



Minutes

**REGULAR MEETING
OF THE
FINANCIAL ADVISORY BOARD
Tuesday October 28, 2014, 7:00 p.m.
El Cerrito City Hall
Hillside Conference Room
10890 San Pablo Avenue
El Cerrito, CA 94530**

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

Roll Call: Present: Boardmembers Kronenberg, Bartke, Patterson and present.
Absent: Boardmembers Vranich and Crump
Staff Liaison Present: Lisa Malek-Zadeh

1. Comments from the Public
None present
2. Staff update
Ms. Malek-Zadeh provided the copies of the 10/7/14 Council reports that approved the new labor agreements the Public Safety Managers and SEIU groups.
3. Minutes for Approval
**Minutes from September 9, 2014 meeting approved.
(Ayes: Bartke/Patterson Abstain: Kronenberg)**
4. Receive quarterly investment report.
<http://www.el-cerrito.org/DocumentCenter/View/4020>
Ms. Malek-Zadeh provided a copy of the September 22, 2014 staff report to Council on the City's investment's through June 30, 2014. AS in previous reports, the only changes are transactions related to the the payment of debt service obligations.
5. Review and discuss Finance Department's FY 2104-15 Work Plan.
Ms. Malek-Zadeh discussed the department's priority projects that are special projects, not day to day operations highlighted what projects addressed findings in prior year's Memo On Internal Controls prepared each year by the City's outside Auditor.
6. Purchasing policy review
Continued discussion on the importance of reviewing the purchasing policies that haven't been review in several years. Asked for FAB's assistance in reviewing the current practices, look at the policy of other jurisdictions and determine what should be

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

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included and or changed. FAB is going to contact other Cities to see if they can access their purchasing policies to review and compare to El Cerrito's practices. Will provide an update on status of findings at next meeting.

7. Discuss Agenda Items for the Next Meeting

Approve meeting minutes from October 28, 2014

Approve meeting minutes from May....

Update and possible action on Purchasing Policies