



**AGENDA**  
**REGULAR CITY COUNCIL MEETING AND JOINT MEETING OF THE CITY**  
**COUNCIL AND THE BOARD OF DIRECTORS OF THE COMMUNITY**  
**REDEVELOPMENT AGENCY OF THE CITY OF COTATI**  
**WEDNESDAY MARCH 11, 2009**  
**6:00 PM CLOSED SESSION**  
**7:00 PM REGULAR SESSION**  
**City Council Chambers, City Hall, 201 W. Sierra Avenue**

The Cotati City Council welcomes you to its meetings that are generally scheduled for the 2<sup>nd</sup> and 4<sup>th</sup> Wednesday (or as otherwise noticed) of every month. Your interest and participation are encouraged and appreciated.

*City Council meeting agendas, minutes and audio recordings (podcast) are posted on the City's website at [www.ci.cotati.ca.us](http://www.ci.cotati.ca.us)*

*To receive the City Council Agenda by e-mail, provide your e-mail address to the City Manager's office, or e-mail your request to the Deputy City Clerk at [ttaylor@ci.cotati.ca.us](mailto:ttaylor@ci.cotati.ca.us)*

Notice is hereby given that Council may discuss and/or take action on any or all of the items listed on this agenda.

Any writings or documents provided to a majority of the Cotati City Council regarding any item on this agenda will be made available for public inspection in the City Manager's office located at 201 West Sierra Avenue, Cotati, California, during normal business hours.

Disabled Accommodation: Upon request, this agenda will be made available in appropriate formats to persons with disabilities as required by Section 202 of the Americans with Disabilities Act of 1990. Any person with a disability who requires a modification or accommodation in order to participate in a meeting should contact the Deputy City Clerk at (707) 665-3622 at least 48 hours in advance of the meeting.

Waiver Warning: If you challenge decisions/direction of the City Council of the City of Cotati in court, you may be limited to raising only those issues you or someone else raised at public hearing(s) described in this Agenda, or in written correspondence delivered to the City of Cotati at, or prior to, the public hearing(s).

***Those wishing to address the Council are asked to sign the speaker's sign-up sheet and limit discussion to one presentation per individual and to keep comments to between 3 and 5 minutes; when you are called, step to the podium and state your name and address for the record. Persons wishing to address the Council are not required to identify themselves (Gov't. Code § 54953.3); however, this information assists the Mayor by ensuring that all persons wishing to address the Council are recognized and it assists the Deputy City Clerk in preparing the City Council meeting minutes.***

**6:00 PM CALL TO ORDER AND ROLL CALL FOR CLOSED SESSION**

**CLOSED SESSION (CITY MANAGER'S OFFICE)**

**CONFERENCE WITH LABOR NEGOTIATORS (Government Code Section 54957.6)**

City Designated Representative: City Manager

Employee Organizations: (1) Cotati Employees Association (2) Cotati Police Officers Association (3) Cotati Police Management Association

**7:00 PM (REGULAR SESSION)**

**CALL TO ORDER OF REGULAR CITY COUNCIL MEETING**

**ROLL CALL**

**PLEDGE OF ALLEGIANCE**

- 1. APPROVAL OF MINUTES OF FEBRUARY 25, 2009 REGULAR MEETING AND NOTICE OF WAIVING OF READING OF ALL RESOLUTIONS AND ORDINANCE INTRODUCED AND/OR ADOPTED UNDER THIS AGENDA (*Action*)**

**ANNOUNCEMENTS**

The Cotati City Council invites individuals who are committed to working for the betterment of the City of Cotati to apply for appointment to the City's Design Review Committee (DRC). There are currently three vacancies on the DRC for two regular positions (which must be filled by Cotati citizens) and one alternate position (which must be a design professional). For an application call 665-3622 or download an application from the city's website at [ci.cotati.ca.us](http://ci.cotati.ca.us).

City Council meeting audio recordings are now available via podcast. Link to the podcast from the City's website at [ci.cotati.ca.us](http://ci.cotati.ca.us).

The Spring/Summer Recreation Schedule is available on the City's aforementioned website. To request a paper copy please feel free to visit or call the Recreation Department at 792-4600 ext. 669

**SONOMA STATE UNIVERSITY REPRESENTATIVE REPORT**

Sonoma State University Student representative Dylan Reed will provide a verbal report to Council.

**STUDENT HONORARY MAYOR REPORT**

Adam Nelson of Creekside Middle School will provide a verbal report to Council.

**CITY MANAGER'S REPORT**

**APPROVAL OF FINAL AGENDA**

**CITIZEN BUSINESS**

Any item raised by a member of the public which is not listed on the agenda but may require Council action shall be automatically referred to City staff for investigation and disposition unless the item requires action to be taken by the Council at the meeting during which it was raised and constitutes an emergency, or the need to take such action arose after the posting of the agendas within the meaning of Government Code Section 54954.2(b). In either event, the Council is entitled to discuss the matter before making the determination required under said Government Code provision, and if either finding is made may take action thereon. Please confine your comments during this portion

of the agenda to matters not already on the agenda. The public will be given an opportunity to speak on each agenda item at the time it is called.

## **DIRECTION ON FUTURE AGENDA ITEMS**

### **CONSENT CALENDAR**

- 2. ACCEPTANCE OF PUBLIC IMPROVEMENTS AND AUTHORIZATION TO FILE THE NOTICE OF COMPLETION (NOC) FOR THE WEST SIERRA AVENUE/EAST COTATI AVENUE REHABILITATION, PROJECT NO. E06-26 (Public Works/Engineering) (Action)**

This motion accepts the improvements and authorizes filing of the Notice of Completion (NOC) for the West Sierra Avenue/East Cotati Avenue Rehabilitation, Project No. E06-26.

### **REGULAR AGENDA**

- 3. CONSIDERATION OF RESOLUTION TO ESTABLISH A CODE OF ETHICS CITY COUNCIL POLICY (City Manager) (Action)**

It is recommended that the Council consider the adoption of a resolution establishing a Code of Ethics City Council Policy.

- 4. RESOLUTION OF SUPPORT FOR OLD REDWOOD HIGHWAY REHABILITATION SOUTH PROJECT FOR GRANT FUNDING THROUGH THE AMERICAN RECOVERY AND REINVESTMENT ACT OF 2009 (Public Works/Engineering) (Action)**

It is recommended that the Council adopt a resolution supporting the Old Redwood Highway Rehabilitation South Project for the purpose of receiving approximately \$500,000 in grant funding through the American Recovery and Reinvestment Act of 2009.

- 5. DISCUSSION AND POSSIBLE DIRECTION REGARDING ADMINISTRATIVE POLICY NO. 2004-02, SIGNING CORRESPONDENCE (City Manager) (Action)**

The City Council will discuss and may direct staff regarding Administrative Policy No. 2004-02, Signing Correspondence on City letterhead on behalf of Cotati City Council.

## **ADJOURNMENT OF REGULAR MEETING OF THE CITY COUNCIL AND CALL TO ORDER OF JOINT MEETING OF CITY COUNCIL AND COMMUNITY REDEVELOPMENT AGENCY BOARD OF DIRECTORS**

### **CONSENT CALENDAR**

- 6. WARRANTS AND AUDITED CLAIMS FOR FEBRUARY 12<sup>TH</sup>, 2009 – FEBRUARY 25<sup>TH</sup>, 2009 (Administrative Services) (Action)**

This motion receives and files warrants and audited claims for February 12<sup>th</sup>, 2009 – February 25<sup>th</sup>, 2009.

**ADJOURNMENT OF JOINT MEETING; RECONVENING OF REGULAR MEETING  
OF CITY COUNCIL**

**CITY COUNCIL REPORTS (*Discussion*)**

**ADJOURNMENT OF REGULAR CITY COUNCIL MEETING**

Certification of Posting of the Agenda: I declare under penalty of perjury that I am employed by the City of Cotati and that I posted this agenda on the bulletin boards of City Hall, Veterans' Memorial Building and the U.S. Post Office on or before March 6, 2009

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Tamara Taylor, Deputy City Clerk

**DRAFT**

Subject to approval.



**MINUTES**

**REGULAR CITY COUNCIL MEETING AND JOINT MEETING OF THE CITY  
COUNCIL AND THE BOARD OF DIRECTORS OF THE COMMUNITY  
REDEVELOPMENT AGENCY OF THE CITY OF COTATI**

**WEDNESDAY FEBRUARY 25, 2009**

**6:00 PM CLOSED SESSION**

**7:00 PM REGULAR SESSION**

**City Council Chambers, City Hall, 201 W. Sierra Avenue**

**6:00 PM CALL TO ORDER AND ROLL CALL FOR CLOSED SESSION**

The closed session was cancelled.

**CLOSED SESSION (CITY MANAGER'S OFFICE)**

**CONFERENCE WITH LABOR NEGOTIATORS (Government Code Section 54957.6)**

City Designated Representative: City Manager or designee

Employee Organizations: (1) Cotati Employees Association (2) Cotati Police Officers

Association (3) Cotati Police Management Association

**7:00 PM (REGULAR SESSION)**

**CALL TO ORDER OF REGULAR CITY COUNCIL MEETING**

Mayor Guardino called the meeting to order at 7:01 p.m.

**ROLL CALL**

Councilmembers present: Barich, Coleman-Senghor, Gilardi, Orchard, Mayor Guardino.

Staff present: Administrative Services Director Jone Hayes, Deputy City Clerk Tamara Taylor, City Manager Dianne Thompson, Substitute City Attorney Nancy Thorington.

**PLEDGE OF ALLEGIANCE**

Mayor Guardino led the pledge of allegiance.

- 1. APPROVAL OF MINUTES OF FEBRUARY 11, 2009 REGULAR MEETING AND NOTICE OF WAIVING OF READING OF ALL RESOLUTIONS AND ORDINANCES INTRODUCED AND/OR ADOPTED UNDER THIS AGENDA**  
*(Action)*

**Moved** by Councilmember Orchard seconded by Councilmember Gilardi, and passed unanimously to approve the minutes of the February 11, 2009 regular meeting as presented and to waive reading of all resolutions and ordinances introduced and/or adopted under this agenda.

**DRAFT**

Subject to approval.

## **ANNOUNCEMENTS**

The Cotati City Council invites individuals who are committed to working for the betterment of the City of Cotati to apply for appointment to the City's Design Review Committee (DRC). There are currently three vacancies on the DRC for two regular positions (which must be filled by Cotati citizens) and one alternate position (which must be a design professional). For an application call 665-3622 or download an application from the city's website at [ci.cotati.ca.us](http://ci.cotati.ca.us).

The City of Cotati's Community and Environment Commission (CEC) will be holding its 17th Annual Pasta Dinner and Bingo Night in conjunction with the Cotati Chamber of Commerce on the evening of Saturday, February 28 from 5:00 to 7:30 PM. The dinner will be held at its new venue, The Cotati Veterans Memorial Building at 8505 Park Avenue, Cotati. Tickets for dinner cost: \$10.00 for adults, \$5.00 for children 12 and under and \$5.00 for seniors 60 and over. Wine and a variety of Cotati merchandise will also be available from the Chamber of Commerce. For more information, please call the Cotati Events Hotline at (707) 765-3939.

City Council meeting audio recordings are now available via podcast. Link to the podcast from the City's website at [ci.cotati.ca.us](http://ci.cotati.ca.us).

The Winter Recreation Schedule is available on the City's aforementioned website. To request a paper copy please feel free to visit or call the Recreation Department at 792-4600 ext. 669.

## **SONOMA STATE UNIVERSITY REPRESENTATIVE REPORT**

No report.

## **STUDENT HONORARY MAYOR REPORT**

No report.

## **CITY MANAGER'S REPORT**

City Manager Dianne Thompson introduced Attorney Nancy Thorington, who is substituting for City Attorney Rich Rudnansky. City Manager Thompson reported the following:

- Item 9 (Affordable Housing) has been postponed to a future agenda.
- Item 7 will be moved up to before item 5
- She updated the Council on the status of the East Cotati Avenue overlay project.
- She announced that one of the City's vendors, Media Graphics company, has offered a 5% discount on their services in response to employees' voluntary 5% pay reduction.
- She presented a report on the budget crisis facing the City.

**DRAFT**

Subject to approval.

- She reported on the status of the economic stimulus package and tracking of funding opportunities.

## **CITIZEN BUSINESS**

Michelle Barich addressed the Council, expressing opposition to correspondence written by Councilmember Barich. She requested that the Council schedule discussion of Council correspondence.

Joan Simon of Cotati addressed the Council, expressing opposition to correspondence written by Councilmember Barich. She requested that the Council schedule discussion of Councilmembers' use of City letterhead.

Craig (last name not discernible), owner of Gravenstein Business Center, stated that he looks forward to working with the City and the Chamber to bring business to that space.

Adrienne Lauby of Cotati commended staff for making the City Council agenda and packet available by email and online. She expressed concern regarding those people hard hit by the economic times and thanked staff for the budget update.

Ken Coleman of Cotati indicated that the Councilmembers deserve respect and that Citizens' Business should not be used to attack individual Councilmembers.

## **DIRECTION ON FUTURE AGENDA ITEMS (*Discussion*)**

The Council concurred to schedule the following items on a future agenda or for discussion during City Council goal setting:

- Code of conduct towards staff and Council.
- How items are scheduled on the agenda (to be scheduled for late March or early April).
- Report on effect of budget reductions on Code Enforcement.
- Discussion of correspondence received by Councilmembers.

City Attorney Thorington pointed out that a Councilmember may report on correspondence received.

## **2. CHAMBER OF COMMERCE SEMI-ANNUAL REPORT**

Andre Morrow addressed the Council regarding Vice Mayor Coleman-Senghor's recent State of the City Address to the Chamber of Commerce. He presented the Cotati Chamber of Commerce's semi-annual report to Council and discussed the Chamber of Commerce's efforts in economic development.

Mayor Guardino opened the floor to public comment.

**DRAFT**

Subject to approval.

Gerard Guidice expressed support for Mr. Morrow's comments.

Prue Draper of Cotati expressed support for the Chamber of Commerce and indicated that the Cotati business community has donated much labor and material for the Historical Society museum.

Joan Simon of Cotati expressed support for the Chamber of Commerce and small business in general and commented on the diversity of Cotati.

Ken Coleman of Cotati challenged those Councilmembers who have not done so previously to volunteer for a City event.

Dave Miller of Cotati expressed support for the Chamber's report and Mr. Morrow's comments and suggested that Cotati annex Penngrove. He discussed various issues including the employees' voluntary pay reduction and supermarkets.

Patty Harry of Cotati indicated that she and her husband look forward to working with the Chamber of Commerce and attending more Council meetings.

Robby Garcha, owner of Masala Jack's restaurant, addressed the Council regarding his positive experience as a member of the Chamber of Commerce and encouraged the City and citizens of Cotati to support the Chamber.

Janet Kurvers of Cotati encouraged citizens to work together and to buy their things in Cotati.

Lia Brooks, business owner in Cotati, encouraged Councilmembers to patronize local businesses.

Adrienne Lauby of Cotati commented on Mr Morrow's presentation. She noted that she had opposed Lowe's home improvement store and she opposes City funding for the Chamber. She and others who are not business owners work hard and encouraged everyone to work together.

Michelle Berman of Cotati addressed the Council regarding the comments of previous speakers. She indicated that she believes that Chamber events are political and she is uncomfortable participating in them. She discouraged divisiveness and encouraged diversity.

Joel Patino of Cotati expressed support for the Chamber, noting that the Chamber is about much more than promoting business; it is also about being involved in the community.

Linell Hardy pointed out that not all businesses in Cotati are members of the Chamber of Commerce; if the City gives the Chamber money, the Chamber should promote all businesses in Cotati. She noted that all points of view should be recognized.

**DRAFT**

Subject to approval.

Bob Brooks, owner of Copy Mail and More, stated that the Chamber decided at its last meeting to include non-members. He noted that Lowe's is a member of the Chamber of Commerce.

Craig of Gravenstein Business Center stated that it makes good business sense to have a healthy chamber that has a good relationship with the City

Paul (last name not discernible) of Cotati indicated support for the Chamber of Commerce report and Mr. Morrow's comments. He pointed out the lack of development in Cotati and expressed concern regarding the length of time it takes for businesses to get approvals from the City to open.

There being no one else wishing to speak, Mayor Guardino closed the public comment period.

Vice Mayor Coleman-Senghor discussed various concerns regarding the Chamber's report and the public comments, including his history in Cotati, service to the City and his recent State of the City address to the Chamber. He expressed support for the Chamber and asked for a review of the service that the City receives from the Chamber in exchange for the funding it provides. He requested clarification on the nature of the Chamber's contract with the City.

In response to a question from the Council, City Manager Thompson clarified that the Chamber is funded from Redevelopment funds.

Councilmember Barich discussed the report and issues of the Chamber and small business, including the formula based fast food ordinance. He offered to be a task force member for the Chamber.

Councilmember Gilardi noted that Chambers usually represent business interests and not everyone has the same interest as the Chamber. She believes that a healthy city needs a vibrant chamber. She expressed appreciation for the Chamber and for businesses in Cotati and encouraged citizens and businesses to find ways to get along.

Councilmember Orchard noted that there is an inherent value for a City in having a Chamber of Commerce and that it would be worthwhile for the Council and the Chamber to engage in informal discussions with the Chamber.

Mayor Guardino discussed the Chamber's report and indicated that he looks forward to moving past divisiveness and moving forward to building a diverse portfolio of revenue sources.

Mayor Guardino called a recess at 9:48 and reconvened at 9:05 p.m.

Council concurred to hear item no.7 at this time.

**DRAFT**

Subject to approval.

**3. REPORT RELATING TO ANIMAL CONTROL ACTIVITIES (Police) (Action)**

Police Chief Robert Stewart presented the staff report and responded to questions regarding the neighborhood watch group.

Mayor Guardino opened the floor to public comment.

Michelle Berman of Cotati stated that she was a member of the focus group and the group did not agree to off-leash hours of 8-10 p.m. She supports opening up the park to off leash dogs in the soccer field.

Ken Coleman of Cotati commented that the off-leash hours of 8-10 p.m. are too late. He indicated support for all off leash hours.

An unidentified speaker commented that he had been issued a citation for having his dog off leash and discussed his experience with taking his dog to the park to run off leash.

Gail (last name not given) of Cotati stated that she often sees dogs off leash by the creek but we can't expect the police to be patrolling the creek all the time.

Linda Ritter of Cotati indicated that when dogs are off leash the owners tend to lose track of where their dogs leave their waste and some owners don't pick up after their dogs. She suggested a limit on the number of dogs that a person can have off leash. She believes that the police don't have enough staff to enforce the leash and dog waste law and suggested being more proactive in enforcing dog licenses as a source of revenue.

Adrienne Lauby of Cotati stated that she believes that she hasn't seen many issues with off-leash hours and that the hours should be corrected. She supports all off-leash hours, but put children first.

There being no one else wishing to speak, Mayor Guardino closed the public comment period.

Discussion ensued relative to licensing dogwalkers as in Marin, the public's concerns about the off-leash hours, the use of police officers to enforce the animal control law versus citizen/community involvement to encourage compliance, the safety of Putnam park and documents regarding Putnam park provided to Councilmember Barich to the City Manager, the issue of park safety being different from the issue of animal control, and utilizing local professionals such as veterinarians for information about controlling animals.

**Moved** by Councilmember Orchard, seconded by Councilmember Gilardi, and passed unanimously to adopt a motion to receive and file a report from the Chief of Police relating to animal control activities and to direct staff to return with a brief report regarding the safety of Putnam park, to change the evening off-leash hours to 2 hours before dusk, and to amend the animal control ordinance to limit the number of off-leash dogs under the control of any one individual.

**DRAFT**

Subject to approval.

## CONSENT CALENDAR

**Moved** by Councilmember Gilardi seconded by Councilmember Orchard, and passed unanimously to approve item 4 on the consent calendar.

**4. LETTER OF INTENT TO TERMINATE POLICE DEPARTMENT'S PARTICIPATION IN THE COMPUTER AIDED DISPATCH AND RECORDS MANAGEMENT SYSTEMS (CADS/RMS) (Police) (Action)**

This motion authorizes the City Manager to issue a "Letter of Intent to Terminate" the Police Department's participation in the Joint Powers agreement relating to the Police Department's participation in the Computer Aided Dispatch and Records Management System (CADS/RMS).

## REGULAR AGENDA

**5. PROPOSED SONOMA COUNTY WATER AGENCY WATER TRANSMISSION SYSTEM BUDGET (FISCAL YEAR 2009/10) (Public Works/Engineering) (Action)**

Director of Public Works/City Engineer Damien O'Bid presented the staff report and responded to questions relating to the advisory nature of the Sonoma County Water Agency Water Advisory Committee, the fact that the rates are wholesale to the City, the effects of a very wet or a very dry year on the rates, the oversight of the Sonoma County Water Agency.

Mayor Guardino opened the floor to public comment.

Michelle Berman noted that the Water Agency plans ahead like the city should be doing.

There being no one else wishing to speak, Mayor Guardino closed the public comment period.

Discussion ensued relative to the presentation.

**Moved** by Vice Mayor Coleman-Senghor, seconded by Councilmember Orchard, and passed unanimously to direct Councilmember Orchard, as City's representative on the Water Advisory Committee (WAC), to recommend that the WAC authorize the proposed budget conditioned on increasing flow as appropriate from non-river sources, requiring a long-term expenditure plan and to continue pushing for cost containment.

**6. PROPOSED FISCAL YEAR 2009/10 RUSSIAN RIVER WATERSHED ASSOCIATION WORK PLAN (Public Works/Engineering) (Action)**

Director of Public Works/City Engineer Damien O'Bid presented the staff report.

Mayor Guardino opened the floor to public comment.

There being no one wishing to speak, Mayor Guardino closed the public comment period.

**DRAFT**

Subject to approval.

Discussion relative to the workplan, special projects the benefits of being a member of the Russian River Watershed Association, the budget concerns and the costs compared to last year. Council concurred to move forward with the workplan as proposed by staff.

**Moved** by Vice Mayor Coleman-Senghor, seconded by Pat Gilardi, and passed unanimously to direct to the Councilmember Orchard, as City's representative on the Russian River Watershed Association Board of Directors to modification of the proposed budget as presented by City Engineer/Director of Public Works O'Bid.

**7. AUTHORIZE THE CITY MANAGER TO EXECUTE A CONSULTING SERVICES AGREEMENT WITH THE LEW EDWARDS GROUP FOR INITIAL COMMUNITY ASSESSMENT CONSULTING SERVICES FOR A POTENTIAL TAX MEASURE (City Manager) (Action)**

This item was heard before item 4.

City Manager Dianne Thompson presented the staff report and introduced Catherine Lew of the Lew Edwards Group and Curt Balow from Fairbank, Maslin, Maullin & Associates.

Ms. Lew responded to questions from the Council regarding the process and phases that a city typically goes through when assessing a revenue measure, possible additional costs that might be incurred by the City, the services to be provided under the proposed contract, concerns about whether a smaller city such as Cotati would be a priority client, how the consultant would work with city staff and the council, and the type of research to be done.

Mr. Baylow further described the survey services and information that Fairbank, Maslin, Maullin & Associates would provide under the proposed contract. Responding to questions from Council, Mr. Baylor confirmed that the resulting data would belong to the City.

Mayor Guardino opened the floor to public comment.

Barry Harris of Cotati spoke in opposition to the proposed consulting contract due to the cost.

Mike Kurvers indicated agreement with Mr. Harris' comments. He expressed opposition to the proposed consulting contract and discussed other cities' experience with revenue measures.

Andre Morrow spoke in opposition to the proposed consulting contract, noting that he believes a tax could be passed without the help of a consultant but with the help of the citizens.

Gail (last name not given) thanked the Council for paving East Cotati Avenue and spoke in opposition to the proposed consulting contract.

**DRAFT**

Subject to approval.

Joan Simon commended City Manager Thompson for speaking with her regarding this item. She spoke in opposition to the proposed consulting contract and suggested working with the consulting firm on an hourly basis about different revenue options.

Paul (last name not discernible) of Cotati discussed the City's history using consultants for various projects and expressed opposition to the proposed consulting contract.

Ken Coleman of Cotati expressed opposition to the proposed consulting contract. He noted that the Council was elected by the citizens and should know how they feel about city services.

Adrienne Lauby of Cotati expressed opposition to the proposed consulting contract, noting that a consultant might be useful on an hourly basis.

Linell Hardy expressed opposition to the proposed consulting contract and suggested various other methods of getting information from citizens.

Michelle Berman of Cotati expressed opposition to the proposed consulting contract, noting that a consultant might be useful on an hourly basis. She encouraged the Council to speak with citizens.

Patrick McCarty, with the Cotati Chamber of Commerce, expressed opposition to the proposed consulting contract, noting that the City and the Council have the wherewithal to obtain the needed information.

There being no one else wishing to speak, Mayor Guardino closed the public comment period.

Discussion ensued relative to the cost, the services that consultants provide, the formation of a Council subcommittee to be involved in the process,

Councilmember Orchard discussed the cost; she believes that consultants provide needed services. A revenue measure would be one potential solution. She suggested the formation of council subcommittee to be involved in the process should Council approve the contract.

Vice Mayor Coleman-Senghor suggested that the city and citizens move forward without a consultant and that the consultant could be the back-up plan. The money saved could be used for a special election. He expressed opposition to the item and the formation of a subcommittee because he wants everyone involved. He suggested proposing a 20% cut to the citizens and indicated that the silent majority should be at this meeting about the city's finances.

**DRAFT**

Subject to approval.

Councilmember Barich commented that it is too late for consultants and expressed opposition to a revenue measure. He commented on the city's overspending and expressed concern regarding staff time involved should the Council move forward with a revenue measure.

Councilmember Gilardi expressed support for the proposed contract. She indicated that she believes that in addition to citizens working together, capable professional assistance is also needed to provide unbiased information. She supported the formation of a subcommittee.

Mayor Guardino noted that many cities are finding themselves in the red, not because of overspending but because revenues have been reduced. He indicated that the information provided by the consultant would be unbiased and presented in a more useful format than would door-to-door and anecdotal polling by citizens. He noted that the information will be needed when hard decisions need to be made and that a revenue measure will be one in a portfolio of solutions.

Mayor Guardino called a recess at 10:50 p.m. and reconvened at 11:02 p.m.

**Moved** by Vice Mayor Coleman-Senghor to not approve the contract and to form a subcommittee.

Discussion ensued as how a subcommittee would work with staff on this proposal, as to the types of measures and whether a simple majority or a 2/3 vote would be required.

Ms. Lew described various types of measures and the votes needed for each, noting that Utility User Tax (UUT) measures may require either simple majority or a 2/3 vote depending on the type of UUT.

Mayor Gardino repeated the motion made by Vice Mayor Coleman-Senghor **Motion seconded** by Councilmember Barich. The motion failed with a 3-2 vote (Councilmembers Gilardi and Orchard and Mayor Guardino voting no).

**Moved** by Councilmember Gilardi seconded by Councilmember Orchard, and passed 3-2 (Vice Mayor Coleman-Senghor and Councilmember Barich voting no) to adopt a motion authorizing the City Manager to execute a consulting services agreement with the Lew Edwards Group for initial community assessment services for a potential tax measure and appropriate funds in an amount not to exceed \$28,000 and to form a subcommittee.

Council concurred to appoint Councilmember Barich and Mayor Guardino to the subcommittee.

**DRAFT**

Subject to approval.

**ADJOURNMENT OF REGULAR MEETING OF THE CITY COUNCIL AND CALL TO ORDER OF JOINT MEETING OF CITY COUNCIL AND COMMUNITY REDEVELOPMENT AGENCY BOARD OF DIRECTORS**

Mayor Guardino adjourned the regular City Council meeting and called the joint meeting to order at 12:40 a.m.

**CONSENT CALENDAR**

**Moved** by Councilmember Gilardi, seconded by Councilmember Orchard, and passed unanimously to approve item 8 on the consent calendar.

**8. WARRANTS AND AUDITED CLAIMS FOR JANUARY 29<sup>TH</sup>, 2009 – FEBRUARY 11<sup>TH</sup>, 2009 (Administrative Services) (Action)**

This motion receives and files warrants and audited claims for January 29<sup>th</sup>, 2009 – February 11<sup>th</sup>, 2009.

**REGULAR AGENDA**

**9. APPROVAL OF 2009 AFFORDABLE HOUSING PROGRAM AND DIRECTION TO STAFF TO DEVELOP FUNDING AGREEMENTS (City Manager) (Action)**

This item was not postponed to a date uncertain.

**ADJOURNMENT OF JOINT MEETING; RECONVENING OF REGULAR MEETING OF CITY COUNCIL**

Mayor Guardino adjourned the joint meeting and reconvened the regular meeting at 12:41 a.m.

**CITY COUNCIL REPORTS (Discussion)**

Councilmembers reported on recent and upcoming activities, including reports from meetings attended at City expense.

**ADJOURNMENT OF REGULAR CITY COUNCIL MEETING**

Mayor Guardino adjourned the regular meeting at 12:42 p.m.

Respectfully submitted,

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Tamara Taylor, Deputy City Clerk



## City Council Agenda Consent Calendar

**Subject:** Acceptance of Public Improvements and Authorization to File the Notice of Completion (NOC) for the West Sierra Avenue/East Cotati Avenue Rehabilitation, Project No. E06-26.

**Date:** March 11, 2009

**Written By:** Damien O'Bid, City Engineer / Director of Public Works

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### **Recommendation:**

It is recommended that the City Council adopt a resolution accepting the improvements and authorizing filing of the Notice of Completion (NOC) for the West Sierra Avenue/East Cotati Avenue Rehabilitation, Project No. E06-26.s

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### **Background:**

The West Sierra Avenue/East Cotati Avenue Rehabilitation project consisted of repairing failing areas of East Cotati Avenue between Bay Tree Court and the railroad tracks, overlaying the full width of East Cotati Avenue, replacing the related traffic signal detector loops and restoring the pavement striping and legends. In addition, all of the pedestrian crossing curb ramps were replaced to make them compliant with the Americans with Disabilities Act (ADA). The Notice to Proceed was issued to Ghilotti Brothers, Inc. (Contractor) on April 28, 2008 and the project was substantially complete in June 2008.

### **Analysis/Discussion:**

The contract documents require that Notice of Completion (NOC) be filed by the City before bonds can be released and final payment made to the Contractor. As allowed for in the contract documents, the City is currently holding a 10% retention of the total contract amount. Retention is typically used to ensure full completion of work and final payment of all vendors and subcontractors without using the bonds.

Following substantial completion of the work, the City and the Contractor have been in protracted discussions on several contract change orders that the contractor is claiming. The primary items that were disputed included the unit price for the roadway digouts, payment for replacement of the ADA curb ramps, and payment for rapid escalation in the cost of petroleum. Currently, the only remaining item in dispute is the unit price for the roadway digouts. Following is a summary of the major contract changes:

<b>Bid Item</b>	<b>Contract Amount</b>	<b>Changed Amount</b>	<b>Difference</b>
8-inch Deep Digout	\$89,479.50	\$194,310.00	+ \$104,830.50
CSP ADA Curb Ramps	\$47,500.00	\$58,169.67	+ \$10,669.67
Asphalt Oil Increase	\$0	\$30,759.52	+ \$30,759.52

The 8-inch digout escalation was required because the design documents were significantly short on the true area of failing pavement. To properly rehabilitate the roadway, the additional digout area was needed. The City has agreed to \$194,310, shown in the table above, which represents the bid unit price applied to the escalated quantity. The contractor is requesting \$223,071.22 for this work, which GBI claims is the actual cost with profit and overhead.

The ADA curb ramp bid item description was strictly limited to the immediate area around the curb ramp. However, curb ramps nearly always require transitional work to meet ADA standards. This typically includes replacing sidewalk at a new grade several feet in each direction, including ancillary work. The ADA curb ramp escalation accounts for this additional work.

Finally, during the construction period, oil prices unexpectedly experienced record increases, which dramatically increased the suppliers cost to provide asphalt. Since this was unforeseeable at the time of bid, this cost reimbursed to the contractor.

Staff understands that GBI currently owes \$35,881.17 to Syar Industries (the asphalt supplier), although no Stop Work Notice has been received from Syar or any other vendor/subcontractor as of March 4, 2009. Due to the length of time since substantial completion, it is unlikely that other vendors/subcontractors are waiting on payment. However, it is recommended that the standard 10% (\$63,543.07) retention be held until 35 days after filing the NOC. GBI has requested that the retention be reduced to 5% (\$31,771.54).

In accordance with Section I, Articles 31, the contractor may demand an informal conference to meet and confer for settlement of the issues in dispute. If the dispute is not resolved, the contractor may file a claim in accordance with Public Contract Code 20104.2(e), which is the procedure to file a claim in court.

By filing the NOC, the City will release performance and labor & material bonds, and then will release the remaining retention to the Contractor 35 days after filing of the NOC. This is the final step in project completion.

### **Financial Considerations:**

The original contract amount for all work was \$487,000. After adjustments to several bid items, including the primary ones discussed above, the final project total amounted to \$635,430.71. This amounts to a \$148,430.71 (30%) increase in the contract cost, which is significantly higher than typical (<5%) for this type of work.

This project is funded by a Caltrans grant and the City Redevelopment Agency. The Caltrans grant is expected to fund 89% of the total, with the City funding the remaining 11%, including construction engineering and staff time.

**Environmental Considerations:**

None.

Attachments:

1. Notice of Completion
2. Proposed resolution

After recording, return to:

Tami Taylor, Deputy City Clerk  
City of Cotati  
201 W. Sierra Avenue  
Cotati, CA 94931-4217

**NOTICE OF COMPLETION**

**(ACCEPTANCE OF IMPROVEMENTS)**

NOTICE IS HEREBY GIVEN THAT:

1. The City Council of the City of Cotati has accepted the improvements at the City Council meeting of **March 11, 2009** for the for the West Sierra Avenue/East Cotati Avenue Rehabilitation, Project No. E06-26.
2. The improvements were completed and deemed complete by the Director of Public Works/City Engineer.
3. The name of the original contractor for the work of improvement was **Ghilotti Brothers.**
4. A maintenance bond and guaranty in the amount of 10 percent of the construction contract amount (\$48,700) is in place for a period of one (1) year from the date of City Council acceptance of the improvements.
5. This Notice of Completion constitutes the City's acceptance of the improvements for this project.

I am the City Manager for the **City of Cotati**, a Municipal Corporation. I make this verification on behalf of the **City of Cotati**. I have read the Notice and know its contents. I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Dianne Thompson  
City Manager

Approved as to technical content:

\_\_\_\_\_  
Damien O'Bid  
Director of Public Works/City Engineer

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COTATI ACCEPTING  
AS COMPLETE THE WEST SIERRA AVENUE/EAST COTATI AVENUE  
REHABILITATION PROJECT, NO. E06-26**

**WHEREAS**, The Notice to Proceed was issued for the West Sierra Avenue/East Cotati Avenue Rehabilitation Project to Ghilotti Brothers, Inc. (GBI) on April 28, 2008; and

**WHEREAS**, GBI has completed the work specified in the contract to the satisfaction of the City Engineer / Director of Public Works.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Cotati hereby accepts the contract work performed on the West Sierra Avenue/East Cotati Avenue Rehabilitation Project; and

**BE IT FURTHER RESOLVED** by the City Council of the City of Cotati that the City Clerk is hereby directed to record a Notice of Completion for said contract work; and

**BE IT FURTHER RESOLVED** by the City Council of the City of Cotati that the City Manager is hereby authorized to release any remaining contract retention to GBI thirty-five (35) days after the recordation of the Notice of Completion, provided that no liens or stop notices have been filed against the project.

**IT IS HEREBY CERTIFIED** that the foregoing resolution was duly introduced and legally adopted at a regular meeting of the City Council of the City of Cotati held on the 11<sup>th</sup> day of March, 2009 by the following vote, to wit:

GUARDINO \_\_\_\_\_  
COLEMAN-SENGHOR \_\_\_\_\_  
BARICH \_\_\_\_\_  
GILARDI \_\_\_\_\_  
ORCHARD \_\_\_\_\_

Approved: \_\_\_\_\_  
John Guardino, Mayor

Attest: \_\_\_\_\_  
Tamara Taylor, Deputy City Clerk

Approved as to form:

\_\_\_\_\_  
Rich Rudnansky, City Attorney



## City Council Agenda Regular Agenda

**Subject:** Adoption of resolution to establish a Code of Ethics City Council Policy

**Date:** March 11, 2009

**Written by:** Dianne Thompson, City Manager

---

### **Recommendation**

It is recommended that the City Council consider the adoption of a resolution establishing a Code of Ethics City Council policy.

---

### **Background**

In order to encourage public confidence in the integrity of local government and its fair and effective operation, the Mayor has directed that consideration of a City Council Code of Ethics policy be placed on the agenda for consideration and possible adoption.

### **Analysis/Discussion**

N/A

### **Financial Considerations**

N/A

### **Environmental Issues**

N/A

Attachments:

Proposed resolution with Exhibit A (Proposed City Council Code of Ethics Policy)

DT:tl

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COTATI  
ESTABLISHING A CODE OF ETHICS CITY COUNCIL POLICY**

**WHEREAS**, The City Council of the City of Cotati desires to ensure that the residents and businesses of Cotati are served by a fair, ethical and accountable government; and

**WHEREAS**, local government can govern effectively only if it has the confidence of their community; and

**WHEREAS**, the adoption of the Code of Ethics City Council policy will help promote these important goals.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Cotati does hereby adopt the Code of Ethics City Council policy attached as Exhibit A.

**IT IS HEREBY CERTIFIED** that the foregoing resolution was duly introduced and legally adopted at a regular meeting of the City Council of the City of Cotati held on the 11th day of March, 2009 by the following vote, to wit:

GUARDINO \_\_\_\_\_  
COLEMAN-SENGHOR \_\_\_\_\_  
BARICH \_\_\_\_\_  
GILARDI \_\_\_\_\_  
ORCHARD \_\_\_\_\_

Approved: \_\_\_\_\_  
John Gardino, Mayor

Attest: \_\_\_\_\_  
Tamara Taylor, Deputy City Clerk

Approved as to form:

\_\_\_\_\_  
Rich Rudnansky, City Attorney

# EXHIBIT A

## Code of Ethics City Council Policy

### PREAMBLE:

The citizens and businesses of Cotati are entitled to have fair, ethical, and accountable local government which has earned the public's full confidence for integrity. Such a government requires that public officials:

- Comply with both the letter and the spirit of the laws and policies affecting operations of the government.
- Be independent, impartial and fair in their judgment and actions.
- Use their public office for the public good, not for personal gain.
- Conduct public deliberations and processes openly, unless legally confidential, in an atmosphere of respect and civility.

To this end, the Cotati City Council has adopted this Code of Ethics to encourage public confidence in the integrity of local government and its fair and effective operation.

### **1. Act in the Public Interest:**

Recognizing that stewardship of the public interest must be their primary concern, Councilmembers shall work for the common good of the people of Cotati, and not for any private or personal interest, and they will endeavor to treat all persons, claims and transactions in a fair and equitable manner.

### **2. Comply with the Law:**

Councilmembers shall comply with the laws of the nation, the State of California and the City of Cotati in the performance of their duties. These laws include, but are not limited to: the United States and California constitutions, financial disclosures, employer responsibilities and open processes of government; and City ordinances and policies.

### **3. Conduct of Members:**

Councilmembers shall refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of other members of the City Council, boards, commissions, committees, staff or the public. The professional and personal conduct of members must be above reproach and avoid even the appearance of impropriety.

It is acceptable to publicly disagree about an issue, but it is unacceptable to make derogatory remarks about other Councilmembers, their opinions and actions.

**4. Respect for Process:**

Councilmember duties shall be performed in accordance with the processes and rules of order established by the City Council governing the deliberation of public policy issues, the involvement of the public, and the implementation of policy decisions of the City Council by city staff.

**5. Conduct of City Meetings:**

Councilmembers shall inform themselves of public issues, listen courteously and attentively to public discussions before the Council and focus on the business at hand. The Council shall refrain from interrupting other speakers, making personal comments not germane to the business of the Council or otherwise interfering with the orderly conduct of meetings.

The following guidelines should be adhered to:

- Everyone has a right to be heard;
- Focus on the issue, not the person;
- Be careful of how you say, what you say, and be aware of physical clues such as body language;
- Listen carefully without interrupting;
- Let the Mayor balance the tension between moving on in order to get through issues and creating the opportunity for members to explore the issue as needed to reach a decision;
- Allow the Mayor to run the meeting and Councilmembers should direct their process concerns to the Mayor for action;
- Councilmembers agree to have the Mayor call for a recess when a situation is volatile;
- If there are citizen inquires to the Council during public comment, the Mayor will direct the questions to the City Manager to be handled outside of the meeting.

**6. Decisions Based on Merit:**

Councilmember decisions shall be based upon the merits and substance of the matter at hand, rather than on unrelated considerations. When the City Council has not taken a position on an issue, neither the Mayor nor any member of the Council will speak on behalf of the City Council.

**7. Communication:**

It is the responsibility of the Councilmembers to publicly share substantive information that is relevant to a matter under consideration by the Council that they have received from sources outside of the public decision-making process with all other Councilmembers.

**8. Conduct with City Staff**

The Council acting as a body will direct the City Manager on all major or new issues. A Councilmember will not initiate any action or have prepared any report that is significant in nature or initiate any project or study without the approval of the City Council.

If administrative policy or administrative performance complaints be made directly to individual Councilmembers, he or she will refer the matter directly to the City Manager for review and/or action. The individual Councilmember may request to be informed of the action or response made to the complaint.

Neither the Council nor individual members may direct or request the City Manager or his/her subordinates to appoint or remove any individual to or from office. Neither the Council nor individual members may give any orders to any subordinate of the City Manager, either publicly or privately.

Councilmembers should never express concerns about the performance of a City employee in public, to the employee directly, or to the employee's supervisor. Comments about staff performance should only be made to the City Manager through private correspondence or conversation.

Appropriate City staff should be involved when Councilmembers meet with officials from other agencies and jurisdictions to ensure proper staff support as needed and to keep the City Manager informed. City Manager shall be notified of such meetings and direct to appropriate City staff.

**9. Disclosure of Corruption:**

All City officials shall take an oath upon assuming office, pledging to uphold the constitution and laws of the City, the State and the Federal government. As part of this oath, officials commit to disclosing to the appropriate authorities and/or to the City Council any behavior or activity that may qualify as corruption, abuse, fraud, bribery or other violation of the law.

**10. Conflict of Interest:**

In order to assure their independence and impartiality on behalf of the public good, Councilmembers shall not use their official positions to influence government decisions in which they have a financial interest. Nothing herein is intended to prohibit a Council Member from recusing oneself if s/he believes there may be a perception of a conflict of interest or impropriety.

In accordance with the law, members shall file written disclosures of their economic interest and if they have a conflict of interest regarding a particular decision, refrain from participating in that decision unless otherwise permitted by law.

**11. Gifts and Favors:**

Councilmembers shall not take advantage of service or opportunities for personal gain by virtue of their public office that are not available to the public in general. They shall refrain from accepting gifts, favors or promises of future benefits that might compromise their independence of judgment or action or give the appearance of being compromised.

**12. Confidential Information:**

Councilmembers shall respect and preserve the confidentiality of information provided to them concerning the confidential matters of the City. They shall neither disclose confidential information without proper legal authorization nor use such information to advance their personal, financial or private interests.

**13. Use of Public Resources:**

Public resources not available to the general public (e.g., City staff time, equipment, supplies or facilities) shall not be used by City Councilmembers for private gain or personal purposes.

**14. Representation of Private Interests:**

In keeping with their role as stewards of the public trust, Councilmembers shall not appear on behalf of private interests of a third-party before the City Council or any board, commission or committee or proceeding of the City.

**15. Advocacy:**

Councilmembers shall represent the official policies and positions of the City Council when designated as delegates for their purpose. When representing their personal opinions or positions, members shall explicitly state that they do not represent the Council or the City of Cotati, nor will they allow the inference that they do.

**16. Improper Influence:**

Councilmembers shall refrain from stating their position to improperly influence the deliberations or decisions of City staff, boards, commissions or committees.

**17. Policy Role of Members:**

Councilmembers shall respect and adhere to the Council-Manager structure of Cotati City government as provided in State Law and the City Code. In this structure, the City Council determines the policies of the City with the advice and information provided by the public and other City bodies, with analysis from City staff.

Councilmembers therefore shall not interfere with the administrative functions of the City or the professional duties of City staff; nor shall they impair the ability of staff to implement Council policy decisions. Councilmembers shall work through the City Manager and City Attorney.

**18. Positive Work Environment:**

Councilmembers shall support the maintenance of a positive and constructive environment for residents, businesses and City employees.

**19. Implementation:**

Ethics standards shall be included in the regular orientations for City Council candidates. Councilmembers entering office shall sign a statement affirming they shall comply with and will comply with the Code of Ethics as provided by the League of California Cities.

As an expression of conduct for Councilmembers of the City of Cotati, this Code of Ethics is intended to be self-enforcing. It therefore becomes effective when Councilmembers are thoroughly familiar with it and embrace its provisions. Councilmembers shall sign a statement affirming that they read and understand the City of Cotati City Council Code of Ethics.

**20. Compliance and Enforcement:**

Councilmembers themselves have the primary responsibility to assure that ethical standards are understood and met and that the public can continue to have full confidence in the integrity of City government.

The City Council may impose sanctions on members whose conduct does not comply with the City’s ethical standards such as reprimand, formal censure, loss of seniority or committee assignment, or budget restriction.

A violation of this Code of Ethics shall not be considered a basis for challenging the validity of a Council decision.

The City Council Code of Ethics document shall be considered to be the definitive document relating to ethical conduct by Cotati City Councilmembers.

I affirm that I have read and understand the Code of Ethics City Council Policy

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name of Councilmember

Adopted by the Cotati City Council on \_\_\_\_\_.



## City Council Agenda Consent Calendar

**Subject:** Resolution of support for Old Redwood Highway Rehabilitation South project for grant funding through the American Recovery and Reinvestment Act of 2009

**Date:** March 11, 2009

**Written by:** Damien O'Bid, City Engineer / Director of Public Works

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### **Recommendation**

It is recommended that the Council adopt a resolution supporting the Old Redwood Highway Rehabilitation South Project for the purpose of receiving approximately \$500,000 in grant funding through the American Recovery and Reinvestment Act of 2009.

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### **Background**

In February 2009, the President signed the American Recovery and Reinvestment Act of 2009 (ARRA). Included in the ARRA is funding for a variety of public infrastructure, including roadways. The ARRA funding has extremely short time frames to get projects under construction. The Project design, environmental clearances, and all right-of-way must be complete by April 30, 2009 for final project authorization.

Based on numerous factors discussed in the following analysis/discussion section below, rehabilitation of Old Redwood Highway from Myrtle to the southern city limits has been selected as the project to submit for funding.

The ARRA funds can only be used for construction and are administered through the Caltrans office of Local Assistance. Project funding is allocated locally by the Sonoma County Transit Authority (SCTA), through the Metropolitan Transportation Commission (MTC). The MTC expects to receive approximately \$40 million for ARRA transportation projects, of which Sonoma County would receive approximately \$15 million. SCTA has allocated the funding to each jurisdiction based on the population-road miles formula used for Measure M, Local Streets and Roads (LSR). Using this formula, Cotati would receive approximately \$186,000. However, to avoid receiving hundreds of applications for small projects and the resulting high overhead and time delays, Caltrans requires that all projects be a minimum of \$500,000. Therefore, Cotati and other small cities in Sonoma County with eligible projects are slated to receive approximately \$500,000, which is \$314,000 more than Cotati would have received based on the population-road miles formula.

As part of the many submittals required to authorize the funding, the MTC requires a resolution of local support from each jurisdiction.

### **Analysis/Discussion**

The Old Redwood Highway Rehabilitation – South project area is a heavily used regional arterial underlain by the original concrete roadway, and is the southern gateway to the City. The asphalt roadway is reflecting and cracking on top of the concrete slab and along the edges, causing the roadway to deteriorate. The project will consist of repairing sections of failed asphalt and using a paving fabric to prevent this type of failure in the future, followed by a new overlay, striping, and upgraded ADA curb ramps.

As mentioned previously, this project is required to have an expedited NEPA categorical exclusion. Therefore, if there are any toxic clean up sites, historical sites, or parks immediately adjacent to the project area, the impact of the construction will require further study under NEPA. Additionally, to be eligible, the project is required to be on a federally recognized arterial or collector. In Cotati, these include Old Redwood Highway, East Cotati Avenue, West Sierra Avenue, Valparaiso Avenue, Cypress Avenue, Redwood Drive, and Helman Lane. Of these roadways, Old Redwood Highway South represents a heavily used gateway to the City, is not excluded by NEPA constraints, and is in the most need for rehabilitation. The other segment of Old Redwood Highway also in need of rehabilitation (from Highway 116 to George Street) has numerous clean up sites adjacent to the roadway and therefore did not qualify.

The attached resolution of support is intended to demonstrate both the City's support of the project, including the commitment and ability to complete the project. MTC requires this so they are assured that they are nominating a project that will actually be constructed.

### **Financial Considerations**

The City is required to fund local costs, including NEPA review, design, and construction management, as the ARRA funding is for construction only. In total, this is expected to amount to approximately \$90,000, which is funded from the Redevelopment Agency.

### **Environmental Issues**

None.

Attachments:

1. Proposed resolution

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COTATI  
AUTHORIZING THE FILING OF AN APPLICATION FOR FEDERAL AMERICAN  
RECOVERY AND REINVESTMENT ACT OF 2009 (ARRA) FUNDING AND  
STATING THE ASSURANCE TO COMPLETE THE PROJECT**

**WHEREAS**, the City of Cotati (herein referred as APPLICANT) is submitting an application to the Metropolitan Transportation Commission (MTC) for approximately \$500,000 in funding from the federal American Recovery and Reinvestment Act of 2009 (ARRA) for the Old Redwood Highway Rehabilitation – South (herein referred as PROJECT) for the MTC Regional ARRA Program (MTC Resolution No. 3885) (herein referred as PROGRAM); and

**WHEREAS**, pursuant to ARRA, and any regulations and/or guidance promulgated thereunder, eligible project sponsors wishing to receive Regional ARRA funds for a project shall submit an application first with the appropriate Metropolitan Planning Organization (MPO), for review and inclusion in the MPO's Transportation Improvement Program (TIP); and

**WHEREAS**, the Metropolitan Transportation Commission (MTC) is the MPO for the nine counties of the San Francisco Bay region; and

**WHEREAS**, MTC has adopted a Regional Project Funding Delivery Policy (MTC Resolution No. 3606, revised applicable to federal ARRA fund delivery and has adopted (or is scheduled to adopt) in MTC Resolution No. 3885 such additional requirements as are necessary or appropriate to meet the obligations/award deadlines in the ARRA; and

**WHEREAS**, APPLICANT is an eligible project sponsor for ARRA funds; and

**WHEREAS**, as part of the application for ARRA funding, MTC requires a resolution adopted by the responsible implementing agency stating the following:

1. That the sponsor understands that the ARRA funding is fixed at the programmed amount, and therefore any cost increase cannot be expected to be funded with additional ARRA or other MTC-programmed funds; and
2. That PROJECT will comply with the procedures specified in MTC's Regional Project Funding Delivery Policy (MTC Resolution No. 3606, revised) and with all project-specific requirements as set forth in MTC's Regional ARRA Program (MTC Resolution No. 3885); and PROJECT as described in the application, and if approved, as included in MTC's TIP; and
3. That PROJECT will comply with all the project-specific requirements as set forth in the federal ARRA and appropriate applicable regulations or guidance.

**NOW, THEREFORE, BE IT RESOLVED** that the City of Cotati is authorized to execute and file an application for funding under the American Recovery and Reinvestment Act of 2009 for Old Redwood Highway Rehabilitation – South; and

**BE IT FURTHER RESOLVED** that the APPLICANT by adopting this resolution does hereby state that:

1. APPLICANT understands that the ARRA funding for the project is fixed at the MTC approved programmed amount, and that any cost increases must be funded by the APPLICANT from other funds, and that APPLICANT does not expect any cost increases to be funded with additional ARRA or MTC-programmed funds; and
2. APPLICANT understands the funding deadlines associated with these funds and will comply with the applicable provisions and requirements of the Regional ARRA Program (MTC Resolution No. 3885) and Regional Project Funding Delivery Policy (MTC Resolution No. 3606, as revised); and
3. PROJECT will be implemented as described in the complete application and in this resolution and, if approved, for the amount programmed in the MTC federal TIP; and
4. PROJECT will comply with all the project-specific requirements as set forth in the ARRA and appropriate applicable regulations or guidance; and

**BE IT FURTHER RESOLVED** that there is no legal impediment to APPLICANT making applications for the funds; and

**BE IT FURTHER RESOLVED** that there is no pending or threatened litigation that might in any way adversely affect the proposed PROJECT, or the ability of APPLICANT to deliver such PROJECT; and

**BE IT FURTHER RESOLVED** that APPLICANT authorizes its Executive Director, General Manager, or designee to execute and file an application with MTC for ARRA funding for the PROJECT as referenced in this resolution; and

**BE IT FURTHER RESOLVED** that a copy of this resolution will be transmitted to the MTC in conjunction with the filing of the application; and

**BE IT FURTHER RESOLVED** that the MTC is requested to support the application for the PROJECT described in the resolution and to include the PROJECT, if approved, in MTC's TIP.

**IT IS HEREBY CERTIFIED** that the foregoing resolution was duly introduced and legally adopted at a regular meeting of the City Council of the City of Cotati held on the 11<sup>th</sup> day of March, 2009 by the following vote, to wit:

GUARDINO \_\_\_\_\_  
COLEMAN-SENGHOR \_\_\_\_\_  
BARICH \_\_\_\_\_  
GILARDI \_\_\_\_\_  
ORCHARD \_\_\_\_\_

Approved: \_\_\_\_\_  
John Guardino, Mayor

Attest: \_\_\_\_\_  
Tamara Taylor, Deputy City Clerk

Approved as to form:

\_\_\_\_\_  
Rich Rudnansky, City Attorney



## City Council Agenda Regular Agenda

**Subject:** Discussion and Possible Direction Regarding Administrative Policy 2004-02,  
Signing Correspondence on City letterhead on behalf of Cotati City Council

**Date:** March 11, 2009

**Written by:** Dianne Thompson, City Manager

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### **Recommendation**

The City Council will discuss and may direct staff regarding Administrative Policy No. 2004-02,  
Signing Correspondence on City letterhead on behalf of Cotati City Council

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### **Background**

On June 9, 2004, the City Council adopted Administrative Policy 2004-02 (attached) establishing that the Mayor has sole authority to sign correspondence on behalf of the City Council on official city letterhead. At its meeting of February 11, 2009, the Council directed that the policy be placed on the agenda for discussion.

### **Analysis/Discussion**

N/A

### **Financial Considerations**

N/A

### **Environmental Issues**

N/A

Attachments:

City of Cotati Policy No. 2004-02  
Minutes of June 9, 2004 Cotati City Council meeting  
City of Sonoma Council Policy 5.7  
City of Sebastopol Council Policy No. 5

DT:tlt

# City of Cotati

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## Administrative Policy No. 2004-02

### Signing Correspondence

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Initiated By:       City Manager       City Council

Summary:    **Mayor has sole authority to sign correspondence on behalf of Cotati City Council.**

Pursuant to the City Council discussion on June 9, 2004 at its regular meeting, the Mayor shall be the sole Council member with the authority to sign correspondence on official City letterhead on behalf of the City Council. This policy is not related to nor shall it restrict the City Manager's responsibilities related to signing correspondence and other documents that are necessary in conducting the day-to-day operations of the City.

There may be occasions when a Council member appointed to a special committee or working group would be an appropriate signatory to correspondence related to that particular assignment. In those cases, at the Mayor's discretion, it may be deemed appropriate and therefore acceptable to include multiple signature lines for the Mayor and the appropriate Council member(s) to reflect the cumulative endorsement of the content of the correspondence.

Approved by:

/s/ Terry L. Stubbings, City Manager

It was moved by Berkemeier, seconded by Kurvers, to approve the Consent Calendar.

Yes: 5      No: 0

Item No. 15

Orchard asked for clarification regarding disclosure of contributions under Section 1.09.090. Nebb stated that California State law regulates that subject. Nebb said that additional clarification can be provided by amendment to the ordinance.

There was no public comment.

It was moved by Kurvers, seconded by Orchard, to approve Item No. 15.

Yes: 5      No: 0

**REGULAR AGENDA**

**19. Discussion and adoption of Mayors-only signature policy (*City Manager*)**

City Manager Stubbings reviewed the staff report.

Councilmember Orchard requested that the policy include mention of official City letterhead – avoiding individual correspondence on City letterhead that does not reflect official City Council policy.

City Manager Stubbings read proposed language to be added to the Administrative Policy.

There was no public comment.

Following Council discussion, it was moved by Berkemeier, seconded by Kurvers, to adopt the policy as amended.

Yes: 5      No: 0

**JOINT MEETING OF CITY COUNCIL AND REDEVELOPMENT AGENCY BOARD OF DIRECTORS**

Call to Order

The joint meeting was called to order at 8:05 p.m. by Mayor/Chair Gilardi.

Roll Call

Council/Board Members present: Gilardi, Moore, Berkemeier, Kurvers, Orchard  
Staff present: Stubbings, Dorch, Lustig, Hayes, Nommsen, Anna, Nebb

# City of Sonoma

## COUNCIL POLICY 5.7

### POLICY TITLE: CITY ADVISORY BODIES — USE OF CITY STATIONERY AND BUSINESS CARDS

#### POLICY STATEMENT:

In general, policy statements or statements which have policy implications must be reviewed by the Mayor's office before being sent out on city stationery.

City advisory bodies are authorized to use city stationery, and advisory body members are authorized to use generic city business cards, for administrative business. Pre-printed business cards are authorized for use by the Mayor, City Councilmembers and staff only.

City advisory bodies may not use city stationery to issue policy statements which contradict existing ordinances or city policies or in cases where there are no policies. If there is no city policy, the matter will be brought before Council for consideration.

AUTHORIZATION: Council Policy Manual Update November 17, 1998

Revised by Motion on July 10, 2007

**CITY OF SEBASTOPOL**  
(SEE NO. 6)

Council Policy Number 5  
Date: June 7, 2005  
See Also Resolution 4596

City Council Policies for Agenda Preparation  
and Correspondence

- 1) It shall be the responsibility of the City Manager to prepare the City Council agendas. All items necessary for the businesslike and continued operation of the City government may be placed on the agenda by the City Manager.
- 2) In preparing the agenda, the City Manager shall consult with the City Clerk and the City Attorney. The deadline for finalizing the agenda shall be 5:00 p.m. on the Wednesday prior to the City Council meeting.
- 3) Any Councilmember may request the City Manager to place an item on the regular meeting agenda. Notification shall be given thereupon to the Mayor. Staff preparation for the topic shall only be directed by the majority of the City Council, or when the City Manager determines such topic is related to the general operations of the City government and scheduling the topic is timely, in accord with the Review Procedure outlined in Section 8 of this policy for Consideration of Proposed Policies, Programs, Studies and Projects as may be approved by the City Council.
- 4) Any member of the public may request an item be placed on the agenda either in writing or verbally to the City Manager or a City Councilmember or make such a request during public comments at a regular City Council meeting.
- 5) For study sessions, the City Council may meet at such times or at such places as may be determined by the Council for the purpose of hearing reports from staff and reviewing, discussing and debating matters of interest to the City. These sessions shall be noticed as provided by law and open to the public and the press. No official action may be taken at a study session. However, an informal vote on any matter under discussion may be taken. The participation of the public in these sessions is subject to the discretion of the presiding officer.
- 6) Official correspondence from the City Council must be on official City letterhead and receive prior approval from a majority of the City Council. Individual Councilmembers may initiate correspondence for their own purpose using letterhead that identifies only themselves as a Councilmember.
- 7) The City Council shall endeavor to conclude their meeting by 11:00 p.m. unless a majority of the Council agrees to continue the meeting to a specified time for conclusion. Any hearing opened prior to, but not concluded by 11:00 p.m. may be continued to the next succeeding meeting. No new agenda business shall be considered after 10:30 p.m without a majority Council agreement to proceed.

- 8) In recognition of limitations in City staff and budgetary resources, when members of the City Council (or Council members on behalf of members of the public) choose to raise issues that may result in a substantive change or creation of a new policy, program, study, or project proposals outside of the priority-setting or budget processes, the City will use a review process for evaluating how to proceed on considering such initiatives. The intent of this review process is to provide a systematic means of evaluating such proposals, and to place them in the context of other on-going priorities.
- a) Sponsoring Council member provides and/or consults with the City Manager to prepare a description of proposed policy, program, study, or project to City Manager, including a description of what issue is intended to be addressed, its relative importance, the relative urgency of action, and any other information the member feels helpful. Sponsoring member should also include any resources that either the Councilmember or other persons in the community can bring to the project.
  - b) City Manager evaluates the request, and determines if it is:
    - i) A minor work task that is consistent with prior Council direction or policy that can be accomplished with minimal resources and does not need further evaluation; or
    - ii) A more substantial work task that could affect established priorities and needs further evaluation.
  - c) If the proposal appears to be a substantial work task, the Council member may request that the item be placed on the Council agenda for discussion or have the City Manager refer the proposal to relevant City staff for brief evaluation of the work effort that would be necessary, any budget necessary, other resources that may be available to accomplish the project, the effect on existing priority projects, how the proposal might relate to existing projects, alternative means of addressing the proposal, and any other issues the Manager and Council members should consider.
  - d) The City Manager presents this information to the Agenda Review Committee, which discusses whether the matter should be presented to the full Council for discussion.
  - e) The City Manager informs the sponsoring Council or staff member of the Committee's discussion.
  - f) If the Committee has recommended Council discussion of the matter, the Committee sets it for a specific agenda.
  - g) If the Committee does not recommend the matter be set for Council discussion, and the sponsoring Council member does not concur, the member may request that a discussion of the matter be set for Council discussion.
  - h) If the proposal is discussed by the full Council, a brief staff evaluation is provided consistent with No. 3 above, and the Council majority determines if the proposal should be made a work task, identifies its relative priority, and allocates the budget or other resources necessary to address the proposal.
- 9) As determined appropriate by the City Manager, or as requested by the City Council, the City Manager will provide the Council with periodic updates on ongoing projects.

## **Joint Meeting of City Council and Redevelopment Agency Board of Directors Agenda Consent Calendar**

**Subject:** Receive and File Warrants and Audited Claims for February 12th, 2009 –  
February 25th, 2009

**Date:** March 11, 2009

**Written by:** Jone Hayes, Director of Administrative Services

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### **Recommendation**

It is recommended that the City Council receive and file the warrants and audited claims (the A/P Check Registers) as submitted.

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### **Background**

Warrants (checks) are created by City Staff in compliance with the following Municipal Code Sections:

**2.12.160 Expenditure control--Purchasing.**

It shall be the duty of the city manager to see that no expenditures shall be submitted or recommended to the city council except on approval of the city manager or his authorized representative. The city manager, or his authorized representative, shall be responsible for the purchase of all supplies for all the departments or divisions of the city. (Ord. 97 §7.9, 1968).

**3.36.010 Expenditures--Compliance required.**

All expenditures of city funds in connection with purchases must be made strictly in accordance with the duly adopted budget, and in order that budgetary control may be effectively exercised, the procedures in this chapter shall be followed. (Ord. 575 §1(part), 1992).

### **Analysis/Discussion**

Warrants and Audited Claims listings (now identified as the A/P Check Registers) list all warrants issued for the period indicated. Per Council action on July 11, 2007 all warrants are released as they are created.

All expenditures of City funds in connection with wages and benefits and purchases of services or materials are strictly in accordance with the duly adopted budget and / or Council actions

amending the adopted budget. Expenditures have been approved for payment by either the City Manager or by Department Heads.

**Financial Considerations**

The following is the totals for the Warrants and Audited Claims (the A/P Check Register) issued for the period of February 12th 2009 – February 25th, 2009:

Feb 26, 2009	\$ 218,056.52
Feb 26, 2009	<u>93.05</u>
	\$ 218,149.57

**Environmental Issues**

None.

Attachments:

1. Check Registers dated 02/26

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A / P CHECK REGISTER

PAGE: 1

PACKET: 00283 Regular Payments

VENDOR SET: 01

BANK : AP AP - CASH CLEARING (POOL)

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
3TE01	3 T EQUIPMENT COMPANY, INC I-50367 I-50368	VAC TRUCK REPAIR PUMP REPLACEMENT - VAC TRUCK	R R	2/26/2009 2/26/2009		1,027.92CR 14,584.29CR	057297 057297	15,612.21
ACC04	ACCURINT-ACCT#1022911 I-20090131	MISC INFO SEARCHES - JAN 2009	R	2/26/2009		30.00CR	057298	30.00
AEM01	AEM CONSULTING I-2009-12	STIMULUS PROJ/NEPA CLEARANCE	R	2/26/2009		2,550.00CR	057299	2,550.00
AFL01	AFLAC I-950916	EMP PREMIUMS 2/1 - 2/15/09	R	2/26/2009		732.46CR	057300	732.46
AME04	AMERICAN MESSAGING I-M7261760JB	2/1 - 2/28/09	R	2/26/2009		23.44CR	057301	23.44
ARA03	ARAMARK UNIFORM SVCS. INC I-013009	#11859000 - JAN 2009	R	2/26/2009		347.63CR	057302	347.63
BAR04	BARTLE WELLS ASSOCIATES I-BWA067D-1005	W/S RATE/FINANCE PLAN - JAN	R	2/26/2009		3,370.00CR	057303	3,370.00
BRE02	PETER BRELAND I-021709	AIKIDO INSTRUCTOR - FEB 2009	R	2/26/2009		162.50CR	057304	162.50
CAN02	ALEJANDRA CANUL I-021709	RFD RM RENTAL DEPOSIT-2/15/09	R	2/26/2009		310.00CR	057305	310.00
CIT04	CITY OF UKIAH I-3929A	RRWA SUPPLEMENTAL FEE-2008	R	2/26/2009		382.12CR	057306	382.12
CIT09	CITY OF SANTA ROSA I-106015	SUBREG WSTWTR SYSTM-FEB 2009	R	2/26/2009		130,410.62CR	057307	130,410.62
CIT19	CITY OF ROHNERT PARK I-021009 I-021009A	8789-000 12/1 - 1/31/09 8789-001 12/1 - 1/31/09	R R	2/26/2009 2/26/2009		143.14CR 261.34CR	057308 057308	404.48
COM08	THE COMMUNITY VOICE I-8901	PUBLIC HEARING - POWERFIT	R	2/26/2009		117.00CR	057309	117.00
COM10	CONOCOPHILLIPS FLEET I-870135035901	FUEL CHGS - JAN 2009	R	2/26/2009		1,812.03CR	057310	1,812.03

PACKET: 00283 Regular Payments  
 VENDOR SET: 01  
 BANK : AP AP - CASH CLEARING (POOL)

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
DAW01	GAY DAWSON I-0222309	YOGA INSTRUCTOR - FEB 2009	R	2/26/2009		334.75CR	057311	334.75
DEV03	DEVOTO PLUMBING, INC. C-6871 I-6985 I-7116	WATER SURVEY DONE IN ERROR 70 CREEK CT RETROFIT 207 SKILLING CT RETROFIT	R	2/26/2009		120.00 315.00CR 315.00CR	057312 057312 057312	510.00
FIS01	FISHMAN SUPPLY CO. I-750432	JANITORIAL SUPPLIES - PD	R	2/26/2009		76.51CR	057313	76.51
GAU01	RICHARD GAULE I-020909	RETRO REBATE - 8700 CYPRESS	R	2/26/2009		288.99CR	057314	288.99
GRA01	GRAINGER, INC. I-9837719104	BULBS - COTATI RM	R	2/26/2009		52.87CR	057315	52.87
GRE04	GREEN VALLEY CONSULTING ENGINEERS I-2009-021	ECA IMPROVEMENTS - JAN 2009	R	2/26/2009		9,974.95CR	057316	9,974.95
GRO05	GROENIGER AND COMPANY I-4006577-00	ECA OVERLAY	R	2/26/2009		857.37CR	057317	857.37
HAC01	HACH COMPANY I-6102400	CHLORINE - WELLS	R	2/26/2009		53.87CR	057318	53.87
HAD01	AARON HADZESS I-021709	REFUND DEPOSIT ACCOUNT	R	2/26/2009		236.00CR	057319	236.00
HAN01	HANSEL FORD I-F35844 I-F36084 I-G36643 I-G36762	#14-LOF/TIRE ROTATE/INSPECTION #5-REPL TEMP BLEND DOOR MOTOR #19 - ADJUST HEADLAMPS #12 - REPLACE WATER PUMP	R	2/26/2009		94.74CR 439.33CR 124.01CR 434.53CR	057320 057320 057320 057320	1,092.61
IKO01	IKON OFFICE SOLUTIONS I-78292593 I-78665255	PD COPIER 12/30/08-1/29/09 PD/CH COPIERS 2/28 - 3/29/09	R	2/26/2009		441.78CR 1,193.23CR	057321 057321	1,635.01
INF01	INFOSTOR, INC. I-82081 I-82082	RECORD STORAGE - FEB 2009 RECORD STORAGE - FEB 2009	R	2/26/2009		295.00CR 90.52CR	057322 057322	385.52

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 VENDOR SET: 01  
 BANK : AP AP - CASH CLEARING (POOL)

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
JEN01	CARL JENSEN I-021709	RETRO REBATE-8177-A EL RANCHO	R	2/26/2009		150.00CR	057323	150.00
JUD01	JUDICIAL DATA SYSTEM CORP I-9872	PARKING CITATIONS - JAN 2009	R	2/26/2009		100.00CR	057324	100.00
KAU01	CHRIS KAUPE I-021109	PER DIEM K9 TENG 3/22-4/24/09	R	2/26/2009		1,350.00CR	057325	1,350.00
MAT08	MATRIX CONSULTING GROUP I-5	PD MASTER PLAN STUDY-FINAL INV	R	2/26/2009		982.00CR	057326	982.00
MCP01	MCPHAIL'S FUEL COMPANY I-4045	PROPANE - FORKLIFT	R	2/26/2009		18.29CR	057327	18.29
MEY02	MEYERS NAVE I-2009010023	COTATI COMMONS - JAN 2009	R	2/26/2009		1,344.61CR	057328	1,344.61
MIN04	MINUTEMAN PRESS I-3037	SANTERO WAY SPECIFIC PLAN (10)	R	2/26/2009		144.28CR	057329	144.28
NEV02	ROBERT NEVE I-021709	REFUND DEPOSIT ACCOUNT	R	2/26/2009		55.60CR	057330	55.60
NEX01	NEXTEL COMMUNICATIONS I-262519522-057	1/7 - 2/6/09	R	2/26/2009		266.92CR	057331	266.92
OFF09	OFFICE DEPOT C-464301448-001 I-463966899-001	DAMAGED OFFICE SUPPLIES OFFICE SUPPLIES	R	2/26/2009		5.51 254.84CR	057332 057332	249.33
PAC07	PACIFIC HEATING & AIR I-6416	CONDITIONING THERMOSTAT INSTALL - CDD	R	2/26/2009		169.00CR	057333	169.00
PAS01	CAROLE PASSANISI I-021709	RFD RM RENTAL DEPOSIT	R	2/26/2009		400.00CR	057334	400.00
PET05	PETTY CASH-JONE HAYES I-022509	PETTY CASH REIMBURSEMENT	R	2/26/2009		366.37CR	057335	366.37
PHI02	THE PHILLIPS GROUP I-9029	GREEN REVIEW - 780 W COTATI	R	2/26/2009		760.00CR	057336	760.00

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A / P CHECK REGISTER

PAGE: 4

PACKET: 00283 Regular Payments

VENDOR SET: 01

BANK : AP AP - CASH CLEARING (POOL)

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
PRE05	I-57662	PREFERRED ALLIANCE, INC. PRE-EMP TESTS - JANSSEN (VOL)	R	2/26/2009		42.00CR	057337	42.00
RED12	I-92863	RED CONDO, INC. ANTI SPAM/VIRUS 1/09-1/31/10	R	2/26/2009		711.10CR	057338	711.10
RED13	I-072108	REDWOOD EMPIRE SBDC SMALL BUS CONS SVCS 4TH QTR	R	2/26/2009		1,250.00CR	057339	1,250.00
REL01	I-482276	RELIABLE HARDWARE AND STEEL PW SUPPLIES	R	2/26/2009		97.91CR	057340	97.91
REP01	I-901462 I-901463	REPUBLIC ITS SIGNAL REPAIRS - JAN 2009 SIGNAL MAINT - JAN 2009	R R	2/26/2009 2/26/2009		1,098.54CR 528.65CR	057341 057341	1,627.19
SAN04	I-021909	SANTA ROSA JR COLLEGE DRUG INFLUENCE - BILCICH	R	2/26/2009		30.00CR	057342	30.00
SAN09	I-76821 I-77094	SANTA ROSA AUTO PARTS OIL FILTER - PW FORKLIFT SUPPLIES	R R	2/26/2009 2/26/2009		7.85CR 97.42CR	057343 057343	105.27
SHA01	I-709848	SHAMROCK MATERIALS INC. LINCOLN AVE REPAIR-DMG BY RAFD	R	2/26/2009		17.51CR	057344	17.51
SON08	I-29309	SONOMA COUNTY WATER AGENCY AQUEDUCT USE 12/31/08-1/29/09	R	2/26/2009		17,195.05CR	057345	17,195.05
SON31	I-09-10	SONOMA COUNTY PUBLIC SAFETY CONSORTIUM CAD/RMS O&S - 20% (70% TOTAL)	R	2/26/2009		11,891.54CR	057346	11,891.54
STA06	I-6112666	STANLEY CONVERGENT SECURITY SOLUTIONS CORP YD SEC SVCS - 3/1-5/31/09	R	2/26/2009		242.31CR	057347	242.31
STE03	I-021709	ROBERT STEWART MEAL/TOLL REIMB - STEWART	R	2/26/2009		36.98CR	057348	36.98
STE05	I-9020043	STEVENSON SUPPLY & TRACTOR COMPANY TRENCH COMPACTOR HANDLE	R	2/26/2009		60.88CR	057349	60.88
STO01	I-42240	STONY POINT ROCK QUARRY PW SUPPLIES - TRENCH BACKFILL	R	2/26/2009		105.61CR	057350	105.61

PACKET: 00283 Regular Payments  
 VENDOR SET: 01  
 BANK : AP AP - CASH CLEARING (POOL)

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
SYA01	SYAR INDUSTRIES, INC. I-357898 I-358256	ECA BIKELANE/PAVE BACK WELL 1A ASPHALT - 1.02 TONS	R	2/26/2009		426.46CR	057351	513.28
TAY03	TAMI TAYLOR I-021409 I-022409	UNREIMBURSED MEDICAL MISC REIMBURSEMENTS	R	2/26/2009		186.94CR 36.30CR	057352 057352	223.24
TER03	TERRY KRIEG, CPA I-121508	THIRD BILLING - FY 07/08 AUDIT	R	2/26/2009		4,000.00CR	057353	4,000.00
TRA06	TRACTOR EQUIPMENT SALES I-C49594 I-C49785	BACKHOE / LOADER SVC HYDRAULIC OIL - PW	R	2/26/2009		468.77CR 75.80CR	057354 057354	544.57
UND01	UNDERGROUND SERVICE ALERT I-90020006	UTILITY MARKING FAXES	R	2/26/2009		114.00CR	057355	114.00
UNI07	UNITED SITE SERVICES, INC. I-675600	PORTOLET RENTAL - VETS PARK	R	2/26/2009		103.03CR	057356	103.03
VIC01	VICTORY AUTOPLAZA, INC. I-31722	#8 SUPPLIES	R	2/26/2009		59.21CR	057357	59.21
WIN05	WINZLER & KELLY I-42716	100 VALPARAISO THRU 2/1/09	R	2/26/2009		681.50CR	057358	681.50
YES01	YES I DO WINDOWS I-020509	WINDOW CLEANING - REC DEPT	R	2/26/2009		285.00CR	057359	285.00

* * T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	63	0.00	218,056.52	218,056.52
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
VOID CHECKS:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
CORRECTIONS:	0	0.00	0.00	0.00
REGISTER TOTALS:	63	0.00	218,056.52	218,056.52

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

PACKET: 00281 US - Refund  
 VENDOR SET: 01 City of Cotati  
 BANK: AP - CASH CLEARING (POOL)

VENDOR	I.D.	NAME	CHECK TYPE	DATE	DISCOUNT	CHECK AMOUNT	CHECK NO#	CHECK AMOUNT
1	I-000200902180155	GOLOBE, ROCHELLE GOLOBE, ROCHELLE	R	2/26/2009		15.46	057295	15.46
1	I-000200902180156	BAKER & ASSOCIATES BAKER & ASSOCIATES	R	2/26/2009		77.59	057296	77.59
* * B A N K T O T A L S * *								
REGULAR CHECKS:						93.05		TOTAL APPLIED
HANDWRITTEN CHECKS:						0.00		93.05
PRE-WRITE CHECKS:						0.00		0.00
DRAFTS:						0.00		0.00
VOID CHECKS:						0.00		0.00
NON CHECKS:						0.00		0.00
CORRECTIONS:						0.00		0.00
BANK TOTALS:						93.05		93.05