

March 31, 2016

MEMORANDUM

From: City Manager 
To: Mayor and Council Members

RE: Payment on Butterfly Bridge Project

Request authorization to pay an invoice of \$10,115.32 to Department of Transportation Federal Highway Administration for the Butterfly Bridge Project. This is a reimbursable funding from the Central Federal Lands.

This is project was not budgeted in the 2015-16 budget but the City will be reimbursed for all costs. To obtain the reimbursement the City must pay the invoice and provide Central Federal Lands a copy of the check ensuring the City paid the invoice.

Some documents in the packet states to keep the project active the City must submit a copy of the check and the invoice not later than March 20, 2016. Tamy Quigley indicated we have until May 14, 2016.

RECOMMENDED MOTION: Approve the payment of \$10,115.32 to Department of Transportation Federal Highway Administration for work done on the Butterfly Bridge Project.

BILL FOR COLLECTION

DEPARTMENT, ESTABLISHMENT, BUREAU, OR OFFICE
FEDERAL HIGHWAY ADMINISTRATION

CUSTOMER NO: 263990

DATE OF BILL 03/15/2016

BILL NUMBER: 13136

BILL TO:

CITY OF DUNSMUIR, CALIFORNIA
5915 Dunsmuir Avenue
Dunsmuir, CA 96025

LINE NO.	ARTICLE OR SERVICES	QTY	UNIT COST	UOM	AMOUNT
1	551.0.0.0 A&E IDIQ PE	1	10,115.32	EA	\$10,115.32
			TOTAL		\$10,115.32

AGREEMENT NUMBER: DTFH6816E00002
PROJECT NUMBER: 15A6060000001
FUNDING: 15X015G910
DESCRIPTION: BUTTERFLY BRIDGE

DATE PAYMENT DUE: 05/14/2016

** RETURN ONE COPY OF THIS BILL WITH REMITTANCE TO ATTACHED ADDRESS **



Project Detail Transactions v1.5

Report Filter: Project Number: 15A60600000001% and Fiscal Year in(2016)

Project Number : 15A60600000001 CA HBP Dunsmuir(1), 15G (City of Dunsmuir HBP Bridge)

Task Number	Exp Type	PO Number	Line	Ship/Dist	Rev	Line Type	Vendor/Employee	AP Invoice Number	Expenditure	Obligations	Obs + Exp	Obi Period	Expend Period	Rept Yr
551 PE.15G0.06	25103	12406814D000010/00056 / 1 /				PO Detail	SECTION 203 POO CFL		0.00	64,588.34	64,588.34	JAN-16_FY-16		2016
	25103	12406814D000010/00056 / 1 /				PO Detail	SECTION 203 POO CFL		0.00	(64,588.34)	(64,588.34)	MAR-16_FY-16		2016
	25103	DTFH6814D000010/00056 / 1 /				PA Matched Invoice	JACOBS ENGINEERING GROUP, INC	WVXY4056-01	10,115.32	(10,115.32)	0.00	MAR-16_FY-16	MAR-16_FY-16	2016
	25103	DTFH6814D000010/00056 / 1 /				PO Detail	JACOBS ENGINEERING GROUP, INC		0.00	54,554.52	54,554.52	MAR-16_FY-16		2016
	25103	DTFH6814D000010/00056 / 1 /				PO Detail	JACOBS ENGINEERING GROUP, INC		0.00	0.00	0.00	MAR-16_FY-16		2016
						Sum:	551 PE.15G0.06		10,115.32	44,439.20	54,554.52			
						Sum:	15A60600000001		10,115.32	44,439.20	54,554.52			

Invoice #WVXY4056-01

Supplier JACOBS ENGINEERING GROUP, INC

Supplier Site DENVER

Date 03-MAR-2016

Amount 10,115.32 USD

PO Line Details

Invoice Dist Line Number	Invoice Dist Amount	Invoice Unit Price	Invoice Quantity	PO Number	PO Line Number	PO Unit Price	PO Currency	PO Quantity	PO Item Description	Quantity Ordered	Quantity Received	Quantity Billed
1	10,115.32	1.00	10115.32	DTFH6814D00010/0056	1	1.00	USD	54554.52	CLIN 00001 CA HBP DUNSMUIR (1) CITY OF DUNSMUIR HBP BRIDGE	54554.52	0	10115.32

Invoice Distributions

Invoice Dist Line Number	Invoice Dist Amount	Invoice Unit Price	Invoice Quantity	Distribution Code	Description	Project Number	Task Number	Expenditure Type	Expenditure Organization	Expenditure Item Date
1	10,115.32	1.00	10115.32	15X015G910.0000,11615G0551,1606000000,25103,61006600,0000000000,0000000000,0000000000,0000000000	FEDERAL LANDS NON- FEDERAL NO YEAR,CFL-NON- FED REIM AGMT, 23.REG 16 CA,NON-FED- ADV & ASST SERV-E,N,P - OPERATING EXPENSES/NOT APPLICABLE,NOT APPLICABLE,NOT APPLICABLE,NOT APPLICABLE	15A6060000001	551.PE.15G0.D6	25103	1606000000	01-MAR-2016

Document History

Timestamp	Line Type	User ID	Detail
04-MAR-2016 09:21:38	DOCUMENT_CREATION	SCAN08	MarkView Scan
04-MAR-2016 09:21:39	MARKUP_DETAIL		MARKUP: Red Text - VIEW: Origin Information - TEXT: Document ID: 1697694 Document Type: PO Invoice Document Source: MarkView Scan User ID: SCAN08 Creation Date: March 4, 2016 9:21:39 am Received Date: 03/04/2016 Batch Number: 314625 Batch Location: Document 5 of 5
04-MAR-2016 09:21:39	MARKUP_DETAIL		MARKUP: Yellow Highlight - VIEW: Origin Information - TEXT:
04-MAR-2016 11:01:21	WORKFLOW_HISTORY	MROBINSOFHWA	MELISSA ROBINSON (MROBINSOFHWA) attached Oracle Applications record.
04-MAR-2016 11:01:29	MARKUP_DETAIL	MROBINSOFHWA	MARKUP: Entry Complete - VIEW: AP View
04-MAR-2016 11:01:29	MARKUP_HISTORY	MROBINSOFHWA	MELISSA ROBINSON (MROBINSOFHWA) placed the "Entry Complete" markup and sent the work item for review determination.
04-MAR-2016 16:07:10	MARKUP_DETAIL	MSMITH7FHWA	MARKUP: Comment Requested - VIEW: Invoice Approver
04-MAR-2016 16:07:10	MARKUP_HISTORY	MSMITH7FHWA	MICHAEL SMITH (MSMITH7FHWA) placed the "Comment Requested" markup and sent the work item to JAMES HERLYCK (JHERLYCKFHWA) with the following comments "Please certify for payment"
07-MAR-2016 08:47:30	MARKUP_DETAIL	JHERLYCKFHWA	MARKUP: Return To - VIEW: Invoice Approver
07-MAR-2016 08:47:30	MARKUP_HISTORY	JHERLYCKFHWA	JAMES HERLYCK (JHERLYCKFHWA) placed the "Return To" markup and sent the work item to MICHAEL SMITH (MSMITH7FHWA) with the following comments "I approve of this invoice for work completed and submitted charges. Please proceed with payment. James Herlyck Project Manager/ COR "
08-MAR-2016 09:14:04	MARKUP_DETAIL	MSMITH7FHWA	MARKUP: Approved - VIEW: Invoice Approver - TEXT: Approve
08-MAR-2016 10:19:57	MARKUP_DETAIL	MROBINSOFHWA	MARKUP: Review Complete - VIEW: AP View
08-MAR-2016 10:19:57	MARKUP_HISTORY	MROBINSOFHWA	MELISSA ROBINSON (MROBINSOFHWA) placed the "Review Complete" markup and sent the work item for QA review determination.
08-MAR-2016 14:48:04	MARKUP_DETAIL	NHALEFHWA	MARKUP: Approved - VIEW: Invoice Approver - TEXT: Approve
08-MAR-2016 19:01:34	WORKFLOW_HISTORY	SQLFLOW	Oracle Applications status is "APPROVED" There are 0 unreleased holds on the PO Invoice.
08-MAR-2016 19:01:34	CURRENT_QUEUE		Completed
15-MAR-2016 12:44:03	MARKUP_DETAIL		MARKUP: Red Text - VIEW: Queue Status Markups - TEXT: Queue: Completed
15-MAR-2016 12:44:03	MARKUP_DETAIL		MARKUP: Yellow Highlight - VIEW: Queue Status Markups - TEXT:

Jacobs Engineering Group Inc.
 707 17th Street, Suite 2400
 Denver, Colorado 80202
 303 820 5240 Fax 303 820 2402

JACOBS

3-4-16

Mr. James Herlyck
 Central Federal Lands Highway Division
 Federal Highway Administration
 12300 West Dakota Avenue Suite 380
 Lakewood, Colorado 80228

Contract: A/E Consulting Engineering Services
 Contract No. DTFH68-14-D-00010 10056 ✓
 Task Order: Dunsuir Bridge
 Task Order No. 0056
 Invoice Info: Invoice Number: No. WVXY4056-01 ✓
 Invoice Date: Mar-03-16 ✓
 Invoice Period: Feb-26-16 to Mar-02-16 ✓

Team Members	Task Order Amount	% Complete Through this period	Total Invoiced Through this period	Previously Invoiced	Amount Due this invoice
Jacobs	\$ 51,110.78	19.8%	\$ 10,115.32	\$ -	\$ 10,115.32
Shannon & Wilson	\$ 3,443.74	0.0%	\$ -	\$ -	\$ -
Task Order Value:	\$ 54,554.52	19.5%	\$ 10,115.32	\$ -	\$ 10,115.32

Total Due This Invoice: \$ 10,115.32



707 17th Street, Suite 2400
Denver, Colorado 80202
303.820.5240 Fax 303.820.2402

March 3, 2016

Federal Lands Highway A/P Branch, AMZ-150
P. O. Box 268865
Oklahoma City, OK 73125
Attn: James Herlyck

E-Mailed to: 9-AMZ-AMZ-CFLINVOICES@FAA.GOV

Contract: A/E Consulting Engineering Services
Contract No. DTFH68-14-D-00010

Subject: Dunsmuir Bridge
Task Order No. 0056
Invoice / Progress Report No. WVXY4056-01

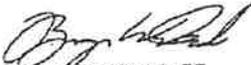
Dear Mr. Herlyck:

Enclosed is Jacobs' invoice for the work performed and delivered under the subject task order. In addition to the invoice, attached is a progress report that documents the completed work.

This invoice represents a progress report for work completed from February 26, 2016 through March 2, 2016. The work was completed in accordance with the SOW with assignments provided by the COR.

If you have questions or need additional information, please call me at 303-462-7583.

Sincerely,
JACOBS ENGINEERING GROUP INC.



Berwyn S. Wilbrink, PE
Project Manager

Enclosures

**Task Order Progress Report
Jacobs**

A/E Consulting Environmental Services
Contract No. DTFH68-14-D-00010
Dunamuir Bridge
Task Order No. 0956
March 2016

Subtask # and Title	Task Budget	Previous Task % Complete	Task % Complete this Period	Task Billed this Period	Total Task % Complete
B. Project Management	\$ 9,032.44	0.0%	10.0%	\$ 903.24	10.0%
C. Environment	\$ 4,627.50	0.0%	0.0%	\$ -	0.0%
E. Survey	\$ 8,167.87	0.0%	80.0%	\$ 6,534.30	80.0%
G. Right of Way	\$ 1,413.67	0.0%	20.0%	\$ 282.73	20.0%
H. Utilities	\$ 423.30	0.0%	0.0%	\$ -	0.0%
K. Hydraulics	\$ 9,587.73	0.0%	0.0%	\$ -	0.0%
D. Permits	\$ 322.38	0.0%	0.0%	\$ -	0.0%
L. Bridge	\$ 11,409.84	0.0%	15.0%	\$ 1,711.45	15.0%
M. Meetings and Reviews	\$ 2,708.25	0.0%	0.0%	\$ -	0.0%
Expenses	\$ 3,418.00	0.0%	20.0%	\$ 683.60	20.0%
Shannon & Wilson	\$ 3,443.74	0.0%	0.0%	\$ -	0.0%
Totals	\$ 54,554.52			\$ 10,115.32	

Task Order Progress Report Jacobs

A/E Consulting Environmental Services
Contract No. DTFH68-14-D0010
Dunsmuir Bridge
Task Order No. 0056
March 2016

Major activities completed or in progress during this period

Task	Subtask Title	Activity This Period
	Project Management	The task order was initiated with the field work being completed. Discussions within the team were held to discuss the various types of bridge concepts, and what information was needed from the field reviews.
	Meetings	Internal meetings to discuss various bridge types were held so the field investigations can best capture the desired information
	Surveys	Cross sections and bridge information has been gathered
	Concepts	Field data is being compiled and once the ground model is complete, the hydraulic analysis will start

Issues/Problems

Task Item	Subtask Title	Description
		Higher than expected flows in the River during the field review.

Plans for Next Period

Task	Subtask Title	Activity Next Period
		Complete H/H efforts to determine bridge opening
		Complete scour site analysis.

Task Order Status

18.5% Task Order Completion

Contract No. DTFH68-14-D-00010 Task 56 invoice WVXY4056-01

Page 1 of 1

Contract No. DTFH68-14-D-00010 Task 56 invoice WVXY4056-01

Radacina, Joanna [Joanna.Radacina@jacobs.com]

Sent: Thursday, March 03, 2016 6:10 PM

To: 9-AMC-AMZ-CFL Invoices (FAA)

Cc: Sanchez, Amiee [Amiee.Sanchez@jacobs.com]; Wilbrink, Berwyn [Berwyn.Wilbrink@jacobs.com]; Hertyck, James (FHWA)

Attachments: WVXY4056-01 (02-16).pdf (84 KB)

Please find attached our invoice WVXY4056-01 for payment process. Thank you

Joanna Radacina
Jacobs
Project Accounting
Pasadena CA
626-578-6869

NOTICE - This communication may contain confidential and privileged information that is for the sole use of the intended recipient. Any viewing, copying or distribution of, or reliance on this message by unintended recipients is strictly prohibited. If you have received this message in error, please notify us immediately by replying to the message and deleting it from your computer.

<https://email.dot.gov/owa/9-AMC-AMZ-CFLInvoices@faa.gov/?ac=Item&t=IPM.Note&id...> 3/4/2016

Payment Options

Effective October 1, 2008, all payments to the Department of Transportation must be processed electronically and all lockboxes will be closed. Please choose one of the following options to make your payment.

OPTION 1 (Preferred Method)

Plastic Card or Automatic Clearing House Payment (ACH Direct Debit)

Go to Treasury's website: <https://pay.gov>.

Search for Agency Name

Select the appropriate Transportation Agency

Follow the form instructions to make your payment. NOTE: If making an ACH payment from your bank account, please select ACH Direct Debit as the payment type.

OPTION 2

Mail check payment to the following address for Paper Check Conversion (PCC) processing; this address can be used for regular mail and FEDEX mailing:

Make check payable to: DOT FHWA

MAILING ADDRESS:

*Enterprise Service Center
Federal Aviation Administration
ATTN: AMZ-324, Mark Richardson
6500 S. MacArthur Blvd., HDQ Rm 366
Oklahoma City, OK 73169*

Notice to Customers Making Payment by Check

When you provide a check as payment, you authorize us either to use information from your check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction.

When we use information from your check to make an electronic fund transfer, funds may be withdrawn from your account as soon as the same day we receive your payment, and you will not receive your check back from your financial institution.

Privacy Act - A Privacy Act Statement required by 5 U.S.C. § 552a(e)(3) stating our authority for soliciting and collecting the information from your check, and explaining the purposes and routine uses which will be made of your check information, is available from our internet site at (PCCOTC.GOV), or call toll free at (1-800-624-1373) to obtain a copy by mail. Furnishing the check information is voluntary, but a decision not to do so may require you to make payment by some other method.

Julie Iskra

From: Quigley, Tamy D@DOT <tamy.quigley@dot.ca.gov>
Sent: Wednesday, March 02, 2016 11:53 AM
To: Julie Iskra
Subject: RE: Bridge Programming: Mid-Year Review 2016 - City of Dunsmuir

If the work done by Public Works falls within the scope of work of counter scour measure or effort towards the hydraulic study then yes. I am unaware of any other work that this project should include and the funds authorized to this project are specific to the scour and hydraulic study under current programming. If there was staff time incurred to initiate or finalize the agreement between the City and CFL, that time is reimbursable.

Tamy Quigley

D2 - Office of Local Assistance
Area Manager - Plumas and Siskiyou Co's
ATP Coordinator – Local Roads
Safe Routes, BTA
FC, CMM, HPMS Liaison
530.225.2735

From: Julie Iskra [mailto:utilitybilling@ci.dunsmuir.ca.us]
Sent: Wednesday, March 02, 2016 11:45 AM
To: Quigley, Tamy D@DOT
Subject: RE: Bridge Programming: Mid-Year Review 2016 - City of Dunsmuir

Our plan is to invoice for work done by our Public Works crew via their time cards. Will this work?
Bill let me know this morning that you would be checking in.
Thanks,
Julie

From: Quigley, Tamy D@DOT [mailto:tamy.quigley@dot.ca.gov]
Sent: Wednesday, March 02, 2016 11:41 AM
To: Jim Elkins <jelkins@paceengineering.us>; Julie Iskra <utilitybilling@ci.dunsmuir.ca.us>
Subject: RE: Bridge Programming: Mid-Year Review 2016 - City of Dunsmuir

Hi Julie – I saw Bill last night at the Sis Co LTC meeting and he had asked if some preventative maintenance work could be done on the Butterfly Ave Bridge, he referenced a report with work items. The preventative work is not eligible for reimbursement. If you can any questions please call me or have him call me. I did not have his phone number or e mail so am going through you.

Thanks,

Tamy Quigley

D2 - Office of Local Assistance
Area Manager - Plumas and Siskiyou Co's
ATP Coordinator – Local Roads
Safe Routes, BTA
FC, CMM, HPMS Liaison
530.225.2735

From: Jim Elkins [<mailto:jelkins@paceengineering.us>]
Sent: Wednesday, March 02, 2016 10:42 AM
To: Julie Iskra (utilitybilling@ci.dunsmuir.ca.us)
Cc: Quigley, Tamy D@DOT
Subject: FW: Bridge Programming: Mid-Year Review 2016 - City of Dunsmuir

Julie,

See my email below to Mr. Herlyck. Please follow up with him. It is very important that Dunsmuir submit an invoice by the deadline (no later than March 20) or risk losing the funding for the Butterfly Avenue Bridge.

Jim Elkins

PACE Engineering
1730 South St.
Redding, CA 96001
jelkins@paceengineering.us
Ph: 530-244-0202, Fax: 530-244-1978

From: Jim Elkins
Sent: Wednesday, February 17, 2016 9:26 AM
To: 'Quigley, Tamy D@DOT'
Cc: City Manager; Julie Iskra (utilitybilling@ci.dunsmuir.ca.us); Howat, Ian W@DOT; James.Herlyck@dot.gov
Subject: Bridge Programming: Mid-Year Review 2016 - City of Dunsmuir

Tamy,

Thank you for clarifying the status of the funding and the project. It will help the new City Manager (and me) to understand Dunsmuir's role in keeping the project moving forward.

Mr. Herlyck,

What is the status of the Phase 1 work for the Butterfly Avenue Bridge in Dunsmuir, CA? Can you send an invoice to the City of Dunsmuir for the work you have completed so far? Please send me a copy so I know it was done. Do you anticipate additional funds being needed at this time to complete Phase 1?

Jim Elkins

PACE Engineering
1730 South St.
Redding, CA 96001
jelkins@paceengineering.us
Ph: 530-244-0202, Fax: 530-244-1978

From: Quigley, Tamy D@DOT [<mailto:tamy.quigley@dot.ca.gov>]
Sent: Wednesday, February 17, 2016 8:43 AM
To: Jim Elkins
Cc: City Manager; Julie Iskra (utilitybilling@ci.dunsmuir.ca.us); Howat, Ian W@DOT; James.Herlyck@dot.gov
Subject: RE: Bridge Programming: Mid-Year Review 2016 - City of Dunsmuir

Hi Jim - Thank you for the update it sounds like there is some turn over at the City of Dunsmuir that we were not aware of. I have read your e mail and the highlights you point out and would like to clarify a few things. The City of Dunsmuir

entered into an agreement/contract with CFL to complete the Phase 1, Feasibility Study, for the Butterfly Bridge. There was \$100,000 authorized for this effort, \$85,000 was the portion estimated to reimburse the work CFL did on the Phase 1 effort and the remaining \$15,000 was to cover administrative costs the City incurred. Depending on the findings of the Phase 1 study would determine future programming for addition work to the bridge but Caltrans has not been provided with the results of the Phase 1 work. Currently it is the City's responsibility to move this project forward, this includes keeping the project in an active status. To date the project is close to being inactive and Randy and James have been made aware that an invoice of no less than \$1000 needs to be to me no later than March 20 in order to keep the project active. If the project goes in full inactive status the funds will revert and be de-obligated and will no longer be available. In addition to needing an invoice it is time the mid-year bridge survey, which means if funding is needed on the project now is the time to make adjustments. If no action is requested from the agency then the next opportunity to program funding will be during the months of Aug / Sept.

There is mention below of no STIP funding being needed. The Butterfly Bridge project is not funded through the STIP but rather the Highway Bridge Program or HBP and is programmed at 100% reimbursable.

There is a highlighted section below that mentions CFL having taken over this project. This is not the case and the City is the agency in responsible charge as CFL is on contract for the Phase 1 work at this time.

I hope this is helpful. If I can be of any help please let me know.

Tamy Quigley

D2 - Office of Local Assistance
Area Manager - Plumas and Siskiyou Co's
ATP Coordinator – Local Roads
Safe Routes, BTA
FC, CMM, HPMS Liaison
530.225.2735

From: Jim Elkins [<mailto:jelkins@paceengineering.us>]
Sent: Sunday, February 14, 2016 4:58 PM
To: Quigley, Tamy D@DOT
Cc: City Manager; Julie Iskra (utilitybilling@ci.dunsmuir.ca.us); Lervold, Kurt N@DOT
Subject: Bridge Programming: Mid-Year Review 2016 - City of Dunsmuir

Hello Tamy,

Thank you for helping Dunsmuir track this project.

Randy Johnsen is no longer the City Manager. Julie Iskra is currently acting City Manager, but a permanent manager is expected to take over soon. He was scheduled to start February 6, but I don't believe that happened.

Julie asked me to respond to your email.

Below is the body of an email Randy (and Ian Howat) received on January 7, 2016:

From: James.Herlyck@dot.gov [<mailto:James.Herlyck@dot.gov>]
Sent: Thursday, January 07, 2016 4:03 PM
To: City Manager <citymanager@ci.dunsmuir.ca.us>; ian.howat@dot.ca.gov
Subject: RE: Butterfly Bridge in Dunsmuir, CA

Hi Randy,

Thanks for requesting an update. We just finished our consultant selection process. Jacobs Engineering, who was out there last year with me at the visit and prepared the Observation Report, will be doing the work. I am in the process of getting the contract in place with them. The contract should be inked by the end of the month. We are looking at having a draft report in April and final recommendations in July. Ian can correct me if I'm wrong, but this will line up so that the funding request for the recommended outcome could be prepared for the call of projects in September/October.

James

I believe this email confirms that Central Federal Lands has taken over the project. I don't know if CFL has their federal funds approved. I believe the \$100,000 programed for 14/15 was to pay up to \$85,000 to CFL and \$15,000 for local (Dunsmuir's) costs.

Based on the email, I don't believe additional funds will be needed from the STIP. Maybe Ian has heard more about the CFL funding than I have.

I don't know what costs, if any, Dunsmuir has incurred. Since they have until May to submit an invoice, I would like to wait until the new City Manager takes over to answer that question.

If you and Ian are willing, I would like to have a meeting with the new City Manager, you, and Ian, to discuss this project and explain to the City Manager what his responsibilities are and what are eligible uses of the \$100,000.

Jim Elkins

PACE Engineering
1730 South St.
Redding, CA 96001
jelkins@paceengineering.us
Ph: 530-244-0202, Fax: 530-244-1978

From: Quigley, Tamy D@DOT [<mailto:tamy.quigley@dot.ca.gov>]
Sent: Friday, February 12, 2016 2:33 PM
To: City Manager
Cc: Jim Elkins
Subject: FW: Bridge Programming: Mid-Year Review 2016 - City of Dunsmuir

Hi Randy, the e mail below was sent to you late January regarding an update on the Butterfly Ave Bridge funding. This time of year is an opportunity program additional funds that might be needed to move the project forward. To date I have not heard from you so thought I would check in to see if there is a need to additional funding. If funding is needing please let me know no later than Tuesday Feb 16, 2016 as we are working on very tight deadlines in the program right now.

Also, the project is currently on the look ahead inactive list. This means I need to have an invoice to Accounting no later than May 20, which means I need an invoice to me no later than May 6, 2016 in order to process it and get it down to HQ.

Tamy Quigley

D2 - Office of Local Assistance
Area Manager - Plumas and Siskiyou Co's
ATP Coordinator – Local Roads
Safe Routes, BTA
FC, CMM, HPMS Liaison

From: Lervold, Kurt N@DOT
Sent: Wednesday, January 20, 2016 8:54 AM
To: Randy Johnsen
Cc: Quigley, Tamy D@DOT
Subject: Bridge Programming: Mid-Year Review 2016 - City of Dunsmuir

Hi Randy:

Attached is the most current Highway Bridge Program list for the Caltrans District 2 Region. The first attachment focuses on current year, identifies priority ranking, component status, and e-76 status if shown; whereas, the second attachment provides more detail to help you identify funding by component.

The following action is requested:

1. Please submit your Requests for Authorizations for projects with funds programmed in FFY 15/16. Funds for these projects will only be reserved until March 30, 2016. After that date funds are pooled and will be used to advance projects in other regions of the State and will be obligated on a first come first serve basis.
2. Please also submit your Requests for Authorizations for projects that can be advanced from FFYs 16/17, 17/18, 18/19, 19/20 and beyond. We will also try to obligate those projects. Projects programmed in 18/19, 19/20 and beyond might require an FTIP amendment or modification. We will address this in the March 2016 program update that will be sent to the MPOs.
3. Please also review the project descriptions to ensure they are correct.
4. Please review whether your project should be considered "ready to advertise" or "nearly ready to advertise". This affects the priority of how projects are programmed.

A "ready to advertise" project means NEPA is clear, R/W is clear and the PS&E is nearly complete and the RFA will be submitted within 1 month.

A "nearly ready to advertise" project is about 6 months from delivery. NEPA must be clear and R/W clear or have very minor R/W issues. The DLAE reviews this priority flag on a case by case basis, so close coordination with the DLAE is critical.

HBP FTIP Process and Project Prioritization policy may be reviewed here:

http://www.dot.ca.gov/hq/LocalPrograms/DLA_OB/DLA-OB-10-01.pdf
http://www.dot.ca.gov/hq/LocalPrograms/DLA_OB/DLA%20OB%2011-01.pdf

If you have any changes to your programming, please submit your revisions to your Area Engineer/Manager by February 5, 2016 COB. Please show your changes on the attached detail report and include a status of when your RFA will be submitted.

If you have any questions about the attached list or policies, please contact Tamy Quigley or me.

Thank you, Kurt.

Kurt Lervold, Area Manager
HBP Manager and STIP Coordinator
Tehama County

Office of Local Assistance
District 2
PH (530) 225-3570
FX (530) 225-3020

City of Dunsmuir

Elected, Appointed and Assigned

As of April 1, 2016

ELECTED

City Council

Meets twice monthly, currently on 1st and 3rd Thursdays

Dave Keisler	elected November, 2012	term ends December, 2016
Josh Spurlock	elected November, 2014	term ends December, 2018
Bryce Craig	elected November, 2014	term ends December, 2018
Bruce Deutsch	appointed June 4, 2015	term ends December, 2016
Nick Syrrist		term ends December, 2018

City Clerk

Kathryn Wilson	elected November 2012	term ends December, 2016
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City Treasurer

Mario Rubino	appointed June 4, 2015	term ends December, 2016
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APPOINTED

Planning Commission

Meets once monthly currently on 1st Wednesday

Kenna Conway	appointed January, 2014	term ends June, 2016
Barbara Cross	appointed May, 2013	term ends June, 2016
Paul Martin	appointed July 16, 2015	term ends June, 2018
Don Harley	appointed January, 2014	term ends June, 2016
Forrest Lamb	appointed September, 2014	term ends June, 2016
Will Newman	appointed February, 2016	term ends June, 2018
Ann Powers	appointed September, 2014	term ends June, 2018

Committees:

Economic Development/Tourism

Purpose: To develop an economic development strategy and incentive program

Councilmembers: Spurlock, Deutsch

Staff: Director of Dunsmuir Chamber of Commerce, City Manager

Meets as needed

City Manager documents/Council appointments as of 2015 11.5.15

Finance

Purpose: To provide oversight of city finances and debt management, bond ratings, grants and loans

Councilmembers: Craig, Deutsch

Officials: City Treasurer

Staff: City Manager, Finance Director

Meets as needed

Public Facilities and Services

Purpose: To develop and monitor policy and operations of Utilities (water, sewer), Historic District, and Railroad.

Councilmembers: Craig, Spurlock

Staff: City Manager

Meets as needed

Public Safety

Purpose: To address local and regional policing issues, fire service issues, emergency plan, code enforcement, and animal control

Councilmembers: Keisler, Spurlock

Staff: City Manager, Sheriff, Fire Chief

Meets as needed

Airport

Purpose: To consider and review all activities of Mott airport including the feasibility of municipal solar farm or public/private partnership of same, new business park

Councilmember: Deutsch, Spurlock

Staff: Airport Manager

Citizen Members: Denham, Dinges, Miller, Ford

Meets as needed

Solid Waste

Purpose: To consider and review all operations and activities related to solid waste, including green waste recycling, state mandates regarding recycling, possible grants, biweekly pickup, and smaller can pickup

Councilmembers: Craig, Deutsch

Staff: City Manager

Citizen Members: Steele, Mulvaney

Contractor: Clemens

Meets as needed

CDBG Loan Committee

Purpose: To review and approve applications for business and residential loans funded by CDBG and program income

Councilmember: Keisler

Members:

Staff: City Manager and Finance Director

Meets on call in executive session

Beautification Committee

Purpose:

Members: Helen Cartwright, Barbara Cross, Tim Holt

Meets as needed

Ad Hoc Committees

Purpose: To review and report findings and recommendations to City Council and once project is completed the committee will cease

Mossbrae Falls trail

Purpose: To assist stakeholders in obtaining, constructing and maintaining an ADA compliant public access to Mossbrae Falls.

Councilmembers: Spurlock, Craig

Staff: City Manager

Meets as needed

Protocols

Purpose: To develop and maintain protocols for conduct of Council business

Councilmembers: Craig, Spurlock

Staff: City Manager

Meets as needed

Audio and Video system in Council Chambers

Purpose: To develop recommendation(s) for improvements to audio and video systems to allow televising of City Council and other meetings held in Council Chambers

Councilmembers: Spurlock, Deutsch

Meets as needed

Assignments:

Purpose is to represent City and report back findings and recommendations to the City Council.

League of Local Agencies (LOLA)

Purpose: Mayors' select committee makes appointments of Councilmembers to serve on County Boards/Commission representing City interests, LOLA meets in open session to discuss Countywide concerns of cities

Councilmembers: Keisler/Spurlock

Staff: City Manager

IRWMP (Integrated Regional Water Management Plan)

Purpose: To attend Board, TAC, and other meetings of IRWMP and oversee city's participation in concert with other governmental and non-governmental agencies and tribes

Councilmembers: Craig, Syrrist

Staff: City Manager

Citizen Member: Ed Steele

Meets on call of IRWMP Board and TAC chairperson

SCORE (Small Cities Organized Risk Effort)

Purpose: To participate in SCORE quarterly meetings to discuss risk management and insurance issues, pooled risk and financial information.

Board member: City Manager

Alternate member: Craig

Neighborhood Watch

Purpose: To attend monthly meetings of Neighborhood Watch in Dunsmuir

Councilmembers: Keisler, Spurlock

Staff: Sheriff's Department representative

Meets second Thursday of month

City Web Site

Purpose: To improve and maintain the City's web site

Councilmembers: Craig, Spurlock

Reports to Council as needed.

Local Agency Formation Commission (LAFCo)

Purpose: To represent the City of Dunsmuir and other cities of Siskiyou County in considering planning matters that affect County and Cities

Councilmember: appointed by LOLA

Meets second Tuesday of the month.

Siskiyou County Local Transportation Commission

Purpose: To review and approve matters related to transportation and street needs throughout Siskiyou County and its Cities often involving grant funding. Membership is three Supervisors and three City representatives with one city alternate.

Councilmember: no Dunsmuir member at the moment, appointments are made by LOLA

Staff: City Manager, Public Works Supervisor attend TAC meetings

Commission meets first Tuesday of the month. TAC meets as called.

Weed/Mt. Shasta/Dunsmuir Trail Committee

Purpose: To create a non-motorized trail connecting Weed, Mt. Shasta and Dunsmuir.

Councilmembers: Syrrist, Keisler

Meets as called

Regional Integrated Waste Management Council

Purpose: Consider solid waste and recycling matters often to seek compliance with State mandates.

This Council is still forming and appointments have yet to be made.

Councilmember: Craig, Alternate Deutsch

Staff: City Manager

Meets as called

Dunsmuir Recreation and Parks District, Board of Directors

Mayor and Council appoint citizens to serve and represent City and report to City Council

Three appointments: Guy Shoop, Jerry Totten, Brian Wilson

Terms expire June 30, 2016

Big Fish/Trophy Trout

Mayor and Council appoint citizens to organize Big Fish program

Councilmember: Keisler

Citizens: Richard Dinges; Mike Robinson; Carol Rivard; Brian Wilson

Meets as called

March 31, 2016

MEMORANDUM

From: City Manager 
To: Mayor and City Council

RE: City Clerk vacancy

I received an email from our City Clerk, Kathy Wilson, that she is tending her resignation as City Clerk effective April 10, 2016. We thank her for her services and wish her success at her new job.

The Dunsmuir City Clerk position is an elected position. In many other California Cities the City Clerk position is becoming a staff position appointed by the City Manager or the City Council. This is happening across California because an elected City Clerk is not responsible to either the City Manager or the City Council, but is solely responsible to the voters. However, the voters do not understand what the City Clerk responsibilities include and, therefore, accountability is lost.

I placed the following question to the City Manager's listserv: "I am interested in how many cities have an elected City Clerk and how many cities have a City Clerk that is an employee selected by the City Manager?" I received 107 responses:

Elected – 23; City Manager Selected – 58; Appointed by the City Council – 23;
Recruited, interviewed and recommended to the City Council for approval – 3.
A copy of the emails are available for review.

The comments included:

Morgan Hill – asked voters a few year ago to change but failed

San Gabriel – elected City Clerk but a "Chief City Clerk" who is an executive team member and appointed by the City Manager.

One City – The incumbent elected City Clerk is not very effective

Seal Beach – 2004 vote failed to change 2014 – vote changed to employee

Arcadia – elected in name only. Stripped of all duties except for taking roll call – duties assigned to Chief Deputy City Clerk.

Atwater – Elected but the City Clerk who replied stated "would love the position to be appointed."

Dos Palos – formerly elected to four year terms, now appointed by city council to two year term.

Lakeport – We just changed from elected to appointed by the City Manager.

Atascadero – Is taking the change request to the voters this November.

The Cities of Fairfield, South Lake Tahoe and Clearlake asked me for the results because they may look at requesting a change from elected to appointed.

It is my recommendation to the City Council to seek approval of the public at the November election to change the City Clerk position from elected to appointed by the City Council.

The recommended process to appoint by the City Council would be to have the City Manager recruit, interview, do a background check and forward a recommendation to the City Council. The appointed City Clerk would be responsible to the City Manager. If the City Manager feels the City Clerk is not doing their job, the final step of discipline would be termination and the City Manager would make that recommendation to the City Council.

The Deputy City Clerk and I would absorb the current duties of the City Clerk until the next City Council meeting of April 21, 2016. At that time I will have present the recommendation for the remainder of the year.

RECOMMENDED MOTION: To place a ballot measure asking the public to change the City Clerk from an elected position to an appointed position.

Summary Report
Visit California, Managers Meeting in San Francisco, CA
February 22 & 23, 2016
Collier Interpretive and Information Center
&
A California Welcome Center (Yreka)

February 22, 2016 – Day One

The meeting opened with introductions and welcome ceremony from Matthew Sabbatini (Chief Operating Officer) and Amy Chambers (CWC Program Manager).

Carolyn Baker (Media Specialist with Mercury Media) discussed the importance of a Mission Statement and its purpose and attributes (what do we do? how do we do it? for whom do we do it and what value do we bring). 2 hrs.

Discussed how important a website is to the traveler and what information should we be providing. Three things to keep in mind (1. Inspire, 2. Engage the Visitor and 3. Be Mobile Friendly) also be ready to provide Day Trips to Points of Interest in the local area and surrounding areas. 2 hrs.

Tracy Ward (Director of Consumer Marketing) Discussed Target Markets – different tourism regions (hiking, biking, recreation points of interest, fishing and local entertainment etc.) Road Trips – one, two and three day tours. Show them the information on the website. 3 hrs.

Visit California Conference – Day 2 - 8hrs.

Several renowned Speakers including Jay Baer who discussed how businesses should respond to complaints and to never avoid a response no matter how bad. A Great Book “Hug Your Haters” a must read for businesses.

Jeff Senior – Vice Chare of Marketing

The California tourism economy is the largest in the United States, with more than \$117 billion in travel-related spending in 2014. California also has the largest share of U.S. visitation with more than one in 10 U.S. leisure trips including a stay in the state, and the third-highest level of overseas visitation behind New York and Florida. More than 251 million domestic and international visits, or person-trips, came through California in 2014.

Of the 251 million trips in 2014, 16.3 million or 6 percent came from international markets, with the rest coming from the United States. But because international visitors tend to stay longer and spend more during their stays, they account for \$24.1 billion in spending or 21 percent of total travel-related revenue. A key issue considered in this marketing plan is aligning Visit California marketing efforts to address the large volume opportunities in the United States, while at the same time investing in select international markets that yield significantly higher revenues per visitor.

Survey data from domestic data vendors D.K. Shifflet & Associates and TNS suggest there is a natural split in domestic leisure travel between in-state travelers and non-residents. In-state travelers comprise approximately three-quarters of all domestic leisure travel to the state, and account for nearly half of all spending by these visitors.

The target non-resident audience can be further segmented according to visitor volumes and traveler characteristics. Grouping the rest of the country into Primary Western and Long-Haul U.S. origin markets divides non-resident travel volumes into two nearly equal parts, but with twice as much overall spending coming from the long-haul states.

Visitors from Primary Western markets are more likely to travel by private vehicle than air, stay with friends and family instead of paid accommodations, travel with children and have shorter stays — an average of 3.5 nights — with less per-trip spending — \$411 on average. They also are more frequent repeat travelers. Conversely, Long-Haul U.S. visitors travel by air for longer vacations — 4.9 nights — stay more often in hotels, are more likely to rent cars in the state, and spend more — \$860 on average. Given the distance they travel and longer stays.

251 million person-trips equal \$117.5 billion in spending in California.

Global Target Audience

Consistent across all markets is an affluent, educated audience that seeks to stay informed. These consumers spend the majority of their time using the Internet (including mobile), followed by watching TV; other media channels, including newspaper, magazines and radio trail significantly.

California's international visitor origins are generally grouped into North American and Overseas Countries, with the Top 12 overseas markets spanning four continents. The North American markets of Canada and Mexico have historically been California's top two international feeder markets, with projected visitation of 7.6 million visitors, 548,000 by air, for Mexico and 1.6 million visitors for Canada in 2014. Collectively, overseas origins sent a projected 7 million visitors in 2014.

Market Allocation

To evaluate priorities in California's top international markets, Visit California's research and marketing teams developed a process of checks and balances that takes into account quantitative data and trends, state industry interests and additional information relating to market dynamics.

The ranking of 2015 Market Allocation Platform scores for all of Visit California's international markets also are mostly intuitive, with ordering generally aligning with overall visitation volumes to and visitor spending in the state. However, there were some notable changes from 2015 MAP results that called attention to a few Tier 1 and Tier 2 brand markets, specifically: China's recommended allocation moved up from No. 5 to No. 1, South Korea's allocation moved from No. 10 to No. 4 and Brazil's allocation dropped from No. 4 to No. 14. Visit California continues to consider these shifts in ranking and react as needed, understanding the brand investments from FY15/16 were designed to be part of three to five-year market-specific strategies. China's move to No. 1 was not a surprise after the significant growth in visitation from 2009 to 2014 (+310 percent) and continued strong outlook for outbound travel to the United States and California. Carat Percentage goals are defined as achieving maximum impact in each market given the objectives in each market: building brand awareness, driving impactful reach,

March 28, 2016

MEMORANDUM

From: City Manager 
To: Mayor and City Council

RE: Property Assessed Clean Energy Program (PACE)

This is a program developed by the California Statewide Community Development Authority (CSCDA). I have worked with them before in Orland on the Statewide Community Infrastructure Program.

What the proposed resolution would do is allow property and business owners to purchase renewable energy, such as solar or vehicle recharger for a home or business. The PACE program would be a loan to the property owner and would be placed on their taxes. It is a pass through the city. The City would have no responsibilities if the property would go into foreclosure or tax sale. It is important to read the entire resolution.

This is an excellent vehicle for citizens and businesses of the Dunsmuir community. I have discussed this with the City Managers of Mt. Shasta City, Weed and Yreka who are all proposing the same resolution to their council members. Ron Stock of Weed has also forwarded the proposal to the Siskiyou County Board of Supervisors.

Should you have further questions I can request that a representative from CSCDA attend a future meeting to explain this program in more detail.

RECOMMENDED MOTION: Motion to adopt Resolution No. _____ RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DUNSMUIR, CA CONSENTING TO THE INCLUSION OF PROPERTIES WITHIN THE TERRITORY OF THE CITY OF DUNSMUIR, CA IN THE CSCDA OPEN PACE PROGRAMS; AUTHORIZING THE CALIFORNIA STATEWIDE COMMUNITIES DEVELOPMENT AUTHORITY TO ACCEPT APPLICATIONS FROM PROPERTY OWNERS, CONDUCT CONTRACTUAL ASSESSMENT PROCEEDINGS AND LEVY CONTRACTUAL ASSESSMENTS WITHIN THE TERRITORY OF THE CITY OF DUNSMUIR, CA; AND AUTHORIZING RELATED ACTIONS

Julie Iskra

From: City Manager
Sent: Friday, March 25, 2016 10:38 AM
To: Julie Iskra
Subject: Council agenda
Attachments: CSCDA OPEN PACE Opt In Resolution (3).doc

Julie,

I have attached a resolution for the city council meeting on April 7th. The title of the agenda will be California Statewide Communities Development Authority's (CSCDA) – Property Assessed Clean Energy (PACE).

Very respectfully,

Paul H. Poczobut Jr.
City Manager
City of Dunsmuir
5915 Dunsmuir Ave.
Dunsmuir, CA 96025
(530) 235-4822 (office)
(530) 925-3806 (cell)

Provide Your Community with Access to CSCDA's Open PACE Network



CSCDA
OPEN PACE
PROPERTY ASSESSED CLEAN ENERGY



CSCDA's Open PACE Network delivers a complete energy efficiency and renewable energy program for your community

- Prequalified PACE Program Administrators
- Managed contractor networks
- 100% funding for energy efficiency projects and renewable energy
- Support of residential and commercial projects
- Repayment through property tax bill
- Constituent satisfaction through CSCDA's quality controls

To opt in to the Open PACE Network contact:

James Hamill | jhamill@cscda.org Jon Penkower | jpenkower@cscda.org (925) 476-5644 | www.cscda.org



CSCDA

CALIFORNIA STATEWIDE COMMUNITIES
DEVELOPMENT AUTHORITY



California State Association of Counties



LEAGUE
OF CALIFORNIA
CITIES

Benefits of the CSCDA Open PACE Program

www.cscda.org



CSCDA

CM

2011

Benefits of Open PACE Program to CSCDA Members

- ✓ **Highest Standards.** CSCDA recently adopted a PACE Consumer Protection Policy containing the highest standards of any PACE program.
- ✓ **Competition is Good.** Only CSCDA brings you multiple programs to compete for your homeowners business. Our programs interest rates are the lowest in the industry.
- ✓ **No City/County Obligation.** Similar to conventional assessment financing, the City/County is not obligated to repay the bonds or pay the assessments levied on the participating properties.
- ✓ **No City/County staff support required.** All Open PACE, assessment administration, bond issuance and bond administration functions are handled by CSCDA and its pre-qualified program administrators. No City/County staff time is required to participate in Open PACE.
- ✓ **Prequalified PACE Administrators.** CSCDA has pre-qualified the PACE Administrators based on their business practices, qualifications, experience, and capital commitment to the PACE market.

www.cscda.org/OpenPACE

RESOLUTION NO. _____

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DUNSMUIR, CA
CONSENTING TO THE INCLUSION OF PROPERTIES WITHIN THE TERRITORY
OF THE CITY OF DUNSMUIR, CA IN THE CSCDA OPEN PACE PROGRAMS;
AUTHORIZING THE CALIFORNIA STATEWIDE COMMUNITIES DEVELOPMENT
AUTHORITY TO ACCEPT APPLICATIONS FROM PROPERTY OWNERS,
CONDUCT CONTRACTUAL ASSESSMENT PROCEEDINGS AND LEVY
CONTRACTUAL ASSESSMENTS WITHIN THE TERRITORY OF THE CITY OF
DUNSMUIR, CA; AND AUTHORIZING RELATED ACTIONS**

WHEREAS, the California Statewide Communities Development Authority (the “Authority”) is a joint exercise of powers authority, the members of which include numerous cities and counties in the State of California, including the City of Dunsmuir; and

WHEREAS, the Authority is implementing Property Assessed Clean Energy (PACE) programs, which it has designated CSCDA Open PACE, consisting of CSCDA Open PACE programs each administered by a separate program administrator (collectively with any successors, assigns, replacements or additions, the “Programs”), to allow the financing or refinancing of renewable energy, energy efficiency, water efficiency and seismic strengthening improvements, electric vehicle charging infrastructure and such other improvements, infrastructure or other work as may be authorized by law from time to time (collectively, the “Improvements”) through the levy of contractual assessments pursuant to Chapter 29 of Division 7 of the Streets & Highways Code (“Chapter 29”) within counties and cities throughout the State of California that consent to the inclusion of properties within their respective territories in the Programs and the issuance of bonds from time to time; and

WHEREAS, the program administrators currently active in administering Programs are the AllianceNRG Program (presently consisting of Deutsche Bank Securities Inc., CounterPointe Energy Solutions LLC and Leidos Engineering, LLC), PACE Funding LLC and Renewable Funding LLC, and the Authority will notify the City Dunsmuir, CA in advance of any additions or changes; and

WHEREAS, Chapter 29 provides that assessments may be levied under its provisions only with the free and willing consent of the owner or owners of each lot or parcel on which an assessment is levied at the time the assessment is levied; and

WHEREAS, the City of Dunsmuir, CA desires to allow the owners of property (“Participating Property Owners”) within its territory to participate in the Programs and to allow the Authority to conduct assessment proceedings under Chapter 29 within its territory and to issue bonds to finance or refinance Improvements; and

WHEREAS, the territory within which assessments may be levied for the Programs shall include all of the territory within the City’s official boundaries; and

WHEREAS, the Authority will conduct all assessment proceedings under Chapter 29 for the Programs and issue any bonds issued in connection with the Programs; and

WHEREAS, the City of Dunsmuir, CA will not be responsible for the conduct of any assessment proceedings; the levy of assessments; any required remedial action in the case of delinquencies in such assessment payments; or the issuance, sale or administration of any bonds issued in connection with the Programs;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Dunsmuir, CA as follows:

Section 1. This City Council hereby finds and declares that properties in the territory of the City will benefit from the availability of the Programs within the territory of the City and, pursuant thereto, the conduct of special assessment proceedings by the Authority pursuant to Chapter 29 and the issuance of bonds to finance or refinance Improvements.

Section 2. In connection with the Programs, the City hereby consents to the conduct of special assessment proceedings by the Authority pursuant to Chapter 29 on any property within the territory of the City and the issuance of bonds to finance or refinance Improvements; provided, that

(1) The Participating Property Owners, who shall be the legal owners of such property, execute a contract pursuant to Chapter 29 and comply with other applicable provisions of California law in order to accomplish the valid levy of assessments; and

(2) The City will not be responsible for the conduct of any assessment proceedings; the levy of assessments; any required remedial action in the case of delinquencies in such assessment payments; or the issuance, sale or administration of any bonds issued in connection with the Programs.

Section 3. The appropriate officials and staff of the City are hereby authorized and directed to make applications for the Programs available to all property owners who wish to finance or refinance Improvements; provided, that the Authority shall be responsible for providing such applications and related materials at its own expense. The following staff persons, together with any other staff persons chosen by the City Manager of the City from time to time, are hereby designated as the contact persons for the Authority in connection with the Programs: Finance Director.

Section 4. The appropriate officials and staff of the City are hereby authorized and directed to execute and deliver such certificates, requisitions, agreements and related documents as are reasonably required by the Authority to implement the Programs.

Section 5. The City Council hereby finds that adoption of this Resolution is not a “project” under the California Environmental Quality Act, because the Resolution does not involve any commitment to a specific project which may result in a potentially significant

physical impact on the environment, as contemplated by Title 14, California Code of Regulations, Section 15378(b)(4).

Section 6. This Resolution shall take effect immediately upon its adoption. The City Clerk is hereby authorized and directed to transmit a certified copy of this resolution to the Secretary of the Authority at: Secretary of the Board, California Statewide Communities Development Authority, 1400 K Street, Sacramento, CA 95814.

PASSED AND ADOPTED this 7th day of April, 2016 by the following vote, to wit:

AYES: Council Members _____

NOES: Council Members _____

ABSENT: Council Members _____

ABSTAIN: Council Members _____

March 23, 2016

MEMORANDUM

From: City Manager 
To: Mayor and Council members

RE: Training with League of California Cities

Received the following email from the League of California Cities ensuring we plan in our upcoming budget for the various training opportunities.

Discussion on which training and who will attend. Training provided by the LCC is invaluable for all who attends. Attending the training is not cheap. There is hotel and transportation cost to be included with registration costs.

STAFF RECOMMENDATION:

	Mayor & CC Monterey	City Clerk San Diego	Finance Monterey	City Mgr Monterey	Public Works San Diego	New Mayors & CC Sacramento	Annual Conference Long Beach
Flight	\$ 400(drive)	\$170	\$400(drive)	\$400(drive)	\$170	\$ 232 (Drive)	\$ 480
Registration	\$ 750 (2)	\$475	\$395	\$650	\$575	\$1,150 (2)	\$1,725 (3)
Hotel (Est.)	\$1,500 (2)	\$800	\$750	\$350	\$800	\$ 800 (2)	\$3,000 (3)
	(3 nights)	(4 nights)	(3 nights)	(4 nights)	(4 nights)	(4 nights)	(4 nights)
Total	\$2,650	\$1,445	\$1,545	\$1,400	\$1,545	\$2,182	\$5,205
Grand Total =	\$15,971						

This does not include meals because some meals are provided and some are not. I would guesstimate \$1,000 more for food.

RECOMMENDED MOTION: I make a motion for staff to budget \$17,000 for California League of Cities training as identified on the March 23, 2016 staff report.

City Manager

From: City_managers <city_managers-bounces@lists.cacities.org> on behalf of Cory Golden <cgolden@cacities.org>
Sent: Wednesday, March 23, 2016 11:23 AM
To: 'city_managers@lists.cacities.org'
Subject: [City_managers] Plan ahead!
Attachments: ATT00001.txt

Dear Mayors, Council Members, and City Managers,

As your city prepares its budget, I encourage you to plan on taking advantage of the many League-sponsored educational opportunities set for 2017.

These conferences range from learning opportunities for newly elected and appointed officials, at the New Mayors & Council Members Academy and Planning Commissioners Academy, respectively, to events that feature sessions on cutting-edge topics for city staff, like public works and finance officers, city clerks, fire chiefs and attorneys.

And of course you won't want your city to miss the Annual Conference & Expo, Mayors & Council Members Executive Forum / Advanced Leadership Workshops, and the City Managers' Department Meeting.

Conference Name	2017 Dates	2017 Location	2016 Member City Full Conference Registration Fees
New Mayors & Council Members Academy	Jan. 18-20	Sacramento	\$575
City Managers' Department Meeting	Feb. 8-10	Monterey	\$650
Planning Commissioners Academy	March 1-3	Los Angeles	\$575
Public Works Officers Institute	March 22-24	San Diego	\$575
City Attorneys' Spring Conference	May 3-5	San Francisco	\$625
Mayors & Council Members Executive Forum	June 28-29	Monterey	\$375 6-29/24 (monday)
M&CM Advanced Leadership Workshops	June 30	Monterey	\$195
Annual Conference & Expo	Sept. 13-15	Sacramento	\$575 Oct 5-7 (16) Long Beach
Municipal Finance Institute	Dec. 13-14	Newport Beach	\$395 Nov 30/Dec 1 (16) MC
City Clerks New Law & Elections Seminar	Dec. 13-15	Newport Beach	\$475 Dec 9-4 (16) SD
Fire Chiefs Leadership Institute	Dec. 13-14	Newport Beach	\$395

Note: Actual 2017 fees will not be available until closer to the conference dates. For budgeting purposes, you may wish to consider adding a 10% increase, at most, to the 2016 registration figures.

Please keep in mind that there are a number of conferences still to come in 2016, including the City Attorneys Spring Conference, Mayors & Council Members Executive Forum, Annual Conference & Expo, and both the Municipal Finance Institute and City Clerks New Law & Elections Seminar. The Fire Chiefs Leadership Institute is also making its return this December.

I also urge you to keep an eye on the League's Listservs and the California Cities Advocate email newsletter for information about how to submit session proposals for upcoming conferences. As well-planned as these conferences are, the caliber of the content is made better when many cities contribute their ideas for sessions that will benefit communities throughout the state.

March 23, 2016

MEMORANDUM

From: City Manager
To: Mayor and Council members

RE: Training with League of California Cities

Received the following email from the League of California Cities ensuring we plan in our upcoming budget for the various training opportunities.

Discussion on which training and who will attend. Training provided by the LCC is invaluable for all who attends. Attending the training is not cheap. There is hotel and transportation cost to be included with registration costs.

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Hotel (Est.)	\$1,500 (2)	\$800	\$750	\$350	\$800	\$ 800 (2)	\$3,000 (3)
	(3 nights)	(4 nights)	(3 nights)	(4 nights)	(4 nights)	(4 nights)	(4 nights)
Total	\$2,650	\$1,445	\$1,545	\$1,400	\$1,545	\$2,182	\$5,205
Grand Total =	\$15,971						

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March 22, 2016

MEMORANDUM

From: City Manager 
To: Mayor and Council Member

RE: New telephone system

Mark Raunick, CEO of Executone, a company that provides a Hosted PBX (Private Branch Exchange) for VoIP (Voice over Internet Protocol) has presented a quality telephone system that will save the city 50% in telephone costs.

The proposed savings would be approximately \$538.48 a month in the first year and \$672.06 the second year. This would be an annual savings of \$6,461.76 the first year and \$8,064.72 the second year.

When staff contacted AT&T for a competitive bid they didn't even attempt to make a presentation and suggested we go with Executone.

Mr. Raunick will be providing a presentation at the Council meeting.

STAFF RECOMMENDATION: Is to accept and authorize the City Manager to sign a contract with Executone.

RECOMMENDED MOTION: I motion to accept the offer for a Hosted PBX phone system as offered by Executone and authorize the City Manager to sign the contract.



Vodavi's "Gold"
Seal of Approval



March 17, 2016

Julie Iskra
City of Dunsmuir
5915 Dunsmuir Avenue
Dunsmuir CA 96025

Dear Julie

I am pleased to present to you a Financial Overview of the Hosted PBX Cloud based business telephone system I have demonstrated this past week or two.

Key Points include:

- 1) I was able to get you 9 "free" desk sets out the 10 total needed. The 10th set is amortized over the first year in 12 monthly payments of \$8.58 per month.
- 2) Century Executone's programming and installation costs can also be amortized over the first year in 12 monthly payments of \$250.00
- 3) Set up cost one time for Intermedia are \$278.75
- 4) Set up cost one time for Executone are \$0.00
- 5) First year Monthly costs will be \$391.61 to Intermedia and \$250.00 to Century Executone. Total First Year Monthly costs will be \$641.61
- 6) Current Monthly costs with ATT for these same lines are \$1,180.09
- 7) Proposed Monthly Savings First Year are \$538.48.
- 8) Proposed Annualized Savings First Year total 6,461.76
- 9) Second year Monthly costs will be \$383.03 to Intermedia and \$125.00 to Century Executone. Total Second Year Monthly costs will be \$508.03
- 10) Proposed Monthly Savings Second year will be \$672.06
- 11) Proposed Annualized Savings for Second Year total \$8,064.72

Note: These savings do not include the Public Works Department line as we have to resolve the internet bandwidth issue there.

The savings of \$6,461.61 in the first year and \$8,064.72 in the second year are even more than I anticipated. This is due to the fact that ATT has been charging the City usage in addition to their monthly line charges; Whereas the proposed VoIP lines come with unlimited inbound and outbound usage.

Implementation will take between 3 and 4 weeks from the time of your order- to allow for the "porting" of the main numbers over to the Intermedia Cloud Hosted PBX.

My staff will be onsite for the installation and training and any support the City needs.

I look forward to discussing this project further with you and Paul and other interested persons at the City of Dunsmuir.

Thank you for your continued interest in Century Executone and our products and services.

Sincerely

A handwritten signature in black ink, appearing to read "Mark Raunick". The signature is fluid and cursive, written in a professional style.

Mark Raunick
CEO/President
Century Executone
530-221-1222 Redding
916-290-5600 Sacramento
www.executone.com
www.centuryexecutone.com



Your Business Deserves a Real Phone System

Hosted PBX Offers the Savings of VoIP + the Quality You Demand

Hosted PBX

INTERMEDIA

Prepared for:
City of Dunsmuir

Prepared by:
Mark Raunick - Email: mraunick2020@gmail.com - Phone: (530) 221-1222

**Confidential Services Proposal from
Intermedia**

**INTERMEDIA**

Mar 9, 2016

Dear Julie Iskra,

Thank you for considering Intermedia as your business phone service provider.

Our mission is simple. We believe that all businesses should have access to inexpensive, uncomplicated, quality phone service. Our service will provide you with flexible calling solutions, powerful business-class features, a simpler installation experience, and a greater range of support options than other traditional telecom providers.

Our talented and dedicated employees are here to go above and beyond to make our customers happy, and we intend to earn your business each and every day of the year. That's our promise to you.

We've built a customer base of hundreds of thousands of customers with this approach. I sincerely hope you'll join them.

Best regards,

Michael Gold
Chief Executive Officer
Intermedia



About Intermedia

Intermedia is the world's largest one-stop shop for cloud IT services and business applications. Its Office in the Cloud™ delivers the essential services that SMBs need to do business - including hosted Exchange, Hosted PBX, SecuriSync file sync and share, security, mobility and more.



For over 20 years Intermedia has been providing business phone services to a wide range of business from Fortune 100's such as Hewlett Packard, Charles Schwab, American Express and Standard Register to more than a hundred thousand small businesses.

Unlike most phone companies who purchase their technology from third party vendors, we have developed all of our own technology in-house, allowing us to pass on significant cost advantages to you. Additionally, because we develop our own technology, we continually listen closely to the needs of our customers and rapidly adjust, change or create solutions as they arise to meet your needs.

Worry-free Customer Service & Support

Intermedia's award winning Customer Service team supports over one million business users just like you, ranging from small, entrepreneurial companies to Fortune 100 major enterprises such as HP, Charles Schwab and American Express.

And, since our Network has unique and proprietary advantages, it's only logical that we support it ourselves, right here in the United States. Our customer and network support staff deliver first-class customer service from our offices in Bellevue, Washington. Having a support staff that has direct communication lines to the engineers who designed and built our nationwide network and services means, that if any issues arise, they will be escalated faster and resolved faster.

Awards

Our hard work and dedication to our customers has resulted in the numerous awards of which we are very proud, including:





INTERMEDIA

Business Phone Systems

Save 50% or more on World-class Business Phone Systems and equipment designed specifically to work and grow with your small to mid-sized business.

- No long-term contracts or cancellation fees
- Keep your existing numbers
- Top of the line phone service and equipment (with lifetime customer support)
- Unlimited local and long distance
- Includes complete set of standard features (voicemail, call transferring, and more!)
- Customizable: buy only what you need now and add phones or lines as you grow (Phones can be anywhere; great for multi-site or remote employees)
- One phone system for single or multiple locations

“
Whether you're a small business just getting started or you have multiple locations, Intermedia's Hosted PBX will help you run your business effectively and efficiently.
 ”

Benefits



Flexible & Expandable

Buy only the service & equipment you need now, and add phones or lines as you grow. You'll get unlimited local and long distance and one system for your entire business.



Service Reliability & Crystal Clear Call Quality

Intermedia specializes in business phone services & systems. Our phone service is hosted in our own network which is constantly awarded year after year for highest quality. Our business phone network will provide you the latest technology & call quality.



Worry-free Customer Support

Our free support is a "one stop shop". We will help you with any phone related issue or question including service, features and phone equipment.



Try it 100% Risk-Free
 Read our Guarantee



Easy Installation & Setup

Quick setup in 3 simple steps:

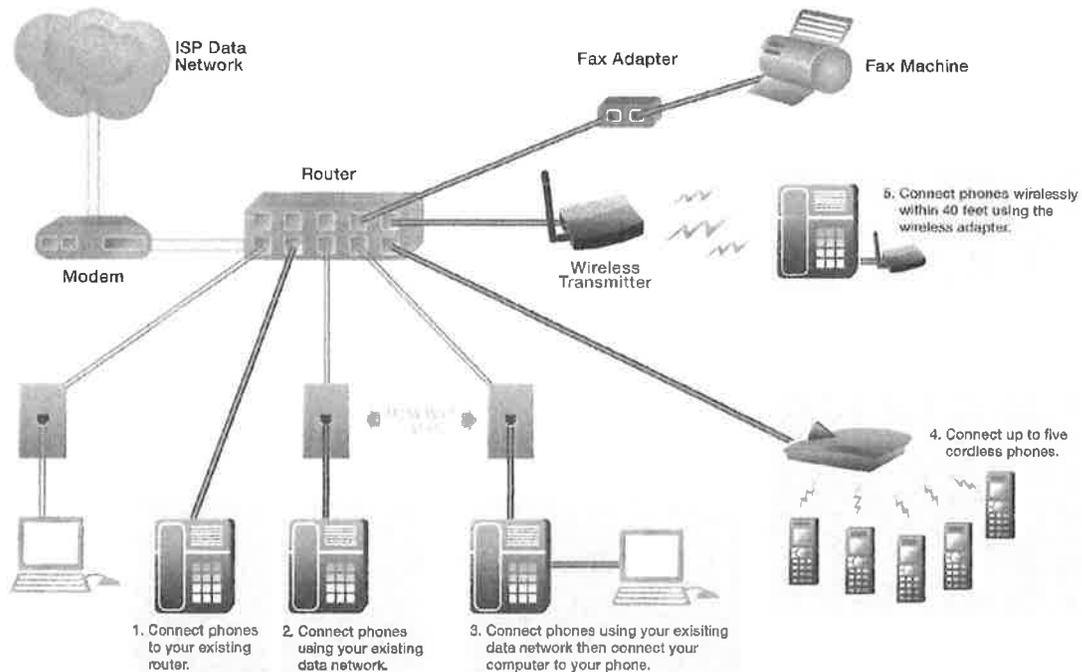
Receive your phones in 7-10 business days.

Activate your phone service online with one simple click.

Plug your phones into your office's data jacks and begin receiving and making calls.

Configuration Options:

The system is flexible allowing for multiple ways to connect your phones as shown in this diagram:





The Business-Class Features You Deserve

All of our business phone services come with the following features. A few of the most popular features include:

Administrator Portal	Forward a Message from a Desk Phone
All Page/Intercom	Group Voicemail
Alphanumeric LCD Display	Headset Mode
Automatic Answer Mode	Instant Call Back
Automatic Line Selection	Message Waiting Indicator
Call Blocking	Multi-Call Appearance
Call Forward Always	Music on Hold
Call Park and Pickup	Mute and Volume Control
Call Queuing	Named Ring Groups
Call Transfer External	On Hook Dialing
Call Transfer Internal	Personal Directory
Call Waiting From External Calls	Rebound
Caller ID (Number)	Record Your Own Voice Mailbox Greeting
CallScape	Redial
Custom Message	Remote Voicemail Access
Desk Phone Ringing Tones	Saved Number Redial
Direct Inward Dialing (DID)	Sequential Dialing
Do Not Disturb	Speed Dial Directory List
Extension Lock	Voicemail
Extension Names	Voicemail to Email
Web-access to Voicemail	3-way Conferencing
Fax Machine Integration	
Forwarding Calls	



Enhanced Features to Make Your Business Stand Out

Auto Attendant

Our Auto Attendant greets callers and routes calls to the right person or information 24 hrs per day. With Auto Attendant, you sound like a much larger, more professional business and you can program it using your personal web site.

Wireless Adapters

Purchase wireless adapters and eliminate the need to run wires to each phone in your office.

Conferencing

Enjoy enterprise quality phone conferencing and capabilities.

Toll Free Numbers

Add a toll free number so your callers can easily reach you.

Quote: 403770 for 'City of Dunsmuir'

Thank you for choosing Intermedia. The quote below has been customized for your specific communications needs. This quote is designed to provide you with accurate pricing and services fees.

Questions?

Contact your agent, Mark Raunick, at +15302211222 or mraunick2020@gmail.com

Summary

	Qty	Initial Charge	1st Year Monthly Charges	2nd Year Monthly Charges
Phones and Equipment	13	\$206.58	\$8.58	
Phone/Fax Lines	13		\$309.87	\$309.87
Enhanced Features	13	\$9.98	\$9.98	\$9.98
Porting and Administration Fees				
Estimated Taxes and Fees		\$16.76	\$63.18	\$63.18
Estimated Shipping Fees		\$45.43		
Total		\$278.75	\$391.61	\$383.03

Savings

	Qty	Amount
Free Auto-Attendant (\$19.95/mo savings)	1	\$239.40
Receive a free 2-line phone for every line purchased	9	\$927.00
Total		\$1,166.40

Invoicing*

First Invoice	\$278.75
First Year Monthly Invoices	\$391.61
Second Year Monthly Invoices	\$383.03

***INVOICING**

The quote will not include taxes unless a valid address has been provided for each site requiring service. Taxes and fees are based on service address and can differ by address. They include government fees that Intermedia is required to collect by federal, state or local law to be remitted to the appropriate government entity. Taxes may include but are not limited to, sales, use, excise, public utility, and Enhanced 911 (E911).

First**Site Address**5915 Dunsmuir Ave
Dunsmuir, CA 96025-2355**Purchased Phones and Equipment**

		Qty	Initial	Monthly
	Fax Adapter \$66.00 each, one time charge	3	\$198.00	
	This fax adapter provides faxing capability at any of your business addresses that do not have a base unit PBX.			
	Polycom 2 Line Phone, \$0	9	FREE	
	Complimentary, state-of-the-art digital business phone. Cancellation within one year (except for within Intermedia's 30-day money back guarantee period) will result in paying for the pro-rated value of the phone at our 12 month 0% financing monthly rates displayed on the pricing page.			
	Polycom 2 Line Phone, \$8.58/mo/ea for 1st yr.	1	\$8.58	\$8.58
	No other business phone system offers you easy monthly installment payment options for your equipment. We know that you need to start saving money right away; this is one of the ways we help to do that.			
Total			\$206.58	\$8.58

Phone Lines

	Qty	Initial	Monthly
Fax Line \$14.99 (300 minute bucket)	3		\$44.97
Includes unlimited outbound local and bucket of 300 minutes Long Distance (LD); additional LD charged at 3c/minute			
Lobby Phone Line \$12.99/mo	1		\$12.99
Includes free local usage. All long distance usage charged at 3c/minute.			
Voice Line(s) \$27.99/line/mth (Unlimited)	9		\$251.91
Includes unlimited normal outbound local and Long Distance business usage.			
Total			\$309.87

Enhanced Features

	Qty	Initial	Monthly
Auto Attendant \$4.99/mo	2	\$9.98	\$9.98
The Automated Attendant greets your callers 24 hours a day, and routes your calls to the right person, department, or information.			
Auto Attendant, COMPLIMENTARY	1	FREE	
The Auto Attendant greets your callers 24 hours a day and routes your calls to the right person, department or information. This complimentary addition to your order is another example of how we save your business money.			
FollowMe Forwarding	10	FREE	
FollowMe Forwarding allows you to ring your office phone and mobile phone at the same time			
Total		\$9.98	\$9.98

Supplied Items

	Qty	Total
Executone Installation, programming, and support	12	\$3,000.00
Total		\$3,000.00