

STAFF REPORT

Consent Agenda Item

DATE: November 17, 2025

TO: Honorable Mayor and Council Members

FROM: Brian Issa, Public Works Director

THROUGH: Amy Nilsen, City Manager

SUBJECT: Public Works/Engineering Department Monthly Report

STAFF RECOMMENDATION:

Receive report as an informational item.

EXECUTIVE SUMMARY:

The Public Works Director and engineering staff engaged in the following activities during the month of September.

Riverwatch Suit

Staff completed a settlement agreement with California River Watch which included multiple tasks within the collections system. We have added these tasks to our workload if not already present.

Well 5

Staff worked with GHD to refine plans for the new well tie-in.

NPDES Compliance

- Staff received 60% designs and started review
- Staff continued meeting with Jacob's to define the SCADA upgrade project.
- SHN continues to analyze groundwater monitoring data in pursuit of a basin plan amendment to allow continued use of the percolation ponds through amendment of the basin plan.
- Staff are working with Jacobs to verify that a no-cost solution that staff has proposed for diurnal flow equalization will not cause unforeseen problems.

Grants and Funding

- Engineering staff have been working on coordination and permitting installation of 10 EV charging stations at the corp yard.
- Staff submitted a preapplication for a Wildlife Conservation Board grant for the John Campbell Memorial Trail PAED (Environmental and 65% designs)
- Staff are working to resubmit a revised application for the 2026 BUILD program with hope of obtaining construction funding for the 12th Street Interchange.

Kenmar Interchange

- Staff worked with the owner of the mill site on a reimbursement agreement for work to be performed by GHD related to traffic impacts from various levels of development on the south end of the mill site.
- The City has received 65% designs and is reviewing.

Clarifier Recoating

- Staff ended up terminating the contract for recoating of the clarifier. The new contractor (F.D. Thomas) was selected as an emergency procurement. The new contractor is extremely capable, competent and is nearing completion of the project as of the date of this report.

Community Development Coordination

- With the return of Katey Schmidt, staff have been meeting regularly to coordinate development application review as well as to review and update the City's permitting software and overall development process. Regular meetings between PW and CD have been reinstated.

Utilities Division

Water Distribution System

- The utilities crew read meters, changed out 10 dead meters, and completed the meter worksheet.
- Backflow testing is ongoing.
- The utilities crew upgraded 12 single port radios, and 5 dual port radios.
- The utilities crew installed no new water services this month.
- On-call personnel responded to 7 after-hours callouts.
- The utilities crew completed 27 shutoffs for nonpayment.
- The Utilities crew repaired one water leak and repaired one hydrant hit by a vehicle. The following table shows the details:

Date	Location	Pipe Information	Estimated Leak Rate (Gallons per Minute)	Leak Duration	Total Estimate Leak Volume (Gallons)
10/9/25	Alamar Way	Hydrant Hit	1000	100M	100,000
10/15/25	2 nd Ave	¾" Poly	5	24H	7,200
TOTAL:					107,200

Table 1. Water leaks in October 2025

Wastewater Collection System

- There were three Sewer Plugs on customer laterals and Zero Sanitary Sewer Overflows (SSOs)
- The utilities crew cleaned 5713ft of sewer lines
- The Utilities crew replaced one defective lower sewer lateral
- On-call personnel responded to 3 after-hours callouts

Service Call Summary

- Underground Service Alert (USA): There were zero miss-marked USAs
- The utilities division completed a total of 96 Service calls. Figure 1 shows the breakdown by type.

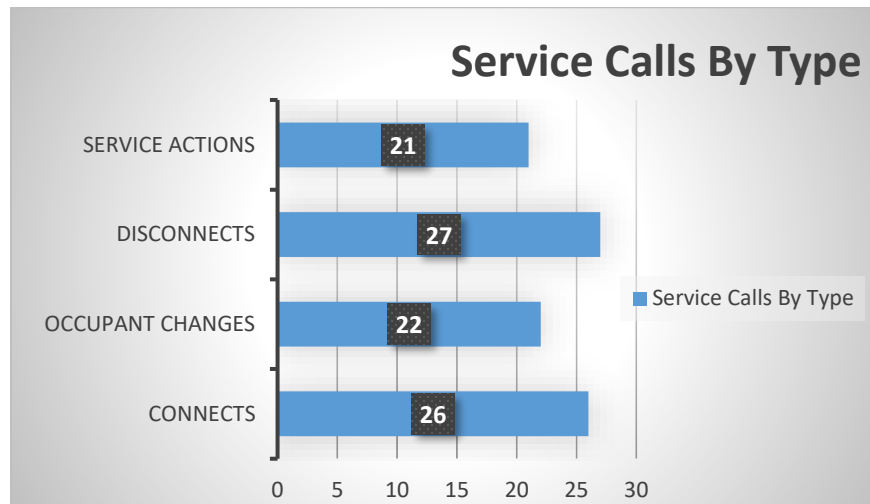


Figure 1: Service call breakdown

Miscellaneous Tasks

- The Utilities division continues to add to our GIS database, focusing on water meter and radio transmitter inventory to better assist our radio upgrade CIP.
- Mike McGinnis began and completed his Water Distribution training course
- Issac Chacon and Troy Hubner have been working on their Class B drivers training

Water Treatment/Wastewater Division- Chief Plant Operator

Wastewater Treatment

Table 2. October wastewater plant effluent flows for the past five years in Million Gallons (MG) and Million Gallons per Day (MGD).

Year	2021	2022	2023	2024	2025
Total Monthly Flow, MG	30.780	26.500	28.400	21.380	22.530
Maximum Daily Flow, MGD	1.590	0.940	1.200	0.900	1.130
Average Monthly Flow, MGD	0.993	0.855	0.916	0.960	0.727

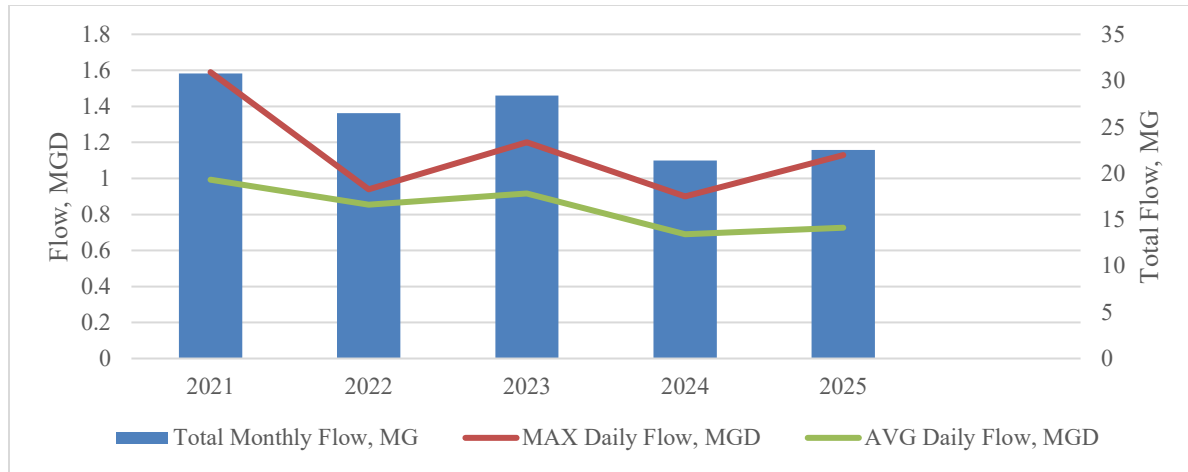


Figure 2. October wastewater plant effluent flows for the past five years in Million Gallons (MG) and Million Gallons per Day (MGD).

Wastewater Events & Maintenance Tasks Completed:

- Staff rebuilt and calibrated plant effluent analyzers.
- Staff flushed grit system lubed and flipped wear bars and replaced fluid levels.
- Staff changed gear oil and prepped primary clarifier 3 to be put online.
- Staff cleaned filters on aeration blowers and rotated active blower from #1 to #3.
- Staff finalized and submitted 3rd quarter self-monitoring report for the wastewater system to the State Water Resources Control Board.
- Staff performed monthly testing and calibration of the chlorine and sulfur dioxide sensing and alarm system.
- Staff spent significant time cleaning clarifier 4 after fired painters left and before replacement painters arrived.
- Staff replaced the digester flexible gas line from dome to hard pipe.

Water Treatment

Table 3. October potable water production for the past five years in Million Gallons (MG).

Year	2021	2022	2023	2024	2025
Total Production, MG	34.726	33.925	29.764	31.602	28.620
Maximum Daily, MG	1.460	1.842	1.190	1.668	1.270
Average Daily, MG	1.120	1.094	0.960	1.019	0.922

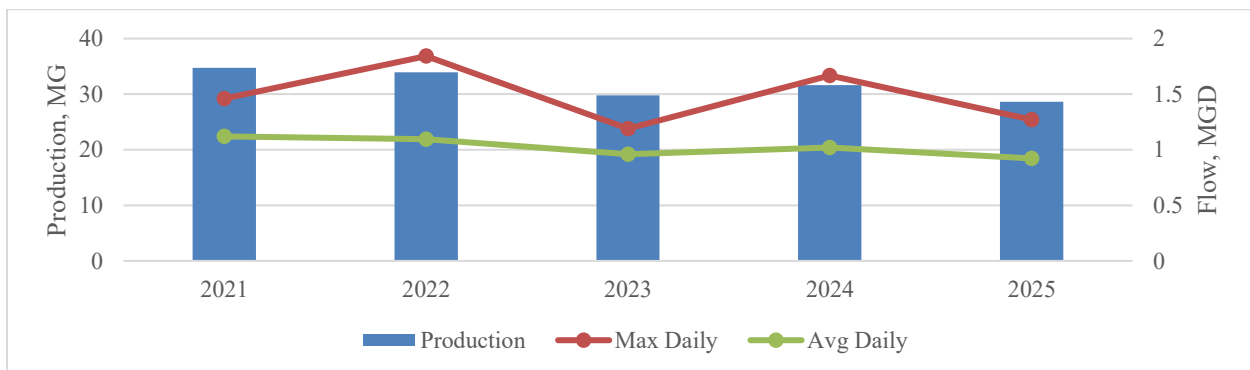


Figure 3. October potable water production for the past five years in Million Gallons (MG).

Water Events & Maintenance Tasks Completed:

- Staff worked with contractor and 3rd party auditor to complete annual water loss report to the state waterboard.
- Staff replaced seals, volute, shaft sleeve, and expansion joints on Drake Hill booster pump 2.

General Services and Streets - General Services Superintendent

Special Events

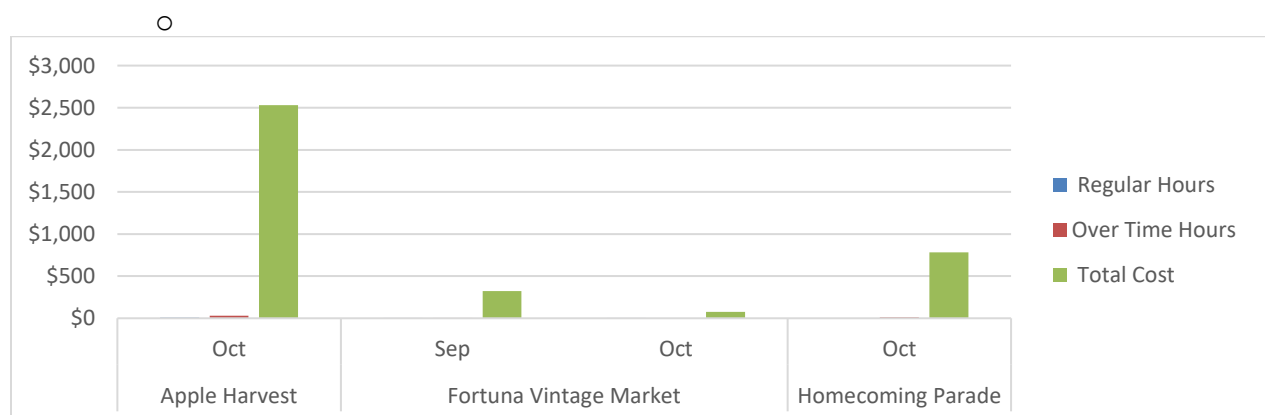
This section is a new addition to the staff report intended to give Council a summary of staff time spent on special events and associated costs. This will be an ongoing feature of monthly staff reports moving forward. Please let staff know if you'd like additional information or would like to see this information presented differently.

Note the following:

- Staff costs shown include only the median hourly cost for an employee position plus the average benefit cost for City employees in general (as opposed to the actual salary and benefits costs for a specific employee).
- Staff costs are not “fully burdened” in that they do not include overhead (utility costs, building costs, vehicle costs etc.)
- Costs do not currently include equipment or vehicles and associated costs (fuel, wear and tear on signage, etc.)

Staff prepared for three special events: Fortuna Homecoming Parade, Apple Harvest, and Fortuna Vintage Market in October. The following table/graph shows the staff hours dedicated to these events and the associated costs.

Event/Month	Regular Hours	Over Time Hours	Total Cost
Apple Harvest	7.5	29	\$2,531.68
Oct	7.5	29	\$2,531.68
Fortuna Vintage Market	3.5	3	\$397.13
Sep	2	3	\$322.67
Oct	1.5		\$74.46
Homecoming Parade		10.5	\$781.84
Oct		10.5	\$781.84
Grand Total	11	42.5	\$3,710.65



Scheduled Tasks

- Staff raised valve boxes and sanitary sewer lids to asphalt grade from recent resurfacing tasks. Staff raised monument boxes in Campton Heights area.
- Staff cut and chipped brush from low hanging trees and vegetation. Staff pushed the large hedge off the road on Fortuna Boulevard near Kenmar for pedestrian safety.
- Staff weed eat vegetation in Osprey, Huffman and Gulliksen detention basins prior to inclement weather. Staff weed eat brush and cleared drainage ditches. Staff removed debris from wind blown trees off the road.
- Staff cleaned and removed debris from drainage inlets while storm patrolling. Staff rodded culverts in various locations. Staff mucked out drainage ditch off Main Street.
- Staff removed tree limb obstructions and rehabilitated alleys for the Winter.
- Staff saw cut and removed failed asphalt and replaced with asphalt concrete on Hillside and South Fortuna Boulevard.
- Staff sniped and repainted red curbs in the downtown area.
- Staff removed the countertop and wall for a future new workspace at City Hall.
- Staff repaired paper towel dispensers and cleaned the roof gutters at City facilities.
- Staff replaced and repaired streetlights on Main Street.
- In addition to the special tasks noted above, staff also engaged in the following regular routine maintenance activities including USA's, street sweeping, recycling and trash management, collect batteries at City Hall, road maintenance, Dog Park maintenance, vegetation management including sniping of curbs, and safety training and inspections. Staff are available for questions, requests, and emergency responses to the community.

RECOMMENDED COUNCIL ACTION:

Receive Public Works Department Monthly Report. Consent Agenda vote.