I. CALL TO ORDER / FLAG SALUTE / ROLL CALL  

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<th>Council</th>
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<tr>
<td>Council Member Tiara Brown</td>
<td>Interim City Manager Merritt Perry</td>
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<td>Council Member Dean Glaser</td>
<td>Deputy City Clerk Buffy Gray</td>
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<td>Finance Director Aaron Felmlee</td>
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<td>Mayor Pro Tem Tami Trent</td>
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<td>Mayor Sue Long</td>
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6:00 PM

II. ORAL COMMENTS FROM THE PUBLIC

Members of the Public may be heard at this time on any item within the subject matter jurisdiction of the City that is not on the Public Meeting Agenda. It is the practice of this Council to hold public comment for every item of business on the agenda at the time that item is heard. If a speaker cannot stay for a particular item of business, they may be heard during this time. Comments concerning the Consent Calendar may also be heard at this time. Speakers addressing the Council will be limited to 3 minutes per speaker. Be advised that, by law, the City Council can only deliberate or take action on items that are included on the agenda.

III. CONSENT CALENDAR

These matters are routine in nature and are usually approved by a single vote. Any member of the Council may pull a particular item for further discussion.

1. City Council Minutes – 06/18/2018 (Special Meeting) and 06/18/2018 (Regular Meeting)
2. Report of Disbursements for June 14, 2018 and June 26, 2018
3. Five-Year Certification of the City’s Sewer System Management Plan (SSMP)
4. Appointment to Fortuna Business Improvement District (FBID) Board of Directors
5. Waive Further Reading of Ordinance 2018-731

V. CITY COUNCIL BUSINESS

A. Authorize Interim City Manager to Execute an Agreement for Professional Auditing Services to R.J. Ricciardi, Inc., Certified Public Accountants

B. Public Hearing to Consider Amendments to Title 12—Streets, Sidewalks and Public Places, Section 12.30, Subsection(s) 12.30.030 B.1, 12.30.030 B.5- Use of Public Property for Signs; Introduction and First Reading of Ordinance 2018-731

VI. CITY MANAGER’S REPORT

VII. FUTURE AGENDA ITEMS

At this time, members of the Council may consider or request items to be placed on a future agenda through a consensus of the majority.

VIII. CITY COUNCIL REPORTS AND COMMENTS

- Council Member Tiara Brown: Fortuna Business Improvement District
- Council Member Dean Glaser: Parks & Recreation Commission, Redwood Coast Energy Authority
- Council Member Doug Strehl: Humboldt County Association of Governments, Historical Commission
- Mayor Pro Tem Tami Trent: Humboldt Transit Authority, Indian Gaming Commission, League of California Cities Public Safety Commission
IX. ADJOURN TO CLOSED SESSION

1. CONFERENCE WITH REAL PROPERTY NEGOTIATOR in Accordance with Section 54957.8 of the Government Code; Property: 280 12th Street; Negotiating Parties: Interim City Manager Merritt Perry; Under Negotiation: Price and Terms

2. CONFERENCE WITH REAL PROPERTY NEGOTIATOR in Accordance with Section 54957.8 of the Government Code; Property: 320 Main Street; Negotiating Parties: Interim City Manager Merritt Perry; Under Negotiation: Price and Terms

X. REPORT OUT AND ADJOURN

Pursuant to Government Code Section 54957.5, any non-confidential documents or writings that the City distributes, less than 72 hours before a regular meeting, to all or a majority of the legislative body's members must be made available to members of the public at the same time as the distribution. Documents and information related to the agenda topics are available for review at City Hall, 621 11th Street, between the hours of 8:00 AM to 5:00 PM. Members of the public are invited to come to the meeting and comment. In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk at 725-7600. Notification prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

Buffy L. Gray
Deputy City Clerk
I. CALL TO ORDER:
Mayor Long called the Public Session to order at 4:33 PM.

FLAG SALUTE / ROLL CALL
Mayor Long led the flag salute.

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II. ORAL COMMENTS FROM THE PUBLIC
There being no public comments, Mayor Long closed this public comment section.

III. DISCUSSION ITEMS
A. Workshop to Discuss Planning Division Priorities with Staff

Deputy Director of Community Development Liz Shorey provided a verbal report. Council gave staff direction on Planning Division priorities.

IV. ADJOURN
Council Member Strehl moved, seconded by Council Member Glaser to adjourn the meeting at 5:51 p.m. Voice vote. Motion carried.

Respectfully Submitted by,
Buffy Gray
Deputy City Clerk
I. CALL TO ORDER:
Mayor Long called the Public Session to order at 6:00 PM.

FLAG SALUTE / ROLL CALL
Mayor Long led the flag salute.

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<td>Police Chief Bill Dobberstein</td>
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II. PRESENTATIONS / PROCLAMATIONS
Interim City Manager Merritt Perry introduced new employee Austin Evans, Utility Worker II and newly appointed employee Sean Bradley as Lead Street Worker.

III. ORAL COMMENTS FROM THE PUBLIC
There being no comments from the public, Mayor Long closed the public comment section.

IV. CONSENT CALENDAR
These matters are routine in nature and are usually approved by a single vote. Any member of the Council may pull a particular item for further discussion.

1. City Council Minutes – June 4, 2018 (Regular Meeting)
2. Administrative Department Monthly Report for May 2018
3. Community Development Department Monthly Report for May 2018
4. Finance Department Monthly Report for May 2018
5. Parks & Recreation Monthly Report for May 2018
6. Police Department Monthly Report for May 2018
7. Public Works Monthly Report for May 2018
8. River Lodge Monthly Report for May 2018
9. Report of Disbursements for June 6, 2018
10. California Department of Alcohol Beverage Control Grant; Resolution 2018-22

CITY COUNCIL ACTION:
Mayor Pro Tem Trent moved, seconded by Council Member Strehl to Approve the Consent Calendar.
AYES: Council Members Glaser, Strehl, Mayor Pro Tem Trent, Mayor Long
NOES: None
ABSENT: Councilmember Brown
V. CITY COUNCIL BUSINESS

A. Full and Part Time Classification & Salary Schedules for FY 2018-2019; Resolution 2018-26 and 2018-27

STAFF RECOMMENDATION:

STAFF REPORT:
The City Council received an oral report from Interim City Manager Merritt Perry.

PUBLIC COMMENT:
There being no public comments, Mayor Long closed this public comment section.

CITY COUNCIL ACTION:
Mayor Pro Tem moved, seconded by Council Member Glaser to amend Business Item A, by moving the recommended reclassification of the Recreation Program Director discussion to a future special meeting, and consider adopting the full and part time classifications and salary schedules without the reclassification.

AYES: Council Members Glaser, Strehl, Mayor Pro Tem Trent, Mayor Long
NOES: None
ABSENT: Council Member Brown
ABSTAIN: None
Motion Carried: 4/0

CITY COUNCIL ACTION:

AYES: Council Members Glaser, Strehl, Mayor Pro Tem Trent, Mayor Long
NOES: None
ABSENT: Council Member Brown
ABSTAIN: None
Motion Carried: 4/0

CITY COUNCIL ACTION:

AYES: Council Members Glaser, Strehl, Mayor Pro Tem Trent, Mayor Long
NOES: None
ABSENT: Council Member Brown
ABSTAIN: None
Motion Carried: 4/0
B. Employment Agreement Between the Police Chief and The City of Fortuna

**STAFF RECOMMENDATION:**
Consider approving the employment agreement between the City of Fortuna and Bill Dobberstein as Police Chief.

**STAFF REPORT:**
The City Council received an oral report from Interim City Manager Merritt Perry.

**CITY COUNCIL ACTION:**
Mayor Pro Tem Trent moved, seconded by Council Member Strehl to approve the employment agreement between the City of Fortuna and Bill Dobberstein for the position of Police Chief. Roll call vote.

AYES: Council Members Glaser, Strehl, Mayor Pro Tem Trent, Mayor Long
NOES: None
ABSENT: Council Member Brown
ABSTAIN: None
Motion Carried: 4/0

**PUBLIC COMMENT:**
There being no public comments, Mayor Long closed this public comment section.

C. Revised Purchasing Procedures Section of the City of Fortuna’s Administrative Policies and Procedures Manual; Resolution 2018-25

**STAFF RECOMMENDATION:**
Consider approving the Purchasing Procedures Section of the City of Fortuna’s Administrative Policies & Procedures Manual, which will replace the purchasing procedures detailed in Section 4 of City of Fortuna Administrative Regulations and Council Policies outlining City Purchasing Policies and Procedures; and authorize the purchasing agent to make and approve changes to the Purchasing Procedures without City Council approval or ratification in order to enable the purchasing agent to implement such changes as soon as possible to ensure compliance with current laws and regulations.

**STAFF REPORT:**
The City Council received an oral report from Interim City Manager Merritt Perry.

**CITY COUNCIL ACTION:**
Mayor Pro Tem Trent moved, seconded by Council Member Strehl to adopt Resolution 2018-25:
A Resolution of the City Council of the City of Fortuna Approving the Purchasing Procedures for Inclusion in the City of Fortuna’s Administrative Policies & Procedures Manual. Roll call vote.

AYES: Council Members Glaser, Strehl, Mayor Pro Tem Trent, Mayor Long
NOES: None
ABSENT: Council Member Brown
ABSTAIN: None
Motion Carried: 4/0

D. Nominate 2018 Annual League of California Cities Conference Voting Delegate and Alternate(s)
CITY COUNCIL ACTION:
Council Member Glaser moved, seconded by Council Member Strehl to designate Mayor Long as the voting delegate and Mayor Pro Tem Trent as the alternate for the Annual League of California Cities meeting. Voice vote

AYES: Council Members Glaser, Strehl, Mayor Pro Tem Trent, Mayor Long
NOES: None
ABSENT: Council Member Brown
ABSTAIN: None
Motion Carried 4/0

VI. CITY MANAGER’S REPORT

VII. FUTURE AGENDA ITEMS

VIII. CITY COUNCIL REPORTS AND COMMENTS

| • Council Member Tiara Brown       | Fortuna Business Improvement District |
| • Council Member Dean Glaser       | Parks & Recreation Commission, Redwood Coast Energy Authority |
| • Council Member Doug Strehl       | Humboldt County Association of Governments, Historical Commission |
| • Mayor Pro Tem Tami Trent         | Humboldt Transit Authority, Indian Gaming Commission, League of California Cities Public Safety Commission |
| • Mayor Sue Long                   | Redwood Region Economic Development Corporation, Local Agency Formation Commission, League of California Cities Legislative Committee, Housing, Community and Economic Development Committee, North Coast Unified Air Quality Management District |

IX. ADJOURN

Mayor Pro Tem Trent moved, seconded by Council Member Strehl to adjourn the meeting at 6:55 p.m. Motion carried 4/0.

Respectfully Submitted by
Siana L. Emmons, City Clerk
STAFF REPORT
City Council Consent Calendar Agenda Item

DATE: July 2, 2018
TO: Honorable Mayor and City Council Members
FROM: Merritt Perry, Interim City Manager
SUBJECT: Report of Disbursements for June 14, 2018 & June 26, 2018

STAFF RECOMMENDATION:

Receive staff report of disbursements that were processed for the City of Fortuna and the Successor Agency (Fortuna Redevelopment Agency) if applicable, as an informational item only.

REPORT OF DISBURSEMENTS:

Disbursement was processed as follows:

- June 14, 2018 $ 62,179.27
- June 26, 2018 $ 378,692.37

RECOMMENDED COUNCIL ACTION:

Informational Item. Receive report by Consent Agenda Vote

ATTACHMENTS:

- Disbursements Detail Reports for June 14, 2018 & June 26, 2018
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<td>MARGIE WILSON</td>
<td>WIL25</td>
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<td>.00</td>
<td>250.00</td>
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<td>06/26/18</td>
<td>WITNER-TYSON IMPORTS</td>
<td>WIT02</td>
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<td>.00</td>
<td>550.00</td>
<td>T12599 K9 TRAINING</td>
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<td>.00</td>
<td>378692.37</td>
<td></td>
</tr>
</tbody>
</table>
DATE: July 2, 2018
TO: Honorable Mayor and Council Members
FROM: Doug Culbert, Chief Treatment Plant Operator
SUBJECT: Approval of the Sewer System Management Plan (SSMP)

STAFF RECOMMENDATION:
Consider Approving the City’s Sewer System Management Plan.

EXECUTIVE SUMMARY:
The purpose of the Sewer System Management Plan is to facilitate proper management of the sewer system (a.k.a. collection system), and in so doing, reduce occurrences of sanitary sewer overflows (SSOs).

The SSMP is a document that all public sewer system agencies are required to develop and implement under an order issued by the State Water Resources Control Board (Order WQ 2013-0058-EXEC), and by similar requirements issued by the North Coast Regional Water Quality Control Board.

Per the General Order for Sanitary Sewer Systems, “Both the SSMP and the Enrollee’s program to implement the SSMP must be certified by the Enrollee to be in compliance with the requirements set forth above and must be presented to the Enrollee’s governing board for approval at a public meeting. The Enrollee shall certify that the SSMP and subparts thereof, comply with the general Waste Discharge Requirements (WDR) within the time frames identified in the time schedule provided in subsection D.15 of the General Order.”

This Sewer System Management Plan has been prepared in compliance with requirements of the State Water Resources Control Board (SWRCB) pursuant to Order No. WQ 2013-0058-EXEC, Statewide General Waste Discharge Requirements for Sanitary Sewer Systems. The WDR requires development and implementation of a written SSMP, and defines eleven mandatory SSMP elements. The WDR also defines associated monitoring, record keeping, reporting, and public notification requirements.

The City of Fortuna’s previous SSMP was prepared with the assistance of Freshwater Environment Services (FES). This current SSMP was edited by city staff and will become a living document, and should be updated as needed to reflect changes to the SSMP elements. The intent of this SSMP is to meet the requirements of the Statewide WDR.

RECOMMENDED COUNCIL ACTION:
Approve the City’s Sewer System Management Plan. Consent Agenda Vote.

ATTACHMENT:
- City of Fortuna Sewer System Management Plan
CITY OF FORTUNA
SEWER SYSTEM MANAGEMENT PLAN

Original Prepared by
Freshwater Environmental Services
for the City of Fortuna
180 Dinsmore Drive
Fortuna, California 95540

Updated by
Doug Culbert, Chief Treatment Plant Operator
July 1, 2018
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INTRODUCTION

This Sewer System Management Plan (SSMP) has been prepared in compliance with requirements of the State Water Resource Control Board (SWRCB) pursuant to Order No. WQ 2013-0058-EXEC, Statewide General Waste Discharge Requirements for Sanitary Sewer Systems (WDR). The WDR requires development and implementation of a written SSMP, and defines eleven mandatory SSMP elements. The WDR also defines associated monitoring, record keeping, reporting, and public notification requirements.

The City of Fortuna's previous SSMP was prepared with the assistance of Freshwater Environment Services (FES). This current SSMP was edited and will become a living document, and should be updated as needed to reflect changes to the SSMP elements. The intent of this SSMP is to meet the requirements of the Statewide WDR.

This document presents eleven elements in the order presented in the WDR:

1. Goals;
2. Organization;
3. Legal Authority;
4. Operation and Maintenance Program;
5. Design and Performance Provisions;
6. Overflow Emergency Response Plan;
7. Fats, Oils, and Grease (FOG) Control Program;
8. System Evaluation and Capacity Assurance Plan;
9. Monitoring, Measurement, and Program Modifications;
10. SSMP Program Audits; and

As contained in the City of Fortuna NPDES permit, ORDER No. R1-2017-0005, the City owns, operates, and maintains a municipal wastewater treatment plant and associated collection system and disposal facilities. The Facility serves approximately 12,000 residential, commercial, and institutional users in the City of Fortuna. The current wastewater treatment system consists of flow equalization, screening, grit removal, influent pumping, primary sedimentation, activated sludge processes, secondary sedimentation, chlorination, de-chlorination, and pH adjustment as well as anaerobic biosolids digestion, dewatering and composting. The Facility is currently designed to treat an average dry-weather flow (ADWF) of 1.5 million gallons per day (mgd) and reports an influent peak wet weather flow (PWWF) capacity of 6.0 mgd. Peak influent flows over 3.4 mgd are diverted to one equalization pond and returned for treatment during low flow periods.

From October 1 through May 14 each year, wastewater may be discharged through Discharge Point 001 to Strong's Creek, a water of the United States, and a tributary to the Eel River within the Ferndale hydrologic subarea. During the summer months (May 15 through September 30), treated wastewater is discharged to two percolation ponds adjacent to the Eel River at Discharge Point 003.

The solids handling facilities are designed to accommodate a capacity of 1.9 mgd. Biosolids generated during the treatment process are thickened, anaerobically digested
and dewatered using a belt filter press. The biosolids are composted to Class A Exceptional Quality requirements. The dewatered biosolids are currently stored on-site and disposed of in accordance with Title 14 and EPA 503 requirements. Disposal activities are conducted in accordance with the City's Biosolids Management Plan and Waiver of Waste Discharge Requirements.

ELEMENT 1: GOALS
The intent of this section is to identify the goals that the City has established for its SSMP. These goals are intended to provide focus for City staff to continue proactive management of its wastewater collection system.

1.1 Regulatory Requirements for the Goals Element
The WDR requires that the SSMP goals focus on proper management, operation, and maintenance of all parts of the sanitary sewer system. This will help reduce and prevent Sanitary Sewer Overflows (SSOs), as well as mitigate any SSOs that do occur.

1.2 SSMP Goals
The goals of the City of Fortuna’s SSMP include:

- Maintaining or improving the condition of the collection system infrastructure in order to provide reliable services now and into the future;
- Cost-effectively minimizing infiltration/inflow (II) and provide adequate sewer capacity to accommodate design storm flows;
- Minimizing the number and impact of sanitary SSOs that occur;
- Preventing unnecessary damage to public and private property;
- Using funds available for sewer operations in the most efficient manner;
- Working cooperatively with local, state, and federal agencies to investigate the causes of, minimize, and mitigate the impacts of SSOs;
- Meeting all applicable regulatory notification and reporting requirements;
- Being available and responsive to the needs of the public to prevent and restore interruptions in service and to minimize public health and property impacts related to SSOs;
- Implementing regular, proactive maintenance of the system to remove and control roots, debris, fats, oils and grease (FOG) that may cause SSOs;
- Prioritizing renewal and replacement of wastewater collection system facilities to maximize their useful life and optimize capital expenditures; and
- Maintaining the SSMP, which will serve as a reference for the City’s sanitary sewer system management practices.

ELEMENT 2: ORGANIZATION
The intent of this section of the SSMP is to identify the City staff members responsible for implementing this SSMP, responding to SSO events, and meeting the SSO reporting requirements. This section also includes the designation of the Legally Responsible Official (LRO) or authorized representative to meet SWRCB requirements for completing and certifying spill reports.
2.1 Regulatory Requirements for the Organization Element
The WDR requires that the Organization element of the SSMP provides the following:

- The name of the responsible or authorized representative;
- The names and telephone numbers for management, administrative, and maintenance positions responsible for implementing specific measures in the SSMP program. Include lines of authority as shown in an organization chart or similar document with a narrative explanation; and
- The chain of communication for reporting SSQs, from receipt of a complaint or other information, including the person responsible for reporting SSQs to the State and Regional Water Boards and other agencies if applicable.

2.2 Organization
The portion of the City’s organization chart related to management, operation, and the maintenance of the wastewater collection system is shown below:

```
City Council
   ↓
City Manager
   ↓
Director Public Works/
City Engineer
   ↓
Deputy Dir. of Public Works
   ↓
Utility Superintendent
   ↓
Lead Utility Worker
```

A description of the roles for wastewater collection system agency staff is described below:

**City Council** – Establishes policy.

**City Manager** – Enforces policy, plans strategy, directs staff, allocates resources, delegates responsibility and authorizes outside contractors to perform services.

**Director of Public Works** - Responsible for directing, developing, implementing, evaluating, and administering the operations and staff required to design, construct, operate, and maintain the City’s water, sewer, and storm drain infrastructure.
City Engineer – Prepares wastewater collection system planning document, manages capital improvement plan, documents new and rehabilitated assets.

Deputy Director of Public Works – Assists Director of Public Works to direct, develop, implement, evaluate, and administer the operations and staff required to design, construct, operate, and maintain the City’s water, sewer, and storm drain infrastructure, develops capital improvement plan.

Utility Superintendent – Manages field operations and maintenance activities, provides relevant information to the Director of Public Works, assists Chief Treatment Plant Operator in preparing and implementing contingency plans, leads emergency response, investigates and reports SSOs, trains field crews and coordinates development and implementation of SSMP with the Chief Treatment Plant Operator.

Chief Treatment Plant Operator – Provides relevant information to the Director of Public Works, assists Utility Superintendent in preparing and implementing contingency plans, assists in training field crews and helps coordinate development and implementation of SSMP with the Utility Superintendent.

Engineering Technician – Ensures that new and rehabilitated assets meet City standards, works with field crews to handle emergencies when contractors are involved, provides reports to the City Engineer, and implements enforcement actions.

Lead Utility Worker – Staff that conduct preventive and corrective maintenance activities, mobilize and respond to notification of stoppages and SSOs.

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>City Manager (interim)</td>
<td>Merritt Perry</td>
<td>707-725-1469</td>
</tr>
<tr>
<td>City Engineer</td>
<td>Merritt Perry</td>
<td>707-725-1469</td>
</tr>
<tr>
<td>Director of Public Works</td>
<td>Merritt Perry</td>
<td>707-725-1469</td>
</tr>
<tr>
<td>Deputy Director of Public Works</td>
<td>Kevin Carter</td>
<td>707-725-1472</td>
</tr>
<tr>
<td>Utilities Superintendent</td>
<td>Andy Bowles</td>
<td>707-725-1467</td>
</tr>
<tr>
<td>Lead Utility Worker</td>
<td>Jessie Schulze</td>
<td>707-725-1467</td>
</tr>
<tr>
<td>Chief Treatment Plant Operator</td>
<td>Doug Culbert</td>
<td>707-502-6258</td>
</tr>
<tr>
<td>Engineering Technician</td>
<td>Vacant</td>
<td>707-725-1479</td>
</tr>
</tbody>
</table>

2.3 Authorized Representative
The Utilities Superintendent, Andy Bowles, is the Legally Responsible Official (LRO) or duly authorized representative to prepare, certify and submit electronic spill reports to the RWQCB and SWRCB and to notify other government agencies.

2.4 SSO Reporting Chain of Communication
Sanitary system overflow (SSO) detection, notification, response and reporting processes will be described in Element 6 – Overflow Emergency Response Plan. The sanitary system
overflow (SSO) detection, notification, and response process is illustrated on the following page:

[Diagram of Sewage Overflow/Backup Response Plan]

WHAT TO TELL THE CUSTOMER (See Field Guide for Tips)

1st
- Clearly communicate to customers who will respond, estimated time they will arrive and what areas will need to be accessed.
- Clearly communicate that a blockage in the sewer main line will be promptly cleared but the City is not allowed to work on a blockage in the property owner's 'shoedown' service lateral line.
- Use verbal terms that are easy to understand.
- Show concern for the property owner but do not admit to demo-fact.
- Instruct the property owner to keep all family members and pets away from the affected area.
- Instruct the caller to place towels, rags, blankets or anything between the area that is affected and the area that is not affected.
- Instruct the caller to remove any contaminated items—let the professionals do this.
- Instruct the caller to turn off their HVAC system.
- Instruct the caller to move any uncontaminated property away from the overflow area.

2nd
- Dispatch Collections Crew
- Instruct Collections Crew to complete the Sanitary Sewer Backup Response Plan Envelope

The regulatory notification responsibility and requirements are included in the Sanitary Sewer Overflow and Backup Response Plan and include the following:
### Regulatory Notifications Packet
#### Guide to Reporting To Regulatory Authorities

Use chart below to identify reporting requirements. See Side B for reporting procedures and contact information.

<table>
<thead>
<tr>
<th>IF THE BACKUP or SSO: (regardless of source)</th>
<th>THEN CONTACT:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1,000 gal</td>
<td>OES</td>
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<tr>
<td>Killed Fish</td>
<td>x</td>
</tr>
<tr>
<td>Results in a discharge into a drainage channel or a surface water</td>
<td>x</td>
</tr>
<tr>
<td>Was discharged to a storm drain &amp; not fully recovered, regardless of volume</td>
<td>x</td>
</tr>
<tr>
<td>Reached or Required sampling of Receiving Waters</td>
<td>x</td>
</tr>
<tr>
<td>Required Posting of Public Warning Signs</td>
<td>x</td>
</tr>
<tr>
<td>Was caused by problems with a private service line</td>
<td>x</td>
</tr>
<tr>
<td>All SSOs &amp; Backups</td>
<td>x</td>
</tr>
</tbody>
</table>

Persons authorized to perform regulatory reporting:
- Director of Public Works
- Utility Superintendent
- Lead Utility Worker
- Chief Treatment Plant Operator

Legally responsible official (LRO) authorized to electronically sign SWRCB online SSO Reports:
Title: Utility Superintendent
Phone: 707.486.7405
After Hours: 707.486.7405

**Additional Internal Reporting Requirements:**

<table>
<thead>
<tr>
<th>Report to:</th>
<th>Contact Information:</th>
<th>Trigger for reporting:</th>
</tr>
</thead>
<tbody>
<tr>
<td>City Manager</td>
<td>Business Hours: 707-723-1450</td>
<td>Any sewer overflows or backup where public contact occurred or spills that impacted creeks or other waterways and/or entered a private residence</td>
</tr>
<tr>
<td></td>
<td>After Hours: 707-486-1779</td>
<td></td>
</tr>
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</table>

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ELEMENT 3: LEGAL AUTHORITY

This element of the SSMP discusses the City’s Legal Authority, including its Municipal Code and agreements with other agencies. This section fulfills the Legal Authority requirement for the WDR (Element 3).

3.1 Regulatory Requirements for the Legal Authority Element

The requirements for the Legal Authority element of the SSMP are summarized below. The City must demonstrate, through collection system use ordinances, service agreements, or other legally binding procedures, that it possesses the necessary legal authority to:

- Prevent illicit discharges into its wastewater collection system (examples may include infiltration and inflow (I/I), storm water, chemical dumping, unauthorized debris and cut roots, etc.);
- Require that sewers and connections be properly designed and constructed;
- Ensure access for maintenance, inspection, or repairs for portions of the lateral owned or maintained by the Public Agency;
- Limit the discharge of fats, oils, and grease and other debris that may cause blockages, and
- Enforce any violation of its sewer ordinances.

3.2 City of Fortuna Legal Authority

Municipal Code

The legal authority required for the SSMP is contained within Fortuna’s Municipal Code. Five chapters of the Fortuna Municipal Code are dedicated to the sewer system, all included in Title 13, Utilities, Division II Public Sewers (Appendix A):

- Chapter 13.20 – General Provisions. Includes provisions to prevent and control pollution to protect human health.
- Chapter 13.26 – Sewer Connections and Construction. Provides regulations for sewer connections, maintenance, testing, and permits.
- Chapter 13.38 – Industrial Wastewater. Requires permits for industrial wastewater discharge and specifies conditions for sampling and pretreatment.
- Chapter 13.40 – Permits and Fees. Requires permits for all work involving the public sewer system.

The chapters listed above pertain to the legal authority required for fulfillment of SSMP requirements. These chapters are included in full in Appendix A. Portions of these chapters are discussed in the following sub-sections as they pertain to prevention of illicit discharges, proper design and construction of sewer and connections, maintenance access, and enforcement measures.

The City has already adopted Chapter 10 of the 2007 California Plumbing Code. All discussions in the following sub-sections on the City’s legal authority, as required by the SSMP, are based on Fortuna’s existing Municipal Code as of the date of this plan.
Prevention of Illicit Discharges
All measures prohibiting illicit discharges are included in Chapter 13.32, Sewer Use. The specific purpose of the chapter is to prevent the discharge of any pollutant into the sewers that would obstruct or damage the collection system, interfere with treatment, or threaten harm to human health or the environment. Examples of discharges covered are included below. Refer to Fortuna's Municipal Code included in Appendix A for the complete text.

Storm water and M. Section 13.20.070 makes it unlawful to dispose of any sewage except via a connection to a public sewer. Section 13.32.010 prohibits discharge of uncontaminated water, including storm water, into a sanitary sewer through direct or indirect connection. Chapter 13.32.010 prohibits the discharge of non-storm water discharges to storm drains.

Industrial Waste. Section 13.36.010 requires all industrial waste dischargers to obtain a permit and prohibits discharge in excess of the permit allowance. The permit issued may require pretreatment or include other provisions for wastewater quality and quantity. Additional regulations (13.36.020 – 13.36.050) detail permitting policies.

Other Discharges. Chapter 13.32 outlines appropriate sewer use, along with an extensive list of prohibited discharges into Fortuna's sanitary sewer.

Proper Design and Construction of Sewers and Connections
Regulations pertaining to the design, construction, and inspection of building sewers and connections are included in Chapter 13 of the Fortuna Municipal Code.

- **Permit Required.** A permit is required prior to constructing a building or lateral sewer or connecting to a public sewer (section 13.28.010 and 13.28.110).

- **Design and Construction Requirements.** Section 13.28.020 – 13.28.170 specifies design and construction requirements in accordance with standard City specifications.

- **Inspection and Testing.** All building sewers and laterals must be tested in the presence of a duly authorized employee of the City, per section 13.20.170.

Lateral Maintenance Access
No unauthorized person shall uncover, make any connection with or opening into, use, alter, or disturb any public sewer or appurtenances or perform any work on any lateral or building sewer without first obtaining a written permit from the City, per Section 13.40.010. Section 13.28.050 requires that cleanouts in building sewers shall be provided in accordance with the rules, regulations, and ordinances of the City.

Limit Discharge of FOG and Other Debris
Section 13.32.040 prohibits discharge of grease to a public sewer, and Section 13.32.070 requires an interceptor when necessary. Section 13.32.080 also includes requirements for maintaining interceptors. FOG prohibitions are covered by Section 13.32.040; paragraph 8, which prohibit discharge of any oils and fats in excessive concentrations that would tend to cause adverse effects on the sewerage system. Additionally, Section 13.32.040, paragraph 4 prohibits discharge of solids that will obstruct or be detrimental to the collection system.
Enforcement Measures
The City’s general provisions for all sewer regulations listed in Title 13 are specified in Chapter 13.20. Chapter 13.60 includes enforcement measures for violations of provisions included in Title 13. Written notice is provided to persons in violation, with a time limit for correction. Further enforcement provisions include declaration of a public nuisance and disconnection from public sewers. The person in violation is liable to the city for the costs to achieve compliance.

Control of I/I from a Satellite Collection System
The SSMP requirements state that the City must demonstrate that it has the legal authority to control I/I into its collection system, including I/I from satellite systems. The Palmer Creek Community Services District (CSD) discharges into the City’s sewer system. The Palmer Creek CSD’s flow to the Fortuna sewer system is metered and limited to 84,240 gallons/day peak flow. This contractual maximum capacity effectively limits the peak flow, and therefore the amount of I/I, that can enter the City’s system from the Palmer Creek CSD. The agreement specifying this contractual maximum capacity, dated June 7, 1985, is attached in Appendix B.

3.3 Agreements with Other Agencies
The SSMP requirements for legal authority are fulfilled by Fortuna’s Municipal Code. However, the City does have one legal agreement with the Palmer Creek Community Services District, which is described in this section for reference. The City has a sewer treatment agreement with this agency.

Palmer Creek Community Services District Agreement
The City of Fortuna is working with Palmer Creek CSD to update or establish an ordinance or agreement with the Palmer Creek CSD that would apply the requirements of the Fortuna Municipal Code to users of the Palmer Creek CSD. This should include discharge prohibitions, control of storm water I/I, source control of FOG, design construction and inspection standards for sewers and connections, and enforcement authority.

ELEMENT 4: OPERATION AND MAINTENANCE PROGRAM

4.1 Regulatory Requirements for the Operations and Maintenance Program Element
The VDR states that the City shall develop and implement an Operations and Maintenance (O & M) Program which should include the following:

- The City must maintain an up-to-date map of the sanitary sewer system, showing all gravity line segments, manholes, pumping facilities, pressure pipes, valves, and applicable storm water conveyance facilities;
- The City must describe routine preventive operation and maintenance activities by staff and contractors; including a system for scheduling regular maintenance and cleaning of the sanitary sewer system with more frequent cleaning and maintenance targeted at known problem areas. The Preventive Maintenance program should have a system to document scheduled and conducted activities, such as work orders;
- The City must develop a rehabilitation and replacement plan to identify and prioritize system deficiencies and implement short-term and long-term rehabilitation actions to address each deficiency. The program should include regular visual and TV inspections of manholes and sewer pipes, and a system for ranking the condition of
sewer pipes and scheduling rehabilitation. Rehabilitation and replacement should focus on sewer pipes that are at risk of collapse or prone to more frequent blockages due to pipe defects. Finally, the rehabilitation and replacement plan should include a capital improvement plan that addresses proper management and protection of the infrastructure assets. The plan shall include a time schedule for implementing the short-term and long-term plans plus a schedule for developing the funds needed for the capital improvement plan;

- The City must provide equipment and replacement part inventories, including identification of critical replacement parts; and
- The City must provide training on a regular basis for staff in sanitary sewer system operations, maintenance, and require contractors to be appropriately trained.

4.2 Maps
The City of Fortuna maintains a set of sanitary sewer system maps utilizing Computer Assisted Drafting (CAD) software. The sanitary sewer system maps are updated with new and rehabilitated facilities by City of Fortuna Public Works staff on an as-needed basis. The City has digital storm drainage system maps that are contained in the City of Fortuna 2005 Storm Drainage Master Plan, and maintains a set of storm drainage system maps utilizing Computer Assisted Drafting (CAD) software. Copies of sanitary sewer maps and storm drainage maps are provided in Appendix C. Electronic copies of the maps are maintained at the wastewater office. Hard copies of these maps are kept in the wastewater office and in field vehicles and are used to locate and identify wastewater and storm drainage structures and to aid in the response to a SSO. The City plans on having these two data sets merged into a GIS platform and will generate a combined wastewater and storm drainage atlas which will be utilized in the office and in the field.

4.3 Preventive Operations and Maintenance Program
The wastewater treatment plant (WWTP) performs a variety of scheduled, preventive, predictive, and breakdown maintenance on a diverse spectrum of equipment. The main goal of maintenance activities is to ensure equipment availability and reliability to meet plant process operation requirements.

The City prioritizes its preventive maintenance activities. The preventive maintenance program includes compiling and maintaining a list of areas within the system that require repeated maintenance, referred to as "hot spots". The preventive maintenance program includes scheduled jet-rodding of the hot spots list, regular inspection of lift stations, and investigation of customer complaints.

Gravity Sewers
The City currently uses in-house services for routine and emergency sewer cleaning as needed. The City uses its field crews to complete most emergency repairs. The City hires contractors through the competitive bidding process to correct larger problems.

The primary focus of the City's preventive maintenance activities is on grease. The City of Fortuna maintains a list of hot spots. Preventive maintenance on the hot spots are performed and documented every 60 days. The City maintains tables indicating the manhole that was entered, direction of rodding and total feet of sewer cleaned. Examples of the hot spots list and documentation are included in Appendix D.
Lift Stations and Force Mains
The City’s force mains O & M program consists of periodic inspections and corrective maintenance activities conducted by City staff. Flow inspections are made periodically from the manholes located at the intersection of the force main and the gravity sewer line. The location of the manholes permits access for upstream cleaning of the force mains.

The City’s WWTP staff is responsible for the City’s seven lift stations. The City performs daily inspections of each lift station. Daily inspections include visual check of the equipment, manual cycling of pumps, and checking and cleaning floats if it is needed. The Supervisory Control and Data Acquisition (SCADA) computer system records and stores alarms automatically. Removal of debris from lift stations is conducted every six months or when a problem begins to form. Lift stations are inspected extensively every year. Extensive maintenance includes cleaning sumps, and removing pumps for inspection and repairs if necessary. Lift station inspections are tracked in log books that are kept in the Lab with other “City Rounds” equipment. Lift station maintenance is recorded in the Plant Log Book. Backup generators for the lift stations are tested monthly. The lift stations currently have PLCs that communicate alarms via radio to the SCADA computer, which utilizes a computer autodialer to call a cell phone that is kept by the primary on-call WWTP worker, then the on-call WWTP shift supervisor, then the Chief Plant Operator, then the Police Dispatch.

Root Control
The City has very little problems with roots throughout the system. If closed circuit television (CCTV) determines roots are an issue in a line, a chemical agent is used followed by root cutting performed with mechanical cutters.

Odor Control
The City receives very few odor complaints per year. The complaints are often in areas of low flows where septic conditions exist. The City has no official odor control program in place. When there are complaints, City crews flush the sewer lines and attempt to plug holes in the manhole lids where odors may be escaping the system.

Non-Routine Maintenance
The City utilizes contract services for emergency cleaning and a combination of contract and in-house services for cleaning of known trouble spots. Non-routine maintenance activities include investigation and response to any complaints regarding a manhole overflow, missing or shifted manhole covers, manhole covers that are excessively noisy, residential plumbing problems, lift station malfunction, unexpected sewer odor, etc. Sewer complaints are investigated and appropriate actions are taken to resolve the source of the problem.

Special Needs Maintenance
The City has a hot spots sewer cleaning program for identified problematic line segments to prevent blockages and SSOs with a two month cleaning cycle. Frequencies of cleaning cycles may be adjusted based on the observations during the sewer cleaning. The frequency will be shortened for line segments with moderate to heavy accumulations and extended for line segments with lesser accumulations.

Emergency Maintenance
The City’s collection system facilities have periodically experienced blockages and/or SSOs that require unplanned maintenance under emergency conditions. The City has developed
emergency maintenance procedures contained within their Sanitary Sewer Overflow and Backup Response Plan, for more information. Refer to Element B.

Information Systems/Data Collection
The City currently tracks maintenance activities using paper work orders. The City has the goal of developing and implementing an electronic work order tracking system.

4.4 Rehabilitation and Replacement Program
The City has contracted with SHN Consulting to perform a Sanitary Sewer Evaluation Survey which includes flow monitoring, CCTV inspections, manhole inspections and a final report with recommendations on addressing the City's I/I issues. This survey is scheduled to be completed in early 2019. The City utilizes a combination of inspection activities to assess the condition of sewer assets including:

- Routine (daily) aboveground inspections of the collection system facilities, and lift stations to identify defects, damage or other identified problems;
- A system-wide CCTV inspection is scheduled to be completed by 2019. Inspection data collected during the CCTV inspections is reviewed by the Utility Superintendent to determine whether repairs or rehabilitation/replacement are warranted;
- Manhole inspections using CCTV are scheduled to be completed by 2018;
- The City is developing an updated program for rating the inspected sewer lines based on their condition. A flow monitoring capacity analysis is currently being performed; and
- Smoke testing and dye testing is used to monitor and reduce I/I.

The City has identified rehabilitation and replacement projects and some have been scheduled as current or future Capital Improvement Projects. As new inspection data, based on the updated inspection system, is collected, the City will develop a prioritized deficiency list and rehabilitation will be completed in a priority order. The City plans to use a combination of in-house and contract services to complete non-emergency rehabilitation and replacement projects. Emergency repairs will continue to be completed by the City and contractors as needed. The City performed flow monitoring in the winter of 2017-18 at selected manholes throughout the collection system. Based on the areas with the highest measured I/I, CCTV and smoke testing can be focused on areas with the greatest I/I potential, helping to identify and prioritize needed rehabilitation projects, which will be detailed in the SSRS final report.

4.5 Training
The WWTP has developed a comprehensive Operator Training Program that expands the abilities of the operational staff, resulting in better service to the public. WWTP operating staff attends the trainings. The City of Fortuna offers numerous in-house training programs and participates in the California Water Environmental Association (CWEA) certification program which requires ongoing continuing education to maintain certifications.

The trainings include:

- CPR
- First Aid
- Chlorine Safety
- Driver Safety
- Sludge Dewatering Systems
- Confined Space Entry
- Trenching Training
- Back Safety
- Flagging Training
- Lockout/Tagout procedures
- SSO First Response
- Chemical Spill Evacuation Protocol

The status of operator certification at the treatment plant for 2018 include one Grade IV, three Grade III, two Grade II, and one operator in training (O.I.T.).

The City of Fortuna currently requires contractors to have the following training:
- Control of Hazardous Entry (Lock out/tag out)
- Energized Electrical Work
- Confined Space
- Blood Borne Pathogen
- Annual review of City's Sanitary Sewer Overflow and Backup Emergency Response Plan

4.6 Contingency Equipment and Replacement Parts Inventory
The City has a consumable inventory list for the Public Works Wastewater Division. The City currently has equipment on hand to bypass sewer failures and lift station failures, such as portable pumps, and quick connections for hoses.

The City of Fortuna has a goal of developing mutual assistance programs with neighboring communities. These agreements will be to facilitate access to repair parts, and sharing of available resources in emergencies, as necessary.

The City of Fortuna maintains critical replacement parts lists for the following critical pieces of equipment:

2000 Vac-Con® Critical Replacement Parts in Inventory
- Vickers hydraulic pump
- Main pump control valve and handle
- Water bypass control valve
- Hydraulic bypass control valve
- Water pump belt
- Extension boom
- Elbow weldment
- Hydraulic solenoid valve
- Various filters

2000 Vac-Con® Equipment Replacement Parts in Inventory
- Deflector shield for tube
- Water tank side tube
- 10" gaskets
- 8" gaskets
- Wing nut and lock for backdoor
- Hinge joints and cam rollers
- Quick couplers
- Curved arms for back door
- Lock and pivots for backdoor
- Kanaflex hose and clamps
- Seal for tank inlet and outlet
- Spare gauge
- Vacuum level latch
- Electric wire
- Headlights
- Taillights
- Turn signals
- Warning beacon
- Electrical connections
- Reflectors
- Nuts and bolts
- Extra hose tips (grease cutter)

2000 Vac-Con® Equipment Replacement Parts Availability
- Rodding Hose: 600 feet of high pressure rodding hose, which came with the Vac-Con® in 2000 and 600 feet of new hose, March 2009.
- Tires: Hummel Tire, the Goodyear dealer in Fortuna, keeps rear tires for the Vac-Con® in stock and has to order front tires. Orders take several days but Hummel's can patch any flats on the vehicle and keep it operational.
Hydraulic Hoses: Custom hydraulic hoses can be made at either Peterson Tractor Company (local Caterpillar dealer) or at 101 Automotive (local NAPA dealer). These hoses can be made to order the same day.

Special Order parts: All other Vac-Con® parts can be special ordered from Municipal Maintenance Equipment (MME) in Sacramento, or from the Vac-Con® factory in Florida. These parts can be shipped express mail overnight and be at the repair facility in the morning.

2008 PipeHunter-Model 7834 Trailer Critical Replacement Parts in Inventory

- Filters in inventory.
- Tires: Hurrmel Tire, the Goodyear dealer in Fortuna, stocks the proper size tire for the PipeHunter.
- Hydraulic Hoses: Custom hydraulic hoses can be made at either Peterson Tractor Company (local Caterpillar dealer) or at 101 Automotive (local NAPA dealer). These hoses can be made to order the same day.
- Engine Parts: Engine parts can be ordered from Ferndale Tractor, the local John Deere dealer. If parts are not in stock they can be shipped express mail overnight and be at the repair facility in the morning.
- Special Order parts: All other PipeHunter parts can be special ordered from Municipal Maintenance Equipment (MME) in Sacramento. These parts can be shipped express mail overnight and be at the repair facility in the morning.

1979 Meyers-Hydro Washer Critical Replacement Parts in Inventory

- Engine tune-up parts in inventory.
- Filters in inventory.
- Tires: Hurrmel Tire, the Goodyear dealer in Fortuna, stocks the proper size tire for the Myers-Hydro Washer.
- Hydraulic Hoses: Custom hydraulic hoses can be made at either Peterson Tractor Company (local Caterpillar dealer) or at 101 Automotive (local NAPA dealer). These hoses can be made to order the same day.

ELEMENT 5: DESIGN AND PERFORMANCE PROVISIONS

The intent of this section of the SSMP is to document the City's design and performance provisions.

5.1 Regulatory Requirements for the Design and Performance Provisions

The WDR requires the Design and Performance element of the SSMP provide the following:

- The City must have design and construction standards and specifications for the installation of new sewer systems, lift stations and other appurtenances; and for the rehabilitation and repair of existing sewer systems; and

- The City must have procedures and standards for inspecting and testing the installation of new sewers, pumps, and other appurtenances and for rehabilitation and repair projects.
5.2 Standards for Installation, Rehabilitation and Repair

5.3 Standards for Inspection and Testing of New, Rehabilitated, and Repaired Facilities
All building sewers and laterals must be tested in the presence of a duly authorized employee of the City, per Section 13.28.070 of the Fortuna Municipal Code. The City of Fortuna is in the process of adopting a sewer lateral ordinance which should be completed by the fall of 2018.

ELEMENT 6: OVERFLOW EMERGENCY RESPONSE PLAN
The intent of this section of the SSMP is to document the City’s Overflow Emergency Response Plan (CERP).

6.1 Regulatory Requirements for the Overflow Emergency Response Plan
The City has an Overflow Emergency Response Plan that identifies measures to protect public health and the environment. This plan includes the following:

- Proper notification procedures so that the primary responders and regulatory agencies are informed of all SSOs in a timely manner;
- A program to ensure appropriate response to all overflows;
- Procedures to ensure prompt notification to appropriate regulatory agencies and other potentially affected entities (e.g., health agencies, regional water boards, water suppliers, etc.) of all SSOs that potentially affect public health or reach the waters of the State in accordance with the Adopted Amended Monitoring and Reporting Requirements State Water Resources Control Board Order Number WQ 2013-0058-EXEC. All SSOs shall be reported in accordance with this Order, the California Water Code, other State Law, and other applicable Regional Water Board WDR or National Pollution Discharge Elimination System (NPDES) permit requirements. The SSMP should identify the officials who will receive immediate notification;
- Procedures to ensure that appropriate staff and contractor personnel are aware of and follow the Emergency Response Plan and are appropriately trained;
- Procedures to address emergency operations, such as traffic and crowd control and other necessary response activities; and
- A program to ensure that all reasonable steps are taken to contain untreated wastewater and prevent discharge of untreated wastewater to waters of the United States and minimize or correct any adverse impact on the environment resulting from the SSOs, including such accelerated or additional monitoring as may be necessary to determine the nature and impact of the discharge.

6.2 Goals
The City’s goals with respect to responding to SSOs are:

- Respond quickly to minimize the volume of the SSO;
- Eliminate the cause of the SSO;
- Contain the spilled wastewater to the extent feasible;
- Minimize public contact with the spilled wastewater.
• Mitigate the impact of the SSO; and
• Meet the regulatory reporting requirements.

6.3 SSO Notification Procedure

The processes that are employed to notify the City of the occurrence of an SSO include: observation by the public, receipt of an alarm, or observation by City Staff during the normal course of their work. The City of Fortuna has a Sanitary Sewer Overflow and Backup Response Plan which is included in Appendix E. The Sanitary Sewer Overflow and Backup Response Plan contains the procedures for receiving sewage overflow/backup reports (PB-3).

Public Observation

Public observation is the most common way that the City is notified of blockages and spills. During business hours calls are received at City Hall (707) 725-7600, the Public Works office (707) 725-7650 or the Fortuna Police Station (707) 725-7550. City Hall and City Police staff is trained to collect crucial information and then to contact the Public Works sewer crew. Public Works staff is trained to collect crucial information and then to contact the dispatch so a sewer crew can be mobilized.

After hours, calls to City Hall receive a pre-recorded message giving the phone number of the police department for emergencies. Calls to Public Works after hours are forwarded to the police department. The police department is trained on how to respond and will contact the on-call Utility crew member.

Receipt of Alarm

The City's lift stations have alarm systems that automatically signal alarms to the wastewater treatment plant SCADA computer which notifies the on-duty WWTP operator. If the on-duty Cell Phone is unanswered, the automatic system will wait for 5 minutes and redial the on-duty Cell Phone. If unanswered a second time the automatic system will call the WWTP Shift Supervisor. If the WWTP Shift Supervisor does not answer, the automatic system will wait 5 minutes and redial the WWTP Shift Supervisor. If unanswered a second time the automatic system will call the Chief Treatment Plant Operator. If the Chief Treatment Plant Operator does not answer, the automatic system will wait for 5 minutes and redial the Chief Treatment Plant Operator. If unanswered a second time the automatic system will call the Fortuna Police Department dispatch.

If the SCADA system in the wastewater treatment plant control room receives an alarm during working hours, staff will respond to the alarm and notify the Shift Supervisor, Chief Treatment Plant Operator, and/or the Utilities Superintendent.

City Staff Observation

City staff conducts periodic inspections of its sewer system facilities as part of their routine activities. Any problems noted with the sewer system facilities are reported to appropriate City staff who respond to emergency situations. The City of Fortuna is developing a work order system.

6.4 SSO Response Procedures

Sewer service calls and lift station alarms are considered high priority events that demand a prompt response to the location of the problem. The response procedure is outlined in the Sanitary Sewer Overflow and Backup Response Plan contained in Appendix E. The goals of the
Sanitary Overflow and Backup Emergency Response Plan is to protect the public from hazards, identify source of overflow and determine ownership, perform cleanup and abatement, complete proper reporting procedures and provide good customer service. The Sanitary Sewer Overflow and Backup Response Plan provides detailed response procedures for the first responder and field crew responsible for identifying the source of the problem, correcting the cause of the overflow, and cleaning the surrounding area. The Sanitary Sewer Overflow and Backup Response Plan includes reporting forms for the responder to complete.

6.5 Priorities
The first responder's priorities are:

- To follow safe work practices;
- To respond promptly with the appropriate equipment;
- To contain the spill wherever feasible;
- To restore the flow as soon as practicable;
- To minimize public access to and/or contact with the spilled sewage;
- To promptly notify the Utilities Superintendent or the Public Works Director in the event of any SSQ;
- To return the spilled sewage to the sewer system and
- To restore the area to its original condition (or as close as possible);
- Notify Utilities Superintendent so that required regulatory notices can be initiated?
- In the event of damage to private of city-owned property or equipment, notify the Utilities Superintendent to ensure the City's Risk Manager is notified immediately.

6.6 Safety During Response
The first responder is responsible for following safety procedures on all jobs. Special safety precautions must be observed when performing sewer work.

There may be times when City personnel responding to a sewer system event are not familiar with potential safety hazards peculiar to sewer work. In such cases, it is appropriate to take the time to discuss safety issues, consider the order of work, and check safety equipment before starting the job.

The first responder must assess the scene for hazards to the responders and/or the public. After completing the job hazard analysis the responder will:

- Utilize control devices such as signs, cones, delineators, lights, barricades, when work encroaches in lane(s) of traffic, or in an area subject to pedestrian or vehicle traffic;
- Utilize Personal Protection Equipment such as gloves; hardhat; safety glasses; safety vest; and splash goggles as needed; and
- Utilize proper lifting, pulling and bending techniques when removing a sanitary sewer access cover to protect the responders back.
6.7 Initial Response
The first responder must respond to the reported location or lift station site and visually check for potential sewer stoppages or overflows. All sewer system calls require a response to the reported location of the event.

The first responder will:
- Note arrival time at spill site;
- Verify the existence of a sewer system spill or backup;
- Identify and assess the affected area and extent of spill;
- Contact caller if time permits; and
- Notify the Utilities Superintendent in the event of any SSO.
- Notify the Utilities Superintendent if there is damage to private or city-owned property or equipment, reminding the Superintendent to immediately notify the City’s Risk Manager.

The SSO is considered major if the following conditions are present:
- The spill appears to be large, in a sensitive area, or there is doubt regarding the extent, impact, or how to proceed;
- The spill appears to have caused damage to private or city property or equipment;
- The spill is in a public roadway and help with traffic control is needed to protect workers and the public; or
- Additional help is needed, the Maintenance Worker or Utilities Superintendent will contact other employees, contractors, and/or equipment suppliers.

If spill is large, has caused damage to private property, or in a sensitive area, the responder will document conditions with photographs as soon as safety procedures and initial priorities have been implemented at the scene.

During the response to a major SSO City staff will need to decide whether to proceed with actions to restore the flow or to initiate containment measures. The guidance for this decision is:
- Small spills – proceed with restoring flow;
- Moderate or large spill where containment is anticipated to be simple – proceed with the containment measures; or
- Moderate or large spills where containment is anticipated to be difficult – proceed with restoring flow; however, call for additional assistance after 15 minutes without restoration of flow and implement containment measures.

6.8 Initial Spill Containment Measures
The first responder should attempt to contain the spilled sewage using the following steps:
- Determine the immediate destination of the overflowing sewage;
- Plug storm drains using air plugs, sandbags, and/or plastic mats to contain the spill, whenever appropriate. If overflowing sewage has entered the storm drainage system during dry weather, attempt to contain the spilled sewage by plugging downstream storm drainage facilities;
- Contain/direct the spilled sewage using dike/dam or sandbags and
- Pump around the blockage/pipe failure/lift station.

6.9 Recovery and Cleanup
The recovery and cleanup phase begins when the flow has been restored and the overflow of sewage has been stopped. The City can use contract services for recovery and cleanup actions. Typically, the SSO recovery and cleanup procedures include an estimate of spill volume, recovery of spilled sewage and cleanup and disinfection of the area.

Estimate the Volume of Spilled Sewage
Wherever possible, document the estimate using photos of the SSO site before the recovery operation. Various detailed methods of spill volume estimating are included in the Sanitary Sewer Overflow and Backup Response Plan Field Guide (Appendix E). CITY PERSONNEL ARE CAUTIONED AGAINST MAKING ANY COMMENTS TO THE PUBLIC REGARDING THE POSSIBLE CAUSE OR VOLUME OF A SSO AT ANY TIME. ESTIMATES OF THE VOLUME OF SPILLED SEWAGE AND/OR CAUSE FOR THE SSO WILL BE MADE ONLY BY THE UTILITIES SUPERINTENDENT, IN CONJUNCTION WITH THE DIRECTOR OF PUBLIC WORKS.

Recovery of Spilled Sewage
Vacuum or pump the spilled sewage and discharge it back into the sanitary sewer system.

Cleanup and Disinfection
Cleanup and disinfection procedures should be implemented to reduce the potential for human health issues and adverse environmental impacts that are associated with an SSO event. The procedures described are for dry weather conditions and should be modified as required for wet weather conditions. Where cleanup is beyond the capabilities of City staff, a cleanup contractor will be used.

Cleanup Involving Private Property
- Offer assistance with cleanup and advise resident or property owner of claim procedures; and
- Contact insurance for damage assessment.

Cleanup of Hard Surface Areas
- Collect all signs of sewage solids and sewage-related material either by hand or with the use of rakes and brooms;
- Wash down the affected area with clean water until the water runs clear. Take reasonable steps to contain and vacuum up the wash water;
- Disinfect all areas that were contaminated from the overflow using the disinfectant solution. Apply minimal amounts of the disinfectant solution using a hand sprayer. Document the volume and application method of disinfectant that was employed; and
• Allow area to dry. Repeat the process if additional cleaning is required.

Cleanup of Landscaped and Unimproved Natural Vegetation

• Collect all signs of sewage solids and sewage-related material either by hand or with the use of rakes and brooms;
• Wash down the affected area with clean water until the water runs clear. The flushing volume should be approximately three times the estimated volume of the spill;
• Either contain or vacuum up the wash water so that none is released; and
• Allow the area to dry. Repeat the process if additional cleaning is required.

Steps for Cleanup of Natural Waterways

• The Department of Fish and Game should be notified in the event an SSO impacts any surface water or riparian habitat. Fish and Game will provide the professional guidance needed to effectively cleanup spills that occur in these sensitive environments;
• Cleanup should proceed quickly in order to minimize negative impact. Sewage causes depletion of dissolved oxygen which will kill aquatic life; and
• Any water that is used in the cleanup should be de-chlorinated prior to use (chlorine compounds are toxic to aquatic life).

Wet Weather Cleanup Modifications

• Omit flushing and sampling during heavy storm events with heavy runoff where flushing is not required and sampling would not provide meaningful results.

6.10 Public Notification
Post signs and place barricades to keep vehicles and pedestrians away from contact with spilled sewage. Do not remove the signs until directed by the Utilities Superintendent.

Creeks and streams that have been contaminated as a result of an SSO should have signs posted at visible access locations until the risk of exposure has subsided to acceptable background levels. The warning signs should be checked every day to ensure that they are still in place.

In the event that an overflow occurs at night, the location should also be inspected as soon as possible the following day. The Maintenance Worker should look for any signs of sewage solids and sewage-related material that may warrant additional cleanup activities.

Major spills may warrant broader public notice. The Public Works Director will contact the City’s designated Information Officer for authorization to contact local media when significant areas may have been contaminated by sewage.

New reporting requirements as of 2017 require that for any discharge of sewage that results in a discharge to a drainage channel or surface water, the City shall notify the following entities as soon as possible, but not later than 2 hours after becoming aware of the discharge.

• State Office of Emergency Services
- Humboldt County Department of Health and Human Services
- Regional Water Quality Control Board

In addition, the City must confirm that it notified these agencies within 24 hours after becoming aware of the discharge. The confirmation must be made to the Regional Water Quality Control Board.

6.11 Water Quality Sampling and Testing
Water quality sampling and testing is required whenever 500 gallons or more of spilled sewage enters surface water to determine the extent and impact of the SSO. The water quality sampling procedures are:

- The first responder will collect samples if required. Samples should be collected as soon as possible after the discovery of the SSO event.
- The water quality samples should be collected from upstream of the spill, from the spill area, and downstream of the spill in flowing water (e.g. creeks). The water quality samples should be collected near the point of entry of the spilled sewage and every 100 feet along the shore on impoundments (e.g. ponds).
- The City’s contract laboratory shall be used to analyze the samples to determine the nature and extent of the discharge. Additional samples will be taken to determine when posting of warning signs can be discontinued. The basic analyses should include total coliform, fecal coliform, biochemical oxygen demand (BOD), dissolved oxygen, and ammonia nitrogen.

6.12 SSO Investigation and Documentation
All SSOs should be thoroughly investigated and documented for use in managing the sewer system and meeting established reporting requirements. The procedures for investigating and documenting SSOs include a failure analysis investigation, SSO documentation, and post-SSO debriefing.

Failure Analysis Investigation
The objective of the failure analysis investigation is to determine the “root cause” of the SSO and to identify corrective action(s) needed that will reduce or eliminate future potential for the SSO to recur. The failure analysis shall be conducted in conjunction with the Utilities Superintendent, the City Engineer, the Director of Public Works, and the City’s Risk Manager.

The investigation should include reviewing all relevant data to determine appropriate corrective action(s) for the line segment. The investigation should include:

- Reviewing and completing the SSO Reporting Form;
- Reviewing past maintenance records;
- Reviewing available photographs;
- Conducting inspections to determine the condition of the line segment immediately following the SSO and reviewing the video and logs; and
- Interviewing staff who responded to the spill.

The product of the failure analysis investigation should be the determination of the root cause and the identification of the corrective actions. The findings of the failure analysis investigation...
shall be signed by the Utilities Superintendent, the City Engineer, the Director of Public Works, and the City's Risk Manager, and shall be presented to the City Manager.

**SSO Documentation**

The first responder will complete the Sanitary Sewer Overflow Reporting Form found in the *Sanitary Sewer Overflow and Backup Response Plan* (Appendix E).

The Utilities Superintendent will prepare a file for each individual SSO. The file should include the following information:

**All SSOs**

- Initial service calls information;
- Sanitary Sewer Overflow Reporting Form;
- Failure analysis investigation results; and

**Large SSOs and/or SSOs to sensitive areas**

- Volume estimate;
- Method used for estimating volume;
- Appropriate maps showing the spill location;
- Photographs of spill location; and
- Water quality sampling and test results.

**Post SSO Event Debriefing**

Every SSO event is an opportunity to thoroughly evaluate the response and reporting procedures. Each overflow event is unique, with its own elements and challenges including volume, cause, location, terrain, and other parameters.

As soon as possible after major SSO events, all of the participants, from the person who received the call to the last person to leave the site, should meet to review the procedures used and to discuss what worked and where improvements could be made in responding to and mitigating future SSO events. The results of the debriefing will be recorded and tracked to ensure the action items are completed. The City Engineer and the Director of Public Works shall be included in the SSO Event Debriefing.

**6.13 SSO Reporting**

The internal and external reporting process for SSO events that are intended to meet the SWRCB requirements are summarized below. Category 1 and 2 SSOs are defined as:

**Category 1 SSO** – Discharges of untreated or partially treated wastewater of any volume resulting from an enrollee’s sanitary sewer system failure or flow condition that:

- Reach surface water and/or reach a drainage channel tributary to a surface water; or
- Reach a Municipal Separate Storm Sewer System (MS4) and are not fully captured and returned to the sanitary sewer system or not otherwise captured and disposed of properly. Any volume of wastewater not recovered from the MS4 is considered to have reached surface...
water unless the storm drain system discharges to a dedicated storm water or groundwater infiltration basin (e.g., infiltration pit, percolation pond). **Category 2 SSO** – Discharges of untreated or partially treated wastewater of 1,000 gallons or greater resulting from an enrollee’s sanitary sewer system failure or flow condition that do not reach surface water, a drainage channel, or a MS4 unless the entire SSO discharged to the storm drain system is fully recovered and disposed of properly.

**Category 3 SSO** – All other discharges of untreated or partially treated wastewater resulting from an enrollee’s sanitary sewer system failure or flow condition.

**Private Lateral Sewage Discharge (PLSD)** – Discharges of untreated or partially treated wastewater resulting from blockages or other problems within a privately owned sewer lateral connected to the enrollee’s sanitary sewer system or from other private sewer assets. PLSDs that the enrollee becomes aware of may be voluntarily reported to the California Integrated Water Quality System (CIWQS) Online SSO Database.

**Internal SSO Notification Procedures Category 1 SSOs**
The first responder will immediately notify the Utilities Superintendent (working hours or after hours) who will in turn notify the Public Works Director. Utilities Superintendent shall immediately notify the City’s Risk Manager if there appears to have been damage to private of city-owned property or equipment.

The Utility Maintenance Staff (working hours or after hours) will meet with field crew(s) at the site of the SSO event to assess the situation and to document the conditions with photos.

The first responder will fill out the Sanitary Sewer Overflow Reporting Form and turn it in as soon as possible to the Utilities Superintendent (working hours or after hours).

In the event of a very large overflow or an overflow in a sensitive area, the Public Works Director will notify the City Manager. The City Manager may notify the City Council.

**Category 2 SSOs**
The first responder will fill out the Sanitary Sewer Overflow Report (OP-2) contained within the SSO Packet and turn it in to the Utilities Superintendent by the start of the next work day.

**External SSO Reporting and Notification Requirements:**
As of 2013 new reporting requirements require that within two hours of becoming aware of any Category 1 SSO greater than or equal to 1,000 gallons discharged to surface water or spilled in a location where it probably will be discharged to surface water, notify the California Office of Emergency Services (Cal OES) and obtain a notification control number.

**Category 1 SSO:**
Submit draft report within three business days of becoming aware of the SSO and certify within 15 calendar days of SSO end date.

**Category 2 SSO:**
Submit draft report within 3 business days of becoming aware of the SSO and certify within 15 calendar days of the SSO end date.

**Category 3 SSO:**
Submit certified report within 30 calendar days of the end of month in which SSO occurred.
Although Regional Water Quality Control Boards (Regional Water Boards) and the State Water Board (collectively, the Water Boards) staff do not have duties as first responders, this MRP is an appropriate mechanism to ensure that the agencies that have first responder duties are notified in a timely manner in order to protect public health and beneficial uses.

For any Category 1 SSO greater than or equal to 1,000 gallons that results in a discharge to a surface water or spilled in a location where it probably will be discharged to surface water, either directly or by way of a drainage channel or MS4, the enrollee shall, as soon as possible, but not later than two (2) hours after (A) the enrollee has knowledge of the discharge, (B) notification is possible, and (C) notification can be provided without substantially impeding cleanup or other emergency measures, notify the Cal OES and obtain a notification control number. The following agencies should also be notified as soon as possible:

- Regional Water Quality Control Board
- Humboldt County Department of Health and Human Services

**SSO Technical Report:**
Submit within 45 calendar days after the end date of any Category 1 SSO in which 50,000 gallons or greater are spilled to surface waters.

**"No Spill" Certification:**
Certify that no SSOs occurred within 30 calendar days of the end of the month or, if reporting quarterly, the quarter in which no SSOs occurred.

In addition, the City must confirm that it notified these agencies within 24 hours after becoming aware of the discharge. The confirmation must be made to the Regional Water Quality Control Board.

The Utilities Superintendent will prepare an initial electronic report using the California Integrated Water Quality System (CIWQS) within three working days of completion of the response and mitigation activities. The Utilities Superintendent will certify the report. The report will include the information to meet the SWRCB requirements.

The Utilities Superintendent will prepare a final electronic report using CIWQS within fifteen calendar days of completion of the response and mitigation activities. The report will be reviewed and approved by the Director of Public Works before submittal. The Utilities Superintendent will certify the report. The final report will include the information to meet the SWRCB requirements.

**CIWQS Not Available**
In the event that CIWQS is not available, the City will fax all required information to the RWQCB in accordance with the time schedules identified above. In such event, the City must also enter all required information into CIWQS as soon as practical. The RWQCB Fax number is (707) 523-0135.

**6.14 Equipment**
This section provides a list of specialized equipment that is required to support this Sanitary Sewer Overflow and Backup Response Plan.
Digital Camera
A digital or disposable camera is required to record the conditions upon arrival, during cleanup, and upon departure.

Emergency Response Truck
A utility body pickup truck is required to store and transport the equipment needed to effectively respond to sewer emergencies. The equipment and tools should include spilled sewage containment and cleanup materials.

GPS Unit
A handheld GPS unit is required to determine the coordinates of spills for use in meeting SWRCB SSO reporting requirements. The GPS unit is stored in the Utility Supervisor's office.

Portable Pumps and Hoses
Portable pumps and piping will be used to pump around failed facilities and to recover spilled sewage. Portable pumps and hoses are available through local rental agencies. The portable pump required to support this plan is a 6-inch pump.

6.15 Training
This section provides information on the training that is required to support this Sanitary Sewer Overflow and Backup Response Plan.

Initial and Annual Refresher Training
All Public Works personnel and contractors who have a role in responding to, reporting, and/or mitigating a sewer system overflow will receive training. This includes employees who serve as the after-hours on-call maintenance crew member. All new employees and contractors receive training before they are placed in a position where they may have to respond. Current employees receive annual refresher training on this plan and the procedures to be followed.

SSO Response Drills
Periodic training drills are held to ensure that employees and contractors are up to date on the procedures, the equipment is in working order, and the required materials are readily available. The training drills should cover scenarios typically observed during sewer related emergencies (e.g., mainline blockage, mainline failure, force main failure, lift station failure, and lateral blockage). The results and the observations during the drills should be recorded and action items should be tracked to ensure completion.

Record Keeping
Records should be kept of all training that is provided in support of this plan. The records for all scheduled training courses and for each overflow emergency response training event should include date, place, content, name of trainer(s), and names of attendees. Records for the SSO response training will be incorporated into the training matrix that the City of Fortuna is developing.

ELEMENT 7: FATS, OILS AND GREASE (FOG) CONTROL PROGRAM
The intent of this section of the SSMP is to document the City's FOG Program and identify program additions.
7.1 Regulatory Requirements for the FOG Program
The City shall evaluate its service area to determine whether a FOG control program is needed. If the City determines that a FOG program is not needed, the City must provide justification for why it is not needed. If FOG is found to be a problem, the City must prepare and implement a FOG source control program to reduce the amount of these substances discharged to the sanitary sewer system. The FOG source control program shall include the following as appropriate:

- An implementation plan and schedule for a public education outreach program that promotes proper disposal of FOG;
- A plan and schedule for the disposal of FOG generated within the sanitary sewer system service area. This may include a list of acceptable disposal facilities and/or additional facilities needed to adequately dispose of FOG generated within a sanitary sewer system service area;
- The legal authority to prohibit discharges to the system and identify measures to prevent SSOs and blockages caused by FOG;
- Requirements to install grease removal devices (such as traps or interceptors) design standards for the grease removal devices, maintenance requirements, BMP requirements, record keeping and reporting requirements;
- Authority to inspect grease producing facilities, enforcement authorities, and whether the City has sufficient staff to inspect and enforce the FOG ordinance;
- An identification of sewer system sections subject to FOG blockages and establish a cleaning maintenance schedule for each section; and
- Development and implementation of source control measures, for all sources of FOG discharged to the sewer system, for each sewer system section identified above.

7.2 Public Education and Outreach Program
The City of Fortuna’s FOG policy includes public education and outreach during the FOG application process, the inspection process and through the schools sewer use program sponsored by the Fortuna Waste Water Treatment staff.

7.3 FOG Source Control
The Public Works FOG source control policy includes a FOG permit application and FOG permit.

7.4 Disposal of FOG
The City of Fortuna is currently developing a FOG Disposal policy. The policy will include a FOG hauler permit application and FOG hauler permit. Currently there are three FOG haulers in the area including Footprint Recycling, North State Rendering, and Steve’s Septic.

7.5 Legal Authority for FOG Program
Section 13.32.040 prohibits discharge of grease to a public sewer, and Section 13.32.070 of the Fortuna Municipal Code requires an interceptor when necessary. Section 13.32.080 also includes requirements for maintaining interceptors.
FOG prohibitions are covered by Section 13.32.040; paragraph 9, which prohibits discharge of any oils and fats in excessive concentrations that would tend to cause adverse effects on the sewerage system. Additionally, Section 13.32.040, paragraph 4 prohibits discharge of solids that will obstruct or be detrimental to the collection system.

7.6 Requirements to Install Grease Removal Devices
The Fortuna Municipal Code Section 13.32.040 prohibits discharge of grease to a public sewer, and Section 13.32.070 requires an interceptor when necessary. Section 13.32.080 also includes requirements for maintaining interceptors.

7.7 Authority to Inspect Grease Producing Facilities

Section 13.20.160
The Director of Public Works may personally perform or employ some fit and qualified person or persons to perform the duties of inspecting the installation, connection, maintenance, and use of all side sewers, public sewers, and facilities in connection therewith in the city, to be known as the city inspector. (Ord. 76-360 § 210).

Section 13.20.170
The officers, inspectors, managers and any duly authorized employees of the city are specifically required to enforce the provisions of this division and shall have the right to enter any and all premises for the purpose of inspection, reinspection, observation, measurement, sampling, testing, or otherwise performing such duties as may be necessary. Enforcement of this provision shall be in accordance with Sections 1822.50 to 1822.57 of the Civil Procedure Code of the state of California. (Ord. 78-409 § 1; Ord. 76-360 § 1102).

7.8 Identification of Grease Problem Areas and Sewer Cleaning
The City of Fortuna maintains a list of hot spots, primarily caused by grease blockages. Preventive maintenance on the hot spots are performed and documented monthly. Examples of the hot spot list and documentation are included in Appendix D.

ELEMENT 8: SYSTEM EVALUATION AND CAPACITY ASSURANCE PLAN
This section of the SSMP discusses the City's capacity management measures, and recommended capacity improvement projects.

8.1 Regulatory Requirements for the System Evaluation and Capacity Assurance Plan
The WDR requirements for the System Evaluation and Capacity Assurance element of the SSMP are summarized below:

- **Evaluation**: The City must identify actions needed to evaluate those portions of the sewer system that are experiencing or contributing to an SSO discharge caused by hydraulic deficiency. The evaluation must provide estimates of peak flows, estimates of the capacity of key system components, hydraulic deficiencies, and the major sources that contribute to the peak flows associated with overflow events.
- **Design Criteria:** Where design criteria do not exist or are deficient, the agency should undertake the evaluation identified in the Evaluation section above to establish appropriate design criteria.

- **Capacity Enhancement Measures:** The agency must identify the steps needed to establish a short- and long-term Capital Improvement Plan (CIP) to address identified hydraulic deficiencies including prioritization, alternatives analysis, and schedules. The CIP may include increases in pipe size, I/I reduction programs, increases and redundancy in pumping capacity, and storage facilities. The CIP shall include an implementation schedule and shall identify sources of funding.

- **Schedule:** The agency shall develop a schedule of completion dates for all portions of the CIP developed in the Evaluation, Design Criteria and Capacity Enhancement Measures sections above. This schedule shall be reviewed and updated at least every five years.

8.2 Capacity Evaluation

The City is in the process of conducting an Inflow and Infiltration study by Oscar Larson and Associates (OLA). OLA is developing a model with the information from the Flo-dar monitors that have been installed throughout the manholes in town. This study will document the condition and capacity of the existing wastewater infrastructure, determines future facility requirements, and develop recommendations for near-term and longer-term improvements. Interim results from this study prioritized areas within the sewer collection system that have the highest I/I. Recommendations for CCTV and smoke testing specific sections of the collection system are prioritized. This section of the SSMP will be updated with the information from this study when additional results are available.

8.3 Recommended Capacity Projects

The City of Fortuna has a Capital Improvement Plan that includes sanitary sewer projects. The section of the CIP that covers sewer projects is included in Appendix F.

8.4 Schedule

The City of Fortuna has a Capital Improvement Plan that includes sanitary sewer projects with projected dates of completion. The section of the CIP that covers sewer projects is included in Appendix F.

**ELEMENT 9: MONITORING, MEASUREMENTS, AND PROGRAM MODIFICATIONS**

This section of the SSMP discusses parameters the City tracks to monitor the success of the SSMP and how the City plans to keep the SSMP current.

9.1 Regulatory Requirements for the Monitoring, Measurements, and Program Modifications

The VDR requirements for the Monitoring, Measurement, and Program Modifications element of the SSMP are summarized below:

- Maintain relevant information that can be used to establish and prioritize appropriate SSMP activities;
- Monitor the implementation and, where appropriate, measure the effectiveness of each element of the SSMP;
- Assess the success of the preventive maintenance program;
- Update program elements, as appropriate, based on monitoring or performance evaluations; and
- Identify and illustrate SSO trends, including: frequency, location, and volume.

9.2 Monitoring Information
The City will maintain information that can be used in SSMP performance monitoring through the CIWQS database administered by the State and Regional Water Quality Control Boards to track information under the statewide general SSO order. All CIWQS information is available through the Public Reports portal at:
http://www.waterboards.ca.gov/water_issues/programs/ciwqs/publicreports.html

9.3 Performance Measures
The indicators that the City will use to measure the performance of its wastewater collection system and the effectiveness of its SSMP are:
- Total number of SSO locations per 100 miles of sewer;
- Volume of spilled wastewater recovered (million gallon (MG) per year) compared to total volume of wastewater spilled (MG/yr); and
- Volume of spilled wastewater discharged to surface waters (MG/yr) compared to total volume of wastewater spilled (MG/yr).

These parameters were selected because they are straightforward, quantitative, and focused on results. These parameters are also available to both City staff and the public at all times through the CIWQS system. Additional performance measures include programs that the City of Fortuna is developing for implementation as a result of the SSMP development process. These programs include:

<table>
<thead>
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<th>Future Activity and Schedule</th>
<th>Completion Date</th>
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<tr>
<td>Working with Palmer Creek CSD to update or establish an ordinance or agreement with the Palmer Creek CSD that would apply the requirements of the Fortuna Municipal Code to users of the Palmer Creek CSD. This should include discharge prohibitions, control of stormwater I/I, source control of FOG, design construction and inspection standards for sewers and connections, and enforcement authority.</td>
<td>2022</td>
</tr>
<tr>
<td>The City has a goal of cleaning their entire sewer system by 2022</td>
<td>2022</td>
</tr>
<tr>
<td>A system-wide CCTV inspection is scheduled to be completed by 2020. Inspection data collected during the CCTV inspections is reviewed by the Public Works Director to determine whether repairs or rehabilitation/replacement are warranted.</td>
<td>2020</td>
</tr>
<tr>
<td>Visual manhole inspections are scheduled to be completed by 2022.</td>
<td>2022</td>
</tr>
</tbody>
</table>
• The City of Fortuna developed a mutual assistance programs with neighboring communities. These agreements will facilitate access to repair parts as necessary.  

<table>
<thead>
<tr>
<th>Year</th>
<th>Description</th>
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<tr>
<td>2015</td>
<td>The City of Fortuna contracted with SHN to develop a Sanitary Sewer Evaluation Survey to evaluate the condition of the City's collection system. Included in the SSES is a flow monitoring study, CCTV inspection, manhole inspection and assessment of the sewer lines. The SSMP will be updated with the information from this study when available.</td>
</tr>
<tr>
<td>2020</td>
<td>The City of Fortuna is in the process of updating the standards for inspection and testing and plans on completion by 2012. The City of Fortuna is in the process of updating the standard City specifications and plans on completion by 2012.</td>
</tr>
</tbody>
</table>

9.4 Performance Monitoring and Program Changes

The SSMP should be updated periodically to maintain current information, and programs need to be enhanced or modified if they are determined to be less effective than needed. The City will annually evaluate the performance of the wastewater collection system using the performance measures listed in Section 9.3. The City will review the successes and needed improvements of the SSMP as part of the SSMP biannual audit, described in Element 10.

City staff will update critical information, such as contact numbers and the SSO response chain of communication, as needed. A comprehensive SSMP update will occur every 5 years, as required by the SWRCB.

ELEMENT 10: SSMP PROGRAM AUDITS

The intent of this section of the SSMP is to document the City's auditing program.

10.1 Regulatory Requirements for the SSMP Program Audits

The WDR requirements for the SSMP Program Audits element of the SSMP are summarized below:

• The City shall conduct periodic internal audits appropriate to the size of the system and the number of SSOs. At a minimum, these audits must occur every two years and a report must be prepared and kept on file. This audit shall focus on evaluating the effectiveness of the SSMP and the City's compliance with the SSMP requirements, including identification of any deficiencies in the SSMP and steps to correct them.

10.2 SSMP Audits Discussion

The last audit was completed in August of 2017. The City will audit its SSMP every two years and will cover calendar years 2018 and 2019. The audit will determine whether the SSMP meets the current requirements of the WDR, whether the SSMP reflects the City's current practices, and whether the City is following the SSMP.

The audit will be conducted by a team consisting of the City's Public Works Department Staff. The audit team may also include members from other areas of the City, outside agencies, and/or contractors. The scope of the audit will cover each of the sections of the SSMP.

City of Fortuna Sanitary Sewer Management Plan  
July 2018

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The results of the audit will be included in the Audit Report. The Audit Report may contain information about successes in implementing the most recent version of the SSMP and identify revisions that may be needed for a more effective program. Information collected as part of Element 9 Monitoring, Measurement, and Program Modifications will be used in preparing the audit. Tables, figures, and/or charts may be used to summarize information about these indicators.

The City will update its SSMP at least every five years. The current update should have been completed in 2016 but was delayed due to many changes affecting the plan. The update will be completed on or before July 1, 2018.

The City will determine the need to update its SSMP more frequently based on the results of the biannual audits and the performance of its sanitary sewer system using information from the SSES. In the event that the City decides that an update is warranted, the process to complete the update will be identified at that time. The City will complete the update within one year following identification of the need for the update.

The City Staff will seek the approval from the City Council for any significant changes to the SSMP. The authority for approval of minor changes such as employee names, contact information, or limited procedural changes is delegated to the Director of Public Works.

ELEMENT 11: COMMUNICATION PLAN
The intent of this section of the SSMP is to identify a plan to communicate information regarding the City's SSMP activities to the public. The plan includes a process for the public to receive SSMP information as well as provide input to the City on the SSMP.

11.1 Regulatory Requirements for the Communication Plan
The WDR requirements for the Communication Plan element of the SSMP are summarized below:

- The City shall communicate on a regular basis with the public on the development, implementation, and performance of its SSMP;
- The communication system shall provide the public the opportunity to provide input to the City as the program is developed and implemented; and
- The City shall create a plan of communication with systems that are tributary and/or satellite to the City’s sanitary sewer system.

11.2 Communication Plan
The City has several methods for communicating information to and receiving information from the public. The following methods have been identified as alternatives that would be effective as part of the City’s Communication Plan.

- **City Website** – The City will evaluate the use of a webpage on the City’s existing website to facilitate the transfer of information to the public regarding the SSMP. This webpage would include the entire SSMP, audit performance information, and associated information. The webpage would also serve as a venue for soliciting input from the public on the SSMP.
- **Monthly Water and Sewer Billing** – An annual notice regarding the sanitary sewer system performance can be included in monthly water and sewer billings. The
notice would contain general SSMP information. The notice could also refer the customers to the City website for additional details, if an SSMP webpage is implemented. The notice would be printed in both English and Spanish.

- **Notices in Public Spaces** – Notices of the SSMP project could be posted and handouts made available in public spaces such as the City Hall and library. Information would be presented in English and Spanish and have references to the City’s website with additional information, if an SSMP webpage is implemented.

- **City Council Meetings** – City council meetings are public meetings and televised on a local broadcast station. General SSMP information and updates on sanitary sewer system performance could be added as a regular discussion item on the City Council agenda.

- The City will provide a copy of the draft SSMP to Palmer Creek Community Services District for review and comments.
DATE: July 2, 2018  
TO: Honorable Mayor and Council Members  
FROM: Buffy Gray, Deputy City Clerk  
THRU: Merritt Perry, Interim City Manager  
SUBJECT: Consideration of Appointment to Fortuna Business Improvement District (FBID) Board of Directors  

STAFF RECOMMENDATION:
Approve appointment to FBID Board, as recommended below.

BACKGROUND:
Fortuna Municipal Code Title 5, Chapter 5.40, establishes the Fortuna Business Improvement District (FBID), provides procedures for benefit assessment, and establishes a seven-member Advisory Committee, or Board of Directors. The Fortuna City Council shall approve all nominations to the Advisory Committee.

Diana Rios, FBID Coordinator, provided a letter requesting the appointment of Kaylynn Dolcini for a two-year term to represent the hospitality industry, ending June 30, 2020. The Board is also requesting the appointment of Stefanie McGrath for a two-year term to represent the City Wide at Large industry, ending June 30, 2020.

RECOMMENDED COUNCIL ACTION:
Approve the appointments of Kaylynn Dolcini to represent the hospitality industry and Stefanie McGrath to represent the City Wide at Large industry for two-year terms ending on June 30, 2020. Consent Agenda vote.

ATTACHMENT:
- Letter of Request from Dianna Rios, Coordinator - FBID
June 13, 2018

Honorable Mayor Sue Long,
Council Members Tami Trent, Tiara Brown, Doug Strehl and Dean Glaser
City Manager Merritt Perry

Fortuna City Hall
621 11th Street
Fortuna, CA 95540

Honorable Mayor and Council Members,

It is the Fortuna Business Improvement District Board of Directors pleasure to present Kaylynn Dolcini and Stefanie McGrath to you for confirmation as board appointments.

Mrs. Dolcini has been serving on the FBID board to fill a term starting last fall and is willing to stay on the FBID Board to fulfill a full two-year term. Kalyn will be representing the hospitality industry. She is currently the bookkeeper at Redwood Empire Golf and Country Club and co-owners of a local Ferndale dairy with her husband. She is no stranger to volunteering as she has worked with a handful of organizations over the years donating her time to Eel River Community.

Mrs. McGrath has graciously volunteered to apply to become a board member on FBID Board of Directors. She and her husband are the co-owners of a Fortuna Grocery Outlet and she will be filling the full two-year term previously held by Sarah Chapman representing the City Wide At Large businesses. She will also be able to double her duties in helping Strong Creek Plaza become represented on the FBID board. Stefanie has three children in our local schools, is a Rotarian in the Fortuna Sunrise Rotary club, and she often volunteers with the Ferndale Girls Scouts driving students to and from meetings to keep our kids productive and busy. She is a great business owner that is always willing to give to the community where she sees a need. We believe she will be a great asset on the FBID board to help our business community through promotion, events and business knowledge.

The Board is requesting Mrs. Dolcini to be appointed for the two-year term to represent the hospitality industry ending June 30, 2020. The Board is also requesting Mrs. McGrath to be appointed for the two-year term to represent the City Wide At Large industry ending June 30, 2020.

We hope you will approve these appointments.

Thank you for your time,

[Signature]

Dianna Rios
Coordinator - Fortuna Business Improvement District
DATE: July 2, 2018  
TO: Honorable Mayor and Council Members  
FROM: Siana L. Emmons City Clerk  
THRU: Merritt Perry, Interim City Manager  
SUBJECT: Consider Waving Further Reading of Text for Ordinance 2018-731  

STAFF RECOMMENDATION:  
Consider Waving Further Readings of Ordinance 2018-731.  

BACKGROUND:  
Ordinances are required to be read in their entirety at the time of introduction or at the time of passage, unless a regular motion waiving further reading is adopted by a majority of all Council Members present. This Consent agenda item waives the reading of the text of the Ordinance at each meeting and allows only the title to be read.  

RECOMMENDED COUNCIL ACTION:  
Waive further readings of Ordinance 2018-731. Consent Agenda vote.
DATE: July 2, 2018

TO: Honorable Mayor and Council Members

FROM: Aaron Felmlee, Finance Director

THRU: Merritt Perry, Interim City Manager

SUBJECT: Authorize Interim City Manager to Execute an Agreement for Professional Auditing Services to R.J. Ricciardi, Inc., Certified Public Accountants

STAFF RECOMMENDATION:

Consider Authorizing Interim City Manager to Execute an Agreement for Professional Auditing Services to R.J. Ricciardi, Inc., Certified Public Accountants.

EXECUTIVE SUMMARY:

The purpose of the contract for professional auditing services is to contract with a qualified certified public accounting firm to audit the City’s financial statements for two fiscal years beginning with the fiscal year ending June 30, 2018. With the approval of the contract, the City would also hold an option to retain the selected accountant firm to audit the City’s financial statements for three additional fiscal years.

The scope of services per the agreement state the audit firm will perform an audit of all of the funds of the City of Fortuna. The City’s Financial Statement will be prepared and processed by the audit firm. The audit firm will render their auditor’s report on the basic financial statement, which will include both Government-wide Financial Statements, and Fund Financial Statements. The audit firm will also apply limited audit procedures to Management’s Discussion and Analysis (MD&A) and required supplementary information pertaining to the General Fund and each major fund of the City. The audit firm will perform a single audit on the expenditures of federal grants in accordance with the Office of Management and Budget (OMB) Circular A-133, if applicable. The audit firm shall perform agreed-upon auditing procedures pertaining to the City’s GANN Limit (Appropriation Limit) and render a letter annually to the City regarding compliance. The audit firm shall issue a separate “management letter” that includes recommendations for improvements in internal control, accounting procedures and other significant observations that are considered non-reportable conditions.

The City issued the auditing services RFP in response to Government Code section 12410.6(b) which became effective January 1, 2013 and specifies the auditor rotation requirements that apply to public accounting firms providing audit services to local agencies. This law indicates that commencing with FY 2013-14, a local agency shall not employ a public accounting firm to provide
audit services to a local agency if the lead audit partner or coordinating audit partner having primary responsibility for the audit, or the audit partner responsible for reviewing the audit, has performed audit services for that local agency for six consecutive fiscal years. For purposes of calculating the six consecutive fiscal years, the local agency shall not take into account any time that a public accounting firm was employed by the local agency prior to FY 2013-14. The State Controller may waive this requirement if he or she finds that another eligible public accounting firm is not available to perform the audit.

Terry E. Krieg, CPA has audited the City’s financial statements for at least the last 15 years. Although, the City could have continued contracting with Terry E. Krieg through FY 19-20, according to the law, it was deemed by staff and Council that a change in auditors should take place sooner rather than later due to Terry Krieg being the primary auditor for the City for at least the last 15 years.

A formal Request for Proposals was released by the City on May 8, 2018, and four proposals were received. The proposals received were from R.J. Ricciardi, Inc., JJACPA, Inc., Van Lant & Fankhanel, LLP, and Chavan & Associates, LLP. A selection committee comprised of the Finance Director and Interim City Manager who reviewed the proposals. The four proposals were reviewed as to how well they met the requirements of the RFP, their strengths and qualifications and the team knowledge and experience with similar audit engagements, for a total of 80 points. R.J. Ricciardi, Inc. scored the highest average at 74.5 followed by JJACPA, Inc. at 69, Van Lant & Fankhanel, LLP at 63.5, and Chavan & Associates, LLP at 56.5.

FINANCIAL IMPACT:

The professional auditing services fees were included in the FY18-19 budget at $24,000 for the Financial Statement Audit and $6,000 for the Single Audit for a total of $30,000. R.J. Ricciardi, Inc. included a proposed fee of $22,100 for the City Audit and $3,900 for the Single Audit for a total of $26,000. Staff is requesting that Council authorize the Interim City Manager to award a contract to R.J. Ricciardi, Inc. for up to $26,000.

RECOMMENDED COUNCIL ACTION:

1. Receive staff presentation and review Council questions with staff
2. Open public comment
3. Close public comment
4. Motion to Authorize the Interim City Manager to execute agreement for Professional Auditing Services to R.J.Ricciardi, Inc., Certified Public Accountants in an amount not to exceed $26,000. Voice vote.

ATTACHMENTS:

A. Proposal received from R.J. Ricciardi, Inc.
B. Sample Agreement Contract Professional Auditing Services
Proposal to Conduct the Audit of

City of Fortuna

For the Fiscal Years Ending
June 30, 2018 and 2019

Proposed By: R. J. Ricciardi, Inc.
Certified Public Accountants
Michael A. O'Connor, CPA
1101 Fifth Avenue, Suite 360
San Rafael, CA 94901
Telephone: (415) 457-1215

Submitted May 29, 2018

California CPA License#COR5499
Federal Identification No. 20-1398210
66
City of Fortuna  
Aaron Felmlee, Director of Finance  
621 11th Street  
Fortuna, CA 95540  

Dear Mr. Felmlee:  

We are pleased to submit, in response to your request, the following proposal for the audit of City of Fortuna for the years ending June 30, 2018, and June 30, 2019.  

We believe that the selection of a public accounting firm is a very important decision. Our local firm can offer the strength and experience necessary to meet the challenges at hand. In summary:  

- We specialize in auditing government-assisted and nonprofit programs. Consequently, we are acutely aware of the operating and accounting problems inherent to such organizations and can provide competent professional services tailored to your needs.  

- The management staff assigned to this engagement have the following audit experience:  

<table>
<thead>
<tr>
<th>Estimated Governmental or Nonprofit Experience</th>
</tr>
</thead>
</table>
| Ralph J. Ricciardi, CPA                       | 50,000 hours  
| Michael O’Connor, CPA                         | 50,000 hours  
| Hiep Pham, CPA, MBA                           | 40,000 hours  
| June Nguyen, CPA                              | 30,000 hours  

- The lead auditor on this engagement will be Mr. Michael A. O’Connor, CPA. Mr. O’Connor is a member of the California State Municipal Finance Officers Association and Government Finance Officers Association. He is also a member of the GFOA Special Review Committee. Mr. O’Connor has reviewed or prepared over 50 GFOA Certified CAFR’s and has been the lead auditor on over 300 single audits. He has also prepared over 100 TDA Audit Reports.  

- Our firm has audited the following similar entities:  
  - City of Monterey (CAFR; Single Audit)  
  - City of Willits (Single Audit)  
  - City of Alturas  
  - City of Calistoga (CAFR; Single Audit)  
  - City of Rio Dell (Single Audit)  
  - Town of Colma (CAFR)  
  - Stanislaus Regional Transit  
  - City of Newman  
  - City of Gustine  
  - Humboldt Community Services District  
  - Humboldt Bay Municipal Water District
• Attached in an Appendix is the firm's quality review. This review included a review of specific
government engagements.

• Our examination will include a list of comments to management regarding the present state of
City of Fortuna's accounting system. This document will recognize strengths of the Accounting
Department as well as provide recommendations for improvement.

• The firm does not have any current projects that would prevent it from completing this engagement
in a timely manner, and further, we are not committed to a project with City of Fortuna that would
constitute a conflict of interest or impair our independence.

• The firm is committed to performance within a reasonable time period; We estimate that the audit
will be completed and a report issued in early December, unless City of Fortuna would like the
audit completed sooner.

• The firm is an equal opportunity employer.

• This proposal is firm and irrevocable for 60 days.

• The individuals authorized to make representations and bind the firm are:
  Ralph J. Ricciardi, CPA/Michael O'Connor, CPA
  1101 Fifth Avenue, Suite 360
  San Rafael, CA 94901
  Telephone: (415) 457-1215
  Fax: (415) 457-6735
  E-mail: ralph@rjcpa.com or michael@rjcpa.com

• All work will be done out of the office address above, as we only have one office.

We appreciate the opportunity to present this proposal and look forward to becoming more familiar with
City of Fortuna. We want your business and are making a personal and professional commitment to
provide you the highest quality of services available.

Sincerely,

R. J. Ricciardi, Inc.

R. J. Ricciardi, Inc.
Certified Public Accountants

R. J. Ricciardi, INC.
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Firm Profile

Structure

R. J. Ricciardi, Inc. is a certified public accounting firm located at 1101 Fifth Avenue, San Rafael, California. Established in 1976, the firm is committed to providing clients with the finest quality of accounting services available. In particular, we have developed significant expertise in auditing governmental and nonprofit entities, and a comprehensive understanding of the issues and challenges facing the financial and accounting personnel of such organizations. Furthermore, the firm has an excellent reputation for technical assistance and cooperation with the auditee's staff.

The firm's total staff is 10 professionals and the management staff consists of the following individuals:

- Ralph J. Ricciardi, CPA, CEO Director
- Michael A. O'Connor, CPA, Director
- Hiep Pham, CPA, MBA, Director
- June Nguyen, CPA, Audit Director

The firm and all key professional staff assigned are properly licensed to practice in California. All of our accounting staff perform government audits. The staff assigned to City of Fortuna are listed on page 8.

We believe that continuity of audit personnel and institutional knowledge are instrumental in providing a quality audit. The lead auditor on this engagement has been employed at our firm for the past 28 years and will be committed in serving City of Fortuna for the term of this agreement. References and continuing education are provided at the back. We understand City of Fortuna reserves the right to request replacement of any members of the auditing team at any time. City of Fortuna will also be notified in advance of any changes made by us concerning the make-up of the auditing team after the work has begun.

Range of Services

The firm offers a full range of accounting services including tax preparation (for both nonprofit and for-profit clients), management consulting, general accounting, and auditing. Each of these areas will be of value to City of Fortuna, in particular our industry expertise in auditing federally-assisted programs.
Quality Review
The firm has undergone a quality review as required by the AICPA and Government Audit Standards. (See Appendix D for Quality Review Report.)

Small Business Concern
The firm meets both Federal and State small business concern qualifications. Our State of California Small Business Number is 84211.

Mandatory Criteria

- Licensing
R. J. Ricciardi, Inc. is a properly certified public accounting firm in California. In addition, our firm meets the independence standards of the GAO, Standards for Audit of Governmental Organizations, Programs, Activities and Functions (2003 Revision) with regard to City of Fortuna.

- Record of Excellence
The firm meets all qualifications and requirements imposed by the California State Board of Accountancy.

Further, the firm and its staﬀ affirm that:

- We have no record of substandard work.
- We have not been debarred or suspended.
- We are not under review for debarment or suspension.

- Independence
The firm does not have any current projects that would prevent it from completing this engagement in a timely manner, and further, we are not committed to a project with City of Fortuna that would constitute a conﬂict of interest or impair our independence.
Approach to the Examination

Audit Objective

The objective of the work to be performed under the agreement will be the examination and expression of an opinion on City of Fortuna's financial statements for the years ending June 30, 2018 and 2019. We will also assist in preparation and review of year-end closing entries and adjustments. Such an examination is subject to the inherent risk that errors or irregularities may not be detected. If conditions are discovered which lead to the belief that material errors, defalcations, or other irregularities may exist, or if any other circumstances are encountered which require extended services, we will promptly advise the requester. Finally, no extended services will be performed unless they are authorized in the contractual agreement or in an amendment to the agreement.

The examination will be performed in accordance with U.S. generally accepted auditing standards and will include auditing procedures to ensure that all laws and regulations have been complied with during the fiscal year. In addition, the examination will be performed in accordance with the provisions of: (1) Standards for Audits of Governmental Organizations, Programs, Activities, and Functions promulgated by the Comptroller General of the United States, which pertain to financial and compliance audits; (2) Office of Management and Budget's Compliance Supplement for Single Audits of State and Local Governments; (3) Office of Management and Budget (OMB) Circular A-133, Audits of State and Local Governments; (4) the A.I.C.P.A. Audit Guide, Audits of State and Local Governmental Units; and (5) State of California Controller's Minimum Audit Requirements for Special Districts.

Work Plan

Advance planning is the key to any successful engagement. In relation to other firms involved in audits, we believe we provide for a higher proportion of director's time in planning the engagement. With careful and extensive planning, we tailor our audit program to fit the unique aspects of each client. Through this means, we are able to better target our audit work, get to the core of accounting issues and systems, and thus provide more meaningful information to our clients.

The first step in the planning process is the preparation of a time line and work plan by significant segments. This schedule appears subsequently, encompassing the time period from July through November. Upon award of the engagement, we solicit additional input from the client and preliminarily evaluate and become familiar with their accounting system. We then revise the work plan to include details and specifics to “map out” our
approach to the audit. The refinement of the work plan is, however, a continual process which occurs throughout the audit.

An integral part of preliminary planning is the assignment of staff best qualified to work on the particular engagement. We foresee, in the course of the audit, a substantial amount of director’s time spent on on-site supervision. These factors, combined with communication with City of Fortuna, will facilitate the inclusion of new ideas and experience into the initial work plan.

Ultimately, this process leads to a quality audit that is performed in a timely and efficient manner.

---

**Proposed Segmentation of the Audit Engagement**

1. **Planning**
   - Gain an understanding of City of Fortuna’s controls
   - Test controls noted above
   - Inquire about fraud and related risks
   - Assess fraud risk
   - Review and obtain risk management policies
   - Discuss with management and document control environment
   - Send confirmations
   - Document other inquiries (contingencies and related party and subsequent events)
   - Discuss observations with management

2. **Year-End Testing**
   - Perform analytical review and inquire about fluctuations
   - Perform year-end audit tests on City of Fortuna’s accounts
   - Exit conference and communicate audit adjustments

3. **Presentation and Disclosure**
   - Communicate changes to Management
   - Prepare Management report and send draft
   - Final Management/Director review
   - Report issuance
# City of Fortuna
## Work Plan by Significant Segments

<table>
<thead>
<tr>
<th>PLANNING</th>
<th>July</th>
<th>Sept.</th>
<th>Oct.--Nov.</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meet with client to discuss current year issues and review prior</td>
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<tr>
<td>auditor's workpapers.</td>
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<tr>
<td>Consult with management regarding internal control, computer</td>
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<td>20</td>
</tr>
<tr>
<td>and financial reporting. Review the City's organizational chart,</td>
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<tr>
<td>current year audit objectives of the City, current litigation</td>
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<tr>
<td>involving the City, new Federal, State and local legislation</td>
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<tr>
<td>affecting the City, material subsequent events, and review of</td>
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<tr>
<td>prior year audit reports and findings.</td>
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<tr>
<td>Perform Risk Assessment.</td>
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<table>
<thead>
<tr>
<th>COMPLIANCE</th>
<th>July</th>
<th>Sept.</th>
<th>Oct.--Nov.</th>
<th>Hours</th>
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<tbody>
<tr>
<td>Identify significant issues and resolve as soon as possible to</td>
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<tr>
<td>preclude end-of-audit surprises.</td>
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<tr>
<td>Document and evaluate significant accounting systems.</td>
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<tr>
<td>Perform all necessary compliance testing using various checklists to</td>
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<td>98</td>
</tr>
<tr>
<td>cover the following areas: Petty cash, investments, cash,</td>
<td></td>
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</tr>
<tr>
<td>minutes, contracts, ordinances, revenue, receivables, service</td>
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<td></td>
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<tr>
<td>revenue, proprietary funds, expenditures, accounts payable, payroll</td>
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<tr>
<td>and related liabilities, inventories, property, equipment</td>
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<tr>
<td>and capital expenditures, debt and debt service expenditures, fund</td>
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<tr>
<td>equities, grants and other pertinent areas.</td>
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<tr>
<td>Discuss interim findings with management.</td>
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<table>
<thead>
<tr>
<th>FINANCIAL</th>
<th>July</th>
<th>Sept.</th>
<th>Oct.--Nov.</th>
<th>Hours</th>
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<tbody>
<tr>
<td>Perform year-end substantive testing including using tailored</td>
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<td></td>
<td>62</td>
</tr>
<tr>
<td>audit programs to test year end account balances, third party</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>confirmations, verify material balances, compliance with its budget</td>
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<tr>
<td>and additional compliance testing, as needed.</td>
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<tr>
<td>Exit conference.</td>
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<tr>
<td>Prepare and review Draft Audit Reports.</td>
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<td>42</td>
</tr>
<tr>
<td>Complete/issue Management Report.</td>
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</tbody>
</table>

**Total Estimated Hours: 237**
Computer Assisted Auditing Techniques
We use Prosystems Fx Engagement auditing software, Microsoft Excel and Word, and Adobe Acrobat to prepare reports and to assist us with managing the trial balances, audits and creating reports. We use judgmental sampling not software to choose audit samples. Audit samples will be chosen judgmentally and haphazardly. The purpose of the test of compliance will be to meet single audit compliance requirements. Also to detect any weaknesses in the internal control system, risk of fraud, and material differences with account balances. We prefer to receive as much information as possible in an electronic format and provide a secure FTP site, if the client prefers not to use email.

Approach to Internal Control Structure
Audit staff will send City of Fortuna (the City) an internal control questionnaire. The Audit Director will discuss with the City’s staff the answers to the internal control questionnaire. The Director will type up the narrative on the various City internal control cycles. The City’s staff will review and make any changes to the narrative. The audit staff will then test the internal controls of the City as noted in the narrative. Any findings or weaknesses will be discussed immediately with the City’s staff and the City will have an opportunity to respond.

Approach to Determining Laws and Regulations Subject to Audit Test Work
Review of government grant contracts and related laws and regulations, based on the outcome of communications with the City, other laws and regulations and other areas of human resources GAAP, state and local government code, and any other applicable laws and regulations. Legal confirmations will be sent to attorneys the City does business with during the fiscal year.

Identification of Anticipated Potential Audit Problems
We do not foresee any at this time. However, we are happy to assist the City should any arise during the course of the audit.

New Accounting Laws and Principles
We will notify the City of any impending changes that will affect the audit, and assist them with implementation if necessary.

IT Controls Audit Procedures
1) Inquire about system controls; 2) Walk through system controls; 3) Review data input and reports generated; 4) Review approval of transactions and related reports; and 5) Observe City staff’s use of hardware and software.
Project Management and Experience

Engagement Team

The following is a synopsis of each team member's professional background. Detailed resumes are included in the appendix to this proposal.

Ralph J. Ricciardi, CPA, CEO Director
Mr. Ricciardi is the engagement CEO Director responsible for all aspects of the audit engagement. With over 30 years of experience, most of which is in auditing federally-assisted and nonprofit programs, he offers the highest degree of expertise in the industry. His experience includes, more specifically: indirect cost allocation plans, contract compliance, OJT contracting, fixed unit price contracts, and performance-based contracts. Ralph Ricciardi will be responsible for the ongoing management and supervision of all services.

Michael A. O'Connor, CPA, Director
Mr. O'Connor joined our firm in April 1991 bringing three and a half years of accounting experience. His prior experience includes the audit of commercial entities as well as HUD projects and ten city and Special District audits. His current audit experience includes Transportation Commissions, Cities, Towns, Sanitation Districts, Community Services Districts, Retirement/Pension Plans, Fire Protection Districts, Local Agency Formation Commissions, Public Utility Districts, Head Start, NASA, NSF, Health and Human Services, Department of Labor, CSBG and various other funding streams. Mr. O'Connor will be the lead person and Project Manager for this project.

Hiep Pham, MBA, CPA, Director
Mr. Pham will be the CPA Director available to review work on this engagement. His auditing experience includes Head Start, Child Care, NASA and NSF, JTPA, WIA, Conservation Corps, Low Income Energy Assistance Program (LIEAP), Community Services Block Grants, Community Development Block Grants, Area Agency on Aging, various other nonprofit programs and governmental entities. Mr. Pham will be in charge of workpapers and report review.

June Nguyen, CPA, Audit Director
Ms. Nguyen will be the primary CPA Audit Director working on this engagement. Her extensive auditing experience includes Head Start, Child Care, Pension Plans, JTPA, WIA, Low Income Energy Assistance Program (LIEAP), Community Services Block Grants, Community Development Block Grants, and various other nonprofit programs, as well as governmental agencies. She has experience in both the public and private accounting sectors. Ms. Nguyen will be our lead person to conduct detailed compliance, substantive audit testing, and be the Audit Director.
Onsite Engagement Team

PROJECT MANAGER
Michael O’Connor, CPA
30 Years Experience

AUDIT DIRECTOR
June Nguyen, CPA
16 Years Experience

Staff Accountants

Staff Accountants
Similar Engagements Performed within the Past 5 Years

**City of Willits**
Scope: Single Audit, Basic Financial Statements
Audit Year: 6/30/16
Total Hours: 320
Partner: Michael O'Connor
Contact: Susie Holmes
Phone: 707-459-4601
CAFR Yes/No: No

**Town of Colma**
Scope: Single Audit, Basic Financial Statements, Partial CAFR
Audit Year: 6/30/17
Total Hours: 160
Partner: Michael O'Connor
Contact: Brian Moura
Phone: 650-997-8300
CAFR Yes/No: Partial CAFR

**City of Calistoga**
Scope: Single Audit, CAFR, Basic Financial Statements
Audit Year: 6/30/17
Total Hours: 320
Partner: Michael O'Connor
Contact: Gloria Leon
Phone: 707-942-2803
CAFR Yes/No: Yes

**Humboldt Community Services District**
Scope: Basic Financial Statements
Audit Year: 6/30/17
Total Hours: 88
Partner: Michael O'Connor
Contact: Paul Rodriguez
Phone: 707-443-4550
CAFR Yes/No: No

**City of Rio Dell**
Scope: Basic Financial Statements, State Controller's Report
Audit Year: 6/30/16
Total Hours: 231
Partner: Michael O'Connor
Contact: Brooke Woodcox
Phone: 707-764-3532
CAFR Yes/No: No

**City of Alturas**
Scope: Single Audit, Basic Financial Statements, State Controller's Report
Audit Year: 6/30/17
Total Hours: 172
Partner: Michael O'Connor
Contact: Sara Peel
Phone: 530-233-2512
CAFR Yes/No: No

**City of Newman**
Scope: Single Audit, Basic Financial Statements, State Controller's Report
Audit Year: 6/30/17
Total Hours: 205
Partner: Michael O'Connor
Contact: Lewis Humphries
Phone: 209-862-3725
CAFR Yes/No: No

**Humboldt Bay Municipal Water District**
Scope: Basic Financial Statements
Audit Year: 6/30/17
Total Hours: 84
Partner: Michael O'Connor
Contact: John Friedenbach
Phone: 707-443-5018
CAFR Yes/No: No
Ancillary Services

In addition to being a full service accounting firm, over the years we have obtained certain areas of expertise. First and foremost in setting us apart from other firms is our vast experience in the auditing of federal grant-assisted programs. However, other services, in which we have accomplished a high degree of proficiency, follow:

Internal Control System Review
Because of our experience with nonprofit and Federal grant auditing, we have the ability to review internal control systems from the standpoint of "materiality" vis-a-vis the almost endless list of compliance control systems required by Federal and State funding sources. For this reason, we feel we are in a somewhat unique position to review and evaluate internal control systems of governmental entities and nonprofit clients and issue an opinion on them.

Indirect Cost Allocation Plans
We have been helpful to a number of our clients in the development, implementation, and/or review of Indirect Cost Allocation Plans.

Fixed Unit Price Contracts / Performance Based Contracts
Our firm has several clients that are subject to both fixed unit and performance based contracts. These contracts can be complex; we can offer the know-how and experience to assist in their development.

Computer Conversions
We can offer assistance in EDP systems conversions as well as pre-audit assistance to determine if computer installation/conversion was satisfactorily accomplished. We have facilitated conversions for a number of our clients, and would be pleased to provide such services to you when and if they are needed.

Close-out Report Reconciliations
Funding sources frequently express disappointment in the limited financial information they receive from the Schedule of Federal Financial Assistance (Single Audit Report). They ask for additional information regarding a reconciliation between the Schedule of Federal Financial Assistance and the Funding Agency's Close-out Report. We have provided many clients with special reporting sections in their audit report that satisfy this request and/or respond to special requirements with which the Agency must comply. We believe that this valuable service is essential in maintaining good relations between our clients and their funding sources.
Staff Resumés
Ralph J. Ricciardi, CPA
CEO Director (license 1975 21701E)

Personal Data
Graduated from Golden Gate University, San Francisco, in 1969. A member of the California Society and American Institute of Certified Public Accountants, and practicing Certified Public Accountant in San Rafael, California. A resident of the City of Novato, California, and a former member of the Novato Beautification and Environmental Action Group and the Novato Civic Center Committee.

Experience
Presently CEO Director of the Certified Public Accounting firm he founded in San Rafael, California. Prior to starting the practice, he was employed by the following C.P.A. firms:

- Rich Benson & Company, San Francisco
- Wolf & Company, San Francisco
- Barlow, Davis & Wood, San Francisco

The following list of experience does not necessarily relate to present practice or any previous employer, but is grouped in various categories to indicate concentration and/or expertise in certain areas.

Scientific Research
- SETI Institute – NASA, NSF, other funding
- AmTech – NASA Funded
- Bay Area Environmental Research Institute – NASA Funded
- Rotorcraft Industry Technology Association, Inc. (RITA) – NASA and other funding
- Molecular Research Institute (MRI) – NASA, NIH, and other funding
- Point Reyes Bird Observatory – D.O.D. Foundations, Department of Agriculture, NASA and other funding

Nonprofit Organizations
WIA/ITPA Programs (DOL Funded)
- Tulare County
- Mendocino County
- Marin County
- Del Norte County
Mr. Ricciardi's audit experience (continued)

WIA/JTPA Programs (continued)

- Shasta County
- Tehama County
- Trinity County
- Plumas County
- Modoc County
- Lassen County
- San Luis Obispo County
- Mother Lode Consortium (Sonora)
- Fresno County PIC
- NoRTEC PIC
- Butte County PIC

CSBG/CDBG/ECIP/LIHEAP (Health and Human Services Funding)

- Community Action Marin (Marin County)
- Protesus, Inc. (Tulare County)
- TEACH, Inc. (Modoc County)
- King Community Action Organization (Kings County)
- C-SET (Tulare County)
- CVOC (Merced / Stanislaus Counties)

Headstart Programs

- Child, Family and Community Services, Inc. (Southern Alameda County)
- IHSD (San Mateo County)
- Community Action Marin (Marin County)
- Sierra Cascade Family Opportunities (Plumas, Lassen, Modoc and Sierra Counties)
- C.A.P.E. (Southern Alameda County)
- Kings Community Action Organization (Kings County)

Transportation (DOT Funding)

- Stanislaus Area Association of Governments (Stanislaus County)
- Stanislaus County Transit (Stanislaus County)
- Plumas County Transit (Plumas County)

Special Districts

- Clear Creek Community Services District (Water)
- Northern Rural Training Employment Consortium (JTPA)
- Kings/Tulare Area Agency on Aging (Aging)
Mr. Ricciardi’s audit experience (continued)

Other Nonprofits (Various Funding Sources)
- Scientific Research
- Conservation Programs
- Education Programs
- Hospice
- Literacy Training
- Economic Development Councils
- Food Banks
- Legal Aid Programs
- Youth Counseling

Commercial Entities
- Transportation Industry
- Manufacturing Companies
- Construction Companies
- Securities Dealers
- Automobile Dealerships
- Food Processing Companies
- Farms
- Commercial Building Rentals
- Home Builders
- Vending Machine Company
- Financial Institutions
Michael A. O'Connor, CPA
Director (License 1990 55781E)

Personal Data
A native of Novato, Mr. O'Connor graduated from St. Mary's College in 1987, receiving a Bachelor's Degree in Business Administration with an emphasis in Accounting. Michael obtained his CPA License in May of 1990. Mr. O'Connor is a member of the Government Finance Officers Association of the United States, American Institute of Certified Public Accountants, and the California Society of CPA's.

Experience
In 1987, Mr. O'Connor accepted a position with Seiler and Company in Redwood City, California. At that time he worked on Housing and Urban Development audits as well as audits of various commercial entities.

From 1989 through March, 1991, he served as a Senior Accountant for C.G. Uhlenberg & Company in Redwood City, California. During this time Mr. O'Connor supervised audits of the following:

- City of Redwood City
- City of Cupertino
- City of Campbell
  (Awarded the GFOA and CSMFO Certificate of Achievement)
- City of Pittsburg
  (Awarded the GFOA and CSMFO Certificate of Achievement)
- City of Menlo Park
  (Awarded the GFOA and CSMFO Certificate of Achievement)
- City of San Bruno
- The Town of Los Altos Hills
  (Awarded the GFOA and CSMFO Certificate of Achievement)
- The Town of Woodside
- The Town of Portola Valley
- The Town of Atherton
- Purisma Hills Water District
- The Dublin/San Ramon Services District
- The North Marin Water District
- Sausalito and Marin City Sanitary District
- South Bay Systems Authority
Mr. O'Connor's audit experience (continued)

Since joining the firm Mr. O'Connor's audit experience includes:

**Municipalities and Special Districts**
- Alameda Resource Conservation District
- Amador County Transportation Commission
- City of Alturas
- City of Amador
- City of Crescent City
- City of Livingston
- City of Monterey
- City of Newman
- City of Patterson
- City of Willits
- Clear Creek Community Services District
- Del Norte Local Transportation Commission
- Highlands Recreation District
- Indian Valley Community Services District
- Kentfield Fire Protection District
- Livermore-Amador Valley Water Management Agency
- Marin City Community Services District
- Marin Healthcare District
- Marinwood Community Services District
- Mendocino Council of Governments
- Mendocino Transit Authority
- Napa County Mosquito Abatement District
- Napa River Reclamation District
- Placer County Transportation Planning Agency
- Pleasant Hill Recreation and Park District
- Pleasant Hill Senior's Club
- Ross Valley Fire District
- Stanislaus Regional Transit
- Strawberry Recreation District
- Tehama County Transportation Commission
- Town of Colma
- Town of San Anselmo
- Transportation Authority of Marin
- Ukiah Valley Sanitation District

**Child Care Programs/Head Start**
- Community Action Marin – San Rafael, CA
- Institute for Human and Social Development – So. San Francisco, CA
- Child Family and Community Services – Fremont, CA
- Sierra Cascade Family Opportunities — Quincy, CA
WIA/JTPA Programs
- Community Services and Employment Training – Visalia, CA
- Plumas Job Training Center – Quincy, CA
- San Luis Obispo PlC – San Luis Obispo, CA
- Proteus Inc. – Visalia, CA
- Mother Lode Job Training Agency – Sonora, CA

CSBG/CDBG/ECIP/HEAP
- Community Action Marin – San Rafael, CA
- Proteus Inc. – Visalia, CA
- Community Services and Employment Training – Visalia, CA

Scientific Research
- SETI Institute – Mountain View, CA (NASA, NSF, other)
- Molecular Research Institute – Mountain View, CA (NASA, NIH, Commercial)
- American Technology Alliances – Redwood City, CA (NASA, Commercial)

Pension Plan Audits
- Proteus, Inc. – Visalia, CA
- Community Action Commission of Santa Barbara County – Santa Barbara, CA
- Community Action Marin – San Rafael, CA
- California Autism Foundation – Richmond, CA
- Consumer Credit Counseling Services of San Francisco – San Francisco, CA

Other Nonprofits
- Lassen Economic Development Corp. – Westwood, CA
- California Maritime Academy Foundation – Vallejo, CA
- MATRIX – Novato, CA
- Training Employment and Community Help, Inc. – Alturas, CA
- Bay Institute of San Francisco – San Rafael, CA
- Family Service Agency of Marin – San Rafael, CA
- Support for Families of Children with Disabilities – San Francisco, CA
- National Poetry Association – San Francisco, CA
- Prison Law Office – San Rafael, CA
- Women Helping All People – Marin City, CA
- The Friends of Photography – San Francisco, CA
Hiep T. Pham, CPA
Director (License 1999 77877)

Personal Data
Mr. Pham is a resident of Fremont. He has a Bachelor's Degree in Business Administration with an emphasis in Accounting from Saint Mary's College of California and an MBA from California State University East Bay.

Experience
Mr. Pham’s experience in auditing includes:

Municipalities and Special Districts
- City of Newman
- Clear Creek Services District – Anderson, CA
- Westside Community Hospital District – Newman, CA
- City of Livingston

JTPA Programs
- Fresno Private Industry Council, Inc. – Fresno, CA
- Proteus, Inc. – Visalia, CA
- Mendocino Private Industry Council, Inc. – Ukiah, CA
- Mother Lode Job Training Agency – Sonora, CA
- Siskiyou Training and Employment Program, Inc. – Weed, CA
- Job Training Center of Tehama County – Red Bluff, CA
- Trinity Occupational Training, Inc. – Weaverville, CA

CSBG/CDBG/ECIP/LIHEAP
- Community Action Marin – San Rafael, CA
- Proteus, Inc. – Visalia, CA

Child Care Programs / Head Start
- Child, Family & Community Services, Inc. – Fremont, CA
- Community Action Marin – San Rafael, CA
- Community Association for Preschool Education – Livermore, CA
- Institute for Human and Social Development – So. San Francisco, CA
- First 5 of San Mateo County – San Mateo, CA

NASA Funded Programs
- Molecular Research Institute – Palo Alto, CA
- SETI Institute – Mountain View, CA

WIA Programs
- JobTrain, Inc. – Menlo Park, CA
- Proteus, Inc. – Visalia, CA
Mr. Pham’s audit experience (continued)

**CSD Programs**
- Modoc-Siskiyou Community Action Agency – Alturas, CA
- Training Employment and Community Help, Inc. – Alturas, CA
- Child Care/Family Care Services
- Community Action Commission of Santa Barbara County, Inc. – Santa Barbara, CA
- Golden State YMCA – Visalia, CA
- California Court Appointed Special Advocate Association – Oakland, CA
- CASA – A Voice for Children – Napa, CA
- Court Appointed Special Advocates of Merced County – Merced, CA
- First 5 San Mateo County – San Mateo, CA
- Journeys Supported Living Services – Novato, CA
- National Alopecia Areata Foundation – San Rafael, CA
- National Eczema Association – San Rafael, CA
- Tapestry Family Services, Inc. – Ukiah, CA
- Tulare Youth Service Bureau, Inc. – Tulare, CA

**Aging Programs**
- Area 12 Agency on Aging – Sonora, CA
- Sourcewise – San Jose, CA
- Kings/Tulare Area Agency on Aging – Visalia, CA

**NASA/NSF Funded Programs**
- Aquatic Science Center – Richmond, CA
- Astronomical Society of the Pacific – San Francisco, CA
- Bay Area Environmental Research Institute – Petaluma, CA
- Neurobehavioral Research, Inc. – Hawaii, CA
- San Francisco Estuary Institute – Richmond, CA
- UAV Collaborative – Mountain View, CA

**Other Nonprofits and Governmental Entities**
- Child Advocate and Special Assistance Programs
- Disability Programs
- Emergency Shelter and Transitional Housing Programs
- Legal Aid Programs
- Multimedia Technology
- Scientific Research
- California Youth Soccer Association
- Associated Students of the California Maritime Academy – Vallejo, CA
- California Maritime Academy Foundation, Inc. – Vallejo, CA
- Eternal Life Church – Menlo Park, CA
- The Ford Street Project – Ukiah, CA
- County of Tulare, Health and Human Services Agency – Visalia, CA
Mr. Pham's audit experience (continued)

Other Nonprofits and Governmental Entities (continued)

- Literacy for Environmental Justice – San Francisco, CA
- Midpeninsula Community Media Center, Inc. – Palo Alto, CA
- Marin Society of Artists – Ross, CA
- Pinole Assisted Living Community – Pinole, CA
- Stanislaus County Sheriff's Department – Modesto, CA
- San Francisco Apartment Association – San Francisco, CA
- San Mateo County Exposition and Fair Association – San Mateo, CA
- Earth Island Institute – Berkeley, CA
- Nicasio Land Owner's Association – Nicasio, CA
- Nicasio Land Preserve – Nicasio, CA
- CASA Merced – Merced, CA
June Nguyen, CPA
Audit Director (License 2004 89110)

Personal Data
Ms. Nguyen is a resident of Sonoma County. She has a Bachelor's Degree in Business Administration with an emphasis in Accounting from Sonoma State University. She has spent the past 15 years auditing with a strong focus on Child Care and Pension Plan audits with a high level of complexity.

Experience
Ms. Nguyen's experience in auditing includes, but is not limited to:

Pension Plan Audits
- Community Action Commission of Santa Barbara County – Santa Barbara, CA
- Community Action Marin – San Rafael, CA
- California Autism Foundation – Richmond, CA
- Consumer Credit Counseling Services of San Francisco – San Francisco, CA
- Community Action Partnership of Sonoma County – Sonoma, CA
- Institute of Human & Social Development – So. San Francisco, CA
- Proteus, Inc. – Visalia, CA
- San Mateo County Event Center – San Mateo, CA
- Child, Family & Community Services, Inc. – Fremont, CA

Child Care Programs/Head Start
- Child, Family & Community Services, Inc. – Fremont, CA
- Community Action Marin – San Rafael, CA
- Kings Community Action Organization – Hanford, CA
- Community Action Commission of Santa Barbara County – Santa Barbara, CA

Municipalities and Special Districts
- Bel Marin Keys CSD – Bel Marin Keys, CA
- Ukiah Valley Sanitation District – Ukiah, CA
- Area 12 Agency on Aging – Visalia, CA
- Clear Creek Community Services District – Anderson, CA

JTPA Programs
- Proteus, Inc. – Visalia, CA
- Mendocino Private Industry Council, Inc. – Ukiah, CA
- Siskiyou Training and Employment Program, Inc. – Weed, CA
- San Diego Workforce Partnership – San Diego, CA

CSBG/CDBG/ECIP/ILEAP
- Proteus, Inc. – Visalia, CA
- The Ford Street Project – Ukiah, CA
- Community Action Marin – San Rafael, CA
- Community Services & Employment Training – Visalia, CA
- Community Action Commission of Santa Barbara County – Santa Barbara, CA
Ms. Nguyen's audit experience (continued)

NASA Funded Programs

- Bay Area Environmental Research Institute – Sonoma, CA

Other Nonprofits

- Hospice of Napa Valley – Napa, CA
- California/Nevada Community Action – Sacramento, CA
- Associated Students of Sonoma State University – Rohnert Park, CA
- Sonoma Student Union Corporation – Rohnert Park, CA
- California Maritime Academy Foundation – Vallejo, CA
- Marin Advocates for Children – San Rafael, CA
- Marin Art Council – San Rafael, CA
- Casa Allegra Community Services – San Rafael, CA
- Matrix Parent Network and Resource Center – Novato, CA
Ian McGraw
Staff Auditor

Personal Data
Mr. McGraw joined our firm with a Masters of Accountancy degree from Golden Gate University, and a Bachelor's in Bachelor of Science in Business Administration and Economics from St. Mary's College. He has over a year of experience with us auditing non-profit organizations, municipalities, special districts and various government agencies.

Experience
Mr. McGraw's experience in auditing includes:

Government Audits
- City of Monterey
- Marinwood Community Services District
- City of Calistoga
- Amador Abandoned Vehicle Abatement Service Authority
- Alameda County Mosquito Abatement District
- City of Alturas
- Bodega Bay Public Utilities District
- Diamond Springs/El Dorado Fire Protection District
- El Dorado Hills Community Services District
- Marin Local Agency Formation Commission
- Napa County Mosquito Abatement District
- City of Rio Dell
- Southern Marin Fire Protection District
- Area 12 Agency on Aging

Non-profit Audits
- Aquatic Science Center
- California Maritime Academy
- Astronomical Society of the Pacific
- Bay Area Environmental Research Institute
- Community Action Commission of Santa Barbara County
- Sourcewise
- Golden State YMCA
- JobTrain, Inc.
- Kings/Tulare Area Agency on Aging
- Proteus, Inc.
- San Francisco Estuary Institute
- San Mateo County Exposition and Fair Association
- TEACH — Training Employment and Community Help, Inc.
Matthew Mingram
Staff Auditor

Personal Data
Mr. Mingram joined our firm with experience working in the public accounting sector at Novogradac & Company, as well as spending time in the private accounting side of the industry.

Education
He studied accounting at Sonoma State University and received a postgraduate advanced accounting certification at Santa Clara University.

Experience
Mr. Mingram's public accounting experience includes both Governmental and Nonprofit work, such as:

- City of Alturas
- City of Rio Dell
- Town of Colma
- Bodega Bay Public Utilities District
- Mendocino Council of Government
- Southern Marin Fire Protection District
- San Mateo County Resource Conservation District
- Strawberry Recreation District
- Tehama County Transportation Commission
- Marinwood Community Services District
- Muir Beach Community Services District
- Clear Creek Community Services District
- Project Sanctuary
- Community Support Network
- Community Action Marin
- Community Action Napa Valley
- Rhodes Residential Services
- Jefferson Economic Development Institute
Education and Training
## Education and Training

The firm's staff has been keeping abreast with the State and Federal laws, regulations and policies as they pertain to the auditing of Federally assisted programs, the Single Audit Act, AICPA pronouncements, general accounting updates and changes in the tax laws.

Staff and conferences attended within the last four years are as follows:

<table>
<thead>
<tr>
<th>Staff/Conference</th>
<th>Year</th>
<th>Hours</th>
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<tbody>
<tr>
<td><strong>Ralph J. Ricciardi, CPA</strong></td>
<td></td>
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<tr>
<td>Regulatory Ethics</td>
<td>2017</td>
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<td>Detecting Fraud in Financial Statements</td>
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<td>Internal Control and Fraud Detection</td>
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<td>Auditing Developments</td>
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<td>New Compilation &amp; Review Standards</td>
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<td>Detecting Fraud in Organizations</td>
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<td>Ethics for CA CPAs</td>
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<td>Practice issues: Compilation and Review Update</td>
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<td>Financial Statement Fraud</td>
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<td>Government &amp; NonProfit Accounting</td>
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<tr>
<td>Cloud Computing</td>
<td>2014</td>
<td>8</td>
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<tr>
<td>Nonprofit Auditing &amp; Accounting Principles</td>
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<tr>
<td><strong>Hiep Pham, MBA, CPA</strong></td>
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<td>Not-For-Profit Organizations Conference</td>
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<td>Single Audits – A Case Study</td>
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<td>Ethics &amp; Professional Conduct</td>
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<td>New Compilation &amp; Review Standards</td>
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<td>Fraud: Tools and Examples</td>
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<td>2016 Easy Update Overview</td>
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<td>Avoiding Problems in Conducting Single Audits</td>
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■ Hiep Pham, MBA, CPA (continued)
Ethics for California CPAs 2015 4
California Regulatory Review for CPAs 2015 2
2015 FASB, SSARS and SAS Review 2015 24
Federal Government Auditing 2015 24
Detecting Fraud in Organizations 2015 16
CSU GAAP Reporting 2015 1.5
A-133 Audits 2014 8
Detecting Fraud in Organizations 2014 16

■ Michael O’Connor, CPA
Governmental Accounting & Auditing Conference 2017 8
Employee Benefit Plans Conference 2017 8
Not-For-Profit Organizations Conference 2017 9.5
Single Audits – A Case Study 2017 8
QuickBooks training 2017 16
Advanced Governmental Accounting 2017 16
CA Ethics Review 2016 2
Government Accounting and Auditing 2016 8
Fraud: Tools and Examples 2016 1
Not-For-profit Organizations 2016 9
Professional Conduct and Ethics 2016 4
Employee Benefit Plans 2015 8
Government Accounting & Auditing 2015 8
CA Ethics 2015 2
Veestart 2015 2015 16
Accounting for Pension and OPEB 2015 8
Advanced Financial Reporting 2015 16
A-133 Audits 2014 8
Employee Benefit Plans Conference 2014 8
GASB 67/68 Implementation Task Force 2014 4

■ June Nguyen, CPA
Employee Benefit Plans Conference 2017 8
Not-For-Profit Organizations Conference 2017 9.5
Single Audits – A Case Study 2017 8
Detecting Fraud in Organizations 2017 16
Not-For-profit Organizations 2016 9
Employee Benefit Plans 2016 8
## Education and Training (continued)

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<tr>
<th>Staff /Conference</th>
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<td><strong>June Nguyen, CPA (continued)</strong></td>
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<td>Ethics for CA CPAs</td>
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<td>Government Accounting Business-type Activities</td>
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<td>Executive Roadmap to Fraud Prevention &amp; Internal Control</td>
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<td>Government Accounting &amp; Auditing</td>
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<tr>
<td>Government and Not-for-profit Accounting</td>
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<td>Auditing for Fraud Detection</td>
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<td>Intermediate Government Accounting</td>
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<td>Ethics for California CPAs</td>
<td>2014</td>
<td>4</td>
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<tr>
<td>Employee Benefit Plans Conference</td>
<td>2014</td>
<td>8</td>
</tr>
</tbody>
</table>
References
References

The best recommendations a CPA firm can have are those of existing clients. We are, therefore, including a partial list of references and encourage you to contact them.

1. **Organization Name:** City of Alturas  
   **Address:** 200 North Street, Alturas, CA 96101  
   **Contact:** Ms. Sara Peet, City Treasurer  
   **Phone Number:** (530) 233-2512  
   Proposed Audit Manager served this organization \[✓\] YES \[\] NO

2. **Organization Name:** City of Newman  
   **Address:** 938 Fresno St., 2nd Floor, Newman, CA 95360  
   **Contact:** Mr. Lewis Humphries, Finance Director  
   **Phone Number:** (209) 862-3725  
   Proposed Audit Manager served this organization \[✓\] YES \[\] NO

3. **Organization Name:** Town of Colma  
   **Address:** 1198 El Camino Real, Colma, CA 94014-3212  
   **Contact:** Mr. Brian Moura, Financial Services Advisor  
   **Phone Number:** (650) 997-8300  
   Proposed Audit Manager served this organization \[✓\] YES \[\] NO

4. **Organization Name:** City of Calistoga  
   **Address:** 1232 Washington Street, Calistoga, CA 94515  
   **Contact:** Ms. Gloria Leon, Administrative Services Director  
   **Phone Number:** (707) 942-2803  
   Proposed Audit Manager served this organization \[✓\] YES \[\] NO

5. **Organization Name:** Humboldt Community Services District  
   **Address:** 5055 Walnut Drive, Eureka, CA 95503  
   **Contact:** Mr. Paul Rodriguez, Finance Manager  
   **Phone Number:** (707) 443-4550  
   Proposed Audit Manager served this organization \[✓\] YES \[\] NO

6. **Organization Name:** Humboldt Bay Municipal Water District  
   **Address:** 828 Seventh Street, Eureka, CA 95501  
   **Contact:** Mr. John Friedenbach, General Manager  
   **Phone Number:** (707) 443-5018  
   Proposed Audit Manager served this organization \[✓\] YES \[\] NO
Quality Review
System Review Report

September 8, 2016

To the Shareholders,
R. J. Ricciardi, Inc., Certified Public Accountants,
and the Peer Review Committee of the California Society of CPAs

I have reviewed the system of quality control for the accounting and auditing practice of R. J. Ricciardi, Inc., Certified Public Accountants (the firm) in effect for the year ended May 31, 2016. My peer review was conducted in accordance with Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. As a part of my peer review, I considered reviews by regulatory entities, if applicable, in determining the nature and extent of my procedures. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. My responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on my review. The nature, objectives, scope, limitations of, and procedures performed in a System Review are described in the standards at www.aicpa.org/prsummary.

As required by the standards, engagements selected for review included an audit of an employee benefit plan and engagements performed under Government Auditing Standards.

In my opinion, the system of quality control for the accounting and auditing practice of R. J. Ricciardi, Inc., Certified Public Accountants in effect for the year ended May 31, 2016, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of pass, pass with deficiency(ies) or fail. R. J. Ricciardi, Inc., Certified Public Accountants has received a peer review rating of pass.

David E. Vaughn, CPA
List of Current Municipal Clients
List of Current Municipal Clients

Cities/Towns
- City of Alturas
- City of Calistoga
- City of Gustine
- City of Monterey
- City of Newman
- City of Rio Dell
- City of Willits
- Town of Colma

Municipals
- Alameda County Mosquito Abatement District
- Alturas Cemetery District
- Amador Abandoned Vehicle Service Authority
- Amador County Transportation Commission
- Bel Marin Keys Community Services District
- Bodega Bay Public Utilities District
- Cameron Park Community Services District
- Caspar South Water District
- Church Tree Community Services District
- Clear Creek Community Services District
- Contra Costa Local Agency Formation Commission
- Contra Costa Resource Conservation District
- County of Marin
- County of Tulare Health & Human Services
- Diamond Springs-El Dorado Fire Protection District
- Firehouse Community Park Agency
- Highlands Recreation District
- Humboldt Bay Municipal Water District
- Humboldt Community Services District
- Marin City Community Services District
- Marin County D.A.’s Office
- Marin LAFCO
- MarlNet
- Marinwood Community Services District
- Mendocino Council of Governments
List of Current Municipal Clients
(continued)

- Mendocino Private Industry Council
- Mendocino Transit Authority
- Modoc–Siskiyou Community Action Agency
- Muir Beach Community Services District
- Napa County Mosquito Abatement District
- North of the River Recreation & Park District
- Pleasant Hill Recreation and Park District
- Redwood Coast Transit Authority
- San Mateo County Mosquito & Vector Control District
- San Mateo County RCD
- Sonoma LAFCO
- South Santa Clara County Fire District
- Southern Marin Fire Protection District
- Stanislaus Regional Transit
- Strawberry Recreation District
- Tehama County Department of Public Works
- Tehama County Transportation Commission
- Westside Community Healthcare District
- Yolo County Resource Conservation District
SAMPLE AGREEMENT
CONTRACT FOR SERVICES

THIS CONTRACT is made on __________, 2018, between the City of ____________________ (“the City”), and ____________________ (“Consultant”).

WITNESSETH:

WHEREAS, the City proposes ____________________; and
WHEREAS, the Consultant has presented a proposal for such services to the City, dated ________, 20__, and is duly licensed, qualified and experienced to perform those services;

NOW, THEREFORE, the parties hereto mutually agree as follows:

I. SCOPE OF SERVICES:

A. Consultant shall do all work, attend all meetings, produce all reports and carry out all activities necessary to completion of the services described in the City of Fortuna Request for Proposals for Professional Auditing Services dated May 8, 2018, attached hereto and incorporated herein by this reference as Exhibit “A”. This Contract and its exhibits shall be known as the “Contract Documents.” Terms set forth in any Contract Document shall be deemed to be incorporated in all Contract Documents as if set forth in full therein. In the event of conflict between terms contained in these Contract Documents, the more specific term shall control. If any portion of the Contract Documents shall be in conflict with any other portion, provisions contained in the Contract shall govern over conflicting provisions contained in the exhibits to the Contract.

B. Consultant enters into this Contract as an independent contractor and not as an employee of the City. The Consultant shall have no power or authority by this Contract to bind the City in any respect. Nothing in this Contract shall be construed to be inconsistent with this relationship or status. All employees, agents, contractors or subcontractors hired or retained by the Consultant are employees, agents, contractors or subcontractors of the Consultant and not of the City. The City shall not be obligated in any way to pay any wage claims or other claims made against Consultant by any such employees, agents, contractors or subcontractors, or any other person resulting from performance of this Contract.

C. The Consultant agrees it has satisfied itself by its own investigation and research regarding the conditions affecting the work to be done and labor and materials needed,
and that its decision to execute this Contract is based on such independent investigation and research.

II. TIME OF PERFORMANCE:

The following time schedule shall be followed:

A. The services of Consultant are to commence upon execution of this Contract by, and receipt of written notice to proceed from, City, and shall be undertaken and completed in a prompt and timely manner, in accordance with the Schedule of Performance to be mutually agreed upon by both the City and Consultant, ensuring that all external filing and award submission deadlines are met.

B. The City Manager or his or her designee may, by written instrument signed by the Parties, extend the duration of this Contract for an additional period not to exceed the lesser of one year or the original term of this Contract, provided that the extension does not require the payment of compensation in excess of the maximum compensation set forth in Section III, Compensation.

III. COMPENSATION:

A. The Consultant shall be paid for the actual fees, costs and expenses for all time and materials required and expended, pursuant to the Payment Plan incorporated herein as Exhibit “B” but in no event shall total compensation exceed ___________ ( ), without City’s prior written approval.

B. Said amount shall be paid upon submittal of a billing in accordance with the Payment Plan incorporated herein as Exhibit “C” showing completion of the tasks that month.

C. If the work is halted at the request of the City, compensation shall be based upon the proportion that the work performed bears to the total work required by this Contract.

IV. TERMINATION:

This Contract may be terminated, without cause, at any time by the City upon ____ (_) days’ written notice. Upon receipt of such notice, Consultant shall cease all work under this Contract. In the event of any such termination, the Consultant shall be compensated as provided for in this Contract. Upon such termination, the City shall be entitled to all work, including but not limited to, appraisals, inventories, studies, analyses, drawings and data estimates performed to that date in accordance with Section VII hereof. The obligations of paragraph/section XV of this Contract relating to Consultant’s obligations to defend and indemnify the City shall survive any termination of this Contract.

Notwithstanding any provisions of this Contract, Consultant shall not be relieved of liability to the City for damages sustained by the City by virtue of any breach of this Contract by Consultant, and the City may withhold any payments due to Consultant until such time as the exact amount of damages, if any, due the City from Consultant is determined.
V. CHANGES:

The City may, from time to time, request changes in the scope of the services of Consultant to be performed hereunder. Such changes, including any increase or decrease in the amount of Consultant’s compensation and/or changes in the schedule must be authorized in advance by the City in writing. Mutually agreed changes shall be incorporated in written amendments to this Contract, or the attached work program.

VI. EXTENSIONS OF TIME:

Consultant may, for good cause, request extensions of time to perform the services required hereunder. Such extensions shall be authorized in advance by the City in writing and shall be incorporated in written amendments to this Contract or the attached work program.

VII. PROPERTY OF CITY:

It is mutually agreed that all materials prepared by the Consultant under this Contract shall become the property of the City, and the Consultant shall have no property right therein whatsoever. Immediately upon termination, the City shall be entitled to, and the Consultant shall deliver to the City, all data, drawings, specifications, reports, estimates, summaries and other such materials and commission as may have been prepared or accumulated to date by the Consultant in performing this Contract which is not Consultant’s privileged information, as defined by law, or Consultant’s personnel information.

VIII. COMPLIANCE WITH LOCAL LAW:

Consultant shall comply with all applicable laws, ordinances, and codes of federal, state and local governments, and shall commit no trespass on any public or private property in performing any of the work authorized by this Contract. [It shall be City’s responsibility to obtain all rights of way and easements to enable Consultant to perform its services hereunder. Consultant shall assist City in providing the same.

IX. WARRANTY:

Consultant agrees and represents that it is qualified to properly provide the services set forth in the City of Fortuna Request for Proposals for Professional Auditing Services dated May 8, 2018, attached hereto as Exhibit “A,” in a manner which is consistent with the generally accepted standards of Consultant’s profession. Consultant further represents and agrees that it will perform said services in a legally adequate manner in conformance with applicable federal, state and local laws and guidelines.

X. SUBCONTRACTING:

No services covered by this Contract shall be subcontracted without the prior written consent of the City, which will not be unreasonably withheld. Consultant shall be as fully responsible to the City for the negligent acts and omissions of its contractors and subcontractors, and of persons either directly or indirectly employed by them, as it is for the negligent acts and omissions of persons directly employed by Consultant.
XI. ASSIGNABILITY:

Consultant shall not assign or transfer any interest in this Contract whether by assignment or novation, without the prior written consent of the City which will not be unreasonably withheld. However, claims for money due or to become due Consultant from the City under this Contract may be assigned to a financial institution, or to a trustee in bankruptcy, without such approval. Consultant shall furnish promptly notice of any assignment or transfer, whether voluntary or involuntary, shall be to the City.

XII. INTEREST IN CONTRACT:

Consultant covenants that neither it, nor any of its employees, agents, contractors, subcontractors has any interest, nor shall they acquire any interest, direct or indirect, in the subject of the Contract, nor any other interest which would conflict in any manner or degree with the performance of its services hereunder.

Consultant shall make all disclosures required by the City’s conflict of interest code in accordance with the category designated by the City, unless the City Manager determines in writing that Consultant’s duties are more limited in scope than is warranted by the category designated by the City code and that a narrower disclosure category should apply. Consultant also agrees to make disclosure in compliance with the City conflict of interest code if, at any time after the execution of this agreement, City determines and notifies Consultant in writing that Consultant’s duties under this agreement warrant greater disclosure by Consultant than was originally contemplated. Consultant shall make disclosures in the time, place and manner set forth in the conflict of interest code and as directed by the City.

XIII. MATERIALS CONFIDENTIAL:

All of the materials prepared or assembled by Consultant pursuant to performance of this Contract are confidential and Consultant agrees that they shall not be made available to any individual or organization without the prior written approval of the City, except by court order.

XIV. LIABILITY OF CONSULTANT-NEGLIGENCE:

Consultant shall be responsible for performing the work under this Contract in a manner which is consistent with the generally accepted standards of the Consultant’s profession and shall be liable for its own negligence and the negligent acts of its employees, agents, contractors and subcontractors. The City shall have no right of control over the manner in which the work is to be done but only as to its outcome, and shall not be charged with the responsibility of preventing risk to Consultant or its employees, agents, contractors or subcontractors.

XV. INDEMNITY AND LITIGATION COSTS:

Consultant shall indemnify, defend, and hold harmless the City, its officers, officials, agents, and employees from and against any and all claims, damages, demands, liability, costs, losses and expenses, including without limitation court costs and reasonable attorneys’ fees arising out of or in connection with Consultant’s negligent
performance of work hereunder or its negligent failure to comply with any of its obligations contained in the Contract Documents, except such loss or damage which was caused by the sole negligence, or willful misconduct of the City.

XVI. CONSULTANT TO PROVIDE INSURANCE:

Consultant shall, at all times during the term of this Agreement, maintain and keep in full force and effect, the following policies of insurance with minimum limits as indicated below and issued by insurers with A.M. Best ratings of no less than A-: VI.

Commercial general liability at least as broad as ISO CG 0001 (per occurrence) 2,000,000
(general aggregate) 4,000,000
Commercial auto liability at least as broad as ISO CA 0001 (per accident) 1,000,000
Errors and omissions liability (per claim and aggregate) 2,000,000
Workers’ compensation Statutory

All insurance required by this section shall apply on a primary basis. Consultant agrees that it will not cancel or reduce said insurance coverage. Consultant agrees that if it does not keep the aforesaid insurance in full force and effect City may either immediately terminate this Agreement or, if insurance is available at a reasonable cost, City may take out the necessary insurance and pay, at Consultant’s expense, the premium thereon.

Auto liability insurance shall cover owned, nonowned and hired autos. If Consultant owns no vehicles, auto liability coverage may be provided by means of a nonowned and hired auto endorsement to the general liability policy.

At all times during the term of this Agreement; Consultant shall maintain on file with City a certificate of insurance, in a form acceptable to City, showing that the aforesaid policies are in effect in the required amounts. The general liability policy shall contain or be endorsed to contain a provision including the Indemnitees as additional insureds. Consultant shall promptly file with City such certificate or certificates and endorsements if applicable. Coverage for the additional insureds shall apply to the fullest extent permitted by law.

No policy required by this section shall prohibit Consultant from waiving any right of recovery prior to loss. Consultant hereby waives such right with regard to the Indemnitees.

All insurance coverage and limits provided by Consultant and available or applicable to this agreement are intended to apply to the full extent of the policies. Nothing contained in this Agreement limits the application of such insurance coverage.

XVII. MISCELLANEOUS PROVISIONS:

A. The Consultant shall designate a project manager who at all times shall represent the Consultant before the City on all matters relating to this Contract. The project manager shall continue in such capacity unless and until he or she is removed at the request of the City, is no longer employed by Consultant, or replaced with the written approval of the City, which approval shall not be unreasonably withheld.
B. The Consultant shall keep itself fully informed of, shall observe and comply with, and shall cause any and all persons, firms or corporations employed by it or under its control to observe and comply with, applicable federal, state, county and municipal laws, ordinances, regulations, orders and decrees which in any manner affect those engaged or employed on the work described by this Contract or the materials used or which in any way affect the conduct of the work.

C. Consultant shall not engage in unlawful employment discrimination. Such unlawful employment discrimination includes, but is not limited to, employment discrimination based upon a person’s race, religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status, gender, citizenship or sexual orientation.

D. The Consultant shall maintain and make available for inspection by the City and its auditors accurate records of all of its costs, disbursements and receipts with respect to any work under this Contract. Such inspections may be made during regular office hours at any time until six (6) months after the final payments under this Contract are made to the Consultant.

E. This Contract constitutes the entire agreement between the parties relative to the services specified herein and no modification hereof shall be effective unless and until such modification is evidenced by a writing signed by both parties to this Contract. There are no understandings, agreements, conditions, representations, warranties or promises, with respect to this Contract, except those contained in or referred to in the writing.

F. All notices that are required to be given by one party to the other under this Contract shall be in writing and shall be deemed to have been given if delivered personally or enclosed in a properly addressed envelope and deposited in a United States Post Office for delivery by registered or certified mail addressed to the parties at the following addresses:

City: City of Fortuna  
621 11th Street  
Fortuna, CA 95540  
ATTN: Aaron Felmlee, Finance Director

Consultant:  
________________________________________  
________________________________________  
________________________________________  
ATTN: ________________

G. This Contract shall be interpreted and governed by the laws of the State of California.

H. Any action arising out of this Contract shall be brought in Contra Costa County California, regardless of where else venue may lie.
I. In any action brought by either party to enforce the terms of this Contract, the prevailing party shall be entitled to recover its reasonable attorney’s fees.

SIGNATURES ON FOLLOWING PAGE

Executed the day and year first above written, by the parties as follows.

CITY OF FORTUNA

By: ____________________________
Title: Merritt Perry, Interim City Manager

CONSULTANT

By: ____________________________
Title: __________________________

APPROVED AS TO FORM:

By: ____________________________
Dave Tranberg, City Attorney

ATTEST:

By: ____________________________
Siana Emmons, City Clerk
CERTIFICATE OF COMPLIANCE WITH LABOR CODE § 3700

I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers’ compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract.

CONSULTANT

By: ________________________________
Title: ______________________________

EXHIBITS
DATE: July 2, 2018

TO: Honorable Mayor and Council Members

FROM: Merritt Perry, Interim City Manager


STAFF RECOMMENDATION:

Introduce and hold the first reading of Ordinance 2018-731 proposing amendments to Title 12-Streets, Sidewalks and Public Places of the Fortuna Municipal Code, Section 12.30, Subsection(s) 12.30.030 B.1, 12.30.030 B.5- Use of Public Property for Signs.

EXECUTIVE SUMMARY:

The Fortuna Chamber of Commerce has requested to be removed from section 12.30 of the Fortuna Municipal Code, which designates the Chamber as the responsible entity to set up the Christmas holiday cut out signs in the medians on an annual basis. The Fortuna Volunteer Fire Department, Ladies Auxiliary, who own the signs, is requesting they be designated as the responsible entity. The proposed changes will remove the Chamber of Commerce and add the Fortuna Volunteer Fire Department- Ladies Auxiliary. No other changes are requested.

RECOMMENDED COUNCIL ACTION:

1. Receive staff presentation and review Council questions with staff
2. Open public comment
3. Close public comment
4. Motion to hold the first reading of Ordinance 2018-731, read by title only, and continue the Public Hearing to July 16, 2018. Roll Call Vote.

FINANCIAL IMPACT:

There is no Financial Impact.

ATTACHMENTS:

ORDINANCE 2018-731

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF FORTUNA AMENDING THE FORTUNA MUNICIPAL CODE TITLE 12- STREETS, SIDEWALKS AND PUBLIC PLACES CHAPTER 12.30 SECTION 12.30.030, SUBSECTION(S) 12.30.030 B.1, B.5; USE OF PUBLIC PROPERTY FOR SIGNS.

WHEREAS, on May 21, 2007, the Fortuna City Council adopted Ordinance 2007-666 adding Chapter 12.30 to the Fortuna Municipal Code, adopting certain time, place, and manner regulations for the use of certain public property for signs, and amending Section 17.51.060 of said code; and

WHEREAS, The Chamber of Commerce previously promoted events and activities occurring in the City and maintained the promotion of community spirit; and

WHEREAS, the Fortuna Volunteer Fire Department-Ladies Auxiliary will assume the duties of responsibility of promotion of activities occurring in the City and continue to promote community spirit through the display of signs on public property.

NOW, THEREFORE THE CITY COUNCIL OF THE CITY OF FORTUNA DOES HEREBY ORDAIN AS FOLLOWS:

SECTION 1: PURPOSE

The purpose of this ordinance is to amend TITLE 12- STREETS, SIDEWALKS AND PUBLIC PLACES SECTION 12.30 SUBSECTION(S) 12.30.030 B.1, B.5 of the Fortuna Municipal Code relating to Use of Public Property for Signs.

SECTION 2: AMENDMENT

Section 12.30.030 of the Fortuna Municipal Code is amended to read as follows:

Section 12.30.030 REGULATIONS.

12.30.030. SUBSECTION B.1 It may only be used by the Fortuna Chamber of Commerce Volunteer Fire Department (FVFD- Ladies Auxiliary).

12.30.030. SUBSECTION B.5 The Fortuna Volunteer Fire Department (FVFD- Ladies Auxiliary) Chamber of Commerce must first provide proof of liability insurance and hold harmless agreement, both acceptable to the city.

SECTION 3: CONFLICTS

All city policies, ordinances, and parts of ordinances remain in compliance with the said proposed amendments.

SECTION 4: EFFECTIVE DATE

This ordinance shall become effective thirty (30) days after its adoption.
SECTION 5: SEVERABILITY

In the event this ordinance, or any part hereof is held to be unconstitutional or otherwise unenforceable, then the amended section 12.30.030 Subsection(s) B.1 and B.5 of the Use of Public Property for Signs shall once again be enforced as if it had never been amended.

PASSED, AND ADOPTED by the City Council of the City of Fortuna on this 16th day of July 2018, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

__________________________________________
Sue Long, Mayor

ATTEST:

Siana Emmons, City Clerk

Approved As To Form:

__________________________________________
David Tranberg, City Attorney

CERTIFICATE

I, Siana Emmons, City Clerk of the City of Fortuna, do hereby certify that Ordinance 2018-731 was INTRODUCED at a regular meeting of the Fortuna City Council held the July 2, 2018, and was thereafter PASSED, ADOPTED AND ORDERED TO PRINT at a regular meeting of the Fortuna City Council held on July 16, 2018. I further certify that Ordinance 2018-731 was duly posted and published pursuant to law and the Charter of the City of Fortuna and is a true and correct copy.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of Fortuna, California, on this 16th day of July 2018.

__________________________________________
Siana L. Emmons
City Clerk, City of Fortuna
DATE:    July 2, 2018
TO:      Honorable Mayor and City Councilmembers
FROM:    Merritt Perry, Interim City Manager

1. Upcoming Council Meeting Dates
   *Special Meeting/Workshop

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Event Name</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, July 16, 2018</td>
<td>6:00 p.m.</td>
<td>Regular City Council Meeting</td>
<td>Council Chambers at City Hall</td>
</tr>
<tr>
<td>Monday, August 6, 2018</td>
<td>6:00 p.m.</td>
<td>Regular City Council Meeting</td>
<td>Council Chambers at City Hall</td>
</tr>
</tbody>
</table>

2. Upcoming Planning Commission Meeting Dates

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Event Name</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday, July 10, 2018</td>
<td>7:00 p.m.</td>
<td>Regular Planning Commission Meeting</td>
<td>Council Chambers at City Hall</td>
</tr>
<tr>
<td>Tuesday, July 24, 2018</td>
<td>7:00 p.m.</td>
<td>Regular Planning Commission Meeting</td>
<td>Council Chambers at City Hall</td>
</tr>
</tbody>
</table>

3. Upcoming Measure E Meeting Dates

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Event Name</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday, September 18, 2018</td>
<td>5:30 p.m.</td>
<td>Regular Measure E Meeting</td>
<td>Council Chambers at City Hall</td>
</tr>
<tr>
<td>Tuesday, December 18, 2018</td>
<td>5:30 p.m.</td>
<td>Regular Measure E Meeting</td>
<td>Council Chambers at City Hall</td>
</tr>
</tbody>
</table>

4. Verbal Report: