



Public Works Department

AGENDA
SPECIAL MEETING
OF THE
CITIZEN STREET OVERSIGHT COMMITTEE

Monday, July 27, 2009, 7:00 p.m.
El Cerrito City Hall
Hillside Conference Room
10890 San Pablo Avenue

Roll Call

- 1. Council / Staff Liaison Report**
- 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 26, 2009. **(Action Requested: Approval)**
- 4. Review of auditing procedures**
City's auditor will be present (no action requested)
- 5. Overview of 2009 Work Plan and Capital Improvement Program**
Presented by City's street program manager (no action requested)
- 6. Meeting Schedule**
Set date for next meeting **(Action Requested: set date)**
- 7. 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 10940 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

Minutes
REGULAR MEETING
OF THE
CITIZEN STREET OVERSIGHT COMMITTEE

Monday, January 26, 2009, 7:00 p.m.
El Cerrito Temporary City Hall
Conference Room A
10940 San Pablo Avenue

Roll Call at 7:00 p.m.

Present: Committee Members Kessler, Al Miller, Thomas Miller, Robertson, and Ozselcuk.
Absent: none

Staff Liaison Jerry Bradshaw and Finance Director Mary Dodge also present.

1. Council / Staff Liaison Report

No reports.

2. Comments from the Public

None.

3. Approval of Minutes

Draft minutes of the September 22, 2008 meeting were presented in "action minutes" format. Discussion centered on lack of details with no mention of discussions that occurred concerning many items at the previous meeting. Staff explained that the City had gone to action minutes of boards and commissions. It was felt that many important issues were discussed in great detail, but all of that was left out of the permanent record. Consensus was reached that in the future the minutes should include a summary of the points of discussion. Staff agreed to provide more detail in the future.

Action taken: Minutes approved 5 – 0

4. Staff Presentation of Measure A Background

Staff gave a slide show illustrating the complete history of the Measure A Program beginning with the Street Condition Report to Council in 2006 through the election of February 2008. Committee members appreciated the presentation and how it gave a good background and context to their role as committee members.

Action taken: no action.

5. Staff Follow Up on Ordinance Questions from Previous Meeting

- a. Section 4.60.150 (a) of the enabling ordinance states that “No revenues collected ... may be spent on department administrators’ salaries...” However, the Expenditure Plan includes a section for Administration Costs that implies that financial staff salaries are approved expenses. Staff explained that the Ordinance would prevail in this case and added that it was the intent to charge no administrative staff costs to the Measure A fund. The committee concurred with that interpretation.
- b. Section 2.04.320 C. 3. states, “The committee is not charged with decision-making on spending priorities...” However, the Expenditure Plan section entitled *Annual Program of Maintenance and Improvement* includes the following statement: “It [the Maintenance and/or Improvement Program] will follow recommendations and priorities established annually by the City Council and Citizens’ Oversight Committee...” Staff explained that the Ordinance would prevail in this case, too. Discussion ensued about whether the Committee should be involved with setting maintenance or improvement priorities, and the consensus was that the committee’s purpose was solely to oversee the proper expenditure of Measure A funds, which did not include setting priorities or making recommendations for the work being performed.

Action taken: It was moved and seconded to recommend to the City Council to amend the Expenditure Plan per the discussion above. Passed 5 – 0

6. Staff Report of Audit Reports from Fiscal Year 2007-080

Director Mary Dodge gave a presentation of the following:

- a. How the bonds work, what requirements had to be met for “coverage” (the percentage that projected revenues exceed debt service costs) and “set aside”. In the case of the Measure A bonds, coverage is very high - approximately 40%.
- b. Summary of auditing practices including the citywide unified audit, a separate and independent review of Measure A, reviewing and testing procedures.
- c. Director Dodge passed out four pages from the 2007-08 audit report (26, 30, 78 and 82) that summarized the activity for Measure A including revenues, expenditures, and fund balances. A list of vendors to which expenditures were made was also passed out and reviewed.
- d. Director Dodge presented the Comfort Letter issued by the auditors for Measure A. Discussion ensued about how the comfort letter was not too comforting in its wording, although the financial activity of the Fund showed nothing for concern. Director Dodge suggested that the auditor attend a future meeting of the Committee to further explain the process.

Discussion moved to the form by which the Committee would report to the City Council and people of El Cerrito as mandated by the enabling ordinance. One option discussed was that the staff liaison simply report the findings of the Committee to the City Council at a regular Council meeting. Chair Miller believed that was too casual since this report is the sole purpose for the committee. It was suggested that the committee chair appear before the Council to make the report.

Other discussion ensued about the form of a written record of the Committee's findings such as a formal resolution, written report, or simply a copy of the meeting minutes. Further, should there be an opportunity for a minority report (if such a minority opinion were to exist).

It was agreed that there would be a written report signed by the Chair stating that the Committee reviewed the audit report and other financial documents and that the Committee found that the Measure A funding was spent on approved expenditures. Staff liaison Bradshaw left the meeting to draft such a document. When completed, it was presented to the Committee. It was decided that a simple vote and minute order was adequate to allow the report go forward to the Council.

Action taken: It was moved and seconded that the draft Annual Report to the City Council and Citizens of El Cerrito memo be approved, signed by Chair Miller, and presented to the City Council at an upcoming meeting. Passed 5 – 0.

7. Meeting Schedule

It was discussed that the annual review of the audit and financial activity was best done in a January meeting. Beyond that, there was discussion about whether there should be another meeting sometime during the year. Staff offered to have a meeting to brief the Committee on the work plan for maintenance and improvements for the following construction season. That would require no action by the committee, but may be useful in their review of financial activity the following January. Another purpose for a mid-year meeting would be to approve the minutes from the previous January meeting rather than waiting a full year to approve the minutes.

Action taken: By consensus agreement, the next meeting was tentatively scheduled for May 11, 2009 at 7:00 p.m. The meeting was to include the following:

- a briefing of the 2009 work plan and review of the CIP process
- have the auditor come to explain their work and the tests they perform
- provide copies of the statements from the State of California monthly sales tax disbursements.

8. Adjourned at approximately 9:30 p.m.

Draft

rec'd 27 July 09

EL CERRITO STREET OVERSIGHT COMMITTEE
STANDING RULES

- 1) This committee was created by El Cerrito Municipal Ordinance 4.60. In the event of any conflict between these rules and that Ordinance, the Ordinance shall prevail.
- 2) Regular Meetings of the Committee shall be at 7:00 PM on the third Tuesday of August, September, October, November and January of each year. The Meetings shall be held at the El Cerrito City Hall.
- 3) The scheduled Regular Meetings set forth in Paragraph 2) above may be cancelled by majority vote of the Committee members. Any such action to cancel a Meeting shall taken at a Regular Meeting and the vote of each member of the Committee shall be recorded in the Minutes of that Meeting.
- 4) Special Meetings may be called by the Committee Chairperson or by motion duly seconded and passed in either a Regular or Special Meeting.
- 5) Fully detailed Minutes of every Meeting shall be kept reflecting, without limitation, Motions made and by whom initiated and seconded and how each member voted. The attendance of persons other than the Committee members shall be duly recorded. Any significant comments by anyone shall be noted.
- 6) A quorum shall be Three (3) or more Committee Members. A roll call shall be recorded.
- 7) The first order of business of any meeting shall be the approval, disapproval or modification of the minutes of the previous meeting. The vote of each member shall be recorded.
- 8) Original underlying documents shall be used whenever possible. The Committee shall avoid relying on Auditor's reports or opinions.
- 9) The Auditor shall be requested to provide each member of the committee with a copy of every underlying document which was examined.
- 10) The Committee shall seek any basic document germane to its mission from whatever source believed to be in possession of such a document. The failure to obtain the documentation requested shall be noted with emphasis in any report to the City Council.
- 11) Secretarial services to implement the provisions herein shall be

Draft

Draft

provided by City Staff as per Ordinance 460.2.04.320. Paragraph F. No business shall be undertaken unless adequate secretarial services are in attendance.

- 12) Nothing in Par 11) above shall be construed to prevent the Committee from providing its own Secretary Services. In that event the necessity for doing so shall be duly noted in any report to the City Council covering the period in which such action occurred.

MOTION TO ADOPT: Thomas N. Miller

Second: _____

In Favor: _____

:

Opposed: _____

DATE: _____

Draft

ALIFORNIA

DIRECT DEPOSIT NUMBER
99542942



DIRECT DEPOSIT ADVICE

The amount printed on the face of this advice was transmitted to an account at bank 121102036 from the RETAIL SALES TAX

06 | 26 | 09

CITY OF EL CERRITO T/U TAX
FINANCE DIRECTOR/CITY TREAS
10940 SAN PABLO AVE
EL CERRITO CA
94530-2323

DOLLARS	CENTS
\$**116580.	74

NOT NEGOTIABLE

174

PAYEE IDENTIFICATION
NUMBER(S)

When changing accounts or financial institutions, notify your retirement system or agency accounting office immediately. Do not close your old account until you have received your first payment in your new account.



JOHN CHIANG
CALIFORNIA STATE CONTROLLER

STATE OF CALIFORNIA - BOARD OF EQUALIZATION STATEMENT OF ADD-ON TAX DISTRIBUTION

174	DATE: 06/17/2009	FOR THE PERIODS SHOWN BELOW
PAYEE: CITY OF EL CERRITO T/U TAX FINANCE DIRECTOR/CITY TREAS		
TOTAL DUE	02/14-05/13	320,080.74
PRIOR CREDITS		0.00
PRIOR ADVANCES	02/14-05/13	299,700.00-
COST OF ADMIN		6,100.00-

BALANCE	02/14-05/13	14,280.74
RRNT ADVANCE	05/14-06/11	102,300.00
TOTAL PAYMENT		116,580.74

1052

RECEIVED

JUN 29 2009

Sales Tax - Streets

CITY OF EL CERRITO
FINANCE

STATE OF CALIFORNIA

DIRECT DEPOSIT NUMBER
99542941

DIRECT DEPOSIT ADVICE

The amount printed on the face of this advice was transmitted to an account at bank 121102036 from the RETAIL SALES TAX

06 | 26 | 09

DOLLARS	CENTS
\$**128357	.93

NOT NEGOTIABLE

07033
PAYEE IDENTIFICATION
NUMBER(S)

CITY TREASURER
CITY OF EL CERRITO
10890 SAN PABLO AVE
EL CERRITO CA
94530-2321

When changing accounts or financial institutions, notify your retirement system or agency accounting office immediately. Do not close your old account until you have received your first payment in your new account.



JOHN CHIANG
CALIFORNIA STATE CONTROLLER

STATE OF CALIFORNIA - BOARD OF EQUALIZATION
STATEMENT OF BRADLEY-BURNS LOCAL TAX DISTRIBUTION

07033	DATE: 06/17/2009	FOR THE PERIODS SHOWN BELOW
PAYEE: CITY TREASURER CITY OF EL CERRITO		
NET COLLECTIONS	02/14-05/13	744,964.29
COUNTY AMT (CITY RATE	97.50%)	18,624.11-
IN-LIEU AMT		0.00

TOTAL DUE	02/14-05/13	726,340.18
STATE TAX		181,585.05-

LOCAL TAX		544,755.13
PRIOR CREDITS		0.00
PRIOR ADVANCES	02/14-05/13	563,200.00-
ADJUSTED COST OF ADMIN		6,197.20-

BALANCE	02/14-05/13	24,642.07-
CURRENT ADVANCE	05/14-06/11	153,000.00

TOTAL PAYMENT PER SECTION 7203.1		128,357.93

RECEIVED

JUN 29 2009

CITY OF EL CERRITO
FINANCE

1050

Sales Tax 1%

Table 11-1
2009 - 2019 Capital Improvement Program
10-Year Appropriation Plan

page	Project #	Fund Source	Prior Yrs	2009-10	2010-11	2011-12	2012-13	2012-14	2014-15	2015-16	2016-17	2017-18	2018-19	Unidentified Year	TOTAL
ADMINISTRATION															
223	Energy & Water Efficiency Program	C3043	101, A,B	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	-	\$ 275,000
224	Circulation Study @ Del Norte	C4014	A	-	-	300,000	-	-	-	-	-	-	-	-	300,000
225	Fire Flow Upgrade	tbd	B	-	-	-	-	-	-	-	-	-	-	\$ 3,533,953	3,533,953
FACILITIES															
226	New Recycling Center / Corp Yard Admin	C3041	501	160,000	3,100,000	-	-	-	-	-	-	-	-	-	3,260,000
227	Swim Center Capital Enhancements	C3050	206	140,000	200,000	-	100,000	100,000	-	100,000	-	-	-	-	640,000
228	Library	C1002	806, B	1,286,580	-	-	4,833,000	12,240,000	-	-	-	-	-	-	18,359,580
229	Senior Center	C4012	805, B	1,153,420	-	-	4,423,290	4,423,290	-	-	-	-	-	-	10,000,000
230	Public Safety Building	tbd	B	-	-	-	-	-	-	-	-	-	-	25,000,000	25,000,000
231	Corporation Yard Improvements	C3039	101, B	65,000	-	-	-	-	-	-	-	-	-	4,200,000	4,265,000
232	Access Modifications - Facilities	C3053	101	-	-	30,000	35,000	35,000	35,000	35,000	35,000	-	-	-	240,000
233	City-Wide Signage	C3028	101, B	50,000	-	50,000	50,000	-	-	-	-	-	-	-	150,000
234	Facilities Siesmic Retrofit	tbd	B	-	-	-	-	-	-	-	-	-	-	400,000	400,000
--	Future Needs		101	-	-	-	50,000	50,000	50,000	50,000	85,000	85,000	85,000	-	505,000
PARKS															
235	Urban Forest Program	C3042	101, B	105,000	80,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	-	275,000
236	Cerrito Vista Playground	tbd	A	-	200,000	-	-	-	-	-	-	-	-	-	200,000
237	Tassajara Stairs to Clubhouse	C5020	B	-	-	-	-	-	-	-	-	-	-	90,000	90,000
238	Huber Park Improvements	C3054	B	-	-	225,000	-	-	-	-	-	-	-	-	225,000
239	Cerrito Vista Field Rehabilitation	tbd	B	-	-	-	-	-	-	-	-	-	-	425,000	425,000
240	Canyon Trail Park Improvements	tbd	B	-	-	-	-	96,900	-	-	-	-	-	-	96,900
241	Creekside Park Lighting	tbd	B	-	-	150,000	-	-	-	-	-	-	-	-	150,000
242	Central Park Playground	tbd	B	-	-	-	-	-	-	-	-	-	-	150,000	150,000
243	Skate Park	tbd	B	-	-	-	-	-	-	-	-	-	-	300,000	300,000
244	Third Tennis Court at Cerrito Vista	tbd	B	-	-	-	-	-	-	-	-	-	-	200,000	200,000
245	Ohlone Greenway Dog Park	tbd	B	-	-	100,000	-	-	-	-	-	-	-	-	100,000
246	Ohlone Greenway Signage	tbd	B	-	-	-	-	-	-	-	-	-	-	100,000	100,000
247	Batting Cages at Cerrito Vista	tbd	B	-	-	-	-	-	-	-	-	-	-	25,000	25,000
248	Tennis Backboard	tbd	B	-	-	-	-	-	-	-	-	-	-	15,000	15,000
249	Park Pathway Rehabilitation	tbd	B	-	-	-	-	-	-	-	-	-	-	50,000	50,000
250	Cerrito Vista Snack Shack Remodel	tbd	B	-	-	50,000	-	-	-	-	-	-	-	-	50,000
CREEKS & TRAILS															
251	Ohlone Greenway Improvements	C3035	811, 210, B	148,000	-	500,000	200,000	-	-	-	-	-	-	2,500,000	3,348,000
252	Ohlone-Richmond Greenway Connection	C3049	A,B	-	-	200,000	-	350,000	-	-	-	-	-	-	550,000
STREETS-TRANSPORTATION															
253	Street Improvement Program	C3027	101, 201, 204, 211, A,B	5,304,000	7,234,000	632,000	632,000	990,000	950,200	983,926	1,019,253	1,056,258	1,095,025	1,135,639	21,032,301
254	2009 RAC Overlay - Federal	C 3048	211, A	100,000	935,000	-	-	-	-	-	-	-	-	-	1,035,000
255	San Pablo Avenue Street Lights	C4015	811	500,000	200,000	-	-	-	-	-	-	-	-	-	700,000
256	Fairmount / Ashbury Intersection	C3044	811, A	128,500	564,390	-	-	-	-	-	-	-	-	-	692,890
257	Arlington School Crossing	C3047	A	-	230,470	-	-	-	-	-	-	-	-	-	230,470
258	Potrero / I-80 Ramps Intersections	C3045	204, A	-	649,900	-	-	-	-	-	-	-	-	-	649,900

continued

Table 11-1 (continued)

page	Project #	Fund Source	Prior Yrs	2009-10	2010-11	2011-12	2012-13	2012-14	2014-15	2015-16	2016-17	2017-18	2018-19	Unidentified Year	TOTAL	
STREETS-TRANSPORTATION (continued)																
259	Ohlone Greenway Crossings	C3046	204, A	-	34,000	138,020	416,080	-	-	-	-	-	-	-	588,100	
260	Access Modifications - Streets	C3024	204	-	35,000	35,000	35,700	36,414	37,142	37,885	38,643	39,416	40,204	41,008	376,412	
261	Bicycle Facility Improvement Program	C3036	A, B	130,000	-	30,000	-	30,000	-	30,000	-	30,000	-	-	250,000	
262	Balra Retaining Wall Replacement	tbd	B	-	-	-	-	-	-	-	-	-	-	300,000	300,000	
263	Traffic Safety Improvements	tbd	B	-	-	200,000	-	300,000	-	300,000	-	-	-	-	800,000	
264	Wildcat Drive Repair	tbd	B	-	-	-	-	-	-	-	-	-	-	2,500,000	2,500,000	
265	I-80 / Central Interchange	na	na	-	no city funding			-	-	-	-	-	-	-	-	
STORM DRAIN																
266	Storm Drain Program	varies	205	-	-	-	-	250,000	250,000	250,000	250,000	250,000	250,000	-	1,500,000	
267	Storm Drain Master Plan Update	tbd	205	-	-	-	200,000	-	-	-	-	-	-	-	200,000	
TOTAL				\$ 9,295,500	\$ 13,487,760	\$ 2,675,020	\$ 10,810,070	\$ 18,786,604	\$ 1,457,342	\$ 1,721,811	\$ 1,527,895	\$ 1,530,674	\$ 1,505,229	\$ 1,546,647	\$ 39,788,953	\$ 104,133,506

Table 11-2
2008 - 2018 Capital Improvement Program
10-Year Appropriation Plan
(By Fund)

Project #	Category	Prior Yrs	2009-10	2010-11	2011-12	2012-13	2012-14	2014-15	2015-16	2016-17	2017-18	2018-19	Unidentified Year	Total
101 General Fund														
*** Energy & Water Efficiency Program	C3043	AD	\$ 10,000	-	-	-	-	-	-	-	-	-	-	\$ 10,000
*** Corporation Yard Improvements	C3039	FA	65,000	-	-	-	-	-	-	-	-	-	-	65,000
*** City-Wide Signage	C3028	FA	50,000	-	-	-	-	-	-	-	-	-	-	50,000
Access Modifications - Facilities	C3053	FA	-	-	\$ 30,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	-	-	-	240,000
*** Urban Forest Program	C3042	PK	25,000	-	-	-	-	-	-	-	-	-	-	25,000
*** Street Improvement Program	C3027	ST	-	-	-	90,000	90,000	90,000	90,000	90,000	\$ 90,000	\$ 90,000	-	630,000
Future Needs	-	-	-	-	50,000	50,000	50,000	50,000	50,000	85,000	85,000	85,000	-	505,000
SUBTOTAL General Fund			150,000	-	30,000	85,000	175,000	175,000	175,000	210,000	175,000	175,000	-	1,525,000
Redevelopment Agency (All Capital Funds 805, 806, 811)														
*** Library	C1002	FA	1,286,580	-	-	4,833,000	-	-	-	-	-	-	-	6,119,580
*** Senior Center	C4012	FA	1,153,420	-	-	-	-	-	-	-	-	-	-	1,153,420
*** Ohlone Greenway Improvements	C3035	CR	127,500	-	-	-	-	-	-	-	-	-	-	127,500
*** Fairmount / Ashbury Intersection	C3044	ST	70,000	-	-	-	-	-	-	-	-	-	-	70,000
San Pablo Avenue Street Lights	C4015	ST	500,000	\$ 200,000	-	-	-	-	-	-	-	-	-	700,000
SUBTOTAL Redevelopment			3,137,500	200,000	-	4,833,000	-	8,170,500						
201* Gas Tax (Prop 42)														
*** Street Improvement Program	C3027	ST	-	-	-	100,000	100,000	100,000	100,000	100,000	100,000	100,000	-	700,000
SUBTOTAL Gas Tax (Prop 42)			-	-	-	100,000	100,000	100,000	100,000	100,000	100,000	100,000	-	700,000
204 Measure J (CCTA)														
*** Street Improvement Program	C3027	ST	-	-	-	140,000	142,800	145,656	148,569	151,541	154,571	157,663	-	1,040,800
*** Potrero / I-80 Ramps Intersections	C3045	ST	-	31,600	-	-	-	-	-	-	-	-	-	31,600
*** Ohlone Greenway Crossings	C3046	ST	-	3,400	13,802	41,608	-	-	-	-	-	-	-	58,810
Access Modifications - Streets	C3024	ST	-	35,000	35,000	35,700	37,142	37,885	38,643	39,416	40,204	41,008	-	376,412
SUBTOTAL Measure C			-	70,000	48,802	77,308	179,942	183,541	187,212	190,956	194,775	198,671	-	1,507,622
205* Measure J (Storm Drain)														
Storm Drain Program	varies	SD	ongoing	-	-	-	250,000	250,000	250,000	250,000	250,000	250,000	-	1,500,000
Storm Drain Master Plan Update	tbd	SD	-	-	-	200,000	-	-	-	-	-	-	-	200,000
SUBTOTAL Measure J			-	-	-	200,000	250,000	250,000	250,000	250,000	250,000	250,000	-	1,700,000
206* Measure A (Swim Center)														
Swim Center Capital Enhancements	C3050	FA	140,000	200,000	-	100,000	100,000	-	100,000	-	-	-	-	640,000
SUBTOTAL Measure A			140,000	200,000	-	100,000	100,000	-	100,000	-	-	-	-	640,000
210 Park-in-lieu Fund														
*** Ohlone Greenway Improvements	C3035	CR	20,500	-	-	200,000	-	-	-	-	-	-	-	220,500
SUBTOTAL Park-in-lieu			20,500	-	-	200,000	-	220,500						

*** Indicates funding from multiple sources
* Indicates a source fund that does not transfer monies to General Fund CIP (301)

continued

Table 11-2 (continued)

Project #	Category	Prior Yrs	2009-10	2010-11	2011-12	2012-13	2012-14	2014-15	2015-16	2016-17	2017-18	2018-19	Unidentified Year	Total		
211* Measure A (Street Improvements)																
***	Street Improvement Program	C3027	ST	5,104,000	6,321,000	560,000	560,000	588,000	617,400	648,270	680,684	714,718	750,454	787,976	-	17,332,501
***	2009 RAC Overlay - Federal	C 3048	ST	100,000	257,000	-	-	-	-	-	-	-	-	-	-	357,000
SUBTOTAL Measure A				5,204,000	6,578,000	560,000	560,000	588,000	617,400	648,270	680,684	714,718	750,454	787,976	-	17,689,501
501* Environmental Services Fund																
	New Recycling Center / Corp Yard Admin	C3041	FA	160,000	3,100,000	-	-	-	-	-	-	-	-	-	-	3,260,000
SUBTOTAL Environmental Services				160,000	3,100,000	-	-	-	3,260,000							
A Other Sources - Secure																
***	Energy & Water Efficiency Program	C3043	AD	15,000	-	-	-	-	-	-	-	-	-	-	-	15,000
	Circulation Study @ Del Norte	C4014	AD	-	-	300,000	-	-	-	-	-	-	-	-	-	300,000
***	Urban Forest Program	C3042	PK	80,000	-	-	-	-	-	-	-	-	-	-	-	80,000
	Cerrito Vista Playground	tbd	PK	-	200,000	-	-	-	-	-	-	-	-	-	-	200,000
***	Ohlone-Richmond Greenway Connection	C3049	CR	-	-	200,000	-	-	-	-	-	-	-	-	-	200,000
***	Fairmount / Ashbury Intersection	C3044	ST	58,500	564,390	-	-	-	-	-	-	-	-	-	-	622,890
	Arlington School Crossing	C3047	ST	-	230,470	-	-	-	-	-	-	-	-	-	-	230,470
***	Potrero / I-80 Ramps Intersections	C3045	ST	-	618,300	-	-	-	-	-	-	-	-	-	-	618,300
***	Ohlone Greenway Crossings	C3046	ST	-	30,600	124,218	374,472	-	-	-	-	-	-	-	-	529,290
***	Bicycle Facility Improvement Program	C3036	ST	130,000	-	-	-	-	-	-	-	-	-	-	-	130,000
***	Street Improvement Program	C3027	ST	200,000	641,000	72,000	72,000	72,000	-	-	-	-	-	-	-	1,057,000
***	2009 RAC Overlay - Federal	C 3048	ST	-	678,000	-	-	-	-	-	-	-	-	-	-	678,000
SUBTOTAL Other (Secure)				483,500	2,962,760	696,218	446,472	72,000	-	-	-	-	-	-	-	4,660,950
B Other Sources - Nonsecure or Unidentified																
***	Energy & Water Efficiency Program	C3043	AD	-	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	-	-	250,000
	Fire Flow Upgrade	tbd	AD	-	-	-	-	-	-	-	-	-	-	\$ 3,533,953	-	3,533,953
***	Library	C1002	FA	-	-	-	-	12,240,000	-	-	-	-	-	-	-	12,240,000
***	Senior Center	C4012	FA	-	-	-	4,423,290	4,423,290	-	-	-	-	-	-	-	8,846,580
	Public Safety Building	tbd	FA	-	-	-	-	-	-	-	-	-	-	25,000,000	-	25,000,000
***	Corporation Yard Improvements	C3039	FA	-	-	-	-	-	-	-	-	-	-	4,200,000	-	4,200,000
	Facilities Siesmic Retrofit	tbd	FA	-	-	-	-	-	-	-	-	-	-	400,000	-	400,000
***	City-Wide Signage	C3028	FA	-	-	50,000	50,000	-	-	-	-	-	-	-	-	100,000
***	Urban Forest Program	C3042	PK	-	80,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	-	-	170,000
	Tassajara Stairs to Clubhouse	C5020	PK	-	-	-	-	-	-	-	-	-	-	90,000	-	90,000
	Huber Park Improvements	C3054	PK	-	-	225,000	-	-	-	-	-	-	-	-	-	225,000
	Cerrito Vista Field Rehabilitation	tbd	PK	-	-	-	-	-	-	-	-	-	-	425,000	-	425,000
	Canyon Trail Park Improvements	tbd	PK	-	-	-	-	96,900	-	-	-	-	-	-	-	96,900
	Creekside Park Lighting	tbd	PK	-	-	150,000	-	-	-	-	-	-	-	-	-	150,000
	Central Park Playground	tbd	PK	-	-	-	-	-	-	-	-	-	-	150,000	-	150,000
	Skate Park	tbd	PK	-	-	-	-	-	-	-	-	-	-	300,000	-	300,000
	Third Tennis Court at Cerrito Vista	tbd	PK	-	-	-	-	-	-	-	-	-	-	200,000	-	200,000
	Ohlone Greenway Dog Park	tbd	PK	-	-	100,000	-	-	-	-	-	-	-	-	-	100,000
	Ohlone Greenway Signage	tbd	PK	-	-	-	-	-	-	-	-	-	-	100,000	-	100,000
	Batting Cages at Cerrito Vista	tbd	PK	-	-	-	-	-	-	-	-	-	-	25,000	-	25,000
	Tennis Backboard	tbd	PK	-	-	-	-	-	-	-	-	-	-	15,000	-	15,000

*** Indicates funding from multiple sources
 * Indicates a source fund that does not transfer monies to General Fund CIP (301)

continued

Table 11-2 (continued)

	Project #	Category	Prior Yrs	2009-10	2010-11	2011-12	2012-13	2012-14	2014-15	2015-16	2016-17	2017-18	2018-19	Unidentified Year	Total	
B Other Sources - Nonsecure or Unidentified (continued)																
	Park Pathway Rehabilitation	tbd	PK	-	-	-	-	-	-	-	-	-	-	50,000	50,000	
	Cerrito Vista Snack Shack Remodel	tbd	PK	-	50,000	-	-	-	-	-	-	-	-	-	50,000	
***	Ohlone Greenway Improvements	C3035	CR	-	500,000	-	-	-	-	-	-	-	-	2,500,000	3,000,000	
***	Ohlone-Richmond Greenway Connection	C3049	CR	-	-	-	350,000	-	-	-	-	-	-	-	350,000	
***	Street Improvement Program	C3027	ST	-	272,000	-	-	-	-	-	-	-	-	-	272,000	
***	Bicycle Facility Improvement Program	C3036	ST	-	30,000	-	30,000	-	30,000	-	30,000	-	-	-	120,000	
	Balra Retaining Wall Replacement	tbd	ST	-	-	-	-	-	-	-	-	-	-	300,000	300,000	
	Traffic Safety Improvements	tbd	ST	-	200,000	-	300,000	-	300,000	-	-	-	-	-	800,000	
	Wildcat Drive Repair	tbd	ST	-	-	-	-	-	-	-	-	-	-	2,500,000	2,500,000	
	SUBTOTAL Other (non secure)			-	377,000	1,340,000	4,508,290	17,475,190	35,000	365,000	35,000	65,000	35,000	35,000	39,788,953	
TOTAL				\$ 9,295,500	\$ 13,487,760	\$ 2,675,020	\$ 10,810,070	\$ 18,786,604	\$ 1,457,342	\$ 1,721,811	\$ 1,527,895	\$ 1,530,674	\$ 1,505,229	\$ 1,546,647	\$ 39,788,953	\$ 104,133,506

*** Indicates funding from multiple sources

* Indicates a source fund that does not transfer monies to General Fund CIP (301)

TABLE 11-3
CITY OF EL CERRITO
2009-10 Capital Improvement Program Activity

Description	Project Number	Estimated Revenue									All Prior Years Funding	Budget Year Revenue	source	Life to Date Funding	Estimated Expenditures			Estimated Project Balance June 30, 2009	
		General Fund	Measure C	RDA Various	Meas A	NPDES	Storm Drain	Gas Tax/ Congestion	Park In-Lieu	Inter-gov'l Revenue					Interest & Other Rev	All Prior Years Expenditures	Budget Year Expenditures		Life to Date Expenditures
General Capital Fund (301)																			
Administration																			
Traffic Safety Audit	C3026	-	-	-	-	-	-	-	-	-	\$82,992	-	-	\$82,992	\$68,000	\$14,992	\$82,992	-	
Richmond/EC SPA	C4013	-	-	-	-	-	-	-	-	-	600,000	-	-	600,000	235,000	365,000	600,000	-	
Financial Management System	C1003	-	-	-	-	-	-	-	-	-	370,000	-	-	370,000	296,711	-	296,711	73,289	
Permitting System	C4006	-	-	-	-	-	-	-	-	-	134,550	-	-	134,550	120,607	13,943	134,550	-	
Records Mgmt. System	C1004	-	-	-	-	-	-	-	-	-	125,000	-	-	125,000	110,189	10,000	120,189	4,811	
Facilities																			
Corporation Yard Improvements	C3038	-	-	-	-	-	-	-	-	-	65,000	-	-	65,000	47,000	18,000	65,000	-	
Com Center Cooling & Updates	C3020	-	-	-	-	-	-	-	-	-	304,500	-	-	304,500	175,000	129,500	304,500	-	
City Signage	C3028	-	-	-	-	-	-	-	-	-	50,000	-	-	50,000	3,600	40,000	43,600	6,400	
Library Repairs	C1005	-	-	-	-	-	-	-	-	-	89,850	-	-	89,850	38,725	15,000	53,725	36,125	
Parks																			
Park Bathroom Remodeling	C3030	-	-	-	-	-	-	-	-	-	45,000	-	-	45,000	9,000	36,000	45,000	-	
Urban Forest Program		-	-	-	-	-	-	-	-	\$80,000	136,738	\$80,000	-	216,738	106,738	100,000	206,738	10,000	
Creeks & Trails																			
Ohlone Greenway Safety Impr	C3034	-	-	-	-	-	-	-	-	-	460,000	-	SR2T	460,000	75,000	385,000	460,000	-	
Ohlone Greenway Improvements	C3035	-	-	-	-	-	-	-	-	-	148,000	-	-	148,000	138,000	10,000	148,000	-	
Streets																			
SPA Streetscape/Gateway	C4004	-	-	-	-	-	-	2,657,353	-	-	3,315,000	2,657,353	TLC(2), TFCA	5,972,353	2,120,000	3,800,000	5,920,000	52,353	
SPA Streetlight Replacemnt	C4015	-	-	\$200,000	-	-	-	-	-	-	500,000	200,000	-	700,000	50,000	150,000	600,000	100,000	
Upper Fairmount Streetscape	C3023	-	-	-	-	-	-	-	(\$62,710)	-	488,500	(62,710)	-	425,790	315,000	75,000	390,000	35,790	
Fairmount / Ashbury Intersection	C3044	-	-	-	-	-	-	564,390	62,710	-	65,000	627,100	-	692,100	20,000	672,100	692,100	-	
Arlington School Crossing	C3047	-	-	-	-	-	-	230,470	-	-	-	230,470	-	230,470	-	230,470	230,470	-	
Potrero Between 55th and 56th	C3045	-	31,600	-	-	-	-	618,300	-	-	-	649,900	-	649,900	-	450,000	450,000	199,900	
Ohlone Greenway Crossings	C3046	-	3,400	-	-	-	-	30,600	-	-	-	34,000	-	34,000	-	30,000	30,000	4,000	
Access Mod (Streets)	C3024	-	35,000	-	-	-	-	-	-	-	-	35,000	-	35,000	-	35,000	35,000	-	
SUBTOTAL General Capital Fund		-	70,000	200,000	\$0	\$0	\$0	\$0	-	4,181,113	-	-	\$0	\$0	11,431,243	3,928,570	6,580,005	10,908,575	522,668
Swim Center Capital Fund (206 - Measure A 2001)																			
Swim Center Capital Enhancements		-	-	-	-	-	-	200,000	-	-	240,000	200,000	-	440,000	200,000	220,000	420,000	20,000	
SUBTOTAL Integrated Waste Capital		-	-	-	-	-	-	200,000	-	-	240,000	200,000	-	440,000	200,000	220,000	420,000	20,000	
Street Improvement Capital Fund (211 - Measure A 2008)																			
City-Funded Projects	C3027	-	-	-	-	-	-	913,000	172,000	-	11,090,999	1,085,000	-	12,175,999	4,970,539	6,652,000	11,622,539	553,460	
Federally-Funded Projects	C3048	-	-	-	-	-	-	678,000	257,000	-	834,052	935,000	-	1,769,052	810,399	935,000	1,745,399	23,653	
SUBTOTAL Street Impr Fund		-	-	-	-	-	-	1,591,000	429,000	-	11,925,051	2,020,000	-	13,945,051	5,780,938	7,587,000	13,367,938	577,113	
Integrated Waste Capital Fund (501)																			
New Recycling Center		-	-	-	-	-	-	-	-	-	160,000	3,100,000	-	3,260,000	160,000	450,000	610,000	2,650,000	
SUBTOTAL Integrated Waste Capital		-	-	-	-	-	-	-	-	-	160,000	3,100,000	-	3,260,000	160,000	450,000	610,000	2,650,000	
TOTAL Activity		\$0	\$70,000	\$200,000				\$0	\$5,972,113	\$3,529,000	\$19,305,181	\$9,771,113		\$29,076,294	\$10,089,508	\$14,837,005	\$25,306,513	\$3,769,781	

City of El Cerrito

CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

Project Name: Street Improvement Program Proponent: Public Works
 Project Number: C 3027 Project Mgr: Public Works - CIP Division
 Funding Sources: Measure C / J (204) User Dept: General Public
 Grants (STP, Prob 1b) Location: City-wide
 General Fund (101)
 Sales Tax - Street Impr (211)
 Prop 42 Gas Tax (201)

Fiscal Year	Capital Costs					Other Costs			
	Fund 211 Expenditures			Direct expenditures		Operating Costs	Revenues	Cost Savings	
	Measure A Sales Tax	Prop 1b Grants	General Fund	Meas J (CCTA)	Prop 42 Gas Tax				
Prior Years	5,104,000	200,000	-	-	-	-	-	-	
2009-10	6,321,000	913,000	-	-	-	-	-	(80,000)	
2010-11	560,000	72,000	-	-	-	-	-	(85,000)	
2011-12	560,000	72,000	-	-	-	-	-	(87,550)	
2012-13	588,000	72,000	90,000	140,000	100,000	-	-	(90,177)	
2013-14	617,400	-	90,000	142,800	100,000	-	-	(92,882)	
2014-15	648,270	-	90,000	145,656	100,000	-	-	(95,668)	
2015-16	680,684	-	90,000	148,569	100,000	-	-	(98,538)	
2016-17	714,718	-	90,000	151,541	100,000	-	-	(101,494)	
2017-18	750,454	-	90,000	154,571	100,000	-	-	(104,539)	
2018-19	787,976	-	90,000	157,663	100,000	-	-	(107,675)	
Unidentified	-	-	-	-	-	-	-	-	
Subtotal	17,332,501	1,329,000	630,000	1,040,800	700,000	-	-	(943,524)	
Total Capital Costs:					21,032,301	Total Other Costs:			(943,524)

TOTAL ALL COSTS: \$20,088,777

Statement of Need, Service Level, and Issue:

Project Desc: Project includes the design of a variety of roadway treatments including slurry seal, micropave, cape seal, asphalt overlay of various thicknesses, and repairs of failed sections. The scope will also include installation of curb ramps in compliance with the ADA for all streets that receive an overlay treatment, and upgrades to traffic control systems that pertain to pavement work (striping, crosswalks, bike facilities, and associated signage). The project will involve multiple specialty contracts such as seal coats, asphalt overlay, roadway repairs and concrete.

This project will also fund the bi-annual Pavement Management Program update.

Need: A physical system such as city streets requires continual maintenance to keep them in serviceable condition. Much of that required effort has been deferred for several decades, and the street system has degraded to an unacceptable condition. This project will accelerate the scope of work in fiscal years 2008, 2009, 2010 and 2011 in an effort to bring the overall system condition up to an acceptable level (PCI>70) and minimize the future costs of system maintenance.

Service Level: see above

Pertinent Issue: The primary issue has been that of funding. With the passage by voters in February 2008 of Measure A (Street Improvement Sales Tax), it is anticipated that there will be sufficient funding to bring the overall system condition up to acceptable levels and keep them there.

Status: The first year's projects (2008) have been completed and the 2009 projects are either underway or ready for bidding. The initial, bond-funded work plan has been accelerated to be complete in 3 years instead of 4.

Capital Cost Estimate:	Admin:	\$357,549	Design	\$841,292	Constr Mgt:	\$1,282,970
	Equipment:	\$0	Construction	\$17,288,551	Other:	\$210,323
	Contingency:	\$1,051,615			TOTAL:	\$21,032,301

CITY OF EL CERRITO
CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

Project Name:	2009 RAC Overlay - Federal	Proponent:	Public Works
Project Number:	C 3048	Project Mgr:	PW - CIP Division
Funding Sources:	ARRA (Federal Grant) Streets Sales Tax (211)	User Dept:	General Public
		Location:	Navellier, Ganges, Fairview

Fiscal Year	Project Costs			Other Costs			
	Fund 301 Expenditures			Direct Exp	Operating Costs	Revenues	Cost Savings
	STP (Fed)			Sales Tax			
Prior Years	-	-	-	100,000	-	-	-
2009-10	-	678,000	-	257,000	-	-	-
2010-11	-	-	-	-	-	-	-
2011-12	-	-	-	-	-	-	-
2012-13	-	-	-	-	-	-	-
2013-14	-	-	-	-	-	-	-
2014-15	-	-	-	-	-	-	-
2015-16	-	-	-	-	-	-	-
2016-17	-	-	-	-	-	-	-
2017-18	-	-	-	-	-	-	-
2018-19	-	-	-	-	-	-	-
Unidentified	-	-	-	-	-	-	-
Subtotal	-	678,000	-	357,000	-	-	-
		Total Capital Costs:		1,035,000	Total Other Costs:		-
TOTAL ALL COSTS:	\$1,035,000						

Statement of Need, Service Level, and Issue:

Project Description: Repave Moeser Lane (Navellier to Shevlin), Sea View (Colusa to Eureka), Ashbury (Stockton to Moeser), Buckingham (Contra Costa to Arlington), and King (Shevlin to Buckingham). This project was submitted and awarded an ARRA Federal Stimulus/Recovery project, which is applicable only to collector or arterial roads.

Need/Service Level: This group of streets is a subset of the overall Street Improvement Program (C 3027) and has the same needs and issues.

Pertinent Issues: na

Status: Design is complete, and federal funding authorizations are pending. Bidding is expected in July 2009 and construction soon after.

Capital Cost Estimate:	Admin.	15,000	Design:	50,000	Constr Mgt:	70,000
	Equipment:		Constr:	800,000	Test/Insp:	-
	Contingency:	100,000			TOTAL:	\$ 1,035,000



AGENDA BILL

Agenda Item No.

Date: April 6, 2009
To: El Cerrito City Council
From: Jerry Bradshaw, Public Works Director / City Engineer
Subject: Street Improvement Program – Professional Services Contract Amendment

ACTION REQUESTED

Adopt a resolution authorizing the City Manager to execute a contract amendment with Avila Project Management in an amount not to exceed \$700,000 and approve change orders not to exceed \$70,000.

BACKGROUND

The City has completed its first year of street improvements as part of the Measure A Street Improvement Program. That work included three major contracts: Curb Ramp Replacements, Patch Paving, and the federally funded Navellier-Fairview Street Resurfacing projects totaling \$4.4 million (\$3.8 million construction and \$592,000 soft costs).

Staff has been actively planning to embark on the 2009 projects. There are currently two major projects out for bidding (2009 Rubberized Cape Seal Program and the 2009 RAC Overlay Program) with another project in the final stages of design (2009 Federal Overlay Project) anticipated to be out for bidding in late March or early April. The combined engineer's estimate for these projects is \$5.75 million.

As in 2008, the City will have one project utilizing federal funds in 2009 (as shown on the attached map). This is a result of the federal stimulus package, the American Reinvestment and Recovery Act (ARRA), which was not foreseen last summer and fall, as we began planning the 2009 Street Improvement Program. Federally funded projects usually have higher "soft" costs and take longer to deliver due to more stringent environmental, right-of-way, and construction documentation requirements. However, the ARRA requires very quick delivery of projects, thereby requiring all other agencies to accelerate their work. As the City's Street Improvement Program Manager, Avila Project Management (APM) has stepped up their efforts in preparation for this program and we are on schedule to advertise for bids immediately after receiving the federal funding authorization.

To support these multiple construction projects in the past, staff has utilized various consultants to perform program management, design, inspection, and special testing. In

2008 these tasks were performed by several consultant firms under general supervision of APM.

ANALYSIS

Staff has been working continuously with APM to close out the work on the 2008 projects, update the pavement condition data and design information and prepare for the 2009 projects. The planning for the Measure A Street Improvement Program originally included a four-year program:

- 2008 – Preparation work (curb ramps, patch paving, and other miscellaneous repairs)
- 2009 – Cape Seal
- 2010 – Asphalt Overlay
- 2011 – Slurry Seal

Staff has elected to modify and accelerate this plan. The program will now follow the schedule shown below.

- 2008 – *Curb Ramps, Patch Paving, and limited finished paving (25 streets including Navellier, Ganges and Fairview)*
- 2009 – Cape Seal and Asphalt Overlay work on approximately 170 street segments
- 2010 – Complete Overlay work and begin Slurry Seal program
- Miscellaneous repairs will be included in each project as appropriate.

A map showing the street segments included in the three upcoming projects for 2009 is attached for your reference.

For the 2008 projects, the City utilized several consultants to cover the various tasks. Since that time, Avila Project Management has developed the capacity to fill the roles of project manager, resident engineer, and inspector. As a result, staff is recommending using only APM for the work. This will bring better efficiency to the City’s program with a streamlined communication and reporting structure, and offer more flexibility in assigning staff as the work ebbs and flows through the construction season.

APM has submitted a proposal to provide these services for the 2009 program. Their estimated fee for the next 12 months is \$700,000 and breaks out as shown below.

Project	Program Mgt	Design	Construction Inspection & Admin	Total	Construction Value
2009 Cape Seal	\$ 10,000	\$ 20,000	\$ 230,000	\$ 260,000	\$ 4,080,000
2009 Overlay	10,000		100,000	110,000	995,000
Federal Overlay	15,000	50,000	70,000	135,000	750,000
2010 Overlay & Slurry		175,000		175,000	2,750,000
Program Management	20,000			20,000	
TOTAL	\$ 55,000	\$ 245,000	\$ 400,000	\$ 700,000	\$8,575,000

While last year's consultant authorization did not foresee the work required to prepare for the federal ARRA project, the overall expenditures came in low enough to allow for this additional work to be performed.

Overall, the soft costs for the Street Improvement Program remain between 7% and 20% of construction with the federally funded project coming in at the higher number. A conservative soft cost estimate for the first three years of the Measure A program is 13% based on \$12.6 million of construction and \$1.6 million of soft costs. This includes two federally funded projects, and the final year of street overlay work will include many streets that need significant design work for reconfiguring curb alignments and driveway approaches. Generally a program of this magnitude could run as high as 20% on soft costs overall, so staff is satisfied that the chosen method of delivery is cost effective.

FINANCIAL CONSIDERATIONS

Funding for these services is provided through the Measure A Street Improvement Fund (211).

Reviewed by:

Scott Hanin, City Manager

Attachments:

1. Accompanying Resolution
2. 2009 Street Improvement Program Map