



**NOTICE OF SPECIAL 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 APRIL 15, 2009 AT 7:00 P.M.
POLICE DEPARTMENT COMMUNITY ROOM, 203 WEST SIERRA AVENUE**

NOTICE IS HEREBY GIVEN that a special joint meeting and study session of the City Council of the City of Cotati and the Board of Directors of the Cotati Redevelopment Agency will be held on Wednesday April 15, 2009, at 7:00 p.m. in the Police Department Community Room, which is located at 203 West Sierra Avenue, Cotati, California. The special joint meeting agenda is as follows:

CALL TO ORDER AND ROLL CALL

CONSENT CALENDAR

- 1. OLD REDWOOD HIGHWAY REHABILITATION - SOUTH – ADVERTISE FOR BIDS AND AUTHORIZE CITY ENGINEER TO AWARD AND EXECUTE CONSTRUCTION AGREEMENT AND NECESSARY CHANGE ORDERS (Public Works/Engineering) (Action)**

This resolution makes findings, adopts plans and specifications, authorizes advertisement for bids, and authorizes the Director of Public Works/City Engineer to award the project and execute the construction agreement for Old Redwood Highway Rehabilitation – South Project No. E09-01.

- 2. AUTHORIZE MAYOR TO SIGN DECLARATION FOR DATA RELEASE FROM PG&E IN SUPPORT OF THE CLIMATE PROTECTION CAMPAIGN’S AND SONOMA COUNTY WATER AGENCY’S ANALYSIS OF ENERGY USAGE IN SONOMA COUNTY (City Manager) (Action)**

This motion authorizes the Mayor to sign Declaration for data release from PG&E in support of the Climate Protection Campaign’s and Sonoma County Water Agency’s analysis of energy usage in Sonoma County.

ADJOURNMENT OF JOINT MEETING TO JOINT STUDY SESSION OF CITY COUNCIL AND COMMUNITY REDEVELOPMENT AGENCY BOARD OF DIRECTORS

No action will be taken by the Council/Board of Directors. Pursuant to California Government Code section 54954.3(a), members of the public wishing to address the Council may do so at the beginning of the meeting, and such comments shall be limited to the special meeting topic.

- 3. STRATEGIC PLANNING FOR FISCAL YEAR 2009/2010. (Discussion)**

ADJOURNMENT OF JOINT STUDY SESSION

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 April 10, 2009

Tamara Taylor, Deputy City Clerk

City Council Agenda Consent Calendar

Subject: Old Redwood Highway Rehabilitation - South – Advertise for Bids And Authorize City Engineer to Award and Execute Construction Agreement and Necessary Change Orders

Date: April 15, 2009

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

Recommendation

It is recommended that the Council adopt a resolution to make findings, adopt plans and specifications, authorize advertisement for bids and authorize the Director of Public Works/City Engineer to award the project and execute the construction agreement for Old Redwood Highway Rehabilitation – South Project No. E09-01.

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.

On March 1, 2009, the City received Caltrans approval of its Annual Anticipated Disadvantaged Business Enterprise Participation Level (AADPL) for fiscal year FY 2008/2009. This allows Caltrans to track how well federal aid recipients are doing as a group to meet the current “race-neutral” goals.

On March 11, 2009, the City Council adopted Resolution 2009-05 to support the use of ARRA funding to rehabilitate Old Redwood Highway, between Myrtle Avenue and Eucalyptus Avenue. The Old Redwood Highway 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.

On March 19, 2009 the City received National Environmental Policy Act (NEPA) environmental clearance from Caltrans. This authorized the City to complete the Plans, Specifications, and Estimate (PS&E) and submit this package for final authorization by Caltrans and the Federal Highway Administration (FHA). This authorization, referred to as an E-76, will allow the City to advertise the project for bids. This final review step by Caltrans is typically focused on

ensuring that the construction contract conforms to federal bidding requirements, and is not focused on the design itself, except for those design elements that relate to federal requirements.

The project must be awarded by June 2, 2009 or the City will have to adopt the new “race-conscious” disadvantaged business (DBE) requirements. This includes adopting a new DBE agreement with Caltrans, resubmitting the AADPL, and substantially revising the construction contract with as of yet undefined requirements.

Analysis/Discussion

After advertisement, staff typically returns to the Council to request authorization to award a construction contract. However, given the time constraints around the pending change to the DBE program, staff is requesting pre-authorization to award the contract provided that certain criteria are met, paramount of which is cost.

To ensure the City can award prior to June 2, 2009, it will be necessary to advertise as soon as feasible, which is expected to occur in late April after receipt of the E-76 from FHA. Advertisement periods are typically 30 days, but will be reduced to 21 days for this project to ensure that staff has adequate time to evaluate the bids and award the agreement in the stated time frame.

The ARRA funding available for Project construction is \$436,000. Therefore, the bidding documents are structured to allow the project limits to be reduced as necessary prior to award in the event that bids come in high.

Financial Considerations

No City funds are expected to be used for the construction contract. Approximately \$29,000 in City funds have been used or allocated to date from the General Capital Outlay Fund (Fund 204) for environmental clearance and project design. Prior to project award, staff are expected to request approximately \$50,000 for construction inspection services from Council.

If the June 2, 2009 DBE deadline is missed, additional funds would be required to modify the contract documents.

Environmental Issues

National Environmental Policy Act (NEPA)/California Environmental Quality Act (CEQA) clearance complete.

Attachments:

1. Proposed resolution.
On File with the City Clerk: Bidding Documents

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COTATI 1) MAKING FINDINGS REGARDING EXPERIENCE REQUIREMENTS; 2) ADOPTING PLANS AND SPECIFICATIONS FOR THE OLD REDWOOD HIGHWAY REHABILITATION - SOUTH (E09-01); 3) AUTHORIZING ADVERTISEMENT FOR BIDS TO BE RECEIVED; 4) AUTHORIZING AWARD TO THE LOWEST RESPONSIBLE AND RESPONSIVE BIDDER, IN ACCORDANCE WITH LAW, PROVIDED THE PROJECT CONSTRUCTION AMOUNT DOES NOT EXCEED \$436,000; AND 5) AUTHORIZING THE DIRECTOR OF PUBLIC WORKS/CITY ENGINEER TO EXECUTE A CONSTRUCTION AGREEMENT AND CONSTRUCTION CHANGE ORDERS PROVIDED THE TOTAL CONSTRUCTION AMOUNT DOES NOT EXCEED \$436,000.

WHEREAS, on March 11, 2009, the City Council adopted Resolution 2009-05 to support the use of ARRA funding to rehabilitate Old Redwood Highway, between Myrtle Avenue and Eucalyptus Avenue, referred to herein as Old Redwood Highway Rehabilitation – South (Project); and

WHEREAS, the Sonoma County Transportation Authority (SCTA), Metropolitan Transportation Commission (MTC) and Caltrans have approved construction funding for the Project, not to exceed \$436,000; and

WHEREAS, the Director of Public Works/City Engineer has recommended that this Council adopt certain plans and specifications to construct the Old Redwood Highway Rehabilitation – South Project No. E09-01.

WHEREAS, to avoid significant delays and additional design costs, the City wishes to award the construction contract prior to June 2, 2009, after which the City would be required to revise its Disadvantaged Business Enterprise (DBE) program; and

WHEREAS, to award by June 2, 2009, it is therefore necessary to delegate authority to award the construction contract to the Director of Public Works/City Engineer, provided that the total construction amount does not exceed \$436,000 and there are no significant bid irregularities.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Cotati that:

1. All of the above recitals are true and correct.
2. Find that the experience requirements are appropriate for the Old Redwood Highway Rehabilitation - South (Project); and
3. Adopt plans and specifications for the project entitled *Old Redwood Highway Rehabilitation - South, Project No. E09-01*, as submitted by the Director of Public Works/City Engineer, including future modifications needed to secure authorization to award from Caltrans, provided they are approved by the City Attorney and conform to the project scope as presented; and
4. Authorize and direct the City Clerk to advertise the Project for bids to be received by the Director of Public Works/City Engineer or his designated representative.

The advertisement shall be placed in a newspaper of general circulation, printed and published in Sonoma County, in accordance with the provisions of Section 22037 of the Public Contract Code; and

- 5. Authorize the Director of Public Works/City Engineer to award the project in accordance with law, to the lowest responsible and responsive bidder for the *Old Redwood Highway Rehabilitation - South, Project No. E09-01*, provided that the construction amount does not exceed \$436,000; and
- 6. Authorize the Director of Public Works/City Engineer to execute a construction agreement and construction change orders as needed to fulfill the design intent of the project, provided that the total construction amount does not exceed \$436,000 and there are no significant bid irregularities.

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 15th day of April, 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:

City Attorney

1221080.1

City Council Agenda Consent Calendar

Subject: Authorize the Mayor to sign Declaration for data release from PG&E in support of the Climate Protection Campaign's and Sonoma County Water Agency's analysis of energy usage in Sonoma County

Date: April 15, 2009

Written by: Dianne Thompson, City Manager

Recommendation

It is recommended that the Council adopt a motion to authorize the Mayor to sign Declaration for Data Release from PG&E in support of the Climate Protection Campaign's and Sonoma County Water Agency's analysis of energy usage in Sonoma County.

Background

In 2008 the Sonoma County Water Agency (SCWA) contracted with the Climate Protection Campaign to gather and analyze data to investigate various approaches to renewable energy procurement and generation. One area being researched is Community Choice Aggregation (CCA) which is a distinct option for procuring electricity through a region-wide agreement that could include promoting an expanded renewable energy portfolio as a goal. Switching from fossil fuels to renewable energy is a key component of the Sonoma County Community Climate Action Plan which was presented to the City Council by the Climate Protection Campaign at the Council meeting of December 10, 2008. Investigating electricity procurement options is also part of the City's commitment to achieve up to a 26% reduction in net greenhouse gas emissions over 2000 levels by 2010 (Resolution No. 08-62).

Analysis/Discussion

In order to advance rigorous analysis of Sonoma County's energy consumption, the Climate Protection Campaign requires access to electricity consumption and load data for all customers that reside in City limits. California Public Utility Commission customer privacy and data security rules require that utilities such as PG&E obtain written authorization before releasing such information. A non-disclosure agreement exists between the City and the Climate Protection Campaign. By authorizing the Mayor to sign the declaration, the Climate Protection Campaign will be able to receive the customer data for analysis on behalf of the City.

Financial Considerations

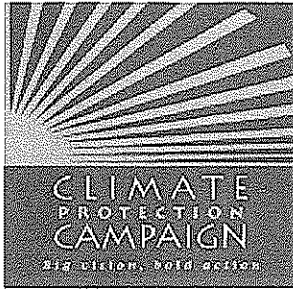
None.

Environmental Issues

None.

Attachments:

1. Letter dated April 2, 2009 from Ann Hancock, Executive Director, Climate Protection Campaign
2. Letter dated February 27, 2008 from City Manager Dianne Thompson to County Administrator supporting data release
3. Authorization form for the Climate Protection Campaign to receive PG&E information on the City's behalf
4. Declaration to be signed by Mayor



BIG VISION, BOLD ACTION

The mission of the Climate Protection Campaign is to create a positive future for our children and all life by inspiring action in response to the climate crisis. We advance practical, science-based solutions for significant greenhouse gas reductions.

www.climateprotectioncampaign.org

Martha Kowalick, President
Lawrence Jaffe, Vice President
and Treasurer
Terrance Davis, Director
Jim McGreen, Secretary
Carl Mears, Ph. D., Director
Ann Hancock, Executive Director

April 2, 2009

To: City Managers
From: Ann Hancock
Subject: Request for help with mayors' signatures

Dear City Managers,

Last year you supported a request to obtain customer data from PG&E. Attached are your letters of support.

We have negotiated with PG&E about documentation needed to fulfill their requirements to obtain this data. Attached is a partial chronology of the exchanges between us and PG&E.

Recently PG&E sent a letter detailing the documentation needed. Attached is PG&E's letter. Although the lawyer on our team disagrees with PG&E's interpretation of the documentation requirements, we have determined that complying is the most efficient course of action.

Therefore, we seek your help in obtaining your mayor's signature on the declaration required by PG&E, and returning the original document with the signature to me. A self-addressed stamped envelope is included for this purpose.

Regarding the Non-disclosure Agreements referenced in PG&E's letter, we already have the needed signatures we believe. Attached are the NDAs.

Please feel free to contact me with any questions or comments.

We greatly appreciate your cooperation and patience.

Yours,

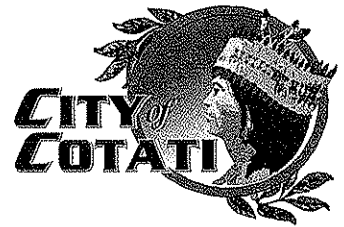
Ann Hancock

Strategic Advisors
Peter Barnes, Co-founder,
Working Assets
Jane Bender, Councilmember,
City of Santa Rosa
Demaris Brinton, Attorney
Ernie Carpenter,
Former County Supervisor
Kimberly Clement, Attorney
Connie Coddling, Developer
Michael Friedenber,
Real Estate Broker
John Garn, Business Consultant
Elizabeth C. Herron, PhD, Writer
Braden Penhoet, Attorney
Mike Sandler, Co-Founder
Climate Protection Campaign
George Snyder, Journalist
Hugo Steensma, Sustainable
Asset Management
Alan Strachan, Developer

Science & Technical Advisors
Fred Euphrat, Ph.D.
Dorothy Freidel, Ph.D.
Edward C. Myers, M.S.Ch.E.
Edwin Orrett, P.E.
John Rosenblum, Ph.D.
Zeno Swijtink, Ph.D.
Alexandra von Meier, Ph.D.
Mathis Wackernagel, Ph.D.
Ai-Chu Wu, Ph.D.

707 525-1665
P.O. Box 3785
Santa Rosa, CA 95402

City of Cotati
Sonoma County, California



February 27, 2008

Bob Deis, Administrator, County of Sonoma
575 Administration Drive, Suite 104A
Santa Rosa, CA 95403

Re: Support for data request

Dear Bob,

We have received and reviewed the draft letter in which you request that PG&E supply the County of Sonoma electric energy use data under the E-CCAINFO rate tariff, i.e., all electricity consumption and load data for all customer classes for all customers that reside within the County's unincorporated area and within the jurisdictions of all nine Sonoma cities including ours. We support this request and authorize the Climate Protection Campaign to receive the data and to analyze the data on behalf of the City.

A non-disclosure agreement exists between the City and the Climate Protection Campaign in accordance with the California Public Utility Commission's customer privacy and data security rules associated with the receipt and use of the electricity data.

We have directed the Climate Protection Campaign to forward all electric energy use data for this City to Damien O'Bid, Public Works Director/City Engineer who has also signed a non-disclosure agreement.

We understand that data will be used to investigate the feasibility of various electricity procurement options including retail electricity purchase for City facilities through the Water Agency, and Community Choice Aggregation. Investigating electricity procurement options is part of our commitment to reduce greenhouse gas emissions by 25% below 1990 levels by 2015.

We understand that by making this request that this City is not obligated to pursue any alternative electricity procurement option. We further understand that the City will incur no cost for obtaining or analyzing this data, and that all fees associated with this data request will be paid either by the Sonoma County Water Agency or by the Climate Protection Campaign under terms of the contract with the Water Agency.

Sincerely,

A handwritten signature in black ink, appearing to read "Dianne Thompson".

Dianne, Thompson
City Manager

Enc.

C: John Guardino, City Councilmember/elected liaison
Damien O'Bid, Public Works Director/City Engineer/staff liaison
Ann Hancock, Climate Protection Campaign, P.O. Box 529, Graton, CA 95444
File (2): Chron, Corresp



Pacific Gas and Electric Company

AUTHORIZATION TO RECEIVE CUSTOMER INFORMATION OR ACT UPON A CUSTOMER'S BEHALF

THIS IS A LEGALLY BINDING CONTRACT, PLEASE READ CAREFULLY (Please Print or Type)

I, Dianne Thompson, City Manager TITLE (IF APPLICABLE)

of City of Cotati (Customer) have the following mailing address NAME OF CUSTOMER OF RECORD

201 W. Sierra Ave, Cotati, CA 94931, and do hereby appoint MAILING ADDRESS CITY STATE ZIP

Climate Protection Campaign of P.O. Box 3785 NAME OF THIRD PARTY MAILING ADDRESS

Santa Rosa CA 95472 CITY STATE ZIP

To act as my agent and consultant (Agent) for the listed account(s) and in the categories indicated below:

ACCOUNTS INCLUDED IN THIS AUTHORIZATION:

- 1. All accounts for customer SERVICE ADDRESS CITY SERVICE ACCOUNT NUMBER
2. SERVICE ADDRESS CITY SERVICE ACCOUNT NUMBER
3. SERVICE ADDRESS CITY SERVICE ACCOUNT NUMBER

(For more than three accounts, please list additional accounts on a separate sheet and attach it to this form)

INFORMATION, ACTS AND FUNCTIONS AUTHORIZED - This authorization provides authority to the Agent. The Agent must thereafter provide specific written instructions/requests (e-mail is acceptable) about the particular account(s) before any information is released or action is taken.

I (Customer) authorize my Agent to act on my behalf to perform the following specific acts and functions (initial all applicable boxes):

- 1. Request and receive billing records, billing history and all meter usage data used for bill calculation for all of my account(s), as specified herein, regarding utility services furnished by the Utility!
2. Request and receive copies of correspondence in connection with my account(s) concerning (initial all that apply):
a. Verification of rate, date of rate change, and related information;
b. Contracts and Service Agreements;
c. Previous or proposed issuance of adjustments/credits; or
d. Other previously issued or unresolved/disputed billing adjustments.
3. Request investigation of my utility bill(s).
4. Request special metering, and the right to access interval usage and other metering data on my account(s).
5. Request rate analysis.
6. Request rate changes.
7. Request and receive verification of balances on my account(s) and discontinuance notices.

1 The Utility will provide standard customer information without charge up to two times in a 12-month period per service account. After two requests in a year, I understand I may be responsible for charges that may be incurred to process this request. - NO charges are authorized.

AUTHORIZATION TO RECEIVE CUSTOMER INFORMATION OR ACT ON A CUSTOMER'S BEHALF

I (CUSTOMER) AUTHORIZE THE RELEASE OF MY ACCOUNT INFORMATION AND AUTHORIZE MY AGENT TO ACT ON MY BEHALF ON THE FOLLOWING BASIS? (initial one box only):

² If no time period is specified, authorization will be limited to a one-time authorization

- One time authorization only (limited to a one-time request for information and/or the acts and functions specified above at the time of receipt of this Authorization).
- One year authorization - Requests for information and/or for the acts and functions specified above will be accepted and processed each time requested within the twelve month period from the date of execution of this Authorization.
- DT Authorization is given for the period commencing with the date of execution until three years from date of execution (Limited in duration to three years from the date of execution.) Requests for information and/or for the acts and functions specified above will be accepted and processed each time requested within the authorization period specified herein.

RELEASE OF ACCOUNT INFORMATION:

The Utility will provide the information requested above, to the extent available, via any one of the following. My (Agent) preferred format is (check all that apply):

- Hard copy via US Mail (if applicable).
- Facsimile at this telephone number: _____
- Electronic format via electronic mail (if applicable) to this e-mail address: jdaiderickson@comcast.net

I (Customer), Dianne Thompson (print name of authorized signatory), declare under penalty of perjury under the laws of the State of California that I am authorized to execute this document on behalf of the Customer of Record listed at the top of this form and that I have authority to financially bind the Customer of Record. I further certify that my Agent has authority to act on my behalf and request the release of information for the accounts listed on this form and perform the specific acts and functions listed above. I understand the Utility reserves the right to verify any authorization request submitted before releasing information or taking any action on my behalf. I authorize the Utility to release the requested information on my account or facilities to the above Agent who is acting on my behalf regarding the matters listed above. I hereby release, hold harmless, and indemnify the Utility from any liability, claims, demands, causes of action, damages, or expenses resulting from: 1) any release of information to my Agent pursuant to this Authorization; 2) the unauthorized use of this information by my Agent; and 3) from any actions taken by my Agent pursuant to this Authorization, including rate changes. I understand that I may cancel this authorization at any time by submitting a written request. [This form must be signed by someone who has authority to financially bind the customer (for example, CFO of a company or City Manager of a municipality).]

[Signature]
AUTHORIZED CUSTOMER SIGNATURE
Executed this 8th day of December 2008
MONTH YEAR

707-665-3622
TELEPHONE NUMBER
at Cotati, California
CITY AND STATE WHERE EXECUTED

I (Agent), hereby release, hold harmless, and indemnify the Utility from any liability, claims, demand, causes of action, damages, or expenses resulting from the use of customer information obtained pursuant to this authorization and from the taking of any action pursuant to this authorization, including rate changes.

[Signature]
AGENT SIGNATURE
CLIMATE PROTECTION CAMPAIGN
COMPANY
Executed this Dec day of Dec 2008
MONTH YEAR

(707) 525-1665x112
TELEPHONE NUMBER



DECLARATION BY MAYOR OR CHIEF COUNTY ADMINISTRATOR REGARDING INVESTIGATION, PURSUIT OR IMPLEMENTATION OF COMMUNITY CHOICE AGGREGATION

I, _____ [name], state as follows:

1. I am the mayor or chief county administrator of _____ [name of city or county].

2. I am authorized to make this declaration on behalf of _____ [check appropriate box]

a city, or

county,

which is investigating, pursuing or implementing community choice aggregation as a community choice aggregator as defined by Section 331.1 of the California Public Utilities Code ("CCA" or "Potential CCA").

3. I understand that all of the confidential information provided by PG&E to the city or county indicated above is subject to the terms and conditions of the Nondisclosure Agreement between these two entities and is provided for the sole purpose of enabling the city or county to investigate, pursue or implement community choice aggregation.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct. Executed this ___ day of _____, 20___, at _____, _____ [city, state].

_____ [Signature]



Electric Sample Form No. 79-1030

Declaration by Mayor or Chief County Administrator Regarding Investigation Pursuit
or Implementation of Community Choice Aggrega

**Please Refer to Attached
Sample Form**

Advice Letter No: 2629-E
Decision No. 04-12-046

Issued by
Karen A. Tomcala
Vice President
Regulatory Relations

Date Filed February 14, 2005
Effective February 14, 2005
Resolution No. _____

City Manager Day to Day **Departmental Responsibilities**

Item No. 3

- ❖ Implement Council Policies
- ❖ Oversight of All City Departments
- ❖ Oversight and Direction for the Annual Budget
- ❖ Redevelopment Agency Administration
- ❖ Strategic Planning
- ❖ Records Management for Resolutions, Ordinances and Policies
- ❖ Provide Information, Advice and Recommendations to the City Council
- ❖ Lead on all Public Records Request Responses
- ❖ Grant Management
- ❖ Responsible for all Phases of Personnel Management
- ❖ Prepare City Council / Agency Board Agendas
- ❖ Create Minutes for Council / Board Meetings
- ❖ Conduct Municipal Elections and Related Reporting Requirements
- ❖ Oversee Mobile Home Rent Stabilization Program
- ❖ Coordinate City Events
- ❖ Interface with Citizens, Business Owners, Developers on City Policies and Procedures
- ❖ Property Management
- ❖ City Representation on Regional Issues
- ❖ Website updating and maintenance

Representation at Regional Meetings and Coordination with Outside Groups:

- City Manager meetings
- League of California Cities (LOCC)
- North Bay Division (LOCC)
- Chamber of Commerce
- CAD/ RMS Joint Powers Authority

Strategic Planning for Fiscal Year 2009-10

Day-to-Day Departmental Responsibilities and Proposed Project Lists

**City Manager Department
Project List for Fiscal Year 2009/10**

	Projects	Status	Legal	Must-Do	Discretionary
	City Manager				
1	Establish 5 year Budget Stabilization Plan			X	
2	Coordinate ARRA and other grant funding efforts			X	
3	Economic Development			X	
4	Redevelopment Plan 5 Year Update	20%	X	X	
5	Identify Administrative Policy Needs	50%		X	
6	Climate Protection	ongoing			X
7	Implement Webstreaming of Council Meetings			X	
8	Landfill Divestiture			X	
9	Organizational Planning	ongoing		X	
10	Teambuilding	ongoing			X
11	Monitor Museum Construction	75%			X
12	Implement Records Management	10%			
	Recreation				
1	Develop Reporting Process on Program			X	
2	Determine low cost process for printing and distribution of Class Schedule				X
3	Work on fundraising: donations, sponsorships and grants				X
BASELINE					
13	Develop vision for Veronda Faletti Ranch				X
14	Draft Administrative Policies, incl. Records Retention			X	
15	Strengthen ties with Sonoma State University (as a neighbor and as a resource)				X
16	Evaluate City Hall service hours				X
17	Develop Long Range Facility Master Plan				X

Administrative Services Day to Day Departmental Responsibilities

- ❖ Prepare Fiscal Year Budget
- ❖ Monitor all Revenues and Expenditures
- ❖ Complete and File California State Controller's Reports, County Reports and Bond Related Reports
- ❖ Annual Financial Audit
- ❖ Computer Network Administration, Interface with Consultant, Plan and Implement System Changes
- ❖ Water and Sewer Customers
 - Bi-monthly invoicing for 2600 customers
 - Customer service (service turn on/off, billing issues, waste of water, identification of leaks)
- ❖ Water Conservation Program
 - Quarterly Reporting
 - Interface with Water Agency and City Engineer on programs
- ❖ Business License (938 active)
 - Annual Billing
 - Compliance Tracking
- ❖ Human Resources-
 - Payroll Processing
 - Benefit Administration
 - Recruitment – Non Police
 - Personnel Rules and Memoranda of Understanding (MOU) compliance
 - Training Tracking (non-police)
- ❖ Risk Management
 - Draft Contracts
 - Approve Insurance Certificates / Endorsements
 - Reporting contact for REMIF for all claims
- ❖ Fixed Asset Tracking
- ❖ Cash and Investment Account Maintenance
- ❖ Project Accounting
- ❖ Purchasing, Supply Orders
- ❖ Developer Deposit Account Maintenance and Reconciliation
- ❖ Accounts Payable
- ❖ Cash Receipts – Citywide
- ❖ Miscellaneous Invoicing (i.e. Damage to City Property, etc)

- ❖ Assessment Districts
- ❖ Cross Connection Control Program (Annual Backflow Prevention Device Inspections / Certifications, Invoicing)
- ❖ Grant Reimbursement Requests
- ❖ First Time Home Buyer Program

Representation at Regional Meetings

- Redwood Empire Municipal Insurance Fund (REMIF) Board of Directors
- California Society of Municipal Finance Officers (CSMFO)

Administrative Services Department

Project List for Fiscal Year 2009/10

	Projects	Status	Legal	Must-Do	Discretionary
1	Revenue Enhancement			X	
2	Increase Investment Evaluation to Maximize Return			X	
3	Hire New Auditor (RFP process, contract development) for FY 09-10 Audit			X	
4	Water Conservation - Additional Programs Tier II				
BASELINE					
5	Policy on Use of City Funds				X
6	Capital Equipment Replacement Program			X	
7	Technology Upgrade Policy				X
8	Definitive List of Low-Mod Housing Stock & Process for Updates				X
9	Business License Field Audit				X

Community Development -Planning **Day-to-Day Division Responsibilities**

Planning:

- ❖ Process Applications Including Environmental Review (zone changes, variances, conditional use permits, subdivision maps, site plans, limited term permits, design review, Land Use Code, General Plan and Specific Plan amendments, final maps, tree removal permits, sign permit permits, business license, zoning clearance)
- ❖ Provide regular counter hours
- ❖ Conduct site inspections
- ❖ Provide staff support Design Review Committee, Planning Commission, Community and the Environment Commission and City Council
- ❖ Code Enforcement
- ❖ Maintain database for land use, zoning, housing stock, and population
- ❖ Manage the Sustainable Building Program
- ❖ Prepare annual reports on Growth Management and Housing
- ❖ Redevelopment Agency Management
- ❖ Solid Waste Contract Management

Representation at Regional Meetings and Coordination with Outside Groups:

- **Sonoma County Waste Management Agency**
- **CBPAC – Countywide Bike and Pedestrian Committee**
- **CDBG – Community Development Block Grant**
- **MCC – First time homebuyer Mortgage Program**
- **Planning Director’s Group**
- **Cotati Creek Critters**
- **Southern Laguna Watershed Committee**

**Community Development Department
Planning Division Project List For Fiscal Year 2008/09**

	Projects	Status	Legal	Must-Do	Discretionary
	Planning				
1	Housing Element	0%	X		
2	Grants - ARRA	5%			X
3	Redevelopment 5-year plan	0%	X		
4	Affordable Housing	10%	X		
5	Downtown Specific Plan Adoption Process	20%		X	
6	General Plan Update	10%	X		
7	Develop informational hand-outs	75%			
8	Bicycle and pedestrian Wayfinding Program	0%			X
9	Intermodal Project (Plaza & parking lot only)	90%		X	
10	Quiet Zone	5%		X	
BASELINE					
1	Develop a file storage system for ease in retrieving archived information, and begin a record microfilming or digitizing program	10%		X	
2	Massage Therapy Ordinance				X
3	Update Sustainable Building Program	10%		X	
4	Code Enforcement	5%	X		
5	Land Use Code Maintenance	15%		X	
6	Styrofoam and Plastic bags research	10%			X
7	Veronda/Faletti Vision Plan	0%		X	

Community Development Department - Building **Day-to-Day Division Responsibilities**

Building:

- ❖ Process and Track:
 - Building Permits (from Application to Final or Certificate of Occupancy)
 - Improvement Plans
 - As-built plans/record drawings
 - Final Maps
 - Encroachment Permits
- ❖ Building Plan Review
- ❖ Customer Service
- ❖ Perform Field Inspections
- ❖ Prepare Building Reports (Daily, Monthly, Quarterly, Annual)
- ❖ Enforce Building Code Violations
- ❖ Assign Addresses (New projects)
- ❖ Street Light Activation

Representation at Regional Meetings:

- **Redwood Empire Association of Code Officials (REACO)**
- **California Building Officials Annual Code Meeting (CALBO)**

**Community Development Department
Building Division Project List For Fiscal Year 2008/09**

	Projects	Status	Legal	Must-Do	Discretionary
	Building				
1	AB 811 Program	0%		X	
BASELINE					
1	Procedure Manual	5%			X
2	Code Enforcement	5%		X	
3	Research Home Re-Sale Inspection Program	0%			X

Police Department Day-to-Day Departmental Responsibilities

- ❖ Community Outreach (Neighborhood Watch, Explorers, Volunteers, Citizen Meetings)
- ❖ Community Safety (Individual, Property, and Traffic)
- ❖ Conduct Investigations – criminal, civil, personnel, employee backgrounds
- ❖ Animal Control & Licensing Program
- ❖ Neighborhood Abatement of Urban Blight
- ❖ Property/Evidence Collection and Preservation
- ❖ Neighborhood Patrol to Increase Community Involvement and Deter Crime
- ❖ Receive and Dispatch both Emergency and Routine Calls-For-Service
- ❖ Crime Prevention and Suppression Activities (High Density Patrols, Vacation House Checks)
- ❖ Monitor Crime Trends to Predict and Deter Future Criminal Activity
- ❖ Issue Traffic Citations, Make Arrests, and Testify in Court
- ❖ Direct and Oversee Personnel Recruitment
- ❖ Meet with Community Groups and Individual Citizens
- ❖ Training (Departmental Specific, Emergency Operations)
- ❖ Computer Support and Maintenance (Department Systems, State Systems, CAD/RMS)
- ❖ Grant Administration & Coordination
- ❖ Scheduling of Staff for Day to Day and Special Operations/Needs
- ❖ Statistics for Department of Justice (Both State and Federal)
- ❖ Records Administration

Representation at Regional Meetings:

- **County Public Health Task Force (Police Chief's Representative)**
- **County Emergency Management Committee (Police Chief's Representative)**
- **County Weapons of Mass Destruction Grants (Chief's Representative)**
- **Sonoma County Emergency Management Committee**
- **Sonoma County Police Chief's Association member**
- **Sonoma County Training Managers (Chief's Representative)**
- **Sonoma County Parolee Liaison**
- **Sonoma County Gang Task Force**
- **Sonoma County Records Supervisors**
- **Sonoma County I/LEADS and CAD (Computer System)**

Police Department

Project List 09-10

	Projects	Status	Legal	Must-Do	Discretionary
1	Emergency Management Training	Ongoing		X	
2	Update Emergency Operations Plan (NIMS)	Ongoing		X	
3	Establish Responsible Beverage Service Program/Ordinance	Ongoing		X	
4	Coordination of Special Events	Ongoing		X	
5	Volunteer Program Coordination and Participation	Ongoing			X
6	Neighborhood Watch Program Coordination and Participation	Ongoing			X
7	Conduct Traffic Surveys	Ongoing	X		
8	Initiate a Massage Therapy Ordinance	2%			X
9	Off Leash Program at Parks	90%			X
BASELINE					
10	Institute COPE (Citizens Organized to Prepare for Emergencies) training				X
11	Research / Purchase Surveillance Equipment for Graffiti Reduction				X
12	Establish Standing CC Committee w/ Rancho Adobe Fire				X

Public Works/Engineering **Day-to-Day Departmental Responsibilities**

- ❖ Infrastructure Planning (Water, Sewer, Streets, Storm Drains, Parks, and City Buildings)
- ❖ Infrastructure Construction (Water, Sewer, Streets, Storm Drains, Parks, and City Buildings)
- ❖ Infrastructure Maintenance (Water, Sewer, Streets, Storm Drains, Parks, and City Buildings)
- ❖ Regulatory Reporting/Permit Compliance
 - ❖ Water System
 - ❖ Storm Drain System
 - ❖ Sanitary Sewer System
- ❖ Grant/Loan Management for Public Works Projects
- ❖ Water Conservation Activities (Indoor/Outdoor Survey, Plumbing Retrofit, Reporting)
- ❖ Encroachment Permitting
- ❖ Water/Sanitary Sewer Outside Service Area Agreements (OSAA)
- ❖ FEMA Flood Plain Management
- ❖ Traffic Studies
- ❖ Public/Private Infrastructure Inspections (Development)
- ❖ Development Review/Coordination
 - ❖ Site Improvements
 - ❖ Subdivision Improvement Agreements (SIA)

Representation at Regional Meetings and Coordination with Outside Groups:

- **Water Technical Advisory Committee (TAC)**
- **Water Advisory Committee (WAC)**
- **Russian River Watershed Association (RRWA)**
- **Russian River Watershed Association Working Group**
- **Sonoma County Transportation Authority (TAC)**
- **Subregional TAC (Sanitary Sewer)**
- **Regional Climate Protection Group (SCTA)**

Public Works / Engineering Department

Project List FY 09-10

	Projects	Status	Legal	Must-Do	Discretionary
1	Groundwater Study / Water Supply Assurance	30%		x	
2	USGS Santa Rosa Plain Groundwater Study Coordination	75%		x	
3	Pursue Grant Opportunities - ARRA and Regular Grant Programs	On-Going		x	
4	SMART/NCRA Quiet Zone Research	0%			x
5	Support Admin Services in Conservation Multi-Tier Rate Study	50%		x	
6	Sanitary Sewer Management Plan	20%	x		
7	Tier 2 Water Conservation Implementation (Including AMR Pilot)	20%	x		
8	Intermodal Facility-County Coordination (Phase 1)	75%		x	x
9	Water Master Plan Update	0%		x	
10	Sewer Master Plan Update	0%		x	
11	Update Utility Base Mapping and Implement GIS for Infrastructure Management	0%		x	
12	Well 1A and 3 Filter Media Replacement, Control Valve Replacement, Root	10%		x	
13	W. Sierra Tank Coating Inspection / Repair	20%		x	
14	Recycled Water - Subregional Negotiations (Thomas Page)	25%		x	
15	Water / Sewer Motor Retrofit (GHG Reduction Measure)	50%		x	
16	ADA Curb Ramp Replacement Program	On-Going	x		
17	Highway 101 Widening - Review/Coordination	On-Going		x	
18	Urban Water Management Plan	0%		x	
BASELINE					
19	Downtown Specific Plan Infrastructure Implementation	0%			x
20	Veronda-Falletti Ranch Visioning	0%			x
21	PV Arrays (GHG Reduction Measure)	10%	x		
22	Building Lighting Retrofit (GHG Reduction Measure)	10%	x		
23	Cypress Tank Design Review / Construction	20%		x	
24	New Development Water Conservation Standards	0%		x	
25	Greywater / Rainwater Standards	0%			x
26	Sewer Inflow/Infiltration Flow Monitoring Program	10%		x	
27	Intermodal Facility - Station Development (Phase 2)	0%			x
28	Create Facility Maintenance Plan	0%		x	
29	Update & Maintain City Standards	0%		x	
30	City Hall Drainage	0%		x	
31	City Hall ADA Accessibility	0%	x		

Public Works / Engineering Department

Project List FY 09-10

	Projects	Status	Legal	Must-Do	Discretionary
32	City Hall Roofing	0%		x	
33	Community Center Parking Upgrade	0%			x
34	SHOPP 116 Improvements -Review/Coordination	5%		x	
35	Paint City Hall Interiors (Phase 1)	0%			x
36	Develop/Implement Sidewalk Repair Program	0%		x	