

Public Works Department

AGENDA

SPECIAL MEETING OF THE CITIZEN STREET OVERSIGHT COMMITTEE

Monday, November 9, 2009, 7:00 p.m.
El Cerrito City Hall
Hillside Conference Room
10890 San Pablo Avenue

Roll Call

- 1. 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 September 28, 2009. **(Action Requested: Approval)**
- 4. Committee Standing Rules**
Review draft Standing Rules. **(Action Requested: Adopt Standing Rules)**
- 5. Review Sample Contractor Invoices**
Sample invoices from contractors and consultants will be presented and discussed (no action requested)
- 6. Future Agenda Items and Meeting Schedule**
Set agenda and date for next meeting **(Action Requested: set agenda and 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 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

Agenda Item 3



Public Works Department

Summary Minutes

SECIAL MEETING OF THE CITIZEN STREET OVERSIGHT COMMITTEE

Monday, September 28, 2009, 7:00 p.m.
El Cerrito City Hall
Conference Room A
10890 San Pablo Avenue

Roll Call at 7:15 p.m.

Present: Committee Members Ozselcuk, Kessler, Al Miller, and Thomas Miller.

Absent: Committee Member Roberton

Other Attendees: Staff Liaison Jerry Bradshaw
Finance Director Mary Dodge

1. Staff Liaison Report

none.

2. Comments from the Public

None.

3. Approval of Minutes

Committee member Ozselcuk expressed appreciation for the level of detail of the minutes. Although she was absent from the last meeting, she felt as though she had been there.

Action taken: Approve minutes. M/S T. Miller/Kessler. Approved unanimously.

4. Committee Standard Procedures and Bylaws

Liaison Bradshaw provided a copy of Committee Member T. Miller's draft rules from the previous meeting, and excerpts from the municipal code (Title II) dealing with boards, commissions and committees – specifically for this Committee. Bradshaw checked with the City Clerk to obtain copies of what other committees have developed for rules, but she reported that no other committees have written rules.

Committee Member T. Miller expressed concern over what the specific duties of the Committee are, and that the rules include those duties. He acknowledged that while the main purpose of the committee has already been achieved (to get the voting public to approve Measure A), the ongoing duties should be established. Discussion concluded that the

Committee would review various source documents including a statement from the State Board of Equalization of revenues to the City, expense and revenue reports, and samples of other transactional documents such as invoices from contractors and consultants. The Committee may also request that the City auditors furnish underlying documents reviewed as a part of their audit.

There was discussion as to whether the Committee should review revenue statements. The ordinance states that the Committee shall review expenditures of revenues. The consensus was that examining the actual revenue through statements from the State was required in order to know what revenues were subject to expenditure (and subsequent review).

Other discussion centered on other various items contained in T. Miller's draft rules from the previous meeting. A new draft set of rules was crafted from that, and is shown in the revised draft rules (attached and incorporated by reference in these minutes). These will be presented at a future meeting for formal action.

Also discussed was when signatures were appropriate for Committee documents. Since resolutions are rarely drafted and voted on, the adopted summary minutes will be the typical record of the Committee's business. Staff will check on whether it is appropriate for signature(s) to be affixed to the approved minutes and report back. The exception to this will be the annual report to the City Council. No resolution was arrived as to whether any signatures are appropriate.

Action taken: no action.

5. Review Fiscal Year 2008-09 Expenditures and Revenues

Liaison Bradshaw described the 5-page listing of fiscal activity for Fiscal Year 2008-09. The top half of Page 1 is revenues. They are not project-specific; they are general to the Street Fund. Revenues are shown in parenthesis.

One revenue item was bond interest revenues – interest on bond proceeds held by the trustee that have not been spent yet. Last fiscal year the bond revenues were received and there were a few expenses. The City began the current fiscal year with a large balance, and interest is earned on that balance. As Public Works spends the money on contractors and consultants, Finance requests reimbursement from the Trustee. These reimbursements come after the bills are paid to vendors. In a manner of speaking, the General Fund “loans” money to the Street Fund until reimbursement comes in. Draw downs from the Trustee does not show up on the statement as revenue (the revenue was recorded last fiscal year) - money moves from one bank account to another – it is not revenue. The General Fund is made whole in this “loan” process. Interest on the pooled fund account is currently 0.8% in the LAIF.

Expenses are typically accounted for by project, however there are some general expenses that are not tracked with a project number. The large general expense is the bond debt payment.

Money paid to State (large amount) is the one-time start up charge for new sales tax amount.

Actual revenues have met the budgeted amount to-date, and there is one more true-up yet to come. Although sales taxes are down in general due to the recession, our special sales tax for streets is meeting, or slightly exceeding, projections. The city's sales tax consultant, HDL, developed an estimate for our special tax so we could develop budgets for the whole bond measure. That estimate was conservative enabling the City to meet expectations despite the general downturn.

Related Issue: The SCOPE (State Compliance Office of Evaluation..??) will send representatives to different agencies to go door-to-door to merchants and check their sales tax collection process. They take a portion of the increase in revenues for a number of years, but all-in-all it should only increase the City's revenues. Total sales tax is currently 9.75%

Liaison Bradshaw explained the process by which we hire consultants. State law prohibits the use of price bidding; selection must be based on qualifications.

There is project-specific revenue on C3027, which was grant funds from Proposition 1B (1996).

Cost of asphalt has risen only slightly this construction season. Last year it was much more volatile and we used an indexed price in our contracts. This year we didn't use indexed prices.

Action taken: no action taken

6. Future Agenda Items and Meeting Schedule

The number and timing of meetings will depend on the tasks the Committee would like to accomplish and when the source information and documents will be available each year. Since this is the first full fiscal year of activity to be reviewed, it is not entirely clear what the meeting schedule should be. Generally, it was agreed that there should be at least three meetings each year: Late September when the fiscal year information is available; late January to finalize the annual report to Council, and one other meeting between the other two – possibly November. The preferred day to meet is Monday, and the 2nd and 4th Mondays of the month do not conflict with Council meetings or any other meetings. The tentative meeting schedule is as follows (and is reflected in the standard procedures draft.)

- 4th Monday of September – first review of FY activity
- 2nd Monday of November – review of sample transaction documents and DOE statement.
- 4th Monday of January – Review auditor report

If other meetings are desired, a special meeting can be scheduled. Additionally, the auditor can be invited back to show us their process at one of these meeting. Types of documents available to review include: State DOE report of revenues issued to the auditor, and contractor's invoices.

The Committee meetings are audio taped to enable staff to develop the minutes. There was discussion as to whether the audio tapes are a public record. One school of thought is that they are only a form of notes, and once the minutes are adopted, the tape is destroyed. Staff will check on whether there is a definitive answer. There was consensus that they are not needed after the minutes are adopted.

Next meeting is November 9th. Items include:

- A sampling of invoices in the next packet and to review at the meeting. Staff will advise on whether a copy of that DOE statement is available by November.
- Follow up on two items:
 - Are signatures appropriate on the minutes or other documents of the Committee
 - Are the audio tapes a public record that must be kept

7. **Adjourned** at approximately 9:26 p.m.

Citizen Street 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 Committee.
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 seconds, 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.

PROGRAM : GL1420
 REPORT : PRINT SELECTED TRANSACTIONS
 USER : MRD
 DATE : 11/09/09
 TIME : 12:11
 HOLD : YES
 COPIES : 1
 OUTPUT QUEUE: *DEFAULT
 DISTRIBUTION: *NONE

SELECTION OPTIONS

FROM Fund . . . : 211 StreetImpr THRU Fund . . . : 211 StreetImpr
 FROM Dept . . . : 0000 Non-DeptRv THRU Dept . . . : 0000 Non-DeptRv
 FROM ACCOUNT . . . : 40240 DistrictTx THRU ACCOUNT . . . : 40240 DistrictTx
 FROM DATE . . . : 7/01/2008
 THRU DATE . . . : 6/30/2009

TRANSACTION TYPE(S) . . . : *ALL
 INCLUDE FREE FORM DOCUMENTS: YES

City of El C ito
 DATE 11/09/0
 TIME 12:11:45

C I T Y O F E I E R R I T O
 PRINT SELECTED TRANSACTIONS

1
 G...420
 MRD

| ACCOUNT NUMBER | PROJECT # | G/L DATE | JOURNAL JT | TT SOURCE | DESCRIPTION | DEBIT AMOUNT | CREDIT AMOUNT |
|----------------|-----------|------------|------------|-----------|---------------------------|--------------|---------------|
| 211-0000-40240 | | | | | District Tax | | |
| | | 7/01/2008 | 800956 | BO BO | Original Adopted Budget | 1,290,000.00 | |
| | | 9/30/2008 | 900054 | JE JE | STATE OF CA STREET IMP TX | | 99,000.00 |
| | | 10/22/2008 | 900029 | JE RA | STATE OF CA SALES TAX ST | | 99,000.00 |
| | | 11/24/2008 | 900140 | JE RA | STATE OF CA SALES TAX TA | | 132,000.00 |
| | | 12/29/2008 | 900278 | JE RA | STATE OF CA STREETS SALES | | 75,391.26 |
| | | 1/22/2009 | 900373 | JE RA | STATE OF CA SALES TAX STR | | 103,600.00 |
| | | 2/23/2009 | 900464 | JE RA | STATE OF CA SALES TX ST I | | 113,600.00 |
| | | 3/31/2009 | 900595 | JE RA | STATE OF CA SALES TAX STR | | 128,933.46 |
| | | 4/16/2009 | 900669 | JE RA | STATE OF CA SALES TAX-STR | | 89,900.00 |
| | | 5/21/2009 | 900761 | JE RA | STATE OF CA SALES TAX-STR | | 119,900.00 |
| | | 6/30/2009 | 900906 | JE RA | STATE OF CA SALES TAX STR | | 116,580.74 |
| | | 6/30/2009 | 900984 | JE JE | STATE OF CA SALES STREETS | | 102,300.00 |
| | | 6/30/2009 | 901138 | JE JE | STATE OF CA SALES STREETS | | 136,400.00 |
| | | 6/30/2009 | 1000037 | JE JE | STATE OF CA-STREET SALETX | | 32,332.12 |
| | | | | | District Tax TOTAL | 1,290,000.00 | 1,348,937.58 |
| | | | | | Dept TOTAL | 1,290,000.00 | 1,348,937.58 |
| | | | | | Fund TOTAL | 1,290,000.00 | 1,348,937.58 |

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Mary Dodge

From: Amy Meyer [amym@mazeassociates.com]
Sent: Friday, November 06, 2009 10:27 AM
To: Mary Dodge
Subject: Confirm - State Controller Office.xls
Follow Up Flag: Follow up
Due By: Monday, November 09, 2009 12:00 AM
Flag Status: Red
Attachments: Confirm - State Controller Office.xls

Hi Mary,

Attached is the State Controller's confirmation. I highlighted the Measure A Revenues - it differs from the general ledger due to the year-end accruals.

let me know if you have any questions.

Amy

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Note: This spreadsheet is copied from the California State Controller's Audit Confirmation. We have agreed the total of the spreadsheets to the pdf version of the audit confirmation without exception. Therefore, inclusion of the original confirmation is NCN.

| PAYE NAME | PAYEE LINE | 2 ISS | DATE | AGCY | AMOUNT | WARR | NBR | FUND | FUND | NAME |
|------------------------------|------------|-------|------------|------|------------|----------|-----|----------|----------|-------------------|
| CITY OF EL CERRITO | 3910 | | 2/9/2009 | 3910 | 5,508.37 | 4390278 | 100 | CALIF | USED | OIL |
| CITY OF EL CERRITO | 3910 | | 4/30/2009 | 3910 | 8,680.53 | 4688942 | 100 | CALIF | USED | OIL |
| | | | | | TOTAL | | | | | |
| CITY OF EL CERRITO | 3480 | | 8/8/2008 | 3480 | 6,085.00 | 8827480 | 133 | CALIF | BEVERAGI | CONTAINA |
| CITY OF EL CERRITO | 3480 | | 5/21/2009 | 3480 | 15,000.00 | 4763106 | 133 | CALIF | BEVERAGI | CONTAINA |
| CITY OF EL CERRITO RECYCLING | 3480 | | 9/25/2008 | 3480 | 894 | 8935534 | 133 | CALIF | BEVERAGI | CONTAINA |
| CITY OF EL CERRITO | 3480 | | 2/13/2009 | 3480 | 135,000.00 | 4398761 | 133 | CALIF | BEVERAGI | CONTAINA |
| CITY OF EL CERRITO RECYCLING | 3480 | | 12/17/2008 | 3480 | 53,368.48 | 4232676 | 133 | CALIF | BEVERAGI | CONTAINA |
| | | | | | TOTAL | | | | | |
| EL CERE POLICE DEPT | OFC OF | | 7/23/2008 | 2740 | 3,040.00 | 62024073 | 877 | DMV | LOCAL | AGY |
| EL CERE POLICE DEPT | OFC OF | | 10/31/2008 | 2740 | 3,718.00 | 62343142 | 877 | DMV | LOCAL | AGY |
| EL CERE POLICE DEPT | OFC OF | | 10/10/2008 | 2740 | 2,949.00 | 62268096 | 877 | DMV | LOCAL | AGY |
| EL CERE POLICE DEPT | OFC OF | | 10/8/2008 | 2740 | 3,258.00 | 62262001 | 877 | DMV | LOCAL | AGY |
| EL CERE POLICE DEPT | OFC OF | | 11/25/2008 | 2740 | 4,763.00 | 62431412 | 877 | DMV | LOCAL | AGY |
| EL CERE POLICE DEPT | OFC OF | | 12/22/2008 | 2740 | 2,824.00 | 62511637 | 877 | DMV | LOCAL | AGY |
| EL CERE POLICE DEPT | OFC OF | | 1/15/2009 | 2740 | 3,492.00 | 62572192 | 877 | DMV | LOCAL | AGY |
| EL CERE POLICE DEPT | OFC OF | | 2/20/2009 | 2740 | 4,279.00 | 62639174 | 877 | DMV | LOCAL | AGY |
| EL CERE POLICE DEPT | OFC OF | | 3/20/2009 | 2740 | 3,062.00 | 62708456 | 877 | DMV | LOCAL | AGY |
| EL CERE POLICE DEPT | OFC OF | | 4/20/2009 | 2740 | 4,555.00 | 62861310 | 877 | DMV | LOCAL | AGY |
| EL CERE POLICE DEPT | OFC OF | | 5/18/2009 | 2740 | 3,562.00 | 63007642 | 877 | DMV | LOCAL | AGY |
| EL CERE POLICE DEPT | OFC OF | | 6/16/2009 | 2740 | 4,286.00 | 63105855 | 877 | DMV | LOCAL | AGY |
| | | | | | TOTAL | | | | | |
| EL CERE POLICE DEPT | | | 1/12/2009 | 820 | 122.96 | 4315683 | 641 | DOMESTIC | | VIOLENCE RESTRAIN |
| | | | | | TOTAL | | | | | |
| EL CERE CHAMI OF | COMMERCE | | 1/30/2009 | 5160 | 135 | 4371969 | 1 | GENERAL | FUND | |
| EL CERE FIRE DEPT | | | 8/21/2008 | 3540 | 23,622.71 | 8857659 | 1 | GENERAL | FUND | |
| EL CERE FIRE DEPT | | | 10/21/2008 | 3540 | 45,449.35 | 4042764 | 1 | GENERAL | FUND | |
| EL CERE FIRE DEPT | | | 1/7/2009 | 3540 | 10,349.00 | 4303615 | 1 | GENERAL | FUND | |
| EL CERE FIRE DEPT | | | 1/16/2009 | 3540 | 28,347.25 | 4337497 | 1 | GENERAL | FUND | |
| EL CERE FIRE DEPT | | | 3/18/2009 | 3540 | 85,083.98 | 4505269 | 1 | GENERAL | FUND | |
| EL CERE FIRE DEPT | | | 3/18/2009 | 3540 | 205,208.44 | 4505285 | 1 | GENERAL | FUND | |
| EL CERE FIRE DEPT | | | 4/9/2009 | 3540 | 59,602.06 | 4597177 | 1 | GENERAL | FUND | |
| EL CERE FIRE DEPT | | | 4/28/2009 | 3540 | 31,271.97 | 4675057 | 1 | GENERAL | FUND | |
| EL CERE FIRE DEPT | | | 6/18/2009 | 3540 | 1,343.12 | 4856738 | 1 | GENERAL | FUND | |
| | | | | | TOTAL | | | | | |

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| | | | | | | | |
|---------------------|---------|------------|------|-----------|----------|-----------|-------------------|
| TREASURY CITY OF EL | CERRITO | 10/22/2008 | 8885 | 955 | 62329768 | 44 MOTOR | VEHICLE ACCOUNT |
| CITY OF EL | CERRITO | 7/18/2008 | 8120 | 1,666.02 | 8762431 | 268 PEACE | OFFICERS TRAINING |
| CITY OF EL | CERRITO | 10/7/2008 | 8120 | 12,170.48 | 8999857 | 268 PEACE | OFFICERS TRAINING |
| CITY OF EL | CERRITO | 11/10/2008 | 8120 | 2,858.52 | 4113063 | 268 PEACE | OFFICERS TRAINING |
| CITY OF EL | CERRITO | 12/8/2008 | 8120 | 397.28 | 4198127 | 268 PEACE | OFFICERS TRAINING |
| CITY OF EL | CERRITO | 1/12/2009 | 8120 | 667.94 | 4318384 | 268 PEACE | OFFICERS TRAINING |
| CITY OF EL | CERRITO | 2/17/2009 | 8120 | 3,131.84 | 4402415 | 268 PEACE | OFFICERS TRAINING |
| CITY OF EL | CERRITO | 3/17/2009 | 8120 | 613.3 | 4490375 | 268 PEACE | OFFICERS TRAINING |
| CITY OF EL | CERRITO | 4/14/2009 | 8120 | 1,189.26 | 4618013 | 268 PEACE | OFFICERS TRAINING |
| CITY OF EL | CERRITO | 6/10/2009 | 8120 | 2,090.53 | 4830690 | 268 PEACE | OFFICERS TRAINING |
| CITY OF EL | CERRITO | 5/8/2009 | 8120 | 26 | 4717109 | 268 PEACE | OFFICERS TRAINING |
| TOTAL | | | | \$25,766 | | | |

| | | | | | | | |
|------------|-----------------|------------|-----|--------------|----------|-------------------------------|--|
| CITY OF EL | CERRITO T/U TAX | 9/26/2008 | 860 | 99,000.00 A | 99452219 | 94 MEASURE A RETAIL SALES TAX | |
| CITY OF EL | CERRITO T/U TAX | 10/15/2008 | 860 | 99,000.00 | 99488948 | 94 MEASURE A RETAIL SALES TAX | |
| CITY OF EL | CERRITO T/U TAX | 11/19/2008 | 860 | 132,000.00 | 99571440 | 94 MEASURE A RETAIL SALES TAX | |
| CITY OF EL | CERRITO T/U TAX | 12/26/2008 | 860 | 75,391.26 | 99602575 | 94 MEASURE A RETAIL SALES TAX | |
| CITY OF EL | CERRITO T/U TAX | 1/21/2009 | 860 | 103,600.00 | 99619693 | 94 MEASURE A RETAIL SALES TAX | |
| CITY OF EL | CERRITO T/U TAX | 2/18/2009 | 860 | 113,600.00 | 99712427 | 94 MEASURE A RETAIL SALES TAX | |
| CITY OF EL | CERRITO T/U TAX | 3/30/2009 | 860 | 128,933.46 | 99722315 | 94 MEASURE A RETAIL SALES TAX | |
| CITY OF EL | CERRITO T/U TAX | 4/15/2009 | 860 | 89,900.00 | 99359242 | 94 MEASURE A RETAIL SALES TAX | |
| CITY OF EL | CERRITO T/U TAX | 5/20/2009 | 860 | 119,900.00 | 99413723 | 94 MEASURE A RETAIL SALES TAX | |
| CITY OF EL | CERRITO T/U TAX | 6/26/2009 | 860 | 116,580.74 | 99542942 | 94 MEASURE A RETAIL SALES TAX | |
| TOTAL | | | | 1,077,905.46 | | | |

| | | | | | | | |
|--------------------------|---------|------------|-----|--------------|----------|-----------|-----------|
| CITY TREASURY CITY OF EL | CERRITO | 7/16/2008 | 860 | 198,400.00 | 99420135 | 94 RETAIL | SALES TAX |
| CITY TREASURY CITY OF EL | CERRITO | 8/20/2008 | 860 | 264,500.00 | 99452218 | 94 RETAIL | SALES TAX |
| CITY TREASURY CITY OF EL | CERRITO | 9/26/2008 | 860 | 182,370.55 | 99488947 | 94 RETAIL | SALES TAX |
| CITY TREASURY CITY OF EL | CERRITO | 10/15/2008 | 860 | 196,900.00 | 99571439 | 94 RETAIL | SALES TAX |
| CITY TREASURY CITY OF EL | CERRITO | 11/19/2008 | 860 | 262,600.00 | 99602574 | 94 RETAIL | SALES TAX |
| CITY TREASURY CITY OF EL | CERRITO | 12/26/2008 | 860 | 157,469.16 | 99619692 | 94 RETAIL | SALES TAX |
| CITY TREASURY CITY OF EL | CERRITO | 1/21/2009 | 860 | 200,300.00 | 99712426 | 94 RETAIL | SALES TAX |
| CITY TREASURY CITY OF EL | CERRITO | 2/18/2009 | 860 | 219,600.00 | 99722314 | 94 RETAIL | SALES TAX |
| CITY TREASURY CITY OF EL | CERRITO | 3/30/2009 | 860 | 160,111.82 | 99359241 | 94 RETAIL | SALES TAX |
| CITY TREASURY CITY OF EL | CERRITO | 4/15/2009 | 860 | 183,200.00 | 99413722 | 94 RETAIL | SALES TAX |
| CITY TREASURY CITY OF EL | CERRITO | 5/20/2009 | 860 | 196,800.00 | 99542941 | 94 RETAIL | SALES TAX |
| CITY TREASURY CITY OF EL | CERRITO | 6/26/2009 | 860 | 128,357.47 | 99542941 | 94 RETAIL | SALES TAX |
| TOTAL | | | | 2,350,609.00 | 4310.05 | | |

| | | | | | | | |
|------------|--------------------|-----------|------|--------------|----------|-------------|--------------|
| EL CERRITO | TREASURY 10890 SAN | 9/30/2008 | 9990 | 34,012.45 HI | 99472674 | 942 SPECIAL | DEPOSIT FUND |
| EL CERRITO | TREASURY 10890 SAN | 9/30/2008 | 9990 | 32,081.53 HI | 99472220 | 942 SPECIAL | DEPOSIT FUND |
| EL CERRITO | TREASURY 10890 SAN | 9/30/2008 | 9990 | 39,317.56 HI | 99471661 | 942 SPECIAL | DEPOSIT FUND |
| EL CERRITO | TREASURY 10890 SAN | 9/30/2008 | 9990 | 33,790.73 HI | 99471162 | 942 SPECIAL | DEPOSIT FUND |

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| | | | | | | | | | |
|------------|-----------|-------------------|------------|------|----------------------|----------------|---------------------|-------------------|---|
| EL | CERF CITY | TREASUF 10890 SAN | 9/30/2008 | 9990 | 35,175.35 | HI | 99470663 | 942 SPECIAL | DEPOSIT FUND |
| EL | CERF CITY | TREASUF 10890 SAN | 9/30/2008 | 9990 | 33,870.28 | HI | 99470164 | 942 SPECIAL | DEPOSIT FUND |
| EL | CERF CITY | TREASUF 10890 SAN | 10/30/2008 | 9990 | 30,881.08 | HI | 99551313 | 942 SPECIAL | DEPOSIT FUND |
| EL | CERF CITY | TREASUF 10890 SAN | 12/2/2008 | 9990 | 31,616.02 | HI | 99587552 | 942 SPECIAL | DEPOSIT FUND |
| EL | CERF CITY | TREASUF 10890 SAN | 12/30/2008 | 9990 | 34,122.05 | HI | 99607322 | 942 SPECIAL | DEPOSIT FUND |
| EL | CERF CITY | TREASUF 10890 SAN | 1/30/2009 | 9990 | 26,273.97 | HI | 99708405 | 942 SPECIAL | DEPOSIT FUND |
| EL | CERF CITY | TREASUF 10890 SAN | 6/26/2009 | 9990 | 31,578.73 | HI | 99545285 | 942 SPECIAL | DEPOSIT FUND |
| EL | CERF CITY | TREASUF 10890 SAN | 6/1/2009 | 9990 | 35,649.67 | HI | 99490560 | 942 SPECIAL | DEPOSIT FUND |
| EL | CERF CITY | TREASUF 10890 SAN | 6/1/2009 | 9990 | 31,793.87 | HI | 99486459 | 942 SPECIAL | DEPOSIT FUND |
| EL | CERF CITY | TREASUF 10890 SAN | 6/1/2009 | 9990 | 29,624.91 | HI | 99485945 | 942 SPECIAL | DEPOSIT FUND |
| EL | CERF CITY | TREASUF 10890 SAN | 6/1/2009 | 9990 | 34,106.97 | HI | 99485431 | 942 SPECIAL | DEPOSIT FUND |
| | | | | | 493,895.17 | 4310.05 | | | |
| | | | | | TOTAL | | | | |
| EL | CERF CITY | TREASUF 10890 SAN | 7/15/2008 | 9990 | 400,000.00 | PROP IB | 99382144 | 942 SPECIAL | DEPOSIT FUND |
| EL | CERF CITY | TREASUF 10890 SAN | 6/15/2009 | 9990 | 319,321.27 | PROP IB | 99521908 | 942 SPECIAL | DEPOSIT FUND |
| | | | | | 719,321.27 | | | | |
| | | | | | TOTAL | | | | |
| EL | CERF CITY | TREASUF 10890 SAN | 10/16/2008 | 9990 | 56,950.29 | TR | 99497427 | 942 SPECIAL | DEPOSIT FUND |
| EL | CERF CITY | TREASUF 10890 SAN | 1/15/2009 | 9990 | 43,500.07 | TR | 99617235 | 942 SPECIAL | DEPOSIT FUND |
| EL | CERF CITY | TREASUF 10890 SAN | 4/15/2009 | 9990 | 49,870.97 | TR | 99358216 | 942 SPECIAL | DEPOSIT FUND |
| | | | | | 150,321.33 | | | | |
| | | | | | TOTAL | | | | |
| EL | CERF CITY | TREASUF 10890 SAN | 7/10/2008 | 9990 | 13,417.14 | VLF | 99375199 | 942 SPECIAL | DEPOSIT FUND |
| EL | CERF CITY | TREASUF 10890 SAN | 8/8/2008 | 9990 | 8,398.63 | VLF | 99411072 | 942 SPECIAL | DEPOSIT FUND |
| EL | CERF CITY | TREASUF 10890 SAN | 9/10/2008 | 9990 | 19,260.43 | VLF | 99438022 | 942 SPECIAL | DEPOSIT FUND |
| EL | CERF CITY | TREASUF 10890 SAN | 10/10/2008 | 9990 | 1,913.13 | VLF | 99484205 | 942 SPECIAL | DEPOSIT FUND |
| EL | CERF CITY | TREASUF 10890 SAN | 1/9/2009 | 9990 | 6,913.80 | VLF | 99611714 | 942 SPECIAL | DEPOSIT FUND |
| EL | CERF CITY | TREASUF 10890 SAN | 2/10/2009 | 9990 | 6,870.48 | VLF | 99709764 | 942 SPECIAL | DEPOSIT FUND |
| EL | CERF CITY | TREASUF 10890 SAN | 3/10/2009 | 9990 | 16.33 | VLF | 99716801 | 942 SPECIAL | DEPOSIT FUND |
| EL | CERF CITY | TREASUF 10890 SAN | 4/10/2009 | 9990 | 8,008.79 | VLF | 99151078 | 942 SPECIAL | DEPOSIT FUND |
| EL | CERF CITY | TREASUF 10890 SAN | 5/8/2009 | 9990 | 3,772.96 | VLF | 99254383 | 942 SPECIAL | DEPOSIT FUND |
| EL | CERF CITY | TREASUF 10890 SAN | 6/10/2009 | 9990 | 6,930.98 | VLF | 99505533 | 942 SPECIAL | DEPOSIT FUND |
| | | | | | 75,502.67 | | | | |
| | | | | | TOTAL | | | | |
| CITY OF EL | CERRITO | | 4/1/2009 | 2660 | 16,915.36 | | 4565297 | 48 TRANSPORTATION | REV ACCOUNT |
| CITY OF EL | CERRITO | 10890 SAN | 12/3/2008 | 2660 | 22,207.15 | | 99588003 | 48 TRANSPORTATION | REV ACCOUNT |
| CITY OF EL | CERRITO | 10890 SAN | 1/12/2009 | 2660 | 351,597.24 | | 99612093 | 48 TRANSPORTATION | REV ACCOUNT |
| CITY OF EL | CERRITO | 10890 SAN | 5/14/2009 | 2660 | 27,628.19 | | 99317477 | 48 TRANSPORTATION | REV ACCOUNT |
| | | | | | 418,347.94 | | | | |
| | | | | | TOTAL | | | | |
| | | | | | REQUEST TOTAL | | 97 PAYMENTS | | |
| | | | | | 6,070,529.23 | | | | |
| | | | | | Amount Tested | | 5,246,780.33 | | |
| | | | | | Coverage | | 86% | | Coverage appears adequate, pass on further testing |

Notes

A. The city received the first receipt for Measure Sales tax revenue in September 2008 so there were only 10 receipts this year

Agenda Item 5

| <u>Project</u> | <u>Sub</u> | <u>Sub-Project Abbrev</u> | <u>Date</u> | <u>Description</u> | <u>Exp</u> | <u>Rev</u> |
|------------------------------|------------|-------------------------------|-------------|----------------------------|-----------------------|---------------|
| C3027 | 6 | 08 Patch Pavin; | 11/26/2008 | STEVENS CR 2008 Patch Pav | \$567,922.21 | ← |
| C3027 | 6 | 08 Patch Pavin; | 12/19/2008 | STEVENS CR 2008 Patch Pav | \$30,579.76 | |
| C3027 | 6 | 08 Patch Pavin; | 12/19/2008 | STEVENS CR 2008 Patch Pav | \$8,964.00 | |
| C3027 | 6 | 08 Patch Pavin; | 12/19/2008 | STEVENS CR 2008 Patch Pav | \$996.00 | |
| C3027 | 6 | 08 Patch Pavin; | 5/21/2009 | TRUEUP STEVENS CRK RETNTN | (\$1,782.78) | |
| <u>Consultants</u> | | | | | | |
| C3027 | 6 | 08 Patch Pavin; | 12/19/2008 | ASSOCIATED PATCH PAVING J | \$6,210.00 | |
| C3027 | 6 | 08 Patch Pavin; | 9/4/2008 | AVILA #3027 PATCH TO STRT | \$19,802.50 | |
| C3027 | 6 | 08 Patch Pavin; | 9/4/2008 | AVILA #3027 PATCH TO STRT | \$15,777.50 | |
| C3027 | 6 | 08 Patch Pavin; | 1/8/2009 | AVILA PROJ #3027 - 2008 P | \$4,937.50 | |
| C3027 | 6 | 08 Patch Pavin; | 11/13/2008 | AVILA PROJ #3027 2008 PAT | \$15,172.50 | |
| C3027 | 6 | 08 Patch Pavin; | 12/11/2008 | AVILA PROJ #3027 2008 PAT | \$7,747.50 | ← |
| C3027 | 6 | 08 Patch Pavin; | 2/5/2009 | AVILA PROJ #3027-2008 PAT | \$4,225.00 | |
| C3027 | 6 | 08 Patch Pavin; | 3/5/2009 | AVILA PROJ 2008 PATCH PAV | \$50.00 | |
| C3027 | 6 | 08 Patch Pavin; | 4/24/2009 | AVILA PROJ 2008 PATCH PAV | \$245.00 | |
| C3027 | 6 | 08 Patch Pavin; | 6/11/2009 | AVILA PROJ 2008 PATCH PAV | \$145.00 | |
| C3027 | 6 | 08 Patch Pavin; | 9/29/2008 | AVILA PROJ#3027-2008 PTCH | \$16,925.00 | |
| C3027 | 6 | 08 Patch Pavin; | 3/5/2009 | COLE MGMT PATCH PAVING | \$1,751.00 | ← |
| C3027 | 6 | 08 Patch Pavin; | 10/27/2008 | KISTER,SAV Surveying Svcs | \$14,100.00 | |
| C3027 | 6 | 08 Patch Pavin; | 9/18/2008 | NINYO & MO Patch Paving-S | \$963.50 | |
| C3027 | 6 | 08 Patch Pavin; | 10/27/2008 | NINYO & MO Patch Paving-S | \$17,302.94 | |
| C3027 | 6 | 08 Patch Pavin; | 11/13/2008 | NINYO & MO Patch Paving-S | \$1,241.80 | ← |
| C3027 | 6 | 08 Patch Pavin; | 9/4/2008 | VALI COOPE 2008 PATCH PAV | \$12,423.00 | |
| C3027 | 6 | 08 Patch Pavin; | 9/4/2008 | VALI COOPE 2008 PATCH PAV | \$10,706.00 | |
| C3027 | 6 | 08 Patch Pavin; | 9/29/2008 | VALI COOPE 3027-6 PATCH P | \$23,331.00 | |
| C3027 | 6 | 08 Patch Pavin; | 12/11/2008 | VALI COOPE INSPECTION SVC | \$17,318.00 | |
| C3027 | 6 | 08 Patch Pavin; | 3/5/2009 | VALI COOPE PATCH PAVING P | \$808.00 | |
| C3027 | 6 | 08 Patch Pavin; | 6/30/2009 | VALI COOPE PATCH PAVING I | \$17,372.00 | |
| <u>Miscellaneous</u> | | | | | | |
| C3027 | 6 | 08 Patch Pavin; | 8/5/2008 | BLOME, MAR PARKING TICKET | \$41.00 | |
| C3027 | 6 | 08 Patch Pavin; | 9/29/2008 | ALMEDA, MA CAR WASH REIMB | \$21.95 | |
| C3027 | 6 | 08 Patch Pavin; | 9/29/2008 | BPXPRESS PATCH PAVING P | \$30.94 | |
| C3027 | 6 | 08 Patch Pavin; | 9/29/2008 | BPXPRESS PATCH PAVING P | \$40.62 | |
| C3027 | 6 | 08 Patch Pavin; | 9/29/2008 | BPXPRESS PATCH PAVING P | \$26.92 | |
| C3027 | 6 | 08 Patch Pavin; | 10/22/2008 | MEAS A STREETS MAILING | \$1,161.81 | |
| C3027 | 6 | 08 Patch Pavin; | 10/27/2008 | SIEMONS MA STREET PAVING | \$466.84 | |
| C3027 | 6 | 08 Patch Pavin; | 11/13/2008 | FEDERAL EX PATCH PAVING M | \$21.91 | |
| C3027 | 6 | 08 Patch Pavin; | 11/24/2008 | SIEMONS MAILING SVC | \$1,541.46 | |
| C3027 | 6 | 08 Patch Pavin; | 1/29/2009 | FEDERAL EX LETTERS TO SCQ | \$15.24 | |
| | 6 | | | | <u>\$2,559,533.53</u> | <u>\$0.00</u> |
| <u>Miscellaneous Repairs</u> | | | | | | |
| <u>Construction</u> | | | | | | |
| C3027 | 7 | Misc Repairs 0 | 4/2/2009 | JOE FARREL Labor & Matl-W | \$12,250.00 | |
| <u>Consultants</u> | | | | | | |
| C3027 | 7 | Misc Repairs 0 | 11/13/2008 | AVILA PROJ #3027 MISC REP | \$2,730.00 | |
| C3027 | 7 | Misc Repairs 0 | 12/11/2008 | AVILA PROJ #3027 MISC REP | \$2,282.50 | |
| C3027 | 7 | Misc Repairs 0 | 1/8/2009 | AVILA PROJ #3027 - MISC R | \$2,307.50 | |
| C3027 | 7 | Misc Repairs 0 | 2/5/2009 | AVILA PROJ #3027-MISC REP | \$10,220.00 | |
| C3027 | 7 | Misc Repairs 0 | 3/5/2009 | AVILA PROJ 2009 MISC REPA | \$50.00 | |
| C3027 | 7 | Misc Repairs 0 | 1/29/2009 | KISTER,SAV 2009 MISC REPA | \$7,050.00 | |
| <u>Miscellaneous</u> | | | | | | |
| C3027 | 7 | Misc Repairs 0 | 11/13/2008 | BPXPRESS PLANS FOR MISC | \$33.77 | |
| C3027 | 7 | Misc Repairs 0 | 12/19/2008 | BPXPRESS PLANS 2009 MIS | \$73.19 | |
| | 7 | | | | <u>\$36,996.96</u> | <u>\$0.00</u> |
| <u>2009 AR Capesent</u> | | | | | | |
| <u>Revenues</u> | | | | | | |
| C3027 | 8 | 2009AsphaltRt | 2/10/2009 | ASPHALT RUBBER CAPE SEAL | | (\$25.00) |
| C3027 | 8 | 2009AsphaltRt | 2/12/2009 | INTL SURFACING SYSTEM 09-3 | | (\$15.00) |
| C3027 | 8 | 2009AsphaltRt | 2/12/2009 | NORT BAY CONSTRUCTION | | (\$30.00) |
| C3027 | 8 | 2009AsphaltRt | 2/17/2009 | AMER ASPHALT/MOCK 09-3027 | | (\$15.00) |
| C3027 | 8 | 2009AsphaltRt | 2/17/2009 | INTERMOUNTAIN SLURRY 09-3 | | (\$30.00) |



Certificate of Payment

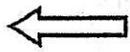
Progress Payment # 4

2008 Patch Pave Program
Contract No. 08-3027-6

Contract with: Stevens Creek Quarry, Inc.
Dated: June 30, 2008

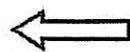
| <u>Contract Recap</u> | <u>Amount</u> |
|--------------------------|-----------------|
| Original Contract Amount | \$ 1,754,500.00 |
| Total Change Orders (1) | \$ 552,210.00 |
| Current Contract Amount | \$ 2,306,710.00 |

| <u>Payment Recap</u> | |
|------------------------------|-----------------|
| Previous Payments | \$ 1,500,481.50 |
| Amount Due this Certificate | \$ 511,129.99 |
| Total Payments to date | \$ 2,011,611.49 |
| Balance Remaining to be Paid | \$ 295,098.51 |



Accounting

| <u>Account #</u> | <u>PO #</u> | <u>Amount</u> |
|-----------------------|--------------------|----------------------|
| 211-9050-53810-3027-6 | 09-0000005 | \$ 567,922.21 |
| 211-20610 | (retention) | \$ (56,792.22) |
| | (deduction) | |
| | NET PAYMENT | \$ 511,129.99 |



JTB
Dept Head

20 Nov 08
Date

Finance

Date

City Manager

Date

Contract Payment Summary
2008 Patch Paving Program
Contract No. 08-3027-6

| Item | Description | Est. Quantity | Unit | Contract Amount | | Completed to Date | | | Payment #4 | |
|---|-----------------------------|---------------|------|-----------------|-----------------|-------------------|-----------------|---------------|------------|---------------|
| | | | | Unit Price | Total Price | Quantity | Price | % of Contract | Quantity | Price |
| 1 | Mobilization | 1 | LS | \$ 10,000.00 | \$ 10,000.00 | 1.00 | \$ 10,000.00 | 100% | | \$ - |
| 2 | Traffic Control | 1 | LS | \$ 22,000.00 | \$ 22,000.00 | 0.90 | \$ 19,800.00 | 90% | | \$ - |
| 3 | 3" Deep AC Patch | 300,000 | SF | \$ 2.35 | \$ 705,000.00 | 676,234 | \$ 1,589,149.90 | 225% | 14,290.0 | \$ 33,581.50 |
| 4 | 6" Deep AC Patch | 200,000 | SF | \$ 4.00 | \$ 800,000.00 | 0 | \$ - | 0% | | \$ - |
| 5 | Additional 3" Deep AC Patch | 50,000 | SF | \$ 2.35 | \$ 117,500.00 | 0 | \$ - | 0% | | \$ - |
| 6 | Supplemental Work | 1 | LS | \$ 100,000 | \$ 100,000.00 | 0 | \$ - | 0% | | \$ - |
| TOTAL BASE CONTRACT | | | | | \$ 1,754,500.00 | | \$ 1,618,949.90 | 92% | | \$ 33,581.50 |
| Change Orders | | | | | | | | | | |
| CCO #1 | | | | | | | | | | |
| 1.1 | Delete Street Segments | | | | | | | | | \$ - |
| 1.2 | Delete Item 4 | | | | | | | | | \$ - |
| 1.3 | Increase Bid Item 3 | | | | | | | | | \$ - |
| 1.4A | 3" Full Street Width Repair | 172,800 | SF | \$ 2.25 | \$ 388,800.00 | 212,236 | \$ 477,531.00 | 123% | 164,725 | \$ 370,631.25 |
| 1.4B | 4" Full Street Width Repair | 48,500 | SF | \$ 2.82 | \$ 136,770.00 | 59,171 | \$ 166,862.22 | 122% | 57,693 | \$ 162,694.26 |
| 1.5 | 0.2' Overlay - Kearney | 14,800 | SF | \$ 1.80 | \$ 26,640.00 | 15,364 | \$ 27,655.20 | 104% | 564 | \$ 1,015.20 |
| TOTAL CHANGE ORDERS | | | | | \$ 552,210.00 | | \$ 672,048.42 | | | \$ 534,340.71 |
| TOTAL CONTRACT | | | | | \$ 2,306,710.00 | | \$ 2,290,998.32 | 99% | | \$ 567,922.21 |
| Retention | | | | | | | \$ 229,099.83 | | | \$ 56,792.22 |
| Other Deductions: | | | | | | | | | | |
| Potential Penalty for Unauthorized Subcontractors | | | | | | | | | | |
| Net payment | | | | | | | \$ 2,011,611.49 | | | \$ 511,129.99 |
| | | | | | | | \$ 295,098.51 | | | |



Construction

12100 Stevens Canyon Road
Cupertino, California 95014-5415
Tel. (408) 253-2512
FAX (408) 257-4614

CUSTOMER #: 2381C

INVOICE #: 75633C

INVOICE DATE: 10/27/08

DUE DATE: 11/26/08

BILL TO: CITY OF EL CERRITO
10890 SAN PABLO AVENUE
EL CERRITO, CA 94530

JOB: 2381
CITY OF EL CERRITO
2008 PATCH PAVING PROGRAM
CONTRACT NO. 08-3027-6

| CODE | DESCRIPTION | | CURRENT CONTRACT AMT/UNIT | PREVIOUS BILLED AMT/UNIT | CURRENT BILLING UNITS | UNIT BILL RATE | CURRENT BILLING AMOUNT |
|-----------------------------|----------------------|----|---------------------------|--------------------------|--------------------------------------|----------------|---------------------------------------|
| 801 | MOBILIZATION | \$ | 10,000.00 | 10,000.00 | | | |
| | | LS | 1.0 | 1.0 | | 10000.00 | |
| 802 | TRAFFIC CONTROL | \$ | 22,000.00 | 19,800.00 | | | |
| | | LS | 1.0 | 0.9 | | 22000.00 | |
| 803 | 3" DEEP AC PATCH | \$ | 705,000.00 | 1555,953.80 | | | |
| | | LS | 300000.0 | 662108.0 | 14290.00 ✓ | 2.35 | 33,581.50 ✓ |
| 804 | 6" DEEP AC PATCH | \$ | 800,000.00 | | | | |
| | | SF | 200000.0 | | | 4.00 | |
| 805 | ADD 3" DEEP AC PATCH | \$ | 117,500.00 | | | | |
| | | SF | 50000.0 | | | 2.35 | |
| 807 | INDEXED OIL | \$ | 30,457.00 | | | | |
| | | LS | 1.0 | | | 30457.00 | |
| TOTALS: | | | 1684957.00 | 1585753.80 | | | 33581.50 ✓ |
| C005 | .02' OVERLAY | \$ | 26,640.00 | 26,640.00 | | | |
| | | SF | 14800.0 | 14800.0 | 564.00 ✓ | 1.80 | 1,015.20 ✓ |
| C006 | RE-MOBILIZATION | \$ | 2,817.73 | | | | |
| | | LS | 1.0 | | 1.00 ✓ | 2817.73 | 2,817.73 ✓ |
| C04A | 3" AC FULL STREET | \$ | 388,800.00 | 106,899.75 | | | |
| | | SF | 172800.0 | 47511.0 | 164,725.00 ✓ 166203.00 | 2.25 | 370,631.25 ✓ 373,956.75 |
| C04B | 4" AC FULL STREET | \$ | 136,770.00 | 4,167.96 | | | |
| | | SF | 48500.0 | 1478.0 | 57693.00 ✓ | 2.82 | 162,694.26 ✓ |
| CHANGE ORDER TOTALS: | | | 555027.73 | 137707.71 | | | 540483.94 534,340.71 ✓ |

CUST .ER #: 2381C
 INVOICE #: 75633C
 INVOICE DATE: 10/27/08
 DUE DATE: 11/26/08
 PAGE: 2

BILL TO: CITY OF EL CERRITO

JOB: 2381
 CITY OF EL CERRITO
 2008 PATCH PAVING PROGRAM
 CONTRACT NO. 08-3027-6

| CODE | DESCRIPTION | CURRENT CONTRACT AMT/UNIT | PREVIOUS BILLED AMT/UNIT | CURRENT BILLING UNITS | UNIT BILL RATE | CURRENT BILLING AMOUNT |
|------|-------------|---------------------------------|--------------------------------|-----------------------------|----------------------|------------------------------|
|------|-------------|---------------------------------|--------------------------------|-----------------------------|----------------------|------------------------------|

SUBTOTAL: ~~574,065.44~~
 567,922.21
 LESS RETENTION: ~~57,406.54~~
 56,792.22
 NET DUE: ~~516,658.90~~
 511,129.99

 11/11/08



2008 CURB RAMP CONSTRUCTION PROGRAM
Project No. 3027-5

6. This item is required in order to adjustment the compensation due the contractor for the deletion of a few curb ramp location that were determined to be unbuildable and the addition of several new curb ramp locations that were determined to be necessary due to future planned overlay work. This item will be paid for by the increase in quantity of for the several bid items involved at unit bid prices.

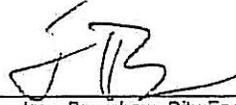
COST OF CHANGE:

| | | |
|--------------|--|---------------------|
| Item 1 | Revise layout of ramps and make additional saw cuts. LSUM cost based on Time and Materials (See attached reports #1 & #2) | \$871.45 |
| Item 2 | Remove and Replace Median Curb & Gutter on Carlson at Fairmont. LSUM cost based on Time and Materials (See attached reports #4, 5, 6 & 7) This work will be paid for from account number 301-9050-53810-C3036-3. <i>Carlson Bike lanes</i> | \$8,626.16 |
| Item 3 | Additional work at curb ramps. Lump sum cost based on Time and Materials (See attached reports #3, 8, 9 & 10). | \$6,794.65 |
| Item 4 | Delete Item 3, "Layout of Modified Curb Ramp," and replace with new item providing typical curb ramp modification sketches. Agreed upon LSUM cost. | \$5,000.00 |
| Item 5 | Delete Item 4, "Salvage sign and Post," and replace with new item providing for the removal, protection, delivery of posts and signs to City Corporation Yard, and installation of City furnished post sleeve. Quantity is 53 at a unit price of \$100 per each. | \$5,300.00 |
| Item 6 | Adjustment for deletion of several curb ramp locations and addition of several curb ramp locations. This item will be paid for by the increase in quantity of for the several bid items involved at unit bid prices. | \$175,000.00 |
| TOTAL | | \$201,592.26 |

CONTRACT TIME ADJUSTMENT: No days shall be added or subtracted from the contract time.

This change order constitutes full and complete compensation for all labor, equipment, materials, small tools, jobsite and home office overhead, profit, any and all indirect costs and contract time adjustment to perform the above described change. All-other costs are non-compensable.

ACCEPTED BY:

| | | | |
|------------|------|--|------------------|
| | |  | <i>20 MAR 08</i> |
| Contractor | Date | Jerry Bradshaw, City Engineer | Date |

2008 Curb Ramp Estimate GA

| Item | Description | Bid Quantity | Estimated Const. Quantity | Unit | Unit Price | Original Bid Price | Est. Const. Total Price |
|------|----------------------------------|--------------|---------------------------|------|-------------|--------------------|-------------------------|
| 1 | Mobilization (not to exceed 10%) | 1 | 1.0 | LS | \$ 1,000.00 | \$1,000 | \$1,000.00 |
| 2 | Traffic Control | 1 | 1.0 | LS | \$ 5,000.00 | \$5,000 | \$5,000.00 |
| 3 | Layout of Modified Curb Ramp | 200 | | EA | \$ 25.00 | \$5,000 | \$0.00 |
| 4 | Salvage Sign and Post | 70 | | EA | \$ 200.00 | \$14,000 | \$0.00 |
| 5 | AC Patch along Gutter | 4,300 | 8,388.9 | LF | \$ 8.00 | \$34,400 | \$67,111.20 |
| 6 | Reconstruct Curb and Gutter | 6,500 | 9,276.2 | LF | \$ 40.00 | \$260,000 | \$371,048.00 |
| 7 | Reconstruct Sidewalk | 12,000 | 27,456.1 | SF | \$ 8.00 | \$96,000 | \$219,648.80 |
| 8 | Reconstruct Valley Gutter | 1,500 | 770.6 | SF | \$ 15.00 | \$22,500 | \$11,559.00 |
| 9 | Construct Curb Ramp | 24,000 | 19,196.7 | SF | \$ 9.50 | \$228,000 | \$182,368.65 |
| 10 | Construct Retaining Curb | 2,900 | 1,726.0 | LF | \$ 15 | \$43,500 | \$25,890.00 |

TOTAL \$709,400.00 \$883,625.65
Contingency \$142,000.00 \$26,592.26
Grand Total \$851,400.00 \$910,217.91

Initial CCO's (includes work on Carlson - \$8,700)

| Total Estimated Cost W/ CCO's | Additional CCO's | Unit Price |
|--------------------------------------|-----------------------------|------------|
| \$1,014,693 | Amount | \$35 |
| Original Budget \$851,400 | Fairmount Ramps & Sidewalks | \$8 |
| Additional Budget Required \$163,293 | Storm Drain on Pomona/Hotch | \$12 |
| Rounded Total \$160,000 | Sub Total CCO's | |
| | Contingency 5% | |
| | Total CCO's | |
| | Amount | |
| | \$95,000 | |
| | \$4,500 | |
| | \$99,500 | |
| | \$4,975 | |
| | \$104,475 | |

5-13

INVOICE

City of El Cerrito
10890 San Pablo Avenue
El Cerrito, CA 94530
Attention: Jerry Bradshaw, P/W Director, City Engineer

Invoice Number: ELCER 08-11
Date: December 1, 2008

Services provided: Project Management 2008

For the period: November 1, 2008 to November 30, 2008

| <u>Project No.</u> | <u>Project Title:</u> | <u>Project Manager</u> Hours (\$135/Hr) | <u>Project Assistant</u> Hours (\$65/Hr) | <u>CAD Draftsman</u> Hours (\$85/Hr) | <u>Project Billing</u> |
|--------------------|---|--|---|---|------------------------|
| #3037 | Fairview, Ganges & Navellier Pavement Rehab | 18.5 | 20 | 0 | \$3,797.50 |
| #3027-5 | 2008 Curb Ramp Construction Program | 32.5 | 7 | 0 | \$4,842.50 |
| #3027-7 | Misc Repairs 2009 | 12 | 3 | 5.5 | \$2,282.50 |
| #3027-6 | 2008 Patch Paving Program | 41.5 | 33 | 0 | \$7,747.50 |
| 101-3020-52190 | Balra Dr Retaining Wall Repair | 2.5 | 0 | 0 | \$337.50 |
| #3027 | PMS Program | 38.5 | 10.5 | 0 | \$5,880.00 |
| 4004 | San Pablo Street Scape | 14.5 | 2 | 0 | \$2,087.50 |
| Totals | | 160 | 75.5 | 5.5 | \$26,975.00 |

Total Currently Due **\$26,975.00**

Note:

1. Invoice is due upon receipt and is past due 30 days from the invoice date.
2. Please make check payable to Avila Project Management.

5030 Valley Crest Drive, #93 * Concord * CA * 94521 * (925) 890-9796 Office * (925) 680-1213 Fax
E-mail: avilaprojmanage@aol.com



CITY OF EL CERRITO
REQUEST FOR PAYMENT

Use this form to request any payment not covered by invoice or Purchase Order, or to an employee as a reimbursement.

DATE December 1, 2008

| PAYABLE TO | | PROCESSING INSTRUCTIONS (check all that apply) | |
|--|--|--|--|
| NAME #5059 Avila Project Management | | DATE/TIME NEEDED November 13, 2008 | |
| ADDRESS | | <input type="checkbox"/> WILL PICK UP - NAME OF PERSON | <input type="checkbox"/> Need a Separate Check |
| | | <input type="checkbox"/> CALL WHEN READY - PHONE EXT. 382 | |
| CITY/STATE/ZIP | | <input type="checkbox"/> THIS IS A 1099 VENDOR - TAX ID# | <input type="checkbox"/> Attachments |

Print, sign, attach documentation and forward approved request to Finance

| INV. NO. (Opt.) | DESCRIPTION | ACCOUNT NO. | AMOUNT |
|-----------------|--|------------------------|--------------------|
| ELCEL 08-11 | #3027 - 2008 Curb Ramp Construction | 211-9050-52190 C3027-5 | \$4,842.50 |
| | #3027 - 2008 Patch Paving Program | 211-9050-52190 C3027-6 | 7,747.50 |
| | #3027 - Misc Repairs - 2009 | 211-9050-52190 C3027-7 | 2,282.50 |
| | #3037 - Federal Street Overlay (Fairview/Colusa) | 211-9050-52190 C3037-1 | 3,797.50 |
| | #3027 - PMS Update | 211-9050-52190 C3027-1 | 5,880.00 |
| | Caltrans DBE Update/Balra Retaining Wall Repair | 101-3020-52190 | 337.50 |
| | #4004 - SPA Streetscape | 301-9050-52190 C4004-1 | 2,087.50 |
| | | | |
| | | | |
| | | | |
| TOTAL | | | \$26,975.00 |

DESCRIPTION OF EXPENDITURE (who, what, when, where, why)
Project Manager fees for above capital projects.

| | |
|--|---|
| I certify this is for official business and is a true and correct statement. _____ REQUESTOR'S SIGNATURE | Authorize expenditure of budgeted funds.  _____ DEPARTMENT AUTHORIZATION |
|--|---|

City of El Cerrito
 Engineering
 10890 San Pablo Avenue
 El Cerrito, CA 94530

Attention: Jerry Bradshaw

RECEIVED
 FEB 09 2009
 CITY OF EL CERRITO
 PUBLIC WORKS DEPT

2/1/09

SUMMARY
 CITY OF EL CERRITO
 January 1, 2009-January 31, 2008

| Project | This Month | Prior billing | Total to date | Authorized Amount | Remaining Authorization |
|-----------------------------|-----------------|------------------|------------------|-------------------|-------------------------|
| San Pablo Streetscape | \$5,859 | \$174,416 | \$180,275 | \$108,402 | -\$71,873 |
| Cypress Storm | | \$0 | \$21,758 | \$17,752 | -\$4,006 |
| Fairmont Streetscape | \$5,122 | \$47,063 | \$52,185 | \$44,328 | -\$7,857 |
| Roofs and Gutters | | \$0 | \$2,749 | \$6,578 | \$3,830 |
| Com Center Cooling/Interior | | \$0 | \$12,178 | \$20,000 | \$7,822 |
| BART Seismic | | \$0 | \$4,465 | \$5,000 | \$535 |
| San Pablo Medians | \$118 | \$25,173 | \$25,291 | \$54,838 | \$29,548 |
| Curb Ramps | \$1,030 | \$123,733 | \$124,763 | \$148,693 | \$23,930 |
| Lighting San Pablo | \$399 | \$5,315 | \$5,714 | | |
| Service Org. Signs | | \$0 | \$4,378 | | |
| San Pablo Cost Estimate | \$2,060 | C4004 \$3,606 | \$5,666 | | |
| Crosswalk Treatments | \$824 | C3023 \$0 | \$824 | | |
| Patch and Paving | \$1,751 | 3027-6 \$0 | \$1,751 | | |
| Other Authorization | | | | | |
| TOTAL | \$17,162 | \$379,305 | \$441,994 | \$405,591 | -\$18,071 |

Past Due amount
 This month \$17,162
 Total now due \$17,162

3968 

301-9050-52130-C4004-1 SPA Streetscape \$7,919.00
~~301-9050-52130-C3023-1 Upper Fairmont 5,945.50~~
~~301-9050-52130-C4004-1 SPA Medians 118.00~~
~~211-9050-52130-C3027-5 Curb Ramps 1,030.00~~
~~301-9050-52130-C4015-1 SPA Lighting 399.50~~
 301-9050-52130-C3027-6 Patch Paving Proj 1,751.00



MANAGEMENT &
 ENGINEERING, INC.

OK P.A.C.

5-16

January 1, 2009-January, 2009
Upper Fairmount Streetscape

| | Principal | | Senior Engr | | Engr/Insp | |
|--|-----------|-----------|-------------|------------|-------------|------------|
| | Month | Total | Month | Total | Month | Total |
| Task 1 Review Master Plan | | | | | | |
| Task 2 Identify work elements | | | | | | |
| Task 3-View future city projects for similar work elements | | | | | | |
| Task 4 Determine potential for adding elements of work | | | | | | |
| Task 5 Develop Plan for completing work | | | | | | |
| Task 6 Develop specialty work package for unique project elements | | | | | | |
| Task 7 Negotiate informal packages where permitted by law | | | | | | |
| Task 9. Develop preliminary budget for each element of work | | | | | | |
| Task 10 Prepare Project Schedule | | | | | | |
| Task 11 Coordinate elements of work with other city contractors | | | 10 | | | |
| Task 12 Monitor/Inspect Construction | | | 10 | | 16.5 | |
| Task 13 Meet with property owners/residents to coordinate construction | | | 9 | | | |
| Task 14 Track budget | | | | | | |
| Task 15 Close out Project | | | | | | |
| Task 16 Senior Management Oversight | | | | | | |
| Total | 0 | 14 | 29 | 267 | 16.5 | 172 |

This month

| | | | |
|-------------------------|--------|-------------|----------------|
| Principal | 0 @ | \$148 /hr = | \$0 |
| Senior Engineer | 29 @ | \$118 /hr = | \$3,422 |
| Engineer/Inp | 16.5 @ | \$103 /hr = | \$1,700 |
| Trips | @ | \$45 | \$0 |
| Total This Month | | | <u>\$5,122</u> |

Prior billings

| | | | |
|----------------------|--|--|--------------|
| Total to date | | | <u>47063</u> |
| | | | \$52,185 |

Amount authorized

| | |
|--------------------------------|-----------------|
| Total to date | \$44,328 |
| Remaining authorization | <u>\$52,185</u> |
| | -\$7,857 |

1,699.5
\$5,122.5

COLE
MANAGEMENT &
ENGINEERING, INC.

CME

2/1/2009

January 1, 2009-January 31, 2009
Curb Ramps/ADA

| | HOURS THIS MONTH | | | HOURS TO DATE | | |
|--|------------------|-----|-----------|---------------|-----|-----------|
| | Prin | Eng | Engr/Insp | Prin | Eng | Engr/Insp |
| Task 1 Meetings and discussions | | | | 6 | 16 | 6 |
| Task 2 Bid Package review | | | | 2 | | |
| Task 3 Answer questions during bid period. Attend prebid meeting | | | | | | |
| Task 4 Assist in contract award package | | | | | | |
| Task 5 Review project submittals and recommend modifications | | | | | 6 | 6 |
| Task 6. Review and monitor contractor construction schedule each week. Obtain concurrence with contractor for weekly statement of working days. Notify City and contractor of any actual or potential deviation from schedule. Work with project team to cor | | | | | 9 | 64 |
| Task 7. Act as primary contact with Contractor and City staff for Construction Management Team. Provide day to day construction management, resident engineering and inspection | | | | | | 80 |
| Task 8 Coordinate with the City management regarding detours, staging and project status | | | | | 8 | 21 |
| Task 9 Coordinate with utility companies regarding utility locations and protections during construction | | | | | | |



COLE
MANAGEMENT &
ENGINEERING, INC.

| | | | | | | |
|--|----------|----------|-----------|-----------|-----------|------------|
| Task 10 Review monthly invoices from contractor. Recommend appropriate payment to contractor | | | | | | 14 |
| Task 11 Monitor required materials and soils testing. | | | | | | |
| Task 12 Evaluate, negotiate and prepare change orders as required | | | | | 18 | 47.5 |
| Task 13 Identify and negotiate potential claims | | | | | | |
| Task 14 Perform field inspections | | | | | 23 | 469 |
| Task 15 Track budget | | | | | 5 | 54 |
| Task 16 Oversee budget and complete final inspection and final payment for work | | | | | | 10 |
| Task 17 Close out Project | | | 10 | | | 39.5 |
| Task 18 Senior Management Oversight | | | | 6 | | |
| TOTAL | 0 | 0 | 10 | 14 | 85 | 811 |

| | | | | |
|-------------------------|-------|------------|--|-----------|
| This month | | | | |
| Principal | \$148 | 0 /hr = | | \$0 |
| Engineer | \$118 | 0 /hr = | | \$0 |
| Inspector/Engr | \$103 | 10.0 /hr = | | \$1,030 |
| Trips | \$45 | 0 ea = | | \$0 |
| Total This Month | | | | \$1,030 |
| Prior billing | | | | \$123,733 |
| TOTAL TO DATE | | | | \$124,763 |



COLE
MANAGEMENT &
ENGINEERING, INC.

2/1/2009

January 1-January 31,2009

San Pablo Avenue Crosswalk Treatments

This month

| | | | |
|--------------------|-----|-------------|-------|
| Principal | 0 @ | \$148 /hr = | \$0 |
| Engineer | 0 @ | \$118 /hr = | \$0 |
| Assistant Engineer | 8 @ | \$103 /hr = | \$824 |
| Clerical | @ | \$55 /hr = | \$0 |
| Printing | @ | 1.1 = | \$0 |

Total This Month

\$824

Prior billings

Total to Date

\$824



**COLE
MANAGEMENT &
ENGINEERING, INC.**

5-20

San Pablo Medians 1/1/2009-01/31/2009
Construction Services

| Tasks | BUDGET HOURS | HOURS THIS MONTH | | | HOURS TO DATE | | |
|---|--------------|------------------|---------------|------|---------------|---------------|------|
| | | Prin | Resident Engr | Engr | Prin | Resident Engr | Engr |
| | | | | | | | |
| Gather and review data from City | | | | | 12 | 2 | |
| Review documentation of activities on project to date including current schedule | | | | | 6 | 1 | |
| Field visits to become familiar with project constraints | | | | | 6 | | |
| Lead preconstruction meeting with contractor design consultants and city staff. | | | | | 4 | 3 | |
| Prepare Notice to Proceed after notification by City that bonds have been posted. | | | | | 2 | | |
| Review and monitor contractor construction schedule each week. | | | | | 6 | 3 | |
| Coordinate submittal reviews and Requests for Information (RFI's) with the contractor the design engineer | | | 1 | | 3 | 9 | |
| Act as primary contact with Contractor and City staff for Construction Management Team. | | | | | 7 | | |
| Meet with City's Project Manager as requested to provide feedback and obtain City input | | | | | 3 | 15 | |
| Coordinate input between design teams and project construction team | | | | | 2 | 11.5 | |
| Act as project coordinator and point of contact for all communications | | | | | 3 | | |
| Coordinate with utility companies regarding utility locations and protections during construction | | | | | 3 | | |
| Review monthly invoices from contractor | | | | | 6 | | |
| Evaluate, negotiate and prepare change orders as required | | | | | | | |
| Monitor required materials and soils testing | | | | | | | |
| Identify and negotiate potential claims | | | | | | | |
| Perform field inspections | | | | | 38 | 52 | |
| Perform routine measurements when needed to verify compliance with Plans and Specificati | | | | | | | |
| Monitor delivery of material to site. | | | | | | | |
| Monitor placement of materials | | | | | | | |
| Oversee budget and complete final inspection and final payment for work | | | | | 4 | | |
| Senior Management Review and Assistance | | | | | 7 | | |
| TOTAL | | 0 | 1 | 0 | 7 | 105 | 96.5 |

This month

| | | | |
|-------------------|-----|-------------|-------|
| Principal | 0 @ | \$148 /hr = | \$0 |
| Resident Engineer | 1 @ | \$118 /hr = | \$118 |
| Engineer | 0 @ | \$103 /hr = | \$0 |
| Clerical | @ | \$55 /hr = | \$0 |
| Trips | @ | \$45 ea = | \$0 |

Total This Month

For billings
to date

\$118

\$25,173

\$25,291

COLE
MANAGEMENT &
ENGINEERING, INC.

CME

2/1/2009

January 1-January 31, 2009

San Pablo Avenue Cost Estimate

| | | | | |
|-----------------------|------|-------------|---------|-----------------------|
| This month | | | | |
| Principal | 0 @ | \$148 /hr = | | \$0 |
| Engineer | 0 @ | \$118 /hr = | | \$0 |
| Assistant Engineer | 20 @ | \$103 /hr = | \$2,060 | |
| Clerical | @ | \$55 /hr = | | \$0 |
| Printing | @ | 1.1 = | | \$0 |
| Total This Month | | | | <u>\$2,060</u> |
| Prior billings | | | | \$3,606 |
| Total to Date | | | | \$5,666 |



CME

COLE
MANAGEMENT &
ENGINEERING, INC.

5-22

2/1/2009

January 1-January 31,2009
Streetscape San Pablo Avenue

| | BUDGET HOURS | HOURS THIS MONTH | | | HOURS TO DATE | | |
|-------|--------------|------------------|-----|-----------|---------------|-----|-----------|
| | | Prin | Eng | Asst Engr | Prin | Eng | Asst Engr |
| TOTAL | 0 | 3 | 0 | 51.75 | 84 | 1 | 1524.75 |

This month

| | | | |
|--------------------|-----------|-------------|---------|
| Principal | 3 @ | \$148 /hr = | \$444 |
| Engineer | 0 @ | \$118 /hr = | \$0 |
| Assistant Engineer | 51.75 @ | \$103 /hr = | \$5,330 |
| Clerical | @ | \$55 /hr = | \$0 |
| Printing | \$84.37 @ | 1 = | \$84 |
| Trips | 0 @ | \$45 = | \$0 |

5,330.25
84.37
\$5,859 \$5,858.62

Total This Month

Prior billings

\$174,416

Total to Date

\$180,275



COLE
MANAGEMENT &
ENGINEERING, INC.

2/1/09

Lighting San Pablo

January 1-January 31, 2009

This month

| | | | | |
|-----------------------------|-------|-------------|--------------|--------|
| Principal | @ | \$148 /hr = | \$0 | |
| Assistant Engineer | 2 @ | \$103 /hr = | <u>\$206</u> | |
| Assist. Inspector/In | 3.5 @ | \$55 /hr = | <u>\$193</u> | 192.50 |
| Total This Month | | | \$399 | 398.50 |

| | | | | |
|-----------------------------|--|--|---------|--|
| Total Prior Billings | | | \$5,315 | |
| Principal | | | | |
| Engineer | | | | |
| Assistant Engineer | | | | |
| Total to date | | | \$5,714 | |



COLE
MANAGEMENT &
ENGINEERING, INC.

5-24

2/1/2009

January 1-January 31,2009

San-Pablo-Avenue Patch Paving

This month

| | | | |
|--------------------|------|-------------|----------------|
| Principal | 0 @ | \$148 /hr = | \$0 |
| Engineer | 0 @ | \$118 /hr = | \$0 |
| Assistant Engineer | 17 @ | \$103 /hr = | \$1,751 |
| Clerical | @ | \$55 /hr = | \$0 |
| Printing | @ | 1.1 = | \$0 |
| Total This Month | | | <u>\$1,751</u> |

Prior billings

Total to Date \$1,751



COLE
MANAGEMENT &
ENGINEERING, INC.

5-25



INVOICE

RECEIVED
 NOV 03 2008
 CITY OF EL CERRITO
 PUBLIC WORKS DEPT.

CITY OF EL CERRITO
 Public Works Department
 10890 San Pablo Avenue
 El Cerrito, CA 94530-2392
 Attn: Mr. Gerardo Avila

October 27, 2008
 Invoice No: 137197
 Project No: 400714009
 Page: 1

Re: Testing and Inspection Services
 2008 El Cerrito Street Improvement Program
 El Cerrito, California

Tax ID No. 33-0269828

Invoice through September 26, 2008 for geotechnical testing services associated with the 2008, El Cerrito Street Improvement project. Our services included project coordination, management, data compilation, and report preparation.

Professional Services

| | | <u>Hours</u> | <u>Rate</u> | <u>Amount</u> |
|--|------------|--------------|-------------|---------------|
| DATA COMPILATION & ANALYSIS | | | | |
| Principal Engineer/Geologist/Scientist | | | | |
| Soumitra S. Guha | 09/05/2008 | 0.50 | 155.00 | 77.50 |
| REPORT PREPARATION | | | | |
| Principal Engineer/Geologist/Scientist | | | | |
| Terence K. Wang | 09/11/2008 | 1.00 | 155.00 | 155.00 |
| Sr. Staff Engineer/Geologist/Scientist | | | | |
| Patrick K. Brand | 09/08/2008 | 3.00 | 120.00 | 360.00 |
| Patrick K. Brand | 09/09/2008 | 2.50 | 120.00 | 300.00 |
| Data Processor | | | | |
| Christine S. Jayan | 09/11/2008 | 0.50 | 65.00 | 32.50 |
| DATA PROCESSING | | | | |
| Geo/Environmental Assistant | | | | |
| Desiree H. Inouye | 09/11/2008 | 0.50 | 65.00 | 32.50 |
| Data Processor | | | | |
| Christine S. Jayan | 09/11/2008 | 0.75 | 65.00 | 48.75 |

Invoice No: 137197
Project No: 400714009
Page: 2

| | <u>Hours</u> | <u>Rate</u> | <u>Amount</u> |
|--|--------------|-------------|---------------|
| TECHNICAL ILLUSTRATION | | | |
| Technical Illustrator/CAD Operator Su Van Nguyen 09/09/2008 | 0.25 | 80.00 | 20.00 |
| PROJECT COORDINATION | | | |
| Sr. Staff Engineer/Geologist/Scientist Patrick K. Brand 09/11/2008 | 1.00 | 120.00 | 120.00 |
| Labor Fee | | | 1,146.25 |

Reimbursable Expenses

Equipment Rental

| | |
|--|-------|
| 09/09/2008 Flash Safety Company, Inc. | 95.55 |
| Reimbursable Fee | 95.55 |

This Invoice Total 1,241.80

| | | |
|--------------------------------------|----------------------------------|-------------------|
| MAINTENANCE & ENGINEERING | | |
| VENDOR# <u>3020</u> | DEPT APPROVAL <u>[Signature]</u> | 11/5/08 |
| ACCOUNT# | DESCRIPTION | AMOUNT |
| <u>PC# 09-0000051</u> | <u>patch paving</u> | <u>\$1,241.80</u> |
| <u>C 3027-6</u> | <u>Soil Testing</u> | |
| | <u>thru Sept 26, 08</u> | |