



**Staff Liaison**

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## AGENDA

### SPECIAL MEETING OF THE FINANCIAL ADVISORY BOARD (FAB)

**Tuesday, April 25, 2023 at 7:30 p.m.**

City Hall, Council Chambers

10890 San Pablo Avenue

El Cerrito, CA 94530

**This Meeting Place is Wheelchair Accessible**

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#### **7:30 p.m. CONVENE SPECIAL MEETING**

- 1. ROLL CALL:** Chair, Farhad Farahmand; Vice-Chair William Ktsanes  
Members Ruth Cazden, Dick Patterson, Kimberly White
  
- 2. ORAL COMMUNICATIONS FROM THE PUBLIC**  
Remarks are typically limited to three (3) minutes per person and may be on anything within the subject matter jurisdiction of the body. Remarks on non-agenda items will be heard first, as well as introduction by individuals interested in serving on the advisory board. Remarks on agenda items will be heard at the time the item is discussed.
  
- 3. COUNCIL/STAFF LIAISONS ANNOUNCEMENTS AND REPORTS (15 min.)**  
Staff and/or Council Members may report on Council policies, priorities and significant actions taken by the City Council, and/or on matters of general interest to the FAB.
  - A. Council Liaison Announcements and Reports: Carolyn Wysinger, Councilmember
  - B. Staff Liaison Report: Sandra Dalida
    - 1) FAB Work Plan Presentation Scheduled, City Council Meeting, May 16, 2023
    - 2) FY 2023-24 Proposed Budget Schedule
    - 3) Monthly Disbursement and Check Register Report for March 2023 (attachment)
    - 4) Consider adding financial policies for: a) fiduciary activities; b) donations; c) escheatment of unclaimed money; and d) Money Market Secure Account, Mechanics Bank
  
- 4. APPROVAL OF MINUTES (5 minutes)**
  - A. Consider a motion approving the minutes for the FAB Special Meeting held on December 13, 2022.

**5. FY 2021-22 ANNUAL COMPREHENSIVE FINANCIAL REPORT PRESENTATION AND REVIEW**

(Sheldon Chavan, CPA, Partner, Chavan and Associates, LLP)

**6. WORK GROUP UPDATES (60 min.)**

- A. Receive update from FAB Work Plan Subcommittee and Work Plan Calendar  
(Vice Chair Ktsanes and Member Cazden)
- B. Receive update from FAB Comprehensive Financial Policies/State Audit Subcommittee –  
(Member Patterson and Member White)  
*Attachment: Potential Modifications to Comprehensive Financial Policies (draft dated April 10, 2023)*
- C. Receive update from the FAB General Fund Reserve Work Group  
(Chair Farahmand, Member Patterson)
- D. Receive update from FAB City Council Compensation Review Subcommittee  
(Member Patterson and Member White)
- E. Receive update from FAB/Council Communications Plan Work Group  
(Vice Chair Ktsanes, Member Cazden)

**7. FUTURE AGENDA ITEMS (10 mins.)**

- Election of Officers
- FAB Work Group/Subcommittee Updates
  - Comprehensive Financial Policies Work Group
  - FAB/Council Communications Plan Work Group
  - General Fund Reserve Work Group
  - FAB Work Plan (*tentative* January 2023 presentation to City Council)
  - City Council Compensation Review Subcommittee
- Budget Update
- Real Property Transfer Tax Updates
- 5 Year Forecast (when available)

**8. ADJOURNMENT**

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Staff Liaison at 510-215-4312. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. (28 CFR 35.102—35.104 ADA Title I).

Any writings or documents provided to a majority of the members regarding any item on this agenda will be made available for public inspection at <http://www.el-cerrito.org/Archive.aspx?AMID=93>.