

Calistoga Tribune

JUN - 9 2017

RECEIVED

1007 Washington St. Suite 3 • Calistoga, CA 94515
(707) 942-5181 • FAX (707) 942-6508

PAT HAMPTON & RAMONA ASMUS - PUBLISHERS

June 9, 2017

Dear Council Members:

We are an independent, family-owned newspaper that started publishing in 2002 in response to the community's request for a local, hometown newspaper. Our reputation in the community over the past 15 years is one of accuracy, professionalism and dependability.

Cities and other governmental agencies are required in some instances by state law to publish notices in an adjudicated paper. In July 2005 the Calistoga Tribune, following the guidelines of State Code Sec. 6020-6027, petitioned and was granted adjudication by Napa Superior Court Judge Scott Snowden's order No. 26-29449, the first newspaper in over 60 years to do so in Napa County. We are the only adjudicated newspaper in the valley not owned by Napa Valley Publishing. We compete with *The Weekly Calistogan* and its parent company, Lee Enterprises, a national corporation which also owns 53 daily newspapers and 300 specialty publications in 23 states.

The Tribune is the most-read weekly newspaper in town as shown by circulation figures supplied by the U.S. Postal Service's required Statement of Ownership:

Calistoga Tribune

• Total Paid Distribution	1135
• Paid subscriptions in county	742
• Paid subscriptions outside county	129
• Copies sold from newsracks	251

Our commitment to the city includes a newspaper office open four days a week during business hours as well as three part-time employees and local ownership.

Thank you for the consideration,



Pat Hampton
Publisher/Owner



CITY OF CALISTOGA

REQUEST FOR PROPOSALS FOR

CITY-WIDE ADVERTISING

PRINTING/PUBLISHING SPECIFICATIONS

July 1, 2017 - June 30, 2018

INTRODUCTION

The City of Calistoga (City) is soliciting proposals for the provision of official advertising services pursuant to Section 6000, et seq. for the City for a 12 month period, beginning July 1, 2017. Upon selection of the most qualified, cost effective and responsive adjudicated newspaper (Contractor), the City will execute a contract for services.

This Request for Proposal (RFP) describes the City's basic needs. You are encouraged to identify other services beyond these minimum required services which you can provide to address the City's needs and describe any progressive approaches that would reduce City costs and/or increase advertising efficiency and effectiveness.

DESIGNATION

During the period of this contract, the newspaper shall be known and designated as the "official newspaper of the City of Calistoga" as required by Government Code Section 6000, et seq.

SCOPE

The scope of services desired includes at a minimum the advertising by the City of Calistoga in accordance with State and local regulations: e.g. Sections 6000 through 6040 of the Government Code.

TYPE OF LEGAL ADVERTISING

Official legal notices for the City of Calistoga will consist of printing and publishing the following:

- 1) Ordinances
- 2) Public Hearing/Meeting notices
- 3) Formal bid notices
- 4) Election notices

COPIES OF ADVERTISEMENT

During the term of the contract two Affidavits of Publication to the City Clerk within one week of the last publication of the item.

PUBLISHING

PUBLISHING SCHEDULE

Advertisements and notices shall be placed in the body of the newspaper and shall be published for the number of days directed by the officer requiring such publication. Publishing of advertisements and other notices on a supplemental sheet to the newspaper will not be acceptable.

In the event that the newspaper that is awarded the advertising contract for the City of Calistoga is unable to publish on the date required by the City, the City may choose an alternative newspaper in order to meet publication deadline/requirements.

ACCURACY OF PUBLISHING

The Contractor shall submit a draft to be proofread by the respective City department. If errors are found after the sample proof has been checked, a revised corrected proof shall be submitted immediately to said department for approval prior to the publication of the printed advertisements or notices. All printing done hereunder that does not strictly comply with the copy or copies furnished shall be corrected and republished by and at the expense of the Contractor.

NON-COMPLIANCE

Contractor shall first proofread all printing done under this contract before submitting the same to the City for checking, and if upon checking by City errors are found, City may request a revised proof for approval before publication of the same by Contractor. In case it is necessary to republish due to the fault of the Contractor, no charge, or charges shall be made for the previous printing or publication, and should the same not be republished, no charge whatsoever shall be made to City thereof.

Contractor shall provide miscellaneous advertising requirements of the City. Contractor shall submit appropriate price list with the bid.

LEGAL NOTICE TYPE REQUIREMENTS

Unless otherwise directed by the City, all legal advertising shall be set at no larger than eight (8) point type.

CITY-WIDE ADVERTISING
GENERAL SPECIFICATIONS

PROPOSAL

In the determination of awarding the contract, the City Council shall be the sole judge as to which bid best meets the needs and requirements of the City and its decision shall be accepted as final.

CONTRACT

A Professional Services Agreement with appropriate attachments is to be completed, signed, and dated by the Contractor. A current Calistoga Business License is to be in effect during the term of the contract. All insurance certificates as indicated in the attached professional services agreement must be submitted with the proposal.

This entire Request for Proposal, or any item(s) thereof, shall become part of the contract upon its acceptance by the City Council of the City of Calistoga. The complete contract shall consist of the Notice Inviting Request for Proposals, the entire Proposal (including Specifications), or any item(s) thereof, addenda. Additional provisions will be added to the final contract consistent with this notice. Contractor will be provided with a copy of the executed contract.

TERM OF CONTRACT

The term of any contract awarded pursuant hereto shall be from July 1, 2017 through June 30, 2018.

ELECTRONIC DELIVERY

Contractor shall have the capability to receive typeset matter and proofs via email. Contractor shall provide City an email address to be used for transmission of typeset matter.

TERMINATION/PENALTIES

Whenever, in the opinion of the City, the said service is unsatisfactory, the Contractor shall be advised of the reasons. If the Contractor fails to correct the unsatisfactory conditions within five days, the City may declare this contract terminated and contract with another supplier. It shall be understood and agreed that the contract may be terminated by either party upon thirty days written notice.

Whenever Contractor has confirmed receipt of an ad placement either electronically or by facsimile and/or City has returned to Contractor an approved ad proof and Contractor then fails to publish the advertisement on one or more of the dates already confirmed and approved, the next ad placement of similar nature shall be published at no cost to the City for the same number of run dates that were missed by the Contractor.

Notwithstanding any provision to the contrary, City shall have no obligation to give more than two notices of unsatisfactory performance in any calendar year. In the event two such notices of unsatisfactory performance are given in any calendar year, and in the event that Contractor shall again fail to satisfactorily perform services pursuant to this Contract, City may thereupon terminate this contract immediately.

RATES

The rates proposed to be charged the City shall be designated for each column inch for a first publication, each column inch for a second publication, and each column inch for all additional publications. Each bid shall indicate that the rates proposed to be charged the City do not exceed the customary rates charged by the bidder's newspaper for the publication of legal notices of a private character.

PAYMENT AND INVOICING

Invoices shall be mailed or delivered to City of Calistoga, Attention: City Clerk, 1232 Washington St, Calistoga, CA 94515. Invoices shall include the name of the City Department and/or City Employee who ordered the advertising; or a coding system sufficient to enable the City Clerk to identify the department responsible for placing the order. City shall pay to the Contractor in due course of payments following the end of calendar month and the receipt from the Contractor of invoices for material delivered by the Contractor and accepted by the City during such calendar month.

NOTE: Payment may be seriously delayed if invoices do not clearly reflect contract number and department number as provided by City at time of submission of advertisement.

EXPENDITURES

Total annual expenditures under this contract are estimated (without guarantee) to be: \$15,000.

PAYMENT TERMS

Describe timely payment discount offered, if any.

CITY-WIDE ADVERTISING

SECTION A: BID PROPOSAL FORM

BIDS MUST BE RECEIVED BY: Friday, June 9, 2017 at 10:00 a.m. in the Office of the City Clerk.

QUESTIONS regarding this bid should be referred to Kathy Flamson, City Clerk (707) 942-2807 or email kflamson@ci.calistoga.ca.us.

PRINTING OF OFFICIAL AND LOCAL CLASSIFIED ADVERTISING to be furnished to the City of Calistoga during the period commencing July 1, 2017 through June 30, 2018.

SECTION A: GENERAL

1. This newspaper is published 1 day(s) per week, on the following days: Friday.

2. Indicate column format:

Legal 8 picas wide

Display 1 col = 2" width

3. This newspaper observes the following holidays:

New Year's, Memorial Day, Vet's Day, July 4th, Christmas & Thanksgiving

The deadline to submit publications for holidays is:

Noon Tuesday

4. Can your newspaper reduce blueprint drawings/maps for publication? yes

If so, is there an additional cost (indicate cost) no.

5. If proofreading is required by the City, what is the deadline to submit information?

Legals Noon Tues

Display Noon Tues

> but we're flexible!

6. DECLARATION OF NON-COLLUSION

The undersigned certifies (or declares) under penalty of perjury that this bid is genuine and not sham or collusive, or made in the interest or on behalf of any person, firm, or corporation not herein named; that the contractor has not directly or indirectly induced or solicited any other contractor to put up a sham bid, or any other person, firm, or corporation to refrain from bidding, and that the contractor has not in any manner sought by collusion to secure to himself any advantage over other contractors.

7. DECLARATION OF ADJUDICATION

The undersigned certifies (or declares) under penalty of perjury that the named newspaper is adjudicated as a newspaper of general circulation by the State of California (as defined by Government Code Section 6000, et seq.).

8. ERRORS AND OMISSIONS

The undersigned understands and agrees that the City of Calistoga will not be responsible for any error or omission on the part of the undersigned in making this proposal.

9. DECLARATION OF NON-DISCRIMINATION

In the performance of any contract awarded pursuant to these specifications, the undersigned understands and agrees that it shall not discriminate against any employee or applicant for employment because of age, sex, marital status, physical handicap, race, color, religion, ancestry, or national origin. Contractor will take affirmative action to ensure the applicants are employed, and that employees are treated during employment without regard to their age, sex, marital status, physical handicap, race, color, religion, ancestry or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Contractor shall post in conspicuous place, available to employees and applicants for employment, notices setting forth the provisions of this Fair Employment Practices paragraph.

EXECUTED AT: CALISTOGA ON THE 7th DAY OF JUNE, 2017

BY mat hampton publisher
(Signature) (Title)

on behalf of Calistoga Tribune
(Service Provider)

CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

CIVIL CODE § 1189

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 NAPA)
On JUNE 7, 2017 before me, JAMES G. FLAMSON, Notary Public
Date Here Insert Name and Title of the Officer
personally appeared PAT HAMPTON
Name(s) of Signer(s)

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 [Handwritten Signature]
Signature of Notary Public

Place Notary Seal Above

OPTIONAL

Though this section is optional, completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

Description of Attached Document

Title or Type of Document: DECL. OF NON-DISCRIMINATION
Document Date: JUNE 7, 2017 Number of Pages: 1
Signer(s) Other Than Named Above: NONE

Capacity(ies) Claimed by Signer(s)

Signer's Name: _____
 Corporate Officer — Title(s): _____
 Partner — Limited General
 Individual Attorney in Fact
 Trustee Guardian or Conservator
 Other: _____
Signer Is Representing: _____

Signer's Name: _____
 Corporate Officer — Title(s): _____
 Partner — Limited General
 Individual Attorney in Fact
 Trustee Guardian or Conservator
 Other: _____
Signer Is Representing: _____

SECTION B: LEGAL ADVERTISING

1. Legal advertising to be accomplished as no larger than eight (8) point on 9.5 leading.
2. See the enclosed "Exhibit 1": Please typeset and indicate cost to publish as a legal ad.
3. Dollar rate per column inch: \$ 12.25
4. \$ 84.53 (cost estimate)

SECTION C: DISPLAY ADVERTISING

- | ITEM | DESCRIPTION |
|------|--|
| 1. | Display advertising to be accomplished as follows:
Format: ROP (Run of Publication) |
| 2. | Does the rate change, depending upon number
of publications or size of ad?
Yes _____ No <input checked="" type="checkbox"/> If so, please indicate |
-

3. See the enclosed "Exhibit 2" to typeset and set up as 2 column by 6 inch ad.
4. Dollar rate per column inch: \$ 12.25
5. \$ 7360 (cost estimate)

SECTION D: CIRCULATION

CONTRACTOR'S QUALIFICATION - LEGAL ADVERTISING

Attach a copy of U.S. Postal Service "Statement of Ownership Management and Circulation" Form PS 3526 filed for 2016, and the circulation amount for February 2017. Please also include the number of paid subscriptions in the 94515 zip code area. If available, please verify the news rack sales for 2016. Please include the most recent Weekly Postal Report.

PROFESSIONAL SERVICES AGREEMENT

The selected consultant will be required to enter into a City standard Professional Services Agreement (attached Exhibit 3). Two signed copies of the Professional Services Agreement shall be submitted with the RFP. All other required insurance certifications and documentation shall be submitted to the City within ten (10) days of award of the contract, prior to execution of the agreement by the City.

Particular attention should be given to the Indemnity and Insurance sections in the Professional Services Agreement. These sections are not negotiable and will be included unaltered in the final agreement.

CONTRACTOR MUST COMPLETE AND SIGN BELOW:

Firm Name Calistoga Tribune Phone 942-5181

Address 1007 #3 Washington St. Calistoga CA 94515
(Street) (City) (State) (Zip)

SI Pat Hampton Title Publisher

(Signature of Corporate Officer or person authorized to sign bids and contracts on behalf of the Contractor)

Vendors submitting a sealed proposal for the provision of official City advertising must complete and submit the following form(s) no later than 10:00 a.m. on Friday, June 9, 2017, to the Office of the City Clerk, City of Calistoga, 1232 Washington Street, Calistoga, CA 94515. The sealed proposal must be clearly labeled "PROPOSAL FOR OFFICIAL ADVERTISING SERVICES", Friday, June 9, 2017, 10:00 AM" in the bottom left hand corner.

ALL SIGNATURES ON BIDS SHALL BE ACCOMPANIED BY AN APPROPRIATE (i.e.: CORPORATE, PARTNERSHIP OR INDIVIDUAL) NOTARIAL ACKNOWLEDGMENT. NO BID WILL BE CONSIDERED FOR AN AWARD OF CONTRACT UNLESS SUCH NOTARIAL ACKNOWLEDGMENT IS RECEIVED.

CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

CIVIL CODE § 1189

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 NAPA)

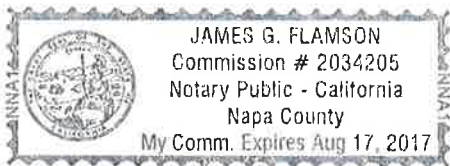
On JUNE 7, 2017 before me, JAMES G. FLAMSON, Notary Public
Date Here Insert Name and Title of the Officer

personally appeared PAT HAMPTON
Name(s) of Signer(s)

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 [Handwritten Signature]
Signature of Notary Public

Place Notary Seal Above

OPTIONAL

Though this section is optional, completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

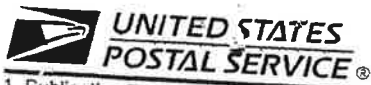
Description of Attached Document

Title or Type of Document: BID PROPOSAL - REP
Document Date: JUNE 7, 2017 Number of Pages: 8
Signer(s) Other Than Named Above: NONE

Capacity(ies) Claimed by Signer(s)

Signer's Name: _____
 Corporate Officer — Title(s): _____
 Partner — Limited General
 Individual Attorney in Fact
 Trustee Guardian or Conservator
 Other: _____
Signer Is Representing: _____

Signer's Name: _____
 Corporate Officer — Title(s): _____
 Partner — Limited General
 Individual Attorney in Fact
 Trustee Guardian or Conservator
 Other: _____
Signer Is Representing: _____



Statement of Ownership, Management, and Circulation
(All Periodicals Publications Except Requester Publications)

1. Publication Title Calistoga Tribune		2. Publication Number 1541-5805		3. Filing Date 9-30-16
4. Issue Frequency Weekly		5. Number of Issues Published Annually 52		6. Annual Subscription Price \$43 reg \$38 srs
7. Complete Mailing Address of Known Office of Publication (Not printer) (Street, city, county, state, and ZIP+4®) 1007 Washington St, #3, Calistoga CA 94515				Contact Person Pat Hampton
8. Complete Mailing Address of Headquarters or General Business Office of Publisher (Not printer) 2005 High Rocks Dr. Calistoga, CA 94515				Telephone (Include area code) (707) 942-5181

9. Full Names and Complete Mailing Addresses of Publisher, Editor, and Managing Editor (Do not leave blank)

Publisher (Name and complete mailing address)
Pat Hampton, 2005 High Rocks Dr., Calistoga, CA 94515

Editor (Name and complete mailing address)
Kim Beltran, 1007 Washington St., #3, Calistoga, CA 94515

Managing Editor (Name and complete mailing address)
n/a

10. Owner (Do not leave blank. If the publication is owned by a corporation, give the name and address of the corporation immediately followed by the names and addresses of all stockholders owning or holding 1 percent or more of the total amount of stock. If not owned by a corporation, give the names and addresses of the individual owners. If owned by a partnership or other unincorporated firm, give its name and address as well as those of each individual owner. If the publication is published by a nonprofit organization, give its name and address.)

Full Name	Complete Mailing Address
Palisades Publishing LLC	2005 High Rocks Dr., Calistoga, CA 94515
Patricia Ann Hampton, Mg Member	" "
Ramona M Asmus, co-publisher	" "

11. Known Bondholders, Mortgagees, and Other Security Holders Owning or Holding 1 Percent or More of Total Amount of Bonds, Mortgages, or Other Securities. If none, check box None

Full Name	Complete Mailing Address

12. Tax Status (For completion by nonprofit organizations authorized to mail at nonprofit rates) (Check one)
 The purpose, function, and nonprofit status of this organization and the exempt status for federal income tax purposes:

Has Not Changed During Preceding 12 Months
 Has Changed During Preceding 12 Months (Publisher must submit explanation of change with this statement)

13. Publication Title

Calistoga Tribune

14. Issue Date for Circulation Data Below

Sept, 23, 2016

15. Extent and Nature of Circulation

Average No. Copies Each Issue During Preceding 12 Months	No. Copies of Single Issue Published Nearest to Filing Date
--	---

a. Total Number of Copies (Net press run)

1,200

1,200

b. Paid Circulation (By Mail and Outside the Mail)

(1) Mailed Outside-County Paid Subscriptions Stated on PS Form 3541 (Include paid distribution above nominal rate, advertiser's proof copies, and exchange copies)

129

129

(2) Mailed In-County Paid Subscriptions Stated on PS Form 3541 (Include paid distribution above nominal rate, advertiser's proof copies, and exchange copies)

741

741

(3) Paid Distribution Outside the Mails Including Sales Through Dealers and Carriers, Street Vendors, Counter Sales, and Other Paid Distribution Outside USPS®

250

250

(4) Paid Distribution by Other Classes of Mail Through the USPS (e.g., First-Class Mail®)

0

0

c. Total Paid Distribution (Sum of 15b (1), (2), (3), and (4))

1,120

1,120

d. Free or Nominal Rate Distribution (By Mail and Outside the Mail)

(1) Free or Nominal Rate Outside-County Copies included on PS Form 3541

0

0

(2) Free or Nominal Rate In-County Copies Included on PS Form 3541

0

0

(3) Free or Nominal Rate Copies Mailed at Other Classes Through the USPS (e.g., First-Class Mail)

0

0

(4) Free or Nominal Rate Distribution Outside the Mail (Carriers or other means)

0

0

e. Total Free or Nominal Rate Distribution (Sum of 15d (1), (2), (3) and (4))

0

0

f. Total Distribution (Sum of 15c and 15e)

1,120

1,120

g. Copies not Distributed (See Instructions to Publishers #4 (page #3))

65

65

h. Total (Sum of 15f and g)

1,185

1,185

i. Percent Paid (15c divided by 15f times 100)

100

100

* If you are claiming electronic copies, go to line 16 on page 3. If you are not claiming electronic copies, skip to line 17 on page 3.



Statement of Ownership, Management, and Circulation
(All Periodicals Publications Except Requester Publications)

16. Electronic Copy Circulation

	Average No. Copies Each Issue During Preceding 12 Months	No. Copies of Single Issue Published Nearest to Filing Date
a. Paid Electronic Copies		
b. Total Paid Print Copies (Line 15c) + Paid Electronic Copies (Line 16a)		
c. Total Print Distribution (Line 15f) + Paid Electronic Copies (Line 16a)		
d. Percent Paid (Both Print & Electronic Copies) (16b divided by 16c x 100)		

I certify that 50% of all my distributed copies (electronic and print) are paid above a nominal price.

17. Publication of Statement of Ownership

If the publication is a general publication, publication of this statement is required. Will be printed in the Oct. 7 issue of this publication.

Publication not required.

18. Signature and Title of Editor, Publisher, Business Manager, or Owner

Patricia Ann Hampton, publisher

Date

Sept 30, 2016

I certify that all information furnished on this form is true and complete. I understand that anyone who furnishes false or misleading information on this form or who omits material or information requested on the form may be subject to criminal sanctions (including fines and imprisonment) and/or civil sanctions (including civil penalties).

**NOTICE OF PUBLIC HEARING
BY THE CALISTOGA CITY COUNCIL**

NOTICE IS HEREBY GIVEN by the City Council of the City of Calistoga that a PUBLIC HEARING will be conducted on **Tuesday, April 18, 2017**, at or after 6:00 p.m. or thereafter in the Calistoga Community Center, 1307 Washington Street, City of Calistoga, County of Napa, State of California, at which time and place testimony will be considered on:

Zoning Ordinance Amendment ZOA 2017-6: Consideration of amendment to the Downtown Commercial and Community Commercial Zoning Districts to allow off-site automated teller machines (ATMs). The proposed amendments are exempt from the California Environmental Quality Act (CEQA) under Section 15061(b)(3) of the CEQA Guidelines.

Beginning Friday, April 14, 2017 no later than 4:30 pm, the City Council staff report for this item will be available online at <http://www.ci.calistoga.ca.us>. For additional information, please contact the City Clerk's office at 707-942-2807.

NOTICE: If you challenge the City's zoning, planning, or other decision in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in written correspondence delivered to the Planning Commission at, or prior to, the public hearing. Judicial review of any City administrative decision may be heard only if a petition is filed with the court not later than the 90th day following the date upon which the decision becomes final. Judicial review of environmental determinations may be subject to a shorter time period for litigation, in certain cases 30 days following the date of final decision.

BY ORDER OF THE CALISTOGA CITY COUNCIL

Kathy Flamson
City Clerk

Date

EXHIBIT 1

Legal Notice

City Council / K. Flamson
Zoning Ordinance Amendment - ZOA 2017-6 / April 18, 2017
(From: *title of word document from city.docx*)
April 7, 2017 Publication/Calistoga Tribune

NOTICE OF PUBLIC HEARING BY THE CALISTOGA CITY COUNCIL

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BY ORDER OF THE CALISTOGA
CITY COUNCIL
Kathy Flamson
City Clerk
Pub: 4/7/17

EXHIBIT 2



ADMINISTRATIVE SERVICES TECHNICIAN

City of Calistoga –Salary: \$53,940-\$65,544 plus benefits. The Administrative Services Technician reports directly to the Administrative Services Director and is responsible for providing a complete range of accounting work including payroll. Requires 3 years of progressively responsible accounting and payroll processing in a municipal agency.

Applications and other information may be obtained from the City of Calistoga, Personnel, 1232 Washington St., Calistoga CA 94515 at (707) 942-2803; or on the City website at www.ci.calistoga.ca.us .

Deadline to apply is February 3, 2017 4:30 p.m. No faxes or email applications will be accepted.

EXHIBIT 2
Display Ad - Version 2
(two column)



**ADMINISTRATIVE SERVICES
TECHNICIAN**

City of Calistoga – Salary: \$53,940 - \$65,544 plus benefits. The Administrative Services Technician reports directly to the Administrative Services Director and is responsible for providing a complete range of accounting work including payroll. Requires 3 years of progressively responsible accounting and payroll processing in a municipal agency.

Applications and other information may be obtained from the City of Calistoga Personnel, 1232 Washington St., Calistoga, CA 94515 at (707) 942-2803; or on the City website at www.ci.calistoga.ca.us.

Deadline to apply is February 3, 2017, 4:30 p.m. No faxes or email applications will be accepted.

Pub.1/20/17

2 Columns by 3.5" at \$12.25
per inch = \$85.75

EXHIBIT 2
Display Ad - Version 1
(one column)



**ADMINISTRATIVE
SERVICES TECHNICIAN**

City of Calistoga –

Salary: \$53,940 - \$65,544 plus benefits. The Administrative Services Technician reports directly to the Administrative Services Director and is responsible for providing a complete range of accounting work including payroll. Requires 3 years of progressively responsible accounting and payroll processing in a municipal agency.

Applications and other information may be obtained from the City of Calistoga Personnel, 1232 Washington St., Calistoga, CA 94515 at (707) 942-2803; or on the City website at www.ci.calistoga.ca.us.

Deadline to apply is February 3, 2017, 4:30 p.m. No faxes or email applications will be accepted.

Pub.1/20/17

One Column by 6" at \$12.25
per inch = \$73.50

Postage Statement—Periodicals

One Issue or One Edition Unless Used as a Consolidated Statement

Mailer	Publication Title and Owner or News Agent Name CALISTOGA TRIBUNE CAPS Cust. Ref. No. _____ CRID _____		Mailing Agent (Printer or Consolidator) Name, Address, Telephone, Email CALISTOGA TRIBUNE PO BOX 1176 CALISTOGA, CA 94515 Printer/Consolidator Imprint Permit No. _____ CRID _____		Entry Post Office Name, State, and ZIP+4 CALISTOGA CA 94515	
	Publication No. 20698	Edition/Code 15/48	Mailer's Mailing Date 02/16/2017	Statement Seq. No.	For Automation Pieces, Enter Date of Address Matching and Coding 02152017	
Mailing	Issue Date 02/17/2017	Issue Frequency	Price Category <input checked="" type="checkbox"/> Regular <input type="checkbox"/> Nonprofit <input type="checkbox"/> Classroom <input type="checkbox"/> Science-of-Agriculture	Processing Category <input type="checkbox"/> Letters <input checked="" type="checkbox"/> Flats <input type="checkbox"/> Parcels		
	Weight per Copy for Issue (Round off to 4 decimal places if necessary) 0.1060 pounds	Weight of a Single Ride-Along Piece _____ pounds	Number of Addressed Pieces Excluding Addressed Supplements 874	Number of Addressed Supplements In-County _____ Outside-County _____		
	Advertising Percentage in This Issue 23.54 %	<input type="checkbox"/> Statement for bundles/containers only (if applicable)	Combined Mailing <input type="checkbox"/> Mixed Class <input type="checkbox"/> Single Class		For Carrier Route Pieces, Enter Date of Address Matching and Coding ____/____/____ For Carrier Route Pieces, Enter Date of Carrier Route Sequencing 02152017 For Pieces Bearing a Simplified Address Enter Date of Delivery Statistics File or Alternative Method ____/____/____	
					No. and type of Containers (Enter total number of containers.) ____ Trays 15 Sacks ____ Pallets Consolidated Postage Statement <input type="checkbox"/> Yes <input type="checkbox"/> No	

Applicable Parts Completed (Select all that apply): A B-E F

Postage	Part A—In-County Prices	Total Part A (page 2) (Postmaster: Report total Part A postage in AIC 224)	59.16
	Part B—Outside-County Pound Prices	Total Part B (page 3)	3.7270
	Part C—Outside-County Piece Prices	Total Part C (page 4)	39.8957
	Part D—Outside-County Bundle Prices	Total Part D (page 5)	5.3100
	Part E—Outside-County Sack/Tray/Pallet Prices	Total Part E (pages 6 & 7)	8.4980
	Outside-County Postage	Subtotal Parts B, C, D & E	57.4307
	Preferred Price Discount Nonprofit, Classroom, Limited Circulation, Limited Circulation Science of Agriculture (Add line B19, and parts C, D, and E Totals) 0.0 X .05 (all others enter zero)		- 0.0
	Subtract the Preferred Price Discount from the Outside-County Postage		= 57.4307
	Part F—Outside-County Ride-Along (page 8)		+
	Total Outside-County Postage (Postmaster: Report total Outside-County postage in AIC 135)		57.43
Add Total In-County Postage and Total Outside-County Postage		Total Postage (AIC 224 + AIC 135)	116.59

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			Print USPS Employee's Name	
			Time _____ AM _____ PM	
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One Issue or One Edition Unless Used as a Consolidated Statement

Mailer	Publication Title and Owner or News Agent Name CALISTOGA TRIBUNE CAPS Cust. Ref. No. _____ CRID _____		Mailing Agent (Printer or Consolidator) Name, Address, Telephone, Email CALISTOGA TRIBUNE PO BOX 1176 CALISTOGA, CA 94515 Printer/Consolidator Imprint Permit No. _____ CRID _____		Entry Post Office Name, State, and ZIP+4 CALISTOGA CA 94515
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Mailing	Publication No. 20698	Edition/Code 15/5	Mailer's Mailing Date 06/01/2017	Statement Seq. No.	For Automation Pieces, Enter Date of Address Matching and Coding 0 5/3 1/2 0 1 7	No. and type of Containers (Enter total number of containers.) ____ Trays 15 Sacks ____ Pallets Consolidated Postage Statement <input type="checkbox"/> Yes <input type="checkbox"/> No
	Issue Date 06/02/2017	Issue Frequency	Price Category <input checked="" type="checkbox"/> Regular <input type="checkbox"/> Nonprofit <input type="checkbox"/> Classroom <input type="checkbox"/> Science-of-Agriculture	Processing Category <input type="checkbox"/> Letters <input checked="" type="checkbox"/> Flats <input type="checkbox"/> Parcels	For Carrier Route Pieces, Enter Date of Address Matching and Coding ____/____/____	
	Weight per Copy for Issue (Round off to 4 decimal places if necessary) 0.1300 pounds	Weight of a Single Ride-Along Piece _____ pounds	Number of Addressed Pieces Excluding Addressed Supplements 880	Number of Addressed Supplements In-County _____ Outside-County _____	For Carrier Route Pieces, Enter Date of Carrier Route Sequencing 0 5/3 1/2 0 1 7	
	Advertising Percentage in This Issue 31.00 %	<input type="checkbox"/> Statement for bundles/containers only (if applicable)	Combined Mailing <input type="checkbox"/> Mixed Class <input type="checkbox"/> Single Class		For Pieces Bearing a Simplified Address Enter Date of Delivery Statistics File or Alternative Method ____/____/____	

Applicable Parts Completed (Select all that apply): A B-E F

Postage	Part A—In-County Prices	Total Part A (page 2) (Postmaster: Report total Part A postage in AIC 224)	62.61
	Part B—Outside-County Pound Prices	Total Part B (page 3)	4.2530
	Part C—Outside-County Piece Prices	Total Part C (page 4)	41.2841
	Part D—Outside-County Bundle Prices	Total Part D (page 5)	5.5130
	Part E—Outside-County Sack/Tray/Pallet Prices	Total Part E (pages 6 & 7)	8.5980
	Outside-County Postage	Subtotal Parts B, C, D & E	59.6481
	Preferred Price Discount Nonprofit, Classroom, Limited Circulation, Limited Circulation Science of Agriculture (Add line B19, and parts C, D, and E Totals) 0.0 X .05 (all others enter zero)		- 0.0
	Subtract the Preferred Price Discount from the Outside-County Postage		= 59.6481
	Part F—Outside-County Ride-Along (page 8)		+
	Total Outside-County Postage (Postmaster: Report total Outside-County postage in AIC 135)		59.65
Add Total In-County Postage and Total Outside-County Postage	Total Postage (AIC 224 + AIC 135)	122.26	

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