



MINUTES

SPECIAL MEETING OF THE CITIZENS STREET OVERSIGHT COMMITTEE

Thursday, June 23, 2022, 6:30 p.m.

[JOIN VIA ZOOM](#)

Staff Liaison

Public Works Department
Yvetteh Ortiz | (510) 215-4382
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This advisory body is currently meeting by teleconference, consistent with the Brown Act as amended by AB 361 (2021). Under the amended rules, teleconference restrictions of the Brown Act are suspended and the City will not provide a physical location for members of the public to participate in the teleconference 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 6:34 p.m.

1. ROLL CALL

Present: Chair Vanessa Hill; Vice-Chair Prachi Amin (arrived at 6:36 p.m.) and Committee Members Matthew Kelly and Jia Ma

Absent: Committee Member Kathy Fleming

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 are limited to items on the special meeting agenda only, and introduction by individuals interested in serving on the advisory body. 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 September 27, 2021

Moved/Second: Committee Member Kelly/Committee Member Amin

Action: Passed a motion to approve the minutes for the Committee meeting of September 27, 2021

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

Noes: None **Absent:** Committee Member Fleming

4. FISCAL YEAR 2020-21 ANNUAL COMPREHENSIVE FINANCIAL REPORT (ACFR) AND AGREED UPON PROCEDURES REPORT (AUPR)

Action Requested: Review the Fiscal Year 2020-21 ACFR 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 2020-21 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 2020-21 were reviewed by the Committee at the September 2021 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 same as preliminary and there were minor differences in expenditures related to how administrative costs were categorized.

Moved/Second: Committee Member Amin/Committee Member Kelly

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 Kelly and Ma

Noes: None **Absent:** Committee Member Fleming

5. STAFF LIASON REPORTS

Action Requested: Receive Fiscal Year 2021-22 Expenditure Plan Status Report

Staff Liaison Ortiz presented the status of Fiscal Year 2021-22 Expenditure Plan. She indicated that there were no changes from the budget adopted by Council in June 2021. She also provided an update on the status of the projects planned in Fiscal Year 2021-22.

6. ELECTION OF COMMITTEE OFFICERS

Action Requested: 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 including review of the Standing Rules.

Moved/Second: Committee Member Amin/Chair Hill

Action: Passed a motion to elect Committee Member Kelly as Chair.

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

Noes: None **Absent:** Committee Member Fleming

Moved/Second: Committee Member Kelly/Chair Hill

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

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

Noes: None **Absent:** Committee Member Fleming

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

Vice-Chair Amin and Committee Member Kelly reiterated the request for a Committee tour of a Measure A-funded project, and Staff Liaison Ortiz indicated that this could be scheduled in the fall when the next slurry project would be in construction.

Committee Member Kelly inquired about the use of SB 1 Local Streets & Roads funds for paving projects, and Staff Liaison Ortiz indicated that this was a couple of years out as the SB 1 were primarily still being used for sidewalk-related projects.

Chair Hill inquired about when the next pavement condition index and engineering report would be coming out, and Staff Liaison Ortiz indicated the effort was just getting started with a report due in the Spring 2023 which she would present to the Committee at the next regular meeting after that. She also indicated that report is completed every two to three years.

Staff Liaison Ortiz indicated that the next regular meeting of the Committee is scheduled for the 4th Monday in September (9/26/2022), and the typical agenda items include review of preliminary revenues and expenditures for FY2021-22, Committee's Standing Rules, and the Fiscal Year 2022-23 Expenditure Plan.


Moved/Second: Committee Member Amin/Committee Member Kelly

Action: Passed a motion to set agenda and date of next meeting as described by Staff Liaison Ortiz

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

Noes: None **Absent:** Committee Member Fleming

8. ADJOURNMENT The meeting adjourned at 7:18



Matt Kelly, 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 June 23, 2023 approved by the Citizens Street Oversight Committee



Yvetteh Ortiz, Staff Liaison