



## PROJECT APPROACH

### Coffman Associates' Approach to Airport Planning

**Goals and Objectives:** The initial element of Coffman Associates' airport planning approach is to prepare a scope of services which meets the needs of Dunsmuir. This process will be accomplished by working closely with the City and all other pertinent parties, which would include government agencies such as the Federal Aviation Administration (FAA) and the California Department of Transportation (CALTRANS), as well as airport users and private entities such as airport businesses. As a component of this refinement process, a set of study goals and objectives will be identified and used as an aid in guiding and measuring the progress of the study.

*Coffman Associates has prepared over 500 Airport Master Plans and ALP Narrative Reports - 50 in the State of California*

**Facilities Inventory:** The primary objective of the inventory of existing facilities is to familiarize the study participants with the airport and the surrounding area. Coffman Associates' staff will first meet with City staff, then make appointments to visit airport tenants, local and regional planning agencies, and others as deemed necessary to develop a comprehensive inventory. Through the interviews and planning sessions, Coffman Associates can learn more about the airport's current operational conditions as well as potential changes in operations, and identify problems or needs that airport users see for their operations or for the airport as a whole.

**Aviation Demand Forecasts:** The forecasting effort assesses the magnitude of future demand as it will relate to future airport requirements. Today's economy and aviation industry has presented new challenges and approaches to aviation forecasting. Because airport planning is the only work we do, Coffman Associates keeps abreast of the latest developments in the aviation industry and thrives on these challenges. Coffman Associates has developed in-house forecasting methods that are used on a daily basis to forecast passenger enplanements, operations, based aircraft, and fleet mix. We believe no two airports are exactly alike; therefore, a number of projection techniques are utilized to examine a greater array of variables. Factors that were discussed through inventory interviews that could change the level of activity are also factored in. Upon approval of the forecasts by the FAA, which is required in any FAA-funded study, our forecasting approach will then be tied to demand factors versus dates in time. The demand-based projections will allow the City to develop airport facilities according to need, or demand, instead of what could be an outdated timeline

projection. This forecasting approach is not unlike a market assessment developed for a typical business plan, as it outlines growth when needed which leads to sound financial development decisions.

**Facility Needs Evaluation:** The primary objective of this effort is to prepare a facility needs assessment to meet present and future aviation demand. Coffman Associates utilizes the most up-to-date models available in determining facility requirements for the key components. FAA approved models are used for the determination of runway, taxiway, and landside area capacities. Each component is examined separately and as a system to determine the maximum capabilities of the facilities. The types and sizes of facilities required begin with analysis of the airfield requirements. Design aircraft are determined for each situation and facilities are analyzed in accordance with the FAA airport design standards outlined in FAA AC 150/5300-13A, *Airport Design*. Coffman Associates has reviewed and commented on draft copies of new standards before they came out in final print. This has enabled us to become completely familiar with the new standards as they're refined.

**Airport Development Alternatives:** A series of airside and landside development alternatives are developed following the facility needs evaluation to address long-term needs of general aviation. The key airside and landside issues will be identified during this evaluation to help guide the development process. Each of the alternatives will be analyzed from the standpoints of efficiency, cost, environmental impact, and airfield capacity.

**Preferred Concept:** Following a review of potential airside and landside development alternatives, a detailed comparative evaluation and supporting rationale will be developed to achieve a preferred development concept for the airport. This will become the basis for refinement of development costs and scheduling.



**Facilities Implementation Plan:** Successful implementation of a development program is tied closely to financial scheduling. Coffman Associates' approach is designed to include features that will aid in assuring the recommenda-



tions are cost-effective, realistic, and can begin to be implemented. Additionally, our approach includes making certain that there are provisions that will allow the plan to be modified in the future to meet unforeseeable changes that may occur with the economy and the aviation industry. We recommend that the airport consider year-by-year scheduling in the first five years, enabling the sponsor to adjust development schedules more easily and eliminate the need for frequent updates. This level of detail allows the airport to incorporate the schedule in the ACIP processes of both the FAA and CALTRANS. After the short term (1-5 years) timeframe, projects will be further identified for the intermediate (6-10 years) and long (11-20 years) terms.

**Airport Layout Plan/eALP Drawing Set:** To be eligible for federal and state funding, any proposed improvements must be included on an approved Airport Layout Plan (ALP). The airport development concept recommended from an alternatives analysis is refined into the final airport plan set at this step in the process. Our Team would prepare an update to the Airport Layout Drawing set as well as the eALP. Preparation of the Airport Layout Drawings includes aerial mapping of the entire airport and the preparation of a Cover Sheet, the Airport Layout Plan, the Part 77 Airspace Drawing, Approach and Inner Portion of the Approach Surface Drawing, a Building/Terminal Area Plan, a Land Use Plan, Departure Surfaces, and an Exhibit "A" Airport Property Map. The Exhibit "A" Property Map will provide record data for the boundary through a property survey, as well as a chronological summary of the land acquisitions that comprise the airport property. The plan set will be prepared in accordance with FAA Standard Operating Procedure (SOP) 2.00 "Standard Procedure for FAA Review and Approval of Airport Layout Plans (ALPs)" and SOP 3.00 "Standard Operating Procedure for FAA Review of Exhibit 'A' Airport Property Inventory Maps." The plans will be accurate, concise, and easily interpreted since they are constantly referred to by Airport management, state, and federal officials as planning and programming tools.

### **Coffman Associates' Approach to Airports GIS**

FAA Airports Geographic Information System Aeronautical Surveys and FAA-compliant airport base mapping is not new to our team. Coffman Associates and MTZ team members have been performing airport surveys, airspace and obstruction analysis, and airport GIS data development daily for nearly 20 years.

One of the key project deliverables is the Airports GIS compliant data, including airspace and obstruction information submitted to and approved by the FAA, and all of the facility mapping and inventories needed for planning documents.

MTZ's comprehensive technical experience encompasses high precision, obstacle and geodetic control surveys on numerous commercial airports, establishing critical PACS/SACS monuments and following the strict requirements in the Federal Geodetic Control Standards (AC 150/5300-16A, -17C & -18B and others) to ensure accurate data development. The AGIS-compliant data set created and collected in compliance with the ACs will yield obstruction data required for both an AC-18B and Code of Federal Regulation (CFR) Part 77 obstruction analysis, and a large portion of the required facilities inventory required in a master plan. All airfield, outside building, roadway, parking, ancillary, and utility facilities and features will be collected as part of the Airports GIS compliant data set. The attribute information included with the Airports GIS deliverable will be descriptive of these facilities to a point at which they meet the FAA requirements.

Our team will work with the City to identify existing sources that could be included in the Airports GIS compliant data set. Typically, a brief gap analysis is conducted to review all non-safety critical features and the existing data source from which they can be obtained. All safety critical data, however, is required by the FAA standards to be collected as new features using new imagery and/or field survey. Existing data sources can include sponsor sources, such as the Airports GIS, CAD or as-built records, local government sources for parcels or land use, or other sources, such as the FAA. For the Master Plan, our team will employ a phased approach to the development of the Airports GIS compliant data set, starting with task planning and Airports GIS plan submittals; followed by field survey and obstruction data development and analysis; and ending with data QC, submittal, and acceptance.

### **Coffman Associates' Approach to Preparing Environmental Documentation (NEPA/CEQA)**

**Goals and Objectives:** The preparation of *National Environmental Policy Act* (NEPA) documents and related permitting and environmental clearance efforts for airport projects requires a great deal of coordination and expertise. Coffman Associates has the relationships, knowledge, skills, and exper-



**DUNSMOIR MUNICIPAL-MOTT AIRPORT**



tise to prepare documents which will not only provide oversight agencies with the information needed for the issuance of environmental clearances, but will withstand public and agency scrutiny as well. Our recent experience with challenging and unique projects will assist us in overcoming obstacles that may arise during the preparation of the required environmental documentation.

*Coffman Associates has prepared over 200 Environmental Documents - over 30 in the State of Arizona.*

In addition, Coffman Associates has relevant experience in analyzing airport planning and development projects under the *California Environmental Quality Act (CEQA)*. While similar to NEPA, CEQA has different required processes, impacts analysis categories, and noticing requirements.

Coffman Associates' ongoing work at airports in California with environmental resources similar to those of Dunsuir Municipal-Mott Airport provide a great deal of insight into the challenges which may arise during the NEPA or CEQA documentation and the permitting/clearance processes. The following sections detail our project approach for obtaining the necessary environmental clearances under both federal and state regulations for the proposed improvements at Dunsuir Municipal-Mott Airport.

### **NEPA Environmental Documentation and Clearances**

The project approach we propose for the NEPA process is very similar to those we have undertaken successfully at other area airports. The following approach includes measures that have been accepted by the FAA for the coordination of other NEPA projects within FAA's Western Pacific Regional Offices. Our overall goal is not only to obtain NEPA environmental clearances, but also to complete the NEPA process in a timely manner to ensure that the FAA can issue project design grants as soon as possible.

**Agency Coordination:** It is best to uncover issues relating to a proposed project very early in the NEPA process. This allows us to meet challenges head on and undertake needed analyses early in the project versus after a public review/hearing is held on the draft document. Therefore, we propose obtaining input from resource agencies and the public early in the process. An informational (scoping) packet explaining the project to be analyzed will be forwarded to various local, state, and federal resource agencies to obtain input regarding known environmental resources in the project area, as well as any concerns they may have regarding potential social or environmental impacts. We would recommend following up with federal agencies such as the U.S. Fish and Wildlife Service and the U.S.

Army Corps of Engineers to ensure a comprehensive grasp of resource impacts is obtained early in the process.

**Field Surveys:** Upon receiving agency input on the proposed improvements, field surveys will be undertaken as necessary. The results of any previous field surveys will be reviewed to provide immediate insight into the resources that may be present in the project area. Coffman Associates takes great care to ensure that field surveys reflect the true project impact area, while gathering any information that will be needed for later work efforts.

Field survey findings will be documented to assist with any needed Section 7/10 Consultation (federally listed species) and Section 401 and 404 (Clean Water Act) consultation processes. Based on our experience at other airports in California, we recommend that these consultation and permitting processes occur, as much as possible, parallel to the preparation of the NEPA documentation process. Coffman Associates has recently coordinated field survey documents for FAA projects and is keenly aware of FAA's Environmental Protection Specialists (EPSs) expectations regarding document format and contents.

During the field surveys and resource documentation, it is anticipated that conversations will ensue between the project team, the City, and federal/state environmental resource agencies. Our goal in preparing environmental documents is to address reasonable resource agency concerns during the NEPA process to limit the questions, comments, and concerns raised by resource agencies during the required public and agency review periods. While the fieldwork is being accomplished, the preparation of a specific project "purpose and need" statement and a description of project alternatives will be undertaken. Any existing project design information will be very beneficial during this stage of the project.

**Documentation:** Coffman Associates' extensive NEPA experience has required our staff to become fully knowledgeable regarding the documentation requirements of FAA Orders 1050.1F, *Environmental Impacts: Policies and Procedures and 5050.4B, National Environmental Policy Act (NEPA) Implementing Instructions for Airport Actions* as well as local and state requirements. Our recent work with members of the FAA environmental staff allows us insight into their expectations regarding the NEPA documentation requirements.

The NEPA processes typically end with the issuance of a categorical exclusion or a Finding of No Significant Impact (FONSI). Coffman Associates has vast experience guiding airports through the NEPA process and anticipates assisting with all coordination and filings needed to complete the processes.



Our technical writing staff has extensive experience preparing documents which undergo detailed public review; therefore, we guarantee a final document which will prove to be reader-friendly as well as technically sound. Our in-house graphics and printing capabilities translate to a high level of control over document format and appearance. The documents will include graphics which clearly communicate various components of the project. The document itself will also be professionally printed and bound.

**CEQA Environmental Documentation and Clearances**

The overall goal of the CEQA process is to provide the City decision-makers with clear, easily understood environmental documents and a legally defensible environmental review process for each and every project. The CEQA process typically begins with either an exemption or an Initial Study. If a project is not exempted from CEQA, then thorough literature and internet research, followed up by field surveys as necessary, will be carried out to satisfactorily complete an Initial Study. This document then becomes the basis for the use of a Negative Declaration or Mitigated Negative Declaration or becomes the baseline for the preparation of an Environmental Impact Report (EIR).

If an EIR is necessary, then the project approach we propose for the CEQA process is similar to the approach outlined above for NEPA and involves agency coordination, additional field surveys if needed, detailed impact analysis, and the preparation of a mitigation and monitoring program.

Coffman's approach to CEQA is to conduct it concurrently with the NEPA process when feasible. However, we also acknowledge that sometimes this is not in the best interest of the project, particularly if the FAA review process takes longer than was originally anticipated. In this case, Coffman Associates will continue to expedite the CEQA process. We are experienced in meeting the specific noticing requirements and timing of the CEQA documents, and making sure to fully complete each step.

**Coffman Associates' Approach to Wildlife Assessments**

In the past three decades, many species of wildlife commonly involved in aircraft strikes at airports have increased significantly in population and have adapted to living in urban areas, including near airports. As a result of increased aircraft strikes, the FAA now requires certificated airports to conduct a Wildlife Hazard Assessment (WHA) if they experience a triggering event and, if necessary, a Wildlife Hazard Management Plan (WHMP). While these studies require the services of a biologist certified to conduct a WHA, that doesn't neces-



sarily ensure that the biologist be an expert on how airports function. Coffman Associates understands both wildlife hazards and complexities of the airport environment. Furthermore, we believe it is important to bring together the expertise of biologists and airport planners in order to develop solutions airport operators can live with long term that will not impact the airport's operations. Therefore, Coffman Associates has teamed our dedicated staff of airport planning professionals with SWCA Environmental Consultants (SWCA), a firm uniquely qualified to prepare WHAs for airports in California, to develop the most comprehensive and effective studies possible.

**Coffman Associates' Approach to Public Involvement**

As part of the planning process it is often necessary to implement a comprehensive public involvement program. Coffman Associates is aware of the need to meet the expectations of each airport community, including stakeholders, and will discuss the specific approach to community involvement with the City before each project. We are experts in facilitating the public review processes using either standard or more creative methods of providing for the required public review. Public information workshops, formal presentations at public hearings, and project-specific websites that provide study documentation, presentation materials, and allow the receipt of public comments are just a few of the methods that we can use to provide for the needs of an airport and its interaction with the community.

Again, our in-house graphics and GIS departments are highly qualified and produce exceptional work products that can be used by the City to supplement its own methods of community outreach.



**DUNSMUIR MUNICIPAL-MOTT AIRPORT**



**CURRENT WORKLOAD**

Our staff of airport planners is one of the largest in the country. As a firm dedicated exclusively to airport planning and environmental services, we can draw on the expertise of our entire staff if necessary to ensure timely completion of the EA and EIR. We have recently closed projects at Bullhead City, AZ; Bakersfield, CA; Monterey, CA; Santa Barbara, CA; and Redding, CA. As you can see from the list below, several more projects will close in the near future. We are actively seeking replacement work and we have staff readily available to work on the Dunsmuir Municipal-Mott Airport Planning and Environmental Studies.

**ACTIVE PROJECTS**

- **New Mexico State Airport System Plan**  
Est. Completion: Spring 2016
- **Portland International Jetport, ME**  
*(Sustainable Airport Master Plan)*  
Est. Completion: Summer 2016
- **Albuquerque International Sunport, NM**  
*(Sustainable Airport Master Plan)*  
Est. Completion: Fall 2016
- **Salinas Municipal Airport, CA** *(ALP Narrative Report)*  
Est. Completion: Fall 2016
- **Monterey Regional Airport, CA** *(Infield EA)*  
Est. Completion: December 2016
- **Santa Barbara Airport, CA** *(Master Plan Program EIR)*  
Est. Completion: Fall 2016
- **Santa Fe Regional Airport, NM** *(Master Plan)*  
Est. Completion: Fall 2016
- **Camarillo Airport, CA** *(Initial Study and EA)*  
Est. Completion: Spring 2017
- **Lebanon State Airport, OR** *(Master Plan)*  
Est. Completion: Spring 2017
- **Tehachapi Municipal Airport, CA** *(EA)*  
Est. Completion: Summer 2017
- **Eloy Municipal Airport, AZ** *(EA)*  
Est. Completion: Fall 2017
- **Grand Canyon National Park Airport, AZ** *(Master Plan)*  
Est. Completion: Fall 2017
- **Boulder City Municipal Airport, NV** *(Master Plan)*  
Est. Completion: Winter 2017

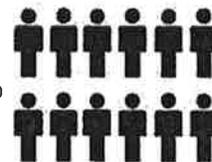
**ABILITY TO MEET SCHEDULES AND TIMELINES**

Over the past 37 years, Coffman Associates has developed an extremely efficient internal project work flow that allows us to maintain project timeliness. We have separate teams

dedicated to specific elements within the project. Our supporting teams include graphics, CAD technicians, GIS professionals, content editors, along with our in-house printing capabilities. These internal processes have been put in place specifically to assure on-time, on-budget delivery of a product of the highest quality. Since maintaining the project schedule is also critical to our revenue base and cash flow, we have established weekly status checks for every project. Our service is designed to work within the timeframe most comfortable or desirable to our clients. We try to anticipate the placement, timeframe, and resulting requirements of review periods in the planning process so that they do not affect our continued production or schedule.

**WORKLOAD**

- ✓ We don't take on more work than we can handle.
- ✓ We have a large enough staff of airport/environmental planners to have major flexibility and capacity to expedite projects.



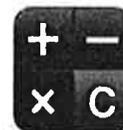
**ON THE SUBJECT OF TIMELY PERFORMANCE**

- ✓ Our chances of being profitable are enhanced by early project completion.
- ✓ We work on a schedule most comfortable for our clients.



**BUDGET**

- ✓ We keep the scope of work within FAA AIP or state/local grant funding limitations.
- ✓ Unmatched record by anyone — we don't request additional fees.



**EXPERIENCE**

- ✓ We have a great deal of experience that has proven to be valuable to our clients.



**SERVICE**

- ✓ Our clients each know and relate to many of our staff members because we are personally involved at every level.
- ✓ We are part of the staff and proud to be a part of the future of the airport.





**AFFIRMATIVE ACTION PROGRAM AND DBE UTILIZATION**

**EQUAL EMPLOYMENT OPPORTUNITY PROGRAM**

Our Equal Employment Opportunity Program is a commitment by our firm that not only encourages the hiring of minorities, but has set forth specific methods that are vigorously adhered to in our advertising, solicitation, evaluation, and selection of new employees in our firm. We also believe in providing training at local colleges, along with on-the-job training that allows employees to advance to better jobs within the company.

**DISADVANTAGED BUSINESS ENTERPRISE PARTICIPATION**

Coffman Associates' operating philosophy is to assist as much as is realistically possible in the effort to provide opportunities for disabled veterans, disadvantaged business enterprises, and minority and woman-owned firms. In the past, we have utilized DBE firms for up to 20 percent of the work effort on major projects. We have established numerous working relationships with Disadvantaged Business Enterprise Firms whose quality of service has been outstanding and fully satisfied the requirements set by our clients. These firms provide a variety of services which include travel, urban planning, financial analysis, public relations, engineering, drafting, aerial photography, and mapping. This allows us to incorporate their services in a manner that maximizes the value of their expertise as we develop each work scope.

If selected for the Dunsuir Municipal-Mott Airport, Coffman Associates anticipates subcontracting to Martinez Geospatial, a California certified DBE. They will be responsible for planometric mapping and GIS data development for the Airport Layout Plan. Coffman Associates has most recently subcontracted the services of Martinez Geospatial at Salina Regional Airport, KS, and Philip Billard Airport in Topeka, KS.

**EVIDENCE OF GENERAL LIABILITY AND PROFESSIONAL LIABILITY INSURANCE**

Coffman Associates will provide the required insurance after the selection process has been completed. Sample insurance certificates are provided to the right.

**ACORD CERTIFICATE OF LIABILITY INSURANCE**

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**PRODUCER:** Boulevard Insurance, LLC, 7501 COLLEGE BLVD., STE 119, OVERLAND PARK, KS 66210

**INSURED:** COFFMAN ASSOCIATES, INC., 237 NW 8th Parkway, Suite #100, Leola, South Carolina 29550

**COVERAGES:** General Liability, Professional Liability, Automobile Liability, etc.

**AGGREGATE DEDUCTIBLE:** With \$75,000 Aggregate Deductible

**CANCELLATION:** SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

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## **DUNSMUIR PLANNING COMMISSION VACANCY**

There are four vacancies on the Dunsmuir Planning Commission with terms expiring June 2020. The Planning Commission is accepting letters of interest from anyone interested in filling the vacancy.

The qualifications for a commissioner position are:

1. Must live within the sphere of influence of the City of Dunsmuir.
2. Must be a registered voter in the City of Dunsmuir at the time of appointment.
3. Must be a United States citizen.
4. Must be at least 18 years of age.

The mission of Dunsmuir's Planning Commission is to assure that all planning matters conform to the standards and guidelines of the City of Dunsmuir.

Please address letters of interest to: City Manager, 5915 Dunsmuir Avenue, Dunsmuir, CA 96025. or email to: [citymanager@ci.dunsmuir.ca.us](mailto:citymanager@ci.dunsmuir.ca.us). Letters must be received by 4:00p.m. on July 1st, 2016. Interviews will be conducted on July 7th, 2016. Please contact City Hall at 530-235-4822 with any questions.

**INTEREST/APPLICATION FORM  
TO SERVE ON COMMISSIONS OR COMMITTEES**

**City of Dunsmuir**

1. Are you at this time over 18 years of age?  Yes  No

2. Are you are resident of the City of Dunsmuir?  Yes  No

If yes, please provide address where you reside 5404 SHASTA AVENUE

3. Please indicate the commission/committee on which you are willing to serve

PLANNING COMMISSION

4. Please indicate why you wish to serve on the commission/committee you have indicated above.

I have served on the Planning Commission for the past two years, most of that time as the Vice Chairman. I feel like I can make a difference in our community by continuing to serve on the PC.

5. Please indicate why you feel qualified to serve on the commission/committee you have indicated above.

In addition to my experience on the PC, I was the Chairman of the Jefferson Breakfast committee for two years. Through both of these experiences I have built strong and positive relationships with many of our town's business and civic leaders.

Name: Forrest Lamb

Signature: Fd Lamb 7/1/2016

**INTEREST/APPLICATION FORM  
TO SERVE ON COMMISSIONS OR COMMITTEES**

**City of Dunsmuir**

1. Are you at this time over 18 years of age?  Yes  No

2. Are you are resident of the City of Dunsmuir?  Yes  No I live in the  
sphere of influence - 669 So. 1st St, Dunsmuir.

If yes, please provide address where you reside \_\_\_\_\_

3. Please indicate the commission/committee on which you are willing to serve

Dunsmuir Planning Commission

4. Please indicate why you wish to serve on the commission/committee you have indicated above. I have a deep interest in the City of Dunsmuir and its surrounding areas. I especially am passionate about our Downtown Historic District. This is the heart of our city and much valued by its citizens. It is also a tourist magnet and very important to our businesses and financial health.

5. Please indicate why you feel qualified to serve on the commission/committee you have indicated above. I have been on the Planning Commission since 2008. In that time I have studied and made decisions regarding neighborhood zoning, new businesses, <sup>and</sup> proposed businesses such as the alcohol & Drug rehabilitation center. We also studied the marijuana issue extensively. (over)

Name: Barbara Cross

Signature: Barbara Cross

**INTEREST/APPLICATION FORM  
TO SERVE ON COMMISSIONS OR COMMITTEES**

**City of Dunsmuir**

1. Are you at this time over 18 years of age?  Yes  No

2. Are you are resident of the City of Dunsmuir?  Yes  No

If yes, please provide address where you reside 5512 Dunsmuir Ave

3. Please indicate the commission/committee on which you are willing to serve

Planning Commission

4. Please indicate why you wish to serve on the commission/committee you have indicated above. I have been serving on the Planning Commission and have enjoyed helping to make recommendations to the Council that keeps our city Great!, Growing! and Fair to our citizens.

5. Please indicate why you feel qualified to serve on the commission/committee you have indicated above. I feel that I am honest and fair. I research items brought before us and try to look at all sides, plus the future that it might bring to Dunsmuir. Thank you for considering my continued service.

Name: Kenna Lee Conway

Signature: 

**INTEREST/APPLICATION FORM  
TO SERVE ON COMMISSIONS OR COMMITTEES**

**City of Dunsmuir**

1. Are you at this time over 18 years of age?  Yes  No

2. Are you are resident of the City of Dunsmuir?  Yes  No

If yes, please provide address where you reside 5969 DUNSMUIR AVE.

3. Please indicate the commission/committee on which you are willing to serve

PLANING COMMISSION

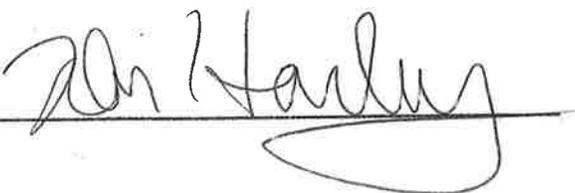
4. Please indicate why you wish to serve on the commission/committee you have indicated above.

I LIKE GIVING BACK TO THE COMMUNITY  
AS A CIVIL SERVANT.

5. Please indicate why you feel qualified to serve on the commission/committee you have indicated above.

I HAVE A INTEREST IN THE  
HISTORICAL DISTRICT, AND I WOULD  
LIKE TO SERVE ANOTHER TERM

Name: DON HARLEY

Signature: 

**INTEREST/APPLICATION FORM  
TO SERVE ON COMMISSIONS OR COMMITTEES**

**City of Dunsmuir**

1. Are you at this time over 18 years of age?  Yes  No

2. Are you are resident of the City of Dunsmuir?  Yes  No

If yes, please provide address where you reside 4308 Wood St

3. Please indicate the commission/committee on which you are willing to serve

Planning

4. Please indicate why you wish to serve on the commission/committee you have indicated above.

*I have experience in zoning building codes etc*

5. Please indicate why you feel qualified to serve on the commission/committee you have indicated above.

*I love Dunsmuir and want to protect the charm that we have and also move forward.*

Name: Kathryn Wallace  
925 5820

Signature: KATHRYN WALLACE

**INTEREST/APPLICATION FORM  
TO SERVE ON COMMISSIONS OR COMMITTEES**

**City of Dunsmuir**

1. Are you at this time over 18 years of age?  Yes  No

2. Are you are resident of the City of Dunsmuir?  Yes  No

If yes, please provide address where you reside 6901 DUNSMUIR AVE

3. Please indicate the commission/committee on which you are willing to serve

PLANNING COMMISSION  
WORK C CITY COUNCIL FOR THE FUTURE OF DUNSMUIR.

4. Please indicate why you wish to serve on the commission/committee you have indicated above.

I HAVE A VESTED INTEREST IN THE CITY OF DUNSMUIR. RAISING A CHILD HERE. I CARE DEEPLY ABOUT THE TOWN.

5. Please indicate why you feel qualified to serve on the commission/committee you have indicated above.

— AMATEUR HISTORIAN & KNOWLEDGE OF HISTORIC DISTRICT  
— SERVED BRIEFLY ON ADVISORY COMMITTEE TO PLANNING COMMISSION RE HISTORIC DISTRICT MATTERS.  
— SERVED BRIEFLY ON FIRE SAFE COUNCIL

Name: DEBORAH HARTON

Signature: 

**RESOLUTION 2016-**

**A RESOLUTION OF THE OF THE COUNCIL OF THE CITY OF DUNSMUIR  
APPOINTING FOUR COMMISSIONERS TO THE DUNSMUIR  
PLANNING COMMISSION**

**WHEREAS**, the City Council of the City of Dunsmuir appoints members to the Planning Commission; and

**WHEREAS**, the Dunsmuir Planning Commission performs a variety of duties essential to the community; and

**WHEREAS**, there are four vacancies for the term ending June 30, 2020; and

**WHEREAS**, the City of Dunsmuir has advertised and sought out interested individuals to serve on the Commission; and

**WHEREAS**, letters of interest have been submitted stating the applicants are willing and able to serve; and

**NOW, THEREFORE, BE IT RESOLVED**, by the Dunsmuir Mayor and City Council,

• The appointment of \_\_\_\_\_, \_\_\_\_\_,  
\_\_\_\_\_ to the Dunsmuir  
Planning Commission for the term expiring June 30, 2020.

\* \* \* \* \*

**IT IS HEREBY CERTIFIED** that the foregoing Resolution 2016- was introduced and duly adopted by the City Council of the City of Dunsmuir at a regular meeting held on the 7th day of July 2016, by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

\_\_\_\_\_  
Mayor

ATTEST:  
\_\_\_\_\_  
Deputy City Clerk

**CITY OF DUNSMUIR  
CITY COUNCIL AGENDA ITEM  
NEW BUSINESS**

Item No:  
Date: July 7, 2016  
Subject: Consideration and adoption of Resolution No. 2016- requesting question of whether City Clerk position should remain as elective position or be appointed be submitted to the voters as part of November 2016 election

There has been little interest in being the elected City Clerk in the City of Dunsmuir for many years. As an elected official, State law establishes a long list of duties and responsibilities for which there is no requirement that the incumbent be paid. An arrangement has existed for some years by which the elected City Clerk performed a small portion of the duties and received a small subsidy from the City. Existing City staff attempted to complete the remainder of the duties assigned by State law while performing their regular duties.

If the City Clerk's duties can be assigned to an appointed position on City staff, management staff and City Council will be able to supervise the work and assume the responsibility for getting it done in compliance with State law.

If the City Clerk remains an elected official, and there continues to be no interest in running for election for this position, the City will not be in compliance with State law. If someone wishes to become the elected City Clerk, that person would continue to be "independent" and not answer to City Council or city management, and not be compensated for all the duties of the job though ultimately responsible by law therefor.

The League of California Cities reports that most cities that are general law cities, such as the City of Dunsmuir, have abandoned the elected City Clerk position in favor of an appointive position.

The draft resolution was prepared by the City Attorney's office.

RESOLUTION NO. \_\_\_\_\_

RESOLUTION OF THE CITY COUNCIL ORDERING MATTER REGARDING APPOINTIVE CITY CLERK BE SUBMITTED TO ELECTION, AND REQUESTING COUNTY ELECTIONS TO CONDUCT THE ELECTION

WHEREAS, Government Code section 36508 provides that a city council may submit to the electorate the question of whether the city clerk position may be appointive once per eleven-month period; and

WHEREAS, the City Council so desires to submit to the electorate the question of whether the city clerk position may be appointive; and

WHEREAS, the City desires to have this matter sent to the November 2016 election, and as such seeks to have this matter qualified for ballot by the July 18, 2016 deadline; and

WHEREAS, the City Council requests the Board of Supervisors to permit the Siskiyou County Elections Department to provide any and all services necessary for including this measure for the November 2016 election.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DUNSMUIR:

SECTION 1. The foregoing recitals are adopted as findings of the City Council as though set forth fully herein.

SECTION 2. The City Council hereby orders the matter of whether the city clerk position may be appointive to the electorate.

SECTION 3. The City Council hereby requests the Board of Supervisors to permit the Siskiyou County Elections Department to provide any and all services necessary for conducting the election.

SECTION 4. The acting City Manager is authorized to execute all documents and to perform all other necessary City acts to accomplish getting this measure to the November 2016 ballot,

SECTION 5. The ballot question for the Ballot Measure should be printed as follows:

*Shall the office of City Clerk be appointive?*

Yes (      )

No (      )

SECTION 6. The ballots to be used at the election shall be in form and content as required by law.

SECTION 7. The notice of the time and place of holding the election shall be given in time, form, and manner as required by law.

SECTION 8. The scheduling of arguments and rebuttals shall be given in time, form, and manner as required by law.

SECTION 9. The measure shall pass only if a majority of the votes cast on the measure are "yes" votes.

SECTION 10. In all particulars not recited in this Resolution, the election shall be held and conducted as provided by the general law for holding municipal elections.

SECTION 11. The Siskiyou County Election Department is authorized to canvas the returns of the election.

SECTION 12. The City Council shall meet to declare the results of the election called for by this Resolution at their first regular meeting following certification of election results.

SECTION 13. The City Clerk is hereby directed to file a certified copy of this Resolution with the Board of Supervisors and the Siskiyou County Election Department.

SECTION 14. The City Clerk shall publish a copy of this Resolution in a newspaper of general circulation within the City once within fifteen (15) days after adoption of this Resolution.

SECTION 15. The City Council finds that this is not a project under the California Environmental Quality Act by virtue of the State CEQA Guidelines, 14 Code of California Regulations section 15378, subdivision (b)(3) and, therefore, no environmental impact assessment is necessary.

SECTION 16. If any provision of this Resolution, or any provision of the measure authorized by this Resolution, is for any reason held to be invalid or unconstitutional, the remaining provisions shall not be affected, but shall remain in full force and effect, and to this end the provisions of this measure are severable.

SECTION 17. This resolution shall become effective immediately following passage and adoption.

PASSED AND ADOPTED this \_\_\_\_\_ day of July, 2016, by the following vote:

AYES:  
NOES:  
ABSENT:

\_\_\_\_\_  
, Mayor

ATTEST:

APPROVED AS TO FORM

\_\_\_\_\_  
, City Clerk

\_\_\_\_\_  
JOHN SULLIVAN KENNY, City Attorney

4831-8428-6516, v. 1

**CITY OF DUNSMUIR  
CITY COUNCIL AGENDA ITEM  
NEW BUSINESS**

Item No:  
Date: July 7, 2016  
Subject: Consideration and adoption of Resolution No. 2016- requesting ballot measure be placed on November 2016 regarding election of City Clerk

The previous City Clerk resigned in late February of this year. As an elective position, State law provides that an appointment be made to fill this position within a short period of time, or a replacement must be elected. November is the next scheduled general election.

The County Clerk is being requested to add this election to the ballot with the concurrence of the County Board of Supervisors. All dates and times for nomination and election will be provided by the County Clerk. It is estimated the cost for this election process will be about \$10,000 to the City of Dunsmuir.

The draft resolution was prepared by the City Attorney's office.

RESOLUTION NO. \_\_\_\_\_

RESOLUTION OF THE CITY COUNCIL ORDERING CITY CLERK POSITION BE SUBMITTED TO ELECTION, AND REQUESTING COUNTY ELECTIONS TO CONDUCT THE ELECTION

WHEREAS, the city clerk position in the City of Dunsmuir is due for election, and is to be sent to the November 2016 ballot; and

WHEREAS, the City desires to have this matter sent to the November 2016 election, and as such seeks to have this matter qualified for ballot by the July 18, 2016 deadline; and

WHEREAS, the City Council requests the Board of Supervisors to permit the Siskiyou County Elections Department to provide any and all services necessary for including this measure for the November 2016 election.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DUNSMUIR:

SECTION 1. The foregoing recitals are adopted as findings of the City Council as though set forth fully herein.

SECTION 2. The City Council hereby orders the matter of election of the City Clerk of the City of Dunsmuir to the electorate.

SECTION 3. The City Council hereby requests the Board of Supervisors to permit the Siskiyou County Elections Department to provide any and all services necessary for conducting the election.

SECTION 4. The acting City Manager is authorized to execute all documents and to perform all other necessary City acts to accomplish getting this measure to the November 2016 ballot.

SECTION 5. The City Council requests the Siskiyou County Elections Department's services for vetting nomination of candidates in accordance with Elections Code section 10220 et seq., and to report results on nominees to the City Council in accordance with the procedure outlined in Elections Code section 10229. Nomination of candidates shall be given in time, form, and manner as required by law.

SECTION 6. The ballots to be used at the election shall be in form and content as required by law.

SECTION 7. The notice of the time and place of holding the election shall be given in time, form, and manner as required by law.

SECTION 8. The scheduling of arguments and rebuttals shall be given in time, form, and manner as required by law.

SECTION 9. In all particulars not recited in this Resolution, the election shall be held and conducted as provided by the general law for holding municipal elections.

SECTION 10. The Siskiyou County Election Department is authorized to canvas the returns of the election.

SECTION 11. The City Council shall meet to declare the results of the election called for by this Resolution at their first regular meeting following certification of election results.

SECTION 12. The City Clerk is hereby directed to file a certified copy of this Resolution with the Board of Supervisors and the Siskiyou County Election Department.

SECTION 13. The City Clerk shall publish a copy of this Resolution in a newspaper of general circulation within the City once within fifteen (15) days after adoption of this Resolution.

SECTION 14. The City Council finds that this is not a project under the California Environmental Quality Act by virtue of the State CEQA Guidelines, 14 Code of California Regulations section 15378, subdivision (b)(3) and, therefore, no environmental impact assessment is necessary.

SECTION 15. If any provision of this Resolution, or any provision of the measure authorized by this Resolution, is for any reason held to be invalid or unconstitutional, the remaining provisions shall not be affected, but shall remain in full force and effect, and to this end the provisions of this measure are severable.

SECTION 16. This resolution shall become effective immediately following passage and adoption.

PASSED AND ADOPTED this \_\_\_\_ day of July, 2016, by the following vote:

AYES:

NOES:

ABSENT:

\_\_\_\_\_  
, Mayor

ATTEST:

APPROVED AS TO FORM

\_\_\_\_\_  
, City Clerk

\_\_\_\_\_  
JOHN SULLIVAN KENNY, City Attorney