



Minutes

**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

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.

Present: Staff Liaison, Lisa Malek-Zadeh, Stacey Johnson, Administrative Analyst III Finance Department and Assistant City Manager, Karen Pinkos.

1. Comments from the Public
No members of the public present.
2. Council Liaison Update
No council liaison update. .
3. Staff Update
No staff update
4. Review and approve meeting minutes from January 12, 2016 meeting.
Meeting minutes with spelling corrections approved unanimously.
5. New Discussion Items
 - **Review Draft budget calendar for any updates**
Reviewed updates to calendar and made corrections where there was a typos. FAB reiterated that they want to review the calendar at each meeting.
 - **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.**

The Board continued discussions related to how FAB can comply with the duties specified in the enabling legislation. FAB members reviewed the wording of the City Ordinance which states the obligations of FAB. It then discussed how FAB can comply with the duties specified in the enabling legislation.

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.

City of El Cerrito Financial Advisory Board
Meeting Minutes

Ms. Pinkos attended the meeting and discussed the historical overview of FAB, when it was originally created to be a watchdog to its evolution today as an advisory board to City Council. The board discussed their difficulty in being able to provide comments to the City Council because they receive items after Council has already acted. FAB members have said for several months that they do not feel their advice has not been received by the City Council. This is a result of "action" only Minutes, the lack of a City Council liaison during FAB discussions, and getting issues too late to have their proper input.

Ms. Malek-Zadeh explained that there have been few new items for FAB to review and comment on. With the exception of the budget, the annual TRANS and the Measure R sales tax measure, of which FAB received a presentation and opportunity to comment. The majority of items in the last few years include only reports out such as the CAFR and the quarterly investment reports. Boardmember Patterson suggested a process and items calendared so that Council not act on items before FAB has had an opportunity to review and comment.

FAB also expressed their desire to receive proposed budget book before the City Council receives it. (For the last 2-year budget, 2014, FAB got the final budget document for discussion at its meeting on the evening of June 9, and the budget went to Council on June 11, not much time.; however, they have received and reviewed draft numbers prior to the final proposed budget document being completed. 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. Also done in the past and will be done again this year, built into the budget calendar is an opportunity for FAB to comment and review after Council and FAB receive the proposed budget book, but before Council takes action. FAB comments and motions have been and will continue to be included in the staff report to City Council recommending adoption of the budget.

Regarding FAB's opinion that it would not be a conflict for Council liaison to be present, there was some discussion about looking at other Cities and how a budget review subcommittee would work and if this would allow FAB and a few councilmembers to see the budget book before it is released to the entire Council and FAB. Ms. Pinkos said she would look into this and get back to FAB.

Ms. Pinkos talked about the library project the City is currently investigating. FAB members insisted that the governing ordinance requires new library funding to be reviewed by FAB before Council acts. The City is in the initial states of scoping the project and costs and looking at options for financing. Ms. Pinkos said the information would be presented to FAB once the City is further in the process and can share additional information on options being considered.

Boardmember Bartke provided a handout (see attached) that he suggested would allow FAB to comply with the enabling legislation. He also wanted it noted in the minutes that he thanked staff for their patience while FAB worked through these questions.

Ms. Pinkos said that after the discussion in this meeting she felt FAB was doing everything that was included in the enabling legislation; however, she suggested FAB use their annual workplan presentation to ask Council for clarification if they felt they were still unclear about what City Council expected of FAB.

6. Discuss Agenda Items for the Next Meeting

Review Draft budget calendar for any updates

Review 5-Year Forecasts thru 12/31/2015

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

Meeting adjourned at 9:50 p.m.