

**AGENDA FOR THE REGULAR MEETING  
DUNSMUIR CITY COUNCIL  
COUNCIL CHAMBERS  
5902 DUNSMUIR AVE, DUNSMUIR, CA  
JULY 21, 2016  
CLOSED SESSION: NONE  
REGULAR SESSION: 6:00 PM**

As a courtesy, please turn off cell phones and electronic devices while the meeting is in session. Thank you.

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. FLAG SALUTE**
- 4. APPROVAL OF AGENDA**
- 5. APPROVAL OF MINUTES:**
  - A. July 7, 2016 regular meeting
- 6. COMMITTEE REPORTS**
  - a. Economic Development/Tourism**
  - b. Finance**
  - c. Public Facilities and Services**
  - d. Public Safety**
  - e. Airport**
  - f. Solid Waste**
  - g. Mossbrae**
  - h. Audio Visual**
  - I. Veteran's Memorial**

**7. ANNOUNCEMENTS AND PUBLIC COMMENT**

Regular City Council meetings are televised on Channel 15 to keep City residents informed of City Council actions and deliberations that affect the community. Meetings are scheduled to be televised on the 1<sup>st</sup> and 3<sup>rd</sup> Thursday of each month. Meetings that take place on dates other than the 1<sup>st</sup> and 3<sup>rd</sup> Thursday will not be televised.

This time is set aside for citizens to address the City Council on matters listed on the Consent Agenda as well as other items **not** included on the Regular Agenda. If your comments concern an item noted on the Regular Agenda, please address the Council when that item is open for public comment. **Each speaker is allocated three (3) minutes to speak. Speakers may not cede their time to another speaker.** Comments should be limited to matters within the jurisdiction of the City. Speaker forms are available from the City Clerk, 5915 Dunsmuir Ave, Dunsmuir, on the City's website, or on the podium. The City Council can only take action on matters that are on the Agenda, but may place matters brought to their attention at this meeting on a future Agenda for consideration. If you have documents to present to members of the City Council, please provide a minimum of seven (7) copies.

**8. ANNOUNCEMENTS AND REPORTS FROM COUNCIL AND STAFF:**

Members of the Council or staff may ask questions, request reports for a later meeting, or ask that an item be placed on a future agenda on any subject within the Council's jurisdiction.

**9. CONSENT AGENDA**

The Consent Agenda consists of proposed actions on business matters which are considered routine and for which approval is based on previously approved City policy or practice. The Consent Agenda will be approved by a single motion to "Adopt the Consent Agenda" and Council Members will vote without debate. Council Members may remove a Consent Agenda matter for any reason and request that it be placed on the Agenda for discussion and consideration. Matters removed from the Consent Agenda will be placed on the agenda as an item of "New Business" for discussion and consideration.

- A. Approve check register dated July 13, 2016
- B. Receive and file notification of pending retirement of League of California Cities Executive Director
- C. Receive and file note from Union Pacific about derailment that occurred 2 miles north of Dunsmuir on April 29, 2016
- D. Receive and file notification and agenda for July 18, 2016 meeting of Siskiyou County Tourism Improvement District
- E. Authorize Interim City Manager to forward letter to State ABC supporting ABC license for Dunsmuir Rotary Club to operate beer booth for State of Jefferson Brew Fest
- F. Receive and file report on Bank Accounts as of June 30, 2016

**10. PUBLIC HEARING:**

Public Hearing Protocol:

- a. Mayor will describe the purpose of the Public Hearing.
- b. City Staff will provide the Staff Report.
- c. City Staff will respond to questions from the City Council.
- d. Mayor will open the Public Hearing.
- e. Citizens wanting to comment will come to the podium, provide the City Clerk with their name and address and provide their comments.
- f. Mayor will close the Public Hearing.

None

**11. OLD BUSINESS**

- A. Consider and adopt Resolution No. 2016- establishing some new fees and charges for use of property and facilities at Dunsmuir Mott Airport
- B. Consider and provide direction regarding Speed Studies conducted on Dunsmuir and Sacramento Avenues by PACE Engineering
- C. Consider and conduct second reading of and adopt Ordinance No. 555 amending Section 17.12.070 of the Dunsmuir City Code to allow Single Family Houses in Central Commercial (C-2) Zone by right and in the Historic District (C-2HD) combining zone with an approved conditional use permit
- D. Consider and approve second progress payment to Central Federal Lands in the amount of \$28,739.13 for development of feasibility study for Butterfly Bridge project and authorize staff to submit billing to Caltrans for reimbursement of total cost under federal bridge replacement program

- E. Consider and approve request from Siskiyou Opportunity Center to increase costs to City of Dunsmuir and other Siskiyou County cities that participate in Blue Bag program
- F. Consider and authorize Mayor to execute documents to complete purchase of site for proposed downtown area water tank

## **12. NEW BUSINESS**

- A. Consider and adopt Resolution No. prepared by Mossbrae trail committee providing position to be taken by City of Dunsmuir regarding Mossbrae Trail Project
- B. Consider and authorize Interim City Manager to enroll City of Dunsmuir in Alliant Crime Insurance Program through SCORE
- C. Consider and authorize Interim City Manager to execute letter authorizing Siskiyou County to submit grant application and implement project including Dunsmuir under Used Oil Recycling Program administered by CalRecycle
- D. Consider and authorize Interim City Manager to approve change out of new phone instruments in City Hall at no additional cost and no loss of promised savings
- E. Consider and authorize letter opposing Assembly Bill 1217 challenging local control over Joint Powers Authorities
- F. Consider and authorize Interim City Manager to prepare documents to withdraw from PACE program if there is to be cost borne by City
- G. Consider and provide Dunsmuir position regarding proposed transportation of crude oil by rail through Northern California
- H. Consider and approve request to create committee to assist in the preparation of an overall emergency plan for the City of Dunsmuir and authorize staff to evaluate alternatives for development of update to Safety Element of General Plan
- I. Consider and authorize Interim City Manager to execute Emergency Facilities & Land Use Agreement with Shasta Trinity National Forest for use of Dunsmuir Mott Airport by emergency helicopters
- J. Receive and file Governor's Executive Order B-37-16 regarding water conservation and provide direction regarding possible re-adoption of Ordinance No. 547 which implemented water conservation measures through February 2016
- K. Consider and authorize painting of wall mural on north facing outside wall of City Hall building as recommended by Planning Commission
- L. Authorize attendance at League of California Cities annual conference and designate voting delegates
- M. Authorize attendance at Association of California Airports annual conference

## **13. ADJOURNMENT:**

**Copies of this agenda were posted at City Hall, Dunsmuir City Library, Dunsmuir Park and Recreation District Office and at the Post Office on or before 6:00 pm July 17, 2016**

**The City of Dunsmuir does not discriminate on the basis of race, color, national origin, religion, age, gender, sexual orientation, disability or any other legally protected classes in employment or provision of services. Persons who need accommodations for a disability at a public meeting may call City Hall at (530) 235-4822 for assistance. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to accommodate participation in the meeting.**

**CERTIFICATION**

This is the official Dunsmuir City Council Agenda, created and posted in accordance with the Dunsmuir City Council Protocols.

  
\_\_\_\_\_  
Julie Iskra, Deputy City Clerk

07-15-2016  
Date

**CITY OF DUNSMUIR  
CITY COUNCIL MINUTES  
July 7, 2016**

**CALL TO ORDER:**

Meeting was called to order by Mayor Spurlock at 5:30 pm.

**ROLL CALL:**

Council members present: Keisler, Shanta, Deutsch, Craig, Spurlock

City staff present: Acting City Manager Stock, Iskra

**PUBLIC COMMENT ON CLOSED SESSION:** None

**ADJOURN TO CLOSED SESSION:** 5:02 pm

**RECONVENE OPEN SESSION:** 5:33 pm

**REPORT FROM CLOSED SESSION:**

Council member Craig reported that the Council interviewed Randy Johnsen as Interim City Manager, will join the City on Tuesday, July 12 if hired, last night's Special Meeting created an ad hoc committee of Council member Craig and Mayor Spurlock to create terms to hire an Interim City Manager, same contract as previous (\$2100/week, no benefits, 32 hours/week)

Council member comment

Deutsch: current City Manager going through medical concerns, City needs stability, this will allow Poczobut to heal

Craig: Johnsen knows the amount of work, will be help for staff

Public Comment:

Merry Padilla commented that previously Johnsen pushed things through too quickly, no communication with public

Linda Gnesa asked how long Johnsen will be here

Peter Arth stated that the City needs to spend money to find a real replacement

Council member comment:

Craig stated that it was unknown how long Johnsen will work, the City has a City Manager, Johnsen acted professionally previously, nothing was rushed, he did all he was asked to do

Deutsch commented that Johnsen is needed here now to move the City forward and create budget, Johnsen is career City Manager, Dunsmuir has the opportunity to have an experienced person in a small city

**ADJOURN BACK TO CLOSED SESSION**

**RECONVENE TO OPEN SESSION:** 6:30 pm

**REPORT FROM CLOSED SESSION:**

Report from Mayor Spurlock to approve Johnsen's contract as Interim City Manager. Vote was 4-0-1-0 with Shanta abstaining.

**APPROVAL OF AGENDA:**

Recommendation by Craig to move Item 17A (Carol Ford regarding RFQ's for the airport ) to before Old Business. Motion by Keisler to approve the agenda as amended, seconded by Deutsch.

Voice vote: 5-0-0-0

**APPROVAL OF MINUTES:**

Motion by Keisler to approve the minutes of June 7 and June 16, 2016, seconded by Craig.

Voice vote: 5-0-0-0

**COMMITTEE REPORTS:**

- a. Economic Development: working on 2 projects, Centennial Park and the tram from the Little League Field plus the Veteran's Memorial  
Next meeting July 25 at 5:30 pm
- b. Finance: no meeting
- c. Public Facilities and Services: no meeting
- d. Public Safety: next meeting scheduled for July 13 at 1:00 pm
- e. Airport: on agenda item 17A
- f. Solid Waste: no meeting
- g. Mossbrae: no meeting, will bring resolution draft to next meeting
- h. Audio Visual: on hold , looking at Dunsmuir High School interns, speed for streaming
- i. Veteran's Memorial: next meeting scheduled for Wednesday, July 13 at 5:00 pm

**ANNOUNCEMENTS AND PUBLIC COMMENT:**

Karen Roberts, resident in Shasta Retreat, expressed concerns about parking in the Retreat blocking emergency access, garbage left behind, Sheriff's Dept will not issue tickets, no facilities (restroom)  
Peter Arth suggested hearing concerns form residents about the Mossbrae Falls Trail, expressed concerns about lack of follow through on code enforcement, disappointed that there has not been a committee meeting for the Veteran's Memorial

Don Harley thanked the City Council, was happy to present the Golden Spike Awards, presented an \$80 donation

Merry Padilla expressed concerns about the airport including renting hangars to out of area people, Clemens solid waste contract expires in July, slow things down

Glenn Peterson wants a survey about how much is spent at the airport

**ANNOUNCEMENTS AND REPORTS FROM COUNCIL AND STAFF:**

Discussion among Council members about the ability to inspect the interior of buildings

Deutsch asked about the Weed ordinance about vacant buildings

Keisler announced that the street light was on at Caboose Park and the Railroad light will be wired up later

Deutsch responded that the airport is a resource, is an attraction for growth, the airport committee meets every other week and is currently looking at leases and rents

Deputy Mero will check with his staff about writing tickets, will be our Sgt effective 7/19/2016

Acting City Manager reported that the audits are up to date, as of 6/30/2016 nothing is due to the state, the budget is ¾ ths done, Clemens contract is up 6/30/2017

Keisler commented that the City needs a City Manager

**CONSENT AGENDA:**

- A. AB2788 Maintenance of Effort Prop 172 Public Safety Revenues
- B. June 2016 check register
- C. Authorize Acting City Manager to execute agreement with State Controller's office to prepare Annual Streets report
- D. Resolution 2016- Parks Make Life Better Month: July 2016
- E. Re-appointment of Pamela Stock as Acting City Manager through July 21, 2016

Motion by Keisler to approve the Consent Agenda, seconded by Shanta. Voice vote: 5-0-0-0

**PUBLIC HEARING:**

- A. First Reading of Ordinance 555- single family houses by right in C-2

Introduction by Planning Consultant Dinges: this Ordinance would allow a single family home by right in the C-2 zone, in the Historic District a Conditional Use Permit would be required for a single family home, Planning Commission passed the ordinance and now forwarding to City Council

Public Comment: None

Motion by Craig to read Ordinance 555 by number and title, seconded by Deutsch. Voice vote: 5-0-0-0

Motion by Craig to approve the first reading of Ordinance 555, seconded by Deutsch.

Voice vote: 5-0-0-0

- B. Second reading and adoption of the revised 2014 Housing Element of the General Plan

Introduction by Planning Consultant Dinges: this is the second reading and adoption of the 2014 Housing Element, it is exempt from CEQA and once adopted it will go to the Department of Housing and Community Development for a final review

Public Comment:

Merry Padilla asked what is the Housing Element and does it include the Best Choice Inn?

Dinges explained that it is part of the General Plan, needs to be updated periodically, it provides goals and actions for the City to be legal, it allows the City to apply for grants/loans, Best Choice Inn owner has agreed to rezone to C-3 for potential multiple family housing

Motion by Craig to approve the second reading and adopting of Resolution 2016-9 approval of the Updated Housing Element to the Dunsmuir General Plan, seconded by Keisler. Voice vote: 5-0-0-0

**NEW BUSINESS:**

**17A.** Introduction by Carol Ford explaining that the City is eligible for \$350,000 in two grants, one for an updated airport layout plan and the second for a pavement maintenance plan study, the grants are for 90% with 5% from the state and 5% from the City. Discussion among Council members about accepting grants to continue improving the airport or if it should be shut down. Ford explained that if the airport was shut down then grant monies would have to be repaid to FAA. Ford confirmed these grants were for studies only and additional grant money should be available for actual work.

Public Comment:

Mario Rubino reported that the City has previously had to repay \$70,000, he advised making sure the job is done right, FAA wants the airport open, there is currently not water or sewer on the airport vacant land

Merry Padilla asked who will execute grants

Council comment:

Craig: reviewed that Ford has already been paid nearly \$15,000, if grants are approved, Ford monies will be paid from grants, 5% from the City will be about \$17,500, the airport does not have it so where will it come from, airport does not have enough money coming in even with rate increases

Deutsch: the City needs to keep the airport safe, 3 years have passed with the City not doing anything at the airport, it will take a few years to get revenue up

Shanta: airport is running a deficit, City is poor and hopes to look better in five years, must face what we have to do now

Spurlock: the City may be able to negotiate the Forest Service contract up a little, all work done at airport must be done by airport officials, by approving the grants the City is spending \$2,500 more than paying Ford directly

Motion by Craig to consider and accept RFQ's for updated airport layout plan and Pavement Maintenance Management Plan Study, accept responses to the RFQ's, authorize negotiations with respondents, authorize Independent Fee Estimate, authorize City Manager to execute contracts for the work, and authorize City Manager to execute the grants for the receipt of grant awards form FAA, seconded by Keisler. Voice Vote: 4-1-0-0 (Shanta)

Recess for 5 minutes at 8:55 pm

Reconvene at 9:00 pm

Motion by Craig to move 17B to the next item on the agenda, seconded by Keisler. Voice vote: 5-0-0-0

**17B.** Council member Keisler announced that Deb Harton had pulled her application for Planning Commissioner. The other candidates were introduced: Incumbents Don Harley, Barbara Cross, and Kenna Conway (Forrest Lamb was absent due to his job), as well as Kathryn Wallace. Four questions were asked of each applicant.

Public Comment:

Merry Padilla stated she has concerns about Barbara Cross

Laurie Barnes-Harley suggested keeping the incumbents to keep continuity going

Linda Gnesa agreed with Laurie and stated they worked well together

Motion by Keisler to re-appoint the four incumbents to another four year term ending June 30, 2020, seconded by Deutsch. Voice vote: 5-0-0-0

Kathryn Wallace was thanked for her interest

#### **OLD BUSINESS:**

**16A.** Introduction by Dinges: this is the second reading and adoption of Ordinance 551. The neon color reference has been removed.

Public Comment:

Merry Padilla thought the 90 day time period was excessive

Dinges explained that the intent was for a cumulative time of 90 days

Motion by Keisler for the second reading and adoption of Ordinance 551 regarding banners, pennants and signs in commercial and manufacturing zones by number and title only, seconded by Craig.

Voice vote: 5-0-0-0

Motion by Craig to approve the second reading and adoption of Ordinance 551, seconded by Keisler

Voice vote: 5-0-0-0

**16B.** Introduction by Acting City Manager Stock that this is a revised set of plans for the Community Building renovation with a recommendation to approve the plans presented.

Public Comment: None

Motion by Keisler to approve the revised plans for the Community Building, seconded by Deutsch.  
Voice vote: 5-0-0-0

**16C.** With the additional work to revise the Community Building plans, Schlumpberger is requesting \$10,400.

Public Comment: None

Motion by Keisler to approve Addendum #3 for \$10,400 for the revised plans for the Community Building update, seconded by Craig.

Roll call vote:

|          |     |         |
|----------|-----|---------|
| Keisler  | yes |         |
| Shanta   | yes |         |
| Craig    | yes |         |
| Deutsch  | yes |         |
| Spurlock | yes | 5-0-0-0 |

**NEW BUSINESS:**

**17C.** Introduction by Craig explaining that the City Clerk position is currently an elected position which is difficult to fill.

Acting City Manager Stock stated that the City loses control of the position, in a survey most cities opted for an elected position

Public Comment:

Merry Padilla stated as an elected position a background check could be done but not for an appointed position

Greg Messer stated that in some cities the City Clerk is elected but the Deputy City Clerk does most of the work

Council Comment:

Craig noted that adding this to the ballot will cost additional money

ACM Stock stated that any addition to the ballot will cost money, why not send it to the citizens to choose

Motion by Spurlock to approve Resolution 2016-9 requesting a ballot measure be placed on the November 2016 election regarding the election of the City Clerk, seconded by Craig.

Roll Call Vote:

|          |     |         |
|----------|-----|---------|
| Deutsch  | yes |         |
| Craig    | yes |         |
| Keisler  | yes |         |
| Shanta   | yes |         |
| Spurlock | yes | 5-0-0-0 |

**17D.** Introduction by ACM Stock explaining currently the City Clerk is an elected position and must be on the November 2016 ballot.

Public Comment: None

Motion by Keisler to request the election of the City Clerk be placed on the November 2016 ballot, seconded by Deutsch.

Roll Call Vote:

|          |     |         |
|----------|-----|---------|
| Shanta   | yes |         |
| Deutsch  | yes |         |
| Craig    | yes |         |
| Keisler  | yes |         |
| Spurlock | yes | 5-0-0-0 |

Direction to staff to add City of Weed Vacant Building Ordinance and Mossbrae Trail report to the July 21, 2016 agenda.

**ADJOURNMENT:**

Motion by Deutsch to adjourn the meeting at 10:05 pm, seconded by Craig. Voice vote: 5-0-0-0

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**Mayor Spurlock**

**ATTEST:**

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**Deputy City Clerk Iskra**

July 21, 2016 City Council Agenda

Check Register Report

Item 9. A.

7-13-16 A/P

Date: 07/13/2016  
Time: 11:59 am  
Page: 1

City of Dunsuir

BANK: U.S. BANK

| Check Number            | Check Date | Status  | Void/Stop Date | Vendor Number | Vendor Name                   | Check Description              | Amount    |
|-------------------------|------------|---------|----------------|---------------|-------------------------------|--------------------------------|-----------|
| <b>U.S. BANK Checks</b> |            |         |                |               |                               |                                |           |
| 48471                   | 07/13/2016 | Printed |                | 1215          | ALSCO                         | PW&WWTP CVRALL RNTL            | 32.00     |
| 48472                   | 07/13/2016 | Printed |                | 2635          | BASIC LABORATORY, INC.        | DRINKING WATER MONITORING      | 128.00    |
| 48473                   | 07/13/2016 | Printed |                | 2800          | BAXTER AUTO PARTS, INC.       | COPPR CORE SPRK, 5LB WHT BR TW | 46.26     |
| 48474                   | 07/13/2016 | Printed |                | 3572          | BLUE CROSS OF CALIF           | 8-1-16/9-1-16 LIFE INS         | 214.05    |
| 48475                   | 07/13/2016 | Printed |                | 5325          | REBECCA CATLETT               | CLN SVC 7-3,4,10-16            | 148.50    |
| 48476                   | 07/13/2016 | Printed |                | 10001         | CED-REDDING                   | 4' FLOR LIGHTS                 | 64.50     |
| 48477                   | 07/13/2016 | Printed |                | 9820          | CITY OF DUNSMUIR              | APLY DEP D. GANS               | 721.68    |
| 48478                   | 07/13/2016 | Printed |                | 10123         | BRYCE CRAIG                   | LEAGUE OF CITIES CONF REIMB    | 1,238.97  |
| 48479                   | 07/13/2016 | Printed |                | 17041         | GOODYEAR COMMERCIAL TIRE      | 4-TIRES                        | 695.77    |
| 48480                   | 07/13/2016 | Printed |                | 22138         | INTERNAL REVENUE SERVICE      | 0437700367, LTR2782C           | 154.58    |
| 48481                   | 07/13/2016 | Printed |                | 33140         | MT SHASTA RADIOLOGY           | TONYA A BELZER #110.031447     | 110.00    |
| 48482                   | 07/13/2016 | Printed |                | 9272          | MT. LASSEN TROUT FARMS, INC.  | 799LBS CATCHABLES TROPHY TROUT | 850.08    |
| 48483                   | 07/13/2016 | Printed |                | 10176         | NORTHERN CALIFORNIA GLOVE     | T-SHIRTS (27)                  | 431.88    |
| 48484                   | 07/13/2016 | Printed |                | 35515         | PACIFIC NORTHWEST HYDRO, INC. | INSP & SVC TEST FIRE HOSE      | 1,867.95  |
| 48485                   | 07/13/2016 | Printed |                | 39560         | PERSONNEL PREFERENCE, INC     | 7-3-16 LEHMAN, BRIAN E. 27 HRS | 541.08    |
| 48486                   | 07/13/2016 | Printed |                | 9999992126    | S.J. DENHAM, INC.             | '2016 RAM TRUCK 2500           | 40,798.55 |
| 48487                   | 07/13/2016 | Printed |                | 47520         | SHASTA AUTO SUPPLY            | 42" CREEPER, SILICONE          | 118.92    |
| 48488                   | 07/13/2016 | Printed |                | 12022         | SIRENNET.COM                  | 15' CABLE TAC8, BMPR,          | 2,670.91  |
| 48489                   | 07/13/2016 | Printed |                | 10077         | JOSHUA M. SPURLOCK            | TRAINING FOR MAYOR REIMB       | 288.06    |
| 48490                   | 07/13/2016 | Printed |                | 48729         | SWRCB ACCOUNTING OFFICE       | SAFE DRNKING WA ST REVOLV FND  | 1,395.00  |
| 48491                   | 07/13/2016 | Printed |                | 49875         | TERMINIX INTERNATIONAL        | 4837 DUNS AVE PEST CNTRL       | 380.00    |

|                           |  |                  |
|---------------------------|--|------------------|
| <b>Total Checks: 21</b>   | <b>Checks Total (excluding void checks):</b> | <b>52,896.74</b> |
| <b>Total Payments: 21</b> | <b>Bank Total (excluding void checks):</b>   | <b>52,896.74</b> |
| <b>Total Payments: 21</b> | <b>Grand Total (excluding void checks):</b>  | <b>52,896.74</b> |



1400 K Street, Suite 400 • Sacramento, California 95814  
Phone: 916.658.8200 Fax: 916.658.8240  
www.cacities.org

June 27, 2016

**SUBJECT:** Notification of Intention to Retire Later This Year

Dear City Manager Colleagues:

Exactly seventeen years ago this month I was honored to begin my tenure as the League's executive director after over 20 years of experience in another state with the League, the state government, and as a local manager. They have been deeply fulfilling and enriching years. I am now at a stage of my life, however, when I want to begin some new adventures with my wife, Manuela, who will be retiring from her private law practice soon. As a result, I advised the League board of directors last Friday, June 24, 2016, of my intention to retire later this year.

One of my greatest joys has been helping cities focus on their common interests, assisting the leaders of the League in setting strategic goals each year, and working with my colleagues and city officials to advance and achieve them. Recently I had the chance to address the California Contract Cities Association about how cities have succeeded when they work together. I used my remarks as the basis for my July column in *Western City* that I entitled "The United Cities of California." A copy of that column is attached for your information. It will give you an insight into our shared journey to strengthen cities.

It has been a privilege to have worked with so many talented colleagues in cities around the state and League staff over the years. The League has a very rich and supportive organizational culture that assures everyone that they really matter to their colleagues, that every day together serving the best cities in the country is an honor, and that we are doing meaningful work of real purpose, complexity and variety that allows us to experience a lasting sense of professional accomplishment.

The League Board has decided to retain an executive recruiting firm to assist it with a nationwide recruitment and has empowered a Search Committee with the authority to recruit and select the strongest candidate. I can assure you that the City Managers Department will be well represented on the Search Committee.

Thank you for all of your support over the years. It has been an honor to serve with you. I hope to see you at our Annual Conference, October 5-7, in Long Beach.

Respectfully,

A handwritten signature in cursive script that reads "Chris McKenzie".

Chris McKenzie  
Executive Director



# The United Cities of California

In a recent address to the California Contract Cities Association, I described how well cities have fared legislatively and on statewide ballot measures when they work together. This story is as old as our state, which was admitted to the Union 166 years ago.

During the first 30 years of statehood, cities endured state government micro-management and incredible abuses of power. Perhaps unsure of their roles as state officials, the new Legislature and governor sought to control and restrict city governments' powers through legislation that directed how cities could spend their public funds, ordered cities to make outright gifts to private companies, and in some cases controlled city budgets through special commissions.

These actions caused deep unrest throughout the rapidly growing state, leading cities and their voters to press the Legislature for a constitutional convention to curb such abuses. Although the first few attempts failed, the Legislature ultimately agreed in 1877 to call the convention in 1878-79. The many constitutional restrictions on legislative power that California's voters adopted in May 1879 included a prohibition on gifts of public funds, which remains part of our

state Constitution today. To further prevent legislative meddling in local affairs, the convention also adopted additional limits on special and local legislation.

The new Constitution's crown jewel, from a city perspective, was the first grant of broad home rule power to city governments. The California Supreme Court declared in 1880 that the intent of the 1879 home rule amendment was to "emancipate municipal governments from the authority and control formerly exercised over them by the Legislature."

This freed cities from seeking specific state legislation to authorize their legislative acts on traditional municipal matters. Because the state Constitution empowered cities

*continued*

to act without the Legislature's prior permission, city government instead simply inquired if a proposed ordinance "conflicted" with a general state law. This 1879 grant to cities remains the basis for much of city governments' powers today.

In 1896 and 1914 additional grants of constitutional home rule authority provided further powers to "charter cities." Charter cities exercise significant powers in certain areas such as supervising the police force, conducting city elections and compensating city officials, employees and contractors as well as areas of municipal authority and "municipal affairs" that were recognized (or not) by the California Supreme Court over time.

As a result, cities were better prepared to manage their own destiny than at any time in the state's history. And each step was under the guidance and leadership

of the League of California Cities, which was founded in 1898 as the umbrella advocacy and education organization of the state's municipalities.

### Era of the Local Property-Tax Shift

In the early 1990s the state-city relationship deteriorated when the Legislature and governor agreed to use (or abuse) the power that Proposition 13 gave to the state to reallocate property taxes among local agencies and transfer part of the state's burden of funding schools to local governments. "Shifting" city, county and special district property taxes to schools met part of the state's school funding obligations under Prop. 98. This low tide in state-city relations persisted for about 12 years, decimating local services and allowing the state to spend its General Fund windfall — which was created when the state used local property taxes to help meet its

school funding obligations — on other state priorities. Since 1992 the property-tax shift has cost local agencies over \$100 billion in property-tax losses and contributed to local officials' deep resentment toward the state.

### Cities Unite to Protect Revenues

A short while later the electricity crisis buffeted California, and California voters selected Arnold Schwarzenegger to replace Governor Davis. At about the same time the League joined the California State Association of Counties (CSAC) and the California Special Districts Association (CSDA) to form the Leave Our Community Assets Local (LOCAL) Coalition and began planning a statewide initiative ballot measure to restrict the Legislature's power to take local revenues in the future. The LOCAL Coalition sponsored an initiative in 2003, for the 2004 statewide ballot, designed to stop the state from raiding property-tax revenues without voter approval. We gathered about 1 million signatures (about 10 percent of them gathered voluntarily at no cost) and we filed them in early 2004.

Right before the signatures were filed, newly elected Gov. Schwarzenegger called the League, CSAC and CSDA to propose a compromise. He asked us not to file the signatures and instead work with the Legislature and him to fashion a constitutional amendment that would limit the state's ability to take local funds in the future. We politely declined his request to not file the signatures, but we helped draft and lobby for a possible compromise. We agreed to abandon our ballot initiative (which soon qualified for the ballot as Prop. 65) if we could get the Legislature to approve the compromise measure.

The 2004 legislative negotiations took about two months and involved many twists and turns. With the help of every city statewide and our county and special district colleagues, the deal was struck in late July and put on the November 2004 ballot as Prop. 1A. Voters approved Prop. 1A overwhelmingly with 83 percent

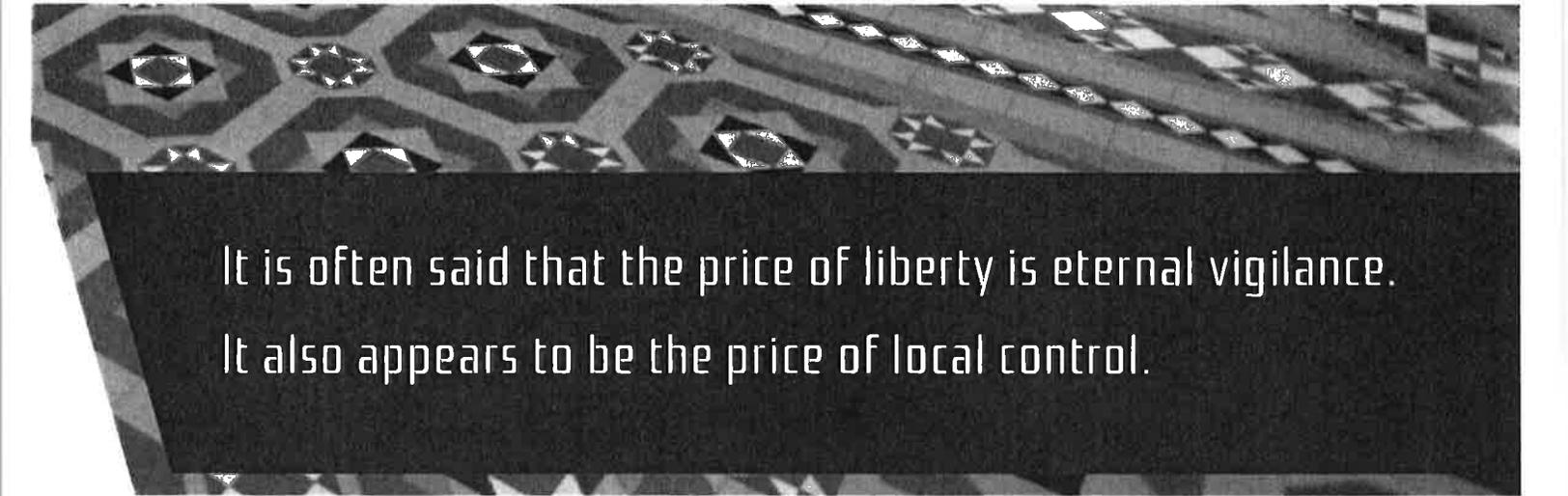


## Drought Response Team

Comprehensive legal services relating to water quality, water supply and water rights, including advice on public agencies' responsibilities for managing and controlling stormwater and urban runoff.

- Clean Water Act
- California Proposition 218
- Integrated Waste Management Act
- Resource Conservation and Recovery Act
- Sustainable Groundwater Management Act
- California Porter-Cologne Water Quality Act

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MEYERSNAVE.COM | 800.464.3559



It is often said that the price of liberty is eternal vigilance.  
It also appears to be the price of local control.

of the vote. Not only did the measure prevent future raids of property taxes and protect the sales tax from similar adjustments, but the League and CSAC also negotiated a swap of the city and county vehicle license fees (VLF) for additional local property tax, which has since brought hundreds of millions more dollars in revenue to cities and counties than the VLF would have provided.

### Defeating Land-Use Initiatives Masquerading as Eminent Domain Reform

Following the Prop. 1A victory, we fought to defeat ballot measures in 2006 and 2008 that would have dramatically reduced local land-use authority under the guise of eminent domain reform. In 2006 we defeated Prop. 90 — albeit narrowly with 52.4 percent voting “no.” In 2008 we defeated a similar measure, Prop. 98, with 61.6 percent voting “no” and 62 percent voting “yes” on Prop. 99, a common-sense eminent domain initiative reform we sponsored with CSAC and the California League of Conservation Voters that protected single-family homeowners.

### Legislative Advocacy Prevails

The League and its members work to pass and defeat hundreds of bills each session that would affect cities and local control. Facing a serious deficit in May 2009, Gov. Schwarzenegger proposed in his May Revise to divert \$900 million in gas taxes directly from cities and counties and suspend Prop. 42’s transportation sales-tax funding protections. The move would have crippled local street maintenance

operations and put thousands of public and private sector construction workers out of jobs and into state social services.

Employing some of the advocacy techniques we learned in ballot measure campaigns, cities rose up in concert with counties throughout the state. We bought political ads and deluged the Capitol with arguments against the gas-tax proposal, calling it a fiscally reckless job killer that would cripple local infrastructure maintenance and construction. Our collective efforts shut down some legislative caucuses because members refused to follow their leaders’ urging to support the “gas-tax raid.”

### Legislative Battle Leads to Proposition 22

The failed gas-tax raid showed us the vulnerability of the gas tax to legislative diversion. Within months we developed a new ballot initiative to protect transportation revenues and other local tax revenues we had not been able to protect in Prop. 1A in 2004. At the urging of the California Redevelopment Association, we also added some protections for redevelopment funding from legislative diversion, but because of some groups’ anticipated opposition due to a few local agencies’ alleged abuses of redevelopment, the ballot measure allowed the Legislature to retain ultimate authority over redevelopment agencies.

The ballot measure we filed became Prop. 22, the Local Taxpayer, Public Safety and Transportation Protection Act. We explained the motivation for the measure in this way: “The current system is unsustainable, and we want to make sure that local services are not

sacrificed because of the inability of state leaders to manage the state budget.”

The voters approved Prop. 22 with 61 percent of the vote in November 2010. While the California Supreme Court held that the redevelopment protections contained in Prop. 22 prevented the legislative diversion of tax-increment funds, the court said redevelopment agencies could still be eliminated.

Earlier this year the Third Appellate District Court in Sacramento recognized Prop. 22’s broad revenue protections in a lawsuit brought by the League. The appellate court concluded that Prop. 22 prevented the Legislature from using property taxes, sales taxes and other local taxes to settle disputes with cities over the disastrous redevelopment dissolution process. This very broad ruling recognized the voters’ intent to indisputably protect local revenues from state diversion — the key purpose of Prop. 22.

### Protecting Local Control

The importance of protecting local control is not only in the League’s mission statement, it is also part of our heritage as Californians and is needed as much today as ever. It is often said that the price of liberty is eternal vigilance. It also appears to be the price of local control. When cities are united in their vigilance and their efforts — as they usually are on major issues — they are well equipped to meet the challenge.

The state and city governments are vital partners in many ways, but our history suggests a continuing need for checks on the state’s powers to negate local control. ■

**City Manager**

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**From:** Francisco J. Castillo JR <FCASTILLO@up.com>  
**Sent:** Friday, April 29, 2016 7:52 PM  
**To:** City Manager  
**Subject:** UP Derailment

Randy,

The following is a brief summary of a derailment that occurred 2 miles north of Dunsmuir.

Today, at around 6:15 p.m., a Union Pacific train derailed 8 empty rail cars – 6 on their side and 2 in the upright position. The incident occurred approximately 2 miles north of Dunsmuir, CA. The 96-car manifest train was heading Southbound from Hinkle, Oregon to Roseville, CA. There are no personal injuries or hazardous material releases associated with this incident. The main line is affected but no information as to how many trains delayed at this time. The extent of track damage has not been determined. The cause of the derailment is under investigation.

Let me know if you have any questions. I'll keep you updated as I know more.

Thanks!

**Francisco Castillo**  
Director, Public Affairs  
Corporate Relations  
Union Pacific Railroad  
915 L Street, Suite 1180  
Sacramento, CA 95814  
P: 916-789-5957  
C: 916-200-6248  
Twitter: @fcastillo80

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**City Manager**

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**From:** Niki Brown <niki@siskiyoucounty.org>  
**Sent:** Wednesday, July 13, 2016 9:45 AM  
**To:** 'Carol McKay'; City of Tulelake; Jeannette Hook; Julie Iskra; mckinnis@ci.weed.ca.us; 'Linda Romaine (lromaine@sisqtel.net)'; Muriel Howarth Terrell; City Manager; rhetta@ci.yreka.ca.us; etnacity@sisqtel.net; cityofmontague@sbcglobal.net; Steven Baker (Sbaker@ci.yreka.ca.us); Wendy Winningham  
**Subject:** SCTID Public Notification Announcement  
**Attachments:** SCTID Agenda 7 18 16.pdf

Hi Everyone;

I am writing to all of the City Manager and Finance Directors to provide you with a Public Notification for the next SCTID Committee Meeting. Like the previous SCEDC Board Meeting and SCTID Committee Meetings, this meeting must be publically noticed, so we ask that you take notice and also print out and put up a version for your city hall. This will be a meeting of the lodging organization to promote tourism in Siskiyou County and all members of the lodging industry are invited and the public is welcome as well. The meeting will be held at the Best Western Tree House Inn in Mt. Shasta at 1:00pm. The agenda is attached to this email.

Sincerely,

**Niki Brown**  
Program Manager  
Siskiyou County Economic Development Council  
1512 S. Oregon Street, Yreka, CA 96097  
530.842.1638



**SISKIYOU COUNTY TOURISM IMPROVEMENT DISTRICT  
MANAGEMENT COMMITTEE MEETING**

**Monday, July 18 2016**

**1:00pm- 3:00pm**

**Best Western Treehouse Inn, Mt. Shasta CA  
111 Morgan Way, Mt. Shasta CA 96067**

**AGENDA**

**I. Call to Order: 1:00pm**

**II. Roll Call:**

SCTID Management Committee Members: Jason Young (President), Sandra Palmer (Vice President), Margaret Dean (Treasurer), Marci Winstad (Secretary), Aman Dhillon (Board Member), Darlene Mathis (Board Member), Louie Dewey (Board Member).

**III. Public Comment**

This is a time allocated on the agenda to welcome members of the public and provide opportunity for comment on matters related to the TID. Public commenters may be limited, at the discretion of the board Chair, to a maximum of 3 minutes per presentation. Written comments may be submitted to the SCEDC at any time.

**IV. Approve Minutes**

The Committee will review the meeting minute from the last Committee Meeting dated June 15, 2016.

*Recommended Action; Approve the Meeting Minutes of June 15, 2016*

**V. Discussion of TBID Management Committee Seat Terms**

Review Siskiyou TBID District Management Plan; discuss which seats are opening to be reseated on August 1<sup>st</sup>. Open for seat nominations.

**VI. Siskiyou TBID Sub Committee Reports**

**A. Budget and Finance Committee Report:**

a. Board Vote on 3<sup>rd</sup> EDC billing; recommended action: Approve

**B. Marketing Committee Report**

**VII. Augustine Ideas Discovery Tour Internal Summary Report**

A representative from Augustine will present their internal findings from their June discovery tour.

**VIII. CLOSE AND ADJOURN**

**City Manager**

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**From:** Julie Iskra  
**Sent:** Wednesday, July 13, 2016 5:42 PM  
**To:** City Manager  
**Subject:** FW: ABC license request for next City Council meeting

**From:** Will Newman [mailto:rotary@WillNewman.com]  
**Sent:** Wednesday, July 13, 2016 5:34 PM  
**To:** Julie Iskra <utilitybilling@ci.dunsmuir.ca.us>  
**Subject:** RE: ABC license request for next City Council meeting

Thank you Julie.

Here's the important information:

**Event:** State of Jefferson Brewfest  
**Venue:** Dunsmuir Ball Field  
**Date:** August 6, 2016  
**Time:** 2 ABC licenses requested from 1 PM to 11 PM, but the event will end before then at least an hour earlier. We request the ABC license an hour earlier and an hour later for our safety. So the actual event will run from 2 PM until 10 PM.  
**Expected attendance:** 700 to 750  
**Special conditions:** There will be at least 10 security personnel. There are two distribution points, a fenced off beer garden serving wine and beer and a separate wine and beer distribution point. Special wristbands are required.  
**Sponsoring organization for the ABC license:** The Rotary Club of Dunsmuir  
**Co-sponsor:** Dunsmuir Chamber of Commerce  
**Contact in regard ABC license:** Will Newman, 235-5735, [Rotary@WillNewman.com](mailto:Rotary@WillNewman.com)  
**Contact in regard the event:** David Clarno, 925-4353, [david@dunsmuirbreweryworks.com](mailto:david@dunsmuirbreweryworks.com)

I assume a representative should be there at the city Council meeting. Is that right? We should have all the paperwork done with the exception of the city approval prior to the City Council meeting.

I appreciate your helping us out on this. You have any questions feel free to call or email me. My phone number is 235-5735.

Gratefully,  
Will Newman

On July 13, 2016 at 5:16:40 PM, Julie Iskra ([utilitybilling@ci.dunsmuir.ca.us](mailto:utilitybilling@ci.dunsmuir.ca.us)) wrote:

Hi Will,

Could you get the paperwork to me on Thursday so Randy can add it to the July 21 agenda? He has completed the agenda already but will make an exception if you could provide the info...

Julie

### DAILY LICENSE APPLICATION/AUTHORIZATION - Non Transferable

*Instructions: Complete all items. Submit to local ABC District Office with required fee (Cashier's Check or Money Order) payable to ABC. Once license is issued, fee cannot be refunded. For a listing of ABC District Offices please visit <http://www.abc.ca.gov/distmap.html>*

*Pursuant to the authority granted by the organization named below, the undersigned hereby applies for the license(s) described below.*

|                |          |
|----------------|----------|
| LICENSE NUMBER | GEO CODE |
| RECEIPT NUMBER |          |
| FEE            |          |
| \$             |          |

|  |  |   |
|--|--|---|
| 1. ORGANIZATION'S NAME<br><b>Rotary Club of Dunsmuir</b> | CONDITIONS REQUIRED<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | DIAGRAM REQUIRED<br><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
|--|--|---|

2. LICENSE TYPE (Check appropriate license type AND organization type)

a.  **Daily General (\$25.00)** (Includes beer, wine and distilled spirits)

|   |  |
|---|--|
| <input type="checkbox"/> Political Party/Affiliate Supporting Candidate for Public Office or Ballot Measure | <input type="checkbox"/> Fraternal Organization in Existence Over Five Years with Regular Membership |
| <input type="checkbox"/> Organization Formed for Specific Charitable or Civic Purpose                       | <input type="checkbox"/> Religious Organization  |
| <input type="checkbox"/> Other: _____   | <input type="checkbox"/> Vessel per Section 24045.10 B&P (\$50.00)                                   |

NUMBER OF DISPENSING POINTS \_\_\_\_\_

b.  **Special Daily Beer (\$25.00)**     **Special Daily Beer & Wine (\$50.00)**     **Special Daily Wine (\$25.00)**

|                                     |                                    |                                   |  |  |
|-------------------------------------|------------------------------------|-----------------------------------|--|--|
| <input type="checkbox"/> Charitable | <input type="checkbox"/> Fraternal | <input type="checkbox"/> Social   | <input type="checkbox"/> Political                   | <input checked="" type="checkbox"/> Other: <u>Service Club in existence more than 50 years</u> |
| <input type="checkbox"/> Civic      | <input type="checkbox"/> Religious | <input type="checkbox"/> Cultural | <input type="checkbox"/> Amateur Sports Organization |  |

NUMBER OF DISPENSING POINTS **1**

c.  **Special Temporary License (\$100.00)** (Different privileges depending on statute)

|   |  |
|---|--|
| <input type="checkbox"/> Television Station per Section 24045.2 or 24045.9 B&P      | <input type="checkbox"/> Person conducting Estate Wine Sale per Section 24045.8 B&P              |
| <input type="checkbox"/> Nonprofit Corporation per Sections 24045.4 and 24045.6 B&P | <input type="checkbox"/> Women's Educational and Charitable Organization per Section 24045.3 B&P |

**Other Special Temporary Licenses, per Section** \_\_\_\_\_

License number \_\_\_\_\_ Amount \$ \_\_\_\_\_

3. EVENT TYPE

|                                       |   |                                   |                                |                                   |                                       |  |  |
|---------------------------------------|---|-----------------------------------|--------------------------------|-----------------------------------|---------------------------------------|--|--|
| <input type="checkbox"/> Dinner       | <input type="checkbox"/> Dance              | <input type="checkbox"/> Wedding  | <input type="checkbox"/> Lunch | <input type="checkbox"/> Picnic   | <input type="checkbox"/> Barbeque     | <input type="checkbox"/> Social Gathering  | <input checked="" type="checkbox"/> Festival |
| <input type="checkbox"/> Sports Event | <input checked="" type="checkbox"/> Concert | <input type="checkbox"/> Birthday | <input type="checkbox"/> Mixer | <input type="checkbox"/> Carnival | <input type="checkbox"/> Dinner Dance | <input checked="" type="checkbox"/> Other: <u>Brewfest with live entertainment</u> |  |

|                                |   |   |
|--------------------------------|---|---|
| 4. TOTAL # OF DAYS<br><b>1</b> | 5. ESTIMATED ATTENDANCE<br><b>600-650</b> | 6. HOURS OF ALCOHOLIC BEVERAGE SALES, SERVICE AND/OR CONSUMPTION<br>From <b>1 p.m.</b> To <b>9 p.m.</b> |
|--------------------------------|---|---|

|   |   |
|---|---|
| 7. EVENT DATE(S)<br><b>August 6, 2016</b> | 8. EVENT IS OPEN TO THE PUBLIC<br><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
|---|---|

9. EVENT LOCATION (Give facility name, if any, street number and name, and city)  
**Dunsmuir Ball Field, 4841 Dunsmuir Avenue, Dunsmuir CA 96025**

|   |  |  |
|---|--|--|
| 10. LOCATION IS WITHIN THE CITY LIMITS<br><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | 11. TYPE OF ENTERTAINMENT<br><b>Live bands (mixed)</b> | 12. SECURITY GUARDS<br><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, how many? <b>7-10</b> |
|---|--|--|

|   |  |
|---|--|
| 13. AUTHORIZED REPRESENTATIVE'S NAME<br><b>William Newman</b> | 14. REPRESENTATIVE'S TELEPHONE NUMBER<br><b>530-235-5735</b> |
|---|--|

15. REPRESENTATIVE'S ADDRESS  
**5701 Castle Avenue, #2 Dunsmuir CA 96025**

16. ORGANIZATION'S MAILING ADDRESS (If different from #15 above)  
**PO Box 263 Dunsmuir CA 96025**

|  |   |
|--|---|
| 17. AUTHORIZED REPRESENTATIVE'S SIGNATURE<br> | 18. DATE SIGNED<br><b>July 14, 2016</b> |
|--|---|

|   |                                     |   |               |
|---|-------------------------------------|---|---------------|
| PROPERTY OWNER APPROVAL BY (Name), IF REQUIRED<br><b>City of Dunsmuir</b>           | PHONE NUMBER<br><b>530-235-4822</b> | PROPERTY OWNER SIGNATURE<br><b>Approval faxed or mailed to ABC</b>  | DATE SIGNED   |
| LAW ENFORCEMENT APPROVAL BY (Name), IF APPLICABLE<br><b>Siskiyou County Sheriff</b> | PHONE NUMBER<br><b>842-8300</b>     | LAW ENFORCEMENT SIGNATURE<br><b>Approval faxed or mailed to ABC</b> | DATE SIGNED   |
| DISTRICT OFFICE APPROVAL BY (Name)  |                                     | ABC EMPLOYEE SIGNATURE  | ISSUANCE DATE |

The above-named organization is hereby licensed, pursuant to the California Business and Professions Code Division 9 and California Code of Regulations, to engage in the temporary sale of alcoholic beverages for consumption at the above named location for the period authorized above. This license does not include off-sale ("to-go") privileges.

**This license may be revoked summarily by the Department if, in the opinion of the Department and/or the local law enforcement agency, it is necessary to protect the safety, welfare, health, peace and morals of the people of the State.**

### DAILY LICENSE APPLICATION/AUTHORIZATION - Non Transferable

*Instructions: Complete all items. Submit to local ABC District Office with required fee (Cashier's Check or Money Order) payable to ABC. Once license is issued, fee cannot be refunded. For a listing of ABC District Offices please visit <http://www.abc.ca.gov/distmap.html>*

*Pursuant to the authority granted by the organization named below, the undersigned hereby applies for the license(s) described below.*

|                |          |
|----------------|----------|
| LICENSE NUMBER | GEO CODE |
| RECEIPT NUMBER |          |
| FEE            |          |
| \$             |          |

|  |  |   |
|--|--|---|
| 1. ORGANIZATION'S NAME<br><b>Rotary Club of Dunsmuir</b> | CONDITIONS REQUIRED<br><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | DIAGRAM REQUIRED<br><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
|--|--|---|

2. LICENSE TYPE (Check appropriate license type AND organization type)

a.  **Daily General (\$25.00)** (Includes beer, wine and distilled spirits)

|   |  |
|---|--|
| <input type="checkbox"/> Political Party/Affiliate Supporting Candidate for Public Office or Ballot Measure | <input type="checkbox"/> Fraternal Organization in Existence Over Five Years with Regular Membership |
| <input type="checkbox"/> Organization Formed for Specific Charitable or Civic Purpose                       | <input type="checkbox"/> Religious Organization  |
| <input type="checkbox"/> Other: _____   | <input type="checkbox"/> Vessel per Section 24045.10 B&P (\$50.00)                                   |

NUMBER OF DISPENSING POINTS

b.  **Special Daily Beer (\$25.00)**     **Special Daily Beer & Wine (\$50.00)**     **Special Daily Wine (\$25.00)**

|  |                                    |                                   |  |  |
|--|------------------------------------|-----------------------------------|--|--|
| <input checked="" type="checkbox"/> Charitable | <input type="checkbox"/> Fraternal | <input type="checkbox"/> Social   | <input type="checkbox"/> Political                   | <input checked="" type="checkbox"/> Other: <u>Service Club in existence more than 50 years</u> |
| <input type="checkbox"/> Civic                 | <input type="checkbox"/> Religious | <input type="checkbox"/> Cultural | <input type="checkbox"/> Amateur Sports Organization |  |

NUMBER OF DISPENSING POINTS  
**Multiple (different breweries)**

c.  **Special Temporary License (\$100.00)** (Different privileges depending on statute)

|   |  |
|---|--|
| <input type="checkbox"/> Television Station per Section 24045.2 or 24045.9 B&P      | <input type="checkbox"/> Person conducting Estate Wine Sale per Section 24045.8 B&P              |
| <input type="checkbox"/> Nonprofit Corporation per Sections 24045.4 and 24045.6 B&P | <input type="checkbox"/> Women's Educational and Charitable Organization per Section 24045.3 B&P |

**Other Special Temporary Licenses, per Section** \_\_\_\_\_

License number \_\_\_\_\_ Amount \$ \_\_\_\_\_

3. EVENT TYPE

|                                       |   |                                   |                                |                                   |                                       |  |  |
|---------------------------------------|---|-----------------------------------|--------------------------------|-----------------------------------|---------------------------------------|--|--|
| <input type="checkbox"/> Dinner       | <input type="checkbox"/> Dance              | <input type="checkbox"/> Wedding  | <input type="checkbox"/> Lunch | <input type="checkbox"/> Picnic   | <input type="checkbox"/> Barbeque     | <input type="checkbox"/> Social Gathering  | <input checked="" type="checkbox"/> Festival |
| <input type="checkbox"/> Sports Event | <input checked="" type="checkbox"/> Concert | <input type="checkbox"/> Birthday | <input type="checkbox"/> Mixer | <input type="checkbox"/> Carnival | <input type="checkbox"/> Dinner Dance | <input checked="" type="checkbox"/> Other: <u>Brewfest with live entertainment</u> |  |

4. TOTAL # OF DAYS: **1**    5. ESTIMATED ATTENDANCE: **600**    6. HOURS OF ALCOHOLIC BEVERAGE SALES, SERVICE AND/OR CONSUMPTION: From **1 p.m.** To **9 p.m.**

7. EVENT DATE(S): **August 6, 2016**    8. EVENT IS OPEN TO THE PUBLIC:  Yes  No

9. EVENT LOCATION (Give facility name, if any, street number and name, and city): **Dunsmuir Ball Field, 4841 Dunsmuir Avenue, Dunsmuir CA 96025**

|   |  |   |
|---|--|---|
| 10. LOCATION IS WITHIN THE CITY LIMITS<br><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | 11. TYPE OF ENTERTAINMENT<br><b>Live bands (mixed)</b> | 12. SECURITY GUARDS<br><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No    If yes, how many? <b>7-10</b> |
|---|--|---|

13. AUTHORIZED REPRESENTATIVE'S NAME: **William Newman**    14. REPRESENTATIVE'S TELEPHONE NUMBER: **530-235-5735**

15. REPRESENTATIVE'S ADDRESS: **5701 Castle Avenue, #2 Dunsmuir CA 96025**

16. ORGANIZATION'S MAILING ADDRESS (If different from #15 above): **PO Box 263 Dunsmuir CA 96025**

17. AUTHORIZED REPRESENTATIVE'S SIGNATURE:     18. DATE SIGNED: **July 14, 2016**

|   |                                     |   |               |
|---|-------------------------------------|---|---------------|
| PROPERTY OWNER APPROVAL BY (Name), REQUIRED<br><b>City of Dunsmuir</b>              | PHONE NUMBER<br><b>530-235-4822</b> | PROPERTY OWNER SIGNATURE<br><b>Approval faxed or mailed to ABC</b>  | DATE SIGNED   |
| LAW ENFORCEMENT APPROVAL BY (Name), IF APPLICABLE<br><b>Siskiyou County Sheriff</b> | PHONE NUMBER<br><b>842-8300</b>     | LAW ENFORCEMENT SIGNATURE<br><b>Approval faxed or mailed to ABC</b> | DATE SIGNED   |
| DISTRICT OFFICE APPROVAL BY (Name)  |                                     | ABC EMPLOYEE SIGNATURE  | ISSUANCE DATE |

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**This license may be revoked summarily by the Department if, in the opinion of the Department and/or the local law enforcement agency, it is necessary to protect the safety, welfare, health, peace and morals of the people of the State.**



## Report on Bank Accounts

As of 6.30.2016

| Institution                            | Type of Account              | Date of Report | Balance                                       |
|--|------------------------------|----------------|---|
| U.S. Bank                              |                              |                |   |
| 2080                                   | Municipal Investor Checking  | 6.30.16        | 138,273.72                                    |
| 6024                                   | Water - Debt Service Reserve | 6.23.16        | 5,653.89 0.00890%                             |
| 9567                                   | CWSRF Debt Service Reserve   | 6.30.16        | 104,967.43 0.00987%                           |
| Banner Bank                            |                              |                |   |
| 49                                     | Sewer-Debt Service Reserve   | 6.30.16        | 41,471.17 0.05%                               |
| Premiere Bank - now America West Bank  |                              |                |   |
| Certificates of Participation          |                              |                |   |
| 1994 Water System Improvements Fund    |                              |                |   |
| 1510                                   | Debt Service Reserve         | 4.2.15         | 30,063.60                                     |
| 1994 Sewer System Improvements Project |                              |                |   |
| 1528                                   | Debt Service Reserve         | 5.1.15         | 33,798.65                                     |
| Local Agency Invest Fund (LAIF)        |                              |                |   |
|  | Investment                   | 6.30.16        | 1,457,863.66 investment from<br>several funds |
|  |                              |                | 1,812,092.12                                  |

# City Council Agenda Item

## Old Business

**Item No:** 11.A.  
**Date:** July 21, 2016  
**Subject:** Consider and adopt Resolution No. 2016- establishing some new fees and charges for use of property and facilities at Dunsmuir Mott Airport

For some time staff and Airport Committee have been reviewing fees and charges for use of property and facilities at Dunsmuir Mott airport. It was hoped revenues could be increased and provide for a more balanced budget. Most of the transient fees/charges are impossible to collect as in reality voluntary payment is being requested as no enforcement is possible at this time.

While the City Council approved increasing hangar lease fees at your February 18, 2016 regular meeting, the Airport Committee has continued to study the recommended fees/charges and now recommends a different rate structure. Some of this is based on requests from the FAA and some on the need for more equity in rates. Not all the hangars are the same size and an effort has been made to charge an equitable rate for larger hangar based on the base price for smaller hangars.

Additionally, the City Council previously approved a commercial rate for hangars not used for aviation purposes that was three times the aviation rate. Airport committee now recommends that this differential be reduced to twice the aviation rate. While FAA wants to discourage commercial rental, it has been found that many small rural airports need the income from vacant aviation hangars to support airport operations. Airport committee, with one exception, feels that three times rate precludes any rental income.

Another new issue addressed is the leasing of parking space for commercial use trailers. This use, by those also leasing hangars, has been ongoing for some time and FAA has required that if it is to continue a rental fee must be collected and parking be in designated areas not interrupting aviation uses. Spaces have been marked and barriers established to comply with these requirements.

**Recommendation:** Move to adopt Resolution No. 2016- adopting fees and charges for uses of property and facilities at Dunsmuir Mott Airport to be effective immediately except for contracts already executed for 2016-17 year.

## **RESOLUTION NO: 2016-**

### **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DUNSMUIR ADOPTING FEES AND CHARGES FOR USES OF PROPERTY AND FACILITIES AT DUNSMUIR MOTT AIRPORT**

**WHEREAS**, City Council, Airport Committee and city staff have been working to bring Dunsmuir Mott Airport into better shape and clear compliance with FAA regulations; and

**WHEREAS**, FAA and Caltrans representatives have visited Dunsmuir Mott Airport and provided comments on improvements needed which have been reviewed and recommendations provided thereon by the Airport Committee and staff to the City Council; and

**WHEREAS**, one of the concerns expressed by FAA is that hangars have been leased for commercial/non-aviation use and parking of large trailers has been permitted for commercial/non-aviation use on airport property; and

**WHEREAS**, temporary compliance with FAA regulations can be achieved by implementation of fair market value lease for hangars and implementation of parking fee with designated places to park trailers that will not interfere with airport aviation uses; and

**WHEREAS**, in January 2016 City Council reviewed and approved commercial lease form as recommended by airport committee and city staff; and

**WHEREAS**, it has been found that fees and charges for most uses at Dunsmuir Mott Airport are consistent with those at neighboring airports but that lease rate increases for hangars adopted in 2010 were not implemented.

**NOW, THEREFORE BE IT RESOLVED** by the City Council of the City of Dunsmuir that the fees and charges shown in Schedule A attached hereto and hereby made a part hereof and adopted and to be implemented effective immediately except for leases already executed for 2016-17 and in those cases new rates shall be effective July 1, 2017 when leases renew.

\* \* \* \* \*

The foregoing resolution was introduced and adopted at a regular meeting of the City Council of the City of Dunsmuir held on the 21st day of July, 2016 by the following vote to wit:

AYES:  
NOES:  
ABESNT:  
ABSTAIN:

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Josh Spurlock, Mayor

ATTEST:

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Julie Iskra, City Clerk

## Schedule A

### Fees and Charges for use of property and facilities at Dunsmuir Mott Airport

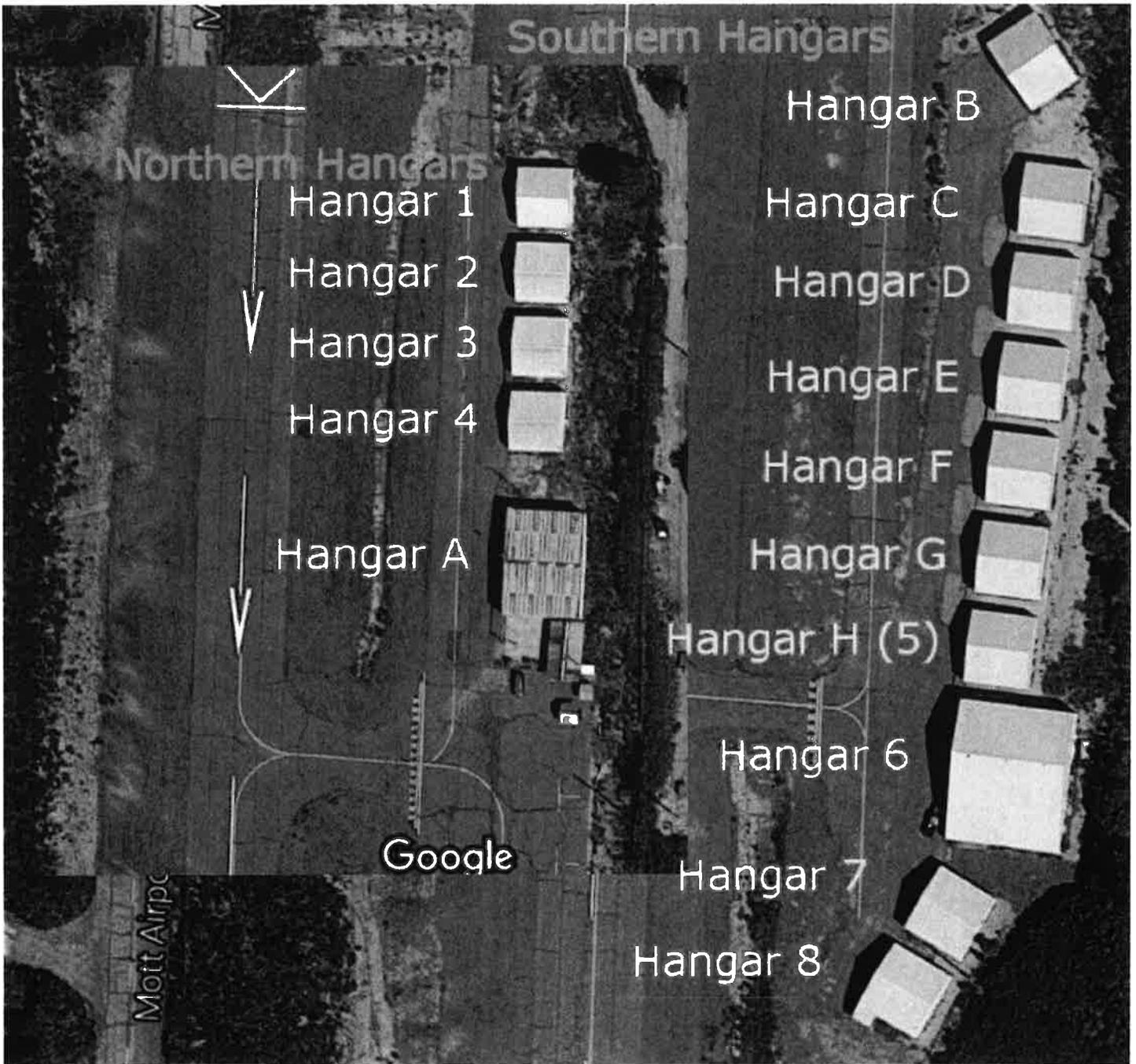
This Schedule is a part of Resolution No. 2016-  
of the City Council of the City of Dunsmuir

|   |                    |                    |
|---|--------------------|--------------------|
| Tie-down rent                           | \$5.00 per day     |                    |
| Single engine                           | \$38.50 per month  |                    |
| Twin engine                             | \$44.00 per month  |                    |
| Single or Twin                          | \$400.00 per year  |                    |
| Landing fee-private                     | no charge          |                    |
| Landing fee-Fire or Emergency           | no charge          |                    |
| Landing fee-business                    | no charge          |                    |
| Car parking-aviator use<br>purpose only | \$30.00 per month  |                    |
| Trailer parking*                        | \$45.00 per month  |                    |
| <br>                                    |                    |                    |
| City owned hangars                      | Aviation           | Commercial **      |
| Hangar A***                             | \$342.00 per month | \$684.00 per month |
| Hangar B                                | \$167.20 per month | \$344.40 per month |
| Hangar C                                | \$167.20 per month | \$344.40 per month |
| Hangar D                                | \$167.20 per month | \$344.40 per month |
| Hangar E                                | \$167.20 per month | \$344.00 per month |
| Hangar F                                | \$167.20 per month | \$344.40 per month |
| Hangar G                                | \$167.20 per month | \$344.40 per month |
| Hangar H (5)                            | \$167.20 per month | \$344.40 per month |
| <br>                                    |                    |                    |
| Ground Lease hangars                    |                    |                    |
| Hangars 1-4                             | \$19.25 per month  |                    |
| Hangar 6                                | \$61.60 per month  |                    |
| Hangar 7-8                              | \$26.40 per month  |                    |

\*Temporary parking of commercial/non-aviation trailers only in designated spaces.

\*\*Temporary Lease for commercial/non-aviation use is two times aviation lease rate

\*\*\*Lease of Hangar A does not include office, hallway or restroom spaces



## City Council Agenda Item Old Business

**Item No:** 11.B.  
**Date:** July 21, 2016  
**Subject:** Consider and provide direction regarding Speed Studies conducted on Dunsmuir and Sacramento Avenues by PACE Engineering

Some time ago it was asked that speed studies be completed on Dunsmuir and Sacramento Avenues to enable writing of speeding tickets using radar. The speed studies were completed by City Engineer PACE Engineering. A copy of the final documents is included in your packet.

Additionally there are comments and input from Public Works Supervisor and Sgt. LaRue of the Siskiyou County Sheriff's Department.

Direction is needed as to which speeds you wish to be established as the maximum speed on these street sections.

**Recommendation:**



May 4, 2016

204.56

Paul H. Poczobut Jr.  
City Manager  
City of Dunsmuir  
5915 Dunsmuir Avenue  
Dunsmuir, CA 96025

Dear Mr. Poczobut:

Subject: Dunsmuir Speed Zone Engineering and Traffic Survey

The basic speed law is stated in Section 22350 of the California Vehicle Code (CVC). "No person shall drive a vehicle upon a highway at a speed greater than is reasonable or prudent having due regard for weather, visibility, the traffic on, and the surface width of, the highway, and in no event at a speed which endangers the safety of persons or property." Additionally, Section 22352 states several statutory speed limits that apply. For example, on local streets such as the streets in Dunsmuir, the statutory speed limit is 25 mph in any business or residential district unless a different speed is determined by local authority under procedures established by the CVC. Section 40802 of the CVC requires a speed zone be established if the speed limit is enforced using radar.

Establishing speed zones, other than statutory speed limits, requires an engineering and traffic survey. The engineering study includes an analysis of the speed distribution of free flowing vehicles in normal weather conditions. As stated in Section 2B.13 of the California Manual on Uniform Traffic Control Devices, "Speed limits need to depend on the voluntary compliance of the greater majority of motorists. Speed limits cannot be set arbitrarily low, as this would create violators of the majority of drivers and would not command the respect of the public". Speed limits are normally set near the 85<sup>th</sup> percentile, rounded to a multiple of five. CVC Sections 627, 22358.4, and 22358.5 allow a 5 mph reduction in the speed limit when certain conditions are met.

When speed limits are established from engineering studies, CVC Section 40802 recommends that local agencies conduct the studies at least once every 5 to 7 years.

PACE Engineering, Inc. (PACE) conducted speed surveys on Dunsmuir Avenue and Sacramento Avenue on February 4, 2016. PACE recommends two speed zones on Dunsmuir Avenue and two speed zones on Sacramento Avenue.

North of the Interstate 5 (I-5) underpass (located approximately 1,000 feet south of the Sacramento River) Dunsmuir Avenue is relatively straight and wide. Visibility is good and cross traffic is limited. The 85<sup>th</sup> percentile speed on the date of the survey was 35 mph. **PACE recommends establishing a speed zone on Dunsmuir Avenue north of the I-5 underpass with a speed limit of 35 mph.**

South of the I-5 underpass on Dunsmuir Avenue the traffic is generally slower due to on-street parking, especially in the downtown commercial area; increased cross traffic; commercial businesses and residences with frontage on both sides of Dunsmuir Avenue; and reduced site distances due to curves in the road. The 85<sup>th</sup> percentile speed on the date of the survey was 28 mph. **PACE recommends establishing a speed zone on Dunsmuir Avenue south of the I-5 underpass with a speed limit of 30 mph.**

Sacramento Avenue north of Pine Street is fairly narrow, with one traffic lane in each direction; however, traffic volumes are very low. With very few residences or commercial uses having frontage on this stretch of Sacramento Avenue, there is very little on-street parking or cross traffic. The 85<sup>th</sup> percentile speed on the date of the survey was 28 mph. **PACE recommends establishing a speed zone on Sacramento Avenue north of Pine Street with a speed limit of 30 mph.**

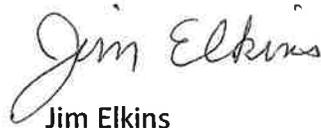
Sacramento Avenue between Butterfly Avenue and Pine Street has commercial uses on the west side and the railroad on the east side. The street is relatively wide with sidewalks on both sides. Additionally, there are several angled parking spaces on the east side. The parking lot for the Amtrak station is on the east side of Sacramento Avenue across from Pine Street. It generates very little traffic, except during community events. The 85<sup>th</sup> percentile speed on the date of the survey was 28 mph. **PACE recommends establishing a speed zone on Sacramento Avenue between Butterfly Avenue and Pine Street with a speed limit of 30 mph.**

Sacramento Avenue south of Butterfly Avenue generally has residences on the west side and no traffic generating uses on the east side. The 85<sup>th</sup> percentile speed on the date of the survey was 28 mph. Traffic volumes are very low, but the road is narrow. There are site distance problems due to the road alignment and vertical curves. Since there are no sidewalks in this area, pedestrians walking from the residential area to the commercial area walk in the street. For these reasons, a 5 mph reduction in the speed limit is warranted. **PACE recommends establishing a speed zone on Sacramento Avenue south of Butterfly Avenue with a speed limit of 25 mph.**

The recommendations described above are summarized on the following two pages. We recommend that the City Council adopt these speed zones for a period of seven years.

Please call me if you have any questions.

Sincerely,

A handwritten signature in black ink that reads "Jim Elkins". The signature is written in a cursive style with a large, looping initial "J".

Jim Elkins  
Principal Engineer

JCE

M:\Jobs\0204\0204.56 Speed Survey\Engineering and Traffic Survey.docx

**Engineering and Traffic Survey  
of  
Dunsmuir Avenue  
Dunsmuir, CA**

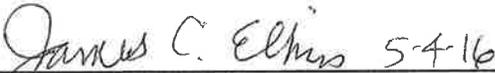
Survey Date: February 4, 2016  
7-year Expiration: February 4, 2023

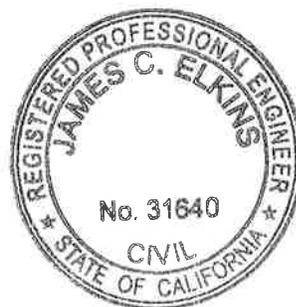
For the determination of safe and reasonable speed zoning as required by Sections 22358 and 40802 of the California Vehicle Code (CVC), as defined by Section 627 of the CVC and in accordance with Section 2B.13 of the California Manual on Uniform Traffic Control Devices, this Engineering and Traffic Survey (E&TS) was initiated to verify or modify speed zones on Dunsmuir Avenue.

Based on the results of this E&TS, the following speed zones on Dunsmuir Avenue are recommended:

- 35 mph north of the Interstate 5 underpass (approximately 1,000 feet south of the Sacramento River)
- 30 mph south of the Interstate 5 underpass

Appropriate signs giving notice of the above speed zoning should be placed and the stated speed limit(s) made effective upon the placement of such signs.

  
James C. Elkins, City Engineer



**Engineering and Traffic Survey  
of  
Sacramento Avenue  
Dunsmuir, CA**

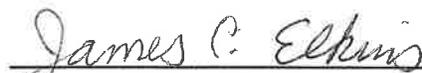
Survey Date: February 4, 2016  
7-year Expiration: February 4, 2023

For the determination of safe and reasonable speed zoning as required by Sections 22358 and 40802 of the California Vehicle Code (CVC), as defined by Section 627 of the CVC and in accordance with Section 2B.13 of the California Manual on Uniform Traffic Control Devices, this Engineering and Traffic Survey (E&TS) was initiated to verify or modify speed zones on Sacramento Avenue.

Based on the results of this E&TS, the following speed zones on Sacramento Avenue are recommended:

- 30 mph north of Butterfly Avenue
- 25 mph south of Butterfly Avenue

Appropriate signs giving notice of the above speed zoning should be placed and the stated speed limit(s) made effective upon the placement of such signs.

  
James C. Elkins, City Engineer



## City Manager

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**From:** Jim Elkins <jelkins@paceengineering.us>  
**Sent:** Thursday, May 12, 2016 1:39 AM  
**To:** City Manager; Julie Iskra  
**Cc:** Fred Lucero  
**Subject:** Dunsmuir Speed Study  
**Attachments:** 20160511122429.pdf; ATT00001.htm

Hello Paul and Julie,

Thank you for the feedback on the speed study.

I can justify lowering the speed limit on all of Sacramento Avenue and South Dunsmuir Avenue to 25 mph. The 85th percentile speed in those areas was measured at 28 mph, which rounded to 30 mph. If it had been 27 mph it would have rounded to 25 mph. It is a small statistical difference. Additionally, CVC section 21400B allows the speed limit to be rounded down if no other reductions are used.

I can also justify moving the limit of the southerly speed limit zone on Dunsmuir Avenue from the I-5 underpass to the entrance to Dunsmuir City Park based on the information provided by Bill Willman and Officer LaRue.

The 85th percentile speed north of Dunsmuir city park is 35 mph. 15% of the drivers are already exceeding that speed. I need legal justification to lower the speed limit 5 mph to 30 mph. For example, if Officer LaRue could provide specific accident data over the past five years showing a significant problem that could be alleviated by lower speeds. The accident data I reviewed indicated there have been 55 accidents on all of Dunsmuir Avenue over the past five years, but the data did not include the locations, the severity of the accidents, or the number of injuries, including deaths. I am unable to justify lowering the speed limit 10 mph to 25 mph. Alternatively, the city Council could choose to leave the speed limit at the statutory limit of 25 mph. However, radar could not be used to enforce this limit.

I will wait to receive the additional accident data before revising the report.

Thank you for giving me the opportunity to address these concerns.

Sincerely,

Jim Elkins

Begin forwarded message:

**From:** Julie Iskra <[utilitybilling@ci.dunsmuir.ca.us](mailto:utilitybilling@ci.dunsmuir.ca.us)>  
**Date:** May 11, 2016 at 9:26:34 PM GMT+2  
**To:** Jim Elkins <[jelkins@paceengineering.us](mailto:jelkins@paceengineering.us)>  
**Subject:** Traffic Study

Hi Jim,

Paul Poczobut asked me to forward the attached concerns about the Traffic Study from our Public Works Supervisor, Bill Willman and our Sgt with the Sheriff's Dept, Jeremiah LaRue.

Paul would appreciate your feedback on these comments.

Many thanks,  
Julie

May 10, 2016

Paul,

The PACE speed zone/traffic survey report is a well done survey, in my opinion.

I do have some reservations about increasing the speed limit on some of the roads that have been recommended for speed limit increases. The 800' bridge north: at the north end of the bridge (north bound) we have a gas station, a restaurant and a small fast food business as well as the swimming pool and the Dunsmuir ballpark. There are on occasion "choke" points at YAKS restaurant where the road narrows when all parking spaces are full, the gas station when busy can have cars/trucks waiting to get into the islands and at times intrude onto Dunsmuir Ave. Also, when the swimming pool/ballpark is open there is an increased amount of pedestrian traffic in and around the area. This would hold true for southbound traffic from Cave Springs Motel to the end of the south end of the 800' bridge. From Cave Springs north I would like to recommend leaving as is or only increase to 30 mph.

I recommend leaving Florence Loop south to the south City limits at 25 mph, due to the residential housing as well as the business district being in this area and soon, hopefully, a Dollar General Store at the Florence Loop – Dunsmuir Ave intersection. The Sacramento Ave areas that have been identified may support a speed limit increase but from a personal standpoint I would like to see them remain as they currently are.

Ultimately, this will be yours and Council's decision to make and we will follow whatever direction we are given. One another note, braking/stopping time will increase with each 5 mph increment (see attachment).

Thank you,

Bill Willman

**Julie Iskra**

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**From:** Jeremiah LaRue <Jeremiah.LaRue@siskiyousheriff.org>  
**Sent:** Tuesday, May 10, 2016 12:49 PM  
**To:** Julie Iskra  
**Subject:** Speed Recommendations

Paul H. Poczobut, Jr.  
City Manager  
City of Dunsmuir  
5915 Dunsmuir Avenue  
Dunsmuir, CA 96025

Mr. Poczobut:

After review of the recent *Speed Zone and Engineering and Traffic Survey* report completed by PACE Engineering, Inc., dated May 4, 2016, the following are my recommendations representing the Siskiyou County Sheriff's Office:

1. Dunsmuir Avenue north of the Interstate 5 underpass:

Because of the higher volume of vehicles entering and exiting the gas station, and the on-street parking, the section between Stagecoach Road and Pioneer Way can become congested. Further, during the summer months, a large number of children are in the area due to the swimming pool being open. An increase in the speed limit through this area is not recommended.

**Recommendation: Keep current 25 mph speed limit**

2. Dunsmuir Avenue south of Interstate 5 underpass:

Because of the curves in the road, bus stops, crosswalks, downtown business district, and on-street parking, an increase in the speed limit through this area is not recommended.

**Recommendation: Keep current 25 mph speed limit**

3. Sacramento Avenue north of Pine Street

Because of the narrow roadway, curves in road, on-street parking, and steep grade, an increase in the speed limit through this area is not recommended.

**Recommendation: Keep current 25 mph speed limit**

4. Sacramento Avenue between Butterfly Avenue and Pine Street:

Because of the narrow roadway, on-street parking, and the Amtrak Station entrance, an increase in the speed limit through this area is not recommended.

**Recommendation: Keep current 25 mph speed limit**

5. Sacramento Avenue south of Butterfly Avenue

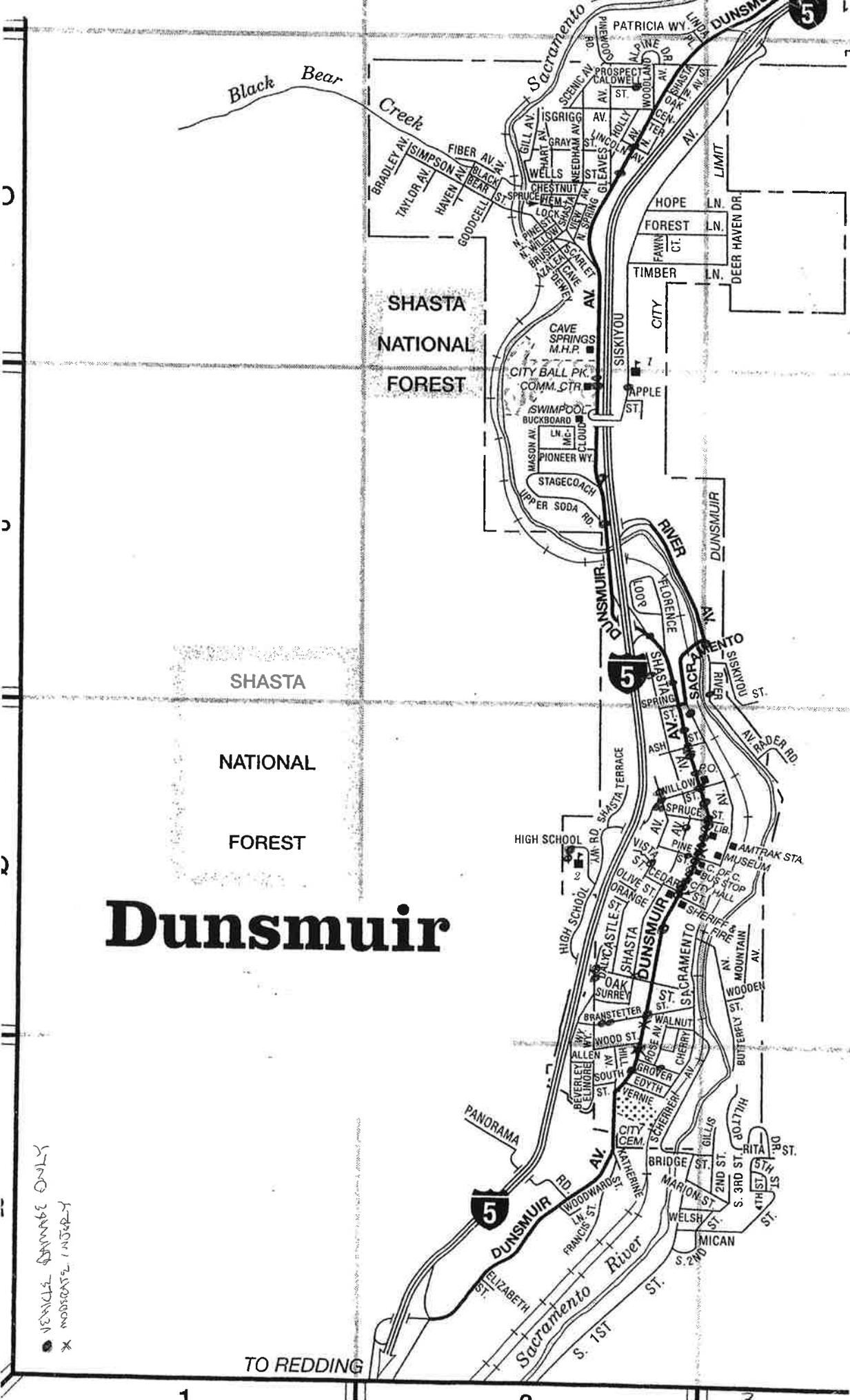
Because of the narrow roadway and steep grade, an increase in the speed limit through this area is not recommended.

**Recommendation:      Keep current 25 mph speed limit**

Sincerely,

Jeremiah LaRue  
Dunsmuir Supervisor  
Siskiyou County Sheriff's Office

# Dunsmuir



REVISIONS ONLY  
 X MODIFIED / 1/15/04  
 X 2/15/04



# County of Siskiyou Sheriff's Office



## ACCIDENT QUERY LIST

|                  |           |          |      |  |
|------------------|-----------|----------|------|--|
| 03/24/2010 16:00 | 31000071  | 3100071  | 1366 | SACRAMENTO AVENUE                        |
| 02/12/2010 20:26 | 31000045  | 31000045 | 2495 | DUNSMUIR AVE                             |
| 12/15/2009 00:00 | 30090326  | 3090326  | 1075 | OAK STREET                               |
| 11/18/2009 13:25 | 30090308  | 3090308  | 1075 | CASTLE AVENUE                            |
| 10/31/2009 13:35 | 30090291  | 3090291  | 2330 | SACRAMENTO AVE                           |
| 10/18/2009 15:36 | 30090279  | 3090279  | 2330 | DUNSMUIR AVE                             |
| 07/20/2009 10:57 | 30090202  | 3090202  | 2495 | DUNSMUIR AVE                             |
| 07/19/2009 11:29 | 30090201  | 3090201  | 2232 | DUNSMUIR AVE                             |
| 06/19/2009 17:30 | 3-09-0173 | 3090173  | 2272 | 5600 BLOCK OF DUNSMUIR AVE DUNSMUIR, CA. |
| 04/24/2009 16:30 | 30090126  | 3090126  | 2272 | 4800 BLOCK OF DUNSMUIR AVE               |

**TOTAL ACCIDENTS: 55**

## City Council Agenda Item Old Business

**Item No:** 11.C.  
**Date:** July 21, 2016  
**Subject:** Consider, approve second reading of, and adopt Ordinance No. 555, An Ordinance of the City Council of the City of Dunsmuir amending Section 17.12.070 of the Dunsmuir City Code to allow Single Family Houses in Central Commercial (C-2) Zone by Right and in the Historic District (C-2HD) Combining Zone with an Approved Conditional Use Permit

PMC, City's consultant for updating the Housing Element recommended changes first to the Zoning Ordinance that were required to comply with State law and had been agreed to be done by the City in 2010. When those changes were booked it was found that single family housing residential use was eliminated from C-2 Zone and C-2HD zone. This was not intended and is not required to comply with State law or get Housing Element certified.

The Planning Commission reviewed this situation at several meetings and took public input. The draft Ordinance follows the resolution of intent adopted by the Planning Commission to correct the elimination of single family residential uses in C-2 and C-2HD.

**Recommendation:** Move to read Ordinance No. 555 by number and title only.

Move to pass second reading and adopt Ordinance No. 555, An Ordinance of the City Council of the City of Dunsmuir Amending Section 17.12.070 of the Dunsmuir City Code to allow Single Family Houses in Central Commercial (C-2) Zone by right and in the Historic District (C-2HD) Combining Zone with an Approved Conditional Use Permit.

**ORDINANCE NO. \_\_\_\_**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF  
DUNSMUIR AMENDING SECTION 17.12.070 OF THE DUNSMUIR CITY  
CODE TO ALLOW SINGLE FAMILY HOUSES IN CENTRAL  
COMMERCIAL(C-2) ZONE BY RIGHT AND IN THE HISTORIC  
DISTRICT (C-2HD) COMBINING ZONE WITH AN APPROVED  
CONDITIONAL USE PERMIT**

WHEREAS, amendments to Title 17 may be initiated by the Planning Commission on the adoption of a resolution of Intent, per 17.24.020.C; and,

WHEREAS, the City Planning Commission did approve such Resolution of Intention at its December 9, 2015 Planning Commission meeting; and,

WHEREAS, the City Council of the City of Dunsmuir deleted single family houses as an allowable use in the C-2-zone when it adopted Ordinance 546, on May 21, 2015, to accommodate updates required to bring our codes into compliance with State law regarding housing; and,

WHEREAS, the deletions of single family houses was inadvertent and not necessary; and,

WHEREAS, the City of Dunsmuir promotes a walkable, mixed use town, but also wishes to protect the historic core (HD combining District) as primarily commercial; and

WHEREAS, a public hearing has been duly noticed and held;

NOW, THEREFORE, BE IT RESOLVED that The Dunsmuir City Council hereby finds that this item is exempt from CEQA per Section 21080 of the Public Resources Code since it is a reinstatement of a ministerial action; and

BE IT FURTHER RESOLVED that the Dunsmuir City Council hereby adopts Ordinance-\_\_\_\_\_, to amend certain text in Section 17.12.070 of the Dunsmuir Municipal Code as shown on Attachment A.

IT IS HEREBY CERTIFIED that the foregoing Ordinance was duly introduced and adopted by the City Council this \_\_\_ day of \_\_\_\_\_, 2016 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

DATED:

ATTEST:

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City Clerk

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Mayor

ATTACHMENT A TO ORDINANCE \_\_\_\_\_

Existing Municipal Code text shown with new text in bold and underlined

• **Chapter 17.12 - USE REGULATIONS FOR SPECIFIC DISTRICTS**

Sections:

- **17.12.010 - Use regulations.**

The following uses will be allowed and the following regulations shall apply in the districts established under Section 17.08.010.

**17.12.070 - Central commercial C-2 district. 17.12.070 – Central commercial C-2 district.**

| Uses: None but the following uses, or uses which in the opinion of the planning commission are similar will be allowed | Use Permit Required | Maximum Allowable Height (Feet)  | Minimum Building Site Required (Feet) |              | Minimum Lot Width Required (Feet) | Maximum Allowable Lot Coverage by Buildings or Structures |
|--|---------------------|--|---------------------------------------|--------------|-----------------------------------|---|
|  |                     |  | Corner Lot                            | Interior Lot |                                   |   |
| Churches, schools, parks, playgrounds, and public buildings and <u>Single Family structures in the</u>                 | Yes                 | As specified in the R district, Sections 17.12.020, 17.12.030, 17.12.040 | Corner Lot                            | Interior Lot | Interior Lot                      |   |

| Uses: None but the following uses, or uses which in the opinion of the planning commission are similar will be allowed | Use Permit Required | Maximum Allowable Height (Feet)   | Minimum Building Site Required (Feet) |              | Minimum Lot Width Required (Feet) |              | Maximum Allowable Lot Coverage by Buildings or Structures |
|--|---------------------|---|---------------------------------------|--------------|-----------------------------------|--------------|---|
|  |                     |   | Corner Lot                            | Interior Lot | Corner Lot                        | Interior Lot |   |
| <u>Historic District</u>   |                     |   |                                       |              |                                   |              |   |
| Residential uses, second floor and above only  | No                  | As specified in the R district, Sections 17.12.020, 17.12.030, 17.12.040  |                                       |              |                                   |              |   |
| Residential - Single family house  | Yes                 | Minimum: As specified in the R district, Sections 17.12.020, 17.12.030, 17.12.040<br>And as conditioned by CUP. |                                       |              |                                   |              |   |
| <u>single family structures not in the Historic District</u>   | <u>No</u>           | <u>As specified in the R district, Sections 17.12.020, 17.12.030, 17.12.040</u>                                 |                                       |              |                                   |              |   |

| Uses: None but the following uses, or uses which in the opinion of the planning commission are similar will be allowed | Use Permit Required | Maximum Allowable Height (Feet) | Minimum Building Site Required (Feet) |              | Minimum Lot Width Required (Feet) |              | Maximum Allowable Lot Coverage by Buildings or Structures |
|--|---------------------|---------------------------------|---------------------------------------|--------------|-----------------------------------|--------------|---|
|  |                     |                                 | Corner Lot                            | Interior Lot | Corner Lot                        | Interior Lot |   |
| Employee housing - small, second floor and above only  | No                  | 30                              | 6,500                                 | 5,500        | 65                                | 55           | 40%   |
| Supportive housing, second floor and above only  | No                  | 30                              | 6,500                                 | 5,500        | 65                                | 55           | 40%   |
| Transitional housing, second floor and above only  | No                  | 30                              | 6,500                                 | 5,500        | 65                                | 55           | 40%   |
| Group care homes - small, second floor and above only  | No                  | 30                              | 6,500                                 | 5,500        | 65                                | 55           | 40%   |
| Emergency Shelter <sup>1</sup>   | No                  | 35                              | 6,500                                 | 5,500        | 65                                | 55           | 75%   |

| Uses: None but the following uses, or uses which in the opinion of the planning commission are similar will be allowed | Use Permit Required | Maximum Allowable Height (Feet) | Minimum Building Site Required (Feet) | Minimum Lot Width Required (Feet) | Maximum Allowable Lot Coverage by Buildings or Structures |
|--|---------------------|---------------------------------|---------------------------------------|-----------------------------------|---|
|  |                     |                                 | Corner Lot                            | Corner Lot                        |   |
|  |                     |                                 | Interior Lot                          | Interior Lot                      |   |

<sup>1</sup>See Section 17.16.120

| Uses   | Minimum Front Yard Required (Feet)  | Minimum Side Yard Required (Feet) |              | Minimum Rear Yard Required (Feet) |              | Minimum Lot Area Per Family Unit | Minimum Off-Street Parking Space Required  |
|--|---|-----------------------------------|--------------|-----------------------------------|--------------|----------------------------------|--|
|  |   | Corner Lot                        | Interior Lot | Corner Lot                        | Interior Lot |                                  |  |
| Churches, schools, parks, playgrounds, public buildings, and <u>single family structures</u> | As specified in the R districts, Sections 17.12.020, 17.12.030, 17.12.040 |                                   |              |                                   |              |                                  | The planning commission may prescribe the amount of parking for uses not listed herein |
| Residential uses, second floor and above only  | As specified in the R districts, Sections 17.12.020, 17.12.030, 17.12.040 |                                   |              |                                   |              |                                  |  |
| Employee housing - small   | 20  | 10                                | 10           | 5                                 | 20           | 20                               | 5,500<br>One garage or carport per   |

| Uses                           | Minimum Front Yard Required (Feet) | Minimum Side Yard Required (Feet) |              | Minimum Rear Yard Required (Feet) |              | Minimum Lot Area Per Family Unit | Minimum Off-Street Parking Space Required  |
|--------------------------------|------------------------------------|-----------------------------------|--------------|-----------------------------------|--------------|----------------------------------|--|
|                                |                                    | Corner Lot                        | Interior Lot | Corner Lot                        | Interior Lot |                                  |  |
| Supportive housing             | 20                                 | 10                                | 10           | 5                                 | 20           | 5,500                            | The planning commission may prescribe the amount of parking for uses not listed herein<br>One garage or carport per dwelling |
| Transitional housing           | 20                                 | 10                                | 10           | 5                                 | 20           | 5,500                            | One garage or carport per dwelling   |
| Group care homes - small       | 20                                 | 10                                | 10           | 5                                 | 20           | 5,500                            | One garage or carport per dwelling   |
| Emergency Shelter <sup>1</sup> | 20                                 | 10                                | 10           | 5                                 | 10           | -                                | See 17.12.120  |

<sup>1</sup>See Section 17.12.120

- (Prior code App. A § 4.06)
- \* Minimum 10-foot setback from adjacent residential or commercial zones with screen required.
- (Ord. 487 § 2, 1994; prior code App. A § 4.06A)

# City Council Agenda Item

## Old Business

**Item No:** 11.D.  
**Date:** July 21, 2016  
**Subject:** Consider and approve second progress payment to Central Federal Lands in the amount of \$28,739.13 for development of feasibility study for Butterfly Bridge project and authorize staff to submit billing to Caltrans for reimbursement of total cost under federal bridge replacement program

The City obtained a SCOUR grant some time ago to repair the bridge. In the course of preliminary engineering work under that grant it was determined that major repairs were needed far beyond the scope of the SCOUR grant. That grant was closed and Caltrans worked with the City to apply for and obtain a federal Highway Bridge Program (HBP) grant to complete a much more comprehensive project. Central Federal Lands is a federal agency that normally provides for public works construction projects on federal lands. They are also able to do other federally funded projects when they are available. When they agreed to do Dunsmuir bridge project they also took on 5 bridge projects in Trinity County. The size of their organization allows for this magnitude of effort.

The funding source for this work is 100% reimbursable with the exception that City is required to pay for CEQA, California environmental clearance. As you know this is primarily done by City staff but there are filing fees with County and State. The actual environmental reports will be prepared by CFL and the City will process. Federal environmental processing will be handled by CFL and paid for under the grant.

At this point the City has a confirmed grant of \$100,000 for preliminary engineering. \$85,000 is budgeted for CFL work and \$15,000 for administration, eligible to be claimed by Dunsmuir. The first progress payment for CFL incurred costs was for \$10,115.32 which the City paid and Caltrans has reimbursed the City.

It has been estimated that if construction is required to replace the bridge the total project cost could exceed \$4 million for which all but CEQA work would be reimburse 100%.

**Recommendation:** Move to approve second progress payment to Central Federal Lands in the amount of \$28,739.13 and authorize staff to submit payment evidence to Caltrans and request reimburse from HBP grant.

## City Manager

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**From:** Monroe, Regina (FHWA) <Regina.Monroe@dot.gov>  
**Sent:** Monday, June 27, 2016 8:12 AM  
**To:** Pam Stock; City Manager  
**Cc:** Herlyck, James (FHWA); Simansons, Rick (FHWA); Moss, Christie (FHWA)  
**Subject:** CA HBP DUNSMUIR (1), City of Dunsmuir HBP Bridge Payment request: Invoice 13448  
**Attachments:** 13448 PRJ DETAIL 03JUN16.pdf; INVOICE 13448 DETAIL.xls; Invoice #WVXY4056-02.pdf; DTFH6816E00002 AGR DETAIL 27JUN16.pdf; DTFH6816E00002 PRJ DETAIL 27JUN16.pdf; Payment Option Letter 2016.pdf

Attached is the invoice 13448 and the supporting documentation for costs incurred on the CA HBP Dunsmuir (1), City of Dunsmuir HBP Bridge project; agreement DTFH6816E00002.

This email is requesting payment of the invoice for the amount of \$28,739.13 (costs as indicated below):

Payroll costs for the following periods, including burden:

CFL022016 December 27, 2015 – January 9, 2016  
CFL032016 January 10 – 23, 2016  
CFL052016 February 7 – 20, 2016  
CFL062016 February 21 – March 5, 2016  
CFL072016 March 6 -19, 2016

A&E Consulting Engineering Services (Jacobs Engineering Group, Inc. March 3 – April 1, 2016

Please contact Mr. James Herlyck for questions concerning this email or the project at [James.Herlyck@dot.gov](mailto:James.Herlyck@dot.gov) or at 720-963-3698.

Thank you.

*Regina Monroe  
Financial Specialist  
FHWA, Central Federal Lands Finance  
Lakewood, CO 80228*

**Agreement Transaction Detail v1.1**

Filters : Agreement Number matches :DTFH6816E00002%; Agreement Type in : FLHD ADVANCE;FLHD NONADVANCE; Customer Name matches : %

|   |   |
|---|---|
| <b>Agreement Number :</b> DTFH6816E00002            | <b>Customer Number :</b> 263990                     |
| <b>Agreement Type :</b> FLHD NONADVANCE             | <b>Customer Name :</b> CITY OF DUNSMUIR, CALIFORNIA |
| <b>Agreement Owner :</b> MONROE, FHWA REGINA L      | <b>Non-DOT Obl Doc (NDCN) :</b>                     |
| <b>Description :</b> CA HBP DUNSMUIR(1), HBP BRIDGE | <b>DOT Obl Doc (CRAN) :</b>                         |
| <b>Payment Terms :</b> IMMEDIATE                    | <b>Customer Line of Acctg :</b>                     |
| <b>Revenue Limit Flag :</b> Y                       | <b>Agreement Expiration :</b> 30-Sep-2016           |
| <b>Amount Limit :</b> \$85,000.00                   |   |

| Project Funding Information |                                    |                 |           | Customer Invoice Information |              |           | Customer Payment Information |           |             |                   |          |
|-----------------------------|------------------------------------|-----------------|-----------|------------------------------|--------------|-----------|------------------------------|-----------|-------------|-------------------|----------|
| Project Number              | Baseline Funding                   | Project Revenue | Invoiced  | Invoice                      | Invoice Date | Amount    | Invoice                      | Amount    | Date        | Receipt Number    | USSGL TC |
|                             | CA HBP Dunsmuir(1), 15G (WORKWORK) |                 |           |                              |              |           |                              |           |             |                   |          |
| 15A6060000001               | 85,000.00                          | 43,037.96       | 38,854.45 | 13136                        | 15-Mar-2016  | 10,115.32 | 13136                        | 10,115.32 | 22-Apr-2016 | SF215-000809-FY16 |          |
|                             | 85,000.00                          | 43,037.96       | 38,854.45 | 13448                        | 31-May-2016  | 28,739.13 |                              |           |             |                   |          |
|                             |                                    |                 |           |                              |              | 38,854.45 |                              |           |             |                   |          |

|                 | Debit | Credit |
|-----------------|-------|--------|
| <b>Totals :</b> |       |        |

Project Detail Transactions v1.5

Report Filter: Project Number: 15A606000001% and Fiscal Year in(2016)

Project Number : 15A606000001 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 | Obl Period   | Expend Period | Rept Yr |
|----------------|----------|------------------------------|--------------|---------------------|-------------------|-------------|-------------|-----------|--------------|---------------|---------|
| 510.PE.15G0.06 | 11110    |                              | PA Unmatched | HERLYCK, JAMES A.   | CFL022016         | 77.00       | 0.00        | 77.00     | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
|                | 11110    |                              | PA Unmatched | HERLYCK, JAMES A.   | CFL032016         | 234.12      | 0.00        | 234.12    | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
|                | 11110    |                              | PA Unmatched | SMITH, MICHAEL D.   | CFL032016         | 82.92       | 0.00        | 82.92     | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
|                | 11110    |                              | PA Unmatched | HERLYCK, JAMES A.   | CFL052016         | 234.12      | 0.00        | 234.12    | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
|                | 11110    |                              | PA Unmatched | SMITH, MICHAEL D.   | CFL052016         | 82.92       | 0.00        | 82.92     | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
|                | 11110    |                              | PA Unmatched | HERLYCK, JAMES A.   | CFL062016         | 78.04       | 0.00        | 78.04     | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
|                | 11110    |                              | PA Unmatched | SMITH, MICHAEL D.   | CFL062016         | 82.92       | 0.00        | 82.92     | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
|                | 11110    |                              | PA Unmatched | HERLYCK, JAMES A.   | CFL072016         | 80.48       | 0.00        | 80.48     | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
|                | 11110    |                              | PA Unmatched | DEPAULA, LEOWIL G.  | CFL112016         | 275.50      | 0.00        | 275.50    | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
|                | 11110    |                              | PA Unmatched | GIRARD, LAURA G.    | CFL112016         | 124.38      | 0.00        | 124.38    | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
|                | 11110    |                              | PA Unmatched | HERLYCK, JAMES A.   | CFL112016         | 120.72      | 0.00        | 120.72    | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
|                | 11110    |                              | PA Unmatched | MONARCO, DOMINIC J. | CFL112016         | 56.70       | 0.00        | 56.70     | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
|                | 11180    |                              | PA Burden    |                     |                   | 24.28       | 0.00        | 24.28     | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
|                | 11180    |                              | PA Burden    |                     |                   | 100.16      | 0.00        | 100.16    | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
|                | 11180    |                              | PA Burden    |                     |                   | 150.84      | 0.00        | 150.84    | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
|                | 11180    |                              | PA Burden    |                     |                   | 25.44       | 0.00        | 25.44     | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
|                | 11180    |                              | PA Burden    |                     |                   | 180.41      | 0.00        | 180.41    | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
|                | 12190    |                              | PA Unmatched | HERLYCK, JAMES A.   | CFL022016         | 4.80        | 0.00        | 4.80      | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
|                | 12190    |                              | PA Unmatched | HERLYCK, JAMES A.   | CFL032016         | 13.95       | 0.00        | 13.95     | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
|                | 12190    |                              | PA Unmatched | SMITH, MICHAEL D.   | CFL032016         | 4.87        | 0.00        | 4.87      | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
|                | 12190    |                              | PA Unmatched | HERLYCK, JAMES A.   | CFL052016         | 13.95       | 0.00        | 13.95     | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
|                | 12190    |                              | PA Unmatched | SMITH, MICHAEL D.   | CFL052016         | 4.87        | 0.00        | 4.87      | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
|                | 12190    |                              | PA Unmatched | HERLYCK, JAMES A.   | CFL062016         | 4.85        | 0.00        | 4.85      | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
|                | 12190    |                              | PA Unmatched | SMITH, MICHAEL D.   | CFL062016         | 4.87        | 0.00        | 4.87      | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
|                | 12190    |                              | PA Unmatched | HERLYCK, JAMES A.   | CFL072016         | 4.80        | 0.00        | 4.80      | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
|                | 12190    |                              | PA Unmatched | DEPAULA, LEOWIL G.  | CFL112016         | 15.71       | 0.00        | 15.71     | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
|                | 12190    |                              | PA Unmatched | GIRARD, LAURA G.    | CFL112016         | 7.44        | 0.00        | 7.44      | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
|                | 12190    |                              | PA Unmatched | HERLYCK, JAMES A.   | CFL112016         | 7.20        | 0.00        | 7.20      | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
|                | 12190    |                              | PA Unmatched | MONARCO, DOMINIC J. | CFL112016         | 3.32        | 0.00        | 3.32      | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
|                | 121A0    |                              | PA Unmatched | SMITH, MICHAEL D.   | CFL032016         | 0.17        | 0.00        | 0.17      | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
|                | 121A0    |                              | PA Unmatched | SMITH, MICHAEL D.   | CFL052016         | 0.17        | 0.00        | 0.17      | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
|                | 121A0    |                              | PA Unmatched | SMITH, MICHAEL D.   | CFL062016         | 0.17        | 0.00        | 0.17      | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
|                | 121A0    |                              | PA Unmatched | DEPAULA, LEOWIL G.  | CFL112016         | 0.55        | 0.00        | 0.55      | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
|                | 121A0    |                              | PA Unmatched | GIRARD, LAURA G.    | CFL112016         | 0.25        | 0.00        | 0.25      | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
|                | 121A0    |                              | PA Unmatched | MONARCO, DOMINIC J. | CFL112016         | 0.11        | 0.00        | 0.11      | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
|                | 121B0    |                              | PA Unmatched | HERLYCK, JAMES A.   | CFL022016         | 8.36        | 0.00        | 8.36      | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
|                | 121B0    |                              | PA Unmatched | HERLYCK, JAMES A.   | CFL032016         | 27.56       | 0.00        | 27.56     | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
|                | 121B0    |                              | PA Unmatched | SMITH, MICHAEL D.   | CFL032016         | 11.53       | 0.00        | 11.53     | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |



Project Detail Transactions v1.5

Report Filter: Project Number: 15A606000001% and Fiscal Year in(2016)

Project Number : 15A606000001 CA HBP Dunsuir(1), 15G (City of Dunsuir HBP Bridge)

| Task Number    | Exp Type | PO Number/Line/Ship/Dist/Rev | Line Type           | Vendor/Employee     | AP Invoice Number | Expenditure | Obligations | Obs + Exp    | Obl Period   | Expand Period | Rept Yr |
|----------------|----------|------------------------------|---------------------|---------------------|-------------------|-------------|-------------|--------------|--------------|---------------|---------|
| 510.PE.15G0.06 | 121B0    |                              | PA Unmatched        | HERLYCK, JAMES A.   | CFL052016         | 27.56       | 0.00        | 27.56        | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
|                | 121B0    |                              | PA Unmatched        | SMITH, MICHAEL D.   | CFL052016         | 11.53       | 0.00        | 11.53        | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
|                | 121B0    |                              | PA Unmatched        | HERLYCK, JAMES A.   | CFL062016         | 9.19        | 0.00        | 9.19         | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
|                | 121B0    |                              | PA Unmatched        | SMITH, MICHAEL D.   | CFL062016         | 11.53       | 0.00        | 11.53        | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
|                | 121B0    |                              | PA Unmatched        | HERLYCK, JAMES A.   | CFL072016         | 9.19        | 0.00        | 9.19         | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
|                | 121B0    |                              | PA Unmatched        | DEPAULA, LEOWIL G.  | CFL112018         | 30.53       | 0.00        | 30.53        | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
|                | 121B0    |                              | PA Unmatched        | GIRARD, LAURA G.    | CFL112016         | 7.70        | 0.00        | 7.70         | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
|                | 121B0    |                              | PA Unmatched        | HERLYCK, JAMES A.   | CFL112016         | 13.78       | 0.00        | 13.78        | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
|                | 121B0    |                              | PA Unmatched        | MONARCO, DOMINIC J. | CFL112016         | 6.89        | 0.00        | 6.89         | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
|                | 121C0    |                              | PA Unmatched        | HERLYCK, JAMES A.   | CFL022016         | 1.08        | 0.00        | 1.08         | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
|                | 121C0    |                              | PA Unmatched        | HERLYCK, JAMES A.   | CFL032016         | 3.26        | 0.00        | 3.26         | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
|                | 121C0    |                              | PA Unmatched        | SMITH, MICHAEL D.   | CFL032016         | 1.14        | 0.00        | 1.14         | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
|                | 121C0    |                              | PA Unmatched        | HERLYCK, JAMES A.   | CFL052016         | 3.26        | 0.00        | 3.26         | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
|                | 121C0    |                              | PA Unmatched        | SMITH, MICHAEL D.   | CFL052016         | 1.14        | 0.00        | 1.14         | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
|                | 121C0    |                              | PA Unmatched        | HERLYCK, JAMES A.   | CFL062016         | 1.09        | 0.00        | 1.09         | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
|                | 121C0    |                              | PA Unmatched        | SMITH, MICHAEL D.   | CFL062016         | 1.14        | 0.00        | 1.14         | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
|                | 121C0    |                              | PA Unmatched        | HERLYCK, JAMES A.   | CFL072016         | 1.12        | 0.00        | 1.12         | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
|                | 121C0    |                              | PA Unmatched        | DEPAULA, LEOWIL G.  | CFL112018         | 3.67        | 0.00        | 3.67         | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
|                | 121C0    |                              | PA Unmatched        | GIRARD, LAURA G.    | CFL112016         | 1.74        | 0.00        | 1.74         | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
|                | 121C0    |                              | PA Unmatched        | HERLYCK, JAMES A.   | CFL112016         | 1.69        | 0.00        | 1.69         | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
|                | 121C0    |                              | PA Unmatched        | MONARCO, DOMINIC J. | CFL112016         | 0.78        | 0.00        | 0.78         | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
|                | 121L0    |                              | PA Unmatched        | HERLYCK, JAMES A.   | CFL022016         | 10.55       | 0.00        | 10.55        | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
|                | 121L0    |                              | PA Unmatched        | HERLYCK, JAMES A.   | CFL032016         | 32.07       | 0.00        | 32.07        | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
|                | 121L0    |                              | PA Unmatched        | SMITH, MICHAEL D.   | CFL032016         | 11.36       | 0.00        | 11.36        | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
|                | 121L0    |                              | PA Unmatched        | HERLYCK, JAMES A.   | CFL052016         | 32.07       | 0.00        | 32.07        | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
|                | 121L0    |                              | PA Unmatched        | SMITH, MICHAEL D.   | CFL052016         | 11.36       | 0.00        | 11.36        | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
|                | 121L0    |                              | PA Unmatched        | HERLYCK, JAMES A.   | CFL062016         | 10.69       | 0.00        | 10.69        | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
|                | 121L0    |                              | PA Unmatched        | SMITH, MICHAEL D.   | CFL062016         | 11.36       | 0.00        | 11.36        | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
|                | 121L0    |                              | PA Unmatched        | HERLYCK, JAMES A.   | CFL072016         | 11.03       | 0.00        | 11.03        | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
|                | 121L0    |                              | PA Unmatched        | DEPAULA, LEOWIL G.  | CFL112016         | 37.74       | 0.00        | 37.74        | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
|                | 121L0    |                              | PA Unmatched        | GIRARD, LAURA G.    | CFL112016         | 14.80       | 0.00        | 14.80        | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
|                | 121L0    |                              | PA Unmatched        | HERLYCK, JAMES A.   | CFL112016         | 16.54       | 0.00        | 16.54        | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
| 121L0          |          | PA Unmatched                 | MONARCO, DOMINIC J. | CFL112016           | 7.77              | 0.00        | 7.77        | MAY-16_FY-16 | MAY-16_FY-16 | 2016          |         |
| 121N0          |          | PA Unmatched                 | HERLYCK, JAMES A.   | CFL022016           | 3.85              | 0.00        | 3.85        | MAY-16_FY-16 | MAY-16_FY-16 | 2016          |         |
| 121N0          |          | PA Unmatched                 | HERLYCK, JAMES A.   | CFL032016           | 11.71             | 0.00        | 11.71       | MAY-16_FY-16 | MAY-16_FY-16 | 2016          |         |
| 121N0          |          | PA Unmatched                 | SMITH, MICHAEL D.   | CFL032016           | 0.83              | 0.00        | 0.83        | MAY-16_FY-16 | MAY-16_FY-16 | 2016          |         |
| 121N0          |          | PA Unmatched                 | HERLYCK, JAMES A.   | CFL052016           | 11.71             | 0.00        | 11.71       | MAY-16_FY-16 | MAY-16_FY-16 | 2016          |         |
| 121N0          |          | PA Unmatched                 | SMITH, MICHAEL D.   | CFL052016           | 0.83              | 0.00        | 0.83        | MAY-16_FY-16 | MAY-16_FY-16 | 2016          |         |
| 121N0          |          | PA Unmatched                 | HERLYCK, JAMES A.   | CFL062016           | 3.90              | 0.00        | 3.90        | MAY-16_FY-16 | MAY-16_FY-16 | 2016          |         |

Project Detail Transactions v1.5

Report Filter: Project Number: 15A806000001% and Fiscal Year in(2016)

Project Number: 15A806000001 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 |
|----------------|----------|---------------------------------|--------------------|-------------------------------|-------------------|-------------|-------------|-------------|--------------|---------------|---------|
| 510.PE.15G0.06 | 121N0    |                                 | PA Unmatched       | SMITH, MICHAEL D.             | CFL062016         | 0.83        | 0.00        | 0.83        | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
|                | 121N0    |                                 | PA Unmatched       | HERLYCK, JAMES A.             | CFL072016         | 4.02        | 0.00        | 4.02        | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
|                | 121N0    |                                 | PA Unmatched       | DEPAULA, LEOWIL G.            | CFL112016         | 13.78       | 0.00        | 13.78       | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
|                | 121N0    |                                 | PA Unmatched       | GIRARD, LAURA G.              | CFL112016         | 6.22        | 0.00        | 6.22        | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
|                | 121N0    |                                 | PA Unmatched       | HERLYCK, JAMES A.             | CFL112016         | 6.04        | 0.00        | 6.04        | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
|                | 121N0    |                                 | PA Unmatched       | MONARCO, DOMINIC J.           | CFL112016         | 2.84        | 0.00        | 2.84        | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
|                | 93010    |                                 | PA Burden          |                               |                   | 137.08      | 0.00        | 137.08      | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
|                | 93010    |                                 | PA Burden          |                               |                   | 852.66      | 0.00        | 852.66      | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
|                | 93010    |                                 | PA Burden          |                               |                   | 566.15      | 0.00        | 566.15      | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
|                | 93010    |                                 | PA Burden          |                               |                   | 143.84      | 0.00        | 143.84      | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
|                | 93010    |                                 | PA Burden          |                               |                   | 1,018.88    | 0.00        | 1,018.88    | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
|                |          |                                 | 510.PE.15G0.06     | Sum:                          |                   | 5,292.34    | 0.00        | 5,292.34    |              |               |         |
| 551.PE.15G0.06 | 25103    | 12406814D00010/0056 / 1 /       | PO Detail          | SECTION 203 POO CFL           |                   | 0.00        | 84,588.34   | 84,588.34   | JAN-16_FY-16 |               | 2016    |
|                | 25103    | 12406814D00010/0056 / 1 /       | PO Detail          | SECTION 203 POO CFL           |                   | 0.00        | (84,588.34) | (84,588.34) | MAR-16_FY-16 |               | 2016    |
|                | 25103    | DTFH6814D00010/0056 / 1 /       | PA Matched Invoice | JACOBS ENGINEERING GROUP, INC | WWXY4056-01       | 10,115.32   | (10,115.32) | 0.00        | MAR-16_FY-16 | MAR-16_FY-16  | 2016    |
|                | 25103    | DTFH6814D00010/0056 / 1 /       | PA Matched Invoice | JACOBS ENGINEERING GROUP, INC | WWXY4056-02       | 25,600.54   | (25,600.54) | 0.00        | MAR-16_FY-16 | MAY-16_FY-16  | 2016    |
|                | 25103    | DTFH6814D00010/0056 / 1 /       | PA Matched Invoice | JACOBS ENGINEERING GROUP, INC | WWXY4056-03       | 1,886.13    | (1,886.13)  | 0.00        | MAR-16_FY-16 | JUN-16_FY-16  | 2016    |
|                | 25103    | DTFH6814D00010/0056 / 1 / 1 / 0 | PO Detail          | JACOBS ENGINEERING GROUP, INC |                   | 0.00        | 54,554.52   | 54,554.52   | MAR-16_FY-16 |               | 2016    |
|                | 25103    | DTFH6814D00010/0056 / 1 / 1 / 1 | PO Detail          | JACOBS ENGINEERING GROUP, INC |                   | 0.00        | 0.00        | 0.00        | MAR-16_FY-16 |               | 2016    |
|                |          |                                 | 551.PE.15G0.06     | Sum:                          |                   | 37,401.99   | 17,152.53   | 54,554.52   |              |               |         |
|                |          |                                 | 15A806000001       | Sum:                          |                   | 42,894.33   | 17,152.53   | 59,846.86   |              |               |         |

**Invoice #WVXY4056-02**

Supplier JACOBS ENGINEERING GROUP INC      Supplier Site DENVER      Date 28-APR-2016      Amount 25,600.54 USD

**PO Line Details**

| Invoice Dist Line Number | Invoice Dist Amount | Invoice Unit Price | Invoice Quantity | PO Number           | PO Link Number | PO Unit Price | PO Currency | PO Quantity | PO Item Description  | Quantity Ordered | Quantity Received | Quantity Billed |
|--------------------------|---------------------|--------------------|------------------|---------------------|----------------|---------------|-------------|-------------|--|------------------|-------------------|-----------------|
| 1                        | 25,600.54           | 1.00               | 25600.54         | DTFH6814D00010/0056 | 1              | 1.00          | USD         | 54554.52    | CLIN 00001<br>CA HBP<br>DUNSMUIR<br>(1) CITY OF<br>DUNSMUIR<br>HBP<br>BRIDGE | 54554.52         | 0                 | 37401.99        |

**Invoice Distributions**

| Invoice Dist Number | Invoice Dist Amount | Invoice Unit Price | Invoice Quantity | Distribution Code  | Description   | Project Number | Task Number          | Expenditure Type | Expenditure Organization | Expenditure Item | Date        |
|---------------------|---------------------|--------------------|------------------|--|---|----------------|----------------------|------------------|--------------------------|------------------|-------------|
| 1                   | 25,600.54           | 1.00               | 25600.54         | 15X015G910 0000 11615G0551 1606000000 25103 61006809 0000000000 0000000000 0000000000 0000000000 | FEDERAL LANDS<br>NON-<br>FEDERAL NO<br>YEAR CFL-NON-<br>FED REIM-ACMT,<br>23 REG 16<br>CANON-FED-<br>ADV & ASST<br>SERVE NJP -<br>OPERATING<br>EXPENSES/ NOT<br>APPLICABLE/ NOT<br>APPLICABLE/ NOT<br>APPLICABLE/ NOT<br>APPLICABLE | 15A0050000001  | 251 PE 15G0 06 25103 |                  | 1606000000               |                  | 01-MAR-2016 |

**Document History**

| Timestamp            | Line Type         | User ID      | Detail  |
|----------------------|-------------------|--------------|---|
| 03-MAY-2016 06 17 27 | DOCUMENT_CREATION | SCAN08       | MarkView Scan   |
| 03-MAY-2016 06 17 28 | MARKUP_DETAIL     |              | MARKUP Red Text - VIEW Origin Information - TEXT Document ID: 1678356 Document Type: PO Invoice Document Source: MarkView Scan User ID: SCAN08 Creation Date: May 3, 2016 6:17:28 am Received Date: 04/29/2016 Batch Number: 317071 Batch Location: Document 3 of 8                 |
| 03-MAY-2016 06 17 28 | MARKUP_DETAIL     |              | MARKUP Yellow Highlight - VIEW Origin Information - TEXT  |
| 03-MAY-2016 13 07 54 | WORKFLOW_HISTORY  | MROBINSOFHWA | MELISSA ROBINSON (MROBINSOFHWA) attached Oracle Applications record   |
| 03-MAY-2016 13 08 06 | MARKUP_DETAIL     | MROBINSOFHWA | MARKUP Entry Complete - VIEW AP View  |
| 03-MAY-2016 13 08 06 | MARKUP_HISTORY    | MROBINSOFHWA | MELISSA ROBINSON (MROBINSOFHWA) placed the "Entry Complete" markup and sent the work item for review determination  |
| 05-MAY-2016 12 18 40 | MARKUP_DETAIL     | MSMITH7FHWA  | MARKUP Comment Requested - VIEW Invoice Approver  |
| 05-MAY-2016 12 18 41 | 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"   |
| 06-MAY-2016 08 26 32 | MARKUP_DETAIL     | JHERLYCKFHWA | MARKUP Return To - VIEW Invoice Approver  |
| 06-MAY-2016 08 26 32 | 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 " |
| 06-MAY-2016 14 02 28 | MARKUP_DETAIL     | MSMITH7FHWA  | MARKUP Approved - VIEW Invoice Approver - TEXT Approve  |
| 09-MAY-2016 08 10 03 | MARKUP_DETAIL     | MROBINSOFHWA | MARKUP Review Complete - VIEW AP View   |
| 09-MAY-2016 08 10 03 | MARKUP_HISTORY    | MROBINSOFHWA | MELISSA ROBINSON (MROBINSOFHWA) placed the "Review Complete" markup and sent the work item for QA review determination  |
| 09-MAY-2016 14 48 27 | MARKUP_DETAIL     | CJENKINSFHWA | MARKUP Approved - VIEW Certifier Review - TEXT Approve  |
| 09-MAY-2016 19 02 26 | WORKFLOW_HISTORY  | SOLFLOW      | Oracle Applications status is "APPROVED" There are 0 unreleased holds on the PO Invoice   |
| 17-MAY-2016 02 26 02 | CURRENT_QUEUE     |              | Archive   |
| 27-JUN-2016 10 04 28 | MARKUP_DETAIL     |              | MARKUP Red Text - VIEW Queue Status Markups - TEXT Queue Archive  |
| 27-JUN-2016 10 04 28 | MARKUP_DETAIL     |              | MARKUP Yellow Highlight - VIEW Queue Status Markups - TEXT  |

Jacobs Engineering Group Inc.  
 707 17th Street, Suite 2400  
 Denver, Colorado 80202  
 303.620.5240 Fax 303.620.2402

**JACOBS**

4-29-16

Mr. James Henyck  
 Central Federal Lands Highway Division  
 Federal Highway Administration  
 12308 West Dakota Avenue, Suite 300  
 Lakewood, Colorado 80228

Contract: A/E Consulting Engineering Services  
 Contract No. DTFH68-14-O-00010 100%  
 Task Order: Dunsmuir Bridge  
 Task Order No. 0086  
 Invoice Info: Invoice Number: No. WVXY4056-02  
 Invoice Date: Apr-28-16  
 Invoice Period: Mar-43-16 to Apr-01-16

| Team Members             | Task Order Amount   | % Complete Through this period | Total Invoiced Through this period | Previously Invoiced | Amount Due this invoice |
|--------------------------|---------------------|--------------------------------|------------------------------------|---------------------|-------------------------|
| Jacobs                   | \$ 51,110.78        | 83.1%                          | \$ 32,272.12                       | \$ 10,115.32        | \$ 22,156.80            |
| Shannon & Wilson         | \$ 3,443.74         | 100.0%                         | \$ 3,443.74                        | \$                  | \$ 3,443.74             |
| <b>Task Order Value:</b> | <b>\$ 54,554.52</b> | <b>85.5%</b>                   | <b>\$ 35,715.86</b>                | <b>\$ 10,115.32</b> | <b>\$ 25,600.54</b>     |

Total Due This Invoice: **\$ 25,600.54**



707 17th Street, Suite 2400  
Denver, Colorado 80202  
303 529 5243 Fax 303 529 2402

April 28, 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-CF@INVOICES@FAA.GOV](mailto:9-AMZ-AMZ-CF@INVOICES@FAA.GOV)

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

Subject: Dunsuir Bridge  
Task Order No. 0056  
Invoice / Progress Report No. WVXY4056-02

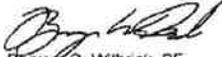
Dear Mr Herlyck:

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 March 3, 2016 through April 1, 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 303-482-7583.

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  
Dunsmuir Bridge  
Task Order No. 0048  
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         | 10.0%                    | 15.0%                       | \$ 1,354.87             | 25.0%                 |
| C. Environment          | \$ 4,627.50         | 0.0%                     | 75.0%                       | \$ 3,470.63             | 75.0%                 |
| E. Survey               | \$ 8,167.87         | 90.0%                    | 20.0%                       | \$ 1,833.57             | 100.0%                |
| G. Right of Way         | \$ 1,413.67         | 20.0%                    | 30.0%                       | \$ 424.10               | 50.0%                 |
| H. Utilities            | \$ 423.30           | 0.0%                     | 50.0%                       | \$ 211.65               | 50.0%                 |
| K. Hydraulics           | \$ 9,587.73         | 0.0%                     | 75.0%                       | \$ 7,190.80             | 75.0%                 |
| D. Permits              | \$ 322.38           | 0.0%                     | 0.0%                        | \$ -                    | 0.0%                  |
| L. Bridge               | \$ 11,409.84        | 15.0%                    | 80.0%                       | \$ 8,846.78             | 75.0%                 |
| M. Meetings and Reviews | \$ 2,708.25         | 0.0%                     | 0.0%                        | \$ -                    | 0.0%                  |
| Expenses                | \$ 3,418.00         | 20.0%                    | 30.0%                       | \$ 1,025.40             | 50.0%                 |
| Shannon & Wilson        | \$ 3,443.74         | 0.0%                     | 100.0%                      | \$ 3,443.74             | 100.0%                |
| <b>Totals</b>           | <b>\$ 54,554.52</b> |                          |                             | <b>\$ 25,600.54</b>     |                       |

**Task Order Progress Report  
Jacobs**

**A/E Consulting Environmental Services**  
**Contract No. DTFH88-14-D0010**  
**Dunsmuir Bridge**  
**Task Order No. 0088**  
**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.<br>All geotechnical reviews have been completed.  |
|      | Concepts           | Field data has been compiled and the ground model completed.<br>The hydraulic analysis is also now complete. Text provided to the PM for incorporation of the report.  |
|      | Initial Report     | All of the technical teams have completed their respective drafts for the report. The document is being compiled and the graphics being prepared for the draft report review.                                    |

**Issues/Problems**

| Task Item | Subtask Title | Description  |
|-----------|---------------|--|
|           |               | Higher than expected flows in the River during the field review.<br>H/H cross sections and FEMA sections are not the same. |

**Plans for Next Period**

| Task Item | Subtask Title | Activity Next Period?? |
|-----------|---------------|------------------------|
|           |               | Submit Draft Report    |

**Task Order Status**

**65.5% Task Order Completion**

RE: Contract No. DTFH68-14-D-00010 Task 56 invoice WVXY4056-02

Page 1 of 1

**RE: Contract No. DTFH68-14-D-00010 Task 56 invoice WVXY4056-02**

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

Sent: Friday, April 29, 2016 12:57 PM

To: 9-AMC-AMZ-CFLInvoices (FAA)

Cc: Sanchez, Amiee [Amiee.Sanchez@jacobs.com]; Wilbrink, Berwyn [Berwyn.Wilbrink@jacobs.com]; Henrych, James

(PHWA)

Attachments: WVXY4056-02 (03-16).pdf (39 KB)

Please find attached our invoice WVXY4056-02 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 un-authorized 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...> 5/2/2016

Project Detail Transactions v1.5

Report Filter: Project Number: 15A6060000001%

Project Number : 15A6060000001 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 | Obj Period   | Expend Period | Rept Yr |
|----------------|----------|-----------|--------------------|--------------|---------------------|-------------------|-------------|-------------|-----------|--------------|---------------|---------|
| 510.PE.15G0.06 | 11110    |           |                    | PA Unmatched | HERLYCK, JAMES A.   | CFL022016         | 77.00       | 0.00        | 77.00     | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
|                | 11110    |           |                    | PA Unmatched | HERLYCK, JAMES A.   | CFL032016         | 234.12      | 0.00        | 234.12    | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
|                | 11110    |           |                    | PA Unmatched | SMITH, MICHAEL D.   | CFL032016         | 82.92       | 0.00        | 82.92     | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
|                | 11110    |           |                    | PA Unmatched | HERLYCK, JAMES A.   | CFL052016         | 234.12      | 0.00        | 234.12    | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
|                | 11110    |           |                    | PA Unmatched | SMITH, MICHAEL D.   | CFL052016         | 82.92       | 0.00        | 82.92     | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
|                | 11110    |           |                    | PA Unmatched | HERLYCK, JAMES A.   | CFL062016         | 78.04       | 0.00        | 78.04     | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
|                | 11110    |           |                    | PA Unmatched | SMITH, MICHAEL D.   | CFL062016         | 82.92       | 0.00        | 82.92     | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
|                | 11110    |           |                    | PA Unmatched | HERLYCK, JAMES A.   | CFL072016         | 80.48       | 0.00        | 80.48     | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
|                | 11110    |           |                    | PA Unmatched | DEPAULA, LEOWIL G.  | CFL112016         | 275.50      | 0.00        | 275.50    | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
|                | 11110    |           |                    | PA Unmatched | GIRARD, LAURA G.    | CFL112016         | 124.38      | 0.00        | 124.38    | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
|                | 11110    |           |                    | PA Unmatched | HERLYCK, JAMES A.   | CFL112016         | 120.72      | 0.00        | 120.72    | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
|                | 11110    |           |                    | PA Unmatched | MONARCO, DOMINIC J. | CFL112016         | 56.70       | 0.00        | 56.70     | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
|                | 11110    |           |                    | PA Unmatched | MONARCO, DOMINIC J. | CFL122016         | 94.50       | 0.00        | 94.50     | JUN-16_FY-16 | JUN-16_FY-16  | 2016    |
|                | 11180    |           |                    | PA Burden    |                     |                   | 30.06       | 0.00        | 30.06     | JUN-16_FY-16 | JUN-16_FY-16  | 2016    |
|                | 11180    |           |                    | PA Burden    |                     |                   | 24.28       | 0.00        | 24.28     | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
|                | 11180    |           |                    | PA Burden    |                     |                   | 100.16      | 0.00        | 100.16    | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
|                | 11180    |           |                    | PA Burden    |                     |                   | 150.84      | 0.00        | 150.84    | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
|                | 11180    |           |                    | PA Burden    |                     |                   | 25.44       | 0.00        | 25.44     | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
|                | 11180    |           |                    | PA Burden    |                     |                   | 180.41      | 0.00        | 180.41    | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
|                | 12190    |           |                    | PA Unmatched | HERLYCK, JAMES A.   | CFL022016         | 4.60        | 0.00        | 4.60      | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
|                | 12190    |           |                    | PA Unmatched | HERLYCK, JAMES A.   | CFL032016         | 13.95       | 0.00        | 13.95     | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
|                | 12190    |           |                    | PA Unmatched | SMITH, MICHAEL D.   | CFL032016         | 4.87        | 0.00        | 4.87      | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
|                | 12190    |           |                    | PA Unmatched | HERLYCK, JAMES A.   | CFL052016         | 13.95       | 0.00        | 13.95     | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
|                | 12190    |           |                    | PA Unmatched | SMITH, MICHAEL D.   | CFL052016         | 4.87        | 0.00        | 4.87      | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
|                | 12190    |           |                    | PA Unmatched | HERLYCK, JAMES A.   | CFL062016         | 4.65        | 0.00        | 4.65      | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
|                | 12190    |           |                    | PA Unmatched | SMITH, MICHAEL D.   | CFL062016         | 4.87        | 0.00        | 4.87      | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
|                | 12190    |           |                    | PA Unmatched | HERLYCK, JAMES A.   | CFL072016         | 4.90        | 0.00        | 4.80      | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
|                | 12190    |           |                    | PA Unmatched | DEPAULA, LEOWIL G.  | CFL112016         | 15.71       | 0.00        | 15.71     | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
|                | 12190    |           |                    | PA Unmatched | GIRARD, LAURA G.    | CFL112016         | 7.44        | 0.00        | 7.44      | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
|                | 12190    |           |                    | PA Unmatched | HERLYCK, JAMES A.   | CFL112016         | 7.20        | 0.00        | 7.20      | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
|                | 12190    |           |                    | PA Unmatched | MONARCO, DOMINIC J. | CFL112016         | 3.32        | 0.00        | 3.32      | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
|                | 12190    |           |                    | PA Unmatched | MONARCO, DOMINIC J. | CFL122016         | 5.54        | 0.00        | 5.54      | JUN-16_FY-16 | JUN-16_FY-16  | 2016    |
|                | 121A0    |           |                    | PA Unmatched | SMITH, MICHAEL D.   | CFL032016         | 0.17        | 0.00        | 0.17      | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
|                | 121A0    |           |                    | PA Unmatched | SMITH, MICHAEL D.   | CFL052016         | 0.17        | 0.00        | 0.17      | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
|                | 121A0    |           |                    | PA Unmatched | SMITH, MICHAEL D.   | CFL062016         | 0.17        | 0.00        | 0.17      | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
|                | 121A0    |           |                    | PA Unmatched | DEPAULA, LEOWIL G.  | CFL112016         | 0.55        | 0.00        | 0.55      | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
|                | 121A0    |           |                    | PA Unmatched | GIRARD, LAURA G.    | CFL112016         | 0.25        | 0.00        | 0.25      | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
|                | 121A0    |           |                    | PA Unmatched | MONARCO, DOMINIC J. | CFL112016         | 0.11        | 0.00        | 0.11      | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |

Project Detail Transactions v1.5

Report Filter: Project Number: 15A060000001%

Project Number: 15A060000001 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 | Obl Period   | Expend Period | Rept Yr |
|----------------|----------|-----------|--------------------|--------------|---------------------|-------------------|-------------|-------------|-----------|--------------|---------------|---------|
| 510.PE.15G0.06 | 121A0    |           |                    | PA Unmatched | MONARCO, DOMINIC J. | CFL122016         | 0.19        | 0.00        | 0.19      | JUN-16_FY-16 | JUN-16_FY-16  | 2016    |
|                | 121B0    |           |                    | PA Unmatched | HERLYCK, JAMES A.   | CFL022016         | 8.36        | 0.00        | 8.36      | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
|                | 121B0    |           |                    | PA Unmatched | HERLYCK, JAMES A.   | CFL032016         | 27.56       | 0.00        | 27.56     | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
|                | 121B0    |           |                    | PA Unmatched | SMITH, MICHAEL D.   | CFL032016         | 11.53       | 0.00        | 11.53     | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
|                | 121B0    |           |                    | PA Unmatched | HERLYCK, JAMES A.   | CFL052016         | 27.56       | 0.00        | 27.56     | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
|                | 121B0    |           |                    | PA Unmatched | SMITH, MICHAEL D.   | CFL052016         | 11.53       | 0.00        | 11.53     | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
|                | 121B0    |           |                    | PA Unmatched | HERLYCK, JAMES A.   | CFL062016         | 9.19        | 0.00        | 9.19      | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
|                | 121B0    |           |                    | PA Unmatched | SMITH, MICHAEL D.   | CFL062016         | 11.53       | 0.00        | 11.53     | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
|                | 121B0    |           |                    | PA Unmatched | HERLYCK, JAMES A.   | CFL072016         | 9.19        | 0.00        | 9.19      | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
|                | 121B0    |           |                    | PA Unmatched | DEPAULA, LEOWIL G.  | CFL112016         | 30.53       | 0.00        | 30.53     | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
|                | 121B0    |           |                    | PA Unmatched | GIRARD, LAURA G.    | CFL112016         | 7.70        | 0.00        | 7.70      | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
|                | 121B0    |           |                    | PA Unmatched | HERLYCK, JAMES A.   | CFL112016         | 13.79       | 0.00        | 13.79     | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
|                | 121B0    |           |                    | PA Unmatched | MONARCO, DOMINIC J. | CFL112016         | 6.89        | 0.00        | 6.89      | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
|                | 121B0    |           |                    | PA Unmatched | MONARCO, DOMINIC J. | CFL122016         | 11.48       | 0.00        | 11.48     | JUN-16_FY-16 | JUN-16_FY-16  | 2016    |
|                | 121C0    |           |                    | PA Unmatched | HERLYCK, JAMES A.   | CFL022016         | 1.08        | 0.00        | 1.08      | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
|                | 121C0    |           |                    | PA Unmatched | HERLYCK, JAMES A.   | CFL032016         | 3.26        | 0.00        | 3.26      | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
|                | 121C0    |           |                    | PA Unmatched | SMITH, MICHAEL D.   | CFL032016         | 1.14        | 0.00        | 1.14      | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
|                | 121C0    |           |                    | PA Unmatched | HERLYCK, JAMES A.   | CFL052016         | 3.26        | 0.00        | 3.26      | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
|                | 121C0    |           |                    | PA Unmatched | SMITH, MICHAEL D.   | CFL052016         | 1.14        | 0.00        | 1.14      | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
|                | 121C0    |           |                    | PA Unmatched | HERLYCK, JAMES A.   | CFL062016         | 1.09        | 0.00        | 1.09      | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
|                | 121C0    |           |                    | PA Unmatched | SMITH, MICHAEL D.   | CFL062016         | 1.14        | 0.00        | 1.14      | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
|                | 121C0    |           |                    | PA Unmatched | HERLYCK, JAMES A.   | CFL072016         | 1.12        | 0.00        | 1.12      | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
|                | 121C0    |           |                    | PA Unmatched | DEPAULA, LEOWIL G.  | CFL112016         | 3.87        | 0.00        | 3.87      | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
|                | 121C0    |           |                    | PA Unmatched | GIRARD, LAURA G.    | CFL112016         | 1.74        | 0.00        | 1.74      | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
|                | 121C0    |           |                    | PA Unmatched | HERLYCK, JAMES A.   | CFL112016         | 1.69        | 0.00        | 1.69      | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
|                | 121C0    |           |                    | PA Unmatched | MONARCO, DOMINIC J. | CFL112016         | 0.78        | 0.00        | 0.78      | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
|                | 121C0    |           |                    | PA Unmatched | MONARCO, DOMINIC J. | CFL122016         | 1.30        | 0.00        | 1.30      | JUN-16_FY-16 | JUN-16_FY-16  | 2016    |
|                | 121L0    |           |                    | PA Unmatched | HERLYCK, JAMES A.   | CFL022016         | 10.55       | 0.00        | 10.55     | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
|                | 121L0    |           |                    | PA Unmatched | HERLYCK, JAMES A.   | CFL032016         | 32.07       | 0.00        | 32.07     | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
|                | 121L0    |           |                    | PA Unmatched | SMITH, MICHAEL D.   | CFL032016         | 11.36       | 0.00        | 11.36     | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
|                | 121L0    |           |                    | PA Unmatched | HERLYCK, JAMES A.   | CFL052016         | 32.07       | 0.00        | 32.07     | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
|                | 121L0    |           |                    | PA Unmatched | SMITH, MICHAEL D.   | CFL052016         | 11.36       | 0.00        | 11.36     | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
|                | 121L0    |           |                    | PA Unmatched | HERLYCK, JAMES A.   | CFL062016         | 10.69       | 0.00        | 10.69     | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
|                | 121L0    |           |                    | PA Unmatched | SMITH, MICHAEL D.   | CFL062016         | 11.36       | 0.00        | 11.36     | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
|                | 121L0    |           |                    | PA Unmatched | HERLYCK, JAMES A.   | CFL072016         | 11.03       | 0.00        | 11.03     | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
|                | 121L0    |           |                    | PA Unmatched | DEPAULA, LEOWIL G.  | CFL112016         | 37.74       | 0.00        | 37.74     | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
|                | 121L0    |           |                    | PA Unmatched | GIRARD, LAURA G.    | CFL112016         | 14.80       | 0.00        | 14.80     | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
|                | 121L0    |           |                    | PA Unmatched | HERLYCK, JAMES A.   | CFL112016         | 16.54       | 0.00        | 16.54     | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
|                | 121L0    |           |                    | PA Unmatched | MONARCO, DOMINIC J. | CFL112016         | 7.77        | 0.00        | 7.77      | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |

Project Detail Transactions v1.5

Report Filter: Project Number: 15A606000001%

Project Number: 15A606000001 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 | Obl Period   | Expend Period | Rept Yr |
|----------------|----------|------------------------------|----------------------|-------------------------|------------------------------|-------------|-------------|-----------|--------------|---------------|---------|
| 510.PE.15G0.08 | 121L0    |                              | PA Unmatched         | MONARCO, DOMINIC J.     | CFL122016                    | 12.95       | 0.00        | 12.95     | JUN-16_FY-16 | JUN-16_FY-16  | 2016    |
|                | 121N0    |                              | PA Unmatched         | HERLYCK, JAMES A.       | CFL022016                    | 3.85        | 0.00        | 3.85      | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
|                | 121N0    |                              | PA Unmatched         | HERLYCK, JAMES A.       | CFL032016                    | 11.71       | 0.00        | 11.71     | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
|                | 121N0    |                              | PA Unmatched         | SMITH, MICHAEL D.       | CFL032016                    | 0.83        | 0.00        | 0.83      | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
|                | 121N0    |                              | PA Unmatched         | HERLYCK, JAMES A.       | CFL052016                    | 11.71       | 0.00        | 11.71     | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
|                | 121N0    |                              | PA Unmatched         | SMITH, MICHAEL D.       | CFL052016                    | 0.83        | 0.00        | 0.83      | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
|                | 121N0    |                              | PA Unmatched         | HERLYCK, JAMES A.       | CFL062016                    | 3.90        | 0.00        | 3.90      | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
|                | 121N0    |                              | PA Unmatched         | SMITH, MICHAEL D.       | CFL062016                    | 0.83        | 0.00        | 0.83      | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
|                | 121N0    |                              | PA Unmatched         | HERLYCK, JAMES A.       | CFL072016                    | 4.02        | 0.00        | 4.02      | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
|                | 121N0    |                              | PA Unmatched         | DEPAULA, LEOWIL G.      | CFL112016                    | 13.79       | 0.00        | 13.79     | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
|                | 121N0    |                              | PA Unmatched         | GIRARD, LAURA G.        | CFL112016                    | 6.22        | 0.00        | 6.22      | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
|                | 121N0    |                              | PA Unmatched         | HERLYCK, JAMES A.       | CFL112016                    | 6.04        | 0.00        | 6.04      | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
|                | 121N0    |                              | PA Unmatched         | MONARCO, DOMINIC J.     | CFL112016                    | 2.84        | 0.00        | 2.84      | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
|                | 121N0    |                              | PA Unmatched         | MONARCO, DOMINIC J.     | CFL122016                    | 4.73        | 0.00        | 4.73      | JUN-16_FY-16 | JUN-16_FY-16  | 2016    |
|                | 25803    |                              | PA Unmatched Invoice | FHWA CFLHD DEPR & STOCK | FY16 DECEMBER DEPOT OVHD     | 1.04        | 0.00        | 1.04      | JUN-16_FY-16 | JUN-16_FY-16  | 2016    |
|                | 25803    |                              | PA Unmatched Invoice | FHWA CFLHD DEPR & STOCK | 16087-11 FY16 JANUARY DEPOT  | 2.84        | 0.00        | 2.84      | JUN-16_FY-16 | JUN-16_FY-16  | 2016    |
|                | 31080    |                              | PA Unmatched Invoice | FHWA CFLHD DEPR & STOCK | 16087-12 FY16 JANUARY DEPOT  | 2.89        | 0.00        | 2.89      | JUN-16_FY-16 | JUN-16_FY-16  | 2016    |
|                | 31080    |                              | PA Unmatched Invoice | FHWA CFLHD DEPR & STOCK | 16087-10 FY16 DECEMBER DEPOT | 0.83        | 0.00        | 0.83      | JUN-16_FY-16 | JUN-16_FY-16  | 2016    |
|                | 31080    |                              | PA Unmatched Invoice | FHWA CFLHD DEPR & STOCK | 16109-1 FY16 FEBRUARY DEPOT  | 4.89        | 0.00        | 4.89      | JUN-16_FY-16 | JUN-16_FY-16  | 2016    |
|                | 31080    |                              | PA Unmatched Invoice | FHWA CFLHD DEPR & STOCK | 16102-1 FY16 MARCH DEPOT     | 0.89        | 0.00        | 0.89      | JUN-16_FY-16 | JUN-16_FY-16  | 2016    |
|                | 93010    |                              | PA Burden            |                         |                              | 169.90      | 0.00        | 169.90    | JUN-16_FY-16 | JUN-16_FY-16  | 2016    |
|                | 93010    |                              | PA Burden            |                         |                              | 137.09      | 0.00        | 137.09    | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
|                | 93010    |                              | PA Burden            |                         |                              | 852.66      | 0.00        | 852.66    | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
|                | 93010    |                              | PA Burden            |                         |                              | 566.15      | 0.00        | 566.15    | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
|                | 93010    |                              | PA Burden            |                         |                              | 143.84      | 0.00        | 143.84    | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
|                | 93010    |                              | PA Burden            |                         |                              | 1,019.69    | 0.00        | 1,019.69  | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
|                |          |                              | 510.PE.15G0.08       | Sum:                    |                              | 5,635.97    | 0.00        | 5,635.97  |              |               |         |

Project Detail Transactions v1.5

Report Filter: Project Number: 15A606000001%

Project Number: 15A606000001 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   | Obl Period   | Expend Period | Rept Yr |
|----------------|----------|------------------------------|--------------------|-------------------------------|-------------------|-------------|-------------|-------------|--------------|---------------|---------|
| 551.PE.15G0.06 | 25103    | 12406814D00010/0056/1/1      | PO Detail          | SECTION 203 POO CFL           |                   | 0.00        | 64,588.34   | 64,588.34   | JAN-16_FY-16 |               | 2016    |
|                | 25103    | 12406814D00010/0056/1/1      | PO Detail          | SECTION 203 POO CFL           |                   | 0.00        | (64,588.34) | (64,588.34) | MAR-16_FY-16 |               | 2016    |
|                | 25103    | DTFH6814D00010/0056/1/1      | PA Matched Invoice | JACOBS ENGINEERING GROUP, INC | WXXY4056-01       | 10,115.32   | (10,115.32) | 0.00        | MAR-16_FY-16 | MAR-16_FY-16  | 2016    |
|                | 25103    | DTFH6814D00010/0056/1/1      | PA Matched Invoice | JACOBS ENGINEERING GROUP, INC | WXXY4056-02       | 25,600.54   | (25,600.54) | 0.00        | MAR-16_FY-16 | MAY-16_FY-16  | 2016    |
|                | 25103    | DTFH6814D00010/0056/1/1      | PA Matched Invoice | JACOBS ENGINEERING GROUP, INC | WXXY4056-03       | 1,886.13    | (1,886.13)  | 0.00        | MAR-16_FY-16 | JUN-16_FY-16  | 2016    |
|                | 25103    | DTFH6814D00010/0056/1/1/1/0  | PO Detail          | JACOBS ENGINEERING GROUP, INC |                   | 0.00        | 54,554.52   | 54,554.52   | MAR-16_FY-16 |               | 2016    |
|                | 25103    | DTFH6814D00010/0056/1/1/1/1  | PO Detail          | JACOBS ENGINEERING GROUP, INC |                   | 0.00        | 0.00        | 0.00        | MAR-16_FY-16 |               | 2016    |
|                |          |                              | 551.PE.15G0.06     | Sum:                          |                   | 37,401.99   | 17,152.53   | 54,554.52   |              |               |         |
|                |          |                              | 15A606000001       | Sum:                          |                   | 43,037.96   | 17,152.53   | 60,190.49   |              |               |         |

Project Number : 15A606000001 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 |
|----------------|----------|------------------------------|-------------------------|-------------------|-------------------|-------------|
| 510.PE.15G0.06 | 11110    | PAYROLL LABOR                | PA Unmatched            | HERLYCK, JAMES A. | CFL022016         | 77.00       |
|                | 12190    | PAYROLL LABOR                | PA Unmatched            | HERLYCK, JAMES A. | CFL022016         | 4.60        |
|                | 121B0    | PAYROLL LABOR                | PA Unmatched            | HERLYCK, JAMES A. | CFL022016         | 8.36        |
|                | 121C0    | PAYROLL LABOR                | PA Unmatched            | HERLYCK, JAMES A. | CFL022016         | 1.08        |
|                | 121L0    | PAYROLL LABOR                | PA Unmatched            | HERLYCK, JAMES A. | CFL022016         | 10.55       |
|                | 121N0    | PAYROLL LABOR                | PA Unmatched            | HERLYCK, JAMES A. | CFL022016         | 3.85        |
|                | 11110    | PAYROLL LABOR                | PA Unmatched<br>Invoice | HERLYCK, JAMES A. | CFL032016         | 234.12      |
|                | 11110    | PAYROLL LABOR                | PA Unmatched<br>Invoice | SMITH, MICHAEL D. | CFL032016         | 82.92       |
|                | 12190    | PAYROLL LABOR                | PA Unmatched<br>Invoice | HERLYCK, JAMES A. | CFL032016         | 13.95       |
|                | 12190    | PAYROLL LABOR                | PA Unmatched<br>Invoice | SMITH, MICHAEL D. | CFL032016         | 4.87        |
|                | 121A0    | PAYROLL LABOR                | PA Unmatched<br>Invoice | SMITH, MICHAEL D. | CFL032016         | 0.17        |
|                | 121B0    | PAYROLL LABOR                | PA Unmatched<br>Invoice | HERLYCK, JAMES A. | CFL032016         | 27.56       |
|                | 121B0    | PAYROLL LABOR                | PA Unmatched<br>Invoice | SMITH, MICHAEL D. | CFL032016         | 11.53       |
|                | 121C0    | PAYROLL LABOR                | PA Unmatched<br>Invoice | HERLYCK, JAMES A. | CFL032016         | 3.26        |
|                | 121C0    | PAYROLL LABOR                | PA Unmatched<br>Invoice | SMITH, MICHAEL D. | CFL032016         | 1.14        |
|                | 121L0    | PAYROLL LABOR                | PA Unmatched<br>Invoice | HERLYCK, JAMES A. | CFL032016         | 32.07       |
|                | 121L0    | PAYROLL LABOR                | PA Unmatched<br>Invoice | SMITH, MICHAEL D. | CFL032016         | 11.36       |
|                | 121N0    | PAYROLL LABOR                | PA Unmatched<br>Invoice | HERLYCK, JAMES A. | CFL032016         | 11.71       |
|                | 121N0    | PAYROLL LABOR                | PA Unmatched<br>Invoice | SMITH, MICHAEL D. | CFL032016         | 0.83        |
|                | 11110    | PAYROLL LABOR                | PA Unmatched<br>Invoice | HERLYCK, JAMES A. | CFL052016         | 234.12      |
|                | 11110    | PAYROLL LABOR                | PA Unmatched<br>Invoice | SMITH, MICHAEL D. | CFL052016         | 82.92       |
|                | 12190    | PAYROLL LABOR                | PA Unmatched<br>Invoice | HERLYCK, JAMES A. | CFL052016         | 13.95       |
|                | 12190    | PAYROLL LABOR                | PA Unmatched<br>Invoice | SMITH, MICHAEL D. | CFL052016         | 4.87        |

|       |               |                      |                   |           |       |
|-------|---------------|----------------------|-------------------|-----------|-------|
| 121A0 | PAYROLL LABOR | PA Unmatched Invoice | SMITH, MICHAEL D. | CFL052016 | 0.17  |
| 121B0 | PAYROLL LABOR | PA Unmatched Invoice | HERLYCK, JAMES A. | CFL052016 | 27.56 |
| 121B0 | PAYROLL LABOR | PA Unmatched Invoice | SMITH, MICHAEL D. | CFL052016 | 11.53 |
| 121C0 | PAYROLL LABOR | PA Unmatched Invoice | HERLYCK, JAMES A. | CFL052016 | 3.26  |
| 121C0 | PAYROLL LABOR | PA Unmatched Invoice | SMITH, MICHAEL D. | CFL052016 | 1.14  |
| 121L0 | PAYROLL LABOR | PA Unmatched Invoice | HERLYCK, JAMES A. | CFL052016 | 32.07 |
| 121L0 | PAYROLL LABOR | PA Unmatched Invoice | SMITH, MICHAEL D. | CFL052016 | 11.36 |
| 121N0 | PAYROLL LABOR | PA Unmatched Invoice | HERLYCK, JAMES A. | CFL052016 | 11.71 |
| 121N0 | PAYROLL LABOR | PA Unmatched Invoice | SMITH, MICHAEL D. | CFL052016 | 0.83  |
| 11110 | PAYROLL LABOR | PA Unmatched Invoice | HERLYCK, JAMES A. | CFL062016 | 78.04 |
| 11110 | PAYROLL LABOR | PA Unmatched Invoice | SMITH, MICHAEL D. | CFL062016 | 82.92 |
| 12190 | PAYROLL LABOR | PA Unmatched Invoice | HERLYCK, JAMES A. | CFL062016 | 4.65  |
| 12190 | PAYROLL LABOR | PA Unmatched Invoice | SMITH, MICHAEL D. | CFL062016 | 4.87  |
| 121A0 | PAYROLL LABOR | PA Unmatched Invoice | SMITH, MICHAEL D. | CFL062016 | 0.17  |
| 121B0 | PAYROLL LABOR | PA Unmatched Invoice | HERLYCK, JAMES A. | CFL062016 | 9.19  |
| 121B0 | PAYROLL LABOR | PA Unmatched Invoice | SMITH, MICHAEL D. | CFL062016 | 11.53 |
| 121C0 | PAYROLL LABOR | PA Unmatched Invoice | HERLYCK, JAMES A. | CFL062016 | 1.09  |
| 121C0 | PAYROLL LABOR | PA Unmatched Invoice | SMITH, MICHAEL D. | CFL062016 | 1.14  |
| 121L0 | PAYROLL LABOR | PA Unmatched Invoice | HERLYCK, JAMES A. | CFL062016 | 10.69 |
| 121L0 | PAYROLL LABOR | PA Unmatched Invoice | SMITH, MICHAEL D. | CFL062016 | 11.36 |
| 121N0 | PAYROLL LABOR | PA Unmatched Invoice | HERLYCK, JAMES A. | CFL062016 | 3.90  |

|                |                                       |                      |                               |             |           |
|----------------|---------------------------------------|----------------------|-------------------------------|-------------|-----------|
| 121N0          | PAYROLL LABOR                         | PA Unmatched Invoice | SMITH, MICHAEL D.             | CFL062016   | 0.83      |
| 11110          | PAYROLL LABOR                         | PA Unmatched Invoice | HERLYCK, JAMES A.             | CFL072016   | 80.48     |
| 12190          | PAYROLL LABOR                         | PA Unmatched Invoice | HERLYCK, JAMES A.             | CFL072016   | 4.80      |
| 121B0          | PAYROLL LABOR                         | PA Unmatched Invoice | HERLYCK, JAMES A.             | CFL072016   | 9.19      |
| 121C0          | PAYROLL LABOR                         | PA Unmatched Invoice | HERLYCK, JAMES A.             | CFL072016   | 1.12      |
| 121L0          | PAYROLL LABOR                         | PA Unmatched Invoice | HERLYCK, JAMES A.             | CFL072016   | 11.03     |
| 121N0          | PAYROLL LABOR                         | PA Unmatched Invoice | HERLYCK, JAMES A.             | CFL072016   | 4.02      |
| 93010          | PAYROLL LABOR                         | PA BURDEN            |                               |             | 150.84    |
| 93010          | PAYROLL LABOR                         | PA BURDEN            |                               |             | 852.66    |
| 93010          | PAYROLL LABOR                         | PA BURDEN            |                               |             | 566.15    |
| 93010          | PAYROLL LABOR                         | PA BURDEN            |                               |             | 24.26     |
| 93010          | PAYROLL LABOR                         | PA BURDEN            |                               |             | 137.08    |
| 93010          | PAYROLL LABOR                         | PA BURDEN            |                               |             | 100.16    |
| 551.PE.15G0.06 | 25103 DTFH6814D00010/0056 / 1 / 1 / 1 | PA Unmatched Invoice | JACOBS ENGINEERING GROUP, INC | WVXY4056-02 | 25,600.54 |
|                |                                       |                      |                               |             | 28,739.13 |

| Obligations | Obs + Exp | Obl Period   | Expend Period | Rept Yr |
|-------------|-----------|--------------|---------------|---------|
| 0.00        | 77.00     | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
| 0.00        | 4.60      | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
| 0.00        | 8.36      | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
| 0.00        | 1.08      | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
| 0.00        | 10.55     | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
| 0.00        | 3.85      | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
| 0.00        | 234.12    | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
| 0.00        | 82.92     | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
| 0.00        | 13.95     | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
| 0.00        | 4.87      | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
| 0.00        | 0.17      | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
| 0.00        | 27.56     | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
| 0.00        | 11.53     | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
| 0.00        | 3.26      | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
| 0.00        | 1.14      | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
| 0.00        | 32.07     | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
| 0.00        | 11.36     | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
| 0.00        | 11.71     | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
| 0.00        | 0.83      | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
| 0.00        | 234.12    | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
| 0.00        | 82.92     | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
| 0.00        | 13.95     | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |
| 0.00        | 4.87      | MAY-16_FY-16 | MAY-16_FY-16  | 2016    |

|      |       |              |              |      |
|------|-------|--------------|--------------|------|
| 0.00 | 0.17  | MAY-16_FY-16 | MAY-16_FY-16 | 2016 |
| 0.00 | 27.56 | MAY-16_FY-16 | MAY-16_FY-16 | 2016 |
| 0.00 | 11.53 | MAY-16_FY-16 | MAY-16_FY-16 | 2016 |
| 0.00 | 3.26  | MAY-16_FY-16 | MAY-16_FY-16 | 2016 |
| 0.00 | 1.14  | MAY-16_FY-16 | MAY-16_FY-16 | 2016 |
| 0.00 | 32.07 | MAY-16_FY-16 | MAY-16_FY-16 | 2016 |
| 0.00 | 11.36 | MAY-16_FY-16 | MAY-16_FY-16 | 2016 |
| 0.00 | 11.71 | MAY-16_FY-16 | MAY-16_FY-16 | 2016 |
| 0.00 | 0.83  | MAY-16_FY-16 | MAY-16_FY-16 | 2016 |
| 0.00 | 78.04 | MAY-16_FY-16 | MAY-16_FY-16 | 2016 |
| 0.00 | 82.92 | MAY-16_FY-16 | MAY-16_FY-16 | 2016 |
| 0.00 | 4.65  | MAY-16_FY-16 | MAY-16_FY-16 | 2016 |
| 0.00 | 4.87  | MAY-16_FY-16 | MAY-16_FY-16 | 2016 |
| 0.00 | 0.17  | MAY-16_FY-16 | MAY-16_FY-16 | 2016 |
| 0.00 | 9.19  | MAY-16_FY-16 | MAY-16_FY-16 | 2016 |
| 0.00 | 11.53 | MAY-16_FY-16 | MAY-16_FY-16 | 2016 |
| 0.00 | 1.09  | MAY-16_FY-16 | MAY-16_FY-16 | 2016 |
| 0.00 | 1.14  | MAY-16_FY-16 | MAY-16_FY-16 | 2016 |
| 0.00 | 10.69 | MAY-16_FY-16 | MAY-16_FY-16 | 2016 |
| 0.00 | 11.36 | MAY-16_FY-16 | MAY-16_FY-16 | 2016 |
| 0.00 | 3.90  | MAY-16_FY-16 | MAY-16_FY-16 | 2016 |

|             |        |              |              |      |
|-------------|--------|--------------|--------------|------|
| 0.00        | 0.83   | MAY-16_FY-16 | MAY-16_FY-16 | 2016 |
| 0.00        | 80.48  | MAY-16_FY-16 | MAY-16_FY-16 | 2016 |
| 0.00        | 4.80   | MAY-16_FY-16 | MAY-16_FY-16 | 2016 |
| 0.00        | 9.19   | MAY-16_FY-16 | MAY-16_FY-16 | 2016 |
| 0.00        | 1.12   | MAY-16_FY-16 | MAY-16_FY-16 | 2016 |
| 0.00        | 11.03  | MAY-16_FY-16 | MAY-16_FY-16 | 2016 |
| 0.00        | 4.02   | MAY-16_FY-16 | MAY-16_FY-16 | 2016 |
| 0.00        | 150.84 | MAY-16_FY-16 | MAY-16_FY-16 | 2016 |
| 0.00        | 852.66 | MAY-16_FY-16 | MAY-16_FY-16 | 2016 |
| 0.00        | 566.15 | MAY-16_FY-16 | MAY-16_FY-16 | 2016 |
| 0.00        | 24.26  | MAY-16_FY-16 | MAY-16_FY-16 | 2016 |
| 0.00        | 137.08 | MAY-16_FY-16 | MAY-16_FY-16 | 2016 |
| 0.00        | 100.16 | MAY-16_FY-16 | MAY-16_FY-16 | 2016 |
| (25,600.54) | 0.00   | MAY-16_FY-16 | MAY-16_FY-16 | 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.***

## City Manager

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**From:** Quigley, Tamy D@DOT <tamy.quigley@dot.ca.gov>  
**Sent:** Wednesday, February 17, 2016 8:43 AM  
**To:** Jim Elkins  
**Cc:** City Manager; Julie Iskra; 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.

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  
530.225.2735

**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:

# City Council Agenda Item

## Old Business

**Item No:** 11.E.  
**Date:** July 21, 2016  
**Subject:** Consider and approve request from Siskiyou Opportunity Center to increase costs to City of Dunsmuir and other Siskiyou County cities that participate in Blue Bag program

The Blue Bag program is close to the only recycling program in Siskiyou County. The bags are collected by Clemens and transported to Siskiyou Opportunity Center where disabled individuals sort and prepare materials for shipment to recycling centers that pay for the materials. In the past the proceeds of the sales of materials has been sufficient to provide a payment to disabled individuals for their efforts. A new decree from the Governor, and new federal legislation, is requiring that the workers be paid no less than minimum wage and be provided some benefits. In order for the program to continue and pay its own way, cities are being asked to subsidize new worker costs.

At the moment, Clemens is paid \$452 each month to collect and transport the materials to Siskiyou Opportunity Center. The City is reimbursed for most of this cost by \$5,000 recycling grant from CalRecycle. The new cost for labor at Siskiyou Opportunity Center would not be reimbursed to City but could be assigned to Solid Waste fund.

**Recommendation:** Move to approve request from Siskiyou Opportunity Center to increase costs to City of Dunsmuir and other Siskiyou County cities that participate in Blue Bag program and authorize Interim City Manager to notify Siskiyou Opportunity Center of this decision.



# Siskiyou Opportunity Center

P.O. Box 304-1516 S. Mt. Shasta Blvd., Mt. Shasta, CA 96067  
Phone (530)926-4698 Fax (530)926-0689

## *"Training For Independence"*

Dan Chianello, Executive Director

Paul H. Poczobut Jr.  
City of Dunsmuir  
5915 Dunsmuir Ave.  
Dunsmuir, Ca 96025

### *Board of Directors*

**Randal Boyd, President**  
*Paramedic*

Date: June 13, 2016

**Cindy Rinne, Vice President**  
*Retired Educator*

Re: Blue Bag Costs

**Susie Boyd, Vice President**  
*Retired*

Dear Paul,

**Ted Marconi, Secretary**  
*Retired, City Manager*

**Dennis Johnson, Treasurer**  
*Retired College Educator*

The Siskiyou Opportunity Center is in a precarious and critical financial position. We recently had to change our program design at our Yreka Facility to accommodate new federal rules regarding elimination of the subminimum wage. This means all employees including our disabled individuals will have to be paid the current minimum wage. It also means that every year for the next six years the minimum wage will continue to increase due the recent state minimum wage increases signed by Governor Brown.

**Michael Zanger, Member**  
*Retired Business Owner, Author*

### Affiliations

*California Chamber  
United Way  
CDSA  
C.A.R.F.  
Source America  
S.P.A.C.*

For many years our customers like the City of Dunsmuir, have been able to take advantage of our services due to the federal subminimum certificate wage (14c). Unfortunately, the State of California and the federal government are in the process of eliminating the subminimum wage altogether.

Due to the incredible rising cost of health insurance, the newly signed minimum wage increases, and sick pay for part time employees we have no other choice but to charge the City of Dunsmuir for the labor to process the Dunsmuir blue bags. We performed two time studies in November and December (the two slowest months) to determine how long it would take. The calculations of labor are on the attached sheet. The monthly charge to process the blue bags for the period August 1, 2016 to December 31 2016 will be \$483.71. Due to the minimum wage increasing in January 2016, the rate will increase to \$497.57. To be fair, the calculations were based on using the productivity rate of non-disabled workers.

I realize this is unexpected and I am very sorry. Our current financial situation is at such a critical point we simply cannot afford to provide free services any longer. We are planning for a design change at the Mount Shasta facility on August 1, 2016. At that point all of our disabled workers will have to be paid minimum wage. For this fact I will need to know if we have an agreement with City of Dunsmuir to pay for this service by **July 15, 2016**. Similar letters are going to the cities of Weed and Mount Shasta. Unfortunately, we will be unable to accept any blue bags after July 31, 2016 for those cities that are unable to pay for the processing. Please let me know if you have any questions or concerns and I will be happy to address them. I look forward to hearing from you Paul.

Sincerely,

A handwritten signature in cursive script, appearing to read "Dan Chianello".

Dan Chianello  
Executive Director  
530-926-4698  
dan@siskiyuoc.org

**Siskiyou Opportunity Center**  
**August 1, 2016 - December 31, 2016**

**Year 1**

| Employee                 | Category          | Sorter<br>Wage<br>Calculation | Total<br>Hours |              |               |          |
|--------------------------|-------------------|-------------------------------|----------------|--------------|---------------|----------|
| John Doe                 |                   |                               |                |              |               |          |
|                          | Base Pay          | \$10.000 hr                   | 1696           |              |               |          |
|                          | Vacation          | \$10.000 hr                   |                |              |               |          |
|                          | Sick Pay          | \$10.000 hr                   | 24             |              |               |          |
|                          | Holiday Pay       | \$10.000 hr                   |                |              |               |          |
|                          | Subtotal ----->   |                               | 1720           |              |               |          |
|                          | Social Security   | \$0.620 hr                    |                |              |               |          |
| A-                       | Medicare          | \$0.145 hr                    |                |              |               |          |
| B-                       | Unemployment Ins  | \$0.250 hr                    |                |              |               |          |
| C-                       | Sick Pay          | \$0.161 hr                    |                |              |               |          |
| D-                       | Overhead Expenses | \$9.534 hr                    |                |              |               |          |
| E-                       | Margin            | \$2.000 hr                    |                | Sick Pay     | Rate per hour | Yearly   |
|                          |                   |                               |                | Hrs per year | Per Hour      | Amount   |
|                          |                   |                               |                | 24.00        | \$11.348      | \$272.35 |
| <b>Total hourly cost</b> |                   | <b>\$22.71 hr</b>             |                |              |               |          |

**Siskiyou Opportunity Center**

**Year 2**

**January 1, 2017 - December 31, 2017**

| Employee                 | Category          | Sorter<br>Wage<br>Calculation | Total<br>Hours |              |          |          |
|--------------------------|-------------------|-------------------------------|----------------|--------------|----------|----------|
| John Doe                 |                   |                               |                |              |          |          |
|                          | Base Pay          | \$10.500 hr                   | 1696           |              |          |          |
|                          | Vacation          | \$10.500 hr                   |                |              |          |          |
|                          | Sick Pay          | \$10.500 hr                   | 24             |              |          |          |
|                          | Holiday Pay       | \$10.500 hr                   |                |              |          |          |
|                          | Subtotal ----->   |                               | 1720           |              |          |          |
|                          | Social Security   | \$0.651 hr                    |                |              |          |          |
| A-                       | Medicare          | \$0.152 hr                    |                |              |          |          |
| B-                       | Unemployment Ins  | \$0.263 hr                    |                |              |          |          |
| C-                       | Sick Pay          | \$0.161 hr                    |                |              |          |          |
| D-                       | Overhead Expenses | \$9.534 hr                    |                |              |          |          |
| E-                       | Margin            | \$2.100 hr                    |                | Sick Pay     | Rate     | Yearly   |
|                          |                   |                               |                | Hrs per year | Per Hour | Amount   |
|                          |                   |                               |                | 24.00        | \$11.348 | \$272.35 |
| <b>Total hourly cost</b> |                   | <b>\$23.36 hr</b>             |                |              |          |          |

Siskiyou Opportunity Center

**Year 1**

**August 1, 2016 - December 31, 2016**

|         | Total<br>Labor<br>Hours | Month | Rate    | Total<br>Monthly<br>Cost |
|---------|-------------------------|-------|---------|--------------------------|
| Sorters | 21.30                   | 1.00  | \$22.71 | <b>\$483.71</b>          |

**Year 2**

**January 1, 2017 - December 31, 2017**

|         | Total<br>Labor<br>Hours | Month | Rate    | Total<br>Monthly<br>Cost |
|---------|-------------------------|-------|---------|--------------------------|
| Sorters | 21.30                   | 1.00  | \$23.36 | <b>\$497.57</b>          |

\*\*\* Does not include trash from bluebags

\*\*\* Does not include baling and shipping

**Blue Bag Material Totals**

**Dunsmuir-Blue Bags(Dec)**

| Material         | Total Weight | Scrap Value | Totals         |
|------------------|--------------|-------------|----------------|
| Aluminum         | 44.9         | \$0.41      | \$18.41        |
| #1 Pet Plastic   | 257          | \$0.01      | \$3.08         |
| Glass            | 1952         | \$0.02      | \$39.04        |
| Bimetal          | 2            | \$0.00      | \$0.00         |
| #2 Mixed Plastic | 273          | \$0.01      | \$3.28         |
| Tin              | 33.3         | \$0.00      | \$0.00         |
| Trash            | 124.8        |             |                |
|                  |              |             |                |
| <b>TOTAL</b>     | <b>2687</b>  |             | <b>\$63.81</b> |

## City Council Agenda Item Old Business

**Item No:** 11.F.  
**Date:** July 21, 2016  
**Subject:** Consider, approve and authorize Mayor to execute documents to complete purchase of site for proposed downtown area water tank

The three documents (Change of Ownership Report, Grant deed, and Grant Deed Certificate of Acceptance) included in your packets were prepared by PACE Engineering and reviewed by City Attorney. These complete the documents needed to record your previously approved purchase of site for proposed replacement downtown water tank.

Once you approve these documents and they are executed by Mayor and School District representative, and notarized, they will be taken to County offices for recordation, along with Property Sale Contract that was previously approved and executed by City and School District.

Following recordation, the City will pay purchase price of the land to School District.

**Recommendation:** Move to approve Change of Ownership Report, Grant Deed, and Grant Deed Certificate of Acceptance for purchase of property from School District for proposed downtown area water tank, authorize Mayor to execute Documents for City, direct staff to obtain necessary signatures from School District representatives and arrange to have documents recorded, and following recordation arrange for payment for the land to School District.

**PRELIMINARY CHANGE OF OWNERSHIP REPORT**

**MIKE MALLORY**  
**SISKIYOU COUNTY ASSESSOR-RECORDER**  
 311 Fourth Street, Room 108  
 Yreka, CA 96097-2984  
 Telephone (530) 842-8036

To be completed by the transferee (buyer) prior to a transfer of subject property, in accordance with section 480.3 of the Revenue and Taxation Code. A *Preliminary Change of Ownership Report* must be filed with each conveyance in the County Recorder's office for the county where the property is located.

NAME AND MAILING ADDRESS OF BUYER/TRANSFeree  
 (Make necessary corrections to the printed name and mailing address)

City of Dunsmuir  
 5915 Dunsmuir Avenue  
 Dunsmuir, CA 96025

|                                  |   |
|----------------------------------|---|
| ASSESSOR'S PARCEL NUMBER         | N/A (Land Conveyance between government agencies) |
| SELLER/TRANSFEROR                | Dunsmuir School District                          |
| BUYER'S DAYTIME TELEPHONE NUMBER | ( 530 ) 235-4822                                  |
| BUYER'S EMAIL ADDRESS            |   |

STREET ADDRESS OR PHYSICAL LOCATION OF REAL PROPERTY

Address not available. Latitude 41°12'47.62"N, Longitude 122°16'34.54"W

MAIL PROPERTY TAX INFORMATION TO (NAME)

City Clerk

|                      |          |       |          |
|----------------------|----------|-------|----------|
| ADDRESS              | CITY     | STATE | ZIP CODE |
| 5915 Dunsmuir Avenue | Dunsmuir | CA    | 96025    |

|                              |  |   |    |     |      |
|------------------------------|--|---|----|-----|------|
| <input type="checkbox"/> YES | <input checked="" type="checkbox"/> NO | This property is intended as my principal residence. If YES, please indicate the date of occupancy or intended occupancy. | MO | DAY | YEAR |
|------------------------------|--|---|----|-----|------|

**PART 1. TRANSFER INFORMATION** Please complete all statements.

This section contains possible exclusions from reassessment for certain types of transfers.

- YES NO
- A. This transfer is solely between spouses (addition or removal of a spouse, death of a spouse, divorce settlement, etc.).
  - B. This transfer is solely between domestic partners currently registered with the California Secretary of State (addition or removal of a partner, death of a partner, termination settlement, etc.).
  - \*C. This is a transfer:  between parent(s) and child(ren)  from grandparent(s) to grandchild(ren).
  - \*D. This transfer is the result of a cotenant's death. Date of death \_\_\_\_\_
  - \*E. This transaction is to replace a principal residence by a person 55 years of age or older. Within the same county?  YES  NO
  - \*F. This transaction is to replace a principal residence by a person who is severely disabled as defined by Revenue and Taxation Code section 69.5. Within the same county?  YES  NO
  - G. This transaction is only a correction of the name(s) of the person(s) holding title to the property (e.g., a name change upon marriage). If YES, please explain: \_\_\_\_\_
  - H. The recorded document creates, terminates, or reconveys a lender's interest in the property.
  - I. This transaction is recorded only as a requirement for financing purposes or to create, terminate, or reconvey a security interest (e.g., cosigner). If YES, please explain: \_\_\_\_\_
  - J. The recorded document substitutes a trustee of a trust, mortgage, or other similar document.
  - K. This is a transfer of property:
    - 1. to/from a revocable trust that may be revoked by the transferor and is for the benefit of  the transferor, and/or  the transferor's spouse  registered domestic partner.
    - 2. to/from a trust that may be revoked by the creator/grantor/trustor who is also a joint tenant, and which names the other joint tenant(s) as beneficiaries when the creator/grantor/trustor dies.
    - 3. to/from an irrevocable trust for the benefit of the  creator/grantor/trustor and/or  grantor's/trustor's spouse  grantor's/trustor's registered domestic partner.
  - L. This property is subject to a lease with a remaining lease term of 35 years or more including written options.
  - M. This is a transfer between parties in which proportional interests of the transferor(s) and transferee(s) in each and every parcel being transferred remain exactly the same after the transfer.
  - N. This is a transfer subject to subsidized low-income housing requirements with governmentally imposed restrictions.
  - \*O. This transfer is to the first purchaser of a new building containing an active solar energy system.

\* Please refer to the instructions for Part 1.

Please provide any other information that will help the Assessor understand the nature of the transfer.

**THIS DOCUMENT IS NOT SUBJECT TO PUBLIC INSPECTION**

**PART 2. OTHER TRANSFER INFORMATION**

*Check and complete as applicable.*

- A. Date of transfer, if other than recording date: \_\_\_\_\_
- B. Type of transfer:  
 Purchase    Foreclosure    Gift    Trade or exchange    Merger, stock, or partnership acquisition (Form BOE-100-B)  
 Contract of sale. Date of contract: \_\_\_\_\_    Inheritance. Date of death: \_\_\_\_\_  
 Sale/leaseback    Creation of a lease    Assignment of a lease    Termination of a lease. Date lease began: \_\_\_\_\_  
 Original term in years (including written options): \_\_\_\_\_ Remaining term in years (including written options): \_\_\_\_\_  
 Other. Please explain: Conveyance of land
- C. Only a partial interest in the property was transferred.    YES    NO   If YES, indicate the percentage transferred: \_\_\_\_\_ %

**PART 3. PURCHASE PRICE AND TERMS OF SALE**

*Check and complete as applicable.*

- A. Total purchase price \$ 14,075.00
- B. Cash down payment or value of trade or exchange excluding closing costs Amount \$ 14075.00
- C. First deed of trust @ \_\_\_\_\_ % interest for \_\_\_\_\_ years. Monthly payment \$ \_\_\_\_\_ Amount \$ \_\_\_\_\_  
 FHA (\_\_\_\_ Discount Points)    Cal-Vet    VA (\_\_\_\_ Discount Points)    Fixed rate    Variable rate  
 Bank/Savings & Loan/Credit Union    Loan carried by seller  
 Balloon payment \$ \_\_\_\_\_ Due date: \_\_\_\_\_
- D. Second deed of trust @ \_\_\_\_\_ % interest for \_\_\_\_\_ years. Monthly payment \$ \_\_\_\_\_ Amount \$ \_\_\_\_\_  
 Fixed rate    Variable rate    Bank/Savings & Loan/Credit Union    Loan carried by seller  
 Balloon payment \$ \_\_\_\_\_ Due date: \_\_\_\_\_
- E. Was an Improvement Bond or other public financing assumed by the buyer?    YES    NO   Outstanding balance \$ \_\_\_\_\_
- F. Amount, if any, of real estate commission fees paid by the buyer which are not included in the purchase price \$ \_\_\_\_\_
- G. The property was purchased:    Through real estate broker. Broker name: \_\_\_\_\_ Phone number: (\_\_\_\_) \_\_\_\_\_  
 Direct from seller    From a family member-Relationship \_\_\_\_\_  
 Other. Please explain: \_\_\_\_\_
- H. Please explain any special terms, seller concessions, broker/agent fees waived, financing, and any other information (e.g., buyer assumed the existing loan balance) that would assist the Assessor in the valuation of your property.

**PART 4. PROPERTY INFORMATION**

*Check and complete as applicable.*

- A. Type of property transferred  
 Single-family residence    Co-op/Own-your-own    Manufactured home  
 Multiple-family residence. Number of units: \_\_\_\_\_    Condominium    Unimproved lot  
 Other. Description: (i.e., timber, mineral, water rights, etc.)    Timeshare    Commercial/Industrial
- B.  YES    NO Personal/business property, or incentives, provided by seller to buyer are included in the purchase price. Examples of personal property are furniture, farm equipment, machinery, etc. Examples of incentives are club memberships, etc. Attach list if available.  
 If YES, enter the value of the personal/business property: \$ \_\_\_\_\_ Incentives \$ \_\_\_\_\_
- C.  YES    NO A manufactured home is included in the purchase price.  
 If YES, enter the value attributed to the manufactured home: \$ \_\_\_\_\_  
 YES    NO The manufactured home is subject to local property tax. If NO, enter decal number: \_\_\_\_\_
- D.  YES    NO The property produces rental or other income.  
 If YES, the income is from:    Lease/rent    Contract    Mineral rights    Other: \_\_\_\_\_
- E. The condition of the property at the time of sale was:    Good    Average    Fair    Poor  
 Please describe: Undeveloped land

**CERTIFICATION**

*I certify (or declare) that the foregoing and all information hereon, including any accompanying statements or documents, is true and correct to the best of my knowledge and belief.*

|   |                |  |
|---|----------------|--|
| SIGNATURE OF BUYER/TRANSFeree OR CORPORATE OFFICER<br><br>▶                                     | DATE           | TELEPHONE<br>( 530 ) 235-4522                |
| NAME OF BUYER/TRANSFeree/Legal REPRESENTATIVE/CORPORATE OFFICER (PLEASE PRINT)<br>Josh Spurlock | TITLE<br>Mayor | EMAIL ADDRESS<br>spurlockconouncil@gmail.com |

The Assessor's office may contact you for additional information regarding this transaction.

## ADDITIONAL INFORMATION

Please answer all questions in each section, and sign and complete the certification before filing. This form may be used in all 58 California counties. If a document evidencing a change in ownership is presented to the Recorder for recordation without the concurrent filing of a *Preliminary Change of Ownership Report*, the Recorder may charge an additional recording fee of twenty dollars (\$20).

**NOTICE:** The property which you acquired may be subject to a supplemental assessment in an amount to be determined by the County Assessor. Supplemental assessments are not paid by the title or escrow company at close of escrow, and are not included in lender impound accounts. **You may be responsible for the current or upcoming property taxes even if you do not receive the tax bill.**

**NAME AND MAILING ADDRESS OF BUYER:** Please make necessary corrections to the printed name and mailing address. Enter Assessor's Parcel Number, name of seller, buyer's daytime telephone number, buyer's email address, and street address or physical location of the real property.

**NOTE:** Your telephone number and/or email address is very important. If there is a question or a problem, the Assessor needs to be able to contact you.

**MAIL PROPERTY TAX INFORMATION TO:** Enter the name, address, city, state, and zip code where property tax information should be mailed. This must be a valid mailing address.

**PRINCIPAL RESIDENCE:** To help you determine your principal residence, consider (1) where you are registered to vote, (2) the home address on your automobile registration, and (3) where you normally return after work. If after considering these criteria you are still uncertain, choose the place at which you have spent the major portion of your time this year. Check YES if the property is intended as your principal residence, and indicate the date of occupancy or intended occupancy.

### PART 1: TRANSFER INFORMATION

**If you check YES to any of these statements, the Assessor may ask for supporting documentation.**

**C,D,E, F:** If you checked YES to any of these statements, you may qualify for a property tax reassessment exclusion, which may allow you to maintain your property's previous tax base. **A claim form must be filed and all requirements met in order to obtain any of these exclusions.** Contact the Assessor for claim forms. **NOTE:** If you give someone money or property during your life, you may be subject to federal gift tax. You make a gift if you give property (including money), the use of property, or the right to receive income from property without expecting to receive something of at least equal value in return. The transferor (donor) may be required to file Form 709, Federal Gift Tax Return, with the Internal Revenue Service if they make gifts in excess of the annual exclusion amount.

**G:** Check YES if the reason for recording is to correct a name already on title [e.g., Mary Jones, who acquired title as Mary J. Smith, is granting to Mary Jones]. This is not for use when a name is being removed from title.

**H:** Check YES if the change involves a lender, who holds title for security purposes on a loan, and who has no other beneficial interest in the property.

**"Beneficial interest"** is the right to enjoy all the benefits of property ownership. Those benefits include the right to use, sell, mortgage, or lease the property to another. A beneficial interest can be held by the beneficiary of a trust, while legal control of the trust is held by the trustee.

**I:** A "**cosigner**" is a third party to a mortgage/loan who provides a guarantee that a loan will be repaid. The cosigner signs an agreement with the lender stating that if the borrower fails to repay the loan, the cosigner will assume legal liability for it.

**M:** This is primarily for use when the transfer is into, out of, or between legal entities such as partnerships, corporations, or limited liability companies. Check YES only if the interest held in each and every parcel being transferred remains exactly the same.

**N:** Check YES only if property is subject to subsidized low-income housing requirements with governmentally imposed restrictions; property may qualify for a restricted valuation method (i.e., may result in lower taxes).

**O:** If you checked YES, you may qualify for a new construction property tax exclusion. **A claim form must be filed and all requirements met in order to obtain the exclusion. Contact the Assessor for a claim form.**

### PART 2: OTHER TRANSFER INFORMATION

**A:** The date of recording is rebuttably presumed to be the date of transfer. If you believe the date of transfer was a different date (e.g., the transfer was by an unrecorded contract, or a lease identifies a specific start date), put the date you believe is the correct transfer date. If it is not the date of recording, the Assessor may ask you for supporting documentation.

**B:** Check the box that corresponds to the type of transfer. If OTHER is checked, please provide a detailed description. Attach a separate sheet if necessary.

**PART 3: PURCHASE PRICE AND TERMS OF SALE**

It is important to complete this section completely and accurately. The reported purchase price and terms of sale are important factors in determining the assessed value of the property, which is used to calculate your property tax bill. Your failure to provide any required or requested information may result in an inaccurate assessment of the property and in an overpayment or underpayment of taxes.

- A. Enter the total purchase price, not including closing costs or mortgage insurance.

**“Mortgage insurance”** is insurance protecting a lender against loss from a mortgagor's default, issued by the FHA or a private mortgage insurer.

- B. Enter the amount of the down payment, whether paid in cash or by an exchange. If through an exchange, exclude the closing costs.

**“Closing costs”** are fees and expenses, over and above the price of the property, incurred by the buyer and/or seller, which include title searches, lawyer's fees, survey charges, and document recording fees.

- C. Enter the amount of the First Deed of Trust, if any. Check all the applicable boxes, and complete the information requested.

A **“balloon payment”** is the final installment of a loan to be paid in an amount that is disproportionately larger than the regular installment.

- D. Enter the amount of the Second Deed of Trust, if any. Check all the applicable boxes, and complete the information requested.

- E. If there was an assumption of an improvement bond or other public financing with a remaining balance, enter the outstanding balance, and mark the applicable box.

An **“improvement bond or other public financing”** is a lien against real property due to property-specific improvement financing, such as green or solar construction financing, assessment district bonds, Mello-Roos (a form of financing that can be used by cities, counties and special districts to finance major improvements and services within the particular district) or general improvement bonds, etc. Amounts for repayment of contractual assessments are included with the annual property tax bill.

- F. Enter the amount of any real estate commission fees paid by the buyer which are not included in the purchase price.

- G. If the property was purchased through a real estate broker, check that box and enter the broker's name and phone number. If the property was purchased directly from the seller (who is not a family member of one of the parties purchasing the property), check the “Direct from seller” box. If the property was purchased directly from a member of your family, or a family member of one of the parties who is purchasing the property, check the “From a family member” box and indicate the relationship of the family member (e.g., father, aunt, cousin, etc.). If the property was purchased by some other means (e.g., over the Internet, at auction, etc.), check the “OTHER” box and provide a detailed description (attach a separate sheet if necessary).

- H. Describe any special terms (e.g., seller retains an unrecorded life estate in a portion of the property, etc.), seller concessions (e.g., seller agrees to replace roof, seller agrees to certain interior finish work, etc.), broker/agent fees waived (e.g., fees waived by the broker/agent for either the buyer or seller), financing, buyer paid commissions, and any other information that will assist the Assessor in determining the value of the property.

**PART 4: PROPERTY INFORMATION**

- A. Indicate the property type or property right transferred. Property rights may include water, timber, mineral rights, etc.

- B. Check YES if personal, business property or incentives are included in the purchase price in Part 3. Examples of personal or business property are furniture, farm equipment, machinery, etc. Examples of incentives are club memberships (golf, health, etc.), ski lift tickets, homeowners' dues, etc. Attach a list of items and their purchase price allocation. An adjustment will not be made if a detailed list is not provided.

- C. Check YES if a manufactured home or homes are included in the purchase price. Indicate the purchase price directly attributable to each of the manufactured homes. If the manufactured home is registered through the Department of Motor Vehicles in lieu of being subject to property taxes, check NO and enter the decal number.

- D. Check YES if the property was purchased or acquired with the intent to rent or lease it out to generate income, and indicate the source of that anticipated income. Check NO if the property will not generate income, or was purchased with the intent of being owner-occupied.

- E. Provide your opinion of the condition of the property at the time of purchase. If the property is in “fair” or “poor” condition, include a brief description of repair needed.

Recording requested by (name):

City of Dunsmuir

And when recorded, mail this deed and tax statements to (name and address):

City Clerk

City of Dunsmuir

5915 Dunsmuir Avenue

Dunsmuir, CA 96025

# GRANT DEED

|  |   |
|--|---|
| DOCUMENTARY TRANSFER TAX                                 | \$ None                                   |
| EXEMPTION (R&T CODE)                                     | R&T C.A. § 11922, 11928 & 11929           |
| EXPLANATION  | NO FEE - CITY BUSINESS - Gov. Code § 8103 |
| _____<br>Signature of Declarant or Agent determining tax |   |

For a valuable consideration, receipt of which is hereby acknowledged, Dunsmuir School District, a political subdivision, GRANTOR, hereby grant to the City of Dunsmuir, a Municipal Corporation, GRANTEE, the following conveyance of land in accordance with the Subdivision Map Act §66428 to the real property in the unincorporated area of the City of Dunsmuir, County of Siskiyou, California:

Described in Exhibit A, the Certificate of Acceptance and Shown on Exhibit B attached and made a part hereof by reference.

Date: \_\_\_\_\_

\_\_\_\_\_  
(Signature of declarant)  
RAY KELLER, SUPERINTENDENT  
Dunsmuir High School

Date: \_\_\_\_\_

\_\_\_\_\_  
(Signature of declarant)  
JOSH SPURLOCK, MAYOR  
City of Dunsmuir

This form must be signed in front of a notary.

## ACKNOWLEDGMENT

A Notary Public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California  
County of Siskiyou )

On \_\_\_\_\_ before me, \_\_\_\_\_  
(insert name and title of the officer)

personally appeared \_\_\_\_\_ who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature \_\_\_\_\_ (Seal)

**EXHIBIT A**

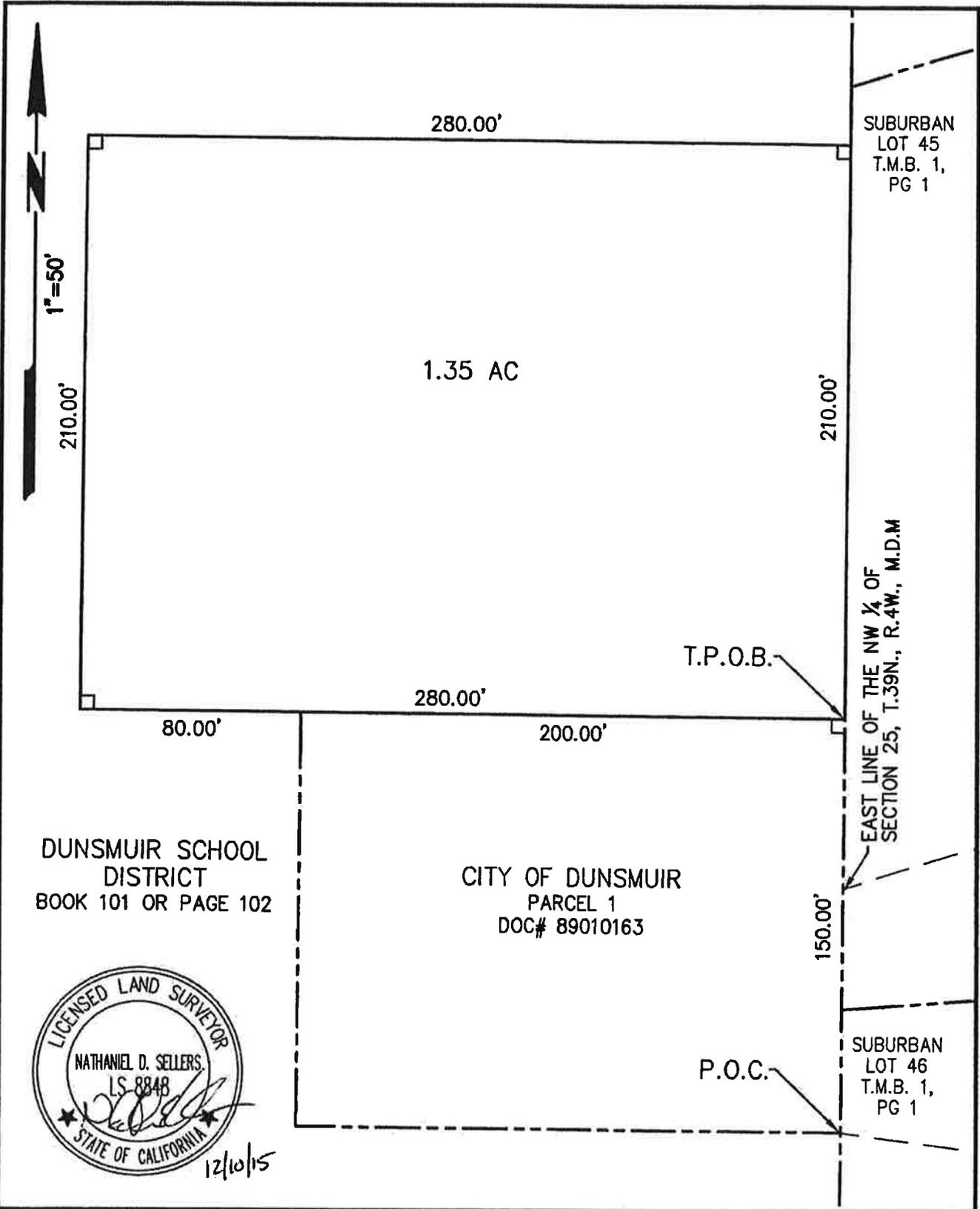
ALL THAT REAL PROPERTY BEING A PORTION OF THE NORTHWEST ONE-QUARTER OF SECTION 25, TOWNSHIP 39 NORTH, RANGE 4 WEST, MDM, IN THE COUNTY OF SISKIYOU, STATE OF CALIFORNIA, DESCRIBED AS FOLLOWS:

COMMENCING AT THE A POINT ON THE EAST LINE OF SAID NORTHWEST ONE-QUARTER, SAID POINT BEING THE SOUTHWEST CORNER OF SUBURBAN LOT 46 AS SHOWN ON THE MAP OF THE TOWN OF DUNSMUIR FILED IN TRACT MAP BOOK 1, PAGE 1, SISKIYOU COUNTY RECORDS; THENCE, NORTHERLY ALONG SAID EAST LINE 150.00 FEET TO THE NORTHEAST CORNER OF PARCEL 1 AS DESCRIBED IN THE DEED CONVEYED TO THE CITY OF DUNSMUIR, RECORDED ON AUGUST 30, 1989 AS DOCUMENT NUMBER 89010163, SISKIYOU COUNTY RECORDS, SAID POINT BEING THE **TRUE POINT OF BEGINNING** OF THIS DESCRIPTION; THENCE WESTERLY, PERPENDICULAR TO SAID EAST LINE, ALONG THE NORTHERLY LINE OF SAID CITY OF DUNSMUIR PARCEL AND THE WESTERLY PROLONGATION THEREOF 280.00 FEET; THENCE NORTHERLY AT RIGHT ANGLES, 210.00 FEET; THENCE EASTERLY, AT RIGHT ANGLES, 280.00 FEET; THENCE SOUTHERLY ALONG SAID EAST LINE 210.00 FEET RETURNING TO THE SAID TRUE POINT OF BEGINNING.

CONTAINING 1.35 ACRES, MORE OR LESS.



12/10/15



|               |   |           |             |
|---------------|---|-----------|-------------|
| DATE<br>12/15 | <b>PACE</b><br>ENGINEERING<br>REDDING, CALIFORNIA | EXHIBIT B | JOB #204.55 |
|---------------|---|-----------|-------------|

**GRANT DEED**

**TO**

**CITY OF DUNSMUIR  
SISKIYOU COUNTY  
STATE OF CALIFORNIA**

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**CERTIFICATE OF ACCEPTANCE  
GOVERNMENT CODE, SECTION 27281**

**THIS IS TO CERTIFY** that the real property interest conveyed by the Grant Deed, dated \_\_\_\_\_ from **DUNSMUIR SCHOOL DISTRICT**, a political subdivision, Grantors, to the **CITY OF DUNSMUIR**, a Municipal Corporation, Grantee, is hereby acknowledged by the undersigned Mayor of the City of Dunsmuir on behalf of the City Council of the City of Dunsmuir. Pursuant to Resolution No. \_\_\_\_\_ of said City Council adopted on \_\_\_\_\_, the Grantee hereby consents to the recordation of said easement.

**IN WITNESS WHEREOF** I have hereunto set my hand this \_\_\_\_ day of \_\_\_\_\_.

---

**JOSH SPURLOCK, MAYOR**  
City of Dunsmuir

**City Manager**

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**From:** Bryce Craig <councilmancraig@gmail.com>  
**Sent:** Wednesday, July 13, 2016 12:04 AM  
**To:** City Manager  
**Cc:** Josh Spurlock  
**Subject:** Mossbrae resolution for July 21 meeting  
**Attachments:** Mossbrae Resolution v2.pdf

The Mossbrae trail committee respectfully requests that the city council consider adopting the attached resolution at the July 21 meeting. We'd also like to request time for a ~15 minute presentation and Q/A session.

Thanks,

- Bryce Craig, Chair of Mossbrae Trail Committee

## RESOLUTION OF THE CITY OF DUNSMUIR ADOPTING THE MOSSBRAE TRAIL PROJECT

Whereas, Mossbrae Falls is a remarkable natural feature of the Upper Sacramento River Canyon, and has been enjoyed since its discovery by Native American tribes and early settlers arriving before the 20th Century in what became Siskiyou County, and

Whereas, over the last 200 years local property owners have cooperated to allow public access to the base of Mossbrae Falls, as well adjoining areas of the Canyon, including Shasta Springs, Lower Soda Springs, Cave Springs, Ney Springs, Shasta Retreat, Upper Soda Springs, Hedge Creek Falls, and the historical remains of early use of the area, including a visitor pavilion, train siding, bottling works, hotels and resorts, and

Whereas, the City of Dunsmuir and its residents and businesses have an immediate and compelling interest in preserving, protecting, and maintaining access to the primary source of their domestic water supply, which is located proximate to Mossbrae Falls, and in assuring no diminution in the volume and quality of spring water available to its municipal water customers, and

Whereas, the City of Dunsmuir and the Dunsmuir Recreational District own and maintain public access to various areas and points of interest in the Canyon, including Tauhindali Park, Hedge Creek Falls, and City Park, for the benefit of hikers, fishers, residents, tourists, and members of the general public, and

Whereas, in the last several years public access to Mossbrae Falls via the East side of the Upper Sacramento River has been completely denied by the Saint Germain Foundation by erecting fencing and signage on its property, notwithstanding public ownership rights to lands immediately adjacent to the River, which remain in the public domain under federal and state laws, and

Whereas, in the last several years public access to Mossbrae Falls on the West side of the Upper Sacramento River has been actively discouraged by the Union Pacific Railroad (UPRR) due to its potential liability for injury or death suffered by hikers and others using the Railroad's trackage and rights of way to reach the Falls, resulting in an absence of any safe and lawful means to enjoy the area around the Falls, and

Whereas, approximately six years ago the City of Dunsmuir formed the "Mossbrae Falls Trail Committee" for the purpose of joint negotiations with the Saint Germain Foundation (SGF) and the UPRR for acquisition of necessary property rights, design of an environmentally appropriate trail with a goal of constructing and maintaining said trail so public access to the Mossbrae Falls and surrounding attractions can again be established, and

Whereas, notwithstanding years of good faith negotiations to obtain approximately 5.35 acres of land from the SGF valued at approximately \$70,000 by an independent appraiser, the SGF board has steadfastly refused to sell this land or negotiate for any feasible alternative, and,

Whereas, the refusal of the SGF to cooperate in the planning and construction of a safe public trail on the East side of the River has resulted in numerous trespassing incidents, personal injury suffered by users of the UPRR right of way, use of unmarked and unsafe routes to see Mossbrae Falls, and an inability to promote this natural wonder to the detriment of the local economy of Dunsmuir and Siskiyou County,

Now, therefore, the City of Dunsmuir finds and declares the following:

1. Notwithstanding the best efforts of the existing Mossbrae Trail Committee, supported by the UPRR, the creation of a safe and beautiful hiking trail has been frustrated by the refusal of the Saint Germain Foundation to donate or sell the small parcel necessary for creation of a 0.42 mile trail from Hedge Creek Falls to Mossbrae Falls.
2. The lack of a safe, environmentally appropriate public access to historical Mossbrae Falls presents an intolerable burden on the right of all citizens to enjoy this natural feature.
3. The local and regional economies of Siskiyou County depend on tourism, fishing, hiking, and public enjoyment of the Upper Sacramento River Canyon.
4. The City of Dunsmuir and its citizens wish to avoid, if possible, the expense and delay inherent in using litigation to resolve the impasse caused by the Saint Germain Foundation.

Based upon the above declarations and findings, the City of Dunsmuir commits to taking the following actions, individually and in conjunction with supportive parties:

- A. Design, construct, and commence operation of a safe Eastside trail to Mossbrae Falls by Spring of 2018.
- B. Develop a plan to interconnect the new Mossbrae Trail to existing trail networks within the City of Dunsmuir and beyond municipal limits, including a public trail to Lake Siskiyou and the emerging regional trail network. In undertaking this planning, the Mossbrae Falls Trail Committee shall consult with and seek support from a broad coalition of stakeholders, including the State of California, County of Siskiyou, Siskiyou Land Trust, Mt. Shasta Trail Association, California Trout, and The River Exchange.
- C. In conjunction with the County of Siskiyou, ascertain public and private land and water ownership rights in the Upper Sacramento River Canyon, and assure maintenance of those rights benefitting the citizens of Dunsmuir and the general public.
- D. After appropriate consultation with the County of Siskiyou and the UPRR, but no later than 45 days from adoption of this Resolution, to again offer the Saint Germain Foundation reasonable compensation and terms for purchase of needed real property rights to complete the Trail.

- E. If, in the opinion of the City of Dunsmuir and the Mossbrae Falls Trail Committee, the Saint Germain Foundation refuses to bargain and complete this transaction on a timely basis, the City and the Dunsmuir Recreation District will pursue all appropriate legal remedies to effect such transfer, in consultation and coordination with the County of Siskiyou and other interested parties.

The Council wishes to commend the former and current members of the Mossbrae Falls Trail Committee for their work on behalf of Dunsmuir citizens and the general public in restoring safe access to the natural wonder that is Mossbrae Falls.

Adopted this \_\_\_th day of \_\_\_\_\_, 2016

## City Council Agenda Item

### New Business

**Item No:** 12.B.  
**Date:** July 21, 2016  
**Subject:** Consider and authorize Interim City Manager to enroll City of Dunsmuir in Alliant Crime Insurance Program through SCORE

SCORE is the joint powers authority that organizes insurance programs for about 25 cities, including Dunsmuir. Staff of SCORE have reviewed coverages that have historically been provided and presented to City Manager that Crime Insurance coverage is not as good as it could be. There is attached chart provided by SCORE staff comparing current coverage and new coverage that would increase by tenfold the amount of insurance for a cost of approximately \$350 annually.

While the present insurance does not have a deductible and the recommended coverage has a \$2,500 deductible, the benefits of the program and substantial additional coverages seem to far outweigh the new cost and the possibility of incurring deductible cost. The current program provides no coverage for investigation costs while the new program provides up to \$75,000 to cover these costs.

The City of Dunsmuir has not had a loss under the current crime program in the last 6 years. It is unknown if there were claims prior. SCORE only checked their records for the last 6 years for the purpose of determining eligibility of City to enroll in this new program.

**Recommendation:** Move to authorize Interim City Manager to enroll City of Dunsmuir in Alliant Crime Insurance Program through SCORE at \$1,000,000 coverage

## City Manager

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**From:** Marcus Beverly <Marcus.Beverly@alliant.com>  
**Sent:** Friday, June 17, 2016 1:53 PM  
**To:** Pam Stock  
**Cc:** Michelle Minnick  
**Subject:** Crime Coverage Comparison

Hi, Pam – I reviewed your current crime policy you provided and offer the following brief summary of the differences.

One key element of the ACIP policy that you don't currently have is money in addition to the loss limit to help you establish the loss. In a complicated case those expenses alone cut eat up half or more of the recovery you'd get from your current policy.

In addition, the ACIP policy provides a number of additional coverages and coverage enhancements outlined below.

| Policy Term  | Current     | ACIP        |
|--|-------------|-------------|
| Limit  | \$100,000   | \$1,000,000 |
| Deductible   | None        | \$2,500     |
| Expenses to Establish Loss   | Not Covered | \$75,000    |
| Employee Dishonesty  | Covered     | Covered     |
| Faithful Performance – Government Employees  | Covered     | Covered     |
| Bonded Employees   | Covered     | Covered     |
| <input checked="" type="checkbox"/> Forgery or Alteration<br><input checked="" type="checkbox"/> Inside the Premises – Theft of Money and Securities<br><input checked="" type="checkbox"/> Inside the Premises – Robbery & Safe Burglary of Other Property<br><input checked="" type="checkbox"/> Outside the Premises (Money, Securities and Other Property)<br><input checked="" type="checkbox"/> Computer Fraud<br><input checked="" type="checkbox"/> Funds Transfer Fraud<br><input checked="" type="checkbox"/> Money Orders & Counterfeit Money | Not Covered | Covered     |
| Premium  | \$600       | \$950       |

I'm sorry I didn't write down the amount of your current premium but I believe it was around \$600.

Bottom line – for @ 50% more in premium you could obtain 10x the current limit, a number of additional types of coverage, and up to \$75,000 to help prove the loss.

Please let me know if you have questions or need anything else.

**ALLIANT CRIME INSURANCE PROGRAM  
2016-2017 INSURANCE PROPOSAL  
CITY OF DUNSMUIR**

- INSURER:** National Union Fire Insurance Company of Pittsburgh, PA  
(AIG)
- \*A.M. BEST'S GUIDE RATING:** A, Excellent; Financial Size Category 15;  
*(VERIFIED APRIL 2016)* Greater than \$2,000,000,000
- \*STANDARD & POOR'S RATING:** A+, Strong Financial Security  
*(VERIFIED APRIL 2016)*
- STATE STATUS:** Admitted
- POLICY PERIOD:** July 1, 2016 to July 1, 2017
- COVERAGE:** Government Crime Policy on Discovery form including the following coverages:
- Employee Theft – Per Loss Coverage
  - Forgery or Alteration
  - Inside the Premises – Theft of Money and Securities
  - Inside the Premises – Robbery & Safe Burglary of Other Property
  - Outside the Premises (Money, Securities and Other Property)
  - Computer Fraud
  - Funds Transfer Fraud
  - Money Orders & Counterfeit Money
- EXCLUSIONS (Including but not limited to):**
- Unauthorized disclosure of confidential information
  - Governmental Action
  - Indirect Loss
  - Legal Fees and Expenses
  - Nuclear Hazard
  - Pollution
  - War and Military Action
  - Inventory Shortages
  - Trading losses
  - Accounting or Arithmetical Errors or Omissions
  - Exchanges or Purchases
  - Fire
  - Money Operated Devices
  - Motor Vehicles or Equipment and Accessories
  - Transfer or Surrender or Property
  - Vandalism
  - Voluntary Parting of Title to Possession of Property

**ENDORSEMENTS:**

- State Changes
- Additional Named Insured – Endorsement identifies individual member limit and deductible
- Omnibus Named Insured – Coverage extended to all Agencies, Authorities and Districts (including Special Districts) which are governed directly by the governing body of the Named Insured
- Add Faithful Performance of Duty Coverage for Government Employees –
- Revision of Discovery and Prior Theft or Dishonesty \$25,000 Sub-Limit
- Cancellation of Policy Amended – 120 Days
- Bonded Employees Exclusion Deleted endorsement
- Add Credit, Debit or Charge Card Forgery
- Include Volunteer Workers as Employees
- Include Specified Non-Compensated Officers As Employees - ALL
- Include Chairperson and Members of Specified Committees and - ALL
- Include Designated Persons or Classes of Persons as Employees – Any Director or Trustees and any Board Members and any Elected or Appointed Officials as Employees of any of those named as insured
- Include Treasurers or Tax Collectors as Employees
- Include Expenses Incurred to Establish Amount of Covered Loss - \$75,000 Sub-limit
- Employee Post Termination Coverage – 90 Days
- Cancellation Amendatory (Return Pro-Rata)
- Include Leased Workers as Employees Endorsement
- Notice of Claim Reporting by Email
- Economic Sanctions (excludes loss payments in violation of economic or trade sanctions)
- Vendor Theft - \$1,000,000 Limit excess of vendor insurance policy required by contract. If vendor policy is not valid or collectible, this sublimit applies to loss excess of \$500,000. Coverage not applicable if crime insurance is not required in a written agreement
- Conditions Amended - Subrogation of Faithful Performance of Duty Claims - With respect to losses resulting from the failure of any employee to faithfully perform his or her duties as prescribed by law, the company may subrogate only due to actual fraud, corruption, actual malice, or where the employee or a person or entity was unjustly enriched
- Third Party Coverage - \$250,000 Sublimit with \$25,000 Deductible
- Blanket Joint Loss Payable

**ENDORSEMENTS (continued):**

- CalWorks Employees - Amending the definition of "Employee" to include coverage for individuals that are subject to the Insured's direction and control while performing services for the Insured as a result of an employment contract or agreement with the State of California "Cal Works Program" or any similar state or county work or welfare program.
- Impersonation Fraud Coverage - Adding coverage under the Funds Transfer Fraud insuring agreement for loss of funds resulting from the receipt of a fraudulent phone call or email from a purported vendor, which advises you that the vendor's bank account information has been changed and you suffer a loss of funds because you issued payment to this fraudulent bank account. This coverage is subject to a \$250,000 sublimit with a \$25,000 deductible. – Increase from \$200,000
- Retro Date Endorsement

**LIMIT OPTIONS :**

- 1)\$1,000,000
- 2)\$3,000,000
- 3)\$5,000,000
- 4)\$10,000,000

**DEDUCTIBLE :**

\$2,500

**PREMIUM OPTIONS:**

- 1)\$950
- 2)\$1,900
- 3)\$2,475
- 4)\$3,875

**CLAIMS REPORTING PROCEDURE:**

AIG  
Financial Lines Claims  
P.O. Box 25947  
Shawnee Mission, KS 66225  
Phone: 888-602-5246  
Fax: 866-227-1750  
Email: c-claim@aig.com

Also Please forward a copy of the loss to:

Alliant Insurance Services, Inc.  
Attn: Robert Frey  
100 Pine Street, 11<sup>th</sup> Floor  
San Francisco, CA 94111  
Phone: 415-403-1400  
Fax: 415-403-1466

**SUBJECTIVITY TO BIND:**

- 1)Request to Bind form signed and dated which can be found on the last page of the Proposal
- 2)Payment within 20 days of binding coverage

**DATE PREPARED:** 5/12/16

**QUOTE VALID UNTIL:** 7/1/16

**BROKER:**

**ALLIANT INSURANCE SERVICES, INC.  
NEWPORT BEACH, CALIFORNIA**

Tom E. Corbett  
Senior Vice President

Lisa Meisner  
Account Manager

**DISCLOSURES**

**This proposal of insurance is provided as a matter of convenience and information only. All information included in this proposal, including but not limited to personal and real property values, locations, operations, products, data, automobile schedules, financial data and loss experience, is based on facts and representations supplied to Alliant Insurance Services, Inc. by you. This proposal does not reflect any independent study or investigation by Alliant Insurance Services, Inc. or its agents and employees.**

**Please be advised that this proposal is also expressly conditioned on there being no material change in the risk between the date of this proposal and the inception date of the proposed policy (including the occurrence of any claim or notice of circumstances that may give rise to a claim under any policy which the policy being proposed is a renewal or replacement). In the event of such change of risk, the insurer may, at its sole discretion, modify, or withdraw this proposal, whether or not this offer has already been accepted.**

**This proposal is not confirmation of insurance and does not add to, extend, amend, change, or alter any coverage in any actual policy of insurance you may have. All existing policy terms, conditions, exclusions, and limitations apply. For specific information regarding your insurance coverage, please refer to the policy itself. Alliant Insurance Services, Inc. will not be liable for any claims arising from or related to information included in or omitted from this proposal of insurance.**

Alliant embraces a policy of transparency with respect to its compensation from insurance transactions. Details on our compensation policy, including the types of income that Alliant may earn on a placement, are available on our website at [www.alliant.com](http://www.alliant.com). For a copy of our policy or for any inquiries regarding compensation issues pertaining to your account you may also contact us at: Alliant Insurance Services, Inc., Attention: General Counsel, 701 B Street, 6th Floor, San Diego, CA 92101.

Analyzing insurers' over-all performance and financial strength is a task that requires specialized skills and in-depth technical understanding of all aspects of insurance company finances and operations. Insurance brokerages such as Alliant Insurance typically rely upon rating agencies for this type of market analysis. Both A.M. Best and Standard and Poor's have been industry leaders in this area for many decades, utilizing a combination of quantitative and qualitative analysis of the information available in formulating their ratings.

A.M. Best has an extensive database of nearly 6,000 Life/Health, Property Casualty and International companies. You can visit them at [www.ambest.com](http://www.ambest.com). For additional information

regarding insurer financial strength ratings visit Standard and Poor's website at [www.standardandpoors.com](http://www.standardandpoors.com).

Our goal is to procure insurance for you with underwriters possessing the financial strength to perform. Alliant does not, however, guarantee the solvency of any underwriters with which insurance or reinsurance is placed and maintains no responsibility for any loss or damage arising from the financial failure or insolvency of any insurer. We encourage you to review the publicly available information collected to enable you to make an informed decision to accept or reject a particular underwriter. To learn more about companies doing business in your state, visit the Department of Insurance website for that state.

## **NY Regulation 194**

Alliant Insurance Services, Inc. is an insurance producer licensed by the State of New York. Insurance producers are authorized by their license to confer with insurance purchasers about the benefits, terms and conditions of insurance contracts; to offer advice concerning the substantive benefits of particular insurance contracts; to sell insurance; and to obtain insurance for purchasers. The role of the producer in any particular transaction typically involves one or more of these activities.

Compensation will be paid to the producer, based on the insurance contract the producer sells. Depending on the insurer(s) and insurance contract(s) the purchaser selects, compensation will be paid by the insurer(s) selling the insurance contract or by another third party. Such compensation may vary depending on a number of factors, including the insurance contract(s) and the insurer(s) the purchaser selects. In some cases, other factors such as the volume of business a producer provides to an insurer or the profitability of insurance contracts a producer provides to an insurer also may affect compensation.

The insurance purchaser may obtain information about compensation expected to be received by the producer based in whole or in part on the sale of insurance to the purchaser, and (if applicable) compensation expected to be received based in whole or in part on any alternative quotes presented to the purchaser by the producer, by requesting such information from the producer.

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## **Other Disclosures / Disclaimers**

### **FATCA:**

The Foreign Account Tax Compliance Act (FATCA) requires the notification of certain financial accounts to the United States Internal Revenue Service. Alliant does not provide tax advice so please contact your tax consultant for your obligation regarding FATCA.

### **Claims Reporting:**

Your policy will come with specific claim reporting requirements. Please make sure you understand these obligations. Contact your Alliant Service Team with any questions.

### **Claims Made Policy:**

*(Applicable to any coverage that is identified as claims made)*

This claims-made policy contains a requirement stating that this policy applies only to any claim first made against the Insured and reported to the insurer during the policy period or applicable extended reporting period. Claims must be submitted to the insurer during the policy period, or applicable extended reporting period, as required pursuant to the Claims/Loss Notification Clause within the policy in order for coverage to apply. Late reporting or failure to report pursuant to the policy's requirements could result in a disclaimer of coverage by the insurer.

## Claims Made Policy (D&O/EPL):

*(Applicable to any coverage that is identified as claims made)*

This claims-made policy contains a requirement stating that this policy applies only to any claim first made against the Insured and reported to the insurer during the policy period or applicable extended reporting period. Claims must be submitted to the insurer during the policy period, or applicable extended reporting period, as required pursuant to the Claims/Loss Notification Clause within the policy in order for coverage to apply. Late reporting or failure to report pursuant to the policy's requirements could result in a disclaimer of coverage by the insurer.

Any Employment Practices Liability (EPL) or Directors & Officers (D&O) with EPL coverage must give notice to the insurer of any charges / complaints brought by any state / federal agency (i.e. EEOC and similar proceedings) involving an employee. To preserve your rights under the policy, it is important that timely notice be given to the insurer, whether or not a right to sue letter has been issued.

## NRRA:

*(Applicable if the insurance company is non-admitted)*

The Non-Admitted and Reinsurance Reform Act (NRRA) went into effect on July 21, 2011. Accordingly, surplus lines tax rates and regulations are subject to change which could result in an increase or decrease of the total surplus lines taxes and/or fees owed on this placement. If a change is required, we will promptly notify you. Any additional taxes and/or fees must be promptly remitted to Alliant Insurance Services, Inc.

## Changes and Developments

It is important that we be advised of any changes in your operations, which may have a bearing on the validity and/or adequacy of your insurance. The types of changes that concern us include, but are not limited to, those listed below:

- Changes in any operations such as expansion to another states, new products, or new applications of existing products.
- Travel to any state not previously disclosed.
- Mergers and/or acquisition of new companies and any change in business ownership, including percentages.
- Any newly assumed contractual liability, granting of indemnities or hold harmless agreements.
- Any changes in existing premises including vacancy, whether temporary or permanent, alterations, demolition, etc. Also, any new premises either purchased, constructed or occupied
- Circumstances which may require an increased liability insurance limit.
- Any changes in fire or theft protection such as the installation of or disconnection of sprinkler systems, burglar alarms, etc. This includes any alterations to the system.
- Immediate notification of any changes to a scheduled of equipment, property, vehicles, electronic data processing, etc.
- Property of yours that is in transit, unless previously discussed and/or currently insured.

## Certificates / Evidence of Insurance

A certificate is issued as a matter of information only and confers no rights upon the certificate holder. The certificate does not affirmatively or negatively amend, extend or alter the coverage afforded by a policy. Nor does it constitute a contract between the issuing insurer(s), authorized representative, producer or certificate holder.

You may have signed contracts, leases or other agreements requiring you to provide this evidence. In those agreements, you may assume obligations and/or liability for others (Indemnification, Hold Harmless) and some of the obligations that are not covered by insurance. We recommend that you and your legal counsel review these documents.

In addition to providing a certificate of insurance, you may be required to name your client or customer on your policy as an additional insured. This is only possible with permission of the insurance company, added by endorsement and, in some cases, an additional premium.

By naming the certificate holder as additional insured, there are consequences to your risks and insurance policy including:

- Your policy limits are now shared with other entities; their claims involvement may reduce or exhaust your aggregate limit.
- Your policy may provide higher limits than required by contract; your full limits can be exposed to the additional insured.
- There may be conflicts in defense when your insurer has to defend both you and the additional insured.

### OPTIONAL COVERAGES

The following represents a list of insurance coverages that are not included in this proposal, but are optional and may be available with further underwriting information.

Note some of these coverages may be included with limitations or insured elsewhere. This is a partial listing as you may have additional risks not contemplated here or are unique to your organization.

- Crime / Fidelity Insurance
- Directors & Officers Liability
- Earthquake Insurance
- Employed Lawyers
- Employment Practices Liability
- Event Cancellation
- Fiduciary Liability
- Fireworks Liability
- Flood Insurance
- Foreign Insurance
- Garage Keepers Liability
- Kidnap & Ransom
- Law Enforcement Liability
- Media and Publishers Liability
- Medical Malpractice Liability
- Network Security / Privacy Liability and Internet Media Liability
- Pollution Liability
- Owned/Non-Owned Aircraft
- Owned Watercraft
- Special Events Liability
- Student Accident
- Volunteer Accidental Death & Dismemberment (AD&D)
- Workers' Compensation
- Workplace Violence

### GLOSSARY OF INSURANCE TERMS

Below are a couple of links to assist you in understanding the insurance terms you may find within your insurance coverages.

- <http://www.ambest.com/resource/glossary.html>
- <http://www.irmi.com/online/insurance-glossary/default.aspx>

## 2016-2017 ACIP CRIME REQUEST TO BIND COVERAGE

We have reviewed the proposal and agree to the terms and conditions of the coverages presented. We are requesting coverage to be bound as outlined by coverage line below:

| Coverage Line   | Bind Coverage for:  |
|---|---|
| <b>INSURED NAME:</b><br><b>CITY OF DUNSMUIR</b><br><br><b>CRIME: Effective 7/1/16 to 7/1/17</b> | <b>OPTION 1</b><br>\$1,000,000 with \$2,500<br>Deductible<br><input type="checkbox"/><br><br><b>OPTION 2</b><br>\$3,000,000 with \$2,500<br>Deductible<br><input type="checkbox"/><br><br><b>OPTION 3</b><br>\$5,000,000 with \$2,500<br>Deductible<br><input type="checkbox"/><br><br><b>OPTION 4</b><br>\$10,000,000 with \$2,500<br>Deductible<br><input type="checkbox"/> |

*This Authorization to Bind Coverage also acknowledges receipt and review of all disclaimers and disclosures, including exposures used to develop insurance terms, contained within this proposal.*

\_\_\_\_\_  
Signature of Authorized Insurance Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

Printed / Typed Name

**This proposal does not constitute a binder of insurance. Binding is subject to final carrier approval. The actual terms and conditions of the policy will prevail.**

## City Council Agenda Item

### New Business

**Item No:** 12.C.  
**Date:** July 21, 2016  
**Subject:** Consider and authorize Interim City Manager to execute letter authorizing Siskiyou County to submit grant application and implement project including Dunsmuir under Used Oil Recycling Program administered by CalRecycle

The City of Dunsmuir has historically joined Siskiyou County and other cities and jurisdictions in applying for grants and providing programs for used oil recycling.

**Recommendation:** Move to authorize Interim City Manager to execute letter authorizing Siskiyou County to submit grant application and implement project including Dunsmuir under Used Oil Recycling Program administered by CalRecycle

## City Manager

---

**From:** Arthur Boyd <aboyd@co.siskiyou.ca.us>  
**Sent:** Friday, June 24, 2016 12:11 PM  
**To:** Amos McAbier; Brett Nystrom; Carol McKay; City of Etna; City of Tulelake; Craig Sharp; Deborah Salvestrin; 'don.kincade.montague.ca@gmail.com'; Jeff Watson; Julie Iskra; Karen McMillan; 'Kimberly Paul'; Linda Romaine; Liz Casson; Marilyn Seward; Mike Reusze; Muriel Howarth Terrell; City Manager; Rachel York; Randy Akana; Shelley Gray; Steve Baker  
**Subject:** Used Oil Payment Program (OPP7 FY 16-17) Letters of Authorization  
**Attachments:** 6 - OPP7 Guidelines.pdf; 5 - OPP7 Participating Jurisdictions.pdf; LtrAuthoriz.doc

Good afternoon,

As I'm sure most of you know, the Used Oil Payment Program (OPP) provides, among other things, funding to assist local governments in developing and maintaining on-going used oil and used oil filter collection/recycling programs for their communities. Historically, your jurisdictions have authorized the County of Siskiyou to submit the grant application and all necessary documentation on your behalf.

The County of Siskiyou Department of General Services will use grant funds from CalRecycle to expand and enhance the Used Oil Recycling Program. Projects may include an increased number of certified collection centers, residential oil change kits, and public education materials. Attached are the **OPP7** grant guidelines, a list of participating jurisdictions, and the template for the **Letter of Authorization**, allowing Siskiyou County to submit the regional application for the OPP.

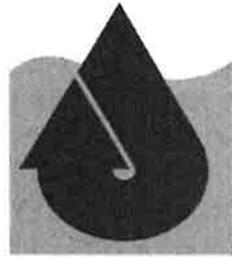
Please mail an original, signed copy of the Letter of Authorization on your jurisdiction's official letterhead to me as soon as possible. The application due date is **June 30, 2016** and the letters of authorization must be submitted to CalRecycle no later than **July 28, 2016**. The window of opportunity for grant submission is not a large one this year, and if you encounter any problems feel free to get in touch.

Thank you all for your time and attention to this matter. If you have any questions, please let me know. Have a great day!

Arthur Boyd  
Recycling/ Grant Coordinator  
190 Greenhorn Road,  
Yreka CA 96097  
County of Siskiyou - General Services Department  
(530) 842-8272

 Please consider the environment before printing this email.

**USED OIL PAYMENT PROGRAM  
Guidelines for Cycle 7 (OPP7)  
Fiscal Year 2016–17**



**RECYCLE  
USED OIL**

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## **CHARTER CITIES**

California Labor Code section 1782 prohibits a charter city from receiving state funding or financial assistance for construction projects if that charter city does not comply with Labor Code sections 1770-1782. If any applicants or participating jurisdictions are charter cities or joint powers authorities that include charter cities, the lead applicant must certify that Labor Code section 1782 does not prohibit any included charter city from receiving state funds for the project described in this application. If it is determined after award that a participating jurisdiction is a charter city prohibited from receiving state funds for their project, the award will be terminated and any disbursed OPP funds shall be returned to CalRecycle.

## **ELIGIBILITY**

Applicants are limited to local governments, which are defined in statute as "any chartered or general law city, chartered or general law county, or any city and county." CalRecycle may make a payment to another entity that will implement the program on behalf of a local government (in lieu of making a payment to that local government) with the agreement of that local government.

Applicants that comply with PRC sections 48690 and 48691 are eligible to apply for and, if approved, receive payment through the OPP. Applicants must have a used oil collection program which provides either of the following or a combination of the two:

- Ensures there is at least one certified used oil collection center (CCC) for every 100,000 residents not served by curbside collection.
- Provides used oil curbside collection at least once a month.

In addition to meeting at least one of the requirements above, applicants must have a public education component that informs the public of locally available used oil recycling opportunities.

## **Regional Application Requirements**

Local governments may join together in a regional application, in which two or more eligible jurisdictions join together for the purpose of project implementation. A Regional Lead Participant (Lead) must be designated to act on behalf of all participating jurisdictions. The Lead is the applicant who will be responsible for the performance of the OPP and all required documentation. CalRecycle will direct all official correspondence and payments to the Lead. If a jurisdiction is a participant in a regional application, it may not apply individually.

## **APPLICATION PROCESS**

The application process requires that applicants must:

1. Submit a completed online application to CalRecycle by the application due date and upload an electronic (scanned) version of the signed application certification page in the online system.
2. Retain in its OPP file the original hard copy of the application certification page signed by applicant's signature authority.
3. Submit the authorizing documents by the documents due date (see the Timeline and Cycle Activity table for due date).

An important application approval requirement includes the submittal of the following:

1. Submit a completed annual report on LoGOPP (see **Timeline and Cycle Activity** for due date) for all active OPP cycles.
2. Have no outstanding debt(s) owed to CalRecycle.

- It must identify the job title or his/her designee authorized as Signature Authority to execute all documents necessary to implement and secure payment.
- It must state that it is effective until rescinded or specify an end date.
- It must be signed by a person with authority to contractually bind the applicant.

**Note:** The choice of the Signature Authority is very important because the individual who holds the designated job title is responsible for signing all OPP documents for as long as the Resolution is valid

### **Letter of Designation**

When authorized by Resolution or Letter of Commitment, the Signature Authority may designate another person the authority to sign and submit required documents, such as the applications, annual reports, or extension requests. This delegation may be done either at the time of application or later; however, it must be uploaded into the LoGOPP system and accepted by CalRecycle staff prior to the designee's exercise of his/her authority. If applicable to your application, use the Letter of Designation template and include the information below.

- It must be prepared on the applicants official letterhead
- It must identify the job title of the designee and identify the scope of the designee's authority.
- It must contain one of the following (not to exceed the timeframe of the Resolution): a specific end date; valid until rescinded or valid concurrent with the Resolution.
- It must be signed by the Signature Authority.

### **NOTICE OF AWARD**

Upon approval of annual reports and applications, recipients will be notified by email that an OPP award has been awarded and that they are authorized to incur costs and expend funds in furtherance of their programs. Expenditures incurred prior to the award notice, but after the cycle term start date, are subject to the Guidelines of OPP7, and are incurred at the recipient's own risk. A listing of the award amounts for all recipients will be posted on the [OPP web page](#).

### **APPLICATION REVISIONS**

Once approved, the recipient/regional lead is contractually bound to carry out the used oil program in accordance with the OPP Guidelines. The recipient and/or any regional participant that submitted a Letter of Authorization cannot withdraw or amend their application.

### **DENIAL OF APPLICATION**

CalRecycle will notify an applicant and provide the reasons for denial of an application. In such cases, potential applicants are encouraged to contact and work with CalRecycle to ensure that its jurisdiction meets the necessary requirements prior to the next application cycle.

### **TERM AND PAYMENTS**

The term of the OPP cycle is 24 months (refer to the Timeline and Cycle Activity table for the cycle term dates) and funds must be expended or returned to CalRecycle as described in the Unspent Funds section.

Payments must be placed into an interest bearing account. Tracking and reporting of interest earned (if any) on the payment is not required. All interest accrued and

filter wrenches, dirty filter recycling containers, maps of collection centers, and tide charts. OPP funding can be for oil change kits, but each kit cannot exceed \$25 (excluding sales tax) and each item, whether it is included in the kit or distributed separately, cannot exceed \$12 (excluding sales tax). Program Advisor approval is required for items not on this pre-approved list.

- Tablet electronic devices (typically seven inches or more in diameter measured diagonally) with a maximum price of \$500, used primarily for the purposes of public education or outreach. Additional costs can be spent on accessories for charging, item protection, and security at events.
- Certified Unified Program Agency (CUPA) or other agency inspection fees directly related to establishing and maintaining an effective oil and oil filter collection and recycling program.
- All lab fees related to testing oil samples for contamination in used oil tanks.
- Test kits and other equipment related to monitoring the contaminants in oil tanks.
- HAZWOPER 8-hour refresher course.
- Indirect/overhead costs up to 10 percent of the OPP eligible expenditures. (Note: This limitation applies to recipients and consultants/contractors who administer and/or implement a program.)
- Purchase or rental of storage containers or portable sheds dedicated to oil-related activities and supplies.
- Cost of Installation of storage containers or sheds solely for protection of oil related equipment and/or supplies.

### **INELIGIBLE COSTS**

Any expenditure that does not directly support used oil and/or used oil filter collection, recycling and/or educational activities, mitigation of used oil in stormwater, or expenses not directly related to recipient's (or consultant's/contractor's) administration of the OPP are ineligible for funding.

Ineligible costs include, but are not limited to:

- Costs incurred before July 1, 2016 or after June 30, 2018.
- Developing, purchasing, or distributing strictly promotional give-away items. Examples include, but are not limited to; key chains, letter openers, squeeze toys, coffee mugs, water bottles, Frisbees, hats, t-shirts, chip clips, pens, pencils, beanie babies, screwdrivers, coloring books, small recycling containers for pencils, dried sponges, flash drives, and reusable bags.
- Purchase or lease of land or buildings.
- Costs currently covered by or incurred under any other loan, grant, or contract.
- Remediation activities (any cleanup or restoration of polluted areas).
- Purchase of data plans.
- Costs related to computer applications or software.
- HAZWOPER 40-hour and 24-hour courses.
- Enforcement activities.
- Preparation of Household Hazardous Waste (HHW) elements.
- Construction and development of any HHW facility that does not have a used oil or used oil filter collection component.
- Construction and development of any HHW permanent facility on non-local government-owned property.
- Transportation and disposal of non-oil HHW from any facility or event.

(The color designation for professional printing is Yale Blue-Pantone 286C; Golden Yellow-Pantone 123C.)

- Information on used oil and used oil filter collection and recycling/disposal.
- A list of used oil collection centers within the targeted community or a local telephone number or web site to obtain further information on local collection centers. (Use the 1-800-CLEANUP number or [Earth911](#) website if your jurisdiction does not maintain its own 24-hour hotline.)

The Program Advisor may approve a deviation from the prescribed language on a case-by-case basis.

## **GRAPHICS**

Graphics are available on our [Used Oil and Household Hazardous Waste Graphics web page](#). A CalRecycle sticker (bumper sticker size) that displays the statement: "Equipment funded by CalRecycle" is required to be affixed to all large pieces of equipment purchased with OPP funds. Contact your [Program Advisor](#) for CalRecycle and oil program related graphics.

## **CERTIFIED COLLECTION CENTER (CCC) SITE VISIT REQUIREMENTS**

For recipients who administer their used oil program in coordination with a CCC, it is a program requirement that a site visit be made annually to a minimum of one CCC site per 100,000 residents being served by the used oil program. When a site visit is conducted, the jurisdiction needs to complete a Certified Center Site Visit Checklist form (CalRecycle 664). This form may be found under "Used Oil Recycling" on the [Grant Forms web page](#). The completed form is to be retained in the cycle file and jurisdictions will report the total number of site visits made by the jurisdiction in the online Annual Report.

## **STORMWATER MITIGATION**

Since the passage of stormwater related legislation in January 2002, some stormwater mitigation expenditures are considered eligible expenses through the OPP. To be considered eligible, each jurisdiction must certify that it has a stormwater mitigation program that was approved by its local Regional Water Quality Control Board.

Stormwater mitigation is defined in PRC section 48618.4 to include "...the prevention of stormwater pollution from used oil and oil byproducts and the reduction or alleviation of the effect of stormwater pollution from used oil and oil byproducts by means of action taken on public property."

Mitigation includes the installation of devices and implementation of practices that prevent used oil and oil byproducts from causing stormwater pollution. Mitigation does not include the cleanup or restoration of polluted areas.

Please contact your Program Advisor for pre-approval of any stormwater mitigation activities.

## **ANNUAL REPORTING**

Annual reporting is a statutory requirement for ongoing eligibility for all OPP. Recipients must meet CalRecycle's online reporting requirements. The annual reports for this cycle must be submitted no later than **August 15<sup>th</sup>** of each calendar year. When a due date falls on a Saturday or Sunday, the online report must be submitted by the following

OPP funds are subject to audit. CalRecycle, the Department of Finance, the Bureau of State Audits, or their designated representative(s) shall have the right to review and to copy any records and supporting documentation pertaining to the use of OPP funds and shall have the right to interview staff relevant to the audit. Recipient shall include this provision in all contracts and subcontracts funded in whole or in part from OPP funds.

Examples of documentation subject to audit include, but are not limited to, expenditure ledgers, payroll register entries, time sheets, travel logs, paid warrants, contracts and change orders, samples/pictures of items and materials developed with OPP funds, invoices, receipts, proof of pre-approval, and canceled checks. All such records shall be maintained for possible audit for a minimum of three years after the OPP term end date, or until completion of any action and resolution of all issues, which may arise as a result of any litigation, dispute, or audit, whichever is later.

Audit findings against recipients can result in the need for reimbursement of OPP funds, and/or ineligibility for future OPP funds.

### **DISCRETIONARY TERMINATION**

The Director of CalRecycle or his/her designee shall have the right to terminate this Agreement at his/her sole discretion at any time upon thirty (30) days written notice to the Recipient. Within forty-five (45) days of receipt of written notice, the recipient is required to:

1. Submit a final written report to the appropriate Program Advisor describing all work performed by the recipient and provide an accounting of all funds expended up to and including the date of termination; and,
2. Reimburse CalRecycle any unspent funds.

### **TERMINATION FOR CAUSE**

In the event the recipient fails to comply with the requirements of these Guidelines at the time and in the manner herein provided, CalRecycle may terminate the OPP Agreement.

Recipients are encouraged to discuss any problems they may have in complying with these Guidelines with their Program Advisor to determine if CalRecycle can be of assistance.

### **INDEMNITY**

Recipient agrees to indemnify, defend and save harmless the state and CalRecycle, and their officers, agents, and employees from any and all claims and/or losses accruing or resulting from the performance of OPP.

### **COMPLIANCE**

Recipient shall comply fully with all applicable federal, state, and local laws, ordinances, regulations, and permits.

### **DEFINITIONS**

For purposes of the OPP, the following definitions apply:

**Consultant.** A professional who advises on or manages the OPP on behalf of an OPP recipient.

**Siskiyou County Integrated Solid Waste Management Regional Agency  
Participating Jurisdictions for 2016**

**Lead Agency:**

County of Siskiyou Department of General Services

190 Greenhorn Road  
Yreka, CA 96097

Arthur Boyd  
Recycling/Grant Coordinator  
(530) 842-8272  
[aboyn@co.siskiyou.ca.us](mailto:aboyn@co.siskiyou.ca.us)

**Participating Jurisdictions:**

**City of Dunsmuir**  
5915 Dunsmuir Ave  
Dunsmuir, CA 96025

Contact: Julie Iskra (530) 235-4822 ext 100  
City Manager: Paul Poczobut Jr. (530) 235-4822  
Mayor: Dave Keisler  
[utilitybilling@ci.dunsmuir.ca.us](mailto:utilitybilling@ci.dunsmuir.ca.us)

**City of Dorris**  
PO Box 768  
307 S Main St.,  
Dorris, CA 96023

Contact: Carol McKay - Administrator (530) 397-3511  
Mayor: Rob Baldwin  
[cityadmin@cot.net](mailto:cityadmin@cot.net)

**City of Etna**  
PO Box 460  
Etna, CA 96027

Contact: Sarah Griggs (530) 467-5256 fax 467-3217  
Mayor: Marilyn Seward  
[etnacity@sisqtel.net](mailto:etnacity@sisqtel.net)

**Town of Fort Jones**  
PO Box 40  
Fort Jones, CA 96032

Contact: Linda Romaine – City Clerk (530) 468-2281 fax 468-2598  
Mayor: Tom McCulley  
[ftjones@sisqtel.net](mailto:ftjones@sisqtel.net)

**City of Montague**  
230 South 13<sup>th</sup> St.  
PO Box 428  
Montague, CA 96064

Contact: Don Kincade – Director of Public Works (530) 598-9237  
Mayor: John Hammond (530) 459-3030  
[pubwks@ci.montague.ca.us](mailto:pubwks@ci.montague.ca.us)

**City of Mt. Shasta**  
305 North Mt Shasta Blvd.  
Mt Shasta, CA 96067

Contact: Muriel Howarth Terrell – Finance Director (530) 926-7510  
Mayor: Timothy Stearns  
[MTerrell@mtshastaca.gov](mailto:MTerrell@mtshastaca.gov)

**City of Tulelake**  
PO Box 847  
Tulelake, CA 96134

Contact: Brett Nystrom – Director of Public Works (541) 810-1915  
Mayor: Randy Darrow  
[cityoftulelake@cot.net](mailto:cityoftulelake@cot.net)

**City of Weed**  
550 Main Street  
Weed, CA 96094

Contact: Deborah Salvestrin – City Clerk (530) 938-5020  
Director of Public Works: Craig Sharp  
Mayor: Ken Palfini  
[sharp@ci.weed.ca.us](mailto:sharp@ci.weed.ca.us)

**City of Yreka**  
701 Fourth Street  
Yreka, CA 96097

Contact: Steve Baker – City Manager (530) 841-2321  
Mayor: John Mercier  
[sbaker@ci.yreka.ca.us](mailto:sbaker@ci.yreka.ca.us)

[Participating Jurisdiction Letterhead]

[Date]

Subject Line – RE: Letter of Authorization

I am the **(Job Title)** of **(Name of Regional Participant)**. I am authorized to contractually bind **(Name of Regional Participant)**. Pursuant to this authority, I hereby authorize Siskiyou County to submit a regional application and act as Lead Agency on behalf of **(Name of Regional Participant)**. Siskiyou County is hereby authorized to execute all documents necessary to implement the project under the Used Oil Payment Program OPP7 FY 2016-17.

This authorization is effective until rescinded by me or my successor.

Signed by the authorized signature authority

[Signature Authority's name]

[Signature Authority's title]

[Address]

[Telephone Number]

## City Council Agenda Item

### New Business

**Item No:** 12.D.  
**Date:** July 21, 2016  
**Subject:** Consider and authorize Interim City Manager to approve change out of new phone instruments in City Hall at no additional cost and no loss of promised savings

Century Executone recently provided hosted PBX service to City of Dunsmuir replacing phone system that was well beyond its service life and not always reliable. This new system was installed in April of this year.

A short time after installation City Hall clerical staff presented that some features of the old system were not included in the new system. Century Executone responded to this by finding a new phone instrument that provides the features felt to be needed by staff.

It is presented that the new instruments will improve call handling. The recently purchase polycon desk sets will be changed out to NEC brand sets. The NEC units have been shown to staff who unanimously endorse the change.

Again, there will be no new purchase and no increase in monthly cost.

**Recommendation:** Move to authorize Interim City Manager to approve change out of new phone instruments in City Hall at no additional cost and no loss of promised monthly savings

**City Manager**

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**From:** Charles Anderson <canderson@cacities.org>  
**Sent:** Tuesday, July 05, 2016 1:04 PM  
**Subject:** ACTION ALERT: AB 1217 (Daly) Local Control over Joint Powers Authorities at Risk  
**Attachments:** Action Alert AB 1217 (Daly) Local Control JPAs.docx; Action Alert AB 1217 (Daly) Local Control JPAs.pdf; SAMPLE OPPOSE LETTER\_AB 1217\_June 29.docx; AB 1217 Oppose\_6-28-2016.pdf; ab\_1217\_bill\_20160623\_amended\_sen\_v97.pdf

**Importance:** High

**ACTION ALERT!!**

**AB 1217 (Daly)  
Local Control over Joint Powers Authorities at Risk**

**OPPOSE**

**Background for AB 1217 (Daly):**

Legislation currently moving through the Senate could endanger the ability of local governments to determine for themselves the governance structure of joint powers authorities. AB 1217 (Daly) represents a very troubling precedent in using statewide legislation to alter the governance structure for a joint powers authority (JPA) that was established by participating local agencies.

Under current law, local public agencies can enter into a JPA at any time to jointly exercise any power common to the contracting parties for a mutually agreed upon purpose. These agreements are purely voluntary. State law has never before reached down to meddle in the governance affairs of a JPA.

The governance structure of a JPA is decided upon by the local agency participants at the time the JPA is formed. The very essence of such entities is local control.

If disputes subsequently arise about the governance structure or any other aspect of the voluntary agreement that created the JPA, mechanisms are provided under existing law to resolve them at the local level.

Moreover, there are also clear provisions in this and other instances for any of the cooperating parties to withdraw from such voluntary agreements if they disagree with the governance or any other aspect of the JPA agreement.

With current law providing a mechanism to make any necessary changes to a JPA's governance or any other aspect of its operations, it begs the question why statewide legislation is necessary — particularly when that legislation is disturbingly precedent-setting in its interference in a matter that clearly falls within the scope of local control.

AB 1217 attempts to undermine existing law and unilaterally overrule a locally agreed upon governance structure that is part of the valid and voluntary formation agreement of a JPA — an entity that by definition has no relation to matters of statewide concern.

Local governments throughout California should be concerned about this measure, and strongly consider opposing it. Whatever the motivation for introducing this legislation, it is an attempt to intervene in a local matter that is best resolved at the local government level.

# **ACTION ALERT!!**

## **AB 1217 (Daly) Local Control over Joint Powers Authorities at Risk**

### **OPPOSE**

#### **Background for AB 1217 (Daly):**

Legislation currently moving through the Senate could endanger the ability of local governments to determine for themselves the governance structure of joint powers authorities. AB 1217 (Daly) represents a very troubling precedent in using statewide legislation to alter the governance structure for a joint powers authority (JPA) that was established by participating local agencies.

Under current law, local public agencies can enter into a JPA at any time to jointly exercise any power common to the contracting parties for a mutually agreed upon purpose. These agreements are purely voluntary. State law has never before reached down to meddle in the governance affairs of a JPA.

The governance structure of a JPA is decided upon by the local agency participants at the time the JPA is formed. The very essence of such entities is local control.

If disputes subsequently arise about the governance structure or any other aspect of the voluntary agreement that created the JPA, mechanisms are provided under existing law to resolve them at the local level.

Moreover, there are also clear provisions in this and other instances for any of the cooperating parties to withdraw from such voluntary agreements if they disagree with the governance or any other aspect of the JPA agreement.

With current law providing a mechanism to make any necessary changes to a JPA's governance or any other aspect of its operations, it begs the question why statewide legislation is necessary — particularly when that legislation is disturbingly precedent-setting in its interference in a matter that clearly falls within the scope of local control.

AB 1217 attempts to undermine existing law and unilaterally overrule a locally agreed upon governance structure that is part of the valid and voluntary formation agreement of a JPA — an entity that by definition has no relation to matters of statewide concern.

Local governments throughout California should be concerned about this measure, and strongly consider opposing it. Whatever the motivation for introducing this legislation, it is an attempt to intervene in a local matter that is best resolved at the local government level.

### **ACTION:**

AB 1217 will next be heard on the Senate Floor. Cities are encouraged to send letters of opposition to their Senator as soon as possible. A sample letter, along with the League's opposition letter, is attached.

You may find contact information for your Senator by following this link:  
<http://findyourrep.legislature.ca.gov/>.

#### **Talking Points:**

- This measure endangers the ability of local governments to determine for themselves the governance structure of joint powers authorities. It is an attempt to intervene, without justification, in a purely local matter affecting the governance of a local agency.

- The bill remains a highly questionable incursion into the governance of a joint powers authority (JPA). This sets a bad legal precedent of state micromanagement via legislation, when existing law provides JPA's with broad flexibility to address internal governance challenges already.
- Joint powers authorities are by definition an expression of local government in which two or more local public agencies are authorized to enter into an agreement to jointly exercise any power common to the voluntarily contracting parties for a mutually agreed upon purpose. This measure invokes a core issue for cities everywhere: the preservation of local control.
- AB 1217 is a profoundly disturbing precedent in attempting to undermine provisions of existing law and unilaterally overrule a locally agreed upon governance structure that is part of the valid and voluntary formation agreement of a joint powers authority – an entity that by definition has no relation to matters of statewide concern.

\*\*\* CITY LETTERHEAD\*\*\*

DATE

The Honorable Tom Daly  
Member, California State Assembly  
State Capitol, Room 3126  
Sacramento, CA 95814  
FAX: (916) 319-2169

**RE: AB 1217 (Daly). Orange County Fire Authority. (As amended June 23, 2016)**  
**Notice of Opposition**

Dear Assembly Member Daly:

The City/Town of \_\_\_\_\_ respectfully opposes Assembly Bill 1217.

This measure is a direct assault upon local control. It is an attempt to intervene, without justification, in a purely local matter affecting the governance of a local agency.

With the June 23rd amendments, the bill codifies a change the Orange County Fire Authority (OCFA) has already made to its governance structure, in prohibiting the inclusion of alternates as part of the composition of the OCFA board of directors. The bill remains a highly questionable incursion into the governance of a joint powers authority (JPA). This sets a bad legal precedent of state micromanagement via legislation, when existing law provides JPA's with broad flexibility to address internal governance challenges already.

Assembly Bill 1217 would employ the mechanism of state legislation to alter the governance structure of a locally-created joint powers authority, the Orange County Fire Authority, formed by local governments pursuant to the method prescribed in the Government Code. This measure invokes a core issue for cities everywhere: the preservation of local control.

Current law on this matter is very clear. Joint powers authorities are by definition an expression of local government in which two or more local public agencies are authorized to enter into an agreement to jointly exercise any power common to the voluntarily contracting parties for a mutually agreed upon purpose. The very essence of such entities is local control. Their governance structure is decided upon by the local agency member participants as part of the voluntary formation agreement among the participating local agencies. Should disputes subsequently arise about that governance structure or any other aspect of this voluntary agreement, mechanisms are provided under existing law to resolve them at the local level. Moreover, there are also clear provisions in this and other instances for any of the cooperating parties to withdraw from such voluntary agreements if they disagree with the governance or any other aspect of the agreement.

AB 1217 is a profoundly disturbing precedent in attempting to undermine provisions of existing law and unilaterally overrule a locally agreed upon governance structure that is part of the valid and voluntary formation agreement of a joint powers authority – an entity that by definition has no relation to matters of statewide concern. This is a local matter best resolved at the local government level. State intervention in such a matter is therefore unjustified.

For these reasons, the City/Town of \_\_\_\_\_ respectfully opposes this legislation.

Sincerely,

NAME

TITLE

CITY/TOWN of \_\_\_\_\_

cc: Your Senator  
Your League Regional Public Affairs Manager (via email)  
Meg Desmond, League of California Cities, [mdesmond@cacities.org](mailto:mdesmond@cacities.org)

AMENDED IN SENATE JUNE 23, 2016

AMENDED IN SENATE JUNE 9, 2015

CALIFORNIA LEGISLATURE—2015–16 REGULAR SESSION

**ASSEMBLY BILL**

**No. 1217**

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**Introduced by Assembly Member Daly**

February 27, 2015

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An act to add Section 6538 to the Government Code, relating to joint powers.

LEGISLATIVE COUNSEL'S DIGEST

AB 1217, as amended, Daly. Orange County Fire Authority.

Existing law authorizes 2 or more public agencies, by agreement, to form a joint powers authority to exercise any power common to the contracting parties, as specified. Existing law authorizes the agreement to set forth the manner by which the joint powers authority will be governed. Existing law authorizes the board of supervisors of any county to contract with any local agency within the county or with the state for services relating to the prevention and suppression of fires.

~~This bill would, as of January 1, 2017, require~~ *would prohibit the composition of the Board of Directors of the Orange County Fire Authority, a joint powers agency, to consist of 13 members, each serving a term of 2 years. The bill would create the Orange County Fire Authority City Selection Committee to select 11 of those board members from cities that contract with the authority for fire protection services, as specified. The bill would additionally require 2 of the members of the Board of Directors of the Orange County Fire Authority to be members of the board of supervisors of the County of Orange, as specified. Authority from including alternate members.*

This bill would make legislative findings and declarations as to the necessity of a special statute for the Orange County Fire Authority.

Vote: majority. Appropriation: no. Fiscal committee: no.  
State-mandated local program: no.

*The people of the State of California do enact as follows:*

1     SECTION 1. *It is the intent of the Legislature to reevaluate the*  
2 *structure of the Board of Directors of the Orange County Fire*  
3 *Authority within a reasonable period from the effective date of this*  
4 *act to consider the effectiveness of the size and structure of the*  
5 *board.*

6     SEC. 2. *Section 6538 is added to the Government Code, to*  
7 *read:*

8     6538. *Notwithstanding any other law, the composition of the*  
9 *Board of Directors of the Orange County Fire Authority shall not*  
10 *include alternate members.*

11     SEC. 3. *The Legislature finds and declares that a special law*  
12 *is necessary and that a general law cannot be made applicable*  
13 *within the meaning of Section 16 of Article IV of the California*  
14 *Constitution because of the challenges faced as a result of the*  
15 *current governance structure of the Orange County Fire Authority.*

16     ~~SECTION 1. Section 6538 is added to the Government Code,~~  
17 ~~to read:~~

18     ~~6538. (a) Notwithstanding any other law and notwithstanding~~  
19 ~~the provisions of the joint powers agreement governing the Orange~~  
20 ~~County Fire Authority, on and after January 1, 2017, the Board of~~  
21 ~~Directors of the Orange County Fire Authority shall be composed~~  
22 ~~of 13 members, as follows:~~

23     ~~(1) Four members from cash contract cities selected as follows:~~

24     ~~(A) One member appointed by the legislative body of the cash~~  
25 ~~contract city with the largest population.~~

26     ~~(B) One member selected by the Orange County Fire Authority~~  
27 ~~City Selection Committee on a one-city-one-vote basis determined~~  
28 ~~by votes cast by cash contract cities only.~~

29     ~~(C) Two members selected by the Orange County Fire Authority~~  
30 ~~City Selection Committee on a population weighted election basis~~  
31 ~~by votes cast by cash contract cities only.~~

32     ~~(2) Seven members from structural fire fund cities selected as~~  
33 ~~follows:~~

1 ~~(A) One member appointed by the legislative body of the~~  
2 ~~structural fire fund city with the largest population.~~

3 ~~(B) Two members elected by the Orange County Fire Authority~~  
4 ~~City Selection Committee from votes cast by representatives from~~  
5 ~~the following cities:~~

- 6 ~~(i) The City of Cypress.~~
- 7 ~~(ii) The City of La Palma.~~
- 8 ~~(iii) The City of Los Alamitos.~~
- 9 ~~(iv) The City of Villa Park.~~
- 10 ~~(v) The City of Yorba Linda.~~

11 ~~(C) Two members elected by the Orange County Fire Authority~~  
12 ~~City Selection Committee from votes cast by representatives from~~  
13 ~~the following cities:~~

- 14 ~~(i) The City of Aliso Viejo.~~
- 15 ~~(ii) The City of Dana Point.~~
- 16 ~~(iii) The City of Laguna Hills.~~
- 17 ~~(iv) The City of Laguna Niguel.~~
- 18 ~~(v) The City of San Juan Capistrano.~~

19 ~~(D) Two members elected by the Orange County Fire Authority~~  
20 ~~City Selection Committee from votes cast by representatives from~~  
21 ~~the following cities:~~

- 22 ~~(i) The City of Laguna Woods.~~
- 23 ~~(ii) The City of Lake Forest.~~
- 24 ~~(iii) The City of Mission Viejo.~~
- 25 ~~(iv) The City of Rancho Santa Margarita.~~

26 ~~(3) Two members of the board of supervisors of the County of~~  
27 ~~Orange, selected by the board of supervisors, to serve a term of~~  
28 ~~two years. The board of supervisors shall also select an alternate~~  
29 ~~member.~~

30 ~~(b) (1) A city shall not have more than one member on the~~  
31 ~~board at any time, and shall not have a member on the board for~~  
32 ~~more than two consecutive terms.~~

33 ~~(2) The members selected pursuant to subparagraphs (B) and~~  
34 ~~(C) of paragraph (1) of, and subparagraphs (B), (C), and (D) of~~  
35 ~~paragraph (2) of, subdivision (a) shall be selected by the Orange~~  
36 ~~County Fire Authority City Selection Committee, which shall be~~  
37 ~~comprised of one representative from each city that contracts with~~  
38 ~~the Orange County Fire Authority for fire services. A representative~~  
39 ~~shall be appointed by the legislative body of the city the~~  
40 ~~representative serves.~~

1     ~~(c) (1) Any member of the board serving as of the effective~~  
2 ~~date of this section shall continue to serve until January 1, 2017,~~  
3 ~~or until the expiration of his or her term, whichever is sooner.~~

4     ~~(2) Commencing January 1, 2017, and thereafter, the members~~  
5 ~~of the board shall each serve a term of two years.~~

6     ~~(3) The board shall select a chair and a vice chair from within~~  
7 ~~the membership of the board.~~

8     ~~(d) For purposes of this section, the following terms have the~~  
9 ~~following meanings:~~

10     ~~(1) “Cash contract city” means a city that contracts for fire~~  
11 ~~services with the Orange County Fire Authority and utilizes funds~~  
12 ~~from that city’s general fund to pay for those services.~~

13     ~~(2) “Structural fire fund city” means a city that contracts for~~  
14 ~~fire services with the Orange County Fire Authority and utilizes~~  
15 ~~funds from that city’s structural fire fund to pay for those services.~~

16     ~~SEC. 2. The Legislature finds and declares that a special law~~  
17 ~~is necessary and that a general law cannot be made applicable~~  
18 ~~within the meaning of Section 16 of Article IV of the California~~  
19 ~~Constitution because of the challenges faced as a result of the~~  
20 ~~current governance structure of the Orange County Fire Authority.~~

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## City Council Agenda Item New Business

**Item No:** 12.F.  
**Date:** July 21, 2016  
**Subject:** Consider and authorize Interim City Manager to prepare documents to withdraw from PACE program if there is to be cost borne by City

Recently the City Council adopted Resolutions to allow residents and businesses to enroll in and apply for PACE loan funding through CSCDA. Last year when the same resolutions were adopted and recently when these resolutions were adopted it was presented that there would never be any costs to the City for individuals participating in the program.

Cities in Siskiyou County are now being notified by Siskiyou County Auditor that cities will be charged for County auditor staff time and expenses in doing tax accounting, billing and handling of payments under this program. The Auditor advises she will be forwarding to all of the cities in the County an agreement which is intended to make cities responsible for these costs.

Staff knows of no justification for the City to bear the private cost of a loan that benefits and individual or business entity. A representative from CSCDA (California Statewide Communities Development Authority) has advised that he is in negotiations with County Auditor. If a resolution is not available the PACE program will not be offered in Siskiyou County.

**Recommendation:** Move to authorize Interim City Manager to prepare documents to withdraw from PACE program if there is to be cost borne by City

**From:** Paul Eckert [<mailto:eckert@mtshastaca.gov>]  
**Sent:** Friday, June 10, 2016 8:32 PM  
**To:** Ron Stock <[stock@ci.weed.ca.us](mailto:stock@ci.weed.ca.us)>; James Hamill <[jhamill@cscda.org](mailto:jhamill@cscda.org)>  
**Cc:** [pjs1031@yahoo.com](mailto:pjs1031@yahoo.com); Steven Baker <[Sbaker@ci.yreka.ca.us](mailto:Sbaker@ci.yreka.ca.us)>; Kelly McKinnis <[mckinnis@ci.weed.ca.us](mailto:mckinnis@ci.weed.ca.us)>  
**Subject:** RE: PACE Information Request Form

The City of Mt. Shasta would react similarly to the City of Weed.

**From:** Ron Stock [<mailto:stock@ci.weed.ca.us>]  
**Sent:** Thursday, June 09, 2016 3:58 PM  
**To:** James Hamill <[jhamill@cscda.org](mailto:jhamill@cscda.org)>  
**Cc:** [pjs1031@yahoo.com](mailto:pjs1031@yahoo.com); Paul Eckert <[eckert@mtshastaca.gov](mailto:eckert@mtshastaca.gov)>; Steven Baker <[Sbaker@ci.yreka.ca.us](mailto:Sbaker@ci.yreka.ca.us)>; Kelly McKinnis <[mckinnis@ci.weed.ca.us](mailto:mckinnis@ci.weed.ca.us)>  
**Subject:** RE: PACE Information Request Form

James,

This program was "sold" to us on the basis that it required minimal effort on the part of the City and no cost. We just received a call from the Siskiyou County Auditor alleging that the City will be responsible for the staff time and expenses of her office in doing the tax accounting, billing, and handling of payments. She advises that she will be forwarding to all of the cities in the County (seven of nine apparently) an agreement which is intended to make us responsible for these costs. Is she accurate in her interpretation? If so, and there is a cost to the City of Weed for this program, we will rescind our approval of the PACE Resolution. I cannot justify having the taxpayers of the City bear the private cost of a loan to the benefit of one individual or business entity.

Ron Stock  
Weed City Administrator

## City Manager

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**From:** Pamela Stock <pjs1031@yahoo.com>  
**Sent:** Tuesday, July 12, 2016 2:16 PM  
**To:** City Manager  
**Subject:** Fwd: PACE Information Request Form

Sent from my iPhone

Begin forwarded message:

**From:** James Hamill <jhamill@cscda.org>  
**Date:** June 10, 2016 at 8:40:28 PM PDT  
**To:** Paul Eckert <eckert@mtshastaca.gov>, Ron Stock <stock@ci.weed.ca.us>  
**Cc:** "pjs1031@yahoo.com" <pjs1031@yahoo.com>, Steven Baker <Sbaker@ci.yreka.ca.us>, Kelly McKinnis <mckinnis@ci.weed.ca.us>  
**Subject:** RE: PACE Information Request Form

Hi Paul and All,

I do have a message into the County and hopefully will have more answers next week. We agree with your position and would/will not offer the program in Siskiyou County if this is how the County decides to proceed. Thanks and enjoy the weekend.

Kind regards,

James



James Hamill  
Managing Director  
Direct: 925.476.5644  
Cell: 925.708.0271  
1700 North Broadway | Suite 405  
Walnut Creek, CA 94596  
[www.cscda.org](http://www.cscda.org)



## City Council Agenda Item

### New Business

**Item No:** 12.G.  
**Date:** July 21, 2016  
**Subject:** Consider and provide Dunsmuir position regarding proposed transportation of crude oil by rail through Northern California

This issue was discussed at LOLA last Wednesday. No one from Dunsmuir was present at the meeting.

The issue being presented is that Valero, who intends to move crude oil by rail through Northern California, does not want cities and other local agencies to have the chance to require local mitigation measures to reduce environmental, health and safety concerns. The League of California Cities is asking if city members disagree with the Valero petition/argument that the Interstate Commerce Commission Termination Act preempts local agencies from requiring mitigation measures and if there are mitigation issues that need to be considered. Larger cities have already weighed in on this as you can see by the documents attached.

**Recommendation:**

## City Manager

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**From:** Charles Anderson <canderson@cacities.org>  
**Sent:** Monday, July 11, 2016 10:02 AM  
**Subject:** Question: Is Crude Oil By Rail a concern to your city/communities?  
**Attachments:** California Local Government Agenices Reply to Petition-c1 (3).pdf

Good Monday morning Sacramento Valley Division Members,

Is crude oil by rail a concern for you, your city or its citizens?

Valero intends to move crude oil by rail through Northern California. Naturally, cities have an interest in the environment and health and safety of its citizens and may require some local mitigation measures to reduce impacts. Valero, however, disagrees and is currently petitioning the surface transportation board to rule that the Interstate Commerce Commission Termination Act preempts local agencies from requiring mitigation measures ("ICCTA") (49 U.S.C. §§ 10101-16106).

Please let me know ASAP if this is a concern to you. Attached is a reply to Valero's petition signed by legal counsel for the Cities of Berkeley, Davis, Oakland, County of Yolo and SACOG.

Thank you.

Charles

Charles Anderson  
Regional Public Affairs Manager, Sacramento Valley Division  
League of California Cities  
1400 K Street, Sacramento, CA 95814  
M: 916-798-2231 | F: 866-593-2927 | E: [canderson@cacities.org](mailto:canderson@cacities.org)  
[Website](#) |

**BEFORE THE  
SURFACE TRANSPORTATION BOARD**

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**FINANCE DOCUMENT NO. 36036**

**VALERO REFINING COMPANY – CALIFORNIA  
PETITION FOR DECLARATORY ORDER**

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**REPLY OF THE CITIES OF DAVIS, BERKELEY AND OAKLAND, THE COUNTY OF  
YOLO, AND THE SACRAMENTO AREA COUNCIL OF GOVERNMENTS IN  
OPPOSITION TO PETITION FOR DECLARATORY ORDER**

Communication with respect to this  
document should be addressed to:

Kirk E. Trost  
General Counsel  
Sacramento Area Council of Governments  
1415 L Street, Suite 300  
Sacramento, CA 95814  
(916) 340-6210  
Email: [ktrost@sacog.org](mailto:ktrost@sacog.org)

*Counsel for the Sacramento Area Council of Governments*

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Email: [zcowan@cityofberkeley.info](mailto:zcowan@cityofberkeley.info)

*Counsel for the City of Berkeley, California*

Philip J. Pogledich  
County Counsel  
County of Yolo  
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Woodland, CA 95695  
Tel: (530) 666-8275  
Email: [philip.pogledich@yolocounty.org](mailto:philip.pogledich@yolocounty.org)  
*Counsel for the County of Yolo*

Dated July 8, 2016

Harriet Steiner  
City Attorney of City of Davis  
Best Best & Krieger, LLP  
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Sacramento, CA 95814  
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Allison I. Fultz  
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Email: [afultz@kaplankirsch.com](mailto:afultz@kaplankirsch.com)

*Counsel for the City of Oakland, California*

**BEFORE THE  
SURFACE TRANSPORTATION BOARD**

---

**FINANCE DOCUMENT NO. 36036**

**VALERO REFINING COMPANY – CALIFORNIA  
PETITION FOR DECLARATORY ORDER**

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**REPLY OF THE CITIES OF DAVIS, BERKELEY AND OAKLAND, THE COUNTY OF  
YOLO, AND THE SACRAMENTO AREA COUNCIL OF GOVERNMENTS IN  
OPPOSITION TO PETITION FOR DECLARATORY ORDER**

The Cities of Davis, Berkeley and Oakland, the County of Yolo, and the Sacramento Area Council of Governments, a California joint powers agency of 22 city and 6 county member jurisdictions (collectively “California Local Government Agencies”) hereby reply in opposition to the Petition for Declaratory Order filed by non-carrier Valero Refining Company – California (“Valero”) on May 31, 2016. Valero seeks a declaratory order from the Surface Transportation Board (“Board”) that the City of Benicia (“City”) Planning Commission’s decisions (1) declining to certify the Valero Benicia Crude Oil By Rail environmental impact report (“EIR”) pursuant to the California Environmental Quality Act (California Public Resources Code section 21000 *et. seq* or “CEQA”), and (2) denying a use permit for changes to oil and refinery operations required by Title 17 of the City’s Municipal Code (a denial currently on appeal to the City Council) are preempted by the Interstate Commerce Commission Termination Act (“ICCTA”) (49 U.S.C. §§ 10101-16106).

## INTRODUCTION

The California Local Government Agencies have an interest in protecting their rights under applicable law to regulate the use of non-railroad property within their respective borders. They are fortunate to have extensive transportation infrastructure – rail, highway and, in certain instances, maritime – and acknowledge the crucial role that these facilities play in their economies. However, the California Local Government Agencies also have an obligation to their citizens to ensure that development and other actions occur in a way that does not harm the health, safety and other interests of its citizens and in a manner consistent with planning, zoning, and environmental laws.<sup>1</sup> They respect the extent to which federal law may preempt state law, but, by participating in this action, they are defending their ability to regulate the use of property subject to their jurisdiction from assertions of preemption and attempts to use federal law as a shield for activity that is not properly covered by those laws.

Valero is not a rail carrier providing transportation subject to the jurisdiction of this Board under the ICCTA. Instead, Valero seeks a use permit from the City of Benicia to enable it to modify its existing refinery in order to receive crude oil by tank car. These modifications involve the installation of rail spur tracks, a tank car unloading rack, pumps, connecting pipelines, and infrastructure including installation of approximately 4,000 feet of 16-inch diameter crude oil pipeline and associated components and pump infrastructure between the offloading rack and the existing crude supply piping, replacement and relocation of

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<sup>1</sup> The City of Benicia shares this obligation. (*See e.g.* Municipal Code section 17.104.060 which requires the City to make findings before approving a use permit, such as the one sought by Valero, that 1) the proposed location of the use is in accord with the objectives of the zoning code and the purposes of the district in which the site is located; 2) the proposed location of the conditional use and the proposed conditions under which it would be operated or maintained will be consistent with the general plan and will not be detrimental to the public health, safety, or welfare of persons residing or working in or adjacent to the neighborhood of such use, nor detrimental to properties or improvements in the vicinity or to the general welfare of the City; and 3) the proposed conditional use will comply with the provisions of the zoning code, including any specific condition required for the proposed conditional use in the district in which it would be located.)

approximately 1,800 feet of existing tank farm dikes, relocation of an existing firewater pipeline, compressor station, and underground infrastructure. (City of Benicia, Valero Benicia Crude Oil By Rail Project, Draft Environmental Impact Report (2014) at 3-5.<sup>2</sup>) It is undisputed that Valero, a non-carrier, would solely and independently construct and operate the unloading facilities and related infrastructure and fully own those improvements. It is also undisputed that no rail carrier would directly or indirectly control the construction or operation of the unloading facilities.

Valero asserts that the ICCTA prevents the City from refusing to issue Valero a local land use permit, because that would deny “Valero the right to receive rail common carrier service” and “unreasonably burden[] interstate commerce” by “preventing [the Union Pacific Railroad] from providing such service.” (Pet. for Dec. Ord., pp. 2-3.) Valero further insists that it “does not seek by this Petition an order declaring that the City of Benicia’s permitting authority [] is itself subject to ICCTA preemption. However, the EIR/Permit Denials impinge on Board jurisdiction, regulate rail transportation and unreasonably burden interstate commerce.” (Pet. for Dec. Ord., p. 16.)<sup>3</sup> Valero’s position is misleading, inconsistent, and finds no support in applicable federal law.

First, Valero’s lumping together of (a) the EIR prepared to analyze the proposed use permit, and (b) the use permit, into one phrase “EIR/Permit Denials” misrepresents the requirements of CEQA, as EIRs are not permits that can be approved or denied. “Unlike most

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<sup>2</sup> Available at: [http://www.ci.benicia.ca.us/index.asp?SEC=B7EDC93A-FFF0-4A14-9B1A-1C8563BC256A&DE=11318773-7E57-4AE0-9DC0-D1F64E7AA54B&Type=B\\_BASIC](http://www.ci.benicia.ca.us/index.asp?SEC=B7EDC93A-FFF0-4A14-9B1A-1C8563BC256A&DE=11318773-7E57-4AE0-9DC0-D1F64E7AA54B&Type=B_BASIC)

<sup>3</sup> It is incorrect for Valero to continually refer to “Permit Denials.” As Valero admits, it has appealed the Planning Commission’s February 11, 2016 denial of its use permit to the City Council. (Pet. for Dec. Ord, p. 2.) As such, the City’s review of Valero’s use permit application is not yet complete. But, rather than wait to learn whether the City Council would uphold the denial, grant the permit, or grant the permit with conditions, Valero requested that the City Council “defer a decision on Valero’s appeal until September 20, 2016.” (*Id.*) In other words, it is Valero who has chosen to delay the possible issuance of the use permit. Moreover, Valero’s Petition to this Board is actually premature in one sense, since there is not yet any final action that Valero can claim should be preempted. If, however, Valero’s intent is to ensure that the City is aware that (in Valero’s view), the City cannot deny Valero’s application, then it may be appropriate for this Board to clarify that the City may act on this Petition in a way that fulfills its obligations to its citizens because the matter does not affect the business or operation of a rail carrier providing transportation subject to this Board’s jurisdiction.

environmental laws, CEQA generally does not contain substantive regulatory standards. Instead of prohibiting agencies from approving projects with adverse environmental effects, CEQA requires only that agencies inform themselves about the environmental effects of their proposed actions, carefully consider all relevant information before they act, give the public an opportunity to comment on the environmental issues, and avoid or reduce significant environmental impacts when it is feasible to do so.” (*Practice Under the California Environmental Quality Act*, §1.1, Continuing Education of the Bar – California; Kostka and Zischke, attached hereto as Exhibit 1.) Valero presents no arguments in its Petition (there are none) as to why the informational requirements of CEQA are preempted by the ICCTA when a permit is sought by an entity that is not a rail carrier providing transportation subject to this Board’s jurisdiction. As such, it is entirely inappropriate for Valero to bootstrap an attempt to preempt enforcement of CEQA onto its claims about the City’s purported denial of a use permit.

Second, Valero asserts that “denial” of the use permit is preempted (Pet. for Dec. Ord., pp. 2-3), yet maintains that it is not seeking an order declaring that the City’s authority to issue the use permit is preempted (Pet. for Dec. Ord., p. 16). This brings to mind the famous Henry Ford quote: “you can have a car in any color so as long as it’s black.” Valero is being disingenuous. Valero is clearly asking the Board to preempt the City’s permitting authority – a decision that, as detailed below, would contradict the Board and Federal courts’ previous decisions and is inconsistent with the ICCTA.

### **Declaratory Relief Is Not Appropriate**

Valero asserts that requiring oil refineries in California to comply with CEQA and with local planning and zoning laws has impeded its efforts to receive crude oil from within North America via their chosen mode of shipment, rail. (Pet. for Dec. Ord, pp. 3 - 7.) Thus Valero

argues, it is necessary for the Board to issue a declaratory judgment to eliminate controversy and remove uncertainty. (*Id.*) But Valero’s complaints do not actually pertain to rail operations at all. They pertain to the operations of oil refineries within California, refineries that wish, for their own financial benefits,<sup>4</sup> to be exempted from compliance with state and local environmental and planning laws. It is outside the role of the Board and, outside the scope of the ICCTA to issue declarations regarding oil refineries’ obligations to comply with state and local law. Declaratory relief is not appropriate.

### ARGUMENT

The Board has discretionary authority under 5 U.S.C. § 554(e) and 49 U.S.C. § 721 to issue a declaratory order to terminate a controversy or remove uncertainty. (*See Intercity Transp. Co. v. United States*, 737 F.2d 103 (D.C. Cir. 1984); *Delegation of Auth.—Declaratory Order Proceedings*, 5 I.E. 2d 675 (1989).) The Board has, on many occasions, used the declaratory order process to address issues involving the federal preemption provision contained in 49 U.S.C. § 10501(b). (*See, e.g.*, STB Finance Docket No. 35788, *14500 Ltd.—Pet. for Declaratory Order*, (Service Date June 5, 2014); STB Finance Docket No. 34662, *CSX Transp., Inc.—Pet. for Declaratory Order*, (Service Date May 3, 2005).) In this matter, the Board should exercise its authority to decline to grant the Petition requested by Valero, as the activities at issue are being conducted by an entity that is not a rail carrier providing transportation subject to the jurisdiction of the Board.

It is, of course, true that the ICCTA protects the ability of a rail carrier to fulfill its common carrier obligations once a shipper has located along its lines and made a reasonable request for rail service. (49 U.S.C. §11101.) However, contrary to Valero’s arguments, the

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<sup>4</sup> “North American crude oil is economically and competitively accessible to the Benicia refinery only by rail delivery.” (Pet. for Dec. Ord., pp. 8-9.)

ICCTA does not guarantee to shippers the right to locate anywhere and to engage in activities that are otherwise precluded by applicable local laws just because the location will, or may have, the benefit of being served by a rail carrier. Adopting Valero's view of the applicable law would stretch this Board's interpretations of its own jurisdiction beyond its limits and should be summarily rejected.

**a. The Board's Decision in *SEA-3* Supports the Denial of Valero's Petition**

The most recent and instructive Board decision on the question of the ICCTA's preemption of state and local land use and environmental laws when a rail carrier is not the proponent owner or operator of the project is *SEA-3, Inc. – Petition for Declaratory Order*, STB Finance Docket No. 35853 ("*SEA-3*"). In that matter, SEA-3 Inc., like Valero a non-carrier, sought a ruling that the ICCTA preempted zoning claims by the City of Portsmouth regarding SEA-3's proposed construction of five rail berths at a liquefied petroleum gas transload facility owned and operated by SEA-3. (*SEA-3*, slip op. at 1.) Like Valero, SEA-3 claimed that the new rail berths were financially necessary to its propane-selling business. (*SEA-3*, slip op. at 2.) Like Valero, SEA-3 claimed that by opposing SEA-3's zoning approvals the City of Portsmouth was "attempting to regulate rail transportation by [rail carrier] Pan Am through litigation that would frustrate and delay increased rail services to SEA-3's transload facility." (*SEA-3*, slip op. at 3.)

The Board denied the Petition for lack of jurisdiction, stating:

The Board's jurisdiction extends to rail-related activities that take place at transloading facilities if the activities are performed by a rail carrier, the rail carrier holds out its own service through a third party that acts as the rail carrier's agent, or the rail carrier exerts control over the third party's operations. The record presented to the Board in this case, however, does not demonstrate that SEA-3 is a carrier or that it is performing transportation-related activities on behalf of Pan Am or any other rail carrier at the transload facility.

(*SEA-3*, slip op. at 5; *see also* STB Finance Docket No. 34824, *Tri-State Brick & Stone of N.Y.—Pet. for Declaratory Order*, slip op. at 6 (Service Date Aug. 11, 2006) (“[W]hile a facility [here the Yard] may be subject to our jurisdiction, not all activities within that facility [here, Coastal’s operations] fall under our jurisdiction.”). Here, too, the Board should deny Valero’s Petition for lack of jurisdiction as Valero – not any rail carrier – will own, construct, control, and operate the unloading facilities.

Seeking to avoid this outcome, Valero argues that *SEA-3* actually supports its Petition because the Board found that *SEA-3* “had not identified an attempt by Portsmouth to regulate Pan Am’s operations” and noted that such interference “with Pan Am’s common carrier operations . . . would be preempted under §10501(b).” (Pet. for Dec. Ord., p. 19, citing *SEA-3*, slip op. at 6 and 7. ) Valero claims that, unlike the facts presented in *SEA-3*, the City here is attempting to interfere with rail common carrier operations. (*Id.*) Valero is wrong for two reasons. First, Valero focuses on the fact that the City of Portsmouth did not seek to impose regulations in *SEA-3*, but this is a distinction without a difference. In *SEA-3* the issue under consideration was whether local regulation was permitted at all, not whether Portsmouth, in particular, could impose regulations on *SEA-3*. Second, Valero ignores the actual procedural posture of its application for a use permit from the City: the permit was denied by the Planning Commission and Valero appealed to the City Council. The City Council has not acted on the permit application. The City has not imposed any conditions on a permit’s issuance that Valero can complain of (even if such complaints lacked merit). Until its appeal is heard, Valero’s permit is still being processed and there is no final action by the City.

Valero’s Petition appears to be asking this Board to prospectively hold that state and local governments have no ability to regulate the use by parties who are not railroads of land within

those states' or communities' borders, solely because, once completed, the proposed use of the property will be accompanied by rail service to it. No statute and no case in this Board's jurisprudence, or that of the Interstate Commerce Commission ("ICC") before it, allow this Board to extend its jurisdiction so far. Valero's own description of the current state of affairs confirms that there is no impact on rail transportation that would give rise to an issue over which this Board can assert jurisdiction. Valero contends that "[i]f the EIR had contained rail transportation mitigation and had been certified and *if* the Planning Commission had approved Valero's use permit with rail transportation conditions, those conditions would not have been enforceable." (Pet. for Dec. Ord., p. 16, FN 49 [emphasis added].) But, there are no such conditions for the Board to review and evaluate – the permit was denied and Valero appealed.<sup>5</sup> Thus, as settled in *SEA-3*, the Board does not have jurisdiction over the City's discretionary review of land use permits for non-carriers.

**b. Recent Case Law Supports Denial of Valero's Petition**

Two U.S. Court of Appeals decisions also affirm that this Board does not have jurisdiction over the City's discretionary review of land use permits for a non-carrier. In *N.Y. & Atl. Ry. Co. v. STB*, 635 F.3d 66 (2nd Cir. 2011) a freight railroad entered into an agreement with Coastal Distribution, LLC to construct and operate a transloading facility on a rail yard leased by the railroad. The Town of Babylon sought to stop work on the facility on grounds that the transloading facility was a prohibited use under a local zoning ordinance. (635 F.3d at 68.)

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<sup>5</sup> The California Local Government Agencies have received and reviewed the pleading submitted in this proceeding on July 7, 2016 by the City of Benicia. As a general matter, the California Local Government Agencies agree that the denial of Valero's requested permit is not preempted, as explained more fully in this brief. The California Local Government Agencies do not agree, however, that it is appropriate for this Board to provide the guidance that Benicia seeks without specific information about the nature and content of the conditions that would be proposed. This Board has jurisdiction over rail transportation moving in interstate commerce. Without knowing precisely what conditions Benicia might wish to propose, and how or whether those conditions would impede a railroads' ability to fulfill its common carrier obligation to a shipper that has lawfully located along its lines, it is hard to envision a circumstance where any general advice without knowledge of the specifics would be of value to the parties and would not lead to more uncertainty rather than less.

Babylon petitioned the Board for a declaratory order that the zoning ordinance was not preempted. (*Id.* at 69.) The Board held that it did not have exclusive jurisdiction over the facility because the railroad’s responsibility and liability for the cars “end when they are uncoupled at the [] Yard and resumes when they are coupled to [the railroad’s] locomotive.” (*Id.* at 73.) The Board explained that it has exclusive jurisdiction over transloading facilities if, and only if, “the activities are performed by a rail carrier or the rail carrier holds out its own service through the third-party as an agent or exerts control over the third-party’s operation.” (*Id.*) The freight railroad and distributor sought review of the Board’s decision at the U. S. Court of Appeals. The Court agreed with the Board, holding that the facility did not constitute “transportation by rail carrier” because the railroad did not own or operate the facility and the distributor was not acting as an agent of the railroad. (*Id.* at 75.) This is precisely the analysis that applies to Valero. No railroad owns or will operate Valero’s facility, nor will Valero act as the agent of a railroad. Accordingly, the regulation of proposed uses on the Valero site is beyond the jurisdiction of this Board.

Similarly, in *Florida East Coast Ry. Co. v. City of West Palm Beach*, 266 F.3d 1324 (11th Cir. 2001), a railroad leased rail yard property in the City of West Palm Beach to a third party corporation. The corporation used the rail yard as a transloading facility. (266 F.3d at 1327.) The City of West Palm Beach issued a cease and desist order because the transloading operation did not comply with the city’s zoning. (*Id.*) The railroad sued the city, seeking a declaration that the ICCTA preempted the city’s zoning. (*Id.*) The Court held that the application of the city’s ordinances to the transloading facility did not constitute regulation of “transportation by rail carrier” within the meaning of the ICCTA preemption provision, explaining:

existing zoning ordinances of general applicability, which are enforced against a private entity leasing property from a railroad

for non-rail transportation purposes, are not sufficiently linked to rules governing the operation of the railroad so as to constitute laws ‘with respect to regulation of rail transportation.

(*Id.* at 1331.) Therefore, the Court concluded, “in no way does federal pre-emption under the ICCTA mandate that municipalities allow any private entity to operate in a residentially zoned area simply because the entity is under a lease from the railroad.” (*Id.*)

Here, the Valero unloading facilities, just like the transloading facilities in *N.Y. & Atl. Ry. Co.* and *Florida East Coast Railway*, would be owned and operated by a third party - Valero, which in no way would be acting as an agent of a railroad, much less as a rail common carrier. Valero’s refinery is subject to the same zoning laws as all property in the City.

**c. The Board’s Decisions Cited by Valero Have No Application Here**

*Boston and Main Corporation and Springfield Terminal Railroad Company – Petition for Declaratory Order*, STB Financial Docket No. 35749 (“*Winchester*”), involved a local regulation that would have prohibited a rail carrier from operating trains over a rail line. As explained by the Board in *SEA-3*, when considering the *Winchester* matter the Board determined that the ICCTA preempted a local regulation because it directly prevented the rail carrier from conducting its operations. (*SEA-3*, slip op. at 6.) Here, Valero has not identified an attempt by the City to regulate a rail carrier’s operations. Instead, the City’s denial of a permit to Valero, Valero’s appeal to the City Council, and Valero’s request for a stay of the Council’s consideration of its appeal, impact only Valero’s desire to expand its refinery facilities. Valero is not a rail carrier or acting under the auspices of a rail carrier. Thus, as the Board held in *SEA-3*, contrary to the facts of *Winchester*, “the only regulatory action at issue in this case is a local government’s participation in zoning [regulation] over the expansion of a non-carrier facility. Without more, this situation does not reflect undue interference with ‘transportation by rail carriers.’ See 49 U.S.C. § 10501(b).” (*SEA-3*, slip op. at 6-7.)



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**CERTIFICATE OF SERVICE**

I hereby certify that I have this day served a copy of the **REPLY OF THE CITIES OF DAVIS, BERKELEY AND OAKLAND, THE COUNTY OF YOLO, AND THE SACRAMENTO AREA COUNCIL OF GOVERNMENTS IN OPPOSITION TO PETITION FOR DECLARATORY ORDER** in matter number FD-36036 by using the following service:

**SEE ATTACHED SERVICE LIST.**

**E-Mail Service:** sending the entire document as an attachment to an e-mail message to all known parties of record to this proceeding who provided electronic mail addresses.

**U.S. Mail Service:** mailing by first-class mail with postage prepaid to all known parties of record who did not provide electronic mail addresses.

Executed on **July 8, 2016**, at Sacramento, California.

\_\_\_\_\_  
/s/ Marnie A. Prock

Marnie A. Prock

**VALERO REFINING COMPANY- PETITION FOR DECLARATORY ORDER  
FINANCE DOCUMENT NO. 36036**

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**EXHIBIT 1**

Practice Under the California Environmental Quality Act » I Overview of CEQA Process » I.  
OVERVIEW OF CEQA PROCESS »

**I. OVERVIEW OF CEQA PROCESS**

**§1.1 A. Introduction**

The California Environmental Quality Act (Pub Res C §§21000–21189.3), commonly referred to as CEQA, was adopted in 1970 and is one of California's most important environmental laws. CEQA applies to most public agency decisions to carry out, authorize, or approve projects that could have adverse effects on the environment. Unlike most environmental laws, CEQA generally does not contain substantive regulatory standards. Instead of prohibiting agencies from approving projects with adverse environmental effects, CEQA requires only that agencies inform themselves about the environmental effects of their proposed actions, carefully consider all relevant information before they act, give the public an opportunity to comment on the environmental issues, and avoid or reduce significant environmental impacts when it is feasible to do so.

Because litigation over CEQA compliance is expensive and time consuming, whether the environmental review of a proposed project complies with CEQA is often a significant factor in an agency's approval decision. A project approval may be set aside if a court finds that a public agency did not comply with CEQA. CEQA lawsuits are frequently filed when a development project or other action is controversial, or when members of the public or other agencies believe that the lead agency has not complied with CEQA's environmental review requirements. For these reasons, attorneys representing any party involved in the CEQA process must thoroughly understand CEQA's varied requirements.

Practice Under the California Environmental Quality Act » I Overview of CEQA Process »

**§1.2 B. Scope of Book**

This book is intended to guide attorneys and environmental professionals step by step through the CEQA process with a detailed discussion of the legal requirements and practical considerations of practice under CEQA. The book primarily takes the point of view of an attorney representing a project proponent, either a private project applicant or a public agency seeking to comply with CEQA in considering, approving, or applying for particular projects or other actions. This perspective affords the most complete context for discussion of the entire CEQA process. Throughout the text, the authors have included discussions of issues and approaches pertinent to attorneys representing other parties involved in public agency CEQA compliance. Our hope is that attorneys representing any party involved in the CEQA process will find abundant useful information for developing successful legal strategies.

Chapter 1 describes the steps in the CEQA review process (see §§1.3–1.12) and discusses the historical development of CEQA and its current statutory and regulatory framework (see §§1.14–1.34). The roles of the attorney and the public agency in the CEQA review process are covered in chapters 2 and 3, respectively.

In chapters 4 and 5, the reader is led through the initial steps of the CEQA process: determining whether the activity is a project (see chap 4), and ascertaining whether the project is exempt from CEQA requirements under statutory exemptions, categorical exemptions, or the so-called "common sense" exemption for projects that will clearly have no significant environmental impact (see chap 5).

Chapter 6 discusses the next step in the CEQA process, documenting in the initial study whether the project will have a significant effect on the environment and whether a negative declaration or environmental impact report (EIR) will be required (see chap 6). Chapter 7 covers the procedural and substantive requirements for negative declarations.

Chapters 8 through 16 discuss the detailed requirements for EIRs. Chapters 8 and 9 discuss the process for determining the scope of an EIR and the requirements for preparation and public review of draft EIRs. Chapter

10 discusses various special types of EIRs, such as program EIRs and master EIRs, that can be used to streamline CEQA requirements for certain types of actions.

Chapter 11 discusses the overall substantive requirements for an adequate EIR. Chapter 12 covers the project description, environmental setting, and baseline for impact analysis in EIRs. Chapter 13 discusses the evaluation of significant environmental impacts, chapter 14 discusses mitigation measures in EIRs, and chapter 15 discusses the evaluation of alternatives to a project. Chapter 16 covers the requirements for preparation of a final EIR, including the preparation of responses to comments.

Chapter 17 sets forth the requirements for approval of a project, including the adoption of findings. Chapter 18 covers the required adoption of mitigation monitoring or reporting provisions in connection with project approval and findings.

Chapter 19 discusses the requirements for subsequent CEQA review once a project has already been reviewed under CEQA, including the provisions governing subsequent and supplemental EIRs, and addenda to EIRs and negative declarations.

Chapter 20 discusses the relationship between CEQA and various other state and federal environmental statutes. This includes discussion of CEQA's interrelationship with the California Global Warming Solutions Act of 2006 (Health & S C §§38500–38599).

Chapter 21 describes state programs (known as certified regulatory programs) that are exempt from some EIR requirements. Chapter 22 covers preparation of joint federal/state environmental documents when projects are subject to both CEQA and the equivalent federal statute, the National Environmental Policy Act of 1969 (NEPA) (42 USC §§4321–4370h).

Chapter 23 discusses judicial review of public agency approvals that result from the CEQA review process, and the special provisions that govern CEQA litigation.

The full text of the state Guidelines for implementing CEQA are contained in 14 Cal Code Regs §§15000–15387. These Guidelines are drafted by the state Office of Planning and Research (OPR) and promulgated by the Secretary of the Natural Resources Agency. See §§1.27–1.28. The Guidelines also include appendixes with various informational documents, checklists, and notice forms. See §1.27.

A glossary of CEQA terms is in §1.36.

Practice Under the California Environmental Quality Act » 1 Overview of CEQA Process »

### §1.3 C. Summary of Steps in CEQA Review Process

The CEQA process can be triggered by an application for a public agency approval or by an agency's decision to consider a project. The basic procedural steps of the CEQA process are described in §§1.4–1.12. For detailed discussion of all aspects of these steps, see the applicable chapters in this book.

Practice Under the California Environmental Quality Act » 1 Overview of CEQA Process »

### §1.4 1. Pre-CEQA Application Activities

A substantial period of pre-CEQA application activity may occur before a project applicant formally applies for a development permit or other approval or before an agency formally decides to consider a particular public project. During this time, the applicant or agency staff may conduct feasibility studies, due-diligence reviews, or constraints analyses (*i.e.*, studies to identify physical constraints on the development of the site). On the attorney's involvement in preliminary project activities, see chap 2.

At this point in the process, the project sponsor (*i.e.*, the private applicant deciding to apply for a project or the agency deciding to consider a project) should identify the lead agency (*i.e.*, the agency with primary authority over the action) as well as any responsible agencies (*i.e.*, agencies with other permitting authority) or trustee agencies (*i.e.*, agencies with jurisdiction over natural resources that may be affected by the project). See chap 3. The project sponsor should also evaluate whether any prior CEQA documents have been

prepared for the project or the project site. If a prior CEQA document has been prepared and adopted, this may reduce or eliminate the need for further environmental review. See chap 19.

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### **§1.5 2. Preliminary Review: Does CEQA Apply to Proposed Action?**

The CEQA process starts with a formal proposal to proceed with an action or an application to an agency for a development permit or other approval.

If an applicant applies for a project, the first step is to determine whether the application is complete. Under CEQA and the Permit Streamlining Act (Govt C §§65920–65964), the agency must make this determination within 30 days. The application may be "deemed complete" if the agency fails to act within the 30 days. See 14 Cal Code Regs §§15060, 15101 (CEQA preliminary review). See also §4.2.

The first substantive question under CEQA is whether the action is a "project" subject to CEQA. 14 Cal Code Regs §15060. Generally, a project is a discretionary action undertaken, supported, or authorized by a public agency that may cause a physical change to the environment. See chap 4. If the action is a "project" under CEQA, the lead agency must determine whether the action is exempt from CEQA under a statutory exemption or a categorical (or regulatory) exemption contained in the CEQA Guidelines. 14 Cal Code Regs §15061. See chap 5.

If CEQA does not apply to the action, either because the action is not a "project" or because an exemption applies, an agency may file and post a notice of exemption under CEQA. See §§5.114, 5.116.

Practice Under the California Environmental Quality Act » 1 Overview of CEQA Process »

### **§1.6 3. Initial Study Process: Is There a Potentially Significant Environmental Impact?**

If CEQA applies to the project, within 30 days after the application is complete (if there is a project application) the lead agency must prepare an initial study to determine whether the project may have a potentially significant effect on the environment. 14 Cal Code Regs §§15063, 15102. See chap 6.

On the basis of the initial study, the agency must determine the type of CEQA document to be prepared. If the initial study shows that the project may have a significant environmental impact, an EIR must be completed before the project is approved. See chaps 6, 8. If there is no possible significant impact, a negative declaration must be completed before the project is approved. 14 Cal Code Regs §§15063, 15102. See chap 7.

A mitigated negative declaration may be prepared when a possible significant impact can be avoided or substantially mitigated to insignificance by changing the project (usually by adopting or imposing a mitigation measure as a condition of approval). See Pub Res C §21080(c); 14 Cal Code Regs §15070. See also chap 6.

A lead agency may skip the initial study process and proceed directly with preparation of an EIR when it is clear that an EIR is required. Some agencies still use initial studies in such cases to determine the particular issues to be analyzed in the EIR. 14 Cal Code Regs §15063.

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### **§1.7 4. Negative Declaration Process**

If a negative declaration is to be prepared, the lead agency must complete and approve the negative declaration within 180 days after the date on which the application is complete. Pub Res C §§21100.2(a), 21151.5(a); 14 Cal Code Regs §15107. See §7.5.

The lead agency must circulate the proposed negative declaration to responsible agencies, trustee agencies, and the public for comment. The period for review and comment must be 20 days if the document is not submitted to the State Clearinghouse for review, and 30 days for negative declarations that are submitted to the Clearinghouse, unless the Clearinghouse approves a shorter review time. Pub Res C §21091(b); 14 Cal Code Regs §§15072–15073, 15105(b). See §7.20. If the lead agency is considering a mitigated negative

declaration, the lead agency may need to consider whether the document should be recirculated if additional mitigation measures are added. See §7.24. The decision-making body must consider the negative declaration and determine whether to adopt it before approving the project. 14 Cal Code Regs §15074. See §7.25. After approving the negative declaration, the agency may proceed to project approval.

## Practice Under the California Environmental Quality Act » I Overview of CEQA Process »

### §1.8 5. EIR Process

Several different types of environmental impact reports (EIRs) are prepared in different situations. Most are "project EIRs" covering a particular project. A "master EIR" may be prepared for a planning action or multiphased project. A "program EIR" or "staged EIR" may be prepared in some similar situations. A "focused EIR" may be prepared for an approval following a master EIR (and in certain other situations), and a "subsequent" or "supplemental EIR" may be prepared for later approvals when some change in circumstance or new information requires it. See chap 10 (types of EIRs), chaps 12–15 (general requirements for EIRs), and chap 19 (subsequent EIRs).

For many projects, the first step in the EIR process is selection of the consultant or agency staff who will prepare the EIR (see §§9.6–9.10) and, for private projects, submission of project information by the applicant (see §9.3). The next step is a consultation and scoping process to identify the major issues to be identified and analyzed in the EIR. This process begins with circulation of a notice of preparation by the lead agency to responsible agencies and other involved agencies. Pub Res C §21080.4; 14 Cal Code Regs §15082. Responsible agencies must provide the lead agency with information on the scope and content of the EIR within 30 days following receipt of the notice. Pub Res C §21080.4; 14 Cal Code Regs §§15082, 15103. This process can be expanded to include members of the public. See §8.20.

The EIR preparer conducts the necessary studies (or arranges for consultants to do this) and writes the EIR, often circulating internal administrative drafts during this process. See §9.11. For suggestions on how attorneys can work well with agency staff and consultants during this process, see §2.4. When a draft EIR has been completed and is ready for public review, a notice of completion is prepared. The EIR preparer files a notice of completion with the Office of Planning and Research (OPR) in either a printed hard copy, an electronic form on a disk, or by e-mail submission. 14 Cal Code Regs §15085. Agencies are encouraged to post copies of the notices on the Internet. 14 Cal Code Regs §15085(e). The draft EIR is then circulated for comments by the public and other agencies. The OPR's State Clearinghouse coordinates distribution of the EIR to state and regional agencies for review and comment. 14 Cal Code Regs §§15085–15086. See Pub Res C §§21092, 21161. When review through the State Clearinghouse (SCH) is required, the lead agency must provide one copy of the EIR in electronic format to the Clearinghouse. Pub Res C §21082.1(c)(4). See also §§9.17–9.30. The SCH coordinates the state-level review of environmental documents under CEQA, provides technical assistance on land use planning and CEQA matters, and coordinates state review of certain federal grants programs. The SCH also maintains the CEQAnet database, a searchable database of all environmental documents that SCH receives from public agencies. Information about the SCH and its publications can be obtained from its website.

The public review period is 45 to 60 days, and a public hearing on the draft EIR is encouraged but not required. Agencies may post notices of the hearings on the Internet. 14 Cal Code Regs §§15201–15202. During this period, agencies and individuals provide written comments on the EIR and may also comment at the hearing, if one is held. See 14 Cal Code Regs §§15087, 15105(a), 15202. See also Pub Res C §21091 and §9.28. After the public review period, the lead agency evaluates comments on the draft EIR and prepares responses to those comments. The lead agency then prepares the final EIR, which consists of the draft EIR plus the comments and responses, and any revisions to the draft EIR that are made in response to the submitted comments. 14 Cal Code Regs §§15088–15089. See Pub Res C §§21092.5, 21104, 21153. See also §16.3.

The EIR need not be circulated again for public review unless significant new information is added, in which case further public and agency review is required. Pub Res C §21092.1; 14 Cal Code Regs §15088.5. In all cases, however, the lead agency must provide other commenting agencies with copies of the responses to their comments 10 days before certifying the EIR. See Pub Res C §21092.5. See also §16.14.

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### **§1.9 6. Project Approval**

Before approving a project for which a negative declaration was prepared, the lead agency must consider the negative declaration with any comments received on it and approve the negative declaration. 14 Cal Code Regs §15074. See §7.25.

Before approving a project for which an EIR was prepared, the lead agency must certify the EIR by finding that it was completed in compliance with CEQA and that the information in the EIR was presented and considered before the project was approved. 14 Cal Code Regs §15090. See §16.4.

In conjunction with project approval for an EIR project, the agency must adopt findings regarding mitigation measures, project alternatives, and any unavoidable impacts. Pub Res C §21081; 14 Cal Code Regs §§15091–15092. If significant impacts cannot be mitigated, the agency must adopt a statement of overriding considerations, supported by substantial evidence in the record, stating why the project is being approved despite the unavoidable impacts. 14 Cal Code Regs §15093. See §§17.32–17.34.

In conjunction with adoption of EIR findings or approval of a mitigated negative declaration, the agency must adopt a reporting or monitoring program designed to ensure that mitigation measures for the project actually are implemented. Pub Res C §21081.6. See chap 18.

The agency must file a notice of determination following the project approval (14 Cal Code Regs §§15075, 15094) and may need to pay a filing fee in connection with this notice. See Pub Res C §§21108, 21152. See also §17.46. The agency is encouraged to post the notice on the Internet. 14 Cal Code Regs §15075(h).

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### **§1.10 7. Subsequent Approvals and CEQA Review**

After the lead agency approves a project, other approvals may be required from responsible agencies or additional approvals may be required from the lead agency. With certain exceptions, responsible agencies must use the EIR or negative declaration adopted by the lead agency. See Pub Res C §21167.2. See also §§3.28–3.29. In connection with these approvals, the agency may have to determine whether additional CEQA review is required. See Pub Res C §21166; 14 Cal Code Regs §15162.

Generally, no subsequent or supplemental EIR is required unless (a) a new or more severe significant impact is caused by a change in the project or a changed circumstance or (b) significant new information that could not have been known when the EIR was prepared becomes available. Pub Res C §21166; 14 Cal Code Regs §§15162–15164. See chap 19.

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### **§1.11 8. Judicial Review of Agency Actions**

CEQA establishes short time periods within which any suit challenging an agency's compliance with CEQA must be filed. If a notice of determination is posted after a project is approved following certification of an EIR or adoption of a negative declaration, the time limit is generally 30 days after the date the notice was filed. Pub Res C §21167(e); 14 Cal Code Regs §15112(c)(1).

If a notice of exemption is filed following agency approval of a project that is exempt from CEQA, a CEQA challenge must be brought within 35 days after the filing. Pub Res C §21167(d); 14 Cal Code Regs §15112(c)(2).

If the agency does not file and post a notice of its decision, a CEQA challenge must be filed within 180 days after approval of the project. Pub Res C §21167(a); 14 Cal Code Regs §15112(c)(5).

On these time limits and the standards of judicial review for CEQA actions, see chap 23.

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#### **§1.12 9. Special Situations Relating to CEQA**

A wide variety of CEQA provisions set out special standards or procedures for specific projects or types of projects. On these provisions and CEQA's relation to planning and environmental laws, see chap 20.

A number of state agency programs are designated by the state Natural Resources Agency as "certified regulatory programs" because the programs already include environmental review that is "functionally equivalent" to CEQA. Special rules govern approvals under certified regulatory programs. See chap 21.

If a project requires approvals from a federal agency, the National Environmental Policy Act of 1969 (NEPA) (42 USC §§4321–4370h), the federal equivalent of CEQA, may apply. If the project involves a "major federal action" with significant impacts, an environmental impact statement (EIS) under NEPA may be required. Sometimes a joint EIR/EIS can be used to satisfy the requirements of both CEQA and NEPA. See chap 22. See also California Land Use Practice, chap 14 (Cal CEB).

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#### **§1.13 D. CEQA Process Flow Chart**

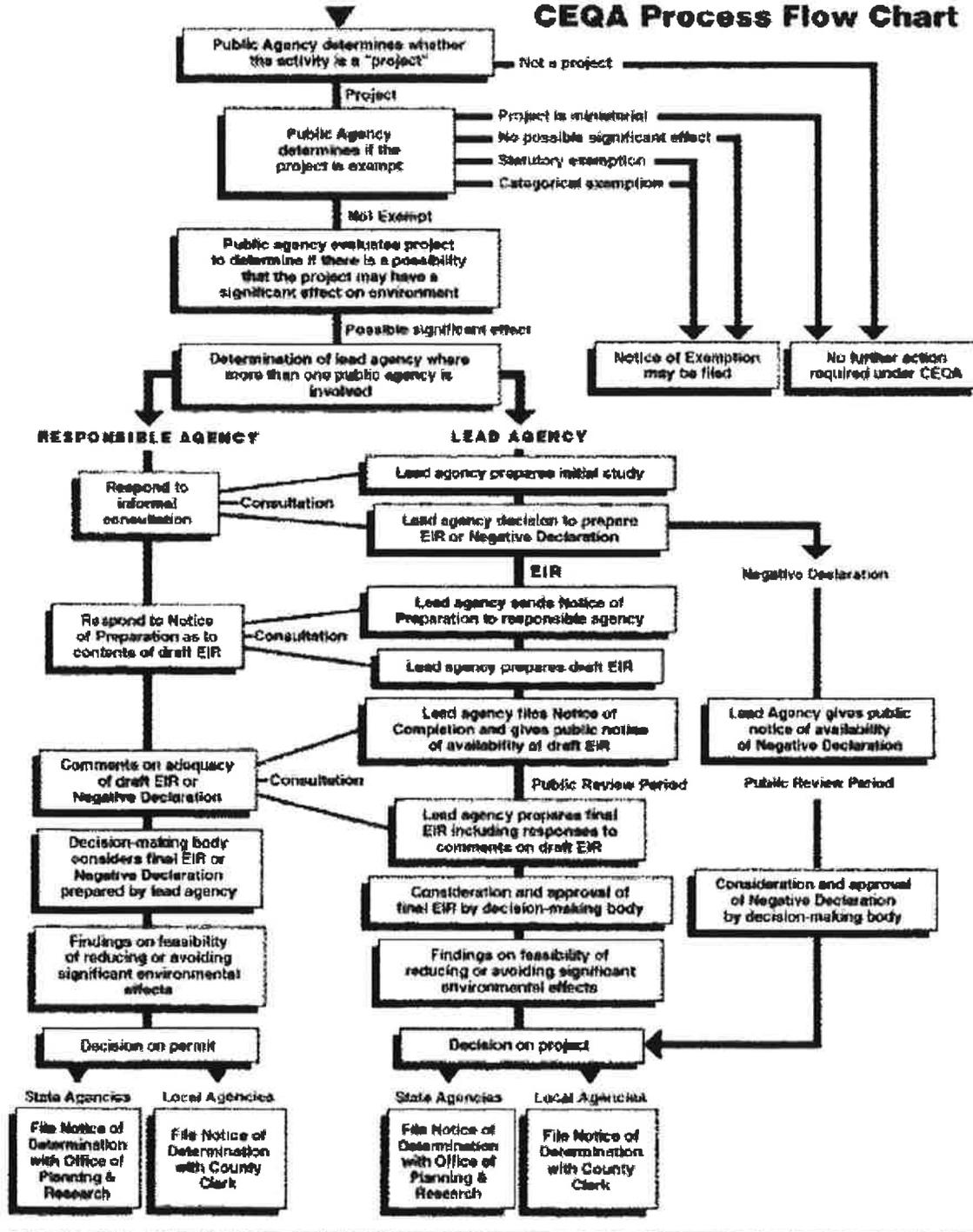
The steps in the basic CEQA review process, outlined in §§1.3–1.10, are depicted visually in the flow chart on the next page, which appears as CEQA Guidelines Appendix A. For an electronic version of this flow chart, see the Natural Resources Agency website.

# CEQA

## The California Environmental Quality Act

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### CEQA Process Flow Chart



# City Council Agenda Item

## New Business

**Item No:** 12.H.  
**Date:** July 21, 2016  
**Subject:** Consider and approve request to create committee to assist in the preparation of an overall emergency plan for the City of Dunsmuir and authorize staff to evaluate alternatives for development of update to Safety Element of General Plan

Authorization to create committee is requested by Councilperson Shanta. The need to update the Safety Element of the General Plan has been day lighted by City Planner.

If a committee is authorized to be created, a purpose statement is needed, no more than two councilmembers appointed to membership, determination made whether this is standing committee or ad hoc committee or task force, how many if any citizen members are to be appointed and if non-residents are to be allowed membership. If citizen members are to be appointed there will need to be an application and appointment process completed in accordance with State law for citizen committees. If the committee is formed it will determine its own meeting schedule.

The Safety Element must be updated periodically to insure its consistency with other elements of the General Plan that are also being update periodically. PMC, who prepared the General Plan and most of the elements including the Housing Element that was recently adopted and is under consideration for certification by State HCD, has estimated that it could cost as much as \$30,000 to provide a full review and update of the Safety Element. City Planner feels that city staff and Siskiyou County OES staff can complete much of the work and significantly reduce if not eliminate any cost.

These two projects could work in unison.

**Recommendation:**

## City Council Agenda Item New Business

**Item No:** 12.1.  
**Date:** July 21, 2016  
**Subject:** Consider and authorize Interim City Manager to execute Emergency Facilities & Land Use Agreement with Shasta Trinity National Forest for use of Dunsmuir Mott Airport by Emergency helicopters

The format of the agreement is substantially similar to that of last year with the exception that \$100 is provided for each day a stand by helicopter is located at the airport. Last year's contract provided \$80 per day. This agreement also provides that if four or more helicopters are located at the airport the fee will be \$200 per day.

Pat Titus from U.S. Forest Service presented the agreement to staff last week. It was not reviewed by the Airport Committee as their meeting was just prior to receipt of the agreement. Committee members have been notified of the agreement and may have comments for Council at your meeting.

**Recommendation:** Move to authorize Interim City Manager to execute Emergency Facilities & Land Use Agreement with Shasta Trinity National Forest for use of Dunsmuir Mott Airport by Emergency helicopters

# EMERGENCY FACILITIES & LAND USE AGREEMENT

INCIDENT AGENCY (name, address, phone number)

Shasta Trinity National Forest  
3644 Avtech Parkway  
Redding CA 96002

AGREEMENT NUMBER MUST APPEAR ON ALL PAPERS  
RELATING TO THIS AGREEMENT  
AGREEMENT NUMBER

EFFECTIVE DATES

a. beginning  
01, July 2016

b. ending

01 July 2017

OWNER (name, address, phone number-include day/night/cell/fax)

City of Dunsmuir  
5915 Dunsmuir Ave  
Dunsmuir CA 96025-2355  
DUNS: 004-952586

EIN/SSN: \_\_\_\_\_

PAYMENT ADDRESS: [ ] Same as above, or

INCIDENT NAME:

INCIDENT NUMBER:

RESOURCE ORDER NUMBER:

JOB CODE (P#) AND OVERRIDE:

TYPE OF CONTRACTOR ("X" APPROPRIATE BOXES)

Government Entity     LARGE BUSINESS     SMALL DISADVANTAGED OWNED     WOMEN OWNED     HUBZONE     SERVICE DISABLED VETERAN

The owner of the property described herein, or the duly appointed representative of the owner, agrees to furnish the land/facilities for use as **Helibase Operation Base**

**DESCRIPTION OF LAND/FACILITIES:** Address or specific location. If street or highway address is unavailable, use distance from nearest city, crossroads, or other significant landmark. The local description of how to get to the land/facilities is also acceptable.

Dunsmuir Municipal/Mott Airport is located 3 miles North of Dunsmuir, right off I-5. The facilities include runways/taxiways, shaded canopy area and parking. No electricity, phone, bathrooms or additional building are available for use. Minimal water is available. Gate combination would be provided to USFS for security purposes.

**ORDINARY WEAR AND TEAR:** Ordinary wear and tear is based on the customary use of the land/facilities, and not the use resulting from the incident.

**RATE:** For each day that the land/facilities are used, the Government will pay the rate of \$100 per day. More than four helicopters would increase the rate to \$200.00/Day Use rate is based on aircraft and not the type or duration of the incident. Ordinary wear and tear is included in the rate. The minimum amount guaranteed to be paid under this agreement shall be \$100/\$200 respectively. If occupied less than three hours no charge will apply. Payment shall be in accordance with the Incident Agency payment procedures.

**UTILITIES AND SERVICES:** (check only one)

[ ] The above rate includes utility charges for the following: GAS    ELECTRICITY     WATER    TOILET SUPPLIES  
JANITORIAL SERVICES & SUPPLIES    TRASH REMOVAL    SEPTIC SERVICE    EXISTING TELECOMMUNICATIONS

[ ] The above rate excludes utility charges. The Government will pay to the owner the sum determined due by the Contracting Officer based on: \_\_\_\_\_

**RESTORATION:** Restoration beyond ordinary wear and tear. (check only one)

[ ] The above sum includes Government restoration of land/facilities. Restoration shall be performed to the extent reasonably practical. Restoration work includes: \_\_\_\_\_

[ X ] The above sum excludes restoration of land/facilities. Reasonable costs incurred by the owner in restoring land/facilities to their prior condition shall be submitted to the Contracting Officer.

**ALTERATIONS:** The Government may make alterations, attach fixtures or signs, erect temporary structures in or upon the land/facilities, install temporary culverts, trenching for utilities, which shall be the property of the Government. Alterations will be removed by the Government after the termination of the emergency use, unless otherwise agreed.

**ORAL STATEMENTS:** Oral statements or commitments supplementary or contrary to any provisions of this Agreement shall not be considered as modifying or affecting the provisions of this Agreement.

**CONDITION REPORTS:** A joint pre and post-use physical inspection report of the land/facilities shall be made and signed by the parties; the purpose of the inspections shall be to reflect the existing site condition. Refer to attached Checklists.

**OTHER:** Describe in detail:

- The Government will provide portable toilets for the site when occupied longer than 24hrs.
- The agreement is not based on the size or duration of the incident but the size and the number of aircraft.
- Eight hour minimum use required for payment.

**TERMS AND CONDITIONS:** See attachment.

**CHECKLIST(s):** See attachment.

## City Council Agenda Item

### New Business

**Item No:** 12.J.  
**Date:** July 21, 2016  
**Subject:** Receive and file Governor's Executive Order B-37-16 regarding water conservation and provide direction regarding possible re-adopting of Ordinance No. 547 which implemented water conservation measures through February 2016

Drought is still upon California. In response to Governor's executive order of 2015 Ordinance No. 547 was adopted and effective through February of 2016. Adopting a similar or same ordinance through February 2017, which is one month after new State regulations are to be adopted, allows Dunsmuir to show compliance with intent and purpose of Governor's Executive Order.

**Recommendation:** Move to receive and file Governor's Executive Order B-37-16 regarding water conservation and direct staff to prepare Ordinance similar to Ordinance No. 547 regarding water conservation for consideration at next regular meeting

# Executive Department

State of California

## EXECUTIVE ORDER B-37-16 MAKING WATER CONSERVATION A CALIFORNIA WAY OF LIFE

**WHEREAS** California has suffered through a severe multi-year drought that has threatened the water supplies of communities and residents, devastated agricultural production in many areas, and harmed fish, animals and their environmental habitats; and

**WHEREAS** Californians responded to the drought by conserving water at unprecedented levels, reducing water use in communities by 23.9% between June 2015 and March 2016 and saving enough water during this period to provide 6.5 million Californians with water for one year; and

**WHEREAS** severe drought conditions persist in many areas of the state despite recent winter precipitation, with limited drinking water supplies in some communities, diminished water for agricultural production and environmental habitat, and severely-depleted groundwater basins; and

**WHEREAS** drought conditions may persist in some parts of the state into 2017 and beyond, as warmer winter temperatures driven by climate change reduce water supply held in mountain snowpack and result in drier soil conditions; and

**WHEREAS** these ongoing drought conditions and our changing climate require California to move beyond temporary emergency drought measures and adopt permanent changes to use water more wisely and to prepare for more frequent and persistent periods of limited water supply; and

**WHEREAS** increasing long-term water conservation among Californians, improving water use efficiency within the state's communities and agricultural production, and strengthening local and regional drought planning are critical to California's resilience to drought and climate change; and

**WHEREAS** these activities are prioritized in the California Water Action Plan, which calls for concrete, measurable actions that "Make Conservation a California Way of Life" and "Manage and Prepare for Dry Periods" in order to improve use of water in our state.

**NOW, THEREFORE, I, EDMUND G. BROWN JR.,** Governor of the State of California, in accordance with the authority vested in me by the Constitution and statutes of the State of California, in particular California Government Code sections 8567 and 8571, do hereby issue this Executive Order, effective immediately.

**IT IS HEREBY ORDERED THAT:**

The orders and provisions contained in my January 17, 2014 Emergency Proclamation, my April 25, 2014 Emergency Proclamation, Executive Orders B-26-14, B-28-14, B-29-15, and B-36-15 remain in full force and in effect except as modified herein.

State agencies shall update temporary emergency water restrictions and transition to permanent, long-term improvements in water use by taking the following actions.

**USE WATER MORE WISELY**

1. The State Water Resources Control Board (Water Board) shall, as soon as practicable, adjust emergency water conservation regulations through the end of January 2017 in recognition of the differing water supply conditions across the state. To prepare for the possibility of another dry winter, the Water Board shall also develop, by January 2017, a proposal to achieve a mandatory reduction in potable urban water usage that builds off of the mandatory 25% reduction called for in Executive Order B-29-15 and lessons learned through 2016.
2. The Department of Water Resources (Department) shall work with the Water Board to develop new water use targets as part of a permanent framework for urban water agencies. These new water use targets shall build upon the existing state law requirements that the state achieve a 20% reduction in urban water usage by 2020. (Senate Bill No. 7 (7th Extraordinary Session, 2009-2010).) These water use targets shall be customized to the unique conditions of each water agency, shall generate more statewide water conservation than existing requirements, and shall be based on strengthened standards for:
  - a. Indoor residential per capita water use;
  - b. Outdoor irrigation, in a manner that incorporates landscape area, local climate, and new satellite imagery data;
  - c. Commercial, industrial, and institutional water use; and
  - d. Water lost through leaks.

The Department and Water Board shall consult with urban water suppliers, local governments, environmental groups, and other partners to develop these water use targets and shall publicly issue a proposed draft framework by January 10, 2017.

3. The Department and the Water Board shall permanently require urban water suppliers to issue a monthly report on their water usage, amount of conservation achieved, and any enforcement efforts.

#### **ELIMINATE WATER WASTE**

4. The Water Board shall permanently prohibit practices that waste potable water, such as:
  - Hosing off sidewalks, driveways and other hardscapes;
  - Washing automobiles with hoses not equipped with a shut-off nozzle;
  - Using non-recirculated water in a fountain or other decorative water feature;
  - Watering lawns in a manner that causes runoff, or within 48 hours after measurable precipitation; and
  - Irrigating ornamental turf on public street medians.
5. The Water Board and the Department shall direct actions to minimize water system leaks that waste large amounts of water. The Water Board, after funding projects to address health and safety, shall use loans from the Drinking Water State Revolving Fund to prioritize local projects that reduce leaks and other water system losses.
6. The Water Board and the Department shall direct urban and agricultural water suppliers to accelerate their data collection, improve water system management, and prioritize capital projects to reduce water waste. The California Public Utilities Commission shall order investor-owned water utilities to accelerate work to minimize leaks.
7. The California Energy Commission shall certify innovative water conservation and water loss detection and control technologies that also increase energy efficiency.

#### **STRENGTHEN LOCAL DROUGHT RESILIENCE**

8. The Department shall strengthen requirements for urban Water Shortage Contingency Plans, which urban water agencies are required to maintain. These updated requirements shall include adequate actions to respond to droughts lasting at least five years, as well as more frequent and severe periods of drought. While remaining customized according to local conditions, the updated requirements shall also create common statewide standards so that these plans can be quickly utilized during this and any future droughts.
9. The Department shall consult with urban water suppliers, local governments, environmental groups, and other partners to update requirements for Water Shortage Contingency Plans. The updated draft requirements shall be publicly released by January 10, 2017.

10. For areas not covered by a Water Shortage Contingency Plan, the Department shall work with counties to facilitate improved drought planning for small water suppliers and rural communities.

**IMPROVE AGRICULTURAL WATER USE EFFICIENCY AND DROUGHT PLANNING**

11. The Department shall work with the California Department of Food and Agriculture to update existing requirements for Agricultural Water Management Plans to ensure that these plans identify and quantify measures to increase water efficiency in their service area and to adequately plan for periods of limited water supply.

12. The Department shall permanently require the completion of Agricultural Water Management Plans by water suppliers with over 10,000 irrigated acres of land.

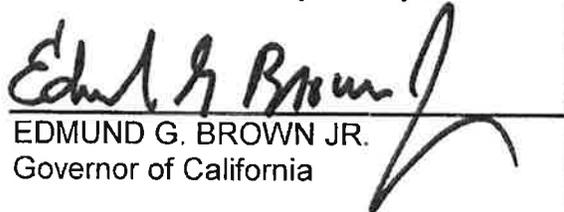
13. The Department, together with the California Department of Food and Agriculture, shall consult with agricultural water suppliers, local governments, agricultural producers, environmental groups, and other partners to update requirements for Agricultural Water Management Plans. The updated draft requirements shall be publicly released by January 10, 2017.

The Department, Water Board and California Public Utilities Commission shall develop methods to ensure compliance with the provisions of this Executive Order, including technical and financial assistance, agency oversight, and, if necessary, enforcement action by the Water Board to address non-compliant water suppliers.

This Executive Order is not intended to, and does not, create any rights or benefits, substantive or procedural, enforceable at law or in equity, against the State of California, its agencies, departments, entities, officers, employees, or any other person.

**I FURTHER DIRECT** that as soon as hereafter possible, this order be filed in the Office of the Secretary of State and that widespread publicity and notice be given of this order.

**IN WITNESS WHEREOF** I have hereunto set my hand and caused the Great Seal of the State of California to be affixed this 9th day of May 2016.

  
EDMUND G. BROWN JR.  
Governor of California

**ATTEST:**

\_\_\_\_\_  
ALEX PADILLA  
Secretary of State

**ORDINANCE NO. 547**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF DUNSMUIR  
IMPLEMENTING MANDATORY WATER CONSERVATION MEASURES  
PURSUANT TO SECTION 350 OF THE CALIFORNIA WATER CODE**

The City Council makes the following findings:

1. On January 17, 2014, the Governor of the State of California issued a proclamation of a state of emergency under the California Emergency Services Act based on drought conditions; and

2. On April 1, 2015, the Governor of the State of California issued an Executive Order mandating the reduction in potable urban water usage; and

3. On May 5, 2015, the State Water Resources Control Board (SWRCB) adopted emergency regulations to achieve a 25% reduction in urban use of potable water by February 2016; and

4. The drought conditions that formed the basis of the Governor's emergency proclamations continue to exist and will likely continue for the foreseeable future; and

5. Section 350 of the California Water Code permits the governing board of a public water supply to declare a water shortage emergency and to impose mandatory water conservation measures; and

6. The drought conditions within the State of California constitute an emergency and the City Council does hereby find that these conditions constitute a water shortage emergency as defined by Section 350 of the California Water Code.

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

**Section 1.** Chapter 13.06 of the Dunsmuir City Code is hereby adopted to read in its entirety as follows:

**CHAPTER 13.06 - WATER SHORTAGE EMERGENCY PROVISIONS**

**13.06.010 - Definitions.** The following definitions shall apply to this Chapter:

(1) "City" means the City of Dunsmuir.

(2) "Potable Water" means water suitable and approved for consumption by human beings which has been provided by the City's municipal water system, any private well, any spring, or any other governmental or private source, except for recycled wastewater.

**13.06.020 - Prohibited Conditions.** To prevent the waste and unreasonable use of water and to promote water conservation, each of the following actions is prohibited, except where necessary to address an immediate health and safety need or to comply with a term or condition in a permit issued by the City or a state or federal agency:

(1) The application of Potable Water to outdoor lawns or landscapes in a manner that causes surface runoff onto property not owned by the person who own the property to which the water was being applied, or to any non-irrigated areas, paved areas, private or public sidewalks or walkways, roadways, parking lots, ditches, drains, or structures.

(2) The use of a hose that dispenses Potable Water to wash a vehicle, except where the hose is fitted with a shut-off nozzle or other device that causes it to cease dispensing water immediately when not in use.

(3) The application of Potable Water to clean driveways and sidewalks.

(4) The use of Potable Water in a fountain or other decorative water feature, except where the water is part of a recirculating system.

(5) The application of Potable Water to outdoor landscapes during and within 48 hours after measurable rainfall.

(6) The serving of drinking water other than upon request in any restaurant, cafe, cafeteria, bar, or other public place where food or drink are served.

(7) The use of Potable Water for cooling purposes, except when recirculated.

(8) Any drinking fountain except those which provide water only when actively manipulated by the user.

(9) Water lines, hoses, faucets, or other water fixtures which leak.

(10) Any toilet tank valve which does close and remains closed until activated.

(11) The construction or creation of any new pool, pond, reservoir, or other body of water, except that decorative reservoirs which are part of a recirculating system and which are sealed against leakage and seepage are permitted.

(12) The installation of any new landscape irrigation system which does not utilize drip irrigation where feasible.

(13) The installation or creation of any new grass lawn area, except that lawns on lots containing a sole single-family residence and its outbuildings may have a grass lawn(s) of not more than a total of 1000 square feet and provided that its grasses consist of only drought-resistant varieties.

(14) The installation of any toilet or shower head which does not meet current water-conservation standards in the applicable state or local building code.

(15) The irrigation of any lawn between the hours of 7 am and 7 pm.

(16) The operation of any commercial car wash which does not use recirculated water.

(17) Any other extraordinary usage, or waste of significant amounts of Potable Water.

**13.06.030 - Hotels and Motels.** To prevent the waste and unreasonable use of water and to promote water conservation, the operators of hotels and motels shall provide guests with the option of choosing not to have towels and linens laundered daily. The hotel or motel shall prominently display notice of this option in each guestroom using clear and easily understood language.

**13.06.040 - Outdoor Landscape Irrigation.**

(1) Outdoor irrigation of ornamental landscapes, lawns, or gardens is limited to no more than two (2) days per week and not longer than thirty (30) minutes on each such occasion. For properties with even-numbered street addresses, such watering is limited to Saturdays and Wednesdays only. For properties with odd-numbered street addresses, such watering is limited to Sundays and Thursdays only. This 2 days per week limitation shall not apply to gardens for produce and vegetables, but does apply to flower gardens.

(2) Nothing in this Chapter shall prohibit watering foliage by using a hand-held container on any days and at any time.

(3) The irrigation of public schools, public parks, and cemeteries shall take place on Mondays and Fridays.

**13.06.050 - Expiration.** This ordinance shall expire and be of no further force or effect as of April 1, 2016, provided, however, that the City Council may extend the expiration date by one or more resolutions adopted before, or within thirty (30) days after its scheduled expiration..

**13.06.060 - Exceptions.** The City Council may, by resolution, grant temporary exceptions or variances to this ordinance upon finding that special circumstances exist whereby its strict application would create a danger or great hardship to the public or any property owner.

**13.06.070 - Penalties and Remedies.** Any violation of this Chapter shall be punishable in the manner described in Chapter 1.08 of the Dunsmuir City Code, and/or other applicable City ordinances. In addition or as alternative thereto, the City may seek injunctive relief from the Superior Court.

**Section 2. CEQA.** This ordinance is not a “project” subject to the California Environmental Quality Act (CEQA). “Project” does not include “general policy and procedure making” or “organization or administrative activities of governments that will not result in direct or indirect physical changes in the environment” pursuant to CEQA Guidelines 15378(b).

**Section 3. Severability.** If any section, subsection, sentence, clause, phrase or portion of the Ordinance or its application to any person or circumstance is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance or its application to other persons or circumstances. The City Council of the City of Dunsmuir hereby declares that it would have adopted this Ordinance and each section, subsection, sentence, clause, phrase or portion thereof irrespective of the fact that any one or more sections, subsections, sentences, clauses, phrases, or portions be declared invalid or unconstitutional and, to that end, the provisions hereof are hereby declared to be severable.

**Section 4. Publication.** The City Clerk shall cause this Ordinance to be published or posted in accordance with California Government Code section 36933 and shall certify to the adoption of this Ordinance.

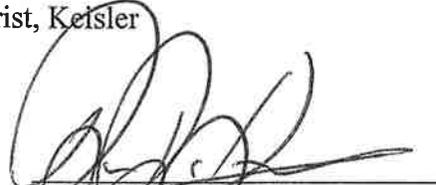
\* \* \* \* \*

**Introduced and first read** at a regular meeting of the City Council held on the 18<sup>th</sup> day of June, 2015, by the following vote:

AYES: Craig, Deutsch, Spurlock, Keisler  
NOES: None  
ABSENT: Syrrist  
ABSTAIN: None

**Final passage and adoption** by the Dunsmuir City Council occurred at a regular Dunsmuir City Council meeting held the 2<sup>nd</sup> day of July, 2015 by the following vote:

AYES: Craig, Deutsch, Spurlock Syrrist, Keisler  
NOES: None  
ABSENT: None  
ABSTAIN: None

  
\_\_\_\_\_  
Dave Keisler, Mayor

ATTEST:

  
\_\_\_\_\_  
Julie Iskra, Deputy City Clerk

## City Council Agenda Item

### New Business

**Item No:** 12.K.  
**Date:** July 21, 2016  
**Subject:** Consider and authorize painting of wall mural on north facing outside wall of City Hall building as recommended by Planning Commission

The Planning Commission at their July 13, 2016 regular meeting received a presentation from Downtown Beautification Committee and artist regarding there provision for and design of mural for outside north wall of City Hall building.

The project is 100% funded with the possible exception of need for graffiti resistant covering paint when the mural is done. The attached information was presented to the Planning Commission which unanimously recommended the project for approval by the City Council.

The artist would like to begin very soon after wall surface is prepared.

There is question in the proposal about City insurances. City insurances do not cover volunteers and City will require volunteers to sign waivers before they may perform the work. Rotary Club of Dunsmuir is checking to determine if their insurance will cover the volunteers as their members are involved.

**Recommendation:** Move to authorize painting of wall mural on north facing outside wall of City Hall building as recommended by Planning Commission

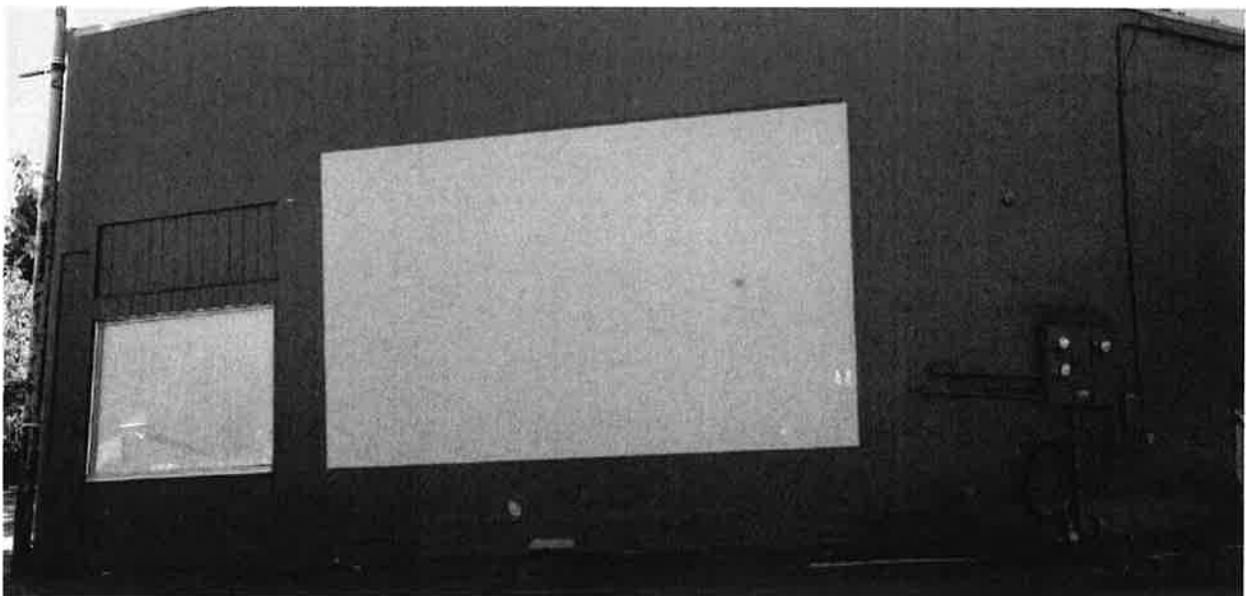
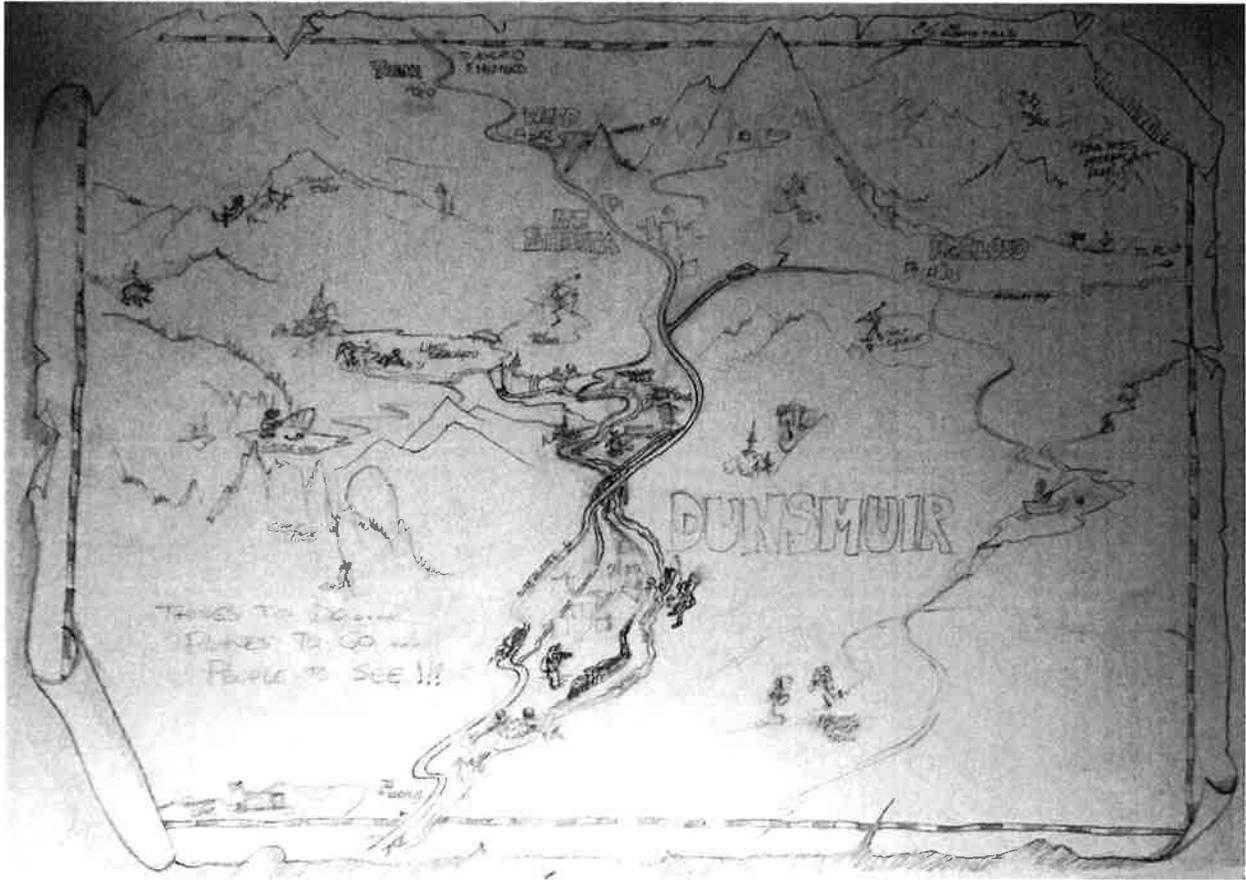
**Item 9B** – Review design and plans for mural on north wall of city hall building.

### **Staff Report**

#### **City of Dunsmuir Planning Commission**

By Arlene Dinges, Planning Consultant

|                     |  |
|---------------------|--|
| Date of Meeting     | July 13, 2016  |
| Item No.            | 9.B  |
| Project Location    | North-facing wall of city hall building  |
| Project Description | Mural  |
| Purpose of Review   | Review design and implementation plans   |
| Existing conditions | Wall is currently painted the same color as the rest of the building.  |
| Applicant:          | This mural is sponsored by the Shasta Regional Community Foundation and the Siskiyou Arts Museum. It is instigated and planned by the Downtown Beautification Committee which at present includes Helen Cartwright, Tim Holt, and Barbara Cross. |
| Design:             | The mural will be 10' by 14'. Photo sample below. The full sized design, with color, will be available at the meeting.   |



## Materials

High quality exterior paints for base coats and for the mural design, applied by roller and a variety of brushes. The wall will be prepped before painting by Big Dave. We will be using

scaffolding to reach the higher sections. Members are currently looking into the best anti-graffiti coating to apply after the art work is completed, which will be either early or late October, depending on the weather.

- Cost \$4,900. The majority of the funding comes from Shasta Regional Community Foundation with the balance raised by the committee through solicitations and donations. We have raised the total amount. Two pledges of \$500 are still outstanding but we feel confident they will come through.
- Dates Scheduled to begin late July.
- Other: Hopefully the City has insurance on the City Hall building to cover workers during construction.
- Environmental review Not a project per CEQA
- Recommendation: Review and approve design.

*early Aug to*

## City Council Agenda Item

### New Business

**Item No:** 12.L.  
**Date:** July 21, 2016  
**Subject:** Authorize attendance at League of California Cities annual conference and designate voting delegates

Attendance at League of California Cities Annual Conference by Councilmembers was approved previously. Notice of the conference to be held in October in City of Long Beach was recently distributed. To date only one member of City Council has asked for arrangements to be made for attendance. This is a very important learning opportunity for City Councils and staff.

Early registration and reservation of accommodations is a very good idea as you have a better chance of staying near the conference center and accessibility to activities, seminars, breakout sessions, etc.

At the conference, the designated voting delegate for each City will vote on resolutions establishing policy for the League and its lobbyists. Normally the Mayor with Vice Mayor as alternate are designated, but only if they are going to the conference.

**Recommendation:** Move to confirm authorization for attendance at League of California Cities annual conference by City Council members and confirm members to act as voting delegates

**REGISTRATION NOW OPEN**

Annual Conference & Expo 2016  
Long Beach Convention Center



**Featured Keynotes Speaking at the League of California Cities®  
Annual Conference & Expo 2016**

The League of California Cities has opened registration for our Annual Conference & Expo, commencing on October 5 – 7, 2016. We have a great line-up of sessions and networking opportunities this year, check out the [schedule](#) and view the [announcement with session information](#).

**JASON ROBERTS, FOUNDER OF THE BETTER BLOCK PROJECT**

*Build a Better Block: How to Make Real Change in Your Community, Today*

How can we drive change in our communities and move past unproductive committees and outdated regulation? How do we become the “bike part of town” and revitalize stagnant blocks? In this funny, smart, energetic, and breathless talk, arts activist Jason Roberts of the Better Block Project encourages us to stop waiting around. Even if that means painting in our own crosswalks, bringing in our own trees, and blackmailing ourselves into action

**CHRISTOPHER THORNBERG, FOUNDING PARTNER OF BEACON ECONOMICS**

*Fact and Fiction: What is really going on in the California Economy?*

There seem to be many worries about the ability for the current expansion to maintain momentum – China, oil, the Middle East, tech bubbles, and other issues have all caused brief periods of market panic. How sustainable is the economy in its current form? How does ‘business unfriendly’ stack up? What are the future flash points that cities need to focus their attention on?

*Please joins us and register now for the:*

2

**League of California Cities® Annual Conference & Expo 2016**

October 5-7, 2016

Long Beach Convention Center

300 East Ocean Blvd., Long Beach, CA 90802

<https://www.cacities.org/Education-Events/Annual-Conference>

Register early, as space is limited. Save \$50 and register by August 10<sup>th</sup>!

*If you have any questions, please contact Dayna Casper at [dcasper@cacities.org](mailto:dcasper@cacities.org)*

## City Manager

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**From:** City\_managers <city\_managers-bounces@lists.cacities.org> on behalf of Meghan McKelvey <mmckelvey@cacities.org>  
**Sent:** Monday, June 13, 2016 9:51 AM  
**To:** 'City\_managers@lists.cacities.org'; city\_clerks@lists.cacities.org  
**Cc:** Meg Desmond  
**Subject:** [City\_managers] Voting Delegates for League Annual Conference  
**Attachments:** Voting Delegate Letter.pdf; ATT00001.txt

The attached Voting Delegate letter is being mailed out to all City Managers, City Clerks and Mayors. As a reminder, this letter requests the designation of a voting delegate by your agency for the Annual Conference General Assembly (Friday, October 7). Please complete and return the form to the League offices by Friday, September 23.

**Please Note: Voting Delegates and alternates must be registered for the Annual Conference.**

If you have any questions, please don't hesitate to contact me.

### **Meg Desmond**

Legislative & Policy Dev. Specialist

P: 916-658-8224

E: [mdesmond@cacities.org](mailto:mdesmond@cacities.org)

1400 K Street, Suite 400, CA 95814



1400 K Street, Suite 400 • Sacramento, California 95814  
Phone: 916.658.8200 Fax: 916.658.8240  
[www.cacities.org](http://www.cacities.org)

**Council Action Advised by July 31, 2016**

June 10, 2016

**TO: Mayors, City Managers and City Clerks**

**RE: DESIGNATION OF VOTING DELEGATES AND ALTERNATES  
League of California Cities Annual Conference – October 5 – 7, Long Beach**

The League's 2016 Annual Conference is scheduled for October 5 – 7 in Long Beach. An important part of the Annual Conference is the Annual Business Meeting (during General Assembly), scheduled for noon on Friday, October 7, at the Long Beach Convention Center. At this meeting, the League membership considers and takes action on resolutions that establish League policy.

In order to vote at the Annual Business Meeting, your city council must designate a voting delegate. Your city may also appoint up to two alternate voting delegates, one of whom may vote in the event that the designated voting delegate is unable to serve in that capacity.

**Please complete the attached Voting Delegate form and return it to the League's office no later than Friday, September 23, 2016. This will allow us time to establish voting delegate/alternate records prior to the conference.**

Please note the following procedures that are intended to ensure the integrity of the voting process at the Annual Business Meeting.

- **Action by Council Required.** Consistent with League bylaws, a city's voting delegate and up to two alternates must be designated by the city council. When completing the attached Voting Delegate form, please attach either a copy of the council resolution that reflects the council action taken, or have your city clerk or mayor sign the form affirming that the names provided are those selected by the city council. Please note that designating the voting delegate and alternates **must** be done by city council action and cannot be accomplished by individual action of the mayor or city manager alone.
- **Conference Registration Required.** The voting delegate and alternates must be registered to attend the conference. They need not register for the entire conference; they may register for Friday only. To register for the conference, please go to our website: [www.cacities.org](http://www.cacities.org). In order to cast a vote, at least one voter must be present at the

Business Meeting and in possession of the voting delegate card. Voting delegates and alternates need to pick up their conference badges before signing in and picking up the voting delegate card at the Voting Delegate Desk. This will enable them to receive the special sticker on their name badges that will admit them into the voting area during the Business Meeting.

- **Transferring Voting Card to Non-Designated Individuals Not Allowed.** The voting delegate card may be transferred freely between the voting delegate and alternates, but *only* between the voting delegate and alternates. If the voting delegate and alternates find themselves unable to attend the Business Meeting, they may *not* transfer the voting card to another city official.
- **Seating Protocol during General Assembly.** At the Business Meeting, individuals with the voting card will sit in a separate area. Admission to this area will be limited to those individuals with a special sticker on their name badge identifying them as a voting delegate or alternate. If the voting delegate and alternates wish to sit together, they must sign in at the Voting Delegate Desk and obtain the special sticker on their badges.

The Voting Delegate Desk, located in the conference registration area of the Long Beach Convention Center, will be open at the following times: Wednesday, October 5, 8:00 a.m. – 6:00 p.m.; Thursday, October 6, 7:00 a.m. – 4:00 p.m.; and Friday, October 7, 7:30–10:00 a.m. The Voting Delegate Desk will also be open at the Business Meeting on Friday, but will be closed during roll calls and voting.

The voting procedures that will be used at the conference are attached to this memo. Please share these procedures and this memo with your council and especially with the individuals that your council designates as your city's voting delegate and alternates.

Once again, thank you for completing the voting delegate and alternate form and returning it to the League office by Friday, September 23. If you have questions, please call Kayla Gibson at (916) 658-8247.

Attachments:

- Annual Conference Voting Procedures
- Voting Delegate/Alternate Form

## Annual Conference Voting Procedures

1. **One City One Vote.** Each member city has a right to cast one vote on matters pertaining to League policy.
2. **Designating a City Voting Representative.** Prior to the Annual Conference, each city council may designate a voting delegate and up to two alternates; these individuals are identified on the Voting Delegate Form provided to the League Credentials Committee.
3. **Registering with the Credentials Committee.** The voting delegate, or alternates, may pick up the city's voting card at the Voting Delegate Desk in the conference registration area. Voting delegates and alternates must sign in at the Voting Delegate Desk. Here they will receive a special sticker on their name badge and thus be admitted to the voting area at the Business Meeting.
4. **Signing Initiated Resolution Petitions.** Only those individuals who are voting delegates (or alternates), and who have picked up their city's voting card by providing a signature to the Credentials Committee at the Voting Delegate Desk, may sign petitions to initiate a resolution.
5. **Voting.** To cast the city's vote, a city official must have in his or her possession the city's voting card and be registered with the Credentials Committee. The voting card may be transferred freely between the voting delegate and alternates, but may not be transferred to another city official who is neither a voting delegate or alternate.
6. **Voting Area at Business Meeting.** At the Business Meeting, individuals with a voting card will sit in a designated area. Admission will be limited to those individuals with a special sticker on their name badge identifying them as a voting delegate or alternate.
7. **Resolving Disputes.** In case of dispute, the Credentials Committee will determine the validity of signatures on petitioned resolutions and the right of a city official to vote at the Business Meeting.



**CITY:** \_\_\_\_\_

**2016 ANNUAL CONFERENCE  
VOTING DELEGATE/ALTERNATE FORM**

**Please complete this form and return it to the League office by Friday, September 23, 2016. Forms not sent by this deadline may be submitted to the Voting Delegate Desk located in the Annual Conference Registration Area. Your city council may designate one voting delegate and up to two alternates.**

In order to vote at the Annual Business Meeting (General Assembly), voting delegates and alternates must be designated by your city council. Please attach the council resolution as proof of designation. As an alternative, the Mayor or City Clerk may sign this form, affirming that the designation reflects the action taken by the council.

**Please note:** Voting delegates and alternates will be seated in a separate area at the Annual Business Meeting. Admission to this designated area will be limited to individuals (voting delegates and alternates) who are identified with a special sticker on their conference badge. This sticker can be obtained only at the Voting Delegate Desk.

**1. VOTING DELEGATE**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

**2. VOTING DELEGATE - ALTERNATE**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

**3. VOTING DELEGATE - ALTERNATE**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

**PLEASE ATTACH COUNCIL RESOLUTION DESIGNATING VOTING DELEGATE AND ALTERNATES.**

**OR**

**ATTEST: I affirm that the information provided reflects action by the city council to designate the voting delegate and alternate(s).**

Name: \_\_\_\_\_ E-mail: \_\_\_\_\_

Mayor or City Clerk \_\_\_\_\_ Phone: \_\_\_\_\_  
(circle one) (signature)

Date: \_\_\_\_\_

**Please complete and return by Friday, September 23, 2016**

League of California Cities  
**ATTN: Kayla Gibson**  
1400 K Street, 4<sup>th</sup> Floor  
Sacramento, CA 95814

**FAX: (916) 658-8240**  
E-mail: kgibson@cacities.org  
(916) 658-8247

## City Council Agenda Item

### New Business

**Item No:** 12.M.  
**Date:** July 21, 2016  
**Subject:** Authorize attendance at Association of California Airports annual conference

This conference is normally attended by Airport Managers. Recently the airport manager/city manager has been unable to attend and Council members on the airport committee have been authorized to attend.

The conference includes presentations by FAA, Caltrans and others on new law and regulations. It includes breakout sessions where questions about airport management are answered. Due to the lack of experience of city manager in managing the airport, information from this conference has been instrumental and critical in assisting Dunsmuir Mott airports return to compliance with FAA rules and regulations and Caltrans safety issues.

Highlight topics include sessions with FAA San Francisco ADO who will answer questions addressed to him, effective tools for managing grants, how to approach priority rankings for funding, developing an acceptable ACIP, maximizing airport revenue, public-private partnerships, current trends for business aviation and general aviation in California.

**Recommendation:** Move to authorize attendance at Association of California Airports annual conference by Councilman Deutsch and Mayor Spurlock



Association of California Airports  
**2016 FALL CONFERENCE**  
 September 14-16, 2016 • South Lake Tahoe, California

**Hotel reservations**—Rooms are being held at Beach Retreat & Lodge Tahoe. Special rates have been reserved for all attendees. To make your hotel reservations, call the hotel directly at 530/545-5203 and identify yourself as part of the ACA group. Other nearby lodging is noted in the conference brochure and on the website. Lodging is limited in the area, so make your reservations early.

NOTE: In the event of conference cancellation, we will notify all registrants and refund the registration fee in full. Any costs incurred by the registrant, such as hotel and/or travel cancellations, is the responsibility of the registrant. Confirmation of registration will be emailed two weeks before conference. You can also check the website for a confirmed attendee list.

**Please fully complete the section below to assist us with future correspondence.**

Full Name \_\_\_\_\_

Nickname for Badge \_\_\_\_\_ Title \_\_\_\_\_

Airport/Entity \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

E-Mail Address \_\_\_\_\_

**CONFERENCE REGISTRATION**

- |        |   |        |
|--------|---|--------|
| 1. ___ | ACA members (conference only/per person).....   | \$100  |
| 2. ___ | Non-members/per person .....  | \$175* |
|        | <i>*Non-member registration includes a one-year ACA membership</i>  |        |
| 3. ___ | Thursday Evening Event Wrapup Dinner/Bufferet<br>Advance Reservation ( <i>balance hosted by ACA</i> ) ..... | \$10   |
| 4. ___ | ACA Membership 2016-2017 .....  | \$75   |

TOTAL ENCLOSED \_\_\_\_\_

Please enclose a check made payable to ACA

PLEASE RETURN TO:  
**Association of California Airports**  
**P. O. Box 629, Marysville, CA 95901**  
 or Fax to (530) 742-7835

*Registration is by individual and not organization or airport. The conference fee must be paid for each individual attending the conference. Registrations and cancellations must be submitted in writing. Requests for refunds submitted before August 15, 2016, are subject to a \$15 service fee; there will be no refunds after this date. Substitutions will be accepted without penalties; no shows will be billed for the full conference registration fee.*

Register online: [www.calairports.com](http://www.calairports.com) (credit card processing available)

## Classes of Membership

1. **GENERAL** membership shall be open to persons exercising active responsibility for the management, general supervision or administration of a California Airport, and who is engaged in such activity as part of their employment or ownership. A General member may retain this designation through the end of the year for which he or she has paid dues even though he or she discontinued working at the job that qualified them for the General membership status.

2. **ASSOCIATE** membership shall be open to any person that is interested in and subscribes to the purpose of the Association of California Airports. The Associate Director will represent the Associate members at the Board of Directors' meeting.

3. **CORPORATE** membership shall be open to both for profit and non-profit corporations who are engaged in activities relating to the use and promotion of airports, aviation or products that are used in airport and aviation activities.

4. **STUDENT** membership shall be open to any individuals who are engaged in the study of airport development, administration, management, or operation or in any related field of aviation (except those representing a school), or a full-time student as defined by the institution in which they are enrolled.

5. **HONORARY** membership shall be conferred by action of the membership of ACA at large, to those individuals specifically recognized for their outstanding dedication and achievement in the field of airport development, management, operations or any related field of aviation. The Board of Directors must approve nominations prior to action by the membership.



Association of California Airports  
To Educate, Advocate and Assist

## ASSOCIATION OF CALIFORNIA AIRPORTS BOARD OF DIRECTORS

**President:** Sherry Miller  
Lake Tahoe Airport  
ACA District 1—Northeast Region  
smiller@cityofsit.us

**Past President:** Ron Elliott, AAE  
Stockton Metropolitan Airport  
ACA District 4—Central Valley Region  
relliott@sjgov.org

**Vice President:** Brendon O'Reilly CAE, AAE  
Fullerton Airport  
ACA District 7—Los Angeles Region  
brendano@cityoffullerton.com

**Secretary/  
Treasurer:** Mary A. Hansen, CAE, CM  
Yuba County Airport  
ACA District 5—Northwest Region  
mhansen@syix.com

### Board Members

|   |  |
|---|--|
| Kevin Wojkiewicz<br>Mojave Air & Space Port<br>ACA District 3—Eastern Sierra Reg.<br>kevin@mojaveairport.com              | Martin Pehl, CAE, AAE<br>Napa Valley Airport<br>ACA District 6—San Francisco Reg.<br>mpehl@co.napa.ca.us               |
| Mark Bautista, AAE<br>Monterey Peninsula Apt. Dist.<br>ACA District 8—Central Coast Reg.<br>mbautista@montereyairport.com | Sandy Gutierrez-Carver<br>Imperial County Airport<br>ACA District 9—San Diego Reg.<br>sandygutierrez@co.imperial.ca.us |
| Terry Stover, CAE<br>San Bernardino County Airports<br>ACA District 2—Inland Empire Reg.<br>tstover@airports.sbcounty.gov | Chuck McCormick<br>Mead & Hunt<br>Corporate Members<br>chuck.mccormick@meadhunt.com                                    |
| Cory Hazlewood<br>CBS Companies<br>Corporate Member<br>chazlewood@csco.com  | Carol Ford<br>Ford Aviation Consultants<br>Corporate Members—Non-Profit<br>ford@airportgrants.com                      |
| Steve Birdsall<br>Aviation Advisory Council<br>Associate Members<br>sibirdsll@gmail.com                                   |  |

Send completed application to:  
Association of California Airports  
P. O. Box 629  
Marysville, CA 95901

Phone: 530/741-6463  
Email: mhansen@syix.com  
www.calairports.com

Connecting People,  
Planes &  
Public Policy

## ASSOCIATION OF CALIFORNIA AIRPORTS



Purpose

The purpose of ACA is to bring together all persons who represent both publicly and privately owned airports, and all others working to foster, promote and assist the development of air transportation in the State of California through the dissemination of aeronautical information, the consideration and solution of various airport and aviation problems, and the fostering of public recognition of airports and the airport management profession.

Membership

ACA is devoted to building a diverse membership that includes all airports in the State, taking advantage of the expertise and human resources available from participating airport. Subsequently, membership is not restricted to full time airport management personnel. Membership is open to all levels and degrees of airport management such as City Managers, Public Works Directors, Airport Land Use Commission members, and owners of private airports. ACA represents these individuals and all others involved with airports on issues that are of statewide importance.

Goal

The ACA's goal is to "Educate, Advocate, and Assist" the aviation community. To accomplish this task the ACA actively seeks the participation of airport-related industries in determining issues that need to be addressed for the betterment of all airports, whether large or small and the individuals and companies that rely on them. Airport consultants, engineering firms and airport-based businesses are regarded as an essential part of this association. This unique and diverse "Partners in Aviation" approach has already made ACA's position stronger in our dealings with important industry issues.

Strength

Our strength comes from our diverse membership and their active participation. However, to continue with our success we look for new member participation to make ACA an erudite and strong voice for California airports. Here's how working together can build something better:

→ Legislation

Sponsor and support California State Legislation to develop, enhance and safeguard our airports. Aside from being integral components of our nation's air transportation system, our airports are economic engines of considerable and often undervalued magnitude.

→ ACA Website

The ACA is proud to say that its website is a vehicle for keeping the membership connected and up-to-date on issues of importance as well as providing access to a vast library of pertinent information and ready feedback on issues of concern that is invaluable for the day-to-day operation of an airport.

→ Conferences

ACA hosts an annual conference, providing a wide range of information in an interactive forum that allows all attendees to participate. The conference is affordable and conducted in a manner that brings together the diverse membership of ACA and others with an interest in aviation issues. The conference provides an excellent venue to promote the betterment of the California Aviation Transportation System through the cooperative efforts of all participants.

www.calairports.com



ACA Membership Application

|                                    |         |
|------------------------------------|---------|
| Class of Membership:               | Dues    |
| <input type="checkbox"/> General   | \$75.00 |
| <input type="checkbox"/> Associate | \$75.00 |
| <input type="checkbox"/> Corporate | \$75.00 |
| <input type="checkbox"/> Student   | \$15.00 |

Dues paid now are valid until June 30, 2017

Name \_\_\_\_\_

Airport or Company \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

E-mail Address \_\_\_\_\_

Phone/Fax \_\_\_\_\_

Method of Payment

Check (make payable to ACA)

Bill Me

PayPal

PAYPAL ACCEPTED  



Signature \_\_\_\_\_

\* Credit Card Payment using PayPal  
You may pay your dues online by credit card at <http://www.calairports.com>



**Association of  
California Airports**

Send completed application to:  
 Association of California Airports  
 P. O. Box 629  
 Marysville, CA 95901

Phone: 530/741-6463  
 Email: [mhansen@syix.com](mailto:mhansen@syix.com)  
[www.calairports.com](http://www.calairports.com)

# Association of California Airports Fall Conference

September 14-16, 2016

South Lake Tahoe, California

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## WEDNESDAY SEPTEMBER 14<sup>th</sup>

- 8:00 -5:00 p.m. Open Registration (**Sign up for one-on-one sessions available**)
- 9:00 - 9:10 a.m. Open Remarks ACA President: **Sherry Miller, Airport Manager, Chico Municipal Airport**
- 9:10 -10:15 a.m. **Educational Session Part 1: Effective Tools for managing grants, how to approach priority rankings for funding, and developing an acceptable ACIP.**
- This educational session will be a two-part educational session that will offer airport sponsors guidance on developing a sound Airport Capital Improvement Plan (ACIP) for their airports. Discussion on developing an ACIP that correlates with the FAA AIP project ranking to best compete for AIP funding.*
- This session will highlight the success of grant management and appropriation for funds over the past year. You will also learn what changes may be taking place in planning ahead for proper planning of the ACIP for future years.*
- During this session FAA representative will also brief airport sponsors on "lessons learned" from LAX & SFO ADOs.*
- Moderator: Cory Hazlewood, Western Region Manager C&S*
- Panelist: Patrick Lammerding, FAA, LA ADO Asst. Manager  
Jim Lomen, FAA, SFO ADO Manager  
Maritza Navarra, Project Coordinator C&S Companies*
- 10:15 – 10:30a.m. **Break/Networking time**
- 10:30- 11:30 am **Educational Session Part 2: Effective Tools for maximizing grant funding, developing an acceptable ACIP, and transferring entitlements with an airport sponsor.**
- This session will drill down on how the two plan out in front on expiring entitlements and how airports must be prepared upstream of just accepting a transfer. All required FAA items are completed and that the airport is "truly" positioned to accept another sponsor's entitlement.*
- Panelist: Andy Swanson, Airport Manager Palo Alto Airport  
Chuck McCormick, Senior Project Manager Mead & Hunt*
- 11:50-1:00 p.m. **Lunch on your own**

1:00-2:00 p.m.

*Introduction: Sherry Miller, Airport Manager Chico Municipal Airport*

**Keynote Speaker: TBA**

2:00-3:00 p.m.

**How to be prepared for an airport emergency and what to look for when inspecting your airfield.**

*Airport operations management is the key to all airports. Having a solid routine inspection process for your airport and an emergency plan are necessary for all airports. How you can improve your practices is what you will hear about from two operations managers at busy airports in California. For instance: What you need to know if something happens at your airport? What is in your training process and resources for training records?*

*We will hear from both a commercial service operations manager and a general aviation operations manager on operations and emergency best practices.*

*Moderator: Brendan O'Reilly, Airport Manager Fullerton Airport*

*Panelist: David Decoteau, Operations Manager Hayward Executive Airport  
Ian Turner, Operations Supervisor Stockton Metropolitan Airport*

3:00-3:30 p.m.

**Break/Networking time**

3:30: -4:30 p.m.

**Safety Inspections and best practices for addressing the airfield deficiencies to meet standards**

*This session will provide clarity for airports of the safety inspection process funded by the State of California and how sponsors can address or follow up frequency on progress reports for noted deficiencies.*

*The FAA will also brief airports on the recent changes to the focus of the Runway Safety Action team (RSAT) and the type of actions this group is taking with airports in California. We will also learn about what airports qualify for RSAT evaluations and why it benefits your airport.*

*Moderator: Cory P. Hazlewood, Department Manager, C&S*

*Panelist: Mike Smith, CALTRANS Aeronautics  
Joe Santoro, FAA RSAT*

5:00-7:00 p.m.

**Harry's Reception**

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**THURSDAY SEPTEMBER 15<sup>th</sup>**

- 8:00 - 4:30 p.m.            **Open Registration (Sign up for one-on-one sessions available)**
- 8:15 - 8:30 a.m.            **Welcome and Introductions: Sherry Miller**
- 8:30 - 9:30 a.m.            **Maximizing airport revenue and validating fair market rents for land and improvements**
- Presenter: Paul Meyers, Aviation Consulting Group*
- 9:30 – 10:30 a.m.         **Reaching Beyond Airport Boundaries, a Look at Public and Private Partnerships on Airports**
- Private public partnerships are becoming a more frequent part of our industry. How do public agencies become more flexible at looking into weather is makes sense for you? What areas does it work i.e. management, development, and community involvement?*
- You will hear from leading professionals that have success in developing strong partnerships with public agencies. They will educate the audience on what a healthy airport should looks like. How to educate your elected officials properly and how to link the airport to the economic base of the community?*
- Moderator: Carl Honaker, Moffett Field*
- Presenters: Curt Castagna, CM, Aeroplex*
- Steve Forrer, Avports**
- 10:30 -11:00 a.m.         **Break/Networking time**
- 11:00 – 12:00 p.m.         **General Membership Meeting- Michael Shutt Award/Legislative/Hot Topics**
- 12:00 -1:30 p.m.            **20<sup>th</sup> Anniversary ACA Lunch provided**
- 1:30 - 2:30 p.m.            **How to keep the busiest terminal airspace in the world safe and the new updates for Marine Corps 29 Palms Airspace Area**
- Moderator: Chuck McCormick, Senior Project Manager Mead & Hunt*
- Presenters: Rob Reddeg, SOCAL TRACON NATCA/FAA*
- Terry Hansen, Marstel-Day Consultants**
- 2:30-3:00 p.m.            **BLANK**
- Presenters:*
- 2:45 - 3:00 p.m.            **Break and Networking**

3:00 – 4:00 p.m.

**The current trends for Business Aviation and General Aviation in California**

*Moderator:* **John Pfeifer, P.E., Advocation, Inc.**

*Presenters:* **Stacy Howard, NBAA**

**Melissa McCaffery, AOPA**

4:00 – 5:00 p.m.

**Addressing potential environmental issues at your airport before they address you**

*This session will highlight the recent State of California Industrial Permit Requirements imposed for water quality management of your airports. In addition, as airport manage fueling operations or fixed base operators operating fuel, we will discuss mitigation measures for maintaining and/or best practices on your airfield for operating safely.*

*Presenters:* **Aaron Ortiz, WGR Southwest, Inc.**

**Mike Heckathorn, P.E., Trident Environmental and Engineering, Inc.**

6:00-8:00 p.m.

Harrah's Forest Room Buffet

Buffet Colonel: **Sherry Miller**

Sign up Required, \$10 fee

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**FRIDAY SEPTEMBER 16<sup>th</sup>**

8:30-9:45 a.m.            **Industry FOD questions and answer period for funding agencies**

*Moderator:* **Ron Elliott, Stockton Metropolitan Airport**

*Panelist:*        **Jim Lomen, ADO Manager FAA SFO ADO**  
                      **Gary Cathey, Chief Division of Aeronautics Caltrans**  
                      **Robin Hunt, FAA Deputy Airports Division**

9:45- 10:45 a.m.        **ACA Founders and where ACA has come today after 20 years**

*“Those who fail to learn from history are doomed to repeat it. Those who learn history is doomed to watch those who fail to learn from history repeat it.” How much of the history of ACA do you know? Did the Fall Conference grow out of ACA or did ACA grow out of the Fall Conference? This session will highlight important events, seriously and perhaps not so much, in the history of ACA, as remembered by some of the founders. Audience participation will be encouraged.*

*Moderator:* **John Pfeifer, P.E., Advocation-Inc**

*Panelist:* **Mark Bautista, AAE, Monterey Peninsula Airport (Retired)**  
**Janis Brand, Lake Tahoe Airport (Retired)**  
**Mary Hansen, CM, CAE, Yuba County Airport**  
**Leander Hauri, AAE, Livermore Municipal Airport**  
**Harry Krug, Colusa County Airport (Retired)**

10:45- 11:30 a.m.        **Conference Wrap up**