



## MINUTES

### SPECIAL MEETING OF THE CITIZENS STREET OVERSIGHT COMMITTEE

Monday, August 3, 2020, 7:00 p.m.

#### VIA TELECONFERENCE

#### Staff Liaison

Public Works Department  
Yvetteh Ortiz | (510) 215-4382  
yortiz@ci.el-cerrito.ca.us

Pursuant to Executive Orders N-25-20 and N-29-20, and in Response to the COVID-19 Pandemic Teleconference Restrictions of the Brown Act Have Been Suspended, as Well as the Requirement to Provide a Physical Location for Members of the Public to Participate in the Meeting.

Any person wishing to speak to the Citizens Street Oversight Committee on any of these matters is invited to participate via teleconference as described above.

The City encourages submission of written comments in advance to the Citizens Street Oversight Committee via email to [yortiz@ci.el-cerrito.ca.us](mailto:yortiz@ci.el-cerrito.ca.us) prior to the meeting or by contacting the staff liaison listed above.

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**7:00 p.m. CONVENE SPECIAL MEETING** Chair Matthew Kelly called the meeting to order at approximately 7:08 p.m.

#### 1. ROLL CALL

**Present:** Chair Matthew Kelly; Vice-Chair Vanessa Hill; and Committee Members Paul Allen, Prachi Amin, and Kathy Fleming **Absent:** None  
**Also, Present:** Staff Liaison Yvetteh Ortiz and Ahmed Badawi of Badawi & Associates, the City's Consulting Auditor

#### 2. ORAL COMMUNICATIONS FROM THE PUBLIC

*Remarks are typically limited to three minutes per person and are limited to items on the special meeting agenda only. Remarks will be heard at the time the item is discussed.*

None. No members of the public attended the meeting.

#### 3. APPROVAL OF MINUTES

- a. Review and pass a motion to approve minutes for the meeting of July 15, 2019

**Moved/Second:** Committee Member Allen/Committee Member Amin

**Action:** Passed a motion to approve the minutes for the Committee meeting of July 15, 2019

**Ayes:** Chair Kelly; Vice-Chair Hill; Committee Members Allen, Amin and Fleming **Noes:** None

- b. Review and pass a motion to approve minutes for the meeting of September 23, 2019

**Moved/Second:** Vice-Chair Hill/Committee Member Fleming

**Action:** Passed a motion to approve the minutes for the Committee meeting of September 23, 2019

**Ayes:** Chair Kelly; Vice-Chair Hill; Committee Members Allen, Amin and Fleming **Noes:** None

**4. FISCAL YEAR 2018-19 COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR) AND AGREED UPON PROCEDURES REPORT (AUPR)**

Review the Fiscal Year 2018-19 CAFR as it pertains to Measure A Street Improvement Fund and the AUPR from the City's auditor; and pass a motion to approve the Fiscal Year 2018-19 Annual Report Memorandum to the City Council

Staff Liaison Ortiz introduced the Agenda item and materials. She indicated that the preliminary revenues and expenditures for Fiscal Year 2018-19 were reviewed by the Committee at the September 2019 meeting. She then introduced Ahmed Badawi of Badawi & Associates, the City's Consulting Auditor. Mr. Badawi provided a presentation summarizing the CAFR and AUPR, attached here. He indicated that the Street Improvement Fund is audited as a non-major governmental fund within the CAFR rather than separately, while the Street Improvement Fund is the focus of the AUPR. He answered Committee Members' questions pertaining to the debt service payments in 2017, relationship between the 2017 bonds and 2008 bonds, the bond term, annual debt service payment, the bond interest rate, the fund balance, and applicability of the agreed upon procedures required by the master agreement for the bonds. Staff Liaison Ortiz answered Committee Members' questions regarding the plan to use the fund balance as part of the Fiscal Year 2019-20 Expenditure Plan.

**Moved/Second:** Committee Member Fleming/Committee Member Allen

**Action:** Passed a motion to approve the Fiscal Year 2018-19 Annual Report Memorandum to the City Council

**Ayes:** Chair Kelly; Vice-Chair Hill; Committee Members Allen, Amin and Fleming **Noes:** None

Mr. Badawi left the meeting at approximately 7:45 p.m.

**5. STAFF LIASON REPORTS**

**a. Receive 2019-20 Pavement Management Program Update**

Staff Liaison Ortiz provided an overview of the Pavement Management Program (PMP) Update completed in April 2019, for which a written summary was included as an attachment to the Agenda, and also described the impacts of COVID-19 on project delivery. She answered Committee Members' questions on these impacts, SB 1 funding, various projects and grant funding, City plans for bikeways and green infrastructure, and impacts of City's financial challenges on street maintenance and improvement efforts.

**b. Receive Fiscal Year 2019-20 Expenditure Plan Status Report**

Staff Liaison Ortiz provided an update of and answered Committee Members' questions on the Fiscal Year 2019-20 Expenditure Plan that was included as an attachment to the Agenda. She indicated that plan included mid-year adjustments approved by City Council, one for the Eureka Avenue and Lexington Avenue Street Improvements Project and other to make budget line items consistent with the Capital Improvement Program Table in the June 2019 Council Report.

**6. ELECTION OF COMMITTEE OFFICERS**

Nominate and elect Committee Chair and Vice Chair

The Committee discussed the nomination of the Chair and Vice-Chair positions for the coming year.

**Moved/Second:** Committee Member Fleming/Chair Kelly

**Action:** Passed a motion to elect Vice-Chair Hill as Chair for the coming year.

**Ayes:** Chair Kelly; Vice-Chair Hill; Committee Members Allen, Amin and Fleming

**Noes:** None

**Moved/Second:** Chair Kelly/Committee Member Allen

**Action:** Passed a motion to elect Committee Member Amin as Vice-Chair for the coming year.

**Ayes:** Chair Kelly; Vice-Chair Hill; Committee Members Allen, Amin and Fleming

**Noes:** None

**7. COMMITTEE MEMBER ANNOUNCEMENTS, FUTURE AGENDA ITEMS AND MEETING SCHEDULE**

Hear announcements from committee members and suggestions for future agenda items; and pass a motion to set agenda and date for next meeting

Staff Liaison Ortiz indicated that the next regular meeting is scheduled for September 28, 2020, the fourth Monday in September, and the agenda would typically consist of reviewing preliminary/unaudited revenues and expenditures for Fiscal Year 2019-20, the Committee's Standing Rules, and the Fiscal Year 2020-21 Expenditure Plan.

**Moved/Second:** Chair Kelly/Committee Member Allen

**Action:** Passed a motion to set agenda for the Committee meeting of September 28, 2020 as recommended by staff

**Ayes:** Chair Kelly; Vice-Chair Hill; Committee Members Allen, Amin and Fleming

**Noes:** None

8. **ADJOURNMENT** The meeting adjourned at 8:20 p.m.

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Vanessa Hill, 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 August 3, 2020 approved by the Citizens Street Oversight Committee



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Yvetteh Ortiz, Staff Liaison