

The public is invited to attend a reception to commemorate the Fall 2012 Art Show at 5:30 p.m. on Wednesday October 12, immediately prior to the City Council meeting.



AGENDA
REGULAR CITY COUNCIL MEETING
WEDNESDAY OCTOBER 12, 2011
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. For questions about the agenda or to receive the City Council Agenda by e-mail, contact the Deputy City Clerk at ttaylor@ci.cotati.ca.us or 707-665-3622.

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.

7:00 PM REGULAR SESSION

CALL TO ORDER OF REGULAR CITY COUNCIL MEETING

ROLL CALL

PLEDGE OF ALLEGIANCE

- 1. APPROVAL OF MINUTES OF SEPTEMBER 28, 2011 REGULAR MEETING AND NOTICE OF WAIVING OF READING OF ALL RESOLUTIONS AND ORDINANCES INTRODUCED AND/OR ADOPTED UNDER THIS AGENDA (City Manager) (Action)**

ANNOUNCEMENTS

iGrow Sonoma is sponsoring ‘Growing Together’, a Sonoma County Community Garden Summit on Saturday November 5 from 1 to 5 pm at the First Methodist Church located at 1551 Montgomery Avenue in Santa Rosa. The purpose of the summit is to help strengthen the community garden movement in Sonoma County. More information about the summit and about how to become involved in a community garden can be found on the web at igrowsonoma.org.

The Cotati Historical Society Museum is open regularly on Saturdays from 1:00 – 4:00 p.m. and the 2nd Wednesday of each month from 5:30-8:30 p.m.

The Rohnert Park-Cotati library has a number of regular and special programs in October including storytimes for children, and a pumpkin carving contest for teens. For adults there is a Master Gardeners presentation and a book discussion group. For details and information on all the programs call the library at 584-9121 or visit their website at sonomalibrary.org.

PROCLAMATION

Proclamation in honor of United Nations Day 2011

HONORARY MAYOR

Justin Littleton of Rancho Cotati High School

SONOMA STATE UNIVERSITY REPRESENTATIVE REPORT

Collin Yballa, Sonoma State University Associated Students Vice President

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

- 2. AUTHORIZATION OF HOLIDAY SCHEDULE FOR CITY HALL, MOVING 2ND REGULAR CITY COUNCIL MEETING IN NOVEMBER TO TUESDAY NOVEMBER 22, 2011, AND CANCELLATION OF DECEMBER 28, 2011 REGULAR CITY COUNCIL MEETING (City Manager) (Action)**

It is recommended that the City Council adopt a motion to implement a holiday schedule for City Hall consisting of the moving of the 2nd Regular City Council meeting in November to Tuesday, November 22, 2011; and the cancellation of the regular City Council meeting of December 28, 2011; and the closure of City Hall during the period of Monday, December 19 through Thursday, December 29, 2011.

- 3. NOTICE OF COMPLETION FOR CITY HALL AND COMMUNITY CENTER RESTROOM ADA RETROFIT PROJECT, PROJECT NO. E10-04 (Engineering/Public Works) (Action)**

It is recommended that the City Council adopt a resolution to accept the improvements and authorize filing of the Notice of Completion (NOC) for the City Hall and Community Center Restroom ADA Retrofit Project, Project No. E10-04

- 4. ADVERTISE FOR BIDS AND AUTHORIZE CITY MANAGER TO AWARD AND EXECUTE CONSTRUCTION AGREEMENT (Engineering/Public Works) (Action)**

It is recommended that the City Council adopt a resolution to Advertise for Bids and Authorize the City Manager to Award and Execute the Construction Agreement and Necessary Change Orders for the Re-Roofing of City Hall

REGULAR AGENDA

- 5. RECOGNITION OF PLANNING COMMISSIONERS, DESIGN REVIEW COMMITTEE MEMBERS AND COMMUNITY AND ENVIRONMENT COMMISSION MEMBERS (City Manager) (Action)**

It is recommended that the City Council adopt three resolutions recognizing the efforts of the Planning Commissioners, Design Review Committee members and Community and Environment Commission members respectively.

RECEPTION

The public is cordially invited to enjoy refreshments at a brief reception for the Planning Commission, Design Review Committee and the Community and Environment Commission members

PUBLIC HEARING

6. INTRODUCTION OF TWO ORDINANCES AMENDING TITLE 3 – REVENUE AND FINANCE OF THE COTATI MUNICIPAL CODE, SECTIONS 3.28 AND 3.08; ADOPTION OF A RESOLUTION ESTABLISHING FEES AND CHARGES FOR CITY SERVICES PURSUANT TO SECTION 3.42.040 OF THE COTATI MUNICIPAL CODE (Administrative Services) (Action)

It is recommended that the City Council introduce two ordinances: 1. Amending Municipal Code Section 3.28 relating to claims against City, 2. Amending Municipal Code Section 3.08 relating to documentary transfer tax per Revenue and Taxation Code Sections 11901 – 11929; and adopt a resolution establishing fees and charges for city services.

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 of 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.

7. WARRANTS AND AUDITED CLAIMS AUGUST 12, 2011 – SEPTEMBER 28, 2011 (Administrative Services) (Action)

This motion receives and files the warrants and audited claims (the A/P Check Registers) as submitted.

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 October 7, 2011.

/s/ Tamara Taylor, Deputy City Clerk



**MINUTES
REGULAR CITY COUNCIL MEETING
WEDNESDAY SEPTEMBER 28, 2011
6:30 PM CLOSED SESSION, 7:00 PM REGULAR SESSION
City Council Chambers, City Hall, 201 W. Sierra Avenue**

6:30 PM CLOSED SESSION

CALL TO ORDER (CITY COUNCIL CHAMBERS)

Mayor Orchard called the meeting to order at 6:31 p.m. and announced the closed session topic.

All Councilmembers were present as noted below.

There were no members of the public present; therefore no public comment on the closed session topic.

ADJOURNMENT TO CLOSED SESSION (CITY MANAGER'S OFFICE)

CONFERENCE WITH LEGAL COUNSEL- EXISTING LITIGATION (Government Code Section 54956.9(a)) City of Cotati vs. Gilman Ranch, LLC et. al (Sonoma County Superior Court Case # SCV 244542

7:00 PM REGULAR SESSION

CALL TO ORDER OF REGULAR CITY COUNCIL MEETING

Mayor Orchard called the meeting to order at 7:00 p.m.

REPORT OUT OF CLOSED SESSION

Nothing to report.

ROLL CALL

Councilmembers present: Dell'Osso, Gilardi, and Landman, Vice Mayor Harvey and Mayor Orchard.

Staff present:, Director of Administrative Services Jone Hayes, Assistant to the City Manager Marsha Sue Lustig, City Engineer/Director of Public Works Damien O'Bid, Police Chief Michael Parish, City Attorney Rich Rudnansky, Deputy City Clerk Tamara Taylor and City Manager Dianne Thompson.

PLEDGE OF ALLEGIANCE

Mayor Orchard led the pledge of allegiance.

1. APPROVAL OF MINUTES OF SEPTEMBER 14, 2011 REGULAR MEETING AND NOTICE OF WAIVING OF READING OF ALL RESOLUTIONS AND ORDINANCES INTRODUCED AND/OR ADOPTED UNDER THIS AGENDA (City Manager) (Action)

This item was discussed immediately after item 3.

Mayor Orchard opened the floor to public comment regarding approval of the minutes.

Greg Karraker commented on the minutes and requested further information be included in the Citizen Business section.

Moved by Councilmember Gilardi, seconded by Vice Mayor Harvey and passed unanimously to approve the minutes of the September 14, 2011 Regular meeting as presented and to waive reading of all resolutions and ordinances introduced and/or adopted under this agenda.

ANNOUNCEMENTS

The Cotati Historical Society Museum is open regularly on Saturdays from 1:00 – 4:00 p.m. and the 2nd Wednesday of each month from 5:30-8:30 p.m.

Cotati's Annual Oktoberfest, co-sponsored by the Cotati Chamber of Commerce, will be held on Saturday October 8th in La Plaza Park from 12 noon to 6:00 p.m. For more information, call the Cotati Chamber of Commerce at 707-795-5508 or email chamber@cotati.org.

Rohnert Park-Cotati Friends of the Library are holding their Fall Book Sale on Friday and Saturday, October 7th and 8th. The sale starts at 10:00 a.m. on both days and will take place in the meeting room at the library, which is located at 6250 Lynne Conde Way in Rohnert Park.

CITY MANAGER'S REPORT

City Manager Dianne Thompson provided an update on the Commission/committee appreciation reception that will take place on October 12, the Highway 101 widening project and the replacement of the flag at Veterans Park.

APPROVAL OF FINAL AGENDA

No changes

CITIZEN BUSINESS

The following individuals addressed the Council:

Greg Karraker (regarding petition locations, flag replacement)

George Barich (regarding newspapers at City Hall, City Council speaker cards, City Hall front steps)

Eric Kirchmann (regarding traffic, peoples' names, theft prevention)

Joyce Garcia (regarding packages for troops project, petition locations)

DIRECTION ON FUTURE AGENDA ITEMS

None.

CONSENT CALENDAR

The following individuals addressed the Council regarding items on the Consent Calendar:

George Barich (opposed to items 2 and 3)

Greg Karraker (regarding to item 3)

Erik Kirchmann (regarding item 3)

At the request of Councilmembers, Mayor Orchard pulled item 3 for discussion.

Moved by Councilmember Gilardi, seconded by Councilmember Harvey and passed unanimously to approve item 2 on the Consent Calendar.

2. AUTHORIZE THE MAYOR TO SIGN ON BEHALF OF THE CITY COUNCIL THE SPENDING PLAN AND ACCEPTANCE OF STATE COPS GRANT FUNDS FOR LAW ENFORCEMENT EFFORTS (Police) (Action)

Motion authorizing the Mayor to sign on behalf of the City Council the spending plan and acceptance of COPS funding in the amount of \$100,000.00 issued by the State of California to enhance front line police services.

3. ADOPTION OF A RESOLUTION APPROVING A MASTER LEASE/PURCHASE AGREEMENT TO FINANCE THE ACQUISITION OF A HYBRID VEHICLE AND AUTHORIZING THE CITY MANAGER TO EXECUTE SAID AGREEMENT (Administrative Services) (Action)

Director of Administrative Services Jone Hayes presented the staff report and responded to questions from the Council.

Discussion ensued regarding the item topic.

Moved by Councilmember Landman seconded by Councilmember Landman and passed unanimously to adopt Resolution No. 2011-61 entitled: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COTATI APPROVING A MASTER LEASE/PURCHASE AGREEMENT TO FINANCE THE ACQUISITION OF THREE NEW POLICE VEHICLES AND AUTHORIZING THE CITY MANAGER TO EXECUTE SAID AGREEMENT

Item 1 (Approval of Minutes) was discussed at this time.

REGULAR AGENDA

4. APPOINTMENTS TO MAYORS' AND COUNCILMEMBERS' ASSOCIATION COMMITTEES (City Manager) (Action)

City Manager Dianne Thompson presented the staff report.

Mayor Orchard opened the floor to public comment.

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

Discussion ensued regarding the item. Councilmembers concurred to support Vice Mayor Susan Harvey and Sonoma Mayor Laurie Gallian for appointment by the Mayors' and Councilmembers' Association to the League of California Cities Executive Board. (No applications were received for the Sonoma County Child Care Planning Council.)

Moved by Councilmember Landman seconded by Councilmember Dell'Osso and passed unanimously to support Vice Mayor Susan Harvey and Sonoma Mayor Laurie Gallian for appointment by the Mayors' and Councilmembers' Association to the League of California Cities Executive Board.

5. APPOINTMENT OF MEMBERS TO THE COMMUNITY AND ENVIRONMENT COMMISSION (City Manager) (Action)

Assistant to the City Manager Marsha Sue Lustig presented the staff report.

Joyce Garcia and Richard Merriss, applicants to the Community and Environment Commission, each responded to questions from the Council.

Mayor Orchard opened the floor to public comment.

George Barich commented on the applicants.

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

Discussion ensued regarding the item.

Mayor Orchard appointed Joyce Garcia and Richard Merriss to the Community and Environment Commission for a 3-year term expiring December 31, 2014, and called for a motion to ratify the appointment.

Moved by Councilmember Gilardi, seconded by Councilmember John Dell'Osso and passed unanimously to to ratify the Mayor's appointment of Joyce Garcia and Richard Merriss to the Community and Environment Commission for 3-year terms expiring December 31, 2014.

Mayor Orchard re-appointed Brant Claussen, Wendy Skillman and Melanie Austin to the Community and Environment Commission for 2-year terms expiring December 31, 2013, and called for a motion to ratify the re-appointment.

Moved by Vice Mayor Susan Harvey, seconded by Councilmember Gilardi and passed unanimously to ratify the Mayor's re-appointment of Brant Claussen, Wendy Skillman and Melanie Austin to the Community and Environment Commission for a 3-year term expiring December 31, 2013.

CITY COUNCIL REPORTS (*Discussion*)

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

ADJOURNMENT

Mayor Orchard adjourned the meeting at 8:22 p.m.

Respectfully Submitted,

Tamara Taylor, Deputy City Clerk

City Council Agenda Consent Calendar

Subject: Authorization of holiday schedule for City Hall, Moving 2nd Regular City Council Meeting in November to Tuesday November 22, 2011, and Cancellation of December 28, 2011 Regular City Council Meeting

Date: October 12, 2011

Written by: Dianne Thompson, City Manager

Recommendation

It is recommended that the City Council adopt a motion to implement a holiday schedule for City Hall consisting of the moving of the 2nd Regular City Council meeting in November to Tuesday, November 22, 2011; and the cancellation of the regular City Council meeting of December 28, 2011; and the closure of City Hall during the period of Monday, December 19 through Thursday, December 29, 2011.

Background

Council has traditionally implemented a holiday schedule during the Thanksgiving/Christmas/New Years holiday season. The holiday schedule includes moving the 2nd City Council meeting in November to the Tuesday before Thanksgiving day, the cancellation of the 2nd Regular City Council meeting in December and the closure of the City Hall facility for 2 weeks over the Christmas and New Year holidays. The last weeks of December are the slowest time of the year for City Hall. City commission and board meetings, if previously scheduled, are cancelled at this time. There are no pressing City Council matters which would need to be addressed at a second meeting in December and staff is not aware of any public or vendor complaints about previous years' City Hall closures. The schedule would be posted on the City's website and signs placed on the entrance doors.

Analysis/Discussion

The proposed schedule for the 2011/2012 holiday schedule is similar to previous years and consists of moving the 2nd Regular City Council meeting in November to Tuesday, November 22, the cancellation of the second regular Council meeting December (which would normally take place on December 28, 2011), and implementation of the closure of the City Hall facility from the period of Monday, December 19 through Thursday, December 19, 2011. Regular City

Hall hours of Monday – Thursday 7:30 a.m. to 12:00 noon and 1:00 p.m. to 5:30 p.m. would resume on Monday January 2, 2012.

The holiday closure would be comprised of a total of seven regular work days, three of which would be offset by paid holidays which fall on a Friday or weekend. Employees who are off for the entire two week period would utilize 36 hours of individual accrued leave bank as part of the Christmas/New Years holiday weeks. The proposed schedule would not affect the Public Works Department, nor would it affect the Police Department, which is open during the holidays and whose employees work regular schedules on those days.

Financial Considerations

Financial considerations in this instance are reductions in compensatory absence liability for approximately 4 days per City Hall employee in the associated City departmental budgets for the week.

Environmental Issues

None.

Attachments:

None.

DT:tl

City Council Agenda Consent Calendar

Subject: Notice of Completion for City Hall and Community Center Restroom ADA Retrofit Project, Project No. E10-04

Date: October 12, 2011

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

Recommendation

It is recommended that the Council adopt a resolution to accept the improvements and authorize filing of the Notice of Completion (NOC) for the *City Hall and Community Center Restroom ADA Retrofit Project, Project No. E10-04*.

Background

The City of Cotati was awarded two Community Development Block Grants (CDBG), which are federal funds distributed by the U.S. Department of Housing and Urban Development (HUD) to the Sonoma County Community Development Commission, which in turn distributes and administers the funds locally. The CDBG funding can only be used for projects which address accessibility improvements, as described under the federal Americans with Disabilities Act (ADA).

The project scope of work included ADA improvements for the mens restroom in City Hall, and the mens and womens restrooms in the Community Center. The project was publicly bid, with the lowest responsible and responsive bid submitted by GCCI, Inc. for a total base bid of \$78,705. A notice to proceed was issued to GCCI, Inc. on May 31, 2011.

Analysis/Discussion

The first grant, for \$37,634, is a CDBG-R grant, funded by federal stimulus funding. This grant was for ADA retrofits in the men's restroom at City Hall. The second grant, for \$91,085, was for ADA retrofits of the men's and womens restroom in the Community Center. Both grant amounts are for design, environmental, and construction.

The final contract amount, after deductive and additive change orders was \$81,781. The City is currently holding the required 10% retention (\$8,178.10) until 35 days following the recordation of the Notice of Completion.

Financial Considerations

The final project costs were \$20,892 (City Hall men's restroom) and \$60,889 (Community Center restrooms), for a total of \$81,781. This project came under the combined \$113,719 appropriation limit set by the City Council with authorization to bid. The project expenditure was included in the adopted FY 11-12 budget in accounts 003-71082.C026 and 003-71082.C027.

Environmental Issues

None.

Attachments:

1. Proposed Resolution
2. Notice of Completion

RESOLUTION NO. ____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COTATI ACCEPTING AS COMPLETE THE CITY HALL AND COMMUNITY CENTER RESTROOM ADA RETROFIT PROJECT, PROJECT NO. E10-04

WHEREAS, The Notice to Proceed was issued for the *City Hall and Community Center Restroom ADA Retrofit Project, Project No. E10-04* to GCCI, Inc. on May 31, 2011; and

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

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Cotati hereby accepts the contract work performed on the *City Hall and Community Center Restroom ADA Retrofit Project, Project No. E10-04*; and

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

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

IT IS HEREBY CERTIFIED that the foregoing resolution was duly introduced and legally adopted at a regular meeting of the City Council of the City of Cotati held on the 12th day of October, 2011 by the following vote, to wit:

DELL'OSSO	_____
GILARDI	_____
HARVEY	_____
LANDMAN	_____
ORCHARD	_____

Approved: _____
Janet Orchard, Mayor

Attest: _____
Tamara Taylor, Deputy City Clerk

Approved as to form:

City Attorney

RECORDING REQUESTED BY:

City Clerk
City of Cotati
201 W. Sierra Ave.
Cotati, CA 94931

WHEN RECORDED RETURN TO:

City Clerk
City of Cotati
201 W. Sierra Ave.
Cotati, CA 94931

No fee due for recordation pursuant to Gov't. Code §6103

NOTICE OF COMPLETION

(ACCEPTANCE OF IMPROVEMENTS)

NOTICE IS HEREBY GIVEN THAT:

1. The City Council of the City of Cotati has adopted Resolution No. _____ accepting the improvements at the City Council meeting of **October 12, 2011** for the *City Hall and Community Center Restroom ADA Retrofit Project, Project No. E10-04*.
2. The improvements included ADA improvements for the mens' restroom in City Hall, and the mens' and womens' restrooms in the Community Center at 201 West Sierra Avenue, Cotati, California.
3. The improvements were completed and deemed complete by the Director of Public Works/City Engineer.
4. The name of the original contractor for the work of improvement was **GCCI, Inc.**
5. The final contract amount is **\$81,781**.
6. A maintenance bond and guaranty in the amount of 10 percent of the construction contract amount (\$8,178.10) is in place for a period of one (1) year from the date of City Council acceptance of the improvements.
7. This Notice of Completion constitutes the City's acceptance of the improvements for this project.

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

Dated: _____

Dianne Thompson
City Manager

Approved as to technical content:

Damien O'Bid
Director of Public Works/City Engineer

City Council Agenda Consent Calendar

Subject: Advertise for Bids and Authorize City Manager to Award and Execute Construction Agreement

Date: October 12, 2011

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

Recommendation

It is recommended that the Council adopt a resolution to Advertise for Bids and Authorize the City Manager to Award and Execute the Construction Agreement and Necessary Change Orders for the Re-Roofing of City Hall.

Background

The roof on City Hall (201 West Sierra Ave) was installed in 1982 over the existing roof (age unknown). The roof has exceeded its lifespan, has begun to leak, and requires replacement to provide trouble free service.

Analysis/Discussion

A new composition shingle roof (similar in color to the Police Station) will prevent additional maintenance and repair costs while improving the aesthetics of City Hall. Using "cool" shingles will lower cooling costs, and comply with California's Title 24. To increase the strength of the roof, 1/2" plywood sheathing roof deck will be installed.

Financial Considerations

The City has funding encumbered in the adopted Fiscal Year 11-12 budget, General Fund, Government Building Departments, Capital Improvements account in the amount of \$150,000 for City Hall Roof Repair (Account 001 0406 71082.C025).

Environmental Issues

The Project is categorically exempt from CEQA under Code of California Regulations Section 15301 (repair, maintenance, rehabilitation of existing facilities).

Attachments:

1. Resolution

On File with the City Clerk:

1. Contract Documents

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COTATI 1)
AUTHORIZING ADVERTISEMENT FOR BIDS TO BE RECEIVED FOR THE
CITY HALL RE-ROOF; 2) AUTHORIZING AWARD TO THE LOWEST
RESPONSIBLE AND RESPONSIVE BIDDER; AND 3) AUTHORIZING THE CITY
MANAGER (OR DESIGNEE) TO EXECUTE A CONSTRUCTION AGREEMENT
AND CONSTRUCTION CHANGE ORDERS PROVIDED THE TOTAL
CONSTRUCTION AMOUNT DOES NOT EXCEED \$150,000**

WHEREAS, the roof on City Hall has exceeded its lifespan and needs to be replaced; and

WHEREAS, the proposed *City Hall Re-Roof Project* is a “Public Project” as defined under Public Contract Code Section 22002; and

WHEREAS, the proposed *City Hall Re-Roof Project* is a categorically exempt from CEQA, as defined under the Code of California Regulations Section 15301 (repair, maintenance, rehabilitation of existing facilities); and

WHEREAS, the Director of Public Works/City Engineer has recommended that this Council adopt plans and specifications for the *City Hall Reroof Project, Project No. E10-6* and delegate authority to award the construction contract and authorize change orders to the City Manager (or designee), provided that the total construction amount does not exceed \$150,000 and there are no significant bid irregularities.

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

1. All of the above recitals are true and correct.
2. The project is described in the plans and specifications for the project, entitled *Re-Roofing City Hall (Project)*, as submitted by the Director of Public Works/City Engineer; and
3. The Project is categorically exempt from CEQA under Code of California Regulations Section 15301 (repair, maintenance, rehabilitation of existing facilities).
4. The experience requirements are appropriate for the Project; and
5. Authorize and direct the City Clerk to advertise the Project for bids to be received by the Director of Public Works/City Engineer or his designated representative. The advertisement shall be placed in a newspaper of general circulation, printed and published in Sonoma County, in accordance with the provisions of Section 22037 of the Public Contract Code; and
6. Authorize the Director of Public Works/City Engineer to award the project in accordance with law, to the lowest responsible and responsive bidder for the Project, provided that the construction amount does not exceed \$150,000; and
7. Authorize the City Manager (or designee) to execute a construction agreement and construction change orders as needed to fulfill the design intent of the project, provided that the total construction amount does not exceed \$150,000 and there are no significant bid irregularities.

IT IS HEREBY CERTIFIED that the foregoing resolution was duly introduced and legally adopted at a regular meeting of the City Council of the City of Cotati held on the 12th day of October, 2011 by the following vote, to wit:

DELL'OSSO _____
GILARDI _____
HARVEY _____
LANDMAN _____
ORCHARD _____

Approved: _____
Janet Orchard, Mayor

Attest: _____
Tamara Taylor, Deputy City Clerk

Approved as to form:

City Attorney

City Council Agenda Regular Agenda

Subject: Recognition of Planning Commissioners, Design Review Committee Members and Community and Environment Commission Members

Date: October 12, 2011

Written by: Dianne Thompson

Recommendation

It is recommended that the City Council adopt three resolutions recognizing the efforts of the Planning Commissioners, Design Review Committee members and Community and Environment Commissioners respectively.

Background

The City Council desires to express its appreciation and to memorialize acknowledgement for the efforts of the membership of the Planning Commission, the Design Review Committee and Community and Environment Commission.

Analysis/Discussion

N/A

Financial Considerations

N/A

Environmental Issues

N/A

Attachments:

1. Proposed resolutions

DT:tl

RESOLUTION NO. 2011-62

**OF THE CITY COUNCIL OF THE CITY OF COTATI
COMMENDING THE COMMUNITY AND ENVIRONMENT COMMISSION**

WHEREAS, the City of Cotati Established the Community and Environment Commission in 1998 to act as an advisory board to the City Council in the areas of recommendations of public recreation, community pride and volunteerism, production of cultural and community events and programs, and environmental issues; and

WHEREAS, the Community and Environment Commission has had numerous accomplishments including production of the annual Holiday Tree Lighting, annual Pasta Feed and Bingo, and City Hall Art Shows; and

WHEREAS, the current and most recent former members of the Community and Environment Commission include are Commission Chair Brant Claussen, Commission Vice Chair Melanie Austin, Commission Secretary Wendy Skillman, Richard Merriss, Joyce Garcia, and Steven Onines; and

WHEREAS, the members of the Community and Environment Commission volunteer many hours of their own time to provide community service in a variety of fun and interesting ways.

NOW, THEREFORE, BE IT RESOLVED on this 12th day of October, 2011, that the City Council of the City of Cotati commends the members of the Community and Environment Commission for their work in improving the lives of Cotati Citizens.

John Dell'Osso, Councilmember

Pat Gilardi, Councilmember

Mark Landman, Councilmember

Susan Harvey, Vice Mayor

Janet Orchard, Mayor

RESOLUTION NO. 2011-63

**OF THE CITY COUNCIL OF THE CITY OF COTATI
COMMENDING THE DESIGN REVIEW COMMITTEE**

WHEREAS, the City of Cotati Established the Design Review Committee to assist the Planning Commission in carrying out its duties by formulating guidelines, reviewing proposals, and making recommendations; and

WHEREAS, the Design Review Committee ensures that the site and structural elements of developments are harmonious with the unique environmental, cultural and functional aspects of Cotati; and

WHEREAS, the current and most recent members of the Design Review Committee include Committee Chair Tim Morgan, Committee Vice Chair Sally Glendening, Committee Members Lars Langberg, Steven Onines and Edie Robbins, Chris Davis, Ben Ford and Richard Merriss; and

WHEREAS, the members of the Design Review Committee volunteer many hours of their own time in order carry out their duties and provide local perspective as well as expertise in the areas of architecture, landscape design, and energy use.

NOW, THEREFORE, BE IT RESOLVED on this 12th day of October, 2011, that the City Council of the City of Cotati commends the members of the Design Review Committee for their work in improving the lives of Cotati Citizens.

John Dell’Osso, Councilmember

Pat Gilardi, Councilmember

Mark Landman, Councilmember

Susan Harvey, Vice Mayor

Janet Orchard, Mayor

RESOLUTION NO. 2011-64

**OF THE CITY COUNCIL OF THE CITY OF COTATI
COMMENDING THE PLANNING COMMISSION**

WHEREAS, the City of Cotati Established the Planning Commission in 1965 to administer and implement land use policies established pursuant to the Cotati Municipal Code; and

WHEREAS, the Planning Commission implements plans, ordinances and policies relating to land use matters, assists in writing and implementing the General Plan and area plans, holds hearings and acts on proposed changes to the Zoning Code, Zoning Map and the General Plan, holds hearings and acts on tentative subdivision maps, and undertakes special planning studies as needed.; and

WHEREAS, the current and most recent past members of the Planning Commission are Commission Chair Lisa Moore (appointed by Janet Orchard), Commission Vice Chair Tim Ritter (appointed by Susan Harvey), Commissioner Jami Brady (appointed by Pat Gilardi), Commissioner Ben Ford (appointed by Mark Landman) and Commissioner Neil Hancock (appointed by John Dell'Osso), Linell Hardy and Jerry Pagnusat; and

WHEREAS, the members of the Planning Commission volunteer many hours of their own time in order carry out their duties.

NOW, THEREFORE, BE IT RESOLVED on this 12th day of October, 2011, that the City Council of the City of Cotati commends the members of the Planning Commission for their work in improving the lives of Cotati Citizens.

John Dell'Osso, Councilmember

Pat Gilardi, Councilmember

Mark Landman, Councilmember

Susan Harvey, Vice Mayor

Janet Orchard, Mayor

City Council Agenda Public Hearing

Subject: Introduction of Two Ordinances Amending Title 3 – Revenue and Finance of the Cotati Municipal Code, Sections 3.28 and 3.08; Adoption of a Resolution Establishing Fees and Charges for City Services pursuant to Section 3.42.040 of the Cotati Municipal Code

Date: October 12, 2011

Written by: Jone Hayes, Director of Administrative Services

Recommendation

It is recommended that the City Council introduce two ordinances: 1. Amending Municipal Code Section 3.28 relating to claims against City, 2. Amending Municipal Code Section 3.08 relating to documentary transfer tax per Revenue and Taxation Code Sections 11901 – 11929; and adopt a resolution establishing fees and charges for city services.

Background

On May 26, 1999, the City Council adopted Ordinance No. 692 Establishing a Fee and Service Charge Revenue/Cost Comparison System (Municipal Code Section 3.42), and subsequently, Resolution 99-22 Establishing the Amount of the Fees and Charges for City Services.

At that time, the City Council directed staff to periodically review the percentages of City services costs to be recovered, as defined in Section 3.42.040, and to update the City's fees and charges to reflect the actual costs for providing City services.

Additionally, this year, Municipal Code Title 3 – Revenue and Finance, was reviewed in its entirety. Several of the sections have not been updated for several decades, and it was determined that revisions were required to bring the Code up to date. Those revisions are included in the 2 ordinances proposed for introduction.

The City implemented cost recovery in Fiscal Year 2002-2003. At that time, most of the City's Community Development fees and charges for services were streamlined to allow the City to recoup all of the actual associated costs. Most fees were replaced with deposit accounts and City staff record time spent against each project, and other actual costs, against the associated deposit account. If a project requires time and expenditures above the norm, the deposit is replenished.

If, on the other hand, a project requires less than the average amount of time or expenditures, the excess deposit is refunded.

This policy has allowed the City to review processes, ensures that all costs are being recovered, and that Cotati developers and citizens pay for only the actual services provided.

Analysis/Discussion

The proposed ordinances provide clarifications or corrections to outdate municipal code sections.

The proposed fees and charges resolution reflects many reduced deposit amounts. This is due largely to staffing and organizational changes that have occurred since 2009. Additionally, there are several fees which we are proposing to eliminate as they seem unnecessary (trigger to collect has not occurred in years) or they referred to programs that are no longer conducted by City staff.

There are no proposed changes to the room and park rental fees at this time.

Financial Considerations

The financial impact of the proposed ordinances would vary based on levels of activity; therefore, the actual impact can not be determined at this time. The proposed resolution updates City fees and charges for services schedule to reflect the current cost to provide service.

Environmental Issues

None.

Attachments:

1. Proposed Ordinance
2. Proposed Ordinance
3. Proposed Resolution

ORDINANCE NO. _____

**AN ORDINANCE OF THE CITY COUNCIL OF THE
CITY OF COTATI AMENDING SECTION 3.28 OF THE COTATI MUNICIPAL
CODE RELATING TO CLAIMS AGAINST THE CITY**

WHEREAS, certain claims against the City of Cotati (“City”) are required by the California Tort Claims Act to be presented to the City prior to the initiation of litigation while other types of claims are not specifically subject to the Tort Claims Act; and

WHEREAS, pursuant to Section 935 of the Government Code a city can, by ordinance, require that a formal claim be submitted prior to initiating litigation for such other types of claims; and

WHEREAS, the City Council previously adopted Ordinance 603 to amend the Cotati Municipal Code (“Municipal Code”) to impose claims presentation procedures on certain claims to provide the City the opportunity to promptly investigate, respond and possibly settle such claims before a lawsuit is filed, thereby providing an opportunity to avoid the delay and expense of litigation; and

WHEREAS, recent changes in California law indicate that further amendments to the Municipal Code are warranted to clarify and confirm that each person seeking to bring suit against the City shall have first presented to the City a verified, written claim for the City’s review and disposition in accordance with the procedures governing such claims in Chapter 3.28 of the Municipal Code; and

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF COTATI DOES
ORDAIN AS FOLLOWS:**

SECTION 1.

Section 3.28.040 Procedures is amended to read as follows:

- A. Pursuant to the authority granted by Section 935 of the California Government Code, all claims against the city for money or damages not otherwise governed by the Tort Claims Act, California Government Code Sections 900, et seq., or another state law, shall be presented within the time, and in the manner prescribed by Part 3 of Division 3.6 of Title 1 of the California Government Code (commencing with Section 900 thereof) as those provisions now exist or shall hereafter be amended, and as further provided by this chapter.
- B. All claims shall be signed and verified in writing by the person who claims to be entitled to be paid or refunded the money, or who incurred the damages, or by his or her guardian, conservator, executor or administrator. In addition, all claims shall contain the information required by California Government Code Section 910.
- C. Pursuant to Section 930.2 of the California Government Code, the City of Cotati may enter into written agreements containing provisions governing the presentation of claims including, but not limited to, time limitations. The provisions of this Chapter shall apply to all

claims arising out of written agreements except to the extent the provisions of a written agreement conflict with the terms of this Chapter in which case the provisions of the written agreement shall control.

D. In accordance with California Government Code Sections 935(b) and 945.6, all claims shall be presented as provided in this section and acted upon by the City prior to the filing of any action on such claims and no such action may be maintained by a person who has not complied with the requirements of this section. Only the person who filed the claim may bring such action and if another person should do so, judgment shall not be rendered for the plaintiff.

E. Any action brought against the city of Cotati upon any claim or demand shall conform to the requirements of Sections 940-949 of the California Government Code. Any action brought against any employee of the city of Cotati shall conform to the requirements of Sections 950-951 of the California Government Code.

SECTION 2: Severability. The provisions of this chapter are hereby declared to be severable. If any provision, clause, word, sentence, or paragraph of this chapter or the application thereof to any person, establishment, or circumstances shall be held invalid, such invalidity shall not affect the other provisions of this Chapter.

SECTION 3: Effective Date. This ordinance shall take effect on the 31st day following its adoption.

IT IS HEREBY CERTIFIED that the foregoing ordinance was duly introduced at a regular meeting of the City Council of the City of Cotati on the 12th day of October, 2011 by the following vote, to wit:

DELL'OSSO _____
GILARDI _____
HARVEY _____
LANDMAN _____
ORCHARD _____

Approved: _____
Janet Orchard, Mayor

Attest: _____
Tamara Taylor, Deputy City Clerk

Approved as to form:

Rich Rudnansky, City Attorney

Certificate of the City Clerk
Required by California Government Code §40806

This document is a true and correct copy of City of Cotati Ordinance number _____ and has been published or posted pursuant to law.

Tamara Taylor, Deputy City Clerk

ORDINANCE NO.

**AN ORDINANCE OF THE CITY COUNCIL OF THE
CITY OF COTATI AMENDING SECTION 3.08 OF THE COTATI MUNICIPAL
CODE RELATING TO DOCUMENTARY TRANSFER TAX**

WHEREAS, the City Council of the City of Cotati adopted Ordinance 84, An Ordinance of the City of Cotati Imposing a Documentary Stamp Tax on the Sale of Real Property, on December 7, 1967; and,

WHEREAS, subsequently the City Council of the City of Cotati adopted Ordinance 545, An Ordinance of Amending Section 2 of Ordinance 84 and Section 3.08.020 of the City of Cotati Municipal Code Relating to Amount of Real Property Transfer Tax; and,

WHEREAS, the City finds that certain portions of the Cotati Municipal Code require clarification and correction to reflect that Section 3.08 relates to documentary transfer tax per Revenue and Taxation Code Sections 11901 - 11929

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF COTATI DOES
ORDAIN AS FOLLOWS:**

SECTION 1.

Section 3.08.010 is amended to read as follows:

The ordinances codified herein shall be known as the “Documentary Transfer Tax Ordinance of the City of Cotati.” It is adopted pursuant to the authority contain in Part 6.7 (commencing with Section 11901) of Division 2 of the Revenue and Taxation Code of the State of California

Section 3.08.020 is amended to read as follows:

There is imposed on each deed, instrument or writing by which and lands, tenements, or other realty sold within the city shall be granted, assigned, transferred or otherwise conveyed to, or vested in, the purchaser or purchasers, or any other person or persons, by his, her or their direction, when the consideration or value of the interest or property conveyed (exclusive of the value of any lien or encumbrances remaining thereon at the time of sale) exceeds \$100, a tax at the rate of \$.55 for each \$1,000 or fractional part thereof.

SECTION 2: Severability. The provisions of this chapter are hereby declared to be severable. If any provision, clause, word, sentence, or paragraph of this chapter or the application thereof to any person, establishment, or circumstances shall be held invalid, such invalidity shall not affect the other provisions of this Chapter.

SECTION 3: Effective Date. This ordinance shall take effect on the 31st day following its adoption.

IT IS HEREBY CERTIFIED that the foregoing ordinance was duly introduced at a regular meeting of the City Council of the City of Cotati on the 12th day of October, 2011 by the following vote, to wit:

DELL'OSSO _____
GILARDI _____
HARVEY _____
LANDMAN _____
ORCHARD _____

Approved: _____
Janet Orchard, Mayor

Attest: _____
Tamara Taylor, Deputy City Clerk

Approved as to form:

Rich Rudnansky, City Attorney

Certificate of the City Clerk
Required by California Government Code §40806

This document is a true and correct copy of City of Cotati Ordinance number _____ and has been published or posted pursuant to law.

Tamara Taylor, Deputy City Clerk

RESOLUTION NO. ____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COTATI, CALIFORNIA,
SUPERSEDING RESOLUTION NO. 2009-04, ESTABLISHING THE
FEES AND CHARGES FOR CITY SERVICES**

WHEREAS, the City of Cotati has conducted an extensive and exhaustive analysis of its services, the costs reasonably borne of providing those services, the beneficiaries of those services, and the revenues produced by those paying fees and charges for special services; and,

WHEREAS, the City wishes to comply with both the letter and the spirit of Article XIII B of the California Constitution; and,

WHEREAS, the City desires to establish a policy of recovering the full costs reasonably borne of providing special services of a voluntary and limited nature, such that general taxes are not diverted from general services of a broad nature and thereby utilized to subsidize unfairly and inequitably such special services; and,

WHEREAS, heretofore the City Council has adopted Ordinance No. 692 on May 26, 1999, establishing certain fees and service charges and its policy as to the recovery of costs and more particularly the percentage of costs reasonably borne to be recovered from users of City services and directing staff as to the methodology for implementing said Ordinance; and,

WHEREAS, pursuant to Government Code Sections 66016, 66017 and 66018, the specific fees to be charged for such services must be adopted by the City Council by ordinance or resolution, after providing notice and holding a public hearing; and,

WHEREAS, notice of public hearing has been provided per California Government Code Sections 6062a and 66016, oral and written presentations made and received, and the required public hearing held; and,

WHEREAS, a schedule of fees and charges to be paid by those requesting such special services need be adopted so that the City might carry into effect its policies; and,

WHEREAS, a "Cost of Services Study" dated February 1999 was prepared by Revenue & Cost Specialists, L.L.C., estimated reasonable costs of providing the services for which the fees are proposed to be charged. The percentage of costs which can be recovered for each item was identified in the study and defined in Cotati Municipal Code section 3.42.040. Said study is incorporated by this reference and shall be available in the City's Administrative Services Department; and,

WHEREAS, the City has previously approved the following Resolutions establishing the amount of fees and charges for City Services:

Resolution 99-22 on the 26th day of May 1999: and,

Resolution 01-77 Superseding Resolution 99-22 on the 11th day of July 2001: and,

Resolution 02-45 Superseding Resolution 01-77, on the 12th day of June 2002: and, Resolution 02-69 Superseding Resolution 02-45, on the 23rd day of July 2002: and, Resolution 03-29 Superseding Resolution 02-69, on the 11th day of June 2003: and, Resolution 04-61 Superseding Resolution 03-29, on the 14th day of July 2004: and, Resolution 07-62 Superseding Resolution 04-61, on the 22nd day of Aug. 2007: and, Resolution 08-06 Superseding Resolution 07-62, on the 12th day of Mar. 2008: and, Resolution 2009-04 Superseding Resolution 08-06 on the 11th day of Feb. 2009: and,

WHEREAS, it is the intention of the City Council to revise the schedule of fees and charges; and,

WHEREAS, all requirements of California Government Code Sections 66016, 66017 and 66018 are hereby found to have been complied with;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF COTATI DOES RESOLVE, DETERMINE, AND ORDER AS FOLLOWS:

Section 1. Fee Schedule Adoption. Pursuant to Ordinance No. 692, the following fees and charges are hereby established, superseding Resolution 2009-04 , and directed to be computed by and imposed by the various City departments, and to be collected by the City Administrative Services Department for the herein listed services when provided by the City or its designated contractors.

Section 2. Separate Fee for Each Process. Each fee set forth in this resolution shall be separately imposed for each service or process described herein below to which the fee pertains; additional fees shall be required for each additional process or service that is requested or required. Where fees are indicated on a per unit of measurement basis, the fee is for each identified unit or portion thereof within the indicated ranges of such units.

A. Defining and Timing of Fee Schedule. Definitions regarding and the timing of the implementation of the hereinafter enumerated fees shall be as stipulated in Ordinance No. 692.

Section 3. Listing of Fees. The following fees shall be charged and collected for the following enumerated services and processes:

I. Community Development Services

1. Informal Pre-Application Conference

- a. Single family owner occupied property.....No charge
- b. Other\$ 315 deposit per application with actual costs charged including staff

costs at fully burdened hourly rates.

2. Conditional Use Permit Review

- a. Permits requiring an environmental impact review..... \$ 2,700 deposit per application with actual costs charged including staff costs at fully burdened hourly rates.
- b. Permits not requiring an environmental impact review.....\$ 1,400 deposit per application with actual costs charged including staff costs at fully burdened hourly rates.
- c. Minor Conditional Use Permit (i.e. childcare, live entertainment, outdoor dining, 2nd driveway in rural residential district,) and other minor uses as determined by the Director of Community Development\$ 1,000 deposit per application with actual costs charged including staff costs at fully burdened hourly rates.
- d. Determination of “Like” Use by Planning Commission\$ 400 deposit per application with actual costs charged including staff costs at fully burdened hourly rates.
- e. Modification to Previous Conditional Use Permit approval.....\$ 650 deposit per application with actual costs charged including staff costs at fully burdened hourly rates.

3. Limited Term Use Permit w/ Admin Hearing\$ 630 deposit per application with actual costs charged including staff costs at fully burdened hourly rates.

Limited Term Use Permit w/ Planning\$ 1,215 deposit per application with Planning Commission

Hearing actual costs charged including staff costs at fully burdened hourly rates.

- 4. Variance Application\$ 1,750 deposit per application with actual costs charged including staff costs at fully burdened hourly rates.

Minor Variance Application\$ 450 deposit per application with actual costs charged including staff costs at fully burdened hourly rates.
- 5. General Plan Amendment
 - a. Requested alone, or City-planned General Plan Amendment.....\$ 6,800 deposit per application with actual costs charged including staff costs at fully burdened hourly rates.
 - b. Combined with a second amendment request.....\$ 4,624 deposit per application with actual costs charged including staff costs at fully burdened hourly rates.
 - c. Combined with a third amendment request\$ 3,400 deposit per applications with actual costs charged including staff costs at fully burdened hourly rates.
- 6. Zoning Ordinance Amendment\$ 3,000 deposit per application with actual costs charged including staff costs at fully burdened hourly rates.
- 7. Hillside Development Permit.....\$ 1,365 deposit per application with actual costs charged including staff costs at fully burdened hourly rates.
- 8. Planned Unit Development.....\$5,000 deposit per application with actual costs charged including staff

- costs at fully burdened hourly rates.
9. Planned Unit Development Amendment\$ 3,700 deposit per application with actual costs charged including staff costs at fully burdened hourly rates.
 10. Tentative Minor Subdivision Map Review.....\$ 2,165 deposit per application with actual costs charged including staff costs at fully burdened hourly rates.
 11. Tentative Major Subdivision Map Review\$ 5,780 deposit per application with actual costs charged including staff costs at fully burdened hourly rates.
 12. Categorical Exemption\$ 210 per application.
 13. Negative Declaration\$ 2,000 deposit per application with actual costs charged including staff costs at fully burdened hourly rates.
 14. (Environmental) Fish & Game Fees
 - a. EIR.....\$ 2,500
 - b. Negative Declaration\$ 1,800
 - c. Categorically ExemptNo fee
 - d. DeMinimus Finding.....No fee

If Fish and Game did not participate in the review process, the applicant may request a waiver of fees in writing from State Fish and Game.

15. Environmental Impact Report\$ 20,000 deposit per application with actual costs charged including staff costs at fully burdened hourly rates.
16. Mitigation Measures and Monitoring
 - a. Identification of Mitigation Measures\$ 3,825* deposit per application with actual costs charged including staff costs at fully burdened hourly rates.

*with the potential for additional fees based on the extent of the mitigation and monitoring identified in the Negative Declaration or Environmental Impact Report.

- 17. Notice of Exemption.....\$ 50 (per County cost).

- 18. Design Review (Pre- and Final)
 - a. Commercial and Industrial.....\$.04 per square foot or a deposit of \$ 1,900 for actual costs charged including staff costs at fully burdened hourly rates.

 - b. Single Family Residential.....\$ 500 deposit per application with actual costs charged including staff costs at fully burdened hourly rates.

 - c. Multiple Family Residential\$ 500 deposit per application with actual costs charged including staff costs at fully burdened hourly rates.

 - d. Subdivisions.....\$ 500 deposit per application plus \$ 100 deposit for each of the first five lots and \$ 75 deposit per lot thereafter, with actual costs charged including staff costs at fully burdened hourly rates.

- 19. Planning Review.....Charged as actual costs including staff costs at fully burdened hourly rates at time of building permit issuance.

- 20. Modification to Design Review
 - a. Single Family Residential\$ 295 deposit per application with actual costs charged including staff costs at fully burdened hourly rates.

 - b. Multiple Family Projects\$ 150 deposit per application

with actual costs charged including staff costs at fully burdened hourly rates.

- c. Commercial and Industrial.....\$ 550 deposit per application with actual costs charged including staff costs at fully burdened hourly rates.

- 21. Grading Plan Check.....\$ 640 deposit per application with actual costs charged including staff costs at fully burdened hourly rates.

- 22. Grading Inspection.....\$ 255 per application.

- 23. Final Minor Subdivision Improvement Plan Review.\$ 1,745 deposit per application with actual costs charged including staff costs at fully burdened hourly rates.

- 24. Final Major Subdivision Improvement Plan Review\$ 5,205 deposit per application with actual costs charged including staff costs at fully burdened hourly rates.

- 25. Public Improvement Inspection.....\$ 9,710 deposit per application with actual costs charged including staff costs at fully burdened hourly rates.

- 26. Building Plan Check.....Based on current Building Code Ordinance / Resolution fee schedule.

- 27. Building Inspection.....Based on current Building Code Ordinance / Resolution fee schedule.

- 28. Plan Revision Checking.....\$ 100 per application.

- 29. Engineering Plan Check.....\$ 300 deposit with actual costs charged including staff costs at fully burdened hourly rates.

- 30. Sustainable Building Review.....\$ 300 deposit with actual costs charged including staff costs at fully burdened hourly rates.
- 31. Time Extension Review.....\$ 695 per application.
- 32. Lot Line Adjustment Review.....\$ 1,225 deposit per application with actual costs charged including staff costs at fully burdened hourly rates.
- 33. Certificate of Compliance.....\$ 670 deposit per application with actual costs charged including staff costs at fully burdened hourly rates.
- 34. Minor Non-Construction Encroachment Permit.....\$ 250 per application. Fee may be waived by City Engineer per Municipal Code Section 11.01.170 F
- 35. Minor Construction Encroachment Permit.....\$ 770 per application. Fee may be waived by City Engineer per Municipal Code Section 11.01.170 F
- 36. Major Encroachment Permit.....\$ 1,595 deposit per application with actual costs charged including staff costs at fully burdened hourly rates.
- 37. Street or Right-of-Way Vacation Processing.....\$ 1,455 deposit per application with actual costs charged including staff costs at fully burdened hourly rates.
- 38. City Council Appeal Processing.....\$ 300 per application.
- 39. Zoning Clearance or Research Letter
 - a. Verbal response.....No charge.
 - b. Written confirmation.....\$ 80 per application.

- 40. Flood Plain Review.....\$ 845 deposit per application with actual costs charged including staff costs at fully burdened hourly rates.
- 41. Growth Management Review
 - a. 1-4 residential units.....\$ 175 per unit.
 - b. 5 or more residential units\$ 1,200 per application.
- 42. Sign Permit
 - a. Permit requiring only a counter approval.\$ 220 per permit.
 - b. Permit requiring a Design Review Committee approval.....\$ 465 deposit per permit application with actual costs charged including staff costs at fully burdened hourly rates.
- 43. Archaeological Inventory...\$ 140 per application.
- 44. Tree Removal Inspection
 - a. Standard removal\$ 25 for the first five trees, \$10 per additional tree thereafter.
 - b. Inspection requiring arborist.....\$ 150 deposit per application with actual costs charged for the arborist.
- 45. Tree replacement in-lieu mitigation fee pursuant to Section 17.54.050C of Land Use Code.....As determined by a Certified Arborist approved by City of Cotati.
- 46. Tree removal without permit penalty.....Twice the standard removal fee plus twice the replacement value.
- 47. Engineering Standards\$ 220 per application.
- 48. Blueprint/Map Reproduction\$ 54 per application plus actual reproduction costs.
- 49. Medical Marijuana Dispensary Review.....\$ 4,500 deposit with actual costs charged including staff costs at fully burdened hourly rates.

50. California Building Standards Commission

SB1473 fee.....Based on permit valuation as required by law.

\$1-25,000	\$1
\$25,001- 50,000	\$2
\$50,001-75,000	\$3
\$75,001- 100,000	\$4
Every \$25,000 or fraction thereof above \$100,000	Add \$1

51. Special Deposits for Large and/or Unusual

Development ProposalsAs a substitute for the fees included in this fee schedule, the City Manager is authorized to enter into Cost Recovery Agreements with applicants submitting large and/or unusual proposals which may require considerably more staff time or consultant costs. The basis for the cost recovery shall be 100% recovery of the City’s actual costs for responding to the proposal, including the City’s overhead cost factor.

52. Refund of Fees.....

A refund of fees/deposits may be requested in writing upon project cancellation, completion, or withdrawal. Staff time expended on the project and the City’s overhead cost factor will be deducted from the collected amount prior to refund.

II. Public Safety Services

53. Zoning Abatement/Code Enforcement

- a. First two notices of noncomplianceNo charge.
- b. After first two notices of noncomplianceActual costs including staff costs at fully burdened hourly rates.

54. Parking EnforcementMaximum allowed by courts.

- 55. Noise Disturbance Response
 - a. First responseNo charge
 - b. Second response.....\$ 68
 - c. Third response\$ 136
 - d. Fourth response and thereafter.....\$ 204 per response

- 56. Police False Alarm Response
 - a. First through fourth response per year No charge
 - b. Fifth and sixth response per year\$ 68 per response
 - c. Seventh and eighth response per year\$ 102 per response
 - d. Ninth response and thereafter\$ 136 per response

- 57. Police Special ServicesActual costs including staff costs at fully burdened hourly rates.

- 58. Vehicle Accident Investigation Report.....\$.25 per page

- 59. Police Report Copy
 - a. Police Crime Report.....\$.25 per page

 - Report fee waived for a "Victim of Violent Crime" as defined on the State of California Victim Compensation Website.

 - b. Incident Report\$.25 per page

- 60. Private Alarm Permit
 - a. Residential alarm\$ 15 per application
 - b. Commercial or industrial alarm\$ 20 per application

- 61. Impound/Abandonment/Abatement Vehicle Release
 - a. Non-criminal based.....\$ 30 per incident
 - b. Criminal based\$100 per incident

- 62. Impounded Vehicle Storage Fee.....\$50 per day

- 63. Fingerprint Request
 - a. One card.....\$ 20 per request
 - b. Additional cards.....\$2.50 each
 - c. Applicable Department of Justice & FBI fees.....\$ varies
 - d. Livescan.....\$20

- 64. Concealed Weapon Permit.....\$100 (maximum allowed by

- Department of Justice) plus fingerprinting fees and Department of Justice fees.
- a. Renewal\$25 plus applicable Department of Justice & FBI fees.
 - b. Amendments to Permit\$10 plus applicable Department of Justice & FBI fees.
65. Annual Taxi Permit
- a. Initial owner or driver\$ 170 per permit plus any fees required by the Department of Justice and \$500 deposit for vehicle insurance review with actual hours charged for the City Attorney.
 - b. Annual owner or driver renewal\$25 per permit plus any fees required by the Department of Justice.
66. Statutory Offender Registration.....No charge (maximum allowed by State law).
67. Records Check/Clearance Letter\$ 25.00 per records check or clearance letter.
68. Police Crime Verification Letter.....\$ 7.50 per request.
69. Police Photo Reproduction
- a. Non Digital\$20 per request plus actual reproduction costs.
 - b. Digital to CD\$15 per disk
70. Video/Audio Tape Reproduction
- a. Dispatch Recording.....\$45 per CD plus cost of CD if not supplied.
 - b. Mobile Audio Video Reproduction\$45 per request, all formats.
71. Mandated Firearm Storage
- a. Intake, recordation and return/disposal of first five firearms\$ 90 per request

- b. Intake, recordation and return/disposal of additional firearms\$5 per firearm
- c. Storage\$5 per month
- 72. Vehicle Equipment Correction Inspection
Citation not issued by Cotati Police Dept.....\$ 20 per citation
- 73. VIN Verification.....\$ 20 per verification
- 74. Bicycle Registration.....No charge
- 75. Animal Control Registration
 - a. Spayed/neutered dog.....\$15 per animal
 - b. Unspayed/un-neutered dog\$30 per animal
 - c. Unlicensed dog\$35 per animal
- 76. Animal Control Recovery\$25 per animal 1st incident
\$50 per animal 2nd incident
\$100 per animal 3rd incident
- 77. Animal Trap Rental\$50 security deposit for trap
- 78. Vehicle Report of Repossession\$15 per Government Code 26751
- 79. Subpoena Witness - Police\$150 per Government Code 68097.2

III. Utility and Maintenance Services

- 80. Utility Service Sign Up.....\$35 per sign up
- 81. Water Service.....per Ordinance
- 82. Water Meter Installation\$ 150 per installation
- 83. Temporary Meter Rental Service.....\$ 35 per meter per rental plus a deposit of \$1,000 per meter with actual water usage charged at 1.5 times the residential water usage rate.

- 84. Water Delinquent Turn Off/On.....\$25 late payment penalty
- 85. Wastewater Service.....per Ordinance
- 86. Detour Permit.....\$55 per permit
- 87. Damage to City Property Repair.....Actual costs including staff costs at fully burdened hourly rates.
- 88. Temporary Street Closure Permit
 - a. Major street.....\$250 per event plus actual cost of equipment rental.
 - b. Residential or minor street.....\$40 per event plus actual cost of equipment rental.

IV. Finance, Administrative, and Recreation Services

- 89. Delinquent Business License
 - a. First delinquency letter sent February 125% of amount of business license for late payment penalty (in addition to business license).
 - b. Second delinquency letter sent March 150% of amount of business license for late payment penalty (in addition to business license).
 - c. Third delinquency letter sent April 175% of amount of business license for late payment penalty (in addition to business license).
 - d. Fourth delinquency letter sent May 1100% of amount of business license for late payment penalty (in addition to business license).
- 90. Returned Check Processing\$25
- 91. Park Rentals

Individual and Group Events

Park Use Permit fees assessed to groups or individuals for the use of a portion of a park or park amenity for private parties, receptions and nonprofit organizations not charging an admission fee to the general public.

La Plaza Park

ATTENDANCE	COTATI PERMIT FEE	NON-COTATI PERMIT FEE
Up to 250	\$200	\$300
251 +	\$600	\$800

Other Parks

ATTENDANCE	COTATI PERMIT FEE	NON-COTATI PERMIT FEE
Up to 250	\$150	\$350
251 +	\$500	\$700

Non-Profit Events with Admission Fees

Events held by non-profit groups, where admission or other fees are charged to the public, shall be assessed a Park Use Permit fee and refundable deposit based on event attendance. A Letter of Determinations from the Internal Revenue Service indicating a non-profit status is required.

La Plaza Park

ATTENDANCE	COTATI PERMIT FEE	NON-COTATI PERMIT FEE
Up to 250	\$600	\$1000
251 +	\$1200	\$1500

Other Parks

ATTENDANCE	COTATI PERMIT FEE	NON-COTATI PERMIT FEE
Up to 250	\$300	\$600
251 +	\$700	\$900

Non-Profit Youth Sports Organizations

Non-Profit groups that provide youth sports activities (through

high school age) shall be assessed a Park Use Permit fee per field, on a monthly basis. A Park Use Application for each field, court and/or park use shall be required. Each special event, such as “Opening Day,” “Tournaments,” etc. will require a separate Park Use Application.

COTATI PERMIT FEE	NON-COTATI PERMIT FEE
\$25	\$50

Adult Athletics

Adult sport activities (18 years and older) shall be assessed a per day Park Use Permit fee based on the number in attendance, and a refundable deposit.

ATTENDANCE	COTATI PERMIT FEE	NON-COTATI PERMIT FEE
25 – 250	\$50	\$75
251+	\$150	\$200

SECURITY DEPOSIT

A refundable security deposit is required at time of application.

Clean-up charges may be deducted from this deposit.

Please allow up to **4 weeks** after your event for the return of your deposit.

COTATI DEPOSIT	NON-COTATI DEPOSIT
\$250	\$350

KEY DEPOSIT

Your key deposit of **\$25** may be forfeited if you fail to return your key in a timely manner (within 24 hours of park use). Keys may be picked up and returned to the Police Facility, 203 West Sierra Avenue, Cotati

CANCELLATION FEE

If cancellation is necessary, the City must be notified immediately. If a reservation is cancelled more than 30 days prior to event, the entire deposit will be refunded. If reservation is cancelled less than 30 days prior to the event, a **\$25.00** non-refundable cancellation fee will be withheld from the deposit.

92. Community Center Buildings

Fees:

Category	Cotati Room	Classrooms	Police Community Room
A	\$100 Mon.-Thur./ \$200 Fri.-Sun.	\$15	\$25
B	\$300 Mon.-Thur./ \$400 Fri.-Sun.	\$25	\$50
C	\$500 Mon.-Thur./ \$700 Fri.-Sun.	\$50	\$100
D	\$600 Mon.-Thur./ \$800 Fri.-Sun.	\$100	\$200

Deposits:

Category	Cotati Room	Classrooms	Police Community Room
A	\$400	\$25	\$50
B	\$400	\$25	\$50
C	\$600	\$50	\$50
D	\$600	\$50	\$50

For Category definition refer to the Cotati Facility Use Policy.

93. Records Research Service

- a. Existing record.....\$0.25 per photocopy
- b. Record to be created\$0.25 per copy plus \$100 deposit with actual staff hours charged at fully burdened hourly rates.

94. Document Retrieval and Reproduction

- a. Existing record.....\$0.25 per photocopy
- b. Record to be created\$0.25 per copy plus \$100 deposit with actual staff hours charged at fully burdened hourly rates.

95. Tape/Transcript Service.....Actual reproduction costs.

96. Document Certification.....\$12 per document.

97. Subpoena Witness.....\$15

Section 4. Incorporate Findings. The findings set forth above are hereby incorporated into this resolution by this reference.

Section 5. Application. This Resolution may be applied by the several City department heads in consultation with the City Manager and consistent with Ordinance No. 692 and, should there be a conflict between two fees which ostensibly cover the same service, then the lower in dollar amount of the two shall be applied.

Section 6. Review. It is the intention of the City Council to review the fees and charges as determined and set out herein based on the City's next Annual Budget and all the City's costs reasonably borne as established at that time and, as and if warranted, to revise such fees and charges based thereon.

Section 7. Repealer. All resolutions of the City Council in conflict with the contents of this Resolution are hereby repealed.

Section 8. Severability. If any section, subsection, sentence, clause, phrase or portion of this resolution is for any reason held invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of this resolution. Should any of the fees set forth herein be adjudged to be invalid, or unconstitutional by a body of competent jurisdiction, the remaining fees shall be and continue to be in full force and effect, except for those fees that have been adjudged invalid or unconstitutional.

The City Council hereby declares that it would have passed this resolution and each section, subsection, phrase or clause thereof irrespective of the fact that any one or more sections, subsections, phrases, or clauses be declared unconstitutional on their face or as applied.

Section 9. Effective Date. This resolution shall become effective immediately. The fees and charges herein shall become effective 60 days after adoption.

IT IS HEREBY CERTIFIED that the foregoing Resolution was duly and introduced by the City Council of the City of Cotati at a regular meeting held on the 12th of October, 2011, by the following vote, to wit:

DELL'OSSO _____
GILARDI _____
HARVEY _____
LANDMAN _____
ORCHARD _____

Approved: _____
Janet Orchard, Mayor

Attest: _____
Tamara Taylor, Deputy City Clerk

Approved as to form:

Richard 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 August 12, 2011 – September 28, 2011

Date: October 12, 2011

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 August 12, 2011 – September 28, 2011:

September 15, 2011	\$ 421,448.67
September 15, 2011	157.14
September 15, 2011	290.19
September 28, 2011	<u>85,185.44</u>
	\$ 507,081.44

Environmental Issues

None.

Attachments:

1. Check Registers - 3 dated 09/15/11, 1 dated 09/28/11

PACKET: 00549 Regular Payments

VENDOR SET: 01

BANK : AP AP - CASH CLEARING (POOL)

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#
1	MESSORIA, ALICIA I-000201107140334	US REFUND	R	9/15/2011		57.78CR	061037
AFL01	AFLAC I-110445 I-217823 I-651570	P6156 EMP PREMIUMS - SEPT 2011 P6156 EMP PREMIUMS - JUL 2011 P6156 EMP PREMIUMS - AUG 2011	R R R	9/15/2011 9/15/2011 9/15/2011		779.12CR 779.12CR 779.12CR	061038 061038 061038
ALS01	ALSCO, INC. I-090611 I-090611A	#042578 - CITY HALL/PD - AUG #042579 - CORP YARD AUG	R R	9/15/2011 9/15/2011		182.50CR 110.70CR	061039 061039
AME04	AMERICAN MESSAGING I-M7261760LI	SEPT 2011	R	9/15/2011		8.58CR	061040
AME08	AMERICAN MEDICAL RESPONSE I-148881	BLOOD DRAWS (3) - AUG 2011	R	9/15/2011		300.00CR	061041
ATT10	AT&T I-2604177 I-2604191	7077938562695 7/22 - 8/21/11 C607393086777 7/22 - 8/21/11	R R	9/15/2011 9/15/2011		15.84CR 1,389.42CR	061042 061042
BLA04	BLAIRWORKS I-3215	WEBSITE HOSTING - AUG 2011	R	9/15/2011		30.00CR	061043
BLU01	BLUE CROSS OF CALIF. I-188205F I-190376F	1231HA - SEPT 2011 1231HA - OCT 2011	R R	9/15/2011 9/15/2011		31,186.72CR 29,603.95CR	061044 061044
BOY03	BOY SCOUTS OF AMERICA I-091311	TROP 431 RFD RM RENTAL DEPOSIT 9/12/11	R	9/15/2011		302.96CR	061045
BRE01	BRELJE & RACE, INC. I-63113	WATER SAMPLES - JULY 2011	R	9/15/2011		763.90CR	061046
BWS01	B.W.S. DISTRIBUTORS, INC. I-97342493	PW SUPP - LITTER COLLECTORS	R	9/15/2011		56.31CR	061047
CAL12	CCMF I-091511	11/12 DUES	R	9/15/2011		400.00CR	061048
CAL18	CALIFORNIA BUILDING STANDARDS COMMISSION I-090711	SB1473 FUNDS COLL JAN-MAR 2011	R	9/15/2011		44.00CR	061049

PACKET: 00549 Regular Payments

VENDOR SET: 01

BANK : AP AP - CASH CLEARING (POOL)

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#
CAL21	CALIFORNIA REDEVELOPMENT ASSOCIATION I-4739A	LEGAL DEFENSE FUND ASSESSMENT	R	9/15/2011		200.00CR	061050
CIT01	CITY CLERKS ASSOC. OF CALIFORNIA I-091511	11/12 DUES	R	9/15/2011		80.00CR	061051
CIT09	CITY OF SANTA ROSA I-202034	SUBREG WSTWTR SYSTEM - SEPT	R	9/15/2011		133,058.33CR	061052
CIT11	CITY OF COTATI I-090111	05-0120-00 6/21 - 8/17/11	R	9/15/2011		28.50CR	061053
	I-090111A	06-0720-00 6/21 - 8/17/11	R	9/15/2011		95.17CR	061053
	I-090111B	07-3170-00 6/21 - 8/17/11	R	9/15/2011		28.50CR	061053
	I-090111C	07-4380-00 6/21 - 8/17/11	R	9/15/2011		28.50CR	061053
	I-090111D	07-4540-00 6/21 - 8/17/11	R	9/15/2011		28.50CR	061053
	I-090111E	08-2900-00 6/21 - 8/17/11	R	9/15/2011		553.45CR	061053
	I-090111F	08-3340-00 6/21 - 8/17/11	R	9/15/2011		252.49CR	061053
	I-090111G	09-0010-00 6/21 - 8/17/11	R	9/15/2011		47.59CR	061053
	I-090111H	09-1650-00 6/21 - 8/17/11	R	9/15/2011		47.59CR	061053
	I-090111I	09-2840-00 6/21 - 8/17/11	R	9/15/2011		47.59CR	061053
COM05	COMCAST I-081911	8155 30 041 0044085 8/24-9/23	R	9/15/2011		45.36CR	061054
COM21	COMMERCIAL MAINTENANCE CHEMICAL CORP I-55723	LIFT STATION DEGREASER	R	9/15/2011		578.12CR	061055
CON06	CONSERVATION CORPS NORTH BAY I-082411	RFD RM RENTAL FEE/DEPOSIT	R	9/15/2011		515.00CR	061056
COT02	COTATI OAKS TRUE VALUE HARDWARE I-082511	725-10018 PW SUPPLIES	R	9/15/2011		73.04CR	061057
CUL01	CULLIGAN I-081911	#98186 WELL 2 HI-CAP RENTAL	R	9/15/2011		39.25CR	061058
DEP02	DEPT. OF CONSERVATION I-090711	SEISMIC FEE REPT JAN-MAR 2011	R	9/15/2011		47.20CR	061059
DEP10	DEPARTMENT OF JUSTICE I-867039	FINGERPRINT APPS - AUG 2011	R	9/15/2011		32.00CR	061060

PACKET: 00549 Regular Payments

VENDOR SET: 01

BANK : AP AP - CASH CLEARING (POOL)

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#
DEV03	DEVOTO PLUMBING, INC.						
	I-9835	RETRO - 24 PINE TREE CIR	R	9/15/2011		818.00CR	061061
	I-9862	SURVEY - 24 PINE TREE CIR	R	9/15/2011		120.00CR	061061
	I-9873	RETRO - 113 AGUIRRE WAY	R	9/15/2011		818.00CR	061061
DRA03	DRAF TECH						
	I-376734	RANCHO COTATI SUBDIVISION	R	9/15/2011		38.11CR	061062
	I-383574	PARCEL MAP - INTERMODAL FAC	R	9/15/2011		1.57CR	061062
	I-384673	PARCEL MAP - INTERMODAL FAC	R	9/15/2011		3.56CR	061062
	I-387082	COPIES - MAPS	R	9/15/2011		17.36CR	061062
	I-388024	COPIES - MAPS	R	9/15/2011		13.89CR	061062
	I-388066	ORH STREET IMPROVEMENTS	R	9/15/2011		26.04CR	061062
EWI01	EWING, SAN RAFAEL						
	I-3778852	FALLETTI PARK IRR CONTROLLER	R	9/15/2011		6,979.91CR	061063
	I-3832003	FALLETTI PARK IRR CONTROLLER	R	9/15/2011		760.40CR	061063
FIS01	FISHMAN SUPPLY CO.						
	I-849686	JANITORIAL SUPPLIES - LA PLAZA	R	9/15/2011		55.88CR	061064
FLE01	FLEET SERVICES						
	I-27056091	#0201-00-105456-8 - AUG 2011	R	9/15/2011		3,815.93CR	061065
GRA01	GRAINGER, INC.						
	I-9615419406	PW SUPPLIES - STREET LIGHTS	R	9/15/2011		513.11CR	061066
HAN01	HANSEL AUTO GROUP						
	I-89266	#14 - REPLACE INTAKE MANIFOLD	R	9/15/2011		1,468.77CR	061067
HOR02	HORIZON/AUTOMATIC RAIN						
	I-1S028044	PW SUPPLIES	R	9/15/2011		74.83CR	061068
HOU02	HOUSING LAND TRUST OF SONOMA COUNTY						
	I-1583-13	RYAN LN WORKFORCE HOUSING	R	9/15/2011		3,447.15CR	061069
HSB01	HSBC BUSINESS SOLUTIONS						
	I-68174	CC MTG/RECEPTION SUPPLIES	R	9/15/2011		151.01CR	061070
IKO01	IKON OFFICE SOLUTIONS						
	I-85483305	COPIER RENT 9/30 - 10/29/11	R	9/15/2011		1,201.56CR	061071
INF01	INFOSTOR, INC.						
	I-117152	RECORD STORAGE - SEPT 2011	R	9/15/2011		345.00CR	061072

PACKET: 00549 Regular Payments

VENDOR SET: 01

BANK : AP AP - CASH CLEARING (POOL)

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#
INF02	INFOSEND, INC. I-52814	STATEMENT PRINTING - AUG 2011	R	9/15/2011		402.40CR	061073
INT05	INTERNATIONAL CODE COUNCIL, INC. I-44775	CODE BOOKS	R	9/15/2011		1,194.70CR	061074
INT14	INTERACTIVE COMPUTER DESIGNS INC. I-28138	REPORT WRITER 9/1/11-8/31/12	R	9/15/2011		722.40CR	061075
INT19	INTEGRITY CONSTRUCTION MAINTENANCE, INC. I-76768	JANITORIAL SVC - SEPT 2011	R	9/15/2011		1,325.00CR	061076
KAI01	KAISER FOUNDATION HEALTH PLAN, INC. I-091211	15832-0000 - OCTOBER 2011	R	9/15/2011		15,020.00CR	061077
KEL02	KELLY-MOORE I-90700000234003	PW SUPPLIES - STREET PAINT	R	9/15/2011		71.98CR	061078
	I-90700000234251	PW SUPPLIES - CURB PAINT	R	9/15/2011		105.20CR	061078
LAM03	HEIDI LAMOREAUX I-090611	RFD RM RENTAL DEPOSIT 8/27/11	R	9/15/2011		502.96CR	061079
MAR04	MARKELL INC. I-159190	UNIFORM SUPPLIES - LT FRENCH	R	9/15/2011		208.82CR	061080
MCL01	MCLEA'S TIRE & AUTOMOTIVE I-6039861	#16 - VEHICLE REPAIR	R	9/15/2011		67.50CR	061081
	I-6039971	#14 - VEHICLE REPAIRS	R	9/15/2011		174.12CR	061081
	I-6040159	#22 - TIRE INSTALL (2)	R	9/15/2011		58.17CR	061081
MCP01	MCPHAIL FUEL COMPANY I-3571	PW SUPPLIES - ROAD OIL	R	9/15/2011		488.25CR	061082
MYE01	MYERS-STEVENSON & TOOHEY CO I-961107	PD DISABILITY - OCT 2011	R	9/15/2011		292.50CR	061083
NEW05	NEWMAN DEVELOPMENT GROUP, LLC I-091511	REFUND OF DEP ACCT #9940	R	9/15/2011		87,773.35CR	061084
OAK03	OAKLAND PACKAGING & SUPPLY I-623467	MINI PARK SHEET MULCHING	R	9/15/2011		57.29CR	061085

PACKET: 00549 Regular Payments

VENDOR SET: 01

BANK : AP AP - CASH CLEARING (POOL)

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#
OFF09	OFFICE DEPOT						
	I-574672388001	OFFICE DEPOT	R	9/15/2011		59.05CR	061086
	I-574672629001	OFFICE SUPPLIES - ADMIN SVCS	R	9/15/2011		66.13CR	061086
	I-576515545001	OFFICE SUPPLIES-ADM SVCS/CD/PD	R	9/15/2011		44.92CR	061086
	I-576515795001	OFFICE SUPPLIES-COMM DEV	R	9/15/2011		13.04CR	061086
PAC07	PACIFIC HEATING & AIR CONDITIONING						
	I-7301	HVAC SVC - PD	R	9/15/2011		100.00CR	061087
	I-7312	HVAC SVC - CORP YARD	R	9/15/2011		100.00CR	061087
PAC08	PACE SUPPLY						
	I-011280092	PW SUPPLIES	R	9/15/2011		87.15CR	061088
	I-011285771	PW SUPPLIES	R	9/15/2011		442.68CR	061088
	I-011301250	PW SUPPLIES	R	9/15/2011		185.54CR	061088
PGE01	PG&E						
	I-083111	6345507202-3 7/21 - 8/25/11	R	9/15/2011		14,705.05CR	061089
PRE06	PRECISION WIRELESS SERVICE						
	I-22703	#16 / #19 - RADIO SVC	R	9/15/2011		256.80CR	061090
RAM07	GUADALUPE RAMIREZ						
	I-091311	RFD RM RENTAL/DEP - CANCELLED	R	9/15/2011		1,400.00CR	061091
RED05	REDWOOD COAST PETROLEUM						
	I-195857	PW SUPPLIES - WELLS	R	9/15/2011		127.31CR	061092
REM01	R.E.M.I.F						
	I-091511	LTD/LIFE/DENTAL/VISION/EAP	R	9/15/2011		5,125.76CR	061093
ROY02	ROYAL COACH CAR WASH						
	I-090511	PD CARWASH - AUGUST 2011	R	9/15/2011		59.50CR	061094
SAN20	SANTA ROSA UNIFORM AND CAREER APPAREL						
	I-5960	PANTS-PEREZ - ASSIST#112060026	R	9/15/2011		119.30CR	061095
SEA03	SEABROOK & ASSOCIATES, INC.						
	I-10749	BLDG INSPECTIONS - 8/17/11	R	9/15/2011		170.00CR	061096
SON08	SONOMA COUNTY WATER AGENCY						
	I-12048	AQUEDUCT USAGE 7/26 - 8/30/11	R	9/15/2011		50,278.04CR	061097

PACKET: 00549 Regular Payments

VENDOR SET: 01

BANK : AP AP - CASH CLEARING (POOL)

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#
SUM01	SUMMIT ENGINEERING INC. I-18148	ADA CONST DOCS 7/30 - 8/26/11	R	9/15/2011		6,400.00CR	061098
THE01	THE 24 HOUR HEALTH CLUB I-082911	HEALTH CLUB DUES - AUG 2011	R	9/15/2011		160.00CR	061099
TRU01	TRUGREEN LANDCARE I-7137290	LANDSCAPE SVCS - SEPT 2011	R	9/15/2011		3,900.00CR	061100
USB01	U.S. BANK CORPORATE PAYMENT SYSTEM I-082211	4246 0445 5564 9833 - AUG 2011	R	9/15/2011		2,832.31CR	061101
VER02	VERIZON WIRELESS I-1006289678	270579820-00001 7/22 - 8/21/11	R	9/15/2011		573.35CR	061102
WHI04	WHITLOCK & WEINBERGER INC I-12846	SPEED SURVEY 7/23 - 8/19/11	R	9/15/2011		750.00CR	061103
YOU03	YOUR COMPUTER HEROES, LLC I-2010219	NETWORK SUPPORT 8/1-8/17/11	R	9/15/2011		1,235.00CR	061104
	I-2010219A	MONITOR / WALLMOUNT - PD	R	9/15/2011		245.57CR	061104
	I-2010226	NETWORK SVCS 8/24-8/30/11	R	9/15/2011		261.25CR	061104

* * T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	68	0.00	421,448.67	421,448.67
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:	68	0.00	421,448.67	421,448.67

TOTAL ERRORS: 0

TOTAL WARNINGS: 0

PACKET: 00549 Regular Payments

VENDOR SET: 01

BANK : AP AP - CASH CLEARING (POOL)

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#
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** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
001	9/2011	88,527.09CR
003	9/2011	6,400.00CR
008	9/2011	20.67CR
012	9/2011	71,340.19CR
013	9/2011	1.44CR
018	9/2011	145,094.18CR
019	9/2011	10.06CR
034	9/2011	36.38CR
035	9/2011	15,392.65CR
036	9/2011	5.13CR
037	9/2011	5,390.59CR
070	9/2011	87,773.35CR
201	9/2011	1,389.44CR
202	9/2011	67.50CR
=====		
ALL		421,448.67CR

PACKET: 00543 US - Refund
 VENDOR SET: 01 City of Cotati
 BANK: AP AP - CASH CLEARING (POOL)

VENDOR	I.D.	NAME	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#
1	I-000201108310340	PUMPHREY, GARRETT PUMPHREY, GARRETT	R	9/15/2011		26.54	061028
1	I-000201108310341	PUKANIC, LEN PUKANIC, LEN	R	9/15/2011		31.07	061029
1	I-000201108310342	BITTNER, RONDA BITTNER, RONDA	R	9/15/2011		84.53	061030
1	I-000201108310343	COLEMAN, KELLY COLEMAN, KELLY	R	9/15/2011		15.00	061031

* * B A N K T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	4	0.00	157.14	157.14
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
BANK TOTALS:	4	0.00	157.14	157.14

PACKET: 00543 US - Refund
VENDOR SET: 01 City of Cotati
BANK: ALL

** REGISTER GRAND TOTALS *

* * T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	4	0.00	157.14	157.14
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:	4	0.00	157.14	157.14

** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
012	9/2011	157.14CR
=====		
ALL		157.14CR

TOTAL ERRORS: 0

TOTAL WARNINGS: 0

PACKET: 00544 US - Refund
 VENDOR SET: 01 City of Cotati
 BANK: AP AP - CASH CLEARING (POOL)

VENDOR	I.D.	NAME	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#
1	I-000201108310344	SHELTON, ERNIE SHELTON, ERNIE	R	9/15/2011		48.63	061032
1	I-000201108310345	QUIJAS, ALYSIA QUIJAS, ALYSIA	R	9/15/2011		84.03	061033
1	I-000201108310346	KOUPAL, DEREK KOUPAL, DEREK	R	9/15/2011		65.73	061034
1	I-000201108310347	URQUHART, LINDSEY URQUHART, LINDSEY	R	9/15/2011		87.12	061035
1	I-000201108310348	STRECKFUS, MATT STRECKFUS, MATT	R	9/15/2011		4.68	061036

* * B A N K T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	5	0.00	290.19	290.19
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
BANK TOTALS:	5	0.00	290.19	290.19

PACKET: 00544 US - Refund
VENDOR SET: 01 City of Cotati
BANK: ALL

** REGISTER GRAND TOTALS *

* * T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	5	0.00	290.19	290.19
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:	5	0.00	290.19	290.19

** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
012	9/2011	290.19CR
=====		
ALL		290.19CR

TOTAL ERRORS: 0

TOTAL WARNINGS: 0

PACKET: 00549 Regular Payments

VENDOR SET: 01

BANK : AP AP - CASH CLEARING (POOL)

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#
1	MESSORIA, ALICIA I-000201107140334	US REFUND	R	9/15/2011		57.78CR	061037
AFL01	AFLAC I-110445 I-217823 I-651570	P6156 EMP PREMIUMS - SEPT 2011 P6156 EMP PREMIUMS - JUL 2011 P6156 EMP PREMIUMS - AUG 2011	R R R	9/15/2011 9/15/2011 9/15/2011		779.12CR 779.12CR 779.12CR	061038 061038 061038
ALS01	ALSCO, INC. I-090611 I-090611A	#042578 - CITY HALL/PD - AUG #042579 - CORP YARD AUG	R R	9/15/2011 9/15/2011		182.50CR 110.70CR	061039 061039
AME04	AMERICAN MESSAGING I-M7261760LI	SEPT 2011	R	9/15/2011		8.58CR	061040
AME08	AMERICAN MEDICAL RESPONSE I-148881	BLOOD DRAWS (3) - AUG 2011	R	9/15/2011		300.00CR	061041
ATT10	AT&T I-2604177 I-2604191	7077938562695 7/22 - 8/21/11 C607393086777 7/22 - 8/21/11	R R	9/15/2011 9/15/2011		15.84CR 1,389.42CR	061042 061042
BLA04	BLAIRWORKS I-3215	WEBSITE HOSTING - AUG 2011	R	9/15/2011		30.00CR	061043
BLU01	BLUE CROSS OF CALIF. I-188205F I-190376F	1231HA - SEPT 2011 1231HA - OCT 2011	R R	9/15/2011 9/15/2011		31,186.72CR 29,603.95CR	061044 061044
BOY03	BOY SCOUTS OF AMERICA I-091311	TROP 431 RFD RM RENTAL DEPOSIT 9/12/11	R	9/15/2011		302.96CR	061045
BRE01	BRELJE & RACE, INC. I-63113	WATER SAMPLES - JULY 2011	R	9/15/2011		763.90CR	061046
BWS01	B.W.S. DISTRIBUTORS, INC. I-97342493	PW SUPP - LITTER COLLECTORS	R	9/15/2011		56.31CR	061047
CAL12	CCMF I-091511	11/12 DUES	R	9/15/2011		400.00CR	061048
CAL18	CALIFORNIA BUILDING STANDARDS COMMISSION I-090711	SB1473 FUNDS COLL JAN-MAR 2011	R	9/15/2011		44.00CR	061049

PACKET: 00549 Regular Payments

VENDOR SET: 01

BANK : AP AP - CASH CLEARING (POOL)

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#
CAL21	CALIFORNIA REDEVELOPMENT ASSOCIATION I-4739A	LEGAL DEFENSE FUND ASSESSMENT	R	9/15/2011		200.00CR	061050
CIT01	CITY CLERKS ASSOC. OF CALIFORNIA I-091511	11/12 DUES	R	9/15/2011		80.00CR	061051
CIT09	CITY OF SANTA ROSA I-202034	SUBREG WSTWTR SYSTEM - SEPT	R	9/15/2011		133,058.33CR	061052
CIT11	CITY OF COTATI I-090111	05-0120-00 6/21 - 8/17/11	R	9/15/2011		28.50CR	061053
	I-090111A	06-0720-00 6/21 - 8/17/11	R	9/15/2011		95.17CR	061053
	I-090111B	07-3170-00 6/21 - 8/17/11	R	9/15/2011		28.50CR	061053
	I-090111C	07-4380-00 6/21 - 8/17/11	R	9/15/2011		28.50CR	061053
	I-090111D	07-4540-00 6/21 - 8/17/11	R	9/15/2011		28.50CR	061053
	I-090111E	08-2900-00 6/21 - 8/17/11	R	9/15/2011		553.45CR	061053
	I-090111F	08-3340-00 6/21 - 8/17/11	R	9/15/2011		252.49CR	061053
	I-090111G	09-0010-00 6/21 - 8/17/11	R	9/15/2011		47.59CR	061053
	I-090111H	09-1650-00 6/21 - 8/17/11	R	9/15/2011		47.59CR	061053
	I-090111I	09-2840-00 6/21 - 8/17/11	R	9/15/2011		47.59CR	061053
COM05	COMCAST I-081911	8155 30 041 0044085 8/24-9/23	R	9/15/2011		45.36CR	061054
COM21	COMMERCIAL MAINTENANCE CHEMICAL CORP I-55723	LIFT STATION DEGREASER	R	9/15/2011		578.12CR	061055
CON06	CONSERVATION CORPS NORTH BAY I-082411	RFD RM RENTAL FEE/DEPOSIT	R	9/15/2011		515.00CR	061056
COT02	COTATI OAKS TRUE VALUE HARDWARE I-082511	725-10018 PW SUPPLIES	R	9/15/2011		73.04CR	061057
CUL01	CULLIGAN I-081911	#98186 WELL 2 HI-CAP RENTAL	R	9/15/2011		39.25CR	061058
DEP02	DEPT. OF CONSERVATION I-090711	SEISMIC FEE REPT JAN-MAR 2011	R	9/15/2011		47.20CR	061059
DEP10	DEPARTMENT OF JUSTICE I-867039	FINGERPRINT APPS - AUG 2011	R	9/15/2011		32.00CR	061060

PACKET: 00549 Regular Payments

VENDOR SET: 01

BANK : AP AP - CASH CLEARING (POOL)

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#
DEV03	DEVOTO PLUMBING, INC.						
	I-9835	RETRO - 24 PINE TREE CIR	R	9/15/2011		818.00CR	061061
	I-9862	SURVEY - 24 PINE TREE CIR	R	9/15/2011		120.00CR	061061
	I-9873	RETRO - 113 AGUIRRE WAY	R	9/15/2011		818.00CR	061061
DRA03	DRAF TECH						
	I-376734	RANCHO COTATI SUBDIVISION	R	9/15/2011		38.11CR	061062
	I-383574	PARCEL MAP - INTERMODAL FAC	R	9/15/2011		1.57CR	061062
	I-384673	PARCEL MAP - INTERMODAL FAC	R	9/15/2011		3.56CR	061062
	I-387082	COPIES - MAPS	R	9/15/2011		17.36CR	061062
	I-388024	COPIES - MAPS	R	9/15/2011		13.89CR	061062
	I-388066	ORH STREET IMPROVEMENTS	R	9/15/2011		26.04CR	061062
EWI01	EWING, SAN RAFAEL						
	I-3778852	FALLETTI PARK IRR CONTROLLER	R	9/15/2011		6,979.91CR	061063
	I-3832003	FALLETTI PARK IRR CONTROLLER	R	9/15/2011		760.40CR	061063
FIS01	FISHMAN SUPPLY CO.						
	I-849686	JANITORIAL SUPPLIES - LA PLAZA	R	9/15/2011		55.88CR	061064
FLE01	FLEET SERVICES						
	I-27056091	#0201-00-105456-8 - AUG 2011	R	9/15/2011		3,815.93CR	061065
GRA01	GRAINGER, INC.						
	I-9615419406	PW SUPPLIES - STREET LIGHTS	R	9/15/2011		513.11CR	061066
HAN01	HANSEL AUTO GROUP						
	I-89266	#14 - REPLACE INTAKE MANIFOLD	R	9/15/2011		1,468.77CR	061067
HOR02	HORIZON/AUTOMATIC RAIN						
	I-1S028044	PW SUPPLIES	R	9/15/2011		74.83CR	061068
HOU02	HOUSING LAND TRUST OF SONOMA COUNTY						
	I-1583-13	RYAN LN WORKFORCE HOUSING	R	9/15/2011		3,447.15CR	061069
HSB01	HSBC BUSINESS SOLUTIONS						
	I-68174	CC MTG/RECEPTION SUPPLIES	R	9/15/2011		151.01CR	061070
IKO01	IKON OFFICE SOLUTIONS						
	I-85483305	COPIER RENT 9/30 - 10/29/11	R	9/15/2011		1,201.56CR	061071
INF01	INFOSTOR, INC.						
	I-117152	RECORD STORAGE - SEPT 2011	R	9/15/2011		345.00CR	061072

PACKET: 00549 Regular Payments

VENDOR SET: 01

BANK : AP AP - CASH CLEARING (POOL)

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#
INF02	INFOSEND, INC. I-52814	STATEMENT PRINTING - AUG 2011	R	9/15/2011		402.40CR	061073
INT05	INTERNATIONAL CODE COUNCIL, INC. I-44775	CODE BOOKS	R	9/15/2011		1,194.70CR	061074
INT14	INTERACTIVE COMPUTER DESIGNS INC. I-28138	REPORT WRITER 9/1/11-8/31/12	R	9/15/2011		722.40CR	061075
INT19	INTEGRITY CONSTRUCTION MAINTENANCE, INC. I-76768	JANITORIAL SVC - SEPT 2011	R	9/15/2011		1,325.00CR	061076
KAI01	KAISER FOUNDATION HEALTH PLAN, INC. I-091211	15832-0000 - OCTOBER 2011	R	9/15/2011		15,020.00CR	061077
KEL02	KELLY-MOORE I-90700000234003	PW SUPPLIES - STREET PAINT	R	9/15/2011		71.98CR	061078
	I-90700000234251	PW SUPPLIES - CURB PAINT	R	9/15/2011		105.20CR	061078
LAM03	HEIDI LAMOREAUX I-090611	RFD RM RENTAL DEPOSIT 8/27/11	R	9/15/2011		502.96CR	061079
MAR04	MARKELL INC. I-159190	UNIFORM SUPPLIES - LT FRENCH	R	9/15/2011		208.82CR	061080
MCL01	MCLEA'S TIRE & AUTOMOTIVE I-6039861	#16 - VEHICLE REPAIR	R	9/15/2011		67.50CR	061081
	I-6039971	#14 - VEHICLE REPAIRS	R	9/15/2011		174.12CR	061081
	I-6040159	#22 - TIRE INSTALL (2)	R	9/15/2011		58.17CR	061081
MCP01	MCPHAIL FUEL COMPANY I-3571	PW SUPPLIES - ROAD OIL	R	9/15/2011		488.25CR	061082
MYE01	MYERS-STEVENS & TOOHEY CO I-961107	PD DISABILITY - OCT 2011	R	9/15/2011		292.50CR	061083
NEW05	NEWMAN DEVELOPMENT GROUP, LLC I-091511	REFUND OF DEP ACCT #9940	R	9/15/2011		87,773.35CR	061084
OAK03	OAKLAND PACKAGING & SUPPLY I-623467	MINI PARK SHEET MULCHING	R	9/15/2011		57.29CR	061085

PACKET: 00549 Regular Payments

VENDOR SET: 01

BANK : AP AP - CASH CLEARING (POOL)

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#
OFF09	OFFICE DEPOT						
	I-574672388001	OFFICE DEPOT	R	9/15/2011		59.05CR	061086
	I-574672629001	OFFICE SUPPLIES - ADMIN SVCS	R	9/15/2011		66.13CR	061086
	I-576515545001	OFFICE SUPPLIES-ADM SVCS/CD/PD	R	9/15/2011		44.92CR	061086
	I-576515795001	OFFICE SUPPLIES-COMM DEV	R	9/15/2011		13.04CR	061086
PAC07	PACIFIC HEATING & AIR CONDITIONING						
	I-7301	HVAC SVC - PD	R	9/15/2011		100.00CR	061087
	I-7312	HVAC SVC - CORP YARD	R	9/15/2011		100.00CR	061087
PAC08	PACE SUPPLY						
	I-011280092	PW SUPPLIES	R	9/15/2011		87.15CR	061088
	I-011285771	PW SUPPLIES	R	9/15/2011		442.68CR	061088
	I-011301250	PW SUPPLIES	R	9/15/2011		185.54CR	061088
PGE01	PG&E						
	I-083111	6345507202-3 7/21 - 8/25/11	R	9/15/2011		14,705.05CR	061089
PRE06	PRECISION WIRELESS SERVICE						
	I-22703	#16 / #19 - RADIO SVC	R	9/15/2011		256.80CR	061090
RAM07	GUADALUPE RAMIREZ						
	I-091311	RFD RM RENTAL/DEP - CANCELLED	R	9/15/2011		1,400.00CR	061091
RED05	REDWOOD COAST PETROLEUM						
	I-195857	PW SUPPLIES - WELLS	R	9/15/2011		127.31CR	061092
REM01	R.E.M.I.F						
	I-091511	LTD/LIFE/DENTAL/VISION/EAP	R	9/15/2011		5,125.76CR	061093
ROY02	ROYAL COACH CAR WASH						
	I-090511	PD CARWASH - AUGUST 2011	R	9/15/2011		59.50CR	061094
SAN20	SANTA ROSA UNIFORM AND CAREER APPAREL						
	I-5960	PANTS-PEREZ - ASSIST#112060026	R	9/15/2011		119.30CR	061095
SEA03	SEABROOK & ASSOCIATES, INC.						
	I-10749	BLDG INSPECTIONS - 8/17/11	R	9/15/2011		170.00CR	061096
SON08	SONOMA COUNTY WATER AGENCY						
	I-12048	AQUEDUCT USAGE 7/26 - 8/30/11	R	9/15/2011		50,278.04CR	061097

PACKET: 00549 Regular Payments

VENDOR SET: 01

BANK : AP AP - CASH CLEARING (POOL)

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#
SUM01	SUMMIT ENGINEERING INC. I-18148	ADA CONST DOCS 7/30 - 8/26/11	R	9/15/2011		6,400.00CR	061098
THE01	THE 24 HOUR HEALTH CLUB I-082911	HEALTH CLUB DUES - AUG 2011	R	9/15/2011		160.00CR	061099
TRU01	TRUGREEN LANDCARE I-7137290	LANDSCAPE SVCS - SEPT 2011	R	9/15/2011		3,900.00CR	061100
USB01	U.S. BANK CORPORATE PAYMENT SYSTEM I-082211	4246 0445 5564 9833 - AUG 2011	R	9/15/2011		2,832.31CR	061101
VER02	VERIZON WIRELESS I-1006289678	270579820-00001 7/22 - 8/21/11	R	9/15/2011		573.35CR	061102
WHI04	WHITLOCK & WEINBERGER INC I-12846	SPEED SURVEY 7/23 - 8/19/11	R	9/15/2011		750.00CR	061103
YOU03	YOUR COMPUTER HEROES, LLC I-2010219	NETWORK SUPPORT 8/1-8/17/11	R	9/15/2011		1,235.00CR	061104
	I-2010219A	MONITOR / WALLMOUNT - PD	R	9/15/2011		245.57CR	061104
	I-2010226	NETWORK SVCS 8/24-8/30/11	R	9/15/2011		261.25CR	061104

* * T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	68	0.00	421,448.67	421,448.67
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:	68	0.00	421,448.67	421,448.67

TOTAL ERRORS: 0

TOTAL WARNINGS: 0

PACKET: 00549 Regular Payments

VENDOR SET: 01

BANK : AP AP - CASH CLEARING (POOL)

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#
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** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
001	9/2011	88,527.09CR
003	9/2011	6,400.00CR
008	9/2011	20.67CR
012	9/2011	71,340.19CR
013	9/2011	1.44CR
018	9/2011	145,094.18CR
019	9/2011	10.06CR
034	9/2011	36.38CR
035	9/2011	15,392.65CR
036	9/2011	5.13CR
037	9/2011	5,390.59CR
070	9/2011	87,773.35CR
201	9/2011	1,389.44CR
202	9/2011	67.50CR
=====		
ALL		421,448.67CR

PACKET: 00543 US - Refund
 VENDOR SET: 01 City of Cotati
 BANK: AP AP - CASH CLEARING (POOL)

VENDOR	I.D.	NAME	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#
1	I-000201108310340	PUMPHREY, GARRETT PUMPHREY, GARRETT	R	9/15/2011		26.54	061028
1	I-000201108310341	PUKANIC, LEN PUKANIC, LEN	R	9/15/2011		31.07	061029
1	I-000201108310342	BITTNER, RONDA BITTNER, RONDA	R	9/15/2011		84.53	061030
1	I-000201108310343	COLEMAN, KELLY COLEMAN, KELLY	R	9/15/2011		15.00	061031

* * B A N K T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	4	0.00	157.14	157.14
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
BANK TOTALS:	4	0.00	157.14	157.14

PACKET: 00543 US - Refund
VENDOR SET: 01 City of Cotati
BANK: ALL

** REGISTER GRAND TOTALS *

* * T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	4	0.00	157.14	157.14
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:	4	0.00	157.14	157.14

** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
012	9/2011	157.14CR
=====		
ALL		157.14CR

TOTAL ERRORS: 0

TOTAL WARNINGS: 0

PACKET: 00544 US - Refund
 VENDOR SET: 01 City of Cotati
 BANK: AP AP - CASH CLEARING (POOL)

VENDOR	I.D.	NAME	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#
1	I-000201108310344	SHELTON, ERNIE SHELTON, ERNIE	R	9/15/2011		48.63	061032
1	I-000201108310345	QUIJAS, ALYSIA QUIJAS, ALYSIA	R	9/15/2011		84.03	061033
1	I-000201108310346	KOUPAL, DEREK KOUPAL, DEREK	R	9/15/2011		65.73	061034
1	I-000201108310347	URQUHART, LINDSEY URQUHART, LINDSEY	R	9/15/2011		87.12	061035
1	I-000201108310348	STRECKFUS, MATT STRECKFUS, MATT	R	9/15/2011		4.68	061036

* * B A N K T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	5	0.00	290.19	290.19
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
BANK TOTALS:	5	0.00	290.19	290.19

PACKET: 00544 US - Refund
VENDOR SET: 01 City of Cotati
BANK: ALL

** REGISTER GRAND TOTALS *

* * T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	5	0.00	290.19	290.19
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:	5	0.00	290.19	290.19

** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
012	9/2011	290.19CR
=====		
ALL		290.19CR

TOTAL ERRORS: 0

TOTAL WARNINGS: 0