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

<table>
<thead>
<tr>
<th>Council</th>
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<tbody>
<tr>
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<tr>
<td>Mayor Pro Tem Tami Trent</td>
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<tr>
<td>Mayor Sue Long</td>
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II. PRESENTATIONS/PROCLAMATIONS

- Constitution Week Proclamation, September 17th - 23rd, Accepted by the Daughters of the American Revolution
- International Walk to School Day Proclamation
- Recognition of Fortuna Volunteer Fire Department, by Chief of Police Bill Dobberstein
- Chamber of Commerce Presentation by Renee Lindsay, Chamber President
- Area 1 Agency on Aging (A1AA) Presentation on Hoarding by Maggie Kraft, A1AA Executive Director

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 – September 3, 2019 (Regular Meeting)
2. Administrative Department Monthly Report for August 2019
3. Community Development Department Monthly Report for August 2019
4. Finance Department Monthly Report for August 2019
5. Parks & Recreation Monthly Report for August 2019
6. Police Department Monthly Report for August 2019
10. Consideration of Appointment to Fortuna Business Improvement District (FBID) Board of Directors

V. CITY COUNCIL BUSINESS

A. Public Hearing: Consider Amending the General Plan Land Use Designation from Public (PUB) to Commercial (COM) and Amend the Fortuna Zoning Map from Public Facility (P-F) to Commercial Thoroughfare (C-T), Ordinance 2019-737 (Second Reading)
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

<table>
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<tr>
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</tr>
</tbody>
</table>

IX. ADJOURN TO CLOSED SESSION

1. PUBLIC EMPLOYEE PERFORMANCE EVALUATION pursuant to Section 54957 of the Government Code; Title: City Manager

X. 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
WHEREAS, The Constitution of the United States of America, the guardian of our liberties, embodies the principals of limited government in a Republic dedicated to rule by law; and

WHEREAS, September 17, 2019 marks the two hundred thirty-second anniversary of the framing of the Constitution of the United States of America by the Constitutional Convention; and

WHEREAS, it is fitting and proper to accord official recognition to this magnificent document and its memorable anniversary, and to the patriotic celebrations which will commemorate it; and

WHEREAS, public law 915 guarantees the issuing of a proclamation each year by the President of the United States of America designating September 17 through 23 as constitution week;

NOW THEREFORE, I Mayor Sue Long, on behalf of the City Council of the City of Fortuna, do hereby proclaim September 17 through 23, 2019 to be Constitution Week in the City of Fortuna and ask our citizens to reaffirm the ideals the Framers of the Constitution had in 1787.

SIGNED this 16th day of September 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
WHEREAS, walking is an effective means to improve health and contributes to a safer community; and

WHEREAS, a lack of physical activity plays a leading role in rising rates of obesity, diabetes, and other health problems among youth and walking or biking to school offers an opportunity to build physical activity into their daily routine; and

WHEREAS, driving students to school by private vehicle contributes to traffic congestion and air pollution; and

WHEREAS, the City of Fortuna has adopted AB321, the Safer School Zone Act, that is extending school speed zones and slowing the speed of vehicles near schools when children are present; and

WHEREAS, the City of Fortuna recognizes the need for and value of school crossing guards who help keep our student safe; and

WHEREAS, the City of Fortuna supports programs dedicated to improving the quality of life for our youth and believes that youth need guidance and encouragement to help develop and continue healthy lifestyles; and

WHEREAS, the City of Fortuna supports Safe Routes to Schools efforts including pedestrian education taught to second graders in several schools to increase safety and coordination for students walking and biking to school;

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Fortuna proclaims October 2, 2019, as “International Walk to School Day” and urges all citizens to consider the health and safety of children, the community, and the environment; and encourages its residents and visitors to walk safely and drivers to always be aware of pedestrians.

SIGNED this 16th day of October 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
I. CALL TO ORDER / FLAG SALUTE / ROLL CALL
Mayor Long called the regular meeting to order at 6:00 p.m.

<table>
<thead>
<tr>
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<td>Council Member Jeremy Stanfield</td>
<td>Deputy Director of Public Works Kevin Carter</td>
</tr>
<tr>
<td>Mayor Pro Tem Tami Trent</td>
<td>Deputy Director of Community Development Liz Shorey</td>
</tr>
<tr>
<td>Mayor Sue Long</td>
<td>General Services Superintendent Bob Natt</td>
</tr>
</tbody>
</table>

II. PRESENTATIONS/PROCLAMATIONS
General Services Superintendent Bob Natt introduced Brandon Balke and Faith Tomasini, the City’s new Street Maintenance Worker’s I.

City Clerk Siana Emmons introduced Michelle Hanson, the new Administrative Assistant in the City Manager’s Office.

Thomas Jean, Revize Proposal and Project Manager provided an update on the City’s New Website.

III. ORAL COMMENTS FROM THE PUBLIC
Dale Bagley – Fortuna Resident, expressed concern with treatment by the Fortuna Police Department.

There being no additional 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 – August 19, 2019 (Regular Meeting)
4. Supplemental Budget Request for a Communication Upgrade at Astor and Rundell Lift Stations

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 Consent Calendar.

AYES: Council Members Glaser, Johnson, Stanfield, Mayor Pro Tem Trent, Mayor Long
NOES: None
ABSENT: Johnson
ABSTAIN: None
Motion Carried: 4/0
VI. CITY COUNCIL BUSINESS

Due to a request by the Police Chief, Mayor Long moved Business Item E to the first item.

E. Consider Approving a Supplemental Budget Request for the Purchase of Real Property at 2600 Newburg Road

STAFF RECOMMENDATION:
Consider approving a supplemental budget request in the amount $50,000 for architectural and appraisal services and approve architectural services contract with Eric Lindstrom Architects for an architectural feasibility study and schematic design.

STAFF REPORT:
City Manager Merritt Perry provided an oral report on authorizing the City Manager approving a supplemental budget request in the amount $50,000 for architectural and appraisal services and approve architectural services contract.

PUBLIC COMMENT:
Ron Jorgenson, Resident Springville Avenue – have been going to EPT for a very long time and questioned why there was a need for a lifeguard. He also expressed concern about opening the pool to the public and the issues is could cause with capacity. He spoke in support of keeping the pool open.
Nina Olsen– Fortuna Resident, spoke in support of keeping the therapy pool open for rehabilitation.
Walt Wilson – Fortuna Resident, questioned whether it was reasonable to sub-let the existing therapy pool out to another agency.
There being no additional public comments, Mayor Long closed this public comment section.

CITY COUNCIL ACTION:
Council Member Stanfield moved, seconded by Council Member Glaser to approve a supplemental budget request for in the amount of $50,000 for architectural services, appraisal services and non-refundable deposit necessary for the purchase of real property at 2600 Newburg Road. Voice vote.

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

Council Member Stanfield moved, seconded by Council Member Glaser to approve an architectural service contract with Eric Lindstrom Architects and appraisal services contract with Ryan Appraisals and find that it is in the public interest to procure these services as a negotiated contract. Voice vote.

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

A. Public Hearing: Consider Amending the General Plan Land Use Designation from Public (PUB) to Commercial (COM) and Amend the Fortuna Zoning Map from Public Facility (P-F) to Commercial Thoroughfare (C-T), Ordinance 2019-738 (First Reading)
STAFF RECOMMENDATION:
Consider amending the General Plan Land Use designation from Public (PUB) to Commercial (COM) and amend the Fortuna Zoning Map from Public Facility (P-F) to Commercial Thoroughfare (C-T), by adopting Ordinance 2019-738 (Attachment 1).

STAFF REPORT:
Deputy Director of Community Development Liz Shorey provided an oral report on amending the General Plan Land Use designation.

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 hold the first reading of Ordinance 2019-738, read by title only, and continue the Public Hearing to Monday, September 16, 2019 for a second reading. Roll call vote.

Ordinance No. 2019-738 An Ordinance Amending the Fortuna General Plan Map designation of 280 12th Street (APN 040-193-005) from Public (PUB) to Commercial (COM), and Amending the Fortuna Zoning Map from Public Facility (P-F) to Commercial Thoroughfare (C-T)

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

B. Consider Authorizing a Supplemental Budget Request to Purchase a Street Sweeper

STAFF RECOMMENDATION:
Consider approving a supplemental budget request to purchase a street sweeper from Fund 130 (Drainage) for $121,000 and $99,000 from Fund 210 (Solid Waste) for $220,000.

STAFF REPORT:
General Services Superintendent Bob Natt provided an oral report on purchasing a new Street Sweeper.

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

CITY COUNCIL ACTION:
Council Member Glaser moved, seconded by Mayor Pro Tem Trent to approve the Supplemental Budget Request to purchase a Street Sweeper for $220,000. Voice vote.

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

C. Consider Approving a Professional Services Contract Amendment with GHD for the National Pollutant Discharge Elimination System (NPDES) Wastewater Compliance Project

STAFF RECOMMENDATION:
Consider approving a professional services contract amendment with GHD to provide engineering services for surface water disposal analysis the development of a conceptual design for wastewater
disposal, development of work plan and schedule and the completion of a preliminary Report of Waste Discharge for the Wastewater Treatment Plant Treatment and Disposal Preliminary Engineering Report (PER), (CIP# 0171).

**STAFF REPORT:**
City Manager Merritt Perry provided an oral report on a professional services contract amendment with GHD.

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

**CITY COUNCIL ACTION:**
Council Member Glaser moved, seconded by Mayor Pro Tem Trent to approve the contract amendment for the Wastewater Treatment and Disposal Preliminary Engineering Report with GHD and authorize the City Manager to sign a contract amendment including Tasks 1-4 for $100,380.00. Voice vote.

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

D. Consider Approving Award of Contract for a Culvert Replacement Under Harlan Way to Patrick Queen Construction

**STAFF RECOMMENDATION:**
Consider Authorizing the City Manager to award and enter into a construction contract with Patrick Queen Construction for replacement of a failed culvert under Harlan Way for $78,340.

**STAFF REPORT:**
Deputy Director of Public Works Kevin Carter provided an oral report on authorizing the City Manager to award and enter into a construction contract with Patrick Queen Construction for replacement of a failed culvert under Harlan Way.

**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 Harlan Way Culvert Replacement Project to Patrick Queen Construction in an amount not to exceed $82,257. Voice vote.

AYES: Council Members Glaser, Stanfield, Mayor Pro Tem Trent, Mayor Long
NOES: None
ABSENT: Johnson
ABSTAIN: None
Motion Carried: 4/0
VII. CITY MANAGER’S REPORT
City Manager Merritt Perry provided a verbal report including a list of upcoming meetings.

VIII. FUTURE AGENDA ITEMS
None.

IX. CITY COUNCIL REPORTS AND COMMENTS

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X. ADJOURN
Council Member Tami moved, seconded by Council Member Glaser to adjourn the meeting at 8:04 p.m. Motion carried 5/0.

Respectfully Submitted by,
Siana L. Emmons
City Clerk
DATE: September 16, 2019
TO: Honorable Mayor and Council Members
FROM: Siana L. Emmons, City Clerk
THROUGH: Merritt Perry, City Manager
SUBJECT: Administrative Department Monthly Report for August 2019

STAFF RECOMMENDATION:
Receive report as an informational item.

EXECUTIVE SUMMARY:
The Administration Department monthly report encompasses the following divisions:

CITY ATTORNEY
The Interim City Attorney billing was 16.80 hours for the month of August for the Mitchell Law Firm, LLC. Project support for this month include various agenda and staff report review, contract review, email and telephone calls.

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.

For the month of August, the Clerk’s Office prepared and published two Agendas for the regular City Council meetings and two agenda’s for the Rohner Community Recreation and Park District’s (RCRPD) regular and special meetings. Clerk staff also finalized and published agenda’s and packets for the Historical Commission and the Parks and Recreation Commission.


On August 26, 2019, staff attended the Bid Opening for the Harlan Way Culvert Replacement Project. Clerk staff continues the effort to work collaboratively with Public Works to ensure the process, contracts and insurance requirements are correct and in place prior to projects commencing.
The Clerk’s office has been handling a number of involved Public Records Act Requests (PRA) and with the assistance of the City’s Interim Attorney, should be closing the remaining two, this month. While the processing of Public Records Act Requests is an ongoing responsibility, the Clerk’s office has seen a relatively substantial increase over the last 5 years. In 2015, the City had two PRA’s on record. In 2016, there were eleven requests and in 2017, there were twelve. Last year in 2018 the number of requests jumped to nineteen for the entire year. In 2019, to date, the Clerk’s Office has received twenty-six. The Clerk’s Office takes the responsibility of responding to these requests seriously and staff in various departments work closely to identify what, if any, materials may be responsive. Clerk staff work diligently to respond in a timely and efficient manner.

### City Council Meetings

<table>
<thead>
<tr>
<th>Council Meeting Date</th>
<th>Agenda Items Processed</th>
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<tbody>
<tr>
<td>August 5, 2019 Regular Meeting</td>
<td>8</td>
</tr>
<tr>
<td>August 19, 2019 Regular Meeting</td>
<td>14</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td><strong>22</strong></td>
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</table>

### City Clerk’s Office Key Duties

| Public Records Act Requests    | 3                       |
| General Information Requests   | 25 – 30 per day, average|
| Ordinances                     | 0                       |
| Resolutions                    | 2                       |
| Minutes Prepared               | 4                       |
| Notary Services Provided       | 1                       |
| Claims for Damages Filed       | 0                       |
| FPPC Filings                   | 0                       |
| Legal Publications             | 2                       |
| Notices Posted (Public Hearing, Agenda, Ordinance, etc.) | 4 |

### 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.

On August 22, 2019, staff attended a Safety Management Workshop offered by Public Agency Risk Sharing Authority of California (PARSAC). Topics included safety management systems and accident causation, prevention efforts and Worker’s Compensation costs, California Injury and Illness Prevention Program (IIPP) requirements, Employee safety training, hazard identification and correction, incident investigation techniques and contractor safety and multi-employer worksites.

The Redwood Empire Municipal Insurance Fund (REMF) Board of Directors held a special meeting on August 14, 2019, and decisions were made regarding annual premiums for the self-insured Retention Layer, or deductible, on the Property Insurance Program.
There were two new Worker’s Compensation claims filed as of August 1, 2019. Risk Management continues to work with Division and Department Heads to promote safe and healthy work practices and to remind employees to be diligent in their safety practices. Staff recently provided an update at the Division Head level to remind managers and employees when and how to report incidents that occur during the course of work.

While currently, the City only has one open liability claim, staff processed two City incident reports involving damage to City property and one incident report involving damage to personal property. Staff continues to work with, George Hills, the City’s third party insurance claim administrator, to move toward closure on the open liability claim.

<table>
<thead>
<tr>
<th>Date of Claim</th>
<th>Type of Claim</th>
<th>Status</th>
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<tbody>
<tr>
<td>03/11/2019</td>
<td>Damage to gas line</td>
<td>In progress</td>
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**Human Resources**

In August, staff organized and held oral panel interviews for the Administrative Assistant in the City Manager’s Office, Lead Park Maintenance Worker, Police Officer and Police Trainee.

**City Manager/City Clerk:**
Administrative Assistant, part-time: Michelle Hanson was hired as the new Administrative Assistant.

**Parks:**
Lead Maintenance Worker: Jesse Town was selected and started August 12, 2019
Parks Maintenance Worker III (In House): Jared Stainbrook was selected for this position.
Parks Maintenance Worker I – Interviews are scheduled for September 12th
Conference Center Coordinator (River Lodge) – Interviews are Scheduled for September 13th.

**Police:**
Police Officer: 1 Candidate is currently in background.
Police Officer Trainee: 2 Candidates are in background.

**Streets:**
Street Maintenance Worker I, part-time Faith Tomasini was hired and started August 21, 2019.
Street Maintenance Worker II – Tim Munsell accepted a conditional offer, his start date will be September 16, 2019.

**INFORMATION TECHNOLOGY DIVISION**

**City Website Statistics (www.friendlyfortuna.com)**

There were 6,364 unique visitors to the City website in August with 12,881 page views. Employment Opportunities, Police Department, and Online Bill payments had the most visitors for the month.

At the last City Council Meeting, Project Manager Thomas Jean with Revize provided an overview of the new Website and explained the general process and steps left in creating the new site. The migration portion of the work is complete and staff is starting to work collaboratively to
review existing content and links to create a new “site map”. Staff will work closely with Department and Division Heads, as well as Council, to create custom pages and services.

**Computer/Network**

Nylex spent a total of 26.5 hours for the month of August working on various issues throughout the City network. Nylex continues to maintain City networks, servers, hardware and software. The average time Nylex spends working for the City of Fortuna is 30 to 40 hours a month.

**City of Fortuna Facebook Page Statistics**

The City Facebook page now has 1,383 likes

**RECOMMENDED COUNCIL ACTION:**

DATE: September 16, 2019

TO: Honorable Mayor and Council Members

FROM: Liz Shorey, Deputy Director of Community Development

THROUGH: Merritt Perry, City Manager

SUBJECT: Community Development Department Monthly Report for August 2019

STAFF RECOMMENDATION:
Receive report as an informational item.

BACKGROUND:
Attached is the Monthly Community Development Department Report for August 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.

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 yet 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 draft Housing Element was submitted to the Department of Housing and Community Development (HCD) on June 10, 2019 for review, and conditional acceptance was received on August 5th. The Planning Commission reviewed the draft Housing Element on August 13, 2019, and recommended that it be adopted by the City Council. The Housing Element was adopted by the City Council on August 19, 2019.

- City staff held a priorities workshop with the City Council on June 3, 2019 to review the scheduled planning priorities. Staff explained that the Housing Element that an SB 2 housing program over-the-counter grant application is being submitted and if funded, will allow the City to implement several significant housing-related priorities. The Council also prioritized Accessory Dwelling Units, a Mill District specific plan, and a cannabis workshop.

- The Gene Lucas Community Center is continuing with construction and the 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. The City will be working with the McLean Foundation to seek grant funding for construction of the Reaching for Independence building in 2020.

- A total of 46 building permits were issued in August, including 12 residential remodels, and 2 additions; and 29 permits for plumbing, mechanical, roofing, and windows. The total value of improvements for August was $851,358.00 building permit fees were $11,240.77. The detailed building division report is attached.

- Nuisance Abatement: A property maintenance violation hearing was held for a property located on Acacia Drive on 7/31/19, and an order to abate was issued on 8/12/19. A violation hearing was held on 8/28/2019 for a significant property maintenance violation on Rohnerville Road. Code enforcement staff has contacted the Department of Housing and Community Development to pursue the State’s enforcement of property maintenance at a Fortuna Boulevard trailer park. Numerous additional violation investigations and follow-ups are being conducted by the Code Enforcement officer.

- Other ongoing tasks completed August:
  - 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 12 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:** The Council received a presentation from County staff on June 17th on the County-wide zoning amendments that are being studied by the Board of Supervisors to bring their zoning map into conformance with their updated General
Plan. At a follow up meeting with City staff on July 1st, the Council directed City staff to submit a letter to the Board of Supervisors requesting adoption of a Q-overlay cannabis prohibition within certain areas of the City’s Sphere of Influence. City staff submitted the letter to the County on August 15th.

- **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 was denied and the project is approved.
## Development Activity/Planning Report for July
*Updated 9/6/19*

### PROJECTS RECENTLY ACTED UPON:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Submittal</th>
<th>Complete</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minor subdivision of a .58 acre parcel into one .28 lot and one .29 lot, and construction of two 5-plexes.</td>
<td>4/4/19</td>
<td>5/4/19</td>
<td>Approved by Planning Commission on 6/25/19.</td>
</tr>
<tr>
<td>Brice Luster</td>
<td>200-363-034</td>
<td>Newburg Road, west of US Highway 101</td>
<td>Freeway Commercial (FC)</td>
</tr>
<tr>
<td>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 Strongs 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).</td>
<td>1/11/2019</td>
<td>5/3/19</td>
<td>6/25/19 approved by Planning Commission, approved by Council on 7/15/19.</td>
</tr>
<tr>
<td>Dennis Fitze</td>
<td>Whitchurch Engineering</td>
<td>202-082-005 &amp; 202-121-002</td>
<td>Vacant parcel on south side of Redwood Way, west of Rohnerville Road</td>
</tr>
<tr>
<td>Eel River Masonic Lodge</td>
<td>040-081-006</td>
<td>926 Main Street</td>
<td>Retail Commercial</td>
</tr>
<tr>
<td>Lot line adjustment between two residential parcels.</td>
<td>6/12/2019</td>
<td>6/19/2019</td>
<td>Approved by Planning Commission on 7/9/19.</td>
</tr>
<tr>
<td>Richard and Mary Greene</td>
<td>200-431-030 &amp; 200-431-031</td>
<td>3750 Newburg Road</td>
<td>Residential Estates (RW-43)</td>
</tr>
<tr>
<td>Conditional Use Permit for an auto body shop in a Commercial Thoroughfare Zone.</td>
<td>8/8/2019</td>
<td></td>
<td>Approved by Planning Commission 8/27/2019</td>
</tr>
<tr>
<td>Kevin Bradley-Kreations Auto Body</td>
<td>040-193-005</td>
<td>280 12th Street</td>
<td>Commercial Thoroughfare (CT)</td>
</tr>
<tr>
<td>Conditional use permit to convert existing conditioned space over garage into accessory dwelling unit (ADU).</td>
<td>8/1/2019</td>
<td></td>
<td>Approved by Planning Commission 9/10/2019.</td>
</tr>
<tr>
<td>Tim Bender</td>
<td>040-243-010</td>
<td>1340 L street</td>
<td>Retail Commercial (RT)</td>
</tr>
<tr>
<td>Lutheran Home for the Aging</td>
<td>201-101-021&amp;-028</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Project Site</td>
<td>Zoning</td>
<td>Subject</td>
<td>Applicant</td>
</tr>
<tr>
<td>-------------------</td>
<td>---------------------------------</td>
<td>-------------------------------------------------------------------------</td>
<td>-----------------------</td>
</tr>
<tr>
<td>20.59 acre</td>
<td>Freeway Commercial (FC)</td>
<td>Subdivide 5.99 acre parcel into two lots of 2 acres and 3.99 acres</td>
<td>Ed Tanferani</td>
</tr>
<tr>
<td>3120 Kenmar Road</td>
<td>Residential Estates (RE-43)</td>
<td>Construct 9,600 sq/ft metal building for a diesel engine and generator repair shop. Subdivision of parcel is in process.</td>
<td>Dayle Lawrence</td>
</tr>
<tr>
<td>3120 Kenmar Road</td>
<td>Residential Estates (RE-43)</td>
<td>Three-phased 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 remaining parcel into 17 single family parcels ranging in size from 6,002 square feet to 11,438 square feet.</td>
<td>Tina Christensen</td>
</tr>
<tr>
<td>101 Gulliksen Drive</td>
<td>Residential Estates (RE-43)</td>
<td>Subdivision of a 1.9-acre parcel into three commercial parcels.</td>
<td>Wendt Construction</td>
</tr>
</tbody>
</table>
Subdivision Status Report
(Approved projects, not yet completed)
9/11/19

<table>
<thead>
<tr>
<th>Project:</th>
<th>Approved:</th>
<th>Expires:</th>
<th>Status:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fitze Planned Unit Development (59 Lots/Units; Redwood Way)</td>
<td>7/15/19</td>
<td>7/14/21</td>
<td>Next step: Submit and record parcel map</td>
</tr>
<tr>
<td>Luster Minor Subdivision (2 lots; Newburg Road)</td>
<td>6/25/19</td>
<td>6/24/21</td>
<td>Next step: Submit and record parcel map</td>
</tr>
<tr>
<td>Cook Subdivision Phase 1 (1 lot and remainder)-Alder Drive</td>
<td>11/19/2018</td>
<td>11/18/2020</td>
<td>Phase 1 Parcel Map recorded 4/3/2019</td>
</tr>
<tr>
<td>Cook Subdivision-Alder Drive-8 lots</td>
<td>11/19/2018</td>
<td>11/18/2020</td>
<td>Next step: Improvement plans under City review</td>
</tr>
<tr>
<td>White Circle Subdivision (Riverwalk; 2 lots)</td>
<td>3/27/2018</td>
<td>3/26/2020</td>
<td></td>
</tr>
<tr>
<td>MacDonald - Ross Hill Road – 39 lots</td>
<td>8/21/06</td>
<td>2/20/20</td>
<td>Improvement Plans approved. Some storm drainage installed. Next step: developer to submit improvement plans.</td>
</tr>
<tr>
<td>Redwood Memorial Foundation – Lot Split</td>
<td>12/16/14</td>
<td>12/15/16</td>
<td>Final Map recorded. Improvements to be complete during building permit phase.</td>
</tr>
</tbody>
</table>

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

**AUGUST 2019**

##### TYPE OF PERMIT ISSUED

<table>
<thead>
<tr>
<th>Residential</th>
<th>Number of Permits</th>
<th>Living Units</th>
<th>Value / Cost of Construction</th>
<th>Building Permit Fees</th>
<th>Public Works - Sewer &amp; Water Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single Family Residences</td>
<td>1</td>
<td>1</td>
<td>$271,841.00</td>
<td>$3,817.24</td>
<td>$9,294.00</td>
</tr>
<tr>
<td>Duplex Family Residences</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Multi-Family Residences</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Manufactured Residences</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Second Dwelling Unit (Attached)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Second Dwelling Unit (Detached)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Additions</td>
<td>2</td>
<td></td>
<td>$85,000.00</td>
<td>$430.29</td>
<td>$0.00</td>
</tr>
<tr>
<td>Remodels</td>
<td>12</td>
<td></td>
<td>$218,944.00</td>
<td>$2,119.83</td>
<td>$0.00</td>
</tr>
<tr>
<td>Garages / Carports</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accessory Structures</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

##### COMMERCIAL

| New Structures | | | |
| On-Site Improvements / Grading | | | |
| Additions | | | |
| Tenant Improvement / Remodel | 1 | | $70,000.00 | $303.65 | $0.00 |
| Repairs | | | |
| Signs | 1 | | $5,000.00 | $203.15 | $0.00 |

##### OTHER PERMITS

| Electrical | | | |
| Plumbing | 2 | | $3,578.00 | $203.75 | $0.00 |
| Mechanical | 8 | | $61,745.00 | $1,061.73 | $0.00 |
| Roofing | 18 | | $209,750.00 | $2,979.18 | $0.00 |
| Grading - Residential | | | |
| Siding / Windows | 1 | | $2,000.00 | $121.95 | $0.00 |
| Deck | | | |
| Solar Photo-Voltaic System | | | |
| Miscellaneous | | | |

**TOTAL THIS MONTH:** 46 | 1 | $851,858.00 | $11,240.77 | $9,294.00 |

**2019 - TOTAL YEAR TO DATE:** 235 | 23 | $13,480,735.00 | $188,743.60 | $233,315.17

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Consent Agenda Item 3  
Page 7 of 12
# CITY OF FORTUNA LONG-RANGE PLANNING PRIORITIES

**Per November 19, 2018 Council Workshop**  
**Updated 6/3/2019**

<table>
<thead>
<tr>
<th>Priority #</th>
<th>Program</th>
<th>Discussion</th>
<th>Anticipated Schedule</th>
<th>Estimated Cost</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PROJECTS COMPLETED:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Riverwalk/Freeway Commercial Zoning Amendment and General Plan Land Use Amendment</td>
<td>Council confirmed that this is still their highest priority.</td>
<td>3 months report preparation; 2 months public hearings (1 planning commission &amp; 2 council hearings); scheduled for March &amp; April.</td>
<td>Staff</td>
<td>Completed. Approved by City Council on April 1, 2019.</td>
</tr>
<tr>
<td>5</td>
<td>Needle Exchange Ordinance &amp; Land Use Regulation</td>
<td>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.</td>
<td>Requires several months of staff time due to level of controversy, consideration of options, and minimum three public hearings (commission &amp; council).</td>
<td>Staff</td>
<td>Completed. Approved by City Council on March 18, 2019.</td>
</tr>
<tr>
<td>New</td>
<td>Economic Development Focused Business Development Program</td>
<td>Created a tracking system to track business inquiries to aid in follow-up support and identification of needs.</td>
<td>Ongoing tracking and assistance.</td>
<td>Staff</td>
<td></td>
</tr>
<tr>
<td><strong>PROJECTS IN PROCESS:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Rezone of 280 12th Street from PF to a zone as needed per applicant</td>
<td>Prepare &amp; post a Notice of Exemption from CEQA; Planning Commission hearing &amp; two Council hearings.</td>
<td>5½ weeks time frame</td>
<td>Staff</td>
<td>Pending purchase offer.</td>
</tr>
<tr>
<td>3</td>
<td>Housing Element Update</td>
<td>In process; RHNA allocated by HCAOG. State update deadline is August 2019.</td>
<td>On schedule</td>
<td>$24,000 consultant fees</td>
<td>Submitted to HCD for public review. Scheduled for Council adoption</td>
</tr>
<tr>
<td></td>
<td>Housing Element programs</td>
<td>Update to accomplish housing goals and to comply with State housing law.</td>
<td>SB 2 Grant of over-the-counter funds awarded through Nov. 30, 2019. Projects must be completed by end of grant term—June 30, 2022</td>
<td>SB 2 Grant in amount of $160,000 (max. for small cities)</td>
<td>RFP for consultant services in process (followed by award &amp; implementation)</td>
</tr>
<tr>
<td>---</td>
<td>--------------------------</td>
<td>------------------------------------------------------------------------</td>
<td>-----------------------------------------------------------------------------------------------------------------------------</td>
<td>--------------------------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>4</td>
<td>H-12. Transitional and Supportive Housing</td>
<td>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.</td>
<td>SB 2 Grant of over-the-counter funds awarded through Nov. 30, 2019. Projects must be completed by end of grant term—June 30, 2022</td>
<td>SB 2 Grant in amount of $160,000 (max. for small cities)</td>
<td>RFP for consultant in process (followed by award &amp; implementation)</td>
</tr>
<tr>
<td>4-c</td>
<td>Update GIS to add housing, etc. data</td>
<td>Update GIS layers to identify and track inventory of sites, constraints, and other housing data to facilitate development.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4-d</td>
<td>H-7. Improvement Standards Update &amp; review road standards</td>
<td>Review and update the Improvement Standards and Specifications to ensure that balanced improvements are required of new developments, and review for possible alternative public access standards to improve access and reduce costs.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4-e</td>
<td>First Time Homebuyers Program</td>
<td>Create an effective program to assist low-income home buyers.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Design Review guidelines</td>
<td>Identify guidelines to create predictability and to streamline approvals</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>#</td>
<td>Description</td>
<td>Details</td>
<td>Timeframe</td>
<td>Responsible Party</td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>-------------</td>
<td>---------</td>
<td>-----------</td>
<td>-----------------</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Climate Action Plan</td>
<td>Participate in Humboldt County effort to plan for climate change, identify reduction policies, and avoid independent City plan; Comply with CEQA by providing measurable reduction goals; Avoid legal challenge to future development CEQA challenges</td>
<td>Through 2019</td>
<td>Staff participating in County &amp; City update program.</td>
<td></td>
</tr>
</tbody>
</table>

**PROJECTS TO BE PRIORITIZED:**

<table>
<thead>
<tr>
<th>Description</th>
<th>Details</th>
<th>Timeframe</th>
<th>Responsible Party</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accessory dwelling units (ADU’s)</td>
<td>State mandate (Fortuna relying on State ADU standards until local code is updated). Also required as a housing element program.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mill District Rezone/Specific Plan</td>
<td>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)</td>
<td>1-2 years</td>
<td></td>
</tr>
<tr>
<td>Cannabis workshop</td>
<td>Review status, state law, cost/benefit, etc., and consider if the City should amend the existing commercial cannabis prohibition.</td>
<td></td>
<td>Staff to present Council with specific plan procedure and options.</td>
</tr>
<tr>
<td>Vacation rentals/Airbnb’s,</td>
<td>Outdated or inefficient Code.</td>
<td></td>
<td>Staff to schedule workshop in near future.</td>
</tr>
<tr>
<td>Sign Ordinance</td>
<td>Council recognized that 1) the sign ordinance is not being implemented consistently or per Code (for example, Eel Valley Appliance projecting sign [staff note: it was actually])</td>
<td></td>
<td>Staff</td>
</tr>
</tbody>
</table>

SB 2 Grant of over-the-counter funds awarded through Nov. 30, 2019. Projects must be completed by end of grant term—June 30, 2022. SB 2 Grant in amount of $160,000 (max. for small cities). RFP for consultant in process (followed by award & implementation)
approved by the Planning Commission under a conditional use permit as allowed by Code: 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).

<table>
<thead>
<tr>
<th>Code enforcement process &amp; penalties</th>
<th>Updated needed to improve enforcement ability and review fees.</th>
<th>Low priority—Utilize the Code enforcement officer &amp; city attorney</th>
<th>Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>Animal Keeping (roosters, bees)</td>
<td>Outdated or inefficient Code. Complaints are infrequent.</td>
<td>Low priority</td>
<td></td>
</tr>
<tr>
<td>Water-efficient landscaping ordinance</td>
<td>State mandate, but currently no penalty.</td>
<td>Low-priority Public Works</td>
<td></td>
</tr>
<tr>
<td>General Plan programs (numerous; see list)</td>
<td>Council review deferred.</td>
<td>To be determined.</td>
<td>To be determined</td>
</tr>
<tr>
<td>Sidewalk Vendor Ordinance</td>
<td>New State law (SB946) allows sidewalk vendors in absence of local regulation</td>
<td>Moderate staff time to understand the level of detail needed and City’s approach.</td>
<td>Staff</td>
</tr>
<tr>
<td>Trail Master Plan</td>
<td>City-wide trail system, allowing easier funding and coordinated efforts.</td>
<td>Build on John Campbell Greenway Trail; follow similar process of identifying needs, general location, and consensus.</td>
<td>Grant Ongoing—grant submittals</td>
</tr>
<tr>
<td>Parkland Master Plan</td>
<td>Master plan will allow coordinated effort and easier funding.</td>
<td>I.D. general locations and purposes; build on plans thru grants.</td>
<td>Grant Ongoing—grant submittals</td>
</tr>
<tr>
<td>Airport Area Annexation</td>
<td>Pending Council discussion and direction.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Food Truck Ordinance</td>
<td>Consider updating standards to remove barriers</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
DATE: September 16, 2019

TO: Honorable Mayor and Council Members

FROM: Aaron Felmlee, Finance Director

THROUGH: Merritt Perry, City Manager

SUBJECT: Finance Department Monthly Report

STAFF RECOMMENDATION:

Receive report as an informational item.

EXECUTIVE SUMMARY:

**Fiscal Year 2018-19 Financial Statement Audit:**
July 1 signaled the start of the new fiscal year. As such, staff is working on closing the last fiscal year and preparing for the City’s yearly audit. For the second consecutive year, the Cities auditor will be Michael O’Connor from R.J. Ricciardi, Inc., CPA. Michael and his staff were on site for interim audit work the week of August 19. Staff had been preparing for his arrival over the course of the last couple of months by preparing the necessary reconciliations, reports, adjustments and backup information that is required during the audit process. While the auditors were here only to conduct interim audit work, they did not come across any concerns or issues while on site. The auditors were also pleased with the entire finance department’s responsiveness to their request for resources and documents. This will allow them to move onto final audit work quicker than normal.

**ERP (Enterprise Resource Planning) Software Implementation:**
The new ERP Software (HR and Finance Software) project, which has been in the works for over 6 months, is entering the second to last stage. This stage involves the complete setup and configuration of our new system so it is ready for the final go-live stage. Tyler Tech staff and City staff are holding bi-weekly meetings to ensure that we are staying on schedule. During the month of August, Karie from Tyler Technologies provided Personnel Management, Payroll and General Ledger power and end user trainings through a virtual learning lab. Martin from Tyler Tech was on site the weeks of August 5 and August 12 to work with staff on configuring and personalizing the software to the City’s exact needs and desires. This is an exciting step in the process but also a very time consuming step. We are still on schedule to “go live” with all applications of the new software around November; however, some applications will start to “go live” as soon as October. As we transition from our old software program to the new, there will be certain times where the front counter is going to need to be closed. The following press release was issued to notify the public of the future closing:
SOFTWARE CONVERSION MEMORANDUM

The City of Fortuna Finance Department is in the process of updating our financial software. This long overdue change will enable staff to better assist customers with their utility bills, business licenses and payments. The first phase of our new software will begin with utility billing and cashiering. We will be going live with the new software on October 1, 2019, which means customers can expect a new upgraded utility bill the first week of October.

PLEASE NOTE THE FOLLOWING CHANGES:
- City Hall will be CLOSED on Tuesday October 1, 2019 so that staff can complete the final stage of the software implementation.
- Utility billing and reminder notices are changing from postcards to 8.5”x11” invoices and/or notices.
- Shut-off notices will also change from yellow postcards to 8.5”x11” notices mailed in a standard envelope.
- The last auto pay from our current online system will process Monday September 16, 2019; the system will be disabled effective Wednesday September 18, 2019.
- All customers enrolled in auto pay and/or ebill will need to re-enroll on our new system once it is in place; details will be available soon.

We apologize for any inconvenience this transition may cause, however this software update is very important and much needed to improve efficiency and quality of customer service. If you have any questions or concerns regarding the upcoming changes, please feel free to call our office at (707) 725-7600.

Thank you for your patience.
City of Fortuna Finance Department

Measure E Update:
The Measure E committee continues to provide oversight for the City’s Transaction and Use tax. The committee’s next regularly scheduled Measure E meeting will be on September 17 at 5:30 p.m. At this meeting, the committee will receive preliminary financial numbers on how FY18-19 Measure E revenues and expenditures concluded and ensure the expenditures were within the intention of Measure E.

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 (Harlan Way Culvert)
- Transit Trips to Eureka for Seniors
- Hillside Creek Flood Control Project
- PT Code Compliance Officer Position
- Travel and Training for Code Compliance Officer
- Illegal Camp Coordination and Assistance
- Grant Writing Assistance for Potential Parkland Acquisition/Improvements
Special Gas Tax Street Improvement Fund Audit:
The City of Fortuna was audited on its Special Gas Tax funds for fiscal year 2016-17. The State
Controller’s Office, approximately every ten years, performs an audit of the City’s Special Gas
Tax funds. The City last had an audit on its Special Gas Tax funds in FY 05-06 so we were due
for an audit from the State. Staff has been working with the SCO over the course of the last year
while they performed the audit requirements. Staff received the final audit report in late August.
That final report had the following conclusion:
“Our audit found that the City of Fortuna accounted for and expended its Special Gas Tax Street
Improvement Fund in compliance with Article XIX of the California Constitution and Streets and
Highway Code for the period of July 1, 2016, through June 30, 2017. Our review of the City’s
ASR revealed that it was adequate and accurate.”
In addition, the audit report included a section to Follow-up on Prior Audit Findings. That section
stated:
“The City satisfactorily resolved the findings noted in our prior audit report for the period of July
1, 2005, through June 30, 2006, issued on June 27, 2007.”
All told, staff was pleased with the final audit report. If Council or the public would like to review
the full Audit Report, a copy is available by visiting the Finance Department.

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

RECOMMENDED COUNCIL ACTION:

ATTACHMENTS:

- Finance Staff Activity Log for August 2019
## Finance Department
### Fiscal Year 2019/20

#### Activity Log

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Payroll Checks Issued:</td>
<td>205</td>
<td>201</td>
<td>297</td>
<td>228</td>
<td>266</td>
<td>236</td>
</tr>
<tr>
<td>Accounts Payable Checks Issued:</td>
<td>238</td>
<td>237</td>
<td>311</td>
<td>265</td>
<td>283</td>
<td>238</td>
</tr>
<tr>
<td>Number of Invoices Processed:</td>
<td>477</td>
<td>482</td>
<td>615</td>
<td>534</td>
<td>516</td>
<td>487</td>
</tr>
<tr>
<td>CDBG Loan Payments/Payoff</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td># Telephone Calls Answered-</td>
<td>1144</td>
<td>1233</td>
<td>1268</td>
<td>1403</td>
<td>1510</td>
<td>1294</td>
</tr>
<tr>
<td><strong>Avg Daily</strong></td>
<td>54</td>
<td>59</td>
<td>58</td>
<td>70</td>
<td>69</td>
<td>59</td>
</tr>
</tbody>
</table>

#### Daily Walk-in Customers

<table>
<thead>
<tr>
<th></th>
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<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Utility</td>
<td>1318</td>
<td>1358</td>
<td>1264</td>
<td>1255</td>
<td>1351</td>
<td>1298</td>
</tr>
<tr>
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### Average Daily Walk-in Customers

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#### Public Works Calls Dispatched:

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<td>29%</td>
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#### Utility Billing Aging Report

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DATE: September 16, 2019

TO: Honorable Mayor and Council Members

FROM: Cameron Mull, Director of Parks & Recreation

THROUGH: Merritt Perry, Interim City Manager

SUBJECT: Parks & Recreation Monthly Report for August 2019

STAFF RECOMMENDATION:
Receive report as an informational item.

EXECUTIVE SUMMARY:

Director’s Report

- The Rohner Community Recreation & Park District (RCRPD) had their regular monthly meeting on 8/7. The board approved a non-binding 30-year “Statement of Intent” with the McLean Foundation for a future aquatic center property placeholder adjacent to the Gene Lucas Community Center. George Deines from Counsilman-Hunsaker provided (via conference call), a presentation on pool concepts/designs and associated costs. Lastly, information was provided by the Parks & Rec Director to the board from the Local Area Formation Commission (LAFCo) regarding a possible special tax for those parcels within the district’s boundaries (5,702 parcels), as well as steps for a possible annexation/expansion of district boundaries. A Special RCRPD meeting was also scheduled on 8/28 where two members from LAFCo came to discuss, in more detail, the steps necessary for a potential special tax and/or annexation of the district’s boundaries. A final presentation by George Deines from Counsilman-Hunsaker will be presented to the public on 9/10 at 6 p.m. at the Monday Club, and this will complete the feasibility study. The results from the study will give the district final design options with costs associated with each design to construct, including costs to operate and maintain the facility and potential revenue streams.

- Two free Outdoor Movies in the Park were shown in August on the Pavilion/Meadow field in Rohner Park. The first movie screened was “Fantastic Mr. Fox” on 8/9, and roughly 100 people attended the event. The next showing was “The Sandlot” on 8/30, which about 250 people attended. Thanks to Hops in Humboldt for the grant funds for purchasing the equipment. Landmark Real Estate and Redwood Capital Bank sponsored the events, handing out free blankets and baseball caps to attendees. Humboldt Fast Pitch Girls Softball ran the concessions during the events in the cook shack as a fundraiser for their non-profit organization. The next and final outdoor movie of the season will be shown on 9/20, with the movie shown to be determined.
• Hops in Humboldt was again hosted in Rohner Park’s Bartow Field on 8/24. The only significant change this year was the addition of more security measures, as to prevent any incidents during the event. Considering the Parks department was understaffed, staff was still able to set-up, attend to the needs during the event, and break down successfully without incident. Parks works closely with the Hops board annually to ensure the needs of the board and participants are met, and the event occurs smoothly.

Parks & Facility Maintenance

• Irrigation repairs were completed on the Fortuna Blvd. medians, the Conroy Field (Rohner Park), Softball 1 and 2, and Hardball 1 (Newburg Park)
• The hedges and overgrowth was trimmed back at the 11th/N Streets public parking lot corner, as well as 11th/L Street lot
• Set-up occurred on 8/23 and breakdown on 8/24 at Depot Museum for Jerry Rohde’s public/free “Around the Block” presentation
• Set-up and break-down occurred for the Hops in Humboldt event held on 8/24
• A fallen eucalyptus tree at Newburg Park’s entrance was limbed and bucked
• Leftover trash and debris in the bullpens of the rodeo grounds was cleaned up and water issues in that area were assessed
• The power source at Pavilion/Meadow Field shed was assessed in preparation for Outdoor Movies in the Park
• Fuses on two of the AC units at River Lodge were checked and replaced. 8 bad fuses (out of 12 total) on the east side of the building were replaced. All 8 blew once the unit was activated. The air conditioning system is in need of repairs from a certified technician
• The hedges on the 6th Street side of the Monday Club were trimmed, shaped
• The areas around the Pavilion/ Meadow Field in Rohner Park were weed-whacked
• Mass amounts of recycling generated from summer events in the parks were offloaded and the area cleaned
• Lines were painted for foul ball and out of bounds boundaries at Newburg Park Softball 1, 2 fields

Depot Museum

August’s visitation total at the Fortuna Depot Museum was 485. This is our highest August visitor total in recent years, thanks to the attendance of 67 people at Jerry Rohde’s 8/23 talk in the “Celebrating Life in Our Humboldt County” series sponsored by Pierson Building Center, and a group tour of 60 people made up of Summer Fun campers and counselors, who did a scavenger hunt in the museum on 8/21. The museum’s August visitation totals in recent years were: 2018: 378, 2017: 477, 2016: 393, 2015: 419, 2014: 457, 2013: 419, 2012: 468, 2011: 436, 2010: 352, 2009: 270. In August 2019 we welcomed California visitors from Alameda, Arcata, Carlotta, Cloverdale, Del Mar, Eureka, Fairfield, Fortuna, French Gulch, Honeydew, Huntington Beach, Hydesville, Loleta, Los Angeles, Mad River, McKinleyville, Miranda, Moreno Valley, Petaluma, Petrolia, Red Bluff, Redding, Redway, Redwood City, Rio Dell, Sacramento, San Francisco, San Ramon, Santa Rosa, Shasta Lake, Sonora, Walnut Creek, Willits and Willow Creek. We also welcomed out-of-state visitors from Colorado, Florida, Michigan, Oregon, Pennsylvania, Utah, Washington and Wisconsin, as well as foreign visitors from Germany and Mexico.
Fortuna Transit

Passengers on the Fortuna Transit Bus totaled 932 trips during the month of August 2019. The lift was used for non-wheelchair riders 31 times and 90 times for wheelchair trips. The Fortuna Transit had 16 new riders during the month of August.

We moved the monthly shopping trip to Eureka to the second Monday of the month and continue with the Eureka medical trips on Tuesdays, we are averaging 4-6 medical appointments riders with some having multiple appointments.

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Sports and Classes

Pickleball continues to have games in the Pavilion on Mondays, Wednesdays and Fridays from 11:00am – 2:00pm. This is open to the public and the cost is $3.00 per session. Pickleball also plays Wednesday nights from 6:00pm-8:30pm.

Adult softball ended in August and Coed softball season started, the games are played at Newburg Park on Mondays & Wednesdays at 6:15pm, 7:30pm and 8:45pm.

Facility Rentals

Results Fit Camp continues to hold exercise classes in the Pavilion on Tuesdays & Thursdays at 5:20am, 9:00am and 6:00pm, and each class lasts one hour. St Joes Hospital continues to rent the Rec Hall monthly for Paso-Paso meetings. The picnic area was rented a total of 5 times during the month of August, the Rohner Rec Hall was utilized 19 times, and Hops in Humboldt was held on the Bartow Field on 8/24.

Skating Rink

The Fortuna Skating Rink was open for public skate in the month of August. The rink held three public skate nights in August. The average attendance for these events was thirty skaters. We hosted six private skate parties in August with an average attendance of fifteen skaters. The City of Fortuna would like to invite all citizens to come to public skate and bring your families in for a great time. 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

Our Summer Fun and Kiddie Kamp Programs were widely used by the families of our community. The average daily attendance this year was 104 campers. We kept the kids busy with hiking, sports, arts and crafts, skating, and much more. We awarded twenty scholarships of $150.00 each to families with the help of grant monies from Humboldt Sponsors and the Humboldt Area Foundation. We also received transportation grants from Humboldt Sponsors and Humboldt Area Foundation, which allowed us to take our campers on three field trips this summer. To learn more about recreation activities for your child you can call the Park Office at 725-7620 or email the Recreation Programs Supervisor with your questions. twilson@ci.fortuna.ca.us

Community Service

The Parks & Recreation Department currently has five people signed up to perform Community Service. Community Service workers completed 7 hours in the month of August. 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 51,619.75 service hours completed in the City.

RECOMMENDED COUNCIL ACTION:
STAFF REPORT
City Council Consent Calendar Agenda Item

DATE: September 16, 2019

TO: Honorable Mayor and Council Members

FROM: William Dobberstein, Chief of Police

THROUGH: Merritt Perry, City Manager

SUBJECT: Police Department Monthly Report for August 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.

Residents of Fortuna can receive important, official information directly from the Fortuna Police Department through Nixle. Messages will be delivered by email, SMS text message, and over the web. Information can be received online and through email. Residents can receive messages by phone as part of their text messaging plan- otherwise standard text message rates apply. The system is simple to use and provides an easy sign-up process. Register now and learn more at http://www.FriendlyFortuna.com/Alerts. Nixle is built exclusively to provide secure and reliable communications. Its authenticated service connects city agencies to citizens in real-time, delivering geographically targeted information to residents. Please encourage your local friends and family to sign up at http://www.FriendlyFortuna.com/Alerts.

The FPD provided a presence at this year’s “HOPS in Humboldt” event. The event was well attended and well staffed with security and event personnel. The event went very smoothly from the police perspective and no arrests were made.

The FPD is continuing to diligently enforce the City Camping Municipal Codes to deter illegal campsites on public and private land and we are continuing to work with businesses to deter panhandling and loitering. Officers have been very active in conducting foot patrols in areas where campsites are prevalent (including county areas adjacent to the city), conducting enforcement operations and issuing citations and making arrests for illegal conduct.

Code Compliance Officer Wayne Hanson attended a 1-week Code Compliance Officer training course in Modesto.
The Fortuna Police Department received five “Hot Dog” calls in the month of August. Two of the calls, the dogs were in distress enough that we would have needed to access the vehicle. Luckily in both instances, the owner arrived before that happened. In every case, the window was cracked, but not enough to keep the temperature from being too much.

Parked cars quickly trap the sun’s heat. Even on a day when it is 70 degrees outside, the temperature inside a car can hit 89 degrees in just 10 minutes.

Our department has decided to postpone this year's Citizens Academy due to current staffing shortages. A new date will be announced early in 2020.

The PD hired Officer Thomas MacLeod, whose first day of his Field Training Program began on August 4, 2019. Officer MacLeod began as a graduate of the College of the Redwoods Police Academy and has spent the last 5 years employed by the Shasta County Marshal’s Office. The FPD has three other officer candidates currently in the background process.

During the month of August 2019, the FPD handled 1,880 calls for service, made 83 arrests and issued 66 citations.

The Fortuna Police Department Facebook page now has 5,305 followers.

**RECOMMENDED COUNCIL ACTION:**
DATE: September 16, 2019

TO: Honorable Mayor and Council Members

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


STAFF RECOMMENDATION:
Receive report as an informational item.

EXECUTIVE SUMMARY:

Deputy Public Works Director

Water Well 5 Replacement
Staff worked with the design engineers and geologists to find the best location and design for the replacement of well 5 at the main well site along Eel River Drive. The geotechnical work has been completed, and bid documents are being produced. This well has been under producing and will be replaced in late fall of this year to early winter.

PGE 12th Street Utility Undergrounding Project
Staff has continued working with PG&E and their contractor VPC as the project got underway in June. The contractor is on schedule and the project although impactful to traffic on 12th Street has made good progress and has completed their underground work in front of the High School just prior to the start of the new school year. The major work along 12th Street has been completed, and some more work will be occurring in the parking lanes and side streets.

Pressure Zone 4/6 Intertie Project
This water zone intertie project will go to bid in this fall, and construction is anticipated in the spring.

Citywide striping and unsignalized intersection improvements Project
This project is in the design phase by GHD. The project is funded through the HSIP (Highway Safety Improvement Program) and will include rapid flashing beacons at multiple locations along Main Street and Rohnerville Road at crosswalks.

Hillside Creek Flood Control Project
Glissman Excavating has made their way through with the culvert to the other side of the boulevard, and only concrete work and asphalt is needed to open the road again completely. The project is still on schedule. Weekly construction meetings are taking place on site to keep on track. Construction is expected to finish by December 2019.
12th Street Fish Passage Project
McCullough Construction continues to make good progress and is on schedule. The placement of very large boulder weirs and engineered streambed material has been completed, and the stream has been restored and is flowing through the channel. There is some minor berm work still being completed. The project will include removal of fish barriers under the 12th street crossing of Rohner Creek, and grade control downstream of the structure.

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, and some fill in sidewalks along Summer, 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
City Council approved a contract to complete the roofing project by the rainy season. 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 the end of October.

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 packages were opened on June 20 and the group received three bids. The bids were significantly higher than the engineer's estimate so all bids were rejected. This project will be rebid in January with the hope for better bids and additive alternates. Fortuna's projects include the Riverlodge, Rohner Park (Park Street and the loop) as well as multiple other locations throughout town.

Wastewater Treatment Plant Project
The City of Fortuna has a compliance schedule in its North Coast Regional Water Quality Control Board (Regional Board) waste discharge permit (WDR) R1-2017-0005 and Time Schedule Order (TSO) R1-2017-0026, which require that the City prepare a number of technical reports to address disposal and treatment issues. GHD is currently working on some of the preliminary reports required by these orders.

Deputy City Engineer

NPDES Wastewater Compliance Project
City staff and the engineering consultant GHD are continuing to work towards meeting the Regional Board Time Schedule Order (TSO) deadlines, which include the Site Specific Analysis of the alternative disposal site and the disposal site technical report. A contract amendment was taken to City Council and approved on September 3rd, which will allow GHD to assist in a number of technical tasks which will be completed by December 31st 2019.

Staff from both the Engineering and Public Works Departments have been working to assist in project data collection, which has included infiltration testing at the proposed alternative disposal site, leading surface and groundwater sampling efforts, and landowner coordination.
Harlan Way Culvert Replacement
Bids for this project were opened on August 26th and was brought to Council for Award to the low bidder on September 3rd. This project is currently in the bonding phase and is anticipated to being in mid- to late September. The duration of the project is not anticipated to exceed two weeks.

Jameson Creek Fish Passage Improvement and Culvert Replacement Project
City Staff has begun the grant initiation process with both CDFW and WCB, both of which are anticipated to be executed near the beginning of 2020. The goal is to finalize the bid documents and permitting in early 2020 to allow for construction during the summer of 2020. In the near-term, City staff will be initiating final landowner negotiations and utility coordination.

2019 ADA Transition Plan Update
City staff is currently updating the City’s ADA Transition Plan, which was last updated in 2014. The intent of the plan is to identify priority City facilities including parks, buildings, and sidewalks that are not up to the current ADA standards, and provide a cost and timeline for their replacement. City staff anticipates a draft update of the plan should be complete in the next 4-6 weeks.

Sewer Camera and Citywide Utilities GIS Mapping
The City has GHD under contract to transfer our utility GIS data (water supply, wastewater, and storm water) to an online platform that provides more flexible usage and accessibility. The early progress of the platform looks very promising and we are waiting for GHD to conduct a 1st round of edits provided by the City.

Our new sewer camera and trailer is operational and in regular usage. Engineering is working to better understand the desktop software download programs for viewing of the videos. Also, we are exploring how to best transfer, organize, and store the digital videos of our sewer system.

Gene Lucas Community Center
JZ Contracting is completing an extension of a sewer line between the Humboldt Senior Resource Center and future RFI Building. This line passed a hydrostatic pressure test and will soon be connected to the buildings. Conversations with the project manager and workers onsite indicate the company selected to complete paving of the parking lot and walking paths are tentatively planning to be on site in October.

Development and Conditional Use Permit Reviews
Engineering staff have been involved in a number of development reviews over the past month, most notably including:

- The Avery Court Subdivision
- K reations at 280 12th Street
- Tanferani Subdivision on Alamar Way
- CLK Kenmar Road Subdivision

Utilities Division- Utility Superintendent
During the month of August, the Water Department answered 135 service calls, marked 44 underground utilities (USA’s), and read meters. Crews replaced 60 feet of 6” asbestos cement pipe with 60 feet of 6” c-900 on Fortuna Blvd. between Les Schwab and Fortuna Veterinary. Crews also installed main and valving in the alley behind Bob’s Footlongs. Additionally, crews repaired
the water main at Hillside creek, repaired the sewer line in the alley behind Bob’s Footlong and rodded hotspot list.

**Water Treatment/Wastewater Division- Chief Plant Operator**

**Notable projects/meetings:**

- Routine weekly updates with GHD and City Staff on the prospective effluent disposal site and TSO tasks.
- Fisch Drilling replaced one of the three booster pumps at the CCF, plus coating it. They pulled another for replacement (and coating). This will be re-installed in September.
- New CPO Chris Christianson started on 8/5/19.
- Astor and Rundell wastewater lift station upgrade project will start soon. The City Council approved funding in early September.
- Meetings with Misco Water Services, Inc. regarding a screen or grinder proposal at Strong Creek lift station (Capital Outlay project). Quotes from them came back above budget. A field trip to the City of Eureka will occur in September to view lift station grinders in action.

**Wastewater Treatment**

- Flows through the facility were 28.331 MG with a high flow of 1.056 MG on August 11th. Average flows through the facility were 0.914 MGD.
- Groundwater levels at the prospective effluent disposal site and perc pond location were monitored weekly.
- A brief, plant-wide power outage occurred in the month of August. Unfortunately, the WWTP emergency generator failed to activate. After extensive staff troubleshooting, a contractor was procured to resolve the problem. The diagnosis was bad batteries (tested ok without load, but low under load) A load-tester was purchased and new batteries were installed.
- Multiple violations occurred in July 2019. (Results came back in August). In addition to the previous staff report’s mention of a high chlorine residual effluent violation on 7/15/19 while cleaning the chlorine contact basin (0.03 mg/L when the limit is 0.00 mg/L), there was also a high ammonia effluent violation the same day. The result was 29 mg/L (limit is 9.6 mg/L). Unfortunately, since this was the only effluent ammonia sample of the month, this result was also a high average monthly violation (limit is 9.4 mg/L). One final violation in July was due to a lack of hardness sampling on the upstreaming receiving water.

**Water Treatment**

- 49.3 MG was pumped from the wells to the distribution system in the month of August. Water production was 10.3% higher than production from August 2018 (44.226 MG). Monthly production was 2.2% higher than the previous month, July (48.2 MG) and 14.8% higher than the benchmark of July 2013(42 MG).
- A contract was commissioned to conduct cathodic protection work at Campton Heights and Hillside storage tanks. The work will be scheduled in the near future.
- Vancil reservoir is still out of service, awaiting contractor completion.
- There were no violations during the month of July.
**General Services and Streets - General Services Superintendent**

During the month of August, the staff power washed the concrete in front of City Hall and Monday Club in preparation of a seal coat. The front of City Hall was cleaned in halves for public entry during business hours. In addition, staff cleaned the path of travel for the American Disabilities Act (ADA) ramp at the Monday Club.

Staff mowed, weed eat, and removed any low-hanging trees along city right of ways including allies and City owned empty lots. Staff assisted with High Rock Conservation Camp along drainage ditches and water reservoir tanks. Staff removed debris piles left from the inmate crew below Stewart reservoir tank after clearing a drainage ditch.

Staff removed built up sediment in a drainage ditch with a backhoe and dump truck between East High and the Fortuna High football scoreboard in preparation of winter weather.

Staff painted yellow road markings prior to public schools resuming in August. Yellow paint was not applied to 12th Street at this time do to the underground project. Staff repainted white road markings and red curbs throughout town.

During the month of August, the General Services Department hired two Street Maintenance Worker’s I, Brandon Balke and Faith Tomasini. They were introduced at the City Council meeting on September 3, 2019. Sean Bradley, Lead Maintenance Worker provided an introductory traffic control training for the two new employees.

Seth Bagnell, Streets Maintenance II assisted the Utility Crew with water line replacement.

Staff replaced/installed new Neighborhood Watch signs in the areas of Redwood Way and Rancho Buena Estates per direction of Chief Dobberstein.

Other tasks completed during the month of August, 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 City roads, removal of yard sale signs off utility poles, as well as the City wide street sweeping program.

General Service’s staff is available and responsive to the citizens of Fortuna’s requests as they arise.

**RECOMMENDED COUNCIL ACTION:**
DATE: September 16, 2019

TO: Honorable Mayor and Council Members

FROM: Joanna Miranda, Conference Center Manager

THROUGH: Merritt Perry, City Manager

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

STAFF RECOMMENDATION:
Receive report as an informational item.

EXECUTIVE SUMMARY:
The River Lodge and Monday Club held a total of 21 events in August. Our weekends consisted of a variety of events. Annual events included the Mule Deer Association Dinner and the Redwood Coast Round Up. The Round Up is an annual 3-day conference that brings attendees from over several states. Other events included a Class reunion, two weddings, several trainings and a Chamber mixer.

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

Sales in the Gallery were $116 for the month of August. As always, we have a 15% off sale the last Tuesday of every month.

RECOMMENDED COUNCIL ACTION:
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DATE: September 16, 2019

TO: Honorable Mayor and City Council Members

FROM: Merritt Perry, City Manager

SUBJECT: Report of Disbursements for September 5, 2019 and September 12, 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:

- September 5, 2019 $451,556.65
- September 12, 2019 $362,280.18

RECOMMENDED COUNCIL ACTION:

Informational Item. Receive report by Consent Agenda vote.

ATTACHMENTS:

- Disbursements Detail Report for September 5, 2019
- Disbursements Detail Report for September 12, 2019
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Check Total: 907.26

| 366085       | 09/05/19   | VER01         | VERIZON WIRELESS           | 2192.24      | .00            | 2192.24    | 836577021  | AUGUST CELL SERVICE           |                                        |
| 366086       | 09/05/19   | WAH01         | WAHLUND CONSTRUCTION INC   | 125.00       | .00            | 125.00     | 082919     | SOFTBALL FORFEIT DEPOSIT      |                                        |
| 366087       | 09/05/19   | WEE02         | CATHERINE WEEKS            | 86.00        | .00            | 86.00      | 082919     | SOFTBALL FORFEIT DEPOSIT      |                                        |
| 366088       | 09/05/19   | WEN01         | WENDT CONSTRUCTION         | 164.00       | .00            | 164.00     | 082919     | SOFTBALL FORFEIT DEPOSIT      |                                        |
| 366089       | 09/05/19   | WIL06         | ROB WILL                   | 125.00       | .00            | 125.00     | 082919     | SOFTBALL FORFEIT DEPOSIT      |                                        |
| 366090       | 09/05/19   | \B014         | MICHAEL BIBBY              | 125.00       | .00            | 125.00     | 000B90801  | MQ CUSTOMER REFUND FOR BI     |                                        |
| 366091       | 09/05/19   | \B017         | CHRIS BRUEBAKER            | 150.00       | .00            | 150.00     | 000B90801  | MQ CUSTOMER REFUND FOR BR     |                                        |
| 366092       | 09/05/19   | \C003         | MAYELY CHAVEZ-ROBLES       | 22.41        | .00            | 22.41      | 000B90801  | MQ CUSTOMER REFUND FOR CH     |                                        |
| 366093       | 09/05/19   | \P004         | VICTORIA FOERSTERLING     | 110.45       | .00            | 110.45     | 000B90801  | MQ CUSTOMER REFUND FOR FO     |                                        |
| 366094       | 09/05/19   | \H014         | STEPHEN N. HUFFMAN         | 100.10       | .00            | 100.10     | 000B90801  | MQ CUSTOMER REFUND FOR HU     |                                        |
| 366095       | 09/05/19   | \P008         | RICK POE                   | 72.78        | .00            | 72.78      | 000B90801  | MQ CUSTOMER REFUND FOR PO     |                                        |
| 366096       | 09/05/19   | \R001         | ALONA RODRIGUEZ            | 84.39        | .00            | 84.39      | 000B90801  | MQ CUSTOMER REFUND FOR RO     |                                        |
| 366097       | 09/05/19   | \S010         | SUZY SMITH                 | 62.66        | .00            | 62.66      | 000B90801  | MQ CUSTOMER REFUND FOR SM     |                                        |
| 366098       | 09/05/19   | \Y003         | RACHEL YOUNG               | 125.00       | .00            | 125.00     | 000B90801  | MQ CUSTOMER REFUND FOR YO     |                                        |

Cash Account Total: 451556.65

Total Disbursements: 451556.65

Cash Account Total: .00

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City of Fortuna
Cash Disbursement Detail Report
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Cash Account Total: .00
DATE: September 16, 2019

TO: Honorable Mayor and Council Members

FROM: Siana Emmons, City Clerk

THROUGH: Merritt Perry, City Manager

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

STAFF RECOMMENDATION:

Approve appointments 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, is requesting the appointment of Erica Thompson & Brian Gonzalez to serve an additional two year term as Board Members. Erica Thompson will be representing the City Wide At Large Businesses located within the City of Fortuna city limits. Brian Gonzalez will be representing the Fortuna Downtown Businesses within the Downtown Core Area on the FBID board. The terms for both board members Erica & Brian will end on June 30, 2021.

RECOMMENDED COUNCIL ACTION:

Approve the appointment of Erica Thompson & Brian Gonzalez to represent business owners for a two-year term ending on June 30, 2021. Consent Agenda vote.

ATTACHMENT:

- Letter of Request from Dianna Rios, Coordinator - FBID
September 6, 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) is requesting the reappointment of Erica Thompson and Brian Gonzalez to the FBID board of directors.

Erica Thompson is the current president of the FBID Board and Brian Gonzales is the current Vice President. Erica has served on the FBID board since 2015 and first joined the board to represent the home-based businesses in our community. A year later their business moved into an office on Fortuna Boulevard and she has been representing the business City Wide while still connecting with the homebased businesses. Brian has served on the FBID board for a few years as well. When Brian first joined the FBID board he represented the Redwood Village Shopping Center Core area. Brian took a position at US Bank, leaving Wells Fargo a couple years ago and switched his role on the FBID Board to the Downtown Representative. Brian has been hosting the monthly Downtown Business Association meeting and has been a big help at our Fortuna Downtown meetings and community events.

We are asking the Council to approve the reappointment of Erica Thompson and Brian Gonzales to the FBID Board of Directors. If approved their term will end on June 30, 2021.

Thank you for your time and consideration!

Dianna Rios
Executive Director
STAFF REPORT
City Council Business Agenda Item

DATE: September 16, 2019
TO: City Council
FROM: Liz Shorey, Deputy Director of Community Development
THROUGH: Merritt Perry, City Manager

SUBJECT: Receive Second Reading, Accept Public Comments for Consideration of a General Plan Map Amendment of 280 12th Street (APN 040-193-005) from Public (PUB) to Commercial (COM) and a Zoning Map Amendment from Public Facility (P-F) to Commercial Thoroughfare (C-T); Ordinance 2019-738

STAFF RECOMMENDATION:

Receive staff report and accept public comments for amendments of a General Plan Land Use designation from Public (PUB) to Commercial (COM) and the Fortuna Zoning Map from Public Facility (P-F) to Commercial Thoroughfare (C-T), by adopting Ordinance-2019-738 (Attachment 1).

EXECUTIVE SUMMARY:

This is a second reading for the above-described amendments. There have been no changes since the first reading that was held on September 3, 2019, and staff has not received any new information. The following information was presented to the Council at the September 3, 2019 meeting.

The proposed land use actions consist of a general plan land use map and a zoning map amendment of an approximately 85,000 square foot parcel to allow the use to revert from public facility to its historical commercial use. The City-owned parcel is located at the southwest corner of 12th and I streets. The site is developed with a 12,000 square foot commercial building that was previously used as an auto dealership and repair shop. After the dealership closed, the City purchased the site for development of a new police station, a plan that was subsequently dropped by the City. Surrounding land uses consist of commercial to the south, residential to the north and west, and a public high school to the east.

Two actions are required:
1. General Plan Land Use Map amendment from Public (PUB) to Commercial (COM); and
2. Zoning Map Amendment from Public Facility (P-F) to Commercial Thoroughfare (C-T).

The site has historically been designated with commercial zoning as depicted as early as the City’s 1957 zoning map, and has continuously held this designation through the 2010 General Plan update. In 2012, during the comprehensive zoning map update to bring the City’s zoning map into conformance with the General Plan, the site was rezoned to Public Facility and re-designated...
Public to reflect the City’s ownership and intention to build a new police station. It was then determined that a new station at that location was not feasible, and the City Council decided to sell the property. Currently there is an offer from the owner of an auto body repair shop to purchase the site; a conditional use permit was approved by the Planning Commission on 8/27/19, contingent on the Council’s rezone approval.

The site is suitable for commercial land use and zoning for a number of reasons (see Findings in Exhibit 1):

- The parcel is located on 12th Street, a commercial street that is designated in the General Plan as a Minor Arterial roadway, which is appropriate for commercial traffic.
- The parcel is located at an intersection and has double street frontage, providing site visibility and adequate access to accommodate commercial activity.
- The site is suitable for commercial use as it is developed with a commercial building and on-site parking.
- The site is in conformance with the General Plan’s Commercial description:
  Commercial (COM)—“This designation provides for neighborhood and locally-oriented commercial centers that may include retail and service uses, limited professional and administrative offices as part of a larger commercial center, public and quasi-public uses as part of a larger commercial center, and similar and compatible uses. The FAR shall not exceed 0.35.” General Plan policy conformance review is provided in Exhibit 1, Findings. The amendment does not conflict with any policies found in the General Plan, and is consistent with other C-T zoning on 12th Street.

**FISCAL IMPACT:**

The General Plan and Zoning amendments will not result in any cost to the City. The actions will facilitate the City’s sale of the parcel, resulting in a significant addition to the General Fund.

**ENVIRONMENTAL:**

The site was zoned Commercial in the Fortuna General Plan 2010-30, and analyzed in the General Plan Program EIR with the Commercial designation. Under the California Environmental Quality Act (CEQA), a project does not need to be re-analyzed if it has already been considered in a previous environmental document. The CEQA review is included in Exhibit 1, Findings.

**RECOMMENDED COUNCIL ACTION:**

1. Receive staff presentation and review questions with staff.
2. Open Public Comment.
3. Close Public Comment.
4. Motion to hold the second reading and approve Ordinance 2019-738, read by title only. Roll call vote.

**ATTACHMENTS:**

- Attachment 1:
  
  Ordinance 2019-738: An Ordinance Amending the Fortuna General Plan Map Designation of 280 12th Street (APN 040-193-005) from Public (PUB) to Commercial (COM), and amending the Fortuna Zoning Map from Public Facility (P-F) to Commercial Thoroughfare (C-T)
Exhibit 1: Findings
Exhibit 2: General Plan Map
Exhibit 3: Fortuna Zoning Map
Attachment 1

ORDINANCE NO. 2019-738
AN ORDINANCE AMENDING THE FORTUNA GENERAL PLAN MAP
DESIGNATION OF 280 12TH STREET (APN 040-193-005) FROM PUBLIC (PUB) TO
COMMERCIAL (COM), AND AMENDING THE FORTUNA ZONING MAP FROM
PUBLIC FACILITY (P-F) TO COMMERCIAL THOROUGHFARE (C-T)

WHEREAS, on October 26, 2010, the Fortuna City Council adopted Resolution 2010-46,
adopting the Fortuna General Plan 2030, and also adopted Resolution 2010-45 certifying the Final
EIR prepared for 2030 Fortuna General Plan Update, in compliance with California Environmental
Quality Act (CEQA), and

WHEREAS, amending the Fortuna General Plan Land Use Map from Public (PUB) to
Commercial (COM), and amending the Zoning Map designation from Public Facility (P-F) to
Commercial Thoroughfare (C-T) will be in the public interest and will not be detrimental to the
public health, safety, or general welfare pursuant to the Findings in Exhibit 1, and

WHEREAS, amending the Fortuna General Plan Land Use Map and the Zoning Map is consistent
with the General Plan, will not create any internal General Plan inconsistencies or otherwise cause
the General Plan to be deficient; and

WHEREAS, the Planning Commission has considered this project at a duly noticed public hearing
October 9, 2018, including the staff report and Findings, and voted (6-1) to recommend that the
City Council adopt the proposed amendments;

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

SECTION 1: That the General Plan is hereby amended, modifying the land use designation for
280 12th Street (APN 040-193-005) as shown in Exhibit 2 from Public (PUB) to
Commercial (COM), and the Fortuna Zoning Map is modified from Public Facility
(P-F) to Commercial Thoroughfare (C-T) as shown in Exhibit 3.

SECTION 2: All ordinances or parts of ordinances or resolutions in conflict herewith are hereby
repealed to the extent of such conflicts and no further.

SECTION 3: The City Council has reviewed the findings in Exhibit 3 and adopt them herein.

SECTION 4: The effective date of this Ordinance is thirty (30) days after its adoption by the City
Council.

PASSED AND ADOPTED this ______ day of _____________________, 2019 by the following
vote:

AYES:
NOES:
ABSENT:
ABSTAIN:
ATTEST:

________________________
City Clerk, City of Fortuna

Mayor, City of Fortuna
Zoning amendments. H. Criteria for Granting. An amendment to the zoning regulations or zoning map may be granted if the following findings are made:

1. That the proposed amendment is consistent with the Fortuna general plan in accordance with Section 65860 of the Government Code; and

2. That the public health, safety, and general welfare require the adoption of the proposed amendment.

The following findings are provided in support of approval of the proposed amendment/update of the General Plan:

I. General Plan Consistency

1. The proposed amendment is internally consistent with all elements and provisions of the General Plan 2030, including density and land use. Amending the General Plan designation to allow commercial use of the property will support a beneficial use of the property and promote economic development within the City. The following General Plan policies and programs support the amendment of the parcel:

   The General Plan designation is described in the General Plan as Commercial (COM)—“This designation provides for neighborhood and locally-oriented commercial centers that may include retail and service uses, limited professional and administrative offices as part of a larger commercial center, public and quasi-public uses as part of a larger commercial center, and similar and compatible uses. The FAR shall not exceed 0.35.” General Plan policy conformance review is provided in Exhibit 1, Findings. The amendment does not conflict with any policies found in the General Plan.

   Goal LU-1.5 The City shall promote the development of a healthy balance of residential, commercial, open space, institutional, and industrial businesses within the city.

   LU-1.6 Infill Development. The City shall encourage infill development on vacant sites and reuse of underutilized parcels to minimize outward growth and reduce the cost of providing public services and facilities.

   Goal LU-2
   To encourage the reuse and redevelopment of blighted or underutilized structures and areas to facilitate new growth and economic vitality.

   LU-6.2 Reinforce Vitality of Existing Commercial Centers. The City shall discourage isolated and sprawling commercial activities along major roadways and instead reinforce existing commercial center vitality.

   ED-1.1 Diversified Economic Base. In order to provide more community amenities for Fortuna residents and visitors, the City shall identify businesses and industries that will
create a thriving business community and generate a sound tax base. The City shall support business owners in opening new business facilities or relocating existing businesses within the city.

II. Public Health, Safety, and General Welfare

1. The proposed amendment will not be detrimental to the public interest, health, safety, convenience, or welfare of the City.

2. The land use designations of Public and Commercial have similar types of allowable activities that would result in a similar rate of vehicle trips, trucks, equipment, loading and unloading of materials, etc. The proposed amendment will not result in a significant change in activities, and therefore the change itself will not be detrimental to the public interest, health, safety, convenience, or welfare of the City.

3. The site has historically been designated with commercial zoning, and has continuously held this designation through the 2010 General Plan update. In 2012, during the comprehensive zoning map amendments needed to bring the City’s zoning map into conformance with the General Plan Land Use map, the site was rezoned to Public Facility and re-designated Public, to reflect the City’s ownership and intention to build a new police station. After consideration, it was determined that a new station would be financially infeasible. A return to the commercial land use and zoning will allow the City to sell the site, and allow the site to be used for beneficial economic purposes.

4. The parcel is located on 12th Street, a commercial street that is designated in the General Plan as a Minor Arterial roadway, suitable for commercial uses.

5. The parcel is located at a corner, with double street frontage, providing a safe degree of site visibility and an appropriate level of access to accommodate commercial activity.

6. The site is suitable for commercial use as it is developed with a commercial building and has a large parking lot with sufficient on-site parking.

7. Existing C-T zoning is located on both sides of 12th Street in the vicinity of the project site. The site is adjacent to the C-T zoning that is located just south along 12th Street. This rezone would be a continuation and extension of the existing C-T zoning.

8. **California Environmental Quality Act.** On October 26, 2010, the Fortuna City Council adopted Resolution 2010-46, adopting the Fortuna General Plan 2030, and also adopted Resolution 2010-45 certifying the Final EIR prepared for 2030 Fortuna General Plan Update, in compliance with California Environmental Quality Act (CEQA).

The Fortuna General Plan 2030 sets forth the City’s future plans for development through the year 2030, and included updates to all elements of the City’s general plan.

In 2012, during the comprehensive zoning map amendments needed to bring the City’s zoning map into conformance with the General Plan Land Use map, the site was rezoned to Public...
Facility and re-designated Public, to reflect the City’s ownership and intention to build a new police station.

The goals, policies and programs of the Fortuna General Plan 2030 are, in part, based on the following objectives: to create a balanced community where residents can live, work, play and shop; to promote growth that is adequately served by public services and infrastructure; to encourage mixed use, infill, and sustainable development; to respond to significant demographic shifts and adequately provide services.

Impacts resulting from full implementation of City land use policies were evaluated in the General Plan 2030 Program EIR. The proposed amendment will not change any of these policies and does not propose any specific development or redevelopment project that could contribute to impacts that were not addressed sufficiently in the General Plan Program EIR.

The General Plan Program EIR analyzed the environmental impacts of land use designations pertaining to commercial use of the property, including impacts on traffic, air quality, biological resources, population, public services, and other resources. No increases in the density have been made since that time. Therefore, the amendment from Public to Commercial will not result in any new significant environmental effects that were not identified and mitigated in the Fortuna General Plan 2030.

Pursuant to CEQA Guidelines sections 15162 and 15168, the City finds that the amendment does not propose substantial changes that require major revisions to the General Plan Program EIR, that substantial changes have not occurred with respect to the circumstances under which the Program EIR was prepared that would require revisions to the General Plan Program EIR, and that no new information of substantial importance demonstrates that a subsequent environmental impact report is required for any of the reasons listed in CEQA Guidelines section 15162(a)(3). Since no new effects could occur and no new mitigation measures are required, the amendment is within the scope of the activity contemplated by the General Plan Program EIR, and no further environmental document is required. The City has prepared a Notice of Determination in conformance with the above CEQA findings.
EXHIBIT 3
ZONING MAP—PROPOSED ZONING

280 12th Street
APN 040-193-005
DATE: September 16, 2019

TO: Honorable Mayor and City Councilmembers

FROM: Merritt Perry, City Manager

1. Upcoming Council Meeting Dates

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<th>Event</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wednesday, October 2, 2019</td>
<td>Regular RCRPD Meeting</td>
<td>Council Chambers at City Hall</td>
</tr>
<tr>
<td>Wednesday, November 6, 2019</td>
<td>Regular RCRPD Meeting</td>
<td>Council Chambers at City Hall</td>
</tr>
</tbody>
</table>

5. Verbal Report