



Summary Minutes

REGULAR MEETING OF THE CITIZENS STREET OVERSIGHT COMMITTEE

Monday, September 26, 2016, 7:00 p.m.

El Cerrito City Hall
Hillside Conference Room
10890 San Pablo Avenue

Call to Order at 7:01 p.m.

1. Roll Call

Present: Chair Kelly, Vice Chair Marlene Keller and Committee Member Jia Ma

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

2. Comments from the Public (on non-agenda items)

None

3. Approval of Minutes

Committee reviewed meeting minutes from May 9, 2016 Meeting.

Action taken: Moved and seconded (Keller/Ma) and carried unanimously to approve minutes.

4. Review of Fiscal Year 2015 – 2016 Revenues & Expenditures

Presenters: Yvetteh Ortiz, Staff Liaison, Public Works Director/City Engineer

a. & b. Review Fiscal Year 2015-2016 Expenditure Plan Status Report and discuss preliminary list of financial activity

Staff Liaison Ortiz presented the Fiscal Year 2015-2016 Expenditure Plan Status Report, which was an attachment to the Agenda item and was unchanged from that presented at the May 2016 meeting. The report is intended to facilitate the Committee's review of the preliminary list of financial activity.

Staff Liaison Ortiz presented the detailed list of revenues and expenditures as listed in the attachment for the Agenda item, and indicated that the numbers are unaudited. She indicated that revenues consist of the Measure A sales tax, grants and fees paid for street restoration when encroachment permit work must be done in streets that are under an excavation moratorium. Staff Liaison Ortiz indicated that expenditures are for debt service, non-personnel expenses, City personnel expenses not related to capital projects, and capital projects including the Annual Street Improvement Program and other

projects. She also distributed an overview of the detailed financial activity, which also included a comparison of the adopted budget versus actual revenues and expenditures.

Committee Member Ma inquired about grant revenues included in the Measure A sales tax fund. Staff Liaison Ortiz indicated that grants and Measure A sales tax revenues are used on a single project, and so in the past were track within the subject Measure A sales tax fund. Although grant funds are included in the fund activity, that the Committee is only responsible for the Measure A sales tax funds. For future projects, grant funds will be tracked in a separate fund.

Staff Liaison Ortiz indicated that the audited numbers would be presented at the next meeting and she would highlight any differences with the numbers presented today.

5. Staff Liaison Reports

a. & b. Review the Fiscal Year 2016-17 Expenditure Plan and update on work plan for Fiscal Year 2016-17

Staff Liaison Ortiz presented the current Fiscal Year 2015-16 Expenditure Plan consisting of the City's Fiscal Years 2016-17 & 2017-18 Biennial Budget Book, adopted by the City Council in June 2016. She also presented the amendment to the budget approved by Council for the 2016 Microsurfacing and Curb Ramp Project in August 2016, which represents the paving work plan for Fiscal Year 2016-17. Staff Liaison Ortiz walked through the adopted revenues, expenditures, and capital project listing, and responded to several questions from the Committee regarding these items.

c. Boards & Commissions Vacancy Announcement (Attachment; No Action Requested)

Staff Liaison Ortiz highlighted the two vacancies on the Committee, and asked Committee members to get the word out. She indicated the vacancy announcement for all Boards, Commissions and Committee would appear in the City's newsletter and website.

6. Committee Member Reports

Committee members had no reports.

7. Review Committee Standing Rules

Staff Liaison Ortiz indicated that the latest version was adopted in September 2014. Committee took no action on this item.

8. Future Agenda Items and Meeting Schedule

Staff Liaison Ortiz indicated that November 14, 2016 would be the next regularly scheduled meeting, and that the November meeting has typically been cancelled. She indicated that the November meeting was held as a placeholder meeting in case there was a specific need to meet since the Committee meets

so infrequently. Committee members discussed whether there was a need to hold the regular meeting in November 2016 and did not identify any agenda items at the time. Chair Kelly and Staff Liaison Ortiz will communicate in early November on need for the meeting.

Staff Liaison Ortiz indicated that the January 2017 meeting is pending completion of the City audit reports, and most likely would need to be rescheduled to April or May.

9. Adjournment

Adjourned at approximately 8:05 p.m.