



## Minutes

**REGULAR MEETING  
OF THE  
FINANCIAL ADVISORY BOARD**  
Tuesday December 10, 2015 7:00 p.m.  
El Cerrito City Hall  
Hillside Conference Room  
10890 San Pablo Avenue  
El Cerrito, CA 94530

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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

Council Liaison not present

3. Staff Update

Ms. Malek-Zadeh introduced new staff member, Stacey Johnson who joined the Finance Department as an Administrative Analyst. Her primary responsibilities will be to lead the budget process as well as other business improvement projects. Ms. Johnson introduced herself and a bit about her background. Also informed FAB, that a job offer had been made for the Accounts Receivable Clerk and the new employee would be starting January 4<sup>th</sup>. Finance is now fully staffed with all authorized positions.

4. Review and approve meeting minutes from October 13, 2015 meeting.

Meeting minutes approved unanimously.

5. New Discussion Items

Ms. Malek-Zadeh provided FAB with a draft budget calendar and walked through the major tasks and deadlines and explained the overall budget process. She explained that the City will once again do another two-year budget for FY 2016-17 & 2017-18 and informed FAB that the City will be implementing position budgeting with this next budget cycle. Also discussed was that the City has resolved many of the long-standing financial issues and that revenues are rebounding. This will make the budget process slightly easier and change focus from cost reductions to looking at budget priorities and potentially funding historically underfunded programs.

### 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.*

FAB also discussed their role in the budget process and expressed a desire to have a better understanding about the fund restrictions, use of funds etc., which Ms. Malek-Zadeh explained was already included in the budget book. A 5-year forecast for most of the special funds was included in the adopted budget book. It was agreed that FAB provides value through their review of assumptions and the overall document.

6. Discuss Agenda Items for the Next Meeting

Approve meeting minutes from December 10, 2015

Request a member of the Police Department attend the next meeting for general Q &A.

Review the General Fund 5-year Forecast