



Minutes

**REGULAR MEETING
OF THE
FINANCIAL ADVISORY BOARD
Tuesday, May 9, 2017 7:00 p.m.
El Cerrito City Hall
Hillside Conference Room
10890 San Pablo Avenue
El Cerrito, CA 94530**

Chairperson Patterson convened the Financial Advisory Board (FAB) meeting at 7:00 p.m.

Roll Call: Present: Board members: Patterson (Chair), Vranich (Vice-Chair), Crump, Keller, Farahmand.
Staff Liaison: Mark R Rasiah, Finance Director.
Public: Paul Taybi (El Cerrito).

1. Reviewed and approved meeting minutes from April 11, 2017 meeting.
By motion made to approve (Vranich) and seconded (Keller) the meeting minutes were approved unanimously.
2. Board/Staff Communications/Announcements.
None.
3. Council Liaison Announcements and Reports.
None.
4. Oral Communications from the Public on Items Not on the Agenda.
None.
5. New Business Items

1) Third Quarter Investment Report

Mark Rasiah presented the Third Quarter Investment Report for the Quarter Ending March 31, 2017. He stated that the Report shows that the City's investments had a par value of \$3,724,063 as of March 31, 2017. The City continues to have minimal investments that are not required for debt service reserves and to have limited, if any, interest earnings on restricted funds. Of the total amount invested, \$2,014,281 was invested in the pooled funds with the State Treasurer's Local Agency Investment Funds (LAIF) and \$195,655 is held in money market funds for debt service reserves. Cash with Mechanics Bank was \$1,514,127. Total cash and investments were \$3,724,063. Of this amount, \$3,528,408 together with anticipated property and sales tax revenues and other revenues for the remainder of the fiscal year will be available to meet operating expenses for the next six months. The FAB unanimously received the report.

2) FY 2017-18 Draft Budget Changes

Mark Rasiah reviewed the FY 2017-18 General Fund Budget that was adopted by City Council in June 2016. He outlined the proposed General Fund Expenditure Increases and Budget savings proposed by Staff. He stated that the budget would be balanced with \$35.1 million in revenues and \$35.0 in total general fund expenditures.

Action: By motion made to approve (Vranich) and seconded (Keller) and adopted unanimously, the FAB recommends adoption of the City Manager's revisions to the FY 2017-18 budget as follows:

Workers Compensation and Insurance cost increase (\$220k); Police Department Dispatch Services cost increase (\$253k); Fire Department Dispatch Services cost (\$130k); Recreation Department Master Plan cost (\$170k); one time Police and Fire Department Costs (\$83k); Reduction in Debt Service and RDA Installment Payments (\$742k).

3) FAB Work Plan for the year.

At the April meeting, FAB member Greg Crump had suggested that the FAB review the Work plan in May. Mark Rasiah circulated a FAB Work Plan from a prior fiscal year and the members reviewed it and compared it with the requirements of the enabling legislation - City Ordinance No. 2012-03, and agreed that the legislation was clear enough in defining the role of the FAB. and agreed to be guided by it and that there was no need for a separate plan of work.

6. Discuss Agenda Items for the Next Meeting

- Next Meeting: Tuesday, June 13th, 2017
- Approve meeting minutes from May 9, 2017
- Receive an update on the FY 2017-18 Budget.

7. Meeting adjourned at 8:30 p.m.

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 Shannon Collins, Staff Liaison at 215-4323 (voice) at least FIVE (5) WORKING DAYS NOTICE PRIOR TO THE MEETING to ensure availability.