



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
OF THE CITY OF COTATI
WEDNESDAY DECEMBER 9, 2009
7:00 PM REGULAR SESSION

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 meeting agendas, minutes and audio recordings (podcast) are posted on the City's website at www.ci.cotati.ca.us

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

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

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

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

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

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

7:00 PM

CALL TO ORDER OF REGULAR CITY COUNCIL MEETING

ROLL CALL

PLEDGE OF ALLEGIANCE

- 1. APPROVAL OF MINUTES OF NOVEMBER 18, 2009 SPECIAL MEETING AND NOTICE OF WAIVING OF READING OF ALL RESOLUTIONS AND ORDINANCES INTRODUCED AND/OR ADOPTED UNDER THIS AGENDA (*Action*)**

ANNOUNCEMENTS

The City of Coati is participating in the Holiday Partnership Toy Drive. Donations of cash and toys are being accepted at the Cotati Police Department, the Rancho Adobe Fire Department and City Hall.

Cotati Creek Critters will hold Creek Stewardship days on the second Saturday and the last Sunday of every month from October to May. The Cotati Creek Critters also hosts the Inside/Outside Nature Education Series. Contact the Cotati Creek Critters by phone at 792-4422 or on the web at CotatiCreekCritters.info for details on these programs.

PRESENTATION

Representatives of the Cotati Creek Critters will provide a verbal report to Council.

HONORARY MAYOR

Honorary Mayor Lindsay Coates of Technology High School will provide a verbal report to Council.

SONOMA STATE UNIVERSITY REPRESENTATIVE REPORT

Sonoma State University Student representative Jesse Schwartz will provide a verbal report to Council.

CITY MANAGER'S REPORT

APPROVAL OF FINAL AGENDA

CITIZEN BUSINESS

Any citizen wishing to speak to the Council on any Consent Calendar item or any item not listed on the agenda may do so at this time. Pursuant to the Brown Act, the Council is not allowed to consider issues or take action on any item not listed on the agenda during this period. Each Citizen Public Comment is restricted to three minutes in length and must be spoken into the microphone from the podium. If you wish to speak on a Consent Calendar item, please notify the Mayor during Citizen Business.

DIRECTION ON FUTURE AGENDA ITEMS

CONSENT CALENDAR

2. ENDORSEMENT OF THE CITY OF COTATI'S APPLICATION FOR PROGRAM YEAR 2010-2011 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDS (City Manager's Office) (Action)

It is recommended that the Council adopt a resolution endorsing the City of Cotati's application for program year 2010-2011 Community Development Block Grant (CDBG) funds.

REGULAR AGENDA

3. USE OF CITY FILE CABINETS IN THE COTATI HISTORICAL SOCIETY MUSEUM (City Manager) (Action)

It is recommended that the Council adopt a motion to approve the use of City file cabinets by the Cotati Historical Society.

4. PEDESTRIAN ISLAND SAFETY REPORT (Public Works/Engineering) (Action)

It is recommended that the Council adopt a motion to receive and file a report on pedestrian island safety.

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

CONSENT CALENDAR

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

This motion receives and files warrants and audited claims for November 13th, 2009 – December 1, 2009

6. INVESTMENT REPORTS (Administrative Services) (Action)

This motion receives and files Receive and File City Investment Report for Quarters Ending March 31, 2009, June 30, 2009 and September 30, 2009.

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

7. REORGANIZATION OF CITY COUNCIL

7.1 ELECTION OF MAYOR

7.2 ELECTION OF VICE MAYOR

7.3 COMMENTS FROM NEWLY ELECTED MAYOR

8. COUNCIL ASSIGNMENTS AS REPRESENTATIVES AND LIAISONS TO VARIOUS COMMITTEES AND COMMISSIONS (City Manager) (Action)

It is recommended that the Council adopt a motion to: 1) assign representatives and liaisons to various committees and commissions for 2009 and 2) disband ad hoc committees no longer needed.

9. CORRESPONDENCE AND PENDING LEGISLATION (*Discussion and possible Action*)

None submitted.

CITY COUNCIL REPORTS (*Discussion*)

ADJOURNMENT

Certification of Posting of the Agenda: I declare under penalty of perjury that I am employed by the City of Cotati and that I posted this agenda on the bulletin boards of City Hall, Veterans' Memorial Building and the U.S. Post Office on or before December 4, 2009

/s/ Tamara Taylor, Deputy City Clerk

DRAFT

Subject to approval.

**MINUTES OF SPECIAL MEETING OF THE CITY COUNCIL
OF THE CITY OF COTATI
WEDNESDAY NOVEMBER 18, 2009 7:00 P.M.**

Call to Order

Vice Mayor Coleman-Senghor called the meeting to order at 7:00 p.m.

Roll Call

Councilmembers present: Barich, Giliardi, Orchard and Vice Mayor Coleman-Senghor

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

Pledge of allegiance

Councilmember Gilardi led the pledge of allegiance.

Council discussion and possible action to make an appointment to fill the current vacant seat on the city council to fulfill a term ending in 2010.

Vice Mayor Coleman-Senghor announced the order of business, ending time and the requirements of the Council to fill the vacancy.

Vice Mayor Coleman-Senghor called the applicants to the front of the Chamber where they introduced themselves to the audience.

Citizen Business

Joyce Garcia of Cotati addressed the Council regarding the City Council code of ethics.

Ken Coleman commented on the November 17th election.

Adrienne Lauby addressed the Council regarding the City Council code of ethics.

Tony Adler read a statement regarding various past and present political issues.

There being no one else wishing to speak, Vice Mayor Coleman-Senghor closed Citizen Business.

Applicant Interviews

Vice Mayor Coleman-Senghor announced the names of the applicants in random order and requested that all applicants except for the first one announced recess to the City Hall conference room. He indicated that they would be called in one at a time for their interview.

City Attorney Nancy Thorington responded to question from the Council regarding the appointment procedure.

Vice Mayor Coleman-Senghor directed that each applicant would be interviewed in the order previously announced and allowed up to five minutes for an opening statement followed by questions from each Council member in turn.

Applicants were interviewed by the Council in the following order:

Eric Kirchmann

Linell Hardy

Chris Cone

John Rock

Michael Kurvers

Vice Mayor Coleman-Senghor called a recess at 8:45 p.m., reconvening at 8:58 p.m. and continued interviewing the applicants as follows:

Jeanne Blake

Mark Landman

Brad Yearwood

Vice Mayor Coleman-Senghor called a recess at 9:56 and reconvened at 10:16 p.m.

Public Comment

Vice Mayor Coleman-Senghor opened the floor to public comment.

Ken Coleman expressed support for John Rock and Mark Landman

Dennis Wallach, on behalf of the Cotati Police Management Association, expressed support for Mark Landman.

Adrienne Lauby indicated support for Linell Hardy.

Michelle Berman of Cotati indicated support for Linell Hardy.

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

The Council narrowed down the candidates to Mark Landman, John Rock and Linell Hardy.

Discussion ensued regarding the three final applicants, their qualifications and experience, and the difficulty in choosing a single appointment.

The majority of Councilmembers concurred to narrow the final candidates to Mark Landman and Linell Hardy. Councilmember Barich continued support for John Rock. After additional discussion the Vice Mayor Coleman-Senghor called for a nomination.

Moved by Councilmember Orchard to appoint Linell Hardy to the City Council to fulfill the unexpired term of John Guardino ending in 2010. The motion was not seconded.

Moved by Vice Mayor Coleman-Senghor, seconded by Councilmember Gilardi and passed 3-1 (Councilmember Barich voting no) to appoint Mark Landman to fulfill the unexpired term of John Guardino ending in 2010.

Deputy City Clerk Tamara Taylor administered the oath of office to Mr. Landman, after which he took his seat at the dais.

Adjournment

Vice Mayor Coleman-Senghor adjourned the meeting at 10:42 p.m.

Respectfully submitted,

Tamara Taylor, Deputy City Clerk

City Council Agenda Consent

Subject: Endorsement of the City of Cotati's Application for Program Year 2010-2011 Community Development Block Grant (CDBG) Funds

Date: December 9, 2009

Written by: Tamara Taylor, Deputy City Clerk

Recommendation

It is recommended that the Council adopt a resolution endorsing the City of Cotati's application for program year 2010-2011 Community Development Block Grant (CDBG) funds.

Background

The City of Cotati has been a participant for more than 30 years in the Community Development Block Grant program, a federally-funded function that provides monies to local jurisdictions for projects. The City of Cotati is part of a county-wide consortium (excluding Santa Rosa and Petaluma) that makes funding decisions each year, based on applications submitted by both the public and member agencies.

There is required criteria that applications must meet in order to be considered for funding. The projects must have some connection to meeting some identifiable need of the low-income population.

Projects in Cotati that have been funded in the past include the ADA access ramps at several key intersections in the City, ADA access ramps for three parks, the La Plaza park restrooms, Wilford Lane low-income housing project (Burbank Housing Corporation), and the West Sierra Avenue bus shelters and street improvements.

Analysis/Discussion

Staff is proposing that the City submit an application for \$100,000 to remodel the restrooms at the Cotati Community Center to make them ADA compliant.

The attached resolution will allow the City of Cotati to submit an application to the County. Typically, every city receives one project each year; our chances for receiving this grant are extremely high.

Financial Considerations

There are no fiscal impacts to the City, since the grant will cover 100% of all costs for this project.

Environmental Issues

This project is exempt from CEQA. However, the County may need to prepare an environmental analysis.

Attachments:

1. Proposed resolution.
2. Letter of Intent

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COTATI TO ENDORSE THE CITY OF COTATI'S APPLICATION FOR PROGRAM YEAR 2010-2011 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDS

WHEREAS, Sonoma County will obtain funds under the Community Development Block Grant Program for 2010-2011; and

WHEREAS, the City of Cotati is authorized by federal statute to apply for and implement a Community Development Block Grant; and

WHEREAS, the City of Cotati has not received any requests from other agencies or non-profit groups for CDBG funding; and

WHEREAS, it is the decision of the City Council to apply for Block Grant funds in the amount of \$100,000 to remodel the existng restrooms at the Cotati Community Center to make them ADA compliant.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Cotati that the The City of Cotati will make application to the Sonoma County Community Development Commission for 2010-2011 Community Development Block Grant funds in the amount of \$100,000 to remodel the existng restrooms at the Cotati Community Center to make them ADA compliant..

BE IT FURTHER RESOLVED by the City Council that the City Manager of the City of Cotati is hereby authorized to execute on behalf of the City of Cotati all necessary application forms and other documents to obtain said grant funds.

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 9th day of December, 2009by the following vote, to wit:

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

Approved: _____
Robert Coleman-Senghor, Mayor

Attest: _____
Tamara Taylor, Deputy City Clerk

LETTER OF INTENT FOR USE OF CDBG FUNDING

II. Projected Project Schedule

Please provide realistic dates for completion of activities and expenditure of funds.

ACTIVITY	BEGINNING DATE	COMPLETION DATE
Site Acquisition	N/A	N/A
NEPA environmental review	January 2010	March 2010
Land use approvals	N/A	N/A
Design/engineering	February 2010	March 2010
Construction	June 2010	August 2010
Occupancy/Lease up	September 2010	September 2010

III. Project Description

Summary Project Description:

Please provide a brief written narrative to describe your project. The narrative should include a description of the type of facility or housing proposed, target population(s), any planned services for clients or residents and anticipated environmental issues (e.g., vernal pools, heritage trees, riparian corridor, contamination, flood plain, endangered species, historical and archaeological impacts, etc.). Please state whether you propose that an entity other than the applicant will execute the loan documents for the funds requested in this application.

The City of Cotati proposes to use CDBG funding to remodel the existing restrooms at the Cotati Community Center to make them ADA compliant.

City Council Agenda Consent Calendar

Subject: Use of City File Cabinets in the Cotati Historical Society Museum

Date: December 9, 2009

Written by: Dianne Thompson, City Manager

Recommendation

It is recommended that the Council adopt a motion to approve the use of City file cabinets by the Cotati Historical Society.

Background

The Cotati Historical Society has leased space in City Hall and has nearly finished construction on the Cotati Historical Society Museum. The lease expires September 4, 2018. The City of Cotati possesses a number of solid oak filing cabinets and proposes allowing the Historical Society to use the filing cabinets in its museum until its lease expires.

Analysis/Discussion

The filing cabinets that are proposed to be used by the Historical Society are currently in use in the City Manager's office. The City has received replacement filing cabinets at no cost to use in place of the oak cabinets. The Historical Society would move the cabinets from the City Manager's office to the museum. The Historical Society would use the file cabinets until their City Hall space lease expires (September 4, 2018), or until the museum would leave City Hall, whichever event is earlier.

Financial Considerations

None.

Environmental Issues

None.

Item No. 4 (Pedestrian Island Safety Report) to follow

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

Subject: Receive and File Warrants and Audited Claims for November 13th, 2009 –
December 1st, 2009

Date: December 9, 2009

Written by: Jone Hayes, Director of Administrative Services

Recommendation

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

Background

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

2.12.160 Expenditure control--Purchasing.

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

3.36.010 Expenditures--Compliance required.

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

Analysis/Discussion

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

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

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

Financial Considerations

The following is the totals for the Warrants and Audited Claims (the A/P Check Register) issued for the period of November 13, 2009 – December 1, 2009:

December 1, 2009	\$ 39,983.03
December 1, 2009	156.39
December 1, 2009	230.13
December 1, 2009	<u>14,898.44</u>
	\$ 55,267.99

Environmental Issues

None.

Attachments:

1. Check Registers dated 12/01/09

PACKET: 00380 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
ACC04	ACCURINT-ACCT#1022911 I-20091031	MISC INFO SEARCHES - OCT 2009	R	12/01/2009		30.00CR	058468	30.00
AFL01	AFLAC I-478166	P6156 EMP PREMIUMS 10/16-10/31	R	12/01/2009		612.59CR	058469	612.59
AME08	AMERICAN MEDICAL RESPONSE I-129449	BLOOD DRAW - CR#09-1021	R	12/01/2009		100.00CR	058470	100.00
ASS05	ASSOCIATION OF ENVIRONMENTAL PROFESSIONALS I-111309	DEP & RM FEE RFD 10/19, 11/4	R	12/01/2009		925.00CR	058471	925.00
BAL05	BOULAY BALA I-111609	HIGH-EFFICIENCY WASHER REBATE	R	12/01/2009		75.00CR	058472	75.00
BRE02	PETE BRELAND I-111709	AIKIDO INSTRUCTOR - NOV 2009	R	12/01/2009		243.75CR	058473	243.75
CHO01	CHOICE MARKETING, INC. I-291013	TRADING CARDS (1,000)	R	12/01/2009		146.95CR	058474	146.95
COM05	COMCAST I-111109 I-111909	8770350540312048 11/16-12/15 8770350540313806 11/24-12/23	R	12/01/2009 R 12/01/2009		74.90CR 95.25CR	058475 058475	170.15
DAI01	DAILY JOURNAL CORPORATION I-AI742718	FINANCIAL TRANSACTIONS REPORT	R	12/01/2009		357.00CR	058476	357.00
DAW01	GAY DAWSON I-111709	YOGA INSTRUCTOR 9/29 - 11/3/09	R	12/01/2009		347.75CR	058477	347.75
DEV03	DEVOTO PLUMBING, INC. I-7952 I-7975 I-7980 I-7981 I-7986 I-7987 I-7993 I-7998 I-8003 I-8004	TOILET RETRO (4) - 445 PORTAL TOILET RETRO - 380 MAPLE AVE WATER SURVEYS (4) WATER SURVEYS (2) TOILET RETRO - 103 KEPPEL WAY TOILET RETRO - 120 AGUIRRE WAY TOILET RETRO - 16 RYAN LN TOILET RETRO-8175 ARTHUR A-D TOILET RETRO (5) - 651 PORTAL WATER SURVEY - 315 LINCOLN	R	12/01/2009 R 12/01/2009 R 12/01/2009 R 12/01/2009 R 12/01/2009 R 12/01/2009 R 12/01/2009 R 12/01/2009 R 12/01/2009 R 12/01/2009		1,260.00CR 630.00CR 480.00CR 240.00CR 630.00CR 630.00CR 630.00CR 1,260.00CR 1,575.00CR 120.00CR	058478 058478 058478 058478 058478 058478 058478 058478 058478 058478	7,455.00

PACKET: 00380 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
EMP03	EMPLOYMENT DEVELOPMENT DEPARTMENT I-932-0425-3	GUARDINO/CAUDEL/WOODS/DUTRA	R	12/01/2009		10,015.00CR	058479	10,015.00
FED02	FEDERAL EXPRESS I-9-407-12523	PROP 1A SECURITIZATION	R	12/01/2009		19.03CR	058480	19.03
FIS01	FISHMAN SUPPLY CO. I-783510	JANITORIAL SUPPLIES - PD	R	12/01/2009		136.94CR	058481	136.94
GIU01	ALICIA GIUDICE I-2009-102	100 VALPARAISO 10/15-11/5/09	R	12/01/2009		2,167.50CR	058482	2,167.50
GRA01	GRAINGER, INC. I-9113693643	BULES (2) - PD	R	12/01/2009		47.53CR	058483	47.53
GRO07	GROUNDWATER PUMP & WELL INC. I-111609	WELL 2&3 RETENTION RED TO 5%	R	12/01/2009		3,055.84CR	058484	3,055.84
HAN10	THOMAS HANSEN I-111809	HIGH-EFFICIENCY WASHER REBATE	R	12/01/2009		75.00CR	058485	75.00
HIN02	HINDERLITER, DE LLAMAS & ASSOCIATES I-15865	SALES TAX SVCS - 4TH QTR *	R	12/01/2009		977.98CR	058486	977.98
INF02	INFOSEND, INC. I-39815	STATEMENT PRINTING - OCT 2009	R	12/01/2009		461.39CR	058487	461.39
JOS02	CHRISTOPHER A. JOSEPH & ASSOCIATES I-600355A I-600804	DSP FEIR - APRIL SVCS NOT PAID DSP FEIR - AUGUST 2009	R	12/01/2009 R 12/01/2009		1,347.00CR 2,952.03CR	058488 058488	4,299.03
JUD01	JUDICIAL DATA SYSTEM CORP I-612	PARKING CITATIONS - OCT 2009	R	12/01/2009		100.00CR	058489	100.00
MAS02	MASTER K-9, INC. I-5440	K9 MAINT TRAINING - NOV 2009	R	12/01/2009		150.00CR	058490	150.00
MYE01	MYERS-STEVENS & TOOHEY CO I-851609	PD DISABILITY - DEC 2009	R	12/01/2009		351.00CR	058491	351.00
OFF09	OFFICE DEPOT I-497393033001	OFFICE SUPPLIES	R	12/01/2009		140.37CR	058492	140.37

PACKET: 00380 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
PAJ01	KERI PAJON I-111909	POSTAGE - HABITAT FOR HUMANITY	R	12/01/2009		10.37CR	058493	10.37
PRE06	PRECISION WIRELESS SERVICE I-20065	RADIO REPL - CHIEF	R	12/01/2009		321.55CR	058494	321.55
REM01	R.E.M.I.F I-DEC2009	LTD/LIFE/DENTAL/VISION/EAP	R	12/01/2009		5,603.09CR	058495	5,603.09
SAN10	SANTA ROSA FIRE EQUIPMENT SVC INC I-117397	EXTINGUISHER SVC - FINANCE	R	12/01/2009		10.00CR	058496	10.00
SAN13	SANTA ROSA JUNIOR COLLEGE I-10-00402	RANGE TRAINING JULY-SEPT 2009	R	12/01/2009		113.32CR	058497	113.32
SON01	SONOMA COUNTY COMMUNITY I-549	HOUSING SVCS 1/1 - 6/30/09	R	12/01/2009		487.50CR	058498	487.50
	I-558	HOUSING SVCS 7/1 - 9/30/09	R	12/01/2009		595.00CR	058498	1,082.50
SON11	SONOMA CO. SHERIFF'S DEPT I-6280	BOOKING FEES - OCT 2009	R	12/01/2009		165.00CR	058499	165.00
TAB01	TAB PRODUCTS CO. LLC I-1867831	PD CASE FOLDER #'S	R	12/01/2009		60.40CR	058500	60.40
TER01	TERMINIX PROCESSING CENTER I-290618989	COTATI RM/SCHOOL - NOV 2009	R	12/01/2009		52.00CR	058501	52.00
	I-290618990	PD - NOV 2009	R	12/01/2009		56.00CR	058501	56.00
	I-290618995	CITY HALL - NOV 2009	R	12/01/2009		49.00CR	058501	157.00

CHECK AMT	DISCOUNTS	TOTAL APPLIED
39,983.03	0.00	39,983.03
0.00	0.00	0.00
0.00	0.00	0.00
0.00	0.00	0.00
0.00	0.00	0.00
0.00	0.00	0.00
0.00	0.00	0.00
0.00	0.00	0.00
39,983.03	0.00	39,983.03

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

PACKET: 00376 US - Refund
 VENDOR SET: 01 City of Cotati
 BANK: AP AP - CASH CLEARING (POOL)

VENDOR I.D. NAME CHECK TYPE CHECK DATE DISCOUNT AMOUNT CHECK NO# CHECK AMOUNT

1	I-000200911170232	LENZI, VERONIKA LENZI, VERONIKA	R	12/01/2009		73.97	058463	73.97
1	I-000200911170233	VANCE, ERIC VANCE, ERIC	R	12/01/2009		24.90	058464	24.90
1	I-000200911170234	COLTON, ROBIN COLTON, ROBIN	R	12/01/2009		131.26	058465	131.26

*** B A N K T O T A L S ***
 REGULAR CHECKS: 3 0.00 230.13
 HANDWRITTEN CHECKS: 0 0.00 0.00
 PRE-WRITE CHECKS: 0 0.00 0.00
 DRAFTS: 0 0.00 0.00
 VOID CHECKS: 0 0.00 0.00
 NON CHECKS: 0 0.00 0.00
 CORRECTIONS: 0 0.00 0.00
 BANK TOTALS: 3 0.00 230.13

CHECK AMT 230.13
 TOTAL APPLIED 230.13

PACKET: 00382 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
MEY02	MEYERS NAVE							
	I-2009100934	LEGAL SVCS - OCT 2009	R	12/01/2009		5,300.00CR	058502	
	I-2009100935	100 VALPARAISO - OCT 2009	R	12/01/2009		1,933.44CR	058502	
	I-2009100936	NON-RETAINER SVCS - OCT 2009	R	12/01/2009		5,008.50CR	058502	
	I-2009100937	GILMAN RANCH - OCT 2009	R	12/01/2009		960.50CR	058502	
	I-2009100939	RYAN LN PROP PURCHASE-OCT 2009	R	12/01/2009		1,060.00CR	058502	
	I-2009100940	SCWA LAWSUIT - OCT 2009	R	12/01/2009		636.00CR	058502	14,898.44

* * T O T A L S * *
 REGULAR CHECKS: 14,898.44
 HANDWRITTEN CHECKS: 0.00
 PRE-WRITE CHECKS: 0.00
 DRAFTS: 0.00
 VOID CHECKS: 0.00
 NON CHECKS: 0.00
 CORRECTIONS: 0.00

CHECK AMT 14,898.44
 DISCOUNTS 0.00
 TOTAL APPLIED 14,898.44

REGISTER TOTALS: 14,898.44

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

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

Subject: Receive and File City Investment Report for Quarters Ending
March 31, 2009
June 30, 2009
September 30, 2009

Date: December 9, 2009

Written by: Jone Hayes, Director of Administrative Services / City Treasurer

Recommendation

It is recommended that the Council / Agency Board receive and file the City's Investment Reports for the quarters ended March 31, 2009, June 30, 2009, and September 30, 2009.

Background

Staff generally prepares a quarterly report of cash and investments for the City Council's consideration no later than 30 days after the end of each quarter. Due to increased responsibilities and reduced staffing the reports for the three quarters listed above were delayed.

The attached investment reports reflect all of the City's investments including funds from the Redevelopment Agency, Enterprise Funds and other restricted funds in addition to the General Fund.

Based on this report and the City's current fiscal status, the City Treasurer certifies that sufficient investment liquidity exists and anticipated revenues are available to meet budgeted expenditures for all funds other than the General Fund for the following six months. The City continues to monitor actual FY 09-10 General Fund revenues and expenditures closely to ensure that available funds are not exceeded.

Financial Considerations

Periodic reporting of the City's cash and investments helps to assure compliance with City policies, budgetary controls, and acceptable standards of internal control.

Attachments:

1. Attachments: Exhibit "A" - Investment Reports

CITY OF COTATI
INVESTMENT REPORT FOR THE QUARTER ENDED MARCH 31, 2009

<u>Location of Investment</u>	<u>Type of Investment</u>	<u>Date of Maturity</u>	<u>Yield</u>	<u>Book Value</u>	<u>Market Value</u>
Exchange Bank	Checking	Readily Available	1.00%	\$ 525,106	\$ 525,106
State Local Agency Investment Fund	Investment Pool	Readily Available	2.54%	21,724,621	21,829,874
Sonoma County	Investment Pool	Readily Available	2.84%	358,765	362,519
RBC Dain Rauscher	Money market	Readily Available	0.80%	118,894	118,894
Prime Fund	CD	Readily Available	3.45%	100,085	100,085
Countrywide BK Alexandria VA	CD	Readily Available	3.25%	100,000	100,000
Doral Bk Catalan PR	CD	Readily Available	3.55%	50,000	50,000
Mainstreet Bk Forest Lake MN	CD	Readily Available	3.65%	100,000	100,000
Westerbank PR	CD	Readily Available	3.65%	101,905	101,905
Alliance Bk Corp Fairfax VA	CD	Readily Available	4.25%	51,462	51,462
Anchor Bk St Paul MN	CD	Readily Available	3.60%	101,863	101,863
First Subn Natl Bk Maywood IL	CD	Readily Available	3.70%	102,025	102,025
CCB Community Bk Andalusia AL	CD	Readily Available			
Union Bank					
Blackrock Provident Institutional Funds	T-Fund Institutional	Readily Available*	0.90%	1,093,515.40	1,093,515
Balance at March 31, 2009				\$ 24,528,241	\$ 24,637,249
Balance at March 31, 2008					\$ 22,743,298
Balance at March 31, 2007					\$ 21,612,117
Balance at March 31, 2006					\$ 19,531,356

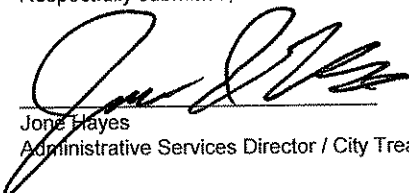
* Invested balance is restricted as set forth in fiscal agent trust agreement.

CERTIFICATION

In accordance with California Government Code Section 53646 as amended, the following certification accompanies this report:

The City Treasurer of the City of Cotati hereby certifies that sufficient investment liquidity exists and anticipated revenues are available to meet the City's budgeted expenditure requirements for the next six months. In addition, it is hereby certified that investments in the City's portfolio comply with the requirements of the City of Cotati's adopted investment policy. The City continues to monitor actual FY 09-10 General Fund revenues and expenditures closely to ensure that available funds are not exceeded.

Respectfully submitted,



Jane Hayes
 Administrative Services Director / City Treasurer

CITY OF COTATI
INVESTMENT REPORT FOR THE QUARTER ENDED JUNE 30, 2009

<u>Location of Investment</u>	<u>Type of Investment</u>	<u>Date of Maturity</u>	<u>Yield</u>	<u>Book Value</u>	<u>Market Value</u>
Exchange Bank	Checking	Readily Available	1.00% \$	299,655 \$	299,655
State Local Agency Investment Fund	Investment Pool	Readily Available	1.51%	22,204,874	22,287,705
Sonoma County	Investment Pool	Readily Available	2.30%	370,562	372,330
RBC Dain Rauscher					
Prime Fund	Money market	Readily Available	1.97%	324,123	324,123
Mainstreet Bank Forest Lake MN	CD	Readily Available	3.55%	50,000	50,000
Westernbank PR	CD	Readily Available	3.65%	100,000	100,000
Alliance BK Corp Fairfax VA	CD	Readily Available	3.65%	101,876	101,876
First Subn Natl BK Maywood	CD	Readily Available	3.60%	101,853	101,853
CCB Cmnty BK Andalusia ALA	CD	Readily Available	3.70%	102,029	102,029
Anchor Bank St Paul MN	CD	Readily Available	4.25%	51,475	51,475
Union Bank					
Blackrock Provident Institutional Funds	T-Fund Institutional	Readily Available*	0.60%	1,093,536	1,093,536
Balance at June 30, 2009				\$ 24,799,983	\$ 24,884,582
Balance at June 30, 2008					\$ 23,600,791
Balance at June 30, 2007					\$ 22,281,758
Balance at June 30, 2006					\$ 20,681,142

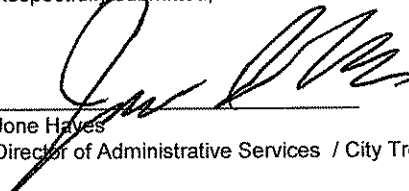
* Invested balance is restricted as set forth in fiscal agent trust agreement.

CERTIFICATION

In accordance with California Government Code Section 53646 as amended, the following certification accompanies this report:

The City Treasurer of the City of Cotati hereby certifies that sufficient investment liquidity exists and anticipated revenues are available to meet the City's budgeted expenditure requirements for the next six months. In addition, it is hereby certified that investments in the City's portfolio comply with the requirements of the City of Cotati's adopted investment policy. The City continues to monitor actual FY 09-10 General Fund revenues and expenditures closely to ensure that available funds are not exceeded.

Respectfully submitted,



 Jone Hayes
 Director of Administrative Services / City Treasurer

CITY OF COTATI
INVESTMENT REPORT FOR THE QUARTER ENDED SEPTEMBER 30, 2009

<u>Location of Investment</u>	<u>Type of Investment</u>	<u>Date of Maturity</u>	<u>Yield</u>	<u>Book Value</u>	<u>Market Value</u>
Exchange Bank	Checking	Readily Available	1.00%	\$ 479,878	\$ 479,878
State Local Agency Investment Fund	Investment Pool	Readily Available	0.90%	20,602,705	20,651,271
Sonoma County	Investment Pool	Readily Available	2.90%	373,859	374,847
RBC Dain Rauscher					
Alliance BK Corp Fairfax VA	CD	Readily Available	3.65%	101,474	101,474
First Subn Natl BK Maywood	CD	Readily Available	3.60%	101,481	101,481
CCB Cmnty BK Andalusia ALA	CD	Readily Available	3.70%	101,733	101,733
Anchor BK ST Paul Natl Assn MN	CD	Readily Available	4.25%	51,488	51,488
Midfirst Bank , Oklahoma City	CD	Readily Available	1.45%	99,743	99,743
American Express Centurion	CD	Readily Available	1.80%	99,277	99,277
BMW Bk North Amer Salt Lake	CD	Readily Available	2.15%	99,312	99,312
Farm Bur Bk FSB Sparks Nev	CD	Readily Available	2.10%	98,753	98,753
Prime Fund	Money Market	Readily Available		80,575	80,575
Union Bank					
Blackrock Provident Institutional Funds	T-Fund Institutional	Readily Available*	0.04%	1,092,017	1,092,017
Balance at September 30, 2009				\$ 23,382,295	\$ 23,431,849
Balance at September 30, 2008					\$ 22,358,540
Balance at September 30, 2007					\$ 21,233,783
Balance at September 30, 2006					\$ 19,283,333

* Invested balance is restricted as set forth in fiscal agent trust agreement.

CERTIFICATION

In accordance with California Government Code Section 53646 as amended, the following certification accompanies this report:

The City Treasurer of the City of Cotati hereby certifies that sufficient investment liquidity exists and anticipated revenues are available to meet the City's budgeted expenditure requirements for the next six months. In addition, it is hereby certified that investments in the City's portfolio comply with the requirements of the City of Cotati's adopted investment policy. The City continues to monitor actual FY 09-10 General Fund revenues and expenditures closely to ensure that available funds are not exceeded.

Respectfully submitted,


 Jane Hayes
 Director of Administrative Services / City Treasurer

City Council Agenda Reorganization of City Council

Subject: Reorganization of City Council

Date: December 9, 2009

Written by: Tamara Taylor, Deputy City Clerk

Recommendation

It is recommended that the City Council elect a mayor and vice mayor from their membership.

Background

The City Council has traditionally re-organized in January at the first meeting of the new year.

Analysis/Discussion

The office of Mayor has been vacant for a number of weeks due to the resignation of Council member. All other cities in Sonoma County reorganize each December. Pursuant to Cotati Municipal Code §2.40.050 the Mayor also serves as the Chair of the Cotati Redevelopment Agency.

Financial Considerations

N/a

Environmental Issues

N/A

City Council Report Regular Agenda

Subject: Council Assignments as Representatives and Liaisons to Various Committees and Commissions

Date: December 9, 2009

Written By: Dianne Thompson, City Manager

RECOMMENDATIONS:

It is recommended that the Council adopt a motion to 1) assign representatives and liaisons to various committees and commissions for 2010 and 2) disband ad hoc committees no longer needed.

BACKGROUND:

It is timely and appropriate to review assignments to the committees and commissions upon which the Council members and some staff members and community residents serve, and to make changes as appropriate for calendar year 2010. The California Tiger Salamander (CTS) standing committees is no longer needed; it is recommended that this committee be disbanded; should a need arise in the future the committee can be re-formed.

Analysis/Discussion

A worksheet listing the active committees and expected time commitments is attached.

Financial Considerations

None.

Environmental Issues

None.

Attachments:

'Cotati City Council Appointments and Assignments – 2009' (revised July 1, 2009)
2010 Cotati City Council Appointments and Assignments worksheet.

DT:tlt

**Cotati City Council
2010 Appointments and Assignments Worksheet**

Ad Hoc Committee

Name of Committee	2009 Member(s)	Dept/Hours/Duties/Qualifications
Civic Center & Museum Subcommittee	Pat Gilardi/ George Barich	Meets as needed

Standing Committees/Boards

Name of Committee	2009 Member	Alternate	Hours/Duties
AB 939 Local Task Force	Linda Christopher (Cotati citizen)	Marsha Sue Lustig	Dept.: City Manager Hours: Bi-monthly - Second Thursday of the month - 1:30-3:00 p.m. - at Sonoma County Department of Transportation & Public Works Duties: To develop goals, policies, and procedures which are consistent with guidelines and regulations adopted by the Board, to guide the development of the Siting Element of the County-wide integrated waste management plan.
Assoc. of Bay Area Governments (ABAG)	Janet Orchard	Robert Coleman-Senghor/ Dianne Thompson	Dept.: City Manager <i>Note: ABAG Alternates have voting rights</i>
County-Wide Bicycle Advisory Committee	Citizen rep to be determined	Marsha Sue Lustig	Dept.: Community Development Hours: 2-3 hours/month
Economic Development	John Guardino/ Janet Orchard	N/A	As needed

Name of Committee	2009 Member	Alternate	Hours/Duties
Library Advisory Board	Robert Coleman-Senghor	N/ A Library Advisory Board Citizen Liaison, Janet Kurvers	Quarterly meetings, 6:30 p.m. - 7:30 p.m.
Marin/Sonoma Mosquito Abatement Dist.	Henry Fuhs	N/A	Cotati citizen Henry Fuhs has represented Cotati for 18 years; recently reappointed to a 2-year term expiring 12/31/2010.
REMIF Board of Directors	Dianne Thompson	Jone Hayes	<p>Dept.: Administrative Services</p> <p>Hours: Board meetings 4 times per year from 12:00-2:00 p.m. at Healdsburg City Hall; 2-day annual meeting each January (location rotates); annual PARMA conference each February</p> <p>Duties: Day to day management of risk management activities.</p> <p>Qualifications: Specialized knowledge of risk management; recommended that staff be appointed.</p>
Russian River Watershed Association	Janet Orchard	Damien O'Bid	<p>Dept.: Public Works</p> <p>Hours: Meetings typically held from 9-11 am on 4th Thursday of the month every other month in Windsor. 2 hours every other month for Board meeting, plus time for preparation, travel, etc.</p> <p>Duties: Attend RRWA Board meetings, as Cotati is a member. This group works on a variety of watershed issues that affect all members in the Russian River Watershed. It is an informational and advocacy group that focuses on watershed pollutants, permit issues, etc. The biggest issue currently is the pending municipal stormwater discharge permits.</p> <p>Qualifications: Should have an interest and preferably background in regional watershed issues.</p>

Name of Committee	2009 Member	Alternate	Hours/Duties
Sonoma Co. Transportation Authority (SCTA)	Pat Gilardi	George Barich	<p>Dept.: Public Works</p> <p>Hours: Meetings typically held from 3:00-5:00 pm on 1st Monday of the month in Santa Rosa. 2 hours every month for SCTA Board meetings, plus time for preparation, travel, etc. Agendas and related documents are lengthy and very time consuming to review. Allow 10 hours minimum per month.</p> <p>Duties: Weigh in on a myriad of transportation related issues, including all modes of transportation. Involved in local and regional (Caltrans) projects. Also evolving to coordinate county wide GHG reduction efforts, which will become important.</p> <p>Qualifications: Should have an interest in and preferably a background in transportation issues, including how they relates to GHG emissions.</p> <p>*This is a critical assignment.</p>
Sonoma Co. Waste Management Agency (SCWMA)	Dianne Thompson	Marsha Sue Lustig/ Damien O'Bid	<p>Dept.: City Manager</p> <p>Hours: 3-4 hours/month</p> <p>Duties: Joint Powers agency with oversight of landfill and county-wide recycling efforts and hazardous materials.</p>
Southern Laguna Watershed Master Plan	John Guardino	Dianne Thompsons	<p>Dept.: Community Development</p> <p>Hours: 1-2 hours/month</p> <p>Duties: Review and participate in development of watershed goals and projects.</p>

Name of Committee	2009 Member	Alternate	Hours/Duties
Subregional Wastewater Policy Advisory Comm.	John Guardino	George Barich	<p>Dept.: Public Works</p> <p>Hours: Supposed to be held quarterly at 7 pm at the Laguna WWTP. No meeting since Oct. 2007, so time commitment is expected to be minimal.</p> <p>Duties: Weight in on wastewater issues that affect the City, including disposal and potentially recycling (if Cotati starts water recycling).</p> <p>Qualifications: Should have an interest and background in wastewater issues.</p>
Water Advisory Committee	John Guardino	Janet Orchard	<p>Dept.: Public Works</p> <p>Hours: Meetings typically held from 9-12 am on 1st Monday of the month at the Laguna WWTP. 3 hours every month for WAC Board meetings, plus time for preparation, travel, etc. Agendas and related documents are lengthy and very time consuming to review. Allow 10 hours minimum per month</p> <p>Duties: Weigh in on issues related to SCWA water supply. The upcoming SCWA budget, Draft EIR, Biological Opinion and possible contract negotiations will be very time consuming and may also require out of state travel to advocate on behalf of the City.</p> <p>Qualifications: Should have an interest in and background in regional water supply issues. It will be especially important as the City deals with these issues.</p> <p>*This is a critical assignment. If the representative does not attend the City does not get a vote. Staff are not able to vote on behalf of the City.</p>
Solar Sonoma County	Robert Coleman-Senghor	N/A	<p>Dept.: Public Works/Engineering.</p> <p>Hours: Monthly meetings</p> <p>Duties: Identifies opportunities that might contribute to the success of SSC through sharing information about participating organizations' priorities, upcoming projects, and other relevant issues.</p>

Mayors' and Councilmembers' Association

Name of Committee	<u>2009 Member</u>	<u>Alternate</u>	Hours/Duties
City Selection Committee	Mayor	Vice Mayor	Member and alternate established by Gov't Code § 50270 et seq
Legislative Liaison	Robert Coleman-Senghor	Dianne Thompson	Dept.: City Manager. Hours: Meetings the first Friday of the month, at 9:30 a.m. in the Maple room at the Finley Center in Santa Rosa. Meetings are usually 1-1/2 to 2 hours long. Duties: Review all proposed legislation that could have an affect on cities; provide feedback to our League of Cities coordinator. As needed, agendize for our cities letters of support or opposition to a particular piece of legislation.
League of California Cities' Voting Delegate	(assigned by meeting)	(assigned by meeting)	Annual business meeting.
County Ag. Preservation/ Open Space District Advisory Committee	Janet Orchard	N/A	Appointed by the Mayors' and Councilmembers' Association Board of Directors
North Bay Div., League of California Cities' Executive Board	Pat Gilardi	N/A	Appointed by the Mayors' and Councilmembers' Association Board of Directors

Liaisons

Name of Agency	2009 Member	Hours/Duties
Chamber of Commerce	Mayor and Vice Mayor	Attend monthly Chamber of Commerce Board of Director's meetings at 7:30 a.m.
Community and Environment Commission	Janet Orchard	Serve as liaison between the CEC and City Council; optionally attend monthly meetings (2nd Monday of each month) 7:00 -9:00 p.m.; report back to Council as necessary.

Planning Commission	John Guardino	Serve as liaison between the PC and City Council; optionally attend meetings first & 3 rd Mondays of each month at 7:00 p.m.; report back to Council as necessary. 2-4 hours/month
Design Review Committee	Pat Gilardi	Serve as liaison between the DRC and City Council; optionally attend meetings first & 3 rd Thursdays of each month at 4:30 p.m.; report back to Council as necessary. 2-4 hours/month

Cotati City Council
Appointments and Assignments – 2009

REVISED: 7/1/2009

John Guardino..... Mayor
Robert Coleman-Senghor Vice Mayor
George Barich..... Councilmember
Pat Gilardi..... Councilmember
Janet Orchard..... Councilmember

Ad Hoc Committees

Civic Center & Museum Subcommittee

Member(s)

Pat Gilardi/George Barich

Standing Committees/Boards

AB 939 Local Task Force
 Assoc. of Bay Area Governments (ABAG)
Note: ABAG Alternates have voting rights
 California Tiger Salamander
 County-Wide Bicycle Advisory Committee
 Economic Development
 Library Advisory Board
(Library Advisory Board Citizen Liaison, Janet Kurvers)
 Marin/Sonoma Mosquito Abatement Dist.
 REMIF Board of Directors
 Russian River Watershed Association
 Solar Sonoma County
 Sonoma Co. Transportation Authority (SCTA)
 Sonoma Co. Waste Management Board (SCWMB)

 Southern Laguna Watershed Master Plan
 Subregional Wastewater Policy Advisory Comm.
 Water Advisory Committee

Member

Linda Christopher
 Janet Orchard

 John Guardino/Janet Orchard
 Citizen rep. to be determined
 John Guardino/Janet Orchard
 Robert Coleman-Senghor

 Henry Fuhs
 Dianne Thompson
 Janet Orchard
 Robert Coleman-Senghor
 Pat Gilardi
 Dianne Thompson

 John Guardino
 John Guardino
 John Guardino

Alternate

Marsha Sue Lustig
 Robert Coleman-Senghor/
 Dianne Thompson
 N/A
 Marsha Sue Lustig
 N/A
 N/A

 N/A
 Jone Hayes
 Damien O’Bid
 N/A
 George Barich
 Marsha Sue Lustig/
 Damien O’Bid
 Dianne Thompson
 George Barich
 Janet Orchard

Mayors’ and Councilmembers’ Association

City Selection Committee
 Legislative Liaison
 League of California Cities’ Voting Delegate
 County Ag. Preservation/Open Space District
 Advisory Committee
 North Bay Div., League of California Cities’
 Executive Board

Mayor
 Robert Coleman-Senghor
 (assigned by meeting)

 Janet Orchard

 Pat Gilardi

Vice Mayor
 Dianne Thompson
 (assigned by meeting)

 N/A

 N/A

Liaisons

Chamber of Commerce
 Community and Environment Commission
 Planning Commission
 Design Review Committee

Mayor and Vice Mayor
 Janet Orchard
 John Guardino
 Pat Gilardi