



CITY OF FORTUNA
www.friendlyfortuna.com
Application for Appointment to City Council

Persons interested in being appointed to serve on the City Council of the City of Fortuna are invited to complete the following application. This appointment will expire upon the election and qualification of a successor at the General Election set for November 3, 2026.

Name:
Diana (Tina) Christensen

Street Address:

City:
Fortuna

State:
CA

ZIP Code:
95540

Residence Telephone Number:

Work Telephone Number:

E-Mail Address:

Brief Description of Background and Qualifications (Additional Information May Be Attached on Separate Sheets and Attachment of Resume is Desirable):

I am Tina Christensen, and I am honored to run for a seat on the Fortuna City Council. With 50 years of experience in real estate—working with Coldwell Banker Cutten Realty and Ming Tree Realtors—I have built strong relationships with local builders and played a key role in development projects throughout Humboldt County.

As a 35 year member of the Humboldt Association of Realtors, I have served as both association President and a Board Member multiple times. My background also includes opening real estate offices in Crescent City and Redding, as well as three years in Sacramento working in permit processing for land development, which deepened my knowledge of city planning, infrastructure, and permitting. Additionally, I contributed to the Humboldt County General Plan for over 20 years and have served on five homeless committees, demonstrating my commitment to responsible growth and community well-being.

Having lived in the Eel Valley since 2008, I am deeply invested in Fortuna's future. I have two children, 5 grandchildren (all of whom attended Fortuna City schools), and one great-grandchild. I am passionate about fostering a thriving, cohesive community. I would be honored to serve and bring my experience, dedication, and vision to the Fortuna City Council.

NOTE: The application must be submitted by email on or before 5:00 PM on March 4, 2025, to City Clerk Siana Emmons at semmons@ci.fortuna.ca.us. A copy of all applications will be attached to an Agenda Report for consideration at a City Council meeting currently scheduled for March 10, 2025 with the applicant's telephone numbers and email address removed. Interviews will be held during the Special Meeting on March 10, 2025 applicants must be present.

I hereby certify that I am a registered voter of the City of Fortuna, and will provide any additional documentation necessary to confirm my eligibility to serve on the City Council.

Signature of Applicant:

Date:

2.26.2025

FOR CITY USE ONLY / APPOINTMENT TO CITY COUNCIL

Date of Appointment: _____

End of Term: _____



CITY OF FORTUNA

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Persons interested in being appointed to serve on the City Council of the City of Fortuna are invited to complete the following application. This appointment will expire upon the election and qualification of a successor at the General Election set for November 3, 2026.

Name:

Juan Carlos Diaz

Street Address:

City:

Fortuna

State:

CA

ZIP Code:

95540

Residence Telephone Number:

Work Telephone Number:

E-Mail Address:

Brief Description of Background and Qualifications (Additional Information May Be Attached on Separate Sheets and Attachment of Resume is Desirable):

Please see attached letter of intent.

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I hereby certify that I am a registered voter of the City of Fortuna, and will provide any additional documentation necessary to confirm my eligibility to serve on the City Council.

Signature of Applicant:

Juan C Diaz

Digitally signed by Juan C Diaz
Date: 2025.02.24 15:21:03 -08'00'

Date:

2/24/25

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Date of Appointment: _____

End of Term: _____

Dear Fortuna City Council,

I am honored to express my intent to fill the vacant seat on the Fortuna City Council. For the past 25 years, Fortuna has been more than just a place I call home; it is where I have built my life, raised my family, and devoted my efforts to strengthening our community. This town has shaped who I am, and I am eager to contribute back in an even greater capacity.

Community service has always been at the heart of who I am. Whether coaching youth sports, serving with the Fortuna Volunteer Fire Department, participating on the South Fortuna Elementary Budget Committee, or contributing as a member of the Hops in Humboldt Committee, my goal has consistently been to support and uplift those around me. I take pride in rolling up my sleeves, working alongside my neighbors, and making a tangible difference in the community we all cherish.

Professionally, I have developed a strong skill set that I believe will greatly benefit the City Council. My experience analyzing budgets, evaluating contracts, and approaching complex issues with a logical and methodical mindset has prepared me to handle the responsibilities of this role effectively. More importantly, my ability to listen, communicate, and find common ground enables me to be an effective advocate for our community.

I am committed to fostering a city that is fiscally responsible, forward-thinking, and deeply connected to its residents. My goal is to ensure that Fortuna remains a thriving environment where families flourish, businesses expand, and the community spirit continues to thrive.

I would be honored to serve on the City Council, bringing my dedication, energy, and unique perspective to the role. Thank you for your time and consideration.

Sincerely

A handwritten signature in black ink, appearing to read 'Carlos Diaz', with a stylized, flowing script.

Carlos Diaz

Carlos Diaz

Professional Accomplishments

Lead System Analyst – Financial Aid

- Ensure regulatory compliance with Federal, State, Institutional and Title IV Financial Aid programs.
- Responsible for analyzing, testing, and coordinating financial aid and enrollment management data
- Develop and maintain training, reports, audit support and analysis of financial aid programs
- Federal and State Aid Year End Reconciliation
- Evaluate current business processes to identify process improvements and opportunities for automation with a focus on business modernization
- Configure systems to post Federal, State and Institutional Financial Aid Awards to Students
- Manage the implementation of systems upgrades/bundles/patches for the Financial Aid department.

Buyer II – Facilities Management

- Purchase of commodities and services following guidelines and state policies
- Write and review contracts and service orders for various departments within Fac Mgmt
- Write and Review requests for quotes (RFQs) for multiple departments within Fac Mgmt
- Assist with testing and implementing new Maintenance Management System
- Assist in verification of Budget Transactions for 8 departments within Fac Mgmt
- Work with Accounts Payable and Shipping and Receiving to solve invoice discrepancies
- Work with Vendor partners to insure timely delivery of supplies and services

Buyer II – Procurement Office

- Purchase of commodities and services following guidelines and state policies
- Write and review contracts and service orders for various departments
- Write and Review requests for quotes (RFQs) for multiple departments
- Assist Accounts Payable and Departments find resolution to encumbrance /invoice discrepancies
- Go-to person for PeopleSoft questions regarding encumbrance or purchasing process
- Assist with resolving shipping and receiving discrepancies
- Work with vendor partners to insure timely delivery of supplies and resolve backorder situations
- Assist with testing and implementing new versions and upgrades of People Soft
- Part of the Accessible Technology Initiative (ATI) Procurement Committee – responsible for following policies ensuring Section 508 Standards are met in the procurement of electronic and information technology.
- Work as part of a team to develop new policies to meet ATI requirements
- Responsible for maintaining department website

Information Systems and Web Support

- Network operation and maintenance
- Website operation and maintenance
- Hardware troubleshooting and repair
- Software installation and troubleshooting
- Assist IT Manager with implementation of new systems

Carlos Diaz

Purchasing and Inventory Supervisor

- Manage staff in charge of distribution and replenishment of medical supplies
- Manage staff in Shipping and Receiving department
- Purchase and replenish medical supplies for hospital departments
- Place purchase orders according to organization standards
- Procurement of Medical Equipment for Hospital departments
- Place and monitor purchase orders to confirm availability of supplies
- Work with vendor partners to insure timely delivery of supplies and resolve backorder situations
- Maintain and manage procurement for 3700 SKUs of inventory over two hospitals
- Forecasting of inventory usage and replenishment
- responsible for the procurement of medical equipment for two hospitals
- Responsible for performing and calculating year-end inventory as well as cycle counts
- Maintain accuracy of on-hand balances
- Create and analyze reports regarding inventory, forecasting, fill rate analysis, and product rotation
- Assist with resolving accounts payable discrepancies and shipping and receiving discrepancies
- Assist with testing and implementing of new versions of Material Management software
- Redesigned storeroom area for increased picking efficiency and optimum performance by distribution crew
- Key member in the transition to desktop deliveries for OfficeMax

Lieutenant Fortuna Volunteer Fire Dept

- Monthly testing of equipment and apparatus necessary for fire suppression
- Assign new members tools and Personal Protection Equipment
- Assist training officer with weekly fire/medical drills
- Maintain Log of equipment on fire engines

Employment History

Dec, 2017 - Present	Lead Systems Analyst	Cal Poly Humboldt, Arcata CA
Sept, 2015 – Dec, 2017	Buyer II	Cal Poly Humboldt, Arcata CA
April, 2009- Aug, 2015	Buyer II	Cal Poly Humboldt, Arcata CA
Sept, 2008 –March, 2009	IT Technician	C. Crane Company, Fortuna, CA
June, 2002 – July 2008	Purchasing and Inventory Supervisor	St Joseph Health Sys, Eureka, CA
November, 2009 – Present	Lieutenant Fortuna Vol Fire Dept.	Fortuna Volunteer Fire Dept.

Education

2001	BS Computer Information Systems/ Minor in Business Administration	Humboldt State University, Arcata, CA
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Persons interested in being appointed to serve on the City Council of the City of Fortuna are invited to complete the following application. This appointment will expire upon the election and qualification of a successor at the General Election set for November 3, 2026.

Name:

Michael Kein

Street Address:

City:

Fortuna

State:

CA

ZIP Code:

95540

Residence Telephone Number:

Work Telephone Number:

E-Mail Address:

Brief Description of Background and Qualifications (Additional Information May Be Attached on Separate Sheets and Attachment of Resume is Desirable):

I am writing to express my strong interest in the Council Member seat with the City of Fortuna. With a solid background in planning, my financial education and prior leadership roles, I am confident in my ability to contribute effectively to the city while fulfilling responsibilities for the position.

My experience in planning, particularly my role as an Associate Planner with Humboldt County, has honed my skills in research, analysis, and the development of land use policies and government operations. I have a proven track record of utilizing local code, state, and federal regulations to prepare reports and make presentations to various stakeholders. These experiences have equipped me with effective organizational skills, sound judgment in policy adherence, and the ability to communicate complex information clearly and concisely.

In addition to my planning background, my tenure as a Planning Commissioner and current Chair for the City of Fortuna Planning Commission has provided me with valuable insights concerning the city. Furthermore, my past work and internships with State and Local government have allowed me a great understanding of the political process. Moreover, I believe in the importance of fairness, patience, and responsiveness to individual needs, and I am committed to promoting a holistic understanding of our community's wishes.

-Over

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I hereby certify that I am a registered voter of the City of Fortuna, and will provide any additional documentation necessary to confirm my eligibility to serve on the City Council.

Signature of Applicant:

Kein, Michael

Digitally signed by Kein, Michael
Date: 2025.02.14 14:52:04 -08'00'

Date:

2/14/25

FOR CITY USE ONLY / APPOINTMENT TO CITY COUNCIL

Date of Appointment: _____

End of Term: _____

I am eager to bring my diverse skill set, passion for promoting intellectual inquiry, and commitment to fostering a supportive vision for the City of Fortuna. I am confident that my educational and professional background, leadership roles, and professional conduct aligns with the needs of the city and its Council Members.

Thank you for considering my application. I am enthusiastic about the opportunity to contribute to the City of Fortuna and look forward to the possibility of discussing how my experiences and skills align with the needs of Fortuna.

Michael Jetter Kein

Professional Experience

Humboldt County, Planning and Building, Eureka CA **Associate Planner**

April 2022 – Present

- o Collects, research, reviews, and organizes field and office data for the development of staff reports, analysis of planning elements, and/or development or modification of current land use policies and environmental reviews/analyses.
- o Prepare a variety of periodic and special reports regarding assigned activities; makes presentations to the public, special districts and agencies utilizing local code, state, and federal regulations.
- o Participate in coordinating County planning and development related activities with other County departments and with outside agencies.
- o Inspects and monitors County cannabis and mining operations to review environmental standards and imposed regulatory conditions to operations.

City of Fortuna Planning Commission, Fortuna **CA Planning Commissioner – Chairperson**

Jan 2022 – Present

- o Serves as an advisory body to the City Council on land use matters, including review of development plans for consistency with the General Plan, Zoning Code, Subdivision Code, and Sign Ordinances.
- o Review and determine Special Permits, Conditional Use Permits, Variances, Design Review and appeals from staff.
- o Complete adoption or amendments of the General Plan and specific and redevelopment plans for the future physical development of the city.

Humboldt County DHHS, Eureka, CA **Staff Services Specialist and Moves Coordinator**

May 2018 – March 2022

- o Draft and/or design proposed space configurations, electrical and data outlines, and equipment/furniture placement.
- o Create, maintain, and monitor facility-related lease/service agreements and contracts with outside vendors and contractors.
- o Monitor vendor/contractor/landlord performance, ensures work is done in accordance with requirements, and resolves disparities.
- o Evaluates buildings and sites for compliance with legal requirements such as Americans with Disabilities Act and Develops data tools such as forms, spreadsheets, and reports.

Humboldt County Public Works, Eureka, CA **Work Crew Leader**

May 2017 – May 2018

- o Coordinate, design, and schedule projects for work crew and staff
- o Develop estimates, purchase orders, and procure materials needed for designs and projects for the Department of Health and Human Services and Humboldt County
- o Manage General Relief participants and organize schedules, duties, and projects.
- o Facilitate safety measures and protocols to maintain a safe and healthy work zone.

Fresh Roots Humboldt, Eureka, CA
Co-owner/ Landscaper / Farmer

Jan. 2014 – May 2017

- o Develop horticultural and food production-based gardens and maintain, prune, and develop landscapes.
- o Manage and Schedule clients and employees.
- o Design and facilitate the implication of new and existing landscapes for both residential and commercial properties.
- o Maintain and repair equipment necessary for landscape maintenance and development.

Jefferson Center, Eureka, CA
Food Security Specialist

July 2013 – May 2014

- o Develop and maintain high production gardens for community distribution, public instruction, and kitchen demonstrations.
- o Continue to expound on community partnerships within Humboldt County, while developing long lasting support and funding networks
- o Coordinate free community produce distribution and provide CalFresh application assistance.

California Dept. of Fish and Wildlife, Arcata, CA
Scientific Aide

Jan. 2012 – Jan. 2014

- o Participate in salmonid carcass surveys and redd counts.
- o Dive and identify juvenile Coho during distribution surveys.
- o Collect and organize data for final basin report.
- o Educate public in regard to salmonid and riverine protection.

Salmon River Restoration, Sawyers Bar, CA
Watershed Education Coordinator / Fisheries Technician

Sept. 2011 – Dec. 2012

- o Develop and present scientific curriculum for Watershed Education Program with local elementary schools.
- o Research, write, and manage grants for future program funding and report to current funders.
- o Develop and co-coordinate new projects in conjunction with local, state, and federal agencies.
- o Coordinate juvenile Coho and steelhead presence surveys and creek mouth enhancement projects.

AmeriCorps Watershed Stewards, Fortuna, CA
Salmon River Restoration Council Staff

Jan. 2009 – Nov. 2010

- o Acquired experience in salmonid monitoring and restoration efforts, GPS/ArcGIS, river and watershed ecology, water flow/temperature monitoring, noxious weed monitoring and control, Watershed Education, and community outreach.
- o Developed grant proposals in coordination with the SRRC for future funding of the watershed education and fisheries programs.

Other Experience

Big Brothers and Big Sisters of the North Coast
Board of Directors Member / Secretary

June 2018 – 2023

- Maintain and develop notes during general BOD meeting and keep accurate record.
- Work with ED to develop grants and raise funds.

North Coast Garden Collaborative, Humboldt, CA
Steering Committee Member

Feb 2013 – June 2017

- Assist NCCGC employees on developing new community gardens and distributing available funds to members.

University of South Florida, Tampa, FL
Sulphur Springs Community Initiative Graduate Assistant

June 2008 - January 2009

- Worked to coauthor and develop the Campus Compact Community Initiative Handbook and spearheaded environmental education fairs at Sulphur Springs Elementary School, Tampa, FL
- Developed tours and curriculum for USF Botanical Gardens in conjunction with the Sulphur Springs Community Initiative

Legislative Directed Study, 2008 Florida Session
Community Initiative Policy Internship

January 2008 – May 2008

- Gained experience working with local and state legislators in regard to developing an understanding of the legislative process.
- Developed key knowledge to governmental issues in respect to environmental matters and resolutions.

Hillsborough County Commission, Tampa, FL
Commission Intern, District Four

Aug 2007 – May 2008

- Responsible for research on issues for constituents and the District Four Commissioner while developing proposals and solutions to citizen concerns.
- Worked to inform county constituents of ongoing Commission proposals and ordinances.

Job Related Trainings

- NSC First Aide 40 Hour Course
- ADA California Relay Service Training 2019, 2020, 2022, 2024
- FEMA Emergency Response Core Basic 2018, 2020
- Basic and Intermediate Excel Training, College of the Redwoods 2019
- Defensive Driving 2017, 2018, 2020, 2024
- Asbestos Removal 16 Hour Card
- ADA Training 2017, 2019, 2020, 2024
- OSHA 30 Hour Certification
- Grant Management Training 2009, 2010, 2012, 2021, 2022
- Grant Reporting Training 2010, 2012, 2023

Education

Louisiana State University, Shreveport, LA	
○ Master of Business Administration – Project Management	May 2024
University of the Pacific - Benerd College, Stockton, CA	
○ Human Resources Management Certificate	May 2022
University of the Pacific - Benerd College, Stockton, CA	
○ Leadership Development Certificate - Organizational Leadership	April 2021
University of South Florida, Tampa, FL	
○ Bachelor of Science - Environmental Science and Policy	May 2008
Saint Petersburg College, Saint Petersburg, FL	
○ Associates of Arts – Environmental Studies	May 2006

Michael Kein



Reference List

Cliff Johnson

Planning Manager
Humboldt County Planning and Building Development



Robert Russel

Deputy Director
Humboldt County Planning and Building Department



Florence Parks

Executive Director
Big Brothers and Big Sisters of the North Coast





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Persons interested in being appointed to serve on the City Council of the City of Fortuna are invited to complete the following application. This appointment will expire upon the election and qualification of a successor at the General Election set for November 3, 2026.

Name:
Arryan Kianipey

Street Address:
[REDACTED]

City:
Fortuna

State:
CA

ZIP Code:
95540

Residence Telephone Number:
[REDACTED]

Work Telephone Number:
[REDACTED]

E-Mail Address:
[REDACTED]

Brief Description of Background and Qualifications (Additional Information May Be Attached on Separate Sheets and Attachment of Resume is Desirable):

As a dedicated professional, a strategic leader, and a committed member of our community, I am excited to announce my candidacy for Fortuna City Council. My diverse experience in business growth, leadership, and community relations uniquely positions me to contribute to the prosperity of our city.

Throughout my career, I have demonstrated an ability to analyze challenges, implement solutions, and drive success. As Director of Sales and Marketing at Sequoia Springs, I have worked to strengthen local senior care services, increase accessibility, and enhance community engagement. My leadership in mortgage lending and utility forestry has further honed my ability to navigate complex regulatory landscapes, manage financial strategies, and communicate effectively with both stakeholders and residents.

I believe in fostering economic growth, improving infrastructure, and ensuring Fortuna remains a thriving and welcoming place for families and businesses alike. I am committed to transparent governance, fiscal responsibility, and policies that prioritize the well-being of our residents.

NOTE: The application must be submitted by email on or before 5:00 PM on March 4, 2025, to City Clerk Siana Emmons at semmons@ci.fortuna.ca.us. A copy of all applications will be attached to an Agenda Report for consideration at a City Council meeting currently scheduled for March 10, 2025 with the applicant's telephone numbers and email address removed. Interviews will be held during the Special Meeting on March 10, 2025 applicants must be present.

I hereby certify that I am a registered voter of the City of Fortuna, and will provide any additional documentation necessary to confirm my eligibility to serve on the City Council.

Signature of Applicant:

Date:

2-20-25

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End of Term: _____

Arryan Kianipey



Experience

Sequoia Springs, Fortuna - Director of Sales and Marketing

November 2024 - Current

- Spearheaded market research initiatives identifying emerging trends and competitor vulnerabilities, driving data-backed growth strategies for Independent Living, Assisted Living, and Memory Care programs.
- Designed and executed strategic sales/marketing plans, achieving a 15% reduction in lead-to-residency cycle time within first 2 months.
- Collaborated cross-functionally to align marketing campaigns with operational capabilities, boosting occupancy rates to 95% (10% above regional average).
- Analyzed sales performance metrics, delivering monthly executive reports with actionable insights to sustain revenue growth.

Valorem Lending, Foothill Ranch - VA Mortgage Production Manager

November 2023 - November 2024

- Expanded team from 3 to 12 Loan Officers, each now funding at least 4 million in loan volume per month.
- Tripled total company-wide loan funding volume from 10 million to over 30 million through a combination of 1-on-1 live coaching, deep trainings, and constant refinements of company script.
- Spearheaded the implementation of a new Salesforce technology stack, integrating a dialer and submission system directly with priority lenders.
- Consistently managed a personal pipeline of over 3 million in loan volume from past funded clients.
- Focused on fostering company growth and positive culture during a challenging period for the mortgage industry.

Valorem Lending, Foothill Ranch - VA Mortgage Specialist

May 2023 - November 2023

- Conducted in-depth financial assessments to determine client loan eligibility.
- Provided clear guidance on loan terms, interest rates, and repayment options.
- Collaborated with underwriters to ensure timely and precise loan closings.
- Cultivated strong client relationships, driving high customer retention and referral rates.
- Ranked in the top 3% of VA Mortgage Originators for 2023.
- Top 1% of Loan Officers with speed to close for 2023.

Consulting Utility Forester - CNUC

April 2022 - May 2023

- Identification, inspection, and evaluation of trees and brush along utility lines.
- Submitted inspection results to utility clients with remediation recommendations.
- Extensive drive time through the state inspecting vegetation management work.
- Conducted safety audits, unit reporting accuracy checks, and ensured accounting accuracy.
- Assisted during major storm events as needed.
- Frequently assigned to difficult customers and house calls for evaluation of trees in backyards near power lines, leveraging strong interpersonal skills to connect with clients and facilitate tree removals.

Mutual of Omaha - Retail Loan Officer Manager - HECM Division

January 2021 - June 2022

- Led a sales team, growing it from 6 to 20 members within a year.
- Achieved top team sales performance for multiple consecutive quarters, exceeding targets by 30%.
- Developed strategic partnerships and served as a key resource for pre-sales engineering functions.
- Became a subject matter expert on product offerings, providing extensive support to partners and customers.
- Designed and implemented AMR (Automated Material Handling) systems, improving customer operations and driving sales growth.

Sovereign Lending Group - Retail Mortgage Loan Officer

January 2020 - January 2021

- Built strong relationships with homeowners, assessing financial situations to recommend suitable mortgage products.
- Processed loan applications, collecting necessary documentation and ensuring timely submissions.
- Closed 18 out of 23 loans within the first month, funding nearly 7 million in volume.
- Maintained high client satisfaction through frequent communication and updates throughout the loan process.

Additional

- **Certificates:** NMLS, HIS, DRM

Interests

Weightlifting, Backpacking, Calisthenics, Sailing, Paddleboarding



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Name:

Michael M. Ransford

Street Address:

City:

Fortuna

State:

CA

ZIP Code:

95540

Residence Telephone Number:

Work Telephone Number:

E-Mail Address:

Brief Description of Background and Qualifications (Additional Information May Be Attached on Separate Sheets and Attachment of Resume is Desirable):

Well, this could get long... I'll try to keep this brief. I've been a citizen of Humboldt County for almost 50 years. My wife and I bought our home in Fortuna in 2004. My life's profession has been automotive repair. During my career I worked for several dealerships here in Humboldt County. I ultimately retired with over nine years' experience as the lead technician for the City of Fortuna. During my time with the city, I've had the opportunity to meet the staff here and already know what a joy it is to work with them.

I also have experience as a volunteer fire fighter for Fortuna Fire Department. I was a member of the Department for 15 years. I ascended to the rank of Captain for both Company 2 and Company 5. I also was in charge of equipment for the Department, including having annual maintenance performed on all vehicles.

Now that I am retired, I feel that I would have the time to commit to doing a good job as a council member. Look forward to hearing the decision.

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Signature of Applicant:

Date:

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Name:

Arlene Spiers

Street Address:

City:

Fortuna

State:

CA

ZIP Code:

95540

Residence Telephone Number:

Work Telephone Number:

E-Mail Address:

Brief Description of Background and Qualifications (Additional Information May Be Attached on Separate Sheets and Attachment of Resume is Desirable):

With over 17 years of diverse experience in financial management, human resources, and operational leadership, I bring a comprehensive background that I believe will serve the community of Fortuna well. I am eager to leverage my expertise in public sector administration, budget oversight, and collaborative problem solving to help drive responsible growth and enhance the quality of life for all residents.

In my role as Grant Analyst at United Indian Health Services, I have honed my skills in strategic planning, budget management, and compliance. I have successfully identified and secured grant opportunities, managed multi-million-dollar budgets, and ensured the smooth operation of complex systems. My experience as a Business Manager within a school district further sharpened my ability to work with diverse stakeholders (from educators and vendors to government agencies) to achieve common goals.

I have also demonstrated my commitment to Fortuna by running for City Council twice. These campaigns underscore my dedication to the community and my genuine desire to contribute to its ongoing success. What sets me apart is my commitment to transparent, accountable leadership and my ability to bring organization and innovation to challenging situations. I have a proven track record of building and leading teams, streamlining processes, and creating initiatives that foster community engagement and financial stability.

I am excited about the opportunity to work collaboratively with the council to address current challenges and identify strategic initiatives that benefit our community. I am confident that my background, proactive approach, and unwavering dedication to Fortuna will be valuable assets to the City Council.

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I hereby certify that I am a registered voter of the City of Fortuna, and will provide any additional documentation necessary to confirm my eligibility to serve on the City Council.

Signature of Applicant:

Arlene Spiers

Date:

3/1/25

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End of Term: _____

Arlene Spiers

PROFESSIONAL SUMMARY

A dedicated finance and operations professional with over 17 years of comprehensive experience in accounts receivable/payable, general ledger accounting, payroll administration, human resources, and grant management. Adept at streamlining processes and leading teams in both private and public sectors, I bring a proven track record of problem-solving, fiscal responsibility, and effective cross-functional collaboration.

CORE COMPETENCIES

- Financial & Budget Management
 - Payroll Administration & Tax Compliance
 - Accounts Receivable/Payable
 - Grant Research & Administration
 - Human Resources & Employee Relations
 - Process Improvement & Strategic Planning
 - Vendor & Contract Management
 - Team Leadership & Training
-

PROFESSIONAL EXPERIENCE

United Indian Health Services, Arcata, CA

United Indian Health Services (UIHS) provides a comprehensive model of rural health care and preventative programs for all age groups.

Grant Analyst | 2022 – Present

- Identify, evaluate, and manage grant opportunities to expand financial resources and program impact.
- Oversee the complete grant lifecycle, ensuring compliance and timely reporting for all active projects.
- Collaborate with cross-functional teams to align funding strategies with organizational goals.

Payroll Specialist | 2017 – 2022

- Administered payroll for 250+ employees, ensuring accurate and timely processing of paychecks.
 - Managed quarterly state payroll tax payments and maintained accurate leave balances.
 - Recorded general ledger entries and resolved complex payroll discrepancies, enhancing overall operational efficiency.
 - Conducted new employee orientations to ensure a smooth onboarding process.
-

Lake Washington School District, Redmond, WA

Serving the community between Lake Washington and the Cascade Mountains, this district is committed to educational excellence.

Office Manager, Rosa Parks Elementary | 2013 – 2014

- Served as the primary liaison for parents and community members, maintaining a welcoming and organized school environment.
 - Directed daily administrative functions, including office processes, budget management, and AR/AP operations.
 - Coordinated school events and managed the principal's calendar, ensuring efficient scheduling and communications.
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South Bay Union School District, Eureka, CA

A K-8 district serving diverse communities, committed to fostering educational achievement and community engagement.

Business Manager | 2007 – 2013

- Developed and managed a \$10M budget with a strategic three-year forecast; presented financial plans to the school board and faculty.
- Supervised vendor relationships, ensuring adherence to contract terms and prompt invoice reconciliation.

- Oversaw government grant processes by monitoring accounts receivable, managing bank reconciliations, and ensuring appropriate fund utilization.
 - Led human resources functions including payroll processing, benefits management, new employee orientation, and policy compliance audits.
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Humboldt County Office of Education, Eureka, CA

This countywide organization supports 31 school districts, delivering quality education to approximately 18,000 students.

Principal Account Technician, Payroll | 2005 – 2007

- Processed payroll for over 300 county employees, ensuring compliance with state payroll tax regulations.
 - Maintained accurate records of sick leave, vacation, and other employee balances.
 - Executed general ledger entries and managed quarterly tax payments to uphold financial integrity.
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EDUCATION & CERTIFICATIONS

- AA Business and Accounting - College of the Redwoods, Eureka CA
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PROFESSIONAL DEVELOPMENT

- Continuous training in financial systems, payroll software, and leadership management.
 - Regular participation in workshops and seminars focused on process improvement and public sector financial management.
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TECHNICAL SKILLS

- Proficient in accounting and payroll software
- Advanced MS Office Suite
- Strong analytical and problem-solving abilities