



AGENDA
REGULAR CITY COUNCIL MEETING AND JOINT MEETING OF THE CITY
COUNCIL AND THE BOARD OF DIRECTORS OF THE COMMUNITY
REDEVELOPMENT AGENCY OF THE CITY OF COTATI
OCTOBER 22, 2008
7:00 PM
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 (or as otherwise noticed) of every month. Your interest and participation are encouraged and appreciated.

*City Council Agenda and Minutes can be viewed at the City's website: www.ci.cotati.ca.us
To receive the City Council Agenda by e-mail, provide your
e-mail address to the City Manager's office, or e-mail your request to: ttaylor@ci.cotati.ca.us*

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

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

Disabled Accommodation: Upon request, this agenda will be made available in appropriate formats to persons with disabilities as required by Section 202 of the Americans with Disabilities Act of 1990. Any person with a disability who requires a modification or accommodation in order to participate in a meeting should contact the Deputy City Clerk at (707) 665-3623 at least 48 hours in advance of the meeting.

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

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

7:00 PM (REGULAR SESSION)

CALL TO ORDER OF REGULAR CITY COUNCIL MEETING

ROLL CALL

PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE

- 1. APPROVAL OF MINUTES OF SEPTEMBER 24, 2008 REGULAR MEETING AND NOTICE OF WAIVING OF READING OF ALL RESOLUTIONS AND ORDINANCES INTRODUCED AND/OR ADOPTED UNDER THIS AGENDA (Action)**

APPROVAL OF FINAL AGENDA

CITY MANAGER'S REPORT

CITIZEN BUSINESS

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

COUNCILMEMBER DIRECTION ON FUTURE AGENDA ITEMS (*Discussion*)

ORAL AND WRITTEN COMMUNICATIONS

ANNOUNCEMENTS

“Halloween in Cotati” Friday, Oct 24 6:00 – 9:00 p.m. at the Ray Miller Community Center. Come join the fun with Halloween treats, crafts and games. Activities for all age groups, even a haunted house! This evening is in partnership with the City of Cotati Recreation Dept, assorted Sonoma State University clubs and Thomas Page PTA. If you would like to help with the decorations, please call 792-4600, ext 640/669. Costumes are encouraged for all ages... please nothing too scary!!

Redwood Writers Present: “Writers of the West” Saturday, Oct 25 1:30 – 3:30 p.m. at the Ray Miller Community Center in the Stony Point Room. Hear poems, stories, and essays written and read by local authors. Chat with these writers and other folks interested in reading and writing.

The full Fall/Winter Recreation Schedule can be viewed on the city’s website at www.ci.cotati.ca.us To request a paper copy please feel free to call the Recreation Department at 792-4600 ext. 669.

A Cotati Community Cleanup event for fall is scheduled for Saturday & Sunday, November 1st & 2nd from 9:00 a.m. to 3:00 p.m. This event is for Cotati residents and will take place in the Park N’ Ride Lot (St. Josephs Way). For more information call 800-243-0291 or visit www.unicycler.com.

STUDENT HONORARY MAYOR REPORT

Simon Hamilton of Creekside Middle School will provide a verbal report to Council.

CITY HIRING PRACTICES REPORT

Jone Hayes, Director of the Administrative Services Department, will provide an update on City hiring practices.

2. DOG FOCUS GROUP REPORT

Recreation Manager Terry Dutra will provide a report regarding the recommendations of the Dog Focus Group.

3. PROCLAMATIONS

Proclamation Declaring October 24, 2008 'United Nations Day'

CONSENT CALENDAR

Matters listed under the Consent Calendar are considered to be routine and will be enacted by one motion and one vote. There will be no separate discussion of these items. If discussion is desired, that item will be removed from the Consent Calendar and will be considered separately.

4. ADOPTION OF A RESOLUTION ESTABLISHING AN IDENTITY THEFT PREVENTION PROGRAM (Administrative Services) (Action)

This resolution establishes an identity theft prevention program.

5. AUTHORIZATION OF HOLIDAY SCHEDULE FOR CITY HALL (City Manager)(Action)

This motion implements a holiday schedule for City Hall consisting of the cancellation of the regular City Council meeting of December 24, 2008 and the closure of City Hall during the period of December 22, 2008 through January 2, 2009.

6. BIENNIAL UPDATE OF THE CITY OF COTATI'S CONFLICT OF INTEREST CODE (City Manager) (Action)

This resolution amends the City of Cotati's conflict of interest code.

7. AWARD OF THE EAST COTATI AVENUE IMPROVEMENTS, PROJECT NO. E06-25B TO GHILOTTI CONSTRUCTION COMPANY (Public Works/Engineering) (Action)

This resolution accepts the lowest responsible and responsive bid for the East Cotati Avenue Improvements, Project No. E06-25B and lets the contract for construction to the Ghilotti Construction Company.

PUBLIC HEARING

8. ADOPTION OF BICYCLE AND PEDESTRIAN MASTER PLAN (Community Development) (Action)

It is recommended that Council approve a resolution to adopt the City of Cotati's Bicycle and Pedestrian Master Plan as part of the Sonoma County Transportation Authority's 2008 Countywide Bicycle and Pedestrian Master Plan.

REGULAR AGENDA

9. MEMORANDUM OF UNDERSTANDING WITH NISSAN MOTOR COMPANY, LTD. AND NISSAN NORTH AMERICA, INC. (NISSAN) (Public Works/Engineering) (Action)

It is recommended that the Council adopt a resolution authorizing the Mayor to sign the Memorandum of Understanding with Nissan on behalf of the City of Cotati.

10. FIFTH AMENDMENT TO THE MASTER AGREEMENT FOR THE USE OF SANTA ROSA SUBREGIONAL SEWERAGE SYSTEM (Public Works/Engineering) (Action)

It is recommended that the Council adopt a motion to authorize the Mayor to sign the Fifth Amendment to the Master Agreement for the Use of Santa Rosa Subregional Sewerage System on behalf of the City of Cotati.

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

CONSENT CALENDAR

11. WARRANTS AND AUDITED CLAIMS FOR SEPTEMBER 10, 2008 – OCTOBER 8TH, 2008 (Administrative Services) (Action)

This motion receives and files warrants and audited claims for September 10, 2008 – October 8th, 2008.

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

CITY COUNCIL REPORTS AND COMMENTS

ADJOURNMENT OF REGULAR CITY COUNCIL MEETING

Certification of Posting of the Agenda: I declare under penalty of perjury that I am employed by the City of Cotati and that I posted this agenda on the bulletin boards of City Hall, Veterans' Memorial Building and the U.S. Post Office on or before October 16, 2008.

Deputy City Clerk

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DRAFT

Subject to approval.



**MINUTES
REGULAR CITY COUNCIL MEETING AND JOINT MEETING OF THE CITY
COUNCIL AND THE BOARD OF DIRECTORS OF THE COMMUNITY
REDEVELOPMENT AGENCY OF THE CITY OF COTATI
SEPTEMBER 24, 2008
7:00 PM
City Council Chambers, City Hall, 201 W. Sierra Avenue**

7:00 PM (REGULAR SESSION)

CALL TO ORDER OF REGULAR CITY COUNCIL MEETING

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

ROLL CALL

Councilmembers present: Fox, Guardino, Minnis, Orchard and Mayor Gilardi

Staff present: Hayes, Lustig, Rudnansky, Taylor, Thompson

PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE

Mayor Gilardi led the pledge of allegiance and called for a moment of silence.

**1. APPROVAL OF MINUTES OF SEPTEMBER 10, 2008 REGULAR MEETING AND
NOTICE OF WAIVING OF READING OF ALL RESOLUTIONS AND
ORDINANCES INTRODUCED AND/OR ADOPTED UNDER THIS AGENDA
(Action)**

Moved by Councilmember Orchard seconded by Councilmember Minnis and passed unanimously to approve the minutes of the September 10, 2008 regular meeting as presented.

APPROVAL OF FINAL AGENDA

No changes.

CITY MANAGER'S REPORT

None.

CITIZEN BUSINESS

Chris Diaz, president of the Cotati Police Officer Association invited the Council candidates to a candidates' night sponsored by the Cotati Police Officers' Association and the Cotati Police Management Association on October 14 at 5:30 p.m. in the Police Facility Community Room.

DRAFT

Subject to approval.

Eric Kirchmann of Cotati requested that Council issue a proclamation commending the organizers of the Accordion Festival.

Michelle Berman of Cotati announced that KRCB radio station was hosting a pledge drive and urged people to contribute.

Adrienne Lauby of Cotati requested items 3 and 7 be pulled from the Consent Calendar for discussion. She discussed current economic events and indicated opposition to using taxpayers' money to bail out the mortgage industry. She encouraged citizens to contact their representatives about the situation.

George Barich of Cotati requested that the Council reconsider his suggestion made at the September 10 Council meeting that citizen volunteers be utilized for representation on committees such as Solar Sonoma County.

Robert Coleman-Senghor of Cotati addressed the Council regarding resources at Sonoma State University. He encouraged Cotati to participate in the Sonoma State University Academic Senate. He suggested that the City explore new ways for businesses to pay fees

Linda Skoko announced that Patricia Waters would be teaching art at Charles Street Village tomorrow and at She recommended that a suggestion box for citizens' ideas about the City.

COUNCILMEMBER DIRECTION ON FUTURE AGENDA ITEMS (*Discussion*)

Councilmember Minnis requested that hiring practices of the City be placed on the agenda; she noted that she had requested this previously.

ORAL AND WRITTEN COMMUNICATIONS

ANNOUNCEMENTS

The October 8, 2008 City Council meeting has been cancelled; the next regular City Council meeting is scheduled for Wednesday, October 22, 2008.

The League of Women Voters and the Cotati Chamber of Commerce Cotati City will co-sponsor a City Council Candidates' Forum on Wednesday October 1 at 7:00 p.m. in the Cotati Room at the Ray Miller Community Center at 216 E. School Street, behind City Hall.

The Cotati Oktoberfest will take place on Saturday, September 27 from noon to 6:00 p.m. in La Plaza Park. This annual event is sponsored by the Cotati Chamber of Commerce. The cost is \$20 in advance or \$25 at entry for adults; \$10 for children 12 and under. Enjoy German food, music, singers, dancers, plus beer or root beer in a souvenir beer stein!

DRAFT

Subject to approval.

A Police Department K-9 Memorial Motorcycle Run and Family Fundraising event is scheduled for Sunday, September 28. For more information and to sign up go to www.ci.cotati.ca.us or call the Police Department at 792-4611.

The full Fall/Winter Recreation Schedule can be viewed on the city's website at www.ci.cotati.ca.us To request a paper copy please feel free to call the Recreation Department at 792-4600 ext. 669.

Councilmember Minnis announced that there is a position open in the Recreation Department.

DOG FOCUS GROUP UPDATE

City Manager Dianne Thompson provided an update on the efforts of the Dog Focus Group.

2. PROCLAMATIONS

Mayor Gilardi waived reading of the text and announced the following proclamations:

DECLARING SEPTEMBER 27, 2008 'RUSSIAN RIVER CLEANUP DAY'

DECLARING SEPTEMBER 2008 'WHO NAMED AMERICA YOUTH EDUCATION MONTH'

CONSENT CALENDAR

Items 3 and 7 were pulled from the Consent Calendar for discussion.

Councilmember Orchard recused herself from Item 5.

Moved by Councilmember Fox, seconded by Councilmember Minnis, and passed 4-0-1 (Councilmember Orchard abstaining) to approve item 5 on the Consent Calendar.

Moved by Councilmember Fox, seconded by Councilmember Orchard, and passed unanimously to approve items 4 and 6 on the Consent Calendar.

3. AUTHORIZATION OF THE WAIVER OF COMMUNITY DEVELOPMENT DEPARTMENT FEES ASSOCIATED WITH THE ISSUANCE OF A LIMITED TERM PERMIT FOR FUNDRAISER BENEFITING THE CITY OF COTATI. (Community Development-Planning) (Action)

City Manager Dianne Thompson presented the staff report.

Mayor Gilardi opened the floor to public comments.

Adrienne Lauby of Cotati expressed concern about insurance, notification of neighbors and waiving fees when the budget is tight.

DRAFT

Subject to approval.

George Barich of Cotati indicated agreement with Ms. Lauby regarding the budget and waiving fees. He asked the Council to consider whether waiving the fees are justified given the amount of money the K-9 fund has collected.

John Moore of Cotati spoke in support of waiving the fees.

Michelle Berman of Cotati expressed concern that money is being raised for a K-9 without Council direction. She indicated opposition to the waiving of fees.

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

Discussion ensued relative to insurance that is paid by the applicant and staff volunteering to review the permit. Council concurred in support.

Moved by Councilmember Orchard, seconded by Councilmember Minnis, and passed unanimously to waive fees in the amount of \$1,205.00 required by the Community Development Department for the review and issuance of a Limited Term Permit benefiting the City of Cotati.

4. APPROVAL OF AMENDMENT TO CONTRACT FOR CITYWIDE LANDSCAPE MAINTENANCE WITH TRUGREEN LANDCARE (Public Works/Engineering) (Action)

Motion approving amendment dated September 30, 2008 for a city-wide Landscape Maintenance contract with TruGreen Landcare and authorizes the City Manager to execute the Amendment.

5. APPROVAL OF A ONE-YEAR EXTENSION OF THE LASKER KNOLLS TENTATIVE MAP, USE PERMIT AND DESIGN REVIEW APPROVALS ALLOWING A 6-LOT SUBDIVISION ON THE PROPERTY LOCATED AT 65 LASKER LANE. (P/A #28/03; APN 144-470-007) (Community Development-Planning) (Action)

Motion approving the request to extend the Lasker Knolls Tentative Map, Use Permit and Design Review approvals for a period of two years to expire November 21, 2010.

6. AUTHORIZATION OF THE WAIVER OF COMMUNITY DEVELOPMENT DEPARTMENT FEES ASSOCIATED WITH THE CONSTRUCTION OF A FENCE ALONG THE REAR OF DWELLINGS 004 THROUGH 007 OF THE ALTMAN ACRES SUBDIVISION (Community Development-Planning) (Action)

Motion waiving fees in the amount of \$2,871.70 required by the Community Development Department for the review and construction of a fence along the rear of dwellings 004 through 007 of the Altman Acres Subdivision.

DRAFT

Subject to approval.

7. APPROVAL OF A RESOLUTION DIRECTING STAFF TO APPLY FOR A FOCUS PRIORITY DEVELOPMENT AREA DESIGNATION FOR THE DOWNTOWN SPECIFIC PLAN AREA (City Manager's Office) (Action)

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

Mayor Gilardi opened the public comment period.

Adrienne Lauby of Cotati spoke in support of the proposal and requested additional updates of the Downtown Specific Plan status.

Robert Coleman-Senghor of Cotati asked that a discussion take place about how this grant affects the Downtown Specific Plan.

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

Ms. Lustig responded to questions, noting that the Priority Development Area designation would position the City to apply for grants. The designation is dependent upon the adoption of the Downtown Specific Plan.

Council concurred in support. Mayor Gilardi requested an update regarding the status of the Downtown Specific Plan.

Moved by Vice Mayor Guardino, seconded by Councilmember Fox and passed unanimously to adopt Resolution No. 08-69 entitled: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COTATI APPROVING AN APPLICATION FOR A PRIORITY DEVELOPMENT AREA DESIGNATION FOR THE DOWNTOWN SPECIFIC PLAN AREA UNDER THE FOCUS PROGRAM

REGULAR AGENDA

8. APPROVAL OF DEMONSTRATION GARDEN PROJECT PHASE I (City Manager's Office) (Action)

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

Representatives of Sustainable Living Designs presented a summary of the design plans.

Mayor Gilardi opened the public comment period.

Adrienne Lauby of Cotati asked why there is no composting and whether the garden information be available on the website.

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

Ms. Lustig responded that the demonstration garden information would be on the website. The existing lawn would be composted. Composting won't be a feature at this site, although it featured at future demonstration garden sites.

DRAFT

Subject to approval.

Moved by Councilmember Orchard, seconded by Vice Mayor Guardino, and passed unanimously to approve the Demonstration Garden Project Phase I.

9. LETTERS OF INTEREST FOR APPOINTMENT TO MAYORS' AND COUNCILMEMBERS' ASSOCIATION COMMITTEE: ASSOCIATION OF BAY AREA GOVERNMENTS (ABAG) REGIONAL PLANNING COMMITTEE (City Manager) (Action)

Mayor Gilardi announced that a letter of interest had been received from Santa Rosa Councilmember Veronica Jacobi.

City Manager Dianne Thompson presented the staff report.

Mayor Gilardi opened the public comment period.

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

Council concurred to support Veronica Jacobi.

Moved by Councilmember Fox seconded by Councilmember Orchard, and passed unanimously to support its choice from those Sonoma County Councilmembers who have submitted letters of interest in appointment to Association Of Bay Area Governments (ABAG) Regional Planning Committee.

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

Mayor Gilardi adjourned the regular meeting and called the joint meeting to order at 8:08 p.m.

CONSENT CALENDAR

Moved by Councilmember Orchard, seconded by Councilmember Minnis and passed unanimously to approve items 10 and 11 on the Consent Calendar.

10. WARRANTS AND AUDITED CLAIMS FOR AUGUST 28TH, 2008 – SEPTEMBER 9TH, 2008 (Administrative Services) (Action)

Motion to receive and file warrants and audited claims for August 28th, 2008 – September 9th, 2008.

11. RECEIVE AND FILE CITY INVESTMENT REPORT FOR QUARTER ENDING JUNE 30, 2008 (Administrative Services) (Action)

Motion to receive and file the City Investment Report for quarter ending June 30, 2008.

DRAFT

Subject to approval.

PUBLIC HEARING

12. ADOPTION OF ORDINANCE NO. 816 SUPERSEDING ORDINANCES NO. 575, NO. 584 AND NO. 602 AMENDING THE CITY OF COTATI MUNICIPAL CODE AND ESTABLISHING A CITY PURCHASING PROCEDURE AND AN ALTERNATE PROCEDURE FOR PUBLIC PROJECTS AND ADOPTING BY REFERENCE CERTAIN PORTIONS OF THE CALIFORNIA PUBLIC CONTRACT CODE (Administrative Services) (Action)

Director of Administrative Services Jone Hayes presented the staff report.

Mayor Gilardi opened the public hearing.

There being no one wishing to speak, Mayor Gilardi closed the public hearing.

Discussion ensued relative to a suggestion by Councilmember Minnis to add a clause to the policy to effect that the contractor will not give the same goods or services at a lower price to anyone else as a low-price guarantee.

City Attorney Rich Rudnansky responded, noting that such a clause could be reviewed for incorporation into individual contracts.

Council concurred in support for the item and City Attorney Rudnansky's suggestion to review the low-price guarantee for individual contracts.

Moved by Councilmember Orchard, seconded by Councilmember Minnis, and passed unanimously to adopt Ordinance No. 816 entitled: AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF COTATI, SUPERSEDING ORDINANCE NOs. 575, NO. 584 AND NO. 602, AMENDING THE CITY OF COTATI MUNICIPAL CODE ESTABLISHING A CITY PURCHASING PROCEDURE AND AN ALTERNATIVE PROCEDURE FOR PUBLIC PROJECTS

REGULAR AGENDA

13. ADOPTION OF A RESOLUTION ESTABLISHING A CITY PURCHASING POLICY (Administrative Services) (Action)

Director of Administrative Services Jone Hayes presented the staff report.

Mayor Gilardi opened the public hearing.

There being no one wishing to speak, Mayor Gilardi closed the public hearing.

Moved by Vice Mayor Guardino, seconded by Councilmember Orchard and passed unanimously to adopt Resolution No. 08-70 and CRA-207 entitled: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COTATI, ESTABLISHING A PURCHASING POLICY

DRAFT

Subject to approval.

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

Mayor Gilardi adjourned the joint meeting and reconvened the regular meeting at 8:22 p.m.

CITY COUNCIL REPORTS AND COMMENTS

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

ADJOURNMENT OF REGULAR CITY COUNCIL MEETING

Mayor Gilardi adjourned the regular meeting at 8:23 p.m.

Respectfully submitted,

Deputy City Clerk

City Council Agenda Oral and Written Reports

Subject: Dog Focus Group

Date: October 22, 2008

Written by: Terry Dutra, Recreation Manager

Recommendation

It is recommended that the Council receive and file the Dog Focus Group report.

Background

The Dog Focus Group was convened to discuss and research issues raised by the City Council earlier in the year. The group had two very productive meetings, one in May and one in June. During our first meeting, we discussed the purpose and goals of the group and prioritized issues. All were in agreement that we wanted to come up with solutions to present to the City Council which would not be costly. The following subjects were researched by the group:

- Off - leash hours
- Revisit ordinances pertaining to dogs
- Education/ Signage
- Funding
- Dog park improvements

Each member of the group selected one subject to research and present at the June meeting.

Analysis/Discussion

The following are the recommendations to improve recreational opportunities for dogs:

1. Establish off - leash hours in Putnam Park and Draper Park, Monday – Friday 5 – 10 a.m., Saturday and Sunday 5 – 8 a.m, and daily 8 – 10 p.m. The reason for the shorter hours on the weekends is to avoid any conflicts with sporting events happening at the same time. This would be for a six - month trial period. For the trial period, temporary signage defining the area to be used would be posted on existing poles. Off-leash dog

activities MAY NOT occur in any city park other than those specified and under no circumstances shall they occur in a park in which any endorsed sporting event is occurring or scheduled to occur during the hours in question. The City Manager may, without City Council approval, suspend these activities for the safety of the public. Activities which could lead to suspension of off-leash hours/access include but are not limited to: uncontrolled dogs, dog fights, dog attacks, and dog bites. After the trial six months, the program would be evaluated and the possibility of additional parks would be considered. If the program were to continue, existing water sources for dog use would be evaluated.

2. Add non-emergency police phone number to all park signs, as well as some of the new creek signs, for the public to use to report any problems. The Public Works Department has purchased stickers that will soon be placed on the existing signs.
3. Post flyers explaining dog park etiquette and rules concerning dogs in parks. Submit press releases to the Community Voice and the Press Democrat announcing the trial off-leash hours. Supply all Police, Public Works staff and committee members with additional copies to distribute to the public. Provide stacks of flyers in City Hall, the Police Department, plus, distribute information to local dog groomers and vet offices. If the program continues, then purchase and install display boxes to hold flyers.

Financial Considerations

Additional dog waste dispensers may be needed. Also, display boxes to hold brochures. These items will be assessed at a future date pending the success of the trial. The possibility of fundraising collection boxes placed in local businesses to offset these costs might be considered.

Environmental Issues

None

Attachments:

Flyer: Calling All Dogs



CALLING ALL DOGS

New off-leash dog run areas in two parks:



Draper Park - Wilfred Avenue (Only in back half of green lawn area, closest to creek path)

Putnam Park - Myrtle Avenue & Macklin Drive
(Only on soccer field, between goal posts, NOT BASEBALL FIELD)

Hours of operation are only from:

5 AM to 10 AM Monday through Friday
5 AM to 8 AM Saturday & Sunday
8 PM to 10 PM Daily

- **Dog owners must keep their dogs on a leash except in permitted areas.**
- **Dog owners must clean up after their dogs.**
- **Dog owners will still be required to maintain control of their dogs.**
- **The trial program will last for six months and then be evaluated.**

If you have any questions about the dog off-leash program, please call 792-4600 ext 640.

If you have any questions about dog ordinances or enforcement,
please call the Police Department at 792-4611.

**PROCLAMATION OF THE CITY COUNCIL OF THE CITY OF
COTATI DECLARING OCTOBER 24, 2008 'UNITED NATIONS DAY'**



WHEREAS, the United Nations was founded in 1945, and the anniversary of the day on which the UN Charter came into force is observed each year on October 24; and

WHEREAS, the central role of the United Nations is to promote peace and security, development and human rights around the world, and is vital now more than ever; and

WHEREAS, in September 2000, 189 nations, including the United States, agreed upon eight Millennium Development Goals to meet the needs of the worlds' poorest; and

WHEREAS, the seventh Millennium Development Goal seeks to integrate the principles of sustainable development into country policies and programs, and reverse the loss of environmental resources and biodiversity; and

WHEREAS, the Goal also seeks to reduce by half the proportion of people living without sustainable access to safe drinking water and basic sanitation, and achieve significant improvement in lives of at least 100 million slum dwellers, by 2020; and

WHEREAS, the United States has demonstrated its commitment to sustainable development partnership efforts with other countries to create and implement development strategies in areas that include access to clean water and sanitation services; conservation and environmental stewardship; and protecting marine and freshwater resources; and

WHEREAS, the United States must continue to work with the United Nations and other UN agencies in order to provide a coordinated, multilateral effort to assess the loss of environmental resources and achieve further progress towards global sustainable development; and

WHEREAS, the United Nations Association of the United States of America (UNA-USA), in cooperation with other organizations, has declared "Environmental Sustainability as an Essential Tool for Poverty Alleviation" as its theme for the 2008 United Nations Day commemorations;

NOW, THEREFORE, the City Council of the City of Cotati does hereby proclaim October 24, 2008, as United Nations Day in the City of Cotati, and encourages all citizens to take part in activities related to the event.

Dated: October 22, 2008

Approved: _____
Pat Gilardi, Mayor

City Council Agenda Consent Calendar

Subject: Adoption of a Resolution Establishing an Identity Theft Prevention Program

Date: October 22, 2008

Written by: Jone Hayes, Director of Administrative Services

Recommendation

It is recommended that the Council Adopt a Resolution Establishing an Identity Theft Prevention Program.

Background

The Federal Trade Commission (FTC), the federal bank regulatory agencies, and the National Credit Union Administration (NCUA) have issued regulations (the Red Flags Rules) requiring financial institutions and creditors to develop and implement written identity theft prevention programs, as part of the Fair and Accurate Credit Transactions (FACT) Act. The programs must be in place by November 1, 2008, and must provide for the identification, detection, and response to patterns, practices, or specific activities – known as “red flags” – that could indicate identity theft.

Analysis/Discussion

The Red Flag Rules apply to local government entities considered to be "creditors" with "covered accounts." The FTC considers a government entity to be a creditor where it defers payment for goods or services by its customers. As the City provides water/sewer services to customers, and the customers do not pay for these services until after they have been provided, the adoption of an identity theft program is required. Failure to design and implement a program may lead to an administrative fine from the FTC of up to \$2500, as well as exposure to liability in civil actions.

Financial Considerations

None.

Environmental Issues

None.

Attachments:

1. Proposed Resolution with Exhibit

RESOLUTION NO. _____

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COTATI
ESTABLISHING AN IDENTITY THEFT PREVENTION PROGRAM**

WHEREAS, the Federal Trade Commission ("FTC") has adopted regulations requiring "creditors" with "covered accounts" to develop and implement by November 1, 2008 an identity theft prevention program that complies with those regulations; and

WHEREAS, The FTC considers a government entity to be a "creditor" where it defers payment for goods or services by its customers. As the City provides water/sewer services to customers, and the customers do not pay for these services until after they have been provided, the adoption of an identity theft program is required; and,

WHEREAS, the City Council desires to take action to comply with the applicable FTC regulations by adopting an identity theft prevention program,

NOW, THEREFORE, IT IS RESOLVED that the City Council adopts, and directs City staff to implement the City of Cotati Identity Theft Protection Program attached as Exhibit "A".

IT IS HEREBY CERTIFIED that the foregoing resolution was duly introduced and legally adopted at a meeting of the City Council of the City of Cotati held on the 22nd day of October, 2008, by the following vote, to wit:

GILARDI _____
GUARDINO _____
MINNIS _____
ORCHARD _____

Approved: _____
Mayor

Attest: _____
Deputy City Clerk

Approved as to form:

City Attorney



Identity Theft Prevention Program

Effective November 1, 2008

I. PROGRAM ADOPTION

The City of Cotati developed this Identity Theft Prevention Program ("Program") pursuant to the Federal Trade Commission's Red Flags Rule ("Rule"), which implements Section 114 of the Fair and Accurate Credit Transactions Act of 2003. This Program was developed by the Director of Administrative Services ("Director"). After consideration of the size and complexity of the Utility's operations and account systems, and the nature and scope of the Utility's activities, the Director has determined that this Program was appropriate for the City of Cotati and the Program was adopted by the City Council of the City of Cotati on October 22, 2008.

II. PROGRAM PURPOSE AND DEFINITIONS

A. Fulfilling requirements of the Red Flags Rule

Under the Red Flag Rule, every financial institution and creditor is required to establish an "Identity Theft Prevention Program" tailored to its size, complexity and the nature of its operation. Each program must contain reasonable policies and procedures to:

1. Identify relevant Red Flags for new and existing covered accounts and incorporate those Red Flags into the Program;
2. Detect Red Flags that have been incorporated into the Program;
3. Respond appropriately to any Red Flags that are detected to prevent and mitigate Identity Theft; and
4. Ensure the Program is updated periodically, to reflect changes in risks to customers or to the safety and soundness of the creditor from Identity Theft.

B. Red Flags Rule definitions used in this Program

"Covered account":

1. Any account the Utility offers or maintains primarily for personal, family or household purposes, that involves multiple payments or transactions; and
2. Any other account the Utility offers or maintains for which there is a reasonably foreseeable risk to customers or to the safety and soundness of the Utility from Identity Theft.

"Identifying information":

Any name or number that may be used, alone or in conjunction with any other information, to identify a specific person, including: name, address, telephone number, social security number, date of birth, government issued driver's license or identification number, alien registration number, government passport number, employer or taxpayer identification number, unique electronic identification number, computer's Internet Protocol address, or routing code.

III. IDENTIFICATION OF RED FLAGS.

In order to identify relevant Red Flags, the Utility considers the types of accounts that it offers and maintains, the methods it provides to open its accounts, the methods it provides to access its accounts, and its previous experiences with Identity Theft. The Utility identifies the following red flags, in each of the listed categories:

A. Suspicious Personal Identifying Information

Red Flags

1. Identifying information presented that is inconsistent with other information the customer provides (example: inconsistent birth dates);
2. Identifying information presented that is inconsistent with other sources of information.
3. Identifying information presented that is the same as information shown on other applications that were found to be fraudulent;
4. Identifying information presented that is consistent with fraudulent activity (such as an invalid phone number or fictitious billing address);
5. An address or phone number presented that is the same as that of another person;
6. A person fails to provide complete personal identifying information on an application when reminded to do so (however, by law social security numbers must not be required); and
7. A person's identifying information is not consistent with the information that is on file for the customer.

B. Suspicious Account Activity or Unusual Use of Account

Red Flags

1. Change of address for an account followed by a request to change the account holder's name;
2. Payments stop on an otherwise consistently up-to-date account;
3. Account used in a way that is not consistent with prior use (example: very high activity);
4. Mail sent to the account holder is repeatedly returned as undeliverable;
5. Notice to the Utility that a customer is not receiving mail sent by the Utility;
6. Notice to the Utility that an account has unauthorized activity;
7. Breach in the Utility's computer system security; and
8. Unauthorized access to or use of customer account information.

C. Alerts from Others

Red Flag

1. Notice to the Utility from a customer, identity theft victim, law enforcement or other person that it has opened or is maintaining a fraudulent account for a person engaged in Identity Theft.

IV. DETECTING RED FLAGS.

A. New Accounts

In order to detect any of the Red Flags identified above associated with the opening of a **new account**, Utility personnel will take the following steps to obtain and verify the identity of the person opening the account:

Detect

1. Require certain identifying information such as name, date of birth, residential or business address, principal place of business for an entity, driver's license or other identification;
2. Review documentation showing the existence of a business entity; and

V. PREVENTING AND MITIGATING IDENTITY THEFT

In the event Utility personnel detect any identified Red Flags, such personnel shall take one or more of the following steps, depending on the degree of risk posed by the Red Flag:

Prevent and Mitigate

1. Continue to monitor an account for evidence of Identity Theft;
2. Contact the customer;
3. Change any passwords or other security devices that permit access to accounts;
4. Not open a new account;
5. Close an existing account;
6. Reopen an account with a new number;
7. Notify the Director for determination of the appropriate step(s) to take;
8. Notify law enforcement; or
9. Determine that no response is warranted under the particular circumstances.

Protect customer identifying information

In order to further prevent the likelihood of identity theft occurring with respect to Utility accounts, the Utility will take the following steps with respect to its internal operating procedures to protect customer identifying information:

1. Ensure that its website is secure or provide clear notice that the website is not secure;
2. Ensure that office computers are password protected
3. Keep offices clear of papers containing customer information;
4. Ensure computer virus protection is up to date; and
5. Require and keep only the kinds of customer information that are necessary for utility purposes.

VI. PROGRAM UPDATES

This Program will be periodically reviewed and updated to reflect changes in risks to customers and the soundness of the Utility from Identity Theft. At least annually, the Director will consider the Utility's experiences with Identity Theft, changes in Identity Theft methods, changes in Identity Theft detection and prevention methods, changes in types of accounts the Utility maintains and changes in the Utility's business arrangements with other entities. After considering these factors, the Director will determine whether changes to the Program are warranted. If warranted, the Director will update the Program and present the recommended changes to the City Council. The City Council will make a determination of whether to accept, modify or reject those changes to the Program.

VII. STAFF TRAINING AND REPORTS

Utility staff responsible for implementing the Program shall be trained either by, or under the direction of, the Director in the detection of Red Flags, and the responsive steps to be taken when a Red Flag is detected

D. Specific Program Elements and Confidentiality

For the effectiveness of Identity Theft prevention Programs, the Red Flag Rule envisions a degree of confidentiality regarding the Utility's specific practices relating to Identity Theft detection, prevention and mitigation. Therefore, under this Program, knowledge of such specific practices is to be limited to those employees who need to know them for purposes of preventing Identity Theft. Because this Program is to be adopted by a public body and thus publicly available, it would be counterproductive to list these specific practices here. Therefore, only the Program's general red flag detection, implementation and prevention practices are listed in this document.

City Council Agenda Consent Calendar

Subject: Authorization of holiday schedule for City Hall.

Date: October 22, 2008

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 cancellation of the regular City Council meeting of December 24, 2008 and the closure of City Hall during the period of December 22, 2008 through January 2, 2009.

Background

Council has traditionally cancelled the second meeting in December and authorized the implementation of a holiday schedule for City Hall consisting of the closure of City Hall during the Christmas/New Years holiday weeks.

Analysis/Discussion

The proposed holiday schedule consists of the cancellation of the second regular Council meeting December which would take place on December 24, 2008, and closure of the City Hall facility from the period of Monday December 22, 2008 through Friday, January 2, 2009.

The holiday closure would be comprised of a total of eight regular work days, one dark Friday and three paid holidays. Employees would utilize 53 hours of individual earned 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.

Traditionally, 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.

Financial Considerations

Financial considerations in this instance are reductions in compensatory absence liability for approximately six days per employee in each of the City's departmental budgets for the week.

Environmental Issues

None.

Attachments:

None.

DT:tt

City Council Agenda Consent Calendar

Subject: Biennial Update of the City of Cotati's Conflict of Interest Code

Date: October 22, 2008

Written by: Dianne Thompson, City Manager

Recommendation

It is recommended that the Council adopt a resolution amending the City of Cotati's conflict of interest code.

Background

The Political Reform Act, California Government Code §81000-91014, declares in part that *“Public officials, whether elected or appointed, should perform their duties in an impartial manner, free from bias caused by their own financial interests or the financial interests of persons who have supported them”* §81001(b). To this end the Political Reform Act (“Act”) requires many state and local public officials and employees to disclose certain personal financial holdings so that they and members of the public are made aware of potential areas of conflict in relation to their official duties. This information is disclosed on the Fair Political Practices Commission's (FPPC) form 700 (sometimes informally referred to as “SEIs” “form 700s” or “conflict of interest statements”).

The Act also requires every government agency to conduct a biennial review of its conflict of interest code to revise them as necessary to adapt to changed circumstances. At its regular meeting of December 13, 2006, Council adopted Resolution No 06-82, rescinding previous code amendments and approving the biennial code amendment for 2006.

Analysis/Discussion

Staff has reviewed the City's present conflict of interest code and determined that non-substantive amendments consisting of employee job title changes are needed. Attachment 1 details the proposed amendments.

Financial Considerations

None.

Environmental Issues

None.

Attachments:

1. Proposed amendments
2. Proposed resolution and appendices

DT:tl

ATTACHMENT 1

- Double underline – added since last COI update
- Underline – modified since last COI update
- ~~Strikethrough~~ eliminated since last COI update

APPENDIX A

**DESIGNATED EMPLOYEES
of the CITY OF COTATI and the
COTATI REDEVELOPMENT AGENCY**

The persons occupying the following positions are designated employees for the purpose of this Conflict of Interest Code and shall disclose their financial interests in accordance with the disclosure categories set forth herein, as more fully described in Appendix “B”.

<u>Agency/Department</u>	<u>Position</u>	<u>Category</u>
Attorney	Assistant City Attorney	A
	Assistant Agency Counsel	A
City Manager/City Clerk	Assistant City Manager	A
	Administrative Analyst/Deputy City Clerk	A
	<u>Assistant to the City Manager</u>	<u>A</u>
Community and Environment Commission	Commissioner	B
Consultants*‡	See note below	
Design Review Committee	Committee Member	A
<u>Engineering/Public Works</u>	<u>City Engineer/Director of Public Works</u>	<u>A</u>
Finance Administrative Services	Accountant	A
	Accounting Specialist	C
<u>Planning Community Development</u>	Director	A
	Senior Planner	A
	Associate Planner	A
	Planning Technician	B
Building and Safety	Director	A
Building Contract Employee	Code Enforcement Officer	A
Police	Chief	A
	Sergeant	A
Public Works	Superintendent	A
Recreation	Recreation Coordinator Manager	C

~~*Formerly, Appendix A listed positions under multiple categories; each position now falls under one category as recommended by the FPPC.~~

*Consultants shall be included in the list of designated employees and shall disclose pursuant to the broadest disclosure category in the code subject to the following limitation:

The City/Agency Manager may determine in writing that a particular consultant, although a “designated position,” is hired to perform a range of duties that is limited in scope and thus is not required to comply fully with the disclosure requirements described in this section. Such determination shall include a description of the consultant’s duties and, based upon that description, a statement of the extent of disclosure requirements. The City/Agency Manager’s determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code.

***The following positions are NOT covered by the Conflict of Interest Code because they must file under Section 87200 and, therefore, are listed here for information purposes only:

Mayor/Councilmember, RDA Board Chair/Member, Planning Commissioner, City Manager/Executive Director, City Attorney/Agency Counsel, Director of ~~Finance~~ Administrative Services

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COTATI
RESCINDING RESOLUTION NO. 06-82 AND AMENDING THE CONFLICT OF
INTEREST CODE**

WHEREAS, the Political Reform Act, Government Code Section 1000, et seq., requires every state and local government agency to adopt a Conflict of Interest Code; and

WHEREAS, on January 10, 2001, the City Council adopted Resolution No. 01-01, Amending the Conflict of Interest Code; and

WHEREAS, The Political Reform Act requires all local government agencies to review their Conflict of Interest Codes biennially and to revise them as necessary to adapt to changed circumstances; and

WHEREAS, the City has reviewed its Conflict of Interest Code and determined that several changes in the job duties and responsibilities of its employees have occurred since the last time the Code was amended which require the Code to now be revised; and

WHEREAS, the City Council now wishes in conformance with state law to amend its Conflict of Interest Code to reclassify the categories of employees with disclosure responsibilities under the Political Reform Act and to reclassify the types of financial interests which give rise to these responsibilities under the Act; and

WHEREAS, the Fair Political Practices Commission has adopted a regulation, 2 California Code of Regulations §18730, which contains a model conflict of interest code for the use of local agencies and which requires each local agency to incorporate by reference its own appendix which specifies the categories of positions within the agency that have disclosure responsibilities under the Act and the financial interests which must be disclosed by the position; and

WHEREAS, 2 California Code of Regulations §18730 may be amended from time to time by the Fair Political Practices Commission to conform to the Political Reform Act after public notices and hearings conducted by the Fair Political Practices Commission pursuant to the Administrative Procedure Act, Government Code §11370 et seq.; and

WHEREAS, the City Council intends that amendments made to 2 California Code of Regulations §18730 apply to the City's Conflict of Interest Code as adopted by this resolution.

NOW, THEREFORE, BE IT RESOLVED as follows:

Section 1 Resolution No. 06-82 amending the Conflict of Interest Code of the City of Cotati is hereby rescinded.

Section 2 Section 18730 of Title 2 of the California Code of Regulations, and any amendments made thereto, is hereby adopted as the Conflict of Interest Code of the City of Cotati within the meaning of Government Code §87300 et seq.

Section 3 Appendices "A" and "B" attached to this resolution are incorporated into the Conflict of Interest Code of the City of Cotati as referenced therein by the term "Appendix."

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 22nd day of October, 2008 by the following vote, to wit:

FOX: _____
ORCHARD: _____
GILARDI: _____
MINNIS: _____
GUARDINO: _____

Approved: _____
Mayor

Attest: _____
Deputy City Clerk

Approved as to form:

City Attorney

DESIGNATED EMPLOYEES
of the CITY OF COTATI and the
COTATI REDEVELOPMENT AGENCY

The persons occupying the following positions are designated employees for the purpose of this Conflict of Interest Code and shall disclose their financial interests in accordance with the disclosure categories set forth herein, as more fully described in Appendix “B”.

<u>Agency/Department</u>	<u>Position</u>	<u>Category:</u>
Attorney	Assistant City Attorney	A
	Assistant Agency Counsel	A
City Manager/City Clerk	Assistant to the City Manager	<u>A</u>
	Deputy City Clerk	A
Community and Environment Commission	Commissioner	B
Consultants**	See note below	
Design Review Committee	Committee Member	A
Engineering/Public Works	City Engineer/Director of Public Works	A
Administrative Services	Accountant	A
	Accounting Specialist	C
Community Development	Director	A
	Senior Planner	A
	Associate Planner	A
	Planning Technician	B
Building Contract Employee	Code Enforcement Officer	A
Police	Chief	A
	Sergeant	A
Recreation	Recreation Manager	C

* Consultants shall be included in the list of designated employees and shall disclose pursuant to the broadest disclosure category in the code subject to the following limitation:
 The City/Agency Manager may determine in writing that a particular consultant, although a “designated position,” is hired to perform a range of duties that is limited in scope and thus

is not required to comply fully with the disclosure requirements described in this section. Such determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The City/Agency Manager's determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code.

The following positions are NOT covered by the Conflict of Interest Code because they must file under Section 87200 and, therefore, are listed here for information purposes only:

Mayor/Councilmember, RDA Board Chair/Member, Planning Commissioner, City Manager/Executive Director, City Attorney/Agency Counsel, Director of Administrative Services

DISCLOSURE CATEGORIES

All designated employees shall disclose their financial interests in accordance with the categories set forth in Appendix "A", which categories are as follows:

Category A

Positions designated to be in this category shall disclose all income (including gifts, loans, and travel payments) received from, investment interests and business positions held within, businesses doing business within the City of Cotati, and real property within the City of Cotati or within two miles of its boundaries.

Category B

Positions designated in this category shall disclose all interests in real property or interests in business positions in any business entity which owns real property located within the City of Cotati or within two miles of its jurisdiction.

Category C

Positions designated to be in this category shall disclose all income (including gifts, loans, and travel payments) received from, investment interests in, and business positions held within, any business entity that engages in the type of services, supplies, materials, machinery, or equipment that is purchased or acquired by the employee's department, or if the employee is involved in purchasing decisions that affect more than one department, then the employee shall disclose all income (including gifts, loans, and travel payments) received from, investment interests in, and business positions held within, any business entity that engages in the type of services, supplies, materials, machinery or equipment that the City of Cotati might be reasonably expected to purchase or acquire.

Designated employees shall file their statements with the City of Cotati , which will make the statements available for public inspection and reproduction. (Gov. Code Section 81008) Statements for all designated employees will be retained by the City of Cotati.

City Council Agenda Consent Calendar

Subject: Award of the East Cotati Avenue Improvements, Project No. E06-25B to Ghilotti Construction Company

Date: October 22, 2008

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

Recommendation

It is recommended that the Council adopt a resolution to accept the lowest responsible and responsive bid for the East Cotati Avenue Improvements, Project No. E06-25B and let the contract for construction to the Ghilotti Construction Company.

Background

The East Cotati Avenue Improvements, Project No. E06-25B (Project) includes rehabilitation, overlay, and restriping of East Cotati Avenue from Bay Tree Court to Old Redwood Highway. The Project also includes construction of a new pedestrian island at the future East Cotati Avenue Laguna trail crossing and at Charles Street.

This Project is the third phase of improvements to occur on East Cotati Avenue. The initial phase of work, which occurred during the winter of 2007/2008, was the replacement of the City's water line from La Salle Avenue to a point immediately east of the railroad tracks. The second phase of work, which occurred during the spring/summer of 2008, included rehabilitation, overlay and restriping of East Cotati Avenue from Bay Tree Court to the railroad tracks.

The Project includes continuous bike lanes in both directions, and re-striping to create a single lane in each direction from Old Redwood Highway to a merge just west of La Salle Avenue. The Laguna pedestrian island will have in-ground warning lights, lighted crossing signs and new street lights at either side of East Cotati Avenue. Both the Laguna and Charles Street pedestrian islands will include planted areas in the median. Bidding Documents contain the full description of the work.

Bids for construction of said Project were received on October 9, 2008, as follows:

Ghilotti Construction Company, Santa Rosa, CA	\$899,026.00
Argonaut Constructors, Inc., Santa Rosa, CA	\$911,911.00
Ghilotti Brothers, Inc., San Rafael, CA	\$920,720.00
Northbay Construction, Petaluma, CA	\$956,562.50
Pipeline Excavators, Sebastopol, CA	\$1,019,021.00
Team Ghilotti, Petaluma, CA	\$1,031,425.91
G.D. Nielson, Napa, CA	\$1,049,800.00

The engineer's estimate was \$1,214,310. Construction on the Project is scheduled to begin approximately December 1, 2008, with an estimated completion date of April 30, 2009.

Analysis/Discussion

The Project will rehabilitate, overlay and restrip one of the City's main arterials that is in poor condition. It will also improve safety for the bicyclists and motorists traveling east-west along East Cotati Avenue, and will provide safer crossing points for pedestrians or bicyclists at the future Laguna trail crossing.

Working hours are 8:30 am to 5:00 pm, Monday through Friday, excluding City holidays. The intent of these hours is to avoid peak commute times on East Cotati Avenue. The contract time is 128 working days (6 calendar months) to ensure sufficient time to complete the work given the uncertain weather conditions. However, the Laguna and Charles Street pedestrian islands should be completed within the first 90 calendar days. In the event that the contract time is exceeded, liquidated damages of \$500 per day apply.

The lowest responsible and responsive bidder, Ghilotti Construction Company, submitted a bid for \$899,026, which is approximately 26% (\$315,284) lower than the Engineers Estimate of \$1,214,310. Therefore, it is recommended that the City Council authorize award of the construction contract to Ghilotti Construction Company.

Financial Considerations

In the adopted FY 08/09 budget, sufficient funds for this project have been allocated in the Cotati Community Redevelopment Agency TABs Fund (Fund 36, Dept. 900) and the Park in Lieu Fund (Fund 24). Fund 36 is expected to contribute full funding for the road rehabilitation and overlay, and partial funding for the Laguna pedestrian island. Fund 24 will contribute the balance of the funds for the Laguna pedestrian island. Fund 24 consists of developer contributions.

Environmental Issues

None.

Attachments:

1. Proposed resolution

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COTATI
ACCEPTING THE LOWEST RESPONSIBLE AND RESPONSIVE BID FOR
THE EAST COTATI AVENUE IMPROVEMENTS, PROJECT NO. E06-25B
AND LETTING THE CONTRACT FOR CONSTRUCTION TO GHILOTTI
CONSTRUCTION COMPANY**

WHEREAS, bids for the construction of the East Cotati Avenue Improvements, Project No. E06-25B were received by the City of Cotati (City) on October 9, 2008 as follows:

Ghilotti Construction Company, Santa Rosa, CA	\$899,026.00
Argonaut Constructors, Inc., Santa Rosa, CA	\$911,911.00
Ghilotti Brothers, Inc., San Rafael, CA	\$920,720.00
Northbay Construction, Petaluma, CA	\$956,562.50
Pipeline Excavators, Sebastopol, CA	\$1,019,021.00
Team Ghilotti, Petaluma, CA	\$1,031,425.91
G.D. Nielson, Napa, CA	\$1,049,800.00

WHEREAS, the bid of Ghilotti Construction Company in the amount of \$899,026 has been found to be the lowest responsible and responsive bid received for said Project, and;

WHEREAS, no bid protests were received in the time allowed for in accordance with Article 7 of the Instruction to Bidders for said Project.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Cotati that Ghilotti Construction Company's bid in the amount of \$899,026 is hereby accepted and that the contract for construction of the Project shall be let to Ghilotti Construction Company as the lowest responsible and responsive bidder.

BE IT FURTHER RESOLVED by the City Council of the City of Cotati that the City Manager be authorized and directed to execute, for and on behalf of the City, a contract with the Ghilotti Construction Company for the aforesaid work, and to approve performance and payment bonds attached thereto, and that City Manager's signature on the contract shall constitute City Council's approval of the bonds.

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 22nd day of October, 2008 by the following vote, to wit:

GILARDI: _____
GUARDINO: _____
MINNIS: _____
ORCHARD: _____

Approved: _____
Mayor

Attest: _____
Deputy City Clerk

Approved as to form:

City Attorney

City Council Agenda Public Hearing

Subject: Adoption of a Resolution Approving the City of Cotati's Bicycle and Pedestrian Master Plan

Date: October 22, 2008

Written by: Margaret Kavanaugh-Lynch, Acting Community Development Director

Recommendation

It is recommended that the Council approve a resolution to adopt the City of Cotati's Bicycle and Pedestrian Master Plan as part of the Sonoma County Transportation Authority's 2008 Countywide Bicycle and Pedestrian Master Plan.

Background

All Sonoma County jurisdictions, through the Sonoma County Transportation Authority, have participated in the creation of the Bicycle and Pedestrian Master Plan. In the fall of 2007, there were four regional public meetings to review maps and data that has been analyzed and record public comment. One of those meetings was held in the Cotati Room. The Master Plans are intended to share common regional goals but to be tailored to each City.

A great deal of data was collected to determine the justification for improving city bike and pedestrian facilities. When all the county jurisdictions share regional goals and a unified commitment to improving these facilities, then Cotati (as well as the county as a whole), will be positioned to be eligible for critical state and federal monies.

Analysis/Discussion

The purpose of this hearing is to review the City of Cotati Draft Bicycle and Pedestrian Master Plan – Proposed Goals, Objectives, and Policies. This document is to serve as policy guidance for the future development of bicycle and pedestrian routes in Cotati until the formal General Plan Update process is completed. Once the General Plan Update process is underway, there will be additional opportunities for review of this Plan as it is officially integrated into the General Plan. However, as it could take more than two years for the General Plan Update to be adopted,

this Master Plan is intended to provide direction for bicycle and pedestrian planning purposes in the interim period.

This hearing focuses on the policy document and the map so that the City can utilize these documents as reference tools until they can become part of the General Plan. The remaining portions of the Master Plan will be analyzed in the future.

On February 4, 2008, that Planning Commission met and unanimously recommended to the City Council the adoption of the Master Plan. A number of citizens put forth areas that they wanted to be sure were covered within the Plan. These included:

- Cotati Creek Path located near the co-housing site,
- Richardson Lane,
- Madrone Avenue, and
- along the Laguna

In addition, general destinations within the city, including all schools and parks were noted and, lighting and handicapped access of non-vehicular routes as well as the tunnel under I-101 were raised. Further consideration of these ideas and other additions to the Master Plan can be easily integrated into the plan during General Plan Update process.

Financial Considerations

No direct costs to the City of Cotati are created by this action. The approval of the action will position the City to be able to complete for state and federal monies both on its own and in conjunction with the rest of Sonoma County and its municipalities. These future plans may require a local fund contribution at the time of implementation.

Environmental Issues

The proposed Bicycle and Pedestrian Plan is consistent with the City of Cotati General Plan and General Plan environmental impact report, no additional environmental review is necessary.

Attachments:

1. Proposed resolution
2. Draft Cotati Bicycle and Pedestrian Master Plan

RESOLUTION NO. ____

**RESOLUTION OF THE CITY OF COTATI ADOPTING THE
COTATI BICYCLE AND PEDESTRIAN PLAN
AS PART OF THE SONOMA COUNTY TRANSPORTATION AUTHORITY'S
2008 COUNTYWIDE BICYCLE AND PEDESTRIAN MASTER PLAN**

WHEREAS, the Metropolitan Transportation Commission's Regional Transportation Plan supports and encourages local agencies to develop comprehensive bicycle plans consistent with the regional plan; and

WHEREAS, the City of Cotati has collaborated with the County of Sonoma and the Cities of Cloverdale, Sebastopol, Healdsburg, Rohnert Park, Sonoma, and Windsor, under the auspices of the Sonoma County Transportation Authority to develop the comprehensive 2008 Countywide Bicycle and Pedestrian Master Plan; and

WHEREAS, the purpose of the plan is to guide the development of a primary non-motorized transportation system in Sonoma County; and

WHEREAS, the Countywide plan includes individual bicycle and pedestrian plans for each participating agency; and

WHEREAS, the City Council of the City of Cotati has reviewed and conducted a public hearing on the Cotati Bicycle and Pedestrian Plan and recommends its adoption; and

WHEREAS, the proposed Bicycle and Pedestrian Plan is consistent with the City of Cotati General Plan and General Plan environmental impact report, and no additional environmental review is necessary; and

WHEREAS, this Bicycle and Pedestrian Plan is a document to guide future actions with specific projects and goals will requiring further council approvals and funding; and

WHEREAS, the Legislature of the State of California has established a Bicycle Transportation Account (BTA) to fund the construction of bikeway projects, and has required local agencies requesting funds from this account to have an adopted Bicycle Plan as a minimum requirement for eligibility.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Cotati hereby approves and adopts the Cotati Bicycle and Pedestrian Plan.

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 22nd day of October, 2008 by the following vote, to wit:

GILARDI _____
GUARDINO _____
MINNIS _____
ORCHARD _____

Approved: _____
Mayor

Attest: _____
Deputy City Clerk

Approved as to form:

City Attorney

Cotati Bicycle & Pedestrian Master Plan



May 2008

Prepared by:

Sonoma County Transportation Authority

In partnership with:

City of Cotati



Cotati Bicycle & Pedestrian Master Plan

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Cotati Bicycle & Pedestrian Master Plan

I. Introduction

This *Cotati Bicycle and Pedestrian Plan* was developed as a component of the Sonoma County Transportation Authority's (SCTA's) *2008 Countywide Bicycle and Pedestrian Master Plan*. While part of the *Master Plan*, the Cotati plan is also a stand-alone document to be used by the City of Cotati to guide implementation of local projects and programs and document city policy. It is also designed to be a component of the *SCTA Countywide Bicycle and Pedestrian Master Plan* to improve coordination in realizing the countywide bicycle and pedestrian system.

The Cotati plan was developed over the course of a year through the coordinated efforts of the SCTA's Bicycle and Pedestrian Advisory Committee, a focused project steering committee, Cotati staff, and input from the public through a series of public workshops and public review periods. The Project Steering Committee was established to oversee the development of the plan and consisted of representatives from the County and each of its cities. Public workshops were held throughout the County to collect input from interested members of the public. The workshops were advertised through various local and regional print media, mailings, the posting of public fliers, and government outreach efforts.

The primary emphasis of this planning effort is to facilitate transportation improvements for bicyclists and pedestrians.

Purposes of the Plan

The purposes of the *SCTA Countywide Bicycle and Pedestrian Master Plan* are to:

- Assess the needs of bicyclists and pedestrians in Cotati and throughout Sonoma County in order to identify a set of local and countywide improvements and implementation strategies that will encourage more people to walk and bicycle;
- Identify local and countywide systems of physical and programmatic improvements to support bicycling and walking;
- Provide local agencies that adopt the Plan with eligibility for various funding programs, including the State Bicycle Transportation Account (BTA);
- Act as a resource and coordinating document for local actions and regional projects; and
- Foster cooperation between entities for planning purposes and to create Geographic Information System (GIS) maps and a database of existing and proposed facilities countywide.

How Does the Plan Affect Daily Life in Sonoma County?

The *SCTA Countywide Bicycle and Pedestrian Master Plan* describes a vision for the future of these alternative transportation modes, identifies policies to help achieve that vision and contains funding strategies for implementation of the projects and programs contained within the plan. These policies affect what choices we have for travel by car, bus, and bicycle and on foot. By identifying transportation priorities and the funding to support them, the Plan determines what projects are built and what programs are pursued.

To achieve these, the Plan includes recommendations for physical improvements and programs that could be developed to enhance and expand existing facilities, connect gaps, address constraints, provide for greater local and regional connectivity, and increase the potential for walking and bicycling as transportation modes.

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Vision Statement

Through a collaborative planning process, a vision, goal and objectives were approved by all ten jurisdictions of Sonoma County: Cloverdale, Healdsburg, Windsor, Santa Rosa, Cotati, Rohnert Park, Petaluma, Sonoma, Sebastopol, and the County of Sonoma. These are designed to guide the development and maintenance of bicycle and pedestrian facilities throughout Sonoma County and express the intent of SCTA and its member agencies to enhance non-motorized mobility and to improve safety, access, traffic congestion, air quality, and the quality of life of Sonoma County residents, workers and visitors.



The vision for a comprehensive bicycle and pedestrian transportation system is:

In Sonoma County bicycling and walking are:

- Important to residents' quality of life
- Integral parts of an interconnected transportation system
- Safe and convenient for all user groups
- Viable means of reaching desired destinations
- Routinely accommodated
- Encouraged by easy connections to transit
- Fostered by education and enforcement
- Advanced by actions of government, schools and the private sector
- Promoted as tourism and recreation attractions
- Mode choices that contribute to personal health
- Options that reduce vehicle miles traveled and greenhouse gas emissions

Caltrans Compliance

Bicycle Transportation Act

To be eligible for Bicycle Transportation Account (BTA) funds, a city or county must prepare and adopt a Bicycle Transportation Plan (BTP) that addresses items a – k in *Streets and Highways Code* Section 891.2. If a city plans to use a countywide BTP to establish their eligibility for BTA funds, the countywide BTP must include a discussion of items a – k for that city in addition to addressing these items for the unincorporated areas in the county. Items a – k, and their location in this Plan, are identified in Appendix A.

Bicycle Transportation Plan Approval Process

Following adoption at the local level, a city or county sends their plan to the appropriate Regional Transportation Planning Agency (RTPA) for approval. Sonoma County's RTPA is the Metropolitan Transportation Commission (MTC). RTPA approval consists of verifying that the plan is in compliance with Section 891.2 and the Regional Transportation Plan (RTP). Following RTPA approval, the local agency submits the plan, adopting resolution, and RTPA letter of approval to Caltrans' Bicycle Facilities Unit for review to ensure the plan addresses the required elements.

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Caltrans Bicycle Program staff employs a checklist approach to BTP review to determine if the plan includes the required elements. While each required element should be addressed in the plan, regardless of applicability to the local agency preparing the plan, the review does not “grade” the information provided in the discussion of the required elements. BTP adoption establishes eligibility for five consecutive BTA funding cycles.

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2. Setting and Context

Land Use History

The indigenous peoples known as the coastal Miwok Indians lived on the land now named Cotati. In 1826 an Irishman named John Thomas Reed made a claim on the land north of Mission San Rafael. His grant included land north of Vallejo's Petaluma Adobe to just south of today's Santa Rosa, including where Rohnert Park, Cotati and Penngrove are now situated. The Rancho was broken up in the 1800s into many ranches that were sold to settlers who came in after the Gold Rush. Eventually Reed sold his land and it changed hands several times until Doctor Thomas Stokes Page bought it in 1846. In the early 1870s the railroad was established. It made stops at Page's Station, which later became Cotati.



The next major influence on transportation, and likewise land use, was the affordability of the automobile for many families and businesses. Trails evolved into paved roads to serve the new vehicular mode and land use and development quickly adapted with more dispersed patterns. As development became more sprawled and the number of car owners grew, non-motorized means of travel declined. Worth noting is that most of Sonoma County's cities retain a central historic core that preceded the advent of the automobile. Cotati's downtown hub retains much of its walkability from that earlier era.

Jurisdiction Overview Setting and Land Use

Although Sonoma State University (SSU) is not actually located within Cotati, to a large extent, Cotati is a university town. Many students live in Cotati and the downtown's restaurants and bars are popular with SSU students. The City of Cotati radiates out from "the Hub," two concentric sets of eight streets, each of which form a hexagon, and within the center of which is La Plaza Park and the Cotati fire station. The Hub is bisected by Old Redwood Highway and East Cotati Avenue/West Sierra Avenue. Around the Hub is a thriving, historic downtown, which has recently been transformed by several projects that included streetscape and pedestrian improvements and mixed-use developments.

The Draft Downtown Cotati Specific Plan proclaims that preserving and reinforcing the historic and pedestrian nature of downtown is fundamental to the success of the revitalization effort. The Plan includes a number of policies aimed at improving the area's walkability, including lively streetscapes, intimate pedestrian paseos, wide sidewalks, street trees, pedestrian-oriented street frontages, and shared "Park Once" automobile parking to encourage the transformation of motorists into pedestrians.

Cotati's commercial areas are laid out in a linear fashion along the major collectors of East Cotati Avenue, Gravenstein Highway and Old Redwood Highway. Housing closest to downtown is the most compact, with development west of Highway 101 appreciably less dense. Various Cotati cul-de-sacs could be opened for bicycle and pedestrian access to further enhance the non-motorized travel experience. The Hub's central location, un- or under-developed land within the existing commercial corridors, concentrations of nearby residents, coupled with Cotati's relatively small land area and flat topography, create many opportunities for residents to walk to and around the downtown.

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As stated in the Cotati General Plan, the City's topography offers a variety of environmental amenities for residents. There are rolling hills that offer scenic views. Some scenic routes along creeks have been developed for bicycle and pedestrian traffic. New residential development adjacent to creeks is being designed to integrate the built and natural environments. These features are appealing and contribute to the unique character of the city.



Attractors and Generators

Attractors and generators in Cotati were identified by reviewing information from standard sources such as maps, plans, and the City's website as well as consultation with staff. The locations of the attractors and generators were considered in determining the alignments of both the local and countywide networks. They include downtown, Cotati Civic Center and government buildings, La Plaza Park and other City parks, the post office, multi-modal transit access and the Cotati park-and-ride, Thomas Page Elementary School, and shopping centers.

Schools and Safe Routes

The Rancho Cotate Unified School District serves both the Cotati and Rohnert Park communities. Only one of these schools, Thomas Page Elementary School is located in Cotati, on the western edge of the City. Many elementary students, and all middle and high school students, commute to schools in the City of Rohnert Park.

In addition to being the name of state and federal funding programs, safe routes to schools programs are an essential component of successful efforts to make walking and bicycling to school safer, increase the number of children walking and bicycling to school, improve children's health and fitness, and educate students and parents about the health, transportation and environmental benefits of walking and bicycling.

Safe Routes to Schools programs typically use the "five Es" to accomplish these goals: Encouragement (e.g., prizes, special events like Walk to School Day), Education (e.g., fliers on the benefits of walking, maps of safe routes, classroom curriculum), Engineering (e.g., improvements to infrastructure such as roadways, intersections, sidewalks and bicycle facilities), Enforcement (making sure motorists, pedestrians and bicyclists understand and obey the rules of the road), and Evaluation (such as before/after surveys to see the effect of programs and physical improvements on mode choice for student commuters).

In fiscal year 2006/07, the Cotati-Rohnert Park Unified School District was awarded a Safe Routes to School Grant for approximately \$85,000 from Caltrans to implement an outreach and education program, "Let's Walk to School Today!" The multi-year program will begin in fiscal year 2008/09 and will conduct one or two-day training seminars at each school site in the school district consisting of age appropriate classroom curriculum. The program will also utilize the momentum of universal walk and bicycle to school days to engage students and the larger community in the effort. Based on recent district restructuring, beginning in the 2008/09 school year, Thomas Page Elementary will offer bussing to transport students who live on the north side of Highway 116 to the school site. The District is in

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the process of developing bussing plans. The City and School District should work together to identify appropriate stop locations on East Cotati Avenue and Old Redwood Highway for student commuters.



Parks and Community Facilities

A variety of parks and community facilities exist in Cotati. They include City parks, neighborhood parks, pocket parks, civic buildings, schools, and other quasi-public facilities. These facilities are distributed throughout the community and are accessible by those on foot and/or bicycle. Following is a list of parks:

- Delano Park
- Kotate Park
- La Plaza Park
- Helen Putnam Park
- Veteran's Park
- Thomas Page Park
- Falletti Park
- Cotati Civic Center – meeting and event facilities, classrooms, picnic area and ball field
- Draper Park

Cotati Demographics and Commute Patterns

Local Bicycle and Pedestrian Travel Characteristics

Travel information in Cotati was analyzed to identify mode split and to evaluate travel time to work. The term 'mode split' refers to the form of transportation a person chooses: walking, bicycling, taking a bus, driving, etc. The commute analysis establishes base data on the existing number of bicycle and pedestrian commuters, as well as an indication of the number of potential bicycle and pedestrian commuters in the plan area. This information can then be used by staff and local officials to develop improvement plans and set priorities, with the objective of increasing the percentage of people who choose to walk or bicycle rather than drive a car or be driven.

A review of available demographic and commute statistics was performed in order to better understand the level of walking and bicycling in Cotati and Sonoma County as a whole. Several data sources were reviewed, including California Department of Finance Population Estimates, the Bay Area Travel Survey, and Journey-to-Work (JTW) Data from the US Census Bureau.

Every ten years, the US Census Bureau attempts to count every person throughout the nation. As part of this survey process, the agency distributes a longer questionnaire to one in eight American households. One of the "long form" questions is, "How did you usually get to work last week?" Respondents who typically use more than one method of transportation are instructed to mark the mode used for "most of the distance." The collective responses to this question form a set of data known as Journey-to-Work (JTW).

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JTW data is considered the most reliable source of transportation mode choice information available. However, while the JTW provides a glimpse of how Cotati residents travel to and from work, the data source only provides a partial understanding of travel characteristics. This is particularly true in assessing walking and bicycling trips since it does not reflect multi-modal trips or non-work trips. Thus the JTW data misses school, shopping, and recreational trips, which may constitute much of the bicycle and pedestrian travel by Cotati's student and senior populations and others. The instructions effectively eliminate any record of the pedestrian portion of walk-to-transit and walk-to-carpool trips; the wording leaves the response, for commuters who do not use the same mode every day, up to the respondent; and the survey takes place in the month of March, which can be quite rainy in Sonoma County and a deterrent to walking and bicycling.



The 2000 US Census indicates a population of 6,482 in Cotati; Cotati is expected to grow at the historic average of 24 units per year and to reach 8,097 by 2010 (Cotati General Plan). According to the 2000 US Census, there are 3,426 workers in Cotati 16 years old or older. Of these, 3,369 work outside the home. Twenty-two percent, or 744 workers, have a travel time to work of 15 minutes or less. Cotati has a lower than average rate of workers with a commute time of less than 15 minutes, 22 percent, when compared to the state and nation which are at 25 percent and 30 percent respectively. This data indicates that a substantial portion of the City's workers are employed outside of the community. Travel time to work in Cotati is shown in Table 2 below.

**Table 2
Cotati Travel Time to Work for Workers 16 Years Old and Over**

	#	%
Total Employed Persons	3,426	100%
Worked at home	57	3.9%
Did not work at home	3,369	96%
Travel Time	#	%
Less than 15 minutes	744	22%
15 to 29 minutes	1,293	38%
30 to 44 minutes	531	16%
45 to 59 minutes	345	10%
60 minutes or more	456	14%

Source: U.S. Census Bureau, Census 2000

As shown in Table 3 below, JTW data indicates that 79 percent of workers in Cotati, or 2,714 persons, drive to work alone. Approximately 0.9 percent, or 30 workers commute by bicycle, a rate that is slightly higher but consistent with that of the County and statewide average bicycle mode share of 0.8 percent, and twice the national average of 0.4 percent. Approximately 1.9 percent (64 persons) of work

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trips are taken on foot, the lowest walk-to-work rate in Sonoma County and forty percent of the countywide average of 3.3 percent. One explanation for the lower walk commute rates in Cotati is likely the number of students who hold local jobs part-time and who may not report these trips as work-related. While approximately 12 percent of workers in Cotati (404 persons) carpool, the majority of workers in Cotati drive to work alone. Given Cotati's climate, topography, and percentage of commuters with a travel time to work of 15 minutes or less compared to the number of existing bicycle and pedestrian commuters, a significant opportunity exists to achieve greater bicycle and pedestrian mode splits. Every motor vehicle trip or vehicle mile driven eliminated results in less air pollution, reduced green house gas emissions, and lessened traffic congestion.



**Table 3
Demographic and Journey to Work Data – 2000 US Census**

	Cotati		Countywide		California	
Population	6,482		458,614		33,871,648	
Employed persons 16 years of age +	3,426		224,947		14,525,322	
Mode Split	#	%	#	%	#	%
Drove Alone	2,714	79.2%	168,134	74.7%	10,432,462	71.8%
Bike	30	0.9%	1,744	0.8%	120,567	0.8%
Walk	64	1.9%	6,929	3.1%	414,581	2.9%
Public Transit	149	4.3%	5,507	2.4%	736,037	5.1%
Carpool	404	11.8%	28,283	12.6%	2,113,313	14.5%
Motorcycle	8	0.2%	517	0.2%	36,262	0.2%
Other	0	0.0%	1,587	1%	115,064	1%
Worked at Home	57	1.7%	12,246	5%	557,036	4%

Local Opportunities and Constraints

This section provides a list of opportunities and constraints for the City's bicycle and pedestrian networks. A variety of conditions were considered including roadway geometries, traffic volumes, crossing locations, distance between destinations, topography, system users, and other issues.

Opportunities

- US 101 and Highway 116 widening projects will provide opportunities for bicycle and pedestrian improvements on Gravenstein Highway South, at the interchange of Gravenstein Highway South and US 101 including the Old Redwood Highway/Gravenstein Highway South intersection, at the US 101 West Sierra Avenue interchange, and the East School Street US 101 undercrossing
- Multi-modal access improvement opportunities at existing transit stops and park and ride lots

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- Improved inter-county and inter-city connection opportunities
- System enhancements through a comprehensive way-finding, directional, and warning signing campaign for pedestrians and bicyclists
- Potential mode share growth and safety improvements through education and awareness efforts

Constraints

- Sidewalk needs and gap closures in Cotati's western neighborhoods
- Limited crossing locations and the need for pedestrian improvements on Gravenstein Highway South
- US 101 is a barrier to east-west travel
- Right-of-way constraints on Old Redwood Highway in downtown
- Deteriorating pavement and maintenance needs on the City's existing Class II bike lanes
- Bulbouts on Old Redwood Highway, which were designed to improve pedestrian crossings, inadvertently impede bicycle travel because they extend too far into the roadway

Data Collection Recommendations

Bicycle and Pedestrian Counts

One of the challenges facing staff and local decision makers in the area of bicycle and pedestrian planning is the lack of documentation on usage and demand for pedestrian and bicycle facilities. Without accurate and consistent data, it is difficult to measure the positive benefits of bicycle and pedestrian investments, especially when compared to the other types of transportation such as the automobile. In order to supplement JTW data, to attain a better understanding of existing usage and travel patterns, and to be able to project demand, regular bicycle and pedestrian counts are recommended. A methodology for collecting these traffic counts is included in the Overview Section.

Proposed count locations in Cotati and throughout the County were identified through this planning process. The basic criteria used to select count locations included points along and intersections of primary streets in the network, area coverage, population centers, attractors and generators, and community gateways. Proposed count locations for the City of Cotati are included in Appendix B.

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3. Vision, Goal, Objectives and Policies

Vision, Goal, Objectives, and Policies

This section defines the vision for bicycle and pedestrian transportation throughout Sonoma County, and outlines the vision, principal goal, and objectives that will serve as guidelines in the continuing development of the countywide bicycle and pedestrian transportation system¹. Through a collaborative planning process, the vision, goal and objectives were approved by all ten jurisdictions of Sonoma County: Cotati, Healdsburg, Windsor, Santa Rosa, Cotati, Rohnert Park, Petaluma, Sonoma, Sebastopol, and the County of Sonoma. These are designed to guide the development and maintenance of bicycle and pedestrian facilities throughout Sonoma County and express the intent of SCTA and its member agencies to enhance non-motorized mobility to improve safety, access, traffic congestion, air quality, and the quality of life of Sonoma County residents, workers and visitors.

The vision, goal and top-tier objectives are meant to function as the mutually agreed upon common framework applicable to both the primary countywide system and local bicycle and pedestrian networks. Policies, and possibly additional objectives, that address jurisdiction-specific issues are included in the individual County and city/town plans.

The role of the SCTA is in advocating, planning, coordinating, and funding, whereas local agencies, such as cities, towns, and the County, transit agencies, Caltrans, and the non-profit and private sectors, will be chiefly responsible for implementation of objectives and policies.

The vision for a comprehensive bicycle and pedestrian transportation system is:

In Sonoma County bicycling and walking are:

- Important to residents' quality of life
- Integral parts of an interconnected transportation system
- Safe and convenient for all user groups
- Viable means of reaching desired destinations
- Routinely accommodated
- Encouraged by easy connections to transit
- Fostered by education and enforcement
- Advanced by actions of government, schools and the private sector
- Promoted as tourism and recreation attractions
- Mode choices that contribute to personal health
- Options that reduce vehicle miles traveled and greenhouse gas emissions

Principal Goal:

To develop and maintain a comprehensive countywide bicycle and pedestrian transportation system, which includes projects, programs, and policies that work together to provide safe and efficient opportunities for bicyclists and pedestrians to access public transportation, school, work, shopping, services, recreation and residences.

¹ The "system" is defined as the whole of all of the components – physical and programmatic.

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Objectives and Policies

Objective 1.0: The Countywide Bicycle and Pedestrian Network²

Establish a comprehensive countywide bicycle and pedestrian transportation system.

Policies

- I.1 Develop a local and countywide bicycle and pedestrian transportation network that provides access to and among major activity centers, commercial districts, schools, transportation centers, public transportation recreation, and other destinations, according to the recommendations in this plan.
- I.2 Work cooperatively with responsible agencies including cities and the County of Sonoma, Regional Parks, SCTA, SMART, SCWA, and others, to close existing facility gaps and ensure the system is implemented, constructed, and maintained.
- I.3 Establish a bicycle and pedestrian advisory committee to advise staff on bicycle and pedestrian issues.
 - A. The Bicycle and Pedestrian Advisory Committee (BPAC) shall be responsible for advising staff on the ongoing planning and coordination of the bicycle and pedestrian transportation system.
- I.4 Assign a bicycle and pedestrian coordinator to oversee implementation of the Bicycle and Pedestrian Plan and coordinate activities between City departments and other jurisdictions.
- I.5 Double the “Journey to Work” mode split percentages for walking and bicycling, by the year 2020, using 2006 data as the baseline.
- I.6 Accommodate the needs of bicyclists of all types (commuters, recreational riders, children, and families) in planning, developing, and maintaining a bikeway network that is safe and convenient.
- I.7 Make the development of a Class I multi-use pathway along the SMART right-of-way a high priority, independent of the re-establishment of rail and transit operations.
- I.8 Require new development to provide safe, continuous and convenient pedestrian access to jobs, shopping and other local services and destinations.
- I.9 Create spaces and activities that invite pedestrian use and optimize the experience of walking with amenities such as landscaping, public art, seating and drinking fountains.
- I.10 Improve the safety of pedestrian crossings on roadways and highways, especially in pedestrian districts.

Objective 2.0: Design

Utilize accepted design standards and “best practices” for the development of bicycle and pedestrian facilities.

Policies

- 2.1 Consider Chapter 1000 "Bikeways Planning and Design", from the California Highway Design Manual, the California Manual of Uniform Traffic Control Devices, the American Association of

² The “network” is defined as the physical improvements that establish bicycle and pedestrian routes.

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State Highway Transportation Officials (AASHTO) Guide for the Development of Bicycle Facilities and Guide for the Planning, Design, and Operation of Pedestrian Facilities when designing bicycle and pedestrian facilities.

- 2.2 Require that all signalized intersections include bicycle detection and are properly marked and operational for use by bicyclists.
- 2.3 Where minimum bike lane standards are infeasible, use striped edge lines, signs, shared lane markings, or other route enhancements to improve conditions for bicyclists.
- 2.4 Avoid the loss of existing bicycle and pedestrian facilities or jeopardize future facilities as shown on the Bikeways Map.
- 2.5 Install directional and informational signage, markers, and stencils on off-street paths, on-street bikeways, local roads, and State Routes to improve “way-finding” for bicyclists, assist emergency personnel, and heighten motorist’s awareness.
 - A. Develop a Citywide “way-finding” program.

Objective 3.0: Multimodal Integration

Develop and enhance opportunities for bicyclists and pedestrians to easily access public transit.

Policies

- 3.1 Implement a safe routes to transit program that prioritizes pedestrian and bicycle access to transit stops and stations.
- 3.2 Require transit providers to provide and maintain convenient and secure bike parking facilities, all-weather shelters, and other amenities at major transit stops and transportation centers at a minimum.
- 3.3 Require local and regional transit agencies to accommodate bicycles on transit and plan for the need for additional bicycle storage capacity on transit to ensure capacity keeps up with demand.

Objective 4.0: Comprehensive Support Facilities

Encourage the development of comprehensive support facilities for walking and bicycling.

Policies

- 4.1 Require adequate short-term bicycle parking for retail, public facilities, office, commercial and industrial uses.
- 4.2 Require adequate short-term bicycle parking and long-term bicycle storage for transportation centers.
- 4.3 Require larger employers to provide secure indoor and/or covered bicycle parking for their employees.
- 4.4 Require larger employers to provide adequate shower and locker facilities for workers.

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Objective 5.0: Education and Promotion

Develop programs and public outreach materials to promote bicycle and pedestrian safety and the positive benefits of bicycling and walking.

Policies

- 5.1 Participate in the development and maintenance of a bicycle and pedestrian safety campaign as a countywide tool to deliver comprehensive safety awareness, driver, cyclist and pedestrian education information, and to increase the awareness of the benefits of walking and bicycling as transportation modes.
- 5.2 Support “grassroots” efforts that help to resolve bicycle and pedestrian transportation issues.
- 5.3 Distribute bicycle and pedestrian safety, educational, and promotional materials through law enforcement activities, at scholastic orientations, and to new political representatives.
- 5.4 Encourage events that introduce residents to walking and bicycling, such as bike-to-work, walk/bike-to-school days, senior walks and historic walks.
- 5.5 Require major employment centers and employers to accommodate commuting by bicycle.
- 5.6 Educate the general public and the officials of state, county, and local law enforcement agencies on common Vehicle Code infractions involving bicyclists and other users of roadways or off-road pathways.

Objective 6.0: Safety and Security

Create countywide pedestrian and bicycle networks that are safe and secure. Reduce automobile collisions with pedestrians and bicyclists by 50 percent by the year 2020, using 2006 collision data as the baseline for analysis.

Policies

- 6.1 Coordinate the delivery of bicycle Safety Education Programs to schools, utilizing assistance from law enforcement agencies, local bicycle shops, and other appropriate groups and organizations.
- 6.2 Improve safety of intersection crossings using routine pedestrian signal cycles, pedestrian buttons, high-visibility crosswalk markings and education.
- 6.3 Prioritize safety improvements in the vicinity of schools, public transit and other high-priority pedestrian destinations.
- 6.4 Improve collection and analysis of collision data. The Public Works Department shall review this data annually to identify problem areas which require immediate attention.
- 6.5 Improve pedestrian safety and security and the ‘sense of isolation’ with pedestrian-level lighting, where appropriate, and development of activities and facilities that encourage walking.

Objective 7.0: Land Use

Encourage smart growth land use strategies by planning, designing and constructing bicycle and pedestrian facilities in new development.

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Policies

- 7.1 Encourage School districts to participate in providing safe and continuous bicycle and pedestrian connections from surrounding neighborhoods when constructing new or improving existing school facilities.
- 7.2 Ensure that on-street parking does not conflict with Class II bikeways.
- 7.3 Encourage compact, high density pedestrian oriented development in pedestrian districts.
- 7.4 In pedestrian districts allow shared parking for commercial uses rather than requiring each business to provide separate parking areas.
- 7.5 Require discretionary projects in pedestrian districts to provide pedestrian facilities such as sidewalks, steps, and trails that link pedestrian routes or provide access to destinations.

Objective 8.0: Planning and Analysis

Continue to support bicycle and pedestrian efforts with data measurement, analysis, and ongoing planning.

Policies

- 8.1 Update the Bicycle and Pedestrian Plan in accordance with the California Bicycle Transportation Act, and to coordinate with Regional Transportation Plan updates.
- 8.2 Incorporate policies in this Bicycle and Pedestrian Plan into all specific, master and General Plan documents and redevelopment policies.
- 8.3 The BPAC shall review the design of all new road widening projects in order to minimize hazards and barriers to bicycle travel on all local roads.
- 8.4 Refer projects that meet any of the following conditions to the BPAC for review to determine consistency with this plan:
 - A. Resurfacing, restoration, and rehabilitation (3R) projects, or other improvements of roads designated as Class II bikeways.
 - B. Resurfacing, restoration, and rehabilitation (3R) projects or other improvements of roads designated as Class III bike routes.
 - C. Resurfacing, restoration, and rehabilitation (3R) projects that include the installation of rumble strips, AC berms or similar barriers, and/or roadway dots in the shoulder area.
 - D. Traffic calming improvements.
 - E. Road capacity improvement projects.
 - F. Discretionary projects adjacent to or traversed by existing or designated Class I, II or III bikeways.
 - G. Discretionary projects conditioned with roadway improvements along a designated or existing Class I, II or III bikeway.

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- 8.5 Proactively seek opportunities for acquisition of abandoned rights-of-way, natural waterways, flood control rights-of-way, utility rights-of-way, and lands for the development of new Class I multi-use pathways.
- 8.6 Ensure that Class I or II bikeways are constructed in a manner that does not reduce or eliminate other designated bikeways without consultation with the Bicycle and Pedestrian Advisory Committee.
- 8.7 Plan for and acquire Class I bike paths, wherever feasible, that will connect to designated or existing Class I multi-use pathways, trails, communities, existing or proposed schools, public parks and open space areas, and existing or proposed public transit nodes (e.g., transportation centers, park and ride lots, bus stops).

Objective 9.0: Maintenance

Maintain and/or improve the quality, operation, and integrity of bicycle and pedestrian infrastructure.

Policies

- 9.1 Maintain geometry, pavement surface condition, debris removal, markings, and signage on Class II and Class III bikeways to the same standards and condition as the adjacent motor vehicle lanes.
- 9.2 Develop a maintenance reporting system with a central point of contact that can be used to report, track, and respond to routine bicycle and pedestrian maintenance issues in a timely manner.
- 9.3 Require that road construction projects minimize their impacts on bicyclists and pedestrians through the proper placement of construction signs and equipment, and by providing adequate detours.
- 9.4 Require that routine maintenance of local roads consider bicycle and pedestrian safety and at a minimum includes the following activities:
 - A. Trim vegetation to provide a minimum horizontal clearance of 4 feet from the edge of pavement and a minimum vertical clearance of 8 feet.
 - B. Clear debris from road shoulder areas to provide space for walking.

Objective 10.0: Funding

Maximize the amount of funding for bicycle and pedestrian projects and programs throughout Sonoma County, with an emphasis on implementation of this plan.

Policies

- 10.1 Work with federal, state, regional, and local agencies and any other available public or private funding sources to secure funding for the bicycle and pedestrian system.
- 10.2 Encourage multi-jurisdictional funding applications to implement the regional bicycle and pedestrian system.
- 10.3 Promote the availability of adequate regional, state and federal funding sources for bicycle and pedestrian transportation projects.

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Relationship to Other Plans and Policies

Implementation of the Cotati Bicycle and Pedestrian Plan will require coordination, consistency, and cooperation among numerous jurisdictions and agencies with varied interests that share policy decisions within and immediately adjacent to Cotati and Sonoma County. There are myriad relevant federal, state, regional, county, and local agencies that have developed plans, programs, directives, policies, and regulations related to funding, planning, designing, operating, maintaining, and using bicycle and pedestrian facilities. These agencies and their plans, policies, etc., have been evaluated for coordination, consistency, and conformance with this Plan. Brief summaries of local plans and policies are provided below. Summaries of regional, state, and federal plans, policies, and other relevant resources are provided in the Overview section.

Cotati General Plan

The Cotati General Plan is a long-range comprehensive planning document required by state law and adopted by the City in 1998 to set policy and guide future growth, development and conservation of resources. The General Plan was designed to guide development through 2015. An update to the plan is currently underway and near completion. While the policies and goals contained in the 1998 General Plan still apply, given the anticipated adoption of the General Plan Update in the near term, the draft update was evaluated for the purpose of this review.

The following General Plan goals are relevant to bicycle and pedestrian improvements in Cotati.

Goal 2 – Develop a system of transportation facilities and services that provides safe and efficient access to all parts of the City, including Thomas Page School, Sonoma State University, and the region, and reinforces the desired land use pattern.

Policies and Implementation:

Objective 2.2

Develop a safe and efficient system of bicycle and pedestrian routes that connect neighborhoods with commercial centers, transit facilities, parks, and Thomas Page School, the City of Rohnert Park, and the County of Sonoma.

Policies and Implementation

- 2.2.1 Establish and maintain continuous clearly identifiable bicycle routes and facilities on Old Redwood Highway, East Cotati Avenue, Gravenstein Highway, and West Sierra Avenue.
- A. Through a Capital Improvement Program the Public Works staff shall maintain and develop bike lanes along arterial streets with clearly marked lines and visible signs. (see Map 5)
 - B. Planning staff shall work with Sonoma County Transit to create an effective Rider Awareness Program that will educate the public on the existing transit systems.
 - C. The Planning Commission shall prepare a Bicycle and Pedestrian Master Plan which will include a regular maintenance schedule for bikepaths, sidewalks, and walkways.

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- D. Provide safe and continuous pedestrian, vehicular, and bicycle access to park-and-ride facilities.
 - E. Complete the Laguna Bikepath which connects Commerce Blvd. to Lancaster Avenue as shown on Map 5.
- 2.2.2 Maintain and develop a network of walkways and sidewalks along arterial and collector streets to provide for safe and efficient travel.
- A. Where appropriate, the City shall use the Street and Highways Code (for assessment purposes) to construct sidewalks. In addition, establish a schedule for installing sidewalks along arterial streets, using other funding sources should they be available (see Map 6). The City Engineer shall review all plans for sidewalk construction to ensure that existing trees are circumvented by the new sidewalk. Public Works shall ensure that existing trees are properly protected during construction.
 - B. In areas where sidewalks and walkways are needed, special assessment of affected property owners may provide the funding for installation.
 - C. For all new residential and commercial development, developers shall be required to install sidewalks and walkways on and off-site as dictated by the location of transit stops and common pedestrian destinations. The Planning Department and the Building Inspector shall monitor plans for compliance with these requirements. Exceptions may be made for the residential area immediately surrounding the Hub area when it can be shown that the sidewalk will be at odds with the neighborhood aesthetic and the historic nature of the area.
 - D. Emphasis shall be placed on creating safe pedestrian and bicycle travel to and from Thomas Page School.
- 2.2.3 New development shall provide the rights-of-way for bicycle and pedestrian facilities.
- A. Developers shall be required to provide land dedication or provide fees in order to provide bikepaths, sidewalks, and walkways. The Planning Department and Building Inspector shall monitor plans for compliance with these requirements.
- 2.2.4 Priority shall be given to upgrading and maintaining existing bicycle and pedestrian routes before new routes are established.
- A. The Planning Department shall prepare a Bicycle and Pedestrian Master Plan which will include a regular maintenance schedule for bikepaths, sidewalks, and walkways.
- 2.2.5 Continue to provide secure bicycle racks in the Hub, future and existing commercial areas, park-and-ride transit facilities, schools, and multiple unit residential developments.
- A. Developers shall be required to provide secure bicycle racks in multiple unit and commercial developments. The design review process shall monitor this requirement.
- 2.2.6 Provide curb cuts and ramps at the intersections along Old Redwood Highway and East Cotati Avenue and throughout the community, to serve the needs of the mobility-impaired.

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- A. Through a Capital Improvement Program the Public Works Department shall install curb cuts at intersections and along Old Redwood Highway and East Cotati Avenue.
- 2.2.7 Identify streets on the west side of Highway 101 where reduced pedestrian facilities, such as an asphalt path, would more closely support the rural character.
- A. Planning staff shall indicate streets with reduced pedestrian facilities on the Pedestrian Facility Needs Map (See Map 6).
- 2.2.8 Establish pedestrian facilities under the Gravenstein Highway and West Sierra Avenue interchanges to facilitate safe and efficient pedestrian and bicycle travel throughout Cotati.
- A. Planning staff shall pursue with Caltrans the installation of sidewalks under Highway 101 at both interchanges.
- 2.2.9 Enhance the safety of pedestrian crossings in the Hub area while ensuring a delightful downtown experience.
- A. The City shall retain the viewpoint of the pedestrian as the primary perspective when identifying Hub-related traffic improvements.

Draft Citywide Traffic Improvement Plan, March 15, 2005

Alternative Transportation Modes

Based on a review of the 1998 General Plan, other studies, and field review, alternative transportation mode traffic improvements were developed.

Bicycle Facilities

Criteria provided by Caltrans in the Traffic Manual denote a Class I bicycle facility as a separate path, Class II facilities are bike lanes, and a Class III facility is one on which bicycle traffic is promoted but where there is no separate lane or path. Within the City of Cotati, there are existing Class II facilities on Old Redwood Highway, E. Cotati Avenue, and Gravenstein Highway.

- It is recommended that continuous bike lanes on Old Redwood Highway, E. Cotati Avenue, Gravenstein Highway and W. Sierra Avenue be created and maintained within the City of Cotati. Currently, there is a gap in the Class II lanes on Gravenstein Highway between Redwood Drive and Old Redwood Highway.
- The Laguna bike path that connects Commerce Boulevard to Lancaster Avenue should be completed.

Pedestrian Facilities

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Pedestrian activity areas within the City of Cotati are primarily focused in the hub area of downtown. There is also moderate pedestrian activity along E. Cotati Avenue, Old Redwood Highway, and W. Sierra Avenue. These corridors are generally served by concrete sidewalks. However, there are intermittent sections without sidewalks due to adjacent undeveloped parcels. A number of the residential neighborhoods and industrial areas on the fringes of the community do not have any sidewalks, walkways or shoulder area for pedestrian traffic. In addition, the City has recognized an unwritten policy that supports using a more rural type of pedestrian path rather than the typical curb, gutter and sidewalk in the West Cotati area.

- Gaps in the sidewalk system should be addressed, especially on Old Redwood Highway between Gravenstein Highway and the hub, on Old Redwood Highway between the hub and Valparaiso Avenue-Myrtle Avenue and on West Sierra Avenue between U.S. 101 and Valparaiso Avenue.

Enhanced pedestrian crossings, including warning lights, pedestrian signage and striping, and medians or bulbouts, should be provided at uncontrolled crossing locations including:

- East Cotati Avenue at the Laguna trail crossing, east of Charles Street
- East Cotati Avenue at Charles Street
- W. Sierra Avenue at La Plaza (west)
- W. Sierra Avenue at Henry Street-Olaf Street
- Old Redwood Highway at La Plaza (north)
- Old Redwood Highway at Page Street

City of Cotati Downtown Specific Plan, Draft, February 20, 2006

Chapter I: Introduction

Local Context

I.2 - Relationship to Cotati General Plan

The Downtown Specific Plan implements several policies of the Cotati General Plan by providing for new mixed-use and commercial development on vacant and underutilized land north of La Plaza, and for the continuing economic development of the historic downtown area south of La Plaza. The Specific Plan also addresses General Plan circulation policies by effectively accommodating multiple transportation modes. Specific applicable General Plan policies include, but are not limited to the following:

Community Development

- 1.4.14 The area along both sides of Old Redwood Highway, north of La Plaza and south of the Highway 101 northbound on-ramp, shall be developed in an integrated manner assuring a vibrant, mixed-use and pedestrian-oriented extension of the downtown.
- 2.2.1 Establish and maintain continuous clearly identifiable bicycle routes and facilities on Old Redwood Highway, East Cotati Avenue, Gravenstein Highway, and West Sierra Avenue.

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- 2.2.2 Maintain and develop a network of walkways and sidewalks along arterial and collector streets to provide for safe and efficient travel.
- 2.2.3 New development shall provide the rights-of-way for bicycle and pedestrian facilities.
- 2.2.4 New priority shall be given to upgrading and maintaining existing bicycle and pedestrian routes before new routes are established.
- 2.2.9 Enhance the safety of pedestrian crossings in the Hub area while ensuring a delightful downtown experience.
- 2.4.1 Seek alternatives to traditional traffic solutions; these measures could include traffic signals, street widening, and stop signs. Traffic calming measures, which decrease environmental impacts, slow vehicular speed and encourage pedestrian and bicycle modes of transportation, including pedestrian and cyclist amenities such as bike racks and street furniture/signage, shall be given the highest priority above the traffic improvements recommended below.

Economic Vitality

- 11.1.4 Provide safe walking areas for pedestrians, allow safe on-street parking and provide adequate street width for fire safety vehicles in the Hub.

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4. The Local Bicycle and Pedestrian Transportation Network

The City of Cotati bicycle and pedestrian resources map is shown in Figure I. The map includes both existing and proposed bicycle and pedestrian facilities.

Existing Conditions

Bicyclists and Bicycle Conditions

The existing bicycle network in Cotati consists of Class I pathways and Class II bike lanes. Nearly 1.5 miles of the Laguna de Santa Rosa trail have been improved over the past decade providing nearly continuous access through the community with connections to parks and neighborhoods, including several pedestrian bridges, and a planned trail crossing of East Cotati Avenue. Approximately 2.8 miles of Class II bike lanes are provided in Cotati. Class II bike lanes extend east-west through the City on East Cotati Avenue and West Sierra Avenue, however, the public noted that deteriorating pavement conditions on East Cotati Avenue are a deterrent to commuters and existing striping and stencils are in need of maintenance. Class II bike lanes are provided on Lancaster Drive and Redwood Drive, and shoulders are provided on Gravenstein Highway South. A segment by segment breakdown of existing bikeways is listed in Table 4.



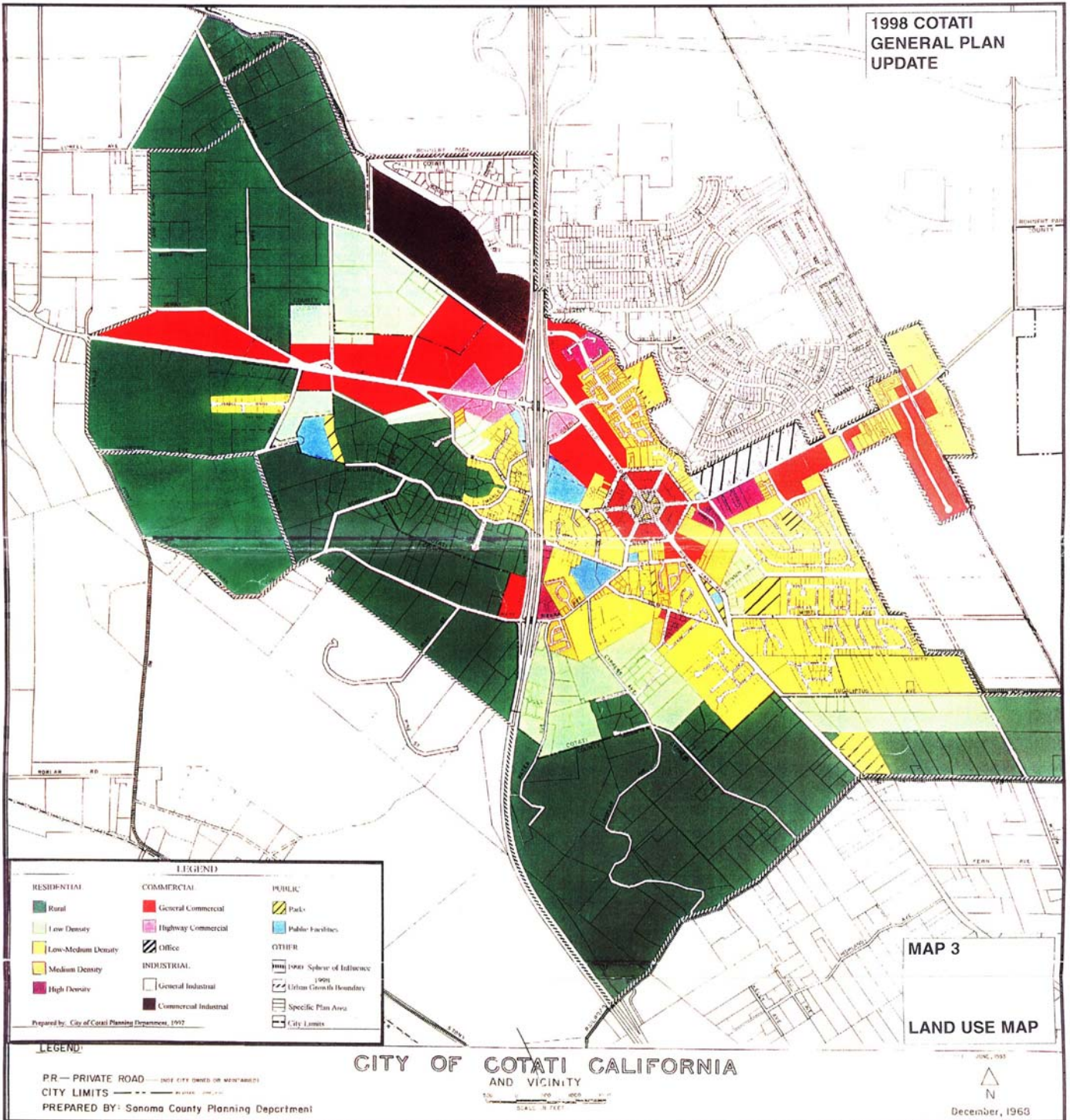
Pedestrians, Pedestrian Districts, and Pedestrian Conditions

The Old Redwood Highway/Gravenstein Highway pedestrian corridor extends from Highway 101/Gravenstein Highway), through the downtown, to roughly Park Avenue south of the Hub, and contains the bulk of Cotati's retail and commercial resources. Pedestrian enhancements are proposed for the intersections of Old Redwood Highway at La Plaza and at Page Street, south of the Hub. The Downtown Cotati Specific Plan envisions a mixed-use, pedestrian-oriented extension of downtown along this corridor, north of La Plaza. Long term plans include realigning Old Redwood Highway to allow through-traffic to avoid this pedestrian-oriented district.

The West Sierra Avenue pedestrian corridor extends west from the Hub to West School Street, and provides access to City Hall, Cotati Middle School, and residential areas including a mix of single and multi-family units. The Citywide Traffic Improvement Plan calls for enhanced pedestrian crossings—including warning lights, pedestrian signage and striping, and medians or bulbouts—on West Sierra Avenue at La Plaza and at Henry/Olaf Streets. The need for crossing improvements has also been identified on West Sierra Avenue at Cypress and Valparaiso avenues.

Cotati's schools also attract large numbers of pedestrians, particularly at certain times of day. (See Safe Routes to Schools discussion, below.)

1998 COTATI
GENERAL PLAN
UPDATE



Cotati Bicycle & Pedestrian Master Plan

**Table 4
Existing Bikeways**

Project Corridor/ Street	Begin Point	End Point	Class	Length (Miles)	Local (L) Regional (R)	Primary Network	SF Bay Area Regional Route	Use	Notes
Commerce Blvd South	Rohnert Park/Cotati City Limits	Old Redwood Highway	I	0.10	R	No	No	Trans	
Laguna de Santa Rosa	Old Redwood Highway	Ladybug Park	I	1.46	R	Yes	No	Trans/Rec	
Laguna de Santa Rosa Bridge & Connector Trail	Loretto Avenue	Eagle Drive	I	0.07	L	No	No	Trans/Rec	
West Sierra Avenue	Cotati City Limits	Old Redwood Highway	II	0.68	R	Yes	No	Trans	
Gravenstein Hwy South	Madrone Avenue	Old Redwood Highway	II	0.88	R	Yes	No	Trans	
Lancaster Drive	East Cotati Avenue	Cotati/Rohnert Park City Limits	II	0.09	R	No	No	Trans	
Redwood Drive	Copeland Creek Trail	Gravenstein Highway	II	0.20	R	Yes	No	Trans	
E Cotati Ave	Old Redwood Highway	Cotati/Rohnert Park City Limits	II	1.00		Yes		Trans	
		Class I		1.63					
		Class II		2.85					
		Class III		0.0					

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The primary challenges to walking in Cotati include pedestrian crossings of Gravenstein Highway (particularly at Alder and Locust streets and Madrone Avenue, near Thomas Page Elementary School); Old Redwood Highway; East Cotati Avenue; and West Sierra Street. Filling in sidewalk gaps is also a priority (see following section), as is connecting the parts of town east and west of Highway 101. An existing under-crossing of US 101 connects the east and west sides of Cotati on East and West School streets and improvements are proposed for the Gravenstein Highway interchange. Caltrans will also be improving the SR 116/US 101 interchange, including sidewalks, curb ramps and bicycle lanes as part of the US 101 widening project. Pedestrian-level lighting is needed throughout Cotati, particularly at roadway crossings, as is a strategy to allow bicyclists and pedestrians to coexist, particularly on multi-use paths and on streets where bulbouts are envisioned. Policies to guide the use of motorized scooters, such as those most frequently used by the elderly, and Segways (which typically attract younger users) on streets, sidewalks and multi-use paths should be a part of this strategy.



Sidewalk Inventories

Cities track sidewalk locations and their condition in order to identify gaps in the pedestrian network, to prioritize maintenance, and to take advantage of maintenance and upgrade opportunities, such as those provided by new development or utility trenching.

Although the City of Cotati does not have a sidewalk inventory *per se*, an overview of sidewalk gaps is included in the 2005 Citywide Traffic Improvement Plan. The Plan reveals intermittent sections of East Cotati Avenue, Old Redwood Highway and West Sierra Avenue—the City’s primary pedestrian corridors—without sidewalks, due to adjacent undeveloped parcels. The Plan recommends addressing gaps on Old Redwood Highway between Gravenstein Highway and the Hub and between the Hub and Valparaiso Avenue/Myrtle Avenue; and West Sierra Avenue between US 101 and Valparaiso Avenue. The Plan also mentions a number of residential neighborhoods and industrial areas on the fringes of the community that do not have sidewalks, walkways or shoulder area for pedestrian traffic. Finally, the Plan describes the City’s unwritten policy that supports using a more rural type of pedestrian path in the West Cotati area, rather than a typical curb, gutter and sidewalk.

Disabled Access – ADA

The Americans with Disabilities Act (ADA) was enacted in 1990, providing rights and protections to individuals with disabilities. To comply in the realm of the pedestrian network, local governments must bring sidewalks, curb ramps and roadway crossings up to a set of specified standards when constructing new facilities or making modifications within existing public rights-of-way. According to ADA, additions and alterations to existing facilities shall comply with R202.³ Alterations include, but are not limited to, renovation, rehabilitation, reconstruction, historic restoration, resurfacing of circulation paths or vehicular ways, or changes or rearrangement of structural parts or elements of a facility. Pavement

³ US Access Board, Revised Draft Guidelines for Accessible Public Rights-of-Way, R202 Alterations and Additions to Existing Facilities

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patching and liquid-applied sealing, lane restriping, and short-term maintenance activities are not alterations.

In addition to providing individuals with disabilities with accessible sidewalk, curb ramp and crossing facilities, many ADA requirements help other populations as well. For instance, in addition to serving people who use wheelchairs or other mobility aids, curb ramps facilitate travel by those pushing strollers and inexperienced bicyclists who are not yet ready to ride in the street. Wide sidewalks, and a lack of obstructions, create a nicer environment for all pedestrians. These improvements can also reduce demand for paratransit services (demand-responsive transit for people whose disabilities prevent them from using public transit) by allowing some people with disabilities to access public transit stops.



Transit and Multi-Modal Access

Convenient multi-modal connections for bicyclists and pedestrians that are well-integrated into the transportation system are a vital component of the bicycle and pedestrian network. Transit has the potential to extend trip ranges for bicyclists and pedestrians to nearby communities and destinations outside of Sonoma County. This is especially important for Cotati and Sonoma County in general, considering existing barriers to bicycle and pedestrian travel such as distances between communities, gaps in the existing bicycle and pedestrian networks between urban areas, heat during summer months and rain during winter months. While these obstacles likely serve as deterrents to existing and potential trips by bike or by foot, convenient multi-modal access can help to address these issues and extend trip ranges. Front loading bicycle racks, which typically accommodate three bicycles, are provided on all fixed route transit buses that operate in Sonoma County. Bicycle rack spaces are available on a first come, first served basis. When the front loading racks are full, drivers can accommodate bicycles inside the bus at their discretion, however, in the event that it is the last scheduled bus of the day, bicycles are permitted inside the vehicle.

Park and Ride Lots – Cotati has two park and ride lots. A Caltrans lot is located on the east side of US 101 on St. Josephs way just south of the US 101/Gravenstein Highway interchange. The facility is served by Golden Gate Transit, provides bike racks and a bus shelter, and includes 185 vehicle parking spaces. A second lot is provided on the west side of US 101 on Redwood Drive south of Gravenstein Highway. The facility is served by Sonoma County Transit, no bike racks or transit amenities are currently provided.

Sonoma County Transit – Three Sonoma County Transit routes serve the City of Cotati. Route 48/48X travels daily between Santa Rosa and Petaluma, and serves Rohnert Park and Cotati (on Old Redwood Highway). On weekdays, the local Route 26 travels between Sebastopol and Sonoma State University, serving the Cotati Park & Ride lot on the west side of Highway 101 along the way. The Route 10 offers local service between Old Redwood Highway in Cotati and Rohnert Park's shopping areas, Sonoma State University and, on school days, to Rohnert Park primary and secondary schools. Sonoma County Transit maintains five shelters at Cotati bus stops.

Golden Gate Transit – Golden Gate Transit Routes 70/80 and 75 serve the Cotati Hub, with service to San Francisco (via Marin County cities) and San Rafael, respectively.

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Sonoma Marin Area Rail Transit (SMART) – The SMART District is a regional transportation district that was established in 2003 by the California Legislature with the passage of California State Assembly Bill 2224 (Nation, District 6). The SMART District was established to oversee the development and implementation of passenger rail service in Sonoma and Marin counties along the Northwestern Pacific Railway. The District holds over seventy miles of railroad right-of-way in public ownership between the cities of Cotati and Larkspur, and is charged with planning, engineering, evaluating and implementing passenger train service and corridor maintenance from Cotati to Larkspur. Additionally, the development of a multi-use bicycle and pedestrian pathway within, or adjacent to, the rail corridor is included in the project.



The SMART passenger train would serve passengers at fourteen existing or planned multi-modal train stations between Cotati in Sonoma County and the terminal in Larkspur in Marin County, where a connection can be made to San Francisco via the existing ferry service. There is a SMART rail station proposed for the southeast corner of the intersection of East Cotati Avenue and the railroad tracks which will operate as the Cotati intermodal facility and park-n-ride lot. SMART also proposes to provide a critical north-south transportation route for bicyclists and pedestrians, with approximately 70 miles of multi-use pathway located along or adjacent to the right-of-way between Cotati and Larkspur. The SMART Path project will provide a continuous north-south route through Sonoma County comprised largely of Class I multi-use pathway along with short segments of Class II bike lanes or Class III bike routes, where right-of-way constraints occur, to connect seven of the County's nine cities: Cotati, Healdsburg, Windsor, Santa Rosa, Rohnert Park, Cotati, and Petaluma. <http://www.sonomamarintrain.org/>

Support Facilities and Bicycle Parking

End-of-trip support facilities include bicycle parking, areas to change clothes and shower, and facilities for storing clothes and equipment. Bicycle parking in Cotati is provided at the Caltrans park and ride lot on St. Josephs Way, Cotati Civic Center, downtown, at numerous transit stops, and at shopping centers. There are no existing shower or locker facilities designated for bicyclists, and none are proposed at this time.

Safety and Security

Safety is a major concern of both current and potential bicyclists and pedestrians. For those who walk or bicycle, it is typically an on-going concern or even a distraction. For those who avoid walking and/or bicycle riding, concern about safety is one of the most compelling reasons not to do so. In discussing bicycle safety, it is important to separate perceived dangers from actual safety hazards.

Riding a bicycle on the street is commonly perceived as unsafe because of the exposure of a lightweight, two-wheeled vehicle to heavier and faster moving motor vehicles including autos, trucks and buses. Actual accident statistics, however, show that bicyclists face only a marginally higher degree of sustaining an injury than a motorist, based on numbers of users and miles traveled. Death rates are essentially the same for bicyclists as motorists. Collisions between bicycles and vehicles are much less likely to happen than bicycle-with-bicycle, bicycle-with-pedestrian, or collisions caused by roadway facilities. Additionally, the majority of reported bicycle crashes show the bicyclist to be at fault; generally, this involves younger

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bicyclists riding on the wrong side of the road or being hit broadside by a vehicle at an intersection or driveway.

Local Enforcement Responsibilities – *The Cotati Police Department enforces the California Vehicle Code and traffic laws in Cotati, including bicycle and pedestrian violations.*

Existing and Proposed Safety and Education Programs – *Currently there are no existing safety and/or education programs for bicyclists and pedestrians taught in Cotati.*



Collision Analysis

The collision history for Cotati was reviewed to determine any trends or patterns that could indicate safety issues. The collision data for 2002-2006 was obtained from the California Highway Patrol (CHP) as published in their State Wide Integrated Traffic Records System (SWITRS) reports. The CHP Accident Investigation Unit maintains SWITRS. It was developed as a means to collect and process data from collision scenes. The program ensures that local police departments and the CHP utilize and maintain uniform data collection tools and methods to collect and compile meaningful data and statistics that can be used to improve roadway conditions and monitor the effectiveness of enforcement efforts.

It is important to note that SWITRS only includes reported collisions, so may not reflect all conflicts that occur. A comprehensive review of the data was performed to help understand the nature and factors involved in bicycle and pedestrian collisions. A better understanding of these factors may help planners and engineers address some of the physical environments that contribute to these incidents. For example, if it is determined that a high incidence of collisions are occurring in the evening, lighting improvements may help to correct the situation. Conversely, a high incidence of collisions attributed to bicycle riding in the wrong direction or those involving children may be addressed through education and/or enforcement activities.

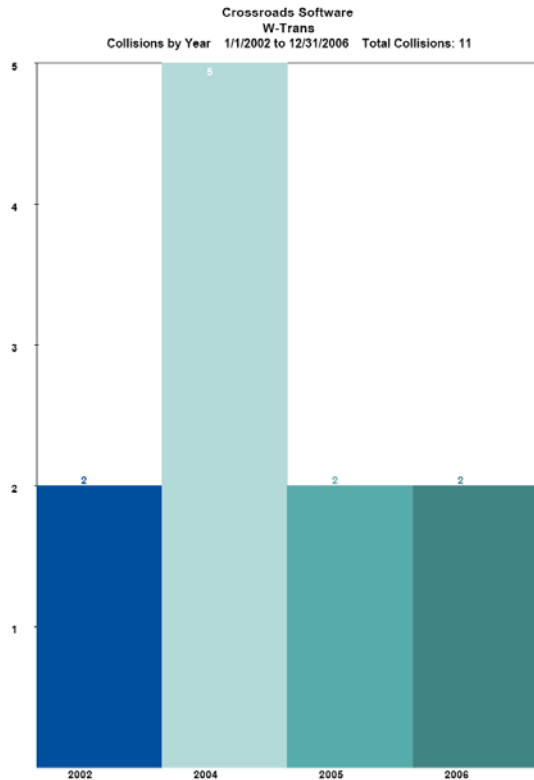
The following types of data were reviewed with an emphasis on the conditions indicated to better understand the factors that may have contributed to the reported collisions:

- Collisions: This information includes an analysis of the major causes of each collision, the locations of collisions, and the seasonal variation of collisions.
- Conditions: Environmental conditions at or near the collision site at the time of each crash were examined. This included an analysis of weather conditions, lighting conditions, and types of traffic control devices present.
- Demographics: This included a determination, by gender and age, of collision rates for bicyclists and pedestrians.
- Locations: This portion of the analysis includes a citywide map of bicycle and pedestrian collisions and other spatial analyses of different collision types.

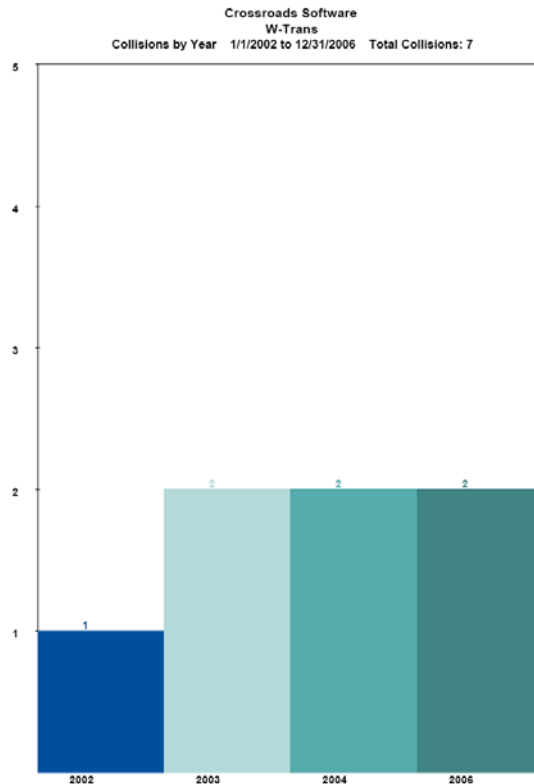
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For the five-year period reviewed, a total of 379 collisions were reported in Cotati, including 11 bicycle collisions and seven pedestrian collisions. The numbers of bicycle and pedestrian collisions by year are included in the charts below.

**Chart 1
Bicycle Collisions per Year**



**Chart 2
Pedestrian Collisions per Year**



According to a review of the California Office of Traffic Safety Collision Rankings for 2004 – 2006, Cotati’s bicycle and pedestrian collision rates rank in the mid-range of the average number of collisions per year by population for their population group; cities with a population of 10,000 persons or fewer (which consists of 80 cities in California).

Bicycle Collisions

There were 11 reported bicycle collisions in Cotati in the five-year study period. Five bicycle collisions were reported in 2004, and two per year were recorded for the remaining years in the review period. The cyclist was at-fault in almost 65 percent of these collisions. In 2 reported collisions, the bicyclist was riding the wrong way on the street. Most collisions were broadsides and 10 of the 11 occurred on arterial or major collector streets. September and December were the most common months for vehicle-bicycle crashes, similar to vehicle-vehicle crashes that occurred most commonly in September and October in Cotati. All collisions occurred during daylight hours and clear or cloudy weather conditions. While there is a steady decline in the total number of collisions in Cotati, the bicycle

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collision rate remained fairly constant: on average there were two bicycle crashes for each of the five study years.

Pedestrian Collisions

Over the five-year review period 7 pedestrian collisions were recorded in Cotati. One pedestrian collision was recorded in 2002, and two more were recorded for each of the remaining years in the review period. Two collisions occurred in the months of February and May, the remaining three occurred in June through August. All collisions occurred in daylight, so darkness was not a factor. 3 of these crashes occurred on a Friday, though most of the collisions were found to be the pedestrian's fault. No fatalities occurred, though one pedestrian sustained severe injury.

Proposed Improvements

Bikeways

A segment by segment breakdown of the proposed bikeways including facility type, length, estimated cost of improvements, project priority, and other criteria are listed in Table 5. The proposed bikeways network has been developed to provide bicycle access to destinations throughout Cotati. The network consists of primary routes that connect through the City and provide access to neighboring jurisdictions, as well as local bikeways that provide access to neighborhoods and destinations throughout Cotati. While the projects in this Plan have received a preliminary feasibility evaluation, engineering and environmental studies will be required prior to project implementation to determine project specific issues such as right-of-way impacts, traffic operations, parking impacts, and environmental issues.

Approximately 4.5 miles of bikeways are proposed in Cotati, including a 0.6 mile extension of the Class I Laguna Pathway, 2.6 miles of Class II bike lanes on Myrtle Avenue, Old Redwood Highway, and Redwood Drive, and 1.3 miles of Class III bike routes which will provide local access on many of Cotati's local streets including Benson Lane, Gilman Ranch Road, Lincoln Avenue, and others. Improved bicycle access is planned as a component of long-term solutions proposed on Gravenstein Highway under US 101, on West Sierra Avenue under US 101, and the US 101 undercrossing at East School Road. Additionally, a signing campaign of warning signs and destination based 'wayfinding' signs is proposed. Approximately 15-20 signs placed strategically at community gateways, route junctions, and regular intervals along the primary network would provide coverage for the entire community. The total cost of the bicycle facility improvements proposed in this plan is estimated at approximately \$900,000.

Pedestrian Facilities

Proposed pedestrian improvements in this Plan are focused on crossing enhancements at various intersections on Gravenstein Highway, East and West Cotati Avenues, US 101 at the existing East School Street undercrossing and the Laguna De Santa Rosa Trail along with proposed sidewalk infill projects on West Cotati Avenue, West Sierra Avenue, and Madrone Avenue.

Pedestrian District – The Cotati 12 square block downtown area has been identified as a 'pedestrian district.' This district is one which experiences frequent pedestrian activity and street crossings. Therefore, the City should identify future pedestrian facilities and amenities in this district to serve this need.

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**Table 5
Proposed Bikeways and Project Priorities**

Project Corridor/ Street	Begin Point	End Point	Class	Length (Miles)	Local (L) Regional (R)	Primary Network	SF Bay Area Regional Route	Use	Cost	Priority	Notes
Laguna de Santa Rosa	East Cotati Ave S	Lincoln Bridge	I	0.2	R	Yes	No	Trans/Rec	\$96,580	H	
NWP Trail	Cotati City Limits	Cotati City Limits	I	0.4	R	Yes	Yes	Trans/Rec	\$235,189	H	
Redwood Dr	City Limits	Gravenstein Hwy	II	0.6	L	No	No	Trans	\$48,174	H	
Myrtle Ave	Old Redwood Hwy	Rohnert Park/ Cotati City Limits	II	0.5	L	No	No	Trans	\$38,951	H	
Commerce	Old Redwood Hwy	Rohnert Park/ Cotati City Limits	II	0.1	R	Yes	Yes	Trans	\$7,500	H	
Old Redwood Hwy	Gravenstein	Cotati Plaza	II	0.8	R	Yes	Yes	Trans	\$57,483	H	
Old Redwood Hwy	Charles St	Eucalyptus Ave	II	0.6	R	Yes	Yes	Trans	\$45,953	H	
Benson Ln	Park Ave	Loretto Ave	III	0.2	L	No	No	Trans	\$2,586	H	
Gilman Ranch Rd	West Cotati Ave	Madrone Ave	III	0.3	L	No	No	Rec	\$4,847	H	
Park Ave	Cotati Veterans Hall	Myrtle Ave	III	0.2	L	No	No	Trans	\$2,414	H	
Lincoln Ave	Lancaster Dr	Loretto Ave	III	0.4	L	No	No	Trans	\$6,078	H	
Loretto Ave	Lincoln Ave	Benson Ln	III	0.1	L	No	No	Trans	\$1,901	H	
Old Redwood Hwy	Cotati Plaza	Charles St	III	0.1	R	Yes	Yes	Trans	\$1,307	H	
East Cotati Ave at RR	Santero Dr	Windmill Farms Dr	II	0.1	R	Yes	Yes	Trans	\$225,000	H	Construct sidewalks & rehabilitate bike lanes & pavement at the RR crossing

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**Table 5
Proposed Bikeways and Project Priorities**

Project Corridor/ Street	Begin Point	End Point	Class	Length (Miles)	Local (L) Regional (R)	Primary Network	SF Bay Area Regional Route	Use	Cost	Priority	Notes
East School Tunnel	East School St	West School St	I	0.1	L	No	No	Trans	\$75,000	H	Construct sidewalk & pathway entry improvements on East School & West School Streets
Signing Program (Warning & Destination Signing)	Citywide							Trans/Rec	\$6,500	H	
Bicycle Parking Program	Citywide							Trans/Rec	\$5,000	H	
West Cotati Ave Sidewalks	Hwy 116	Cliffard Ave	SW	0.5	L	No	No	Trans	\$1,375,250	H	Sidewalk Infill
West Sierra Ave Sidewalks	Water Rd	East School St	SW	0.1	R	Yes	No	Trans	\$185,000	H	Sidewalk Infill
Madrone Ave Sidewalks	Hwy 116	Thomas Page Elementary	SW	0.3	L	No	No	Trans	\$715,000	H	Construct sidewalk on the east side of street
Total									\$ 3,135,212		
Class I											
Class II											
Class III											
Sidewalks											
									\$ 859,962		Bicycle Costs
									\$2,275,250		Pedestrian Costs

Cotati Bicycle & Pedestrian Master Plan

5. Project Costs and Funding

Costs

Project costs for the improvement projects identified in this Plan are identified in Table 5.

Past Expenditures

Cotati has invested an average of approximately \$65,000 per year on bicycle and pedestrian improvements throughout the City over the past ten years.

Funding Sources

The number of grants available for non-motorized transportation projects has been growing in recent years. Specific funding opportunities for the proposed facilities are shown in Table 6 while a summary of these programs is included in the Overview section.

Cotati Bicycle & Pedestrian Master Plan

**Table 6
Project Implementation and Funding Opportunities**

Project Corridor/ Street	Cost	Ranking	Implementing Agency	Project Partner	Potential Funding Source
Laguna de Santa Rosa	\$96,580	H	Cotati	Laguna Foundation	SCAPOS, RBPP, TLC, TDA
NWP Trail	\$235,189	H	Cotati	SMART	SMART, Measure M, TDA, Developer Fees, BTA
Redwood Drive	\$48,174	H	Cotati		RBPP, TFCA, TDA, BTA
Myrtle Avenue	\$38,951	H	Cotati		TDA, Local Funds
Commerce	\$7,500	H	Cotati	Rohnert Park	RBPP, TFCA, TDA
Old Redwood Highway	\$57,483	H	Cotati		RBPP, TFCA, TDA, BTA
Old Redwood Highway	\$45,953	H	Cotati	Sonoma County	RBPP, TFCA, TDA, BTA
Benson Lane	\$2,586	H	Cotati		TDA, Local Funds
Gilman Ranch Road	\$4,847	H	Cotati		TDA, Local Funds
Park Avenue	\$2,414	H	Cotati		TDA, Local Funds
Lincoln Avenue	\$6,078	H	Cotati		TDA, Local Funds
Loretto Avenue	\$1,901	H	Cotati		TDA, Local Funds
Old Redwood Highway	\$1,307	H	Cotati		TDA, Developer Fees, RBPP, BTA
East Cotati Ave at RR	\$225,000	H	Cotati	SMART	TDA, Local Funds, RBPP, CMAQ, Safe Routes to Schools
East School Tunnel	\$75,000	H	Cotati	Caltrans	RBPP, Caltrans
Signing Program (Warning & Destination Signing)	\$6,500	H	Cotati	SCTA, County	TDA, RBPP
Bicycle Parking Program	\$5,000	H	Cotati	SCTA	TDA, RBPP, Local Funds
West Cotati Avenue Sidewalks	\$1,375,250	H	Cotati		Local Funds, RBPP
West Sierra Avenue Sidewalks	\$185,000	H	Cotati		Local Funds, RBPP
Madrone Avenue Sidewalks	\$715,000	H	Cotati		Safe Routes to Schools, Local Funds, Developer Fees

Cotati Bicycle & Pedestrian Master Plan

Appendix A Caltrans Checklist

	Location
a. The estimated number of existing bicycle commuters in the plan area and the estimated increase in the number of bicycle commuters resulting from implementation of the plan.	Section 2: Demographics and Commute Patterns
b. A map and description of existing and proposed land use and settlement patterns which shall include, but not be limited to, locations of residential neighborhoods, schools, shopping centers, public buildings, and major employment centers.	Section 2: Setting and Context
c. A map and description of existing and proposed bikeways.	Map – Section 2: Text – Section 4: Description and List of Bicycle and Pedestrian Projects
d. A map and description of existing and proposed end-of-trip bicycle parking facilities. These shall include, but not be limited to, parking at schools, shopping centers, public buildings, and major employment centers.	Map – Page 8: Text – Section 4: Support Facilities and Bicycle Parking
e. A map and description of existing and proposed bicycle transport and parking facilities for connections with and use of other transportation modes. These shall include, but not be limited to, parking facilities at transit stops, rail and transit terminals, ferry docks and landings, park and ride lots, and provisions for transporting bicyclists and bicycles on transit or rail vehicles or ferry vessels.	Map – Section 2: Text – Section 4: Transit and Multi-Modal Access
f. A map and description of existing and proposed facilities for changing and storing clothes and equipment. These shall include, but not be limited to, locker, restroom, and shower facilities near bicycle parking facilities.	Map – Section 2: Text – Section 4: Support Facilities and Bicycle Parking
g. A description of bicycle safety and education programs conducted in the area included within the plan, efforts by the law enforcement agency having primary traffic law enforcement responsibility in the area to enforce provisions of the Vehicle Code pertaining to bicycle operation, and the resulting effect on accidents involving bicyclists.	Section 4: Safety and Security
h. A description of the extent of citizen and community involvement in development of the plan, including, but not limited to, letters of support.	Section 1: Introduction
i. A description of how the bicycle transportation plan has been coordinated and is consistent with other local or regional transportation, air quality, or energy conservation plans, including, but not limited to, programs that provide incentives for bicycle commuting.	Section 2: Relationship to Other Plans & Appendix B of the Countywide Plan
j. A description of the projects proposed in the plan and a listing of their priorities for implementation.	Section 4: Project Priorities
k. A description of past expenditures for bicycle facilities and future financial needs for projects that improve safety and convenience for bicycle commuters in the plan area.	Section 5: Costs and Implementation Strategies

Cotati Bicycle & Pedestrian Master Plan

Appendix B – Bicycle and Pedestrian Count Locations

City of Cotati		Cross Street	Notes
#	Primary Street		
1	Old Redwood Highway	Gravenstein Highway (SR 116)	Primary Network / Community Gateway
2	Old Redwood Highway	West Sierra Ave	Downtown District / Primary Network
3	East Cotati Ave	Lancaster	Primary Network / School Commute Route
4	Laguna Path	East Cotati Avenue	Intersection of Primary Network and Regional Pathway
5	Laguna Path	Commerce Boulevard	Primary Network / Community Gateway
6	Old Redwood Highway	Myrtle	Primary Network / Community Gateway
7	Redwood Drive	Gravenstein Highway (SR 116)	Primary Network / Community Gateway
8	School Street	West Sierra	Local Bikeway

City Council Agenda Regular Agenda

Subject: Memorandum of Understanding with Nissan Motor Company, Ltd. and Nissan North America, Inc. (Nissan)

Date: October 22, 2008

Written by: Damien O'Bid, City Engineer

Recommendation

It is recommended that the Council adopt a resolution authorizing the Mayor to sign the Memorandum of Understanding with Nissan on behalf of the City of Cotati (City).

Background

Nissan has publicly stated its desire to be a leader in the development and sales of electric vehicles (EV) worldwide to help reduce greenhouse gas (GHG) emissions. To meet this goal, Nissan plans to begin producing EV's for fleet users in Japan and the United States by 2010 and expects to roll out EV's for global sale by 2012.

Nissan, with partner Renault SA of France, has also announced a partnership with the Portuguese government to sell EVs there in 2011. Separately, Nissan has announced deals with Project Better Place, based in Palo Alto, California, to mass market EVs in Israel and Denmark in 2011.

The City is also actively pursuing programs and measures to reduce municipal and community-wide GHG emissions. The Council, through the adoption of Resolutions 04-88 (Adopting Municipal GHG Emissions Goal), 05-66 (Adopting Community-wide GHG Reduction Goal), and 08-62 (Adopting Municipal GHG Emissions Reduction Action Plan) is committed to achieving aggressive GHG reductions through a variety of measures. For municipal operations, and potentially for community reductions, the measures include the promotion of alternate forms of transportation, or if not feasible, high mileage/hybrid/EV use.

Nissan wishes to start discussion on potential areas of cooperation with respect to introduction and expansion of EVs in and around Cotati and the other cities in Sonoma County from a business, technical, legal and tax standpoint. Nissan refers to this pilot program as the "Zero Emission Mobility Program". However, because Nissan anticipates the need to disclose confidential and propriety information to further this program, Nissan is requiring all partners in

the Zero Emission Mobility Program to sign the attached Memorandum of Understanding (MOU) before discussions can begin.

Analysis/Discussion

The attached MOU is the framework agreement to begin discussions on what type of program or binding arrangements may be possible in the future to rollout of EV's. The MOU is generally non-binding on either party, with the exception of provisions on non-disclosure, costs and expenses, and miscellaneous administrative provisions, including a provision on publicity.

As a public entity, City staff initially had concerns about the confidentiality language in an earlier draft of the MOU. The general concern revolved around Nissan's desire for strict confidentiality and the fact that most City business is a matter of public record. The attached MOU is a compromise that requires the City to maintain confidentiality only to the extent permitted by law.

Unless the City and Nissan enter into future "Definitive Agreements", the attached MOU is generally in effect until January 31, 2009. If the City and Nissan enter into future Definitive Agreements, the MOU will no longer be in effect. The only exception to either case is that the provisions on non-disclosure will remain binding for 5 years beyond the term of the MOU.

Transportation is a critical component of any GHG reduction program, including the action plan previously adopted by the City. Participation in discussions with Nissan will allow Cotati another potential avenue to further these goals. If financially feasible for the City, participation may also allow the City to take advantage of any Nissan pilot programs that that may become available. Most other cities in Sonoma County and the County of Sonoma have also expressed a desire to also take part in these discussions and are expected to sign the MOU.

Financial Considerations

The City is responsible for all costs and expenses related to participation in Nissan's Zero Emissions Mobility Program, including the negotiation of any future Definitive Agreements. It is expected that all related meetings will be held locally, so the only anticipated costs are staff time, which are unknown at this time.

Environmental Issues

None.

Attachments:

1. Proposed resolution
2. Memorandum of Understanding

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COTATI
AUTHORIZING THE MAYOR TO SIGN THE MEMORANDUM OF
UNDERSTANDING WITH NISSAN ON BEHALF OF THE CITY OF COTATI**

WHEREAS, Nissan has publicly stated its desire to be a leader in the development and sales of electric vehicles (EV) worldwide to help reduce greenhouse gas (GHG) emissions; and

WHEREAS, to meet this goal, Nissan plans to begin producing EV's for fleet users in Japan and the United States by 2010 and expects to roll out EV's for global sale by 2012; and

WHEREAS, Nissan wishes to start discussions on potential areas of cooperation with cities in Sonoma County, including the City of Cotati (City), on the pilot introduction and subsequent expansion of EVs in Sonoma County from a business, technical, legal and tax standpoint through its Zero Emissions Mobility Program; and

WHEREAS, the City is also actively pursuing programs and measures to reduce municipal and community-wide GHG emissions through the adoption of Resolutions 04-88 (Adopting Municipal GHG Emissions Goal), 05-66 (Adopting Community-wide GHG Reduction Goal), and 08-62 (Adopting Municipal GHG Emissions Reduction Action Plan); and

WHEREAS, the City is therefore committed to achieving aggressive GHG reductions through a variety of measures, including the promotion of alternate forms of transportation, or if not feasible, high mileage/hybrid/EV use; and

WHEREAS, before the City and Nissan can begin discussions, Nissan requires the execution of the attached Memorandum of Understanding to protect Nissan's proprietary and confidential information to the degree allowed for by the law.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Cotati desires to enter into the Memorandum of Understanding with Nissan to begin exploring potential areas of cooperation; and

BE IT FURTHER RESOLVED by the City Council of the City of Cotati delegates to the Mayor the authority to sign the attached Memorandum of Understanding on behalf of the City.

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 22nd day of October by the following vote, to wit:

GILARDI _____
GUARDINO _____
MINNIS _____
ORCHARD _____

Approved: _____
Mayor

Attest: _____
Deputy City Clerk

Approved as to form:

City Attorney

Memorandum of Understanding

This Memorandum of Understanding ("**MOU**") is executed this ____ day of _____ 2008, between **NISSAN MOTOR CO., LTD.**, a company organized under the laws of Japan and having its registered office at 2 Takara-Cho, Kanagawa-Ku, Yokohama-Shi, Kanagawa 220-8623, Japan ("**NML**"), for itself and its affiliates, **NISSAN NORTH AMERICA, INC.**, a company organized under the laws of California and having its headquarters at One Nissan Way, Franklin, TN 37068, ("**NNA**"), and the town/city/county of _____ (enter City/County name here), **California** ("_____ " enter **City/County Name here**).

NML, NNA, and _____ (enter City/County Name) are hereinafter individually referred to as a "**Party**" and collectively as the "**Parties**". NML and NNA are hereinafter collectively referred to as "Nissan".

PREAMBLE

WHEREAS, Nissan is a leading car manufacturer which is engaged worldwide in the business of designing, developing, manufacturing, assembling, marketing and selling automotive vehicles, as well as their related parts and components, under the "Nissan" and "Infiniti" trademarks;

WHEREAS, Nissan and _____ (enter City/County Name) believe that introduction and expansion of electric vehicles ("**EVs**") is one of the best solutions to reduce CO2 emissions;

WHEREAS, Nissan desires to be a leader in development and sales of EVs around the world, and _____ (enter City/County Name) is interested in introduction and expansion of EVs therein;

WHEREAS, Renault s.a.s. at 13/15 Quai Alphonse Le Gallo, 92513 Boulogne Billancourt Cedex, France ("**Renault**") is also interested in the introduction and expansion of EVs and is involved in a strategic alliance with Nissan;

WHEREAS, Nissan and _____ (enter City/County Name) wish to start discussion on possible cooperation with respect to introduction and expansion of EVs in and around _____ (enter City/County Name) from a business, technical, legal and tax standpoint (such cooperation will be referred to as the "**Zero Emission Mobility Program**" or "Program").

NOW THEREFORE, the Parties wish to record their understanding as follows:

1. PURPOSE

1.1 The purpose of this MOU is to set forth the general principles that shall govern the discussions regarding the Program and to describe on a preliminary basis the possible program or arrangement which the Parties contemplate in relation thereto.

1.2 The Parties acknowledge that this MOU is a non-binding expression of the Parties' understandings which is intended to facilitate the preparation and negotiation of the appropriate legally binding agreements (the "**Definitive Agreements**") which will embody the final understanding of the Parties regarding the Program. The Parties therefore agree that they shall have no binding obligation with respect to any of the cooperation

MEMORANDUM OF UNDERSTANDING

contemplated in this MOU. Notwithstanding the preceding sentence, the Parties agree that the provisions of Articles 7 (Confidentiality), 8 (Costs and Expenses), and 9 (Miscellaneous) shall be legally binding on the Parties.

1.3 The Parties agree that they shall establish a working party made up of officials of the _____ (enter City/County Name) city/county government and representatives of Nissan. This working party shall propose a Definitive Agreement within ninety (90) days of the date of this MOU.

1.4 Neither Party shall be responsible to the other Party for any kind of direct, indirect, special or consequential damages which may be incurred by it as the result of (i) breach of any of the non-binding provisions of this MOU, (ii) failure to reach agreement in any of the Definitive Agreements and (iii) termination or expiration of this MOU for any reason whatsoever.

2. PROPOSED Zero Emission Mobility Program

At the present stage of their discussions, the Parties are considering the arrangement set out below for implementation of the Program. The description set out below is merely indicative and the Parties are free to study, discuss and decide on any other arrangement which more effectively reflects their business intents and objectives.

2.1 Nissan's Role

Under the Program Nissan intends to:

- (a) Make all efforts that Nissan deems commercially reasonable to supply EVs to _____ (enter City/County Name).
- (b) Provide _____ (enter City/County Name) with information, ideas or knowledge relating to; a battery charging network, incentives and public education activities about EVs.
- (c) Establish working teams comprising governments, government agencies, state and local regulatory institutions, non-governmental organizations and companies whose purpose will be to:
 - (1) propose a comprehensive and viable plan for the implementation and maintenance of a battery charging network in _____ (enter City/County Name),
 - (2) formulate incentive packages that government and regulatory institutions could offer EV infrastructure providers and EV users and,
 - (3) establish a plan that will support public education activities designed to promote the use of EVs.

2.2 _____'s (enter City/County Name) Role.

Under the Program, _____ (enter City/County Name) intends to:

- (a) Participate in the working teams referred to above.
- (b) Consider financial and non-financial incentives for:

MEMORANDUM OF UNDERSTANDING

- (1) EV lease and/or purchase,
 - (2) EV use (i.e., tax exemption, discount on parking fee and highway toll, and exemption from certain traffic rules), and
 - (3) Establishment, operation and maintenance of an EV charging network.
- (c) Provide Nissan with information, ideas or knowledge relating to battery charging network, incentives and public education activities for EVs.
- (d) Recommend and organize participation of local organizations (including companies) in the Program in _____ (enter City/County Name), and specifically recommend and introduce to Nissan third party organizations to develop and implement EV charging infrastructure.
- (e) Consider regulatory program changes that would support introduction and use of EVs.
- (f) Consider the lease and/or purchase of a minimum of _____ (fill in a number) EVs from Nissan by the end of calendar year 2010.

2.3 Participation of Renault

The Parties acknowledge and agree that Renault may be invited to be a party to this MOU.

3. NO OBLIGATION TO CONSUMMATE.

The Parties acknowledge (i) that the determination and implementation of the final arrangement for the Program contemplated herein shall be based on each Party's business, technical, legal and tax concerns and (ii) that the execution of this MOU does not constitute any obligation or commitment by either Party to enter into any Definitive Agreements.

4. NON-EXCLUSIVITY

No Party has any exclusivity right over the other Party, and either Party is free to discuss or implement a similar program with any third parties or government entities.

5. APPROVALS

The Parties agree that the implementation of the Program contemplated by this MOU shall be subject to the receipt of all applicable governmental, regulatory, corporate and other approvals that each Party may require as per the law and regulations of the relevant federal, state, and local governments and each party's internal regulations. The Parties shall cooperate with each other in securing such approvals.

6. TERM; TERMINATION

- 6.1** This MOU shall become effective on the date hereof and shall remain in full force and effect until the earlier of (i) the execution of all the Definitive Agreements as per Article 1.2, or (ii) January 31, 2009. Any Party may terminate this MOU, for any reason, by giving the other Parties 30 days prior

MEMORANDUM OF UNDERSTANDING

written notice. The term of this MOU may be extended by the Parties in writing, and unless such extension is executed before the period specified herein expires, this MOU shall be terminated.

6.2 Articles 7, 8, and 9 of this MOU shall survive any termination of this MOU.

7. CONFIDENTIALITY

7.1 During the term of this MOU and a period of five (5) years thereafter, all Confidential Information (as defined below) of a Party shall be held in confidence by the other Party receiving the Confidential Information to the same extent and in at least the same manner as the receiving Party protects its own confidential or proprietary information. Neither Party shall disclose, publish, release, transfer or otherwise make available Confidential Information in any form to any third party other than its Affiliates without a prior written consent by the other Party. "Confidential Information" shall mean all information which is identified in writing by the disclosing Party as "confidential" or understood and treated by the disclosing Party as confidential. "Affiliate" means with respect to a party, any entity that, directly or indirectly, is controlled by, controls or is under common control with a party. "Control" for this purpose shall mean the possession, directly or indirectly, of the power to direct or cause the direction of its management or policies, whether through the ownership of a majority of the voting securities, by contract or otherwise. For purposes of this Agreement, the term "Affiliate" when applied to Nissan shall also include the following: Renault-Nissan B.V.; Renault s.a.s; Nissan-Infiniti LT; and their respective Affiliates.

7.2 Notwithstanding the preceding paragraph above, the Confidential Information shall not include information that (i) is independently developed or known by the receiving Party, as demonstrated by the receiving Party, (ii) becomes publicly known (other than through the fault of the receiving Party), (iii) is disclosed by the disclosing Party to a third party free of any obligation of confidentiality, or (iv) is rightfully received from a third party free of any obligation of confidentiality.

7.3 The obligations in this Article shall not restrict any disclosure pursuant to any law, provided that (i) such Party shall promptly (and in any event prior to disclosure) give notice to the other Party of such requirement, (ii) such Party shall cooperate with the other Party in resisting such disclosure or seeking suitable protections prior to such disclosure and (iii) such Party shall disclose only such Confidential Information as such Party is compelled to disclose under the law.

7.4 All Confidential Information shall remain the sole and exclusive property of the disclosing Party, and may be used by receiving Party only in connection with the EV Connection Program.

7.5 Unless otherwise agreed upon between the Parties, upon termination or expiration of this MOU, each Party shall promptly return any Confidential Information received from the other Party hereunder.

8. COSTS AND EXPENSES

From the date of signature of this MOU and until all of the Definitive Agreements are executed and/or this MOU is terminated, each Party shall be responsible for and bear its own costs and expenses in relation to the Program (including fees of counsel and other advisors), such as but not limited to those costs and expenses that may be sustained in

MEMORANDUM OF UNDERSTANDING

connection with the preparation of this MOU, the Definitive Agreements and the discussion for the Program, generally.

9. MISCELLANEOUS

9.1 Publicity. No Party shall make any public announcement or press release regarding the existence, content, performance or any part of this MOU without the prior written consent of the other Party, such consent not be unreasonably withheld.

9.2 Amendment; Waiver. A waiver, amendment or modification of any term or condition of this MOU must be in writing and signed by the party against whom that waiver, amendment or modification is sought to be enforced. No waiver by any party of any breach hereunder shall be deemed a waiver of any other breach or any subsequent breach.

9.3 Governing Law. This MOU shall be governed by and construed in accordance with the substantive laws of the State of California, without giving effect to its conflict of laws provisions.

9.4 Relationship. Nothing contained herein shall be deemed to create an agency, joint venture or franchise relation between the Parties.

9.5 Notices. Notices required in the course of the performance of this MOU shall be served as follows:

If to Nissan: Nissan North America, Inc.
 Attention: Jack Sayed
 Fax number: 615-725-8584
 E-mail: jack.sayed@nissan-usa.com

If to (City/County Name): City of (City/County Name)
 Attention:
 Fax number:
 E-mail:

[Rest of page intentionally left blank – signatures follow on next page.]

MEMORANDUM OF UNDERSTANDING

IN WITNESS WHEREOF, the Parties hereto have through their respective duly authorized representatives, executed this MOU in two counterparts on the day and year first hereinabove written:

NISSAN MOTOR CO., LTD.

NISSAN NORTH AMERICA, INC.

Name: Carlos Tavares
Title: Executive Vice President

Name: Dominique Thormann
Title: Senior Vice President

City of _____ (enter City/County Name), California

Name:
Title:

City Council Agenda Regular Calendar

Subject: Fifth Amendment to the Master Agreement for the Use of Santa Rosa Subregional Sewerage System

Date: October 22, 2008

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

Recommendation

It is recommended that the Council adopt a motion to authorize the Mayor to sign the *Fifth Amendment to the Master Agreement for the Use of Santa Rosa Subregional Sewerage System* on behalf of the City.

Background

In 1975, the City of Santa Rosa, the City of Rohnert Park, the City of Sebastopol, and the South Park Sanitation District entered into the Master Agreement that created the Laguna Subregional Wastewater Treatment System (Subregional System) and the original terms of use.

On December 1, 1994, with the Third Amendment to the Master Agreement, the City of Cotati became an independent partner in the Subregional System with the separation of Rohnert Park's and Cotati's sewer systems. Beginning in 2002, the City of Cotati and the other partners in the Subregional System began to operate under the Fourth Amendment to the Master Agreement, which expanded capacity to the current 21.34 million gallons per day (mgd) average dry weather flow.

The City of Rohnert Park and the South Park County Sanitation District have requested additional capacity from the Subregional System, which initiated drafting of the Fifth Amendment to the Master Agreement (Fifth Amendment). The Fifth Amendment has several core changes, including:

- Provides a framework for increasing capacity from 21.34 to 25.79 mgd
- Revises cost allocation methodology for future reuse projects
- Adds cost allocation methodology for wet weather driven projects
- Allocates cost and capacity for the Geysers Expansion Project (GEP)

Increase in Capacity

The Fifth Amendment authorizes the Subregional System to expand capacity from the current 21.34 mgd up to 25.79 mgd, as the additional capacity is requested. The Geysers Expansion Project (GEP) immediately expands the disposal capacity from 21.34 to 23.28 mgd (an increase of 1.94 mgd).

As a requirement of the 2004 Incremental Recycled Water Program Master Plan (as amended), the Subregional System cannot increase discharges of treated effluent to the Laguna de Santa Rosa above the maximum expected discharge at the current capacity of 21.34 mgd (4,500 million gallons per year [MGY]). The proposed expansion from 21.34 to 25.79 mgd equates to an increased effluent volume of 2,200 MGY. As a result, the increased capacity is required to be matched by additional reuse capacity of at least 2,200 MGY.

In 2007, the Subregional System negotiated the *Second Amendment to Construction and Operating Agreement, Santa Rosa Geysers Recharge Project (GEP)*, which increased the recycled water delivery to the Geysers steam field by 3,209 MGY. As shown in the table below, the Subregional System has reserved 1,250 MGY of the future effluent volume of 2,200 MGY for urban reuse that are needed to eliminate any net effect from the expansion. The remaining 950 MGY will be disposed of at the Geysers steam field.

As previously mentioned, the GEP requires delivery of 3,209 MGY of additional recycled water. At the full capacity anticipated by the Fifth Amendment (25.79 mgd), 950 MGY of the new effluent will be going to the Geysers. Therefore, the remaining 2,259 of the 3,209 MGY will be drawn from the existing effluent currently discharged to the Laguna de Santa Rosa. The net discharge to the Laguna de Santa Rosa will therefore decrease from the current maximum of 4,500 MGY to 2,241 MGY. Reduced discharge volume reduces the need to relocate the existing discharge, which would cost about \$150 million or more.

The table below provides this information in a tabular format:

Urban Reuse Allocations (MGY)

1,000 Santa Rosa
200 Rohnert Park
50 Cotati
1,250 Total

Capacity Expansion (MGY)

2,200 Increase in effluent volume from 21.34 mgd to 25.79 mgd
950 Volume of new effluent uncommitted for urban reuse (therefore disposed via GEP)

GEP Offset of Existing Discharge (MGY)

3,209 Increase in Geysers recycled water delivery via GEP
2,259 Quantity of existing effluent diverted from Laguna to GEP at 25.79 mgd

As the treatment capacity is expanded from 21.34 to 25.79 mgd, the first partner(s) in the Subregional System that needs it will need to fund the project. As additional partners need more capacity, they must purchase it at the inflation-adjusted cost if available, or fund other projects themselves.

Cost Allocation Methodology

The Fifth Amendment revises the previous practice of setting percentage shares of cost at the time of amendment adoption. While the capacity right will remain fixed by the amendment, various other percentages to calculate the allocation of future project costs will be fixed at the time of the project. The costs will be allocated based on partners' respective flow contributions. The time-of-project cost allocation applies to projects intended to maintain the capacity of treatment and disposal.

Wet Weather Projects

Many of the proposed capacity maintenance projects are intended to accommodate peak flows, which occur during the wet weather months. The Fifth Amendment breaks from the previous practice, and assigns costs for wet weather driven projects based on the wet weather flow contributions. This is further split into percentages for treatment plant project costs (based on 95th percentile hourly flows) and discharge project costs (based on the 95th percentile daily flows).

Previously, project costs were assigned by dry weather flows. The change was proposed to recognize the work that some partners are doing to reduce inflow and infiltration into their systems, and reward them accordingly through a reduced percentage of wet weather project costs.

Geysers Expansion Project (GEP) Cost Allocation Methodology

The cost for the Geysers Expansion Project (\$2.5 million) is split into costs to expand the capacity (29.6%), and costs to maintain the existing capacity (70.4%). The expansion costs are allocated among the partners that need additional dry weather capacity, while the capacity maintenance cost is allocated among all the partners because each uses the existing capacity for wet weather disposal. The percentage allocations are based on the amount of new recycled water is being sent to the Geysers (950 MGY, or 29.6% of 3,209 MGY) and the amount of recycled water no longer discharged to the Laguna de Santa Rosa (2,259 MGY, or 70.4% of 3,209 MGY). The portion of the GEP allocated to capacity maintenance (70.4%) avoids a costly discharge relocation project, so shares of this cost are further allocated to each partner according to 95th percentile daily wet weather flows, as described in Wet Weather Projects above.

Analysis/Discussion

The City has not requested any additional capacity, so the City's relative percentages drop in the Capacity Right Allocation and Share of Current Disposal Capacity. Furthermore, the City is not contributing to the cost for expansion share of the GEP. In summary, the City is currently not contributing to expansion, only to the maintenance of existing capacity.

The revised methodology sets allocations at the time of the capacity maintenance project based on the actual dry and wet weather flows (depending on the project) and the Subregional partner that requests the project (for expansion projects). This methodology will reward the Subregional partners that do best at reducing dry and wet weather flows. In FY 08/09, the City has allocated significant funding to water conservation efforts (in addition to development standards) which help in the reduction of dry weather flows and mitigate dry weather flows as the population increases. The City has also allocated significant funding to identify and begin reducing inflow and infiltration, which should keep the City's future contributions to wet weather-driven projects low.

Financial Considerations

This amendment is not expected to significantly change the City percentage contribution to the operation of the Subregional System. Future project costs will be based on actual dry weather and wet weather flows at the time of the project. Provided that the City continues to reduce I/I relative to the other partners, the City's contribution to wet weather projects should remain relatively low.

Environmental Issues

None.

Attachments:

1. Fifth Amendment to the Agreement For the Use of Santa Rosa Subregional Sewerage System

***FIFTH AMENDMENT TO THE AGREEMENT FOR USE OF SANTA
ROSA SUBREGIONAL SEWERAGE SYSTEM***

This agreement, dated _____, 2008, is between the City of Santa Rosa (“Santa Rosa”), the City of Rohnert Park, City of Sebastopol, City of Cotati and the South Park County Sanitation District (“User Agencies”).

RECITALS

- A. On April 3, 1975, Santa Rosa and User Agencies executed an Agreement Between City of Santa Rosa and City of Rohnert Park, City of Sebastopol, and South Park County Sanitation District for Use of Santa Rosa Subregional Sewerage System (“Master Agreement”).
- B. Santa Rosa and South Park Sanitation District (“District”) have previously executed agreements dated April 20, 1982 and February 15, 1983, reallocating capacity from District to Santa Rosa because of annexations and extension of sewer service to properties with failing septic systems lying outside of Santa Rosa’s boundaries.
- C. Santa Rosa and District have previously executed 1) agreements dated June 21, 1982 and September 17, 1985, providing that District shall allocate plant capacity to Santa Rosa; and 2) agreements dated June 23, 1983, June 24, 1983, November 6, 1985, September 1, 1987, April 18, 1989, June 6, 1994, and August 1, 1995, each of which provided that District shall allocate capacity arising out of the plant expansion to Santa Rosa in consideration for Santa Rosa’s agreement to provide sewer service to certain areas outside City limits but within City urban area that were designated as a hazard to public health by the County of Sonoma Department of Health Services.
- D. On September 1, 1987, Santa Rosa and User Agencies executed the First Amendment to the Master Agreement regarding the allocation of increased capacity in the treatment plant.
- E. On October 20, 1987, Santa Rosa and User Agencies executed the Second Amendment to the Master Agreement to provide for construction and implementation of advanced wastewater treatment and related improvements to the operation of the Subregional System.
- F. On December 1, 1994, Santa Rosa and User Agencies executed the Third Agreement to the Master Agreement regarding the segregation of capacity between the City of Rohnert Park and the City of Cotati, and designating the City of Cotati as a member of User Agencies.
- G. On September 25, 2001, Santa Rosa and the City of Rohnert Park executed the *Agreement For Interim Transfer of Capacity*, and on June 10, 2003, Santa Rosa and the City of Rohnert Park executed *Amendment No. 1 to the Agreement For Interim Transfer of Capacity* (hereinafter collectively called “Interim Transfer Agreement”). The Interim Transfer Agreement allocated 1.03 million gallons per day (mgd)

capacity from Santa Rosa to the City of Rohnert Park until the *Agreement for Use of Santa Rosa Subregional Sewerage System* is amended to increase the City of Rohnert Park's capacity by 1.03 mgd or more. This Fifth Amendment increases the City of Rohnert Park's capacity by 0.74 mgd (see Table 2), which is less than 1.03 mgd, and Interim Transfer Agreement therefore remains in effect.

- H. On July 1, 2002, Santa Rosa and User Agencies executed the Fourth Amendment to the Master Agreement to 1) allocate 3.34 mgd additional capacity (from 18 to 21.34 mgd) and associated debt service among Santa Rosa and User Agencies; 2) acknowledge transfer of capacity from South Park County Sanitation District (District) to Santa Rosa as a result of the Roseland Annexation and in anticipation of consolidating District into Santa Rosa's assets; and 3) acknowledge the terms and conditions of the *Agreement for the Dissolution of the South Park Sanitation District and the Transfer of Ownership to the City of Santa Rosa* which relate to the Master Agreement including dissolution of the District no later than June 30, 2011 and Santa Rosa's assumption of ownership of District's assets and liabilities.
- I. As provided for in Section 17D of the Master Agreement, the Subregional System is developing Incremental Recycled Water Program projects to expand treatment and disposal capacity to 25.86 mgd for Santa Rosa and the City of Rohnert Park. For purposes of this Agreement, disposal capacity is the sum of discharge capacity and reuse capacity.
- J. The 4.52-mgd increase from 21.34 to 25.86 mgd is allocated in the 2004 Incremental Recycled Water Program Master Plan to Santa Rosa (2.64 mgd), the City of Rohnert Park (1.72 mgd) and South Park County Sanitation District (0.16 mgd). A small portion of the City of Rohnert Park's capacity increase (0.07 mgd) was included to accommodate planned expansion of Sonoma State University. The City of Rohnert Park has requested that Sonoma State University's 0.07-mgd portion of the City of Rohnert Park's incremental capacity of 1.72 mgd not be included in the City of Rohnert Park's capacity right expansion addressed in this amendment to the Agreement. Therefore, this amendment expands the City of Rohnert Park's capacity right by 1.65 mgd.
- K. The 2004 Incremental Recycled Water Program Master Plan (and as amended through 2007) specifies that discharge shall remain at or below the level that would have occurred at 21.34 mgd (4,500 million gallons per year (MGY) in the wettest year on record) and the volume of water associated with growth from 21.34 mgd to 25.86 mgd (2,200 MGY) by Santa Rosa and the City of Rohnert Park shall be reused and not discharged. Subsequent studies indicate that the 4,500-MGY discharge would likely need to be relocated from the Laguna de Santa Rosa to the Russian River at great cost due to environmental regulations.
- L. The *Second Amendment to Construction and Operating Agreement Santa Rosa Geysers Recharge Project* ("Second Amendment to Geysers Agreement") became effective on August 14, 2007. The Second Amendment to the Geysers Agreement

implements the Geysers Expansion Project (“GEP”) and increases recycled water delivery to the Geysers Power Company by 3,209 MGY.

- M. In recognition of the desire to avoid relocating the discharge, the Second Amendment to Geysers Agreement specifies delivery of water to the steamfield such that discharge is reduced by 2,259 MGY, and the 950-MGY balance (3,209 MGY – 2,259 MGY) is allocated to offset the 2,200 MGY growth by Santa Rosa and the City of Rohnert Park. The balance of the 2,200-MGY growth for which reuse projects need to be identified is 1,250 MGY (2,200 MGY – 950 MGY).
- N. The GEP increases disposal capacity of the Subregional System from 21.34 to 23.28 mgd (an increase of 1.94 mgd), which is calculated as follows:

$$23.28 \text{ mgd} = 21.34 \text{ mgd} + (25.86 \text{ mgd} - 21.34 \text{ mgd}) \times 950 \text{ MGY} / 2,200 \text{ MGY}$$

Where 2,200 MGY is the annual quantity of water represented by the increase in flow from 21.34 to 25.86 mgd adwf and 950 MGY is the portion of the 2,200 MGY that the GEP would provide, as described in paragraph M above.

- O. The purpose of this amendment is to 1) revise the cost allocation methodology to account for a) Santa Rosa’s, South Park County Sanitation District’s and the City of Rohnert Park’s expected need for additional capacity at different times and b) the effect of wet weather flows on capital cost of projects by allocating the cost of treatment and disposal projects driven by wet weather flow based on the wet weather flow contribution of each benefiting agency and by allocating the cost of projects driven by dry weather flow based on the dry weather flow contribution of each benefiting agency; 2) allocate the cost and additional capacity of the GEP; and 3) agree to fund additional projects necessary to expand treatment and reuse¹ capacity to 25.79 mgd adwf.

AGREEMENT

- 1. Santa Rosa and User Agencies agree that the increased capacity from 21.34 to 25.79 mgd and capacity right shall be allocated as it is developed as described in Table 1.

¹ This refers only to reuse projects and not discharge projects because discharge projects are capacity maintenance projects under the IRWP Master Plan and therefore authorized in the Master Agreement.

Table 1. Capacity Right Allocation						
Entity	Share of 21.34 mgd		Share of 4.45 mgd Expansion		Share of 25.79 mgd	
	mgd	Percent	mgd	Percent	mgd	Percent
Santa Rosa	15.61	73.15	2.64	59.33	18.25	70.76
SPCSD	0.70	3.28	0.16	3.60	0.86	3.33
Rohnert Park	3.43	16.07	1.65	37.07	5.08	19.70
Sebastopol	0.84	3.94	0	0	0.84	3.26
Cotati	0.76	3.56	0	0	0.76	2.95
Total	21.34	100.00	4.45	100.00	25.79	100.00

2. Disposal capacity is increased by 1.94 mgd resulting from the GEP, and this additional disposal capacity is allocated in Table 2 according to the values in the “Share of 4.45 mgd expansion, percent” column from Table 1.

Table 2. Share of Added Disposal Capacity^a						
Entity	Share of 21.34 mgd		Share of Disposal Capacity Expansion		Share of Current Disposal Capacity^a	
	mgd	Percent	mgd	Percent	mgd	Percent
Santa Rosa	15.61	73.15	1.15	59.33	16.76	71.99
SPCSD	0.70	3.28	0.07	3.60	0.77	3.31
Rohnert Park	3.43	16.07	0.72	37.07	4.15	17.83
Sebastopol	0.84	3.94	0	0	0.84	3.61
Cotati	0.76	3.56	0	0	0.76	3.26
Total	21.34	100.00	1.94	100.00	23.28	100.00

^a Current disposal system capacity is 21.34 + 1.94 mgd or 23.28 mgd. Table 2 shall be updated by Santa Rosa as disposal capacity is increased pursuant to the Agreement. The values in the “Share of Current Disposal Capacity, percent” column shall be used to determine debt service for projects intended to maintain current reuse capacity. This addresses reuse projects only and not discharge projects because discharge projects are capacity maintenance projects under the IRWP Master Plan and therefore authorized in the Master Agreement.

3. Santa Rosa and User Agencies agree that debt service for projects intended to maintain existing reuse capacity shall be allocated according to the “Share of Current Disposal Capacity, percent” column in Table 2. Santa Rosa shall update Table 2 as disposal capacity is added and the updated table shall be used to determine debt service for projects intended to maintain existing reuse capacity. Santa Rosa shall inform User Agencies of any and all Table 2 updates.
4. Santa Rosa and User Agencies agree that debt service for dry weather flow projects intended to maintain existing treatment capacity shall be allocated according to the “Share of Current Treatment Capacity, percent” column in Table 3. Santa Rosa shall update Table 3 as treatment capacity is added and the updated table shall be used to determine debt service for dry weather flow treatment plant projects intended to maintain existing treatment capacity. Santa Rosa shall inform User Agencies of any and all Table 3 updates.

Entity	Share of 21.34 mgd		Share of Treatment Capacity Expansion		Share of Current Treatment Capacity ^a	
	mgd	Percent	mgd	Percent	mgd	Percent
Santa Rosa	15.61	73.15	0	-	15.61	73.15
SPCSD	0.70	3.28	0	-	0.70	3.28
Rohnert Park	3.43	16.07	0	-	3.43	16.07
Sebastopol	0.84	3.94	0	-	0.84	3.94
Cotati	0.76	3.56	0	-	0.76	3.56
Total	21.34	100.00	0	-	21.34	100.00

^a Current treatment system capacity is 21.34 mgd. Table 3 shall be updated by Santa Rosa as treatment capacity is increased pursuant to the Agreement. The values in the “Share of Current Treatment Capacity, percent” column shall be used to determine debt service for projects intended to maintain current treatment capacity.

5. Santa Rosa and User Agencies agree that debt service for all discharge-related projects not involving construction of additional storage and wet weather treatment projects to maintain current treatment capacity described in Table 3 shall be allocated as shown in Table 4. Table 4 shall be updated by Santa Rosa prior to bond sales to fund wet weather treatment projects. Santa Rosa shall inform User Agencies of the revised values, and Santa Rosa shall use such revised values to calculate debt service for each User Agency.

Entity	Treatment Plant ^b	Discharge ^c
Santa Rosa	67.60	76.00
SPCSD	3.51	3.94
Rohnert Park	19.53	14.37
Sebastopol	6.85	3.16
Cotati	2.52	2.53
Total	100.00	100.00

^a Santa Rosa shall update this table prior to bond sales to fund wet weather treatment projects, and Santa Rosa shall use such revised values to calculate debt service for each User Agency
^b based on 95th percentile hourly flows for wet weather events from December 2004 – February 2008.
^c based on 95th percentile daily flows for wet weather events from December 2004 – February 2008.

6. Santa Rosa and User Agencies agree that debt service for all projects intended to expand treatment capacity from current treatment capacity defined in Table 3 to or approaching 25.79 mgd shall be determined by allocating the debt service into two portions: portion attributable to expanding dry weather capacity and the portion attributable to expanding wet weather capacity. Debt service attributable to dry

weather capacity expansion shall be allocated according to the “Share of 4.45 mgd expansion, percent” column in Table 1. Debt service attributable to wet weather capacity expansion shall be allocated according to the “Treatment Plant” column in Table 4.

7. Santa Rosa and User Agencies agree that debt service for projects to expand reuse capacity from current disposal capacity defined in Table 2 to or approaching 25.76 mgd shall be allocated according to the “Share of 4.45 mgd expansion, percent” column in Table 1. Such projects shall be undertaken subject to the following:
 - a. If one entity needs additional reuse capacity prior to other entities:
 - i. The entity first requesting additional reuse capacity shall identify its preferred capacity expansion project in consultation with Santa Rosa and be solely responsible for debt service costs associated with such project. Santa Rosa shall undertake the agreed upon capacity expansion project to provide such additional capacity as described in Sections 7 and 17D of the Master Agreement.
 - ii. At such time that a second or subsequent entity shall request additional reuse capacity, the entity having secured additional capacity per paragraph 7.a.i may, at its option, offer to the second or subsequent entity a portion of its project’s capacity up to but not exceeding the second or subsequent entity’s percentage of capacity right increase shown in the “Share of 4.45 mgd upgrade, percent” column of Table 1. If the second or subsequent entity requests additional reuse capacity and additional reuse capacity is offered, the second or subsequent entity shall purchase such additional capacity. The second or subsequent entity shall pay actual project cost in proportion to the share of the project’s capacity that it purchases escalated per Engineering News Record Construction Cost Index for San Francisco. If additional reuse capacity is not offered, the second or subsequent entity shall identify its preferred reuse capacity expansion project in consultation with Santa Rosa and be solely responsible for debt service costs associated with such project. Santa Rosa shall undertake the agreed upon reuse capacity expansion project to provide such additional capacity as described in Sections 7 and 17D, except projects developed pursuant to this paragraph are not subject to the project cost sharing provisions in the third and last paragraph of Section 7 of the Master Agreement.
 - b. If more than one entity needs additional reuse capacity simultaneously or additional capacity is needed beyond that offered pursuant to paragraph 7.a.i, Santa Rosa shall identify and undertake capacity expansion to provide such additional capacity as described in Sections 7 and 17D of the Master Agreement.
8. GEP capacity shall be allocated 29.6 percent to capacity expansion (950 MGY/3,209 MGY) and the remainder (70.4 percent or 2,259 MGY/3,209 MGY) shall be allocated

to maintenance of existing capacity. GEP cost shall be allocated as described in Table 5.

Table 5. Allocation of GEP Cost					
Entity	Capacity Expansion (29.6 percent of GEP cost)		Capacity Maintenance (70.4 percent of GEP Cost)		Total ^c (percent of GEP Cost)
	Percent of Expansion^a	Percent of GEP Cost	Percent of Maintenance^b	Percent of GEP Cost	
Santa Rosa	59.33	17.56	76.00	53.50	71.06
SPCSD	3.60	1.07	3.94	2.78	3.84
Rohnert Park	37.07	10.97	14.37	10.11	21.09
Sebastopol	0	0	3.16	2.23	2.23
Cotati	0	0	2.53	1.78	1.78
Total	100.00	29.60	100.00	70.40	100.00

^a from Table 2
^b from Table 4
^c Example calculation: Santa Rosa's total of 71.06 percent is based on (29.6% x 59.33%) + (70.4% x 76.00%) = 17.56% + 53.50% = 71.06%

9. Table 1 in Section 14 on page 13 of the Master Agreement is amended to read as follows:

Table 1. Capacity Service						
Entity	Section 1, West College Avenue Laguna Interceptor Capacity Service		Treatment Plant Capacity Service			
	PWWF Capacity	Percent	ADWF (mgd)	BOD (lb/day)	SS (lb/day)	Percent
Santa Rosa	41.3	93.9	18.25	44,556	47,635	70.76
SPCSD			0.86	2,100	2,245	3.33
Rohnert Park			5.08	12,402	13,259	19.70
Sebastopol	2.7	6.1	0.84	2,051	2,193	3.26
Cotati			0.76	1,855	1,984	2.95
Total	44.0	100.0	25.79	62,964	67,315	100.00

10. Except as amended herein and as amended previously as set forth in Recitals, all terms of the Master Agreement remain in effect. In the event of any inconsistency between the provisions of this Fifth Amendment and the Master Agreement or any previous amendments thereto, the provisions of this Fifth Amendment shall control.

ATTEST:

CITY OF SANTA ROSA

By: _____

ATTEST:

CITY OF ROHNERT PARK

By: _____

ATTEST:

CITY OF SEBASTOPOL

By: _____

ATTEST:

CITY OF COTATI

By: _____

ATTEST:

SOUTH PARK COUNTY SANITATION
DISTRICT

By: _____

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

Subject: Receive and File Warrants and Audited Claims for September 10, 2008 –
October 8th, 2008

Date: October 22, 2008

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

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

Financial Considerations

The following are the totals for the Warrants and Audited Claims (the A/P Check Registers) issued for the period of September 10th 2008 – October 8 9th, 2008:

Oct 8, 2008	\$ 321.50
Oct 8, 2008	<u>272,252.90</u>
	\$ 272,574.40

Environmental Issues

None.

Attachments:

1. Check Registers dated 10/8/08

REFUNDS CHECK REGISTER

PACKET: 00244 US - Refund
 VENDOR SET: 01 City of Cotati
 BANK: AP AP - CASH CLEARING (POOL)

VENDOR	I.D.	NAME	CHECK TYPE	DATE	DISCOUNT	CHECK AMOUNT	NO#	CHECK AMOUNT
1	I-000200810080136	PEREZ-GARCIA, IRENE	R	10/08/2008		15.00	056693	15.00
1	I-000200810080137	PEREZ-GARCIA, IRENE	R	10/08/2008		42.56	056694	42.56
1	I-000200810080138	SZOSTAK, JOHANNA	R	10/08/2008		213.59	056695	213.59
1	I-000200810080139	PUNKAR, KARI	R	10/08/2008		6.00	056696	6.00
1	I-000200810080140	LEE, MICHAEL	R	10/08/2008		44.35	056697	44.35

* * B A N K T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	5	0.00	321.50	321.50
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	321.50	321.50

REFUNDS CHECK REGISTER

10/08/2008 1:52 PM
PACKET: 00244 US - Refund
VENDOR SET: 01 City of Cotati
BANK: ALL

** REGISTER GRAND TOTALS *

* * T O T A L S * *						
REGULAR CHECKS:	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED		
HANDWRITTEN CHECKS:	5	0.00	321.50	321.50		
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	321.50	321.50		

** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
012	10/2008	321.50CR
=====		=====
ALL		321.50CR

TOTAL ERRORS: 0

10/08/2008 2:00 PM

A / P CHECK REGISTER

PAGE: 1

PACKET: 00245 Regular Payments

VENDOR SET: 01

BANK : AP AP - CASH CLEARING (POOL)

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
AFL01	AFLAC I-56914 I-882918	P6156 EMP PREMIUMS 9/16-9/30 P6156 EMP PREMIUMS 9/1-9/15	R	10/08/2008		708.71CR	056698	708.71
ATT08	AT&T / MCI I-T8558126	C60-739-3086-555	R	10/08/2008		2,082.38CR	056699	2,082.38
BAB03	GREG & CARA BABCOCK I-100608	REFUND DEPOSIT ACCOUNT	R	10/08/2008		282.48CR	056700	282.48
BAU02	ADRIENNE BAUMANN I-092908	REIMB FINGERPRINTING COST	R	10/08/2008		20.00CR	056701	20.00
BRE01	BRELJE & RACE, INC. I-47386	SAMPLES - AUGUST 2008	R	10/08/2008		1,882.50CR	056702	1,882.50
BUC01	BUCKLEY HEATING I-100608	REFUND DEPOSIT ACCOUNT	R	10/08/2008		332.81CR	056703	332.81
CON10	CONOCOPHILLIPS FLEET I-870135035809	FUEL CHGS - SEPT 2008	R	10/08/2008		4,787.45CR	056704	4,787.45
COT01	COTATI CHAMBER OF I-100108	ECONOMIC DEV SVCS - OCT 2008	R	10/08/2008		3,000.00CR	056705	3,000.00
COT02	COTATI OAKS TRUE VALUE HARDWARE I-092508	#725-10018 - PW SUPPLIES	R	10/08/2008		41.59CR	056706	41.59
COU25	COUNTY OF SONOMA I-HRT0208-2	CONSORTIUM 9/24/08 (1)	R	10/08/2008		27.00CR	056707	27.00
CUL01	CULLIGAN I-091908	98186 HI-CAP RENTAL 9/20-10/21	R	10/08/2008		36.29CR	056708	36.29
DAW01	GAY DAWSON I-092508	YOGA INSTRUCTOR - SEPT 2008	R	10/08/2008		78.00CR	056709	78.00
DEP02	DEPT. OF CONSERVATION I-100708	SEISMIC FEE REPORT JULY-SEPT	R	10/08/2008		102.59CR	056710	102.59
DEP04	DEPART. OF TRANSPORTATION I-182231	SIGNALS/LIGHTING - AUG 2008	R	10/08/2008		262.51CR	056711	262.51

PACKET: 00245 Regular Payments
 VENDOR SET: 01
 BANK : AP AP - CASH CLEARING (POOL)

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
DEP11	I-860654	DEPT. OF HEALTH SERVICES #4910016 SYSTEM FEES 7/07-6/08	R	10/08/2008		4,815.86CR	056712	4,815.86
DEV03	I-6663 / 6673 / 6674	DEVOTO PLUMBING, INC. TOILET RETROFITS	R	10/08/2008		1,575.00CR	056713	1,575.00
	I-6685	WATER SURVEYS (3)	R	10/08/2008		360.00CR	056713	360.00
	I-6691	TOILET RETRO - 451 W SCHOOL	R	10/08/2008		315.00CR	056713	2,250.00
DIG01	I-9158516	DIGITAL PRINTS & IMAGING ECA IMP PLANS/SPECS	R	10/08/2008		338.04CR	056714	338.04
	I-9158562	ECA IMP PLANS/SPECS	R	10/08/2008		440.59CR	056714	440.59
	I-9158768	ECA IMP PLANS/SPECS	R	10/08/2008		222.70CR	056714	1,001.33
DIV01	I-092908	DIVERSIFIED RISK/HUB INTERNATIONAL EVENT INSURANCE - AUGUST 2008	R	10/08/2008		288.94CR	056715	288.94
	I-092908A	EVENT INSURANCE - SEPT 2008	R	10/08/2008		144.47CR	056715	433.41
DRA01	I-5895	DR ASSOCIATES INTERNATIONAL BACKGROUND CK - KAVANAUGH	R	10/08/2008		455.00CR	056716	455.00
ESC01	I-100608	RICARDO ESCALANTE RETROFIT REBATE-733 W SCHOOL	R	10/08/2008		300.00CR	056717	300.00
FED02	I-2-924-24047	FEDERAL EXPRESS FOCUS PDA	R	10/08/2008		23.20CR	056718	23.20
FID01	I-100708	FIDELITY NATIONAL TITLE COMPANY CONT PER AGRMT DATED 9/9/08	R	10/08/2008		165,000.00CR	056719	165,000.00
FIS01	I-741846	FISHMAN SUPPLY CO. JANITORIAL SUPPLIES	R	10/08/2008		1,179.24CR	056720	1,179.24
FRI01	I-12517767	FRIEDMAN'S SHOVEL - PW	R	10/08/2008		48.96CR	056721	48.96
GAR11	I-092908	AIDA GARCIA RFD RM RENTAL DEPOSIT 9/27/08	R	10/08/2008		350.00CR	056722	350.00
GHI02	I-092508	GHILOTTI BROTHERS, INC. HYDRANT MTR DEP - ECA OVERLAY	R	10/08/2008		350.00CR	056723	350.00
HAM03	I-100308	SUSAN HAMMOND FELDENKRAIS INSTRUCTOR-SEPT	R	10/08/2008		78.00CR	056724	78.00

PACKET: 00245 Regular Payments
 VENDOR SET: 01
 BANK : AP AP - CASH CLEARING (POOL)

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
HAN09	KIP HANLEY I-100608	RETROFIT REBATE-244 MAPLE AVE	R	10/08/2008		150.00CR	056725	150.00
HOP01	TRESSA HOPKINS I-100608	RETROFIT REBATE-13 MEADOWBROOK	R	10/08/2008		300.00CR	056726	300.00
HUB02	HUB CONSULTING LLC I-0908H850.01	W SIERRA/ECA REHAB CONSULTING	R	10/08/2008		44.21CR	056727	44.21
IBS01	I.B.S. OF THE NORTH BAY I-290303746	BATTERY - PD	R	10/08/2008		208.98CR	056728	208.98
INF01	INFOSTOR, INC. I-77673 I-77674	RECORD STORAGE - OCT 2008 NEW CONTAINERS TO STORAGE	R	10/08/2008 R 10/08/2008		423.68CR 189.91CR	056729 056729	613.59
JAN02	JANI-KING OF CALIF. INC. - SFR/OAK I-10080334	JANITORIAL SVC - OCT 2008	R	10/08/2008		2,581.99CR	056730	2,581.99
KAI01	KAISER FOUNDATION HEALTH PLAN, INC. I-100708	15832-0000 - NOV 2008	R	10/08/2008		13,436.00CR	056731	13,436.00
KEL02	KELLY-MOORE C-90700000108758 I-90700000108682	GRAFFITI REMOVER-LANCASTER GRAFFITI REMOVER-LANCASTER	R	10/08/2008 R 10/08/2008		140.02 280.04CR	056732 056732	140.02
KLE01	KLEINFELDER, INC I-526997 I-531047	FALLETTI RANCH THRU 9/7/08 FALLETTI RANCH THRU 9/21/08	R	10/08/2008 R 10/08/2008		7,285.60CR 529.00CR	056733 056733	7,814.60
LAK01	LAKE TRAFFIC SOLUTIONS I-8241C	PEDESTRIAN SIGNS	R	10/08/2008		429.02CR	056734	429.02
LAR08	C V LARSON CO. I-100708	RFD PLANS/SPECS - BCA IMP	R	10/08/2008		15.00CR	056735	15.00
LES01	LES SCHWAB TIRE CENTER I-298839	TIRES (2) - PW	R	10/08/2008		308.22CR	056736	308.22
LUS01	MARSHA SUE LUSTIG I-093008	MILEAGE REIMB - JULY - SEPT	R	10/08/2008		151.16CR	056737	151.16

PACKET: 00245 Regular Payments
 VENDOR SET: 01
 BANK : AP AP - CASH CLEARING (POOL)

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
MAT08	MATRIX CONSULTING GROUP I-3	PD MASTER PLAN STUDY - AUG	R	10/08/2008		6,300.00CR	056738	6,300.00
MED02	MEDIA GRAPHICS, INC. I-13026	TIMESHEETS (2400)	R	10/08/2008		403.11CR	056739	403.11
MYE02	MYERS REST. SUPPLY INC. I-093008	PREP TABLE - COTATI ROOM	R	10/08/2008		279.40CR	056740	279.40
NEU02	NEUERBURG'S GARMENT LETTERING I-1006087	K9 T-SHIRTS (550)	R	10/08/2008		2,849.77CR	056741	2,849.77
OFF09	OFFICE DEPOT I-444497154-001	OFFICE SUPPLIES	R	10/08/2008		137.73CR	056742	137.73
OFF12	OFFICEMAX INC. I-746374	COPY PAPER	R	10/08/2008		1,483.07CR	056743	1,483.07
PAC07	PACIFIC HEATING & AIR CONDITIONING I-6193	THERMOSTAT REPL - PLANNING	R	10/08/2008		210.00CR	056744	210.00
PGE01	PG&E I-092408	6345507202-3 8/19 - 9/24/08	R	10/08/2008		12,669.54CR	056745	12,669.54
PMC01	PMC I-26464	PLANNING SVCS - AUG 2008	R	10/08/2008		10,162.50CR	056746	10,162.50
POR03	TOM PORTER I-092508	KARATE INSTRUCTOR - SEPT 2008	R	10/08/2008		130.00CR	056747	130.00
RAK01	SARAH RAKER I-093008	RETROFIT REBATE-8733 GRAV WAY	R	10/08/2008		300.00CR	056748	300.00
RAX01	MIRRA RAYAKOUL I-100608	REFUND DEPOSIT ACCOUNT	R	10/08/2008		910.60CR	056749	910.60
SAN09	SANTA ROSA AUTO PARTS I-64755 I-65415 I-65961 I-67439	WIPER BLADES - PW HEADLAMP - PW PW SUPPLIES FUEL FILTER - PW	R	10/08/2008		15.24CR 7.65CR 7.89CR 14.48CR	056750 056750 056750 056750	45.26

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PAGE: 5

PACKET: 00245 Regular Payments

VENDOR SET: 01

BANK : AP AP - CASH CLEARING (POOL)

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
SHA01	SHAMROCK MATERIALS INC. I-691188 I-691974 I-691975 I-691976 I-691977	PW SUPPLIES PW SUPPLIES PW SUPPLIES PW SUPPLIES PW SUPPLIES	R	10/08/2008 10/08/2008 10/08/2008 10/08/2008 10/08/2008		31.25CR 136.84CR 136.84CR 136.84CR 36.04CR	056751 056751 056751 056751 056751	477.81
SIG05	SIGN-A-RAMA I-5272	DECALS (40) - DOG PARK SIGNS	R	10/08/2008		96.54CR	056752	96.54
SON20	SONOMA COUNTY TASK FORCE I-100708	2009 HOMELESS COUNT	R	10/08/2008		336.00CR	056753	336.00
SUS02	SUSTAINABLE LIVING DESIGNS I-091608	DEMONSTRATION GARDEN	R	10/08/2008		8,578.33CR	056754	8,578.33
TER03	TERRY KRIEG, CPA I-100208	2ND PROGRESS BILLING-FY 07/08	R	10/08/2008		7,000.00CR	056755	7,000.00
THO08	DIANNE THOMPSON I-092708 I-100408	UNREIMBURSED MEDICAL UNREIMBURSED MEDICAL	R	10/08/2008 10/08/2008		116.98CR 401.23CR	056756 056756	518.21
TMC01	TIM MCCLOSKEY ELEC. INC. I-4650	BENSON LIFT STATION/WELL 3 SVC	R	10/08/2008		207.50CR	056757	207.50
UNI07	UNITED SITE SERVICES, INC. I-607775	PORTOLET RENTAL - VETS PARK	R	10/08/2008		103.03CR	056758	103.03
UNI14	UNITED RENTALS NW, INC I-76011855-001	BARRICADES - ACCORDION FEST	R	10/08/2008		885.60CR	056759	885.60
WIL02	WILLIAMS USA, LLC I-3299	WATER TANK LEVEL REPORTING	R	10/08/2008		14.95CR	056760	14.95
YES01	YES I DO WINDOWS I-100208	WINDOW CLEANING - REC DEPT	R	10/08/2008		245.00CR	056761	245.00
YOU03	YOUR COMPUTER HEROES, LLC I-2008050	NETWORK SVCS - SEPT 2008	R	10/08/2008		1,031.25CR	056762	1,031.25
ZUM01	ZUMAR INDUSTRIES, INC. I-108242	STREET SIGNS (4) - PW	R	10/08/2008		46.89CR	056763	46.89

