



Minutes

REGULAR MEETING OF THE CITIZENS STREET OVERSIGHT COMMITTEE

Monday, September 26, 2022, 7:00 p.m.

Staff Liaison

Public Works Department
Yvetteh Ortiz | (510) 215-4382
yortiz@ci.el-cerrito.ca.us

VIA ZOOM:

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 REGULAR MEETING

Chair Matthew Kelly called the meeting to order at 7:01 p.m.

1. ROLL CALL

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

Absent: None

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, as well as 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 June 23, 2022

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

Action: Passed a motion to approve the minutes for the Committee meeting of June 23, 2022

Ayes: Chair Hill; and Committee Members Alen and Fleming **Noes:** None
Abstain: Member Fleming **Absent:** None

4. FISCAL YEAR 2021-22 REVENUES & EXPENDITURES

Action Requested: Review and discuss list of preliminary/unaudited financial activity for Fiscal Year 2021-22

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 also indicated that the fiscal year has not been fully closed out, including revenues that need to be booked and expense coding that needs to be corrected. She indicated that she would need to look into the expenses related to a new vendor under finance/administrative expenses. She answered questions about staff vacancies, cell phone reimbursements, how the moratorium restoration fee was set, planned improvements under the Richmond Street project, how the difference between budgeted and actual finance/administrative expenses should be addressed, and how the update to the pavement condition report would be used in planning future projects. She indicated that she would provide an encumbrance report at the next meet as previously requested by Committee Member Hill.

Vice-Chair Amin left the meeting around 7:38 p.m. due to internet connection problems.

5. STAFF LIASON REPORTS

Action Requested: Receive Fiscal Year 2022-23 Expenditure Plan adopted by City Council in June 2022

Staff Liaison Ortiz presented the Fiscal Year 2022-23 Expenditure Plan adopted by City Council in June 2022, as provided as an attachment to the Agenda item including the fund summary tables, department operating expenditures, and Capital Improvement Program.

She also provided an update on the status of the Slurry Seal Project.

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 reviewed changes made in September 28, 2020. Committee Members discussed regular meeting dates.

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 (11/14/2022) and that the November meeting is typically cancelled if there are no pressing items. She indicated that this was likely the case again this year and recommended the November meeting be cancelled.

Committee members requested that Staff Liaison Ortiz check in with Chair Kelly closer to the November meeting date in case any issues or items needing attention arose.

Staff Liaison Ortiz indicated that the October 4, 2022 City Council meeting had been cancelled so the FY 2020-21 report would need to be presented at the October 18, 2022 meeting instead.

8. ADJOURNMENT The meeting adjourned at 8:11 p.m.

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Matthew Kelly
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Matthew Kelly, 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 26, 2022 approved by the Citizens Street Oversight Committee

DocuSigned by:
Yvetteh Ortiz
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Yvetteh Ortiz, Staff Liaison