



## MINUTES

### REGULAR MEETING OF THE CITIZENS STREET OVERSIGHT COMMITTEE

**Monday, September 23, 2019, 7:00 p.m.**

**Staff Liaison**

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

El Cerrito City Hall  
Hillside Conference Room  
10890 San Pablo Avenue

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**This Meeting Place is Wheelchair Accessible**

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

**1. ROLL CALL**

**Present:** Chair Matthew Kelly; Vice-Chair Vanessa Hill; Committee Member Prachi Amin **Absent:** Committee Members Paul Allen and Kathy Fleming  
**Also Present:** Staff Liaison Yvetteh Ortiz

**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 present.

**3. FISCAL YEAR 2018-19 REVENUES & EXPENDITURES**

Review and discuss list of Fiscal Year 2018-19 financial activity.

**Presentation and Discussion:** Staff Liaison Ortiz presented the detailed list of revenues and expenditures shown in attachment for the Agenda item, and provided a handout, attached herein, summarizing the information. She 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, legal and financial 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 use of street restoration fees, pavement restoration requirements, City personnel expenses, Metropolitan Transportation Commission expenses, specific project scope, schedule and expenses, and consultant procurement process, payment provisions and scope of services for Avila Project Management. The Committee Members requested information regarding the position title and allocation to Street Improvement Fund of City personnel at the next meeting.

**4. STAFF LIASON REPORTS**

Staff Liaison Ortiz provided an overview of and answered Committee Members' questions on the status of the Fiscal Year 2019-20 Expenditure Plan Status Report, included as an attachment to the Agenda. She indicated that there had been no adjustments to the plan as it was recently adopted by City Council in June 2019. She provided an update on the status of all the projects including the Annual Street Improvement Program, Eureka Avenue & Lexington Avenue Street Improvements, Carlson & Central Pavement Rehabilitation, and Neighborhood Traffic & Safety Management Program.

**5. COMMITTEE STANDING RULES**

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

Staff Liaison Ortiz provided background on the Standing Rules and indicated that the Committee may want to consider changing their regular meeting dates to reflect schedule for completion of the annual audit reports, which has recently been spring rather than January. The Ordinance that established the Committee requires that the Committee meet at least twice a year. The Committee Members requested an update regarding schedule of annual reports to further consider this item at a future meeting. Additionally, the Committee Members requested a review of the Ordinance to determine whether it requires that the review source documents, such as vendor invoices.

**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 the 2<sup>nd</sup> Monday in November (11/11/2019); however, there are not pressing items and falls on Veteran's Day. Typically cancel when no pressing business

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

**Action:** Passed a motion to cancel the Committee meeting of November 11, 2019

**Ayes:** Chair Kelly; Vice-Chair Hill; Committee Member Amin

**Noes:** None

**7. ADJOURNMENT** The meeting adjourned at 7:49 p.m.



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Matt Kelly, Chair

This is to certify that the foregoing is a true and correct copy of the minutes of the Regular Meeting of the Citizens Street Oversight Committee meeting of September 23, 2019 approved by the Citizens Street Oversight Committee



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Yvetteh Ortiz, Staff Liaison

Handout Item 3

Status Report  
 FY 2018-19 Measure A Street Improvement Expenditure Plan  
 September 2019 Review

Line #	Revenue Items	Approved Budget		Source Document	Page	Resolution	Date	Prelim/Unaudited Actuals	
		Amount	Amount					2018-19	2019-20
1	Taxes	\$ 1,560,000		City's Adopted Biennial Budget Fiscal Years 2018-19 & 2019-20	46, 114	2018-41	6/19/2018	\$	1,640,465
2	Misc	\$ 5,801		City's Adopted Biennial Budget Fiscal Years 2018-19 & 2019-20	46, 114	2018-41	6/19/2018	\$	3,877
	<b>Total Revenues</b>	<b>\$ 1,565,801</b>						<b>\$</b>	<b>1,644,342</b>
Line #	Expense Items	Amount	Source Document	Page	Resolution	Date	Amount		
1	Debt Service	\$ 704,400	City's Adopted Biennial Budget Fiscal Years 2018-19 & 2019-20	46, 63-84, 296-298	2018-41	6/19/2018	\$	704,400	
2									
3	Non-Personnel	\$ -	City's Adopted Biennial Budget Fiscal Years 2018-19 & 2019-20	46, 112, 296-298	2018-41	6/19/2018	\$	1,325	
4									
5	Personnel (Non-Capital)	\$ 106,798	City's Adopted Biennial Budget Fiscal Years 2018-19 & 2019-20	46, 112, 296-298	2018-41	6/19/2018	\$	91,471	
6									
7	Capital Outlay								
8	Annual Street Improvement Program	\$ 279,000	City's Adopted Biennial Budget Fiscal Years 2018-19 & 2019-20	46, 112, 171, 296-298	2018-41	6/19/2018	\$	356,212	
9		\$ 205,000	City's Adopted Biennial Budget Fiscal Years 2018-19 & 2019-20	46, 112, 171, 296-298	2018-41	6/19/2018	\$	205,000	
10		\$ 74,000	2019 Patch Paving Project Agenda Bill	28	2019-30	5/7/2019	\$	74,000	
11	Traffic Safety & Management Program	\$ 60,000	City's Adopted Biennial Budget Fiscal Years 2018-19 & 2019-20	46, 112, 171, 296-298	2018-41	6/19/2018	\$	1,938	
12	Central Ave & Carlson Blvd Street Improv	\$ 325,000	City's Adopted Biennial Budget Fiscal Years 2018-19 & 2019-20	46, 112, 171, 296-298	2018-41	6/19/2018	\$	308,740	
13	Eureka Ave & Lexington Ave Street Improv	\$ 360,000	City's Adopted Biennial Budget Fiscal Years 2018-19 & 2019-20	46, 112, 171, 296-298	2018-41	6/19/2018	\$	26,787	
14	Korematsu Safe Routes to School, Phase 1	\$ 25,000	Korematsu Award Agenda Bill & FY2017-18 Mid-Year Budget Update	31 & 503	2019-12 & 22	3/19&4/2/2019	\$	-	
15	Capital Sub-Total	\$ 1,049,000					\$	693,677	
	<b>Total Expenses</b>	<b>\$ 1,860,198</b>					<b>\$</b>	<b>1,490,873</b>	

Incorrectly Coded Expenditure Listing Total

\$ 578.00  
 \$ 1,491,451