



Minutes

SPECIAL MEETING OF THE CITIZENS STREET OVERSIGHT COMMITTEE

Monday, April 27, 2015, 7:00 p.m.
El Cerrito City Hall
Hillside Conference Room
10890 San Pablo Avenue

Call to Order at 7:00 p.m.

1. Roll Call

Present: Vice Chair Lynne Kessler, and Committee Members Al Miller, Matthew Kelly, Marlene Keller and Jia Ma

Absent: None

Other Attendees: Yvetteh Ortiz, Staff Liaison, Public Works Director/City Engineer
Amy Meyer, 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

Review and approve minutes from September 30, 2014 Meeting.

Action taken: Moved and seconded (Miller/Kelly) and carried unanimously to approve minutes with correction of grammatical error.

4. Review of Fiscal Year 2013–14 Comprehensive Annual Financial Report (Audit) and Agreed Upon Procedures Report

Presenters: Yvetteh Ortiz, Staff Liaison, Public Works Director/City Engineer and Amy Meyer, Maze & Associates, City's Consulting Auditor

Staff Liaison Ortiz highlighted the difference between the unaudited revenues and expenditures presented in September 2014 and audited ones being presented today. There is a difference of \$26 in additional revenue from interest income and approximately \$8,175 in additional expenses for debt service payments. As a follow-up to the September 2014, Staff Liaison Ortiz clarified that "Straight Overtime" is time charged by maintenance workers on standby duty at their regular rate of pay, while "Overtime" is time charged at regular time-and-one-half the regular hourly rate of pay.

Auditor Meyer left the meeting at approximately 8:05 p.m.

Action taken: Moved and seconded (Kelly/Keller) and carried unanimously to approve Annual Report to City Council.

5. Discussion on Measure A Expenditure Plan Status Report

Committee discussion on creating a report that clearly summarizes the expenditures that have been authorized by City Council as part of the Measure A Expenditure Plan each fiscal year. Staff Liaison Ortiz distributed a draft Summary/Status Report for Measure A Street Improvement Expenditure Plan. Committee members reviewed and provided comments. Staff Liaison Ortiz will revise and present a final version at the next meeting. She will also email an electronic copy of the source documents demonstrating City Council approvals.

6. Staff Liaison Reports

a. 2014-15 Pavement Management Program Update

Staff Liaison Ortiz provided an update on the City's Pavement Management Program. With the completion of this Spring's pavement rehabilitation project, 89 percent of City streets will have been resurfaced since 2008. She distributed the following: 1) a map showing all City streets that have been resurfaced since 2008; a Metropolitan Transportation Commission Press Release showing the City of El Cerrito, with a 3-year Pavement Condition Index of 84 and as top three in the Bay Area in terms of pavement conditions; and the Executive Summary of the 2014 Pavement Management Program Update. These three items are attached to the minutes.

b. Status of 2014-15 work plan

Staff Liaison Ortiz provided an update on the 2014-15 work plan. The Patch Paving Project was completed in late 2014, and the construction of the 2014 Pavement Rehabilitation project began in April. She also indicated that City staff is working on the list of streets for a slurry seal project in Fall 2015.

7. Committee Member Reports

Committee discussion on former Chair Thomas Miller's September 30, 2014 letter and April 22, 2014 statement to City Council and improving the format of information made available to the Committee.

8. Election of Committee Officers

Nomination of the Chair and Vice-Chair positions in 2015.

Action taken: Moved and seconded (Kessler/Keller) and carried unanimously to approve Committee Member Kelly as Chair in 2015.

Action taken: Moved and seconded (Miller/Kessler) and carried unanimously to approve Committee Member Keller as Vice-Chair in 2015.

9. Future Agenda Items and Meeting Schedule

Next meeting scheduled for September 28, 2015. Items for the September meeting include review of unaudited expenses, review of the new format for the Expenditure Plan, and review of the Committee's Standing Rules.

10. Adjournment

Adjourned at approximately 9:07 p.m.