

We May Disagree, But We Will Be Respectful of One Another  
 All Comments Will Be Directed to the Issue at Hand, and Addressed to the City Council  
 Personal Attacks are Unacceptable  
***The City Council May Take Action on any Item on this Agenda.***

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

<u>Council</u>	<u>Staff</u>
Council Member Tiara Brown	Interim City Manager Merritt Perry
Council Member Dean Glaser	City Clerk Siana Emmons
Council Member Doug Strehl	Director of Finance Aaron Felmlee
Mayor Pro Tem Tami Trent	Director of Parks and Recreation Cameron Mull
Mayor Sue Long	

**II. PRESENTATIONS / PROCLAMATIONS**

- Mental Health Matters Month Proclamation

**III. ORAL COMMENTS FROM THE PUBLIC**

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

**IV. CONSENT CALENDAR**

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

1. City Council Minutes – May 7, 2018 (Regular Meeting), May 7, 2018 (Special Meeting), May 10, 2018 (Special Meeting)
2. Administrative Department Monthly Report for April 2018
3. Community Development Department Monthly Report for April 2018
4. Finance Department Monthly Report for April 2018
5. Parks & Recreation Monthly Report for April 2018
6. Police Department Monthly Report for April 2018
7. Public Works Monthly Report for April 2018
8. River Lodge Monthly Report for April 2018
9. Report of Disbursements for May 9, 2018
10. Designate River Lodge & Pavilion as Disaster Relief Area
11. Claim Rejection – Jennings, Tonya

**V. DISCUSSION**

1. Dedication of Baseball Fields

**VI. CITY COUNCIL BUSINESS**

- A. Rohner Community Recreation and Parks District Committee Appointment
- B. Interim City Manager Contract
- C. Consider the Adoption of Various Rates and Fees for City Services Including Building; Community Development; Water & Wastewater; and Water & Wastewater Laboratory Fees

**VII. CITY MANAGER’S REPORT**

**VIII. 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.

**IX. CITY COUNCIL REPORTS AND COMMENTS**

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

**X. ADJOURN THE CITY COUNCIL**

**XI. CONVENE THE SUCCESSOR AGENCY SPECIAL MEETING**

At this time, members of the City Council act as the governing body of the Successor Agency to the Fortuna Redevelopment Agency, in accordance with Health and Safety Code 34173(d)(1) and the City of Fortuna Resolution No. 2012-02. All actions of the Successor Agency are authorized by Part 1.85 (commencing with Section 34170) of Division 24 of the Health and Safety Code. Liability of the Successor Agency for any action taken is expressly limited by Health and Safety Code Section 34173(e).

**XII. SUCCESSOR AGENCY BUSINESS**

A. Designating the Successor Agency Executive Director

**XIII. ADJOURN THE SUCCESSOR AGENCY**

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 11<sup>th</sup> Street, between the hours of 8:00 AM to 5:00 PM. Members of the public are invited to come to the meeting and comment. In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk at 725-7600. Notification prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

Siana L. Emmons  
City Clerk



# City of Fortuna Proclamation

In Recognition and Support of  
**Mental Health Matters Month**  
**May 2018**

WHEREAS, “May is Mental Health Matters Month,” and greater public awareness about mental health challenges will change attitudes and promote wellness; and

WHEREAS, one out of every four people experience some form of mental health challenge; and

WHEREAS, mental health challenges strike without regard to age, gender, race, sexual orientation, social status or income level; and

WHEREAS, many people with a mental health challenge require a behavioral health approach that encompasses both mental health and substance abuse recovery; and

WHEREAS, mental health recovery is a journey of discovery, healing and transformation, enabling a person with a mental health challenge to live a meaningful life in a community of his or her choice while striving to achieve his or her full potential; and

WHEREAS, stigma and discrimination negatively impact the lives of people with mental health challenges, hindering their recovery and their ability to maintain employment and housing, and fear of discrimination keeps many people from seeking help; and

WHEREAS, research shows that the most effective way to reduce stigma and discrimination is through personal contact with someone with mental health challenges; and

WHEREAS, every citizen and community can make a difference in helping end the silence and stigma that for too long has surrounded mental health challenges and discouraged people from getting help.

NOW, THEREFORE BE IT RESOLVED that the City Council of the City of Fortuna proclaims **May 2018 is Mental Health Matters Month in Humboldt County**, and all citizens, businesses, schools and community organizations are encouraged to take the “Deeper connections from Small Talk to Real Talk Pledge” [Eachmindmatters.org](http://Eachmindmatters.org).

SIGNED this 21<sup>st</sup> day of May 2018 at the City of Fortuna, in the State of California, and in witness thereof, the seal of Fortuna.

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Sue Long,  
Mayor, City of Fortuna

**I. CALL TO ORDER:**

Mayor Long called the Public Session to order at 6:00 PM.

**FLAG SALUTE / ROLL CALL**

Mayor Long led the flag salute.

**ROLL CALL**

<b>Council</b>	<b>Staff</b>
Council Member Tiara Brown <i>Absent</i>	Interim City Manager Merritt Perry
Council Member Dean Glaser	City Clerk Siana Emmons
Council Member Doug Strehl	Director of Finance Aaron Felmlee
Mayor Pro Tem Tami Trent	Director of Community Development Liz Shorey
Mayor Sue Long	Police Chief Bill Dobberstein

**II. PRESENTATIONS / PROCLAMATIONS**

Mayor Long presented the Proclamation for the 49<sup>th</sup> Annual Municipal Clerks Week. Fortuna City Clerk Siana Emmons received the Proclamation.

Council Member Glaser presented the Proclamation for Teacher Appreciation Week to Julie Johansen, Fortuna Middle School Principal.

Mayor Long presented the Proclamation for Fortuna Bike Month. Lillian Carrick Toddy Thomas Treasurer, Leah Nelson Fortuna Middle School (FMS) Student Body President and, Mollie Hernandez FMS Student Body Vice President accepted the Proclamation.

Police Chief Bill Dobberstein was presented with the Proclamation for National Police Week by Mayor Long.

The Proclamation for Older Americans Month was presented by Council Member Glaser to Maren Rose, Planner and Contract Manager for Area 1 Agency on Aging.

**III. ORAL COMMENTS FROM THE PUBLIC**

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

**IV. CONSENT CALENDAR**

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

1. City Council Minutes – April 16, 2018 (Regular Meeting)
2. Report of Disbursements for April 19, 2018
3. Affordable Housing Bond Resolution
4. Police Department Supplemental Budget Request
5. CalPERS Supplemental Income 457 Plan
6. Authorization to Destroy Files
7. State Ballot Measure Restricting Local Taxing Authority

**PULLED ITEMS:**

Council Member Strehl pulled Consent Item # 4 for discussion.

**PULLED CONSENT CALENDAR ITEM DISCUSSION:**

Council Member Strehl questioned whether this request was applicable to the current FY 17-18 Budget or the proposed FY 18-19 Budget. Finance Director Aaron Felmler explained that the adjustment is intended for the current budget and that staff has identified funds in the Police Department “Special Expense” that would fund the request.

**CITY COUNCIL ACTION:**

Council Member Strehl moved, seconded by Council Member Glaser to Approve the Consent Calendar Items.

AYES: Council Members Glaser, Strehl, Mayor Pro Tem Trent, Mayor Long

NOES: None

ABSENT: Council Member Brown

ABSTAIN: None

Motion Carried: 4/0

**V. CITY COUNCIL BUSINESS ITEM**

**A.** Adoption of Various Rates and fees for City Services Including Building; Community Development; and Water & Wastewater Divisions; *Resolution 2018-12*.

Mayor Long recused herself and Mayor Pro Tem Trent continued to run the meeting.

**STAFF RECOMMENDATION:**

Adopt proposed Rates and Fees for City Services Including Building; Community Development, Water & Wastewater; and Water & Wastewater Laboratory Fees. *Resolution 2018-12*.

**STAFF REPORT:**

The City Council received a written and oral report from Deputy Community Development Director Liz Shorey and Finance Director Aaron Felmler.

**PUBLIC COMMENT:**

John Gafton, New resident to Fortuna spoke to the fee discussion and that it would not have influenced his building his house and that the fee comparison was small for the time spent discussing it.

**CITY COUNCIL ACTION:**

Council Member Glaser moved, seconded by Council Member Strehl to adopt *Resolution 2018-12*, including the proposed 2.1% increase to the Building Fee Schedule. Roll Call vote.

AYES: Council Members Glaser, Strehl

NOES: Mayor Pro Tem Trent

ABSENT: Council Member Brown

ABSTAIN: Mayor Long

Motion Failed: 2/1

**B.** Consider Approval of the 2017 Annual Housing Progress Report

**STAFF RECOMMENDATION:**

Receive the Annual progress report and direct staff to submit it to the State department of Housing and Community development (HCD) and the State Office of Planning and Research (OPR).

**STAFF REPORT:**

The City Council received a written and oral report from Liz Shorey, Deputy Community Development Director.

**PUBLIC COMMENT:**

There being no public comment Mayor Long closed the comment section.

**CITY COUNCIL ACTION:**

Council Member Glaser moved, seconded by Council Member Strehl to accept the Annual progress Report and direct staff to file with the State Department of Housing and Community Development and submit to the Office of Planning and Research. Voice vote.

AYES: Council Members Glaser, Strehl, Mayor Pro Tem Trent, Mayor Long

NOES: None

ABSENT: Council Member Brown

ABSTAIN: None

Motion Carried: 4/0

**VI. CITY MANAGER’S REPORT**

**VII. FUTURE AGENDA ITEMS**

**VIII. CITY COUNCIL REPORTS AND COMMENTS**

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

**IX. ADJOURN TO CLOSED SESSION**

**PUBLIC COMMENT:**

There being no public comment, Mayor Long closed the public comment section.

Council Member Glaser moved, seconded by Trent to adjourn to closed session at 7:51 p.m. Voice vote.

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

**CITY COUNCIL ACTION:** There was no reportable action.

**X. REPORT OUT AND ADJOURN**

Mayor Pro Tem Trent moved, seconded by Council Member Glaser to adjourn the meeting at 8:58 p.m. Voice vote. 4/0

Respectfully submitted by,  
Siana L. Emmons, City Clerk

**I. CALL TO ORDER:**

Mayor Long called the Public Session to order at 4:30 PM.

**FLAG SALUTE / ROLL CALL**

Mayor Long led the flag salute.

**ROLL CALL**

<b>Council</b>	<b>Staff</b>
Council Member Tiara Brown <i>Absent</i>	Interim City Manager Merritt Perry
Council Member Dean Glaser	City Clerk Siana Emmons
Council Member Doug Strehl	Director of Finance Aaron Felmlee
Mayor Pro Tem Tami Trent	
Mayor Sue Long	

**II. ORAL COMMENTS FROM THE PUBLIC**

Jeremy Stanfield commented on the City Manager recruitment process and recommended Council consider a relocation package and suggested some other web based recruitment resources like ZipRecruiter, Indeed, Monster, Linkedin, and California City Management Foundation. He also suggested networking with Humboldt State University.

**III. DISCUSSION ITEMS**

**A. City Manager Recruitment**

Interim City Manager Merritt Perry provided a verbal report.

**IV. ADJOURN**

Mayor Pro Tem Trent moved, seconded by Council Member Strehl to adjourn the meeting at 5:20 p.m.  
Voice vote. 4/0

Respectfully submitted by,  
Siana L. Emmons, City Clerk

**I. CALL TO ORDER:**

Mayor Long called the Public Session to order at 8:00 AM.

**FLAG SALUTE / ROLL CALL**

Mayor Long led the flag salute.

**ROLL CALL**

<b>Council</b>	<b>Staff</b>
Council Member Tiara Brown <i>Absent</i>	Interim City Manager Merritt Perry
Council Member Dean Glaser	City Clerk Siana Emmons
Council Member Doug Strehl	Director of Finance Aaron Felmlee
Mayor Pro Tem Tami Trent	Deputy Director of Public Works Kevin Carter
Mayor Sue Long	

**II. ORAL COMMENTS FROM THE PUBLIC**

There being no oral comments Mayor Long closed the public comment section.

**III. DISCUSSION ITEMS**

**A. Fiscal Year (FY) 2018-2019 Budget**

Finance Director Aaron Felmlee provided a verbal report on the proposed FY 2018-19 Budget.

**B. FY 2018-2019 Capital Improvement Program (CIP)**

Deputy Director of Public Works, Kevin Carter provide a verbal report and review of the proposed CIP.

**IV. ADJOURN**

Council Member Glaser moved, seconded by Council Member Strehl to adjourn the meeting at 9:27 a.m.  
Voice vote. 3/0

Respectfully submitted by,  
Siana L. Emmons, City Clerk

# STAFF REPORT

## *City Council Consent Calendar Agenda Item*

**DATE:** May 21, 2018

**TO:** Honorable Mayor and Council Members

**FROM:** Siana L. Emmons, City Clerk

**THRU:** Merritt Perry, Interim City Manager

**SUBJECT:** Administration Department Monthly Report for April 2018

**STAFF RECOMMENDATION:**

Receive report as an informational item.

**EXECUTIVE SUMMARY:**

The Administration Department monthly report encompasses the following divisions:

**CITY ATTORNEY**

The City Attorney billing for March and April will be reported next month. Project support for these months include various potential litigation issues, personnel issues, contract review, ongoing City project discussions, claim review, and various email, telephone calls and staff reports. The budget status for the City Attorney for Fiscal Year 17/18 is 45% remaining.

**CITY CLERK DIVISION**

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

**City Council Meetings**

<b>Council Meeting Date</b>	<b>Agenda Items Processed</b>
April 3, 2018	1
April 16, 2018	22
<b>Totals</b>	<b>23</b>

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

## **RISK MANAGEMENT / HUMAN RESOURCES DIVISION**

### **Risk Management**

April 2018 information will be reported next month with May 2018.

Citywide employee safety training is ongoing with monthly trainings sent to City Hall and Police employees and weekly trainings held for Public Works staff.

### **Human Resources**

A POST test for Dispatcher was done on April 19, 2018. Austin Evans accepted a conditional offer for the Utility Worker II position. The Assistant Engineer II position closed on April 4, 2018 and due to minimal applicants, the recruitment was extended to May 4, 2018. The recruitment for Lead Street Maintenance Worker closed on April 27, 2018. The recruitment for Treatment Plant Operator (OIT) is from April 16, 2018 to May 4, 2018 and Street Maintenance Worker I Part-Time will run from April 23, 2018 to May 7, 2018.

There are fifteen open Workers Compensation claims as of April 30, 2018 and no claims were closed.

Staff continues to work on updating the administrative policy manual and individual personnel policies, job descriptions, personnel processes and an update of the personnel rules and regulations as time permits.

Through our REMIF Humboldt Employment Relations Consortium (ERC) with Liebert Cassidy Whitmore (LCW), there are eight half-day trainings scheduled throughout the year pertaining to various matters related to employment relations.

## **INFORMATION TECHNOLOGY DIVISION**

### **City of Fortuna Facebook Page Statistics**

The City Facebook page now has 1,240 likes.

### **City Website Statistics ([www.friendlyfortuna.com](http://www.friendlyfortuna.com))**

There were 9,781 unique visitors to the City website in April with 17,077 page views. Employment Opportunities, Police Department, and Online Bill payments had the most visitors for the month.

### **Computer/Network**

Nylex information for April will be reported with May's report.

## **RECOMMENDED COUNCIL ACTION:**

Receive Administration Division Monthly Report. Consent Agenda vote.

# STAFF REPORT

## *City Council Consent Agenda Item*

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**DATE:** May 21, 2018

**TO:** Honorable Mayor and Council Members

**FROM:** Liz Shorey, Deputy Director of Community Development

**THRU:** Merritt Perry, Interim City Manager

**SUBJECT:** **Community Development Department Monthly Report for April 2018**

**STAFF RECOMMENDATION:**

Receive report as an informational item.

**BACKGROUND:**

Attached is the Monthly Community Development Department Report for April 2018. The following attached tables provide detailed descriptions of the monthly activities of the Department.

ACTIVITIES & ACCOMPLISHMENTS

List of activities and recent accomplishments of the Department.

GENERAL PLAN IMPLEMENTATION & SPECIAL PROJECTS

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

DEVELOPMENT APPLICATION ACTIVITY

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

SUBDIVISION STATUS REPORT

Subdivisions that have been approved but not 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.

**RECOMMENDED COUNCIL ACTION:**

Receive monthly Community Development Department Report. Consent Agenda vote.

## **ONGOING ACTIVITIES & ACCOMPLISHMENTS**

- Construction of the Open Door Community Health Center is continuing and the Building Department is involved in ongoing inspections. Staff has been adjusting schedules and meeting the demands of the increased workload as well as working with Open Door to fulfill conditions of approval under the design review and conditional use permits, and the subdivision agreement conditions with Open Door and RMF. Projected date of opening is summer/fall 2018.
- Greens Pharmacy is open and occupied, and most units are occupied. The Building Department has issued the Certificate of Occupancy.
- The McLean Foundation's Community Center site improvement grading permit has been issued and the groundbreaking ceremony was held on October 9<sup>th</sup>. BMPs are in place during the winter months. The building plans have been submitted and the applicant's most current correction submittal was accepted 4/3/2018.
- A total of 20 building permits were issued in April, including two single family residences, one residential remodel, one residential addition, one new commercial structure, and 13 permits for plumbing, mechanical and roofing. Value of improvements for the month of April was \$1,442,935 and building permit fees were \$24,603.18. The detailed building division report is attached.
- Code Compliance: Staff is monitoring approximately 14 code compliance cases. 4 more cases have been submitted in April and May. Several are cases with prior history that also involve drug activity. Enforcement tasks include receiving citizen complaints, conducting site visits, recording pictures for documentation, writing and tracking notices, and ongoing site visits until the issue has been abated or the case comes to a public hearing. The Code Compliance Committee includes staff from planning, building, police, and public works, with occasional input from the City Attorney. The Committee meets monthly to review the status of violations and determine course of action for each site.
- 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.
- Other ongoing tasks completed this month:
  - Coordinated with City departments for review and input on various ongoing City projects.
  - Reviewed and issued approximately four business licenses. One is pending due to Environmental Health concerns and lack of proper County/State permits.
  - 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.
  - Staff continues to progress on completing LID Agreements with Developers.

## **GENERAL PLAN IMPLEMENTATION AND SPECIAL PROJECTS**

The following program activities are underway. Listed are numerous special projects that have been directed by the Council (design review, sign ordinance, and Riverwalk rezone). Note that the Design

Review Guidelines are ready to be scheduled with the Council for adoption; staff is requesting that a workshop or regular meeting date be scheduled. Staff is also requesting a possible workshop with the Council to prioritize special projects and determine if outside consulting services are desired.

- **Housing Element** The City Council adopted the Fortuna Housing Element (2014-2019) in March, followed by submittal to HCD. HCD certified the Housing Element on April 12, 2018.
- **Housing Element Implementation Programs:** As part of the Housing Element update, the City has a series of programs that should be initiated, and progress should be made on a number them. A list of the programs are attached. Staff is requesting that the Council prioritize the tasks and provide direction to staff on which of the programs are determined to be the most critical.
- **Design Review** Following the Planning Commission's completed review of the guidelines in early 2017, Staff presented the ordinance change and draft Design Review guidelines to City Council on September 18<sup>th</sup> for adoption. The Council decided to continue the review in a workshop format, and then schedule a public hearing to adopt the guidelines and ordinance. Staff was directed to postpone the design review guidelines and to focus on the local marijuana ordinance. Now that the marijuana ordinance and housing element are completed, *Staff is requesting that the Council offer a workshop or meeting date to finalize and adopt the guidelines.*
- **Sign Ordinance** Pursuant to Council direction, staff will be scheduling workshops and hearings with the City Council and Planning Commission to update the City's sign ordinance.
- **Riverwalk Commercial Rezone** The Council has given staff direction to proceed with the rezone expanding allowable uses to include general retail. Staff is preparing a scope of work to identify necessary steps to move the rezone forward in the upcoming months and will work with the City Manager to prioritize the work efforts.
- **County Marijuana Ordinance** Staff continues to track and attend the County cannabis ordinance hearings and make public comment requesting a complete prohibition of cannabis activities within the City's sphere of influence. The County's draft ordinance proposes allowing new permits to be approved with a discretionary public hearing, to be setback 600 feet from property lines, and have odor control measures. For permits already issued, it is proposed that they be required to undergo a public hearing for a discretionary permit with the new standards. These standards would apply within spheres or within 1,000 feet of city limits, whichever is greater.

Given the understaffing of Community Development based on budget constraints, Staff can work with the City Manager to identify support from outside resources if necessary to facilitate the many projects and tasks that are expected through 2017-18. Staff's immediate priority continues to be current development projects and responding to the needs of homeowners, developers, business owners, real estate agents and other professionals, and the general public.

### Development Activity/Planning Report for April 2018

*Updated 5/10/18*

<b>PROJECTS RECENTLY ACTED UPON:</b>		<b>Submittal</b>	<b>Complete</b>	<b>Status</b>
<b>Subject:</b> Design Review for proposed 27x7 feet mural located at 333 Fortuna Boulevard. A portion of the mural will be visible from Fortuna Boulevard. The mural has been designed by the Heart of Worship class of 2018, supported by Lifehouse Humboldt. <b>Applicant:</b> Kwjuana Thomas <b>Owner:</b> Sung Ja Choi <b>APN:</b> 910-000-380 <b>Project Site:</b> 333 Fortuna Boulevard <b>Zoning:</b> Commercial Thoroughfare (C-T)	4/2/2018	4/24/2018	Planning Commission approved project on 4/26/2018.	
<b>Subject:</b> A Minor Subdivision of a 1.87-Acre Parcel into Two Parcels, 0.93 and 0.94 Acres Each. <b>Owner:</b> White Circle Commerce LLC CO <b>Applicant:</b> Norcal Autobody <b>APN:</b> 200-363-013 <b>Project Site:</b> 1325 Riverwalk Drive <b>Zoning:</b> Commercial Thoroughfare (C-T)	8/3/2017	3/27/2018	Planning Commission approved project on 3/27/2018.	
<b>PROJECTS SUBMITTED AND PENDING:</b>				
<b>Project:</b> A Public Hearing to Consider the Amendment of a Conditional Use Permit to Eliminate the Requirement of Two Driveway Gates with Directional Signage. <b>Applicant:</b> Will Adams <b>APN:</b> 040-272-004 <b>Project Site:</b> 1960 and 1964 Main Street (at Rohnerville Rd.) <b>Zoning:</b> Commercial Thoroughfare (C-T)	5/4/2018	5/4/2018	Project is scheduled for the Planning Commission 5/22/2018.	
<b>Subject:</b> Conditional Use Permit for a large vehicle carwash. <b>Applicant:</b> Cody King <b>APN:</b> 200-362-023 <b>Project Site:</b> Riverwalk District <b>Zoning:</b> Freeway Commercial (F-C)	5/11/17		Staff has sent correspondence to applicant and agent that the proposed use does not conform to F-C zoning or to the Code interpretation finding made by	

			the Council on 1/3/2017. Applicant has not responded.
<b>Subject:</b> Subdivision of a 1.9-acre parcel into three commercial parcels. <b>Applicant:</b> Dennis Wendt and Wally Wright <b>Project Site:</b> 101 Gulliksen Drive	4/7/16		Small wetland possibly identified by Calif. Dept. Fish & Wildlife; requested a wetland report.
<b>Subject:</b> A phased major subdivision of a 1.82 acre parcel into nine lots. <b>Applicant:</b> Jonathan Cook <b>Project Site:</b> 344 N. Fortuna Blvd.	7/12/2017		Reviewed by City departments and local agencies; corrections submitted to applicant.

**Subdivision Status Report**  
 (Approved projects, not yet completed)  
 5/10/2018

	Approved:	Expires:	
MacDonald - Ross Hill Road – 39 lots	8/21/06	8/20/18	Improvement Plans approved. Some storm drainage installed.
Egan – River Ranch Road	6/25/13	6/26/15	Final Map Recorded. Improvement agreement executed. Project at punch list phase.
Redwood Memorial Foundation – Lot Split	12/16/14	12/15/16	Final Map recorded. Improvements to be complete during building permit phase.

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

**CITY OF FORTUNA**

**BUILDING PERMIT SUMMARY**

**APRIL  
2018**

TYPE OF PERMIT ISSUED

<b>RESIDENTIAL</b>	<b>NUMBER OF PERMITS</b>	<b>LIVING UNITS</b>	<b>VALUE / COST OF CONSTRUCTION</b>	<b>BUILDING PERMIT FEES</b>
SINGLE FAMILY RESIDENCES	2	2	\$440,594.00	\$9,948.03
DUPLEX FAMILY RESIDENCES				
MULTI-FAMILY RESIDENCES				
MANUFACTURED RESIDENCES				
SECOND DWELLING UNIT (ATTACHED)				
SECOND DWELLING UNIT (DETACHED)				
ADDITIONS	1	/	\$20,000.00	\$488.00
REMODELS	1	/	\$12,000.00	\$283.61
GARAGES/CARPORTS	2	/	\$115,000.00	\$2,956.87
ACCESSORY STRUCTURES		/		

<b>PUBLIC WORKS - SEWER &amp; WATER FEES</b>
\$18,568.62
\$0.00
\$0.00
\$1,769.20

**COMMERCIAL**

NEW STRUCTURES	1	/	\$706,350.00	\$8,794.72
ON-SITE IMPROVEMENTS/GRADING		/		
ADDITIONS		/		
TENANT IMPROVEMENT / REMODEL		/		
REPAIRS		/		
SIGNS		/		

\$640.00

**OTHER PERMITS**

ELECTRICAL		/		
PLUMBING	1	/	\$3,825.00	\$122.52
MECHANICAL	3	/	\$4,835.00	\$365.85
ROOFING	7	/	\$139,031.00	\$1,521.63
GRADING - RESIDENTIAL		/		
SIDING / WINDOWS	1	/	\$1,300.00	\$121.95
DECK		/		
SOLAR PHOTO-VOLTAIC SYSTEM		/		
MISCELLANEOUS	1	/	\$0.00	\$0.00

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\$0.00
\$0.00

<b>TOTAL THIS MONTH:</b>	<b>20</b>	<b>2</b>	<b>\$1,442,935.00</b>	<b>\$24,603.18</b>
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<b>\$20,977.82</b>
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<b>NUMBER OF PERMITS</b>	<b>LIVING UNITS</b>	<b>VALUE / COST OF CONSTRUCTION</b>	<b>BUILDING PERMIT FEES</b>
--------------------------	---------------------	-------------------------------------	-----------------------------

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

<b>PUBLIC WORKS - SEWER &amp; WATER FEES</b>
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*Water Connection Fee  
Water Capital Earn Fee  
Sewer Capital Conn Fee  
Storm Drainage Fee  
Traffic Impact Fee*

<b>2018 - TOTAL YEAR TO DATE:</b>	<b>88</b>	<b>5</b>	<b>\$4,002,219.00</b>	<b>\$64,137.87</b>
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<b># OF PERMITS</b>	<b>LIVING UNITS</b>	<b>VALUE/COST OF CONST</b>	<b>BUILDING PERMIT FEES</b>
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<b>\$59,916.38</b>
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<b>PW - SEWER &amp; WATER FEE</b>
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# STAFF REPORT

## *City Council Consent Agenda Item*

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**DATE:** May 21, 2018

**TO:** Honorable Mayor and Council Members

**FROM:** Aaron Felmlee, Finance Director

**THRU:** Merritt Perry, Interim City Manager

**SUBJECT:** Monthly Finance Department Report

**STAFF RECOMMENDATION:**

Receive report as an informational item.

**EXECUTIVE SUMMARY:**

Finance Staff would like to thank the Council and Departments for input and guidance given during the Special Budget Workshops on May 3 and May 10. Staff will be taking the revisions discussed in those meetings and incorporating them into the budget document, which will come before Council for adoption on June 4.

Staff has been working on the transfer of ownership of the CCC building located at APN 200-0363-018 from the City to the State. Staff ran into an issue during review of the preliminary title report that showed the City and the California Cities Financing Corporation having a sublease agreement that needed to be terminated before transfer to the State could occur. The California Cities Financing Corporation was managed by the League of California Cities and was a financing mechanism that many Cities took advantage of. Unfortunately, staff found that this corporation has long been dissolved and the League no longer had anyone still working at the League during the time the corporation was dissolved. Through the help of Corrie at the League and Paul at Fidelity National Title, we have come up with a solution to remove the sublease from title by having the League issue a Quit Claim Deed and the City recording a certificate of acceptance with the title company. Staff is working towards having the sublease removed and title transferred to the State in the next month.

The City Hall reception safety project has started. Construction began the week of May 14 and anticipated to run through the month of June. During this time, the City Hall customer service window will be moved to the City Hall Conference Room. Staff would like to thank the public for their patience as we take utility payments and conduct City Business in the conference room. The project will result in the ability to service two customers simultaneously as well as be ADA compliant.

The Finance Department was notified by the State Controller's Office on May 1 that the State would be coming to the City to perform an audit on Fortuna's Special Gas Tax Street Fund for the audit period July 1, 2016 through June 30, 2017 and perform limited internal control review. The audit will take place the week of June 18 and possibly into the week of June 25. The last audit performed by the State Controller's Office on the Gas Tax Fund was FY 2005/06. Staff is working on preparing all required documentation and worksheets to send to the State Controller's Office before the auditors arrive.

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

**RECOMMENDED COUNCIL ACTION:**

Receive Finance Department Monthly Report. Consent Agenda vote.

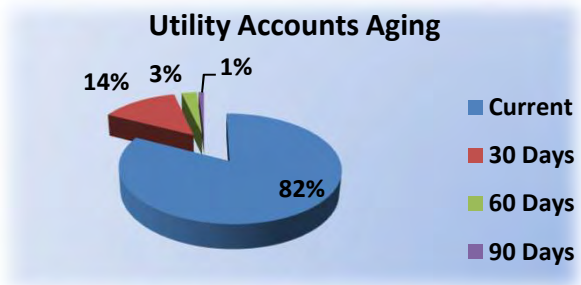
**ATTACHMENTS:**

- A. Finance Staff Activity Log for April 2018

**City of Fortuna  
Finance Department  
Fiscal Year 2017/18**

Finance Department Activity Log	Nov 2017	Dec 2017	Jan 2018	Feb 2018	Mar 2018	Apr 2018
Payroll Checks Issued:	289	334	229	221	216	208
Accounts Payable Checks Issued:	242	187	185	223	211	212
Number of Invoices Processed:	562	476	430	549	576	481
CDBG Loan Payments/Payoff	0	0	0	0	0	0
# Telephone Calls Answered-	988	977	1160	1118	1174	1042
<b>Avg Daily</b>	<b>49</b>	<b>49</b>	<b>53</b>	<b>59</b>	<b>53</b>	<b>50</b>
<b>Daily Walk-in Customers</b>						
Utility	1006	1040	1183	1154	1250	1173
Bldg	74	65	76	73	69	62
Plan	16	16	24	35	13	19
Other	83	78	65	86	87	89
<b>Total:</b>	<b>1179</b>	<b>1199</b>	<b>1348</b>	<b>1348</b>	<b>1419</b>	<b>1343</b>
<b>Average Daily Walk-in Customers</b>	<b>59</b>	<b>60</b>	<b>61</b>	<b>71</b>	<b>65</b>	<b>64</b>
Monthly Bills	4487	4486	4485	4491	4498	4497
Reminder Notices	449	467	448	475	465	427
Shut Off Notices Mailed	225	225	229	215	216	192
Shut Offs	31	32	20	40	34	30
Ebills - Bills sent via email	181	180	184	179	182	185
Utility Bills paid online	283	285	295	302	304	305
% of Utility bills paid in person	22%	23%	26%	26%	28%	26%
Public Works Calls Dispatched:	106	127	124	102	131	143
				<b>Avg Calls</b>	<b>0.0</b>	<b>122.2</b>

Utility Billing Aging Report	Total Bal	Current	30 Days	60 Days	90 Days
	\$ 527,081	\$ 435,317	\$ 72,580	\$ 14,341	\$ 4,843
		82.6%	13.8%	2.7%	0.9%



# STAFF REPORT

## *City Council Consent Calendar Agenda Item*

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**DATE:** May 21, 2018

**TO:** Honorable Mayor and Council Members

**FROM:** Cameron Mull, Director of Parks & Recreation

**THRU:** Merritt Perry, Interim City Manager

**SUBJECT:** **Parks & Recreation Monthly Report for April 2018**

**STAFF RECOMMENDATION:**

Receive report as an informational item.

**EXECUTIVE SUMMARY:**

**Parks Maintenance**

Following is a summary of park maintenance activities for April:

- Spring mowing, trimming, weed abatement, and
- Ballfield preparation is keeping the Parks crew busy with park use in full-swing.
- Newburg Park grounds have dried out nearly completely, allowing us to make fields available for user groups.
- Playground slide damage occurred at the Newburg Park play structure, in which the manufacturer is shipping a replacement slide at no cost.
- The log roll at the Rohner Park playground has been repaired and is back in use.
- Conroy field light damage occurred during a little league game, and has since been repaired and is now fully functional.
- The bocce ball courts and horseshoe pits at Rohner Park have had their annual maintenance and are ready for the season.
- The Bike Park at Newburg Park was cleared and is now more open, usable. A community volunteer has offered to assist the City with trail maintenance on those grounds at a future date.
- Two Japanese red maples were planted on the median between Rohnerville Rd. and Fortuna Blvd. to replace the trees that suffered during the water restrictions and are now in the previous trees' location.
- The Church of Latter Day Saints volunteered time to weed the Newburg Park entrance woodchip area. Some minor wood repairs were completed at the rodeo grounds grandstands for safety.

**Depot Museum**

April's visitation total for the Fortuna Depot Museum was 156. April visitation totals in recent years were: 2017: 194, 2016: 246, 2015: 253, 2014: 194, 2013: 197, 2012: 282, 2011: 213, 2010: 213, 2009: 149, 2008: 125. In April 2018 we welcomed California visitors from Blocksburg, Carlotta, Chino, Eureka, Folsom, Fortuna, Hydesville, McKinleyville, Oakland, Paradise, Rio Dell, San Bernardino, Santa Rosa, Scotia, Sunnyvale, Tracy, Ventura, Weaverville and Willits. We also welcomed out-of-state visitors from Iowa, Georgia, New York, Oregon and Pennsylvania.

In April we installed a new exhibit in the fourth room of the museum, “1918: The United States at War.” This exhibit focuses on both the national experience and the Fortuna experience 100 years ago, with particular emphasis on the World War I war effort on the home front as well as the influenza pandemic that first hit Humboldt County in the fall of 1918. Much of the material in the exhibit has been developed through research using the *Humboldt Beacon* digital archive recently installed in the Depot Museum (digital archive purchased by the City of Fortuna; computer equipment donated by Fortuna Redwood Auto XPO in 2017). At the end of April, a small seasonal exhibit was installed in the front room of the museum, featuring sheet music, magazines and postcards from the museum collection that tie in with spring or Mother’s Day.

On Friday, May 18, the Depot Museum will host the first presentation in this year’s “Celebrating Life in Our Humboldt County” series sponsored by Pierson Building Center. Local historian Jerry Rohde will present “Sleeping Through Humboldt County,” exploring the county’s historic hotels and resorts. This free public program begins at 7:00.

**Fortuna Transit**

Passengers on the Fortuna Transit Bus totaled 887 trips during the month of April 2018. The lift was used for non-wheelchair riders 24 times and 49 times for wheelchair trips. The Fortuna Transit had 10 new riders during the month of April.

We continue with the monthly trip to Eureka on the second Tuesday of the month. The riders look forward to this trip.

	April 2017	April 2018	YTD ~ July 2016 – June 2017	YTD ~ July 2017 – June 2018
# of passengers	729	887	9510	6707
Total Miles	1947	2344	26586	17330
Service Miles	1778	2198	24396	16172
Hours Worked	281.25	297.5	3527.75	2279.75
Service Hours Worked	245.5	255.5	3084.75	1978

**Sports and Classes**

Adult League Basketball ended in April. The managers meeting for Adult League Softball has been scheduled for May 16, 2018 at 6:00 pm in the Rohner Rec Hall. The league will begin in June and finish the beginning of August.

Pickle-ball continues to have games in the Pavilion on Mondays, Wednesdays and Fridays from 9:30 a.m. – 12:30 p.m. and Wednesday evenings from 6:00 – 8:03 p.m. This is open to the public and the cost is \$3.00 per session.

College of the Redwoods has rented the Fireman’s Pavilion for Pickle-ball classes. The classes are being held on all the Tuesdays in May from 10:30 a.m. – 12:00 p.m.

Girls Fast-pitch and Little League has started, so the field reservations for both user groups have been completed. They use the fields in Rohner and Newburg Parks.

### **Continuous Facility Rentals**

Results Fit Camp continues to hold exercise classes in the Pavilion on Mondays at 6pm and Tuesdays & Thursdays at 5:20am, 9:00am and 6:00pm, each class lasts one hour.

The parks has been getting many facility reservations for the upcoming summer months.

### **Public Skating**

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

### **Recreation Programs**

We are currently taking registrations for our Summer Fun and Kiddie Kamps. Both camps run from June 18 to August 24. Kiddie Kamp is for children ages 4 – 6 years of age and Summer Fun is for ages 7 – graduating 8<sup>th</sup> graders. We offer many activities such as skating, arts and crafts, cooking, and much more. Camp hours are 7:30 a.m. to 5:30 p.m., Monday through Friday. To enroll your child you can go [www.friendlyfortuna.com](http://www.friendlyfortuna.com) or come in to the Park Office located in Rohner Park. For more information, you can call the park office at 725-7620 or email the Recreation Supervisor at [twilson@ci.fortuna.ca.us](mailto:twilson@ci.fortuna.ca.us).

### **Community Service**

The Parks & Recreation Department currently has nine people signed up to perform Community Service. Community Service workers completed 60.25 hours in the month Of April. One worker completed his hours in April. The Community Service Work Program is a big part of our success. The workers help with trash pickup and maintenance projects in Rohner and Newburg Parks as well as the Treatment Plant and the River Lodge. Since the program started in 1997, there have been 49,925.50 service hours completed in the City.

### **RECOMMENDED COUNCIL ACTION:**

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

# STAFF REPORT

## *City Council Consent Calendar Agenda Item*

---

**DATE:** May 21, 2018

**TO:** Honorable Mayor and Council Members

**FROM:** William Dobberstein, Chief of Police

**THRU:** Merritt Perry, Interim City Manager

**SUBJECT: Police Department Monthly Report for April 2018**

**STAFF RECOMMENDATION:**

Receive report as an informational item.

**EXECUTIVE SUMMARY:**

The week of April 8<sup>th</sup> to the 14<sup>th</sup> was designated National Public Safety Dispatchers Week. During this week the Fortuna Police Department, along with agencies nationwide recognize the pivotal role played by public safety dispatchers. The dispatchers of the Fortuna Police Department handle several thousand 9-1-1 and business calls each month and coordinate with allied agencies for other law enforcement, fire service and emergency medical personnel to respond to those in need. I, along with the officers and personnel of the Fortuna Police Department appreciate all of our dispatchers and take comfort knowing they are always there with skilled, compassionate help when an emergency arises.

The FPD reminds the public that crime statistics and information on calls for service can be found at [forpd.crimegraphics.com](http://forpd.crimegraphics.com).

The FPD POP Detective has been working with the Department of Fish and Game, Sheriff's Office and Mental health in conducting enforcement sweeps of known transient campsites. We have seen great success in clearing the campsites and have worked with the Humboldt County Sheriff's Work Alternative Program (SWAP) in clean-up efforts. Our POP Detective has set aside at least one day per week to focus on transient related issues.

From April 9<sup>th</sup> to 13<sup>th</sup>, Officers Stevens and Jengeleski attended a Field Officer Training course in Napa.

From April 23<sup>rd</sup> to 26<sup>th</sup> Sgt. Kadle, Sgt. Primofiore and Officer Walstrom attended an "Active Shooter" course in Blue Lake.

On April 22, 2018 at approximately 9:23 am, officers responded to the area of Rohner Park to attempt to locate a male subject who was identified as the suspect from the burglary of the restaurant located in the 700 Block of South Fortuna Blvd that occurred on April 20th. Officers located the subject in the trails behind the park. Access to the location was made from the 2800 Block of Hillside Drive. Officers arrested a 24-year-old male from Hazelton, IA. He was taken into custody without incident and was transported to the Humboldt County Correctional Facility where he was booked for Burglary and vandalism. The Fortuna Police Department would like to thank the citizens of Fortuna for their assistance in this investigation.

From April 24<sup>th</sup> to 27<sup>th</sup>, the Fortuna Police Department hosted the International Society of Crime Prevention Practitioners for a three-day training event. Participants came from several law enforcement agencies in Humboldt County, Los Angeles, Vacaville, Oregon, Colorado and even the United Kingdom. ISCPP President Tom Poe flew to Fortuna to coordinate the training and remarked how professional helpful our

staff was coordinating this event in Fortuna. He also remarked that Fortuna PD Crime Prevention Officer, Enoch Ibarra, is one of the most outstanding and knowledgeable volunteers he has worked with.

We continue to extend our Neighborhood Watch program with the assistance Crime Prevention specialist Enoch Ibarra and Roxanne Hughes; a community volunteer who is serving as our coordinator for the Watch Groups in Campton Heights. In the past month, we have placed 14 new Neighborhood Watch Signs on Street signs, in different neighborhoods throughout Campton Heights. We are hoping to extend the program to the rest of the City gradually. Currently we have 15 block captains in the Campton Heights area alone.

During the month of April 2018, the FPD handled 1,733 calls for service, made 104 arrests and issued 63 citations.

The Fortuna Police Department Facebook page now has 3,958 followers.

**RECOMMENDED COUNCIL ACTION:**

Receive Police Department Monthly Report. Consent Agenda Vote.

# **STAFF REPORT**

## ***City Council Consent Agenda Item***

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**DATE:** May 21, 2018

**TO:** Honorable Mayor and Council Members

**FROM:** Merritt Perry, Interim City Manager/Public Works Director

**SUBJECT:** **Public Works Department/City Engineer Monthly Report for April 2018**

**STAFF RECOMMENDATION:**

Receive report as an informational item.

**EXECUTIVE SUMMARY:**

**Public Works Director/City Engineer**

The public works director has been working as Interim City Manager. This increase responsibility has resulted in additional tasks being assigned to other department personnel including the Deputy Director and the Superintendents.

**Wastewater Compliance**

The city is currently in the process of several smaller projects aimed at long-term compliance with the City's NPDES permit. Including surface and ground water disposal evaluations, update of a preliminary engineering report to identify treatment plant improvements, and the development of a sanitary sewer evaluation to identify where inflow and infiltration are occurring in the city's collection system and what effort will be needed to reduce them. Staff will also be seeking consultants to assist with the identification and development of a long-term disposal location for the City's wastewater.

**Deputy Public Works Director**

**Capital Improvement Program**

Staff is working to update the document for inclusion in the 2018/2018 budget. A draft copy of the CIP will be presented to Council on May 3rd for discussion and the Planning Commission on May 22nd for conformance to the General Plan finding, then to Council on June 4th for adoption.

**Percolation Ponds Rehabilitation**

The successful bidder for the yearly rehabilitation of the percolation ponds at the wastewater treatment plant is William Gray Construction. The project was brought to Council for Award April 16, and the insurance, bonding and contract have all been processed. The notice to proceed was sent to the contractor and mobilization was made to the site on April 30. The project will be completed by May 14, 2018.

**City Hall Reception Safety Project**

The successful bidder for the project was R.H. Construction, staff brought the project to Council for Award on April 16, and the insurance, bonding, and contract have all been processed. Staff have been working with the contractor to review product submittals, and demolition is expected to begin on May 14. The reception area will be moved to the Council Chambers conference room during construction.

### PGE 12th Street Utility Undergrounding Project

Staff continued to meet regularly over teleconference with multiple organizations working on the project. Staff worked with the City Surveyor to determine property line locations in an effort to locate a transformer near the bridge at Rohner Creek. Staff will continue to reach out to property owners in the next month. The project was expected to begin in the summer of 2018; however, easement acquisitions may delay the start date until later in the fall, or 2019.

### Pressure Zone 4/6 Intertie Project

Staff met with the design engineer (Brian Ontiveros), and directed him on some details of the design. The design engineer is expected to have the design complete by the end of May, and the water main installation will occur in fiscal year 2018/2019. This project will occur in conjunction with the McLean Foundation Community Center project.

### Sanitary Sewer Evaluation Study

Staff is continuing to work with SHN Consulting Engineer as well as Miksis Services Inc., on evaluation of the City's Sanitary Sewer System. The City's consultant is still analyzing the monitoring equipment data, and final locations of CCTV activity will be determined early in May. The project will ultimately alleviate impacts to the City's wastewater treatment plant, as well as reduce sanitary sewer overflows.

### Monday Club Lift Removal and Porch Repair Project

The project is considered complete; however, the concrete may have some treatment applied by staff to attempt to match colors from old and new in the next couple of months.

### Utilities Division- Utility Superintendent

During the month of April, the water department fixed 1 water leak, replaced 1 service line, repaired 3 fire hydrants, moved 1 meter box and repaired 1 angle valve. Crews also answered 143 service calls and marked 23 USA's.

Landen Stone and Jason Johnson passed their Distribution 2 exam and Craig Funk also passed his Distribution 1.

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

#### **Notable projects the CTPO has been working on:**

- Ongoing transition for Utility Superintendent
- Overseeing on-site percolation pond rehabilitation
- Weekly updates with GHD for planning grant tasks
- Attended CWEA Annual Conference and Expo in Sacramento
- Met with Freshwater Environmental to discuss FOG (Fats, Oil & Grease) program and strategy.
- Working with FES to update the outdated sewer municipal code
- Researching products for conducting dye study in percolation ponds
- Cooperating with new General Services Superintendent, Bob Natt on keeping records for storm drain maintenance for the annual report
- Coordinated the Chemical release evacuation drill with Public Works staff, FPD and FVFD

### Wastewater Treatment

- Flows through the facility were 44.9 MG with a high flow of 2.7 MG on April 6<sup>th</sup>. Average flows through the facility were 1.9 MGD.
- We are seeing the slow transition from winter weather flows to spring and summer flows. The treatment process changes drastically as the flows decrease. Operational changes are needed on a gradual basis so that the plant continues to perform well.
- There were no Effluent violations in the month of April.

- Compost has been sampled and we are awaiting test results. The giveaway is tentatively scheduled for the first week in June after the Memorial Day holiday

**Water Treatment**

- 27.7 MG was pumped from the wells to the distribution system in the month of March. Water production in April was 7% lower than production from March (29.8 MG). April 2018 production was 3.1% lower than April of 2017 (28.6 MG) and 34.2% lower than the benchmark of April, 2013 (37.2 MG).
- There were no violations during the month of April.

**General Services and Streets - General Services Superintendent**

During the month of April, the Public Works crew (primarily the carpenters) completed the Monday Club project. The Carpenters finished touch up on the hydration station installed in Newburg Park. The Carpenters replaced or refurbished the wood in the downtown benches on Main St. around the bulb sidewalks. The Carpenters also replaced a blown off vent cap that was leaking into a storeroom of 320 Main.

The Streets crewmembers are working diligently on removing low hanging tree limbs in the City easement. Some complaints regarding low limbs were received from residents on Home Ave. and the limbs were subsequently removed using the City’s bucket truck.

The Street crewmembers mowed on Rohnerville Road from County line to North Loop, Redwood Way, and the Elisabeth Barcus. The mowing is done to increase visibility, remove fire hazards, and to clear storm drain ditches. Traffic Control was included for safe operation for the public and city staff.

The Street Crew cleared an area at the Corporation Yard for the perk pond project. The Crew moved equipment and material from the area. The Crew filled gaps in the sidewalk with expanding compound on Twelfth St.

Two Street Crew members set up and provided traffic control for special event on Sunday, April 22, 2018. The walk/run event was to raise money for shoes for developing countries.

The Street Crew members place erosion control measures before the rains came on Franklin Ave on the storm drain easement from Dunaway Ct.

Chris Pollard, Street and Park Maintenance team member, passed his commercial class B license.

The other jobs included were street sign repair, trim trees, brush removal, and start mowing in the City’s right of ways. Remove trash from under bridges from homeless camps, and fill cracks with a sealer on sidewalks. Replaced or installed new traffic control signs. Filling of potholes and clearing of drainage grates during the wet weather was also performed. Street members removed or exchange banners on Main St, mow, stock, and empty garbage cans at the Dog Park, and the Citywide street sweeping program. Street staff are ready to respond to City citizen’s calls as they arise.

**RECOMMENDED COUNCIL ACTION:**

Receive Public Works Department Monthly Report. Consent Agenda Vote.

**STAFF REPORT**

***City Council Consent Calendar Agenda Item***

---

**DATE:** May 21, 2018

**TO:** Honorable Mayor and Council Members

**FROM:** Joanna Miranda, Conference Center Manager

**THRU:** Merritt Perry, Interim City Manager

**SUBJECT:** **River Lodge Conference Center and Fortuna Monday Club Monthly Report for April 2018**

**STAFF RECOMMENDATION:**

Receive report as an informational item.

**EXECUTIVE SUMMARY:**

The River Lodge and Monday Club held a total of 31 events in April. Our weekends consisted of a variety of annual events. The Rocky Mountain Elk Foundation, the Rotary Major fundraiser and the Fortuna High Prom were hosted at the River Lodge. We also hosted the Salmonid Restoration Federation for a four day conference that attracted over 400 people. They held several sessions and field tours throughout the event. There were also several meetings and trainings. The Chamber weekly meetings, the Concert Series, Senior Jam Sessions and the Garden Club meetings also took place at the Monday Club.

River Lodge was selected in the Times Standard's "Best of the North Coast" as Best Event Venue and Best Banquet Venue!

Sales in the Gallery were \$72 for the month of April. As always, we have a 15% off sale the last Tuesday of every month.

**RECOMMENDED COUNCIL ACTION:**

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



City of Fortuna

River Lodge & Monday Club

Event Schedule

May-18						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29-Apr	30-Apr	1	2	3	4	5
		*CSEA	*REMIF			
	Chamber Lunch/Mtg					
6	7	8	9	10	11	12
Baby Shower	CAL Fire	CAL Fire	Scholarship Dinner			Ferndale Prom
Fashion Show	Chamber Lunch/Mtg		Garden Club	Eel River Movie	Dairy Princess	1st Communion
13	14	15	16	17	18	19
	Chamber Lunch/Mtg	DH Meeting FS		Memorial Service	Redwood Prep Gala	
20	21	22	23	24	25	26
	Chamber Lunch/Mtg	Recology		FUHS Senior Ball		AR Prom
27	28	29	30	31	1-Jun	2-Jun
New Event RL						
Wedding Reception	Chamber Lunch/Mtg					

**STAFF REPORT**

***City Council Consent Calendar Agenda Item***

---

**DATE:** May 21, 2018

**TO:** Honorable Mayor and City Council Members

**FROM:** Merritt Perry, Interim City Manager

**SUBJECT:** **Report of Disbursements for May 9, 2018**

**STAFF RECOMMENDATION:**

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

**REPORT OF DISBURSEMENTS:**

Disbursement was processed as follows:

- May 9, 2018 \$ 398,339.27

**RECOMMENDED COUNCIL ACTION:**

Informational Item. Receive report by Consent Agenda Vote

**ATTACHMENTS:**

- Disbursements Detail Reports for May 9, 2018

REPORT: May 09 18 Wednesday  
 RUN: May 09 18 Time: 11:26  
 Run By: Racheal Henry

City of Fortuna  
 Cash Disbursement Detail Report  
 Check Listing for 05-18 Bank Account.: 1020

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

Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	-----Payment Information-----	
							Invoice #	Description
061968	05/01/18	POS01	POSTMASTER	1179.92	.00	1179.92	050118P	APRIL UTILITY BILLING POS
061969	05/01/18	CAR17	KEVIN CARTER	127.50	.00	127.50	030818P	TRAVEL EXPENSE 5/7-5/9
061970	05/01/18	GOA02	GARY GOADE	288.00	.00	288.00	042018P	TRAVEL EXPENSE 5/6-5/11
061971	05/01/18	PER07	MERITT PERRY	127.50	.00	127.50	030818P	TRAVEL EXPENSE 5/7-5/9
061972	05/01/18	RIC10	RYAN RICHARDSON	224.00	.00	224.00	020118P	TRAVEL EXPENSE 5/8-5/11
061973	05/09/18	VOID	<del>VOIDED CHECK</del> <i>Brian Taylor</i>	224.00	.00	224.00	020118P	TRAVEL EXPENSE 5/8-5/11
			Check Total.....:	224.00	.00	224.00		
061974	05/09/18	ACC02	ACCESS HUMBOLDT	116.90	.00	116.90	1276	TELEVISED COUNCIL FY 2017
				178.15	.00	178.15	1277	TELEVISED PLANNING FY 201
			Check Total.....:	295.05	.00	295.05		
061975	05/09/18	ACH01	JACOBY ACHANE	150.00	.00	150.00	050318	FORFEIT FEE DEPOSIT REFUN
061976	05/09/18	ADV01	ADVANCED SECURITY SYSTEM	237.00	.00	237.00	423808	SECURITY SERVICE - RIVER
061977	05/09/18	AFL01	AFLAC PREMIUM HOLDING	2202.00	.00	2202.00	41118	APRIL AFLAC
061978	05/09/18	AND12	PAULA ANDERSON	20.00	.00	20.00	796424	RIVER LODGE GIFT SHOP
061979	05/09/18	ARM06	BRANDON ARMSTRONG	150.00	.00	150.00	050318	FORFEIT FEE DEPOSIT REFUN
061980	05/09/18	ASA02	ASAP LOCK & KEY	150.00	.00	150.00	050318	FORFEIT FEE DEPOSIT REFUN
061981	05/09/18	ATT04	AT&T	95.96	.00	95.96	04184440	15468444C
061982	05/09/18	ATT13	AT&T	260.53	.00	260.53	11271088	9391050493
				163.02	.00	163.02	11273167	9391061237
				165.13	.00	165.13	11273168	9391061238
				178.29	.00	178.29	11273171	9391061243
				69.71	.00	69.71	11273430	9391062358
			Check Total.....:	836.68	.00	836.68		
061983	05/09/18	BAR07	IAN BARKER	150.00	.00	150.00	050318	FORFEIT FEE DEPOSIT REFUN

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061984	05/09/18	BLA17	SANDY BLAKELY	60.00	.00	60.00	043018	PLANNING COMMISSION 4/24,
061985	05/09/18	BLA18	JORDAN BLACK	150.00	.00	150.00	050318	FORFEIT FEE DEPOSIT REFUN
061986	05/09/18	BOD01	BODYWORKS	580.00	.00	580.00	042718	MAY MEMBERSHIP DUES
061987	05/09/18	CAL21	CALIFORNIA LABORATORY SER	86.00	.00	86.00	8042049	PESTICIDE TESTS
061988	05/09/18	CCA01	CCAC	130.00	.00	130.00	3065	MEMBERSHIP DUES - EMMONS
				130.00	.00	130.00	3071	MEMBERSHIP DUES - GRAY
			Check Total.....:	260.00	.00	260.00		
061989	05/09/18	CHA05	CHARLES PRODUCTS, INC.	168.04	.00	168.04	IN1804170	DEPOT MUSEUM GIFT SHOP
061990	05/09/18	CHA22	GABE CHARLTON	38.25	.00	38.25	050718	TRAVEL EXPENSE 5/24
061991	05/09/18	CLE02	CLEEKCO	190.00	.00	190.00	4124	CITY HALL PROJECT
061992	05/09/18	CN003	CNOA REGION VIII	600.00	.00	600.00	050818	TRAINING 5/24 - 10 OFFICE
061993	05/09/18	COL01	COLLEGE OF THE REDWOODS	144.00	.00	144.00	182054	TRAINING - PD
061994	05/09/18	CON09	PACKY CONWAY-ONEILL	150.00	.00	150.00	050318	FORFEIT FEE DEPOSIT REFUN
061995	05/09/18	COR01	CORBIN WILLITS SYSTEMS	981.47	.00	981.47	B804151	SOFTWARE MAINT FY 2017/18
061996	05/09/18	COW02	KRIS COWAN	199.00	.00	199.00	050318	FORFEIT FEES DEPOSIT REFU
061997	05/09/18	CRY01	CRYSTAL SPRINGS BOTTLED W	15.00	.00	15.00	27685	WATER DELIVERY - PARKS
				30.00	.00	30.00	40118	PW COOLER RENTAL FY 2017/
				14.00	.00	14.00	APR18	PARKS COOLER RENTAL FY 20
				14.00	.00	14.00	040118	HOT/COLD COOLER RENT FY 1
			Check Total.....:	73.00	.00	73.00		
061998	05/09/18	DAV03	JASON DAVIS	60.00	.00	60.00	043018	PLANNING COMMISSION 4/24,
061999	05/09/18	DAY01	DAYLIGHT SALES, LLC	52.01	.00	52.01	111502	MUSEUM GIFT SHOP
062000	05/09/18	DIA05	TIM DIAS	38.25	.00	38.25	050718	TRAVEL EXPENSE 5/24
062001	05/09/18	DIA07	JOEL DIAZ	150.00	.00	150.00	050318	FORFEIT FEES DEPOSIT REFU

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062002	05/09/18	DOB01	WILLIAM DOBBERSTEIN	160.00	.00	160.00	043018	TRAVEL EXPENSE 5/14-5/16
062003	05/09/18	EAG01	EAGLE UNITED USA, INC	234.90	.00	234.90	50111	FLAGS - PD
062004	05/09/18	ECO03	ECOLAB	107.32	.00	107.32	9313131	DISHMACHINE RENTAL FY 201
062005	05/09/18	ELL03	CHARLES ELLEBRECHT	38.25	.00	38.25	050718	TRAVEL EXPENSE 5/24
062006	05/09/18	EMPO1	EMPLOYMENT DEVELOPMENT	12354.00	.00	12354.00	042418	EMPLOYMENT TAX JAN-MAR
062007	05/09/18	ERL01	DAVID ERLER	38.25	.00	38.25	050718	TRAVEL EXPENSE 5/24
062008	05/09/18	EUR02	EUREKA OXYGEN CO	101.90	.00	101.90	702565	CYLINDER RENTAL FY 2017/1
062009	05/09/18	FAS01	FASTENAL COMPANY	135.72	.00	135.72	EUR77257	EQUIPMENT REPAIR - WATER
062010	05/09/18	FIS03	FISCH DRILLING	1933.07	.00	1933.07	P10113	PUMP ASSEMBLY
062011	05/09/18	FIS05	FISHER SCIENTIFIC	2553.00	.00	2553.00	1635335	LAB SUPPLIES
				443.31	.00	443.31	4427507	LAB SUPPLIES
				128.39	.00	128.39	9405526	LAB SUPPLIES
				-128.39	.00	-128.39	9905685C	CREDIT RETURN - LAB
			Check Total.....	2996.31	.00	2996.31		
062012	05/09/18	FIT01	ANGELA FITZHUGH	52.00	.00	52.00	050318	FORFEIT FEES DEPOSIT REFU
062013	05/09/18	FOR03	FORBUSCO LUMBER	48.81	.00	48.81	927611	SUPPLIES - STREETS
				47.25	.00	47.25	927692	BLDG MAINTENANCE - PARKS
				-48.81	.00	-48.81	927821C	CREDIT RETURN - STREETS
				24.85	.00	24.85	928538	SUPPLIES - WATER
				13.87	.00	13.87	929073	BLDG MAINTENANCE - PARKS
				7.74	.00	7.74	929479	BLDG MAINTENANCE - PARKS
				99.41	.00	99.41	930785	SUPPLIES - WATER
			Check Total.....	193.12	.00	193.12		
062014	05/09/18	FOR06	FORTUNA CHAMBER	10962.54	.00	10962.54	050218	3RD QTR TOT ALLOCATION
062015	05/09/18	FOR55	FORTUNA ACE HARDWARE AND	17.89	.00	17.89	279221	SUPPLIES - TRAFFIC SIGNS
				25.32	.00	25.32	279247	EQUIPMENT REPAIR - WWTP
				51.80	.00	51.80	279274	SUPPLIES - BENCHES

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							Invoice #	Description
062015	05/09/18	FOR55	FORTUNA ACE HARDWARE AND	21.87	.00	21.87	279360	JANITORIAL SUPPLIES - CH/
				16.69	.00	16.69	279391	SUPPLIES - BENCHES
				43.09	.00	43.09	279394	SUPPLIES - STREETS
				54.51	.00	54.51	279395	SUPPLIES - PARKS
				45.56	.00	45.56	279416	SUPPLIES - BENCHES
				45.56	.00	45.56	279466	SUPPLIES - STREETS
				9.32	.00	9.32	279577	BENCHES - RIVER LODGE
				3.02	.00	3.02	279604	SUPPLIES - PD
				13.75	.00	13.75	279621	SUPPLIES - WWTP
				24.36	.00	24.36	279639	SUPPLIES - STREETS
				15.17	.00	15.17	279655	VEHICLE REPAIR
				29.28	.00	29.28	279658	TOOLS - WATER
				21.69	.00	21.69	279685	SUPPLIES - WWTP
				162.74	.00	162.74	279728	TOOLS - WWTP
				7.89	.00	7.89	279773	BLDG MAINTENANCE - PARKS
				5.40	.00	5.40	279905	EQUIPMENT MAINTENANCE - P
				147.87	.00	147.87	280015	SUPPLIES - PARKS
Check Total.....:				762.78	.00	762.78		
062016	05/09/18	FOR56	FORTUNA AUTO & TRUCK PART	59.85	.00	59.85	884034	SUPPLIES - STREETS/WWTP/P
				56.03	.00	56.03	884340	EQUIPMENT REPAIR - PARKS
				195.79	.00	195.79	884508	EQUIPMENT REPAIR - PARKS
				23.43	.00	23.43	884865	EQUIPMENT MAINTENANCE - S
				28.65	.00	28.65	885080	EQUIPMENT MAINTENANCE - P
Check Total.....:				363.75	.00	363.75		
062017	05/09/18	FRA14	FRASCO PROFILES	262.50	.00	262.50	1061737	PRE-EMPLOYMENT SERVICES
062018	05/09/18	FRA16	LINDSAY FRANK	38.25	.00	38.25	050718	TRAVEL EXPENSE 5/24
062019	05/09/18	GHD01	GHD INC	1412.50	.00	1412.50	98389	JAMESON CREEK DESIGN
062020	05/09/18	GIA01	DEAN GIACOMINI	76.50	.00	76.50	031218	TRAVEL EXPENSE 5/18-5/19
062021	05/09/18	GRA03	GRAINGER	279.60	.00	279.60	756662376	EQUIPMENT REPAIR - WWTP
062022	05/09/18	GUT01	GUTIERREZ LAND SURVEYING	157.50	.00	157.50	865	SURVEYOR SERVICES
				183.75	.00	183.75	866	SURVEYOR SERVICES
Check Total.....:				341.25	.00	341.25		
062023	05/09/18	HAM03	NATHANIEL HAMILTON	38.25	.00	38.25	050718	TRAVEL EXPENSE 5/24

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062024	05/09/18	HAR32	HARRY'S CAR WASH	80.00	.00	80.00	691798	CAR WASH TOKENS - PD
062025	05/09/18	HDL01	HDL, COREN & CONE	1650.00	.00	1650.00	25136IN	CONTINUING BOND DISCLOSUR
				3300.00	.00	3300.00	25137IN	CONTINUING BOND DISCLOSUR
			Check Total.....:	4950.00	.00	4950.00		
062026	05/09/18	HEN01	HENSELL MATERIALS	188.80	.00	188.80	558047	SUPPLIES - STREETS
062027	05/09/18	HOR01	HORIZON BUSINESS PRODUCTS	16.01	.00	16.01	183758	SUPPLIES - CLERK
				37.05	.00	37.05	184696	SUPPLIES - STREETS
				4.07	.00	4.07	184728	SUPPLIES - STREETS
				10.20	.00	10.20	184808	SUPPLIES - WWTP
				5.23	.00	5.23	185071	SUPPLIES - CLERK
				32.01	.00	32.01	185110	SUPPLIES - CLERK/CM
				17.43	.00	17.43	185237	SUPPLIES - WWTP
				173.12	.00	173.12	185309	SHIPPING SERVICES
				2.44	.00	2.44	185333	SUPPLIES - PD
				5.84	.00	5.84	185459	SUPPLIES - CLERK/CM
				10.29	.00	10.29	185594	SUPPLIES - BLDG
			Check Total.....:	313.69	.00	313.69		
062028	05/09/18	HUB02	HUB INTERNATIONAL	109.46	.00	109.46	041118	MOBLEY SPECIAL EVENTS INS
062029	05/09/18	HUM03	HUMBOLDT PETROLEUM	20.00	.00	20.00	87397	CAR WASH SERVICES - PD
				40.00	.00	40.00	87434	CAR WASH SERVICES - PD
			Check Total.....:	60.00	.00	60.00		
062030	05/09/18	HUM14	HUMBOLDT LODGING ALLIANCE	21705.79	.00	21705.79	050218	3RD QTR HTA ALLOCATION
062031	05/09/18	HUM36	HUMBOLDT TERMITE & PEST C	56.00	.00	56.00	323899	WWTP PEST SERVICES FY 201
062032	05/09/18	HUM39	HUMBOLDT FASTENERS INC	758.65	.00	758.65	357566	TOOLS - PARKS/STREETS
				16.81	.00	16.81	357629	SUPPLIES - STREETS
			Check Total.....:	775.46	.00	775.46		
062033	05/09/18	HUM40	EUREKA-HUMBOLDT VISITORS	199.00	.00	199.00	9106	MEMBERSHIP DUES - RIVER L
062034	05/09/18	HUM59	HUMBOLDT COUNTY ASSESSOR	12.80	.00	12.80	041818	PARCEL MAP UPDATE

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062035	05/09/18	HUM69	HUMBOLDT BAY COFFEE CO	47.75	.00	47.75	11885	COFFEE - PD
062036	05/09/18	IND02	INDUSTRIAL ELECTRIC SERV	550.90	.00	550.90	IN27436	EQUIPMENT REPAIR - WWTP
062037	05/09/18	INF01	INFINITE CONSULTING SERVI	90.26	.00	90.26	7169	PHONE SUPPORT SERVICE
062038	05/09/18	JAR01	JARVIS, FAY, DOPORTO & GI	386.00	.00	386.00	11756	LEGAL SERVICES
062039	05/09/18	JEN02	JAMES JENGELESKI	38.25	.00	38.25	050718	TRAVEL EXPENSE 5/24
062040	05/09/18	KEE01	KEENAN SUPPLY CO	1842.27	.00	1842.27	10096396	SUPPLIES - WATER
				1338.24	.00	1338.24	10112896	SUPPLIES - WATER
				-473.06	.00	-473.06	96831971C	CREDIT RETURN
				94.04	.00	94.04	98637277	SUPPLIES - WATER
				784.11	.00	784.11	101128962	SUPPLIES - WATER
			Check Total.....	3585.60	.00	3585.60		
062041	05/09/18	L&M01	L & M RENNER, INC	11594.16	.00	11594.16	975084	FUEL
062042	05/09/18	LAP02	ROBERT LAPRIORE	150.00	.00	150.00	050318	FORFEIT FEES DEPOSIT REFU
062043	05/09/18	LES03	LES SCHWAB TIRE CENTER	79.95	.00	79.95	500355213	VEHICLE REPAIR - TRANSIT
062044	05/09/18	LEW04	LAUREN LEWIS	248.00	.00	248.00	050318	FORFEIT FEES DEPOSIT REFU
062045	05/09/18	LIE01	LIEBERT CASSIDY WHITMORE	980.00	.00	980.00	1456765	LEGAL SERVICES
062046	05/09/18	LOP02	HECTOR LOPEZ	76.50	.00	76.50	031218	TRAVEL EXPENSE 5/18-5/19
062047	05/09/18	LOS01	LOST COAST COMMUNICATIONS	60.00	.00	60.00	48500055	ASSISTANT ENG RECRUITMENT
062048	05/09/18	LOU02	CALE LORENZO	150.00	.00	150.00	050318	FORFEIT FEES DEPOSIT REFU
062049	05/09/18	MAR15	JESUS MARTINEZ	150.00	.00	150.00	050318	FORFEIT FEES DEPOSIT REFU
062050	05/09/18	MCK07	KEVIN MCKENNY	160.60	.00	160.60	050718	REFUND BUILDING PERMIT FE
062051	05/09/18	MEN01	FRANK MENDES SUPPLY INC	163.82	.00	163.82	M145866	JANITORIAL SUPPLIES - CH/
062052	05/09/18	MER01	MERCER FRASER COMPANY	37981.90	.00	37981.90	7RC	ROHNER CREEK PHASE B
062053	05/09/18	MIL03	TONY MILES	150.00	.00	150.00	050318	FORFEIT FEES DEPOSIT REFU

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062054	05/09/18	MIL06	ROSEANN MILHORN	199.00	.00	199.00	050318	FORFEIT FEES DEPOSIT REFU
062055	05/09/18	MIR02	MIRANDA'S RESCUE	500.00	.00	500.00	APR18	ANIMAL CARE SERVICES FY 1
062056	05/09/18	MIS01	MISSION LINEN INDUS SERV	20.07	.00	20.07	507156813	CORP YARD LINEN SERVICE
				113.35	.00	113.35	507159928	CORP YARD LINEN SERVICE
				78.19	.00	78.19	507159929	WASTEWATER LINEN SERVICE
				89.87	.00	89.87	507206162	CORP YARD LINEN SERVICE
				80.94	.00	80.94	507206163	WASTEWATER LINEN SERVICE
				55.31	.00	55.31	507206170	PARKS/RINK LINEN SERVICE
				53.08	.00	53.08	507224914	PD MAT SERVICE FY 2017/18
				45.57	.00	45.57	507249555	CORP YARD LINEN SERVICE
				93.85	.00	93.85	507252029	CORP YARD LINEN SERVICE
				77.32	.00	77.32	507252030	WASTEWATER LINEN SERVICE
				51.84	.00	51.84	507252039	PARKS/RINK LINEN SERVICE
Check Total.....:				759.39	.00	759.39		
062057	05/09/18	MIT05	MITCHELL I	247.22	.00	247.22	21472564	WEB TEAMWORK SOFTWARE FY
062058	05/09/18	M0005	MATTHEW MOORE	38.25	.00	38.25	050718	TRAVEL EXPENSE 5/24
062059	05/09/18	MOR13	JOHN MORRISON	60.00	.00	60.00	043018	PLANNING COMMISSION 4/24,
062060	05/09/18	MUN01	MUNICIPAL MAINTENANCE EQU	389.77	.00	389.77	127161IN	EQUIPMENT REPAIR - WWTP
				356.42	.00	356.42	127162IN	EQUIPMENT REPAIR - WWTP
Check Total.....:				746.19	.00	746.19		
062061	05/09/18	NFP02	NFP NATIONAL ACCOUNT SERV	125.40	.00	125.40	50118	MY LIFE & AD&D
062062	05/09/18	NOR01	NORTH COAST LABORATORIES	170.00	.00	170.00	139625	LAB TESTING
				438.00	.00	438.00	139665	LAB TESTS
Check Total.....:				608.00	.00	608.00		
062063	05/09/18	NOR03	NCL OF WISCONSIN INC	473.79	.00	473.79	405225	LAB SUPPLIES
				269.90	.00	269.90	406016	LAB SUPPLIES
Check Total.....:				743.69	.00	743.69		
062064	05/09/18	NOR11	NORCAL AUTOBODY INC	1152.99	.00	1152.99	3028	VEHICLE REPAIR - STREETS/

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062065	05/09/18	NOR16	NORMANS CLEANERS	217.83	.00	217.83	43587	RIVER LODGE LINEN SERVICE
				191.23	.00	191.23	43741	RIVER LODGE LINEN SERVICE
				Check Total.....:			409.06	.00
062066	05/09/18	NOR33	NORTH COAST JOURNAL	630.00	.00	630.00	18CI1631	BID NOTICE
				900.00	.00	900.00	18CI1634	BID NOTICE
				240.00	.00	240.00	18CI1637	PUBLIC HEARING NOTICE
				90.00	.00	90.00	201846301	NOTICE OF COMMISSION VACA
				108.00	.00	108.00	201846302	LEAD STREET MAINT WORKER
				108.00	.00	108.00	201846303	LEAD STREET MAINT WORKER
				108.00	.00	108.00	201846463	TREATMENT PLANT OPERATOR
				108.00	.00	108.00	201846464	TREATMENT PLANT OIT RECRU
				94.00	.00	94.00	201846624	STREET MAINT WORKER RECRU
				Check Total.....:			2386.00	.00
062067	05/09/18	NOR59	NO CALIFORNIA GLOVES	152.97	.00	152.97	505023	GLOVES - WWTP
				140.51	.00	140.51	505025	SUPPLIES - WWTP
				720.45	.00	720.45	505179	GLOVES - PD
Check Total.....:			1013.93	.00	1013.93			
062068	05/09/18	NYL01	NYLEX.NET	3833.00	.00	3833.00	4966	IT SERVICES FY 2017/18
062069	05/09/18	ORE05	O'REILLY AUTOMOTIVE STORE	-190.08	.00	-190.08	237914C	CREDIT RETURN - PD
				-164.91	.00	-164.91	238340C	CREDIT RETURN - PARKS
				10.33	.00	10.33	240845	EQUIPMENT REPAIR - STREET
				10.83	.00	10.83	240865	VEHICLE REPAIR - WATER
				173.98	.00	173.98	241040	VEHICLE REPAIR - PAD
				102.70	.00	102.70	241056	VEHICLE REPAIR - STREETS
				-3.31	.00	-3.31	241106C	CREDIT RETURN - STREETS
				23.18	.00	23.18	241115	VEHICLE REPAIR - STREETS
				8.67	.00	8.67	242291	EQUIPMENT REPAIR - PARKS
				148.34	.00	148.34	242337	VECHILE REPAIR - PD/WATER
				10.34	.00	10.34	243132	VEHICLE REPAIR - STREETS
				318.76	.00	318.76	243641	VEHICLE REPAIR - WWTP
				6.21	.00	6.21	243862	VEHICLE REPAIR - WATER
				45.56	.00	45.56	273530	VEHICLE REPAIR - WATER
				Check Total.....:			500.60	.00
062070	05/09/18	OWR01	ANDREW OWREN	101.00	.00	101.00	050318	FORFEIT FEES DEPOSIT REFU

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Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	-----Payment Information-----	
							Invoice #	Description
062071	05/09/18	PAC03	PACIFIC GAS & ELECTRIC CO	302.88	.00	302.88	04180527	59188610527
				98.52	.00	98.52	04180729	95900010729
				16978.25	.00	16978.25	04180845	46580260845
				164.48	.00	164.48	04181921	41070861921
				13.21	.00	13.21	04181965	88771941965
				1.45	.00	1.45	04182716	23664592716
				19.28	.00	19.28	04182987	61444662987
				113.94	.00	113.94	04183322	79545763322
				244.47	.00	244.47	04184197	34609744197
				124.31	.00	124.31	04184490	91564484490
				53.20	.00	53.20	04184560	74193064560
				158.41	.00	158.41	04185284	40654195284
				10.51	.00	10.51	04185425	14914105425
				10.04	.00	10.04	04186009	33454186009
				15987.75	.00	15987.75	04186357	27889626357
				2549.76	.00	2549.76	04186726	44469516726
				60.68	.00	60.68	04188180	51174998180
				10.67	.00	10.67	04188481	42737528481
				67.30	.00	67.30	04188568	41487528568
				10.04	.00	10.04	04188897	65641318897
				156.76	.00	156.76	04189729	17524449729
			Check Total.....:	37135.91	.00	37135.91		
062072	05/09/18	PAL02	DALTON PALMER	38.25	.00	38.25	050718	TRAVEL EXPENSE 5/24
062073	05/09/18	PAP06	PAPE MATERIAL HANDLING EX	13.13	.00	13.13	7998661	EQUIPMENT REPAIR - STREET
				21.73	.00	21.73	7999936	EQUIPMENT REPAIR - STREET
				-13.13	.00	-13.13	7999942C	CREDIT RETURN - STREETS
			Check Total.....:	21.73	.00	21.73		
062074	05/09/18	PET10	PETERSON	573.70	.00	573.70	30169720	EQUIPMENT REPAIR - WWTP
062075	05/09/18	POR02	PORTLAND ENGINEERING	845.00	.00	845.00	7735	EQUIPMENT SERVICE - WWTP
062076	05/09/18	POS01	POSTMASTER	450.00	.00	450.00	042018	ANNUAL POSTAGE PERMIT #60
062077	05/09/18	PPG01	PPG ARCHITECTURAL FINISHE	1684.50	.00	1684.50	302061596	PAINTER REPAIRS - STREETS
062078	05/09/18	QUI03	KIM QUINTAL	150.00	.00	150.00	050318	FORFEIT FEES DEPOSIT REFU
062079	05/09/18	QUI04	DAMIEN QUINTAL	248.00	.00	248.00	050318	FORFEIT FEES DEPOSIT REFU

Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	Payment Information	
							Invoice #	Description
062080	05/09/18	R&S02	R & S LIVESTOCK SUPPLY, I	219.13	.00	219.13	151257	HERBICIDE - WWTP
				438.26	.00	438.26	152211	SUPPLIES - WWTP
				Check Total..... :		657.39	.00	657.39
062081	05/09/18	RAY01	RAY'S FOOD PLACE	17.98	.00	17.98	1702984	TRAINING SUPPLIES - PD
				126.45	.00	126.45	1702987	CATERING - RIVER LODGE
				66.37	.00	66.37	1716693	TRAINING SUPPLIES - PD
				64.30	.00	64.30	1722206	TRAINING SUPPLIES - PD
				68.30	.00	68.30	1722207	CATERING - RIVER LODGE
Check Total..... :		343.40	.00	343.40				
062082	05/09/18	RAY05	RAY MORGAN COMPANY INC	48.03	.00	48.03	2049984	PW COPIER SERVICE FY 2017
062083	05/09/18	REC01	RECOLOGY EEL RIVER FORTUN	61.20	.00	61.20	244432	DEBRIS DISPOSAL
				90.00	.00	90.00	244974	DEBRIS DISPOSAL
				131.40	.00	131.40	245016	DEBRIS DISPOSAL
				73.80	.00	73.80	245080	DEBRIS DISPOSAL
				271.80	.00	271.80	245797	PERK POND CLEAN-UP
Check Total..... :		628.20	.00	628.20				
062084	05/09/18	RED01	REDWOOD COMMUNITY ACTION	2994.08	.00	2994.08	16	PEDESTRIAN SAFETY/TODDY T
062085	05/09/18	RED09	REDI RENTS, INC	153.50	.00	153.50	38130	SUPPLIES - PARKS
062086	05/09/18	REM01	R. E. M. I. F.	110885.00	.00	110885.00	5118	MAY MEDICAL, DENTAL, VISI
				209.44	.00	209.44	50118	MAY EAP
Check Total..... :		111094.44	.00	111094.44				
062087	05/09/18	REM02	REMOTE SATELLITE SYSTEMS	54.00	.00	54.00	93962	SERVICE/AIRTIME FEE FY 20
062088	05/09/18	RES03	RESTIF CLEANING SERVICE	393.20	.00	393.20	87792	FLOOR CLEANING - RIVER LO
062089	05/09/18	RIC10	RYAN RICHARDSON	16.00	.00	16.00	050318	TRAVEL EXPENSE ADDENDUM 5
062090	05/09/18	RIG01	REX RIGNEY	150.00	.00	150.00	050318	FORFEIT FEES DEPOSIT REFU
062091	05/09/18	ROG01	LAURENCE C. ROGERS	30.00	.00	30.00	043018	PLANNING COMMISSION 4/26
062092	05/09/18	ROY02	ROYAL CREST MOBILE ESTATE	6891.15	.00	6891.15	043018	1570 KINGS ROW - RENT/UTI

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							Invoice #	Description
062093	05/09/18	RWS01	RWS SERVICES	321.52	.00	321.52	42712	RADIO INSTALL - WATER
				104.70	.00	104.70	42722	SPEAKER/MICROPHONE - PD
				Check Total.....:		426.22	.00	426.22
062094	05/09/18	SC002	SCOTTY'S CUTTERS EDGE	44.43	.00	44.43	110186	EQUIPMENT REPAIR - WWTP
				46.09	.00	46.09	110355	EQUIPMENT FUEL
				48.77	.00	48.77	110559	EQUIPMENT FUEL - PARKS
Check Total.....:		139.29	.00	139.29				
062095	05/09/18	SEQ02	SEQUOIA GAS STATION	11.33	.00	11.33	741452	EQUIPMENT FUEL
				52.99	.00	52.99	741490	EQUIPMENT FUEL
				28.91	.00	28.91	741494	EQUIPMENT FUEL
				47.28	.00	47.28	741495	EQUIPMENT FUEL
				19.54	.00	19.54	838416	EQUIPMENT FUEL
				25.46	.00	25.46	865594	EQUIPMENT FUEL
				11.88	.00	11.88	865671	EQUIPMENT FUEL
				30.95	.00	30.95	865687	EQUIPMENT FUEL
Check Total.....:		228.34	.00	228.34				
062096	05/09/18	SHE05	JESSE SHERMAN	10.00	.00	10.00	050318	FORFEIT FEES DEPOSIT REFU
062097	05/09/18	SHE14	SHERLOCK RECORDS MANAGEME	50.00	.00	50.00	2205	RECORD STORAGE SRVC FY 20
062098	05/09/18	SHN01	SHN CONSULTING ENG & GEOL	9803.70	.00	9803.70	95808	SANITARY SEWER STUDY
062099	05/09/18	SOL02	JEREMY SOLLON	38.25	.00	38.25	050718	TRAVEL EXPENSE 5/24
062100	05/09/18	SPR01	SPRINGVILLE SAFETY & SUPP	57.94	.00	57.94	38963	MARKING PAINT - PD
				115.88	.00	115.88	38975	PAINT - WATER
Check Total.....:		173.82	.00	173.82				
062101	05/09/18	STA02	STAPLES CREDIT PLAN	71.66	.00	71.66	786095698	SUPPLIES - FINANCE
062102	05/09/18	STA04	SWRCB	230.00	.00	230.00	50218	D1 CERT - FUNK/D2 CERT -
				90.00	.00	90.00	050218	T3 RENEWAL - C. YAPLE
Check Total.....:		320.00	.00	320.00				
062103	05/09/18	STA08	STATEWIDE TRAFFIC SAFETY	144.15	.00	144.15	9003416	SUPPLIES - STREETS

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							Invoice #	Description
062104	05/09/18	STR05	STREHL'S FAMILY SHOES	200.00	.00	200.00	744	S. REXFORD BOOT/CLOTHING
062105	05/09/18	SUD01	SUDDENLINK	94.95 455.33	.00 .00	94.95 455.33	42418 042418	RL INTERNET SERVICE FY 20 INTERNET SERVICES FY 2017
			Check Total.....	550.28	.00	550.28		
062106	05/09/18	SUE01	JESSIE SUELZLE	52.00	.00	52.00	050318	FORFEIT FEES DEPOSIT REFU
062107	05/09/18	SUL03	DANIEL SULLIVAN	150.00	.00	150.00	050318	FORFEIT FEES DEPOSIT REFU
062108	05/09/18	SUP06	SUPERIOR INSTALLS	566.68	.00	566.68	34	LIGHT BAR INSTALL X3 POLI
062109	05/09/18	TAY11	BRIAN TAYLOR	16.00	.00	16.00	050318	TRAVEL EXPENSE ADDENDUM 5
062110	05/09/18	TER01	TERMINIX PROCESSING CTR	102.00 89.00	.00 .00	102.00 89.00	374948224 375090270	RIVER LODGE PEST SRVC FY PARKS PEST SERVICES FY 20
			Check Total..... :	191.00	.00	191.00		
062111	05/09/18	THA03	THATCHER COMPANY INC	12413.36 17220.95 -3900.00	.00 .00 .00	12413.36 17220.95 -3900.00	248548 249818 249819C	CHEMICALS/DEPOSITS CHEMICALS/DEPOSITS DEPOSIT REFUND - 4/#150 C
			Check Total..... :	25734.31	.00	25734.31		
062112	05/09/18	TRA02	TRACTOR SUPPLY CREDIT PLA	83.84 56.70 117.01	.00 .00 .00	83.84 56.70 117.01	182903 183714 297673	KENNEL SUPPLIES KENNEL SUPPLIES KENNEL SUPPLIES
			Check Total..... :	257.55	.00	257.55		
062113	05/09/18	UNI05	UNIVERSAL RECOVERY CORP	17.90	.00	17.90	033118	MARCH COLLECTION SERVICE
062114	05/09/18	UNI06	UNIVERSAL PUBLICATIONS	239.00	.00	239.00	156368	ADVERTSING - RIVER LODGE
062115	05/09/18	USA01	USA BLUEBOOK	103.55 679.10	.00 .00	103.55 679.10	543131 553103	LAB TESTS SUPPLIES - WATER/WWTP
			Check Total..... :	782.65	.00	782.65		
062116	05/09/18	USB08	U. S. BANK	17905.44	.00	17905.44	042318	APRIL CAL CARD EXPENSES

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							Invoice #	Description
062117	05/09/18	USB09	US BANK EQUIPMENT FINANCE	746.41	.00	746.41	356198150	ANNUAL PRINT SERVICES FY
				992.06	.00	992.06	356201368	COPIER LEASE FY 2017/18
				Check Total.....:			1738.47	.00
062118	05/09/18	VAL02	VALLEY LUMBER & MILLWORK	434.13	.00	434.13	4465	SUPPLIES - STREETS
				228.01	.00	228.01	4552	SUPPLIES -STREETS
				Check Total.....:			662.14	.00
062119	05/09/18	VER01	VERIZON WIRELESS	1565.78	.00	1565.78	805828424	APRIL CELLULAR SERVICE
062120	05/09/18	VER04	VERIZON WIRELESS - LERT B	50.00	.00	50.00	180089663	CELL DATA RETRIEVAL - PD
062121	05/09/18	WAN02	SHYLO WANTT	150.00	.00	150.00	050318	FORFEIT FEES DEPOSIT REFU
062122	05/09/18	WEN01	WENDT CONSTRUCTION	16738.93	.00	16738.93	18741	STORM DRAIN EMERGENCY WOR
062123	05/09/18	WIL02	WILDWOOD SAW	67.11	.00	67.11	27586	SUPPLIES - STREETS
				4.33	.00	4.33	27617	EQUIPMENT FUEL
				138.47	.00	138.47	27630	EQUIPMENT MAINTENANCE - P
				21.59	.00	21.59	27633	EQUIPMENT MAINTENANCE - W
				Check Total.....:			231.50	.00
062124	05/09/18	WIT02	WITMER-TYSON IMPORTS	550.00	.00	550.00	T12496	MARCH K9 TRAINING
062125	05/09/18	WYC01	WYCKOFF'S	204.11	.00	204.11	113394	EQUIPMENT MAINTENANCE - W
				64.24	.00	64.24	113631	EQUIPMENT MAINTENANCE - W
				41.22	.00	41.22	114468	BLDG MAINTENANCE - RIVER
				6.87	.00	6.87	115437	SUPPLIES - WATER
				10.77	.00	10.77	115440	SUPPLIES - WATER
				26.83	.00	26.83	115709	EQUIPMENT REPAIR - WATER
Check Total.....:			354.04	.00	354.04			
062126	05/09/18	XYL01	XYLEM INC	11308.88	.00	11308.88	556A08502	EQUIPMENT REPAIR - WWTP
062127	05/09/18	ZUM01	ZUMAR INDUSTRIES INC	169.22	.00	169.22	176226	STREET SIGN CAPS
062128	05/09/18	YC013	BRIAN CAMPBELL	62.66	.00	62.66	000B80401	MQ CUSTOMER REFUND FOR CA
062129	05/09/18	YC014	MARK CHAMBERS	56.39	.00	56.39	000B80401	MQ CUSTOMER REFUND FOR CH

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							Invoice #	Description
062130	05/09/18	¥C016	WALLI CUNNINGHAM	68.74	.00	68.74	000B80401	MQ CUSTOMER REFUND FOR CU
062131	05/09/18	¥F002	DONNA FARFAN	62.24	.00	62.24	000B80401	MQ CUSTOMER REFUND FOR FA
062132	05/09/18	¥R006	CYNTHIA RUBIO	62.76	.00	62.76	000B80401	MQ CUSTOMER REFUND FOR RU
Cash Account Total.....:				398339.27	.00	398339.27		
Total Disbursements.....:				398339.27	.00	398339.27		
Cash Account Total.....:				.00	.00	.00		

# **STAFF REPORT**

## ***City Council Consent Agenda Item***

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**DATE:** May 21, 2018

**TO:** Honorable Mayor and Council Members

**FROM:** Cameron Mull, Director of Parks & Recreation

**THRU:** Merritt Perry, Interim City Manager

**SUBJECT:** **Designation of the Firemen’s Pavilion and the Fortuna River Lodge as Disaster Relief Sites by the American Red Cross**

**STAFF RECOMMENDATION:**

Staff recommends that City Council authorize the American Red Cross to designate and manage the operations of the Firemen’s Pavilion (including Rohner Park grounds) and the Fortuna River Lodge as disaster relief sites.

**EXECUTIVE SUMMARY:**

In the event of a natural disaster deemed an emergency by the American Red Cross (ARC), the city could designate use of these facilities (including Rohner Park grounds) to the ARC to manage the operations of a safe relief site for the public. If a disaster occurred that required use of these facilities, the ARC would contact the Parks and Recreation Director for consent, and they would manage the functions as a safety and support area for members of the public by providing shelter and supplies for those in need of aid. Insurance coverage, liability, and obligation of services would fall completely upon the ARC, and any damages that would occur during the operation of these sites would be incurred by and paid for by the ARC. The Department of Health and Human Services (DHHS) would partner with the ARC to assist in helping members of the public in need on these sites. This designation not only offers relief to our community, but provides opportunities to the city to receive grant funding (by FEMA, others), supported by the ARC and DHHS, in order to maintain site infrastructure in order to keep the public safe. This could include, new roofing, flooring, plumbing, generators, etc.: items required to operate such facilities in case of a disaster.

**FISCAL IMPACT:**

None.

**RECOMMENDED COUNCIL ACTION:**

Designate and manage the operations of the Firemen’s Pavilion (including Rohner Park grounds) and the Fortuna River Lodge as disaster relief sites and authorize the mayor to sign agreements for the designation for each site. Consent Agenda vote.

**ATTACHMENTS:**

- American Red Cross Facility Use Agreements



The American National Red Cross ("Red Cross"), a non-profit corporation chartered by the United States Congress, provides services to individuals, families and communities when disasters strike. The disaster relief activities of the Red Cross are made possible by the American public who support the Red Cross with generous donations. The Red Cross's disaster services are also supported by facility owners who permit the Red Cross to use their buildings as shelters and other service delivery sites for disaster victims. This agreement is between the Red Cross and a facility owner ("Owner") so the Red Cross can use the facility to provide services during a disaster. This agreement only applies when Red Cross requests use of the facility and is managing the activity at the facility.

### Parties and Facility

**Owner:**

Full Name of Owner	
Address	
24-Hour Point of Contact Name and Title Work Phone Cell Phone	
Address for Official Notices (only if different from above address)	

**Red Cross:**

Chapter Name	Humboldt – Del Norte District
Chapter Address	3101 Concorde Dr. Ste H McKinleyville, CA 95519
24-Hour Point of Contact Name and Title Work Phone Cell Phone	Michael McKeon Disaster Program Manager 707.832.5482 707.273.8481
Address for Official Notices	American Red Cross, Disaster Cycle Services Logistics, 8550 Arlington Blvd., Fairfax, VA 22031

**Facility:**

<p>Insert name and complete street address of building or, if multiple buildings, write "See attached facility list," and attach facility list, including complete street address of each building that is part of this agreement. If the Red Cross will use only a portion of a building, then describe the portion of the building that the Red Cross will use.</p>

## Terms and Conditions

1. Use of Facility: Upon request and if feasible, Owner will permit the Red Cross to use and occupy the Facility on a temporary basis to conduct emergency, disaster-related activities. The Facility may be used for the following purposes (both parties must initial all that apply):

Facility Purpose	Owner Initials	Red Cross Initials
Service Center (Operations, Client Services, or Volunteer Intake)		
Storage of supplies		
Parking of vehicles		
Disaster Shelter		

2. Facility Management: The Red Cross will designate a Red Cross official to manage the activities at the Facility ("Red Cross Manager"). The Owner will designate a Facility Coordinator to coordinate with the Red Cross Manager regarding the use of the Facility by the Red Cross.
3. Condition of Facility: The Facility Coordinator and Red Cross Manager (or designee) will jointly conduct a survey of the Facility before it is turned over to the Red Cross. They will use the first page of the Red Cross's **Facility/Shelter Opening/Closing Form** to record any existing damage or conditions. The Facility Coordinator will identify and secure all equipment in the Facility that the Red Cross should not use. The Red Cross will exercise reasonable care while using the Facility and will not modify the Facility without the Owner's express written approval.
4. Food Services (*This paragraph applies only when the Facility is used as a shelter or service center.*): Upon request by the Red Cross, and if such resources are available, the Owner will make the food service resources of the Facility, including food, supplies, equipment and food service workers, available to feed the shelter occupants. The Facility Coordinator will designate a Food Service Manager to coordinate meals at the direction of and in cooperation with the Red Cross Manager. The Food Service Manager will establish a feeding schedule and supervise meal planning and preparation. The Food Service Manager and Red Cross Manager will jointly conduct a pre-occupancy inventory of the food and food service supplies before the Facility is turned over to the Red Cross. When the Red Cross vacates the Facility, the Red Cross Manager and Facility Coordinator or Food Service Manager will conduct a post-occupancy inventory of the food and supplies used during the Red Cross's activities at the Facility.
5. Custodial Services (*This paragraph applies only when the Facility is used as a shelter or service center.*): Upon request of the Red Cross and if such resources are available, the Owner will make its custodial resources, including supplies and workers, available to provide cleaning and sanitation services at the Facility. The Facility Coordinator will designate a Facility Custodian to coordinate these services at the direction of and in cooperation with the Red Cross Manager.
6. Security/Safety: In coordination with the Facility Coordinator, the Red Cross Manager, as he or she deems necessary and appropriate, will coordinate with law enforcement regarding any security and safety issues at the Facility.
7. Signage and Publicity: The Red Cross may post signs identifying the Facility as a site of Red Cross operations in locations approved by the Facility Coordinator. The Red Cross will remove such signs when the Red Cross concludes its activities at the Facility. The Owner will not issue press releases or other publicity concerning the Red Cross's activities at the Facility without the written consent of the Red Cross Manager. The Owner will refer all media questions about the Red Cross activities to the Red Cross Manager.



- 8. Closing the Facility: The Red Cross will notify the Owner or Facility Coordinator of the date when the Red Cross will vacate the Facility. Before the Red Cross vacates the Facility, the Red Cross Manager and Facility Coordinator will jointly conduct a post-occupancy inspection, using the second page of the *Shelter/Facility Opening/Closing Form*, to record any damage or conditions.
- 9. Reimbursement: Subject to the conditions in paragraph 10(e) below, the Red Cross will reimburse the Owner for the following:

- a. *Damage to the Facility or other property of Owner*, reasonable wear and tear excepted, resulting from the operations of the Red Cross. Reimbursement for facility damage will be based on replacement at actual cash value. The Red Cross, in consultation with the Owner, will select from bids from at least three reputable contractors. The Red Cross is not responsible for storm damage or other damage caused by the disaster.
- b. *Reasonable costs associated with custodial and food service personnel and supplies* which would not have been incurred but for the Red Cross's use of the Facility. The Red Cross will reimburse at per-hour, straight-time rate for wages actually incurred but will not reimburse for (i) overtime or (ii) costs of salaried staff.
- c. *Reasonable, actual, out-of-pocket costs for the utilities indicated below*, to the extent that such costs would not have been incurred but for the Red Cross's use of the Facility. (Both parties must initial all utilities that may be reimbursed by the Red Cross):

	Owner Initials	Red Cross Initials
Water		
Gas		
Electricity		
Waste Disposal		

- d. The Owner will submit any request for reimbursement to the Red Cross within 60 days after the occupancy of the Red Cross ends. Any request for reimbursement must be accompanied by supporting invoices. Any request for reimbursement for personnel costs must be accompanied by a list of the personnel with the dates and hours worked.
- e. If the disaster is a Federally-declared disaster and Owner is a municipal or state government entity, then the Owner will work with appropriate emergency management agencies to seek cost reimbursement through the Federal Emergency Management Agency's program for administering Public Assistance Category B under the Robert T. Stafford Act. The Red Cross is not obligated to reimburse the Owner for costs covered by Public Assistance Category B.

10. Insurance: The Red Cross shall carry insurance coverage in the amounts of at least \$1,000,000 per occurrence for Commercial General Liability and Automobile Liability. The Red Cross shall also carry Workers' Compensation coverage with statutory limits for the jurisdiction within which the facility is located and \$1,000,000 in Employers' Liability.

11. Indemnification: The Red Cross shall defend, hold harmless, and indemnify Owner against any legal liability, including reasonable attorney fees, in respect to claims for bodily injury, death, and property damage arising from the negligence of the Red Cross during the use of the Facility.

12. Term: The term of this agreement begins on the date of the last signature below and ends 30 days after written notice by either party.



# Facility Use Agreement

\_\_\_\_\_  
Owner (Legal Name)

\_\_\_\_\_  
By (Signature)

\_\_\_\_\_  
Name (Printed)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
The American National Red Cross  
(Legal Name)

\_\_\_\_\_  
By (Signature)

\_\_\_\_\_  
Name (Printed)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**STAFF REPORT**  
***City Council Consent Calendar Agenda Item***

---

**DATE:** May 21, 2018  
**TO:** Honorable Mayor and Council Members  
**FROM:** Siana Emmons, City Clerk / HR Manager  
**THRU:** Merritt Perry, Interim City Manager  
**SUBJECT:** **Consideration of Claim Filed by Tonya Jennings**

**STAFF RECOMMENDATION:**

Reject claim filed by Tonya Jennings

**BACKGROUND**

On April 30, 2018, the City of Fortuna received a claim filed by Tonya Jennings. A copy of the claim is attached.

The claim has been reviewed by City staff and REMIF<sup>1</sup>, and staff is recommending the claim be rejected. Generally, when a claim is rejected within 45 days, the claimant has six months from the date of an incident to pursue the matter in court. If the claim is not rejected within 45 days, the claimant may have up to 12 months to pursue the matter in court.

Except in cases where the City is clearly at fault, the standard procedure is to reject the claim within 45 days of receipt in order to initiate the 6 month time limit per the State of California Government Code §945.6. Following rejection, the claimant has 6 months to pursue the matter in court, if they so choose.

**RECOMMENDED COUNCIL ACTION:**

Reject the claim filed by filed by Tonya Jennings. Consent Agenda vote.

**ATTACHMENT:**

- Claim submitted by Tonya Jennings.

---

<sup>1</sup> REMIF (Redwood Empire Municipal Insurance Fund)

File With:  
City Clerk  
City of Fortuna  
621 11<sup>th</sup> Street  
P.O. Box 545  
Fortuna, CA 95540

### CLAIM FOR MONEY OR DAMAGES AGAINST THE CITY OF FORTUNA

CITY USE ONLY  
Date Received: **RECEIVED**  
Office of the City Clerk  
Received By: **APR 30 2018**  
**CITY OF FORTUNA**

A claim must be presented, as prescribed by the Government Code of the State of California, by the claimant or a person acting on his/her behalf and shall show the following:

If additional space is needed to provide your information, please attach sheets, identifying the paragraph(s) being answered.

1. Name and Post Office address of the Claimant:

Name of Claimant: Tonya Jennings

Post Office Address: [REDACTED]

2. Post Office address to which the person presenting the claim desires notices to be sent:

Name of Addressee: Tonya Jennings

Telephone: \_\_\_\_\_

Post Office Address: [REDACTED]

3. The date, place and other circumstances of the occurrence or transaction which gave rise to the claim asserted.

Date of Occurrence: 4-26-18

Time of Occurrence: 4:40 PM

Location: Redwood Way Fortuna CA

Circumstances giving rise to this claim: Hit Matinee Cover that IS broken into 3 pieces. Causing New Tire to Flatten + Burst.  
I have Dated Photos of Incident

4. General description of the indebtedness, obligation, injury, damage or loss incurred so far as it may be known at the time of the presentation of the claim.

Loss of New Tire 160-, + Mount of Replacement  
25- of a old used tire.

5. The name or names of the public employee or employees causing the injury, damage, or loss, if known.

6. **If amount claimed totals less than \$10,000:** The amount claimed if it totals less than ten thousand dollars (\$10,000) as of the date of presentation of the claim, including the estimated amount of any prospective injury, damage, or loss, insofar as it may be known at the time of the presentation of the claim, together with the basis of computation of the amount claimed.

Amount Claimed and basis for computation:

~~470~~ - Two hundred dollars

**If amount claimed exceeds \$10,000:** If the amount claimed exceeds ten thousand dollars (\$10,000), no dollar amount shall be included in the claim. However, it shall indicate whether the claim would be a limited civil case. A limited civil case is one where the recovery sought, exclusive of attorney fees, interest and court costs does not exceed \$25,000. An unlimited civil case is one in which the recovery sought is more than \$25,000. (See CCP § 86.)

Limited Civil Case

Unlimited Civil Case

**You are required to provide the information requested above, plus your signature on page 3 of this form, in order to comply with Government Code §910. In addition, in order to conduct a timely investigation and possible resolution of your claim, the City of Fortuna requests that you answer the following questions:**

7. No longer applicable as of 2/28/07.

8. Claimant(s) Date(s) of Birth:

[REDACTED]

9. Name, address and telephone number of any witnesses to the occurrence or transaction which gave rise to the claim asserted:

Tonya Jennings

[REDACTED]

10. If the claim involves medical treatment for a claimed injury, please provide the name, address and telephone number of any doctors or hospitals providing treatment:

[REDACTED]

*If applicable, please attach any medical bills or reports or similar documents supporting your claim.*

11. If the claim relates to an automobile accident:

Claimant(s) Auto Ins. Co.:

Telephone:

Address:

Insurance Policy No.:

Insurance Broker/Agent:

Telephone:

Address:

Claimant's Veh. Lic. No.:

Vehicle Make/Year:

Claimant's Drivers Lic. No.:

Expiration:

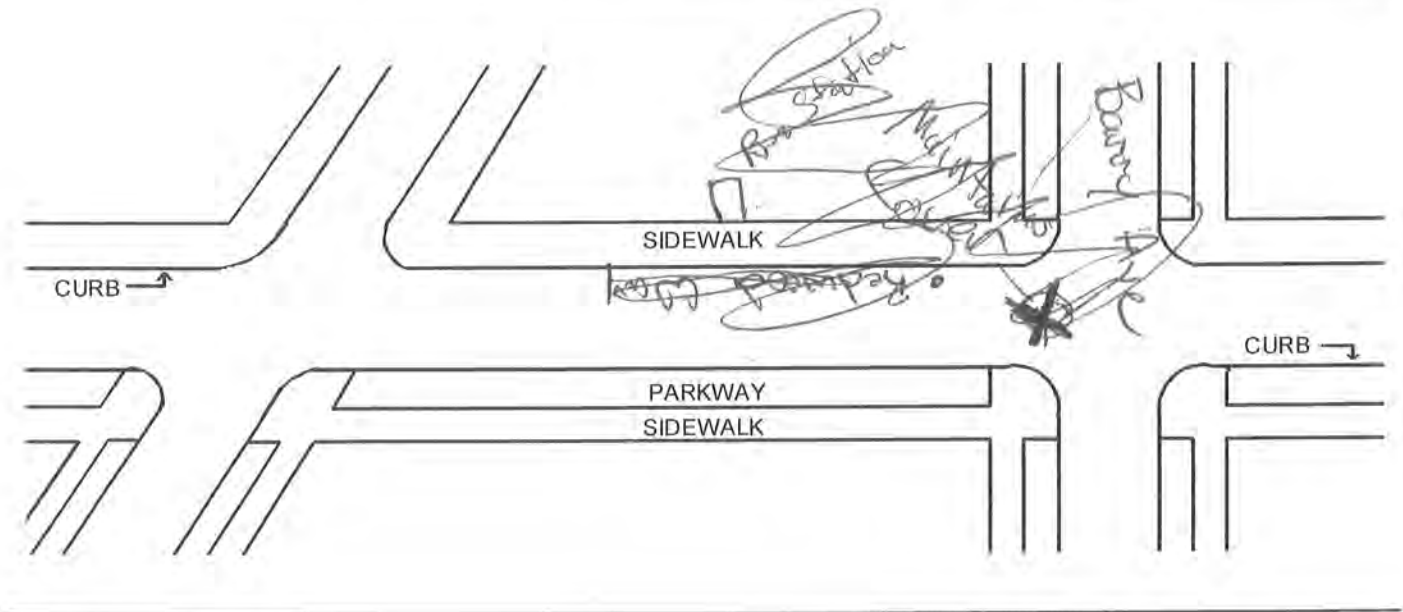
If applicable, please attach any repair bills, estimates or similar documents supporting your claim.

**READ CAREFULLY**

For all accident claims, place on following diagram name of streets, including North, East, South, and West; indicate place of accident by "X" and by showing house numbers or distances to street corners. If a City of Fortuna vehicle was involved, designate by letter "A" location of City of Fortuna vehicle when you first saw it, and by "B" location of yourself or your vehicle when you first saw City of Fortuna vehicle; location of City of

Fortuna vehicle at time of accident by "A-1" and location of yourself or your vehicle at the time of the accident by "B-1" and the point of impact by "X."

NOTE: If diagrams below do not fit the situation, attach hereto a proper diagram signed by claimant.



**Warning:** Presentation of a false claim with the intent to defraud is a felony (Penal Code §72). Pursuant to CCP §1038, the City of Fortuna may seek to recover all costs of defense in the event an action is filed which is later determined not to have been brought in good faith and with reasonable cause.

Signature: *Touya [Signature]*

Date: 4-27-18

# STAFF REPORT

## *City Council Discussion Agenda Item*

---

**DATE:** May 21, 2018

**TO:** Honorable Mayor and Council Members

**FROM:** Cameron Mull, Director of Parks & Recreation

**THRU:** Merritt Perry, Interim City Manager

**SUBJECT:** **Dedications Within Newburg Park in honor of Dennis Wendt and Roger Harwood**

**STAFF RECOMMENDATION:**

Staff recommends that City Council provide direction to staff regarding the possible dedication of facilities within Newburg Park in honor of Dennis Wendt and Roger Harwood.

**EXECUTIVE SUMMARY:**

The Parks & Recreation Commission voted to take action in presenting to City Council possible dedication of Newburg Park ballfields as the “Dennis Wendt Sports Complex”, and naming Softball Field #2 as “Roger Harwood Field”.

This dedication would be in honor of these community individuals’ years of volunteer commitment to the City of Fortuna, specifically their devotion to improvement of the parks system and recreational sports, as well as supporting both with their time and money to provide more opportunities for local youth.

Potential signage could be placed at the entrance to the park off Newburg Road, which would complement the existing “Newburg Park” sign by including an additional “Dennis Wendt Sports Complex” sign, and a sign on the backstop fencing on Softball #2 (similar to other dedicated fields in honor of others), displaying “Roger Harwood Field”.

Once signs are generated, a ribbon cutting or dedication ceremony at a future date would be determined so that family, friends, community members, City Council, and staff can be present for the dedication.

**FISCAL IMPACT:**

Potential cost of two locally made wooden signs at Newburg Park’s entrance and Softball Field #2, estimated at a maximum of \$500, though a donation or in-house creation is probable.

**RECOMMENDED COUNCIL ACTION:**

Receive staff presentation and review questions with staff

- Open Public Comment
- Close Public Comment
- Direct staff to move forward with staff’s recommendation for this dedication, and bring to a future City Council meeting to schedule a presentation of the proposal to Council and schedule a date to schedule this potential dedication. Voice Vote

# STAFF REPORT

## *City Council Business Agenda Item*

---

**DATE:** May 21, 2018

**TO:** Honorable Mayor and Council Members

**FROM:** Siana L. Emmons, City Clerk

**THRU:** Merritt Perry, Interim City Manager

**SUBJECT:** **Council Review and Discussion of Commission Applications and Mayor's Appointment of Commission Seats**

**STAFF RECOMMENDATION:**

Review applications for the Rohner Community Recreation and Parks District (RCRPD) Commission and make Council Board Appointments for 2018.

**EXECUTIVE SUMMARY:**

The Rohner Community Recreation and Park District (hereafter RCRPD) was originally formed on July 16, 1968 for the purpose of overseeing the planning, acquisition and construction of a community swimming pool to benefit both the incorporated and unincorporated areas surrounding Fortuna. As such, the District was established as a “dependent” special district with the authority of appointing board members shared by the Humboldt County Board of Supervisors (BOS) and the Fortuna City Council.

On February 20, 2018 the City council directed staff to initiate a call for nominations for interested parties to apply for appointment of three selected candidates by the Fortuna City Council to the Rohner Community Recreation and Park District Board of Directors and authorize the Mayor to send a letter outlining the City's intent and to request that the County formally initiate their appointment process.

The request for applications for the three seats was advertised on March 2, 2018. Seven applications were received.

A copy of the applications received for open commission seats are attached. The term of the appointment is indefinite and board members serve at the will of the council.

A list of the applicants are below:

- Shawn L. Coleman
- Michael Cook
- Jacques P. Debets
- Becky Giacomini
- Denise Marshall
- Fred Robinson
- Abe Stevens

**RECOMMENDED COUNCIL ACTION:**

1. Receive staff report and review Council questions with staff.
2. Open Public Comment
3. Close Public Comment
4. Mayor makes the Commission appointment recommendations to the Council.
5. Motion to approve the Mayor's appointments. Roll Call vote.

**ATTACHMENT:**

- Applications for Appointment



City of Fortuna  
APPLICATION FOR APPOINTMENT TO  
CITY BOARD/COMMISSION

RECEIVED  
Office of the City Clerk

MAR 22 2018

CITY OF FORTUNA

Name of Board or Commission: Rohner Community Rec. and Park Dist.

Applicant Name: Shawn L. Coleman

Home Address: 1155 Maxwell str., Fortuna, Ca. 95540

Mailing Address (if different): \_\_\_\_\_

Home Phone: - Business/Cell Phone: [REDACTED]

Email Address: [REDACTED]

Education: BA - Liberal Studies Elementary Education

Length of Time in the Fortuna Area: 59 years

Present Employer: Fortuna Elementary School Dist.

Job Title: Substitute Teacher

Organizations in which you are currently involved: The Fel River community Pool Comm.  
South Fortuna School site council  
Fortuna United Methodist church  
Chair for education  
Director of VBS (vacation Bible school)

Reason for wanting to serve on this Board/Commission: I want to serve on this Board to help improve our communities health, education, and our parks and new ventures ahead. I want to continue the work of bringing a pool to our community.

Expertise you bring to this Board/Commission: I have coached USS Youth swimming to a National level. I have had 4 children who were all involved in our Rec Departments sports. I am a motivator.

- References:
- Ceva McWhorter - King [REDACTED] Fortuna 95540
  - Jeff Northern [REDACTED]

Shawn Coleman  
Signature

3-21-2018  
Date

This application will be kept on file for six months.



City of Fortuna  
APPLICATION FOR APPOINTMENT TO  
**Rohner Community Recreation and Park District**  
**Board of Directors**

Name of Special District: **ROHNER COMMUNITY RECREATION AND PARK DISTRICT (RCRPD)**

Applicant Name: Michael Cook

Home Address (Within Fortuna City Limits): [Redacted] St.

Mailing Address (if different): \_\_\_\_\_

Home Phone: \_\_\_\_\_ Business/Cell Phone: 707- [Redacted]

Email Address: [Redacted]

Education: Some College

Length of Time in the Fortuna Area: 3 yrs.

Present Employer: Tri Counties Bank

Job Title: Branch Manager

Organizations in which you are currently involved: Chamber, church

Reasons for wanting to serve on RCRPD Board of Directors: Father of 3 children, both

my wife & my family were deeply involved in water sports

growing up. I would like to serve my community,

Expertise you bring to RCRPD Board of Directors: Community Outreach, Relationship Building,

Banking, Sales, Management, ~~College~~ Bilingual (Spanish)

References: 1. Jenny Murgia [Redacted]

2. Diana Coevas [Redacted]

[Signature] 03/20/18  
Signature Date

*This application will be kept on file for six months.*



City of Fortuna  
APPLICATION FOR APPOINTMENT TO  
**Rohner Community Recreation and Park District**  
**Board of Directors**

Name of Special District: **ROHNER COMMUNITY RECREATION AND PARK DISTRICT (RCRPD)**

Applicant Name: LACQUES P. DEBIETS

Home Address (Within Fortuna City Limits): [REDACTED]

Mailing Address (if different): [REDACTED] Fortuna, CA

Home Phone: [REDACTED] Business/Cell Phone: [REDACTED]

Email Address: [REDACTED]

Education: 14 yrs incl. 2 yrs of com. college + Humb. St. Univ.

Length of Time in the Fortuna Area: 51 yrs

Present Employer: SELF EMPLOYED

Job Title: REALTOR

Organizations in which you are currently involved: NONE

Reasons for wanting to serve on RCRPD Board of Directors: Past experience on the RCRPD

Expertise you bring to RCRPD Board of Directors: past member of the RCRPD, Member & Chairman of Fort. Architectural Com.

References:  
1. PAUL FARNHAM, NELSON IN. FORTUNA

2. ALLEN BAIRD, HAINST. FORTUNA

[Handwritten Signature]

Signature

3-23-18

Date

This application will be kept on file for six months.



City of Fortuna  
 APPLICATION FOR APPOINTMENT TO  
**Rohner Community Recreation and Park District**  
**Board of Directors**

MAR 26 AM 11:30

Name of Special District: **ROHNER COMMUNITY RECREATION AND PARK DISTRICT (RCRPD)**

Applicant Name: Becky Giacomini

Home Address (Within Fortuna City Limits): \_\_\_\_\_

Mailing Address (if different): [REDACTED]

Home Phone: \_\_\_\_\_ Business/Cell Phone: [REDACTED]

Email Address: [REDACTED]

Education: \_\_\_\_\_

Length of Time in the Fortuna Area: 40 years +

Present Employer: Retired

Job Title: Last title was Assis't Supt of Business

Organizations in which you are currently involved: Fortuna Chamber - Redwood Mem Hosp Foundation - St Joseph Health Bd of Trustees - Fortuna Kiwanis Humb. Sponsors  
 Reasons for wanting to serve on RCRPD Board of Directors: \_\_\_\_\_

Interested in working on bringing a comm. pool to Fortuna Area

Expertise you bring to RCRPD Board of Directors: Have served on many boards and community service projects

- References:
- Jeff Northern - Supt of Fortuna Elem Sch Dist
  - Laurie Watson Stone - St Joseph Health

Becky Giacomini \_\_\_\_\_  
 Signature Date 3-24-18

*This application will be kept on file for six months.*



City of Fortuna  
APPLICATION FOR APPOINTMENT TO  
**Rohner Community Recreation and Park District**  
**Board of Directors**

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Name of Special District: **ROHNER COMMUNITY RECREATION AND PARK DISTRICT (RCRPD)**

Applicant Name: Denise Marshall

Home Address (Within Fortuna City Limits): [REDACTED]

Mailing Address (if different): \_\_\_\_\_

Home Phone: [REDACTED] Business/Cell Phone: [REDACTED]

Email Address: [REDACTED]

Education: BA in Zoology

Length of Time in the Fortuna Area: 20 years

Present Employer: McLean Foundation

Job Title: Executive Director

Organizations in which you are currently involved: local faith org,

Reasons for wanting to serve on RCRPD Board of Directors: Would like to revisit the scope of work for the RRD in  
developing a plan for a community swimming pool.

Expertise you bring to RCRPD Board of Directors: Connection to needs and wants of the community; connected to city  
on other projects, possible funding source resources

References:

1. Dennis Scott [REDACTED]

2. Becky Giacomini, [REDACTED]

\_\_\_\_\_  
Signature 3-9-18  
Date

*This application will be kept on file for six months.*



City of Fortuna  
APPLICATION FOR APPOINTMENT TO  
**Rohner Community Recreation and Park District**  
**Board of Directors**

RECEIVED  
Office of the City Clerk  
MAR 16 2018  
CITY OF FORTUNA

Name of Special District: **ROHNER COMMUNITY RECREATION AND PARK DISTRICT (RCRPD)**

Applicant Name: FRED ROBINSON

Home Address (Within Fortuna City Limits): [REDACTED]

Mailing Address (if different): [REDACTED]

Home Phone: [REDACTED] Business/Cell Phone: [REDACTED]

Email Address: [REDACTED]

Education: MBA - FLORIDA STATE UNIV

Length of Time in the Fortuna Area: 7 years

Present Employer: FRED ROBINSON - STATE FARM

Job Title: OWNER / AGENT

Organizations in which you are currently involved: EEL RIVER LITTLE LEAGUE, FORTUNA SUNRISE ROTARY

Reasons for wanting to serve on RCRPD Board of Directors: DEVELOP PARK ACCESS &

IMPROVE FACILITIES FOR THE COMMUNITY, BUSINESS OWNER,

Expertise you bring to RCRPD Board of Directors: COMMITTEE EXPERIENCE,

STRATEGIC PLANNING, FUND RAISING

References:

1. TIARA BROWN [REDACTED]

2. PETER FENNEL [REDACTED]

[Signature] \_\_\_\_\_ Date 3/15/17

*This application will be kept on file for six months.*



City of Fortuna  
 APPLICATION FOR APPOINTMENT TO  
**Rohner Community Recreation and Park District**  
**Board of Directors**

RECEIVED  
 Office of the City Clerk

MAR 09 2018

CITY OF FORTUNA

MAR 9 PM 1:12

Name of Special District: **ROHNER COMMUNITY RECREATION AND PARK DISTRICT (RCRPD)**

Applicant Name: Abe Stevens

Home Address (Within Fortuna City Limits): [REDACTED]

Mailing Address (if different): \_\_\_\_\_

Home Phone: \_\_\_\_\_ Business/Cell Phone: [REDACTED]

Email Address: [REDACTED]

Education: H.S. Diploma, Fortuna Union High School; B.S. Biochemistry, University of Chicago

Length of Time in the Fortuna Area: Born in Humboldt County

Present Employer: Humboldt Distillery

Job Title: Owner


Organizations in which you are currently involved: Eel River Community Pool Committee  
 Fortuna Chamber of Commerce

Reasons for wanting to serve on RCRPD Board of Directors: \_\_\_\_\_  
Personal interest in developing swimming opportunities in Fortuna, as well as secondary recreational possibilities for community such as trails.

Expertise you bring to RCRPD Board of Directors: \_\_\_\_\_  
USA Swimming's Build A Pool Conference attendee, and chairman of local citizen working group Eel River Community Pool Committee. Business acumen from running business.

References: 1. Dennis Scott, President McLean Foundation [REDACTED]

2. Dianna Rios, FBID Coordinator [REDACTED]



Signature

03/09/18

Date

*This application will be kept on file for six months.*

# **STAFF REPORT**

## *City Council Consent Agenda Item*

---

**DATE:** May 21, 2018

**TO:** Honorable Mayor and Council Members

**FROM:** Merritt Perry, Interim City Manager

**SUBJECT:** **Approval of the Agreement for the Interim City Manager Agreement for the City of Fortuna**

**STAFF RECOMMENDATION:**

Approve the agreement between the City of Fortuna and Merritt Perry for the temporary assignment as Interim City Manager.

**EXECUTIVE SUMMARY:**

The previous City Manager resigned and the City is currently without a permanent City Manager. It is necessary to have an employee that carries out the duties of the city manager in an interim period until a permanent City Manager can be hired.

The attached agreement outlines the terms and conditions for Mr. Perry's performance in that role in addition to his regular position as Public Works Director/City Engineer

The agreement was prepared by the City Attorney, reviewed by the finance director and finalized by the Interim City Manager. The terms of this agreement are retroactive to April 2, 2018 and will expire six months from that date.

**FINANCIAL IMPACT:**

Approval of the agreement is consistent with the proposed budget for Fiscal Year 2017/18 and 2018/19, reduces the overall salary expense to the City by over \$10,000 per month as the City will not be paying the salary and benefits for a full-time city manager and will only be paying an approximate 10% additional salary to the Public Works Director/City Engineer to perform the City Manager duties.

**RECOMMENDED COUNCIL ACTION:**

1. Receive staff presentation and review Council questions with staff
2. Open Public Comment
3. Close Public Comment
4. Motion to approve the employment agreement between the City of Fortuna and Merritt Perry for the combined position of City Engineer/Public Works Director.

**ATTACHMENTS:**

- Exhibit A – Agreement

EXHIBIT A

**Agreement for Interim City Manager Services**

Merritt Perry (“Perry”) and the City of Fortuna (“City”) hereby agree on the following terms and conditions for the provision of interim City Manager by Perry and for the payment of those services by city, on this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

Whereas, City is in need of the services of an interim City Manager to fulfill the duties of said position as set forth in the Fortuna Municipal Code; and

Whereas, Perry is willing and able to provide said services, while at the same time continuing to serve City under that certain City Engineer/Public Works Director Employment Agreement, dated January 16, 2017.

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

1. Perry shall perform the duties of City Manager on an interim basis, as those duties are set forth in the Fortuna Municipal Code and as may be directed from time to time by the City Council of City.
2. Perry shall receive compensation for these services at the rate of \$970 per month, commencing on April 2, 2018 and continuing during the term of this Agreement. This compensation is in addition to Perry’s continuing regular compensation pursuant to the January 16, 2017 contract.
3. Perry shall receive \$350.00 per month as a car allowance, commencing on April 2, 2018.
4. The parties anticipate that this Agreement may continue for a period of up to six months. However, both parties understand and agree that either party may terminate this Agreement at any time, for any reason, upon giving 30 days written notice to the other party. Upon termination, Perry shall continue to provide City Engineer/Public Works Director services to City pursuant to the January 16, 2017 Agreement.

City of Fortuna

by

\_\_\_\_\_  
Sue Long, Mayor

\_\_\_\_\_  
Merritt Perry

# STAFF REPORT

## *City Council Business Agenda Item*

---

**DATE:** May 21, 2018

**TO:** Honorable Mayor and Council Members

**FROM:** Aaron Felmlee, Finance Director

**THRU:** Merritt Perry, Interim City Manager

**SUBJECT:** **Public Hearing to Consider the Adoption of Various Rates and Fees for City Services Including Building; Community Development; Water & Wastewater; and Water & Wastewater Laboratory Fees; *Resolution 2018-18***

**STAFF RECOMMENDATION:**

Adopt proposed Rates and Fees for Fiscal Year (FY) 2018/2019 for the Building, Community Development and Water & Wastewater Divisions; *Resolution 2018-18*

**EXECUTIVE SUMMARY:**

At the last Council Meeting on April 16 Council voted down the resolution to adopt the Fiscal Year 2018/19 Fees for the Building, Community Development, Water & Wastewater and Water & Wastewater Laboratory Fees as presented.

Staff is bringing forward an amended Fee Schedule for adoption that does not include the proposed 2.1% increase for building fees that was included in the previously presented fee schedule.

The current FY 2017/18 fee schedule, the proposed changes and the proposed FY 2018/19 fees are presented in the attached proposed fee schedule.

Staff would like to see the fees for the Building, Community Development and Water & Wastewater departments be formally adopted so that it is apparent that those are the fees to be used in FY 2018/19. If the revised fee schedule is not approved staff would bring forward, at the next meeting, a resolution extending the FY 2017/18 fee schedule. However, last year the fee schedule was adopted with one resolution for all departments whereas this year it was broken up into two parts, one of which has already been approved by Council.

**A summary of changes is below:**

Building Fee Schedule: No Changes.

Community Development Fee Schedule: Increase in Encroachment permit fee for projects estimated at \$5,000 or more to better align with staff time required to issue such permit.

Water and Wastewater Fee Schedule: Increase in Hydrant meter charge fee to better align with staff time required to process such rental. Increase in Hydrant meter deposit to account for increased meter costs. Establish base charge for sale of bulk water to account for staff time.

**FISCAL IMPACT:**

The various rates and fees for services have a direct financial impact on City revenues.

**RECOMMENDED COUNCIL ACTION:**

1. Receive staff report and review questions with staff;
2. Open Public Hearing;
3. Close Public Hearing;
4. Motion to adopt *Resolution 2018-18*; and read by title only. Roll Call Vote

**ATTACHMENTS:**

- FY 2018-19 Proposed Fee Schedule
- Draft *Resolution 2018-18; Resolution Of The City Of Fortuna Establishing A Schedule Of Fees And Charges For Building, Community Development, Water & Wastewater, and Water & Wastewater Laboratory Fees Within The City Of Fortuna For Fiscal Year 2018-2019*

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# CITY OF FORTUNA

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## PROPOSED FEE SCHEDULE FISCAL YEAR 2018-2019

ADOPTED BY RESOLUTION 2018-XX

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**CITY OF FORTUNA  
ADMINISTRATIVE FEE SCHEDULE**

Fee Description	FY 17-18 Fee	Proposed Changes	FY 18-19 Fee
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**1. ASSESSMENT FEES**

**A. FBID**

The City will levy a benefit assessment fee on all businesses, trades, and professions located within the boundaries and benefit zones, as applicable, within the Fortuna Business Improvement District and the fee is established by Ordinance.

**B. Storm Drainage Maintenance Assessment Charges**

The following monthly user charges shall be assessed each developed parcel, multi-family dwelling unit, or place of business based on the type of use and size of parcel:

Commercial < 15,000 sf	\$ 1.75		\$ 1.75
Commercial > 15,000 sf	\$ 2.81		\$ 2.81
Industrial < 15,000 sf	\$ 1.65		\$ 1.65
Industrial > 15,000 sf	\$ 2.65		\$ 2.65
Multi-family < 15,000 sf	\$ 0.45		\$ 0.45
Multi-family > 15,000 sf	\$ 0.45		\$ 0.45
Residential < 15,000 sf	\$ 0.55		\$ 0.55
Residential > 15,000 sf	\$ 0.88		\$ 0.88

**2. BUSINESS LICENSE TAXES**

**A. License Fees - General, Inside City**

Every business including professions, trades and occupations and every kind of calling whether carried on for profit or not who engages in business at a fixed place of business shall pay a license fee based upon the immediately preceding calendar year's (or FY for corporations) gross receipts at the following rates and in the following classifications unless specifically licensed by other subdivisions of this resolution.

A - \$0 to \$10,000	\$ 20.00		\$ 20.00
B - 10,001 to 20,000	\$ 30.00		\$ 30.00
C - 20,001 to 40,000	\$ 45.00		\$ 45.00
D - 40,001 to 80,000	\$ 65.00		\$ 65.00
E - 80,001 to 140,000	\$ 85.00		\$ 85.00
F - 140,001 to 250,000	\$ 110.00		\$ 110.00
G - 250,001 to 500,000	\$ 160.00		\$ 160.00
H - 500,001 to 900,000	\$ 210.00		\$ 210.00
I - 900,001 to 1,400,000	\$ 280.00		\$ 280.00
J - 1,400,001 - 2,000,000	\$ 350.00		\$ 350.00
K - > 2,000,000	\$ 465.00		\$ 465.00

\*On September 19, 2012 Governor Brown signed into law SB 1186 which adds a state fee on any applicant for a local business license or renewal thereof. The purpose is to increase disability access and compliance with construction-related accessibility requirements and educational resources for businesses in order to facilitate compliance with federal and state disability laws as specified. Effective January 1, 2018 until December 31, 2023 any applicant for a local business license or renewal thereof shall pay an additional fee of \$4.00.

**CITY OF FORTUNA  
ADMINISTRATIVE FEE SCHEDULE**

Fee Description	FY 17-18 Fee	Proposed Changes	FY 18-19 Fee
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**B. License Fees - Rentals - Residences/Apartments**

Every person carrying on the business of renting residences or apartments, and renting four or more units, must obtain a license from the city.

Base Charge (4 units)	\$ 16.00		\$ 16.00
Each additional Unit	\$ 4.00		\$ 4.00

**C. License Fees - Rentals – Commercial**

Every person receiving income from two or more units used commercially shall be required to obtain a license and shall be included in the same category as those persons described in Section 2, Subsection (A) of this resolution.

**D. License Fees -Delivery Vehicles**

Every person not having a fixed place of business with the City, who delivers goods, wares or merchandise of any kind by vehicle, or who provides any service by the use of vehicle in the City, shall pay a license fee in accordance with Section 2, Subsection (A) of this resolution measured by gross receipts from business done within the City.

**E. License Fees – Nonresident Contractors**

Every person not having a fixed place of business within the City, who engages in the business of contracting within the City. In place of paying the per day charge any such person may elect to pay a license tax under Section 2, Subsection (A) measured by gross receipts from business done within the City.

Per day charge	\$ 5.00		\$ 5.00
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**F. License Fees - Other Nonresidential Businesses**

Every person not having a fixed place of business within the City, who engages in business within the City. In place of paying the per day charge any such person may elect to pay a license tax under Section 2, Subsection (A) measured by gross receipts from business done within the City.

Per day charge	\$ 5.00		\$ 5.00
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**G. License Fees - Carnivals**

Every person owning, maintaining, conducting, or presenting a carnival in the City, after having first obtained a permit so to do from the City Council, shall be charged a license fee at the following rates. All fees shall be collected in advance.

Carnival, per day charge	\$ 16.00		\$ 16.00
Each separate show, attraction or exhibition; per day charge	\$ 4.00		\$ 4.00

**CITY OF FORTUNA  
ADMINISTRATIVE FEE SCHEDULE**

Fee Description	FY 17-18 Fee	Proposed Changes	FY 18-19 Fee
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**H. License Fees - Circuses and Kindred Performances**

Every circus, menagerie, acrobatic performance, or exhibition of trained animals connected by or showing with other attractions shall be charged a license fee at the following rates. All fees shall be collected in advance.

One-ring circus, per day charge	\$ 50.00		\$ 50.00
Two or more ring circus, per day	\$ 100.00		\$ 100.00

**I. License Fees - Coin Operated Entertainment Devices**

Any establishment maintaining or operating a vending device or any other mechanical device for the purpose of entertainment, the operation of which is permitted, conducted or allowed or made possible by the depositing of any coin, plate disc, slug or key into any slot, crevice, or other opening or by the payment of any fee, shall pay a license fee based upon the immediately preceding calendar years gross receipts from the total of such machines so operated at the rates set forth in Section 2, Subsection (A).

**J. License Penalties**

Business License Penalty.

Late Fee, not to exceed 100% of the total business license fee.	25% of license fee per month		25% of license fee per month
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**3. MISCELLANEOUS ADMINISTRATIVE FEES**

Copies (including but not limited to; public records requests, agenda packets & misc. copies of documents)			
1 sided black & white per page	\$ 0.15		\$ 0.15
2 sided black & white per page	\$ 0.20		\$ 0.20
1 sided color per page	\$ 0.25		\$ 0.25
Budget Document	Actual Cost		Actual Cost
Zoning Ordinance	Actual Cost		Actual Cost
Standard Improvement Plan	Actual Cost		Actual Cost
General Plan	Actual Cost		Actual Cost
Business License Listing, each	\$ 25.00		\$ 25.00
Fireworks Permit, each	\$ 10.00		\$ 10.00
Zoning Map (color), each	\$ 10.00		\$ 10.00
Zoning Map (black & white), each	\$ 5.00		\$ 5.00
Aerial Photo 72x42, each	\$ 60.00		\$ 60.00
Aerial Photo 42x28, each	\$ 35.00		\$ 35.00
Plan copies (black & white), per sheet	\$ 4.00		\$ 4.00
DVD Copy of Council Meeting or Planning	\$ 10.00		\$ 10.00
Commission Meeting, each			
Operator's Permit (Initial/Renewal)	\$ 50.00		\$ 50.00
Driver's Permit	\$ 168.00		\$ 168.00

**CITY OF FORTUNA  
ADMINISTRATIVE FEE SCHEDULE**

Fee Description	FY 17-18 Fee	Proposed Changes	FY 18-19 Fee
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**4. NOTARIAL SERVICES**

This fee will not apply to Notarial Acts performed for the benefit of the City. This fee is not applicable to notaries employed by the City while outside of their scope of employment for the City of Fortuna.

Notary fee per notarial act	\$ 15.00		\$ 15.00
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**5. ADMINISTRATIVE ADJUSTMENTS**

The City Manager shall have the authority to adjust the aforementioned fees when special circumstances indicate that the fee being charged according to this Resolution is clearly inappropriate. In addition, the City Manager shall have the authority to determine the fee amount for a City service that is not addressed in this Resolution based upon the actual cost of providing the service and / or the actual cost for the City to issue a permit.

**CITY OF FORTUNA  
BUILDING FEE SCHEDULE**

Fee Description	Est. Time (in min.)	FY 17-18 Fee	Proposed Changes	FY 18-19 Fee
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**1. OVER THE COUNTER PERMITS**

**A. Administrative and Miscellaneous Fees**

Travel and Documentation	60	\$ 80.30		\$ 80.30
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**B. Mechanical Permit Fees**

Issuance Mechanical Fee (Added to each Permit)	30	\$ 40.15		\$ 40.15
Stand Alone Mechanical Plan Check & Inspection see CBO	See CBO	See CBO		See CBO
Furnaces, New (F.A.U.)	90	\$ 120.45		\$ 120.45
Furnaces (Wall)	60	\$ 80.30		\$ 80.30
Furnaces, Replace (F.A.U.)	60	\$ 80.30		\$ 80.30
Heater (Wall)	60	\$ 80.30		\$ 80.30
Appliance Vent / Chimney (Only)	60	\$ 80.30		\$ 80.30
Refrigeration Compressor	60	\$ 80.30		\$ 80.30
Boiler - up to 500k BTU	60	\$ 80.30		\$ 80.30
Boiler - greater than 500k BTU and less than 2,000k BTU	90	\$ 120.45		\$ 120.45
Boiler - greater than 2,000k BTU	120	\$ 160.60		\$ 160.60
Chiller	75	\$ 100.37		\$ 100.37
Fan Coil Unit	60	\$ 80.30		\$ 80.30
Heat Pump (Package Unit)	60	\$ 80.30		\$ 80.30
Heater (Unit, Radiant, etc.)	60	\$ 80.30		\$ 80.30
Air Handler w/ducts to 10k CFM	60	\$ 80.30		\$ 80.30
Air Handler w/ducts more than 10k CFM	75	\$ 100.37		\$ 100.37
Duct Work only	60	\$ 80.30		\$ 80.30
Evaporative Cooler	60	\$ 80.30		\$ 80.30
Make-up Air System	60	\$ 80.30		\$ 80.30
Moisture Exhaust Duct (Clothes Dryer)	60	\$ 80.30		\$ 80.30
Variable Air Volume Box (Including Duct Work)	60	\$ 80.30		\$ 80.30
Vent Fan (Single Duct)	60	\$ 80.30		\$ 80.30
Vent System	75	\$ 100.37		\$ 100.37
Exhaust Hood and Duct (RESIDENTIAL)	60	\$ 80.30		\$ 80.30
Non-Residential Incinerator	120	\$ 160.60		\$ 160.60

**CITY OF FORTUNA  
BUILDING FEE SCHEDULE**

Fee Description	Est. Time (in min.)	FY 17-18 Fee	Proposed Changes	FY 18-19 Fee
Refrigerator Condenser Remote	60	\$ 80.30		\$ 80.30
Walk-in Box / Refrigerator Coil	105	\$ 140.52		\$ 140.52
Gas System (First Outlet)	60	\$ 80.30		\$ 80.30
Gas Outlets (Each Additional)	15	\$ 20.07		\$ 20.07
Other Mechanical Inspections (per hour)	60	\$ 80.30		\$ 80.30
Other Mechanical Fees		Actual Cost		Actual Cost

**C. Plumbing / Gas Permit Fees**

Issuance Plumbing Fee (Added to each Permit)	30	\$ 40.15		\$ 40.15
Stand Alone Plumbing Plan Check & Inspection	See CBO	See CBO		See CBO
Bathtub	60	\$ 80.30		\$ 80.30
Floor Drain	60	\$ 80.30		\$ 80.30
Gas System (First Outlet)	60	\$ 80.30		\$ 80.30
Gas Outlets (Each Additional)	15	\$ 20.07		\$ 20.07
Building Sewer	60	\$ 80.30		\$ 80.30
Grease Trap (inside building)	90	\$ 120.45		\$ 120.45
Grease Interceptors / Pump - less than 1500 ga. (Out side building)	180	\$ 240.89		\$ 240.89
Grease Interceptors / Pump - 1500 ga. & up (Out side building)	240	\$ 321.19		\$ 321.19
Lavatory (First Fixture)	60	\$ 80.30		\$ 80.30
Lavatory (Each Additional Fixture)	30	\$ 40.15		\$ 40.15
Laundry Tubs	60	\$ 80.30		\$ 80.30
Backflow Preventer (First 5)	60	\$ 80.30		\$ 80.30
Backflow Preventer (More than 5), each	5	\$ 6.69		\$ 6.69
Receptor (Floor Sink, Cup Sink)	60	\$ 80.30		\$ 80.30
Roof Drain	60	\$ 80.30		\$ 80.30
Shower Drain	60	\$ 80.30		\$ 80.30
Sink - Kitchen	60	\$ 80.30		\$ 80.30
Sink - Other	60	\$ 80.30		\$ 80.30
Urinal	60	\$ 80.30		\$ 80.30
Washing Machine Standpipe	60	\$ 80.30		\$ 80.30
Water Closet (First Fixture)	60	\$ 80.30		\$ 80.30

**CITY OF FORTUNA  
BUILDING FEE SCHEDULE**

Fee Description	Est. Time (in min.)	FY 17-18 Fee	Proposed Changes	FY 18-19 Fee
Water Closet (Each Additional Fixture)	20	\$ 26.77		\$ 26.77
Residential / Small Commercial Water Heater (First Heater) (50% Credit Included in Fee)	60	\$ 40.15		\$ 40.15
Commercial Water Heater (First Heater)	60	\$ 80.30		\$ 80.30
Water Heater (Each Additional Heater)	35	\$ 46.84		\$ 46.84
Water Pipe Repair / Replacement	60	\$ 80.30		\$ 80.30
Water Service	60	\$ 80.30		\$ 80.30
Water Softener	60	\$ 80.30		\$ 80.30
Drain-Vent Repair / Alterations	60	\$ 80.30		\$ 80.30
Hose Bib	60	\$ 80.30		\$ 80.30
Drinking Fountain	60	\$ 80.30		\$ 80.30
Solar Water System: (solar panels, tanks, water treatment equ.) (PER LAYOUT)		Actual Cost		Actual Cost
Graywater Systems (per hour)	60	\$ 80.30		\$ 80.30
Initial installation and testing for a reclaimed water system (per hour)	60	\$ 80.30		\$ 80.30
Other Plumbing and Gas Inspections (per hour)	60	\$ 80.30		\$ 80.30
Other Plumbing and Gas Fees		Actual Cost		Actual Cost

**D. Electrical Permit Fees**

ISSUANCE ELECTRICAL FEE (Added to each permit)	30	\$ 40.15		\$ 40.15
Stand Alone Electrical Plan Check & Inspection see CBO	See CBO	See CBO		See CBO
Services - residential (swap-out old to new)				
Service (100 to 150 amps)	60	\$ 80.30		\$ 80.30
Service (150 to 200 amps)	90	\$ 120.45		\$ 120.45
Service (200 up amps)	120	\$ 160.60		\$ 160.60
Temporary power Service/Pole (each)	60	\$ 80.30		\$ 80.30
Other Electrical Inspections (per hour)	60	\$ 80.30		\$ 80.30

**CITY OF FORTUNA  
BUILDING FEE SCHEDULE**

Fee Description	FY 17-18 Fee	Proposed Changes	FY 18-19 Fee
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**2. MECHANICAL PERMIT FEES**

**A. Permit Issuance Fee**

For the issuance of each Mechanical permit	\$ 40.15		\$ 40.15
For issuing each supplemental permit for which the original permit has not expired, been canceled or finalized	\$ 12.50		\$ 12.50
UNIT FEE SCHEDULE - to be added to each building permit. (NOTE: <i>The following fees do not include the permit-issuing fee</i> )	Per Unit Price		Per Unit Price

**B. Furnaces**

For the installation or relocation of each forced-air or gravity-type furnace or burner, including ducts and vents attached to such appliance			
Up to and including 100,000 Btulh	\$ 48.11		\$ 48.11
Over 100,000 Btulh	\$ 53.53		\$ 53.53
For the installation or relocation of each floor furnace, including vent	\$ 48.11		\$ 48.11
For the installation or relocation of each suspended heater, recessed wall heater or floor-mounted unit heater.	\$ 48.11		\$ 48.11

**C. Appliance Venting**

For the installation, relocation or replacement of each appliance vent installed and not included in an appliance permit	\$ 12.50		\$ 12.50
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**D. Repair or Additions**

For the repair of, alteration of, or addition to each heating appliance, refrigeration unit, cooling unit, absorption unit, or each heating, cooling, absorption or evaporative cooling system, including installation of controls regulated by the Mechanical Code	\$ 23.70		\$ 23.70
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**CITY OF FORTUNA  
BUILDING FEE SCHEDULE**

Fee Description	FY 17-18 Fee	Proposed Changes	FY 18-19 Fee
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**E. Boilers, Compressors and Absorption Systems**

Installation or relocation of each boiler or compressor:			
Up to and including 3HP (10.6 kW)	\$ 25.42		\$ 25.42
Over 3HP (10.6 kW) up to and including 15HP (52.7 kW)	\$ 46.90		\$ 46.90
Over 15HP (52.7 kW) up to and including 30HP (105.5 kW)	\$ 64.34		\$ 64.34
Over 30HP (105.5 kW) up to and including 50HP (176 kW)	\$ 95.78		\$ 95.78
Over 50HP (176 kW)	\$ 160.13		\$ 160.13
Installation or relocation of each absorption system:			
Up to and including 100,000 Btulh	\$ 25.42		\$ 25.42
Over 100,000 Btulh (29.3 kW) up to and including 500,000 Btulh (146.6 kW)	\$ 46.90		\$ 46.90
Over 500,000 Btulh (146.6 kW) up to and including 1,000,000 Btulh (293.1 kW)	\$ 64.34		\$ 64.34
Over 1,000,000 Btulh (273.1 kW) up to and including 1,750,000 Btulh (512.9 kW)	\$ 95.78		\$ 95.78
Over 1.750,000 Btulh (512.9 kW)	\$ 160.13		\$ 160.13

**F. Air Handlers**

For each air-handling unit up to and including 10,000 cubic feet per minute (cfrn)(4719 Us), including ducts attached thereto	\$ 18.44		\$ 18.44
For each air-handling unit over 10,000cfrn (4719 Us)*	\$ 31.86		\$ 31.86

\*Note: This fee does not apply to an air-handling unit which is a portion of a factory-assembled appliance, cooling unit, evaporative cooler or absorption unit for which a permit is required elsewhere in the Mechanical Code.

**G. Evaporate Coolers / Hood Make-up Air**

Evaporative Coolers For each evaporative cooler other than portable type	\$ 18.44		\$ 18.44
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**CITY OF FORTUNA  
BUILDING FEE SCHEDULE**

Fee Description	FY 17-18 Fee	Proposed Changes	FY 18-19 Fee
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**H. Ventilation and Exhaust**

For each ventilation fan connected to a single duct	\$ 11.62		\$ 11.62
For each ventilation system which is not a portion of any heating or air-conditioning system authorized by a permit	\$ 18.44		\$ 18.44
For the installation of each hood which served by mechanical exhaust, including the ducts for such hood	\$ 18.44		\$ 18.44

**I. Miscellaneous**

For each appliance or piece of equipment regulated by the Mechanical Code but not classed in other appliance categories, or for which the fee is listed in the table	\$ 18.62		\$ 18.62
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**J. Other Inspection Fees**

Inspections outside of normal business hours, per hour * (Min. Charge - 2 Hrs.)	\$ 80.30		\$ 80.30
Re-Inspection fee assed under provision of FMC, per hour * (Min. Charge - 1 Hr.)	\$ 80.30		\$ 80.30
Inspection for which no fee is specifically indicated, per hour* (Min. Charge - 1 Hr.)	\$ 80.30		\$ 80.30
Additional plan review required by changes, additions or revisions to the plans or to plans for which and initial review has been completed * (Min. Charge - 1/2 Hr.)	\$ 80.30		\$ 80.30

\*Or the total hourly cost to the jurisdiction, whichever is the greatest. The total hourly cost shall include Supervision, Overhead, Equipment, Hourly wages and benefits of the employees involved

**CITY OF FORTUNA  
BUILDING FEE SCHEDULE**

Fee Description	FY 17-18 Fee	Proposed Changes	FY 18-19 Fee
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**3. ELECTRICAL PERMIT FEES**

**A. Permit Issuance Fee**

For the issuance of each Electrical permit	\$ 40.15		\$ 40.15
For issuing each supplemental permit for which the original permit has not expired, been canceled or finalized	\$ 11.62		\$ 11.62

SYSTEM FEE SCHEDULE - to be added to each building permit. (NOTE: The following fees do not include the permit-issuing fee.)

**B. New Residential Buildings**

The following fees shall include all wiring and electrical equipment in or on each building, or other electrical equipment on the same premises constructed at the same time.

Single and Two Family: For new single-and two-family residential buildings constructed at the same time, not including the area of garages, carports, and accessory buildings, per S.F.	\$ 0.090		\$ 0.090
Multifamily: For new multifamily buildings (apartments and condominiums) having three or more dwelling units constructed at the same time, not including the area of garages, carports and accessory building, per S.F.	\$ 0.081		\$ 0.081

**C. Private Swimming Pools**

For new private, swimming pools for single-family and multifamily occupancies, including a complete system of necessary branch circuit wiring, bonding, grounding, underwater lighting, water pumping and other similar electrical equipment directly related to the operation of a swimming pool, each pool	\$ 121.73		\$ 121.73
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**CITY OF FORTUNA  
BUILDING FEE SCHEDULE**

Fee Description	FY 17-18 Fee	Proposed Changes	FY 18-19 Fee
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**D. Carnivals and Circuses**

Carnivals, circuses, or other traveling shows or exhibitions utilizing transportable-type rides, booths, displays and attractions.

For electrical generators and electrically driven rides, each	\$ 37.76		\$ 37.76
For mechanically driven rides and walk-through attractions or displays having electric lighting, each	\$ 11.62		\$ 11.62
For a system of area and booth lighting, each	\$ 11.62		\$ 11.62
For permanently installed rides, booths, displays and attractions.	Refer to the Unit Fee Schedule		Refer to the Unit Fee Schedule

**E. Temporary Power Services**

For a temp. service pole, inc all pole or pedestal-mounted receptacle outlets and appurtenances, each	\$ 79.51		\$ 79.51
For a temporary distribution system and temporary lighting and receptacle outlets for construction sites, decorative lights, Christmas tree sales lots, fireworks stands, etc., each	\$ 19.72		\$ 19.72

UNIT FEE SCHEDULE - to be added to each building permit. (NOTE: The following fees do not include the permit-issuing fee.)

**F. Receptacle, Switch Light Fixtures and Light Outlets**

For receptacle, switch, light or other outlets at which current is used or controlled, except services, feeders and meters and for lighting fixtures, sockets or other lamp-holding devices.

First 20 fixtures, each	\$ 1.76		\$ 1.76
Additional fixtures, each	\$ 1.18		\$ 1.18
For pole or platform-mounted light fixtures, each	\$ 1.76		\$ 1.76
For theatrical-type lighting fixtures or assemblies, each	\$ 1.76		\$ 1.76

**CITY OF FORTUNA  
BUILDING FEE SCHEDULE**

Fee Description	FY 17-18 Fee	Proposed Changes	FY 18-19 Fee
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**G. Residential Appliances**

For fixed residential appliances or receptacle outlets for same, including wall-mounted electric ovens; counter-mounted cooking tops; electric ranges; self-contained room, console or through-wall conditioners; space heaters; food waste grinders; dishwashers; washing machines; water heaters; clothes dryers; or other motor-operated appliances not exceeding 1 horsepower (HP) in rating, each	\$ 7.65		\$ 7.65
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NOTE: For other types of air conditioners and other appliances having larger electrical ratings, see Power Apparatus

**H. Non-Residential Appliances**

For nonresidential appliances and self-contained factory-wired, nonresidential appliances not exceeding 1 horsepower (HP), kilowatt (kW) or (kVA), in rating, including medical and dental devices; food, beverage and ice cream cabinets; illuminated show cases; drinking vending machines; laundry machines; or other similar types of equipment, each	\$ 7.65		\$ 7.65
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NOTE: For other types of air conditioners and other appliances having larger electrical ratings, see Power Apparatus

**I. Power Apparatus**

For motors, generators, transformers, rectifiers, synchronous converters, capacitors, industrial heating, AC and heat pumps, cooking or baking equipment and other apparatus, as follows: Rating in horsepower (HP), kilowatts (kW), kilovolt-amperes (kVA) or kilovolt-amperes-reactive (kV AR)

Up to and including 1, each	\$ 7.65		\$ 7.65
Over 1 and not over 10, each	\$ 19.73		\$ 19.73
Over 10 and not over 50, each	\$ 39.53		\$ 39.53
Over 50 and not over 100, each	\$ 79.51		\$ 79.51
Over 100, each	\$ 119.57		\$ 119.57

NOTE: For equipment or appliances having more than one motor, transformer, heater, etc., the sum of the combined ratings may be used.

NOTE: These fees include all switches, circuit breakers, contactors, thermostats, relays and other directly related controlled equipment.

**CITY OF FORTUNA  
BUILDING FEE SCHEDULE**

Fee Description	FY 17-18 Fee	Proposed Changes	FY 18-19 Fee
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**J. Busways**

For trolley and plug-in-type busways, each 100 feet or fraction thereof	\$ 11.62		\$ 11.62
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NOTE: An additional fee required for lighting fixtures, motors and other appliances that are connected to trolley and plug-in-type busways. A fee is not required for portable

**K. Signs, Outline, Lighting and Marquees**

For signs, outline lighting systems or marquees supplied from one branch circuit, each	\$ 39.53		\$ 39.53
For additional branch circuits within the same sign, outline lighting system or marquee, each	\$ 7.65		\$ 7.65

**L. Services**

For services of 600 volts or less and not over 200 amperes in rating, each	\$ 48.93		\$ 48.93
For services of 600 volts or less and over 200 amperes to 1,000 amperes, each	\$ 99.77		\$ 99.77
For services over 600 volts or over 1,000 amperes in rating, each	\$ 199.54		\$ 199.54

**M. Miscellaneous Apparatus, Conduits and Conductors**

For electrical apparatus, conduits and conductors for which a permit is required but for which no fee is herein set forth	\$ 29.20		\$ 29.20
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NOTE: This fee is not applicable when a fee is paid for one or more services, outlets, fixtures, appliances, power apparatus, busways, signs or other equipment.

**CITY OF FORTUNA  
BUILDING FEE SCHEDULE**

Fee Description	FY 17-18 Fee	Proposed Changes	FY 18-19 Fee
<b>N. Other Inspection and Fees</b>			
Inspections outside of normal business hours, per hour * (Min. Charge - 2 Hrs.)	\$ 80.30		\$ 80.30
Re-Inspection fee assed under provision of FMC, per hour * (Min. Charge - 1 Hr.)	\$ 80.30		\$ 80.30
Inspection for which no fee is specifically indicated, per hour* (Min. Charge - 1 Hr.)	\$ 80.30		\$ 80.30
Additional plan review required by changes, additions or revisions to the plans or to plans for which and initial review has been completed * (Min. Charge - 1/2 Hr.)	\$ 80.30		\$ 80.30

\*Or the total hourly cost to the jurisdiction, whichever is the greatest. The total hourly cost shall include Supervision, Overhead, Equipment, Hourly wages and benefits of the employees involved

**CITY OF FORTUNA  
BUILDING FEE SCHEDULE**

Fee Description	FY 17-18 Fee	Proposed Changes	FY 18-19 Fee
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**4. PLUMBING PERMIT FEES**

**A. Permit Issuance Fee**

For the issuance of each plumbing permit	\$ 40.15		\$ 40.15
For issuing each supplemental permit for which the original permit has not expired, been canceled or final	\$ 11.62		\$ 11.62
UNIT FEE SCHEDULE - to be added to each building permit. (NOTE: <i>The following fees do not include the permit-issuing fee</i> )	Per Unit Price		Per Unit Price

**B. Fixtures and Vents**

For each plumbing fixture or trap or set of fixtures on one trap (incl: water, drain piping, backflow protection)	\$ 15.75		\$ 15.75
For repair or alteration of drainage or vent piping, each fixture	\$ 7.65		\$ 7.65

**C. Sewer, Disposal Systems and Interceptors**

For each building, trailer sewer	\$ 39.60		\$ 39.60
For each private sewage disposal system	\$ 78.20		\$ 78.20
For each Industrial waste pretreatment interceptor, including its trap and vent, excepting kitchen-type grease interceptors Functioning as fixture traps	\$ 238.53		\$ 238.53
Rainwater systems - per drain (inside building)	\$ 15.75		\$ 15.75

**D. Water Piping System**

For installation, alteration, or repair of water piping or water-treating equipment, or both, each	\$ 7.65		\$ 7.65
For each water heater including vent; for vents only, See Mechanical Permit Fees	\$ 19.73		\$ 19.73

**CITY OF FORTUNA  
BUILDING FEE SCHEDULE**

Fee Description	FY 17-18 Fee	Proposed Changes	FY 18-19 Fee
<b>E. Gas Piping and Water Heaters</b>			
For each gas piping system of one to five outlets	\$ 9.86		\$ 9.86
for each additional outlet over five, each	\$ 1.76		\$ 1.76
<b>F. Lawn Sprinkler, Vacuum Breakers and Backflow Protection Devices</b>			
For each lawn sprinkler system on any one meter, including backflow protection devices thereof	\$ 23.78		\$ 23.78
For atmospheric-type vacuum breakers or backflow protection devices not included in item 1:			
1 to 5 devices	\$ 19.73		\$ 19.73
More them 5 devices, each	\$ 3.59		\$ 3.59
For each backflow-protection devices other then atmospheric-type vacuum breaker:			
2 inch and smaller	\$ 19.73		\$ 19.73
Over 2 inches	\$ 39.60		\$ 39.60
<b>G. Swimming Pools</b>			
For each swimming pool and spa:			
Private Pool (Residential) (up to 400 s.f.)	\$ 914.00		\$ 914.00
Private Pool (Residential) (over 401 s.f.)	\$ 1,034.00		\$ 1,034.00
Private Spa (Residential)	\$ 358.00		\$ 358.00
Public Pool (Commercial) (up to 400 s.f.)	\$ 1,073.00		\$ 1,073.00
ADA			
Public Pool (Commercial) (over 400 s.f.)	\$ 1,232.00		\$ 1,232.00
ADA			
Public Spa (Commercial) ADA	\$ 477.00		\$ 477.00
<b>H. Fire Sprinkler System</b>			
New Fire Sprinkler System, per S.F. (Min fee cost \$350.00)	\$ 0.13		\$ 0.13
Rework Existing Fire Sprinkler System	Actual Cost		Actual Cost

**CITY OF FORTUNA  
BUILDING FEE SCHEDULE**

Fee Description	FY 17-18 Fee	Proposed Changes	FY 18-19 Fee
<b>I. Miscellaneous</b>			
For each appliance or pieces of equipment regulated by the (CPC) California Plumbing Code but not classed in other appliance categories, or for which the fee is listed in the table	\$ 17.13		\$ 17.13
<b>J. Other Inspection and Fees</b>			
Inspections outside of normal business hours, per hour * (Min. Charge - 2 Hrs.)	\$ 80.30		\$ 80.30
Re-Inspection fee assed under provision of FMC, per hour * (Min. Charge - 1 Hr.)	\$ 80.30		\$ 80.30
Inspection for which no fee is specifically indicated, per hour* (Min. Charge - 1 Hr.)	\$ 80.30		\$ 80.30
Additional plan review required by changes, additions or revisions to the plans or to plans for which and initial review has been completed * (Min. Charge - 1/2 Hr.)	\$ 80.30		\$ 80.30

\*Or the total hourly cost to the jurisdiction, whichever is the greatest. The total hourly cost shall include Supervision, Overhead, Equipment, Hourly wages and benefits of the employees involved

**CITY OF FORTUNA  
BUILDING FEE SCHEDULE**

Fee Description	FY 17-18 Fee	Proposed Changes	FY 18-19 Fee
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**5. GRADING PERMIT FEES**

**A. Permit Issuance Fee**

For the issuance of each Grading permit	\$ 40.15		\$ 40.15
For issuing each supplemental permit for which the original permit has not expired, been canceled or final	\$ 11.62		\$ 11.62
UNIT FEE SCHEDULE - to be added to each building permit. <i>(NOTE: The following fees do not include the permit-issuing fee.)</i>	Per Unit Price		Per Unit Price

**B. Grading Plan Review**

1 cubic yard to 100 cubic yards	\$ 37.77		\$ 37.77
101 to 1,000 cubic yards	\$ 59.40		\$ 59.40
1,001 to 10,000 cubic	\$ 79.05		\$ 79.05
10,001 to 100,000 cubic yards			
Base Charge	\$ 79.05		\$ 79.05
For each additional 10,000 cubic yards or fraction thereof	\$ 39.34		\$ 39.34
100,001 to 200,000 cubic yards			
Base Charge	\$ 433.11		\$ 433.11
For each additional 10,000 cubic yards or fraction thereof	\$ 32.53		\$ 32.53
200,001 cubic yards or more			
Base Charge	\$ 725.79		\$ 725.79
For each additional 10,000 cubic yards or fraction thereof	\$ 11.64		\$ 11.64

NOTE: ADA path of travel, onsite structures i.e. trash enclosures, retaining walls, and ect will be charged at building fee structure and/or hours per task.

**CITY OF FORTUNA  
BUILDING FEE SCHEDULE**

Fee Description	FY 17-18 Fee	Proposed Changes	FY 18-19 Fee
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**C. Grading Permit Fees**

1 cubic yard to 50 cubic yards	\$ 37.77		\$ 37.77
51 to 100 cubic yards	\$ 59.40		\$ 59.40
101 to 1,000 cubic yards			
Base Charge	\$ 59.40		\$ 59.40
For each additional 100 cubic yards or fraction thereof	\$ 28.10		\$ 28.10
1,001 to 10,000 cubic yards			
Base Charge	\$ 312.30		\$ 312.30
For each additional 1,000 cubic yards or fraction thereof	\$ 23.29		\$ 23.29
10,001 to 100,000 cubic yards			
Base Charge	\$ 521.91		\$ 521.91
For each additional 10,000 cubic yards or fraction thereof	\$ 105.96		\$ 105.96
100,001 cubic yards or more			
Base Charge	\$ 1,475.01		\$ 1,475.01
For each additional 10,000 cubic yards or fraction thereof	\$ 58.61		\$ 58.61

NOTE: ADA path of travel, onsite structures i.e. trash enclosures, retaining walls, and ect will be charged at building fee structure and/or hours per task.

**D. Other Inspection and Fees**

Inspections outside of normal business hours, per hour * (Min. Charge - 2 Hrs.)	\$ 80.30		\$ 80.30
Re-Inspection fee assed under provision of FMC, per hour * (Min. Charge - 1 Hr.)	\$ 80.30		\$ 80.30
Inspection for which no fee is specifically indicated, per hour* (Min. Charge - 1 Hr.)	\$ 80.30		\$ 80.30
Additional plan review required by changes, additions or revisions to the plans or to plans for which and initial review has been completed * (Min. Charge - 1/2 Hr.)	\$ 80.30		\$ 80.30

\*Or the total hourly cost to the jurisdiction, whichever is the greatest. The total hourly cost shall include Supervision, Overhead, Equipment, Hourly wages and benefits of the employees involved

**CITY OF FORTUNA  
BUILDING FEE SCHEDULE**

**6. UNIT BASED BUILDING PERMIT FEES**

Type of Construction  
Modifier

Occupancy Type	Building Use	Average Plan Check/ Process Hours	Average Inspection Hours	Total Time	Mult. By Hrly Rate \$ 80.30	Average Square Ft	Average Cost per Square Ft	ROW A	ROW B	ROW C
								I-A I-B	II-A V-A	II-B, III-B IV V-B
"A"	Restaurant / Theater / Church / Auditorium	17.0	23.0	40	\$3,212	1,000	\$3.21	\$3.85	\$3.21	\$2.57
		38.0	62.0	100	\$8,030	5,000	\$1.61	\$1.93	\$1.61	\$1.28
		59.0	99.0	158	\$12,687	10,000	\$1.27	\$1.52	\$1.27	\$1.01
		97.0	161.0	258	\$20,717	20,000	\$1.04	\$1.24	\$1.04	\$0.83
"A"	Tenant Improvement	9.0	11.5	21	\$1,646	1,000	\$1.65	\$1.98	\$1.65	\$1.32
		19.0	31.0	50	\$4,015	5,000	\$0.80	\$0.96	\$0.80	\$0.64
		28.5	49.8	78	\$6,283	10,000	\$0.63	\$0.75	\$0.63	\$0.50
		48.5	80.8	129	\$10,379	20,000	\$0.52	\$0.62	\$0.52	\$0.42
"B"	Office	16.5	21.5	38	\$3,051	1,000	\$3.05	\$3.66	\$3.05	\$2.44
		32.0	55.0	87	\$6,986	5,000	\$1.40	\$1.68	\$1.40	\$1.12
		56.0	86.0	142	\$11,403	10,000	\$1.14	\$1.37	\$1.14	\$0.91
		88.0	141.0	229	\$18,389	20,000	\$0.92	\$1.10	\$0.92	\$0.74
"B"	Tenant Improvement	9.0	11.0	20	\$1,606	1,000	\$1.61	\$1.93	\$1.61	\$1.28
		16.0	27.5	44	\$3,493	5,000	\$0.70	\$0.84	\$0.70	\$0.56
		28.0	43.0	71	\$5,701	10,000	\$0.57	\$0.68	\$0.57	\$0.46
		44.0	70.0	114	\$9,154	20,000	\$0.46	\$0.55	\$0.46	\$0.37
"E"	Non Public (Pre-School - Daycare) (Schools - Religion)	17.0	23.0	40	\$3,212	1,000	\$3.21	\$4.82	\$4.02	\$3.21
		38.0	62.0	100	\$8,030	5,000	\$1.61	\$2.41	\$2.01	\$1.61
		59.0	99.0	158	\$12,687	10,000	\$1.27	\$1.90	\$1.59	\$1.27
		97.0	161.0	258	\$20,717	20,000	\$1.04	\$1.55	\$1.29	\$1.04
"E"	Tenant Improvement	9.0	11.5	21	\$1,646	1,000	\$1.65	\$2.47	\$2.06	\$1.65
		19.0	31.0	50	\$4,015	5,000	\$0.80	\$1.20	\$1.00	\$0.80
		28.5	49.8	78	\$6,283	10,000	\$0.63	\$0.94	\$0.79	\$0.63
		48.5	80.8	129	\$10,379	20,000	\$0.52	\$0.78	\$0.65	\$0.52
"F-1"	Factory and industrial, (MODERATE HAZARD)	14.0	18.0	32	\$2,570	1,000	\$2.57	\$3.08	\$2.57	\$2.06
		23.0	37.0	60	\$4,818	5,000	\$0.96	\$1.16	\$0.96	\$0.77
		34.0	53.0	87	\$6,986	10,000	\$0.70	\$0.84	\$0.70	\$0.56
		42.0	88.0	130	\$10,439	20,000	\$0.52	\$0.63	\$0.52	\$0.42
"F-1"	Tenant Improvement Factory and industrial, (MODERATE HAZARD)	9.0	10.0	19	\$1,526	1,000	\$1.53	\$1.83	\$1.53	\$1.22
		12.0	19.0	31	\$2,489	5,000	\$0.50	\$0.60	\$0.50	\$0.40
		18.0	27.0	45	\$3,614	10,000	\$0.36	\$0.43	\$0.36	\$0.29
		22.0	45.0	67	\$5,380	20,000	\$0.27	\$0.32	\$0.27	\$0.22
"F-2"	Factory and industrial, (LOW HAZARD) (LOW HAZARD)	14.0	18.0	32	\$2,570	1,000	\$2.57	\$3.08	\$2.57	\$2.06
		23.0	37.0	60	\$4,818	5,000	\$0.96	\$1.16	\$0.96	\$0.77
		34.0	53.0	87	\$6,986	10,000	\$0.70	\$0.84	\$0.70	\$0.56
		42.0	88.0	130	\$10,439	20,000	\$0.52	\$0.63	\$0.52	\$0.42
"F-2"	Tenant Improvement Factory and industrial, (LOW HAZARD)	9.0	10.0	19	\$1,526	1,000	\$1.53	\$1.83	\$1.53	\$1.22
		12.0	19.0	31	\$2,489	5,000	\$0.50	\$0.60	\$0.50	\$0.40
		18.0	27.0	45	\$3,614	10,000	\$0.36	\$0.43	\$0.36	\$0.29
		22.0	45.0	67	\$5,380	20,000	\$0.27	\$0.32	\$0.27	\$0.22
"H-1"	High Hazards;	14.0	18.0	32	\$2,570	500	\$5.14	\$6.17	\$5.14	\$4.11
"H-2"	Detonation hazard; Health hazards	18.0	22.0	40	\$3,212	1,000	\$3.21	\$3.85	\$3.21	\$2.57
"H-3"	Hazard from accelerated burning;	22.8	42.3	65	\$5,220	2,500	\$2.09	\$2.51	\$2.09	\$1.67
"H-4"	Material that readily support combust.;	35.0	65.0	100	\$8,030	5,000	\$1.61	\$1.93	\$1.61	\$1.28
"H-1"	Tenant Improvement - High Hazards;	9.0	9.0	18	\$1,445	500	\$2.89	\$3.47	\$2.89	\$2.31
"H-2"	Detonation hazard; Health hazards	9.5	10.5	20	\$1,606	1,000	\$1.61	\$1.93	\$1.61	\$1.28
"H-3"	Hazard from accelerated burning;	14.0	18.0	32	\$2,570	2,500	\$1.03	\$1.23	\$1.03	\$0.82
"H-4"	Material that readily support combust.;	17.0	32.0	49	\$3,935	5,000	\$0.79	\$0.94	\$0.79	\$0.63

**CITY OF FORTUNA  
BUILDING FEE SCHEDULE**

**6. UNIT BASED BUILDING PERMIT FEES**

Type of Construction  
Modifier

Occupancy Type	Building Use	Average Plan Check/ Process Hours	Average Inspection Hours	Total Time	Mult. By Hrly Rate \$ 80.30	Average Square Ft	Average Cost per Square Ft	Type of Construction Modifier		
								ROW A I-A I-B	ROW B II-A III-A V-A	ROW C II-B, III-B IV V-B
"H-5"	High Explosive	15.5	22.5	38	\$3,051	500	\$6.10	\$6.10	\$5.09	\$4.07
		20.0	27.5	48	\$3,814	1,000	\$3.81	\$3.81	\$3.18	\$2.54
		26.0	49.0	75	\$6,023	2,500	\$2.41	\$2.41	\$2.01	\$1.61
		35.0	68.0	103	\$8,271	5,000	\$1.65	\$1.65	\$1.38	\$1.10
"H-5"	Tenant Improvement	10.0	14.0	24	\$1,927	500	\$3.85	\$3.85	\$3.21	\$2.57
	High Explosive	11.0	15.0	26	\$2,088	1,000	\$2.09	\$2.09	\$1.74	\$1.39
		13.0	23.0	36	\$2,891	2,500	\$1.16	\$1.16	\$0.96	\$0.77
		17.0	34.0	51	\$4,095	5,000	\$0.82	\$0.82	\$0.68	\$0.55
"I - 1.2"	Heath Care Centers / Assist Living	21.0	31.0	52	\$4,176	1,000	\$4.18	\$4.18	\$3.48	\$2.78
		39.0	78.0	117	\$9,395	5,000	\$1.88	\$1.88	\$1.57	\$1.25
		68.0	111.0	179	\$14,374	10,000	\$1.44	\$1.44	\$1.20	\$0.96
		92.0	169.0	261	\$20,958	20,000	\$1.05	\$1.05	\$0.87	\$0.70
"I - 1.2"	Tenant Improvement (Heath Care Centers / Assist Living)	11.0	16.0	27	\$2,168	1,000	\$2.17	\$2.17	\$1.81	\$1.45
		20.0	39.0	59	\$4,738	5,000	\$0.95	\$0.95	\$0.79	\$0.63
		34.0	55.5	90	\$7,187	10,000	\$0.72	\$0.72	\$0.60	\$0.48
		46.0	84.0	130	\$10,439	20,000	\$0.52	\$0.52	\$0.43	\$0.35
"I-3"	Jail	15.5	23.0	39	\$3,092	500	\$6.18	\$7.42	\$6.18	\$4.95
		26.0	40.0	66	\$5,300	2,500	\$2.12	\$2.54	\$2.12	\$1.70
		34.0	69.0	103	\$8,271	5,000	\$1.65	\$1.99	\$1.65	\$1.32
"M"	Store / Mercantile	16.5	21.5	38	\$3,051	1,000	\$3.05	\$4.58	\$3.81	\$3.05
		31.0	51.0	82	\$6,585	5,000	\$1.32	\$1.98	\$1.65	\$1.32
		45.0	86.0	131	\$10,519	10,000	\$1.05	\$1.58	\$1.31	\$1.05
		57.0	141.0	198	\$15,899	20,000	\$0.79	\$1.19	\$0.99	\$0.79
		77.0	198.0	275	\$22,083	50,000	\$0.44	\$0.66	\$0.55	\$0.44
		99.0	281.0	380	\$30,514	100,000	\$0.31	\$0.46	\$0.38	\$0.31
"M"	Tenant Improvement (Store) (Full store remodel)	9.0	12.0	21	\$1,686	1,000	\$1.69	\$2.53	\$2.11	\$1.69
		14.5	24.5	39	\$3,132	5,000	\$0.63	\$0.94	\$0.78	\$0.63
		20.0	41.0	61	\$4,898	10,000	\$0.49	\$0.73	\$0.61	\$0.49
		28.0	68.0	96	\$7,709	20,000	\$0.39	\$0.58	\$0.48	\$0.39
		36.0	96.0	132	\$10,600	50,000	\$0.21	\$0.32	\$0.26	\$0.21
		48.0	128.0	176	\$14,133	100,000	\$0.14	\$0.21	\$0.18	\$0.14
"M"	Convenient Store / Vehicle Fuel Disp. <i>NOTE: see Fuel Canopy in "S-2"</i>	12.0	12.0	24	\$1,927	300	\$6.42	\$7.71	\$6.42	\$5.14
		16.0	18.0	34	\$2,730	750	\$3.64	\$4.37	\$3.64	\$2.91
		21.0	28.0	49	\$3,935	1,500	\$2.62	\$3.15	\$2.62	\$2.10
		25.0	39.0	64	\$5,139	3,000	\$1.71	\$2.06	\$1.71	\$1.37
"M"	Tenant Improvement Convenient Store / Vehicle Fuel Disp	8.0	10.0	18	\$1,445	300	\$4.82	\$5.78	\$4.82	\$3.85
		9.5	11.0	21	\$1,646	750	\$2.19	\$2.63	\$2.19	\$1.76
		12.0	14.0	26	\$2,088	1,500	\$1.39	\$1.67	\$1.39	\$1.11
		14.5	19.0	34	\$2,690	3,000	\$0.90	\$1.08	\$0.90	\$0.72
"R-1" "R-2.1"	Hotel / Motel / Apartment	16.0	37.0	53	\$4,256	1,500	\$2.84	\$3.40	\$2.84	\$2.27
		49.0	111.0	160	\$12,848	7,500	\$1.71	\$2.06	\$1.71	\$1.37
		84.0	210.0	294	\$23,608	15,000	\$1.57	\$1.89	\$1.57	\$1.26
		107.0	311.0	418	\$33,565	30,000	\$1.12	\$1.34	\$1.12	\$0.90
"R-1" "R-2.1"	Tenant Improvement or Remodels	13.0	16.0	29	\$2,329	1,500	\$1.55	\$1.86	\$1.55	\$1.24
		30.0	54.0	84	\$6,745	7,500	\$0.90	\$1.08	\$0.90	\$0.72
		42.0	104.0	146	\$11,724	15,000	\$0.78	\$0.94	\$0.78	\$0.63
		50.0	130.0	180	\$14,454	30,000	\$0.48	\$0.58	\$0.48	\$0.39

**CITY OF FORTUNA  
BUILDING FEE SCHEDULE**

**6. UNIT BASED BUILDING PERMIT FEES**

**Type of Construction  
Modifier**

Occupancy Type	Building Use	Average Plan Check/ Process Hours	Average Inspection Hours	Total Time	Mult. By Hrly Rate \$ 80.30	Average Square Ft	Average Cost per Square Ft	Type of Construction Modifier		
								ROW A I-A I-B	ROW B II-A V-A	ROW C II-B, III-B IV V-B
"R-3"	Dwellings - Single Family / Duplex	7.6	14.0	22	\$1,734	1,000	\$1.73	N/A	N/A	\$1.73
		10.0	17.3	27	\$2,188	1,500	\$1.46	N/A	N/A	\$1.46
		12.3	18.5	31	\$2,473	2,000	\$1.24	N/A	N/A	\$1.24
		16.8	23.0	40	\$3,192	3,000	\$1.06	N/A	N/A	\$1.06
		20.5	26.3	47	\$3,754	4,000	\$0.94	N/A	N/A	\$0.94
		23.3	28.5	52	\$4,156	5,000	\$0.83	N/A	N/A	\$0.83
		24.8	30.3	55	\$4,417	6,000	\$0.74	N/A	N/A	\$0.74
"R-3"	Dwellings - Repeats of Project (Build the same home within the same subdivision ONLY during the same adopted code cycle).	4.0	14.0	18	\$1,445	1,000	\$1.45	N/A	N/A	\$1.45
		4.3	17.3	22	\$1,730	1,500	\$1.15	N/A	N/A	\$1.15
		4.8	18.5	23	\$1,871	2,000	\$0.94	N/A	N/A	\$0.94
		5.0	23.0	28	\$2,248	3,000	\$0.75	N/A	N/A	\$0.75
		5.0	26.3	31	\$2,509	4,000	\$0.63	N/A	N/A	\$0.63
		6.0	28.5	35	\$2,770	5,000	\$0.55	N/A	N/A	\$0.55
"R-3"	Dwellings Remodel/Improvements	5.5	7.5	13	\$1,044	1,000	\$1.04	N/A	N/A	\$1.04
		6.0	8.8	15	\$1,184	1,500	\$0.79	N/A	N/A	\$0.79
		7.0	9.5	17	\$1,325	2,000	\$0.66	N/A	N/A	\$0.66
		8.0	12.0	20	\$1,606	3,000	\$0.54	N/A	N/A	\$0.54
		9.0	13.3	22	\$1,787	4,000	\$0.45	N/A	N/A	\$0.45
		9.8	14.8	25	\$1,967	5,000	\$0.39	N/A	N/A	\$0.39
		10.3	16.0	26	\$2,108	6,000	\$0.35	N/A	N/A	\$0.35
S-1	(Mod Hazard Storage)	13.0	17.0	30	\$2,409	1,000	\$2.41	\$2.89	\$2.41	\$1.93
S-2	(Low Hazard Storage)	22.0	36.0	58	\$4,657	5,000	\$0.93	\$1.12	\$0.93	\$0.75
	(Open Parking Garage)	33.0	53.0	86	\$6,906	10,000	\$0.69	\$0.83	\$0.69	\$0.55
	(Aircraft Hanger)	41.0	88.0	129	\$10,359	20,000	\$0.52	\$0.62	\$0.52	\$0.41
S-1 S-2	Tenant Improvement	9.0	10.0	19	\$1,526	1,000	\$1.53	\$1.83	\$1.53	\$1.22
		12.0	19.0	31	\$2,489	5,000	\$0.50	\$0.60	\$0.50	\$0.40
		18.0	27.0	45	\$3,614	10,000	\$0.36	\$0.43	\$0.36	\$0.29
		22.0	45.0	67	\$5,380	20,000	\$0.27	\$0.32	\$0.27	\$0.22
"S-2"	Canopy / Porte-cochere / Fuel Dispensing cover (Commercial)	6.0	4.5	11	\$843	100	\$8.43	\$10.12	\$8.43	\$6.75
		6.0	6.0	12	\$964	500	\$1.93	\$2.31	\$1.93	\$1.54
		6.0	8.0	14	\$1,124	1,000	\$1.12	\$1.35	\$1.12	\$0.90
		6.5	8.5	15	\$1,205	2,000	\$0.60	\$0.72	\$0.60	\$0.48
"U"	Residential Garage - <u>ATTACHED</u> (Constructed during new home) (up to 3,000sf max.)	2.5	3.5	6	\$482	100	\$4.82	\$7.23	\$6.02	\$4.82
		3.0	5.0	8	\$642	500	\$1.28	\$1.93	\$1.61	\$1.28
		3.8	5.5	9	\$743	1,000	\$0.74	\$1.11	\$0.93	\$0.74
		4.5	6.5	11	\$883	2,000	\$0.44	\$0.66	\$0.55	\$0.44
		5.0	7.3	12	\$984	3,000	\$0.33	\$0.49	\$0.41	\$0.33
"U"	Residential Garage - <u>DETACHED</u> Stand Allow Construction (up to 3,000sf max.)	4.0	6.5	11	\$843	100	\$8.43	\$12.65	\$10.54	\$8.43
		5.0	7.0	12	\$964	500	\$1.93	\$2.89	\$2.41	\$1.93
		6.5	8.8	15	\$1,225	1,000	\$1.22	\$1.84	\$1.53	\$1.22
		8.0	11.0	19	\$1,526	2,000	\$0.76	\$1.14	\$0.95	\$0.76
		9.3	13.0	22	\$1,787	3,000	\$0.60	\$0.89	\$0.74	\$0.60
"U"	Residential Carport/Porch - <u>ATTACHED</u> (Constructed during new home)	1.0	1.5	3	\$201	100	\$2.01	\$3.01	\$2.51	\$2.01
		1.5	2.0	4	\$281	200	\$1.41	\$2.11	\$1.76	\$1.41
		1.8	2.3	4	\$321	300	\$1.07	\$1.61	\$1.34	\$1.07
		2.0	2.5	5	\$361	400	\$0.90	\$1.36	\$1.13	\$0.90
		2.3	2.8	5	\$402	500	\$0.80	\$1.20	\$1.00	\$0.80

**CITY OF FORTUNA  
BUILDING FEE SCHEDULE**

**6. UNIT BASED BUILDING PERMIT FEES**

**Type of Construction  
Modifier**

Occupancy Type	Building Use	Average Plan Check/ Process Hours	Average Inspection Hours	Total Time	Mult. By Hrly Rate \$ 80.30	Average Square Ft	Average Cost per Square Ft	ROW A	ROW B	ROW C
								I-A I-B	II-A III-A V-A	II-B, III-B IV V-B
<b>"U"</b>	Carport / Porch / Agg. Cover Stand Allow Construction	3.0	3.0	6	\$482	50	\$9.64	\$14.45	\$12.05	\$9.64
		3.0	4.0	7	\$562	100	\$5.62	\$0.00	\$0.00	\$5.62
		4.0	4.0	8	\$642	500	\$1.28	\$0.00	\$0.00	\$1.28
		5.0	5.5	11	\$843	1,000	\$0.84	\$0.00	\$0.00	\$0.84
		6.3	6.5	13	\$1,024	2,000	\$0.51	\$0.00	\$0.00	\$0.51
		6.8	7.0	14	\$1,104	3,000	\$0.37	\$0.00	\$0.00	\$0.37
<b>SHELL BUILDINGS</b>										
<b>"B"</b>	Shell (Office)	10.5	14.0	25	\$1,967	1,000	\$1.97	\$2.36	\$1.97	\$1.57
		27.5	42.3	70	\$5,601	5,000	\$1.12	\$1.34	\$1.12	\$0.90
		47.8	73.8	122	\$9,756	10,000	\$0.98	\$1.17	\$0.98	\$0.78
		80.8	124.0	205	\$16,441	20,000	\$0.82	\$0.99	\$0.82	\$0.66
<b>"A"</b>	Shell (Restaurant / Theater / Church / Auditorium /	11.0	16.3	27	\$2,188	1,000	\$2.19	\$2.63	\$2.19	\$1.75
		32.3	49.0	81	\$6,524	5,000	\$1.30	\$1.57	\$1.30	\$1.04
		55.5	85.8	141	\$11,342	10,000	\$1.13	\$1.36	\$1.13	\$0.91
		92.7	142.8	235	\$18,903	20,000	\$0.95	\$1.13	\$0.95	\$0.76
<b>"M"</b>	Shell store	11.0	11.5	23	\$1,807	1,000	\$1.81	\$2.17	\$1.81	\$1.45
		19.8	30.3	50	\$4,015	5,000	\$0.80	\$0.96	\$0.80	\$0.64
		34.5	53.3	88	\$7,046	10,000	\$0.70	\$0.85	\$0.70	\$0.56
		60.0	92.3	152	\$12,226	20,000	\$0.61	\$0.73	\$0.61	\$0.49
		114.0	175.5	290	\$23,247	50,000	\$0.46	\$0.56	\$0.46	\$0.37
		146.0	238.8	385	\$30,895	100,000	\$0.31	\$0.37	\$0.31	\$0.25

**CITY OF FORTUNA  
BUILDING FEE SCHEDULE**

Fee Description	FY 17-18 Fee	Proposed Changes	FY 18-19 Fee
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**7. ADMINISTRATIVE ADJUSTMENTS**

The City Manager shall have the authority to adjust the aforementioned fees when special circumstances indicate that the fee being charged according to this Resolution is clearly inappropriate. In addition, the City Manager shall have the authority to determine the fee amount for a City service that is not addressed in this Resolution based upon the actual cost of providing the service and / or the actual cost for the City to issue a permit.

**CITY OF FORTUNA  
COMMUNITY DEVELOPMENT FEE SCHEDULE**

Fee Description	FY 17-18 Fee	Proposed Changes	FY 18-19 Fee
<b>1. DEVELOPMENT REVIEW - LAND USE AND DEVELOPMENT FEES</b>			
Activity/Permit			
<b>MINISTERIAL</b>			
Zoning Clearance	\$100.00		\$100.00
Certificate of Compliance	\$500.00*		\$500.00*
Notice of Cultivation	\$100.00		\$100.00
Pre-Application Meeting	\$0		\$0
<b>ADMINISTRATIVE HEARING</b>			
Use Permit	\$200.00		\$200.00
<b>ASSEMBLAGE USE PERMIT (Per 17.54.070)</b>			
Under 500	\$125.00		\$125.00
500+	\$275.00		\$275.00
Modifications & Extensions	\$150.00		\$150.00
Appeal of a Decision	\$425.00		\$425.00
<b>PLANNING COMMISSION HEARING</b>			
Design Review	\$225.00*		\$225.00*
Use Permit—Exempt from CEQA	\$300.00*		\$300.00*
Use Permit—Not exempt from CEQA	\$650.00*		\$650.00*
Lot Line Adjustment	\$325.00*		\$325.00*
Variance	\$375.00*		\$375.00*
Minor Subdivision	\$525.00*		\$525.00*
Permit Extension	\$150.00		\$150.00
Permit Modification or Amendment	\$200.00*		\$200.00*
Appeal of a Decision	\$425.00		\$425.00
<b>PLANNING COMMISSION &amp; COUNCIL HEARINGS</b>			
Major Subdivision	\$625.00*		\$625.00*
Zone Reclassifications	\$775.00*		\$775.00*
Plan Amendments	\$775.00*		\$775.00*
Annexations	\$775.00*		\$775.00*
<b>SPECIAL SERVICES</b>			
CEQA EIR	Actual cost		Actual cost
CEQA Initial Study	Actual cost		Actual cost
Surveyor Map Checking (Review, Delivery, Return)	Actual cost		Actual cost
<b>CITY MAP CHECKING</b>			
Parcel Map	\$325.00*		\$325.00*
Final Map	\$425.00*		\$425.00*

**CITY OF FORTUNA  
COMMUNITY DEVELOPMENT FEE SCHEDULE**

Fee Description	FY 17-18 Fee	Proposed Changes	FY 18-19 Fee
<b>ENGINEERING PLAN CHECKING</b>			
\$0 to \$100,000	1.00% of improvement cost*		1.00% of improvement cost*
\$100,001 to \$200,000	0.75% of improvement cost*		0.75% of improvement cost*
Greater than \$200,000	0.50% of improvement cost*		0.50% of improvement cost*
<b>ENGINEERING INSPECTION FEE</b>			
\$0 to \$100,000	1.00% of improvement cost*		1.00% of improvement cost*
\$100,001 to \$200,000	0.75% of improvement cost*		0.75% of improvement cost*
Greater than \$200,000	0.50% of improvement cost*		0.50% of improvement cost*
Record Drawings (As-builts) Deposit	\$3,000.00		\$3,000.00
Conditions of Approval Compliance	Deposit equal to permit fee*		Deposit equal to permit fee*
Subdivision Construction Agreement	\$500.00 plus bonding		\$500.00 plus bonding
Abandonment of a Right-of-Way	\$275.00		\$275.00
Rebate and Payback Agreements	\$325.00		\$325.00
Special Engineering Studies & Review	Actual cost		Actual cost
Encroachment Permit (project value under \$5,000)	\$75.00		\$75.00
Encroachment Permit (project value \$5,000 and over)	\$75.00	\$ 50.00	\$125.00
Special Events Permit	\$75.00		\$75.00
Nonprofit	\$50.00		\$50.00
Street Closure Permit	\$75.00		\$75.00
Nonprofit	\$50.00		\$50.00
Chamber of Commerce Holiday Signage	\$25.00		\$25.00
Overhead Banners in Public Right-of-way	\$50.00		\$50.00
Downtown Parking In-Lieu Fee	\$2,180.00		\$2,180.00

**CITY OF FORTUNA  
COMMUNITY DEVELOPMENT FEE SCHEDULE**

Fee Description	FY 17-18 Fee	Proposed Changes	FY 18-19 Fee
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\*To be charged at an hourly rate. Amount shown is to be used as a deposit. Staff efforts will be charged at staff's fully burdened rate plus overhead rate. Additional deposit will be collected once the fee shown is reached. Maximum fee will be no more than one additional deposit or twice the percentage shown.

**2. DEVELOPMENT REVIEW - SEISMIC FEE & SB1473 FEE**

Group R occupancies, as defined in the current Uniform Building Code, one to three stories in height, except hotels and motels	\$13.00 per \$100,000.00 (min. of \$0.50)		\$13.00 per \$100,000.00 (min. of \$0.50)
All other buildings	\$28.00 per \$100,000.00 (min. of \$0.50)		\$28.00 per \$100,000.00 (min. of \$0.50)
SB 1473 - Charged per \$25,000 valuation	\$ 1.00		\$ 1.00

**3. DEVELOPMENT REVIEW - DRAINAGE FEE**

The following fees shall be collected by the City of Fortuna prior to the filing of any parcel map, final map, or prior to the issuance of any building permit. These fees shall be paid into the City's Drainage Facilities Fund.

**A. Subdivisions**

Vacant Parcels, charged per parcel	\$ 600.00		\$ 600.00
Parcels developed prior to 1985, charged per square foot for all impervious surface coverage on the parcel	\$ 0.32		\$ 0.32

**B. Building Permits**

Drainage Fee*, charged per square foot of impervious surface coverage** created.	\$ 0.32		\$ 0.32
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\* A drainage fee calculated upon the issuance of a building permit shall be reduced by the amount of the drainage fee paid for drainage improvements constructed for the parcel. The reduced building permit drainage fee shall only apply to the initial building permit approved for the development of the parcel. All subsequent building permits for the construction of buildings or additions and modifications shall pay the building permit drainage fee for that additional work.

\*\* The amount of impervious surface coverage created by new structures included in building permit applications or existing when a subdivision application is approved shall be determined by the Building Official. Impervious surface coverage shall include residential dwellings and accessory structures, commercial buildings, garages, carports, parking lots, driveways, sidewalks, and other such impermeable surfaces.

**CITY OF FORTUNA  
COMMUNITY DEVELOPMENT FEE SCHEDULE**

Fee Description	FY 17-18 Fee	Proposed Changes	FY 18-19 Fee
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**4. DEVELOPMENT REVIEW - TRAFFIC IMPACT FEES**

**A. Traffic impact fees - Home Avenue**

The following fees shall be collected by the City of Fortuna from all property located on Home Ave. or any street or private drive that connects to Home Ave. as described in Resolution 90-14 prior to the filing of any parcel map, final map, or prior to the issuance of any building permit for a dwelling.

Subdivisions, charged per parcel	\$ 2,137.50		\$ 2,137.50
Building Permits, charged per new dwelling. * A customer shall receive a credit for any fees paid under section 4 (A) titled "Subdivisions".	\$ 4,275.00		\$ 4,275.00

**B. Traffic impact fees - Hillside Drive**

The following fees shall be collected by the City of Fortuna from all property located on Hillside Drive or any street or private drive that connects to Hillside Drive as described in Resolution 95-07 prior to the filing of any parcel map, final map, or prior to the issuance of any building permit for a dwelling.

Subdivisions, charged per parcel	\$ 1,310.00		\$ 1,310.00
Building Permits, charged per new dwelling. * A customer shall receive a credit for any fees paid under section 4 (B) titled "Subdivisions".	\$ 2,620.00		\$ 2,620.00

**5. DEVELOPMENT REVIEW - ARTERIAL AND COLLECTOR ROAD EXTENSIONS AND EXPANSIONS**

A fee established under this Section shall be for all residential developments within the City with the exception of those properties that pay the Home Avenue Fee or the Hillside Drive Fee.

Subdivisions, charged per vacant parcel	\$ 305.00		\$ 305.00
Building Permits, charged per new dwelling. * A customer shall receive a credit for any fees paid under section 5 titled "Subdivisions".	\$ 610.00		\$ 610.00

**6. ADMINISTRATIVE ADJUSTMENTS**

The City Manager shall have the authority to adjust the aforementioned fees when special circumstances indicate that the fee being charged according to this Resolution is clearly inappropriate. In addition, the City Manager shall have the authority to determine the fee amount for a City service that is not addressed in this Resolution based upon the actual cost of providing the service and / or the actual cost for the City to issue a permit.

**CITY OF FORTUNA  
PARKS FEE SCHEDULE**

Fee Description	FY 17-18 Fee	Proposed Changes	FY 18-19 Fee
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**1. PARK USE FEES**

**A. Picnic Area Rental**

User fee per number of persons			
0-50	\$ 200.00		\$ 200.00
51-100	\$ 250.00		\$ 250.00
101-300	\$ 350.00		\$ 350.00
301-500	\$ 500.00		\$ 500.00
500+	\$ 600.00 Plus any additional costs to the City		\$ 600.00 Plus any additional costs to the City
Cleaning / Damage Deposit (No Alcohol)	\$ 250.00		\$ 250.00
Cleaning / Damage Deposit (Alcohol)	\$ 500.00		\$ 500.00

**B. Rodeo Grounds, Grand Stand Area, Bocce Courts & Deep Pit Barbecues**

All functions using the Rodeo Grounds, Grand Stand Area, Bocce Courts and Deep Pit Barbecues except those sponsored by the Fortuna Rodeo Association, shall be charged a rental fee and be required to provide a refundable security and cleanup deposit and will be responsible for any additional costs incurred by the City associated with their event, including but not limited to; park maintenance staff, Police Department staff, garbage, additional cleanup fees, janitorial supplies, and damages to facilities and/or grounds.

Rodeo Ground Rental, first day (includes 900 c/f water)	\$ 400.00		\$ 400.00
each additional day	\$ 250.00		\$ 250.00
Cleaning / Damage Deposit (No Alcohol)	\$ 250.00		\$ 250.00
Cleaning / Damage Deposit (Alcohol)	\$ 500.00		\$ 500.00
Deep Pit Barbecues			
Small Pit, per pit	\$ 75.00		\$ 75.00
Large Pits, per pit	\$ 100.00		\$ 100.00
Deep Pit Cleaning /Security Deposit	\$ 250.00		\$ 250.00
Reservation of Bocce Court area for event, party, etc; per hour		New	\$ 10.00
Cleaning / Damage Deposit (No Alcohol)		New	\$ 250.00
Cleaning / Damage Deposit (Alcohol)		New	\$ 500.00

**C. Open Space Classes held in the Park**

Resident, per hour	\$ 30.00		\$ 30.00
Nonresident, per hour	\$ 40.00		\$ 40.00
Damage deposit (No Alcohol)	\$ 250.00		\$ 250.00
Damage deposit (Alcohol)	\$ 500.00		\$ 500.00

**CITY OF FORTUNA  
PARKS FEE SCHEDULE**

Fee Description	FY 17-18 Fee	Proposed Changes	FY 18-19 Fee
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**D. Exemptions**

The following community events are exempt from paying Park Use, Pavilion Use, and Rohner Recreation Hall Use Fees: Art and Wine in the Park, Fortuna Fireworks Festival, Fortuna Rodeo, Fortuna Redwood Auto XPo, Apple Harvest Festival, Hops in Humboldt, Fortuna Volunteer Fire Department Picnic, Annual Garden Club Picnic, Girl Scouts, Boy Scouts, Fortuna Art Council, Fortuna Lions Club, Eel River Valley Little League, Humboldt Fast Pitch Girls Softball Recreation Program, Eel River Valley Youth Soccer, Eel River Valley Youth Football, Fortuna Pistol Club, Redwood Genealogy Society, Reichling Parlor #97 NDGW, Relic Accumulators, TOPS, Chamber Picnic, Jr. Livestock BBQ, Humboldt County 4-H, AARP Tax-Aid Program, Fortuna High School Agriculture Department, Fortuna Kiwanis, Soroptimist International of Eel River Valley, Fortuna Dutch Oven Society and any City Recreation Division sponsored event. Exempt use is limited to regular weekly meetings no more than four times a month, and the above aforementioned annual events.

**2. PAVILION USE FEES**

User groups will be responsible for any additional costs incurred by the City associated with their event, including but not limited to; Park Maintenance staff, Police Department staff, garbage and additional cleanup fees, janitorial supplies, damages to facilities and/or grounds.

Resident Use, per hour (Mon. - Thurs. only)	\$ 35.00		\$ 35.00
Nonresident Use, per hour (Mon. - Thurs. only)	\$ 45.00		\$ 45.00
Entire day Rental, per day (Sun. - Thurs.)	\$ 350.00		\$ 350.00
8:00AM - Midnight, per day (Fri. & Sat.)	\$ 550.00		\$ 550.00
All of the above require a cleaning / damage deposit			
No Alcohol	\$ 250.00		\$ 250.00
Alcohol	\$ 500.00		\$ 500.00
Skating:			
Non-skater minor	\$ 2.00		\$ 2.00
Ages 5 & under	\$ 3.50		\$ 3.50
Ages 6 & over	\$ 5.50		\$ 5.50
Private Skating Parties (up to 30 people)	\$ 90.00		\$ 90.00
each additional person	\$ 2.00		\$ 2.00
Private Party during Public Skate; includes table only and 2 admission tickets	\$ 40.00		\$ 40.00
Open Recreation/Open Basketball	\$ 3.00		\$ 3.00
Pickle Ball	\$ 3.00		\$ 3.00

**CITY OF FORTUNA  
PARKS FEE SCHEDULE**

Fee Description	FY 17-18 Fee	Proposed Changes	FY 18-19 Fee
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**3. RECREATION HALL FEES**

User groups will be responsible for any additional costs incurred by the City associated with their event, including but not limited to; Park Maintenance staff, Police Department staff, garbage and additional cleanup fees, janitorial supplies, damages to facilities and/or grounds.

User Fee, per hour			
Resident	\$ 30.00		\$ 30.00
Non-resident	\$ 40.00		\$ 40.00
Cleaning/Damage Deposit Fee			
No Alcohol	\$ 250.00		\$ 250.00
Alcohol	\$ 500.00		\$ 500.00

**4. ADMINISTRATIVE ADJUSTMENTS**

The City Manager shall have the authority to adjust the aforementioned fees when special circumstances indicate that the fee being charged according to this Resolution is clearly inappropriate. In addition, the City Manager shall have the authority to determine the fee amount for a City service that is not addressed in this Resolution based upon the actual cost of providing the service and / or the actual cost for the City to issue a permit.

**CITY OF FORTUNA  
RECREATION FEE SCHEDULE**

Fee Description	FY 17-18 Fee	Proposed Changes	FY 18-19 Fee
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**1. RECREATION CLASS CONTRACTOR FEES**

**A. All Activity Class Contractors**

Charge will be based upon gross revenues (excluding materials fee)	25% of gross revenues		25% of gross revenues
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**2. RECREATION PROGRAM FEES**

**A. Basketball**

Team League fees equal the cost to the City divided by the number of teams entered into each of the leagues plus individual player fees, as follows:

Adults, per individual			
Resident (Fortuna Zip Code)	\$ 5.00		\$ 5.00
Non-resident	\$ 5.00	\$ 5.00	\$ 10.00
Youth			
Per individual	\$ 35.00		\$ 35.00
Per additional sibling	\$ 30.00		\$ 30.00
Basketball Camp			
Per individual	\$ 60.00		\$ 60.00
Per additional sibling	\$ 55.00		\$ 55.00
Summer Basketball League			
Per individual	\$ 35.00		\$ 35.00
Per additional sibling	\$ 30.00		\$ 30.00

**B. Softball/Hardball/Soccer**

Team League fees equal the cost to the City divided by the number of teams entered into each of the leagues plus individual player fees, as follows:

Adults, per individual			
Resident (Fortuna Zip Code)	\$ 5.00		\$ 5.00
Non-resident	\$ 5.00	\$ 5.00	\$ 10.00
Adult field reservation fee, per hour	\$ 10.00		\$ 10.00
Adult Hardball Game Use Fee			
Per game (based on 1.5 hours)	\$ 20.00		\$ 20.00
Deposit Required	\$ 250.00		\$ 250.00
Softball/Hardball Tournaments			
No prep, per field/day	\$ 100.00		\$ 100.00
City prep, per field/day	\$ 125.00		\$ 125.00
Deposit Required	\$ 250.00		\$ 250.00
Adult Soccer (based on 1.5 hours)			
Without lights, per game	\$ 20.00		\$ 20.00
With lights, per game	\$ 25.00		\$ 25.00
Deposit Required	\$ 250.00		\$ 250.00
Newburg Concession Stand			
full day use	\$ 40.00		\$ 40.00
half day use	\$ 25.00		\$ 25.00
Deposit Required	\$ 250.00		\$ 250.00

**CITY OF FORTUNA  
RECREATION FEE SCHEDULE**

Fee Description	FY 17-18 Fee	Proposed Changes	FY 18-19 Fee
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**C. Private Sports Camps/Tournaments/Programs/Events**

With City partnership	Fee waived		Fee waived
No City partnership	Fees apply		Fees apply

**D. Other Programs**

Fees for new recreational programs are based on actual costs incurred by the City divided by the number of participants.

Summer Fun			
Daily drop-in rate, per day & child	\$ 25.00		\$ 25.00
Weekly rate, per child	\$ 100.00		\$ 100.00
Full rate paid in advance, per child	\$ 750.00		\$ 750.00
Payment Plan, per installment & child (Three total installments - 1st payment prior to start date of program, 2nd prior to July 1st, 3rd prior to August 1st)	\$ 275.00		\$ 275.00
Kiddie Kamp			
Daily drop-in rate, per day & child	\$ 30.00		\$ 30.00
Weekly rate, per child	\$ 120.00		\$ 120.00
Full rate paid in advance, per child	\$ 900.00		\$ 900.00
Payment Plan, per installment & child (Three total installments - 1st payment prior to start date of program, 2nd prior to July 1st, 3rd prior to August 1st)	\$ 325.00		\$ 325.00
Recreation Program / In-service days, per day	\$ 25.00		\$ 25.00
Swim Program	* Cost Based		* Cost Based

\* Fees are based on Grant funding & actual costs realized by the City.

**3. ADMINISTRATIVE ADJUSTMENTS**

The City Manager shall have the authority to adjust the aforementioned fees when special circumstances indicate that the fee being charged according to this Resolution is clearly inappropriate. In addition, the City Manager shall have the authority to determine the fee amount for a City service that is not addressed in this Resolution based upon the actual cost of providing the service and / or the actual cost for the City to issue a permit.

**CITY OF FORTUNA  
POLICE FEE SCHEDULE**

Fee Description	FY 17-18 Fee	Proposed Changes	FY 18-19 Fee
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**1. ANIMAL CONTROL**

**A. Dog License**

The owner of every dog within the incorporated area of the city shall pay a license fee as follows:

Spayed or Neutered			
One year	\$ 20.00		\$ 20.00
One year (Senior Citizen 65 or over)	\$ 15.00		\$ 15.00
Two Year	\$ 36.00		\$ 36.00
Two Year (Senior Citizen 65 or over)	\$ 26.00		\$ 26.00
Three Year	\$ 54.00		\$ 54.00
Three Year (Senior Citizen 65 or over)	\$ 39.00		\$ 39.00
Unneutered			
One Year	\$ 35.00		\$ 35.00
Two Year	\$ 56.00		\$ 56.00
Three Year	\$ 86.00		\$ 86.00
Late Payment Penalty (after 30 days delinquent)	\$ 10.00		\$ 10.00

**B. Impound Violations**

Impound, license and maintenance fees shall be collected prior to the release of the impounded animal.

Base Fee			
First violation in a 12-month period	\$ 50.00		\$ 50.00
Second violation in a 12-month period	\$ 100.00		\$ 100.00
Third and subsequent violations in a 12-month period	\$ 150.00		\$ 150.00
Additional fee if non-spayed or unneutered	\$ 35.00		\$ 35.00
Maintenance fee, per day (beginning day number 2)	\$ 20.00		\$ 20.00

**C. Shelter Drop-off Fees**

Base Drop-off fee, per dog or cat	\$ 25.00		\$ 25.00
Rabies vaccination, spaying or neutering fees, if needed	Actual Cost		Actual Cost

**CITY OF FORTUNA  
POLICE FEE SCHEDULE**

Fee Description	FY 17-18 Fee	Proposed Changes	FY 18-19 Fee
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**2. POLICE FEES**

**A. Miscellaneous**

Photo copy of reports, per report	\$ 10.00		\$ 10.00
VIN Verification	\$ 20.00		\$ 20.00
Fingerprinting Fee, per card	\$ 35.00		\$ 35.00
Bicycle License Fee	\$ 2.00		\$ 2.00
Ticket sign off (other than Fortuna citation)	\$ 10.00		\$ 10.00
Police Response Fees			
3rd False Alarm during calendar year	\$ 25.00		\$ 25.00
4th and subsequent false alarms during calendar year	\$ 50.00		\$ 50.00
2nd and subsequent responses to disorderly party	Actual Cost		Actual Cost
D.U.I. Administrative charge	Actual Cost (not to exceed \$1,000.00)		Actual Cost (not to exceed \$1,000.00)
Keeper of Nuisance Dog	Actual Cost (minimum of \$154.00)		Actual Cost (minimum of \$154.00)
Digital Photographs, per case	\$ 20.00		\$ 20.00
Records Research, per hour	\$ 79.00		\$ 79.00
Solicitors Permits, per year	\$ 169.00		\$ 169.00
Naturalization Letter (No Criminal Conduct), per letter	\$ 24.00		\$ 24.00
Repossession Fee	\$ 25.00		\$ 25.00
Civil Court Appearance	Actual Cost		Actual Cost
Deposit Required	\$ 168.00		\$ 168.00
Canceled Weapons Permit	Actual Cost		Actual Cost
Digital Audio & Video Tape	\$ 20.00		\$ 20.00
Vehicle removal impound and release fee, per vehicle. To be paid by Money Order or Cash Only	\$ 200.00		\$ 200.00

**CITY OF FORTUNA  
POLICE FEE SCHEDULE**

Fee Description	FY 17-18 Fee	Proposed Changes	FY 18-19 Fee
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**3. PARKING PENALTY ASSESSMENTS**

<u>Violation</u>	<u>Penalty</u>	<u>City Portion</u>	<u>County / State Portion</u>	<u>Late Penalty</u>	<u>Late Penalty</u>	<u>Late Penalty</u>
Time Zones	\$ 35.00	\$ 22.50	\$ 12.50	\$ 59.00	\$ 15.00	\$ 74.00
Colored Curbs	\$ 38.00	\$ 25.50	\$ 12.50	\$ 66.00	\$ 14.00	\$ 80.00
Posted No Parking	\$ 40.00	\$ 27.50	\$ 12.50	\$ 66.00	\$ 18.00	\$ 84.00
Abandoned Vehicle	\$ 43.00	\$ 30.50	\$ 12.50	\$ 86.00	\$ 4.00	\$ 90.00
22500 (a/b/e/f) CVC	\$ 40.00	\$ 27.50	\$ 12.50	\$ 66.00	\$ 18.00	\$ 84.00
22502 (a) CVC	\$ 40.00	\$ 27.50	\$ 12.50	\$ 66.00	\$ 18.00	\$ 84.00
22500 (d/g/h/k) CVC	\$ 43.00	\$ 30.50	\$ 12.50	\$ 86.00	\$ 4.00	\$ 90.00
22500.1 CVC	\$ 43.00	\$ 30.50	\$ 12.50	\$ 86.00	\$ 4.00	\$ 90.00
22514 CVC	\$ 48.00	\$ 35.50	\$ 12.50	\$ 86.00	\$ 14.00	\$ 100.00
22515 CVC	\$ 43.00	\$ 30.50	\$ 12.50	\$ 86.00	\$ 4.00	\$ 90.00
22517 CVC	\$ 43.00	\$ 30.50	\$ 12.50	\$ 86.00	\$ 4.00	\$ 90.00
22521 CVC	\$ 43.00	\$ 30.50	\$ 12.50	\$ 86.00	\$ 4.00	\$ 90.00
22507.8a CVC	\$ 340.00	\$ 277.50	\$ 62.50	\$ 666.00	\$ 18.00	\$ 684.00
22522 CVC	\$ 333.00	\$ 232.00	\$ 101.00	\$ 666.00	\$ 4.00	\$ 670.00
M/C Violations	\$ 43.00	\$ 30.50	\$ 12.50	\$ 86.00	\$ 4.00	\$ 90.00
Government Code 76100 & 76101 Penalty:	Includes \$2.50 assessment to Humboldt County Criminal Justice Facility Temporary Construction Fund A (1410) and \$2.50 assessment to Humboldt County Courthouse Temporary Construction Fund B (1420).					
Delinquent penalty:	Original penalty plus a late fee equal to the original penalty plus \$4.00 administrative charge for the DMV hold.					
Distribution funds for 22507.8a and 22522	\$250.00 penalty set by section 42001.5 CVC plus, the assessments identified in i and ii above, plus a \$25.00 assessment (1465.6 PC) deposited into general fund of the governing body wherein the violation occurred, plus a \$50.00 assessment (1465.6 PC) deposited into County Trust Fund 3856, Linkages Assessment Fund 3856.					

**CITY OF FORTUNA  
POLICE FEE SCHEDULE**

Fee Description	FY 17-18 Fee	Proposed Changes	FY 18-19 Fee
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**4. ADMINISTRATIVE ADJUSTMENTS**

The City Manager shall have the authority to adjust the aforementioned fees when special circumstances indicate that the fee being charged according to this Resolution is clearly inappropriate. In addition, the City Manager shall have the authority to determine the fee amount for a City service that is not addressed in this Resolution based upon the actual cost of providing the service and / or the actual cost for the City to issue a permit.

**CITY OF FORTUNA  
RIVER LODGE AND MONDAY CLUB FEE SCHEDULE**

Fee Description	FY 17-18 Fee	Proposed Changes	FY 18-19 Fee
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**1. MONDAY CLUB**

**A. Rental Fees**

For profit groups using the facility Monday through Thursday will receive a 20% discount to encourage use of the facility during non-peak times.

For Profit Groups			
Per 10-hour time slot	\$ 375.00		\$ 375.00
Deposit Required	\$ 250.00		\$ 250.00
Non Profit Groups			
Per 10-hour time slot	\$ 325.00		\$ 325.00
Deposit Required	\$ 200.00		\$ 200.00
Hourly Rental Rate (both For Profit & Non Profit Groups included)*			
Per hour (minimum 2 hrs.)	\$ 35.00	\$ 5.00	\$ 40.00
Set up Fee	\$ 30.00		\$ 30.00

\* Only by authorization of Facility Manager.

**2. RIVER LODGE**

**A. Daily Rental Fees**

River Lodge may be rented on an as-available basis. Application approval is required. For profit groups using the facility Monday through Thursday will receive a 20% discount to encourage use of the facility during non-peak time The daily rental rates for a 12-hour\* period, are as follows:

River Lodge*			
Fireside Room (510 sq. ft.)	\$ 198.00		\$ 198.00
Coho Room (1,000 sq. ft. )	\$ 330.00		\$ 330.00
Steelhead Room (2,000 sq. ft.)	\$ 475.00		\$ 475.00
Chinook Room (3,000 sq. ft.)	\$ 815.00		\$ 815.00
Facility (6,000 sq. ft.)	\$ 1,080.00		\$ 1,080.00
Kitchen			
Base Charge	\$ 165.00		\$ 165.00
Per Person Charge	\$ 2.50		\$ 2.50
Maximum Charge	\$ 500.00		\$ 500.00

\*The facility supervisor Manager is authorized to negotiate lower fees than the daily rental rate for periods of six hours or less.

**B. Wedding Package**

River Lodge Wedding Package is a set fee for the day (Sun – Thur.) or (Fri/Sat). A deposit of \$500 is used to secure a date and is due at the time the Rental Agreement is submitted. The day prior may be rented for the nonprofit price of the entire facility. If the day prior is not rented to another party, the wedding party may come in to decorate during regular business hours as long as they have proper insurance for that day

Sunday – Thursday	\$ 3,000.00		\$ 3,000.00
Friday & Saturday	\$ 3,200.00		\$ 3,200.00
Reception Only Discount	\$ 250.00		\$ 250.00

**CITY OF FORTUNA  
RIVER LODGE AND MONDAY CLUB FEE SCHEDULE**

Fee Description	FY 17-18 Fee	Proposed Changes	FY 18-19 Fee
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**C. Staff Expense**

Staff may be made available to provide assistance during events, if pre-arranged, for tasks such as waiting on tables, serving food, and doing dishes.

Events exceeding the 12-hour period, per hour for each staff member	\$ 30.00		\$ 30.00
Extra staff services, per hour for each staff member	\$ 30.00		\$ 30.00
Move dishes from River Lodge to Monday Club, per hour	\$ 30.00		\$ 30.00

**D. Nonprofit Discount**

Nonprofit organizations, as defined below, shall receive a discount on the daily rental fee.

Nonprofit Discount	20%		20%
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*Nonprofit organization definition:*

Nonprofit organizations are (1) organizations which have an IRS Code 501 (c) 3,4,5,6,7,10,19 determination letter and (2) local and non local governmental agencies.

**IRS Code:**

501(c)3 Organized and operated exclusively for charitable, religious, educational, scientific, literary, public safety, or cruelty prevention.

501(c)4 Organized and operated exclusively for promotions of social welfare organizations.

501(c)5 Organized and operated as labor, agricultural or horticultural organizations.

501(c)6 Organized and operated as a business league, chamber of commerce, board of trade, or real estate board.

501(c)7 Organized and operated as social and recreational clubs.

501(c)10 Organized as domestic fraternal societies and operated under the lodge system.

501(c)19 Veteran organization, post, auxiliary, society, trust, or foundation.

**E. Yearly Fees**

Local nonprofit organizations can negotiate a yearly fee for a number of events. Such yearly fees shall be approved by the City Council.

**F. Linens**

Tablecloth, 8 Foot Rectangle, each	\$ 8.00		\$ 8.00
Tablecloth, 5 Foot Round, each	\$ 8.00		\$ 8.00
Table Skirt, 14 Feet Long, each	\$ 15.00		\$ 15.00
Napkins, 12 Inch Square, each	\$ 0.65		\$ 0.65

**G. Other Services**

River Lodge may charge fees for other services provided such as catering, beverage service, copies, supplies, or other related services as requested by users of the facility.

**CITY OF FORTUNA  
RIVER LODGE AND MONDAY CLUB FEE SCHEDULE**

Fee Description	FY 17-18 Fee	Proposed Changes	FY 18-19 Fee
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**H. Deposits**

The reservation deposit is used to secure a date and is due at the time the Rental Agreement is signed and submitted.

Security deposit, per day reserved	\$ 200.00		\$ 200.00
Events with 150 + attendees, and/or where alcohol is being served, per day reserved	\$ 500.00		\$ 500.00
Wedding package	\$ 500.00		\$ 500.00

**I. Cancellation Fee**

If event is canceled by LESSEE there will be a cancellation fee. This fee will be retained from the reservation deposit. The balance of the reservation deposit will be refunded if the CITY is able to re-rent the facility for the same date(s). If no deposit is on file, LESSEE will be invoiced.

Daily Rental	\$ 100.00		\$ 100.00
Wedding package	\$ 250.00		\$ 250.00

**CITY OF FORTUNA  
TRANSIT FEE SCHEDULE**

Fee Description	FY 17-18 Fee	Proposed Changes	FY 18-19 Fee
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**1. Transit Fees**

**A. Senior Bus Fares**

15 ride prepaid punch card	\$ 22.50		\$ 22.50
Without prepaid punch card, per ride	\$ 2.50		\$ 2.50

**B. Event Bus Fares (outside normal working hours/special events)**

Bus rental with driver, per hour	\$ 50.00		\$ 50.00
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Note: Only when approved by the Transit Supervisor and with available staff.

**CITY OF FORTUNA  
WATER AND WASTEWATER FEE SCHEDULE**

Fee Description	FY 17-18 Fee	Proposed Changes	FY 18-19 Fee
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**1. SEWER SERVICE CHARGES**

**A. Inside City Limits**

<p><b>Residential:</b> Includes all residential dwelling units including single family, apartments.</p> <p>Base Charge (includes first 500 cu. ft.)      \$            38.75</p> <p>Additional Charge for usage over 500 cubic feet, per 100 Cubic feet      \$            8.61</p>			
<p><b>Light Commercial:</b> Includes all businesses that produce an effluent with a strength factor of less than 200 mg/l.</p> <p>Base Charge (includes first 500 cu. ft.)      \$            38.02</p> <p>Additional Charge for usage over 500 cubic feet, per 100 Cubic feet      \$            8.45</p>			
<p><b>Medium Commercial:</b> Includes all businesses that produce an effluent with a strength factor of between 200mg/l and 500mg/l.</p> <p>Base Charge (includes first 500 cu. ft.)      \$            49.02</p> <p>Additional Charge for usage over 500 cubic feet, per 100 Cubic feet      \$            10.89</p>			
<p><b>Heavy Commercial:</b> Includes all businesses that produce an effluent with a strength factor of greater than 500mg/l.</p> <p>Base Charge (includes first 500 cu. ft.)      \$            96.69</p> <p>Additional Charge for usage over 500 cubic feet, per 100 Cubic feet      \$            21.49</p>			
<p><b>Industrial:</b> Includes any industry where the waste is difficult to treat because of strength, flow, or solids</p> <p>Base Charge (includes first 500 cu. ft.)      \$            767.56</p> <p>Additional Charge for usage over 500 cubic feet, per 100 Cubic feet      \$            29.64</p>			
<p><b>Palmer Creek CSD</b></p> <p>Base Charge (includes first 500 cu. ft.)      \$            168.02</p> <p>Additional Charge for usage over 500 cubic feet, per 100 Cubic feet      \$            6.49</p>			

**B. Outside City Limits**

The rate charged shall be one and one-half (1.5) times the rate for service within the City Limits.

**CITY OF FORTUNA  
WATER AND WASTEWATER FEE SCHEDULE**

Fee Description	FY 17-18 Fee	Proposed Changes	FY 18-19 Fee
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**C. Multiple Unit Sewer Rate Calculation**

The sewer rates for residential multiple units will be calculated by multiplying the residential rate by the number of units. If a commercial establishment has multiple units, the highest user class rate will be used and multiplied by the number of units.

**D. Summer Usage Charge**

Residential Sewer rates for the months of May through October will be based upon an average water usage from the previous winter months of November through April.

**E. Penalties**

Overdue payment amounts will be assessed a penalty.

Per month charge	10%		10%
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**2. SPECIAL AGREEMENTS**

**A. Biological Oxygen Demand (BOD), Total Suspended Solids (TSS) and Volume (Flow)**

Residential, Light Commercial, Medium Commercial, Heavy Commercial and Industrial:			
\$/lb BOD	\$ 1.36		\$ 1.36
\$/lb TSS	\$ 1.25		\$ 1.25
\$/100 cu. Ft.	\$ 5.19		\$ 5.19
Palmer Creek:			
\$/lb BOD	\$ 1.23		\$ 1.23
\$/lb TSS	\$ 1.13		\$ 1.13
\$/100 cu. Ft.	\$ 3.91		\$ 3.91

**3. DISCHARGE FEES**

**A. Discharge Fees**

Billing based upon the strength and volume of the wastewater according to the tables listed under "Special Agreements" plus any costs listed below:

Single discharges of less than 1,000 gallons of petroleum contaminated water as approved by the Public Works Director	Actual cost for staff time expended for inspection.		Actual cost for staff time expended for inspection.
Long term discharge of fully treated ground water	No additional costs		No additional costs
Septic Discharges	\$100.00 per truckload		\$100.00 per truckload
Portable Toilet discharges	\$100.00 per truckload		\$100.00 per truckload
Contaminated Water	\$100.00 per truckload		\$100.00 per truckload

**CITY OF FORTUNA  
WATER AND WASTEWATER FEE SCHEDULE**

Fee Description	FY 17-18 Fee	Proposed Changes	FY 18-19 Fee
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**B. Waste Discharge Permit**

Per each two-year permit period	\$ 200.00		\$ 200.00
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**4. STORM DRAINAGE FEES**

**A. Maintenance Service Charges**

The following monthly user charges shall be assessed each developed parcel, multi family dwelling unit, or place of business based on the type of use and size of parcel:

Residential			
< 15,000 sq. ft.	\$ 0.55		\$ 0.55
> 15,000 sq. ft.	\$ 0.88		\$ 0.88
Multi-family			
< 15,000 sq. ft.	\$ 0.45		\$ 0.45
> 15,000 sq. ft.	\$ 0.45		\$ 0.45
Commercial			
< 15,000 sq. ft.	\$ 1.75		\$ 1.75
> 15,000 sq. ft.	\$ 2.81		\$ 2.81
Industrial			
< 15,000 sq. ft.	\$ 1.65		\$ 1.65
> 15,000 sq. ft.	\$ 2.65		\$ 2.65

**5. WATER SERVICE CHARGES**

**A. Inside City Limits**

Inside the City Limits and the Campton Heights Service Area the rates to be charged for water supplied monthly through meters are as follows:

Base Monthly Charge (includes first 300 cu. Ft. of usage), charged depending on Meter Size			
5/8" by 3/4"	\$ 23.04		\$ 23.04
1"	\$ 44.07		\$ 44.07
1 1/2"	\$ 87.21		\$ 87.21
2"	\$ 147.61		\$ 147.61
3"	\$ 320.16		\$ 320.16
4"	\$ 561.73		\$ 561.73
6"	\$ 1,251.95		\$ 1,251.95
Usage Charge (usage over 300 cu. Ft.), per 100 cu. Ft.	\$ 1.90		\$ 1.90

**B. Outside City Limits**

Outside the City Limits and Campton Heights Service Area the rate charged shall be one and one-half (1.5) times the rate for service within the City Limits.

**CITY OF FORTUNA**  
**WATER AND WASTEWATER FEE SCHEDULE**

Fee Description	FY 17-18 Fee	Proposed Changes	FY 18-19 Fee
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**C. Multiple Unit Water Rate Calculation**

The water rates for multiple units will be calculated by multiplying the lowest base charge fee and the usage charge by the number of units.

**D. Summer Usage Charge**

Between May and October each year summer water rates will be in effect for all customers. The summer rates will provide each customer under the base rate with an additional 200 cubic feet of water each month.

**E. Penalties**

Overdue payment amounts will be assessed a penalty.

Per month charge	10%		10%
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**6. OTHER WATER SERVICES CHARGES**

**A. Water Service Deposit**

A deposit will be required by the consumer for turning on the water supply prior to the opening of a new account or for turning the water back on after shutoff.

Deposit Required:			
New Customers	\$ 125.00		\$ 125.00
Customers who have been shut off for nonpayment more than twice in a two year period. If a deposit already exists on account customer will pay amount equal to but not to exceed the full required deposit	\$ 150.00		\$ 150.00

**B. Delinquent Shut Off Fee and NSF Check Charge**

Delinquent Shut Off Fee:			
First time	\$ 75.00		\$ 75.00
Each subsequent time	\$ 100.00		\$ 100.00
Meter Re-Set	\$ 50.00		\$ 50.00
Broken Padlock / Tampering Charge	\$ 30.00		\$ 30.00
NSF Check Charge	\$ 30.00		\$ 30.00
Chargeback Fee	\$ 30.00		\$ 30.00

**7. BACKFLOW PREVENTION DEVICES**

An additional monthly fee will be charged to those services that are required to maintain testable backflow prevention devices as follows:

3/4" & 1" Meters	\$ 4.91		\$ 4.91
Greater than 1" Meters	\$ 7.25		\$ 7.25

**CITY OF FORTUNA  
WATER AND WASTEWATER FEE SCHEDULE**

Fee Description	FY 17-18 Fee	Proposed Changes	FY 18-19 Fee
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**8. HYDRANT METER DEPOSIT**

A deposit will be charged for the use of a City fire hydrant meter for construction and development purposes. The monthly rates to be charged for the use of a City fire hydrant meter shall be as follows:

Deposit	\$ 700.00	\$ 300.00	\$ 1,000.00
Charges:			
Base Charge (Charged Quarterly)	\$ 75.00	\$ 25.00	\$ 100.00
Per 100 cu. Ft.	\$ 2.85		\$ 2.85

**9. SALE OF BULK WATER**

Customers purchasing water in bulk from the City of Fortuna shall pay a base charge as well as a usage charge. Bulk water shall only be taken from a location specified by the City.

Base Charge (Charged Quarterly)	\$ -	\$ 25.00	\$ 25.00
Per 100 cu. Ft.	\$ 2.85		\$ 2.85

**10. STANDBY FIRE SERVICE CAPACITY CHARGE**

The monthly rates to be charged for private standby fire sprinkler services connected to the water system shall be as follows:

Size - Fire Service (Monthly Charge)			
2"	\$ 27.89		\$ 27.89
3"	\$ 50.79		\$ 50.79
4"	\$ 82.85		\$ 82.85
6"	\$ 174.47		\$ 174.47
8"	\$ 302.73		\$ 302.73
10"	\$ 467.63		\$ 467.63

**11. INSTALLATION FEES FOR WATER SYSTEM**

There is hereby established fees for new connections to the City's Water System based upon the size of the meter to be installed and the availability of a water main in the street fronting the property. The fees for said water service shall be based upon one of the following conditions:

**A. Service Line Installation**

If the water service connection requires a service line to be installed to the property line and the setting of a water meter, the fee shall be as follows:

Meter Size:			
3/4"	\$ 899.00		\$ 899.00
1"	\$ 1,089.00		\$ 1,089.00
1 1/2"	\$ 1,652.00		\$ 1,652.00
2"	\$ 1,931.00		\$ 1,931.00
> 2"	Actual Cost of Labor and Materials		Actual Cost of Labor and Materials

**CITY OF FORTUNA  
WATER AND WASTEWATER FEE SCHEDULE**

Fee Description	FY 17-18 Fee	Proposed Changes	FY 18-19 Fee
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**B. Set Meter Only**

If the service line and the meter box have been installed at the property line, the fee shall be as follows:

Meter Size:			
3/4"	\$ 899.00		\$ 899.00
1"	\$ 1,089.00		\$ 1,089.00
1 1/2"	\$ 1,652.00		\$ 1,652.00
2"	\$ 1,931.00		\$ 1,931.00
> 2"	Actual Cost of Labor and Materials		Actual Cost of Labor and Materials

**C. Main Line Extensions**

If a main line extension is required to reach the property, the fee for said extension shall be determined by the actual cost of labor and materials based upon size of the line required. The

**D. Backflow Prevention Devices (BPD) (if required)**

A backflow device shall be required on all connections with a secondary source of water and all irrigation services directly connected to the system. The fee for installation by the City shall be as follows:

Meter Size:			
3/4"	\$ 285.00		\$ 285.00
1"	\$ 336.00		\$ 336.00
1 1/2"	\$ 396.00		\$ 396.00
2"	\$ 527.00		\$ 527.00
> 2"	Actual Cost of Labor and Materials		Actual Cost of Labor and Materials

**CITY OF FORTUNA**  
**WATER AND WASTEWATER FEE SCHEDULE**

Fee Description	FY 17-18 Fee	Proposed Changes	FY 18-19 Fee
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**12. WATER SYSTEM CAPITAL CONNECTION FEES**

**A. Inside City Limits**

There shall be collected and deposited into the Water System Capital Improvement Fund a capital connection fee for any new connection to the Fortuna Water System charged per unit of service.

**Basis for Connection Fees - Capital Cost Buy-in**

Water System Connection Fees charged based on meter size, with the base fee for a Living Unit Equivalent (LUE) being for a 5/8 x 3/4 inch meter. Larger meters charged based on capacity (area), same basis as used for monthly rates.

Rates effective on date of Building Permit submittal

Meter Size (LUE)			
5/8" by 3/4" (1.00 LUE)	\$	2,165.00	\$ 2,165.00
1" (2.56 LUE)	\$	5,542.40	\$ 5,542.40
1 1/2" (5.76 LUE)	\$	12,470.40	\$ 12,470.40
2" (10.24 LUE)	\$	22,169.60	\$ 22,169.60
3" (23.04 LUE)	\$	49,881.60	\$ 49,881.60
4" (40.96 LUE)	\$	88,678.40	\$ 88,678.40
6" (92.16 LUE)	\$	199,526.40	\$ 199,526.40

**B. Outside City Limits**

Outside the City Limits the rate charged shall be one and one-half (1.5) times the rate for service within the City Limits.

**C. Drake Hill Capital Connection**

For any new connection south of Drake Hill Road and serviced by the Drake Hill Road pump station and connecting to the Fortuna Water System there shall be an additional charge for each unit of service.

Additional Fee	\$	2,484.00	\$ 2,484.00
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**D. New Residential Connections**

For any new connection (residential only) requiring a one inch water meter for a fire sprinkler system (as per the new building codes), that would previously only required a 5/8 x 3/4 water meter, will only be charged a Capital Connection Fee of \$2,165. Any other requirement for a one-inch water meter that is NOT due to a fire sprinkler system will be charged the regular Capital Connection Fee of \$5,542.40. All other fees (service installation, monthly service charges, etc.) associated with a one inch meter will be charged at the rate specified in the budget fee schedule for a one inch meter.

**CITY OF FORTUNA  
WATER AND WASTEWATER FEE SCHEDULE**

Fee Description	FY 17-18 Fee	Proposed Changes	FY 18-19 Fee
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**13. WASTEWATER CAPITAL CONNECTION FEES**

**A. Inside City Limits**

The capital connection fees for any service inside or outside the City of Fortuna, connecting to a public sewer, shall be collected and deposited into the Wastewater Capital Reserve.

**Basis for Connection Fees - Capital Cost Buy-in**

Sewer System Connection Fees charged based on fixture units, with the base fee for a Living Unit Equivalent (LUE) being for a single family home with one bathroom, kitchen, dishwasher and washing machine having 14 fixture units. Larger homes, commercial and industrial fees would be determined by dividing the total number of fixture units by 14 and multiplying by the base fee for a single LUE.

The unit equivalent of plumbing fixtures and devices shall be based on the size of the trap required or the rated discharge capacity in gpm (gallons per minute) in accordance with the Uniform Plumbing Code.

Fixture Unit rates will apply to all applicable Building Permits.

Rates effective on date of Building Permit submittal

**Basis for Connection Fees – Addition of a Second LUE within an Existing LUE**

The connection fee for the addition of a second LUE that is created entirely within the foundation footprint of an existing LUE and where a portion of the existing plumbing fixtures are incorporated into the second LUE from the existing LUE, the connection fee shall be calculated based solely upon the new and addition fixture units that are added to the second LUE.

Sewer Service Living Unit Equivalents			
Base Charge; Up to 14 fixture units	\$	4,445.00	\$ 4,445.00
Per additional fixture unit	\$	317.50	\$ 317.50

**B. Outside City Limits**

Outside the City Limits the rate charged shall be one and one-half (1.5) times the rate for service within the City Limits.

**14. ADMINISTRATIVE ADJUSTMENTS**

The City Manager shall have the authority to adjust the aforementioned fees when special circumstances indicate that the fee being charged according to this Resolution is clearly inappropriate. In addition, the City Manager shall have the authority to determine the fee amount for a City service that is not addressed in this Resolution based upon the actual cost of providing the service and / or the actual cost for the City to issue a permit.

**CITY OF FORTUNA**  
**WATER AND WASTEWATER LABORATORY FEE SCHEDULE**

Fee Description	FY 17-18 Fee	Proposed Changes	FY 18-19 Fee
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**1. WATER AND WASTEWATER LABORATORY FEES**

**A. Lab Tests**

BOD	\$ 40.00		\$ 40.00
TSS / MLSS	\$ 20.00		\$ 20.00
Coliform PA	\$ 25.00		\$ 25.00
Coliform 3 x 5	\$ 30.00		\$ 30.00
Cancellation Fee	\$ 15.00		\$ 15.00
Percent & Volatile Solids	\$ 20.00		\$ 20.00
Electrical Conductivity	\$ 20.00		\$ 20.00
Turbidity	\$ 20.00		\$ 20.00
Total Dissolved Solids	\$ 30.00		\$ 30.00
Fecal Coliform	\$ 60.00		\$ 60.00

**2. ADMINISTRATIVE ADJUSTMENTS**

The City Manager shall have the authority to adjust the aforementioned fees when special circumstances indicate that the fee being charged according to this Resolution is clearly inappropriate. In addition, the City Manager shall have the authority to determine the fee amount for a City service that is not addressed in this Resolution based upon the actual cost of providing the service and / or the actual cost for the City to issue a permit.

**RESOLUTION 2018-18**

**RESOLUTION OF THE CITY OF FORTUNA ESTABLISHING A SCHEDULE OF FEES AND CHARGES FOR BUILDING, COMMUNITY DEVELOPMENT, WATER & WASTEWATER, AND WATER & WASTE WATER LABORATORY FEES WITHIN THE CITY OF FORTUNA FOR FISCAL YEAR 2018-2019**

**WHEREAS**, the City Council desires to establish a policy of recovering the costs reasonably borne of providing special services of a voluntary and limited nature, such that general taxes are not diverted from general services to the public as a whole and thereby utilized to inequitably subsidize such special services; and,

**WHEREAS**, a schedule of fees and charges to be paid by those requesting such special services must be adopted by the City Council in order to effect this policy; and,

**WHEREAS**, the City Council wishes to comply with both the letter and the spirit of Article XIII B of the California Constitution and limit the growth of taxes; and,

**WHEREAS**, pursuant to Government Code Section 66016 the specific fees to be charged for special services must be adopted by the City Council by Ordinance or Resolution, after providing notice and holding a public hearing; and,

**WHEREAS**, notice of public hearing has been provided by City staff per California Government Code Section 6062a, oral and written presentations made and received, and the required public hearing held; and,

**WHEREAS**, pursuant to California Government Code Section 6062a a general explanation of the Schedule of Fees and Charges in Exhibit A, has been available for public review as required; and,

**WHEREAS**, a public hearing was held on April 16, 2018 by the Fortuna City Council to present the Schedule of Fees and Charges for Building, Community Development, Water & Wastewater, and Water and Wastewater Laboratory fees in Exhibit A, and receive public comment.

**NOW, THEREFORE, BE IT RESOLVED,**

1. Pursuant to California Government Code Sections 66013 and 50076, the fees adopted by this Resolution do not exceed the estimated reasonable cost of providing the service for which the fee or charge is imposed and are not “special taxes”; and
2. The Council hereby adopts, approves and incorporates herein the Schedule of Fees and Charges in Exhibit A, following a public hearing on the matter; and,
3. Pursuant to California Government Code Section 66017, the fees adopted by this Resolution shall be in full force and effect and shall be collected beginning on the 1<sup>st</sup> day of July 2018.
4. Any judicial action or proceeding to attack, review, set aside or annul this Resolution shall be brought within 120 days of its adoption; and
5. If any portion of this Resolution is declared invalid or unconstitutional, then it is the intention of the City Council that all other sections of this Resolution shall remain in full force and effect; and

6. The City Manager shall have the authority to adjust the aforementioned fees when special circumstances indicate that the fee charged according to this Resolution is clearly inappropriate. In addition, the City Manager shall have the authority to determine the fee amount for a City service that is not addressed in this Resolution based upon the actual cost of providing the service and / or the actual cost for the City to issue a permit.

**PASSED AND ADOPTED** on this 21<sup>st</sup> day of May 2018 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

\_\_\_\_\_  
Sue Long, Mayor

ATTEST:

\_\_\_\_\_  
Siana L. Emmons, City Clerk

# STAFF REPORT

## *City Manager's Report*

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**DATE:** May 21, 2018

**TO:** Honorable Mayor and City Councilmembers

**FROM:** Merritt Perry, Interim City Manager

**1. Upcoming Council Meeting Dates**

\*Special Meeting/Workshop

Monday, June 4, 2018 6:00 p.m.	<b>Regular City Council Meeting</b> Council Chambers at City Hall
Monday, June 18, 2018 6:00 p.m.	<b>Regular City Council Meeting</b> Council Chambers at City Hall
Monday, July 2, 2018 6:00 p.m.	<b>Regular City Council Meeting</b> Council Chambers at City Hall

**2. Upcoming Planning Commission Meeting Dates**

Tuesday, May 22, 2018 7:00 p.m.	<b>Regular Planning Commission Meeting</b> Council Chambers at City Hall
Tuesday, June 12, 2018 7:00 p.m.	<b>Regular Planning Commission Meeting</b> Council Chambers at City Hall

**3. Upcoming Measure E Meeting Dates**

Tuesday, June 19, 2018 5:30 p.m.	<b>Regular Measure E Meeting</b> Council Chambers at City Hall
Tuesday, September 18, 2018 5:30 p.m.	<b>Regular Measure E Meeting</b> Council Chambers at City Hall

**4. Verbal Report:**

- Update on Humboldt County Cannabis Regulations & Related Activities
- Procurement Policy Development Update
- Update on Humboldt County Discussion fo Eel River and Potter Valley Project
- City Hall Safety Project Update
- Administrative / Fiscal Updates
- City / Community Updates

# STAFF REPORT

## *Successor Agency Consent Agenda Item*

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**DATE:** May 21, 2018

**TO:** Honorable Chair and Members of the Fortuna Successor Agency

**FROM:** Aaron Felmlee, Treasurer

**THRU:** Merritt Perry, Interim Executive Director

**SUBJECT:** **Consider Adopting a Resolution Designating the Successor Agency Executive Director as the Boards Duly Authorized Officer to Accept Conveyance of Real Property; Adopt *Resolution SA2018-01***

### **STAFF RECOMMENDATION:**

Staff recommends that the Successor Agency Board Adopt *Resolution SA2018-01* that designates the Successor Agency Executive Director as the Boards duly authorized officer to accept conveyance of real property.

### **EXECUTIVE SUMMARY:**

Under Section 27281 of the California Government Code, the City Council or Board cannot record any deed conveying an easement or other interest in real property to the City without a certificate of acceptance. The statute allows the option of delegating this authority to a staff person.

The Fortuna City Council exercised this option through Resolution No. 2012-10, adopted in March 2012, delegating this authority to the City Clerk. The need has arisen for the Successor Agency to adopt a similar resolution as the City did in 2012. The resolution will allow the Executive Director to sign on behalf of the Successor Agency to the Former Fortuna Redevelopment Agency in matters concerning the conveyance of real property. A draft Real Property Acceptance Form has also been attached for review.

### **FINANCIAL IMPACT:**

No Financial Impact.

### **RECOMMENDED BOARD ACTION:**

1. Receive staff presentation and allow discussion between Board and staff
2. Open public comment
3. Close public comment
4. Motion to adopt Successor Agency *Resolution No. SA2018- 01* and read title only. Roll call vote.

### **ATTACHMENTS:**

- A. *Resolution SA2018-01*; Designating the Successor Agency Executive Director as the Boards duly authorized officer to accept conveyance of real property
- B. Real Property Acceptance Form

**RESOLUTION NO SA2018-01**

**A RESOLUTION OF THE SUCCESSOR AGENCY TO THE CITY OF FORTUNA  
REDEVELOPMENT AGENCY AUTHORIZING THE INTERIM CITY MANAGER TO  
ACCEPT EASEMENTS, DEEDS AND OTHER CONVEYANCES OF REAL  
PROPERTY AND TO CONSENT TO RECORDATION ON BEHALF OF THE CITY OF  
FORTUNA**

**WHEREAS:** California Government Code Section 27281 allows the Successor Agency to delegate to a staff person the authority to accept conveyances of real property; and

**WHEREAS,** the Successor Agency now desires to state its delegation; and

**WHEREAS,** the Fortuna Successor Agency desires to make such a delegation as provided herein;

**NOW, THEREFORE, BE IT RESOLVED** by the Successor Agency of the City of Fortuna that:

The Executive Director of the Successor Agency is hereby authorized to accept and execute a Certificate of Acceptance on behalf of said Successor Agency for deeds or grants conveying any interest in or easements upon real estate.

**ADOPTED** by the Successor Agency of the City of Fortuna on this 21<sup>st</sup> day of May 2018 by the following vote:

AYES: Board Members Glaser, Strehl, Trent, Chair Long

NOES: None

ABSENT: Board Members Brown

ABSTAIN: None

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Sue Long, Chair of the Board

ATTEST

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Siana Emmons, Clerk of the Successor Agency

## REAL PROPERTY ACCEPTANCE

This is to certify that the Successor Agency to the Fortuna Redevelopment Agency, a municipal corporation, acting by and through its Executive Director, hereby accepts the real property, or interest therein, conveyed by the within document and consents to the recordation thereof. The undersigned is authorized to execute this acceptance by Resolution No. \_\_\_\_\_, passed and adopted by the Board of the Successor Agency to the Fortuna Redevelopment Agency, May 21, 2018, pursuant to section 27281 of the Government Code of the State of California, and the grantee consents to recordation thereof by its duly authorized officer.

Dated: \_\_\_\_\_

By: \_\_\_\_\_

Merritt Perry

Successor Agency Interim Executive Director