by the city and issue recommendations to the city council and the city manager regarding how the form and format of these documents may be modified to allow for greater clarity in the manner financial information is reported.

(Ord. 2007-2 § 1, 2007: Ord. 2000-3 Div. 1, 2000.)
(Ord. No. 2010-01, § 1, 1-19-2010; Ord. No. 2012-03, § 1, 12-18-2012)