

Minutes of Measure I Advisory Committee Meeting of November 29, 2018

**One Twin Pines Lane
City Hall, Suite 360**

CALL TO ORDER

Chair Wood called the meeting to order at 3:02 PM.

COMMITTEE MEMBER AND STAFF PRESENT

COMMITTEE MEMBERS PRESENT: Wood, Hayes, Raffin, Shane, Tippakorn

STAFF PRESENT: Finance Director Fil, City Manager Scoles, Controller Chu, Management Analyst Voelker, Public Works Director Oskoui, Assistant Public Works Director Alvarez, Treasurer Violet

CONSENT CALENDAR

1. Approval of April 3, 2018 Minutes

ACTION: Moved by Committee Member Raffin, seconded by Committee Member Hayes, by unanimous voice vote, the April 3rd meeting minutes were noted and filed.

ITEMS OF BUSINESS

1. FY 2018 Audit Results

Director Fil presented on the FY 2018 audit results for the Measure I Fund, noting that the City received a clean audit opinion. He reviewed revenues and actual expenditures to June 30th, highlighting that the ½ cent sales tax is exceeding initial expectations with \$1.9M in reserves available at June 30th.

Committee Member Shane noted that it would be useful to quantify the amount or percentage of reserves that was spent this past summer.

2. Status Report on Measure I Activities

Director Oskoui provided a verbal report on the City's recent Measure I activities. He reviewed the details of the City's 5-year pavement program, including the 2018 Slurry Seal Project, the 2019 & 2020 Pavement Project design contract, and the design contract for Measure I funded Storm Drain Rehabilitation Project. Director Oskoui also presented the funding spent by year and by functional classification.

He went on to review the FY19 Measure I-related work on the horizon. Discussion ensued on the project cost breakdown of the 2019 Pavement Project design, which is approximately 65% done with construction expected to begin in Summer 2019.

Discussion developed around slurry sealing and street maintenance, including the City's recent focus on potholes and crack sealing. Committee Member Raffin commented on the street maintenance webpage, which is a great resource for residents and recommended that the City include the same information for storm projects. Director Oskoui assured the Committee that staff is working on getting that data updated and available to residents.

3. Consideration of Draft Measure I Advisory Committee Annual Report

Discussion ensued on the Committee's role with several members stating that they are uneasy with the wording on the Committee's role in terms of matching what it is they actually do. Committee Member Hayes read a draft description he wrote on what the Committee does. Discussion continued on the meaning of reporting on the "accuracy of the auditor's findings". Chair Wood suggested that the Committee incorporate language into the Annual Report to Council communicating their confusion around their role and requesting clarification from City Council. Further discussion developed as Director Fil and City Manager Scoles attempted to clarify the role of the Committee, noting that they are simply verifying that there was an audit report issued annually on the Measure I Fund and that they have seen and reviewed it.

After much discussion, the Committee concurred that they would proceed with Chair Wood's suggestion.

ACTION: Moved by Committee Member Raffin, seconded by Committee Member Tiippakorn, by unanimous voice vote, the Measure I Advisory Committee Annual Report was recommended for approval by the City Council, entrusting the Chair to incorporate Committee Member Hayes' draft language on the Committee's understanding of their role into the Measure I Advisory Committee Annual Report and to address the question regarding their duty to report on the "accuracy of the auditor's findings".

FUTURE MEETING(S)

The Committee concurred that they will anticipate their next meeting in the Spring, during which staff will provide a mid-year update, a review of the Measure I Capital Improvement Program and the Committee will consider and act on chair rotation.

ADJOURNMENT 3:56 p.m.

**Nawel Voelker
Management Analyst**