[ms-0398.035.011.005]

Adrienne —

For your file - example of how companies should handle communications w/ us

RECEIVED
JAN 25 1993
Ans'd BT

DALL & ASSOCIATES

6700 FREEPORT BOULEVARD / SUITE 206 / SACRAMENTO, CALIFORNIA 95822 USA / TEL 916.392.0282
FAX 916.392.0462

M E M O R A N D U M

TO/AN: Ms. Barbara Terry
Office of the Hon. Leon Williams
FROM/VON: Norbert H. Dall
SUBJECT/BETREFF: Communication with Coastal Commissioner Disclosure Form (Example)
PAGES/SEITEN: 3
DATE/DATUM: January 21, 1993
ATTACHMENT(S)/BEILAGEN: Copies of Disclosure Form
OUR FILE: CCCCOM93.GEN

Dear Ms. Terry:

It was a pleasure to speak with you today and, once again, congratulations to Leon on his appointment to the Coastal Commission.

As per our conversation, I faxed you a copy of our firm's standard form by which we keep track of communications with Coastal Commissioners under the new law. Although we did not discuss any substantive matters pending before the Coastal Commission, and therefore the new law does not require disclosure of the communication to keep it from being "ex parte", I am enclosing the Commissioner's (yellow paper) hard copy of what I faxed both as an example and as a record for your files. We send a third (pink) copy to Coastal Commission staff to complete the procedure according to the new law.

From a conversation with Coastal Commission deputy chief counsel Dorothy Dickey, I understand that she will be sending you the complete package of disclosure information prepared by her office, including the disclosure form that Leon is required to complete and file with respect to substantive communications covered by the law.

My partner Stephanie Dall and I look forward to meeting you in person the next time we're in San Diego.

Cordially,

Norbert H. Dall

NHD:IK.349.lwbtmm.21j

COMMISSIONER'S COPY

DALL & ASSOCIATES
6700 Freeport Blvd., Suite 206
Sacramento, CA 95822 USA
Tel.: 916.392.0282
Fax: 916.392.0462

FORM FOR DISCLOSURE OF COMMUNICATION WITH A COASTAL COMMISSIONER

Name or description of matter: Appointment of Commissioner, Procedures
(Permit, Port Master Plan Amendment, etc.)

Name of person(s) initiating the communication: Norbert H. Dall

Name of Coastal Commissioner(s)
receiving the communication: Ms. Barbara Terry, AA to Hon. Leon Williams

Date and time of the communication: Jan. 21, 1993, 10:15 AM PST

Length of the communication: c. 6 minutes

Manner of the communication: Telephone call X Letter ____
Facsimile ____ Video ____ Other: ____

Was the communication limited to procedural issues? YES X NO ___

If NO, was the entire communication already contained in
a letter or other document that has already been sent
to the staff of the California Coastal Commission? YES ___ NO ___

If YES, provide the name of
the letter or other document: NA

Describe the contents of the communication: Congratulation of Mr. Williams on his appointment by Speaker to CCC. Mr. Williams on way back from Washington DC; left message. NHD advised Ms. Terry of Dall&Associates procedures re disclosure of communications with Coastal Commissioners; brief discussion of CCC legal staff-recommended procedures and forms; identification of responsible CCC staff.

Time and date on which a copy of this Form was sent to the Coastal
Commissioner with whom the communication occurred: 1500 PST, Jan. 21, 1993

January 21, 1993
Date

Signature

Our file: CCCOM93.GEN

Our mailings to coastal Commissioners on matters pertaining to scheduled permit, Local Coastal Program, Port Master Plan, and similar items contain the following note on the envelope to advise Coastal Commissioners of their distribution:

INDENTICAL COPIES SENT TO
COASTAL COMMISSIONERS AND STAFF