



MINUTES

REGULAR MEETING OF THE CITIZENS STREET OVERSIGHT COMMITTEE

Monday, May 10, 2021, 7:00 p.m.

Staff Liaison

Public Works Department
Yvetteh Ortiz | (510) 215-4382
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VIA TELECONFERENCE

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 7:03 p.m.

1. ROLL CALL

Present: Chair Vanessa Hill; Vice-Chair Prachi Amin; and Committee Members Kathy Fleming and Matthew Kelly

Absent: Committee Member Allen

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 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 September 28, 2020

Moved/Second: Committee Member Fleming/Committee Member Kelly

Action: Passed a motion to approve the minutes for the Committee meeting of September 28, 2020

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

Noes: None **Absent:** Committee Member Allen

4. FISCAL YEAR 2019-20 COMPREHENSIVE ANNUAL FINANCIAL REPORT

(CAFR) AND AGREED UPON PROCEDURES REPORT (AUPR)

Review the Fiscal Year 2019-20 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 2019-20 Annual Report Memorandum to City Council

Staff Liaison Ortiz introduced the Agenda item and materials. She indicated that the preliminary revenues and expenditures for Fiscal Year 2019-20 were reviewed by the Committee at the September 2020 meeting. She then introduced Ahmed Badawi, the City's Consulting Auditor. Mr. Badawi provided a presentation, attached here.

Staff Liaison Ortiz indicated that the audited revenues are higher than the preliminary numbers because the May and June revenues were booked subsequent to the September 2020 meeting.

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

Action: Passed a motion to approve the Fiscal Year 2020-21 Annual Report Memorandum to the City Council

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

Noes: None **Absent:** Committee Member Allen

Mr. Badawi left the meeting at 7:23 p.m.

5. STAFF LIASON REPORTS

Receive Fiscal Year 2020-21 Expenditure Plan Status Report

Staff Liaison Ortiz reviewed the Fiscal Year 2020-21 Expenditure Plan. She indicated that there were no changes between the June 2020 and October 2020 budgets adopted by the City Council with the exception of additional line item budget details for non-capital expenses. She indicated that there were two mid-year updates. She also provided an update on the status of the projects underway Fiscal Year 2020-21. She answered Committee Members' questions regarding non sales tax revenue in the Measure A Street Improvement Fund and clarified that projects listed are either fully or partially funded by Measure A Street Improvement funds although expenses are those of revenues collected in the Measure A Street Improvement Fund.

6. ELECTION OF COMMITTEE OFFICERS

Nominate and elect Committee Chair and Vice Chair (No Attachment)

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

Moved/Second: Committee Member Fleming/Committee Member Kelly

Action: Passed a motion to elect Chair Hill for a second term as Chair.

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

Noes: None **Absent:** Committee Member Allen

Moved/Second: Ayes: Chair Hill; Vice-Chair Amin; and Committee Members Fleming and Kelly **Noes:** None **Absent:** Committee Member Allen

Action: Passed a motion to elect Vice-Chair Amin for a second term as Vice-Chair.

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

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

Committee Member Fleming requested a tour of a Measure A-funded project when it is near completion, and Staff Liaison Ortiz indicated that this likely could be scheduled in the summer.

Vice-Chair Amin inquired about the use of federal COVID-19 relief funds for street project.

Staff Liaison Ortiz indicated that the next regular meeting of the Committee is scheduled for the 4th Monday in September (9/27/2021), and the typical agenda items include review of preliminary revenues and expenditures for FY2020-21, Committee's Standing Rules, and the Fiscal Year 2021-22 Expenditure Plan.

8. ADJOURNMENT The meeting adjourned at 7:47 p.m.



Vanessa Hill, 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 May 10, 2021 approved by the Citizens Street Oversight Committee



Yvetteh Ortiz, Staff Liaison