



Minutes

REGULAR MEETING OF THE CITIZENS STREET OVERSIGHT COMMITTEE

Monday, September 27, 2021, 7:00 p.m.

VIA ZOOM:

Staff Liaison

Public Works Department
Yvetteh Ortiz | (510) 215-4382
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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 SPECIAL MEETING

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

1. ROLL CALL

Present: Chair Vanessa Hill; and Committee Members Kathy Fleming and Paul Allen

Absent: Vice-Chair Prachi Amin and Committee Member Matthew Kelly

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

Action Requested: Review and pass a motion to approve minutes for the meeting of May 10, 2021

Moved/Second: Committee Member Allen/Committee Member Fleming

Action: Passed a motion to approve the minutes for the Committee meeting of May 10, 2021

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

4. FISCAL YEAR 2020-21 REVENUES & EXPENDITURES

Action Requested: Review and discuss list of preliminary/unaudited financial activity for Fiscal Year 2020-21

Staff Liaison Ortiz presented a summary and detailed listing of unaudited revenues and expenditures shown in attachment for the Agenda item. She compared budgeted and actual numbers. 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 indicated one difference this year is cell phone reimbursement for Associate Engineer. In past years, this expense was moved out of this fund, but staff will confirm whether this is an allowable expense. She walked through the City Council approval of the construction contract award for the 2021 Slurry Seal Project, the clean-up needed for the Central Avenue and Carlson Boulevard project for expenses that should have been coded to the federal and state grants, and Fiscal Year 2019-20 encumbrances for the Eureka Avenue and Liberty Street project.

She answered questions raised by Committee Members personnel allocation in Measure A, reconciliation of encumbrances, and direct charging to projects by staff. Chair Hill asked for an encumbrance report that could make it easier to track unencumbered fund balance.

5. STAFF LIASON REPORTS

Action Requested: Receive Fiscal Year 2021-22 Expenditure Plan adopted by City Council in June 2021

Staff Liaison Ortiz presented the Fiscal Year 2020-21 Expenditure Plan adopted by City Council in June 2021, as provided as an attachment to the Agenda item including the fund overview, operating expenditures, and Capital Improvement Program. She also provided an update on the status of the projects planned in Fiscal Year 2021-22.

6. COMMITTEE STANDING RULES

Action Requested: Review and discuss Standing Rules as adopted on September 28, 2020

Staff Liaison Ortiz provided background on the Standing Rules and Committee Members reviewed changes made in September 28, 2020.

Staff Liaison Ortiz indicated that there may be a need to change the regular meeting dates when in-person meetings return because all advisory body meetings are planned to be held in the Council Chambers as a COVID-19 related precaution.

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

Action Requested: 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 (11/8/2021) and that the November meeting is typically cancelled if there are no pressing items. She indicated that this was the case again this year and recommended the November meeting be cancelled.

Moved/Second: Committee Member Allen/Committee Member Fleming

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

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

8. **ADJOURNMENT** The meeting adjourned at 8:00 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 September 27, 2021 approved by the Citizens Street Oversight Committee



Yvetteh Ortiz, Staff Liaison