



Public Works Department

AGENDA

REGULAR MEETING OF THE CITIZEN STREET OVERSIGHT COMMITTEE

Monday, January 28, 2013, 7:00 p.m.
El Cerrito City Hall
Hillside Conference Room
10890 San Pablo Avenue

1. **Roll Call**
2. **Comments from the Public**
(Each speaker is limited to a maximum of 2 minutes.)
3. **Approval of Minutes**
Review and approve minutes from September 24, 2012 Meeting. (**Action Requested: Approval**)
4. **Review of Fiscal Year 2011 – 2012 Audit and Auditor’s Report**
Review annual audit report as it pertains to Measure A and Agreed Upon Procedures Report from City’s auditor; Consider approving and signing Annual Report Memorandum to City Council (**Action Requested: Approve and sign Annual Report Memorandum to Council**)
5. **Staff Liaison Report**
 - Report on 2012 Pavement Condition Index (PCI) Report (*Information only*)
6. **Election of Committee Officers**
Nominate and elect Committee Chair and Vice Chair (**Action Requested: Elect Officers**)
7. **Committee Standing Rules**
RA copy of the latest Standing Rules (2012 – 2, dated September 24, 2012) is attached. (**Action Requested: Review and consider adopting revisions to Standing Rules**)
8. **Future Agenda Items and Meeting Schedule**
Set agenda for next meeting (**Action Requested: set agenda and confirm date**)
9. **Adjournment**

Any writings or documents provided to a majority of the Citizen Street Oversight Committee regarding any item on this agenda will be made available for public inspection in the Public Works Department located at 10890 San Pablo Avenue during normal business hours.

COMMUNICATION ACCESS INFORMATION

To request a meeting agenda in large print, Braille, or on cassette, or to request a sign language interpreter for the meeting, call Jerry Bradshaw, Staff Liaison at 215-4382 (voice) at least FIVE (5) WORKING DAYS NOTICE PRIOR TO THE MEETING to ensure availability.

10890 San Pablo Avenue, El Cerrito, CA 94530 Tel: 510.215.4382
E-mail: jbradshaw@ci.el-cerrito.ca.us



Public Works Department

Draft Summary Minutes

REGULAR MEETING OF THE CITIZEN STREET OVERSIGHT COMMITTEE

Monday, September 24, 2012, 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: Chair Al Miller, and Vice Chair Liz Ozselcuk, Committee Member Thomas Miller,

Absent: Committee Members Aurelia Schultz and Lynne Kessler

Other Attendees: Staff Liaison Jerry Bradshaw
Yvetteh Ortiz, Engineering Manager

2. Comments from the Public

None.

3. Review Fiscal Year 2011-12 Revenues and Expenditures

Revenues

Page 3-1, first group is the sales tax revenues, which came in very close to projections. The dates of the revenue receipts began in September showing the delay in funding from the State. The three final entries were all dated June 30th, so it balances out. Interest was negative \$88. This is due to the year beginning with a negative balance and carrying a modest balance throughout the year. The two entries in the third group are a correction of a prior year's revenue accrual. It pertains to a federal project where the final reimbursement is still due from Caltrans.

The large group of revenues on the bottom of Page 3-1 and on to Page 3-2 is from moratorium repairs. These are revenues collected from contractors performing street excavation work in recently paved streets (where an excavation moratorium is in place) to pay for the City to install slurry seal patches as remediation. The large volume of these transactions is reflective of the large number of streets currently under a moratorium. That volume of activity will decrease in the next year as many of the moratoria will expire in late 2012.

3-1

Expenditures

Page 3-3, first group is for the annual debt service on the bonds. The difference between this amount (\$737,582) and the total revenue (\$1,519,355) is the amount available for annual work (about \$750,000). Is that adequate..?? Yes, the most recent pavement condition report (2010) shows an annual need of approximately \$500,000. That leaves room for overhead items. The 2012 report is due soon, and we will be able to see how the Measure A work done is holding up and what the new annual needs estimates are. Staff is cautious that the (PCI) pavement condition index may have been slightly inflated after the surge of work in 2009 and 2010. Has City Council established a policy to maintain the PCI at a certain level..?? No specific PCI goal has been established. Without a policy, how do you know how much money to spend on streets...?? The annual Capital Improvement Program is included in the budget document. That is where the City Council makes its annual determination of the paving budget. As an example, the City Council recently approved a re-allocation of paving budget to neighborhood traffic projects. Committee Member Thomas Miller reminded staff that curbs and gutters are eligible for Measure A money, too. Sidewalk repairs are generally a responsibility of abutting property owners, although some street, curb and gutter work may necessitate work on the sidewalk, too. In these cases, Measure A funds have been used to repair sidewalks.

The next group is for financial consultant charges. The charges for Maze & Associates represent the Measure A share of the City's audit effort.

The middle of the page contains payroll expenses for the part-time staff person working on the 2011 paving project. The last non-project group is miscellaneous charges including some planning work performed by Avila Project Management. The charge for MTC-PTAP (\$4,086) is the City's matching share of a PTAP grant of over \$20,000 we received to update our StreetSaver (pavement management program) data. The Geodata Analyticals (\$2,720) was for adding a GIS layer to the StreetSaver program.

The final two entries on Page 3-3 are for an older project (2009 Rubberized Asphalt Overlay). The contractor, MCK, filed a claim for approximately \$88,000. It took until this year through the mediation process to settle on a payment of \$45,000. In addition, Avila Project Management was used to help settle the claim.

Page 3-4, the first item was a correction where the Finance clerk charged the retention payment amounts directly against the project (2010 Pavement Rehab Project) instead of utilizing an existing purchase order. This credit amount corrects the project accounts. This same thing happened on the 2010 Slurry Seal Project as well. The other credit (\$19,296.90) is a reimbursement from the School District for installing traffic calming measures around Fairmont School.

The last group on this page is for the only major paving project performed in 2011 (2011 Pavement Rehab). This includes a reimbursement from EBMUD for performing some paving restoration they were required to do on Schmidt Lane at the Recycling Center project.

Overall, revenues exceeded expenditures by about \$350,000, which will leave a modest surplus going into the next fiscal year. Major work on the streets is nearly complete, and staff will next need to develop a new maintenance program commensurate with the street conditions. There were two streets that were not paved during the major work (Eureka near Fairmont school and Carquinez), and they are candidates for work in the near future. There are also some collectors and arterials in need of overlay work, and they are being planned for an upcoming federal paving grant of approximately \$460,000 plus another grant of about \$350,000 that will require some matching funds.

Chair Al Miller – How does staff know that Council has approved the work done since not all projects have their own resolution..?? Liaison Bradshaw answered that, with the exception of specifically scoped projects (such as grant funded projects), the CIP budget has a line item for general paving work with no specific streets included. However when a project is taken to Council for award, the scope is specified at that time. Chair Al Miller went on to state that there was a time when citizens were very skeptical of City staff's work, and documentation of the scope of each project's work would have been required to accept the expenditures report. The knowledge that there is documentation to correlate the actual work done with the expenditures in the report is adequate at this time.

4. Staff Liaison Report

Street Moratorium Program

Liaison Bradshaw introduced Yvetteh Ortiz, Engineering Manager for the City, who presented a summary of the program. In general, once a street is paved, an excavation moratorium is put in place that forbids anyone from excavating the street usually associated with underground utility work. The moratorium is 5 years for overlay streets and 3 years for slurry or cape seal streets. If a utility asks permission to excavate for planned work in a moratorium street we require them to devise a way to do the work without excavation, or come back when the moratorium expires. However, for emergency work we cannot put them off, and they are allowed to do the work with additional restoration conditions on the permit. For EBMUD, this is usually for water main breaks, and for PG&E it is for gas main leaks. The restoration requirement is to put a slurry seal patch over a sizable portion of the street to help re-seal the pavement that was excavated. Their choices are to either install the slurry themselves to our standards, or to pay a fee (currently \$570) for us to slurry the spot during our next slurry project.

In addition there is sewer later compliance program begun by Stege Sanitary District, and that has now been taken over by EBMUD. For properties that need to replace their sewer lateral on a moratorium street, we require them to confer with Stege to determine if a cured-in-place option (trenchless) is feasible. If Stege determines that the lateral must be excavated, then we will issue a permit with the restoration conditions mentioned above. Experience shows that most laterals must be excavated due to badly deteriorated condition.

Chair Al Miller – what do other cities with similar conditions charge for restoration work..??
That is not known.

Committee Member Thomas Miller expressed concerned that Measure A funds are diverted to funding emergency repairs of utilities. Liaison Bradshaw answered that is not the case. Our only extra work is to add a slurry seal on top of their work, and they pay us for that extra work through the fee.

Chair Al Miller – biggest hit on the street improvement program is the public perception that the “new” streets are getting all dug up. But nothing can be done about it. Staff routinely notifies residents prior to a paving project that they may want to consider replacing their lateral prior to the paving work to avoid the added expense of the restoration work and to avoid a patch in the “new” street.

Committee Member Thomas Miller – what percentage of laterals do not need any work..??
Chair Al Miller (who is also a board member of Stege) answered that it is about 30%. In newer and flatter parts of town, it could be higher.

Work Plan for Fiscal Year 2012-13

The summer/fall paving program has been deferred until spring of 2013. This is due primarily to lack of staff resources. Staff hopes to get a contract out in April or May of 2013. The project has not yet been scoped out.

City’s Strategic Planning Process

This past Saturday the Council met to begin the process. The process to date has included several public meetings, focus groups, soliciting input at other venues and hosting an on-line survey. Now the values and vision has been drafted. The next step would be to develop goals and objectives. Committee members are invited to contribute their thoughts.

5. Approval of Minutes

Chair Al Miller – first line of paragraph 3, excerpts from the “City’s CAFR”. He asked for CAFR to be spelled out (comprehensive annual financial report).

Action taken: M/S Thomas Miller/Ozselcuk to approve minutes as corrected. Approved unanimously.

6. Committee Standing Rules

Chair Al Miller – Rule 15 states that versions shall be numbered and bear that date they were adopted. The Rules as presented are dated, but not numbered. He suggested they be numbered in the manner of year and version, e.g. 2012 – 1.

Action taken: Approve Standing Rules as written with the number “2012 – 2” added as suggested. M/S; Thomas Miller/ Ozselcuk. Approved unanimously. Clarification: the revised version shall bear this date.

7. Future Agenda Items and Meeting Schedule

The next regular meeting is scheduled for November 12, 2012. Staff confirmed that no business is planned for that meeting.

Action taken: Cancel the November meeting: M/S; Thomas Miller/ Ozselcuk. Approved unanimously.

The next meeting will then be on January 28, 2013. Items planned for that agenda include

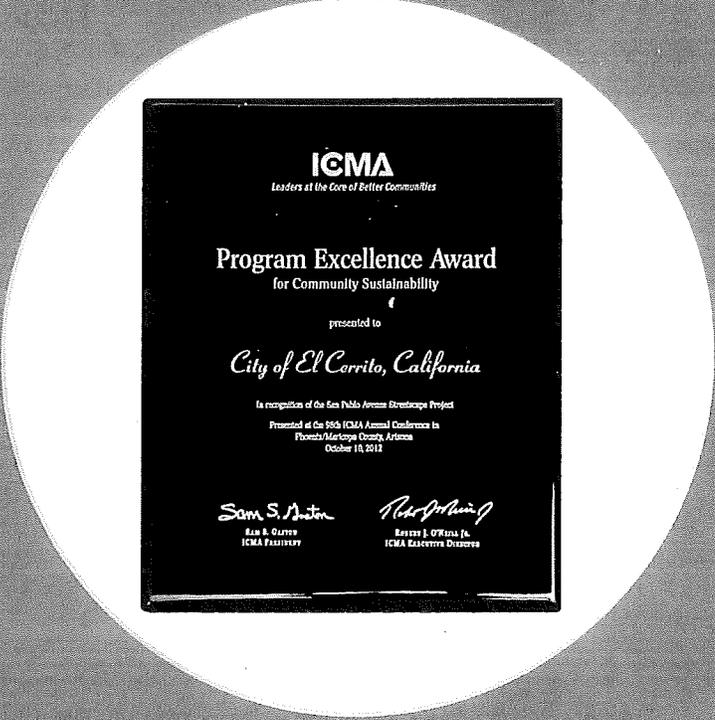
- Review Auditors Report
- Staff Liaison Report
- Election of Officers
- Approval of Minutes

Committee Member Thomas Miller – concerned about viability of the committee. He suggests that the chair bring the matter to the attention of the City Council.

Chair Al Miller understands the concern, but does not believe it rises to the level of Council involvement. Ms. Schultz admitted that she made a calendar error, and will not likely repeat that. Ms. Kessler had surgery scheduled, which was beyond her control. He also offered to communicate more regularly with committee members on schedules.

If any committee members would like to agendize any other items, they can notify the Chair or Liaison Bradshaw.

8. Adjourned at approximately 8:24 p.m.



Fiscal Year Ended June 30

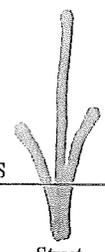
2012

City of El Cerrito, California

Comprehensive Annual Financial Report

10890 San Pablo Avenue, El Cerrito, CA 94530 * www.el-cerrito.org

CITY OF EL CERRITO
NON-MAJOR GOVERNMENTAL FUNDS
COMBINING BALANCE SHEETS
JUNE 30, 2012



	SPE		CAPITAL PROJECTS FUNDS		
	Gas Tax Fund	Landscape and Lighting Assessment Fund	Storm Drain Fund	Measure J Fund	Street Improvement Fund
Assets					
Cash and investments	\$18				
Cash and investments with fiscal agent					
Accounts receivable	3,467	\$4,359	\$822	\$511	\$525
Due from other governments	55,638	12,242		9,942	497,774
Total Assets	<u>\$59,123</u>	<u>\$16,601</u>	<u>\$822</u>	<u>\$10,453</u>	<u>\$498,299</u>
Liabilities					
Accounts payable	\$14,532	\$41,783		\$366	\$450
Due to other funds	43,808	31,784	\$789	10,404	148,076
Deposits payable					
Deferred revenue					
Total Liabilities	<u>58,340</u>	<u>73,567</u>	<u>789</u>	<u>10,770</u>	<u>148,526</u>
Fund Balances					
Restricted	783		33		349,773
Unassigned		(56,966)		(317)	
Total fund balances (deficits)	<u>783</u>	<u>(56,966)</u>	<u>33</u>	<u>(317)</u>	<u>349,773</u>
Total liabilities and fund balances	<u>\$59,123</u>	<u>\$16,601</u>	<u>\$822</u>	<u>\$10,453</u>	<u>\$498,299</u>

(Continued)

CITY OF EL CERRITO
NON-MAJOR GOVERNMENTAL FUNDS
COMBINING STATEMENTS OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCES
FOR THE YEAR ENDED JUNE 30, 2012



	CAPITAL PROJECTS FUNDS				
	SP)	Landscape and Lighting Assessment Fund	Storm Drain Fund	Measure J Fund	Street Improvement Fund
Revenues:	Gas Tax Fund				
Taxes and assessments		\$771,127	\$697,951	\$419,842	\$1,546,542
Use of money and property	\$59	(465)	(380)	(87)	(98)
Intergovernmental revenues	670,196				18,731
Charges for services				10,615	
Other		100			42,747
Total revenues	<u>670,255</u>	<u>770,762</u>	<u>697,571</u>	<u>430,370</u>	<u>1,607,922</u>
Expenditures:					
Current:					
General Government	1,987				
Public works	460,430	975,849	121,875	42,772	
Recreation		71,577		85,855	
Community development					
Public safety					
Capital outlay					443,126
Debt service:					
Principal					
Interest and fiscal agent fees					
Total expenditures	<u>462,417</u>	<u>1,047,426</u>	<u>121,875</u>	<u>128,627</u>	<u>443,126</u>
Excess (deficiency) of revenues over (under) expenditures	<u>207,838</u>	<u>(276,664)</u>	<u>575,696</u>	<u>301,743</u>	<u>1,164,796</u>
Other Financing Sources (Uses):					
Issuance of debt					
Transfers in	279,000	395,000			
Transfers (out)	(497,597)	(138,431)	(617,550)	(306,074)	(737,583)
Total other financing sources (uses)	<u>(218,597)</u>	<u>256,569</u>	<u>(617,550)</u>	<u>(306,074)</u>	<u>(737,583)</u>
Net changes in fund balances	(10,759)	(20,095)	(41,854)	(4,331)	427,213
Fund Balances (Deficits) - July 1, 2011	11,542	(36,871)	41,887	4,014	(77,440)
Fund Balances (Deficits) - June 30, 2012	<u>\$783</u>	<u>(\$56,966)</u>	<u>\$33</u>	<u>(\$317)</u>	<u>\$349,773</u>

(Continued)

CITY OF EL CERRITO
 BUDGETED NON-MAJOR FUNDS
 COMBINING SCHEDULE OF REVENUES, EXPENDITURES
 AND CHANGES IN FUND BALANCES
 BUDGET AND ACTUAL
 FOR THE YEAR ENDED JUNE 30, 2012

	Street Improvement Fund			Storm Drain - Debt Service Fund		
	Budget	Actual	Variance Positive (Negative)	Budget	Actual	Variance Positive (Negative)
Revenues:						
Taxes and assessments	\$1,500,000	\$1,546,542	\$46,542			
Use of money and property	5,000	(98)	(5,098)	\$100		(\$100)
Intergovernmental		18,731	\$18,731			
Charges for services						
Other		42,747	42,747			
Total Revenues	<u>1,505,000</u>	<u>1,607,922</u>	<u>102,922</u>	<u>100</u>		<u>(100)</u>
Expenditures:						
Current:						
General government						
Public works				3,000	\$16,780	(13,780)
Recreation						
Community development						
Public safety						
Capital outlay	555,000	443,126	111,874			
Debt service :						
Principal payments				450,000	1,435,000	(985,000)
Interest and fiscal fees				66,550	93,638	(27,088)
Total Expenditures	<u>555,000</u>	<u>443,126</u>	<u>111,874</u>	<u>519,550</u>	<u>1,545,418</u>	<u>(1,025,868)</u>
Excess (deficiency) of revenues over (under) expenditures	<u>950,000</u>	<u>1,164,796</u>	<u>214,796</u>	<u>(519,450)</u>	<u>(1,545,418)</u>	<u>(1,025,968)</u>
Other Financing Sources (Uses):						
Issuance of debt					1,026,800	1,026,800
Transfers in				519,450	516,550	(2,900)
Transfers (out)	(737,653)	(737,583)	70			
Total other financing sources (uses)	<u>(737,653)</u>	<u>(737,583)</u>	<u>70</u>	<u>519,450</u>	<u>1,543,350</u>	<u>1,023,900</u>
Net Change in Fund Balances	<u>\$212,347</u>	<u>427,213</u>	<u>\$214,866</u>	<u>(2,068)</u>	<u>(2,068)</u>	<u>(\$2,068)</u>
Fund Balances (Deficits) - July 1, 2011		(77,440)			551,790	
Fund Balances (Deficits) - June 30, 2012		<u>\$349,773</u>			<u>\$549,722</u>	

4-4

**INDEPENDENT ACCOUNTANT'S REPORT ON
APPLYING AGREED UPON PROCEDURES
FOR THE CITY OF EL CERRITO
MASTER INSTALLMENT SALE AGREEMENT
COMPLIANCE WITH BOND COVENANTS
FOR THE 2008 SALES TAX REVENUE BONDS
FOR THE YEAR ENDED JUNE 30, 2012**

4-5

**INDEPENDENT ACCOUNTANT'S REPORT ON
APPLYING AGREED UPON PROCEDURES
FOR THE CITY OF EL CERRITO
MASTER INSTALLMENT SALE AGREEMENT
COMPLIANCE WITH BOND COVENANTS
FOR THE 2008 SALES TAX REVENUE BONDS**

Honorable Mayor and Members
of the City Council
El Cerrito, California

We have performed the procedures described below, which were agreed to by the City of El Cerrito solely to assist you with respect to determining compliance with the Master Installment Sale Agreement for the 2008 Sales Tax Revenue Bonds between the City and the Financing Authority for the year ended June 30, 2012. The activity for the 2008 Sales Tax Revenue Bonds is reported in the City's Comprehensive Annual Financial Report in the Street Improvement Capital Projects Fund and the Public Financing Authority Debt Service Fund. Management is responsible for the accounting records. This agreed upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and the standards contained in *Government Auditing Standards* issued by the Comptroller General of the United States. The sufficiency of these procedures is solely the responsibility of the City. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

The procedures are as follows:

1. We obtained the Master Installment Sale Agreement (Agreement) between the City and the Financing Authority dated June 1, 2008.
2. Section 2.03 of the Agreement – Improvement Fund – requires that the proceeds be used for acquisition and construction of the Projects (or to reimburse the City for costs paid by it) including the payment of interest on the Obligations upon receipt of a sequentially numbered “Request of the City” filed with the City Manager (see Attachment A to the Agreement), therefore we:
 - a. Obtained a listing of City Council-designated Projects for the fiscal year.
 - b. Obtained a listing of “Request of the City” filed with the City Manager for the fiscal year. In fiscal year 2012, there were no more excess funds available for the City to draw from, therefore a “Request of the City” was not filed with the City Manager during the year.
 - c. Selected a sample of eight expenditures totaling \$330,774 charged to the Improvement Fund during the fiscal year, of total capital improvement expenditures of \$443,126.
 - d. Tested the above expenditures to determine that they were made in accordance with the City's purchasing policy.

- e. Determined that the expenditures were related to a City Council-designated project (2a above).
 - f. Inquired as to whether the projects were complete as of the end of the fiscal year and, if so, whether excess funds were available from the Improvement Fund. The Agreement indicates that excess funds in the Improvement Fund, when all Projects are complete, can be transferred to the City "for any lawful purpose of the City subject to the provisions of any Tax Certificate". However, Section 4.60.150 of the City's Municipal Code limits the use of funds for pothole repair and street improvement and maintenance services. We found that two Projects were completed as of the end of the fiscal year. However, no excess funds were available as of June 30, 2012.
3. We obtained a confirmation of Sales Tax Add-On Revenues for the fiscal year from the State Controller's Office to reconcile to the revenues recorded in the general ledger in the Street Improvement Capital Projects Fund.
 - a. The State Controller's Office confirmation reconciled to the general ledger total in the Street Improvement Capital Projects Fund of \$1,546,542.
 4. Section 4 of the Agreement -- Covenants of the City -- Based on the testing above, we obtained documentation of the City's compliance with the provisions of this Section which generally require that the City pay its bills timely and use the proceeds in accordance with the definition of "Projects" above, and complete the Projects in a timely manner.
 - a. It appears that the City paid its bills timely and used the proceeds in accordance with the Agreement. Two Projects were completed during the fiscal year, but not all Projects were complete as of the end of the fiscal year.
 5. Section 7.01 of the Agreement -- Liability Limited to Revenues -- We inquired as to whether the City advanced funds for payment of the Obligations other than from the Revenues. Revenues, as defined in the Agreement include the Sales Tax Add-On Revenues and interest earned from the investment of those funds. If yes, we obtained documentation that the City was reimbursed from the Revenues as defined in the Agreement. (Other subsections of Section 7 do not appear to be of compliance significance, therefore only this covenant is being included in the agreed upon procedures).
 - a. The City made payments of the Obligations only from the Revenues during the fiscal year. The City did not advance funds for payment of the Obligations during the fiscal year.
 6. We obtained documentation of compliance with provisions of Section 2.02 of the Agreement -- Revenue Fund; Pledge of Revenues:
 - a. Were principal and interest payments made from the Revenue Fund for all parity obligations?
 - i. Not applicable -- the City does not have any parity obligations outstanding at June 30, 2012.

- b. Were excess revenue funds (after the payment of parity obligations) used for the payment of any supplemental or subordinate obligations?
 - i. Not applicable – the City does not have any supplemental or subordinate obligations outstanding at June 30, 2012.
 - c. Revenues cannot be used for termination payments unless specific conditions are met as defined in 2.02(B)(1) – were any termination payments made with pledged revenues?
 - i. No termination payments were made during the fiscal year.
7. Section 3.01 of the Agreement -- Parity Obligations – We inquired as to whether the City issued any parity obligations during the fiscal year, and if yes, obtained documentation that the City complied with provisions of this Section.
 - a. The City did not issue any parity obligations during fiscal year 2012.
 8. Section 3.02 of the Agreement -- Subordinate Obligations – We inquired as to whether the City issued any subordinate obligations during the fiscal year, and if yes, obtained documentation that the City complied with the provisions of this Section.
 - a. The City did not issue any subordinate obligations during fiscal year 2012.
 9. Section 3.03 of the Agreement – Execution of Supplemental Installment Sale Agreements (other than the First Supplement) – We inquired as to whether the City executed any supplemental installment sales agreements during the fiscal year, and if yes, obtained documentation that the City complied with the provisions of this Section.
 - a. The City did not execute any supplemental installment sales agreements during fiscal year 2012.
 10. Section 5 of the Agreement – Events of Default and Remedies – We inquired as to whether any of the Events of Default, as defined in the Section, occurred during the fiscal year. If yes, we obtained documentation that the revenues were applied in the manner set forth in this Section.
 - a. No Events of Default, as defined in the Section, occurred during the fiscal year.
 11. Section 6 of the Agreement – Discharge of Obligations – This Section is applicable only if the City pays all of the Obligations (debt to the Authority), therefore, we would obtain documentation of compliance with this Section if the City has repaid all of the Obligations during the fiscal year.
 - a. The City did not pay all of the debt to the Authority during the fiscal year.

We were not engaged to, and did not, conduct an audit, the objective of which would be the expression of an opinion on the specified elements, accounts, or internal controls. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of the City; however, this restriction is not intended to limit the distribution of this report, which is a matter of public record.

Mane & Associates

December 18, 2012

Network Summary Statistics

Printed: 11/27/2012

	Total Sections	Total Center Miles	Total Lane Miles	PCI
Arterial	49	12.63	27.21	81
Collector	50	10.46	20.92	89
Residential/Local	298	44.20	87.98	85
** Combined	0	0.00	0.00	N/A
Total	397	67.29	136.11	

Overall Network PCI as of 11/27/2012: 85

** Combined Sections are those without a PCI Date - they have not been inspected or had a Treatment applied.

Needs - Projected PCI/Cost Summary

Inflation Rate = 3.00 % Printed: 11/27/2012

Year	PCI Treated	PCI Untreated	PM Cost	Rehab Cost	Cost
2013	87	84	\$408,284	\$1,300,777	\$1,709,061
2014	87	82	\$281,728	\$679,382	\$961,110
2015	85	80	\$295,150	\$154,455	\$449,605
2016	84	79	\$194,908	\$0	\$194,908
2017	84	77	\$479,368	\$577,000	\$1,056,368
		% PM	PM Total Cost	Rehab Total Cost	Total Cost
		<u>37.96%</u>	<u>\$1,659,438</u>	<u>\$2,711,614</u>	<u>\$4,371,052</u>



Date: January 28, 2013
To: El Cerrito City Council
From: Street Oversight Committee
Subject: Annual Report to City Council and Citizens of El Cerrito

On this date, the Street Oversight Committee met to review expenditures of revenue collected pursuant to Chapter 4.60 of the El Cerrito Municipal Code to determine whether such funds were expended for the purposes specified in the current Street Repair and Maintenance Expenditure Plan. The expenditures reviewed were reported for Fiscal Year 2011-12, and were summarized in the City's Comprehensive Annual Financial Report. Further, the Committee reviewed the Agreed Upon Procedures Report issued by the City's independent auditors, Maze and Associates, which stated that nothing came to their attention that caused them to believe that the City had failed to comply with the terms, covenants and conditions of the Master Installment Sale Agreement related to the bond issue. The Committee also reviewed a detailed list of vendors to whom the expenditures were made.

By a unanimous vote, the Committee found that the expenditures were an appropriate use of the Pothole and Local Street Improvement and Maintenance Transactions and Use Tax. The Committee is hereby reporting their findings to the City Council and the citizens of the City of El Cerrito pursuant to Section 2.04.320 C of the El Cerrito Municipal Code.

Al Miller, Chair, Street Oversight Committee

Citizen Street Oversight Committee

Standing Rules

2012 – 2

Adopted September 24, 2012

1. Regular meetings shall be held on the following dates:
 - a. 4th Monday in January
 - b. 4th Monday in September
 - c. 2nd Monday in November
2. Regular and special meetings shall be held in the El Cerrito City Hall at 7:00 pm in a room designated on the agenda.
3. Regular meetings may be canceled by a majority vote of the Committee at a previous meeting or by the Chair, at anytime that a quorum cannot be attained.
4. Special meetings may be scheduled by the Chairperson or by a majority vote of the Committee at a previous meeting.
5. A quorum is 3 committee members.
6. Summary minutes shall be kept by the staff liaison or delegate. In the event the staff liaison is not present another person shall be designated as acting secretary by majority vote. Minutes shall reflect all key discussion points, indicate all motions made and by whom, including seconders, and the results of any votes.
7. The Committee shall utilize source documents in its review of Street Fund revenues and expenditures (e.g. report from the State Board of Equalization, expense reports, contractor invoices).
8. The Committee may request that the auditor provide any underlying documents examined for the audit.
9. Administrative services to implement the provisions herein shall be provided by city staff as per ordinance 2.04.320, paragraph F.
10. In the event that the City liaison fails to appear at any properly called meeting the Chair shall report to the City Manager that the Committee is unable to perform its designated function and the reason for that failure seeking corrective action. If no corrective action is taken, the Chair shall notify the City Council.
11. All aspects of the conduct of the Committee shall be in compliance with the Brown Act or any other governing authority. In the event that any member has a question as to the legality of a procedure, that member shall pose that question to the chair who shall then seek a clarification from the staff liaison.
12. Should any portion of these rules be deemed to be illegal, that portion shall be deleted from these rules; the remainder remaining full force and effect. In such an event the intent of the deleted rule shall be reinstated in legal form, with

minimum alterations, and such modified provision shall be incorporated in these rules. It shall be the duty of the Chair to implement this rule subject to a majority vote to approve said implementation at the next regular or special meeting.

13. The election of the chairperson and vice chairperson shall be done at the first regular meeting of each calendar year. The term of office shall be for the next period terminating at the anniversary of the current meeting. Only the members of the Committee shall have a vote.
14. No individual shall hold any one elective office for more than two successive terms. When one intervening term shall have elapsed any member may again hold any office from which service was denied by the limitations imposed by this rule. In the event that new officers cannot be selected, the incumbents may serve for an additional term.
15. These rules shall be reviewed and possibly modified at the September meeting. Members may propose revisions any time, preferably in writing. Any such proposal shall be voted upon at the following meeting. Versions shall be numbered and bear the date of the meeting at which they were adopted. Only Members shall have a vote as to the matter covered in this rule.