

MINUTES

REGULAR MEETING OF THE FINANCIAL ADVISORY BOARD

Tuesday, May 10, 2011 7:00 p.m. El Cerrito City Hall

Hillside Conference Room 10890 San Pablo Avenue

Roll Call Members Present- Bartke, Caftel, Jackson, Kronenberg Council Liaison Present – Benassini Staff Liaison Present - Dodge

1. Council / Staff Liaison Report
No items to report since the meeting of May 3, 2011

2. Comments from the Public

None Present

3. Approval of Minutes

The minutes of April 12, 2011 were approved unanimously. M/S Caftel/Bartke

4. Review of Draft FY2011-12 Budget Materials

The FAB had received in their packets the budget the departmental budgets but not the City Manager's transmittal letter or budget overview.

Kronenberg asked about the City Council protocol regarding the budget adoption and Dodge described the minimum two Council meeting process, with there being individual discussions between the Council Members and the City Manager, then the first meeting with a presentation of the major assumptions and projections for all funds, the ten-year plan and departmental and overall goals. By the second meeting all questions and any modifications will be complete and it is anticipated that the budget would be adopted. The second meeting it is scheduled so that if more meetings are needed they can be later in June.

Dodge also said the first presentation was being postponed one meeting due to the State May revision of the budget and final budget input from our consultants so it would be June 6th when the Council saw it first. Dodge brought the support from our property tax and sales tax consultants, HdL, for the FAB's review. Caftel requested the FAB have one more meeting before the document went to Council.

Bartke said the growth in employees was 23 from the last five years and said the only department unchanged was Fire. Caftel asked if the chart showed the authorized head count for

the filled positions and Dodge said it was budgeted/authorized. Dodge said that number seemed high and there are many department changes in the last few years.

Caftel asked about Workers Compensation and Dodge discussed the MPA policy of giving back retroactive credits and how they are considered in the current year but not in next and Dodge was going to research. Caftel asked about overall departmental summaries. Bartke said he counted the pages and most were text and that it had gone too far. Dodge said the first section was needed to have the financial aspects summarized. Caftel brought up the discussion of roles and suggested the City Manager and Council role included discussion of contract approval and negotiations. Bartke said the City Manager role should include hiring/firing employees.

Caftel said the goals needed to have formatting consistency. Dodge will review. Caftel said the document has references to citizens and should be residents. Dodge agreed and said she will do a Word "find and replace". Caftel said the ½ time person in the City Clerk sounded like only part time when she is actually allocated between the Clerk and City Manager. Bartke expressed concerns on the cost of having a contract City Attorney and a discussion was held on overall legal costs.

Bartke expressed concern that there was a large subsidy to the Recreation Department and Dodge said that was not the case. Bartke felt it was \$2.2M and Dodge would check to find the error but was sure it had kept going down from previous years and was around ~\$300K or so. Caftel asked about the 10-year plan for the RDA and Dodge said her recommendation was that one not be done because of all of the uncertainties regarding Redevelopment.

The FAB provided input for various edits and a question was brought up on the line item Collection and Admin services. Dodge provided clarification on some items and other items were identified for Dodge to research.

Since the FAB will be meeting on May 31, 2011 with a document nearing final it was determined that there would be no action until that document was reviewed.

5. Adjournment

The FAB will convene a Special Meeting on May 31, 2011 to review the proposed budget as it is being presented to the City Council and will make a motion regarding the budget at that meeting.