



MINUTES

REGULAR MEETING OF THE CITIZENS STREET OVERSIGHT COMMITTEE

Monday, September 28, 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 prior to the meeting or by contacting the staff liaison listed above.

CONVENE REGULAR MEETING Chair Vanessa Hill called the meeting to order at 7:01 p.m.

1. ROLL CALL

Present: Chair Vanessa Hill; Vice-Chair Prachi Amin; and Committee Members Paul Allen, Kathy Fleming, and Matthew Kelly **Absent:** None
Also, Present: Staff Liaison Yvetteh Ortiz

2. ORAL COMMUNICATIONS FROM THE PUBLIC

Remarks are typically limited to three minutes per person, and may be on anything within the subject matter jurisdiction of the body. Remarks on non-agenda items will be heard first, remarks on agenda items will be heard at the time the item is discussed.

None. No members of the public attended the meeting.

3. APPROVAL OF MINUTES

Review and pass a motion to approve minutes for the meeting of August 3, 2020

Moved/Second: Committee Member Kelly/Committee Member Fleming

Action: Passed a motion to approve the minutes for the Committee meeting of August 3, 2020

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

Noes: None

4. FISCAL YEAR 2019-20 REVENUES & EXPENDITURES

Review and discuss list of preliminary/unaudited financial activity for Fiscal Year 2019-20

Presentation and Discussion: Staff Liaison Ortiz presented a summary and detailed listing of unaudited revenues and expenditures shown in attachment for the Agenda item. She summarized expenses, both budgeted and actual. She indicated that revenues consist of Measure A sales tax and fees paid for street restoration, and expenditures are for debt service, legal and financial expenses, City personnel expenses not related to capital projects, and capital projects. She provided information regarding Public Works personnel that are allocated to Measure A as previously requested by the Committee. She answered questions raised by Committee Members regarding accrual of revenues to the fiscal year in which they were generated, work performed by Public Works personnel outside of capital projects, the basis for the personnel allocation in Measure A, COVID-19 administrative leave, various consultant expenses in the annual street improvement project, requirements for contracting with minority or women-owned businesses, and improvements constructed as part of the Korematsu Safe Routes to School. The Chair requested that expenditure totals for each subproject in the annual street improvement project be provided in the future.

5. **STAFF LIASON REPORTS**

Receive Fiscal Year 2020-21 Expenditure Plan adopted by City Council in June 2020

Staff Liaison Ortiz presented the Fiscal Year 2020-21 Expenditure Plan adopted by City Council in June 2020, specifically the Capital Improvement Program, Detailed Project Listing, included as an attachment to the Agenda. She highlighted an estimated decrease in Measure A revenues of 10% due to the COVID-19 pandemic. She also provided an update on the status of the projects planned in Fiscal Year 2020-21. She answered Committee Members' questions regarding non-capital related expenses.

6. **COMMITTEE STANDING RULES**

Review and discuss Standing Rules as adopted on September 30, 2014

Staff Liaison Ortiz provided background on the Standing Rules and recommended that the Committee consider changing their regular meeting date from January to May to reflect the typical timeline for completion of annual audit reports, which are scheduled for completion by the end of March each year. The Committee Members discussed potential regular meeting dates.

The Committee Members discussed Standing Rule 7, which indicates that Committee Members "shall" utilize source documents. They reviewed the Ordinance and discussed the documents that are currently reviewed by the Committee and potential reasons for review of other source documents such as invoices.

Moved/Second: Committee Member Allen/Vice-Chair Amin

Action: Passed a motion to change the regular meeting scheduled for the 4th Monday in January to the 2nd Monday in May.

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

Noes: None

Moved/Second: Committee Member Kelly/Vice-Chair Amin

Action: Passed a motion to change Standing Rule 7 from the Committee "shall" to the Committee "may" utilize source documents.

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

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 the 2nd Monday in November (11/9/2020). She indicated that there are no pressing items and recommended the November meeting be cancelled. The Committee Members asked questions regarding potential agenda items for November.

Committee Member Kelly reported that he would be presenting the Committee's Fiscal Year 2018-19 annual report to City Council at their October 6, 2020 meeting.

Moved/Second: Committee Member Fleming/Committee Member Allen

Action: Passed a motion to cancel the regular meeting scheduled for the 2nd Monday in November.

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

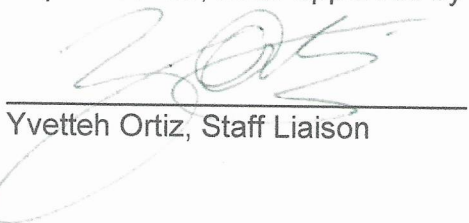
Noes: None

8. **ADJOURNMENT** The meeting adjourned at 8:04 p.m.



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 September 28, 2020 approved by the Citizens Street Oversight Committee



Yvetteh Ortiz, Staff Liaison