



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

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MINUTES

SPECIAL MEETING OF THE CITIZENS STREET OVERSIGHT COMMITTEE

Monday, December 15, 2025, 7:00 p.m.

Hillside Conference Room, El Cerrito City Hall
10890 San Pablo Ave, El Cerrito, CA 94530

This Meeting Place is Wheelchair Accessible

7:00PM CONVENE SPECIAL MEETING

Chair Kathy Fleming called the meeting to order at 7:04 p.m.

1. **ROLL CALL** – Chair Kathy Fleming; Vice-Chair Vanessa Hill, and Committee Member Jia Ma

Present: Chair Kathy Fleming; Vice-Chair Vanessa Hill; and Committee Member Jia Ma **Absent:** None

2. **ORAL COMMUNICATIONS FROM THE PUBLIC**

None. No members of the public attended the meeting.

3. **APPROVAL OF MINUTES**

Action Proposed: Review and pass a motion to approve minutes for the meeting of December 9, 2024

Moved/Second: Vice-Chair Hill/Chair Fleming

Action: Passed a motion to approve the minutes for the Committee meeting of

December 9, 2024

Ayes: Chair Fleming; Vice-Chair Hill; and Committee Member Ma **Noes:** None
Abstain: None **Absent:** None

4. FISCAL YEAR 2023-24 ANNUAL COMPREHENSIVE FINANCIAL REPORT (ACFR) AND 2008 SALES TAX AGREED UPON PROCEDURES REPORT (AUPR)

- a) **Action Proposed:** Review the Fiscal Year 2023-24 ACFR and AUPR as it pertains to Measure A Street Improvement Fund and the AUPR from the City's auditor
- b) **Action Proposed:** Pass a motion to approve the Fiscal Year 2023-24 Annual Report Memorandum to the City Council

Staff Liaison Ortiz introduced the Agenda materials and Paul Pham of Chavan & Associates, the City's Consulting Auditor. She indicated that the Committee previously reviewed a detailed list of preliminary/unaudited revenues and expenditures and vendors to whom the expenditures were made at their meeting of December 9, 2024 as summarized in the minutes.

Mr. Pham summarized the ACFR and AUPR and answered questions from the Committee regarding the process to review the agreed upon procedures and variances between budgeted amounts and audited actuals.

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

Action: Passed a motion to approve the Fiscal Year 2023-24 Annual Report Memorandum to City the Council

Ayes: Chair Fleming; Vice-Chair Hill; and Committee Member Ma **Noes:** None
Abstain: None **Absent:** None

5. STAFF LIASON REPORT

Action Proposed: Receive and file Fiscal Year 2024-25 Expenditure Plan Status Report

Staff Liaison Ortiz presented the Fiscal Year 2024-25 Expenditure Plan and indicated that there had been no changes from that adopted by City Council in June 2024. She answered questions regarding when actuals are presented, status of various projects, personnel expenses, debt payment schedule, and sales tax term and amount.

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

Action: Passed a motion to receive and file Fiscal Year 2024-25 Expenditure Plan Status Report

Ayes: Chair Fleming; Vice-Chair Hill; and Committee Member Ma **Noes:** None
Abstain: None **Absent:** None

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 regular meeting dates. Committee Members discussed Committee membership and terms. No changes were proposed.

7. ELECTION OF COMMITTEE OFFICERS

Action Requested: Nominate and elect Committee Chair and Vice Chair

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

Action: Passed a motion to reelect Chair Fleming as Chair.

Ayes: Chair Fleming; Vice-Chair Hill; and Committee Member Ma **Noes:** None

Abstain: None **Absent:** None

Moved/Second: Chair Fleming/Committee Member Ma

Action: Passed a motion to reelect Vice-Chair Hill as Vice-Chair.

Ayes: Chair Fleming; Vice-Chair Hill; and Committee Member Ma **Noes:** None

Abstain: None **Absent:** None

8. COMMITTEE MEMBER ANNOUNCEMENTS, FUTURE AGENDA ITEMS AND MEETING SCHEDULE

Action Proposed: Hear announcements from committee members and suggestions for future agenda items; and pass a motion to set agenda and date for next meeting

The item was taken out of order before Item 7. Staff Liaison Ortiz indicated that the next regular meeting is the 2nd Monday in May, which is May 11, 2026. She indicated that this meeting would include the Committee's review of preliminary revenues and expenditures for Fiscal Year 2024-25 and presentation of the FY 2025-26 Expenditure Plan approved by the City Council, and recommended a special meeting be scheduled before May before the Fiscal Year 2024-25 audit is completed.

The Committee Members discussed a meeting date of Monday, February 9, 2026.

9. ADJOURNMENT The meeting adjourned at 8.12 p.m.

Signed by:


Kathy Fleming, 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 of December 15, 2025 as approved by the Citizens Street Oversight Committee

Signed by:


Yvetteh Ortiz, Staff Liaison

Certificate Of Completion

Envelope Id: 1BC1F56E-EE1A-8250-8206-681137B13EB9	Status: Completed
Subject: Complete with Docusign: CSOC Approved Minutes_20251215.pdf	
Document Type: Non-Contract/Agreement Document	
Resolution # (over 45K):	
Dept. of Record: City Clerk	
State/Federal Funding: No	
Source Envelope:	
Document Pages: 3	Signatures: 2
Certificate Pages: 5	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Ashanti Coleman
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	10890 San Pablo Ave
	El Cerrito, CA 94530
	acoleman@ci.el-cerrito.ca.us
	IP Address: 66.122.109.130

Record Tracking

Status: Original	Holder: Ashanti Coleman	Location: DocuSign
5/12/2026 11:00:02 AM	acoleman@ci.el-cerrito.ca.us	
Security Appliance Status: Connected	Pool: StateLocal	

Signer Events

Kathy Fleming
 kflemingec@gmail.com
 Kathleen Fleming
 Security Level: Email, Account Authentication (None)

Signature

Signed by:

 CC0ABDCFC7F149C...
 Signature Adoption: Pre-selected Style
 Using IP Address: 207.163.34.146

Timestamp

Sent: 5/12/2026 11:03:50 AM
 Viewed: 5/13/2026 11:25:04 AM
 Signed: 5/13/2026 11:25:12 AM

Electronic Record and Signature Disclosure:

Accepted: 12/13/2024 8:14:37 AM
 ID: a5826dd0-9ac5-495c-8097-31bbdc84e37a

Yvetteh Ortiz
 yortiz@elcerrito.gov
 Public Works Director/City Engineer
 City of El Cerrito
 Security Level: Email, Account Authentication (None)

Signed by:

 E4C622899FB1438...
 Signature Adoption: Pre-selected Style
 Using IP Address: 66.122.109.130

Sent: 5/13/2026 11:25:13 AM
 Viewed: 5/13/2026 4:41:10 PM
 Signed: 5/13/2026 4:41:28 PM

Electronic Record and Signature Disclosure:

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 ID: a60f959f-26d4-4239-b5d2-6497768c5421

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp

Carbon Copy Events	Status	Timestamp
Lina LHuang@elcerrito.gov Management Assistant City of El Cerrito Security Level: Email, Account Authentication (None)	COPIED	Sent: 5/13/2026 4:41:29 PM
Electronic Record and Signature Disclosure: Not Offered via DocuSign		

Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Envelope Sent	Hashed/Encrypted	5/12/2026 11:03:50 AM
Certified Delivered	Security Checked	5/13/2026 4:41:10 PM
Signing Complete	Security Checked	5/13/2026 4:41:28 PM
Completed	Security Checked	5/13/2026 4:41:29 PM

Payment Events	Status	Timestamps
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