



Summary Minutes

SPECIAL MEETING OF THE CITIZENS STREET OVERSIGHT COMMITTEE

Monday, May 9, 2016, 7:00 p.m.

El Cerrito City Hall

Creekside Conference Room

10890 San Pablo Avenue

Call to Order at 7:05 p.m.

1. Roll Call

Present: Chair Matt Kelly, Vice Chair Marlene Keller and Committee Members Al Miller, Lynne Kessler and Jia Ma (arrived at 7:08 PM)

Other Attendees: Yvetteh Ortiz, Staff Liaison, Public Works Director/City Engineer
Shannon Collins, City Accounting Supervisor
Vikki Rodriguez, City's Consulting Auditor, Maze & Associates

2. Comments from the Public (on non-agenda items)

None; no members of the public present.

3. Approval of Minutes

Committee reviewed meeting minutes from September 28, 2015 Meeting.

Action taken: Moved and seconded (Miller/Kessler)

AYES: Keller, Miller and Kessler

NOES: None

ABSTAIN: Kelly

ABSENT: Ma

4. Review of Fiscal Year 2014 – 2015 Comprehensive Annual Financial Report (Audit) and Agreed Upon Procedures Report

Presenters: Yvetteh Ortiz, Staff Liaison, Public Works Director/City Engineer
Shannon Collins, City Accounting Supervisor
Vikki Rodriguez, City's Consulting Auditor, Maze & Associates

Committee Member Ma arrived (7:08 PM) at the beginning of this item. Auditor Rodriguez presented both reports and answered questions from the Committee

Committee Member Miller indicated that Note 8.C of the Audit is not consistent with the enabling ordinance for the Committee. Staff Liaison Ortiz confirmed that the Committee's purpose is to oversee the proper expenditure of Measure A funds and does not include setting priorities or making recommendations. She indicated that she would make this correction in future reports.

Committee Member Miller suggested that, in the future, this Agenda item be presented on the screen for ease of review by all Committee members. Staff Liaison Ortiz indicated that she would do this.

Staff Liaison Ortiz and Auditor Rodriguez highlighted the difference between the unaudited revenues and expenditures presented in September 2015 and audited ones. In terms of revenues, there is a decrease of \$100,200 in the tax revenue because the revenue was incorrectly booked in FY 2014-15 when it should have been FY 2015-16. There was an increase in grant revenues. In terms of expenditures, there are additional administrative expenses related to the preparation of the Agreed Upon Procedures Report, legal notices, and printing. These expenses had previously been shown under various projects.

Staff Liaison Ortiz also addressed various remaining questions from the previous meeting regarding the unaudited numbers. She confirmed the correctness of the total expenses given the subtotal amounts.

Committee members continued the discussion regarding the use of the General Ledger Account Name of "Miscellaneous Professional Services". Accounting Supervisor Collins responded to several questions. Given recent departure of the Finance Director, this subject will be revisited in the future.

Auditor Rodriguez and Accounting Supervisor Collins left the meeting at approximately 8:01 p.m.

Staff Liaison Ortiz presented a draft of the Committee's report to City Council noting that, based on the Committee's direction at the prior meeting, she clarified that the Expenditure Plan is approved by City Council and added a paragraph requesting that City Council add a "whereas" clause confirming the appropriate use of Measure A funds to future resolutions approving the citywide budget.

Committee members discussed the draft report and asked that it be revised to indicate that the Committee acknowledges and fully supports that the City Council, in their resolutions authorizing expenditures of Measure A funds as budget amendments, are confirming that the expenditures are an appropriate use of these funds.

Action taken: Moved and seconded (Miller/Keller) and carried unanimously to approve the draft report with the revision noted above and final review and approval by the Chair for presentation at the June 7, 2016 City Council Meeting.

5. Staff Liaison Reports

a. Review the Fiscal Year 2015-2016 Expenditure Plan Status Report as of April 2016

Staff Liaison Ortiz distributed a copy of the CIP Project Information Sheet for the Traffic Safety & Management Program, C3070, as requested by the Committee at its prior meeting. She indicated the

information presented is for planning purposes and is not exact, and that the Measure A funds are anticipated to be leveraged with grant funding in the future.

Staff Liaison Ortiz presented and responded to several questions regarding the Fiscal Year 2015-16 Expenditure Plan including one mid-year adjustment for Project C3074 - 2014 Pavement Rehabilitation Manila Trees, the mid-year budget update to account for the encumbered carryover and reconcile the accounting software numbers with the approved Expenditure Plan, and additional revenue in federal grants. She responded to several questions from the Committee regarding this item.

b. Status of 2014-15 work plan

Staff Liaison Ortiz provided an update on the 2015-16 work plan. She indicated that staff is in the process of designing the 2016 slurry project and finalizing street segments. The final design is anticipated to be completed in June with construction in starting in summer 2016. She distributed a copy of a draft map with potential street segments to be done as part of the project. She also indicated new requirements for curb ramps on resurfacing projects is resulting in additional expenses on these projects. She also indicated that staff is considering the use of a mircoseal instead of a slurry seal because of the faster drying time.

6. Committee Member Reports

The Committee discussed the fact that no applications have been submitted for the two vacancies on the Committee. Committee member Miller indicated that he believes the Planning Commission and Design Review Board have a policy that Committee member terms are automatically extended if vacancies have not been filled, and so he had suggested to Council that the policy be extended to all Boards and Committees especially those that only have five (5) members. They indicated that they would spread the word regarding the vacancies.

7. Election of Committee Officers

The Committee discussed the nomination of the Chair and Vice-Chair positions in 2016.

Action taken: Moved and seconded (Miller/Keller) and carried unanimously to extend the term of Chair Kelly and Vice-Chair Keller through 2016.

8. Future Agenda Items and Meeting Schedule

Next meeting scheduled for Monday September 26, 2016. Standard items for the September meeting include review of unaudited expenses and revenues, and review of the Committee's Standing Rules. Committee Member Miller indicated that the Standing Rules were useful when the Committee was first established, and he encouraged future Committee members to review, consolidate and revise as they think best suits the Committee in the future.

9. Adjournment

Adjourned at approximately 8:44 p.m.