



MINUTES

SPECIAL MEETING OF THE CITIZENS STREET OVERSIGHT COMMITTEE

Staff Liaison
Public Works Department
Yvetteh Ortiz | (510) 215-4382
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Wednesday, November 14, 2018 AT 7:00 p.m.

El Cerrito City Hall
Creekside Conference Room
10890 San Pablo Avenue

This Meeting Place is Wheelchair Accessible

7:00 CONVENE REGULAR MEETING Chair Matthew Kelly called the meeting to order at 7:05 p.m.

1. **ROLL CALL – Present:** Chair Matthew Kelly; Vice-Chair Vanessa Hill (arrived at 7:07 p.m.); Members Paul Allen and Kathy Fleming
Also Present: Staff Liaison Yvetteh Ortiz

2. **ORAL COMMUNICATIONS FROM THE PUBLIC**

None; no members of the public present.

3. **APPROVAL OF MINUTES**

Review and approve minutes for the meeting of September 24, 2018.

Moved/Second: Member Allen/Fleming

Action: Passed a motion to approve the minutes of September 24, 2018

Ayes: Chair Kelly; Members Allen and Fleming **Noes:** None

4. **REVIEW OF FISCAL YEAR 2017-18 REVENUES & EXPENDITURES**

Review and discuss list of Fiscal Year 2017-18 financial activity.

Presentation and Discussion: Staff Liaison Ortiz presented the detailed list of revenues and expenditures shown in attachment for the Agenda item, and indicated that the numbers are preliminary as the audit is still underway. She indicated that revenues consist of Measure A sales tax and fees paid for street restoration, expenditures are for debt service, administrative expenses, City personnel expenses not related to capital projects, and capital projects. Staff Liaison Ortiz summarized the total revenues and expenses, both budgeted and actual. She answered questions raised by Committee Members regarding the street restoration fees paid when encroachment permit work must be done in streets that are under an excavation moratorium, administrative expenses related to financial services, personnel expense increases and categories, types of services provided by various consultants, types of services provided by various

contractors, construction contract expenses related to the Traffic Safety & Management Program, street tree related expenses as part of capital projects, the absence of expenses related to the Arlington & Brewster Safety Improvements Project and budgeting using fund balance.

5. STAFF LIAISON REPORTS

a. Staff Liaison Ortiz provided an overview of and answered Committee Member questions on the 2018 Metropolitan Transportation Commission Pothole Report and El Cerrito's 2017 Pavement Management System (PMS) Update, which is used by City staff to develop the annual street improvement program.

b. Staff Liaison Ortiz provided an overview of and answered Committee Member questions on the status of the Fiscal Year 2018-19 Expenditure Plan, approved by the City Council as part of the budget process, which is included as an attachment to the Agenda.

6. COMMITTEE MEMBER ANNOUNCEMENTS, FUTURE AGENDA ITEMS AND MEETING SCHEDULE

Hear announcements from committee members and set agenda and date for next meeting.

Staff Liaison Ortiz indicated that the next regular meeting is scheduled for January 28, 2019. The typical items on the agenda are the review of the audit reports, including the Comprehensive Annual Financial Report (CAFR) and Agreed Upon Procedures Report (AUPR). Most recently, however, the audit reports have not been ready by January. As a result, the Staff Liaison has worked with the Chair to reschedule the meeting once the reports are ready.

The date when the Committee's annual reports for Fiscal Years 2015-16 and 2016-17 would be presented by the Chair to City Council was discussed as either being scheduled on Tuesday, December 18, 2018 or Tuesday, January 15, 2019.

7. ADJOURNMENT The meeting adjourned at 7:56 p.m.



Matt Kelly, Chair

This is to certify that the foregoing is a true and correct copy of the minutes of the Special Meeting of the Citizens Street Oversight Committee meeting of November 14, 2018 approved by the Citizens Street Oversight Committee



Yvetteh Ortiz, Staff Liaison