

We May Disagree, But We Will Be Respectful of One Another
All Comments Will Be Directed to the Issue at Hand, and Addressed to the City Council
Personal Attacks are Unacceptable

The City Council May Take Action on any Item on this Agenda.

I. CALL TO ORDER / FLAG SALUTE / ROLL CALL 6:00 PM

<u>Council</u>	<u>Staff</u>
Council Member Dean Glaser	City Manager Merritt Perry
Council Member Mike Johnson	City Clerk Siana L. Emmons
Council Member Jeremy Stanfield	Chief Treatment Plant Operator Doug Culbert
Mayor Pro Tem Tami Trent	Deputy Director of Public Works Kevin Carter
Mayor Sue Long	Chief of Police Bill Dobberstein

II. PRESENTATIONS / PROCLAMATIONS

- Recognition of Lemonade Day 2019
- Recognition of National Public Works Week, May 19 -25, 2019

III. 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.

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 – May 6, 2019 (Special Meeting) May 6, 2019 (Regular Meeting)
2. Administrative Department Monthly Report for April 2019
3. Community Development Department Monthly Report for April 2019
4. Finance Department Monthly Report for April 2019
5. Parks & Recreation Monthly Report for April 2019
6. Police Department Monthly Report for April 2019
7. Public Works Monthly Report for April 2019
8. River Lodge Monthly Report for April 2019
9. Report of Disbursements for May 8, 2019 & May 15, 2019
10. Review and Accept the 2019 Annual Housing Progress Report
11. Appointment to Fortuna Business Improvement District (FBID)

V. CITY COUNCIL BUSINESS

- A. Public Hearing: Consider Adopting Revised Sewer Ordinance –Second Reading and Adoption of *Ordinance 2019-735*
- B. Consider Authorizing City Finance Director to Transfer Funds for the 12th Street Light Poles Project CIP #9996 from fund 260 (TDA) to fund 275 (RSTP) and increase budget by \$25,000
- C. Consider Approval to use Funds from Drug Task Force Asset Forfeiture Account to Provide Funding to Purchase Dispatch Computer Equipment
- D. Consider Approval of Conflict of Interest for The Mitchell Law Firm, LLP to Provide Exclusive Representation and Council to the City of Rio Dell as to the Proposed Memorandum of Understanding Between the City of Fortuna and the City of Rio Dell for Police Dispatch Services

- E. Authorization to Award Construction Contract for the Fish Passage Improvement Project at 12th Street to McCullough Construction Inc.
- F. Authorize the City Manager to Execute Agreement for Realtor Services with Coldwell Bankers/Six Rivers Real Estate

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 Dean Glaser	Redwood Coast Energy Authority
• Council Member Mike Johnson	Humboldt County Association of Governments, Historical Commission
• Council Member Jeremy Stanfield	Fortuna Business Improvement District, Parks & Recreation 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, Humboldt County Redevelopment Oversight Board

IX. 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.

Siana L. Emmons
City Clerk



City of Fortuna *Proclamation*

In Recognition of *Humboldt Lemonade Day* *June 1, 2019*

WHEREAS Lemonade Day Humboldt is a free, community-wide educational event that helps empower today's youth to become tomorrow's entrepreneurs; and

WHEREAS small businesses started by our community's innovative entrepreneurs have created the economic backbone of our local economy; and

WHEREAS Lemonade Day is a national celebration that infuses today's youth with the spirit of enterprise, teaching the basic business and entrepreneurial skills necessary to become contributing members of their communities and successful participants in the global economy; and

WHEREAS young people who have looked at the world through a business owner's eyes also make better employees down the road; and

WHEREAS Lemonade Day's core philosophy of "Spend, Save, and Share" teaches children how to manage their money by establishing a budget, paying their expenses, saving part of their profits and giving back to the community.

NOW, THEREFORE, BE IT PROCLAIMED that I, Sue Long, Mayor of Fortuna, do hereby proclaim Saturday, June 1, 2019 as: "HUMBOLDT LEMONADE DAY" and urges the community to buy lemonade from our local participants to support the next generation of entrepreneurs.

AND BE IT FURTHER PROCLAIMED that the Fortuna City Council salutes the HUMBOLDT LEMONADE DAY presenters Arcata Economic Development Corporation and the Decade of Difference, event sponsors, volunteers and participants and commits to continue investing in the future of our youth.

SIGNED this 20th day of May 2019, at the City of Fortuna, in the State of California, and in witness thereof, the seal of Fortuna.

Sue Long, Mayor
City of Fortuna



City of Fortuna *Proclamation*

In Recognition of
National Public Works Week
May 19-25, 2019
“It Starts Here”

WHEREAS public works professionals focus on infrastructure, facilities and services that are of vital importance to sustainable and resilient communities and to the public health, high quality of life and well-being of the people of the City of Fortuna; and

WHEREAS these infrastructure, facilities and services could not be provided without the dedicated efforts of public works professionals, who are engineers, managers and employees at all levels of government and the private sector, who are responsible for rebuilding, improving and protecting our nation’s transportation, water supply, water treatment and solid waste systems, public buildings, and other structures and facilities essential for our citizens; and

WHEREAS it is in the public interest for the citizens, civic leaders and children in the City of Fortuna to gain knowledge of and to maintain a progressive interest and understanding of the importance of public works and public works programs in their respective communities; and

WHEREAS the year 2019 marks the 59th annual National Public Works Week sponsored by the American Public Works Association/Canadian Public Works Association.

NOW, THEREFORE, BE IT PROCLAIMED *that I, Sue Long, Mayor of the City of Fortuna, do hereby,* designate the week May 19 – 25, 2019 as National Public Works Week; I urge all citizens to join with representatives of the American Public Works Association and government agencies in activities, events and ceremonies designed to pay tribute to our public works professionals, engineers, managers and employees and to recognize the substantial contributions they make to protecting our national health, safety, and quality of life.

SIGNED *this 20th day of May 2019, at the City of Fortuna, in the State of California, and in witness thereof, the seal of Fortuna.*

Sue Long, Mayor
City of Fortuna

***Draft Special Workshop Meeting Minutes
Fortuna City Council
Monday, May 6, 2019 – 3:30 P.M.
621 11th Street at Fortuna City Hall***

*We May Disagree, but We Will Be Respectful of One Another
All Comments Will Be Directed to the Issue at Hand, and Addressed to the City Council
Personal Attacks are Unacceptable*

I. CALL TO ORDER

Mayor Long called the Public Session to order at 3:45 p.m.

FLAG SALUTE

Mayor Long led the flag salute.

ROLL CALL

<u>Council</u>	<u>Staff</u>
Council Member Dean Glaser	City Manager Merritt Perry
Council Member Mike Johnson	City Clerk Siana L. Emmons
Council Member Jeremy Stanfield	Director of Finance Aaron Felmlee
Mayor Pro Tem Tami Trent	Deputy Director of Public Works Kevin Carter
Mayor Sue Long	

II. ORAL COMMENTS FROM THE PUBLIC

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

III. DISCUSSION ITEMS

A. Fiscal Year 2019-2020 Measure E Recommendations

Finance Director Aaron Felmlee introduced the Measure E Committee Chair, Walt Wilson, who presented the FY 2019-20 Measure E recommendations.

PUBLIC COMMENT:

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

B. Fiscal Year 2019-2020 Proposed Budget

Finance Director, Aaron Felmlee presented the proposed FY 2019-20 budget.

PUBLIC COMMENT:

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

C. Fiscal Year 2019-2020 Capital Improvement Program (CIP)

Deputy Director of Public Works Kevin Carter presented the FY 2019-20 CIP.

PUBLIC COMMENT:

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

IV. ADJOURN

Council Member Johnson moved, seconded by Mayor Pro Trent to adjourn to closed session at 5:45 p.m. Motion carried 5/0.

Respectfully Submitted by,
Siana L. Emmons
City Clerk

We May Disagree, But We Will Be Respectful of One Another
All Comments Will Be Directed to the Issue at Hand, and Addressed to the City Council
Personal Attacks are Unacceptable

The City Council May Take Action on any Item on this Agenda.

I. CALL TO ORDER / FLAG SALUTE / ROLL CALL

6:00 PM

<u>Council</u>	<u>Staff</u>
Council Member Dean Glaser	City Manager Merritt Perry
Council Member Mike Johnson	City Clerk Siana L. Emmons
Council Member Jeremy Stanfield	Chief Treatment Plant Operator Doug Culbert
Mayor Pro Tem Tami Trent	
Mayor Sue Long	

II. PRESENTATIONS / PROCLAMATIONS

- Recognition of 15-year Parks and Recreation Employee, Ted Silva – Mayor Long presented a Certificate of Recognition to Ted Silva.
- National Bike Month Proclamation – Mayor Long presented the National Bike Month Proclamation to the students representing Fortuna Middle School and Toddy Thomas Elementary. Lauren Hunter Toddy ASB Event Coordinator. Matthew Coil FMS Vice President, Lillian Rocha Toddy President, Sydney Overholt ASB President FMS, Anna Stacy, Publicity Manager Toddy Thomas, Gracie, Secretary FMS.
- 50th Anniversary of Municipal Clerks Week Proclamation – Council Member Stanfield presented the 50th Anniversary of Municipal Clerks Week Proclamation to Fortuna City Clerk Siana Emmons.

III. ORAL COMMENTS FROM THE PUBLIC

There being no public comments, Mayor Long closed this 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 – April 15, 2019 Special Meeting, April 15, 2019 Regular Meeting
2. Report of Disbursements for April 16, 2019, April 24, 2019, & May 1, 2019
3. Request for Approval to Purchase Replacement Heater for Public Works Administration Building at the Waste Water Treatment Plant

PUBLIC COMMENT:

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

CITY COUNCIL ACTION:

Mayor Pro Tem Trent moved, seconded by Council Member Stanfield to approve the Consent Calendar.

AYES: Council Members Glaser, Johnson, Stanfield, Mayor Pro Tem Trent, Mayor Long

NOES: None

ABSENT: None

ABSTAIN: None

Motion Carried: 5/0

V. CITY COUNCIL BUSINESS

- A. Public Hearing: Consider Adopting Revised Sewer Ordinance –Introduction and First Reading of *Ordinance 2019-735***

STAFF RECOMMENDATION:

Amend Chapter 13 of the Fortuna Municipal Code Relating to Public Facilities; *Ordinance 2019-735*, First Reading.

STAFF REPORT:

Chief Treatment Plant Operator Doug Culbert provided an oral report on the proposed amendments to the sewer ordinance.

PUBLIC COMMENT:

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

CITY COUNCIL ACTION:

Council Member Johnson moved, seconded by Council Member Stanfield to hold the first reading of *Ordinance 2019-735* read by title only, and continue the Public Hearing to Monday, May 20, 2019. Roll call vote.

Ordinance No. 2019-735. An Ordinance of the City Council of the City of Fortuna Amending Chapter 13 of the Fortuna Municipal Code Relating to Public Utilities.

AYES: Council Members Glaser, Johnson, Stanfield, Mayor Pro Tem Trent, Mayor Long

NOES: None

ABSENT: None

ABSTAIN: None

Motion Carried: 5/0

- B. Authorization to Award Construction Contract for the Hillside and Rohner Creeks Minor Flood Control Improvements**

Mayor Long recused herself to avoid any conflict of interest. Mayor Long existed the Council Chambers Mayor Pro Tem Trent ran the meeting.

STAFF RECOMMENDATION:

Authorization to Award Construction Contract for the Hillside and Rohner Creeks Minor Flood Control Improvements Project to Glissman Excavating Inc.

STAFF REPORT:

Deputy Director of Public Works Kevin Carter gave an oral report on the authorization to award construction contract for the Hillside and Rohner Minor Flood Control Project.

PUBLIC COMMENT:

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

CITY COUNCIL ACTION:

Council Member Stanfield moved, seconded by Council Member Glaser to authorize the City Manager to award the Hillside and Rohner Creeks Minor Flood Control Improvements Project to Glissman Excavating Inc. in the amount of \$1,753,580.80 and establish a maximum contract amount (including 5% contingency) of \$1,841,259.84, approve a supplemental budget request in the amount of \$67,384.07, and authorize the City Manager or his designee to execute the contract and other related documents. Voice vote.

AYES: Council Members Glaser, Johnson, Stanfield, Mayor Pro Tem Trent

NOES: None

ABSENT: None

ABSTAIN: Mayor Long

Motion Carried: 4/0

- C. Authorize the Addition of a Deputy City Engineer and New Salary Classification and Step F62 on the Current Full-time Pay Rate Schedule.**

STAFF RECOMMENDATION:

Authorize the addition of a Deputy City Engineer position to the organizational chart and place the Deputy City Engineer at salary classification Step F62 in Lieu of an ongoing recruitment for a Public Works Director/City Engineer.

STAFF REPORT:

Human Resources Manager Siana Emmons provided an oral report on the addition of a Deputy City Engineer position.

PUBLIC COMMENT:

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

CITY COUNCIL ACTION:

Council Member Stanfield moved, seconded by Council Member Glaser to authorize the City Manager to direct Human Resources to create a new Deputy City Engineer position, add a new Classification at Step No. F62 to the Full-time Pay Rate Schedule, add the Deputy City Engineer to the Organizational Chart and place a hiring freeze on the Public Works Director/City Engineer position. Voice vote.

AYES: Council Members Glaser, Johnson, Stanfield, Mayor Pro Tem Trent, Mayor Long

NOES: None

ABSENT: None

ABSTAIN: None

Motion Carried: 5/0

VI. CITY MANAGER'S REPORT**VII. FUTURE AGENDA ITEMS****VIII. CITY COUNCIL REPORTS AND COMMENTS**

• Council Member Dean Glaser	Redwood Coast Energy Authority
• Council Member Mike Johnson	Humboldt County Association of Governments, Historical Commission
• Council Member Jeremy Stanfield	Fortuna Business Improvement District, Parks & Recreation 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, Humboldt County Redevelopment Oversight Board

IX. ADJOURN TO CLOSED SESSION

PUBLIC COMMENT:

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

Mayor Pro Tem Trent moved, seconded by Council Member Johnson to adjourn to closed session at 6:49 p.m.
Motion carried 5/0.

1. CONFERENCE WITH LABOR NEGOTIATORS, City Negotiator: City Manager Merritt Perry, Employee Organizations: Fortuna Police Employees Association, Fortuna Employees Association, and the Unrepresented/Management group in accordance with Section 54957.6 of the Government Code.

CITY COUNCIL ACTION:

X. REPORT OUT AND ADJOURN

Mayor Pro Tem Trent moved, seconded by Council Member Glaser to adjourn the meeting at 8:03 p.m.
Motion carried 5/0.

Respectfully Submitted by,
Siana L. Emmons
City Clerk

STAFF REPORT

City Council Consent Calendar Agenda Item

DATE: May 20, 2019
TO: Honorable Mayor and Council Members
FROM: Siana L. Emmons, City Clerk
THRU: Merritt Perry, City Manager
SUBJECT: **Administrative Department Monthly Report for April 2019**

STAFF RECOMMENDATION:

Receive report as an informational item.

EXECUTIVE SUMMARY:

The Administration Department monthly report encompasses the following divisions:

CITY ATTORNEY

The City Attorney billing was 4.80 hours for the month of April for the Mitchell Law Firm, LLC. Project support for this month include various litigation, agenda and staff report review, personnel issues, contract review, and various email and telephone calls. The budget status for the City Attorney for Fiscal Year 18/19 is 51% remaining as of April 30, 2019.

CITY CLERK DIVISION

The City Clerk's Office prepares the Council meeting agendas, publishes, posts, and mails legal notices, completes arrangements to ensure an effective meeting, administers conflict of interest filing requirements pursuant to State law, and administers contracts and agreements. Additionally, the office maintains the City's municipal code and the City seal, conducts bid openings for City projects, provides Notary services for City-related business matters, and is the central repository of the official records of the City and makes such information available pursuant to the Public Records Act. The Office also maintains and indexes the original minutes, Ordinances, Resolutions, deeds, easements, liens, bonds, contracts, and other vital records.

City Council Meetings

Council Meeting Date	Agenda Items Processed
April 1, 2019 Regular Meeting	9
April 1, 2019 Special Meeting	2
April 15, 2019 Regular Meeting	21
April 15, 2019 Special Meeting	2
Totals	34

City Clerk's Office Key Duties	February
Public Records Act Requests	1
General Information Requests	25 – 30 per day, average
Ordinances	2
Resolutions	2
Minutes Prepared	5
Notary Services Provided	0
Claims for Damages Filed	0
FPPC Filings:	3
Legal Publications	0
Notices Posted (Public Hearing, Agenda, Ordinance, etc.)	6

RISK MANAGEMENT / HUMAN RESOURCES DIVISION

Risk Management

Citywide employee safety training continues to be an ongoing effort including weekly trainings held for Public Works staff.

Staff continues to work closely with, George Hills to address claims presented to the City. On April 16, 2019, staff participated in a telephonic meeting with the REMIF General Manager Amy Northam and representatives from George Hills to review the status of the City's open liability claims. Attached is a General Liability Claim Register provided by George Hills. Since this report, Claim GHCOO24156 was returned as "untimely" as the claimant did not submit the claim within six months of the incident, Claim GHC0023576 was denied due to lack of constructive notice, however General Service's staff is working with the claimant to remove the tree in question and Claim GHC0022422 was settled with the property owner. The settlement took place after May 1, 2019, so the amount will be included in next month's report.

Date of Claim	Type of Claim	Status
7/25/2018	Water damage to property due to broken City water main.	Closed 05/01/19
03/11/2019	Damage to gas line	In progress

Staff attended a REMIF Board meeting on April 25, 2016 at the Ukiah Valley Conference Center. REMIF staff provided preliminary estimated premium contributions for our self-insured health plan, and liability and worker's compensation programs. The REMIF Board also provided direction to the General Manager to proceed with an actuarial study and exploration of a strategic partnership with the Public Agency Risk Sharing Authority of California (PARSAC) to determine there is a benefit in sharing resources, expenses and potentially drawing on mutual strengths. Consideration will be given to various shared values and resources with one of the most important consideration being the potential of realized savings for the members of both pools. The exploratory partnership could range from sharing training resources, sharing programs (such as allowing PARSAC members to participate in REMIF's medical program, which they have expressed an interest in) to a merger of the two agencies. REMIF staff will work with PARSAC

staff over the course of the next year to determine possible advantages to this partnership. City staff will keep the Council updated with the progress of the exploration.

Human Resources

Shayne Downs accepted the offer of employment for the Parks Maintenance Worker II position. Landon Stone accepted the offer of employment for the Utilities III position. Police Officer interviews are scheduled for May 13th and Street Maintenance Worker I interviews are scheduled for May 15th. Recreation Program Coordinator and Treatment Plant Operator I/OIT recruitments both close on May 10th.

INFORMATION TECHNOLOGY DIVISION

Staff continues ongoing efforts to coordinate with Nylex to ensure the City's network and servers are maintained and performing. The City's phone system, Shoretel will require an update to implement cloud based storage and staff will work with Infinite Consulting, our local Shoretel administrators to oversee an efficient transition.

City of Fortuna Facebook Page Statistics

The City Facebook page now has 1,368 likes.

City Website Statistics (www.friendlyfortuna.com)

There were 6,722 unique visitors to the City website in April with 13,971 page views. Employment Opportunities, Police Department, and Online Bill payments had the most visitors for the month.

Computer/Network

Nylex spent a total of 23.5 hours for the month of April working on various issues throughout the City network. Nylex continues to work with staff to update the management systems for all of the City iPads, as well as implementing strategies for updating various City servers. Nylex is working on providing quotes for new Wifi access points in City Hall and the Public Works Administrative building. The average time Nylex spends working for the City of Fortuna is 30 to 40 hours a month.

RECOMMENDED COUNCIL ACTION:

Receive Administration Division Monthly Report. Consent Agenda vote.

ATTACHMENT:

- George Hills Claims Register



Claim Register

Redwood Empire Municipal Ins. Fund

As of 4/30/2019

Fortuna			Paid	Reserves	Recovery	Net Incurred	Paid This Period
Claimant: [REDACTED]	Loss Date : 02/10/2018	Bodily Injury	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Master Claim No : N/A	Claim Number : GHC0024156	Property Damage	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Adjuster : Dewey, Cameron	Status as of Date : Open	Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Claim Type : GL	Litigated : No	Legal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Date Rejected :		Deductible	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Dept/Div : '/'		Recovery	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Description : Trip/Slip & Fall - Claimant tripped & fell over wire cords left outside of a water		Adj Fees Unallocat	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
SIR Limit :	Policy Date : 2017/2018	Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Loss Location : Redwood Court Apartments							

			Paid	Reserves	Recovery	Net Incurred	Paid This Period
Policy Period : 2017/2018			Bodily Injury	\$0.00	\$0.00	\$0.00	\$0.00
			Property Damage	\$0.00	\$0.00	\$0.00	\$0.00
			Expenses	\$0.00	\$0.00	\$0.00	\$0.00
			Legal	\$0.00	\$0.00	\$0.00	\$0.00
			Deductible	\$0.00	\$0.00	\$0.00	\$0.00
			Recovery	\$0.00	\$0.00	\$0.00	\$0.00
			Adj Fees Unallocat	\$0.00	\$0.00	\$0.00	\$0.00
			Totals	\$0.00	\$0.00	\$0.00	\$0.00

Open Claims	Closed Claim	Total Claims
1	0	1

Fortuna			Paid	Reserves	Recovery	Net Incurred	Paid This Period
Claimant: Pacific Gas & Electric Co	Loss Date : 12/10/2018	Bodily Injury	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Master Claim No : N/A	Claim Number : GHC0024614	Property Damage	\$0.00	\$65,692.84	\$0.00	\$65,692.84	\$0.00
Adjuster : Calkins, Dana	Status as of Date : Open	Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Claim Type : GL	Litigated : No	Legal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Date Rejected :		Deductible	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Dept/Div : '/'		Recovery	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Description : Other - While excavating to repair a water leak a PG&E gas line was struck &		Adj Fees Unallocat	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
SIR Limit :	Policy Date : 2018/2019	Totals	\$0.00	\$65,692.84	\$0.00	\$65,692.84	\$0.00
Loss Location : 3001 Smith Lane							

Fortuna			Paid	Reserves	Recovery	Net Incurred	Paid This Period
Claimant: [REDACTED]	Loss Date : 11/23/2018	Bodily Injury	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Master Claim No : N/A	Claim Number : GHC0023576	Property Damage	\$0.00	\$250.00	\$0.00	\$250.00	\$0.00
Adjuster : Dewey, Cameron	Status as of Date : Open	Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Claim Type : GL	Litigated : No	Legal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Date Rejected : 01/22/2019		Deductible	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Dept/Div : '/'		Recovery	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Description : Trees - During a rain storm a tall eucalyptus tree broke & fell on the claimant's		Adj Fees Unallocat	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
SIR Limit :	Policy Date : 2018/2019	Totals	\$0.00	\$250.00	\$0.00	\$250.00	\$0.00
Loss Location : [REDACTED]							

Fortuna			Paid	Reserves	Recovery	Net Incurred	Paid This Period
Claimant: [REDACTED]	Loss Date : 07/15/2018	Bodily Injury	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Master Claim No :	Claim Number : GHC0022422	Property Damage	\$40,000.00	\$10,743.86	\$0.00	\$50,743.86	\$29,256.14
Adjuster : Randhawa, Parmit	Status as of Date : Open	Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Claim Type : GL	Litigated : No	Legal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Date Rejected : 11/01/2018		Deductible	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Dept/Div : '/'		Recovery	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Description : SEWER - BROKEN WATER MAIN FLOODED HOUSE DAMAGING HOUSE AND		Adj Fees Unallocat	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
SIR Limit :	Policy Date : 2018/2019	Totals	\$40,000.00	\$10,743.86	\$0.00	\$50,743.86	\$29,256.14
Loss Location : [REDACTED]							

				Paid	Reserves	Recovery	Net Incurred	Paid This Period
Policy Period : 2018/2019				Bodily Injury	\$0.00	\$0.00	\$0.00	\$0.00
				Property Damage	\$40,000.00	\$76,686.70	\$0.00	\$116,686.70
				Expenses	\$0.00	\$0.00	\$0.00	\$0.00
				Legal	\$0.00	\$0.00	\$0.00	\$0.00
				Deductible	\$0.00	\$0.00	\$0.00	\$0.00
				Recovery	\$0.00	\$0.00	\$0.00	\$0.00
				Adj Fees Unallocat	\$0.00	\$0.00	\$0.00	\$0.00
				Totals	\$40,000.00	\$76,686.70	\$0.00	\$116,686.70
								\$29,256.14

Open Claims	Closed Claim	Total Claims
3	0	3

Open Claims	Closed Claim	Total Claims
4	0	4

Grand Total

	Paid	Reserves	Recovery	Net Incurred	Paid This Period
Bodily Injury	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Property Damage	\$40,000.00	\$76,686.70	\$0.00	\$116,686.70	\$29,256.14
Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Legal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Deductible	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Recovery	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Adj Fees Unallocat	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Totals	\$40,000.00	\$76,686.70	\$0.00	\$116,686.70	\$29,256.14

STAFF REPORT

City Council Consent Agenda Item

DATE: May 20, 2019

TO: Honorable Mayor and Council Members

FROM: Liz Shorey, Deputy Director of Community Development

THRU: Merritt Perry, City Manager

SUBJECT: Community Development Department Monthly Report for April 2019

STAFF RECOMMENDATION:

Receive report as an informational item.

BACKGROUND:

Attached is the Monthly Community Development Department Report for April 2019. The following attached tables provide detailed descriptions of the monthly activities of the Department.

ACTIVITIES & ACCOMPLISHMENTS

List of activities and recent accomplishments of the Department.

GENERAL PLAN IMPLEMENTATION & SPECIAL PROJECTS

List of the status and progress made in the implementation of the Fortuna General Plan 2010-30 programs.

DEVELOPMENT APPLICATION ACTIVITY

Status of development projects that have been submitted and either approved or in process, including those activities considered by the Planning Commission and the Zoning Administrator.

SUBDIVISION STATUS REPORT

Subdivisions that have been approved but not finalized and status of improvement plan and/or final map review process.

BUILDING PERMIT ACTIVITIES

The Building Department's report for the month's permits and valuation is attached.

LONG-RANGE PLANNING PRIORITIES

Table of long-range Planning priorities as presented at Council workshop on November 19, 2018 with status updates.

RECOMMENDED COUNCIL ACTION:

Receive Community Development Department Monthly Report. Consent Agenda vote.

ONGOING ACTIVITIES & ACCOMPLISHMENTS

- The City Council appointed three new Planning Commissioners. The April 9th meeting had all 7-members in attendance. The alternate position remains vacant.
- The Gene Lucas Community Center is continuing with construction. Currently, Building Division is inspecting interior improvements. The McLean Foundation's second building (Senior Center) is under construction with regular inspections taking place, and a building permit for a third building (Reaching for Independence) was issued in February.
- A total of 25 building permits were issued in March, including 5 new single-family residences, 1 accessory dwelling unit, 4 residential remodels and 1 garage, 3 commercial tenant improvements, and 17 permits for electrical, plumbing, mechanical, roofing, and solar. The total value of improvements for April was \$2,440,037.00 and building permit fees were \$38,947. The detailed building division report is attached.
- Other ongoing tasks completed April:
 - City staff is continuing to meet with and support several businesses interested in new commercial development within the City by providing preliminary project review, site analysis, permit process information, and scheduling.
 - Coordinated with City departments for review and input on various ongoing City projects, public works improvements, and grant applications.
 - Reviewed and issued approximately four business licenses.
 - Responded by phone, at the counter, and in writing to numerous requests for information needed for property purchases, building permits, permitted and allowable activities, business feasibility, permit inquiries, zoning verification letters, and related inquiries.
- **County Tracking:**
 - **Zoning Update:** Humboldt County is updating the zoning map for conformance with the changes made to their General Plan in 2017. The zoning changes in the Sphere of Influence include a change from Agriculture Exclusive to Ag. Residential with minimum lot sizes of 2.5 to 20 acres, adding a new Timber Exclusive zone, and a Railroad "RR" designation that protects railroad rights along the railroad tracks. The County's recent update hearings include discussion of updating the local jurisdictions' Community Area Plans. City staff has recently met with County staff to urge consideration of zoning options to meet the City's needs within the City's Sphere of Influence, such as a Q-zone overlay. On April 9th, County staff made a presentation to the Fortuna Planning Commission, who voted to recommend that the Council submit a letter to the Humboldt County Board of Supervisors in support of the zoning changes, an updated Fortuna Area Community Plan, and a Q overlay prohibiting cannabis in the Sphere of Influence.
 - **Marijuana Ordinance:** Staff continues to track County cannabis permit activity and make public comment requesting protection of the City's sphere of influence and future annexation opportunities. The City's appeal to the Board of Supervisors against Boutique Gardens on was denied and the project is approved.

Development Activity/Planning Report for April and May
Updated 5/14/19

PROJECTS RECENTLY ACTED UPON:		Submittal	Complete	Status
Subject:	A public hearing to consider: the approval of a conditional use permit application for a timber harvest plan.	1/22/2019	1/22/2019	Approved by Planning Commission on 4/9/19.
Applicant:	Jesse Crosswhite			
APN:	200-084-084			
Project Site:	Between Vista Drive/Vancil Street and Carson Woods Road/Schueler Lane			
Subject:	Large family childcare facility to be licensed for 12 children and two adult employees. The Fortuna Municipal Code Section 17.06.020.C requires a conditional use permit for childcare facilities with more than 8 children.	3/4/ 2019	3/14/ 2019	Considered by Planning Commission on 4/23/19. Continued to 5/14/19 to review for parking and emergency access issues.
Applicant:	Krystle Williams			
APN:	203-382-030			
Project Site:	3118 Maggie Lane			
Zoning:	Single Family Residential (R-1-6)			
Subject:	A rezone application for a 3.86-acre parcel currently zoned Freeway Commercial (F-C). The applicant proposes to rezone the parcel to Commercial Thoroughfare (C-T) to expand uses.	8/17/2018	8/17/ 2018	Approved by Planning Commission on 3/12/19. First reading City Council on 4/1/19; second reading on 4/15/19.
Owner:	John Egan			
APN:	200-362-016			
Project Site:	River Ranch Road			
Zoning:	Freeway Commercial (F-C)			
Subject:	Proposed duplex to be constructed on a 12,590.6 square foot lot currently developed with a four-plex.	3/13/19		Approved by Planning Commission on 4/23/2019.
Owner:	Joan Van Duzer			
APN:	200-461-039			
Project Site:	2450 Newburg Court			
Zoning:	Multi-Family (MF)			
PROJECTS SUBMITTED AND PENDING:				
Subject:	Split existing .58 acre parcel into one .28 lot and one .29 lot. After split, construct 5-plex on each lot.	4/4/19		Tentatively scheduled for 5/28/19 Planning Commission meeting.
Applicant:	Brice Luster			
APN:	200-363-034			
Project Site:	Alamar Way, west of US Highway 101			
Zoning:	Freeway Commercial (FC)			
Subject:	Subdivide 5.99 acre parcel into two lots of 2 acres and 3.99 acres. The two acre lot has a potential buyer to develop for a diesel generator repair shop.	5/3/2019		Under City and agency review.
Applicant:	Ed Tanferani			
APN:	200-363-034			
Project Site:	Alamar Way, west of US Highway 101			
Zoning:	Freeway Commercial (FC)			
Subject:	Construct 9,600 sq/ft metal building for a diesel engine and generator repair shop. Subdivision of parcel is in process.	5/3/2019		Under City and agency review.
Applicant:	Dayle Lawrence			
APN:	200-363-034			

Project Site:	Alamar Way, west of US Highway 101			
Zoning:	Freeway Commercial (FC)			
Subject:	3 phase subdivision of a 3.65 acre parcel. Phase 1 will subdivide parcel into a lot measuring 7,739 square feet (~.18 acre) for existing residence. Phases 2 and 3 will subdivide parcel into 17 single family parcels ranging in size from 6,002 square feet to 11,438 square feet.	3/20/2019		Under City and agency review.
Applicant:	Tina Christensen			
APN:	203-031-017			
Project Site:	3120 Kenmar Road			
Zoning:	R-1-6			
Subject:	A Planned Unit Development (PUD) subdivision of two parcels, totaling 13.35 acres, into 59 residential lots, ranging in size from 1,632 to 1,972 square feet and 12.85 acres of common open space. Infrastructure consists of a new 20-foot private road and 4-foot sidewalks, and utilities. Site includes portions of Strong's Creek and Jameson Creek, and 0.04 acres of wetland. The General Plan Land Use is Residential Low (RL); Zoning is Residential Single Family (R-1-10).	1/11/2019		Under second review by City.
Applicant:	Dennis Fitze			
Agent:	Whitchurch Engineering			
APN:	202-082-005 & 202-121-002			
Project Site:	Vacant parcel on south side of Redwood Way, west of Rohnerville Road			
Subject:	Subdivision of a 1.9-acre parcel into three commercial parcels.	4/7/16		Wetland report requested by Calif. Dept. Fish & Wildlife, per site visit.
Applicant:	Wendt Construction			
Project Site:	101 Gulliksen Drive			

Subdivision Status Report
(Approved projects, not yet completed)
5/14/19

Project:	Approved:	Expires:	Status:
Cook Subdivision Phase 1 (1 lot and remainder)-Alder Drive	11/19/2018	11/18/2020	Phase 1 Parcel Map recorded 4/3/2019
Cook Subdivision-Alder Drive-8 lots	11/19/2018	11/18/2020	Next step: developer to submit improvement plans.
Mildbrandt Subdivision-Angel Heights Drive-2 lots	10/23/2018	10/22/2020	Next step: developer to submit improvement plans.
White Circle Subdivision-2 lots	3/27/2018	3/26/2020	Resolution approved by the Planning Commission. Next step: developer to submit improvement plans.
MacDonald - Ross Hill Road – 39 lots	8/21/06	2/20/20	Improvement Plans approved. Some storm drainage installed. Next step: developer to submit improvement plans.
Redwood Memorial Foundation – Lot Split	12/16/14	12/15/16	Final Map recorded. Improvements to be complete during building permit phase.

All applicants, upon project approval, have been provided with schedules showing the series of discretionary and non-discretionary extensions that are allowed by State legislation (SB 1185, AB 333, AB 208, and AB 116) and the Subdivision Map Act. The Map Act places responsibility for tracking expiration dates with the applicant. Upon project approval, applicants are provided with notification of expiration dates and renewal request process.

CITY OF FORTUNA

BUILDING PERMIT SUMMARY

APRIL
2019TYPE OF PERMIT ISSUED

<u>RESIDENTIAL</u>	NUMBER OF PERMITS	LIVING UNITS	VALUE / COST OF CONSTRUCTION	BUILDING PERMIT FEES
SINGLE FAMILY RESIDENCES	5	5	\$1,602,016.00	\$28,377.60
DUPLEX FAMILY RESIDENCES				
MULTI-FAMILY RESIDENCES				
MANUFACTURED RESIDENCES				
SECOND DWELLING UNIT (ATTACHED)				
SECOND DWELLING UNIT (DETACHED)	1	1	\$84,000.00	\$2,865.53
ADDITIONS				
REMODELS	4		\$165,960.00	\$1,155.09
GARAGES/CARPORTS	1		\$23,100.00	\$356.26
ACCESSORY STRUCTURES				

<u>PUBLIC WORKS - SEWER & WATER FEES</u>
\$39,407.96
\$2,539.10
\$0.00
\$0.00

COMMERCIAL

NEW STRUCTURES				
ON-SITE IMPROVEMENTS/GRADING				
ADDITIONS				
TENANT IMPROVEMENT / REMODEL	3		\$435,000.00	\$3,228.37
REPAIRS				
SIGNS				

\$896.00

OTHER PERMITS

ELECTRICAL	1		\$1,500.00	\$121.95
PLUMBING	5		\$11,510.00	\$529.79
MECHANICAL	3		\$16,514.00	\$446.89
ROOFING	6		\$52,475.00	\$976.42
GRADING - RESIDENTIAL				
SIDING / WINDOWS				
DECK				
SOLAR PHOTO-VOLTAIC SYSTEM	2		\$47,962.00	\$889.54
MISCELLANEOUS				

\$0.00
\$0.00
\$0.00
\$0.00
\$0.00

TOTAL THIS MONTH:	31	6	\$2,440,037.00	\$38,947.44
-------------------	----	---	----------------	-------------

\$42,843.06

NUMBER OF PERMITS	LIVING UNITS	VALUE / COST OF CONSTRUCTION	BUILDING PERMIT FEES
----------------------	-----------------	---------------------------------	-------------------------

Building Permit Fees.
CA State Seismic Fee
CA State Housing Dev. Fee

<u>PUBLIC WORKS - SEWER & WATER FEES</u>
--

Water Connection Fee
Water Capital Conn Fee
Sewer Capital Conn Fee
Storm Drainage Fee,
Traffic Impact Fee

2019 - TOTAL YEAR TO DATE:	105	16	\$9,806,490.00	\$129,085.48
----------------------------	-----	----	----------------	--------------

\$178,209.56

# OF PERMITS	LIVING UNITS	VALUE/COST OF CONST	BUILDING PERMIT FEES
--------------	--------------	---------------------	----------------------

<u>PW - SEWER & WATER FEE</u>

CITY OF FORTUNA LONG-RANGE PLANNING PRIORITIES
Per November 19, 2018 Council Workshop
Updated 5/10/2019

Priority #	Program	Discussion	Anticipated Schedule	Estimated Cost	Status
1	Riverwalk/Freeway Commercial Zoning Amendment and General Plan Land Use Amendment	Council confirmed that this is still their highest priority.	3 months report preparation; 2 months public hearings (1 planning commission & 2 council hearings); scheduled for March & April.	Staff	Completed. Approved by City Council on April 1, 2019.
2	Rezone of 280 12 th Street from PF to CT	Prepare & post a Notice of Exemption from CEQA; Planning Commission meeting & two Council meetings.	5 ½ weeks time frame	Staff	On hold. Planning Commission/Council hearings postponed pending negotiations with potential buyer.
3	Housing Element Update	In process; RHNA allocated by HCAOG. State update deadline is August 2019.	On schedule	\$24,000 consultant fees	Update in process to meet HCD housing element schedule.
4	Housing Element programs	Potential legal risk if not updated. Staff can accomplish several housing element programs per year, to be determined based on legal need & HCD's level of interest.	Approx. 2 months each (staff prep. time plus Planning Commission & Council hearings)	Staff	
4-a	H-11. Emergency Shelters	Create overlay zone; review standards.	2 months	Staff	Completed. Approved by Planning Commission on 9/25/18. Approved by Council 9/17/2018.
4-b	H-12. Transitional and Supportive Housing	Amend Code to confirm that these are allowable uses in all residential zones allowed as permitted uses subject to only the same restrictions on residential uses contained in the same type of structure.	2 months	Staff time	

4-c	H-9. Residential Multifamily Development Review Process	Amend Code to replace CUP process with site plan review (with standards).	2 months	Staff time	Applying for SB 2 grant funds to complete this task.
4-d	H-10. Maintain an Inventory of Affordable Housing Sites and Ensure Site Feasibility	Maintain an inventory of affordable housing sites and provide technical assistance to housing developers. Rezone sites 6 and 12 to allow residential use by- for housing developments in which at least 20 percent of the units are affordable to lower-income households.	2 months	Staff time	
5	Needle Exchange Ordinance & Land Use Regulation	Anticipated needle exchange programs are operating in the City without land use considerations and public safety. High priority due to potential for needle distributors acting within the City.	Requires several months of staff time due to level of controversy, consideration of options, and minimum three public hearings (commission & council).	Staff	Completed. Approved by City Council on March 18, 2019.
6	Mill District Rezone/Specific Plan	Rezone from Heavy Industrial (M-1) to commercial mixed use to conform to General Plan, or amend General Plan to retain Industrial as primary use. Specific Plan is recommended to promote orderly development (utilities, roads, parcel layout)	1-2 years	To be determined (potential consultant)	
7	Vacation rentals/Airbnb's,	Outdated or inefficient Code.	City Manager high priority to allow collection of TOT	Staff	
8	Accessory dwelling units (ADU's)	State mandate (Fortuna relying on State ADU standards until local code is updated). Also required as a housing element program	4-6 months	Staff	
	Design Review Guidelines	Council wants the draft design review guidelines to be	Low priority (until directed by Council)	Staff	

		streamlined, eliminated, or tied directly to zoning standards (setbacks, height, etc.). Need Council direction re how they want to proceed (i.e., abandon, revise, etc.) (<i>Note: staff can easily prepare minimal guidelines based on existing zoning standards & general plan policies already adopted</i>).			
	Sign Ordinance	Council recognized that 1) the sign ordinance is not being implemented consistently or per Code (for example, Eel Valley Appliance projecting sign [<i>staff note: it was actually approved by the Planning Commission under a conditional use permit as allowed by Code</i>]; 2) Code is not being enforced, (flashing & flag-style signs are proliferating); 3) Lack of information provided to public (we can distribute sign regs. with business licenses).	Not a top priority (housekeeping).	Staff	
	Code enforcement process & penalties	Updated needed to improve enforcement ability and review fees.	Low priority—Utilize the Code enforcement officer & city attorney	Staff	
	Animal Keeping (roosters, bees)	Outdated or inefficient Code. Complaints are infrequent.	Low priority		
	Water-efficient landscaping ordinance	State mandate, but currently no penalty.	Low-priority Public Works		
	General Plan programs (numerous; see list)	Council review deferred.	To be determined.	To be determined	
	Sidewalk Vendor Ordinance	New State law (SB946) allows sidewalk vendors in absence of local regulation	Moderate staff time to understand the level of detail	Staff	

			needed and City's approach.		
	Trail Master Plan	City-wide trail system, allowing easier funding and coordinated efforts.	Build on John Campbell Greenway Trail; follow similar process of identifying needs, general location, and consensus.	Grant	Ongoing—grant submittals
	Parkland Master Plan	Master plan will allow coordinated effort and easier funding.	I.D. general locations and purposes; build on plans thru grants.	Grant	Ongoing—grant submittals
	Climate Action Plan	Participate in Humboldt County Effort to plan for climate change and avoid independent City plan – Avoid legal challenge to future development CEQA challenges	City participating in County taking lead for this state mandate.	Staff	Ongoing coordination. City staff meeting with County & consultants.
	Airport Area Annexation	Pending Council discussion and direction.			

STAFF REPORT

City Council Consent Agenda Item

DATE: May 20, 2019

TO: Honorable Mayor and Council Members

FROM: Aaron Felmlee, Finance Director

THRU: Merritt Perry, City Manager

SUBJECT: Finance Department Monthly Report for April 2019

STAFF RECOMMENDATION:

Receive report as an informational item.

EXECUTIVE SUMMARY:

Fiscal Year 2019-20 Budget:

Staff presented the proposed budget to Council at a special budget workshop on May 6. A couple of the key topics included the use of Measure E funds, which has allowed the City to obtain a balanced budget and increased safety personnel and approved additional parks and public works projects, reviewing the General Fund, where recurring revenues are projected to increase 1.2% a rate not high enough to keep up with recurring expenditures which is projected to increase 2.2%, and planning for the CalPERS Unfunded Liability payments. In addition, as part of the budget workshop Council reviewed each department's budget with staff and staff were given the opportunity to answer any questions in regards to their departmental budget requests. A follow up special budget workshop is scheduled for May 14 after which it is anticipated the FY19-20 budget will be adopted at a regular meeting in June.

Measure E Update:

The Measure E committee continues to provide oversight for the City's Transaction and Use tax. The committee nominated the chair to present the FY19-20 funding recommendations to Council at the special budget workshop on May 6. I would like to thank Walt Wilson, Committee Chair, for preparing and providing a well-received report to Council at that meeting. The next regularly scheduled Measure E meeting is on June 18 at 5:30pm. Due to the committee holding special meetings in April in order to finalize the funding recommendations to Council before the budget workshop the meeting in June may not be necessary.

List of Measure E items funded this month:

- (2) Police Detective Positions
- PT Community Services Officer Position
- Parks and Recreation Director Position
- Emergency Storm Drain Maintenance Projects

- Transit Trips to Eureka for Seniors
- Hillside Creek Flood Control Project
- PT Code Compliance Officer Position

Sales Tax Q4 2018 Update:

Finance Staff conducted a meeting with the City's Sales Tax consultant, HdL, to receive and review final sales tax data for Quarter 4 2018. Quarter 4 represents sales that occurred between the months of October and December of 2018. Sales tax for the quarter was down 0.4% as compared to fourth quarter sales in 2017. The business and industry sector was the primary contributor to the overall decrease. The decreases in the business and industry sector were mostly offset by increases in the fuel and service station and food and drug sectors. Additional information on Quarter 4 sales tax can be found on the newsletter attached.

Solid Waste Franchise Agreement:

Staff has had several meetings with Recology, who has a Solid Waste Franchise Agreement with the City, about issues surrounding the recycling industry and how those issues have affected Recology's costs to operate a recycling facility. As part of these meetings staff has requested to see confidential financial data, provided by the Franchise Agreement, in an effort to further evaluate and validate the rate increases proposed by Recology. Recology agreed to provide the requested data back in November, which included audited financial statements. To date Recology has only been able to provide a limited amount of information to staff that has resulted in the delayed effort to analyze the proposed rate changes with the City Manager and Recology.

An activity log displaying important Finance data is attached for informational purposes.

RECOMMENDED COUNCIL ACTION:

Receive Finance Department Monthly Report. Consent Agenda vote.

ATTACHMENTS:

- Finance Staff Activity Log for April 2019
- Quarter 4 Sales Tax Update

**City of Fortuna
Finance Department
Fiscal Year 2018/19**

Finance Department Activity Log	Nov 2018	Dec 2018	Jan 2019	Feb 2019	Mar 2019	Apr 2019
--	---------------------	---------------------	---------------------	---------------------	---------------------	---------------------

Payroll Checks Issued:	315	200	225	208	205	201
Accounts Payable Checks Issued:	210	225	257	200	238	237
Number of Invoices Processed:	456	484	530	486	477	482
CDBG Loan Payments/Payoff	0	0	0	0	0	0
# Telephone Calls Answered-	1075	1105	1173	1093	1144	1233
Avg Daily	54	55	53	58	54	56

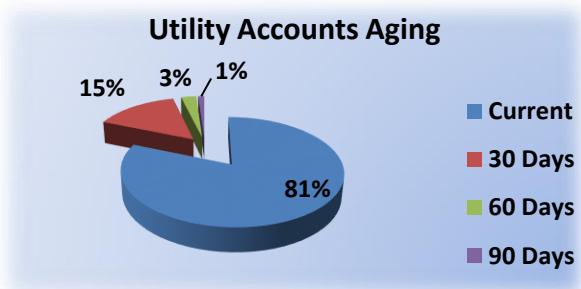
Daily Walk-in Customers

Utility	1278	1291	1369	1245	1318	1358
Bldg	78	72	71	63	60	92
Plan	35	22	30	17	22	35
Other	63	53	63	56	76	76
Total:	1454	1438	1533	1381	1476	1561

Average Daily Walk-in Customers	73	72	70	73	70	74
--	-----------	-----------	-----------	-----------	-----------	-----------

Monthly Bills	4509	4509	4512	4511	4513	4509
Reminder Notices	443	479	533	440	448	445
Shut Off Notices Mailed	234	242	199	235	214	192
Shut Offs	29	31	24	13	19	24
Ebills - Bills sent via email	195	198	198	203	202	207
Utility Bills paid online	343	350	356	365	373	369
% of Utility bills paid in person	28%	29%	30%	28%	29%	30%
Public Works Calls Dispatched:	137	122	153	111	111	110
				Avg Calls	0.0	124.0

Utility Billing Aging Report	Total Bal	Current	30 Days	60 Days	90 Days
	\$ 542,291	\$ 440,969	\$ 80,827	\$ 14,652	\$ 5,843
		81.3%	14.9%	2.7%	1.1%



Q4 2018



City of Fortuna Sales Tax *Update*

First Quarter Receipts for Fourth Quarter Sales (October - December 2018)

Fortuna In Brief

Fortuna's receipts from October through December were 0.4% below the fourth sales period in 2017.

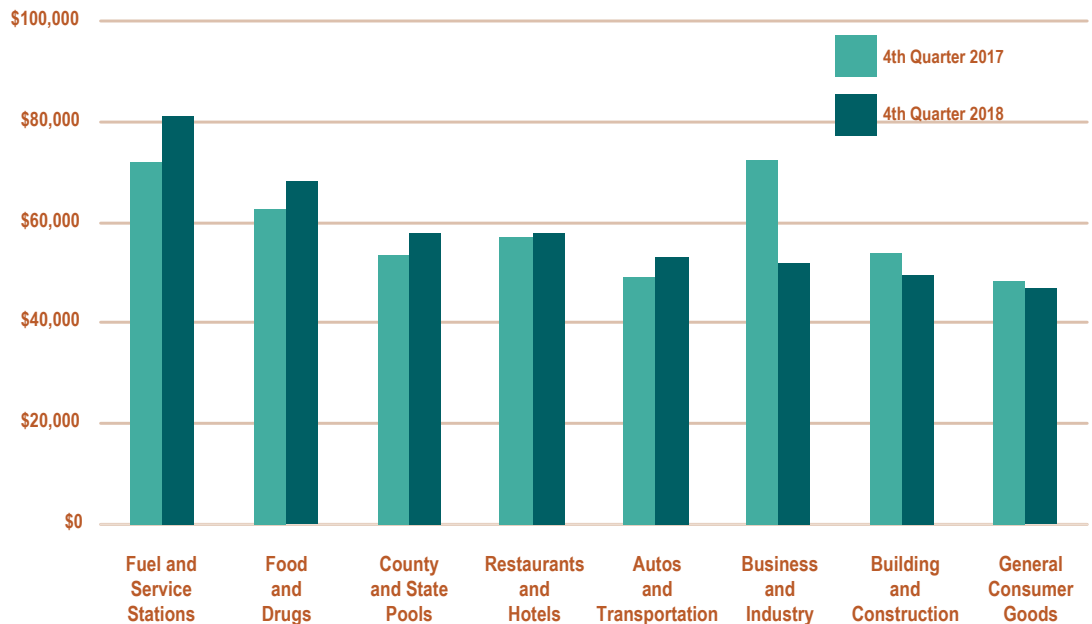
In spite of the State's efforts to teach taxpayers how to accurately report their taxes, reporting errors continue to plague this quarter's reporting. The result is that the increase in receipts from rising fuel prices coupled with the collection of previously missing payments were offset by new amounts that went missing from this quarter.

Even the countywide use tax pool was affected as the gain it reported came from payments sent to the pool in error. The amount the City received this quarter will be deducted at a later date.

Measure E's receipts totaled \$413,998 or 1.4% more cash compared to this time last year. Without reporting adjustments, Measure E actually declined by 0.9%.

Net of adjustments, taxable sales for all of Humboldt County declined 7.6% over the comparable time period while those of the entire Far North region were flat.

SALES TAX BY MAJOR BUSINESS GROUP



TOP 25 PRODUCERS

IN ALPHABETICAL ORDER

Ace Hardware & Garden	McDonalds
Beverage Plus Foods	Northcoast Horticulture Supply
Dollar Tree	Ray's Quality Cars
Eel River Brewing	Redi Rents
Forbusco Lumber	Rite Aid
Fortuna Chevron	Safeway
Fortuna Fire Protection District	Sequoia Gas
Fortuna Gas 4 Less	Taco Loco
Grocery Outlet	Tractor Supply
Hummel Tire & Wheel	United Petrol
L & M Renner	Victra
Les Schwab Tire Center	Walgreens
	Wyckoff Plumbing

REVENUE COMPARISON

Two Quarters – Fiscal Year To Date (Q3 to Q4)

	2017-18	2018-19
Point-of-Sale	\$857,312	\$893,032
County Pool	108,364	125,921
State Pool	461	448
Gross Receipts	\$966,137	\$1,019,401
Measure E	\$836,305	\$913,120

Statewide Results

The local one cent share of sales and use tax from October through December sales was 2.8% higher than 2017's holiday quarter after factoring for state reporting aberrations.

The overall increase came primarily from a solid quarter for contractor materials and equipment, expanded production by an auto manufacturer and rising fuel prices. Online fulfillment centers, new technology investment and cannabis start-ups also produced significant gains. Receipts in the six county Sacramento region grew 7.9% over last year while the remainder of the state was generally flat or exhibited only minor growth.

Notable was the 0.09% rise in tax receipts from brick and mortar retailers which is the lowest holiday gain for that sector since 2009. A 9.6% increase in receipts from online shopping which is allocated to central order desks or county pools was part of the reason. Other factors include lower prices, gift cards which move purchases to future quarters and greater gifting of non-taxable experiences and services.

The Retail Evolution Continues

A recent survey identified U.S. closures of 102 million sq. ft. of retail space in 2017 and an additional 155 million sq. ft. in 2018. Similar losses are expected in 2019 with 5,300 closures already announced. Payless Shoes, Gymboree, Performance Bicycle and Charlotte Russe are going out of business while chains including Sears, Kmart, Macy's, JCPenney, Kohl's, Nordstrom, Dollar Tree, Victoria's Secret, Chico's, Foot Locker and Lowe's have announced plans for further cuts in oversaturated markets and downsizing of stores.

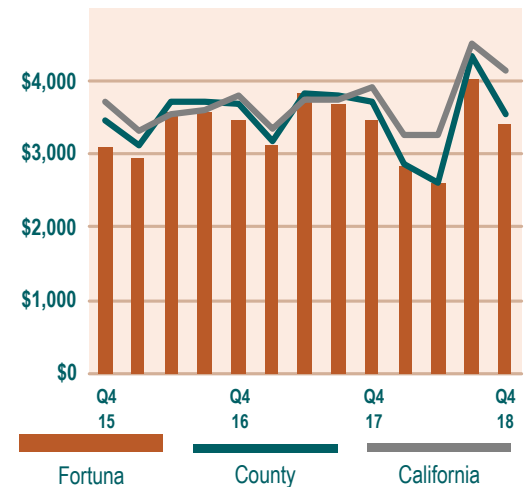
Retailers are not planning the end of physical stores which continue to be important for personalized experiences and shopping entertainment. However, the shifting trends encourage reduced square footage with less overhead to better compete on prices and provide more intimate shopping encounters.

With smartphones allowing purchase and delivery of almost anything at any time of the day without leaving home, big box retailers are responding by downsizing stores and subleasing excess space to compatible businesses to help draw traffic. Locations where people congregate for entertainment, food and services have become part of the evolving strategy as has integrating retail with more convenient spots for pick-up and delivery of online orders.

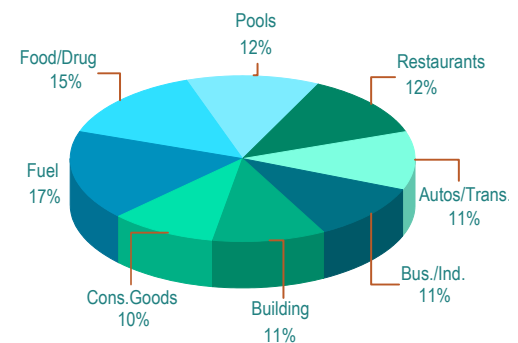
Barry Foster of HdL's EconSolutions, notes that "shifting shopping habits present challenges but also opportunities." "Smaller footprints enable expanding into smaller niche markets while mixed use projects and 18-hour environments are chances to rebuild downtowns and reinvigorate shopping centers."

With more companies using the internet to sell directly to customers from their warehouses, the trend also provides jurisdictions whose populations aren't adequate in size to support large scale retail to focus on industrial development for sales tax as well as jobs.

SALES PER CAPITA



REVENUE BY BUSINESS GROUP Fortuna This Quarter



FORTUNA TOP 15 BUSINESS TYPES

Business Type	Fortuna		County	HdL State
	Q4 '18	Change	Change	Change
Auto Repair Shops	14,767	28.7%	12.5%	4.3%
Automotive Supply Stores	27,395	-8.9%	-4.9%	2.7%
Building Materials	— CONFIDENTIAL —		-30.6%	5.5%
Casual Dining	35,679	5.2%	1.8%	2.5%
Contractors	11,313	-11.3%	-8.1%	17.5%
Convenience Stores/Liquor	12,209	-3.4%	-2.9%	2.8%
Drug Stores	— CONFIDENTIAL —		24.0%	21.9%
Electronics/Appliance Stores	15,625	0.9%	-6.7%	-1.6%
Garden/Agricultural Supplies	25,276	-15.9%	-32.2%	-2.6%
Government/Social Org.	— CONFIDENTIAL —		65.4%	23.9%
Grocery Stores	— CONFIDENTIAL —		-8.9%	-11.7%
Petroleum Prod/Equipment	— CONFIDENTIAL —		12.2%	24.3%
Quick-Service Restaurants	21,218	-1.2%	-2.4%	6.6%
Service Stations	63,978	12.1%	12.3%	28.4%
Used Automotive Dealers	— CONFIDENTIAL —		-8.2%	5.6%
Total All Accounts	408,594	-1.5%	-4.7%	7.0%
County & State Pool Allocation	57,976	8.0%	4.5%	8.6%
Gross Receipts	466,570	-0.4%	-3.7%	7.2%

STAFF REPORT

City Council Consent Calendar Agenda Item

DATE: May 20, 2019

TO: Honorable Mayor and Council Members

FROM: Cameron Mull, Director of Parks & Recreation

THRU: Merritt Perry, City Manager

SUBJECT: **Parks & Recreation Monthly Report for April 2019**

STAFF RECOMMENDATION:

Receive report as an informational item.

EXECUTIVE SUMMARY:

Director's Report

- The City contracted with Greenway Partners for the community outreach and to produce preliminary designs for Proposition 68's competitive Statewide Park Development and Community Revitalization Program (SPP) grant, focusing on the expansion and rehabilitation of Newburg Park. Five meetings are to be held throughout the month of May, targeting different community groups, and through this process, designs will be produced based on the information received by the community and their desire for additional facilities and rehab in Newburg Park. The grant is scheduled to be completed by August 5th.
- A project manager with Counsilman-Hunsaker, a consultant hired by the Rohner Community Recreation & Park District (RCRPD) for an aquatic facility feasibility study, came to Fortuna to meet with different stakeholder and community groups on April 30th to gauge their interest and gain feedback on possible pool designs. A final community forum was held at the Monday Club, in which around 100 people attended showing support for this possibility. The study is scheduled to be completed by August.
- The Summer Fun and Kiddie Kamp programs achieved two grant allocations, totaling \$4,000. Both the Humboldt Area Foundation and Humboldt Sponsors granted \$2,000 each: \$1,500 for scholarships, and \$500 for transportation (for bussing for various field trips).
- The department continues to complete Measure E projects for this fiscal year, with the ballfield lights for Newburg Parks four fields being prepared for installation throughout June, and the addition to two more hydration stations at Rohner Parks' Conroy and Bartow fields.

Parks & Facility Maintenance

The following is a summary of parks and facility maintenance activities for April:

- All stand-alone picnic tables in Rohner Park were sanded, prepped, and repainted
- An up blast kitchen ventilator (exhaust fan) budgeted for this fiscal year, was installed by Town & Country Refrigeration at Newburg Parks' stand-alone cook shack. \$4,000 was budgeted for the project, though the actual cost for the installation came in at \$2,198 (saving \$1,802)
- New toddler and belt swing seats were installed at both parks with vandal-proof replacements after showing slight wear
- A replacement Chain Climber was installed at Rohner Park's 5-12 playground, replacing a corroded feature that was a safety concern
- A replacement platform was installed on the Volcano Climber (rock wall) in Rohner Park's 5-12 playground. It was determined that the spaces between the grates was above hazard standards for foot entrapment, so the manufacturer replaced it with an updated grate at no cost
- Bent t-posts and broken fencing was removed from Rohner Park's redwood forest
- Temporary fencing was removed at Newburg Park's Hardball #1 grassy area that was used to prevent users from driving on and damaging the surface
- A continuation of Fortuna Fire's code safety items were continued in all facilities that fall under Parks' responsibility
- The thermaguard unit for water heater in the women's restroom at the River Lodge failed and was replaced
- The plexiglass for the Chamber of Commerce kiosk/ display case was replaced
- Annual repairs were performed on the mowers and landscaping equipment in preparation for heavy grounds keeping use in the coming months
- With both parks drying out, extensive mowing, sweeping, and ballfield infield prep was performed at both parks. All green waste/ clippings were hauled to the Corp Yard for composting
- Cal Fire's High Rock crew string trimmed the soccer field at Newburg Park on 4/29 & 4/30. Most of that area was still too wet for mowing, and the crew was able to remove about 60% of the existing grass Parks' mowers could not
- The Parks Maintenance Worker III attended a PAPA seminar to complete weed & pesticide abatement educational credits
- Shayne Downs was officially transferred over to the Parks Department from the Wastewater Department on 4/30, now serving as a Parks Maintenance Worker II
- Parks hosted Ted Silva's retirement party for City staff on 4/30 after 15 years of service

Depot Museum

April's visitation total at the Fortuna Depot Museum was 172, in the low range for our April visitor totals in recent years. Previous years' April visitation totals were: 2018: 156, 2017: 194, 2016: 246, 2015: 253, 2014: 194, 2013: 197, 2012: 282, 2011: 213, 2010: 213, 2009: 149. In April 2019, we welcomed California visitors from Covelo, Eureka, Ferndale, Fortuna, Garberville, Loleta, McKinleyville, Miranda, Petrolia, Rio Dell, Riverside, San Rafael, Santa Rosa and Scotia, as well as out-of-state visitors from Maine, New Mexico and Wyoming.

As of the end of April, Humboldt State University Department of History senior Raymond Teefy has nearly completed his 45-hour internship with the Fortuna Depot Museum. Teefy has organized and re-housed the photographs in the Depot Museum collection into fourteen subject categories. In April, the Depot Museum received two out-of-the-ordinary sources of income: a \$1500 donation

from the Fortuna Rodeo Association to purchase photographs for the forthcoming 100th anniversary history book on the Fortuna Rodeo, and a royalties payment of \$336.41 from Arcadia Publishing.

Fortuna Transit

Passengers on the Fortuna Transit Bus totaled 812 trips during the month of April 2019. The lift was used for non-wheelchair riders 12 times and 46 times for wheelchair trips. The Fortuna Transit had 4 new riders during the month of April.

We continue with the monthly shopping trip to Eureka on the second Tuesday of the month and the Eureka medical trips on any Tuesdays have been picking up, we are averaging 3-4 riders every Tuesday.

	April 2018	April 2019	YTD ~ July 2017 – June 2018	YTD ~ July 2018 – June 2019
# of passengers	887	812	8731	7488
Total Miles	2344	2411	22162	20814
Service Miles	2198	2224	20642	20098
Hours Worked	297.5	304.5	2873	2637.25
Service Hours Worked	255.5	259.25	2480.75	2265.5

The Recreation and Transit Administrative Supervisor and Bus Dispatcher/Front Office Assistant attended the CalACT conference in San Diego on 4/24-4/25.

Sports and Classes

Pickleball continues to have games in the Pavilion on Mondays, Wednesdays and Fridays from 9:00am – 12:00pm. This is open to the public and the cost is \$3.00 per session. Pickle-ball also plays Wednesday nights from 6:00-8:30.

Adult League Basketball continues this month and everyone seems to be enjoying it. Games are played at Fortuna High School Monday – Thursday in both gyms and the games are at 6:30, 7:40 and 8:50.

Facility Rentals

Results Fit Camp continues to hold exercise classes in the Pavilion on Tuesdays & Thursdays at 5:20am, 9:00am and 6:00pm, each class lasts one hour. St Joes Hospital continues to rent the Rec Hall monthly for Paso-Paso meetings. The Firemen's Pavilion was rented on April 14th by the County's Department of Health & Human Services (DHHS) to promote youth health and bicycling. The Fortuna Lions held their annual Easter Egg Hunt in Rohner Park on April 20th.

Public Skating

The Fortuna Skating Rink was open for public skate in the month of April. We hosted fourteen private skate parties in April with an average attendance of twenty-four. We had four public skate nights in April. We had an average of twenty-seven skaters at each event. We also hosted a semi-private skate parties during public skate. The City of Fortuna would like to invite you all to bring your families in for public skate. Our hours for public skate are Saturday evenings from 6:30 – 9:30 pm. The price for skates is \$5.50 for anyone six and up or \$3.50 for anyone five or younger. To book a private skate party, please call the park office at 725-7620.

Recreation Programs

Summer is right around the corner. If you are looking for a fun, safe place for your child this summer our programs start June 17th and run through August 23rd this year.. Hours of operation are 7:30 am to 5:30 pm. The cost is twenty-five dollars a day for Summer Fun, ages 7-14 and thirty dollars a day for Kiddie Kamp, ages 4-6. Discounts for pre-payments and multiply weeks. Come join in the fun! For registration paperwork, you can go to www.friendlyfortuna.com or come in to the park office at 5 Park Street in Fortuna. For more information, call 725-7620 or email the recreation programs supervisor at twilson@ci.fortuna.ca.us

Community Service

The Parks & Recreation Department currently has thirteen people signed up to perform Community Service. Community Service workers completed 69.25 hours in the month of April. The Community Service Work Program is a big part of our success. The workers help with trash pickup and maintenance projects in Rohner and Newburg Parks as well as the Treatment Plant and the River Lodge. Since the program started in 1997, there have been 51,412.25 service hours completed in the City.

RECOMMENDED COUNCIL ACTION:

Receive Parks & Recreation Department Monthly Report. Consent Agenda vote.

STAFF REPORT

City Council Consent Calendar Agenda Item

DATE: May 20, 2019

TO: Honorable Mayor and Council Members

FROM: William Dobberstein, Chief of Police

THRU: Merritt Perry, City Manager

SUBJECT: Police Department Monthly Report for April 2019

STAFF RECOMMENDATION:

Receive report as an informational item.

EXECUTIVE SUMMARY:

The FPD reminds the public that crime statistics and information on calls for service can be found at forpd.crimegraphics.com.

Community Service Officer Jenn Jackson attended an “Animal Law Enforcement Training Academy” at the Marin Humane Society in Novato. The 2-week training focused on animal cruelty, report writing, laws, evidence, and animal health assessments.

On April 7, 1999, Dispatcher Kadle began her career with the Fortuna Police Department. Over the course of 20 years, Dispatcher Kadle has answered more than 20,000 9-1-1 emergency calls and several hundred thousand non-emergency calls for the Eel River Valley. She has been the comforting voice at the other end of the phone for many community members experiencing the worst moments of their lives. Thank you, Dispatcher Kadle for always working to keep the public and our officers safe.

On April 9th, the Fortuna Police Department, along with the Eureka Police Department, Arcata Police Department and the Humboldt County Sheriff’s Office hosted a “Keeping Our Houses of Worship Safe” seminar at Riverlodge. The 4-hour event included speakers from the FBI and the Department of Homeland Security. The seminar had over 100 attendees from all areas of Northern California.

On April 11th, Officer Nate Hamilton was recognized as the Fortuna Police Department’s “Officer of the year” by the Eureka Elk’s Lodge at its annual Law Enforcement Appreciation dinner.

The week of April 14th to the 20th was designated National Public Safety Dispatchers Week. During this week the Fortuna Police Department, along with agencies nationwide recognize the pivotal role played by public safety dispatchers. The dispatchers of the Fortuna Police Department handle several thousand 9-1-1 and business calls each month and coordinate with allied agencies for other law enforcement, fire service and emergency medical personnel to respond to those in need. I, along with the officers and personnel of the Fortuna Police Department appreciate all of our dispatchers and take comfort knowing they are always there with skilled, compassionate help when an emergency arises.

Sgt. Kadle, Officer Hamilton and Officer Palmer attended a 2-week Investigative course in Blue Lake.

Sgt. Primofiore attended a 2-week SWAT training course in Sacramento.

On April 24th, Officer Walstrom travelled to Rocklin to be recognized by Mothers Against Drunk Driving (MADD) as the Fortuna police officer with the most DUI arrests in 2018. Officer Walstrom made 36 DUI arrests in 2018.

Our new Code Enforcement Officer continues to be very busy since his hire in January 2019, opening up abatement cases throughout the city. Many property owner have already complied with the clean-up of their properties. He currently is in the process of ensuring some of the most blighted properties in the city are being cleaned up and makes contact with property owners on a daily basis. Properties that fail to comply with city ordinances will face enforcement actions, such as fines and liens on their properties if the city is forced to clean the property.

During the month of April 2019, the FPD handled 1,831 calls for service, made 112 arrests and issued 57 citations.

The Fortuna Police Department Facebook page now has 5,170 followers.

RECOMMENDED COUNCIL ACTION:

Receive Police Department Monthly Report. Consent Agenda vote.

STAFF REPORT

City Council Consent Agenda Item

DATE: May 20, 2019

TO: Honorable Mayor and Council Members

FROM: Merritt Perry, Public Works Director/City Engineer/City Manager

SUBJECT: Public Works Department Monthly Report for April 2019

STAFF RECOMMENDATION:

Receive report as an informational item.

EXECUTIVE SUMMARY:

Deputy Public Works Director

Capital Improvement Plan/Budget Update

In the Month of April, Public Works staff continued to work with the Finance Director on preparation of the upcoming operations and capital improvement plan (CIP) budgets. The final CIP will be taken to the Planning Commission on May 28 and then to Council for final approval on June 17.

Police Department Front Counter Safety Project

The project bids were due on April 25. No bids were received. Staff will update as the project progresses.

Waste Water Treatment Facility Percolation Ponds Rehabilitation 2019 Project

The rehab project for the Perc Ponds bids were opened and read aloud on April 8, and William Gray Construction was the low bidder. The ponds received more silt than usual due to the Eel River rising above the banks and depositing about 8 inches of silt. The project will be complete by May 14.

PGE 12th Street Utility Undergrounding Project

PGE has advertised the project for bids and that process has finished. The successful bidder is VPC Charger per PGE. A preconstruction meeting is scheduled for May 22, and staff will be in attendance. Staff sent out informational letters to the residences on 12th Street in late April. Staff will update as project progresses.

Pressure Zone 4/6 Intertie Project

This project will go out to bid in late May and construction will begin in early fall of 2019.

Local Hazard Mitigation Plan Update

Staff finished the update of the Fortuna Annex to the County regional plan in April. The update is necessary to apply for and receive funds for projects that can protect or mitigate impacts to the

City's infrastructure. Staff will be pursuing grant funds to help with multiple projects in the City in upcoming years.

Hillside Creek Flood Control Project

Bids for this project were opened and read aloud on April 16th. Glissman Excavating was the eventual successful bidder for the project. A preconstruction meeting will take place on May 16 at which point the final schedule, submittals and coordination with property owners will take place. The project will include some work within Fortuna Boulevard with specific concerns during the event season, and mitigation measures are being addressed to minimize the impact on the events. Construction is expected to finish by December 2019.

12th Street Fish Passage Project

The project's bids are due on May 9. Once the bids are processed, staff will take the low bidder to Council for final authorization to enter into a contract with the City and the Contractor. The project will include removal of fish barriers under the 12th street crossing of Rohner Creek, and grade control downstream of the structure. Construction is expected to begin in July 2019.

South School (Safe Routes to School) Project

This project is currently under design and coordination with the school. This project will include sidewalks along Lawndale Drive, and some fill in sidewalks along Summer Street, as well as some striping along Newburg and within the parking lot of the school to help allow for safer walking and biking to school. The project also includes non-infrastructure aspects that will help educate the students on safely biking and walking to school. This project will be constructed in 2020.

City Hall Roofing Project

This project's bids are due on May 13 and once staff has processed, we will take to Council for final authorization to enter into a contract. This project will repair the roof and will be the final maintenance project for City Hall following the painting, and parking lot projects. The project is anticipated to be complete by July.

Countywide Accelerated Cure Slurry Seal Project

Staff has worked with six other agencies over the past four years on a countywide slurry project and this year is Fortuna's turn to put together and manage the bid package and construction. The bid package has been completed and will go out for bid in May. This project will include a new surface for the Riverlodge, Rohner Park (Park Street and the loop) as well as multiple other locations throughout town.

Utilities Division- Utility Superintendent

During April the Water Department replaced a sewer lateral on Newberg Road, replaced a sewer lateral on Summer Street, poured concrete around water meters and valves on Kenmar Road and Eel River Drive, and fixed a water leak on Fernwood Drive. Crews also rodded 6900 ft. of sewer line and marked 225 underground utilities. In addition, crews installed five water services read meters and replaced 30 dead meters. In total, crews performed 110 service calls.

Water Treatment/Wastewater Division- Chief Plant Operator

It is with a bittersweet feeling that I have tendered my resignation as CPO for the City of Fortuna, effective on June 7th. I have accepted a job as CPO for the Hi-Desert Water District in Yucca Valley, California, which is about 30 miles north of Palm Springs. I would like to thank the City of Fortuna for the opportunity that they gave me here and have nothing but positive experiences to take with me when I depart. This will be my final monthly staff report.

Notable projects/meetings:

- Routine weekly updates with GHD for planning grant tasks
- Ongoing management of the Time Sensitive Order for the 2017-22 NPDES permit
- Assisted the CPO in Ferndale with some online reporting issues they were having with their system.
- Began marking manholes with Utility Superintendent and identifying the isolation points in preparation for the next phase of smoke testing for SSMP compliance.
- The crew from EnviroCon Systems out of Texas was here to perform the repairs on the Vancil reservoir. This project has been in the works for more than 2 years and we finally have some closure. There was more work than anticipated as a 4-day job turned in to 2 weeks but they were able to make all the repairs needed. A suction test was done on the liner following the initial repair job and some leaks were found and fixed. A subsequent suction test showed the repairs were successful. Operations staff will begin cleaning, disinfecting and filling the tank the second week of May. The reservoir should be full and ready for use before the end of May.

Wastewater Treatment

- Flows through the facility were 40.3 MG with a high flow of 2.02 MG on April 8th. Average flows through the facility were 1.36 MGD.
- We continued to monitor the groundwater levels at the prospective effluent disposal site. Groundwater levels are documented on a weekly basis.
- Gave tour of the WWTP to the Engineering class from HSU.
- Bill Gray has started preliminary work for the annual percolation pond rehabilitation.

Water Treatment

- 28.9 MG was pumped from the wells to the distribution system in the month of April. Water production was 4.2% higher than production from April 2018 (27.7 MG). Monthly production was less than 1% higher than the previous month, March (2 MG) and 28.7% lower than the benchmark of April 2013 (37.2 MG).
- Completed all of the Lead sampling events at the local public schools. This is required by AB 746, a Public Health law that requires water agencies to test for lead at public school sites. Some results have been received and forwarded to the respective schools. All results have been below the minimum action level.
- There were no violations during the month of April.

General Services and Streets - General Services Superintendent

During the month of April, the staff concentrated on roadside mowing and weed eating along the City right-of-way's. Areas that had higher traffic volumes had one lane controlled traffic or pilot car assistance. The pilot car was used for the safety of the public and the operator of the mower along Rohnerville Road between Drake Hill and the City and County boundary.

The staff prepared the back area of the Corporation Yard and Treatment Plant for the perk pond restoration. The perk pond restoration was silted in over this winter with high water flows from the Eel River. The staff pushed piles down and made it smooth for the contractor to do his task. During the cleanup, large concrete pieces from other projects were broken into small usable sizes for removal and recycle.

Five eucalyptus trees were removed by Silverline Tree Service. The trees were in the City right-of-way along Franklin Avenue and Newburg Road. The trees were a safety hazard to the public. The City has removed large main trunks after falling from wind and the trunks being rotten.

Street staff has provided traffic control and assistance for the Utility crew on water leaks and sewer line repairs in high traffic volume areas. The Utility staff assisted with the Streets staff to reinstall hot mix material in the repair ditches. The Street staff use the City's grinder attachment, removed the material to replace with hot mix asphalt on Smith Lane.

The City Carpenter, with assistance from staff, refurbished the kiosk at the Chamber of Commerce building on Main Street and Fourteenth Street. The kiosk had power installed for an illumination and an outlet. The kiosk had fresh paint added, a new corkboard for public use, and a broken window was replaced on the bulletin board.

Other tasks completed during the month of April, included marking Underground Service Alerts (USA's), filling potholes with temporary asphalt mix, street sign repair and replacement, removal of trash and debris from under bridges (resulting from transient camps and road side dumping), removal of graffiti, sorting and recycling batteries from the collection bin at City Hall, restocking mitt gloves and emptying garbage cans at the Dog Park, grinding and paving with hot mix asphalt on small portions of the City's roads, as well as the City wide street sweeping program.

Street Staff is available and responsive to the citizens of Fortuna requests as they arise.

RECOMMENDED COUNCIL ACTION:

Receive Public Works Department Monthly Report. Consent Agenda vote.

STAFF REPORT

City Council Consent Calendar Agenda Item

DATE: May 20, 2019

TO: Honorable Mayor and Council Members

FROM: Joanna Miranda, Conference Center Manager

THRU: Merritt Perry, City Manager

SUBJECT: **River Lodge Conference Center and Fortuna Monday Club Monthly Report for April 2019**

STAFF RECOMMENDATION:

Receive report as an informational item.

EXECUTIVE SUMMARY:

The River Lodge and Monday Club held a total of 28 events in April. Our weekends consisted of a variety of events. Annual events included the Redwood Prep Gala, the FUHS Prom and the Soroptomist Awards Dinner.

The Chamber weekly meetings, the Concert Series, the Garden Club and the Senior Jam Sessions also took place at the Monday Club as well as a variety of birthday parties, baby showers and memorial services.

The River Lodge received awards from the Times Standard “Best of the North Coast” in the categories of Best Event Venue and Best Banquet Venue.

Sales in the Gallery were \$1370 for the month of April. As always, we have a 15% off sale the last Tuesday of every month.

RECOMMENDED COUNCIL ACTION:

Receive River Lodge & Monday Club Monthly Report. Consent Agenda vote.



City of Fortuna

River Lodge & Monday Club

Event Schedule

May-19						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28-Apr	29-Apr	30-Apr	1	2	3	4
Baby Shower Senior Jam	*Cal Trans Brk. Chamber	*Cal Trans Pool Mtg.	*Cal Trans	Rotary	Sequoia Gas	Baby Shower
5	6	7	8	9	10	11
	Chamber		Rotary Awards Garden Club	MC Event	Dairy Princess Prep>>>	Concert Series
12	13	14	15	16	17	18
	Chamber	Civics Mtg.	Set Up>>	Garden Club		Birthday Party Grad Dinner
19	20	21	22	23	24	25
Memorial Service	Chamber	Humboldt Travelers Rotary	*REMIF	Senior Ball		Redwoods Grad Party
26	27	28	29	30	31	1-Jun
Grad Party Senior Jam	NO Chamber	Recology Public Meeting		Redwood Prep Rotary Social	Set Up>> Grad Party??	Wedding & Reception



FORTUNA RIVER LODGE BEST EVENT VENUE



FORTUNA RIVER
LODGE
BEST
BANQUET
VENUE

STAFF REPORT

City Council Consent Calendar Agenda Item

DATE: May 20, 2019

TO: Honorable Mayor and City Council Members

FROM: Merritt Perry, City Manager

SUBJECT: Report of Disbursements for May 8, 2019 and May 15, 2019

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:

- | | |
|----------------|---------------|
| • May 8, 2019 | \$ 230,445.40 |
| • May 15, 2019 | \$ 50,643.06 |

RECOMMENDED COUNCIL ACTION:

Informational Item. Receive report by Consent Agenda vote.

ATTACHMENTS:

- Disbursements Detail Report for May 8, 2019
- Disbursements Detail Report for May 15, 2019

REPORT.: May 08 19 Wednesday
 RUN....: May 08 19 Time: 13:59
 Run By.: Racheal Henry

City of Fortuna
 Cash Disbursement Detail Report
 Check Listing for 05-19 Bank Account.: 1020

PAGE: 001
 ID #: PY-DP
 CTL.: FOR

Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	-----Payment Information----- Invoice #	Description
064940	05/01/19	HUM12	HUMMEL TIRE & WHEEL	-16.00	.00	-16.00	88246u	Ck# 064940 Reversed
064973	05/01/19	POS01	POSTMASTER	1170.12	.00	1170.12	050119P	UTILITY BILLING POSTAGE
064975	05/08/19	VOID	VOIDED CHECK	1170.12	.00	1170.12	050119AP	UTILITY BILLING POSTAGE
			Check Total.....:	1170.12	.00	1170.12		
064976	05/08/19	10102	101 AUTO PARTS	28.23	.00	28.23	317096	EQUIPMENT MAINTENANCE - W
				64.17	.00	64.17	317106	VEHICLE REPAIR - WWTP
				321.78	.00	321.78	317141	EQUIPMENT MAINTENANCE - U
			Check Total.....:	414.18	.00	414.18		
064977	05/08/19	AQU01	AQUA BEN CORPORATION	8235.15	.00	8235.15	38805	ANNUAL HYDROFLOC FY 18/19
064978	05/08/19	ATT13	AT&T	162.58	.00	162.58	12977925	9391061237
				164.69	.00	164.69	12977927	9391061238
				177.82	.00	177.82	12977930	9391061243
				69.53	.00	69.53	12978189	9391062358
			Check Total.....:	574.62	.00	574.62		
064979	05/08/19	BEA03	BEAR RIVER VALLEY BEEF	78.39	.00	78.39	509000	RIVER LODGE GIFT SHOP
064980	05/08/19	BLA17	SANDY BLAKELY	60.00	.00	60.00	043019	PLANNING COMMISSION 4/9,
064981	05/08/19	BRA03	KEVIN E. BRADLEY	60.00	.00	60.00	043019	PLANNING COMMISSION 4/9,2
064982	05/08/19	CHI09	K. CHIN GALLERY	117.00	.00	117.00	100447	SUPPLIES - RIVER LODGE
				387.00	.00	387.00	100461	SUPPLIES/GIFT SHOP - RIVE
			Check Total.....:	504.00	.00	504.00		
064983	05/08/19	COU01	COUNTY OF HUMBOLDT	162.50	.00	162.50	043019	APRIL PARKING FEES
064984	05/08/19	CRY01	CRYSTAL SPRINGS BOTTLED W	32.00	.00	32.00	44009	WATER DELIVERY - CORP YAR
064985	05/08/19	DOB01	WILLIAM DOBBERSTEIN	130.00	.00	130.00	050319	PER DIEM 5/13-5/15
064986	05/08/19	EMP01	EMPLOYMENT DEVELOPMENT	1324.00	.00	1324.00	043019	EMPLOYMENT TAX 1/19-3/19
064987	05/08/19	ENG01	ENGINEERED FIRE SYSTEMS,	450.00	.00	450.00	15067	FIRE PLAN REVIEW

Check Number	Check Date	Vendor Number	Vendor Name	Gross Amount	Discount Amount	Net Amount	-----Payment Information----- Invoice #	Description
064988	05/08/19	EUR02	EUREKA OXYGEN CO	106.10	.00	106.10	800170	CYLINDER RENTAL FY 18/19
064989	05/08/19	FOR03	FORBUSCO LUMBER	46.13	.00	46.13	992639	SUPPLIES - PARKS
				35.52	.00	35.52	992898	SUPPLIES - UTILITIES
				53.28	.00	53.28	993031	SUPPLIES - UTILITIES
				8.88	.00	8.88	993830	SUPPLIES - UTILITIES
				71.03	.00	71.03	994193	SUPPLIES - UTILITIES
				26.64	.00	26.64	994807	SUPPLIES - PARKS
				18.29	.00	18.29	996329	SUPPLIES - STREETS
			Check Total.....:	259.77	.00	259.77		
064990	05/08/19	FOR10	FORTUNA IRON WORKS	412.90	.00	412.90	56439	EQUIPMENT MAINTENANCE - W
064991	05/08/19	FOR55	FORTUNA ACE HARDWARE AND	97.64	.00	97.64	295491	SUPPLIES - WATER/WWTP
				108.51	.00	108.51	295753	SUPPLIES - WWTP
				28.19	.00	28.19	295877	SUPPLIES - PARKS
				145.36	.00	145.36	295899	SUPPLIES - WWTP
				65.09	.00	65.09	295934	SUPPLIES - WWTP
				14.30	.00	14.30	295953	SUPPLIES - PARKS
				108.39	.00	108.39	296031	SUPPLIES - VANCIL PROJECT
				10.84	.00	10.84	296042	SUPPLIES - SHOP
				39.61	.00	39.61	296058	SUPPLIES - WWTP
				25.58	.00	25.58	296096	SUPPLIES - RIVER LODGE
				41.85	.00	41.85	296111	SUPPLIES - WWTP
				8.67	.00	8.67	296134	SUPPLIES - RIVER LODGE
			Check Total.....:	694.03	.00	694.03		
064992	05/08/19	FOR56	FORTUNA AUTO & TRUCK PART	60.74	.00	60.74	911436	SUPPLIES - VANCIL REPAIR
				20.52	.00	20.52	911588	EQUIPMENT MAINTENANCE - W
				17.59	.00	17.59	911694	VEHICLE REPAIR - GENERAL
				78.12	.00	78.12	911697	VEHICLE REPAIR - UTILITIE
				12.08	.00	12.08	911723	EQUIPMENT MAINTENANCE - P
				16.26	.00	16.26	912038	VEHICLE REPAIR - UTLITIES
			Check Total.....:	205.31	.00	205.31		
064993	05/08/19	GHD01	GHD INC	20813.07	.00	20813.07	118296	SAFE ROUTES - S FORTUNA E
				1049.20	.00	1049.20	118305	UNSIGNALIZED INTERSECTION
			Check Total.....:	21862.27	.00	21862.27		
064994	05/08/19	GRO01	GROCERY OUTLET	45.43	.00	45.43	122332237	CATERING - RIVER LODGE

REPORT.: May 08 19 Wednesday
 RUN....: May 08 19 Time: 13:59
 Run By.: Racheal Henry

City of Fortuna
 Cash Disbursement Detail Report
 Check Listing for 05-19 Bank Account.: 1020

PAGE: 003
 ID #: PY-DP
 CTL.: FOR

Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	-----Payment Information-----	
							Invoice #	Description
064994	05/08/19	GRO01	GROCERY OUTLET	62.42	.00	62.42	124332242	CATERING - RIVER LODGE
				70.18	.00	70.18	222952233	CATERING - RIVER LODGE
				31.56	.00	31.56	322262232	CATERING - RIVER LODGE
				14.94	.00	14.94	323472258	BLDG MAINTENANCE - PARKS
				29.88	.00	29.88	723902235	WEED ABATEMENT
				14.94	.00	14.94	823352237	WEED ABATEMENT
			Check Total.....:	269.35	.00	269.35		
064995	05/08/19	GUT01	GUTIERREZ LAND SURVEYING	157.50	.00	157.50	949	TENTATIVE MAP REVIEW
064996	05/08/19	HAL09	STEPHANIE HALLEY	60.00	.00	60.00	043019	PLANNING COMMISSION 4/9,2
064997	05/08/19	HDL01	HDL, COREN & CONE	1531.74	.00	1531.74	26455IN	PROPERTY TAX SERVICES FY
064998	05/08/19	HUB02	HUB INTERNATIONAL	102.24	.00	102.24	31319	GOBLE SPECIAL EVENTS INSU
				117.72	.00	117.72	030719	AGUIRRE SPECIAL EVENTS IN
				68.18	.00	68.18	041219	COLEMAN SPECIAL EVENTS IN
			Check Total.....:	288.14	.00	288.14		
064999	05/08/19	HUM12	HUMMEL TIRE & WHEEL	38.53	.00	38.53	241442	EQUIPMENT MAINTENANCE - G
				14.50	.00	14.50	241461	VEHICLE REPAIR - UTILITIE
			Check Total.....:	53.03	.00	53.03		
065000	05/08/19	HUM14	HUMBOLDT LODGING ALLIANCE	49.74	.00	49.74	9397	MEMBERSHIP DUES - RIVER L
065001	05/08/19	HUM36	HUMBOLDT TERMITE & PEST C	56.00	.00	56.00	356418	PEST CONTROL - WWTP FY 18
065002	05/08/19	HUM69	HUMBOLDT BAY COFFEE CO	91.50	.00	91.50	16843	CATERING - RIVER LODGE
065003	05/08/19	JEN03	JENNI'S CAR WASH	80.00	.00	80.00	251511	CAR WASH TOKENS - PD
065004	05/08/19	KEE01	KEENAN SUPPLY CO	1991.88	.00	1991.88	10686611	SUPPLIES - UTILITIES
065005	05/08/19	KUH02	LEA KUHLMAN	10.00	.00	10.00	042919	REFUND RIVER LODGE RENTAL
065006	05/08/19	L&M01	L & M RENNER, INC	15566.62	.00	15566.62	738464	FUEL
065007	05/08/19	MCC05	JEANA MCCLENDON	60.00	.00	60.00	043019	PLANNING COMMISSION 4/9,2
065008	05/08/19	MER01	MERCER FRASER COMPANY	110.68	.00	110.68	60570	AGGREGATE BASE

REPORT.: May 08 19 Wednesday
 RUN....: May 08 19 Time: 13:59
 Run By.: Racheal Henry

City of Fortuna
 Cash Disbursement Detail Report
 Check Listing for 05-19 Bank Account.: 1020

PAGE: 004
 ID #: PY-DP
 CTL.: FOR

Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	-----Payment Information-----	
							Invoice #	Description
065008	05/08/19	MER01	MERCER FRASER COMPANY	91.92	.00	91.92	60571	AGGREGATE BASE
			Check Total.....:	202.60	.00	202.60		
065009	05/08/19	MIS01	MISSION LINEN INDUS SERV	10.04	.00	10.04	509734043	WASTEWATER LINEN SERVICE
				45.57	.00	45.57	509734324	CORP YARD LINEN SERVICE
				136.84	.00	136.84	509738334	CORP YARD LINEN SERVICE
				76.25	.00	76.25	509738335	WASTEWATER LINEN SERVICE
				48.80	.00	48.80	509738344	PARKS/RINK LINEN SERVICE
				455.70	.00	455.70	509794237	JANITORIAL SUPPLIES - PAR
			Check Total.....:	773.20	.00	773.20		
065010	05/08/19	MIT07	MITCHELL, BRISSO, DELANEY	888.00	.00	888.00	43603	LEGAL SERVICES
065011	05/08/19	MOB01	KRIS MOBLEY	60.00	.00	60.00	043019	PLANNING COMMISSION 4/9,2
065012	05/08/19	MOO14	RACHAEL MOORE	60.00	.00	60.00	043019	PLANNING COMMISSION 4/9,2
065013	05/08/19	NEL01	ERIC NELSON	500.00	.00	500.00	043019	PARK DEPOSIT REFUND
065014	05/08/19	NFP02	NFP NATIONAL ACCOUNT SERV	124.58	.00	124.58	050119	MAY LIFE & AD&D
065015	05/08/19	NOR01	NORTH COAST LABORATORIES	81.00	.00	81.00	145996	LAB TESTS
065016	05/08/19	NOR16	NORMANS CLEANERS	284.62	.00	284.62	50830	RIVER LODGE LINEN SERVICE
				83.57	.00	83.57	50881	RIVER LODGE LINEN SERVICE
			Check Total.....:	368.19	.00	368.19		
065017	05/08/19	NOR33	NORTH COAST JOURNAL	600.00	.00	600.00	19CI1932	NOTICE INVITING BIDS
				101.00	.00	101.00	201958138	TPO RECRUITMENT ADVERTISI
				262.50	.00	262.50	201958315	NOTICE INVITING BIDS
			Check Total.....:	963.50	.00	963.50		
065018	05/08/19	OCC02	OCCUPATIONAL, ENVIRONMENT	181.50	.00	181.50	CAMJA003	PRE-EMPLOYMENT PHYSICAL
065019	05/08/19	ORE05	O'REILLY AUTOMOTIVE STORE	83.92	.00	83.92	308611	VEHICLE REPAIR - PD
				16.26	.00	16.26	308672	VEHICLE REPAIR - PARKS
				-37.96	.00	-37.96	308850C	CREDIT RETURN - PARKS
				71.60	.00	71.60	309017	VEHICLE REPAIR - UTILITIE
				362.64	.00	362.64	309562	VEHICLE REPAIR - UTILITIE

REPORT.: May 08 19 Wednesday
 RUN....: May 08 19 Time: 13:59
 Run By.: Racheal Henry

City of Fortuna
 Cash Disbursement Detail Report
 Check Listing for 05-19 Bank Account.: 1020

PAGE: 005
 ID #: PY-DP
 CTL.: FOR

Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	-----Payment Information-----	
							Invoice #	Description
065019	05/08/19	ORE05	O'REILLY AUTOMOTIVE STORE	314.58	.00	314.58	309641	VEHICLE REPAIR - UTILITIE
				-362.64	.00	-362.64	309644C	CREDIT RETURN - UTILITIES
			Check Total.....:	448.40	.00	448.40		
065020	05/08/19	PAC03	PACIFIC GAS & ELECTRIC CO	294.81	.00	294.81	04190527	59188610527
				18951.45	.00	18951.45	04190845	46580260845
				16.04	.00	16.04	04192987	61444662987
				71.63	.00	71.63	04194490	91564484490
			Check Total.....:	19333.93	.00	19333.93		
065021	05/08/19	PAP06	PAPE MACHINERY	39.92	.00	39.92	11438328	EQUIPMENT MAINTENANCE - G
065022	05/08/19	PLA01	PLATT ELECTRIC SUPPLY	80.83	.00	80.83	U986959	SUPPLIES - CHAMBER OF COM
065023	05/08/19	POW09	POWELL LANDSCAPE MATERIAL	244.13	.00	244.13	8032	DECOMPOSED GRANITE - WWTP
065024	05/08/19	R&S02	R & S LIVESTOCK SUPPLY, I	300.79	.00	300.79	173488	HERBICIDE - WWTP
065025	05/08/19	RED01	REDWOOD COMMUNITY ACTION	597.70	.00	597.70	1SRTS	SO FTNA ELEM SRTS PROJ AT
065026	05/08/19	RED09	REDI RENTS, INC	496.62	.00	496.62	47911	GENERATOR RENTAL - VANCIL
065027	05/08/19	REM01	R.E.M.I.F.	118478.80	.00	118478.80	MAY19	MAY MEDICAL, DENTAL, VISI
				218.68	.00	218.68	050119	MAY EAP
			Check Total.....:	118697.48	.00	118697.48		
065028	05/08/19	RES06	RESERVE ACCOUNT	2500.00	.00	2500.00	50719	REPLENISH POSTAGE METER
065029	05/08/19	ROG01	LAURENCE C. ROGERS	60.00	.00	60.00	043019	PLANNING COMMISSION 4/9,2
065030	05/08/19	RWS01	RWS SERVICES	123.69	.00	123.69	43720	SPEAKER/MICROPHONE - PD
065031	05/08/19	SEQ02	SEQUOIA GAS STATION	51.50	.00	51.50	623558	EQUIPMENT FUEL
				28.50	.00	28.50	623591	EQUIPMENT FUEL
				17.81	.00	17.81	623592	EQUIPMENT FUEL
				28.42	.00	28.42	623594	PROPANE - STREETS
				43.82	.00	43.82	624451	EQUIPMENT FUEL
				19.04	.00	19.04	624466	EQUIPMENT FUEL
				34.62	.00	34.62	624467	EQUIPMENT FUEL
				31.74	.00	31.74	624468	EQUIPMENT FUEL

REPORT.: May 08 19 Wednesday
 RUN....: May 08 19 Time: 13:59
 Run By.: Racheal Henry

City of Fortuna
 Cash Disbursement Detail Report
 Check Listing for 05-19 Bank Account.: 1020

PAGE: 006
 ID #: PY-DP
 CTL.: FOR

Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	-----Payment Information----- Invoice #	Description
065031	05/08/19	SEQ02	SEQUOIA GAS STATION	57.13	.00	57.13	624472	EQUIPMENT FUEL
				33.43	.00	33.43	624475	EQUIPMENT FUEL
				11.55	.00	11.55	624477	EQUIPMENT FUEL
			Check Total.....:	357.56	.00	357.56		
065032	05/08/19	SHE14	SHERLOCK RECORDS MANAGEME	50.00	.00	50.00	2546	RECORD STORAGE SRVC FY 18
065033	05/08/19	SIL03	SILVERLINE SPECIALTY TREE	725.00	.00	725.00	041919	TREE REMOVAL
065034	05/08/19	SPE01	SPENCER ELECTRIC	2480.00	.00	2480.00	1782	CIRCUIT INSTALL - PD
065035	05/08/19	SPO01	SPORT & CYCLE	1923.03	.00	1923.03	216137	SUPPLIES - ADULT SPORTS
065036	05/08/19	SPR01	SPRINGVILLE SAFETY & SUPP	25.61	.00	25.61	39339	SUPPLIES - UTILITIES
065037	05/08/19	SYS02	SYSCO SACRAMENTO	542.90	.00	542.90	231255631	CATERING/SUPPLIES/SOAP -
065038	05/08/19	TER01	TERMINIX PROCESSING CTR	93.00	.00	93.00	385621094	PARKS PEST SERVICES FY 18
065039	05/08/19	TES01	TESCO CONTROLS INC	545.00	.00	545.00	67322IN	EQUIPMENT MAINTENANCE - W
065040	05/08/19	THR01	THRIFTY SUPPLY CO	592.20	.00	592.20	1457613	BLDG MAINTENANCE - RIVER
065041	05/08/19	TRE02	TAMI TRENT	23.75	.00	23.75	041619	MILEAGE REIMBURSEMENT
065042	05/08/19	USB08	U.S. BANK	14565.38	.00	14565.38	042219	APRIL CAL CARD EXPENSES
065043	05/08/19	VER01	VERIZON WIRELESS	1621.02	.00	1621.02	828652089	APRIL CELL PHONE SERVICE
065044	05/08/19	WIL02	WILDWOOD SAW	103.00	.00	103.00	29631	WEED ABATEMENT
				38.72	.00	38.72	29635	WEED ABATEMENT
			Check Total.....:	141.72	.00	141.72		
065045	05/08/19	WYC01	WYCKOFF'S	17.85	.00	17.85	165477	SUPPLIES - PARKS
				170.10	.00	170.10	165819	EQUIPMENT MAINTENANCE - W
				38.97	.00	38.97	165833	EQUIPMENT MAINTENANCE - W
				27.44	.00	27.44	166296	SUPPLIES - CHAMBER OF COM
				8.77	.00	8.77	166449	BLDG MAINTENANCE - 320 MA
				16.82	.00	16.82	166471	BLDG MAINTENANCE - 320 MA
				10.58	.00	10.58	167029	BLDG MAINTENANCE - PARKS
				10.61	.00	10.61	167176	SUPPLIES - UTILITIES

REPORT: May 08 19 Wednesday
 RUN....: May 08 19 Time: 13:59
 Run By.: Racheal Henry

City of Fortuna
 Cash Disbursement Detail Report
 Check Listing for 05-19 Bank Account.: 1020

PAGE: 007
 ID #: PY-DP
 CTL.: FOR

Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	-----Payment Information----- Invoice #	Description
065045	05/08/19	WYC01	WYCKOFF'S	90.32	.00	90.32	167552	BLDG MAINTENANCE - PD
				31.94	.00	31.94	167571	SUPPLIES - UTILITIES
				-78.45	.00	-78.45	167600C	CREDIT RETURN - PD
				45.44	.00	45.44	168437	SUPPLIES - WWTP
				3.12	.00	3.12	168690	SUPPLIES - PARKS
				137.97	.00	137.97	169019	SUPPLIES - CHAMBER OF COM
				66.16	.00	66.16	169256	SUPPLIES - VANCIL REPAIR
				9.80	.00	9.80	169382	SUPPLIES - CHAMBER OF COM
				37.92	.00	37.92	169568	SUPPLIES - WWTP
			Check Total.....:	645.36	.00	645.36		
065046	05/08/19	\G011	ALAN L. GRANT	125.00	.00	125.00	000B90401	MQ CUSTOMER REFUND FOR GR
065047	05/08/19	\H002	CAROL A. HARRIS	103.63	.00	103.63	000B90401	MQ CUSTOMER REFUND FOR HA
065048	05/08/19	\J002	STANFORD JAKE	125.00	.00	125.00	000B90401	MQ CUSTOMER REFUND FOR JA
065049	05/08/19	\K013	MEGAN KATRI	87.59	.00	87.59	000B90401	MQ CUSTOMER REFUND FOR KA
065050	05/08/19	\L007	KAREN LEWIS	44.81	.00	44.81	000B90401	MQ CUSTOMER REFUND FOR LE
065051	05/08/19	\N003	NEAL MCKENNY CONSTRUCTIO	44.07	.00	44.07	000B90401	MQ CUSTOMER REFUND FOR NE
065052	05/08/19	\P004	MONICA PENA	38.40	.00	38.40	000B90401	MQ CUSTOMER REFUND FOR PE
065053	05/08/19	\T001	JIM & KAYLA TOMKINS	55.03	.00	55.03	000B90401	MQ CUSTOMER REFUND FOR TO
065054	05/08/19	\V006	BOB VAN PELT	56.43	.00	56.43	000B90401	MQ CUSTOMER REFUND FOR VA
065055	05/08/19	\Y002	BRENDA YORK	44.36	.00	44.36	000B90401	MQ CUSTOMER REFUND FOR YO
065056	05/08/19	\Z002	JULIE ZEIBAK	108.53	.00	108.53	000B90401	MQ CUSTOMER REFUND FOR ZE
			Cash Account Total.....:	230445.40	.00	230445.40		
			Total Disbursements.....:	230445.40	.00	230445.40		
			Cash Account Total.....:	.00	.00	.00		

REPORT.: May 15 19 Wednesday
 RUN....: May 15 19 Time: 06:47
 Run By.: Racheal Henry

City of Fortuna
 Cash Disbursement Detail Report
 Check Listing for 05-19 Bank Account.: 1020

PAGE: 001
 ID #: PY-DP
 CTL.: FOR

Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	-----Payment Information-----	
							Invoice #	Description
064971	05/08/19	HUM14	HUMBOLDT LODGING ALLIANCE	-16.00	.00	-16.00	88246u	Ck# 064971 Reversed *
064972	05/08/19	HUM03	HUMBOLDT PETROLEUM	-16.00	.00	-16.00	88246u	Ck# 064972 Reversed
064973	05/08/19	POS01	POSTMASTER	-1170.12	.00	-1170.12	050119u	Ck# 064973 Reversed
065057	05/15/19	VOID	VOIDED CHECK					
				81.67	.00	81.67	2587182P	SUPPLIES - MUSEUM
			Check Total.....:	81.67	.00	81.67		
065058	05/15/19	ACC02	ACCESS HUMBOLDT	215.60	.00	215.60	1404	TELEVISED COUNCIL FY 18/1
				206.85	.00	206.85	1405	TELEVISED PLANNING FY 18/
			Check Total.....:	422.45	.00	422.45		
065059	05/15/19	ASB01	ASBURY ENVIRONMENTAL SERV	288.17	.00	288.17	438696	OIL DISPOSAL
065060	05/15/19	ATT13	AT&T	20.57	.00	20.57	12997329	9391061208
				134.06	.00	134.06	12997330	9391061209
				20.57	.00	20.57	12997333	9391061212
				120.88	.00	120.88	12997334	9391061213
				20.57	.00	20.57	12997335	9391061214
				20.57	.00	20.57	12997337	9391061217
				58.41	.00	58.41	12997338	9391061218
				39.49	.00	39.49	12997339	9391061219
				39.49	.00	39.49	12997340	9391061220
				20.57	.00	20.57	12997341	9391061221
				33.38	.00	33.38	12997344	9391061249
				14.52	.00	14.52	12997345	9391061250
				112.67	.00	112.67	12997346	9391061251
				121.45	.00	121.45	12997347	9391061252
				93.61	.00	93.61	12997348	9391061253
				213.33	.00	213.33	12997373	9391062009
				289.57	.00	289.57	12997374	9391062010
				31.37	.00	31.37	12997375	9391062011
				38.18	.00	38.18	12997376	9391062012
				164.69	.00	164.69	13007950	9391061226
				164.69	.00	164.69	13007951	9391061228
			Check Total.....:	1772.64	.00	1772.64		
065061	05/15/19	BAR07	IAN BARKER	248.00	.00	248.00	050719	FORFEIT DEPOSIT REFUND

REPORT.: May 15 19 Wednesday
 RUN....: May 15 19 Time: 06:47
 Run By.: Racheal Henry

City of Fortuna
 Cash Disbursement Detail Report
 Check Listing for 05-19 Bank Account.: 1020

PAGE: 002
 ID #: PY-DP
 CTL.: FOR

Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	-----Payment Information----- Invoice #	Description
065062	05/15/19	BIC01	BICOASTAL MEDIA GROUP	200.00	.00	200.00	95851	ADVERTISING - PARKS
065063	05/15/19	CAC01	CACEO	390.00	.00	390.00	200009653	ANNUAL SEMINAR REGISTRATI
065064	05/15/19	CCM01	CC CATERING	5690.36	.00	5690.36	454959	CATERING - CAL TRANS (RIV
065065	05/15/19	CHA22	GABE CHARLTON	20.00	.00	20.00	050819	PER DIEM 5/14
065066	05/15/19	CON09	PACKY CONWAY-ONEILL	199.00	.00	199.00	050719	FORFEIT DEPOSIT REFUND
065067	05/15/19	CRY01	CRYSTAL SPRINGS BOTTLED W	16.00	.00	16.00	11896	WATER DELIVERY - PARKS
				24.00	.00	24.00	13232	WATER DELIVERY - PARKS
				16.00	.00	16.00	14337	WATER DELIVERY - PARKS
				24.00	.00	24.00	15571	WATER DELIVERY - PARKS
			Check Total.....:	80.00	.00	80.00		
065068	05/15/19	DIA07	JOEL DIAZ	248.00	.00	248.00	050719	FORFEIT DEPOSIT REFUND
065069	05/15/19	DIR02	DIRECTV	73.99	.00	73.99	236360575	CABLE SERVICES - PD FY 18
065070	05/15/19	ECO02	ECO MEDICAL	63.00	.00	63.00	2728	MEDICAL WASTE DISPOSAL
065071	05/15/19	EUR02	EUREKA OXYGEN CO	11.82	.00	11.82	453590	VEHICLE REPAIR - GENERAL
065072	05/15/19	EVA02	AUSTIN EVANS	60.00	.00	60.00	042619	PER DIEM 5/17-5/18
065073	05/15/19	FIT01	ANGELA FITZHUGH	150.00	.00	150.00	050719	FORFEIT DEPOSIT REFUND
065074	05/15/19	FOR06	FORTUNA CHAMBER	8789.67	.00	8789.67	050919	TOT ALLOCATION - 3RD QTR
065075	05/15/19	FOR55	FORTUNA ACE HARDWARE AND	28.55	.00	28.55	296189	SUPPLIES - WWTP
				21.67	.00	21.67	296197	SUPPLIES - WWTP
				39.04	.00	39.04	296297	TOOLS - UTILITIES
				40.32	.00	40.32	296319	SUPPLIES - VANCIL CLEAN U
				18.43	.00	18.43	296327	SUPPLIES - VANCIL CLEANUP
				28.19	.00	28.19	296332	SUPPLIES - UTILITIES
				54.24	.00	54.24	296433	TOOLS - PARKS
				29.45	.00	29.45	296434	BLDG REPAIR - RIVER LODGE
			Check Total.....:	259.89	.00	259.89		
065076	05/15/19	FOR56	FORTUNA AUTO & TRUCK PART	74.34	.00	74.34	912264	VEHICLE REPAIR - UTILITIE

REPORT.: May 15 19 Wednesday
RUN....: May 15 19 Time: 06:47
Run By.: Racheal Henry

City of Fortuna
Cash Disbursement Detail Report
Check Listing for 05-19 Bank Account.: 1020

PAGE: 003
ID #: PY-DP
CTL.: FOR

Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	-----Payment Information----- Invoice #	Description
065076	05/15/19	FOR56	FORTUNA AUTO & TRUCK PART	89.40	.00	89.40	912265	EQUIPMENT MAINTENANCE - G
				47.06	.00	47.06	912457	EQUIPMENT MAINTENANCE - W
				4.71	.00	4.71	912479	VEHICLE REPAIR - TRANSIT
				11.63	.00	11.63	912557	VEHICLE REPAIR - WWTP
			Check Total.....:	227.14	.00	227.14		
065077	05/15/19	GRO01	GROCERY OUTLET	8.32	.00	8.32	23112239	ORIGINAL PAYMENT SHORT
065078	05/15/19	HUM03	HUMBOLDT PETROLEUM	68.00	.00	68.00	88279	CAR WASH SERVICE - PD
065079	05/15/19	HUM14	HUMBOLDT LODGING ALLIANCE	17403.53	.00	17403.53	050919	HTA ASSESSMENT ALLOCATION
065080	05/15/19	HUM23	HUMBOLDT CO PLANNING & BU	1134.42	.00	1134.42	PLI190944	HCD FUNDED HOUSEING PROGR
065081	05/15/19	HUM69	HUMBOLDT BAY COFFEE CO	47.75	.00	47.75	16923	COFFEE DELIVERY - PD
065082	05/15/19	HUN03	LANCE HUNT	101.00	.00	101.00	050719	FORFEIT DEPOSIT REFUND
065083	05/15/19	JEN02	JAMES JENGELESKI	20.00	.00	20.00	050819	PER DIEM 5/14
065084	05/15/19	JEW04	SHERI JEWETT	10.50	.00	10.50	454635	GIFT SHOP CONSIGNMENT - R
065085	05/15/19	JOH06	MIKE JOHNSON	195.00	.00	195.00	050719	REFUND CANDIDATE STATEMEN
065086	05/15/19	JOH11	JASON JOHNSON	60.00	.00	60.00	042619	PER DIEM 5/17-5/18
065087	05/15/19	LEA10	NATHAN LEAVITT	52.00	.00	52.00	050719	FORFEIT DEPOSIT REFUND
065088	05/15/19	LON03	SUE LONG	195.00	.00	195.00	050719	REFUND CANDIDATE STATEMEN
065089	05/15/19	MAD04	MAD RIVER UNION	85.00	.00	85.00	43364	ADVERTISING - PARKS
065090	05/15/19	MAR10	ROSA MARTINEZ	250.00	.00	250.00	050919	PARK DEPOSIT REFUND
065091	05/15/19	MAR32	JOSH MARCANTONIO	250.00	.00	250.00	050219	REFUND RIVER LODGE DEPOSI
065092	05/15/19	MCG07	DAKOTA MCGINNIS	150.00	.00	150.00	050719	FORFEIT DEPOSIT REFUND
065093	05/15/19	MER01	MERCER FRASER COMPANY	742.04	.00	742.04	60596	ASPHALT CONCRETE
				133.78	.00	133.78	60600	AGGREGATE BASE
			Check Total.....:	875.82	.00	875.82		
065094	05/15/19	MER04	CARY MERCER	199.00	.00	199.00	050719	FORFEIT DEPOSIT REFUND

Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	-----Payment Information-----			
							Invoice #	Description		
065095	05/15/19	MIL03	TONY MILES	297.00	.00	297.00	050719	FORFEIT DEPOSIT REFUND		
065096	05/15/19	MIL06	ROSEANN MILHORN	150.00	.00	150.00	050719	FORFEIT DEPOSIT REFUND		
065097	05/15/19	MIR02	MIRANDA'S RESCUE	500.00	.00	500.00	MAY19	ANIMAL CARE SERVICES FY 1		
065098	05/15/19	MIS01	MISSION LINEN INDUS SERV	95.33	.00	95.33	509801568	CORP YARD LINEN SERVICE		
				195.24	.00	195.24	509801569	WASTEWATER LINEN SERVICE		
				52.43	.00	52.43	509801575	PARKS/RINK LINEN SERVICE		
				55.20	.00	55.20	509820434	MAT CLEANING - PD FY 18/1		
				Check Total.....:		398.20	.00	398.20		
065099	05/15/19	NOR03	NCL OF WISCONSIN INC	452.11	.00	452.11	423016	LAB SUPPLIES		
065100	05/15/19	NOR16	NORMANS CLEANERS	196.25	.00	196.25	50968	RIVER LODGE LINEN SERVICE		
				182.35	.00	182.35	51037	RIVER LODGE LINEN SERVICE		
		Check Total.....:		378.60	.00	378.60				
065101	05/15/19	ORE05	O'REILLY AUTOMOTIVE STORE	110.29	.00	110.29	309668	VEHICLE REPAIR - PARKS		
				7.24	.00	7.24	309828	VEHICLE REPAIR - PARKS		
				32.59	.00	32.59	310450	EQUIPMENT MAINTENANCE - S		
				261.03	.00	261.03	311028	VEHICLE REPAIR - TRANSIT		
				129.86	.00	129.86	311217	VEHICLE REPAIR - WWTP		
				129.98	.00	129.98	311303	EQUIPMENT MAINTENANCE - W		
				-15.07	.00	-15.07	73366510C	CREDIT MARCH FIRST CALL P		
				Check Total.....:		655.92	.00	655.92		
065102	05/15/19	PAC03	PACIFIC GAS & ELECTRIC CO	111.51	.00	111.51	04191921	41070861921		
				285.65	.00	285.65	04192034	98154202034		
				1.74	.00	1.74	04192716	23664592716		
				173.99	.00	173.99	04193045	45859733045		
				64.36	.00	64.36	04193322	79545763322		
				1391.60	.00	1391.60	04193881	58771943881		
				20.32	.00	20.32	04194082	45966674082		
				182.36	.00	182.36	04194197	34609744197		
				28.96	.00	28.96	04194560	74193064560		
				61.05	.00	61.05	04195020	63983385020		
				53.43	.00	53.43	04195127	43154195127		
				153.18	.00	153.18	04195284	40654195284		
				10.05	.00	10.05	04196009	33454186009		

City of Fortuna
Cash Disbursement Detail Report
Check Listing for 05-19 Bank Account.: 1020

Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	-----Payment Information-----	
							Invoice #	Description
065102	05/15/19	PAC03	PACIFIC GAS & ELECTRIC CO	21.39	.00	21.39	04196485	44193066485
				12.27	.00	12.27	04198481	42737528481
				120.90	.00	120.90	04198568	41487528568
				10.05	.00	10.05	04198897	65641318897
				509.65	.00	509.65	04199507	47733469507
				98.35	.00	98.35	04199662	43566719662
				119.38	.00	119.38	04199729	17524449729
			Check Total.....:	3430.19	.00	3430.19		
065103	05/15/19	PAP06	PAPE MACHINERY	339.72	.00	339.72	11446470	EQUIPMENT MAINTENANCE - G
065104	05/15/19	PAR04	BECCA PARKER	150.00	.00	150.00	050719	FORFEIT DEPOSIT REFUND
065105	05/15/19	PET10	PETERSON	126.66	.00	126.66	30179038	EQUIPMENT MAINTENANCE - W
065106	05/15/19	POS01	POSTMASTER	235.00	.00	235.00	042019	FIRST-CLASS POSTAGE PERMI
065107	05/15/19	PRE06	PRECISION INTERMEDIA	30.00	.00	30.00	176544	RIVER LODGE WEB HOST FY 1
065108	05/15/19	QUI03	KIM QUINTAL	150.00	.00	150.00	050719	FORFEIT DEPOSIT REFUND
065109	05/15/19	RAY01	RAY'S FOOD PLACE	14.08	.00	14.08	1729134	SUPPLIES - PARKS RETIREME
065110	05/15/19	REC01	RECOLOGY EEL RIVER FORTUN	24.87	.00	24.87	332376	VANCIL CLEANUP
065111	05/15/19	RED09	REDI RENTS, INC	325.50	.00	325.50	48076	EQUIPMENT RENTAL - VANCIL
				48.82	.00	48.82	48363	EQUIPMENT RENTAL - PUBLIC
				35.54	.00	35.54	48747	TOOLS - UTILITIES
			Check Total.....:	409.86	.00	409.86		
065112	05/15/19	REN05	BLAKE RENNER	101.00	.00	101.00	050719	FORFEIT DEPOSIT REFUND
065113	05/15/19	RON02	RON DUPRATT FORD	61.40	.00	61.40	56335	VEHICLE REPAIR - PD
065114	05/15/19	SEQ02	SEQUOIA GAS STATION	35.58	.00	35.58	624352	EQUIPMENT FUEL
				21.68	.00	21.68	624493	PROPANE - WWTP
				36.38	.00	36.38	624498	EQUIPMENT FUEL
			Check Total.....:	93.64	.00	93.64		
065115	05/15/19	SHE05	JESSE SHERMAN	101.00	.00	101.00	050719	FORFEIT DEPOSIT REFUND

REPORT.: May 15 19 Wednesday
 RUN....: May 15 19 Time: 06:47
 Run By.: Racheal Henry

City of Fortuna
 Cash Disbursement Detail Report
 Check Listing for 05-19 Bank Account.: 1020

PAGE: 006
 ID #: PY-DP
 CTL.: FOR

Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	Payment Information	
							Invoice #	Description
065116	05/15/19	SHE06	JOEY SHEPP	250.00	.00	250.00	050919	PARK DEPOSIT REFUND
065117	05/15/19	STA28	CORINNE STANFIELD	187.50	.00	187.50	050219	REFUND MONDAY CLUB RENTAL
065118	05/15/19	STA29	JEREMY STANFIELD	195.00	.00	195.00	050719	REFUND CANDIDATE STATEMEN
065119	05/15/19	STE21	DENNIS STEVENS	20.00	.00	20.00	050819	PER DIEM 5/14
065120	05/15/19	STI03	STITCH WITCH	80.29	.00	80.29	372942	DISPATCH SHIRTS - A. MOOR
				86.80	.00	86.80	372991	RETIREMENT JACKET - PARKS
Check Total.....:				167.09	.00	167.09		
065121	05/15/19	STO01	LANDON STONE	101.00	.00	101.00	050719	FORFEIT DEPOSIT REFUND
065122	05/15/19	STR01	STEPHANIE STRAHAN	150.00	.00	150.00	050719	FORFEIT DEPOSIT REFUND
065123	05/15/19	SUL03	DANIEL SULLIVAN	248.00	.00	248.00	050719	FORFEIT DEPOSIT REFUND
065124	05/15/19	TOL01	STEVE TOLER	199.00	.00	199.00	050719	FORFEIT DEPOSIT REFUND
065125	05/15/19	TRA02	TRACTOR SUPPLY CREDIT PLA	28.19	.00	28.19	390494	KENNEL SUPPLIES
				382.69	.00	382.69	391371	K. REXFORD BOOT/CLOTHING
Check Total.....:				410.88	.00	410.88		
065126	05/15/19	TRA11	TRAFFIC SAFETY SUPPLY CO	224.02	.00	224.02	INV013585	STREET SIGN LETTERS
065127	05/15/19	TRO01	JACOB TROTTER	199.00	.00	199.00	050719	FORFEIT DEPOSIT REFUND
065128	05/15/19	TYL01	TYLER TECHNOLOGIES INC	375.00	.00	375.00	25257818	SOFTWARE CONVERSION 18/19
065129	05/15/19	WAN02	SHYLO WANTT	150.00	.00	150.00	050719	FORFEIT DEPOSIT REFUND
065130	05/15/19	WHI05	WHITCHURCH ENGINEERING	150.00	.00	150.00	050719	FORFEIT DEPOSIT REFUND
065131	05/15/19	WIL02	WILDWOOD SAW	34.61	.00	34.61	29629	WEED ABATEMENT - PARKS
				303.69	.00	303.69	29680	TOOLS - STREETS/GENERAL S
Check Total.....:				338.30	.00	338.30		
Cash Account Total.....:				50643.06	.00	50643.06		
Total Disbursements.....:				50643.06	.00	50643.06		

STAFF REPORT

City Council Consent Calendar Agenda Item

DATE: May 20, 2019

TO: Honorable Mayor and Council Members

FROM: Liz Shorey, Deputy Community Development Director

THRU: Merritt Perry, City Manager

SUBJECT: Review and Accept the 2018 Annual Housing Progress Report

STAFF RECOMMENDATION:

Staff recommends that the Council receive the Annual Progress Report and direct staff to submit it to the State Department of Housing and Community Development (HCD) and the State Office of Planning and Research (OPR).

EXECUTIVE SUMMARY:

California Government Code Section 65400 requires that each governing body prepare a Housing Element Annual Progress Report (APR) on the status and progress of implementing the jurisdiction's housing element for the previous calendar year. The APR includes information on the city's progress in addressing the Regional Housing Needs Allocation (RHNA) as reflected in the number and type of building permits issued, and the status of housing policies/programs listed in the jurisdiction's housing element. The content of the APR is directed by the State housing law and reporting forms are provided by the State Housing and Community Development Department (HCD). Pursuant to Government Code Section 65400(a)(2), local planning agencies shall provide an Annual Housing Element Progress Report to HCD by April 1st or within 60 days thereafter.

The 2014-2019 Housing Element was adopted by the City Council on March 5, 2018. The State Department of Housing and Community Development certified the Housing Element on April 12, 2018, and found it to be in compliance with State housing element law. The City's Housing Element identifies community-housing needs and describes ways in which safe, affordable housing can be provided to meet the needs of the City residents. The Housing Element Annual Progress Report includes information on the City's progress towards supporting affordable housing and implementing the Housing Element. The State uses the Housing Element Annual Progress Report (HEAPR) to monitor progress toward meeting statewide housing needs and goals and progress toward the City's Regional Housing Needs Assessment.

In addition, the Housing Element provides housing programs that promote an environment where housing construction is encouraged to provide housing for a range of incomes and residents, including those with special needs. While the City is not responsible for constructing these units, all jurisdictions are responsible to provide a regulatory environment that promotes housing development. The actual construction of units is subject largely to economic/market forces that drive housing development levels.

The State has expanded the information required in the annual progress reports, now requiring a breakdown of permits submitted, approved, and constructed.

The following is a summary of the City's completed Progress Report form for 2017:

- Tables A and A2 list the City's new residential building permits submitted and approved, by income category, within the calendar year 2018. A total of 36 permits in the moderate and above-moderate income categories were submitted and approved. There were no applications submitted for very low or low-income categories in 2018.
- Table B reports the City's progress towards meeting the City's 2014-2022 RHNA allocation. This table shows the RHNA allocation for Fortuna, and the number of units credited towards the RHNA through the current planning period. The City's total RHNA allocation is 161 units, and 361 units were constructed in 2018.
- Table C are the sites rezoned to meet a jurisdiction's shortfall; the City has no shortfall, so the table is left blank.
- Table D is the City's narrative of the City's Program Implementation Status of the adopted Housing Element. The table describes each program and its implementation status.
- Table E is the State's Commercial Development Bonus (partnered commercial/affordable housing), which is not applicable to the City, and has been left blank.
- Table F is the units rehabilitated, preserved, or acquired as "alternative adequate sites", if listed in the Housing Element; this page has been left blank, as the City does not list these in the Housing Element.

Following City Council review of the Annual Progress Report, the report will be sent to OPR and HCD for their review and filing. The submittal of the APR to HCD will allow the City to qualify for grant funding under SB 2, which is an over the counter grant of up to \$125,000 that can be used to implement several of the mandated housing programs listed on the City's Housing Element programs list.

ENVIRONMENTAL/CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) REVIEW

Environmental Determination Pursuant to CEQA Guidelines Section 153378(b)(5), the Concord 2030 General Plan Annual Progress Report is not considered a "project" and no further environmental review is required.

FISCAL IMPACT:

Acceptance of the Housing Element Annual Progress Report does not have a fiscal impact on the City.

RECOMMENDED COUNCIL ACTION:

Staff recommends that the Council accept the Annual Progress Report and direct staff to submit it to the State Department of Housing and Community Development (HCD) and the State Office of Planning and Research (OPR). Consent Agenda vote.

ATTACHMENTS:

- Annual Housing Element Progress Report

Table D			
Program Implementation Status pursuant to GC Section 65583			
Housing Programs Progress Report Describe progress of all programs including local efforts to remove governmental constraints to the maintenance, improvement, and development of housing as identified in the housing element.			
1	2	3	4
Name of Program	Objective	Timeframe in H.E	Status of Program Implementation
H-1. Housing Rehabilitation	Obtain state and federal assistance	Thru 2019	The City has not received any state or federal assistance to expand its Housing Rehabilitation program but will continue to apply for funding as NOFAs are released.
H-2. First-Time Homebuyer Program	Develop FTHB program & provide assistance	Thru 2019	The City has not yet developed a First Time Homebuyer Program yet but is considering it.
H-3. Promote Fair Housing Opportunities	Compile & distribute information, act as third party, & refer to DFEH	Ongoing	The City has not received any calls or referred any interested persons to the Fair Employment and Housing Commission but continues to promote equal housing opportunities by providing educational information at City Hall and on the City's website.
H-4. CDBG Housing Revolving Loan Fund	Use revolving fund to assist up to five units per year.	Ongoing	The City has not received any state or federal assistance to provide any loans with the Housing Revolving Loan Fund.
H-5. Density Bonus Program	Update the Zoning Code to ensure compliance with state law and provide affordable housing through use of the density bonus provision.	Dec. 2018	The City has not yet updated the Zoning Ordinance to ensure compliance with state law but plans to complete this program by the end of 2019.
H-6. Preserve Assisted Units	Preserve assisted affordable housing projects.	Ongoing, as projects approach expiration.	There are no affordable housing projects at risk of converting to market rate.
H-7. Improvement Standards	The City shall review and update the Improvement Standards and Specifications to ensure that balanced improvements are required of new developments.	Annually review standards and revise within six to eight months, if necessary	The City continues to evaluate Improvement Standards and Specifications and revise as necessary.
H-8. Annual Progress Report	Prepare and submit annual progress report to HCD.	Annually	The City submitted its 2017 APR, and is in the process of completing its 2018 APR for submittal to HCD in May 2019.
H-9. Residential Multifamily Development Review Process	Replace the conditional use permit requirement for multifamily development in multifamily zones with a site plan review process.	2018	The City continues to monitor the conditional use permit process but has not yet replaced the conditional use permit process with a site plan review.
H-10. Maintain an Inventory of Affordable Housing Sites and Ensure Site Feasibility	Maintain an inventory of available sites within the City and rezone sites 6 and 12 to allow residential use by-right.	Ongoing inventory, and rezone within 3 years from Housing Element adoption.	The City reviews and maintains its inventory of affordable housing sites and makes it available to developers. The City did not have any projects come forward that requested lot consolidation.
H-11. Emergency Shelters and Regional Homeless Coordination	Ensure the City's Emergency Shelter ordinance conforms to state law.	Spring 2018	The City reviewed the existing ordinance and modified and removed several standards and created an overlay ordinance of the existing identified emergency shelter zones.

H-12. Transitional and Supportive Housing	Amend the Zoning Ordinance to allow transitional and supportive housing types as permitted uses subject to same standards as residential uses contained in the same type of structure.	Spring 2018	The City plans to amend the Zoning Ordinance to ensure that transitional and supportive housing types will be allowed as permitted uses subject to only the same restrictions on residential uses contained in the same type of structure. This amendment is planned for 2020.
H-13. Facilitate the Development of Affordable Housing	Implement programs to facilitate the development of affordable housing (funding, outreach, fee waiver, City-owned parcels).	Ongoing	The City has not received any applications for the development of affordable housing. The City has started the discussion on City-owned sites that may be suitable for affordable housing development. This discussion will continue into the 6th cycle planning period. The City is currently coordinating with Rural Communities Housing/Housing Humboldt to determine an appropriate program to utilize several City owned sites.
H-14. Housing Grants and Other Forms of Assistance	Pursue funding for housing programs, and/or assist private developers who pursue housing assistance programs	Ongoing	The City has not received any applications for or interest in affordable housing development.
H-15. Housing for Extremely Low-Income Households	Amend the Zoning Ordinance to allow conversion of hotels and motels to single-room occupancy units (SRO) under specified conditions in selected zones, and prioritize funding.	Ongoing	The City plans to amend the Zoning Ordinance to allow for SROs to comply with state law. This amendment is planned for 2020.
H-16. Accessory Dwelling Units	Ensure consistency with state law concerning accessory dwelling units (Assembly Bill 2299 and Senate Bill 1069), the City shall review standards and revise as necessary to facilitate the development of accessory dwelling units.	Dec. 2018	The City plans to amend the Zoning Ordinance to comply with state law concerning accessory dwelling units (ADU). This amendment is planned for 2020. The City did received two ADU applications and approved them under the State's ADU standards.
H-17. Efficiency Units	Consider adopting changes to the Uniform Building Code to allow construction of efficiency units as small as 150 square feet.	Dec. 2018	Although the City has not formally adopted changes to the California Building Code to allow construction of efficiency units as small as 150 square feet, consistent with the requirements of state and local law, the City understands that with housing affordability not improving, the City is supportive of small housing units.
H-18. Reasonable Accommodation Procedure	Develop and formalize a process that a person with disabilities will need to go through to make a reasonable accommodation request in order to accommodate the needs of persons with disabilities and streamline the permit review process.	Dec. 2018	The City plans develop and formalize a general process for reasonable accommodations in 2020.
H-19. Provide Assistance for Persons with Developmental Disabilities	Create an outreach program.	Within one year of housing element adoption.	The City plans to contact Redwood Coast Regional Center to determine a plan for informing families about housing and services available for persons with developmental disabilities.
H-20. Energy Conservation	Work with Redwood Community Action Agency (RCAA) to promote residential energy efficiency.	Ongoing	The City provides a link on the website to the Redwood Coast Energy Authority (RCEA) to help promote residential energy efficiency. The City is working on a multijurisdictional Climate Action Plan that includes RCEA to identify and implement energy efficiency programs.
H-21. Inclusionary Zoning Ordinance	Explore the adoption of a local inclusionary housing program	2019	The City plans to explore the adoption of a local inclusionary housing program in 2019 and if determined feasible, will adopt an inclusionary housing program in 2020.

[illegible]

STAFF REPORT

City Council Consent Calendar Item

DATE: May 20, 2019

TO: Honorable Mayor and Council Members

FROM: Siana Emmons, City Clerk

THRU: Merritt Perry, City Manager

SUBJECT: **Consideration of Appointment to Fortuna Business Improvement District (FBID) Board of Directors**

STAFF RECOMMENDATION:

Consider approving 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.

Dianna Rios, FBID Coordinator, provided a letter requesting the appointment of Bailey Davy to finish the term of Board Member Danny Kelly. The term would end June 30, 2021.

RECOMMENDED COUNCIL ACTION:

Approve the appointment of Bailey Davy as the Fortuna Chamber of Commerce representative for the term ending on June 30, 2021. Consent Agenda vote.

ATTACHMENT:

- Letter of Request from Dianna Rios, Executive Director - FBID



FORTUNA
BUSINESS IMPROVEMENT
DISTRICT

Phone: 707.725.9261
Fax: 707.725.0806
fbid@fortunabusiness.com
FortunaBusiness.com

610 Main Street • P.O. Box 1000 • Fortuna, CA 95540

May 14, 2019

Honorable Mayor Sue Long,
Council Members Tami Trent, Dean Glaser, Mike Johnson, Jeremy Stanfield
and City Manager Merritt Perry

Fortuna City Hall
621 11th Street
Fortuna, Ca 95540

Honorable Mayor and Council Members,

The Fortuna Business Improvement District (FBID) along with the Fortuna Chamber of Commerce is requesting the appointment of Bailey Davy to the FBID Board of Director.

The Fortuna Chamber of Commerce has approval Bailey Davy to taking the place of Danny Kelly on the FBID board effective immediately. She will serve a two year term ending June 30, 2021. We look forward to working with Bailey and we know she will bring valuable insight and energy to the board and our business community.

The Fortuna Business Improvement District Board, staff and Fortuna Chamber of Commerce thanks you for your consideration and approval.

Thank you again for your time,

Dianna Rios
Executive Director
Fortuna Business Improvement District

STAFF REPORT

City Council Business Agenda Item

DATE: May 20, 2019

TO: Honorable Mayor and Council Members

FROM: Doug Culbert, Chief Treatment Plant Operator

THRU: Merritt Perry, City Manager

SUBJECT: **Amendment to Chapter 13 of the Fortuna Municipal Code Relating to Public Facilities; *Ordinance 2019-735*, Second Reading and Adoption**

STAFF RECOMMENDATION:

Receive the second reading, accept public comments on amendments of Chapter 13 of the Fortuna Municipal Code Relating to Public Utilities, in accordance with the City's current National Pollution Discharge Elimination (NPDES) Permit Requirements, and consider Adopting *Ordinance 2019-735*.

EXECUTIVE SUMMARY:

A draft of this ordinance was reviewed with the City Council on November 19, 2018. Concerns were expressed at this meeting regarding inclusion of provisions requiring sewer laterals to be tested, and repaired by homeowners. This revised ordinance does not include any provisions related to testing and repair of laterals. It only includes language necessary for the City to comply with NPDES permit conditions related to source control to prevent toxic materials from entering the City's collection system.

Section VI.C.5.b.i.(a) of the City's current NPDES permit requires that the discharger (City of Fortuna) "*Implement the necessary legal authorities to monitor and enforce source control standards, restrict discharges of toxic materials to the collection system and inspect facilities connected to the system.*" Our current sewer ordinance 76-360 does not have language in it that gives this legal authority. In order to have this authority the City of Fortuna will need to make these changes to its sewer use ordinance, which requires updates in reference to these enforcement standards, and will become consistent with the language in the EPA Model Pretreatment Ordinance, the model used by facilities regulated by the EPA so that they are all consistent.

Only the portions of the ordinance needing to be changed are included and these changes are shown in Attachment A. A brief summary of the changes include:

- Updated definitions;
- Update to discharge prohibitions to better protect the environment, equipment and personnel;
- Update to requirements for dischargers of Fats Oils and Greases including a new section regarding time of compliance;
- Updating sections regarding discharge permits and permitting process;

- Update of reporting requirements for dischargers; and
- Update of section regarding Administration and Enforcement of wastewater rules.

It is necessary that the City update the ordinance to include the language addressing source control of toxics so changes to the ordinance as a whole be made so that the City is in compliance with our NPDES permit and visit the idea of expanding on Section 410 at a later date to include more comprehensive language that addresses the triggers for testing sewer laterals. This will also allow more time for the City to address our own issues with the collection system as it relates to I&I before putting the burden on the individual property owners.

FINANCIAL IMPACT:

No fiscal impact other than the staff time necessary for enforcement of the new requirements.

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 second reading, adopt *Ordinance 2019-735*, and read by title only. Roll call vote.

ATTACHMENTS:

- ATTACHMENT A: *Ordinance 2019-735; An Ordinance of the City Council of the City of Fortuna Amending Chapter 13 of the Fortuna Municipal Code Relating to Public Utilities*

ATTACHMENT A

ORDINANCE NO. 2019-735

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF FORTUNA
AMENDING CHAPTER 13 OF THE FORTUNA MUNICIPAL CODE RELATING TO
PUBLIC UTILITIES**

The City Council of the City of Fortuna, State of California, does ordain as follows:

SECTION 1. Findings and Purpose. The City Council does hereby find and declare as follows:

1. Section VI.C.5.b.i.(a) of the City’s current National Pollutant Discharge Elimination System (NPDES) permit requires that the discharger (City of Fortuna) “Implement the necessary legal authorities to monitor and enforce source control standards, restrict discharges of toxic materials to the collection system and inspect facilities connected to the system.”
2. This Ordinance is intended to strengthen and improve the City’s obligation and duty to monitor and enforce source control standards, restrict discharges of toxic materials to the collection system and inspect facilities connected to the system.
3. The Ordinance is consistent with the language in the EPA Model Pretreatment Ordinance, which is the model used by facilities regulated by the EPA.

SECTION 2. Code Amendment. Chapter 13 of the Fortuna Municipal Code is hereby amended as set forth in Exhibit 1 to this Ordinance with all additions to the Code set forth in underlined text and all deletions as strikethroughs.

SECTION 3. Severability. If any subsection, sentence, clause or phrase of this article is for any reason held to be invalid or unconstitutional by a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this ordinance. The City Council hereby declares that it would have adopted this ordinance, and each and every subsection, sentence, clause and phrase thereof not declared invalid or unconstitutional, without regard to whether any portion of the ordinance would be subsequently declared invalid or unconstitutional.

SECTION 4. Conflicts. All ordinances and parts of ordinances or resolutions, in conflict herewith, are hereby repealed to the extent of such conflicts and no further.

SECTION 5. Effective Date. The effective date of this ordinance is thirty (30) days after its adoption by the City Council.

INTRODUCED AND FIRST READING PERFORMED on the 6TH day of May, 2019 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Sue Long, Mayor

ATTEST:

SECOND READING PERFORMED AND ADOPTED on the _____ day of May, 2019 by
the following vote:

AYES:

NAYS:

ABSENT:

ABSTAIN:

Sue Long, Mayor

ATTEST:

Exhibit 1

FORTUNA MUNICIPAL CODE CHAPTER 13 UTILITIES

13.24	Definitions
13.28.180	Backflow Prevention Device
13.32.020	Prohibited Discharges – Industrial Wastewater
13.32.040	Prohibited Discharges – Wastes Enumerated
13.32.070	Interceptors – Required
13.32.080	Interceptors - Maintenance
13.32.140	Swimming Pools
13.32.150	Dilution
13.32.160	City's Right of Revision
13.32.170	Time of Compliance
13.36.020	Permit – Application
13.36.030	Permit – Changes in restrictions
13.36.050	Permit – Revocation
13.36.070	Prohibited industrial waste discharges.
13.36.080	Pretreatment of Industrial Wastewaters
13.36.100	Industrial wastewater sampling, analysis and flow measurements.
13.36.120	Pretreatment Facilities
13.36.130	Accidental discharge/slug control plans
13.36.140	Tenant Responsibility
13.36.150	Hauled Wastewater.
13.36.160	Federal Categorical Pretreatment Standards
13.36.170	Waste Survey
13.36.180	Wastewater discharge - Permit requirements.
13.36.190	Duration of permit; reissuance.
13.36.200	Permit contents.
13.36.210	Appeals.
13.36.220	Compliance schedule progress report
13.36.230	Report on compliance with categorical pretreatment standard deadline.
13.36.240	Periodic compliance reports.
13.36.250	Reports of changed conditions.
13.36.260	Reports of potential problems.
13.36.270	Reports from nonsignificant industrial users.
13.36.280	Notice of violation - Repeat sampling and reporting.
13.36.290	Notification of the discharge of hazardous waste.
13.36.300	Analytical requirements.
13.36.310	Record keeping.
13.40.150	Pretreatment charges and fees.
13.60.100	Duties of City Manager.
13.60.110	Compliance monitoring.
13.60.120	Publication of industrial users in significant noncompliance.
13.60.130	Administrative enforcement remedies.
13.60.140	Judicial enforcement remedies.
13.60.150	Supplemental enforcement action.
13.60.160	Remedies non-exclusive.

- 13.60.170 Affirmative defenses to discharge violations.
13.60.180 Penalty.

13.24 DEFINITIONS.

~~For the purpose of this chapter, the following terms have the meanings given below.~~

~~13.24.220 "Sewage" shall mean human excrement and gray water (household showers, dishwashing operations, and the like. "Sewage" means a combination of water-carried wastes from residences, business buildings, institutions, and industrial establishments.~~

~~12.24.310 "Act or the Act" shall mean The Federal Water Pollution Control Act, also known as the Clean Water Act, as amended, 33 USC 1251 et seq.~~

12.24.320 "Authorized Representative of The Industrial User"

- a. If the industrial user is a corporation, AUTHORIZED REPRESENTATIVE shall mean:
 - i. The president, secretary, treasurer, or a vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy or decision making functions for the corporation.
 - ii. The manager of one or more manufacturing, production, or operation facilities provided the manager is authorized to make management decisions that govern the operation of the regulated facility including having the explicit or implicit duty of making major capital investment recommendations, and initiate and direct other comprehensive measures to assure long-term environmental compliance with environmental laws and regulations; can ensure that the necessary systems are established or actions taken to gather complete and accurate information for individual wastewater discharge permit or general permit requirements; and where authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures.
- b. If the industrial user is a partnership, or sole proprietorship, an AUTHORIZED REPRESENTATIVE shall mean a general partner or proprietor, respectively.
- c. If the industrial user is a federal, state or local governmental facility, an AUTHORIZED REPRESENTATIVE shall mean a director or highest official appointed or designated to oversee the operation and performance of the activities of the government facility.
- d. The individuals described in subsections (a) through (c) of this definition may designate another AUTHORIZED REPRESENTATIVE if the authorization is in writing, the authorization specifies the individual or position responsible for the overall operation of the facility from which the discharge originates or having overall responsibility for environmental matters for the company, and the written authorization is submitted to the city.

13.24.330 "Backflow Prevention Device" shall mean a device that allows water and materials that back up to escape from the cleanout rather than flowing into the home.

13.24.340 “Best Management Practices (BMPs)” shall mean schedules of activities, prohibitions of practices, maintenance procedures, and other management practices to implement the prohibitions listed in Chapterssections 13.32.020 through 13.32.160. BMPs also include treatment requirements, operating procedures, and practices to control plant site runoff, spills or leaks, sludge or waste disposal, or drainage from raw materials storage.

13.24.350 “Biochemical Oxygen Demand (BOD)” shall mean the quantity of oxygen utilized in the biochemical oxidation of organic matter under standard laboratory procedure, five-day 20° centigrade expressed in terms of mass and concentration in milligrams per liter (mg/l).

13.24.360 “Building Sewer or Lateral” shall mean a sewer conveying wastewater from the premises of a user to the POTW.

13.24.370 “Categorical Pretreatment Standard Or Categorical Standard” shall mean any regulation containing pollutant discharge limits promulgated by the U.S. EPA in accordance with Sections 307 (b) and (c) of the Act (33 USC 1317) which apply to a specific category of industrial users and which appear in 40 CFR Chapter I, Subchapter N, Parts 405-471

13.24.380 “City” shall mean The City of Fortuna, California or the City Council of Fortuna.

13.24.390 “Color” shall mean the optical density at the visual wave length of maximum absorption, relative to distilled water. One hundred percent transmittance is equivalent to zero (0.0) optical density.

13.24.400 “County” shall mean the County of Humboldt, California

13.24.410 “Council” shall mean the Fortuna City Council

13.24.420 “Director of Public Works” shall mean the person appointed by the Council to administer enforce the rules and regulations of the City

~~“City Engineer” shall mean the Engineer appointed by and acting for the Council and shall be a Registered Civil Engineer~~

~~“City Inspector” shall mean the inspector acting for and appointed by the City~~

13.24.430 “City Manager or Manager” shall mean the person designated by the city to manage the operation of the publicly owned treatment works (POTW), and who is charged with certain duties and responsibilities by this chapter or his duly authorized representative

13.24.440 “Composite Sample” shall mean the sample resulting from the combination of individual wastewater samples taken at selected intervals based on an increment of either flow or time

13.24.450 “Environmental Protection Agency (EPA)” shall mean the U.S. Environmental Protection Agency or, where appropriate, the term may also be used as a designation for the Regional Water Quality Control Board or other duly authorized official of said agency.

13.24.460 “Existing Source” shall mean any source of discharge, the construction or operation of which commenced prior to the publication of proposed categorical pretreatment standards which will be applicable to such source if the standard is thereafter promulgated in accordance with Section 307 of the Act.

13.24.470 “Grab Sample” shall mean a sample which is taken from a waste stream on a one-time basis without regard to the flow in the waste stream and without consideration of time.

13.24.480 “Grease Hauler” shall mean a person, firm or business that collects the contents of a grease interceptor and transports it.

13.24.490 “Grease Interceptor” shall mean a plumbing appurtenance or appliance that intercepts fats, oil and grease from a wastewater discharge.

13.24.500 “Indirect Discharge” or “Discharge” shall mean the introduction of pollutants into the POTW from any nondomestic source.

13.24.510 “Industrial User” or “User” shall mean any person who discharges or causes or permits the discharge of nondomestic wastewater into the POTW.

13.24.520 “Instantaneous Maximum Allowable Discharge Limit” shall mean the maximum concentration (or loading) of a pollutant allowed to be discharged at any time, determined from the analysis of any discrete or composited sample collected, independent of the industrial flow rate and the duration of the sampling event.

13.24.530 “Interference” shall mean a discharge which alone or in conjunction with a discharge or discharges from other sources: inhibits or disrupts the POTW, its treatment processes, or operations or its sludge processes, use, or disposal; and therefore is a cause of a violation of the city’s NPDES permit or of the prevention of sewage sludge use or disposal in compliance with any of the following statutory/regulatory provisions or permits issued thereunder (or more stringent state or local regulations): Section 405 of the Clean Water Act; the Solid Waste Disposal Act (SWDA), including Title II commonly referred to as the Resource Conservation and Recovery Act (RCRA); any state regulations contained in any state sludge management plan prepared pursuant to Subtitle D of the SWDA; the Clean Air Act; the Toxic Substances Control Act; and the Marine Protection, Research and Sanctuaries Act.

13.24.540 “Medical Waste” shall mean isolation wastes, infectious agents, human blood and blood byproducts, pathological wastes, sharps, body parts, fomites, etiologic agents, contaminated bedding, surgical wastes, potentially contaminated laboratory wastes and dialysis wastes.

13.24.550 NEW SOURCE shall mean:

- e. Any building, structure, facility, or installation from which there is (or may be) a discharge of pollutants, the construction of which commenced after the publication of proposed Pretreatment Standards under section 307(e)I of the Act that will be applicable to such source if such Standards are thereafter promulgated in accordance with that section, provided that:
 - i. The building, structure, facility, or installation is constructed at a site at which no other source is located; or
 - ii. The building, structure, facility, or installation totally replaces the process or production equipment that causes the discharge of pollutants at an existing source; or
 - iii. The production or wastewater generating processes of the building, structure, facility, or installation are substantially independent of an

Existing Source at the same site. In determining whether these are substantially independent, factors such as the extent to which the new facility is integrated with the existing plant, and the extent to which the new facility is engaged in the same general type of activity as the Existing Source, should be considered.

- f. Construction on a site at which an Existing Source is located results in a modification rather than a New Source if the construction does not create a new building, structure, facility, or installation meeting the criteria of Section (1)(b) or (c) above but otherwise alters, replaces, or adds to existing process or production equipment.
- g. Construction of a New Source as defined under this paragraph has commenced if the owner or operator has:
 - i. Begun, or caused to begin, as part of a continuous onsite construction program (i) any placement, assembly, or installation of facilities or equipment; or (ii) significant site preparation work including clearing, excavation, or removal of existing buildings, structures, or facilities which is necessary for the placement, assembly, or installation of new source facilities or equipment; or
 - ii. Entered into a binding contractual obligation for the purchase of facilities or equipment which are intended to be used in its operation within a reasonable time. Options to purchase or contracts which can be terminated or modified without substantial loss, and contracts for feasibility, engineering, and design studies do not constitute a contractual obligation under this paragraph.

13.24.560 “Pass Through” shall mean [INSERT DEFINITION].

13.24.570 “Person” shall mean any individual, partnership, co-partnership, firm, company, corporation, association, joint stock company, trust, estate, governmental entity, or any other legal entity, or their legal representatives, agents or assigns. This definition includes all federal, state, or local governmental entities.

13.24.580 “POTW” shall mean [INSERT DEFINITION].

13.24.590 “Significant Industrial User” shall apply to industrial users subject to categorical pretreatment standards; any other industrial user that discharges an average of 25,000 gallons per day (gpd) or more of process wastewater, contributes a process waste stream which makes up 5% or more of the average dry weather hydraulic or organic capacity of the treatment plant or, is designated as significant by the city on the basis that the industrial user has a reasonable potential for adversely affecting the POTW’s operation or for violating any pretreatment standard or requirement.

13.24.600 “Slug Load” shall mean any discharge at a flow rate or concentration which could cause a violation of the prohibited discharge standards in ~~Chapters~~sections 13.32.020 through 13.32.150 or any discharge of a non-routine, episodic nature, including but not limited to, an accidental spill or a non-customary batch discharge.

13.24.610 “Standard Industrial Classification (Sic) Code” shall mean a classification pursuant to the “Standard Industrial Classification Manual” issued by the U.S. Office of Management and Budget.

13.24.620 “Stormwater” shall mean any flow occurring during or following any form of natural precipitation including snowmelt.

13.24.630 “Suspended Solids” shall mean the total suspended matter that floats on the surface of, or is suspended in water, wastewater, or other liquid, and which is removable by laboratory filtering.

13.24.640 “Toxic Pollutant” shall mean one of 126 pollutants, or combination by the EPA under the provision of Section 307 (33 USC 1317) of this Act.

13.24.650 “Treatment Plant Effluent” shall mean any discharge of treated wastewater from the POTW into waters of the state.

13.24.660 “Wastewater” shall mean liquid and water-carried industrial wastes, and sewage from residential dwellings, commercial buildings, industrial and manufacturing facilities, and institutions, whether treated or untreated, which are contributed to the POTW.

13.24.670 “Wastewater Treatment Plant” or “Treatment Plant”. The portion of the POTW designed to provide treatment of sewage and industrial waste.

13.28.180 BACKFLOW PREVENTION DEVICE

All new building laterals including lateral replacements shall be equipped with a cleanout riser. All new building laterals shall be also fitted with a backflow prevention device of type and materials as approved by the City. In addition, existing buildings in which the elevation of the lowest floor is less than twelve (12) inches above the rim elevation of the nearest upstream manhole or junction structure in the reach of a City Main Sewer into which a building sewer, through a lateral, connects shall be prevented from backflow of sewage by installing a backflow prevention device of a type and in the manner prescribed by the City. Any such backflow prevention device shall be installed by the owner of the property on which the building is constructed, and shall be located on the building sewer between the building and the property line, preferably at the location of the cleanout. The backflow prevention device, if below grade, shall be enclosed in a suitable concrete utility box with removable cover and shall be readily accessible for inspection and maintenance. The installation of any such backflow prevention device shall be at the sole cost and expense of the property owner. The maintenance of the backflow prevention device shall be the sole obligation of the owner or the owner’s successor in interest. The City shall be under no obligation to ascertain that the backflow prevention device continues in operating condition. ~~This section will become effective 90 days after City Council approval.~~

13.32.020 PROHIBITED DISCHARGES – INDUSTRIAL WASTEWATER

No industrial wastewaters shall be discharged to a trunk sewer or to a sewer discharging directly or indirectly to a trunk sewer until a Permit for Industrial Wastewater Discharge has been approved by the City.

A. No User shall introduce or cause to be introduced into the POTW any pollutant or wastewater which causes Pass Through or Interference. These general prohibitions apply to all users of the POTW whether or not they are subject to categorical pretreatment standards or any other national, state, or local pretreatment standards or requirements.

- B. No person shall discharge any substances directly into a manhole or other opening in a community sewer other than through an approved building sewer unless, upon a written application by the user and the payment of the applicable user charges and fees, the city issues a permit for such direct discharges.

13.32.040 PROHIBITED DISCHARGES – WASTES ENUMERATED

No person shall discharge or cause to be discharged to a public sewer, which directly or indirectly connects to the city's sewerage systems, any of the following wastes:

1. Pollutants which create a fire or explosive hazard in the municipal wastewater collection and POTW, including, but not limited to, waste streams with a closed-cup flashpoint of less than 140° F (60° C) using the test methods specified in 40 CFR 261.21;
2. Any wastewater having a pH less than 5.5 or more than 12.5, or otherwise causing corrosive structural damage to the POTW or equipment, or endangering city personnel;
3. Solid or viscous substances in amounts which will cause obstruction of the flow in the POTW resulting in interference, but in no case solids greater than one-inch or 25.4 millimeters in any dimension;
4. Any wastewater containing pollutants, including oxygen demanding pollutants (BOD, and the like), released in a discharge at a flow rate and/or pollutant concentration which, either singly or by interaction with other pollutants, will cause interference with either the POTW, or any wastewater treatment or sludge process; or which will constitute a hazard to humans or animals;
5. Any wastewater having a temperature greater than 150° F (65.5° C), or which will inhibit biological activity in the treatment plant resulting in interference, but in no case wastewater which causes the temperature at the introduction into the treatment plant to exceed 104° F (40° C);
6. Petroleum oil, non-biodegradable cutting oil, or products of mineral oil origin, in amounts that will cause interference or pass through;
7. Any pollutants which result in the presence of toxic gases, vapors or fumes within the POTW in a quantity that may cause worker health and safety problems;
8. Any trucked or hauled pollutants, except at discharge points designated by the city in accordance with [Chaptersection 13.36.150](#);
9. Any noxious or malodorous liquids, gases, solids, or other wastewater which, either singly or by interaction with other wastes, are sufficient to create a public nuisance, a hazard to life, or to prevent entry into the sewers for maintenance and repair;
10. Any wastewater which imparts color which cannot be removed by the treatment process, such as, but not limited to, dye wastes and vegetable tanning solutions, which consequently imparts color to the treatment plant's effluent thereby violating the city's NPDES permit. Color (in combination with turbidity) shall not cause the treatment plant effluent to reduce the depth of the compensation point for photosynthetic activity by more than 10% from the seasonably established norm for aquatic life;
11. Any wastewater containing any radioactive wastes or isotopes, except as specifically approved in writing by the City Manager, in compliance with applicable state or federal regulations;
12. Stormwater, surface water, groundwater, artisan well water, roof runoff, subsurface drainage, swimming pool drainage, condensate, deionized water, noncontact cooling water, and unpolluted industrial wastewater, unless specifically authorized in writing by the City Manager;
13. Any sludges, screenings, or other residues from the pretreatment of industrial wastes;
14. Any medical wastes, except as specifically authorized in writing by the City Manager in a wastewater discharge permit;
15. Any wastewater causing the treatment plant's effluent to fail a toxicity test;

16. Any wastes containing detergents, surface active agents, or other substances which may cause excessive foaming in the POTW;
17. Any discharge of fats, oils, or greases of animal or vegetable origin that result in interference;
18. Any discharge of petroleum/mineral oil products that will cause interference or pass through;
19. Non-biodegradable cutting oils, commonly called soluble oil, which form persistent water emulsions;
20. Non-biodegradable oil, petroleum oil, or refined petroleum products;
21. Dispersed biodegradable oils and fats, such as lard, tallow, or vegetable oil in excessive concentrations that would tend to cause adverse effects on the sewerage system;
22. Waste with an excessively high concentration of cyanide;
23. Unreasonably large amounts of undissolved or dissolved solids;
24. Wastes requiring an excessive quantity of chlorine or other chemical compound used for disinfection purposes;
25. Excessive amounts of chlorinated hydrocarbon or organic phosphorus-type compounds;
26. Excessive amounts of deionized water, steam condensate or distilled water;
27. Wastes containing substances that may precipitate, solidify, or become viscous at temperatures between 50 and 100 degrees Fahrenheit;
28. Garbage or wastes that are not ground sufficiently to pass through a three-eighths-inch screen;
29. Wastes containing excessive quantities of iron, boron, chromium, phenol, plastic resins, copper, nickel, zinc, lead, mercury, cadmium, selenium, arsenic or any other objectionable materials toxic to humans, animals, the local environment or to biological or other wastewater treatment processes;
30. Blow-down or bleed water from cooling towers or other evaporative coolers exceeding one-third of the makeup water; and
31. Septic tank wastes. Wastes prohibited by this section shall not be processed or stored in such a manner that they could be discharged to the POTW. All floor drains located in process or materials storage areas must discharge to the industrial user's pretreatment facility before connecting with the POTW.

~~No person shall discharge or cause to be discharged to a public sewer, which directly or indirectly connects to the city's sewerage systems, any of the following wastes:~~

- ~~1. Gasoline, benzene, naphtha, solvent, fuel oil or any liquid, solid or gas that would cause or tend to cause flammable or explosive conditions to result in the sewerage system;~~
- ~~2. Waste containing toxic or poisonous solids, liquids or gases in such quantities that, alone or in combination with other waste substances, may create a hazard for humans, animals or the local environment, interfere detrimentally with wastewater treatment processes, cause a public nuisance, or cause any hazardous condition to occur in the sewerage system;~~
- ~~3. Waste having a pH lower than 5.5 or having any corrosive or detrimental characteristic that may cause injury to wastewater treatment or maintenance personnel or may cause damage to structures, equipment or other physical facilities of the sewerage system;~~
- ~~4. Solids or viscous substances of such size or in such quantity that they may cause obstruction to flow in the sewer or be detrimental to proper wastewater treatment plant operations. These objectionable substances include, but are not limited to, asphalt, dead animals, offal, ashes, sand, mud, straw, industrial process shavings, metal, glass, rags, feathers, tar, plastics, wood, whole blood, paunch manure, bones, hair and fleshings, entrails, paper dishes, paper cups, milk containers, or other similar paper products, either whole or ground;~~

- ~~5. Rainwater, stormwater, groundwater, street drainage, subsurface drainage, roof drainage, yard drainage, water from yard fountains, ponds, or lawn sprays or any other uncontaminated water;~~
- ~~6. Water added for the purpose of diluting wastes which would otherwise exceed applicable maximum concentration limitations;~~
- ~~7. Nonbiodegradable cutting oils, commonly called soluble oil, which form persistent water emulsions;~~
- ~~8. Nonbiodegradable oil, petroleum oil, or refined petroleum products;~~
- ~~9. Dispersed biodegradable oils and fats, such as lard, tallow, or vegetable oil in excessive concentrations that would tend to cause adverse effects on the sewerage system;~~
- ~~10. Waste with an excessively high concentration of cyanide;~~
- ~~11. Unreasonably large amounts of undissolved or dissolved solids;~~
- ~~12. Wastes with excessively high BOD, COD or decomposable organic content;~~
- ~~13. Strongly odorous wastes or wastes tending to create odors;~~
- ~~14. Wastes containing over 0.1 milligram per liter of dissolved sulfides;~~
- ~~15. Wastes with a pH in excess of 9.0 or high enough to cause alkaline incrustations on sewer walls;~~
- ~~16. Substances promoting or causing the promotion of toxic gases;~~
- ~~17. Wastes having a temperature of 120 degrees Fahrenheit or higher;~~
- ~~18. Wastes requiring an excessive quantity of chlorine or other chemical compound used for disinfection purposes;~~
- ~~19. Excessive amounts of chlorinated hydrocarbon or organic phosphorus type compounds;~~
- ~~20. Excessive amounts of deionized water, steam condensate or distilled water;~~
- ~~21. Wastes containing substances that may precipitate, solidify, or become viscous at temperatures between 50 and 100 degrees Fahrenheit;~~
- ~~22. Wastes producing excessive discoloration of wastewater or treatment plant effluent;~~
- ~~23. Garbage or wastes that are not ground sufficiently to pass through a three-eighths-inch screen;~~
- ~~24. Wastes containing excessive quantities of iron, boron, chromium, phenol, plastic resins, copper, nickel, zinc, lead, mercury, cadmium, selenium, arsenic or any other objectionable materials toxic to humans, animals, the local environment or to biological or other wastewater treatment processes;~~
- ~~25. Blow-down or bleedwater from cooling towers or other evaporative coolers exceeding one-third of the makeup water;~~
- ~~26. Single pass cooling water;~~

~~27. Excessive quantities of radioactive material wastes;~~

~~28. Recognizable portions of the human anatomy;~~

~~29. Septic tank wastes. (Ord. 76-360 § 603).~~

13.32.070 INTERCEPTORS – REQUIRED.

Grease, oil and sand interceptors shall be provided when, in the opinion of the Public Works Director or the City Engineer, they are necessary for the proper handling of wastewater containing excessive amounts of grease and oil, or sand; except that such interceptors shall not be required for residential users. All interception units shall be of type and capacity approved by the Public Works Director or City Engineer and shall be so located to be easily accessible for cleaning and inspection. All interception units shall be installed in accordance with the provisions of this chapter. Such interceptors shall be inspected, cleaned, and repaired regularly, as needed, by the owner at their sole expense. New and existing users that are determined by the Public Works Director or City Engineer to have a reasonable potential to adversely impact the POTW shall install a grease interceptor.

- A. Users that are required to have a grease interceptor may be required to connect fixtures or drains that have a reasonable potential to allow fats, oils, and grease to be discharged to the POTW to an appropriately sized grease interceptor.
- B. Users with garbage grinders shall discharge the garbage grinder to a grease interceptor with a minimum capacity of 1,000 gallons or remove the garbage grinder.
- C. Users with dishwashers shall discharge the dishwasher directly to the POTW or to a grease interceptor with a minimum capacity of 750 gallons.
- D. Accumulated grease and sediment shall be removed as required. At a minimum gravity grease interceptors and grease traps shall be cleaned when the combined depth of sediment and grease, equals or exceeds 25% of the total depth of the sediment, water, and grease. For multiple chambered interceptors the measurements of sediment and grease is to be performed in the final interceptor chamber prior to discharge. All other grease interceptors shall be maintained in accordance with the manufacturer's specifications.
- E. Grease interceptors shall be kept free of non-food waste including, but not limited to grit, rocks, gravel, sand, eating utensils, cigarettes, trash, towels, and rags.
- F. The addition of chemicals, enzymes, emulsifiers, live bacteria or other grease cutters or additives used for purposes of grease reduction to a grease interceptor is specifically prohibited.
- G. If the Public Works Director or City Engineer determines that a grease interceptor is not being adequately cleaned or maintained, a correction notice may be issued requiring the deficiency be corrected within seven working days. Maintenance programs including BMP's and defined cleaning frequencies may be mandated. Users that fail to adhere to a maintenance program may be required to install additional pretreatment devices.
- H. The City will develop and implement a Fats, Oils, and Grease Policy.

~~Grease, oil and sand interceptors shall be provided when in the opinion of the director of public works they are necessary for the proper handling of liquid wastes containing grease in excessive amounts, or any flammable wastes, sand and other harmful ingredients; except that such interceptors shall not be required for buildings used for residential purposes. All interceptors shall be of a type and capacity approved by the director of public works and shall be so located as to be readily and easily accessible for cleaning and inspection. (Ord. 76-360 § 604).~~

13.32.080 INTERCEPTORS – MAINTENANCE

All grease, oil and sand interceptors shall be maintained by the owner, at his expense, in continuously efficient operation at all times.

1. Accumulated grease and sediment shall be removed as required. At a minimum gravity grease interceptors and grease traps shall be cleaned when the combined depth of sediment and grease, equals or exceeds 25% of the total depth of the sediment, water, and grease. For multiple chambered interceptors the measurements of sediment and grease is to be performed in the final interceptor chamber prior to discharge. All other grease interceptors shall be maintained in accordance with the manufacturer's specifications.
2. Grease interceptors shall be kept free of non-food waste including, but not limited to grit, rocks, gravel, sand, eating utensils, cigarettes, trash, towels, and rags.
3. The addition of chemicals, enzymes, emulsifiers, live bacteria or other grease cutters or additives used for purposes of grease reduction to a grease interceptor is specifically prohibited.
4. If the Public Works Director or City Engineer determines that a grease interceptor is not being adequately cleaned or maintained, a correction notice may be issued requiring the deficiency be corrected within seven working days. Maintenance programs including BMP's and defined cleaning frequencies may be mandated. Users that fail to adhere to a maintenance program may be required to install additional pretreatment devices.

The City will develop and implement a Fats, Oils, and Grease Policy. All grease, oil and sand interceptors shall be maintained by the owner, at his expense, in continuously efficient operation at all times. (Ord. 76-360 § 605).

13.32.140 SWIMMING POOLS

It shall be unlawful for any person to discharge the contents of a swimming pool into a sanitary sewer without prior approval of the City Manager. (Ord. 76-360 § 611).

13.32.150 DILUTION.

No industrial user or wastewater hauler shall ever increase the use of process water, or in any way attempt to dilute a discharge, as a partial or complete substitute for adequate treatment to achieve compliance with a discharge limitation, unless expressly authorized by an applicable pretreatment standard or requirement. The City Manager may impose mass limitations on industrial users which are using dilution to meet applicable pretreatment standards or requirements, or in other cases when the imposition of mass limitations is appropriate.

13.32.160 CITY'S RIGHT OF REVISION.

The City's reserves the right to enter into special written agreements with industrial users setting out special terms under which they may discharge to the POTW. In no case will a special agreement waive compliance with a pretreatment standard or requirement. However, the industrial user may request a net gross adjustment to a categorical standard in accordance with 40 CFR 403.15. They may also request a variance from the categorical pretreatment standard from EPA. Such a request will be approved only if the industrial user can prove that factors relating to its discharge are fundamentally different from the factors considered by EPA when establishing that pretreatment standard. An industrial user requesting a fundamentally different factor variance must comply with the procedural and substantive provisions in 40 CFR 403.13.

1. Users with garbage grinders shall discharge the garbage grinder to a grease interceptor with a minimum capacity of 1,000 gallons or remove the garbage grinder.
2. Users with dishwashers shall discharge the dishwasher directly to the POTW or to a grease interceptor with a minimum capacity of 750 gallons.

13.32.170 TIME OF COMPLIANCE.

All commercial facilities and food establishments that are required to have a sand and/or grease interceptor or grease trap according to Section 13.32.070 608 shall be required to install a sand and/or grease interceptor or grease trap within the sixty (60) day period after the first occurrence of any of the following events:

- a) Transfer of any ownership or interest in the commercial facility;
- b) The issuance of any building permit for the construction, reconstruction or related work to be performed on the premises costing more than \$5,000;
- c) The backup or discharge of raw sewage on or from the premises due to grease build up in their service lateral; or
- d) Ninety (90) days after receiving written notice from the City Manager of the necessity for installation of such facilities.

13.36.020 PERMIT – APPLICATION

A. Contents. All industrial users required to have a wastewater discharge permit must submit a completed wastewater discharge permit application. The City Manager shall approve a form to be used as a permit application. Incomplete or inaccurate applications will not be processed and will be returned to the industrial user for revision.

B. Application signatories and certification. All wastewater discharge permit applications and industrial user reports must contain the following certification statement and be signed by an authorized representative of the industrial user:

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations. Misleading, incomplete or false information. Any application submitted with information that is at any time determined to be materially misleading, incomplete or false may result in termination of the permit, disconnection of service, penalties under this chapter, as well as any other remedies provided by law.~~A. Applicants for a permit for industrial wastewater discharge shall complete a city application form available at the office of the city clerk. The city may require additional information on the characteristics of the wastewater discharge beyond that required on the application form.~~

~~B. Upon receipt of all required information, the application shall be processed and, upon approval, be signed by the director of public works, and one copy returned to the applicant. When properly signed, the application form shall constitute a valid permit for industrial wastewater discharge.~~

~~C. The application shall be approved if the applicant has complied with all applicable requirements of this division and has furnished to the city all requested information and if the city engineer determines that there is adequate capacity in the city's facilities to convey, treat, and dispose of the wastewaters. (Ord. 76-360 § 702).~~

13.36.030 PERMIT CHANGES AND RESTRICTIONS

The city may change the restrictions or conditions of a permit for industrial wastewater discharge from time to time as circumstances may require. The city shall allow an industrial discharger a reasonable period of time to comply with any changes in the industrial wastewater permit required by the city. ~~(Ord. 76-360 § 703).~~

- A. The City Manager may modify the wastewater discharge permit with good cause including, but not limited to, the following:
1. To incorporate any new or revised federal, state, or local pretreatment standards or requirements;
 2. To address significant alterations or additions to the industrial user's operation, processes, or wastewater volume or character since the time of wastewater discharge permit issuance;
 3. To address changes in the POTW that requires either a temporary or permanent reduction or elimination of the authorized discharge;
 4. To address information indicating that permitted discharge poses a threat to the city's POTW, city personnel, or the receiving waters;
 5. For a violation of any terms or conditions of the wastewater discharge permit;
 6. For misrepresentations or failure to fully disclose all relevant facts in the wastewater discharge permit application or in any required reporting;
 7. To address revision of or a grant of variance from categorical pretreatment standards pursuant to 40 CFR 403.13; and
 8. To correct typographical or other errors in the wastewater discharge permit;
- B. The filing of a request by the permittee for a wastewater discharge permit modification does not stay any wastewater discharge permit condition.

13.36.050 PERMIT – REVOCATION

- A. Wastewater discharge permits may be revoked for the following reasons:
1. Failure to notify the city of significant changes to the wastewater prior to the changed discharge;
 2. Failure to provide notification to the city of changed condition pursuant to Section ~~13.36.250~~ 726 of this chapter;
 3. Misrepresentation or failure to fully disclose all relevant facts in the wastewater discharge permit application;
 4. Falsifying self-monitoring reports;
 5. Tampering with monitoring equipment;
 6. Refusing to allow the city timely access to the facility premises and records;
 7. Failure to meet effluent limitations;
 8. Failure to pay fines;
 9. Failure to pay sewer charges;
 10. Failure to meet compliance schedules;
 11. Failure to complete a wastewater survey or the wastewater discharge permit application; and
 12. Violation of any pretreatment standard or requirement, or any terms of the wastewater discharge permit or the ordinance.
- B. Wastewater discharge permits shall be voidable upon nonuse, cessation of operations, or transfer of business ownership. All wastewater discharge permits are void upon the issuance of a new wastewater discharge permit.

~~A. The city may revoke a permit for industrial wastewater discharge upon a finding that the discharger has violated any provision of this division.~~

~~B. Any discharger whose industrial wastewater permit has been revoked shall immediately stop all discharge of any liquid-carried wastes covered by the permit to any public sewer.~~

~~C. The director of public works may disconnect or permanently block from such public sewer the industrial connection sewer of any discharger whose permit has been revoked if such action is necessary to ensure compliance with the order of revocation. (Ord. 76-360 § 705).~~

13.36.070 PROHIBITED INDUSTRIAL WASTE DISCHARGES.

A. Requirement.

1. It shall be unlawful for any significant industrial user to discharge wastewater into the city's POTW without first obtaining a wastewater discharge permit from the City Manager. Any violation of the terms and conditions of a wastewater discharge permit shall be deemed a violation of this chapter and subjects the wastewater discharge permittee to the enforcement actions set out in this chapter. Obtaining a wastewater discharge permit does not relieve a permittee of their obligation to comply with all federal and state pretreatment standards or requirements or with any other requirements of federal, state, and local law.
2. The City Manager may require other industrial users, including liquid waste haulers, to obtain wastewater discharge permits as necessary to carry out the purposes of this chapter.

B. Existing connections. Any significant industrial user which discharges industrial waste into the POTW prior to the effective date of this chapter and who wishes to continue such discharges in the future, shall, within 45 days after said date, apply to the city for a wastewater discharge permit in accordance with [Chaptersection 13.36.020](#), and shall not cause or allow discharges to the POTW to continue after 90 days of the effective date of this chapter except in accordance with a wastewater discharge permit issued by the city.

C. New connections. Any significant industrial user proposing to begin or recommence discharging industrial wastes into the POTW must obtain a wastewater discharge permit prior to discharging. An application for this wastewater discharge permit must be filed at least 45 days prior to the date upon which any discharge will begin.

D. Extra jurisdictional industrial users. The City may enter into an agreement with the neighboring jurisdiction in which the significant industrial user is located to provide for the implementation and enforcement of pretreatment program requirements against said industrial user.

E. Zero Discharge Permit may be issued to industrial users generating process wastewaters who would normally be subject to either [Chaptersection 13.36.180](#) or subject to Categorical Pretreatment Standards under 40 CFR Section 403.6 and 40 CFR Chapter I, Subpart N but are not discharging said waste stream(s) to the system. Zero Discharge Permit holders are subject to all applicable regulations under federal, state, local, or laws. Pursuant to this ordinance, a statement of zero discharge must be submitted to the City annually.

~~All discharges prohibited by Chapter 13.32 FMC are included in this chapter as prohibited industrial waste discharges. (Ord. 76-360 § 706).~~

13.36.080 PRETREATMENT OF INDUSTRIAL WASTEWATERS

A. Whenever deemed necessary, the City Manager may require industrial users to restrict their discharge during peak flow periods, designate that certain wastewater be discharged only into specific sewers, relocate and/or consolidate points of discharge, separate sewage waste streams from industrial waste streams, and such other conditions as may be necessary to protect the POTW and determine the industrial user's compliance with the requirements of this chapter.

~~A. An industrial wastewater pretreatment system or device may be required by the city engineer to treat industrial flows prior to discharge to the sewer when it is necessary to restrict or prevent the discharge to the sewer of certain waste constituents, to distribute more equally over a longer time period any peak discharges of industrial wastewaters, or to accomplish any pretreatment result required by the city engineer.~~

B. All pretreatment systems or devices shall be approved by the city engineer but such approval shall not absolve the industrial discharger of the responsibility of meeting any industrial effluent limitation required by the city. All pretreatment systems judged by the

city engineer to require engineering design shall have plans prepared and signed by an engineer of suitable discipline licensed in the state.

- C. Normally, a gravity separation interceptor, equalizing tank, neutralization chamber and control manhole will be required, respectively, to remove prohibited settleable and clottable solids, to equalize wastewater streams varying greatly in quantity and/or quality, to neutralize low or high pH flows, and to facilitate inspection, flow measurement and sampling.
- D. Floor drains from commercial or manufacturing buildings, warehouses or multi-use structures shall not discharge directly to the sewer, but shall first discharge to a gravity separation interceptor. ~~(Ord. 76-360 § 708).~~
- E. Each user discharging into the POTW greater than 100,000 gallons per day shall install and maintain, on his property and at his expense, a suitable storage and flow control facility to insure equalization of flow over a 24-hour period.
- F. Industrial users with the potential to discharge flammable substances may be required to install and maintain an approved combustible gas detection meter.
- E.G. At no time shall any reading on a properly calibrated combustible gas detector at the point of discharge into the POTW, or at any point in the POTW, be more than 20% of the lower explosive limit (LEL) of the meter.

13.36.100 INDUSTRIAL WASTEWATER SAMPLING, ANALYSIS AND FLOW MEASUREMENTS

- A. Periodic measurements of flow rates, flow volumes, COD, and suspended solids for use in determining the annual industrial wastewater treatment charge and such measurements of other constituents believed necessary by the city engineer shall be made by all industrial wastewater dischargers unless specifically relieved of such obligation by the city engineer.
- B. All wastewater analyses shall be conducted in accordance with the appropriate procedure contained in "Standard Methods." If no appropriate procedure is contained therein, the standard procedure of the industry or a procedure judged satisfactory by the city engineer shall be used to measure wastewater constituents. ~~(Ord. 76-360 § 710).~~
- C. Within either 180 days after the effective date of a categorical pretreatment standard, or the final administrative decision on a category determined under 40 CFR 403.6(a)(4), whichever is later, existing significant industrial users subject to such categorical pretreatment standards, and currently discharging to or scheduled to discharge to the POTW, shall be required to submit to the city a report which contains the information listed in division (B) of this section. At least 90 days prior to commencement of their discharge, new sources, and sources that become industrial users subsequent to the promulgation of an applicable categorical standard, shall be required to submit to the city a report which contains the information listed in division (B) of this section. A new source shall also be required to report the method of pretreatment it intends to use to meet applicable pretreatment standards. A new source shall also give estimates of its anticipated flow and quantity of pollutants discharged.
- D. The industrial user shall submit the information required by this section including:
 - 1. Identifying information. The name and address of the facility including the name of the operator and owners.
 - 2. Wastewater discharge permits. A list of any environmental control wastewater discharge permits held by or for the facility.
 - 3. Description of operations. A brief description of the nature, average rate of production, and standard industrial classifications of the operation(s) carried out by such industrial user. This description should include a schematic process diagram which indicates points of discharge to the POTW from the regulated processes.

4. Flow measurement. Information showing the measured average daily and maximum daily flow, in gallons per day, to the POTW from regulated process streams and other streams, as necessary, to allow use of the combined waste stream formula set out in 40 CFR 403.6(e).
 5. Measurement of pollutants.
 - a. Identify the categorical pretreatment standards applicable to each regulated process.
 - b. Submit the results of sampling and analysis identifying the nature and concentration (and/or mass, where required by the standard or by the city) of regulated pollutants in the discharge from each regulated process. Instantaneous, daily maximum and long-term average concentrations (or mass, where required) shall be reported. The sample shall be representative of daily operation and shall be analyzed in accordance with procedures set out in [Chaptersection 13.36.300](#).
 - c. Sampling must be performed in accordance with procedures set out in [Chaptersection 13.36.100](#).
 6. Certification. A statement reviewed by the industrial user's authorized representative and certified by a qualified professional, indicating whether pretreatment standards are being met on a consistent basis and, if not, whether additional operation and maintenance (O&M) and/or additional pretreatment is required to meet the pretreatment standards and requirements.
 7. Compliance schedule. If additional pretreatment and/or O&M will be required to meet the pretreatment standards; the shortest schedule by which the industrial user will provide such additional pretreatment and/or O&M. The completion date in this schedule shall not be later than the compliance date established for the applicable pretreatment standard. A compliance schedule pursuant to this section must meet the requirements set out in [Chaptersection 13.36.200](#), and signed by an authorized representative as defined by Article I.
 8. Signature and certification. All baseline monitoring reports must be signed and certified in accordance with this chapter
- E. Sample collection.
1. Except as indicated in subsection (2) and (3) of this division (D), the industrial user must collect wastewater samples using 24-hour flow-proportional composite sampling techniques, unless time-proportional composite sampling or grab sampling is authorized by the City Manager. Where time-proportional composite sampling or grab sampling is authorized by the City, the samples must be representative of the discharge. Using protocols (including appropriate preservation) specified in 40 CFR Part 136 and appropriate EPA guidance, multiple grab samples collected during a 24-hour period may be composited prior to the analysis as follows: for cyanide, total phenols, and sulfides the samples may be composited in the laboratory or in the field; for volatile organics and oil and grease, the samples may be composited in the laboratory. Composite samples for other parameters unaffected by the compositing procedures as documented in approved EPA methodologies may be authorized by the City, as appropriate. In addition, grab samples may be required to show compliance with Instantaneous Limits.
 2. Samples for oil and grease, temperature, pH, cyanide, phenols, toxicity, sulfides, and volatile organic chemicals must be obtained using grab collection techniques.
 3. For sampling required in support of baseline monitoring and 90-day compliance reports required in [Chaptersections 13.36.220](#), and [13.36.230](#) a minimum of four (4) grab samples must be collected for pH, cyanide, total phenols, oil and grease, sulfide and volatile organic compounds for facilities for which historical sampling data do not exist; for facilities for which historical sampling data are available, the City Manager may authorize a lower minimum. For the reports required by

Chaptersection 13.36.240 the Industrial User is required to collect the number of grab samples necessary to assess and assure compliance with applicable Pretreatment Standards and Requirements.

F. Determination of noncompliance. The City Manager may use grab samples to determine noncompliance with pretreatment standards.

13.36.120 PRETREATMENT FACILITIES

Industrial users shall provide necessary wastewater treatment as required to comply with this chapter and shall achieve compliance with all categorical pretreatment standards, local limits and the prohibitions set out in this chapter within the time limitations specified by the EPA, the state, or the City Manager, whichever is more stringent. Any facilities required to pretreat wastewater to a level acceptable to the city shall be provided, operated, and maintained at the industrial user's expense. Detailed plans showing the pretreatment facilities and operating procedure shall be submitted to the city for review, and must be approved by the city before construction of the facility. The review of such plans and operating procedures will in no way relieve the industrial user from the responsibility of modifying the facility as necessary to produce an acceptable discharge to the city under the provisions of this chapter.

13.36.130 ACCIDENTAL DISCHARGE/SLUG CONTROL PLANS

The City Manager may require any industrial user to develop and implement an accidental discharge/slug control plan. At least once every two years the City Manager shall evaluate whether each significant industrial user needs such a plan. Any industrial user required to develop and implement an accidental discharge/slug control plan shall submit a plan which provides, at a minimum, the following:

- A. Description of discharge practices including non-routine batch discharges.
- B. Description of stored chemicals.
- C. Procedures for immediately notifying the POTW of any accidental or slug discharge. Such notification must also be given for any discharge which would violate any of the prohibited discharges in Chaptersection 13.32.020 through 13.32.150 of this chapter.
- D. Procedures to prevent adverse impact from any accidental or slug discharge. Such procedures include, but are not limited to, inspection and maintenance of storage areas, handling and transfer of materials, loading and unloading operations, control of plant site run-off, worker training, building of containment structures or equipment, measures for containing toxic organic pollutants (including solvents), and/or measures and equipment for emergency response.
- E. Procedures for immediately notifying the POTW of any changes affecting the potential for a slug discharge.

13.36.140 TENANT RESPONSIBILITY.

Where an owner of property lets premises to any other person as a tenant, if either the owner or the tenant is a commercial or industrial user, either or both may be held responsible for compliance with the provisions of this chapter. This provision is enforceable against the owner, the tenant or both, without regard to any contractual arrangements as between the owner and tenant.

13.36.150 HAULED WASTEWATER.

- A. Septic tank waste of residential origin may be accepted into the POTW at a designated receiving structure within the treatment plant area, and at such times as are established by the City Manager, provided such wastes do not violate the provisions of this chapter or any other requirements established or adopted by the city. Wastewater discharge permits for individual vehicles to use such facilities shall be issued by and at the discretion of, the City Manager, based on the interests and purposes to be served under

this chapter.

- B. The discharge of hauled industrial wastes is prohibited without prior approval and a wastewater discharge permit from the city.
- C. Fees for dumping septage will be established as part of the industrial user fee system as authorized in this chapter.

13.36.160 FEDERAL CATEGORICAL PRETREATMENT STANDARDS.

The National Categorical Pretreatment Standards found in 40 CFR Chapter I, Subchapter N, Parts 405-471 are hereby incorporated [by reference](#).

13.36.170 WASTE SURVEY.

When requested by the City Manager, all industrial users must submit information on the nature and characteristics of their wastewater by completing a wastewater survey prior to commencing their discharge. The City Manager is authorized to prepare a form for this purpose and may periodically require industrial users to update the survey. Failure to complete this survey shall be reasonable grounds for terminating service to the industrial user and shall be considered a violation of this chapter, or for imposing penalties as set out in [section 13.60.180](#)~~section Article X~~.

13.36.180 WASTEWATER DISCHARGE PERMIT DECISIONS.

The City Manager will evaluate the data furnished by the industrial user and may require additional information. Within 45 days of receipt of a completed wastewater discharge permit application, the City Manager will determine whether or not to issue a wastewater discharge permit and will notify the industrial user.

13.36.190 DURATION OF PERMIT; REISSUANCE.

- A. Wastewater discharge permits shall be issued for a specified time period, not to exceed five years, at the discretion of the City Manager. Each wastewater discharge permit will indicate a specific date upon which it will expire.
- B. A significant industrial user shall apply for wastewater discharge permit reissuance by submitting a complete wastewater discharge permit application in accordance with this chapter a minimum of 45 days prior to the expiration of the industrial user's existing wastewater discharge permit.

13.36.200 PERMIT CONTENTS.

Wastewater discharge permits shall include such conditions as are reasonably deemed necessary by the City Manager to prevent pass through or interference, protect the quality of the water body receiving the treatment plant's effluent, protect worker health and safety, facilitate sludge management and disposal, protect ambient air quality, and protect against damage to the POTW.

- A. Wastewater discharge permits shall contain the following conditions:
 - 1. A statement that indicates wastewater discharge permit duration, which in no event shall exceed five years.
 - 2. A statement that the wastewater discharge permit is nontransferable.
 - 3. Effluent limits applicable to the user based on applicable standards in federal, state, and local law.
 - 4. Self-monitoring, sampling, reporting, notification, and recordkeeping requirements. These requirements shall include an identification of pollutants to be monitored, sampling location, sampling frequency, and sample type based on federal, state, or local law.
 - 5. Statement of applicable civil, criminal, and administrative penalties for violation of pretreatment standards and requirements, and any applicable compliance schedule.

Such schedule may not extend the time for compliance beyond that required by applicable federal, state, or local law.

6. Requirements to control slug discharges, if determined by the POTW to be necessary.
7. Wastewater discharge permits may contain, but need not be limited to the following:
8. Limits on the average and/or maximum rate of discharge, time of discharge, and/or requirements for flow regulation and equalization.
9. Limits on instantaneous, daily and monthly average and/or maximum concentration, mass, or other measure of identified wastewater pollutants or properties.
10. Requirements for the installation of pretreatment technology, pollution control, or construction of appropriate containment devices, designed to reduce, eliminate, or prevent the introduction of pollutants into the treatment works.
11. Development and implementation of spill control plans or other special conditions including management practices necessary to adequately prevent accidental, unanticipated, or routine discharges.
12. Development and implementation of waste minimization plans to reduce the amount of pollutants discharged to the POTW.
13. The unit charge or schedule of industrial user charges and fees for the management of the wastewater discharged to the POTW.
14. Requirements for installation and maintenance of inspection and sampling facilities and equipment.
15. A statement that compliance with the wastewater discharge permit does not relieve the permittee of responsibility for compliance with all applicable federal and state pretreatment standards, including those which become effective during the term of the wastewater discharge permit.
16. Other conditions as deemed appropriate by the City Manager to ensure compliance with this chapter, and state and federal laws, rules, and regulations.

13.36.210 APPEALS.

Any person, including the industrial user, may petition the city to reconsider the terms of a wastewater discharge permit within ten days of its issuance.

- A. Failure to submit a timely petition for review shall be deemed to be a waiver of the administrative appeal.
- B. In its petition, the appealing party must indicate the wastewater discharge permit provisions objected to, the reason for the objection, and the alternative condition, if any, it seeks to place in the wastewater discharge permit.
- C. The effectiveness of the wastewater discharge permit shall not be stayed pending the appeal process.
- D. The City shall inform the discharger of their decision within 30 days of a request for reconsideration.
- E. If the ruling made by the City Manager is unsatisfactory to the person requesting reconsideration, they may, within ten days after notification of such city action, file a written appeal to the Council. The written appeal shall be heard by the Council within 30 days after the date of filing. The Council shall make a final ruling on the appeal within ten days after the close of the meeting.

13.36.220 COMPLIANCE SCHEDULE PROGRESS REPORT.

The following conditions shall apply to the schedule required by chapter 13.36.100. The schedule shall contain progress increments in the form of dates for the commencement and completion of major events leading to the construction and operation of additional pretreatment required for the user to meet the applicable pretreatment standards (such events include hiring an engineer, completing preliminary and final plans, executing contracts for major components,

commencing and completing construction, beginning and conducting routine operation). No increment referred to above shall exceed nine months. The industrial user shall submit a progress report to the City Manager no later than 14 days following each date in the schedule and the final date of compliance. The report shall include at a minimum, whether or not it complied with the increment of progress, the reason for any delay, (and, if appropriate) the steps being taken by the industrial user to return to the established schedule. In no event shall more than nine months elapse between such progress reports to the City Manager.

13.36.230 REPORT ON COMPLIANCE WITH CATEGORICAL PRETREATMENT STANDARD DEADLINE.

Within 90 days following the date for final compliance with applicable categorical pretreatment standards, or in the case of a new source following commencement of the introduction of wastewater into the POTW, any industrial user subject to such pretreatment standards and requirements shall submit to the city a report containing the information described in ChapterSection 13.36.110 D.4-5. For industrial users subject to equivalent mass or concentration limits established in accordance with the procedures in 40 CFR 403.6(c), this report shall contain a reasonable measure of the industrial user's long-term production rate. For all other industrial users subject to categorical pretreatment standards expressed in terms of allowable pollutant discharge per unit of production (or other measure of operation), this report shall include the industrial user's actual production during the appropriate sampling period. All compliance reports must be signed and certified in accordance with ChapterSection 13.36.110 D.

13.36.240 PERIODIC COMPLIANCE REPORTS.

- A. Any significant industrial user subject to a pretreatment standard shall, at a frequency determined by the City Manager, but in no case less than twice per year (in June and December), submit a report indicating the nature and concentration of pollutants in the discharge which are limited by such pretreatment standards and the measured or estimated average and maximum daily flows for the reporting period. All periodic compliance reports must be signed and certified in accordance with Chaptersection 13.36.020 B
- B. All wastewater samples must be representative of the industrial user's discharge. Wastewater monitoring and flow measurement facilities shall be properly operated, kept clean, and maintained in good working order at all times. The failure of an industrial user to keep its monitoring facility in good working order shall not be grounds for the industrial user to claim that sample results are unrepresentative of its discharge.
- C. If an industrial user subject to the reporting requirement in and of this section monitors any pollutant more frequently than required by the POTW, using the procedure prescribed in Chaptersection 13.36.100.E, the results of this monitoring shall be included in the report.

13.36.250 REPORTS OF CHANGED CONDITIONS.

Each industrial user is required to notify the City Manager of any planned significant changes to the industrial user's operations or system which might alter the nature, quality or volume of its wastewater at least 45 days before the change.

- A. The City Manager may require the industrial user to submit such information as may be deemed necessary to evaluate the changed condition, including the submission of a wastewater discharge permit application.
- B. No industrial user shall implement the planned changed conditions until and unless the City Manager has responded to the industrial user's notice.
- C. For purposes of this requirement, flow increases of 10% or greater, and the discharge of any previously unreported pollutants, shall be deemed significant.

13.36.260 REPORTS OF POTENTIAL PROBLEMS.

- A. In the case of any discharge including, but not limited to, accidental discharge of non-routine, episodic nature, a non-customary batch discharge, or a slug load which may cause potential problems for the POTW (including a violation of the prohibited discharge standards of this chapter), it is the responsibility of the industrial user to immediately telephone and notify the city of the incident. This notification shall include the location of discharge, type of waste, concentration and volume, if known, and corrective action taken by the industrial user.
- B. Within five days following such discharge, the industrial user shall, unless waived by the City Manager, submit a detailed written report describing the causes of the discharge and the measures to be taken by the industrial user to prevent similar future occurrences. Such notification shall not relieve the industrial user of any expense, loss, damage, or other liability which may be incurred as a result of damage to the POTW, natural resources, or any other damage to person or property; nor shall such notification relieve the industrial user of any fines, civil penalties, or other liability which may be imposed by this chapter.
- C. Failure to notify the city of potential problem discharges shall be deemed a separate violation of this chapter.
- D. A notice shall be permanently posted on the industrial user's bulletin board or other prominent place advising employees who to call in the event of a discharge described in division (A) of this section. Employers shall ensure that all employees, who may cause or suffer such a discharge to occur, are advised of the emergency notification procedure.

13.36.270 REPORTS FROM NONSIGNIFICANT INDUSTRIAL USERS.

All industrial users not subject to categorical pretreatment standards and not required to obtain a wastewater discharge permit shall provide appropriate reports to the city as the City Manager may require.

13.36.280 NOTICE OF VIOLATION - REPEAT SAMPLING AND REPORTING.

If sampling performed by an industrial user indicates a violation, the industrial user must notify the city within 24 hours of becoming aware of the violation. The industrial user shall also repeat the sampling and analysis and submit the results of the repeat analysis to the city within 30 days after becoming aware of the violation. The industrial user is not required to resample if the POTW performs monitoring at the industrial user's facility at least once a month, or if the POTW performs sampling between the industrial user's initial sampling and when the industrial user receives the results of the sampling.

13.36.290 NOTIFICATION OF THE DISCHARGE OF HAZARDOUS WASTE.

- G. Any industrial user who commences the discharge of hazardous waste shall notify the POTW, the EPA Regional Waste Management Division Director, and State hazardous waste authorities in writing of any discharge into the POTW of a substance which, if otherwise disposed of, would be a hazardous waste under 40 CFR Part 261. Such notification must include the names of the hazardous waste as set forth in 40 CFR Part 261, the EPA hazardous waste number, and the type of discharge (continuous, batch, or other). If the industrial user discharges more than ten kilograms of such waste per calendar month to the POTW, the notification shall also contain the following information to the extent information is known and readily available to the industrial users; an identification of the hazardous constituents contained in the wastes, an estimation of the mass of constituents in the waste stream expected to be discharged during the following 12 months. All notifications must take place no later than 30 days after the discharge commences. Any notification under this division (A) need be

submitted only once for each hazardous waste discharged. However, notifications of changed discharges must be submitted under ~~chapter~~section 13.36.250. The notification requirement in this section does not apply to pollutants already reported under the self-monitoring requirements of ~~Chapters~~sections 13.36.220, 13.36.230, and 13.36.240.

- H. In the case of any new regulations under Section 3001 of ~~RCRA~~the federal Resource Conservation and Recovery Act identifying additional characteristics of hazardous waste or listing any additional substance as a hazardous waste, the industrial user must notify the POTW, the EPA Regional Waste Management Waste Division Director, and State hazardous waste authorities of the discharge of such substance within 90 days of the effective date of such regulations.
- I. In the case of any notification made under this section, the industrial user shall certify that it has a program in place to reduce the volume and toxicity of hazardous wastes generated to the degree it has determined to be economically practical.
- J. This provision does not create a right to discharge any substance not otherwise permitted to be discharged by this ordinance, a permit issued thereunder, or any applicable Federal or State Law.

13.36.300 ANALYTICAL REQUIREMENTS.

All pollutant analyses, including sampling techniques, to be submitted as part of a wastewater discharge permit application or report shall be performed in accordance with the techniques prescribed in 40 CFR Part 136, unless otherwise specified in an applicable categorical pretreatment standard. If 40 CFR Part 136 does not contain sampling or analytical techniques for the pollutant in question, sampling and analyses must be performed in accordance with procedures approved by the EPA.

13.36.310 RECORD KEEPING.

Industrial users shall retain, and make available for inspection and copying, all records and information required to be retained under this chapter. These records shall remain available for a period of at least three years. This period shall be automatically extended for the duration of any litigation concerning compliance with this chapter, or where the industrial user has been specifically notified of a longer retention period by the City Manager.

13.40.150 PRETREATMENT CHARGES AND FEES.

The City Council may adopt reasonable charges and fees ~~by resolution~~ for reimbursement of costs of setting up and operating the City's pretreatment program which may include:

- A. Fees for wastewater discharge permit applications including the cost of processing such applications.
- B. Fees for monitoring, inspection, and surveillance procedures including the cost of collection and analyzing an industrial user's discharge, and reviewing monitoring reports submitted by the users.
- C. Fees for reviewing and responding to accidental discharge procedures and construction.
- D. Fees for filing appeals.
- ~~A-E.~~ Other fees as the City may deem necessary to carry out the requirements contained in this section. These fees relate solely to the matters covered by this chapter and are separate from all other fees, fines, and penalties chargeable by the City.

13.60.100 DUTIES OF CITY MANAGER.

Except as otherwise provided in this chapter, the City Manager shall administer, implement and enforce the provisions of this chapter. Any powers granted to or duties imposed upon the City Manager may be delegated by the City Manager to other city personnel.

13.60.110 COMPLIANCE MONITORING.

A. Inspection and sampling. The City Manager shall have the right to enter the facilities of any industrial user to ascertain whether the purpose of this chapter, and any permit or order issued hereunder, is being met and whether the industrial user is complying with all requirements thereof. Industrial users shall allow the City Manager or his representatives' ready access to all parts of the premises for the purposes of inspection, sampling, records examination and copying, and the performance of any additional duties.

1. Where an industrial user has security measures in force which require proper identification and clearance before entry into its premises, the industrial user shall make necessary arrangement with its security guards so that, upon presentation of suitable identification, personnel for the city, state, and EPA shall be permitted to enter without delay, for the purposes of performing their specific responsibilities.
2. The city, state, and EPA shall have the right to set up on the industrial user's property, or require installation of, such devices as are necessary to conduct sampling and/or metering of the user's operations.
3. The city may require the industrial user to install monitoring equipment as necessary. The facility's sampling and monitoring equipment shall be maintained at all times in a safe and proper operating condition by the industrial user at its own expense. The monitoring equipment should normally be situated on the user's premises, but the city may, when such a location would be impractical or cause undue hardship on the user, allow the facility to be constructed in the public street or sidewalk area and located so that the facility will not be obstructed by landscaping or parked vehicles. All devices used to measure wastewater flow and quality shall be calibrated yearly to ensure their accuracy.
4. Any temporary or permanent obstruction to safe and easy access to the industrial facility to be inspected and/or sampled shall be promptly removed by the industrial user at the written or verbal request of the City Manager and shall not be replaced. The costs of clearing such access shall be borne by the industrial user.
5. Unreasonable delays in allowing city personnel access to the industrial user's premises shall be a violation of this chapter.
6. Whether constructed on public or private property, the sampling and monitoring facilities shall be provided in accordance with the city's requirements and all applicable local agency construction standards and specifications. Construction shall be completed within 90 days following written notification by the city, unless a time extension is otherwise granted by the city.

B. Search warrants. If the City Manager has been refused access to a building, structure, or property or any part thereof, and if the City Manager has demonstrated probable cause to believe that there may be a violation of this chapter or that there is a need to inspect as part of a routine inspection program of the city designed to verify compliance with this chapter or any permit or order issued hereunder, or to protect the overall public health, safety, and welfare of the community, then the City Attorney may apply to the appropriate court for a search, inspection and/or seizure warrant describing therein the specific location subject to the warrant. The warrant shall specify what, if anything, may be searched and/or seized on the property described. In the event of an emergency affecting public health and safety, inspections shall be made without the issuance of a warrant in accordance with law.

13.60.120 PUBLICATION OF INDUSTRIAL USERS IN SIGNIFICANT NONCOMPLIANCE.

The city shall publish annually, in the largest daily newspaper published in the municipality where the POTW is located, a list of the significant industrial users and categorical industrial users which, during the previous 12 months, were in significant noncompliance with applicable

pretreatment standards and requirements. The term significant noncompliance shall mean:

- A. Chronic violations of wastewater discharge limits, defined here as those in which 66 percent or more of all of the measurements taken for the same pollutant parameter during a 6-month period exceed (by any magnitude) a numeric Pretreatment Standard or Requirement, including instantaneous limits, as defined by 40 CFR 403.3(l);
- B. Technical Review Criteria (TRC) violations, defined here as those in which 33 percent or more of all of the measurements taken for the same pollutant parameter during a 6-month period equal or exceed the product of the numeric Pretreatment Standard or Requirement including instantaneous limits, as defined by 40 CFR 403.3(l) multiplied by the applicable TRC (TRC=1.4 for BOD, TSS, fats, oil, and grease, and 1.2 for all other pollutants except pH);
- C. Any other violation of a Pretreatment Standard or Requirement as defined by 40 CFR 403.3(l) (daily maximum, long-term average, instantaneous limit, or narrative Standard) that the POTW determines has caused, alone or in combination with other Discharges, Interference or Pass Through (including endangering the health of POTW personnel or the general public);
- D. Any discharge of pollutants that have caused imminent endangerment to the public or to the environment or has resulted in the city's exercise of its emergency authority to halt or prevent such a discharge;
- E. Failure to meet, within 90 days of the scheduled date, a compliance schedule milestone contained in a wastewater discharge permit or enforcement order for starting construction, completing construction, or attaining final compliance;
- F. Failure to provide within 30 days after the due date, any required reports, including baseline monitoring reports, 90-day compliance reports, periodic self-monitoring reports, and reports on compliance with compliance schedules;
- G. Failure to accurately report noncompliance; and
- H. Any other violation which the city determines will adversely affect the operation or implementation of the local pretreatment program.

13.60.130 ADMINISTRATIVE ENFORCEMENT REMEDIES.

- A. Notification of violation. Whenever the City Manager finds that any person has violated or is violating this chapter, a wastewater discharge permit or order issued hereunder, or any other pretreatment requirement, the City Manager or his agent may serve upon said person a written notice of violation. Within seven days of the receipt of this notice, an explanation of the violation and a plan for the satisfactory correction and prevention thereof, to include specific required actions, shall be submitted by the person to the City Manager. Submission of this plan in no way relieves the person of liability for any violations occurring before or after receipt of the notice of violation. Nothing in this section shall limit the authority of the city to take any action, including emergency actions or any other enforcement action, without first issuing a notice of violation. A Warning NOV is a verbal or written communication between the City Manager and the industrial user regarding possible enforcement action for potential or actual noncompliance by the industrial user. The City Manager must document the warning in writing and place a copy of the documentation in the user's file.
- B. Consent Orders. The City Manager may enter into Consent Orders, assurances of compliance, or other similar documents establishing an agreement with any Person responsible for noncompliance. Such documents shall include specific action to be taken by the Person to correct the noncompliance within a time period specified by the document. Such documents shall have the same force and effect as the administrative orders issued pursuant to sections D & E of this chapter and shall be judicially enforceable.
- C. Show Cause Hearing. The City Manager may order a Person which has violated, or

continues to violate, any provision of this ordinance, an individual wastewater discharge permit, or order issued hereunder, or any other Pretreatment Standard or Requirement, to appear before the City Manager and show cause why the proposed enforcement action should not be taken. Notice shall be served on the Person specifying the time and place for the meeting, the proposed enforcement action, the reasons for such action, and a request that the Person show cause why the proposed enforcement action should not be taken. The notice of the meeting shall be served personally or by registered or certified mail (return receipt requested) at least seven (7) days prior to the hearing. Such notice may be served on any Authorized Representative of the Person as defined in Chaptersection 13.36.240 and required by Chaptersection 13.36.020 B. A show cause hearing shall not be a bar against, or prerequisite for, taking any other action against the Person.

D. Compliance Orders. When the city finds that a person has violated or continues to violate this chapter, wastewater discharge permits or order issued hereunder, or any other pretreatment standard or requirement, the city may issue an order to the person responsible for the discharge directing that the person come into compliance within 30 days. If the person does not come into compliance within 30 days, sewer service shall be discontinued unless adequate treatment facilities, devices, or other related appurtenances are installed and properly operated. Compliance orders may not extend the deadline for compliance established for a federal pretreatment standard or requirement, nor does a compliance order release the person of liability for any violation, including any continuing violation. Issuance of a compliance order shall not be a prerequisite to taking any other action against the person.

E. Cease and desist orders.

1. When the City Manager finds that a person is violating this chapter, the person's wastewater discharge permit, any order issued hereunder, or any other pretreatment standard or requirement, or that the person's past violations are likely to recur, the City Manager may issue an order to the person directing the person to cease and desist all such violations and directing the person to:
 - a. Immediately comply with all requirements; and
 - b. Take such appropriate remedial or preventive action as may be needed to properly address a continuing or threatened violation, including halting operations and/or terminating the discharge.
2. Issuance of a cease and desist order shall not be a prerequisite to taking any other action against the person.

F. Administrative fine.

1. Notwithstanding any other section of this chapter, any person that is found to have violated any provision of this chapter, its wastewater discharge permit, and orders issued hereunder, or any other pretreatment standard or requirement may be fined in an amount not to exceed \$1,000. Such fines shall be assessed on a per violation, per day basis. In the case of monthly or other long-term average discharge limits, fines may be assessed for each day during the period of violation.
2. Assessments may be added to the person's next scheduled sewer service charge and the City Manager shall have such other collection remedies as may be available for other service charges and fees.
3. Unpaid charges, fines, and penalties shall, after 60 calendar days, be assessed an additional penalty of 10% of the unpaid balance and interest shall accrue thereafter at a rate of 0.5% per month. A lien against the individual person's property will be sought for unpaid charges, fines, and penalties.
4. Persons desiring to dispute such fines must file a written request for the City Manager to reconsider the fine along with full payment of the fine amount within 30 days of being notified of the fine. Where a request has merit, the City Manager shall

convene a hearing on the matter within 30 days of receiving the request from the industrial person. In the event the person's appeal is successful, the payment together with any interest accruing thereto shall be returned to the industrial person. The city may add the costs of preparing administrative enforcement actions such as notices and orders to the fine.

5. Issuance of an administrative fine shall not be a prerequisite for taking any other action against the person.

G. Emergency suspensions.

1. The City Manager may immediately suspend a person's discharge (after informal notice to the person) whenever such suspension is necessary in order to stop an actual or threatened discharge which reasonably appears to present or cause an imminent or substantial endangerment to the health or welfare of persons. The City Manager may also immediately suspend a person's discharge (after notice and opportunity to respond) that threatens to interfere with the operation of the POTW, or which presents or may present an endangerment to the environment.
 - a. Any person notified of a suspension of its discharge shall immediately stop or eliminate its contribution. In the event of a person's failure to immediately comply voluntarily with the suspension order, the City Manager shall take such steps as deemed necessary, including immediate severance of the sewer connection, to prevent or minimize damage to the POTW, its receiving stream, or endangerment to any individuals. The City Manager shall allow the person to recommence their discharge when the person has demonstrated to the satisfaction of the city that the period of endangerment has passed, unless the termination proceedings set forth in this chapter are initiated against the person.
 - b. A person that is responsible, in whole or in part, for any discharge presenting imminent endangerment shall submit a detailed written statement describing the causes of the harmful contribution and the measures taken to prevent any future occurrence to the City Manager, prior to the date of any show cause or termination hearing as set forth in this chapter.
2. Nothing in this division (E) shall be interpreted as requiring a hearing prior to any emergency suspension under this section.

H. Termination of discharge.

1. In addition to those provisions in [Chaptersection 13.36.050](#), any person that violates the following conditions of this chapter, wastewater discharge permits, or orders issued hereunder, is subject to discharge termination.
 - a. Violation of wastewater discharge permit conditions;
 - b. Failure to accurately report the wastewater constituents and characteristics of its discharge;
 - c. Failure to report significant changes in operations or wastewater volume, constituents and characteristics prior to discharge;
 - d. Refusal of reasonable access to the person's premises for the purpose of inspection, monitoring, or sampling;
 - e. Violation of the pretreatment standards in [Chaptersections 13.32.020 through Chapter 13.32.150](#).
2. Such person will be notified of the proposed termination of its discharge and be offered an opportunity to show cause under division (C) of this section why the proposed action should not be taken.

13.60.140 JUDICIAL ENFORCEMENT REMEDIES.

- A. Injunctive relief. Whenever the person has violated a pretreatment standard or requirement or continues to violate the provisions of this chapter, wastewater discharge permits or orders issued hereunder, or any other pretreatment requirement, the city may

petition the Superior Court for the issuance of a temporary or permanent injunction, as may be appropriate in restraining the continuance of such violation. In any such action, the City shall be entitled to recover, in addition to other costs and damages, an amount for reimbursement of its reasonable attorneys' fees.

B. Civil penalties.

1. Any person which has violated or continues to violate this chapter, any order, or wastewater discharge permit hereunder, or any other pretreatment standard or requirement shall be liable to the city for a maximum civil penalty of \$6,000 per violation per day. In the case of a monthly or other long-term average discharge limit, penalties shall accrue for each day during the period of the violation.
2. The city may recover reasonable attorney's fees, court costs, and other expenses associated with enforcement activities, including sampling and monitoring expenses, and the cost of any actual damages incurred by the city.
3. When a discharge of wastes causes an obstruction, damage, or other impairment to the POTW, the city may assess a charge against the person for the cost of the work required to clean or repair the POTW and add such charge to the person's service charge.
4. Filing a suit for civil penalties shall not be a prerequisite for taking any other action against a person.

13.60.150 SUPPLEMENTAL ENFORCEMENT ACTION.

- A. Water supply severance. Whenever a person has violated or continues to violate the provisions of this chapter, orders, or wastewater discharge permits issued in this chapter, water service to the person may be severed. Service will only recommence, at the person's expense, after it has satisfactorily demonstrated its ability to comply.
- B. Public nuisances. Any violation of this chapter, wastewater discharge permits, or orders issued hereunder, is hereby declared a public nuisance and shall be corrected or abated as directed by the City Manager or his designee. Any person(s) creating a public nuisance shall be subject to the provisions of applicable state and city codes, ordinances, rules and/or regulations governing such nuisances, including recoupment by the city of any costs incurred in removing, abating or remedying said nuisance.

13.60.160 REMEDIES NON-EXCLUSIVE.

The provisions in Chaptersection 13.60.120 through Chaptersection 13.60.150 are not exclusive remedies. The City reserves the right to take any, all or any combination of these actions against a noncompliant user. Enforcement of pretreatment violations will generally be in accordance with the City's enforcement response plan. However, the City reserves the right to take other action against any user when the circumstances warrant. Further, the City is empowered to take more than one enforcement action against any non-compliant user. These actions may be taken concurrently.

13.60.170 AFFIRMATIVE DEFENSES TO DISCHARGE VIOLATIONS.

A. Upset.

1. For the purposes of this section, UPSET means an exceptional incident in which there is unintentional and temporary noncompliance with categorical pretreatment standards because of factors beyond the reasonable control of the industrial user. An upset does not include non-compliance to the extent caused by operational error, improperly designed treatment facilities, inadequate treatment facilities, lack of preventive maintenance, or careless or improper operation.
2. An upset shall constitute an affirmative defense to an action brought for noncompliance with categorical pretreatment standards if the requirements of subsection (3) of this division (A) are met.

3. An industrial user who wishes to establish the affirmative defense of upset shall demonstrate, through properly signed, contemporaneous operating logs, or other relevant evidence that:
 - a. An upset occurred and the industrial user can identify the cause(s) of the upset;
 - b. The facility was at the time being operated in a prudent and workmanlike manner and in compliance with applicable operation and maintenance procedures;
 - c. The industrial user has submitted the following information to the POTW and treatment plant operator within 24 hours of becoming aware of the upset (if this information is provided orally, a written submission must be provided within five days):
 2. A description of the indirect discharge and cause of noncompliance.
 3. The period of noncompliance, including exact dates and times or, if not corrected, the anticipated time the noncompliance is expected to continue.
 4. Steps being taken and/or planned to reduce, eliminate, and prevent recurrence of the noncompliance.
 5. In any enforcement proceeding, the industrial user seeking to establish the occurrence of an upset shall have the burden of proof.
 6. Industrial users will have the opportunity for a judicial determination on any claim of upset only in an enforcement action brought for noncompliance with categorical pretreatment standards.
 7. The industrial user shall control production of all discharges to the extent necessary to maintain compliance with categorical pretreatment standards upon reduction, loss, or failure of its treatment facility until the facility is restored or an alternative method of treatment is provided. This requirement applies in the situation where, among other things, the primary source of power of the treatment facility is reduced, lost, or fails.
- B. Bypass.
1. For the purposes of this section,
 - a. BYPASS shall mean the intentional diversion of waste streams from any portion of an industrial user's treatment facility.
 - b. SEVERE PROPERTY DAMAGE shall mean substantial physical damage to property, damage to the treatment facilities which causes them to become inoperable, or substantial and permanent loss of natural resources which can reasonably be expected to occur in the absence of a bypass. Severe property damage does not mean economic loss caused by delays in production.
 2. An industrial user may allow any bypass to occur which does not cause pretreatment standards or requirements to be violated, but only if it also is for essential maintenance to assure efficient operation. These bypasses are not subject to the provision of subsections (3) and (4) of this division (B).
 3. Bypass notification
 - a. If an industrial user knows in advance of the need for a bypass, it shall submit prior notice to the POTW, at least ten days before the date of the bypass if possible.
 - b. An industrial user shall submit oral notice of an unanticipated bypass that exceeds applicable pretreatment standards to the POTW within 24 hours from the time it becomes aware of the bypass. A written submission shall also be provided within five days of the time the industrial user becomes aware of the bypass. The written submission shall contain a description of the bypass and its cause; the duration of the bypass, including exact dates and times, and if the bypass has not been corrected, the anticipated time it is expected to continue; and steps taken or planned to reduce, eliminate, and prevent recurrence of the bypass. The POTW may waive the written report on a case-by-case basis if the oral

report has been received within 24 hours.

4. Bypass

5. Bypass is prohibited, and the POTW may take enforcement action against an industrial user for a bypass, unless:

6. Bypass was unavoidable to prevent loss of life, personal injury, or severe property damage;

7. There were no feasible alternatives to the bypass, such as the use of auxiliary treatment facilities, retention of untreated wastes, or maintenance during normal periods of equipment downtime. This condition is not satisfied if adequate back-up equipment should have been installed in the exercise of reasonable engineering judgment to prevent a bypass which occurred during normal periods of equipment downtime or preventive maintenance; and;

8. The industrial user submitted notices as required under subsection (3) of this division (B).

a. The POTW may approve an anticipated bypass, after considering its adverse effects, if the POTW determines that it will meet the three conditions listed in subsection (4)(a) of division (B).

13.60.180 PENALTY.

A. Any person that willfully or negligently violates any provision of this chapter, any orders, or wastewater discharge permits issued hereunder, or any other pretreatment requirement shall, upon conviction, be guilty of a misdemeanor, punishable by a fine of not more than \$500 per violation per day or imprisonment for not more than one year or both.

B. Any person that willfully or negligently introduces any substance into the POTW which causes personal injury or property damage shall, upon conviction, be guilty of a misdemeanor and be subject to a penalty of at least \$500 per violation per day or imprisonment for not more than one year. This penalty shall be in addition to any other cause of action for personal injury or property damage available under state law.

C. Any person that knowingly makes any false statements, representations, or certifications in any application, record, report, plan or other documentation filed, or required to be maintained, pursuant to this chapter, wastewater discharge permit or order, or who falsifies, tampers with, or knowingly renders inaccurate any monitoring device or method required under this chapter shall, upon conviction, be punished by a fine of not more than \$500 per violation per day or imprisonment for not more than one year or both.

D. In the event of a second conviction, a person shall be punished by a fine of not more than \$2,000 per violation per day or imprisonment for not more than two years or both.

STAFF REPORT

City Council Business Agenda Item

DATE: May 20, 2019

TO: Honorable Mayor and Council Members

FROM: Kevin Carter, Deputy Director of Public Works

THRU: Merritt Perry, City Manager

SUBJECT: **Authorize City Finance Director to Transfer funds for the 12th Street Light Poles Project CIP 9996, from fund 260 (TDA) to fund 275 (RSTP) and increase budget by \$25,000**

STAFF RECOMMENDATION:

Receive staff presentation and recommendation to authorize City Finance Director to Transfer funds for the 12th Street Light Poles Project CIP 9996, from fund 260(TDA) to fund 275 (RSTP) and increase budget by \$25,000.

EXECUTIVE SUMMARY:

The City of Fortuna City Council established a Utility Undergrounding District surrounding 12th Street at its regular meeting on April 15, 2013; see attached (Exhibit A). Staff has since been working with the Pacific Gas and Electric as well as AT&T and Suddenlink on the design of the project.

One aspect of the project will be the removal of the existing utility poles and the placement of new streetlights only in a more consistent pattern resulting in better lighting for pedestrians and motorists along 12th Street. Staff has determined that solar streetlights are the best alternative for the project based on the cost quoted by PGE for the City to cooperate with the new joint utility trench.

Staff is requesting to transfer the existing budgeted amount for the purchase of the lights from fund 260 to fund 275 and increase the amount by \$25,000 for a total of \$150,000 to be utilized out of fund 275 for the project.

If Council decides to upgrade the poles from a dark grey powder coat finish (Exhibit C) to a spun concrete (similar to downtown pole material not light style), the increase would be \$30,000 above the requested amount. The upgrade on the poles would result in a better-looking pole as well as much more durable (10x the life of the metal). If this decision were made, staff would adjust the supplemental budget request from a total of \$150,000 to \$180,000 for the purchase of the poles this fiscal year.

FINANCIAL IMPACT:

This project is included in the 2018/2019 CIP and budget under fund 260 (TDA) for \$125,000. This

request is to transfer those funds to be expended from fund 275 (RSTP) and increased by \$25,000 for a total of \$150,000 from fund 275.

The streetlights are eligible for funding from Fund 275 or from Fund 260. Funds from Fund 275 are limited to use for pedestrian improvements (including streetlights) and can only be used for paving maintenance on federal-aid routes, which 12th Street is not. Therefore, staff is recommending the transfer of funds from Fund 275 to Fund 260 for this purpose to preserve the ability to use Fund 260 for paving and other street maintenance purposes on other local roads.

The proposed budget also includes \$50,000 for the installation of the lights, also from fund 275. Fund 275 has a projected fund balance of \$157,000 after this project is completed. The City receives roughly \$50,000 each year in revenues in this fund.

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 City Finance Director to Transfer funds for the 12th Street Light Poles Project CIP 9996, from fund 260(TDA) to fund 275 (RSTP) and increase budget by \$25,000. Voice vote.

ATTACHMENTS:

- Exhibit A – Undergrounding District Map
- Exhibit B – Supplemental Budget Request
- Exhibit C – Rendering of Dark Grey Metal Pole (Greenshine Supera 40)

Exhibit A

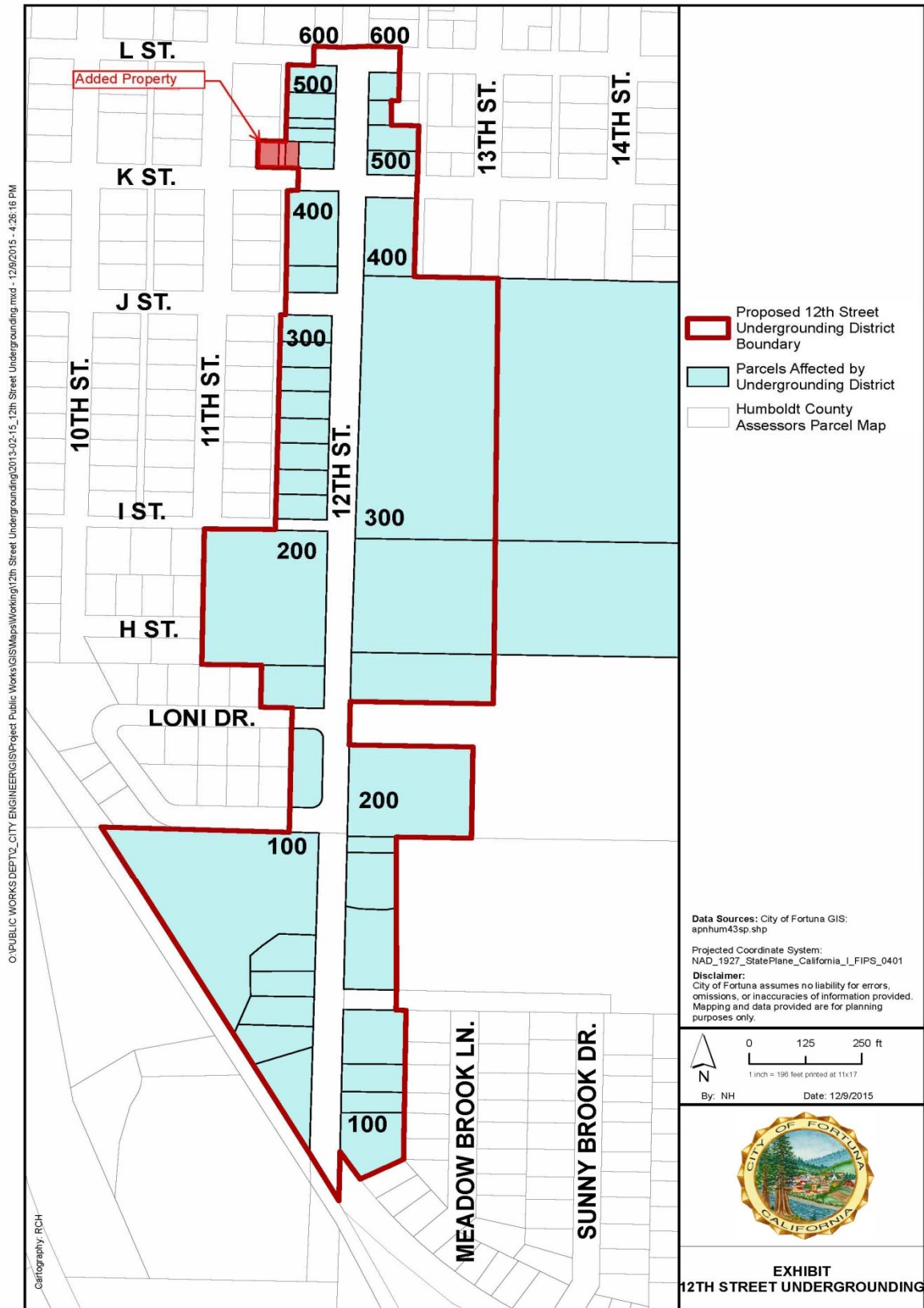


Exhibit B

CITY OF FORTUNA SUPPLEMENTAL BUDGET REQUEST

Requesting Department: <u>Public Works</u>	Packet # _____
Fund Name/s Amended: <u>TDA to RSTP</u>	JV # _____
Fund #/s Amended: <u>260 to 275</u>	Prepared By _____
	Checked By _____
	Post Date _____

<input type="checkbox"/> New Budget Appropriation <input checked="" type="checkbox"/> Additional Budget Appropriation	<input checked="" type="checkbox"/> Intra-Department Budget Transfer <input type="checkbox"/> Other Budget Transfer
--	--

REVENUES

Account Description	Account Number	Current Budget	Proposed Amendments	Amended Budgets
TOTAL		0.00	0.00	0.00

EXPENDITURES

Account Description	Account Number	Current Budget	Proposed Amendments	Amended Budgets
12th Street Light Poles (CIP)	260-9996	125,000.00	-125,000.00	0.00
12th Street Light Poles (CIP)	275-9996	0.00	150,000.00	150,000.00
TOTAL		125,000.00	25,000.00	150,000.00

PURPOSE

This request is to move the purchase of the solar light assemblies for 12th Street undergrounding project from fund 260 to fund 275 and increase the amount by 25K to purchase all the lights needed for the project. Fund 275 is more restrictive and by utilizing these funds with this use will allow for other projects to be completed that would not be allowed through fund 275.

Department Head: _____	Date: _____
Finance Director: _____	Date: _____
City Manager: _____	Date: _____

Exhibit C



STAFF REPORT

City Council Business Agenda Item

DATE: May 20, 2019

TO: Honorable Mayor and Council Members

FROM: William Dobberstein, Chief of Police

THRU: Merritt Perry, City Manager

SUBJECT: Consider Approval to use Funds from DTF Asset Forfeiture Account to Provide Funding to Purchase Needed Dispatch Computer Equipment.

STAFF RECOMMENDATION:

Supplemental Budget Request to authorize the purchase Dispatch Computer equipment with DTF asset forfeiture funds.

EXECUTIVE SUMMARY:

The Fortuna Police Department Dispatch Center is currently upgrading equipment through California's E911. The State is providing \$191,000 for the upgrade for the phone system but does not provide funding for the radios or radio interface. When we move to the new phone system and radio, we will have an issue because we will be adding an additional monitor to each workstation and there is not enough room. Currently the phone and radio are on a single monitor.

With the AT&T install, they are providing a ViewZ VZ-22CMP 21.5" FHD 1920X1080 LED Monitor for each position for the phones. My recommendation is that we purchase two more which will replace current bulky ModuCom monitors. We will then not have to purchase new monitors to replace the ModuCom monitors when we purchase the radio interface. I would then recommend purchasing two LG 34UC80-B 34-Inch 21:9 Curved UltraWide QHD IPS Monitors (one for each station) these monitors are larger than their current monitors and this single monitor would replace there two for the cad computer leaving each station with three monitors (1 for phones, 1 for radio, 1 for CAD) vs 4 monitors which will not fit.

The Dispatch center will also need to purchase two new computers (one for each station). We will be going to a mini PC to allow for room for the additional computers that are coming in for the phones.

AT&T technicians are currently installing the new equipment and need this equipment to move forward once they reach the replacement stage of the installation in the Dispatch Center.

FISCAL IMPACT:

The funding source will come from the FPD Asset Forfeiture account. The impact to the Asset Forfeiture account will be \$4,364.93. Please see attached Supplemental Budget Request for detailed expenditures.

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 purchase of Dispatch Computer equipment with DTF asset forfeiture funds. Voice vote.

ATTACHMENTS:

- Nylex Estimate
- Supplemental Budget Request



ESTIMATE

Date	4/16/2019
Estimate Number	4357154

707-443-4944
CA LIC # 1010754
DIR# 1000035852

City of Fortuna
621 11th St,
Fortuna, CA 95540

DESCRIPTION	QUANTITY	COST	TOTAL
COF PD Small Computers Fortuna			
INTEL NEXT UNIT OF COMPUTING KIT			
NUC7I7BNKQ - ENTHUSIAST EDITION - MINI PC -			
CORE I7 7567U 3.5 GHZ - 16 GB - 512 GB SSD	2	\$1,143.47	\$2,286.93
Windows 10 Pro - License	2	\$157.47	\$314.94

**ESTIMATE IS GOOD FOR 30 DAYS
FROM ESTIMATE DATE ABOVE.**

SUBTOTAL	\$2,601.87
TAXES	\$221.16
SHIPPING / HANDLING	\$37.00
TOTAL	\$2,860.03

CITY OF FORTUNA SUPPLEMENTAL BUDGET REQUEST

Requesting Department: Police Department Packet # _____
 Fund Name/s Amended: Asset Seizure JV # _____
 Fund #/s Amended: 180/2000 Prepared By _____
 Checked By _____
 Post Date _____

☒ New Budget Appropriation ☐ Intra-Department Budget Transfer
☐ Additional Budget Appropriation ☐ Other Budget Transfer

REVENUES

Account Description	Account Number	Current Budget	Proposed Amendments	Amended Budgets
TOTAL		0.00		

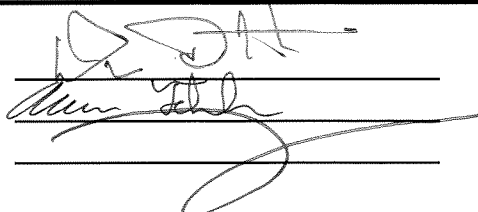
EXPENDITURES

Account Description	Account Number	Current Budget	Proposed Amendments	Amended Budgets
(2) INTEL MINI PC	180-8267-2000	19,200	2,286.93	21,486.93
WINDOWS 10 PRO- LICENSE	180-8267-2000	19,200	314.94	21,801.87
(2) LG 34 INCH CURVED MONITORS	180-8267-2000	19,200	1099.98	22,901.85
VIEW 21.5" LED MONITOR	180-8267-2000	19,200	663.08	23,564.93
TOTAL		0.00	4,364.93	23,564.93

PURPOSE

Integrating new E911 phone and radio, we need to add an additional monitor to dispatch workstations and currently not enough on console as radio and phone are currently on shared monitor. Also with new equipment will require 2 small computers to run radio system interface and will replace large computer currently in dispatch consoles as there is not enough space to add another computer in the space provided.

Department Head: _____
 Finance Director: _____
 City Manager: _____



Date: 5/10/19
 Date: 5/10/19
 Date: 5/14/19

STAFF REPORT

City Council Business Agenda Item

DATE: May 20, 2019

TO: Honorable Mayor and Council Members

FROM: Ryan Plotz, City Attorney

THRU: Merritt Perry, City Manager

SUBJECT: Consider approval of conflict of interest waiver for The Mitchell Law Firm, LLP to provide exclusive representation and counsel to the City of Rio Dell as to the proposed Memorandum of Understanding between the City of Fortuna and the City of Rio Dell for Police Dispatch Services.

STAFF RECOMMENDATION:

Review and authorize the City Manager to execute the conflict of interest notification and waiver letter authorizing The Mitchell Law Firm, LLP to provide exclusive representation and counsel to the City of Rio Dell as it relates to the proposed Memorandum of Understanding between the City of Fortuna and the City of Rio Dell for Police Dispatch Services.

EXECUTIVE SUMMARY:

The Mitchell Law Firm, LLP (“Law Firm”) currently serves as City Attorney for the Cities of Fortuna and Rio Dell.

By way of a Memorandum of Understanding effective July 1, 2015, the Fortuna Police Department provides police dispatch services to the Rio Dell Police Department. The City of Fortuna has proposed an amended Memorandum of Understanding to be effective July 1, 2019, for Rio Dell’s consideration. The primary change is an increase in the monthly rate paid by Rio Dell for dispatch services.

Rio Dell has requested that the Law Firm review the proposed Memorandum of Understanding and provide legal counsel to the City Council under Rio Dell’s standard operating procedure.

As a result of the Law Firm’s representation of both parties to the proposed Memorandum of Understanding, the Law Firm is ethically prohibited from providing counsel to either party unless and until both parties provide their informed consent.

The Law Firm has provided Council with a letter explaining the conflict and requesting the Council’s informed consent to allow the Law Firm to exclusively represent Rio Dell as it relates to approval of the proposed Memorandum of Understanding. The letter is considered a privileged attorney-client communication and, therefore, is not part of the agenda packet.

FISCAL IMPACT:

There is no fiscal impact.

RECOMMENDED COUNCIL ACTION:

1. Receive staff report and review questions with staff
2. Open Public Comment
3. Close Public Comment
4. Motion to approve conflict of interest waiver for The Mitchell Law Firm, LLP to provide exclusive representation and counsel to the City of Rio Dell as to the proposed Memorandum of Understanding between the City of Fortuna and the City of Rio Dell for Police Dispatch Services. Voice vote.

STAFF REPORT

City Council Business Agenda Item

DATE: May 20, 2019

TO: Honorable Mayor and Council Members

FROM: Kevin Carter, Deputy Director of Public Works

THRU: Merritt Perry, City Manager

SUBJECT: **Authorization to Award Construction Contract for the Fish Passage Improvement Project at 12th Street to McCullough Construction Inc.**

STAFF RECOMMENDATION:

Authorize the City Manager to award the Fish Passage Improvement Project at 12th Street (CIP 9973) to McCullough Construction Inc., and enter into a construction contract in the amount of \$497,632.85 and establish maximum contract amount including 10% contingency of \$547,396.

EXECUTIVE SUMMARY:

The Fish Passage Improvement Project at 12th Street bid package was released and publically advertised on April 18, 2019. The advertisement included a mandatory bid walk that was conducted on Tuesday April 23rd for which 15 contractors attended (Kapel Construction, GR Sundberg Inc., Wendt Construction, Pacific Earthscape/Ford Logging Inc., Wylatti Resource Management Inc., Wallace Structures, Mercer Fraser, McCullough Construction Inc., Figas Construction, Queen Construction, Glissman Excavating Inc., Gene Wixon enterprises Inc., Wahlund Construction Inc., Miller Farms, and Samara Restoration.).

The bid period closed on May 9, 2019 and eight bids were received as follows:

Company/Affiliation	DIR #	Contractor License	Bid Total
McCullough Construction Inc.	100002994-Active	715577-Active A General Engineering	\$497,632.85
Figas Construction	1000028779-Active	332773-Active A General Engineering	\$517,013.50
Wallace Structures	1000012959-Active	681172-Active A General Engineering	\$519,841.25
Mercer Fraser	1000009518-Active	105709-Active A General Engineering	\$539,300.00
Kapel Construction	1000010083-Active	893331-Active A General Engineering	\$555,555.00
Glissman Excavating, Inc.	1000003408-Active	642027-Active A General Engineering	\$588,689.00

Wylatti Resource Management, Inc.	1000001453-Active	934597-Active A General Engineering	\$616,355.51
Gene Wixson Enterprises, Inc.	1000009103-Active	864428-Active A General Engineering	\$661,457.00

The Engineer's Estimate for this project was \$567,415. The lowest bid received for the project was from McCullough Construction Inc, and was approximately \$70K less than the Engineer's Estimate.

GHD has confirmed on the Contractors State License Board website that McCullough Construction Inc. and their subcontractor's licenses are current and active. We have also checked the State Department of Industrial Relations Division of Labor Standards Enforcement website and determined McCullough Construction Inc. is not currently debarred from public bidding.

In March of 2019, the City of Fortuna was awarded the FRGP grant for the Project in the amount of \$706,322 for the entire project, which includes \$138,907 for Construction Management, Onsite inspections, Biological Clearance Surveys, and project closeout, with the remaining amount of \$567,415 for Construction.

Work on this grant project will start immediately and be completed in October/November of 2019.

FINANCIAL IMPACT:

This project is included in the 2019/2020 CIP for \$706,322; all of this amount is identified to come from the FRGP grant. Of which, a consultant contract with GHD in the amount of 138,907, as well as these construction funds in the amount of \$567,415. The total contract amount for the construction contract including the 10% contingency is \$547,396, which is within the grant construction funds by \$20,019.

There is no cash match required by the City.

The bids received for this project were very competitive and close to the Engineer's Estimate.

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 City Manager to award the Fish Passage Improvement Project at 12th Street to McCullough Construction Inc. in the amount of \$497,632.85 and establish a maximum contract amount (including 10% contingency) of \$547,396, and authorize the City Manager or his designee to execute the contract and other related documents. Voice vote.

STAFF REPORT

City Council Business Agenda Item

DATE: May 20, 2018

TO: Honorable Mayor and Council Members

FROM: Merritt Perry, City Manager

SUBJECT: **Authorize City Manager to Execute Agreement for Realtor Services with Coldwell Banker/Six Rivers Real Estate**

STAFF RECOMMENDATION:

Authorize City Manager to negotiate a fixed fee and execute an agreement for real estate services with Coldwell Banker/Six Rivers Real Estate.

EXECUTIVE SUMMARY:

The purpose of the contract for realtor services is to contract with a successful broker/firm to supply the City with real estate services for City owned property that needs to be sold or property that may come up that needs to be sold for a two-year term per the terms of the contract. The broker/firm's scope of services per the agreement are as follows:

- Develop strategies for sale of designated City-owned properties (such as conducting a study of comparable properties);
- Develop marketing materials (electronic and/or hard copy) to advertise sites for sale;
- Distribute the materials to potential buyers via the appropriate form(s) of media and report results to the City on an agreed upon frequency;
- Participate in site tours of City-owned property that is for sale for potential buyers;
- Analyze offers from potential buyers and advise the City with respect to negotiations;
- Represent the City in negotiations with a prospective buyer from the time of offer until closing;
- Coordinate real estate transaction closings;
- Handle all other customary activities and services associated with real estate transactions;
- Presentations at public meetings may be required; and
- Willingness to think “outside the box” and present innovative ideas for marketing the specific City-owned properties designated for sale to a national audience.

A formal Request for Proposals was issued by the City and sent to Humboldt County Realtors. The RFP closed on September 14, 2018. The City received two qualified proposals, one from Coldwell Banker/Six Rivers Real Estate (John Egan) and one from Wells Commercial Real Estate and Investments. A copy of their cover letter and proposal is attached for Council review.

FINANCIAL IMPACT:

City Manager will negotiate the brokerage fee for each project in advance and the fee will not exceed 6%, which will be split between the buyer and seller's agents at the time of sale.

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 City Manager to Execute Agreement for Realtor Services with Coldwell Banker/Six Rivers Real Estate. Voice vote.

ATTACHMENTS:

- Coldwell Banker/Six Rivers Real Estate Cover Page



**SIX RIVERS
REAL ESTATE**

910 SOUTH FORTUNA BLVD.
FORTUNA, CA 95540

BUS. (707) 725-9376

FAX (707) 725-4762

ColdwellBankerSRRE@suddenlinkmail.com
sixriversrealestate.com

October 4, 2018

Real Estate Broker Services
City of Fortuna
Finance office
P.O. Box 545
Fortuna, CA 95540

Dear Selection Committee,

It is with pleasure that I have the opportunity to present a proposal for your committee. I believe I understand the City of Fortuna's unique needs, and I would welcome the chance to work with you.

Finding a commercial real estate Broker and agent is both time-consuming and highly competitive. You need a broker/agent who is experienced in commercial real estate law and negotiation. I have twenty years experience in the Fortuna area working extensively with commercial real estate. I have been a partner at Coldwell Banker Six Rivers Real Estate since 2008. Our brokerage has been doing business in Fortuna since 1966, with over 100 combined years of staff knowledge. My staff and I have a strong sense of community involvement and take pride in Fortuna and the surrounding area. If you want a team that is committed to excellence, honesty and integrity, a real estate office that will be committed to you, then we are here to serve you.

I'm sure you understand the demanding nature of the business, and I am keen at avoiding the common pitfalls of less experienced broker/agents. My knowledge of the legal system and the intricacies of contract negotiation will save you money, time, and stress. I am a respected contract negotiator, and excel at fighting for your best interests without losing out on opportunities.

Based on your posted criteria on the request for proposals, I have put together this brief proposal.

I look forward to hearing from you.

Sincerely,

John J. Egan, Partner CBSRRE
Commercial / Investment
DRE: #01438132
910 South Fortuna Blvd
Fortuna, CA 95540
(707) 499-5185
Johnnegan707@gmail.com

Real Estate Broker Services Proposal

Prepared for the City of Fortuna

By Coldwell Banker Six Rivers Real Estate

John J. Egan

At Coldwell Banker Six Rivers Real Estate we offer our expertise and personalized techniques of managing your Commercial real estate needs. Our management concept is founded on professionalism, integrity, accountability, and quality service that guarantee the maximum return from your Commercial property. We work hard at selling your property and representing you at the highest standards to attract the best buyers possible.

Coldwell Banker Six Rivers Real Estate offers many benefits to you the seller for commercial properties in the Fortuna area. Our Company has over 50 years experience in the Real Estate business.

I will be the lead contact on the listing of your property assisted by Laura Olson. I have included a brief bio for each of us for your review.

Proposal requested information from the City of Fortuna:

- **Experience:** You will find it beneficial that I have intimate knowledge of the subject property as well as 20 years' experience as a licensed real estate agent. Our brokerage have been in business since 1966 serving all of Humboldt County.
- **Local Expertise:** We can provide information on, demographics, crime, and changing market values.
- **Sales Buffer:** We also can act as a buffer between you and others, keeping builders and or agents from nagging you as a buyer and limiting window shoppers when you are a seller.
- **Market Conditions:** We will apprise you of average square foot costs, median prices, and average days on market, list-to-sales-price ratios, and other market conditions.

- **Pricing:** Based on the market conditions, I can help you price your property effectively as a seller or help you decide if a potential buyer's offer is reasonable.
- **Networking:** Coldwell Banker can provide lists of reputable builders, bankers, engineers, and inspectors.
- **Negotiation:** We at Coldwell Banker will negotiate coolly and dispassionately based on appraisal value and facts of the subject property.
- **Paperwork:** Coldwell Banker handles the reams of paperwork—disclosure documents, purchase agreements, etc.—so you won't have to.
- **Post-Closing Questions:** I can address questions that arise after closing, escrow information, tax issues, and other concerns.
- **Future Relationship:** I become a resource for future transactions, and can if you like, update you on market information in and around the Fortuna area.
- **Location:** Prime office location in the center of Fortuna.
- **License:** Licensed realtor with the Humboldt Association of Realtors in Eureka, the California Association of Realtors, California Department of Real Estate
- **Insurance:** E&O Insurance policy, Liability & Commercial Insurance. We have a proud record of zero claims against Coldwell Banker Six Rivers Real Estate.
- **Powerful Advertising:** Coldwell Banker is the most visited real estate brand on the web and is also recognized as the most influential real estate on social media. Our website will provide your vacant property with continuous quality exposure. By using innovative marketing and advertising techniques. We currently use MLS, Facebook, Coldwell Banker.com, Realtor.com, Trullia, ZAP International through Coldwell Corporation, LandWatch.com, Craigslist, Time Standard, North Coast Journal, Suddenlink Media, Redwood Times. Your property will have national exposure.
- **Fee Schedule:** We charge a 6% commission based on the sales price of your property. This covers both seller's and buyer's brokerage fees. There are no additional real estate brokerage fees.

Below you will find a list of applicable references:

McLean Foundation. Contact: Dennis Scott 707-725-1722

Redwood Capital Bank. Contact: Jennifer Budwig 707-444-9817

C. Crane Company. Bob and Sue Crane 800-522-8863

John Egan, Partner
Coldwell Banker Six Rivers
910 South Fortuna Boulevard
Fortuna, CA. 95540

Office: 707-725-9376
Cell: 707-499-5185
Email: johnegan707@gmail.com

BIO

John Egan is a graduate of Saint Ignatius College Prep in San Francisco and Saint Mary's College of California. He moved to Humboldt County in 1998 after spending 20 years owning and operating various high tech companies in the Bay Area. He founded American Buying and Exporting, Inc., was co-founder and president of Engram Inc, a software publishing company, and president of Miroweb Software Manufacturing, Inc. a Bay Area company with over one hundred employees.

John has been an investor in commercial, residential and investment properties for over 30 years. Since his arrival in Humboldt County John has developed over 30 single family dwellings and 30,000 square feet of new commercial space.

Serving the community as President of the Redwood Memorial Hospital Foundation, a member of California Cattleman's Association, committee member for the Mel and Grace McLean Foundation, John has focused on helping the Eel River Valley sustain its future economic viability.

John joined Coldwell Banker Six Rivers as a partner in 2008. He can assist you in every aspect of your real estate needs. From locating the perfect setting to raise your family to advising you on how to maximize your real estate investments. John's commercial and residential real estate expertise will be your valued tool toward a successful transaction.

Brief Resume:

Laura Peltier- Olson
P.O. Box 862
Ferndale, CA
707/407/5015

Career Highlights

- Ferndale Rotary President 2017-2018
- Marketing & Advertising 15 years' experience in successful design, development & support
- Finance Administrator & support
- Chief Idea Officer
- Voted Best Colleague 2012

Coldwell Banker SRRE- Finance Administrator, Info Provider, likes social media, photography, golf, travel, technology freak, Internet nut.
Life Liver, Loves Humans, Positivity Engager; Life Traveler, Chief Idea Officer, Friendly, Ambitious, Coffee Addict, that wants to make a difference.

Loves Rotary projects -especially the ones we do for our youth –Pinkies for Polio & Dictionaries for Kids.

.....to be continued

John Egan, Partner
Coldwell Banker Six Rivers
910 South Fortuna Boulevard
Fortuna, CA. 95540

Office: 707-725-9376
Cell: 707-499-5185
Email: johnegan707@gmail.com

BIO

John Egan is a graduate of Saint Ignatius College Prep in San Francisco and Saint Mary's College of California. He moved to Humboldt County in 1998 after spending 20 years owning and operating various high tech companies in the Bay Area. He founded American Buying and Exporting, Inc., was co-founder and president of Engram Inc, a software publishing company, and president of Miroweb Software Manufacturing, Inc. a Bay Area company with over one hundred employees.

John has been an investor in commercial, residential and investment properties for over 30 years. Since his arrival in Humboldt County John has developed over 30 single family dwellings and 30,000 square feet of new commercial space.

Serving the community as President of the Redwood Memorial Hospital Foundation, a member of California Cattleman's Association, committee member for the Mel and Grace McLean Foundation, John has focused on helping the Eel River Valley sustain its future economic viability.

John joined Coldwell Banker Six Rivers as a partner in 2008. He can assist you in every aspect of your real estate needs. From locating the perfect setting to raise your family to advising you on how to maximize your real estate investments. John's commercial and residential real estate expertise will be your valued tool toward a successful transaction.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
04/11/2018

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

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER SHAW & PETERSEN INSURANCE INC PO BOX 1026 EUREKA, CA 955021026 (888) 661-3938		CONTACT NAME: PHONE (A/C, No, Ext): (888) 661-3938 FAX (A/C, No): (877) 552-6091 E-MAIL ADDRESS: Service.center@travelers.com	
		INSURER(S) AFFORDING COVERAGE	
		INSURER A : TRAVELERS CASUALTY INSURANCE COMPANY OF AMERICA	
		INSURER B :	
		INSURER C :	
		INSURER D :	
		INSURER E :	
		INSURER F :	

COVERAGES **CERTIFICATE NUMBER:** 432392903141101 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS														
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> HIRED AUTO <input checked="" type="checkbox"/> NON OWNED AUTO GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:	X		680-1633M981-18	04/08/2018	04/08/2019	<table border="1"><tr><td>EACH OCCURRENCE</td><td>\$2,000,000</td></tr><tr><td>DAMAGE TO RENTED PREMISES (Ea occurrence)</td><td>\$300,000</td></tr><tr><td>MED EXP (Any one person)</td><td>\$5,000</td></tr><tr><td>PERSONAL & ADV INJURY</td><td>\$2,000,000</td></tr><tr><td>GENERAL AGGREGATE</td><td>\$4,000,000</td></tr><tr><td>PRODUCTS - COMP/OP AGG</td><td>\$4,000,000</td></tr><tr><td></td><td>\$</td></tr></table>	EACH OCCURRENCE	\$2,000,000	DAMAGE TO RENTED PREMISES (Ea occurrence)	\$300,000	MED EXP (Any one person)	\$5,000	PERSONAL & ADV INJURY	\$2,000,000	GENERAL AGGREGATE	\$4,000,000	PRODUCTS - COMP/OP AGG	\$4,000,000		\$
EACH OCCURRENCE	\$2,000,000																				
DAMAGE TO RENTED PREMISES (Ea occurrence)	\$300,000																				
MED EXP (Any one person)	\$5,000																				
PERSONAL & ADV INJURY	\$2,000,000																				
GENERAL AGGREGATE	\$4,000,000																				
PRODUCTS - COMP/OP AGG	\$4,000,000																				
	\$																				
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						<table border="1"><tr><td>COMBINED SINGLE LIMIT (Ea accident)</td><td>\$</td></tr><tr><td>BODILY INJURY (Per person)</td><td>\$</td></tr><tr><td>BODILY INJURY (Per accident)</td><td>\$</td></tr><tr><td>PROPERTY DAMAGE (Per accident)</td><td>\$</td></tr><tr><td></td><td>\$</td></tr></table>	COMBINED SINGLE LIMIT (Ea accident)	\$	BODILY INJURY (Per person)	\$	BODILY INJURY (Per accident)	\$	PROPERTY DAMAGE (Per accident)	\$		\$				
COMBINED SINGLE LIMIT (Ea accident)	\$																				
BODILY INJURY (Per person)	\$																				
BODILY INJURY (Per accident)	\$																				
PROPERTY DAMAGE (Per accident)	\$																				
	\$																				
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						<table border="1"><tr><td>EACH OCCURRENCE</td><td>\$</td></tr><tr><td>AGGREGATE</td><td>\$</td></tr><tr><td></td><td>\$</td></tr></table>	EACH OCCURRENCE	\$	AGGREGATE	\$		\$								
EACH OCCURRENCE	\$																				
AGGREGATE	\$																				
	\$																				
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A					<table border="1"><tr><td>PER STATUTE</td><td>OTH-ER</td></tr><tr><td>E.L. EACH ACCIDENT</td><td>\$</td></tr><tr><td>E.L. DISEASE - EA EMPLOYEE</td><td>\$</td></tr><tr><td>E.L. DISEASE - POLICY LIMIT</td><td>\$</td></tr></table>	PER STATUTE	OTH-ER	E.L. EACH ACCIDENT	\$	E.L. DISEASE - EA EMPLOYEE	\$	E.L. DISEASE - POLICY LIMIT	\$						
PER STATUTE	OTH-ER																				
E.L. EACH ACCIDENT	\$																				
E.L. DISEASE - EA EMPLOYEE	\$																				
E.L. DISEASE - POLICY LIMIT	\$																				

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
AS RESPECTS TO GENERAL LIABILITY, CERTIFICATE HOLDER IS ADDITIONAL INSURED - GRANTOR OF FRANCHISE, CG 20 29 .

CERTIFICATE HOLDER

COLDWELL BANKER REAL ESTATE, LLC
REALOGY HOLDINGS CORP AND THEIR SUBSIDIARIES
SUCCESSORS AND ASSIGNS
C/O INSURANCE TRACKING SERVICES INC (ITS)
PO BOX 21919
LONG BEACH, CA 90801

CANCELLATION

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

AUTHORIZED REPRESENTATIVE

Mary J. Swan

© 1988-2014 ACORD CORPORATION. All rights reserved.

STAFF REPORT

City Manager's Report

DATE: May 20, 2019

TO: Honorable Mayor and City Councilmembers

FROM: Merritt Perry, City Manager

1. Upcoming Council Meeting Dates

*Special Meeting/Workshop

Monday, June 3, 2019 6:00 p.m.	Regular City Council Meeting Council Chambers at City Hall
Monday, June 17, 2019 6:00 p.m.	Regular City Council Meeting Council Chambers at City Hall

2. Upcoming Planning Commission Meeting Dates

Tuesday, May 28, 2019 6:00 p.m.	Regular Planning Commission Meeting Council Chambers at City Hall
Tuesday, June 11, 2019 6:00 p.m.	Regular Planning Commission Meeting Council Chambers at City Hall

3. Upcoming Measure E Meeting Dates

Tuesday, June 18, 2019 5:30 p.m.	Regular Measure E Meeting Council Chambers at City Hall
Tuesday, September 17, 2019 5:30 p.m.	Regular Measure E Meeting Council Chambers at City Hall

4. Upcoming Rohner Community Recreation and Park District (RCRPD) Meeting Dates

Wednesday, June 5, 2019 2:30 p.m.	Regular RCRPD Meeting Council Chambers at City Hall
Wednesday, July 3, 2019 2:30 p.m.	Regular RCRPD Meeting Council Chambers at City Hall

5. Ongoing Activities and Accomplishments

- Received notification that the city's Prop 68/Prop 1 Grant was awarded to the City in the amount of \$1.7M with no city match required. The City has also submitted a Fisheries Restoration Grant Application in the amount of \$900,000 that will be required to be awarded to successfully fund this project.
- Continuing to lead negotiations between the bargaining units and the City Council
- Continue to fulfill the role of City Engineer/Public Works Director in addition to City Manager

- Attended the HCAOG Technical Advisory Meeting and secured additional funding for the City's Redwood Way Paving Project

6. Verbal Report