



Public Works Department

AGENDA
SPECIAL MEETING
OF THE
CITIZEN STREET OVERSIGHT COMMITTEE

Monday, October 10, 2011, 7:00 p.m.

El Cerrito City Hall
Hillside Conference Room
10890 San Pablo Avenue

Roll Call

1. Staff Liaison Report

Review 2011 Projects

2. Comments from the Public

(Each speaker is limited to a maximum of 2 minutes.)

3. Approval of Minutes

Review and approve minutes from January 24, 2011. **(Action Requested: Approval)**

4. Review Fiscal Year 2010-11 Expenditures and Revenues

A detailed listing of financial activity will be presented and discussed (no action requested)

5. Maintenance of Gutters and Curbs using Measure A Funds

Item requested by Committee Member Thomas Miller (letter attached)

6. Authority to Change Meeting Times

Item requested by Committee Member Thomas Miller (email and Standing Rules attached)

7. Future Agenda Items and Meeting Schedule

Consider whether to cancel November meeting; discuss agenda

8. 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.

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Public Works Department

Draft Summary Minutes

REGULAR MEETING OF THE CITIZEN STREET OVERSIGHT COMMITTEE

Monday, January 24, 2011, 7:00 p.m.

El Cerrito City Hall
Hillside Conference Room
10890 San Pablo Avenue

Roll Call at 7:00 p.m.

Present: Chair Al Miller, Vice Chair Lynne Kessler, and Committee Members Thomas Miller, and Liz Ozselcuk

Absent: none

Other Attendees: Staff Liaison Jerry Bradshaw
Finance Director Mary Dodge
Amy Meyer, Maze & Associates, Consulting Auditor

NOTE: Agenda Item 5 was taken out of order prior to Agenda Item 1 in order to make the best use of the Auditor's time.

1. Staff Liaison Report

Liaison Bradshaw gave an update on the City-Wide Pavement Management Program. Thomas Miller expressed concern about how curbs and gutters were not included in the program. Bradshaw stated that curbs and gutters are included, but were not the primary objective of the program as presented to voters. The program is also allowed to make improvements to sidewalks and traffic control items.

2. Comments from the Public

None.

3. Approval of Minutes

Chair Al Miller asked two clarifying questions:

- Page 4 of 5 – last paragraph, third line, a word is missing. Add “year” after the word “each”.
- Page 5 of 5 – first line, Chair Miller asked if Bradshaw had yet looked into creating a flow chart of the process beginning with the enabling ordinance and how the Council sets the annual project in the Capital Improvement Program budget, annual work implementation, and the Committee's approval of annual expenditures of revenues. Bradshaw reported that he had not yet done that.

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Action taken: Approve minutes as corrected. M/S Kessler / Thomas Miller. Approved unanimously.

4. Election of Committee Officers

Election of officers is not covered in the Committee's Standing Rules, but the City's ordinance states that at the first meeting of each year a new chair and vice chair shall be chosen.

Al Miller is nominated to be Chair (by Kessler).

Action taken: M/S Thomas Miller/Kessler to elect Al Miller for Chair. Approved unanimously.

Ozselcuk is nominated to be Vice Chair by Kessler.

Action taken: Approved unanimously.

5. Review Fiscal Year 2009-10 Audit and Auditor's Report

Meyer reviewed the materials furnished to the Committee (Agreed Upon Procedures Report, Annual Statement excerpts (Balance Sheet and Income Statements)). The AUPR ensures compliance with the bond covenants. Maze tested expenditures and compliance with the covenants and the City's purchasing policy and the streets program. The AUPR utilized the expanded wording developed by the Committee the prior year. Meyer reported that there were no compliance findings or other issues to report to the Committee.

Balance Sheet and Income statements (packet pages 5-2 and 5-3):

- Excerpts from the City's Annual Statement referenced notes, but the footnotes were not furnished to the Committee. Meyer stated that none of the notes related to the Streets Program. Meyer and Dodge explained notes 3, 4 and 5, and stated that in future years those notes will be furnished to the Committee.
- Of the revenues reported on packet page 5-3, how are the Measure A funds distinguished from other funds? Answer: first line (Taxes and Assessments) are the Measure A revenues. "Use of Money and Property" is interest on the balance. Non-Measure A funds are shown on the lines for "Intergovernmental Revenues" and "Other Revenues". The second from bottom line (Fund Balances – July 1, 2009) is the accumulation of prior years' revenues minus expenditures. Chair Miller confirmed that the AUPR doesn't tally up the Measure A funding separately from the non-Measure A funding on a cumulative basis. He also confirmed that the Committee has no obligation to track non-Measure A funds.
- The Bond covenants allow for excess bond funds to be turned over to the General Fund, but the Measure A ordinance doesn't allow for that. Since Measure A funds are comingled with non-Measure A funds, once the Measure A project is complete and there are excess funds, how does one know how many of those funds are Measure A and must be kept in the street program, and how many of those funds are not Measure A

and may be turned over to the General Fund? The only funds that the covenants allow to be turned over to the General Fund are the bond proceeds, which were finite (approximately \$10.5 million). They were spent first and are now depleted. Therefore, it is a moot question.

Agreed Upon Procedures Report (packet pages 5-4 through 5-8)

- Dodge stated that although the expenditures were over \$7 million, single invoices could have been close to \$1 million. So Maze was able to get some good coverage with testing with a minimal level.
- Page 5-7, paragraph 5, at end in parentheses “(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).” Explanation: Section 7 is, “Miscellaneous”. Of Section 7, only subsection 7.01 of the Master Installment Sale Agreement (the agreement between the City’s Public Financing Authority and the City to spend the bond proceeds) pertains to street improvement expenditures. Other subsections include topics such as, Benefits of Parties, Amendments to Master Installment Sale Agreement (there are none), Successors, Waiver of Personal Liability, and Gender & References.
- Paragraph 6 – 11, there are many negative confirmations. For instance, 6.a., it was noted as “not applicable.” Question: how is this information checked; verbally or through documents. Answer: There is a simultaneous dialog. In the example of 6.a. the first test is that there were no new bonds issued, so there is no question of parity since there is only one bond issuance. Maze easily knew this type of thing because they are also doing the City’s annual financial audit and statements simultaneously. So that makes much of the documentation and confirmation easier. If they had been doing only the AUPR, they would have had to do much more inquiry and documentation.
- Item 6 refers to “a revenue fund”. Question: Does that mean a fund set up for revenues of the City or revenues from Measure A? That is confusing. Answer: Measure A. This name is given by the bond trustees.
- Item 6.c. Question: What are “termination payments”? Answer: If any bonds are paid off early, there may need to be payments made to compensate for premature payment of bonds. In that event, certain conditions apply. That didn’t happen as stated in the AUPR.

Packet page 5-9, “Annual Report to City Council and Citizens of El Cerrito”. Since this agenda item was scheduled for after the election of new officers, the draft report in the packet was left blank as to whom the Chair would be at the time of signing. Since this agenda item was taken out of order, the Committee Chair is Al Miller. His name will be inserted prior to signing.

Chair Miller asked if any Committee members have any further questions in order to take action on the Annual Report. No further questions were asked.

Action taken: M/S Thomas Miller/ Ozselcuk to approve annual report. Approved unanimously.

3-3

6. Future Agenda Items and Meeting Schedule

The next regular meeting is the 4th Monday in September (26th). No specific agenda items were discussed.

Thomas Miller asked if there is anything to be done to fill the vacant seat on the Committee. Chair Miller reported that his letter to the editor on the issue accomplished nothing. He also confirmed that the City Clerk is doing what she normally does to recruit for vacancies on the boards, commissions and committees. He also asked each Council Member to review their list of supporters and try to encourage people to apply for the Committee vacancy. Would it be constructive for a member of the Committee to appear before the Council to tell them it's important to fill this vacancy? Chair Miller has done that, and is willing to do that again. He also mentioned that several other boards, commissions and committees have vacancies, and some of them are quite prestigious.

7. Adjourned at approximately 9:23 p.m.

3-4

Street Improvement Fund Revenues for Fiscal Year 2010 - 2011 (un-audited)

<u>Date</u>	<u>Source</u>	<u>Project</u>	<u>Sub Project</u>	<u>Amount</u>
9/28/2010	STATE OF CA-SALES TAX STREETS			95,500.00
10/20/2010	STATE OF CA SALES TAX-STS			95,500.00
11/29/2010	STATE OF CA-SALES TX STREETS			127,300.00
1/3/2011	STATE OF CA SALES TAX-STREET			136,377.24
1/13/2011	STATE-CA SALES TAX STS 11/10			106,100.00
2/25/2011	STATE OF CA TAX STS DEC 2010			141,500.00
3/29/2011	STATE OF CA SALES TAX STS			111,153.60
4/19/2011	STATE OF CA SALES TAX-SRTS			88,800.00
5/26/2011	STATE -CA SALES TAX STS 3/11			130,300.00
6/27/2011	STATE OF CA SALES TAX-STR			125,196.82
6/30/2011	STATE OF CA-SALES TAX STREET MAY11			93,500.00
6/30/2011	STATE OF CA-SALES TAX-STREETS JUNE11			124,600.00
		District Tax Total		1,375,827.66
7/31/2010	FIN AUTH-STREETS INTEREST EARNINGS			1,085.60
9/30/2010	INTEREST ALLOC JUL-SEP 2010			497.27
10/31/2010	FIN AUTH STREETS D/S INTEREST EARNED			634.89
11/30/2010	FIN AUTH-STREETS INTEREST EARNED			0.22
12/31/2010	INTEREST ALLOC OCT-DEC 2010			60.96
		Interest Total		2,278.94
5/20/2011	Revenue Collection Payment Post	c3037	3	59,651.81
		Federal Grant Total		59,651.81
2/28/2011	STATE OF CA-CALRECYCLE GRNT-CAPE SEAL	c3027	8	22,292.00
2/28/2011	STATE OF CA-CALRECYCLE GRNT-CAPE SEAL	c3027	8	227,708.00
3/7/2011	Revenue Collection Payment Post	c3048	3	47,121.30
3/7/2011	Revenue Collection Payment Post	c3048	3	78,871.50
		State Grant Total		375,992.80
7/2/2010	Revenue Collection Payment Post	c3040	3	7,476.11
7/8/2010	Revenue Collection Payment Post	c3040	3	525.00
7/8/2010	Revenue Collection Payment Post	c3040	3	525.00
8/24/2010	Revenue Collection Payment Post	c3040	3	525.00
9/7/2010	Revenue Collection Payment Post	c3040	3	525.00
10/7/2010	Revenue Collection Payment Post	c3040	3	525.00
10/11/2010	Revenue Collection Payment Post	c3040	3	525.00
10/19/2010	Revenue Collection Payment Post	c3040	3	525.00
10/22/2010	Revenue Collection Payment Post	c3040	3	525.00
11/10/2010	Revenue Collection Payment Post	c3040	3	525.00
11/18/2010	Revenue Collection Payment Post	c3040	3	525.00
12/2/2010	Revenue Collection Payment Post	c3040	3	525.00
12/8/2010	Revenue Collection Payment Post	c3040	3	1,025.00
12/13/2010	Revenue Collection Payment Post	c3040	3	500.00
12/15/2010	Revenue Collection Payment Post	c3040	3	1,050.00
1/5/2011	Revenue Collection Payment Post	c3040	3	525.00
1/12/2011	Revenue Collection Payment Post	c3040	3	1,050.00
1/25/2011	Revenue Collection Payment Post	c3040	3	525.00
2/3/2011	Revenue Collection Payment Post	c3040	3	525.00
2/25/2011	Revenue Collection Payment Post	c3040	3	525.00
3/5/2011	EUROPEAN HOME CRAFT PW08-0279 TO MORA	c3040	3	500.00
3/8/2011	Revenue Collection Payment Post	c3040	3	1,050.00
3/16/2011	Revenue Collection Payment Post	c3040	3	1,050.00
3/17/2011	Revenue Collection Payment Post	c3040	3	1,050.00
3/29/2011	Revenue Collection Payment Post	c3040	3	525.00

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<u>Date</u>	<u>Source</u>	<u>Project</u>	<u>Sub Project</u>	<u>Amount</u>
3/30/2011	Revenue Collection Payment Post	c3040	3	525.00
4/4/2011	Revenue Collection Payment Post	c3040	3	525.00
4/6/2011	Revenue Collection Payment Post	c3040	3	525.00
4/12/2011	Revenue Collection Payment Post	c3040	3	249.84
4/14/2011	Revenue Collection Payment Post	c3040	3	1,050.00
4/27/2011	Revenue Collection Payment Post	c3040	3	525.00
5/3/2011	Revenue Collection Payment Post	c3040	3	525.00
5/6/2011	Revenue Collection Payment Post	c3040	3	525.00
5/11/2011	Revenue Collection Payment Post	c3040	3	525.00
5/24/2011	Revenue Collection Payment Post	c3040	3	525.00
5/31/2011	Revenue Collection Payment Post	c3040	3	1,575.00
6/13/2011	Revenue Collection Payment Post	c3040	3	525.00
6/21/2011	Revenue Collection Payment Post	c3040	3	525.00
6/29/2011	Revenue Collection Payment Post	c3040	3	525.00
6/30/2011	EBMUD-BALRA DR MAIN REPLCMT	c3027	10	83,127.90
		Other Misc Rev Total		114,928.85
6/30/2011	FUND TRANSFERS FOR FY11	c3027	10	180,000.00
		Operating Transfer Total		180,000.00
				<u>2,108,680.06</u>

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Street Improvement Fund Expenses for Fiscal Year 2010 - 2011 (un-audited)

<u>Date</u>	<u>Vendor</u>	<u>Project</u>	<u>Sub Project</u>	<u>Acct #</u>	<u>Acct Name</u>	<u>Amount</u>
1/7/2010	REVERS JE TO FUND D/S TO CORRECT NEG CASH					(1,630.00)
11/30/2010	Finance Authority Debt Service - Interest					250,512.45
5/31/2011	Finance Authority Debt Service - Principal					490,423.41
						739,305.86
11/23/2010	MAZE & ASSOCIATES			52120	Legal & Financial	250.00
1/5/2011	MAZE & ASSOCIATES			52120	Legal & Financial	835.00
6/7/2011	MAZE & ASSOCIATES			52120	Legal & Financial	1,585.00
4/12/2011	WILLDAN FINANCIAL SERVICES			52120	Legal & Financial	500.00
7/21/2010	COMCAST			54230	Internet Services	371.94
8/3/2010	COMCAST			54230	Internet Services	173.20
8/16/2010	COMCAST			54230	Internet Services	99.19
8/30/2010	COMCAST			54230	Internet Services	173.20
10/11/2010	COMCAST			54230	Internet Services	272.27
11/4/2010	COMCAST			54230	Internet Services	173.10
3/2/2011	COMCAST SUBSCBR REFUND			56410	Office Equipment	(116.93)
3/2/2011	COMCAST SUBSCRB REFUND			56410	Office Equipment	(102.02)
						4,213.95
2/11/2011	Payroll Post					393.00
1/14/2011	Payroll Post					2,432.81
1/28/2011	Payroll Post					6,316.03
2/11/2011	Payroll Post					8,083.37
2/25/2011	Payroll Post					7,837.01
3/11/2011	Payroll Post					6,732.74
3/25/2011	Payroll Post					7,803.76
4/8/2011	Payroll Post					7,666.41
4/22/2011	Payroll Post					7,540.77
5/6/2011	Payroll Post					7,395.78
5/20/2011	Payroll Post					4,226.56
6/3/2011	Payroll Post					3,603.02
6/17/2011	Payroll Post					2,956.32
6/30/2011	Payroll Post					3,110.30
6/30/2011	PARS Contribution					995.70
6/30/2011	FICA/Medicare					1,103.41
8/3/2010	AVILA PROJECT MANAGEMENT	c3027	1	52190	Misc Prof Services	6,929.00
8/30/2010	AVILA PROJECT MANAGEMENT	c3027	1	52190	Misc Prof Services	1,852.50
10/11/2010	AVILA PROJECT MANAGEMENT	c3027	1	52190	Misc Prof Services	1,208.00
11/4/2010	AVILA PROJECT MANAGEMENT	c3027	1	52190	Misc Prof Services	3,806.00
12/9/2010	AVILA PROJECT MANAGEMENT	c3027	1	52190	Misc Prof Services	3,745.00
1/5/2011	AVILA PROJECT MANAGEMENT	c3027	1	52190	Misc Prof Services	4,008.00
2/8/2011	AVILA PROJECT MANAGEMENT	c3027	1	52190	Misc Prof Services	2,044.50
3/1/2011	AVILA PROJECT MANAGEMENT	c3027	1	52190	Misc Prof Services	987.00
3/28/2011	AVILA PROJECT MANAGEMENT	c3027	1	52190	Misc Prof Services	67.50
5/10/2011	AVILA PROJECT MANAGEMENT	c3027	1	52190	Misc Prof Services	405.00
10/11/2010	NINYO & MOORE	c3027	1	52190	Misc Prof Services	2,960.00
10/25/2010	NINYO & MOORE	c3027	1	52191	Misc Prof Services	2,047.50
12/9/2010	NINYO & MOORE	c3027	1	52190	Misc Prof Services	3,679.75
12/21/2010	NINYO & MOORE	c3027	1	52190	Misc Prof Services	1,144.25
6/21/2011	NINYO & MOORE	c3027	1	52190	Misc Prof Services	3,624.50
8/3/2010	MOBILE MODULAR MANAGEMENT CORP	c3027	1	53310	Land & Bldg Lease	4,535.97
8/30/2010	MOBILE MODULAR MANAGEMENT CORP	c3027	1	53310	Land & Bldg Lease	4,535.97
10/11/2010	MOBILE MODULAR MANAGEMENT CORP	c3027	1	53310	Land & Bldg Lease	4,535.97
11/4/2010	MOBILE MODULAR MANAGEMENT CORP	c3027	1	53310	Land & Bldg Lease	4,948.47
3/15/2011	MOBILE MODULAR MANAGEMENT CORP	c3027	1	53310	Land & Bldg Lease	16,209.75
4/25/2011	MOBILE MODULAR MANAGEMENT CORP	c3027	1	53310	Land & Bldg Lease	2,407.50
7/21/2010	AT&T	c3027	1	52190	Misc Prof Services	7.12
8/16/2010	AT&T	c3027	1	52190	Misc Prof Services	7.12
9/14/2010	AT&T	c3027	1	52190	Misc Prof Services	7.12

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<u>Date</u>	<u>Vendor</u>	<u>Project</u>	<u>Sub Project</u>	<u>Acct #</u>	<u>Acct Name</u>	<u>Amount</u>
10/25/2010	AT&T	c3027	1	52190	Misc Prof Services	7.12
11/23/2010	AT&T	c3027	1	52190	Misc Prof Services	7.12
12/21/2010	AT&T	c3027	1	52190	Misc Prof Services	7.11
1/18/2011	AT&T	c3027	1	52190	Misc Prof Services	6.92
2/8/2011	AT&T	c3027	1	52190	Misc Prof Services	6.92
3/15/2011	AT&T	c3027	1	52190	Misc Prof Services	6.92
4/12/2011	AT&T	c3027	1	52190	Misc Prof Services	6.92
5/10/2011	AT&T	c3027	1	52190	Misc Prof Services	6.91
6/21/2011	AT&T	c3027	1	52190	Misc Prof Services	6.91
6/30/2011	AT&T	c3027	1	52190	Misc Prof Services	3.40
10/11/2010	CERRITO PRINTING	c3027	1	55510	Infrastructure Supplies	851.66
8/16/2010	INKWORKS PRESS	c3027	1	54110	Printing & Binding	3,653.58
6/30/2011	LITHOGRAPH REPRODUCTIONS	c3027	1	54110	Printing & Binding	2,276.00
12/9/2010	OLIVERO PLUMBING	c3027	1	53310	Land & Bldg Lease	570.98
8/16/2010	SIEMONS MAILING SERVICE, INC.	c3027	1	55120	Postage & Delivery	573.60
12/21/2010	UNIVERSAL WASTE MANAGEMENT, INC.	c3027	1	53310	Land & Bldg Lease	4,368.00
6/7/2011	WEEKS, DEBBIE J.	c3027	1	52190	Misc Prof Services	700.00
						166,960.55

2008 Federal Paving Project (Fairview-Ganges-Navellier)

Consultants

11/4/2010	AVILA PROJECT MANAGEMENT	c3037	1	52190	Misc Prof Services	1,208.00
3/1/2011	AVILA PROJECT MANAGEMENT	c3037	1	52190	Misc Prof Services	846.00
5/10/2011	AVILA PROJECT MANAGEMENT	c3037	1	52190	Misc Prof Services	405.00
						2,459.00

Project Total

2,459.00

2009 Federal Paving Project (Moeser, Ashbury, Buckingham, King, Shevlin)

Construction

2/10/2011	GALLAGHER & BURK, INC.	c3048	3	53810	Construction	7,019.71
						7,019.71

Consultants

8/3/2010	AVILA PROJECT MANAGEMENT	c3048	1	52190	Misc Prof Services	6,069.00
8/30/2010	AVILA PROJECT MANAGEMENT	c3048	1	52190	Misc Prof Services	6,392.50
10/11/2010	AVILA PROJECT MANAGEMENT	c3048	1	52190	Misc Prof Services	453.00
12/9/2010	AVILA PROJECT MANAGEMENT	c3048	1	52190	Misc Prof Services	1,027.00
2/8/2011	AVILA PROJECT MANAGEMENT	c3048	1	52190	Misc Prof Services	3,102.00
3/1/2011	AVILA PROJECT MANAGEMENT	c3048	1	52190	Misc Prof Services	4,159.50
3/28/2011	AVILA PROJECT MANAGEMENT	c3048	1	52190	Misc Prof Services	1,215.00
5/10/2011	AVILA PROJECT MANAGEMENT	c3048	1	52190	Misc Prof Services	135.00
						22,553.00

Project Total

29,572.71

2009 Asphalt Rubber Cape Seal

Construction

10/11/2010	STEVEN FADELLI	c3027	8	53810	Construction	1,500.00
						1,500.00

Consultants

8/3/2010	AVILA PROJECT MANAGEMENT	c3027	8	52190	Misc Prof Services	6,858.00
8/30/2010	AVILA PROJECT MANAGEMENT	c3027	8	52190	Misc Prof Services	1,002.00
10/11/2010	AVILA PROJECT MANAGEMENT	c3027	8	52190	Misc Prof Services	1,369.50
11/4/2010	AVILA PROJECT MANAGEMENT	c3027	8	52190	Misc Prof Services	151.00
12/9/2010	AVILA PROJECT MANAGEMENT	c3027	8	52190	Misc Prof Services	503.50
1/5/2011	AVILA PROJECT MANAGEMENT	c3027	8	52190	Misc Prof Services	2,729.00
2/8/2011	AVILA PROJECT MANAGEMENT	c3027	8	52190	Misc Prof Services	352.50
3/1/2011	AVILA PROJECT MANAGEMENT	c3027	8	52190	Misc Prof Services	70.50
3/28/2011	AVILA PROJECT MANAGEMENT	c3027	8	52190	Misc Prof Services	472.50

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<u>Date</u>	<u>Vendor</u>	<u>Project</u>	<u>Sub Project</u>	<u>Acct #</u>	<u>Acct Name</u>	<u>Amount</u>
5/10/2011	AVILA PROJECT MANAGEMENT	c3027	8	52190	Misc Prof Services	405.00
						13,913.50
Project Total						15,413.50

2009 Rubberized Asphalt Concrete Overlay

<u>Construction</u>						
8/23/2010	Paint Supplies	c3027	9	53810	Construction	69.40
8/23/2010	Paint Supplies	c3027	9	53810	Construction	42.21
8/23/2010	Paint Supplies	c3027	9	53810	Construction	42.21
						153.82
<u>Consultants</u>						
8/3/2010	AVILA PROJECT MANAGEMENT	c3027	9	52190	Misc Prof Services	624.00
10/11/2010	AVILA PROJECT MANAGEMENT	c3027	9	52190	Misc Prof Services	151.00
11/4/2010	AVILA PROJECT MANAGEMENT	c3027	9	52190	Misc Prof Services	151.00
						926.00
Project Total						1,079.82

2010 Pavement Rehabilitation

<u>Construction</u>						
10/11/2010	BAY CITIES PAVING & GRADING	c3027	10	53810	Construction	80,869.52
12/6/2010	BAY CITIES PAVING & GRADING	c3027	10	53810	Construction	822,143.20
12/21/2010	BAY CITIES PAVING & GRADING	c3027	10	53810	Construction	189,933.44
2/10/2011	BAY CITIES PAVING & GRADING	c3027	10	53810	Construction	171,067.47
5/10/2011	BAY CITIES PAVING & GRADING	c3027	10	53810	Construction	64,386.91
5/10/2011	BAY CITIES PAVING & GRADING	c3027	10	53810	Construction	23,724.61
6/30/2011	BAY CITIES PAVING & GRADING	c3027	10	53810	Construction	12,718.40
6/7/2011	COMPASS ENGINEERING CONTRACTOR	c3027	10	53810	Construction	7,830.00
11/23/2010	LOZICA CONTRACTING INC.	c3027	10	53810	Construction	3,400.00
5/24/2011	RANSOME COMPANY ENG CONSTR	c3027	10	53810	Construction	13,250.00
5/24/2011	RANSOME COMPANY ENG CONSTR	c3027	10	53810	Construction	1,336.00
5/24/2011	RANSOME COMPANY ENG CONSTR	c3027	10	53810	Construction	26,620.00
6/30/2011	RANSOME COMPANY ENG CONSTR	c3027	10	53810	Construction	18,559.00
						1,435,838.55
<u>Consultants</u>						
8/3/2010	AVILA PROJECT MANAGEMENT	c3027	10	52190	Misc Prof Services	21,160.50
8/30/2010	AVILA PROJECT MANAGEMENT	c3027	10	52190	Misc Prof Services	39,310.25
10/11/2010	AVILA PROJECT MANAGEMENT	c3027	10	52190	Misc Prof Services	54,930.50
11/4/2010	AVILA PROJECT MANAGEMENT	c3027	10	52190	Misc Prof Services	55,744.25
12/9/2010	AVILA PROJECT MANAGEMENT	c3027	10	52190	Misc Prof Services	48,813.50
1/5/2011	AVILA PROJECT MANAGEMENT	c3027	10	52190	Misc Prof Services	23,648.00
2/8/2011	AVILA PROJECT MANAGEMENT	c3027	10	52190	Misc Prof Services	3,313.50
3/1/2011	AVILA PROJECT MANAGEMENT	c3027	10	52190	Misc Prof Services	705.00
3/28/2011	AVILA PROJECT MANAGEMENT	c3027	10	52190	Misc Prof Services	1,822.50
5/10/2011	AVILA PROJECT MANAGEMENT	c3027	10	52190	Misc Prof Services	270.00
						249,718.00
<u>Miscellaneous</u>						
8/16/2010	BPXPRESS	c3027	10	54110	Printing & Binding	106.02
8/16/2010	CERRITO PRINTING	c3027	10	55510	Infrastructure Supplies	425.83
9/14/2010	CERRITO PRINTING	c3027	10	55510	Infrastructure Supplies	425.83
7/21/2010	WEEKS, DEBBIE J.	c3027	10	52190	Misc Prof Services	350.00
8/23/2010		c3027	10	55120	Postage & Delivery	846.44
6/22/2011		c3027	10	55120	Postage & Delivery	1,699.68
						3,853.80
Project Total						1,689,410.35

2010 Slurry Seal

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<u>Date</u>	<u>Vendor</u>	<u>Project</u>	<u>Sub Project</u>	<u>Acct #</u>	<u>Acct Name</u>	<u>Amount</u>	
<u>Construction</u>							
5/10/2011	AMERICAN ASPHALT CO.,INC.	c3027	11	53810	Construction	2,248.40	
5/10/2011	AMERICAN ASPHALT CO.,INC.	c3027	11	53810	Construction	28,781.77	
11/15/2010	AMERICAN ASPHALT CO.,INC.	c3027	11	53810	Construction	333,424.75	
11/15/2010	AMERICAN ASPHALT CO.,INC.	c3027	11	53810	Construction	157,412.00	
1/18/2011	AMERICAN ASPHALT CO.,INC.	c3027	11	53810	Construction	82,550.16	
6/30/2011	REPUBLIC ITS	c3027	11	53810	Construction	6,465.00	610,882.08
<u>Consultants</u>							
8/3/2010	AVILA PROJECT MANAGEMENT	c3027	11	52190	Misc Prof Services	19,350.00	
8/30/2010	AVILA PROJECT MANAGEMENT	c3027	11	52190	Misc Prof Services	21,719.50	
10/11/2010	AVILA PROJECT MANAGEMENT	c3027	11	52190	Misc Prof Services	21,178.00	
11/4/2010	AVILA PROJECT MANAGEMENT	c3027	11	52190	Misc Prof Services	11,846.00	
12/9/2010	AVILA PROJECT MANAGEMENT	c3027	11	52190	Misc Prof Services	2,195.50	
1/5/2011	AVILA PROJECT MANAGEMENT	c3027	11	52190	Misc Prof Services	1,329.50	
2/8/2011	AVILA PROJECT MANAGEMENT	c3027	11	52190	Misc Prof Services	423.00	78,041.50
<u>Miscellaneous</u>							
8/16/2010	BXPRESS	c3027	11	54110	Printing & Binding	55.98	
8/16/2010	CERRITO PRINTING	c3027	11	55510	Infrastructure Supplies	425.83	
9/14/2010	CERRITO PRINTING	c3027	11	55510	Infrastructure Supplies	425.83	
7/21/2010	WEEKS, DEBBIE J.	c3027	11	52190	Misc Prof Services	350.00	
8/23/2010		c3027	11	55120	Postage & Delivery	846.44	2,104.08
<u>Project Total</u>							
							<u>691,027.66</u>
Total Expenses for Fiscal Year 2010 - 2011						3,339,443.40	3,339,443.40

4-6

Thos. N. Miller
2700 Tulare Avenue
El Cerrito, California 94530-1439
Telephone: 510-233-1047
FAX: 510-233-2720
e-mail: schwabbi@aol.com

RECEIVED
JUL 14 2011
CITY OF EL CERRITO
PUBLIC WORKS DEPT.

Jerry Bradshaw
Public Works Director/ City Engineer
City of El Cerrito
10890 San Pablo Avenue
El Cerrito, CA 94530

7/12/11

Dear Jerry,

I have read your very good printed report about the El Cerrito Streets. I have two observations:

- 1) Right at the beginning of your letter I believe that the word "in" should immediately follow the word "lives" so your proof reader should not get a Gold Star for this one. This is really not consequential but I believe #2 that follows is very important:
- 2) Twice in this report when you are discussing ongoing maintenance you use the phrase "good pavement condition". This gives me the impression that ongoing maintenance will not include gutters and curbs. You may recall that back in 2008 these items were not to be addressed and I took strong objection to that insupportable characterization of "Streets". It is manifestly ridiculous to admit that the city is responsible for gutters and curbs but does not plan to maintain them. I hope that I am wrong about this. I am not contacting any other Oversight Committee members about this for fear of violating the Brown Act but I am now requesting that you put the matter of maintenance of gutters and curbs on the Agenda of the next scheduled meeting of the Oversight Committee so that this matter can be addressed ASAP.



Thos. N. Miller

5-1

Thos. N. Miller

2700 Tulare Avenue
El Cerrito, California 94530-1439
Telephone: 510-233-1047
FAX: 510-233-2720
e-mail: schwabbi@aol.com

Jerry Bradshaw
Public Works Director/ City Engineer
City of El Cerrito
10890 San Pablo Avenue
El Cerrito, CA 94530

8/4/11

Dear Sir,

I am concerned by the fact that I have received no response to my letter of 7/12/11 (Copy attached herewith).

My concern is that before long we will be beyond the advance notice date required by the Brown Act prior to the September meeting of the Street Oversight Committee. If that happens the Committee will not be able to address the matter I bring up in my letter.

I believe it is only appropriate that you include this item on the Agenda of the next meeting of the Street Oversight Committee and I would appreciate notification that this has been done.



Thos. N. Miller



PUBLIC WORKS DEPARTMENT
(510) 215-4382

August 8, 2011

Mr. Thomas Miller
2700 Tulare Avenue
El Cerrito, CA 94530

Dear Mr. Miller:

Please accept my apology for not responding to your July 12th letter earlier. I understand the points you make in the letter, and I had already made a note to include the issue on the upcoming meeting agenda as requested.

On an unrelated note, I am contemplating changing the date for our upcoming meeting. I find myself committed to speaking at a workshop in Monterey that has been scheduled for Monday, September 26th (the 4th Monday in September – the date of our Committee meeting). I will confer with the Committee Chair and, if an alternate date is chosen, will advise the Committee accordingly.

Thank you again for your diligence in the Committee's business.

Sincerely,

Jerry Bradshaw, P.E.
Public Works Director / City Engineer

Cc: Al Miller, Chair, Citizen Street Oversight Committee (w/ attachments)

5-3



MEASURE A CITY ROADWORK SUMMARY

A message from the City of El Cerrito

Dear El Cerrito Citizens,

Anyone who lives or travels through El Cerrito knows that the City has been busy working to improve our local streets over the past three years. This work was a result of the El Cerrito Pothole Repair, Local Street Improvement and Maintenance Measure, which was approved by voters in February 2008. I am happy to report that "Measure A" has been very successful in fixing our streets and the initial work has been accomplished in less time than expected.

The program was designed in multiple phases, originally starting with a four-year accelerated work plan to bring the majority of local street conditions up to good pavement condition, followed by an on-going maintenance program. Due to the economy and other factors (including outside funding sources), staff saw opportunities to significantly accelerate the work even more to take advantage of excellent construction prices. This resulted in finishing the initial phase of the plan one year early (in 2011 instead of 2012).

The other good news is that the results of the Measure A work has made a difference! The City evaluates the condition of each street using the standard Pavement Condition Index (PCI) to rate streets on a 100-point scale, with failed streets rated at 0 and excellent streets at 100. The City uses the PCI rating to help determine what type of work is needed for each street, as well as to help prioritize the order in which streets are repaired. When the City first began developing the street improvement program in 2007, the average PCI was only 52. Among Bay Area cities, that score meant El Cerrito was rated as one of the "Ten Worst". It is my great pleasure to report that the City's PCI was re-evaluated in the fall of 2010 and is now at 85 – one of the best in the Bay Area!

With the accelerated repair work completed, the City will now start the comprehensive on-going street maintenance and rehabilitation program in 2011. The focus now is to ensure the streets remain in good pavement condition. The annual maintenance work program will be much less intensive than the roadwork performed during the past three years.

We want to take this opportunity to thank all of the citizens of El Cerrito for their support for Measure A and patience during the sometimes hectic construction over the past few years.

Sincerely,

Jerry Bradshaw
Public Works Director / City Engineer



PROGRAM OVERVIEW

Thanks to voter approval in 2008 of Measure A, the El Cerrito Pothole Repair, Local Street Improvement and Maintenance Measure, the City has dedicated funding for a comprehensive street pavement repair and maintenance program. The program is an investment by the community in El Cerrito's future and a commitment by the City to maintain and enhance the quality of life for residents and businesses.

With Measure A funding, the City developed an intensive multi-year program to fix potholes, install curb ramps and resurface streets. To rapidly improve El Cerrito's street system in the most efficient way possible, the City utilized bond financing to fund the accelerated program.

2008 In 2008, the City repaired **500,000** square feet of potholes and other pavement failures, repaved **1.3** miles of streets and constructed over **300** new curb ramps.

2009 In 2009, the City resurfaced **26.7** miles of streets, constructed **12** new curb ramps and repaired **40** failing storm drains.

2010 In 2010, the City resurfaced **15.7** miles of streets, constructed **18** new curb ramps and also repaired **16** storm drain inlets, **2** manholes, and **500** linear feet of failing storm drains.

(**Note:** The improvements being made along San Pablo Avenue during this same time are not part of the Measure A program.)

Originally, the accelerated work plan was schedule to take four years to complete. However, the City was able to complete all the planned work in just three years!

The Next Phase: on-going street maintenance and rehabilitation

With completion of the accelerated work plan, beginning this year, the City will provide ongoing maintenance of the system in a manner to protect the City's valuable street infrastructure and maintain roadways in good pavement condition. Consistent with the Accelerated Work Plan, approximately 15% of dedicated revenue for streets will be set aside to improve non-vehicular mobility, accessibility and significant drainage problems associated with City streets. The Citizens' Oversight Committee will continue to review annual expenses based on the yearly workplan adopted by the City Council.

Moratorium on Street Excavation

In order to protect the City's investment on street improvements, the City places a moratorium (or waiting period) on recently paved streets that prohibits digging through them for up to five years, excluding emergency work. You can refer to the City's GIS webpage (http://www.el-cerrito.org/public_works/gis.html) or call the Public Works Department to find out if your street has a moratorium and when it expires.

The US Environmental Protection Agency has directed sanitary sewer districts in the Bay Area (such as Stege Sanitary District) to repair defective sewer laterals as soon as possible. A "sewer lateral" is the portion of the sanitary sewer pipe from the house to the "sewer main" in the street. These repairs often necessitate digging up the street, which is in conflict with the City's paving moratorium. This creates a dilemma for the City as we try to protect our recent street paving investment while at the same time allow these important environmental requirements to be carried out to help ensure that raw sewage does not infiltrate the storm drain system that flows to the Bay.

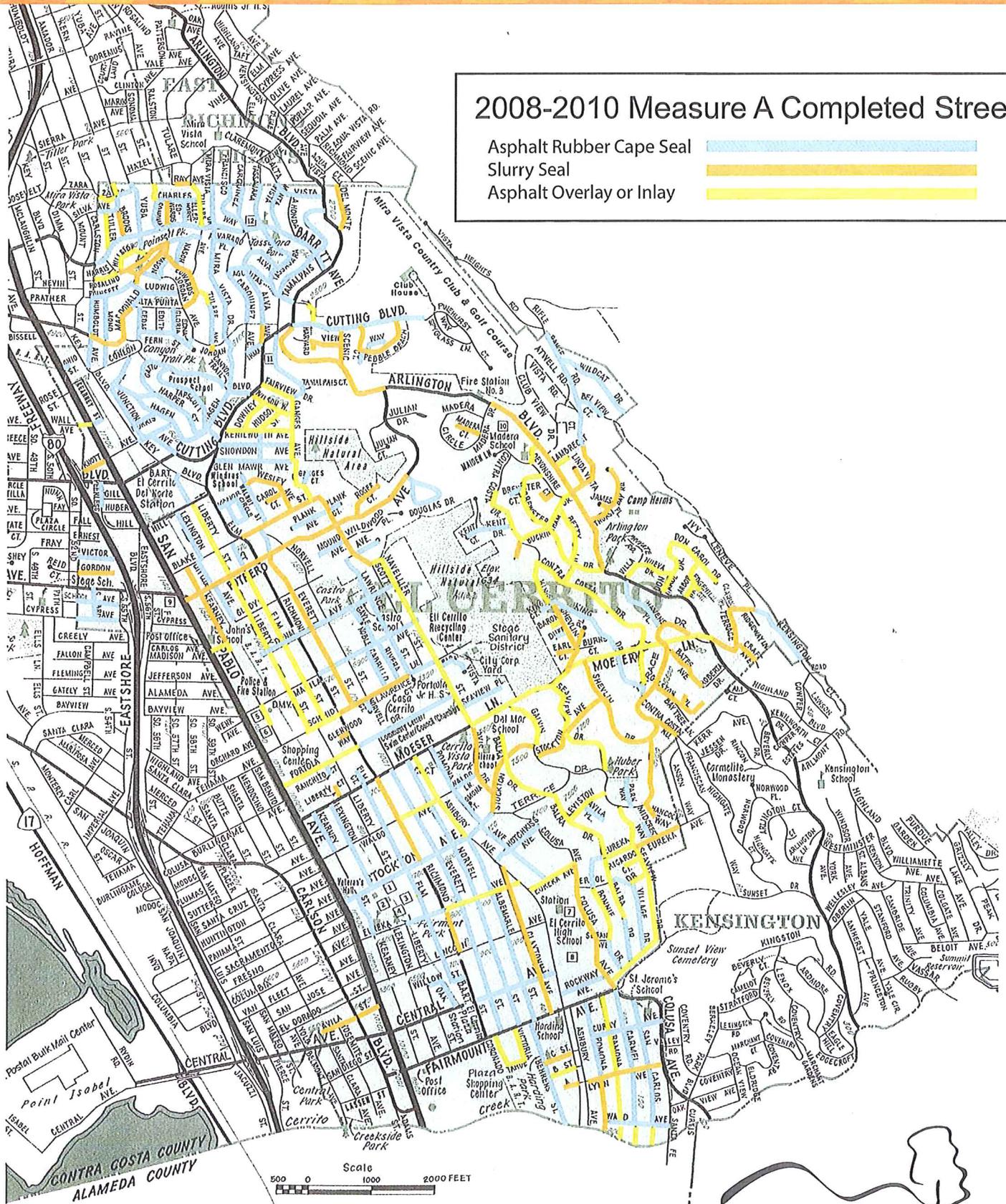
The City, in cooperation with Stege, is seeking to minimize street excavations on moratorium streets. As such, the type of sewer lateral repair on a moratorium street will vary depending on the condition of the sewer lateral. If excavation is unavoidable, then special street restoration requirements will apply. For more information regarding this matter, please contact the City Public Works Department at (510) 215-4382 and Stege Sanitary District at (510) 524-4668.

5-5

MEASURE A COMPLETED STREETS

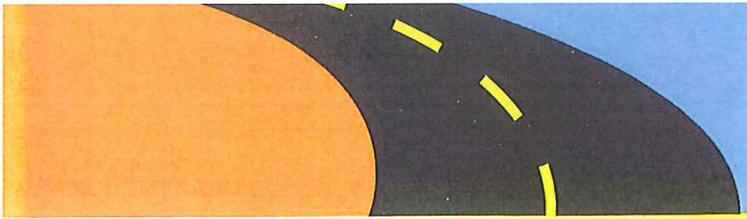
2008-2010 Measure A Completed Streets

- Asphalt Rubber Cape Seal 
- Slurry Seal 
- Asphalt Overlay or Inlay 



**Portion of Map Reproduced with permission of the El Cerrito Chamber of Commerce

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MEASURE A ROADWORK

As part of the Measure A accelerated work, the City utilized three different types of pavement resurfacing. This map shows where these treatments were used.

Asphalt Rubber Cape Seal

Cape Seal is a three-layer process where hot liquid asphalt (infused with rubber from recycled tires) is spread under asphalt-coated rocks and then rolled into place. The recycled rubber is a key element as it helps the liquid asphalt instantly fill the cracks in the old pavement and gives it superior bonding properties. It is also relatively flexible, which enables it to resist cracking in the future. The third layer is a slurry seal put over the top to make the road surface smooth enough for neighborhood traffic. This treatment has a 10 – 12 year life span.

Slurry Seal

Slurry Seal is the least expensive treatment, and includes a thin coat of asphalt emulsion intended to seal the cracks and provide a new driving surface for approximately seven years. This is considered preventive maintenance and does not provide additional structural value to the pavement.

Asphalt Overlay or Inlay

Asphalt overlay (a new thick layer of asphalt over the existing roadway) and inlay (grinding out the old asphalt and installing all new asphalt) were the most expensive treatment methods. These types of treatments are used for streets with major structural deficiencies and have a life span of 25 years or more.

Other Work

The City also replaced some failing storm drain pipes and constructed or improved curb ramps to meet the standards set in the Americans with Disabilities Act.



Types of Work Completed

Prior to roadwork in 2008, the City inspected all streets to determine what type of work was needed as well as to help prioritize the order in which they would be repaired. The type of treatment chosen for each street depended on pavement condition and economic factors.



Leveraging Funding

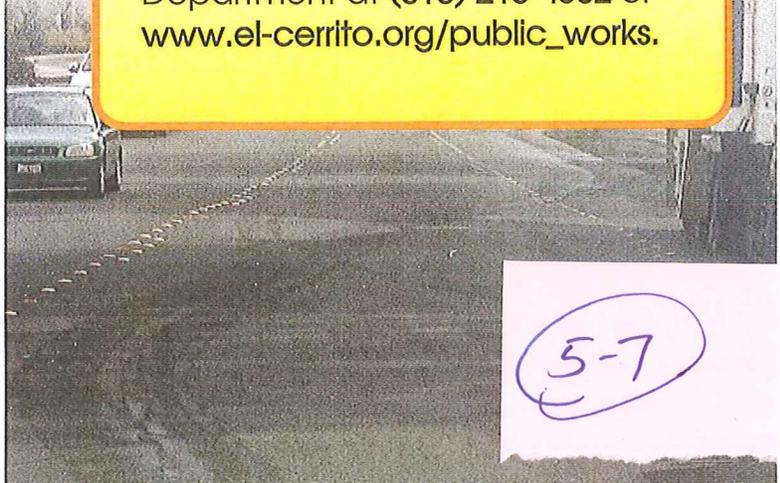
During these slow economic times, the City was able to provide jobs as well as take advantage of lower construction pricing and grant opportunities including federal stimulus money. In summary, the program spent \$14.4 million on the City's streets between 2008-2010. Funding came from multiple sources as follows:



Measure A Bond Proceeds	\$10.5 M
Measure A Annual Proceeds	\$2.0 M
Various Grant Funds	\$1.8 M
Miscellaneous Sources	\$0.1 M

PLEASE NOTE: The website used to inform the public about the roadwork construction, www.pavingelcerrito.org will be phased out, along with the Street Paving Hotline phone number and email address.

To contact the City about streets, contact the Public Works Department at (510) 215-4382 or www.el-cerrito.org/public_works.



 Printed on Recycled Paper

Measure A Street Improvement Program Success

THE RESULTS ARE IN! Thanks to voter approval in 2008 of Measure A, the El Cerrito Pothole Repair, Local Street Improvement and Maintenance Measure, the City was able to begin a comprehensive street pavement repair and maintenance program.

Between 2008 and 2010, the focus of the Measure A Street Improvement Program was aimed at “catching up” on all the deferred maintenance of local streets with the goal of improving most local streets and raising the average pavement condition index (PCI – the “score” of the pavement on a scale of 1 – 100) from 52 to about 70. After completing all the “accelerated work” last year, the City recently had all the streets inspected and rated using the PCI. The results are better than expected—El Cerrito’s current average PCI is 85!

Now, the City can begin the comprehensive on-going street maintenance and rehabilitation phase of the program to ensure the streets STAY in good pavement condition. Read more inside this brochure.

Question or comments about local streets in El Cerrito?
Contact the Public Works Department at **(510) 215-4382** or
learn more online at www.el-cerrito.org/public_works.



Jerry Bradshaw

From: Schwabbi@aol.com

Sent: Monday, September 12, 2011 9:57 AM

To: Jerry Bradshaw

Subject: Re: Citizen Street Oversight Committee Meeting

I wish to protest the cancellation of the long standing Oversight Committee meeting. The obvious implication is that the convenience of the City Liason outweighs the aggregate of the conveniences of all the committee members. This is an inappropriate example of the tail wagging the dog. I hereby request that the matter of authority to change meeting times be added to the Agenda of the next meeting whenever that may be.

Thos. N. Miller

6-1

Streets Citizen's Oversight Committee

Standing Rules

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 Hillside Conference Room at 7:00 pm unless otherwise determined by a majority vote of the council.
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. 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 460.2.04.320, paragraph F. No business shall be undertaken without attendance of staff liaison or delegate.