



AGENDA
REGULAR CITY COUNCIL MEETING, JOINT MEETING OF THE CITY COUNCIL
AND THE BOARD OF DIRECTORS OF THE COTATI COMMUNITY
REDEVELOPMENT AGENCY
WEDNESDAY AUGUST 25 2010, 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 2nd and 4th Wednesday 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. To receive the City Council Agenda by e-mail, sign up for City of Cotati community notifications at www.nixle.com. Contact the Deputy City Clerk at ttaylor@ci.cotati.ca.us or 707-665-3622 for questions about the agenda.

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 complete a speaker card and give it to the Deputy City Clerk. Please limit comments to three minutes or as the Mayor directs.; 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 CLOSED SESSION CALL TO ORDER (CITY COUNCIL CHAMBERS)

PUBLIC COMMENT ON CLOSED SESSION

ADJOURNMENT TO CLOSED SESSION (CITY MANAGER'S OFFICE)

CONFERENCE WITH LABOR NEGOTIATORS (Government Code Section 54957.6)

City Designated Representative: City Manager or designee

Employee Organizations: Cotati Police Management Association

REPORT OUT OF CLOSED SESSION

7:00 PM REGULAR SESSION

CALL TO ORDER OF REGULAR CITY COUNCIL MEETING

ROLL CALL

PLEDGE OF ALLEGIANCE

- 1. APPROVAL OF MINUTES OF AUGUST 11, 2010 REGULAR MEETINGS AND NOTICE OF WAIVING OF READING OF ALL RESOLUTIONS AND ORDINANCES INTRODUCED AND/OR ADOPTED UNDER THIS AGENDA (*Action*)**

ANNOUNCEMENTS

The City is sponsoring a Greywater Workshop on Sunday August 29th from 10:00 a.m. to 2:00 p.m. This event is free to Cotati residents. For information about the location and to register contact Daily Acts at 789-9664 or go to dailyacts.org.

The Cotati Chamber of Commerce presents the Cotati Farmers Market, which takes place every Thursday through September 16 from 4:30 to 7:30 p.m. in La Plaza Park.

PROCLAMATION

INTERNATIONAL DAY OF SIGN LANGUAGES

PRESENTATION

COMMUNITY AND ENVIRONMENT COMMISSION (CEC) REPORT

Members of the Community and Environment Commission will provide a report to the Council on the Commission's activities.

CITY MANAGER'S REPORT

APPROVAL OF FINAL AGENDA

CITIZEN BUSINESS

Any member of the public wishing to speak to the Council on any item or items listed on the Consent Calendar or any item or items not listed on the agenda that are within the subject matter jurisdiction of the Council may do so at this time. Pursuant to the Brown Act, the Council is not allowed to consider issues or take action on any item not listed on the agenda during this period. Comments of any member of the public are normally restricted to a total of three (3) minutes in length per person for matters not on the agenda and a total of three (3) minutes per person in length for items on the Consent Calendar.

DIRECTION ON FUTURE AGENDA ITEMS

CONSENT CALENDAR

The following items listed on the Consent Calendar are considered routine in nature and require little or no further discussion by the Council, public or applicant and action may be taken by the City Council by a single motion. Unless already having done so under Citizen Business, any member of the public may comment at this time on items on the Consent Calendar prior to the Council's consideration of the Consent Calendar. Comments on the Consent Calendar are normally restricted to a total of three (3) minutes in length per person. Any member of the Council may request that any listed item be removed from the Consent Calendar. That item shall be placed on the Regular Agenda section of the Council meeting and considered by the Council as other matters on the Regular Agenda portion of the Agenda.

2. REQUEST TO AUTHORIZE AGREEMENT FOR SUPERVISORY CONTROL AND DATA ACCESS SYSTEM (SCADA) (Engineering/Public Works) (Action)

It is recommended that the City Council adopt a motion authorizing the City Manager to execute an agreement with JSP Automation for design of a new Supervisory Control And Data Access system (SCADA).

3. MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN THE CITY AND ITS EMPLOYEES REPRESENTED BY THE COTATI POLICE MANAGEMENT ASSOCIATION (CPMA) AND APPROPRIATION OF FUNDS NOT TO EXCEED \$22,000 (Administrative Services) (Action)

It is recommended that the Council adopt a resolution approving a Memorandum of Understanding (M.O.U.) between the City and its employees represented by the Cotati Police Management Association (CPOA) and appropriation of funds in an amount not to exceed \$22,000.

REGULAR AGENDA

4. POLICE DEPARTMENT STAFFING REPORT AND APPROPRIATION OF FUNDS REQUEST (Police) (Action)

It is recommended that the City Council adopt a motion approving the Police Department staffing proposal and appropriation of requested funds.

5. AGREEMENT WITH COUNTY OF SONOMA FOR LIMITED LAW ENFORCEMENT SERVICES (POLICE LIEUTENANT) AND APPROPRIATION OF FUNDS IN AN AMOUNT NOT TO EXCEED \$40,000 (Administrative Services) (Action)

It is recommended that the City Council adopt a motion authorizing the City Manager to execute an agreement with the County of Sonoma for Limited Law Enforcement Services (Police Lieutenant) and appropriate funds in an amount not to exceed \$40,000.

6. APPROVAL OF A RESOLUTION REGARDING ROBLAR ROAD QUARRY IMPACTS (Community Development) (Action)

It is recommended that the City Council adopt a resolution protesting an application to the Sonoma County Board of Supervisors for the Roblar Road Rock Quarry and Environmental Impact Report (EIR).

PUBLIC HEARING

7. AMENDMENTS TO CHAPTER 11.01 OF THE COTATI MUNICIPAL CODE REGARDING ENCROACHMENTS WITHIN PUBLIC RIGHTS-OF-WAY (Engineering/Public Works) (Action)

It is recommended that the Council introduce an ordinance amending Chapter 11.01 of the City of Cotati's municipal code to waive encroachment fees for repair of City property and to clarify the requirement for deposits.

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

CONSENT CALENDAR (JOINT MEETING)

The following items listed on the Consent Calendar are considered routine in nature and require little or no further discussion by the Council, public or applicant and action may be taken by the City Council by a single motion. Unless already having done so under Citizen Business, any member of the public may comment at this time on items on this Consent Calendar prior to the Council's consideration of the Consent Calendar. Comments on the Consent Calendar are normally restricted to a total of three (3) minutes in length per person. Any member of the Council may request that any listed item be removed from the Consent Calendar. That item shall be placed on the Regular Agenda section of the Council meeting and considered by the Council as other matters on the Regular Agenda portion of the Agenda.

8. WARRANTS AND AUDITED CLAIMS (Administrative Services) (Action)

This motion receives and files warrants and audited claims for July 22nd, 2010 – August 11th, 2010

PUBLIC HEARING (JOINT MEETING)

9. RESOLUTION ADOPTING THE 2010 TO 2014 FIVE-YEAR IMPLEMENTATION PLAN FOR THE COTATI REDEVELOPMENT PROJECT AREA (Action) (Community Development)

It is recommended that the City Council/Board of Directors approve a resolution adopting the 2010 to 2014 Five-Year Implementation Plan for the Cotati Redevelopment Project Area ("Project Area").

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

CITY COUNCIL REPORTS (Discussion)

ADJOURNMENT

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 August 20th, 2010

/s/ Tamara Taylor, Deputy City Clerk

DRAFT

Subject to approval.



MINUTES

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

REDEVELOPMENT AGENCY

WEDNESDAY AUGUST 11, 2010, 6:00 PM CLOSED SESSION

7:00 PM REGULAR MEETING

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

6:00 PM CLOSED SESSION CALL TO ORDER (CITY COUNCIL CHAMBERS)

Mayor Coleman-Senghor called the meeting to order at 6:01 p.m. in the City Council chamber. He announced that a closed session item was being added to the agenda as an emergency item.

City Attorney Rich Rudnansky announced that the following closed session item was being added to the agenda as an emergency item due to the fact that the necessity for Council action before the next City Council meeting arose after the agenda was posted:

CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION (Government Code Section 54956.9(a))

Mead vs. City of Cotati et. al. (U.S. District Court of Appeals Case # CV 083585)

Mayor Coleman-Senghor opened the floor to public comment. There being no one wishing to speak, he adjourned to closed session in the City Manager's office.

ADJOURNMENT TO 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 Police Officers Management Association (2) Cotati Police Officers Association

Emergency item added:

CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION (Government Code Section 54956.9(a))

Mead vs. City of Cotati et. al. (U.S. District Court of Appeals Case # CV 083585)

7:00 PM REGULAR SESSION

CALL TO ORDER OF REGULAR CITY COUNCIL MEETING

Mayor Coleman-Senghor called the meeting to order at 7:02 p.m. He indicated that there was nothing to report out of the closed session.

ROLL CALL

Councilmembers present: Councilmembers Gilardi, Harvey, Landman, Vice Mayor Orchard and Mayor Coleman-Senghor.

Staff present: Police Sergeant Steven Bournes, Administrative Services Director Jone Hayes, Acting Community Development Director/Assistant to the City Manager Marsha Sue Lustig, City Engineer/Director of Public Works Damien O'Bid, City Attorney Rich Rudnansky, Deputy City Clerk Tamara Taylor, City Manager Dianne Thompson

PLEDGE OF ALLEGIANCE

Carlton Hinkle led the pledge of allegiance.

1. APPROVAL OF MINUTES OF JUNE 23 AND JULY 14, 2010 REGULAR MEETINGS AND NOTICE OF WAIVING OF READING OF ALL RESOLUTIONS AND ORDINANCES INTRODUCED AND/OR ADOPTED UNDER THIS AGENDA (*Action*)

Moved by Councilmember Harvey seconded by Councilmember Gilardi and passed unanimously, to approve the minutes of the June 23 Regular meeting minutes as revised and the July 14, 2010 Regular meeting minutes as corrected (Joan Simon's name corrected under Pledge of Allegiance.)

ANNOUNCEMENTS

The Cotati Historical Society Museum is open from 5:30 to 7:30 p.m. on City Council meeting nights.

Cotati's 20th annual Accordion Festival is coming up on Saturday and Sunday, August 21st and 22nd at La Plaza Park.

The City is seeking applicants for the Design Review Board. The Board currently has positions in the Architecture, Energy/Solar and Design Professional fields. Cotati residency is not a requirement. Applications are available to download from the City's website at ci.cotati.ca.us, or contact the Deputy City Clerk at 707-665-3622.

The Cotati Chamber of Commerce presents the Cotati Farmers Market, which takes place every Thursday through September 16 from 4:30 to 7:30 p.m. in La Plaza Park.

PRESENTATIONS

GO LOCAL: CURRENCY ALTERNATIVES

Art Warmouth of Sonoma County GoLocal Cooperative presented information regarding currency alternatives and responded to questions from the audience and Council members.

COTATI INDEPENDENT BUSINESS ADVISORY GROUP

Max Scheder-Bieschin of the Cotati Independent Advisory Group (CIBAG) presented information on local economic development. He concluded with a request to Council to schedule a study session regarding economic development, and responded to questions from the Council and audience.

CITY MANAGER'S REPORT

City Manager Dianne Thompson reported the following:

- A Police department staffing report is scheduled for the next City Council meeting.
- In response to a recent complaint, the District Attorney reported findings to that the City is in compliance with the Brown Act.
- A report regarding the Roblar Road Quarry will be scheduled for the next City Council meeting.
- Captain Jim Berg of the City of Novato is functioning as interim Police Chief during Chief Jones' absence.

APPROVAL OF FINAL AGENDA

Mayor Coleman-Senghor indicated that item 5 (Cotati Police Officers' Association (CPOA) Memorandum of Understanding (MOU)) would be moved to the top of the Regular Agenda immediately prior to item 2. Council concurred

Moved by Councilmember Gilardi, seconded by Councilmember Susan Harvey and passed unanimously to approve the final agenda as noted above.

CITIZEN BUSINESS

Mayor Coleman-Senghor reminded the audience that any member of the public wishing to speak to the Council on any item or items listed on the Consent Calendar or any item or items not listed on the agenda may do so at this time. Pursuant to the Brown Act, the Council is not allowed to consider issues or take action on any item not listed on the agenda during this period. Comments of any member of the public is normally restricted to three (3) minutes in length.

City Attorney Rudnansky commented that the Council would be considering item 3, formation of an ad hoc subcommittee to address City Council Protocol, and that until such time that Council adopts a protocol policy that may include public comment practice, members of the public wishing to speak to the Council on any item or items listed on the Consent Calendar or any item or items not listed on the agenda may do so during Citizen Business.

Pamela Torliatt, Mayor of Petaluma, addressed the Council regarding the Economic Strategic Plan.

Sue Buxton addressed the Council regarding potential liability and indemnification of cities and local residents regarding the Roblar Road landfill.

Debbie Omiela introduced herself as the new owner of Spancky's.

Greg Karraker commented on the proposed new staffing for the Police department and funding for the K9 unit.

Eric Kirchmann addressed the Council regarding a point of order relative to citizen comments.

Edith Goss commended the City and the Police department regarding their help with her concerns with noise from a local bar near her home.

DIRECTION ON FUTURE AGENDA ITEMS

After brief discussion, the Council reaching agreement to direct staff to organize a study session as requested by the Cotati Independent Business Advisory Group (CIBAG) and to follow up on possible permitting for PG&E Smart Meters.

Discussion ensued relative to addressing liability issues surrounding the Roblar Road landfill when the Roblar Road Quarry issue is brought before Council. City Attorney Rich Rudnansky indicated that, pursuant to the Brown Act, the threat of litigation may need to be resolved before litigation concerns can be discussed in a public meeting.

REGULAR AGENDA

Item no. 5 (CPOA MOU) was heard at this time.

2. APPOINTMENT OF A VOTING DELEGATE AND ALTERNATE TO THE 2010 LEAGUE OF CALIFORNIA CITIES ANNUAL CONFERENCE (City Manager) (Action)

City Manager Dianne Thompson presented the staff report.

Mayor Coleman-Senghor opened the floor to public comment.

There being no one wishing to speak, Mayor Coleman-Senghor closed the public comment period.

Moved by Vice Mayor Orchard, seconded by Councilmember Susan Harvey and passed unanimously to adopt a motion appointing Mayor Coleman-Senghor as Voting Delegate and City Manager Dianne Thompson as Alternate to the 2010 League of California Cities Annual Conference and authorize the Mayor to sign the 2010 Annual Conference Voting Delegate Form.

Mayor Coleman-Senghor called a recess at 7:52 p.m. and reconvened at 8:04 p.m.

3. CITY COUNCIL PROTOCOL POLICY SUBCOMMITTEE (City Manager) (Action)

City Manager Dianne Thompson presented the staff report and responded to questions from the Council.

Discussion ensued relative to research and resources for a Council protocol document and membership of the subcommittee. The Council reached consensus for Councilmember Harvey and Mayor Coleman-Senghor to be members.

Mayor Coleman-Senghor opened the floor to public comment.

Dave Williams asked the Council why there were not satisfied with existing protocol and how long would the process be?

Eduardo Diaz commented on the potential membership of the subcommittee.

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

Council noted that currently the Council is guided by Robert's Rules of Order and the Brown Act.

City Attorney Rudnansky pointed out that written rules and regulations would fill the gaps of Robert's Rules of Order and the Brown Act.

Moved by Vice Mayor Orchard seconded by Councilmember Mark Landman and passed unanimously to establish an ad hoc subcommittee to provide recommendations for a City Council Protocol Policy and to appoint Mayor Coleman-Senghor and Councilmember Susan Harvey to its membership.

4. COOPERATIVE AGREEMENT WITH THE SONOMA COUNTY TRANSPORTATION AUTHORITY TO PERFORM ROAD REHABILITATION AND APPROPRIATION OF FUNDS IN AN AMOUNT NOT TO EXCEED \$400,000 (Public Works/Engineering) (Action)

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

Mayor Coleman-Senghor opened the floor to public comment

Eduardo Diaz asked whether posts to stop runaway could be placed at the exits regarding runaway cars and asked if the same funds could be used for a visitor center sign.

Dave Williams asked if the agreement would be made public.

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

Staff responded to questions from the public regarding signage and indicated that the agreement was available in the City Council meeting packet.

Moved by Councilmember Gilardi seconded by Councilmember Susan Harvey and passed unanimously to authorize the City Manager to execute a cooperative agreement with the Sonoma County Transportation Authority to fund road rehabilitation and appropriate funds in an amount not to exceed \$400,000 from the Transportation Development Fund (Fund 22).

5. MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN THE CITY AND ITS EMPLOYEES REPRESENTED BY THE COTATI POLICE OFFICERS ASSOCIATION (CPOA) AND APPROPRIATION OF FUNDS NOT TO EXCEED \$42,000 (Administrative Services) (Action)

This item was heard immediately after 'Direction on Future Agenda Items'.

Administrative Services Director Jone Hayes presented the staff report.

Mayor Coleman-Senghor opened the floor to public comment.

There being no one wishing to speak, Mayor Coleman-Senghor closed the public comment period.

Council commended the CPOA for the sacrifices they have made and for working with Council to move forward; they thanked the CPOA and other City staff for concessions, hard work and dedication.

Chris Kaupa, President of the CPOA, thanked Council for their comments.

Moved by Councilmember Susan Harvey, seconded by Vice Mayor Orchard and passed unanimously to adopt Resolution No. 2010-54 entitled: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COTATI APPROVING THE MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN THE CITY OF COTATI AND ITS EMPLOYEES REPRESENTED BY COTATI POLICE OFFICERS ASSOCIATION (CPOA).

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

Mayor Coleman-Senghor adjourned the Regular meeting and called to order the joint meeting at 8:45 p.m. p.m. and opened the floor to public comment. There being no one wishing to speak he closed the public comment period.

CONSENT CALENDAR (JOINT MEETING)

Moved by Vice Mayor Orchard, seconded by Councilmember Gilardi and passed unanimously to adopt item 6 on the Consent Calendar.

6. WARRANTS AND AUDITED CLAIMS (Administrative Services) (Action)

This motion receives and files warrants and audited claims for June 24th, 2010 – July 21st, 2010.

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

Mayor Coleman-Senghor adjourned the Joint meeting and reconvened the Regular meeting at 8:46 p.m.

CITY COUNCIL REPORTS (Discussion)

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

ADJOURNMENT

Mayor Coleman-Senghor adjourned the meeting at 9:58 p.m. to closed session.

City Attorney Rudnansky announced the closed session item:

CONFERENCE WITH LABOR NEGOTIATORS (Government Code Section 54957.6)

City Designated Representative: City Manager or designee

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

Respectfully submitted,

Tamara Taylor, Deputy City Clerk

City Council Agenda Consent Calendar

Subject: Request to Authorize Agreement for Supervisory Control and Data Access System (SCADA)

Date: August 25, 2010

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

Recommendation

It is recommended that the City Council adopt a motion authorizing the City Manager to execute an agreement with JSP Automation for design of a new Supervisory Control and Data Access System (SCADA).

Background

The City of Cotati (City), like virtually all utilities, uses a Supervisory Control and Data Access (SCADA) system to monitor and control its water and wastewater systems. The City's SCADA system has minimal control/monitoring and the human-machine interface (HMI, currently Lookout) is a legacy system that is no longer supported.

The City requested proposals from SCADA design contractors, and received 6 proposals. The proposals were evaluated, and the top three firms were invited for interviews. Following interviews, the consensus of the interval panel was that JSP Automation best meet the City's needs.

Analysis/Discussion

Currently, the City's SCADA system has limited features, has been phased out and is no longer supported by the manufacturer. The system also has no ability to monitor important metrics, and uses communication methods and hardware that limit its usefulness and reliability. For the water system, the SCADA system can only turn the wells on/off and tracks the water level in the storage tank. For the wastewater system, the SCADA system indicates if the lift station pumps are on/off.

The proposed design agreement with JSP will evaluate the HMI software available, evaluate field equipment, and evaluate communication methods with an emphasis on reliability, support, expandability, and minimizing customization that will require future support. The system will

most likely be deployed in a phased manner, with the initial phase focusing on water production and storage, and wastewater lift stations. Subsequent phases will focus on monitoring in the distribution and collection systems. One of the key features of the new SCADA system will be monitoring system performance and to alert staff of subtle changes in performance so potential problems can be addressed before they become emergencies. In addition, JSP will be evaluating integrating the SCADA system with other data sources, provided it provides some real operational benefit.

The final delivery by JSP will be a bid-ready project manual, so the City can begin implementation as budget allows.

Financial Considerations

JSP has proposed to perform the scope of services for \$68,000. The adopted FY 10-11 budget for SCADA design is \$100,000.

Environmental Issues

Not applicable.

Attachments:

1. Exhibit A: Proposed Scope of Work
2. Exhibit B: Rate Schedule

Exhibit A

Scope of Services

1. PROJECT OVERVIEW

The City's existing SCADA system is a compilation of various sites and configurations that have been developed over the years, utilizing a range of products and methods of development, the existing SCADA software is legacy (Lookout) software package that is no longer supported, thus requiring replacement. As with any technology based system such as SCADA, the system and its overall operation needs to be periodically evaluated and assessed with respect to its operation, maintainability and ability to meet the future needs of the City. As a part of the RFP, the existing system is to be reviewed and evaluated based on existing City furnished data and a site visit. The goal of the City is to establish a solid SCADA system infrastructure that utilizes a standard system solution that will improve overall SCADA system performance and reliability. The new system design, presented by JSP, would present the City with an off the shelf local and wide area networked SCADA infrastructure that would allow for a client/server approach with a centralized system that would allow the system to link with the various City computing systems such as GIS, Historical Data Servers and Maintenance Management. The design will present the City with a standardized and simplified SCADA system application that would be maintainable, operator intuitive, user friendly as well as provide for reliable and robust operation with future expansion capability.

2. PROJECT METHODS

JSP Automation has developed a sound methodology for the design and implementation management of SCADA Control Systems. The design methodology incorporates a stepped approach to each design and implements the following phases of the project life cycle.

- System Planning – Review of existing data, evaluate future growth and establish both short term and long term plans for SCADA system implementation and expansion.
- System Analysis – Review existing system operation; meet with operation and engineering staff to establish operational goals and future needs for SCADA. Provide a system evaluation and recommendation report that addresses all aspects to include reuse of existing systems, system component upgrades and system replacement requirements.
- System Design – Develop a comprehensive set of design plans and specifications that not only address the design but also establishes the need for quality control, detailed system testing and commissioning requirements that fully binds the contractor to a successful completion that meets the City's SCADA system requirements.
- System Installation – Provide an experienced construction support team that has both technical and construction experience to insure that the system is properly installed and within schedule to meet the City's needs. JSP staff includes Electrical inspectors to insure that all installations meet the specifications, City's requirements and National

Electric Code (NEC) and our construction support staff will coordinate and manage the project to ensure that the system is installed in conformance with the City requirements.

- System Implementation - Our technical support staff provides for witnessed factory testing, SCADA system development coordination, system commissioning services and start-up assistance to verify project operation is as designed before the City assumes ownership.
- System Support - Provide the availability technical support after project completion to assist the City in future expansion, system validation and technical expertise to insure that the City SCADA system is expanded and updated utilizing a standard method to insure future compatibility.

This same proven design methodology will be applied to the City's SCADA project. Our designs are developed and presented utilizing standardized industry applications such as:

- Microsoft Office (Word, Excel, Access, PowerPoint)
- Microsoft Visio
- Microsoft Project
- AutoCAD
- Adobe PDF

Our designs are based on industry standards according to ISA, IEEE, NEMA, CSIA and the latest governing standards for project design and construction. JSP provides all specifications in general CSIA format.

3. PROJECT APPROACH

JSP Automation will utilize proven and standard methods for planning, design and implementation of the City's SCADA project. Given that our designs are based on established and proven design concepts utilizing the latest working technologies for SCADA, PLC, Communications, Security and Information Systems, the City will receive a reliable and robust SCADA foundation with open architecture for future growth and expansion. Given that JSP has provided like services that have proven successful for systems that are nearly identical to that of the City, our proposal for this project will adhere to these demonstrated methods to provide the City with the best technical solutions.

SCADA Requirements Definition

Given this to be a multi-phased (design-bid-build) project design approach, requiring a SCADA system assessment, and SCADA system improvements to include the water and sanitary sewer systems, JSP will provide comprehensive system evaluations during a SCADA Requirements Definition phase (City Tasks 110 and 120) to fully document and inventory the existing SCADA system components and new system improvements listed in Section 5 (Project Tasks). This information coupled with a communications system assessment which takes into account the latest technology systems in wireless, fiber-optic and utility based systems will establish a basis

for the Requirements Definitions Report with respect to SCADA System Architecture, PLC/RTU requirements, instrumentation and the necessary communications infrastructure to support reliable SCADA system communications.

The second part of our evaluation is based on workshop meetings with the City to establish the desired operational requirements for the SCADA from both a global and departmentalized view. Taking into account the need for security, operations, maintenance, information systems, engineering and data storage, JSP will evaluate the various SCADA system packages and their ability to meet those requirements desired by the City.

Without a sound communications infrastructure in place, any SCADA system will function unreliably and provide limited data at the sacrifice of the SCADA information. Therefore, it is a necessity to evaluate how data is accessed by the SCADA to provide for a robust system. It is our intent to design a system that will utilize standardized communications methods such as Ethernet, Modbus or other open protocols to support both utility based and/or wireless communications of the required data. JSP will work with the City on a site by site basis to determine the needs and identify the type of PLC/RTU that will not only provide the best means of monitoring and control functionality, but also preserve the transmission of reliable SCADA data.

Given these evaluations, JSP will present to the City a SCADA Requirements Definition Report (Technical Memorandum). The report will address the following:

- Existing SCADA system evaluation and recommendations to improve, upgrade and/or replace the existing system. This will include an evaluation of the PLC/RTU control systems, communications methods and its ability to be expanded to support an open SCADA communications interface. The report will address the need for standardization of components and control measures to simplify operations and maintenance, and cover those sites presented in Section 5 (Project Tasks) for review and upgrade of SCADA at all sites connected to the existing SCADA system.
- A preliminary design report for each site to include existing I/O, future I/O, communications needs and recommended control scenario to establish the SCADA system requirements for data monitoring and control.
- A communications system assessment, evaluation and recommendations to upgrade, modify or replace the existing system communications and/or enhance the existing communications network to support the SCADA system monitoring requirements.
- Information system technology requirements to provide the necessary computer hardware, software and networking components necessary to handle the bandwidth and storage requirements for connection to future computing systems. This will include the ability for secure remote system access via telephone or internet to allow for operator access and monitoring off hours.
- A preliminary cost estimate.

4. PROJECT MANAGEMENT SERVICES

Each project is unique in its project management needs and goals for SCADA system design and development. Our project management goals are to effectively communicate with the client via e-mail, conference calls, technical memos and on site meetings based on regular project intervals and scheduled project activities that are deemed necessary to effectively design and implement the SCADA project. JSP will meet with the City to determine the best approach and management style given the City's in house project management and technical resources to establish a cost effective and productive project management approach for overall SCADA implementation.

Our project management services will cover the following:

- Design Project Scheduling and Coordination
- Coordinate SCADA Vendor Interviews and Possible Demonstrations
- Schedule Project Meetings
- Project Kick-Off Meeting
- Needs Requirements Report Review and Comments (Technical Memorandum) Meeting
- Pre-Design Report Review and Comments Meeting
- Design Review and Comments Meeting(s) at 50, and 100 percent points

5. PROJECT TASKS

Task Item 100 - Project Kick-off Meeting

JSP will attend the project kick-off meeting with the City to discuss the various issues, concerns and desires of the City O&M, engineering, and information systems personnel.

Task Item 110 – Review Existing Documents and Data

JSP will request and review all available documents necessary to obtain a clear understanding of the SCADA system and its existing, desired and future operational needs to address the various issues, concerns and desires of the City operations, engineering, maintenance and information systems personnel. The information will be compiled and organized to support the site surveys to detail and confirm the operational aspects of the SCADA system on a site by site basis.

Task Item 120 - Site Survey, data gathering and Inventory

This task is utilized to establish the existing system configuration and performance to begin the overall SCADA requirements definition. JSP personnel will visit each site and obtain information related to the needs of a successful SCADA system design. JSP personnel will obtain the following information to be incorporated into a system assessment and evaluation report:

- Site Address, GPS Coordinates, Station Type, PLC/RTU Type
- Existing and potential communications method
- Process Control Summary and Input and Output Listing
- Installation Data
- Instrument connection and monitoring requirements
- Site monitoring and control requirements

In addition to the remote site locations, JSP will evaluate the SCADA control station and other areas that the City may wish to provide monitoring and control workstations. These locations will be evaluated from both a communications and information systems stand point to evaluate the needs for a SCADA system wide area networking and information systems plan.

Task Item 130 - Technology Workshop

After the site survey and inventory, JSP will conduct a work shop to address the preliminary findings of the system and present the various technologies and latest proven solutions available for SCADA system development that would directly apply to the City's system. The work shop will be an overall broad based workshop. For a system of this size we would anticipate the following:

1. General SCADA/PLC System Solutions Workshop (2 hrs) - This is an introductory workshop to identify SCADA operations and its various components for:
 - SCADA Hardware and Software
 - Communications Topologies
 - Graphics, Navigation and Reporting
 - Historical Data Logging and Reporting
 - Information Systems and Networking
2. SCADA Information Systems Workshop (2 hrs) - This workshop is more tailored to the technical areas of SCADA/security involving backbone communications, networking, information systems and data collection and reporting. This workshop generally consists of engineering and information systems personnel to address the technical aspects of SCADA.

Task Item 140 - SCADA Requirements Report (TM-01)

JSP will prepare a comprehensive SCADA requirements definition report that will assess the various SCADA issues and present recommendations for the SCADA system as they relate to the following categories:

1. Existing SCADA System Review - This portion of the evaluation will address the general Input/Output requirements at each location and present various recommendations to meet the monitoring and control systems needs. Given that an effective SCADA control system maximizes and optimizes its local control elements, the evaluation report will also identify the need for additional inputs and outputs to enhance the following:

- GIS and other Computing Interface Requirements
 - Energy Management and Water Quality Analysis
 - Improved alarm management, alarming and shutdown Capability
 - Process data for control optimization
 - Security, Web and Remote System Access
2. Communications – The communications system will be evaluated based on its existing performance and potential for alternative communications means and methods. The evaluation will address the communications based on any existing FCC License data, and studies, availability of new licenses and the available line of site capability for high speed wireless communications means. Utility or dedicated communications systems such as Telco, Cellular or hardwired City owned communications will also be evaluated to provide the City with the best method of communications.
 3. Hardware and Software – The SCADA hardware and software recommendations will address the latest and proven technology in SCADA applications that are specific to the City’s current and desired system operation. The hardware and software applications will be based on open architecture technology utilizing the latest proven Microsoft applications.
 4. Information Systems – The evaluation will present the City with recommendations for the development of Local Area (LAN) and Wide Area (WAN) Networked system to provide the City with enhanced SCADA system capabilities in the areas of GIS, Historical Data, System Reporting, Maintenance and remote system access. In essence, our systems are designed to provide the City with a View and Control anywhere solution that will be able to expand and grow seamlessly with the City’s needs.
 5. Infrastructure – As with any evaluation, the finding may present the need to make substantial infrastructure modifications to provide the City with the best system. The infrastructure requirements will present the City with any required or recommended enhancements in the form of radio repeaters, communications towers, data center modifications or other requirements to meet the SCADA operational goals.

Task Item 145 – Radio Path Testing (Optional)

If authorized by the City in writing, provide for radio path testing to include 12 site locations/paths communicating within a Multiple Address System to a designated SCADA master. Radio path testing to include a configured 900 MHz based radio system configuration and include 1 high speed point to point evaluation. Testing will include radio signal strength testing, path alignment evaluations and a recommendations report for radio system implementation.

Testing is based on one day of site path testing utilizing 15 foot antenna mast and a base station configured radio.

Task Item 150 – Confirm SCADA Design

Based on the final SCADA Requirements Definition report (Technical Memorandum) and our meetings with the City, JSP will prepare a comprehensive set of base design specifications. The base design specifications will establish the foundation for which the detailed designs will be prepared for SCADA system development defined under Task Items. A preliminary design report (PDR) will be prepared after City review of a series of Technical Memos addressing the various factors of the base specifications. This is provided by JSP to focus the City and the various team members on a single issue that can be reviewed and evaluated. JSP has found in the past that providing too much information results in hastened reviews or documents not being reviewed because of information overload. To prevent this, each of our technical memos are designed to address a specific portion of the SCADA system design. The following technical memos will be issued for review and discussion prior to finalization of the design documents:

- TM-01 SCADA System Requirements Report (Provided in Task 140)
- TM-02 Existing PLC Hardware and Software Upgrade Specifications
- TM-03 Utility Based and Wireless Communications Specifications
- TM-04 System Quality Control Start-up, Testing and Commissioning Requirements
- TM-05 SCADA System Hardware and Software
- TM-06 System Data logging, Archiving and Report Generation
- TM-07 Information Systems and Security (Wide and Local Area Networking)

Following City review of the above technical memos, JSP will create the draft PDR, which will include the technical memos and summarize the various issues associated with the technical requirements for the detailed design. The PDR will also include:

- Existing SCADA Information System Diagram
- New SCADA System Architecture and System Diagram
- Recommended Build-Out System Diagram
- Recommended Communications Infrastructure and Network Diagram
- Estimated Construction Budget and Preliminary Schedule of Implementation

Upon review and evaluation of the draft PDR, JSP Automation will provide the final PDR that will formulate the basis for the detailed design.

Task Item 160 – Produce Detailed Plans and Specifications

The design documents provided will include the following locations:

- Three Well Sites
 - Well 1A
 - Well 2
 - Well 3
- Four Sanitary Sewer Lift Stations
 - Redwood Drive
 - Benson
 - New Century
 - Quail Hollow
- One Tank
 - West Sierra Tank (1 MG)
- Two Sonoma County Water Agency Turnouts
 - Cypress Avenue
 - La Salle Avenue
- One Typical Sanitary Sewer Manhole Monitoring Location
- One Typical Distribution System Monitoring Location
- SCADA Central Monitoring and Control Location
 - City Corporation Yard
 - City Hall

JSP will provide a typical design for Sanitary Sewer Manhole Monitoring Locations and Distribution System Monitoring Locations that can be readily expanded to include more locations. Other than a typical plan view, each design will include a P&ID, I/O list, RTU wiring diagram, elevation and a conduit development plan that can be easily assignable to any location. *The design proposal does not include any extensive design for roadway or structure modification that may be required on the piping or in the manhole/utility vaults.*

The design documents will be prepared by JSP at 50%, 100% and final milestones to address all aspects of the SCADA System Improvements Project. Our design drawings and specifications are based on constructible and workable SCADA system designs that have been operational and in service for many years. Our designs do not allow for unproven alpha or beta versions of product or systems and are founded on reliable system designs. Our system designs are open architecture and operator intuitive to allow for easy system expansion. Given these parameters JSP will prepare the following Documents:

Contract Drawings

- SCADA System Architecture Block Diagram
- SCADA Communications System Diagram

- PLC Wiring Diagram
- General Installation Details
- Instrument Installation Details
- P&ID Drawings
- Control Panel Wiring Diagrams and Elevations
- SCADA/Communications equipment rack diagrams
- Site Plan View and Conduit Development Plan

Contract Specifications

- Section 13300 General Instrumentation and Control
- Section 13320 System Quality Control and Commissioning
- Section 13330 Field Instrumentation
- Section 13340 Control Panels
- Section 13350 PLC and Data Communications Hardware and Software
- Section 13360 Wireless Communications
- Section 13370 SCADA Programming and Tag-naming Methods
- Section 13380 Site Control Descriptions
- Section 16010 General Electrical Requirements
- Section 16020 Conduit and Wire
- Section 17010 General SCADA Information Systems
- Section 17020 SCADA Computer System Hardware and Software
- Section 17030 SCADA Software and Configuration
- Section 17040 Networking Hardware and Software
- Section 17050 Historical Data System
- Section 17060 Report Generation
- Section 17070 Security System

To highlight a few items that will be contained in our specifications which we believe are relevant and important for a successful project, and addresses specific points in the RFP presented by the City JSP offers the following:

1. Section 13320 System Quality Control and Commissioning will address the issues associated with maintaining the operation of an existing system while the new system is started up and commissioned.
2. Section 13370 System Programming and Tag-naming Methods will provide for a standardized tag naming convention that provides meaningful and intuitive tag names that can be carried out from the device wire number all the way to its tag name in the SCADA system which allows for system to be easily maintained and debugged. This section also standardizes control programs in a function block format that can be readily used to easily implement and configure new system additions.

Our design will include an open system communications protocol that is readily available by most suppliers of equipment to allow for easy expansion and growth to support:

- Irrigation Controllers
- Weather Stations
- Leak Detection, Level and Flow Monitoring

At the SCADA level, the system design will support a multitude of protocols that are relevant to interfacing suppliers of water meters and lighting control systems. Given that these protocols are manufacturer specific the proposed SCADA system will need to easily expandable to support these types of enhancements.

Task Item 170 - Bid Assistance

JSP Automation will provide bid assistance to provide support with bid document preparation, respond to requests for clarification (RFQ) and prepare a total of three addenda to be issued by the City as required.

PROFESSIONAL SERVICES RATES

• Senior Engineer	125/hr
• Systems Engineer (SCADA/Telecommunications)	115/hr
• Field Engineer	115/hr
• Project Manager	105/hr
• Design Engineer (Instrumentation, Control, Electrical)	105/hr
• Field Inspector	95/hr
• Field Technician	95/hr
• Cad Technician/Designer	75/hr
• Engineering Assistant	75/hr
• Applications Engineer (PLC/SCADA Programming)	135/hr
• Software Engineer (Custom Applications Programming)	155/hr

COSTS

• Large Scale Production	Cost + 15%
• Travel (Outside of Proposed Scope of Work)	Cost
o Hotels, Rentals, Transportation	\$ 75.00/day
o Per Diem	\$ 0.6/mile
• Mileage	Cost + 15%
• Sub-Consultants	Cost + 25%
• Materials	

City Council Agenda Consent Calendar

Subject: Memorandum of Understanding (MOU) Between the City and its Employees
Represented by the Cotati Police Management Association (CPMA) and Appropriation
of Funds Not to Exceed \$22,000

Date: August 25, 2010

Written By: Jone Hayes, Administrative Services Director

RECOMMENDATIONS:

It is recommended that the Council adopt a resolution approving a Memorandum of Understanding (M.O.U.) between the City and its employees represented by the Cotati Police Management Association (CPOA) and appropriation of funds in an amount not to exceed \$22,000

Background/Discussion:

Contract negotiations have been in process with the CPMA during the last two months. These negotiations have recently concluded with agreement on a new three year M.O.U. (attached). Once approved, the M.O.U. will be effective as of July 1, 2010.

Key Provisions of M.O.U. include:

Term

- 3 year contract expiring on June 30, 2013

Benefit Contributions (currently 15%)

- Year 1: Effective July 1, 2010 the employee contribution to benefits will be reduced by 6% (i.e., employees will continue a 9% contribution to benefits)
- Year 2: Effective July 1, 2011, the employee contribution to benefits will be reduced by 5% (i.e., employees will continue a 4% contribution to benefits)
- Year 3: Effective July 1, 2012, the employee contribution to benefits will be reduced by 4%

Salary

- Year 3: Effective July 1, 2012, salaries will be increased by a three percent (3%) cost of living adjustment.

Retirement

- Year 3: Effective July 1, 2012, employees hired before the date the City adopts a resolution to establish a second pension tier will pay three percent (3%) of the employee contribution to CalPERS for pension.

Medical Premiums

- For employees hired before July 1, 2010, effective July 1, 2012, employees will pay 10% of the cost of medical insurance premiums.

Leave Accrual (Change to City of Cotati Personnel Rules)

- Leave Bank will be eliminated and the CPMA will receive vacation and sick pay.

Holidays

- One personal holiday (10 hours) will be eliminated

Vehicles

- Use of City vehicles for commuting will be eliminated.

Second Tier Benefits for New Hires

Medical Premiums

- For employees hired on or after July 1, 2010, City monthly contributions to medical insurance will be capped at the following amounts:
 - o Employee Only: \$483.94
 - o Employee Plus One: \$811.85
 - o Employee Plus Family: \$1161.52

Retirement

- Non-sworn safety employees hired on or after the date the City adopts a resolution to establish a second pension tier will be covered under the 2% at 60 formula as provided under Government Code section 21353, calculated using the average of three highest years, and will pay the full CalPERS employee contribution.
- Sworn safety employees hired on or after the date the City adopts a resolution to establish a second pension tier and will pay the full employee contribution

Leave Accrual (Change to City of Cotati Personnel Rules)

- Leave Bank tiers and accrual rate will be reduced for second tier employees.

Financial Considerations:

The City's Adopted FY 10-11 Budget does not include the changes to salary and benefit costs reflected in the proposed M.O.U. An additional appropriation of funds in an amount not to exceed \$22,000 from General Fund account(s) 001-0500-510XX.0000 is required.

Environmental Issues:

None.

Attachment:

Proposed Resolution with Memorandum of Understanding as Exhibit A

RESOLUTION NO. 2010-

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COTATI
APPROVING THE MEMORANDUM OF UNDERSTANDING (MOU)
BETWEEN THE CITY OF COTATI
AND ITS EMPLOYEES REPRESENTED BY
COTATI POLICE MANAGEMENT ASSOCIATION (CPMA)**

WHEREAS, the Cotati Municipal Code and Personnel Rules empower the City Council to establish a compensation plan covering all classes of positions; and

WHEREAS, the City Council’s representative has met and conferred in good faith with representatives of the CPMA, resulting in the proposed comprehensive MOU with an effective date of July 1, 2010; and

WHEREAS, the City Council finds and determines that the proposed comprehensive MOU attached to this Resolution as Exhibit “A,” is appropriate and reasonable for the designated group.

NOW, THEREFORE, BE IT RESOLVED that the City Council does hereby approve the proposed comprehensive MOU attached to this Resolution as Exhibit “A.”

BE IT FURTHER RESOLVED, that resolutions in conflict herewith are hereby superseded; and

BE IT FURTHER RESOLVED, that the City Manager is hereby authorized to execute the MOU attached hereto as Exhibit “A.”

IT IS HEREBY CERTIFIED that the foregoing Resolution and attached Exhibit “A” were duly introduced and legally adopted by the City Council of the City of Cotati at a meeting held on the 25th day of August, 2010 by the following vote, to wit:

COLEMAN-SENGHOR _____
GILARDI _____
HARVEY _____
LANDMAN _____
ORCHARD _____

APPROVED: _____
Robert Coleman-Senghor, Mayor

ATTEST: _____
Tamara Taylor, Deputy City Clerk

Exhibit A to follow

City Council Agenda Regular Agenda

Subject: Police Department Staffing Request and Direction on FY 10-11 Proposed Budget Amendments

Date: August 25, 2010

Written by: Susan Jones, Chief of Police

Recommendation

It is recommended that the Council adopt, by resolution, the proposed staffing request for the Cotati Police Department which includes the immediate hiring of a police lieutenant and police officer.

Background

The Cotati Police Department's complement of sworn staff is made up of one Chief of Police, four Sergeants and five Officers. In addition, support staff is comprised of four full-time dispatchers, three part-time dispatchers, one part-time Community Services Officer, and one part-time Communications Supervisor.

Sworn Staff

The Chief of Police is assigned to Administration and is the only employee in that division. S/he is responsible for the leadership, management, direction, and control of all operational and administrative aspects of the law enforcement and community crime prevention services within the City of Cotati. As the primary representative of the Cotati Police Department, the Chief performs the following:

- Participates as a member of the Sonoma County Law Enforcement Chief's Association.
- Attends City Council, community, and other meetings as required by the City Manager.
- Provides support to City policy advisory commissions and committees.
- Is a member of the City of Cotati's executive management staff.
- Responds to the City Manager and City Council.
- Acts as a liaison to:
 - Other City Agencies and Staff,
 - Cotati Schools,

District Attorney,
State and Federal Law Enforcement Agencies, and the Media.

- Functions as the Law Enforcement:
 - O.E.S. Coordinator,
 - Mutual-Aid Coordinator, and
 - HAZ/MAT Coordinator.
- Is responsible for the daily operation and management of the Cotati Police Department which involves the following functions:
 - Plan and coordinate security for special events.
 - Develop long and short-term department goals.
 - Perform operational audits aimed at increasing effectiveness and reducing liability.
 - Prepare and manage the department's budget.
 - Process incoming invoices for payment.
 - Develop new crime prevention programs and manage existing programs.
 - Develop and/or review policies and procedures.
 - Develop and/or review city ordinances.
 - Develop traffic-management plans.
 - Monitor critical investigations.
 - Prepare written status and staff reports.
 - Develop enhanced law-enforcement programs such as reserves, volunteers, and explorers.
 - Develop community-oriented-policing strategies.
 - Monitor the investigation of citizen's complaints.
 - Meet with citizen groups.
 - Perform personnel management functions such as: Personnel selection, Staff development, and Performance Evaluations.
 - Administer discipline when appropriate.

In addition to the above duties, the Chief is responsible for approving a variety of permits and responding to other inquiries. Given the amount of duties assigned to this position, and without support staff, it is difficult for the Chief to do them all and impossible to do them all well. Many collateral administrative assignments have been delegated in the past to the four patrol sergeants, partially relieving the Chief of full responsibility for all administrative duties. However, this has taken the Sergeants away from their primary responsibility, which is supervision of patrol activities. Each Sergeant has no less than 13 collateral assignments.

Patrol

In reviewing the patrol schedule, there is one shift that is currently unfilled due to a staffing shortage created by a Sergeant who is off on a work-related injury. That shift, 30 hours per week, is being filled with overtime. In addition, other shifts are sometimes covered by only one officer without supervision. The staffing in patrol is so limited, that if an officer misses their shift due to vacation, court, sick or comp time, their shift must be filled with overtime.

Communications (Dispatch)

The Communications Supervisor is currently working Tuesdays and Thursdays at the Cotati Police Department, and Mondays and Wednesdays at the Sebastopol Police Department. There are four full-time dispatchers and three part-time dispatchers. The CSO must balance her time between dispatch, and her duties of property and evidence processing, vehicle abandonment program, parking citations, reports, and animal control.

Analysis/Discussion

To enhance the efficiency and effectiveness of the Cotati Police Department, the City should immediately hire a Lieutenant to assist the Chief with the management and operational duties of the department. In doing so, the Lieutenant would take on many of the collateral assignments currently performed by the Sergeants. The Sergeants would then be free to perform their primary duty assignment of patrol supervision, putting them back on the street assisting the officers and being more present for the community. The Sergeants now spend most of their shifts in the department taking care of administrative tasks that can be performed by the Lieutenant. The Lieutenant would also be able to supervise the Sergeants.

To assist with the shortage in patrol, one police officer should immediately be added to the force. This would allow some flexibility in scheduling and significantly reduce the number of overtime hours used to fill long term absences from lengthy vacations, sick leave, and/or injury leave. Various scheduling options can also be evaluated for better coverage. In the long term, it would be advisable to add an additional officer which would allow for the most flexibility in scheduling and the best reduction of overtime use.

Future Considerations:

When funding permits, consideration should be given to bringing back the Dispatch Supervisor to a minimum of 35 hours per week with the Cotati Police Department to allow for more consistent supervision of the dispatch staff.

Summary

The recommendation is to immediately hire a permanent full-time police lieutenant and a permanent full-time police officer.

Financial Considerations

Estimated salary and benefit cost to hire a Permanent Full-Time Police Lieutenant:

FY 10-11 (six months) -	\$ 75,000
Ongoing Annual Cost -	150,000

Estimated salary and benefit cost to hire a Permanent Full-Time Police Officer:

FY 10-11 (seven months) -	\$ 73,000
Ongoing Annual Cost -	125,000

The total required appropriation of \$148,000 for FY 10-11 exceeds the budgeted available General Fund balance (after reserve requirement per policy adopted 07/22/09 and restricted funds) of approximately \$ 57,000.

It is recommended that the Council:

- reduce the amount included in the Adopted Budget for reserve officers from \$75,000 to \$25,000
- defer budgeted City Hall roof replacement project until next fiscal year, reducing the budgeted amount to \$20,000 from \$165,000. The \$20,000 will be utilized for temporary repairs (G/L account 001-0406.71082.C025.
- approve a FY 10-11 budget amendments of \$148,000 for the hiring of a permanent full-time lieutenant and a permanent full-time police officer(GL account 001-0500-51003.000).

Environmental Issues

None.

City Council Agenda Regular Calendar

Subject: Agreement with the County of Sonoma to Provide Limited Law Enforcement Services and Direction on FY 10-11 Proposed Budget Amendments

Date: August 25, 2010

Written by: Jone Hayes, Director of Administrative Services

Recommendation

It is recommended that the Council adopt a motion to authorize the City Manager to execute an agreement with the County of Sonoma to provide limited law enforcement services to the City and provide direction on FY 10-11 proposed budget amendments.

Background

The Interim Chief of Police, Susan Jones, has created an organizational proposal for the City's Police Department that includes temporary, short, and long-term staffing recommendations. The proposal will be presented at the Council meeting on August 25, 2010.

Analysis/Discussion

To enhance the efficiency and effectiveness of the Cotati Police Department, the City should immediately hire a Lieutenant to assist the Chief with the management and operational duties of the department. In doing so, the Lieutenant would take on many of the collateral assignments currently performed by the Sergeants. The Sergeants would then be free to perform their primary duty assignment of patrol supervision, putting them back on the street assisting the officers and being more present for the community. The Sergeants now spend most of their shifts in the department taking care of administrative tasks that can be performed by the Lieutenant. The Lieutenant would also be able to supervise the Sergeants.

The City will begin the recruitment for a permanent lieutenant position as soon as possible. In the interim, contracting with the County for limited Lieutenant services will allow the Police department to immediately begin transitioning collateral assignments performed by the Sergeants to the contract Lieutenant. This will allow the Sergeants to immediately focus more time on supervising patrol and assisting the officers on the street.

Financial Considerations

The proposed agreement requires the appropriation of an amount not to exceed \$40,000 from the General Fund. G/L account number 001-0500-61025.0000. It is anticipated that the Lieutenant will be working for a period of three to four months. The contract provisions allow for cancellation once a permanent Lieutenant is hired, so depending on the length of the permanent recruitment process, the entire contract amount may not be utilized.

If approved in conjunction with the recommendations presented in the Police staffing report, the not to exceed amount of \$40,000 exceeds the budgeted available General Fund balance (after reserve requirement per policy adopted 07/22/09 and restricted funds).

It is recommended that the Council provide direction for the following FY 10-11 Budget adjustments:

- reduce the amount included in the Adopted Budget for reserve officers from \$75,000 to \$25,000
- defer budgeted City Hall roof replacement project until next fiscal year, reducing the budgeted amount to \$20,000 from \$165,000. The \$20,000 will be utilized for temporary repairs (G/L account 001-0406.71082.C025).
- approve a FY 10-11 budget amendments of \$40,000 for the hiring the services of a contract lieutenant from the County of Sonoma (G/L account 001-0500-61025.000).

Environmental Issues

None

Attachments:

1. Agreement with the County of Sonoma (to follow)

City Council Regular Agenda

Subject: Approval of a Resolution Regarding Roblar Road Quarry Impacts
Date: August 25, 2010
Written By: Marsha Sue Lustig, Assistant to the City Manager

RECOMMENDATION

It is recommended that the City Council adopt a resolution protesting an application to the Sonoma County Board of Supervisors for the Roblar Road Rock Quarry and Environmental Impact Report (EIR).

Background

The County of Sonoma (County) is considering an application to allow a rock quarry on Roblar Road, less than five miles west of the City of Cotati. The County Planning Commission recently recommended this application to the Board of Supervisors. The Supervisors will consider the application in September. The application requests a mining permit for twenty years, mining an area approximately 70 acres in size, at the rate of 2,260 cubic yards per day.

Staff previously sent an EIR comment letter to the County focusing on the cumulative impacts from greenhouse gas emissions and traffic within the City of Cotati from quarry-related vehicles accessing Highway 101 and other cross-County arterials. The previous City EIR comment letter was limited to comments on greenhouse gas emissions and the California Tiger Salamander. There are no limitations on issues that may be raised by the City of Cotati for hearing before the Board of Supervisors.

Analysis/Discussion

The issues that staff has identified are as follows:

- Greenhouse gas emissions from idling traffic.
- Traffic impacts to City of Cotati streets.
- Cumulative impacts of industrial uses within this sector of Sonoma County as they relate to traffic and greenhouse gas emissions within the City of Cotati.
- Stability of the decommissioned Roblar Landfill and potential liability for the City of Cotati.

The attached resolution addresses each of these concerns.

Conclusion

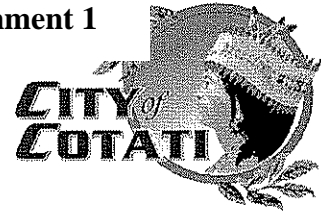
The resolution provides the City Council with an opportunity to communicate with the Board of Supervisors regarding the Roblar Road Rock Quarry impacts to Cotati and its environs.

Attachments:

1. July 28, 2010 City of Cotati letter to Mr. Blake Hillegas, County of Sonoma.
2. Proposed resolution

City of Cotati
Community Development Department
Planning Division

Attachment 1



July 28, 2010

Mr. Blake Hillegas
Sonoma County Permit and Resources Management Department
2550 Ventura Avenue
Santa Rosa, CA. 95403
bhillega@sonoma-county.org

SUBJECT: Roblar Road Quarry Project
Recirculated Portions of the Environmental Impact Report

Dear Blake,

The City of Cotati appreciates the opportunity to comment on the Recirculated Environmental Impact Report for Roblar Road Quarry Project.

The City of Cotati is the closest city to the Proposed Project. Haul trucks must pass through Cotati in order to access Highway 101 and other County arterials. The Roblar Road Quarry Project contributes to an increase in GHG emissions within the City of Cotati due to increased truck traffic and the accompanying idling that will increase as the local intersections and road segment Levels of Service deteriorate. Some of these impacts are noted within the Draft EIR under the analysis for the following intersections:

- State Route 116 at US 101 SBRamp
- State Route 116 at Old Redwood Highway.

Due to the GHG emissions impacts that are specific to the City of Cotati, the City is requesting the following:

1. The EIR require GHG emission offsets be provided locally *within* the City of Cotati. There are many opportunities within Cotati to provide carbon offsets that will assure that Cotati is not negatively impacted as a result of the trucks which must enter and exit the Roblar Road Quarry through the City of Cotati.
2. A GHG emissions reductions program be a requirement of the EIR and that the City have a membership within the team that is required to approve that program. Program shall be required to be approved and in place prior to any Quarry operations permits being issued.

City of Cotati
Roblar Road Quarry
Recirc EIR
July 28, 2010

Again, thank you for the opportunity to comment on the Roblar Road Quarry Recirculated Environmental Impact Report. If you have any questions or comments regarding the above comments, I can be reached at 665-3637.

Sincerely,

A handwritten signature in black ink, appearing to read "Marsha Sue Lustig". The signature is fluid and cursive, with a large initial "M" and "L".

Marsha Sue Lustig
Acting Community Development Director

Cc: Dianne Thomspson, City Manager
Damien O'bid, City Engineer

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY
OF COTATI PROTESTING THE LOCATION OF A
PROPOSED ROCK QUARRY ON ROBLAR ROAD**

WHEREAS, the City of Cotati is located less than five miles from the proposed site for a new rock quarry on Roblar Road; and

WHEREAS, the City Council of the City of Cotati is concerned with the cumulative impacts of locating several rock quarries, and other County industrial activities, within a very small area of Sonoma County because these businesses must pass through the City of Cotati in order to move their product to market; and

WHEREAS, Cotati is a small town which cannot afford the kinds of improvements necessary to alleviate the impacts to Cotati streets and air quality from a quarry and other County business operations' truck traffic; and,

WHEREAS, the City Council of the City of Cotati is particularly concerned with traffic impacts to State Route 116, Old Redwood Highway, West Sierra Avenue and East Cotati Avenue within the City of Cotati. These impacts have not been adequately analyzed nor has any attempt been made to ensure that Quarry-related truck traffic will not use these streets nor have there been any requirements to mitigate to increase pedestrian safety; and

WHEREAS, CALTRANS remains unable to make the necessary improvements to State Route 116 which would increase public safety on a known dangerous highway corridor; and

WHEREAS, the City Council of the City of Cotati is concerned that deteriorating Traffic Levels of Service within the City of Cotati from this Project and other projects within the jurisdiction of the County of Sonoma will continue to increase public safety hazards to the citizens of Cotati, as well as to those traveling through the City of Cotati; and

WHEREAS, the City Council of the City of Cotati is concerned that Cotati will continue to see increases greenhouse gas emissions caused by uncontrolled regional truck traffic utilizing City of Cotati streets; and

WHEREAS, the proposed Roblar Road Rock Quarry is adjacent to the site of an old closed County landfill which remains unlined and uncapped to this day; and

WHEREAS, the City Council of the City of Cotati is concerned about impacts to this Landfill from Quarry Operations that could affect the local water supply of Cotati's neighbors and also leave Cotati exposed to liability due Cotati's historic use of the old Landfill; and

NOW, THEREFORE BE IT RESOLVED that the City Council of the City of Cotati does hereby formally protest the current North Bay Construction, Inc application for a Rock Quarry to be located on Roblar Road due to unresolved impacts to the City of Cotati and Cotati's neighbors.

NOW, THEREFORE BE IT FURTHER RESOLVED that the City Council of the City of Cotati does hereby direct the Deputy City Clerk to transmit this resolution to Valerie Brown, Chair of the Sonoma County Board of Supervisors.

IT IS HEREBY CERTIFIED that the foregoing Resolution was duly adopted on the 25th day of August 2010, by the following vote, to wit:

COLEMAN-SENGHOR _____
GILARDI _____
HARVEY _____
LANDMAN _____
ORCHARD _____

Approved: _____
Robert Coleman-Senghor, Mayor

Attest: _____
Tamara Taylor, Deputy City Clerk

City Council Agenda Public Hearing

Subject: Amendments to Chapter 11.01 of the Cotati Municipal Code Regarding Encroachments within Public Rights-of-Way

Date: August 25, 2010

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

Recommendation

It is recommended that the Council introduce an ordinance amending Chapter 11.01 of the City of Cotati's municipal code to waive encroachment fees for repair of City property and to clarify the requirement for deposits.

Background

On February 11, 2009, the City Council adopted Chapter 11.01 of the Cotati Municipal Code (CMC), which established the requirement for encroachment permits in the public right of way. At that time, several classes of encroachment permits were created to allow for fees commensurate with the staff time needed to process and monitor the work. In addition, the City established the requirement for bonding or deposits to ensure that the City could restore the public right of way if the applicant defaulted on the work.

Section 5610 of the California Streets and Highway Code and Chapters 11.06 and 11.10 of the CMC state that property owners are responsible for the maintenance and repair of sidewalks so that they are kept in a safe condition. After adoption of Chapter 11.01, it was discovered that in some cases, applicants were inadvertently discouraged from repairing sidewalks due to permit fees. In addition, it was found that the language requiring deposits needed to be clarified.

Analysis/Discussion

There are a limited number of cases where property owners apply for encroachment permits to repair sidewalks. During 2009, 1 applicant applied for an encroachment permit for sidewalk repair but decided not to proceed due to permit fees. The public good and safety is promoted by removing all obstacles to obtaining an encroachment permit for repair of the public right-of-way. Currently, the loss in permit fees is limited. Therefore, staff recommends waiving encroachment permit fees and deposits for repair of City property.

The language on deposits was clarified so that it was clear who is exempt from the requirement for deposits.

Financial Considerations

In a limited number of cases, the City may waive fees for repair of sidewalks. It is expected that the City would waive approximately \$800 in fees annually. The loss in fees could increase if the City actively pursues property owners to repair sidewalks, as provided for under the Streets and Highway Code.

Environmental Issues

Not applicable.

Attachment:

1. Proposed ordinance

**ORDINANCE AMENDING SECTIONS 11.01.170 AND 11.01.180 OF CHAPTER
11.01 ENCROACHMENTS WITHIN PUBLIC RIGHTS-OF-WAY OF THE COTATI
MUNICIPAL CODE**

The City Council for the City of Cotati does hereby ordain as follows:

SECTION 1. Section 11.01.170 of Chapter 11.01 *Encroachments Within Public Rights-of-Way* of the Cotati Municipal Code is amended to read as follows:

A. General. Prior to the issuance of a permit, the applicant shall pay all applicable fees, as adopted annually by the City Council.

B. Minor Non-Construction Encroachments. For the purposes of determining encroachment fees, minor non-construction encroachments shall be work that is short in cumulative duration, does not require traffic control, does not physically alter the Public Right-of-Way in any manner, and the total extent of the work in the Public Right of Way is limited to a small area.

C. Minor Construction Encroachments. For the purposes of determining encroachment fees, minor construction encroachments shall be work that is short in cumulative duration, does not significantly impact traffic, and the total extent of the work in the Public Right of Way is limited to a small area.

D. Major Encroachments. For the purposes of determining encroachment fees, major encroachments shall be work that is long in cumulative duration, significantly impacts traffic, or the total extent of work in the Public Right of Way is extensive.

E. Determination of the class of encroachment permit shall be at the sole discretion of the City Engineer.

F. Repair of Public Right of Way. Fees and deposits for encroachment permits to repair, replace, or enhance features within the public-right-of-way may be waived at the sole discretion of the City Engineer, provided it conforms to the following criteria:

1. Waivers shall only be granted for minor projects not otherwise subject to City permits, and
2. The work must be for the primary purpose of repairing, replacing, or enhancing public features, including but not limited to repair of sidewalks, repair of curb and gutter, or replanting landscape strips.

SECTION 2. Section 11.01.180 of Chapter 11.01 *Encroachments Within Public Rights-of-Way* of the Cotati Municipal Code is amended to read as follows:

A. Prior to issuance of a permit for construction, maintenance, or repair of features in the Public Right-of-Way, the permittee shall deposit with the city cash, a certified or cashier's check, or an approved surety bond in a sum to be fixed by the City Engineer as sufficient to reimburse the city for costs of restoring the public right-of-way to its former condition. ~~In addition, the permittee may also be~~

~~required by the City Engineer to file a cash deposit or approved surety bond in a sum deemed by the City Engineer as sufficient to cover related activities during any 12 month period. The minimum bond deposit shall be \$500.00 or an amount equal to the approved estimated cost of construction, whichever is greater.~~

B. The City Engineer shall determine the most appropriate type of surety to be provided by the permit applicant. Any surety deposit required by the City Engineer pursuant to this chapter shall be filed with him and shall be payable to the city. The bond or cash deposit will be released 90 days from the date of satisfactory completion of all work authorized and all conditions of the permit are met.

C. Cash deposits or bonds will not be required of any public utility (defined as a City or State Franchisee) or public agency which is authorized by law to establish or maintain any works or facilities in, under or over any public street or right-of-way.

SECTION 3. Severability. If any section, subsection, sentence, clause, phrase or portion of this ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions thereof.

SECTION 4. Effective Date. This ordinance shall become effective thirty (30) days after the date of adoption.

SECTION 5. Posting. The City Clerk shall cause this ordinance to be posted and/or published within fifteen (15) days after the date of adoption.

It is hereby certified that the foregoing ordinance was introduced on the 25th day of August, 2010, and adopted on the **XX** day of September, 2010, by the following vote, to wit:

COLEMAN-SENGHOR _____
GILARDI _____
HARVEY _____
LANDMAN _____
ORCHARD _____

Approved: _____
Robert Coleman-Senghor, Mayor

Attest: _____
Tamara Taylor, Deputy City Clerk

Approved as to form:

Rich Rudnansky, City Attorney

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

Subject: Receive and File Warrants and Audited Claims for July 22nd, 2010 – August 11th, 2010

Date: August 28, 2010

Written by: Jone Hayes, Director of Administrative Services

Recommendation

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

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 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 July 22, 2010 – August 11, 2010:

August 11, 2010	\$ 263,657.45
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Environmental Issues

None.

Attachments:

1. Check Registers dated 8/11/10

Attachment 1

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A / P CHECK REGISTER

PAGE: 1

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
AFL01	AFLAC I-068035 I-239833ER	P6156 EMP PREMIUMS-JULY 2010 SERVICE FEES - JULY 2010	R R	8/11/2010 8/11/2010		1,057.38CR 50.00CR	059431 059431	1,107.38
AME04	AMERICAN MESSAGING I-M7261760KH	8/1 - 8/31/10	R	8/11/2010		23.56CR	059432	23.56
ATT10	AT&T I-1515178 I-1515192	7077938562695 6/22 - 7/21/10 C607393086777 6/22 - 7/21/10	R R	8/11/2010 8/11/2010		15.65CR 1,808.87CR	059433 059433	1,824.52
BIL02	ERIC BILCICH I-080310	REIMB DAMAGED HANDCUFFS	R	8/11/2010		58.14CR	059434	58.14
BLA04	BLAIRWORKS I-2904 I-2920	WEBSITE HOSTING - JULY 2010 WEBSITE UPDATES - JUNE/JULY	R R	8/11/2010 8/11/2010		30.00CR 100.00CR	059435 059435	130.00
BLA08	JEANNE BLAKE I-072810	REIMB TREE PERMIT FEE	R	8/11/2010		25.00CR	059436	25.00
BLU01	BLUE CROSS OF CALIF. I-161741F I-162548F	1231HA 7/1 - 8/1/10 1231HA 8/1 - 9/1/10	R R	8/11/2010 8/11/2010		28,224.42CR 28,224.42CR	059437 059437	56,448.84
BRE01	BRELJE & RACE, INC. I-57494	WATER SAMPLES - JUNE 2010	R	8/11/2010		529.20CR	059438	529.20
BWS01	B.W.S. DISTRIBUTORS, INC. I-97329568	PW SUPPLIES	R	8/11/2010		102.54CR	059439	102.54
CAL18	CALIFORNIA BUILDING STANDARDS COMMISSION I-072210	SB1473 FUNDS COLL 4/1-6/30/10	R	8/11/2010		47.00CR	059440	47.00
CAR10	CAROLLO ENGINEERS I-0111725	GIS, W/S MASTER PLAN, UWMP	R	8/11/2010		31,773.50CR	059441	31,773.50
CIT05	CITY OF ROHNERT PARK I-21942	ANIMAL SVCS - JULY 2010	R	8/11/2010		1,445.96CR	059442	1,445.96
CIT06	CITY OF SONOMA I-080210	MAYOR/COUNCIL DINNER 8/12/10	R	8/11/2010		120.00CR	059443	120.00

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VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
CIT08	CITY OF SANTA ROSA I-072210	CM LUNCH MTGS (5)	R	8/11/2010		100.00CR	059444	100.00
CIT19	CITY OF ROHNERT PARK I-080510 I-080510A	8789-000 6/1 - 7/31/10 8789-001 6/1 - 7/31/10	R	8/11/2010		154.73CR	059445	507.78
COM05	COMCAST I-071110 I-071110A I-071910	8155 30 041 0042329 7/16-8/15 8155 30 041 0042469 7/16-8/15 8155 30 041 0044085 7/24-8/23	R	8/11/2010		74.90CR	059446	126.43
COM08	THE COMMUNITY VOICE I-10934	PHN - 5 YR IMPLEMENTATION PLAN	R	8/11/2010		195.00CR	059447	195.00
CON06	CONSERVATION CORPS NORTH BAY I-072910	REFUND OF DEPOSIT ACCOUNT	R	8/11/2010		975.51CR	059448	975.51
CON10	CONOCOPHILLIPS FLEET I-870135035007	FUEL CHGS - JULY 2010	R	8/11/2010		2,591.61CR	059449	2,591.61
COT01	COTATI CHAMBER OF COMMERCE I-080110 I-080210 I-080410	ECONOMIC DEV SVCS - AUG 2010 RFD DEPOSIT ACCOUNT-PIANO DROP RFD DEPOSIT ACCOUNT - KIDS DAY	R	8/11/2010		3,000.00CR	059450	3,574.70
COT02	COTATI OAKS TRUE VALUE HARDWARE I-072510	#725-10018 - PW SUPPLIES	R	8/11/2010		150.55CR	059451	150.55
COU19	COUNTY OF SONOMA I-IN0057604	HOLDING CELL INSPECTION	R	8/11/2010		233.00CR	059452	233.00
COU23	COUNTY OF SONOMA I-072210	HEARING OFFICER SVCS - JUNE	R	8/11/2010		80.00CR	059453	80.00
CSS01	CSS-TECHNOLOGIES I-2207279	SCADA CONTRACTOR INTERVIEWS	R	8/11/2010		487.50CR	059454	487.50
CUL01	CULLIGAN I-072110	#98186 WELL 2 HI-CAP RENTAL	R	8/11/2010		37.36CR	059455	37.36
DAI02	DAILY ACTS I-061510	WATER CONS EDUCATION SVCS	R	8/11/2010		8,100.00CR	059456	8,100.00

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VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
DEP02	DEPT. OF CONSERVATION I-072210	SEISMIC FEE REPORT - APR-JUNE	R	8/11/2010		36.73CR	059457	36.73
DEP04	DEPART. OF TRANSPORTATION I-188797	SIGNALS / LIGHTING - JUNE 2010	R	8/11/2010		305.36CR	059458	305.36
DEV03	DEVOTO PLUMBING, INC. I-8741	SURVEY - 38 ARBOR CT	R	8/11/2010		120.00CR	059459	
	I-8742	SURVEY - 8171 WOODLAND HILLS	R	8/11/2010		120.00CR	059459	
	I-8753	TOILET RETRO - 150 ST JOSEPH	R	8/11/2010		780.00CR	059459	
	I-8754	TOILET RETRO - 38 ARBOR CT	R	8/11/2010		409.00CR	059459	
	I-8782	SURVEY - 8307 LA SALLE AVE	R	8/11/2010		120.00CR	059459	1,549.00
DIG01	DIGITAL PRINTS & IMAGING I-9180898	RECORDS MANAGEMENT	R	8/11/2010		26.54CR	059460	26.54
ESP01	ESP & ALARMS, INC. I-15341	ALARM SVC - CORP YARD	R	8/11/2010		180.00CR	059461	180.00
GAR01	GARBAGE REINCARNATION INC I-072910	REFUND OF DEPOSIT ACCOUNT	R	8/11/2010		893.75CR	059462	893.75
GRA01	GRAINGER, INC. I-9299350547	PW SUPPLIES - COTATI RM	R	8/11/2010		41.94CR	059463	41.94
GRO05	GROENIGER AND COMPANY I-4013430-00	PW SUPPLIES	R	8/11/2010		147.43CR	059464	
	I-4013460-00	PW SUPPLIES	R	8/11/2010		98.21CR	059464	
	I-4013501-00	PW SUPPLIES - 7384 COMMERCE	R	8/11/2010		674.98CR	059464	
	I-4013502-00	PW SUPPLIES	R	8/11/2010		216.54CR	059464	
	I-4013503-00	PW SUPPLIES	R	8/11/2010		50.36CR	059464	1,187.52
HIN01	HINES SIGNS I-15523	FALLETTI RANCH SIGN	R	8/11/2010		333.98CR	059465	333.98
HIN02	HINDERLITER, DE LLAMAS & ASSOCIATES I-16773	SALES TAX SVCS - 3RD QTR	R	8/11/2010		975.00CR	059466	975.00
IBS01	I.B.S. OF THE NORTH BAY I-027704	BATTERY - PD	R	8/11/2010		102.64CR	059467	102.64
IKO01	IKON OFFICE SOLUTIONS I-82778779	COPIER RENT - 8/30 -9/29/10	R	8/11/2010		1,207.09CR	059468	1,207.09

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VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
INF01	INFOSTOR, INC. I-102165	RECORD DESTRUCTION - PD	R	8/11/2010		69.00CR	059469	69.00
INT19	INTEGRITY CONSTRUCTION MAINTENANCE, INC. I-75796	JANITORIAL SVCS - AUGUST 2010	R	8/11/2010		1,325.00CR	059470	1,325.00
JUD01	JUDICIAL DATA SYSTEM CORP I-1287	PARKING CITATIONS - JUNE 2010	R	8/11/2010		100.00CR	059471	100.00
KAI01	KAISER FOUNDATION HEALTH PLAN, INC. I-080910	15832-0000 - SEPT 2010	R	8/11/2010		13,640.00CR	059472	13,640.00
LEA01	LEADERSHIP INSTITUTE FOR ECOLOGY & THE ECONOMY I-081010	SMART GROWTH SYMPOSIUM VI	R	8/11/2010		70.00CR	059473	
	I-1003	SUSTAINABLE FUTURE TRNG - OBID	R	8/11/2010		1,000.00CR	059473	1,070.00
LEH01	LEHR AUTO ELECTRIC, INC. I-01045786	SPOTLIGHT HANDLES (6)	R	8/11/2010		203.45CR	059474	203.45
LEX04	LEXISNEXIS RISK DATA MANAGEMENT INC. I-20100630	MISC INFO SEARCHES - JUNE 2010	R	8/11/2010		30.00CR	059475	30.00
LIE01	LIEBERT CASSIDY WHITMORE I-115107	CO200 00001 RSW - GENERAL	R	8/11/2010		133.00CR	059476	
	I-115108	CO200 00007 RCB - LABOR REL	R	8/11/2010		190.00CR	059476	
	I-118954	CO200 00001 RSW - GENERAL	R	8/11/2010		22.00CR	059476	
	I-118955	CO200 00007 RCB - NEGOTIATIONS	R	8/11/2010		1,368.00CR	059476	
	I-118956	CO200 00012 RCB - NEGOTIATIONS	R	8/11/2010		4,427.00CR	059476	
	I-118957	CO200 00010 RSW - WOLTERING	R	8/11/2010		368.75CR	059476	6,508.75
LOR01	ELYSE LORD I-080910	HIGH-EFFICIENCY WASHER REBATE	R	8/11/2010		75.00CR	059477	75.00
MAR01	ALLAN MARTINONI I-080210	REIMB WATER OPER CERT RENEW	R	8/11/2010		105.00CR	059478	105.00
MAS02	MASTER K-9, INC. I-5783	SATELLITE K9 MAINT TRNG - AUG	R	8/11/2010		150.00CR	059479	150.00
MCL01	MCLEA'S TIRE & AUTOMOTIVE I-6028911	#19 - RELINE FRT BRAKES/L.O.F.	R	8/11/2010		173.59CR	059480	
	I-6029234	#24 - FLAT REPAIR	R	8/11/2010		24.90CR	059480	198.49

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VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
MCP01	MCPHAIL FUEL COMPANY I-4559	PROPANE - FORK LIFT	R	8/11/2010		19.38CR	059481	19.38
MED02	MEDIA GRAPHICS, INC. I-13961 I-13962 I-13978	BUS. CARDS-JONES/KINDT/PEOPLES BUS. CARDS - SCHOENTHAL ALARM PERMITS (1,000)	R R R	8/11/2010 8/11/2010 8/11/2010		124.26CR 41.42CR 139.86CR	059482 059482 059482	305.54
MEY02	MEYERS NAVE I-2010060593 I-2010060595 I-2010060603 I-2010060968 I-2010060969	COST RECOVERY - JUNE 2010 GILMAN RANCH - JUNE 2010 REDEVELOPMENT - JUNE 2010 LEGAL SVCS - JUNE 2010 NON-RETAINER SVCS - JUNE 2010	R R R R R	8/11/2010 8/11/2010 8/11/2010 8/11/2010 8/11/2010		625.40CR 6,744.78CR 4,051.32CR 5,436.80CR 964.60CR	059483 059483 059483 059483 059483	17,822.90
MYE01	MYERS-STEVENS & TOOHEY CO I-887787	PD DISABILITY - AUG 2010	R	8/11/2010		292.50CR	059484	292.50
NEO01	NEOPOST LEASING I-N1736079	POSTAGE/STUFFER 8/2-11/1/10	R	8/11/2010		958.40CR	059485	958.40
OFF09	OFFICE DEPOT I-527066569001	OFFICE SUPPLIES	R	8/11/2010		104.37CR	059486	104.37
PGE01	PG&E I-072710	6345507202-3 6/22 - 7/26/10	R	8/11/2010		12,123.29CR	059487	12,123.29
PHI02	THE PHILLIPS GROUP I-10154 I-10159	PLAN CHECK - 7911 REDWOOD DR. PLAN CHECK - 780 W COTATI AVE	R R	8/11/2010 8/11/2010		1,423.00CR 290.00CR	059488 059488	1,713.00
PRI07	HAROLD PRICE I-080310	HIGH-EFFICIENCY WASHER REBATE	R	8/11/2010		75.00CR	059489	75.00
RED09	REDWOOD LOCK & KEY I-94776	KEYS - CITY HALL	R	8/11/2010		86.54CR	059490	86.54
REE02	JAROD REED I-080210	TOILET RETROFIT REBATE	R	8/11/2010		150.00CR	059491	150.00
REM01	R.E.M.I.F I-080210 I-080510 I-080610 I-080610A	LTD/LIFE/DENTAL/VISION/EAP BOILER/MACHINERY PREM 10/11 WC DEDUCTIBLE JAN-JUNE 2010 LIABILITY DEDUCTIBLES JAN-JUNE	R R R R	8/11/2010 8/11/2010 8/11/2010 8/11/2010		5,768.32CR 999.00CR 2,391.92CR 15,305.57CR	059492 059492 059492 059492	24,464.81

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VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
ROY02	ROYAL COACH CAR WASH I-080210	PD CARWASH - JULY	R	8/11/2010		81.00CR	059493	81.00
SAN10	SANTA ROSA FIRE EQUIPMENT SVC INC I-125273	EXTINGUISHER SVC - CORP YARD	R	8/11/2010		11.00CR	059494	11.00
SCP01	S.C. PHILLIPS ENTERPRISES, LLC I-20101085A	GENERATOR SVC - PD - 2ND QTR	R	8/11/2010		300.00CR	059495	300.00
SIM03	CORALIE SIMMONS I-080410	HIGH-EFFICIENCY WASHER REBATE	R	8/11/2010		75.00CR	059496	75.00
SOI01	SOILAND CO., INC. I-51147	SUPPLIES - WATER LEAK REPAIR	R	8/11/2010		626.49CR	059497	626.49
SON08	SONOMA COUNTY WATER AGENCY I-11005	AQUEDUCT USAGE - 6/29-7/27/10	R	8/11/2010		46,878.50CR	059498	46,878.50
SON31	SONOMA COUNTY PUBLIC SAFETY CONSORTIUM I-072010	CAD/RMS 08/09 ADJ / 09/10 FIN	R	8/11/2010		213.88CR	059499	213.88
SON40	SONOMA CTY AUDITOR CONTR. I-114871	JUSTICE ACCESS 4/1 - 6/30/10	R	8/11/2010		603.00CR	059500	603.00
TEL02	TELSTAR INSTRUMENTS INC. I-63363	WELL 2 RECORDER CALIBRATION	R	8/11/2010		495.00CR	059501	495.00
TER01	TERMINIX PROCESSING CENTER I-295258303 I-295258331 I-295258349	CITY HALL - MAY 2010 PD - MAY 2010 COMM CTR - MAY 2010	R R R	8/11/2010 8/11/2010 8/11/2010		49.00CR 56.00CR 54.00CR	059502 059502 059502	159.00
THE01	THE 24 HOUR HEALTH CLUB I-072810	HEALTH CLUB DUES - JULY 2010	R	8/11/2010		250.00CR	059503	250.00
TIE02	TIERRA WAST ADVISORS I-03-CT I-04-CT I-05-CT	5 YR IMPLEMENTATION PLAN - MAR 5 YR IMPLEMENTATION PLAN - APR 5 YR IMPLEMENTATION PLAN - MAY	R R R	8/11/2010 8/11/2010 8/11/2010		731.25CR 3,168.75CR 5,508.75CR	059504 059504 059504	9,408.75
TRU01	TRUGREEN LANDCARE I-6864536	LANDSCAPE SVCS - AUG 2010	R	8/11/2010		3,900.00CR	059505	3,900.00

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 BANK : AP AP - CASH CLEARING (POOL)

A / P CHECK REGISTER

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
UND01	UNDERGROUND SERVICE ALERT I-10007168	UTILITY MARKING FAXES-MAY/JUNE	R	8/11/2010		232.50CR	059506	232.50
UNI07	UNITED SITE SERVICES, INC. I-101-165298	PORTOLET RENTAL - VETS PARK	R	8/11/2010		108.66CR	059507	108.66
VIC01	VICTORY AUTOPLAZA, INC. I-CTCS352096	#8 - BLOWER MOTOR REPAIR	R	8/11/2010		245.87CR	059508	245.87
WOL01	RYAN WOLTERING I-080410	HIGH-EFFICIENCY WASHER REBATE	R	8/11/2010		75.00CR	059509	75.00
YOU03	YOUR COMPUTER HEROES, LLC I-2010101	NETWORK SVCS - JULY 2010	R	8/11/2010		768.75CR	059510	768.75

* * T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	80	0.00	263,657.45	263,657.45
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:	80	0.00	263,657.45	263,657.45

TOTAL ERRORS: 0

TOTAL WARNINGS: 0

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

Subject: Resolution Adopting the 2010 to 2014 Five-Year Implementation Plan for the Cotati Redevelopment Project Area

Date: August 25, 2010

Written By: Marsha Sue Lustig, Assistant to the City Manager

RECOMMENDATION

It is recommended that the City Council/Board of Directors approve a resolution adopting the 2010 to 2014 Five-Year Implementation Plan for the Cotati Redevelopment Project Area (“Project Area”).

Background

Section 33490 of the Health and Safety Code (“Law”) requires that the Cotati Community Redevelopment Agency (“Agency”) prepare and adopt a Five Year Implementation Plan (“Plan”) for the Project Area. The Plan must include the following:

- Specific Agency’s goals and objectives for the Project Area.
- Specific programs, potential projects, and estimated expenditures proposed by the Agency over the five-year planning period.
- An explanation of how Agency goals, objectives, programs, and expenditures will eliminate blight within the Project Area and improve and increase the supply of housing affordable to very low, low, and moderate income households.

The Law also requires that the Plan address the Agency’s affordable housing production, achievements, and replacement housing needs, if any. These items are specifically addressed in the Housing Component of the Plan.

Analysis/Discussion

The Plan serves as a blueprint for future Agency activities to eliminate blight and implement low and moderate income housing obligations within the Project Area for the five year period from 2010 to 2014 (“Planning Period”)

The Plan is divided into two separate components; a Redevelopment Component and a Housing Component:

The *Redevelopment Component* addresses the following issues:

- Reviews the goals and objectives of the Project Area;
- Identifies the Agency's strategy to achieve these goals and objectives;
- Presents the projects, programs and expenditures (other than those relating to low and moderate income housing) that have been developed as a means to attain the goals and objectives; and
- Describes how the goals and objectives, projects, programs and expenditures will eliminate blight within the Project Area.

The Plan specifically proposes that the Agency remain focused on improving Old Redwood Highway from La Plaza north to Gravenstein Highway, and the construction of the Cotati Intermodal Facility.

The *Housing Component* addresses the following areas:

- Outlines how the Agency intends to implement the requirements of the Law regarding the use of the tax increment for affordable housing; and
- Identifies any unmet obligations for affordable housing; and
- Shows how the Agency's goals and objectives for low and moderate income housing preservation and production will be implemented.

The Plan proposes that the next five years will see the continuation of the Cotati Community Redevelopment Agency Affordable Housing Program. This Program currently consists of three identified projects from Habitat for Humanity, Sonoma County Housing Land Trust and Burbank Housing.

Conclusion

The Plan is a guiding tool for the Agency and was prepared to set priorities for redevelopment activities within the Project Area for the five-year period covered by the Plan. The Plan incorporates the currently known financial resources and constraints in developing a program of activities to accomplish the Agency's goals. However, challenges and opportunities are commonly encountered during the course of administering the Plan during the five-year period and therefore, the Plan may be amended as necessary.

Financial Considerations

There is no immediate fiscal impact, and no funds are committed at this time. Programs, projects and expenditures are shown for planning purposes only.

Environmental Issues

The adoption of this Implementation Plan does not constitute a project within the meaning of the California Environmental Quality Act.

Attachments:

1. Proposed resolution
2. Cotati Redevelopment Project 2010 to 2014 Five Year Implementation Plan

RESOLUTION NO. 2010-_____ AND CRA-_____

**A RESOLUTION OF THE COTATI COMMUNITY REDEVELOPMENT AGENCY
ADOPTING THE 2010 TO 2014 FIVE-YEAR IMPLEMENTATION PLAN FOR THE
COTATI REDEVELOPMENT PROJECT AREA**

WHEREAS, Section 33490(a)(1)(A) of the California Community Redevelopment Law, Health and Safety Code 33000 et.seq. (“Law”) requires all redevelopment agencies to adopt an Implementation Plan every five years, following a duly noticed public hearing; and

WHEREAS, Section 33490(a)(1)(A) requires that the Implementation Plan contain the specific goals and objectives of the Agency for the redevelopment project area, the specific programs, including potential projects, and estimated expenditures proposed to be made during the next five years, and an explanation of how the goals and objectives, programs, and expenditures will eliminate blight within the redevelopment project area and implement the requirements of Sections 33334.2, 33334.4, 33334.6, and 33413 of Law; and

WHEREAS, pursuant to Section 33490 of the Law, the Cotati Community Redevelopment Agency (“Agency”) has prepared a Five-Year Implementation Plan, including a Housing Compliance Plan, for the Cotati Redevelopment Project Area; and

WHEREAS, the notice of the public hearing was duly noticed and posted pursuant to California Government Code Section 6063 and Health and Safety Code Section 33490(D); and

WHEREAS, the Agency conducted a duly noticed public hearing on August 25, 2010.

NOW, THEREFORE BE IT RESOLVED that the City of Cotati Community Redevelopment Agency does hereby adopt the 2010 to 2014 Five Year Implementation Plan for the Cotati Redevelopment Project Area.

IT IS HEREBY CERTIFIED that the foregoing Resolution was duly adopted on the 25th day of August 2010, by the following vote, to wit:

COLEMAN-SENGHOR _____
GILARDI _____
HARVEY _____
LANDMAN _____
ORCHARD _____

Approved: _____
Robert Coleman-Senghor, Mayor/Chair

Attest: _____
Tamara Taylor, Deputy City Clerk/
Agency Secretary

Approved as to form:

Rich Rudnansky, City Attorney

**Cotati Community
Redevelopment
Agency**

City of Cotati
Community Development Department
201 West Sierra Avenue
Cotati, California 94931

**Cotati Redevelopment Project
Five-Year Implementation Plan
2010 – 2014**

Resolution No. _____

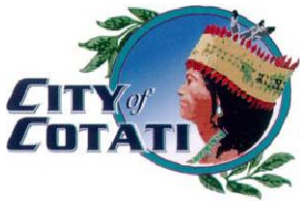


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Prepared by the Cotati Community Redevelopment Agency with assistance from:





I. INTRODUCTION

The California Community Redevelopment Law, Health and Safety Code Section 33000 *et seq.* ("Law") requires that a redevelopment agency administering a redevelopment plan prepare and adopt a new implementation plan for its project area every five years (Section 33490). The principal goal of the implementation plan is to guide an agency in implementing its redevelopment program to help eliminate blighting influences. In addition, the affordable housing component of the implementation plan provides a mechanism for a redevelopment agency to monitor its progress in meeting both its affordable housing obligations under the Law and the affordable housing needs of the community. In effect, the implementation plan is a guide, incorporating the goals, objectives, and potential programs of an agency for the five-year implementation plan period, while providing flexibility so the agency may adjust to changing circumstances and new opportunities.

This document constitutes the 2010 through 2014 ("Planning Period") Implementation Plan ("Plan") for the Cotati Redevelopment Project Area ("Project Area") administered by the Cotati Community Redevelopment Agency ("Agency"). This Plan outlines the programs of revitalization, economic development, and affordable housing activities for the Agency during the Planning Period.

The Affordable Housing Production Plan is included in the Housing Component of the Plan ("Housing Plan") and covers historical and projected housing production in the Project Area, the Agency's affordable housing production obligation, and the Agency's plans to meet its housing production obligation. The Housing Component details housing projects accomplished during the previous planning period of 2005 to 2009 as required by Law.

A. Organization

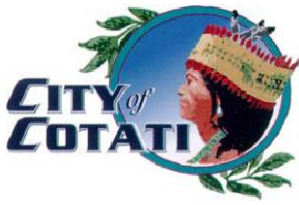
The Plan contains the following information:

Section I of the Plan provides a basic discussion of the requirements under the Law, Project Area description, background, and history.

Section II summarizes the Agency's goals and objectives for the Project Area and the proposed non-housing activities and corresponding revenues and expenditures for the Planning Period. It also includes a description of the blighting conditions and how these conditions will be alleviated by the Agency's proposed activities.

Section III addresses the affordable housing activities and expenditures, charts the Agency's progress in providing affordable housing, and includes the Affordable Housing Production Plan.

Section IV discusses the responsibilities and regulations governing the administration of the Plan.



B. Legal Requirements

For redevelopment plans adopted prior to January 1, 1994, redevelopment agencies are required to adopt a new implementation plan every five (5) years. This Plan constitutes the Five-Year Implementation Plan for the Planning Period (years 2010-2014), and meets the requirements as codified in the Law by Assembly Bill 1290.

Assembly Bill 1290 Requirements

Assembly Bill 1290 ("AB 1290"), effective in 1994, added Section 33490 to the Law. Section 33490 has been amended numerous times since its original adoption. In accordance with this section, the Plan must contain the following:

Redevelopment Requirements

- Specific goals and objectives for the Planning Period for both housing and non-housing activities.
- Specific programs and expenditures for the Planning Period for both housing and non-housing activities.
- An explanation of how the goals, objectives, and programs will eliminate blight and implement affordable housing obligations.
- Estimated expenditures to address the remaining blight in the Project Area.
- Other information related to the provision of affordable housing, including the Agency's housing replacement plan, if applicable, and its housing production obligation throughout the life of the Project Area.

Housing Requirements

An explanation of how the goals, objectives, and programs will achieve the required housing production, as well as an explanation of expenditures of the Low and Moderate Income Housing Fund, representing a minimum of twenty percent of tax increment revenue to the Agency ("Housing Funds") as set forth in the Law. This explanation must include a detailed annual implementation plan for each of the five years covered by the Plan in order for performance to be measured. In addition, the following must be included:

- The amount of money available in the Housing Fund, the amount of money expected to be deposited during the next five years, and how those annual deposits to the Housing Fund will be spent.
- The estimated number of units to be provided over the next five and ten years to meet the Agency's 30 percent and 15 percent inclusionary housing obligations, as applicable.
- The number of qualifying very low-, low-, and moderate-income units that have been produced in the Project Area, and the number of



additional units that will be required to meet the inclusionary housing obligations.

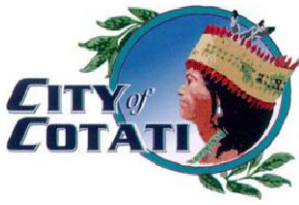
- The number of units that will be developed by the Agency, if any, including the number of units that the Agency will make available for very low-, low- and moderate-income households.
- If a planned public improvement or development project will result in destruction of existing affordable housing, an identification of proposed locations for their replacement (Health and Safety Code Section 33413).
- The affordable housing production plan (Health and Safety Code Section 33413(b) (4)).

Assembly Bill 637 Requirements

Assembly Bill 637 ("AB 637") created additional housing requirements for redevelopment agencies. It eliminated the sunset for most of the provisions in AB 1290, which had been in effect since January 1, 1994. AB 1290 contained a number of modifications to the inclusionary and housing production requirements contained in Section 33413(b) of the Health and Safety Code. The issues addressed by AB 637 include:

- Targeting housing funds to specified income and age groups.
- Requiring replacement of 100 percent of removed or destroyed affordable units instead of 75 percent.
- Keeping a list of those persons displaced and who are to be given priority in the replacement housing plan.
- Establishing how and where Housing Funds may be used for onsite or offsite improvements.
- Requiring affordability covenants to increase from 10 to 45 years in the case of owner-occupied units, and from 15 to 55 years in the case of rental housing.
- Specifying that Housing Funds are to be used only to the extent other reasonable means of private or commercial financing are not reasonably available.

The Agency is required to spend the Housing Fund in at least the proportion of the total housing need for each of the specified income groups as determined for the City pursuant to Section 65584 of the Government Code (Regional Housing Needs Assessment). In addition, the Agency shall expend, over the duration of each redevelopment implementation plan period, the Housing Fund to assist housing that is available to all persons regardless of age in at least the same



proportion as the low-income population under 65 years of age in relation to the total low-income population of the community as reported by the United States Census Bureau.

In accordance with Section 33490(a) (2) (A) (iii) of the Law, the first time period to implement the requirements for targeting of Housing Funds is on or before December 31, 2014, and then each ten years thereafter.

Senate Bill 701 Requirements

Senate Bill 701 clarifies how AB 637 is to be implemented. The Agency will have until 2014 to comply with the legal requirements outlined in AB 637.

C. Project Area Background

In order to effectively plan for the future development and revitalization of the Project Area, it is important to first gain an understanding of its history. In addition to describing the location and physical condition, this section will also describe the Agency's goals, objectives, and activities for the Project Area.

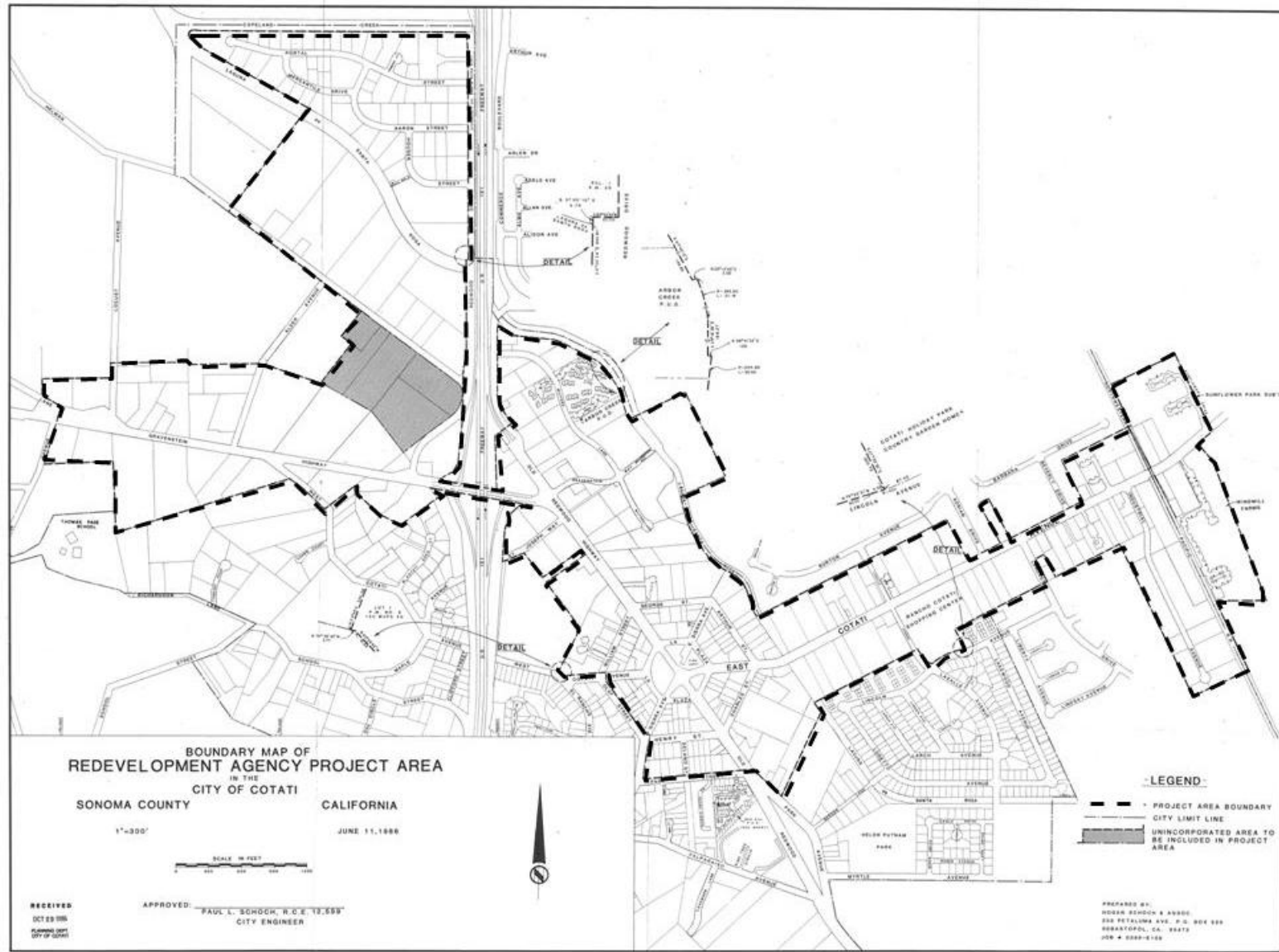
History of the Agency

The Agency was established in 1986 to identify and eliminate blighting conditions and stimulate economic investment within the community; create, maintain and attract private investment, foster job creation, maintain and increase the supply of housing for very low-, low- and moderate-income households, and renovate, remove or replace deteriorated or dilapidated structures. On December 30, 1986, the Agency created the Cotati Redevelopment Project.

As required by Section 33490(a)(5) of the Law, the following table outlines the Project Area's main benchmarks and time limits, including date of adoption, timeframe to initiate eminent domain proceedings, timeframe to incur debt, effectiveness of the Project Area, and the time limit to collect tax increment.

Project Area Time Limits					
Adopting Ordinance	Date of Adoption	Eminent Domain Authority	Timeframe To Incur Indebtedness	Effectiveness of Project Area	Timeframe to Collect Tax Increment
461	12/30/86	12/30/98	Removed by Ord. 768	12/30/27	12/30/37

The location and boundaries of the Project Area are shown on the map on the following page:





SECTION II

FIVE-YEAR PLAN FOR THE ELIMINATION OF BLIGHT



II. FIVE-YEAR PLAN FOR THE ELIMINATION OF BLIGHT

A. Background

This section describes the proposed five-year non-housing redevelopment program, including a summary of the deficiencies to be corrected, project and activity descriptions, and estimated revenues and expenditures. As they are implemented, these projects and activities may be modified over time to better serve the purposes of redevelopment and blight elimination. The cost estimates are preliminary and subject to refinement as the Agency's redevelopment activities, planning, and implementation proceed. Some of these projects and activities may not be completed within the Planning Period, and thus related costs may not be incurred in the Planning Period.

B. Agency's Goals and Objectives

The purposes and objectives of the Redevelopment Plan for the Project Area are to eliminate the conditions of blight existing in the Project Area and to prevent the recurrence of blighting conditions in the Project Area. The Agency proposes to eliminate such conditions and prevent their recurrence by providing for the planning, development, replanning, redesign, clearance, redevelopment, reconstruction and rehabilitation of the Project Area, and by providing for such structures and spaces as may be appropriate or necessary in the interest of the general welfare, including, without limitation, recreational and other facilities incidental to them.

The Agency further proposes to eliminate the conditions of blight existing in the Project Area and prevent recurrence by providing for the alteration, improvement, modernization, reconstruction or rehabilitation of existing structures in the Project Area, and by providing for open space types of uses, public and private buildings, structures, facilities, and improvements. The Agency identified general goals in its Redevelopment Plan, which are considered crucial to the success of the Project Area.

The following tables on the following pages provide the Agency's Goals and Objectives, which were developed to provide a guide for redevelopment of the Project Area:



Agency Redevelopment Goals	
1	To stimulate and provide new private investment opportunities by revitalizing property characterized by deterioration, blight or functional obsolescence and to encourage continued investment in the Project Area where growth is planned.
2	To improve the visual image of the City and specifically, the Project Area, by reinforcing existing assets and by expanding the potential of the Project Area.
3	To improve employment opportunities, economic stability and productivity and to increase public revenues within the Project Area.
4	To eliminate environmental deficiencies by achieving a coordinated pattern of commercial, industrial and public land uses in the Project Area with adequate public improvements including, but not limited to streets, utilities and flood control improvements.
5	To foster the development of a sense of community identity within the Project Area.
6	To ensure a variety of commercial, office, and/or industrial land uses, which will physically and economically complement development within the Project Area.
7	To encourage the development of commercial uses along major thoroughfares.
8	To foster the establishment of landscape buffers between incongruous land uses.
9	To encourage the use of local resources in the development of the Project Area whenever economically feasible.



To promote the above goals the Agency has outlined the following objectives that will move the Agency toward accomplishment of the goals:

Agency Redevelopment Objectives	
A	Promote development that is consistent with the General Plan and the Zoning Ordinance.
B	Promote the design and construction of a more efficient and effective traffic circulation system.
C	Provide for adequate parcels and required public improvements to induce new construction and/or rehabilitation by private enterprise.
D	Promote the rehabilitation of existing housing units now affordable to persons and families of low- and moderate-income, and promote the construction of replacement housing units where existing units cannot be feasibly rehabilitated.
E	Promote the retention of existing, and development of new and diverse, employment opportunities.
F	Upgrade the physical appearance of the Project Area.
G	Remove economic impediments to land assembly and infill development in areas that are not properly subdivided for development or redevelopment.
H	Encourage the phasing out of incompatible, and/or non-conforming land uses from the Project Area.
I	Mitigate potential relocation impacts resulting from changes in Project Area land use from non-conforming and dilapidated uses to development in conformance with the General Plan, and the Zoning Ordinance.
J	Provide replacement housing as required by law when dwellings occupied by low- or moderate-income persons or families are lost to the low- or moderate-income housing market.
K	Encourage the cooperation and participation of Project Area property owners, public agencies and community organizations in the elimination of blighting conditions and the promotion of new or improved development in the Project
L	Provide a procedural and financial mechanism by which the Agency can assist, complement and coordinate public and private development, redevelopment, revitalization and enhancement of the community.
M	Encourage and facilitate the remediation of properties contaminated with hazardous substances by responsible parties.

These remain the Agency's goals and objectives for the Planning Period.



C. Blight Definitions in the Law

The redevelopment tools contained in the Law are granted for use in a project area in order to eliminate and prevent the prevalence of blighting conditions. A blighted area is one that necessitates the creation of a redevelopment project area because the combination of conditions in an area constitute a burden on the community and cannot be alleviated by private enterprise, governmental action, or both. The following table provides a blight code (which will be used in this Plan to identify how Agency projects are addressing blight) for each of the definitions of blight as contained in Section 33031 of the Law:

	Blight Definitions
Physical 1	Buildings in which it is unsafe or unhealthy for persons to live or work. These conditions may be caused by serious building code violations, serious dilapidation and deterioration caused by long-term neglect, construction that is vulnerable to serious damage from seismic or geologic hazards, and faulty or inadequate water or sewer utilities.
Physical 2	Conditions that prevent or substantially hinder the viable use or capacity of buildings or lots. These conditions may be caused by buildings of substandard, defective, or obsolete design, or construction given the present general plan, zoning, or other development standards.
Physical 3	Adjacent or nearby incompatible land uses that prevent the development of those parcels or other portions of the project area.
Physical 4	The existence of subdivided lots that are in multiple ownership and whose physical development has been impaired by their irregular shapes and inadequate sizes, given present general plan and zoning standards and present market conditions.
Economic 1	Depreciated or stagnant property values.
Economic 2	Impaired property values, due in significant part to hazardous wastes on property where the agency may be eligible to use its authority as specified in Article 12.5 of the Redevelopment Law (commencing with Section 33459).
Economic 3	Abnormally high business vacancies, abnormally low lease rates, or an abnormally high number of abandoned buildings.
Economic 4	A serious lack of necessary commercial facilities that are normally found in neighborhoods, including grocery stores, drug stores, banks and other lending institutions.
Economic 5	Serious residential overcrowding that has resulted in significant public health or safety problems. As used in this paragraph, "overcrowding" means exceeding the standard referenced in Article 5 (commencing with Section 32) of Chapter 1 of Title 25 of the California Code of Regulations.
Economic 6	An excess of bars, liquor stores, or adult-oriented business that has resulted in significant public health, safety, or welfare problems.
Economic 7	A high crime rate that constitutes a serious threat to the public safety and welfare.
Public Infrastructure	Section 33030(c) of the Law also states that a blighted area may be one that contains inadequate public improvements or inadequate water or sewer utilities when other blighting conditions are present.



D. Blighting Conditions Present in the Project Area

The Agency will continue to address the remaining blighting conditions in the Project Area through the redevelopment activities. Specific conditions that remain in the Project Area include the following:

Physical Blight Conditions Present in the Project Area

The Agency has been actively addressing all those physical blighting conditions as identified in the initial Report to Council at the time of the Project Area adoption; however, some physical blighting conditions remain. Those remaining blighting conditions present in the Project Area include buildings that are considered unsafe and unhealthy for persons to live or work due to serious deterioration and dilapidation and serious building code violations, conditions that prevent or substantially hinder the viable use or capacity of buildings or lots due to obsolete design, and incompatible land uses that prevent the development of those parcels or other portions of the Project Area.

Economic Blight Conditions Present in the Project Area

Similarly, the Agency has been actively addressing all those economic blighting conditions as identified in the initial Report to Council at the time of the Project Area adoption; however, some economic blighting conditions remain. Conditions of economic blight addressed by the Agency include depreciated or stagnant property values, a serious lack of necessary commercial facilities and low lease rates for retail properties compared to other cities within Sonoma County.

Inadequate Public Improvements

An area may also be characterized by the existence of inadequate public improvements or inadequate water or sewer utilities if physical and economic blighting conditions exist. The Project Area is characterized by the existence of inadequate public improvements and inadequate water or sewer utilities, and the Agency has been assisting with capital improvement projects.

E. Redevelopment and Economic Development Activities over the Planning Period and how these will Eliminate Remaining Blight in the Project Area

The Agency's proposed goals, objectives, programs and expenditures are designed to eliminate remaining blight conditions in the Project Area. The ongoing economic development and redevelopment activities will signal to the private sector the Agency's commitment to improve the Project Area, and its commitment to enhance economic vitality by identifying the needs of existing businesses and attracting new ones. These activities will assist in reversing the physical and economic blight remaining in the Project Area.



The following activities and programs to be undertaken by the Agency will address physical and economic blighting conditions remaining in the Project Area and address the Agency's goals in the Redevelopment Plan. The detail for the costs associated with these programs and projects are included in "F. Five Year Financial Plan."

Implementation of the Downtown Cotati Specific Plan

The Downtown Specific Plan was adopted via resolutions CRA 219 and CRA 220 on August 26, 2009. The Downtown Specific Plan serves as a guiding document for the City and the Agency in revitalizing the Downtown historic core of Cotati. The small town nature of Cotati limits its ability to capitalize on regional retail. The Downtown Specific Plan recognizes and builds on the strengths of Cotati serving as a small town community while also providing an attractive business environment for the regional traffic which passes through the Downtown.

The Downtown Specific Plan identifies the unique hexagonal hub street system in the Downtown, as an opportunity to create an environment that encourages pedestrian and bicycle activity. The Agency intends to support this and build a retail-oriented downtown. The Downtown Specific Plan focuses on mixed use development opportunities to accomplish a pedestrian and bicycle oriented environment.

Many Sonoma State University students live in Cotati and frequent the Downtown's restaurants and bars. Cotati's Downtown is thriving and historic in nature, and presents an opportunity for the City to capitalize on its strength as a quaint and pedestrian oriented retail center for the City. The Downtown has experienced some revitalization through capital improvement projects that included streetscape and pedestrian improvements, and real estate development that has created mixed-use projects.

The Agency will implement the Downtown Cotati Specific Plan by undertaking activities that improve "walkability" of the Downtown by creating the following:

- lively streetscapes,
- wide sidewalks,
- street trees,
- pedestrian-oriented street frontages, and
- a bike circulation program.

Commercial Entitlement, Assemblage and Rehabilitation Projects

The Agency anticipates assisting with property assemblage for mixed use projects and constructing off-site improvements within the Project Area. The Agency anticipates that acquisition projects in the Project Area may be necessary to assemble land suitable for retail development and mixed use projects that will assist in generating employment opportunities for residents. Any assemblage



and/or infrastructure improvements the Agency undertakes during the Planning Period are expected to help the Agency as developers approach the Agency in the future and will foster the vision of the Downtown Specific Plan.

Rehabilitation Projects - Depending on the national economy the Agency may implement rehabilitation activities for existing businesses in the Downtown. The Agency may assist with historical façade restoration efforts in the Downtown or other rehabilitation projects that will assist current businesses within the Project Area.

Capital Improvement Projects

The Agency anticipates providing financial assistance with capital improvement projects; after the City and the Agency have made the appropriate findings for use of redevelopment funds for public infrastructure and facilities projects. Activities will involve the construction and installation of public improvements to upgrade the existing aged and/or deteriorated infrastructure systems including installation, and/or construction of streets, utilities, public buildings and facilities, storm drains, utility undergrounding, street lighting, landscaping and other improvements that are necessary for the effective redevelopment of the Project Area.

The Agency may also assist in the funding of new and rehabilitated public facilities within the Project Area. Circulation and transportation projects and activities will involve the construction and installation of public improvements to upgrade existing roads and problematic circulation and pedestrian accessibility issues.

Projects are intended to stimulate the growth of existing and new businesses and reduce stagnant economic conditions. The Agency's efforts on capital improvements and street infrastructure projects in this Planning Period will greatly assist in meeting the goals of the Downtown Specific Plan. The Downtown Specific Plan addresses six (6) goals:

1. Enhance Old Redwood Highway as the downtown, mixed-use center of Cotati community life.
2. Maintain the historic character which makes Cotati unique, and achieve a high level of design quality to reinforce this character.
3. Improve the walking and bicycling system through downtown Cotati as well as the interconnections between Cotati and the region.
4. Promote a street system that is safe for all modes of transportation within a successful commercial mixed-use environment.
5. Design housing to accommodate a diversity of income levels, ages and needs.
6. Encourage development that is sustainable, energy efficient and conserves resources.



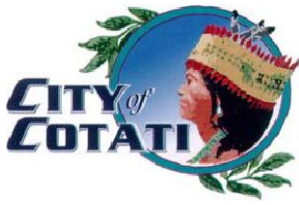
The Agency estimates that total expenditures for capital improvement projects over the 2010 - 2014 Planning Period will be \$9,171,506.

Old Redwood Highway Rehabilitation - Improvements to Old Redwood Highway from La Plaza to Highway 116 will help implement the vision of the Downtown Cotati Specific Plan. The Sonoma County Transportation Authority (SCTA) Board of Directors authorized a \$1.1M grant for the City of Cotati to revitalize the downtown Old Redwood Highway corridor between Highway 116 and La Plaza. The funding is provided through a grant from the Transportation for Livable Communities (TLC) program, which will be used to fund the construction of wider sidewalks that include bulb-outs, planting and other decorative features, decorative street lighting, pedestrian facilities, bicycle facilities, a tree-lined boulevard, and an enhanced City gateway. The project is scheduled for construction in the summer of 2012, and will require an additional \$7.67M to fully construct the improvements.

Intermodal Facility Construction (Cotati Depot) - The Agency is selling part of this property to Sonoma County Transit (SCT) and spending up to \$400,000 for the final design and construction of the project in 2010-11. The Metropolitan Transportation Commission (MTC) authorized a \$1.516M grant for the City of Cotati to construct the Intermodal Facility. The funding is provided through a grant from the Transportation for Livable Communities (TLC) program, which will be used to fund the construction of the 1,600 square foot depot building and plaza area. This portion of the Cotati Depot will assist the Agency in completing the Intermodal Facility consisting of signals, crosswalks, sidewalks, bus turn outs, seating, park and ride, the Depot building and plaza.

The following table provides the goals/objectives and blight numbers (as identified earlier in this Plan) for each project the Agency anticipates undertaking during the Planning Period:

Project	Goals Addressed	Objectives Addressed	Blight Addressed
Downtown Specific Plan Implementation	1, 2, 4, 5, 6, 7 & 8	A, B, C, E, F, G, H, I & L	Physical: 2, 3 & 4 Economic: 1, 3, 4, 5, 6 & 7
Assemblage and Entitlement of Property	1, 2, 4, 5, 6 & 7	A, E, F, G, H & I	Physical: 1, 2, 3 & 4 Economic: 1, 2, 3, 4 & 5
Mixed Use Projects in the Downtown	6 & 9	A & D	Physical: 1, 2, 3, & 4 Economic: 1, 3, 4 & 5
Old Redwood Highway – La Plaza to Highway 116	2, 3, 4, 8 & 9	C	Public Infrastructure
Intermodal Facility	5 & 9	B	Public Infrastructure



F. Five-Year Financial Plan

Over the next five years, the Agency will undertake those activities that can be financially supported by its revenue stream. The estimated expenditures for non-housing (economic development and capital improvement) activities and projects for the Planning Period are \$18,595,395.

The funds will be spent on activities to alleviate blighting conditions including public infrastructure and facilities, economic development activities, and community beautification and visual blight removal projects. The nature and scope of the activities and expenditures have been shaped primarily by the Agency's goals and objectives for the Project Area, available revenues for funding projects and activities, and blighting factors to be eliminated within the Project Area.

The projects and activities proposed in this Plan are in part based on certain assumptions made by the Agency relating to revenues, market conditions, community needs and priorities and developer interest. Consequently, should the Agency assumptions not be realized or should unforeseen circumstances arise, modifications in projects and activities may be required.

The Agency anticipates revenues equaling approximately \$21,006,478 for the Planning Period from three revenue sources:

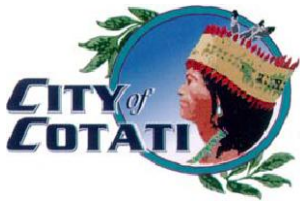
- Annual tax increment revenues,
- Other Agency revenues, and
- Non-Agency revenues.

The available revenues for non-housing projects and activities are summarized in the following table on the following page:



City of Cotati Redevelopment Agency - Nonhousing Funds (Tax Increment, Debt Service and TABs Funds) 2010-2014 Revenues and Expenditures						
	- 1 - FY 09-10	- 2 - FY 10-11	- 3 - FY 11-12	- 4 - FY 12-13	- 5 - FY 13-14	Total
Tax Increment Fund Beginning Fund Balance	\$ 2,407,534	\$ 1,458,421	\$ 703,195	\$ -	\$ 0	
Tax Allocation Bonds (TABs) Fund Beginning Fund Balance	657,901	653,398	650,148	-	(0)	
Debt Service Fund Beginning Fund Balance	1,103,945	1,102,681	1,101,631	1,100,591	1,099,561	
Revenue (1)						
Revenue - Tax Increment Fund	1,765,397	1,764,162	1,764,162	1,764,162	1,764,162	8,822,045
Investment Earnings - Debt Service Fund	286	500	510	520	531	2,347
Investment Earnings - Tax Increment Fund	21,959	21,000	21,420	21,848	22,285	108,513
Investment Earnings - TABs Fund	6,746	6,750	6,885	7,023	7,163	34,567
Total Revenue	1,794,388	1,792,412	1,792,977	1,793,553	1,794,141	8,967,471
TOTAL REVENUE AVAILABLE	5,963,768	5,006,912	4,247,951	2,894,144	2,893,702	21,006,478
Expenditures (1)						
Operating Fund						
School District Agreement	37,734	38,500	38,500	38,500	38,500	191,734
Tax Administration Fees (2)	47,568	48,000	48,000	48,000	48,000	239,568
Agency Administration	273,956	323,336	231,793	280,543	279,781	1,389,409
Contract Services	84,035	316,350	125,000	76,250	77,013	678,648
Tax Increment Fund						
Capital Improvement Projects - Tax Increment Fund	200,000	566,000	1,188,777	486,010	486,448	2,927,235
Operating Transfers In - To Operating Fund from Tax Increment Fund	1,222,781	1,474,388	1,300,000	1,300,000	1,300,000	6,597,169
Tax Allocation Bonds Fund						
Expenses	2	-	-	-	-	2
Capital Improvement Projects - TABs Fund	11,247	10,000	657,033	7,023	7,163	692,466
Debt Service Fund						
Banking Fees	150	150	150	150	150	750
Operating Transfers Out	1,400	1,400	1,400	1,400	1,400	7,000
2001 Tax Allocation Bonds (3)	392,553	390,310	392,878	399,983	396,783	1,972,507
2004 Tax Allocation Bonds (3)	415,395	418,465	415,768	417,362	418,230	2,085,220
Supplemental Educational Revenue Augmentation Fund (4)	1,313,688	500,000				
TOTAL EXPENDITURES	4,000,509	4,086,899	4,399,299	3,055,221	3,053,467	18,595,395
Tax Increment Fund Ending Fund Balance	\$ 1,458,421	\$ 703,195	\$ -	\$ 0	\$ (0)	
TABs Fund Ending Fund Balance	\$ 653,398	\$ 650,148	\$ -	\$ (0)	\$ (0)	
Debt Service Fund Ending Fund Balance	\$ 1,102,681	\$ 1,101,631	\$ 1,100,591	\$ 1,099,561	\$ 1,098,542	

(1) Amended 2009-2010 Budget, approved February 24, 2010 and the 2010-11 budget presented to Council on June 16, 2010.
 (2) Property Tax Administration Fee in July the LA Court of Appeal ruled in favor of Cities in LA County Property Tax Administration Fee dispute. The matter will likely be appealed to the California Supreme Court.
 (3) Annual Audited Financial Statements for period ended June 30, 2009
 (4) Supplemental Educational Revenue Augmentation Fund payments for 2009-10 of \$1,313,688, and 2010-11 of \$500,000 (budgeted) are due to the help off set the State's educational obligations. The California Redevelopment Association and other interested parties have lost an appeal to the decision to make these payments. Shown in Agency Budget as Reduction in Property Tax Revenue Received.



Other Agency and Non-Agency Revenues

Whenever possible the Agency will continue to leverage other funds in connection with its redevelopment efforts including targeting local, State, and federal funding sources, and federal Community Development Block Grants, to assist in financing eligible projects. Possible funding sources include government grants and assistance programs, as well as private sector sources.

In addition, the City's development impact fees generated from new development will be a source of public infrastructure and facilities funding when feasible.



SECTION III
HOUSING COMPONENT



III. HOUSING COMPONENT

Pursuant to the Law, agencies must adopt an affordable housing compliance plan that identifies how the Agency will meet the affordable housing requirements for a redevelopment project area as required by Assembly Bills 1290 and 637, and Senate Bill 701. This section of the Plan describes the projects and programs the Agency will undertake to address affordable housing requirements under the Law.

The Agency will allocate no less than twenty percent of its gross tax increment to the Housing Fund for the purpose of increasing, improving, and preserving the supply of housing available to very-low, low- and moderate-income households, as required by Law. The Agency will ensure that affordable housing is created with deed restricted covenants that require the housing units to remain affordable for the longest feasible time, but no less than 45 years for owner-occupied units and no less than 55 years for rental units.

This housing component of the Plan contains the following:

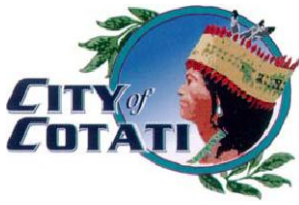
- Housing to Date – Summarizes major housing activities to date.
- Housing Program - Estimates the number of new, rehabilitated, and restricted units to be assisted by the Agency and Housing Fund expenditures for Planning Period. Also assesses the Agency's requirement to provide replacement housing units for units removed or destroyed.
- Housing Funds - An account of available Housing Funds and the estimated amounts to be deposited in the Housing Fund during the Planning Period.
- Targeted Expenditures - A description of how the housing program will implement the requirements to spend the Housing Funds over a ten year period for very-low income households, low-income households, and housing for residents under the age of 65.

A. Housing Activity In the Project Area

The Agency has worked cooperatively with affordable housing developers. Notable projects with Burbank Housing & Development Corporation ("Burbank Housing") highlight the Agency's efforts to provide affordable housing options within the Project Area:

Charles Street Village – Completed in 2001

Charles Street Village is a 48 unit development reserved for Senior Citizens aged 62 years or more. It is situated one block from downtown Cotati, restaurants and shopping. Amenities include a community center, arts and crafts room, and laundry facilities.



Wilford Lane Village – Completed in 2003

Wilford Lane Village consists of a 36-unit craftsman-style apartment complex. Amenities include wheelchair accessibility in some units to accommodate special needs households. Some of the larger 2 bedroom, 2 bath units are equipped with dishwashers and washer/dryer hookups.



Affordable Housing Activities in the Previous Planning Period

During the previous Planning Period (2005 – 2009), the Agency utilized its Housing Fund to spur the development of affordable housing and implement housing programs. Specifically, the following activities were implemented to meet affordable housing goals of the Agency.



Affordable Projects - The Agency worked with Burbank Housing, Habitat for Humanity and the Sonoma County Housing Land Trust to identify locations for development of affordable housing within the Project Area.

On February 25, 2009, the Agency Board approved the 2009 Affordable Housing Program and Direction to staff to Develop Funding Agreements with affordable housing developers. Specifically this action authorized the following:

1. Agency staff may expend up to \$414,965 for a 5-unit Habitat for Humanity mutual self-help project to be located on Woodland Hills Drive; and
2. Agency staff is to develop a funding agreement with Sonoma County Housing Land Trust to begin the process of acquiring and developing affordable housing at 343 East School Street, and expend no more than \$6000 for appraisal services.
3. Identified the Northern Gateway District within the Downtown Specific Plan area as an appropriate location for affordable housing projects and authorized staff to work with Burbank Housing to identify a site and develop a project for up to 45 units.

On October 15, 2009, the acquisition of a 29,185 square foot (0.67 acres) property by the Agency set in place the potential for affordable housing to be developed in the eastern portion of the Project Area. This property is located at the northeast corner of East Cotati Avenue and Ryan Lane on Assessor Parcel Number 144-301-012. This site will be used in conjunction with an affordable housing developer to provide approximately six (6) affordable housing units.

The following identifies affordable housing units developed (without Agency assistance) within the Project Area during the previous Planning Period:

Project	# of Units	Income Level
Heritage Gardens	6	Moderate
Cotati Station	16	Moderate
Cotati Station	14	Moderate

Second Dwelling Units - The Agency made available the second dwelling unit program to provide non-deed restricted attainable (low monthly rent levels) housing for residents. The following identifies second dwelling units constructed within the Project Area during the previous Planning Period:

2nd Dwelling Unit	# of Units
Heritage Gardens	6
Gilman Ranch	3



Homeless Prevention Loan Assistance Program - The Agency donated \$35,500 in fiscal year 2004-2005 to the Sonoma County Adult and Youth Development Program - \$10,000, the Rebuilding Together Program - \$25,000, and the Sonoma County Homeless Census - \$500.

First Time Homebuyers Program - The Agency provided \$20,000 in down payment assistance loan to eligible first-time home buyers in 2009. These two (2) loans were structured as forgivable loans after ten years as long as the homeowners continue to live in and own the home. This program also allows homeowners to refinance for better rates or repairs. These units do not have deed restrictions (no affordable housing covenants were recorded), so the Agency will not count these towards its affordable housing obligations.

The Agency plans to continue to use Housing Funds in the 2010-2014 Planning Period to expand its affordable housing stock for development and to continue to fund housing programs listed above for rehabilitation, new homeownership programs, and affordable rental units within the Project Area.

Inclusionary Housing Fund - In addition to the affordable housing obligations of the Agency, the City has collected development fees to assist the City in meeting its Regional Housing Needs Allocation requirements established by the Association of Bay Area Governments for cities within Sonoma County.

In 2002 the City amended its 1985 inclusionary housing fee ordinance making it mandatory for each project greater than 9 units to construct the affordable housing on site. Projects that are 9 units and less can still pay an in-lieu fee. In 2006, the City adopted a commercial linkage fee program requiring non residential developments to contribute a fee toward affordable housing development. These funds are placed in the Inclusionary Housing Fund. As of June 30, 2010 the balance of the Inclusionary Housing Fund is \$3,159,817.

B. Agency's Goals and Objectives

The Agency intends to meet its affordable housing obligations through development of new affordable housing, and rehabilitation of existing housing that is affordable to low- to moderate-income residents. The Agency will achieve affordable housing goals to create and preserve affordable housing by meeting the housing requirements set forth by the Law during the Planning Period.

The Agency utilizes the "Housing Goals, Policies and Implementation Program Housing Goals" identified in "Goal G: Housing Element" of the 1998 General Plan Update as well as the Agency's affordable housing requirements set forth in the Law. The Housing Element for the City is currently being updated. However, the Agency will continue to implement affordable housing in the Project Area that is consistent with the goals and objectives of the Housing Element. The following are the goals, policies and implementation programs from the Housing Element in the 1998 General Plan update:



- Goal H-1 Conserve and improve the existing housing stock to provide adequate, safe, and decent housing for all Cotati residents.
- Goal H-2 Provide housing for all economic segments of the community.
- Goal H-3 Expand affordable housing opportunities for persons with special housing needs such as the elderly, households with very low to moderate income, and first time homebuyers.
- Goal H-4 Promote housing opportunities for all persons regardless of race, gender, age, sexual orientation, marital status or national origin.
- Goal H-5 Ensure public participation in the development of the City's housing policies.

During the Planning Period, the Agency will concentrate on activities that help the Agency meet its housing goals and objectives.

Additionally, the Agency plans to spend its Housing Funds in proportion to the need for the specific income groups and age groups as stated in the Law. The Agency will continue to encourage the preservation and development of housing affordable to those income groups with the greatest need.

C. Policy Declaration Regarding Targeting of Monies from The Housing Fund according to Income Need

As of January 1, 2002, there are additional restrictions on the use of monies from the Housing Fund. Redevelopment agencies are required to spend Housing Funds in proportion to the community's need as defined in the City's Housing Element.

Pursuant to Section 33334.4 of the Law, Housing Fund monies are required to be spent over the ten-year planning period of the Plan in at least the same proportion to the total number of housing units needed for very low-, low-, and moderate-income groups within the community, as determined for the City pursuant to Section 65584 of the Government Code.

As permitted under the Law, redevelopment agencies are able to shift or reduce their income targeting requirement if other locally controlled funds are available for those targeted income groups. These additional funds, however, must not be used in combination with Housing Fund monies, and long-term affordability must be met (45 years for owner-occupied and 55 years for rental housing). Locally controlled funds include funding sources such as CDBG and fees received by the City pursuant to inclusionary housing programs.

In accordance with Section 33490(a) (2) (A) (iii) of the Law, the first time period to implement the requirements for targeting of Housing Funds is on or before December



31, 2014, and each ten years thereafter. The regional fair share housing need allocation must be used to determine the Agency’s targeting for Housing Funds.

Regional Housing Needs Allocation

The Regional Housing Needs Allocation (“RHNA”) for the City of Cotati was determined by the Association of Bay Area Governments for the period between 2007 and 2014. The housing need for very low-income households represents 45.3% of the City’s total housing need, and low- to moderate-income households represent 54.7% percent of the City’s total housing need. The following table shows the fair share allocation for the different income groups:

City of Cotati Regional Housing Need Allocation ¹		
Income Level	RHNA Allocation (Units) ²	Targeting Requirement (% of Total)
Very-Low Income	67	45.3%
Low Income	36	24.3%
Moderate Income	45	30.4%
Total	148	100.0%
¹ Source: ABAG Final RHNA Plan, Planning Period 2007 to 2014, approved March 20, 2008.		
² Excludes 109 above moderate-income units		

The above table excludes the above moderate-income unit allocation calculated by ABAG since Redevelopment Housing Funds are only to be spent on housing units available to very low-, low- and moderate-income households.

The Agency is required to report the proposed amount from the Housing Fund to be spent on each of the income categories in relation to the need as identified by the City’s RHNA. As a result, the Agency proposes to spend at least 45.3% of its Housing Funds on housing for very-low income households, at least 24.3% on housing for low-income households, and no more than 30.4% on housing for moderate-income households

The following table on the following page shows the proposed expenditure of Housing Funds based on the RHNA Plan for each income group for the Planning Period:



Projected Housing Fund Expenditures per Income Category (1)				
2010 - 2014				
Fiscal Year	Expenditure of Housing Funds for Very Low-Income Housing	Expenditure of Housing Funds for Low-Income Housing	Expenditure of Housing Funds for Moderate-Income Housing	Total Funds Available for Housing (2)
2010	\$ 399,146	\$ 214,467	\$ 268,083	\$ 881,696
2011	\$ 398,972	\$ 214,373	\$ 267,966	\$ 881,312
2012	\$ 398,972	\$ 214,373	\$ 267,966	\$ 881,312
2013	\$ 398,972	\$ 214,373	\$ 267,966	\$ 881,312
2014	\$ 398,972	\$ 214,373	\$ 267,966	\$ 881,312
<i>Subtotal</i>				
Total	\$ 1,995,035	\$ 1,071,959	\$ 1,339,949	\$ 4,406,944

(1) Expenditure by income level is based on the ABAG Final RHNA Plan for Planning Period 2007 to 2014.
 (2) Source: 2009-2010 and 2010-2011 Agency Budgets

Age Proportionality Requirement

In 2002 by Assembly Bill 687, the Law was amended to determine the minimum percentage of Housing Fund expenditures on non-age restricted housing, so, that Agencies would not target all their affordable housing funds for senior housing. The Law (Section 33334.4 (b) of the Health and Safety Code) requires the Agency to expend its Housing Funds (for each implementation plan) in at least the same proportion as the number of low-income households with a member under 65 years age of years bears to the total number of low-income households in the community, as reported in the most recent census.

Data identifying low-income households with at least one member under the age of 65 is not readily available within U.S. Census Bureau data. The data that most closely represents this group is found in the Comprehensive Housing Affordability Strategy ("CHAS") allocation numbers, provided by the United States Department of Housing and Urban Development. It should be noted that the CHAS allocation numbers are presented for persons age 62, as opposed to age 65, as the threshold for senior and non-senior households.

According to data provided by the CHAS database, and as illustrated in the table below, the Agency is required to make at least 77.8% of its housing production available for households with at least one member under the age of 65 with household incomes less than 80% of area median income.



Housing Fund Expenditures Age Proportionality Requirement		
Age	Households ¹	Percentage
Over 65 Years of Age and Less than 80% AMI	215	22.2%
Under 65 Years of Age and Less than 80% AMI	752	77.8%
Total	967	100%

¹ Source: U.S. Department of Housing and Urban Development CHAS

The Agency will monitor its use of low- to moderate-income housing funds to ensure that the Agency is in compliance with the above expenditure requirements through the end of the compliance period in 2014.

Age Proportionality Based on Affordable Units Production Requirements					
	Households ¹	Percentage Requirements for Age Groups	Affordable Housing Produced (2005 to 2009)	Affordable Housing Projected for Planning Period 2010 to 2014	Affordable Housing Projected for 2014 to 2026
Affordable Housing Required			27	8	12
Total	967	100.00%			
Over 65 Years of Age and Less than 80% AMI	215	22.23%	0	2	3
Under 65 Years of Age and Less than 80% AMI	752	77.77%	16	6	9

¹ Source: U.S. Department of Housing and Urban Development CHAS

In the previous Planning Period the Agency did not produce affordable senior housing in proportion to the population of households over 65 years old with household incomes less than 80% of area median income. During the Planning Period the Agency will focus on providing housing to households based on the above percentages.

Prior to the Age Proportionality requirement in 2002, the Agency assisted Burbank Housing (in fiscal year 2000-01) with the development of 48 senior housing units available to very low-income households with the Charles Street Village project.

D. Replacement Housing

The Agency must replace any housing units that have been demolished or removed from the affordable housing stock as a result of a redevelopment project or program, within four (4) years after they are removed from the market. The replacement housing obligation is triggered when units are destroyed or removed by a redevelopment project that is subject to a written agreement with the Agency or where financial assistance has been provided by the Agency. The requirement includes vacant units that could reasonably be expected to be occupied by low- or moderate-income households, if occupied. Replacement housing units may be located anywhere within the territorial jurisdiction of the City.

When dwelling units are destroyed or removed after January 1, 2002, Section 33413(a) of the Law requires that all the replacement units be available at affordable housing cost at the same household income level as the households that were



displaced from the destroyed or removed units. Income limits for replacement units are equivalent to those for inclusionary units.

Pursuant to Section 33413(f)(1)(2) of the Law, the Agency may replace destroyed or removed dwellings with fewer units if the replacement units have a greater or equal number of bedrooms and are affordable to households of the same income level as the destroyed or removed units. To date the Agency has not removed or destroyed any housing units; and has not incurred a replacement housing obligation.

2010-2014 Planning Period

The Agency is focused on developing mixed use retail/housing opportunities in the Project Area. The Agency anticipates that 20 housing units could be removed in the Downtown as a result of mixed use developments that will be created during the Planning Period. The Agency does not know the income levels of residents or the number of bedrooms that will be removed as a result of new mixed use developments in the Project Area, since no projects have begun. However, the Agency will ensure that all required replacement units will be available at affordable housing costs at the same household income level as the households that are displaced from the removed units.

One of the strategies the Agency will implement to ensure that displaced low- to moderate-income housing residents are given priority for occupancy in replacement units is the Agency will work with future developers to construct projects in phases to accommodate relocation of displaced households on the new development site. The Agency will work with developers to build the housing portion of the site first and then relocate as many of the low- to moderate-income households into the housing on site, at the required affordability level and bedroom count mix, to the greatest extent possible.

E. Housing Production Requirements

Redevelopment project areas adopted on or after January 1, 1976 and territory added to project areas by amendments adopted on or after January 1, 1976 must meet affordable housing production requirements. As part of the Plan, agencies must adopt a plan showing how the Agency intends to meet its housing production requirement ("Housing Production Plan").

Prior to the time limit on the effectiveness of a redevelopment plan, at least thirty percent of the new or substantially rehabilitated housing developed by the Agency itself in the Project Area must be restricted for low- and moderate-income households. Also, fifty percent of the total restricted units must be reserved for very-low income households. Additionally, not less than fifteen percent of the housing units developed by public or private entities other than the Agency within the Project Area must be restricted for low- and moderate-income households, and forty percent of those restricted units must be reserved for very-low income households.



Pre 2002 Affordable Housing

Prior to January 1, 2002, deed restricted affordable housing units must be restricted for sales price or rent amount for the longest feasible time, but not less than the period of time the land use controls of the redevelopment plan remain in effect. For owner-occupied housing, current law allows the non-qualifying sale of an affordable housing production unit provided that the Agency replaces the unit within three (3) years at the same income level as the original. As of January 1, 2002, units must remain affordable for the longest feasible time, but no less than 55 years for rental units and 45 years for the homeownership unit.

Prior to 2002 the Agency provided silent second mortgage assistance to the Bridgeway Townhome in 1993 and assisted senior housing within the Project Area:

- The Bridgeway Townhome project consists of a 7-unit for sale affordable housing project, with four (4) of the units sold to low-income households, and three (3) units sold to moderate-income households. The agreement between the Agency and the affordable homeowners required the homeowners to sell the units to low- and moderate-income households or the silent second mortgage must be repaid to the Agency.
- The Agency provided \$850,000 to Burbank Housing for the Charles Street Village project to develop 48 senior housing units available to very low-income households in fiscal year 2000-01.

Planning Period Housing Production Requirements

The Plan must include the following information regarding the Agency's housing production obligations for its Project Area:

- The number of units of very-low, low- and moderate-income housing which have been developed within the project area which meet the production requirements.
- An estimate of the number of new, substantially rehabilitated, or price restricted residential units to be developed or purchased within the project area, both over the life of the redevelopment plan and during the next ten years.
- An estimate of the number of units of very-low, low-, and moderate-income housing required to be developed within project area in order to meet the production requirements.
- An estimate of the number of Agency developed residential units which will be developed during the next five years.
- An estimate of the number of Agency developed units for very-low, low-, and moderate-income households during the next five years.

The Agency may count, pursuant to Section 33413(b) (2) (II) of the Law, affordable units produced outside of a project area for fifty percent inclusionary housing credit. The Agency may create housing outside the Project Area during



the Planning Period; and as developer proposals are presented to staff for residential housing outside the Project Area, the fifty percent inclusionary housing credit methodology (pursuant to Section 33413(b) (2) (II) of the Law) will be applied to those units and they will be counted towards the Agency's affordable housing obligation.

New housing opportunities have developed in Cotati in the past ten years and the Agency anticipates that future mixed use housing/commercial developments will occur in the Project Area over the Planning Period. The Agency expects to assist development by acquiring properties, entitling the land for residential and/or mixed use land uses and implementing an in-fill housing program to take advantage of smaller residential lot consolidation for affordable housing.

In addition to the programs and projects identified below, the Agency may sponsor or assist other programs or projects during the Planning Period that the Agency finds are worthy of financial assistance and further the affordable housing goals and objectives set forth in this Plan and the Law. The following programs have been identified as part of the Agency's Redevelopment Plan, but this list of programs may be modified by future budgetary considerations and development opportunities and constraints.

First Time Homebuyer Program

The First Time Homebuyer Program was established to provide down payment assistance to first time homebuyers of low- and moderate-income. The Program is funded with Housing Funds. It is anticipated that the Program could assist five (5) low- and/or moderate- income households provided that market conditions are favorable.

New Construction of Affordable Family Rental Units

The Agency aims to provide financial assistance to cause the construction of new affordable family and senior rental units for occupancy by very-low, low- and moderate-income households. The Agency expends a great deal of effort in assessing possible new construction sites and projects. However, due to the limited availability of land for such projects, this endeavor is increasingly difficult. New construction projects that receive funds from the Agency will have long-term affordability covenants, generally 55 years or more for multi-family projects.

Burbank Housing - The Agency anticipates working with Burbank Housing to construct up to 45 units in the Downtown. This project will involve layered financing including Agency low- to moderate-income housing funds and Low Income Housing Tax Credits from the State.

New Construction of Affordable Homeownership Units for Families

The Agency intends to provide financial assistance to cause the construction of new homeownership units for low- and moderate-income families provided that



market conditions are favorable and Agency assistance is warranted. For the Planning Period the Agency anticipates assisting with the following affordable homeownership projects:

Habitat for Humanity - As directed by the Agency Board on February 25, 2009, Agency staff is working with Habitat for Humanity for affordable housing development. The Habitat for Humanity-owned property is located at 20 Woodland Hills Drive (Assessor Parcel Number 144-650-020) and consists of a 32,234 square foot (0.74 acres) of residential property. This development is proposed to consist of five (5) self-help housing units that will be set for affordable households.

The project is located outside the boundaries of the Project Area, and the Agency will only be able to count half of the units towards its deed restricted affordable housing production requirements.

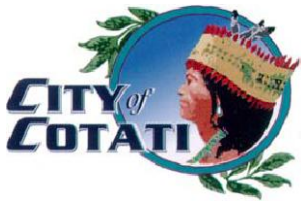
Housing Land Trust of Sonoma County - On June 23, 2010 the Agency Board adopted Resolution No. CRA-228 approving an Exclusive Negotiating Rights Agreement with the Housing Land Trust of Sonoma County. The approval sets in place the potential for an affordable housing development on the Agency-owned property (Assessor Parcel Number 144-301-012) at East Cotati Avenue and Ryan Lane. This property is expected to provide six (6) affordable housing units.

It is estimated that the Agency will assist in the construction of the above 56 units during the Planning Period to offset the Agency's affordable housing obligation deficit accumulated from 1986 through 2009. As of the end of the previous Planning Period (2009), the Agency had incurred an inclusionary housing requirement (deficit) of 23 low-income housing units and a surplus of 14 very low-income affordable housing units.

Affordable Housing Production Requirements over the Life of the Redevelopment Plan

During the Planning Period the Agency expects to complete an additional 40 affordable units in the Project Area available to low-income households and six (6) units available to moderate-income households. An additional five (5) very low-income housing units will be constructed outside the Project Area, of which the Agency will only be able to receive a 2 for 1 affordable housing credit. At the end of the 2014 Compliance Period the Agency will have met its affordable housing obligations and have a surplus of 18 low- to moderate-income affordable housing units and a surplus of 18 very low-income affordable housing units.

An additional 364 units may be constructed from 2014 throughout the life of the Project Area (2027). The 364 units will result in an affordable housing obligation of 55 units, but because the Agency will have a surplus of 18 and 18 affordable housing units for low- to moderate-income households and very low-income households the Agency is expected to create 15 low- to moderate-income and four (4) very low-income housing units from 2014 throughout the remaining life



of the Project Area. The housing production estimate of 364 units expected to be constructed from 2014 through the life of the Project Area (December 30, 2027) is based on zoning codes and vacant land currently within the Project Area. This total buildout analysis produced an estimate of 26 housing units per year from 2014 through 2027.

The following table on the following page outlines the required production of affordable housing units within the Project Area:



Inclusionary Housing Requirements Summary								
	Planning Period 1986 to 1999	Planning Period 2000 to 2004	Planning Period 2005 to 2009	Total (1986 to 2009)	Potential Construction During Planning Period 2010 to 2014 (1)	Total (1986 to 2014)	Potential Construction 2014 to 2027 (2)	Total 1986 to 2027
Total Construction in the Project Area	362	315	178	855	56	911	364	1,275
Affordable Units Required (15% of units constructed in the Project Area)	54	47	27	128	8	137	55	191
Low/Mod Income (60% of Affordable Units Required)	33	28	16	77	5	82	33	115
Very Low-Income (40% of Affordable Units Required)	22	19	11	51	3	55	22	77
Deed Restricted Affordable Units Constructed Inside Project Area								
Low/Mod Income	20	18	16	54	46	100	15	115
Very Low-Income	0	66	0	66	5	71	4	75
Deed Restricted Affordable Units Constructed Outside Project Area								
Low/Mod Income	0	0	0	0	0	0	0	0
Very Low-Income	0	0	0	0	5	0	0	0
Total Deed Restricted Affordable Housing Production (Agency only gets half credit for affordable units constructed outside the Project Area)								
Low/Mod Income	20	18	16	54	46	100	15	115
Very Low-Income	0	66	0	66	8	74	4	78
Affordable Units Produced Surplus (Deficit) by Planning Period								
Low/Mod Income	(13)	(10)	(0)		41		(18)	
Very Low-Income	(22)	47	(11)		4		(18)	
Affordable Units Produced Surplus (Deficit) Cumulative Totals								
Low/Mod Income	(13)	(23)	(23)	(23)	18	18	0	0
Very Low-Income	(22)	25	14	14	18	18	0	0
(1) - Based on potential affordable housing projects known by the Agency in the Project Area.								
(2) - Based on available land in the Project Area and general plan zoning to determine buildout potential estimated at 26 units per year from 2014 to 2027.								



F. Housing Fund Deposits during the Planning Period (2010-2014)

The Project Area is projected to receive approximately \$4.4 million in tax increment to be deposited in the Housing Fund over the Planning Period which the Agency will use to implement housing activities. The Agency intends to spend most of its available funds within the Planning Period.

The following table shows the anticipated revenue and expenditures over the Planning Period. The anticipated Housing Revenues and Expenditures for the Planning Period were developed based on the Agency's 2009-10 and 2010-11 budgets.

Projected Housing Fund Revenues and Expenditures (1)			
2010 - 2014			
Fiscal Year	Housing Fund Revenue	Program Expenditures/Debt Obligations	Total Funds Available for Housing
Fund Balance 2009	\$ 4,552,990		\$ 4,552,990
2010 (2)	\$ 881,696	\$ 426,349	\$ 5,896,664
2011 (2)	\$ 881,312	\$ 1,205,538	\$ 5,572,438
2012	\$ 881,312	\$ 209,649	\$ 6,244,101
2013	\$ 881,312	\$ 213,842	\$ 6,911,572
2014	\$ 881,312	\$ 218,119	\$ 7,574,765
Subtotal	\$ 4,406,944		
Total	\$ 8,959,934	\$ 2,534,891	\$ 42,193,847
<i>(1) Agency's 2009-2010 Amended Budget and 2010-11 Adopted Budget.</i>			
<i>(2) 2010 Capital Improvements includes \$275,000 for property acquisition and 2011 includes \$1 million for property acquisition for Housing Land Trust.</i>			



SECTION IV

IMPLEMENTATION PLAN ADMINISTRATION



IV. IMPLEMENTATION PLAN ADMINISTRATION

The Agency shall be responsible for administering this Implementation Plan and for monitoring redevelopment activities or programs undertaken pursuant to this Plan.

A. Implementation Plan Review

At least once within this Plan's five-year term, the Agency shall conduct a public hearing and hear testimony of all interested parties for the purpose of reviewing the adopted Redevelopment Plan, the corresponding Plan, and evaluating the progress of the redevelopment projects. The public hearing shall be held no earlier than two years and no later than three years after the date of adoption of this Plan.

This Plan covers the Agency's activities in the Project Area from January 1, 2010 through December 31, 2014. Consistency of the information contained in the Plan, the Redevelopment Agencies Financial Transactions Report and the HCD Annual Report of Housing Activity of Community Redevelopment Agencies will assist the Agency's staff in monitoring the progress the Agency is making in achieving its goals and objectives for redevelopment and housing activities. This will make preparing the staff report for the mid-term review and efficient process.

Notice of the public hearing to review the redevelopment plans and this Implementation Plan shall be published pursuant Section 33490 of the Law and Section 6063 of the Government Code. Notice shall be mailed at least three weeks in advance to all persons and agencies that requested such notice, and posted in at least four permanent places within the Project Area for a period of at least three weeks. Publication, mailing and posting of the notice shall be completed not less than 10 days prior to the date set for hearing.

B. Implementation Plan Amendment

Pursuant to Section 33490 of the Law, this Plan may from time to time be amended after holding a public hearing on the proposed amendment.

C. Financial Commitments Subject to Available Funds

The Agency is authorized to utilize a wide variety of funding sources for implementing each Redevelopment Plan. Such funding sources include, but are not limited to financial assistance from the City, State of California, federal government, property tax increments, interest income, and Agency bonds secured by tax increment or other revenues. Although the sources of revenue utilized by the Agency are generally deemed to be reliable from year to year, such funds are subject to legislative, program, or policy changes that could reduce the amount or availability of the funding sources upon which the Agency relies.



D. Monitoring of Affordable Housing

Pursuant to Section 33418 of the Law, the Agency is required to monitor, on an ongoing basis, any housing affordable to persons and families of low- or moderate-income developed or otherwise made available through any provision of the Law.

As part of this monitoring, the Agency will require owners or managers of affordable housing units to submit an annual report to the Agency. The annual reports will include for each rental unit the rental rate and the income and family size of the occupants, and for each owner-occupied unit whether there was a change in ownership from the prior year and, if so, the income and family size of the new owners. The income information required by this section shall be supplied by the tenant in a certified statement on a form provided by the Agency. The Law states that only income and family size are the required information that is required to be reported by the tenant and shall be the only information on income or family sizes that owner or manager will be required to submit in the annual report to the Agency.

Section 33418(b) of the Law states that the information obtained by the Agency from owners and managers of affordable housing must be included in any reports required by law to be submitted to the California Housing and Community Development Department ("HCD") or the State Controller. In addition, Section 33418(c) of the Law provides that the Agency must adequately fund its monitoring activities as needed to insure compliance of applicable laws and agreements in relation to affordable units. For purposes of defraying the cost of complying with these monitoring requirements and with the HCD Report required to be filed with the State Controller's Report, the Agency can establish and impose fees upon owners of properties monitored pursuant to the Law.

E. Redevelopment Plans/Conflicts

In the event of a conflict between this Plan, the Redevelopment Plan, or any other City or Agency plan or policy, the Redevelopment Plan shall control.

