

STAFF REPORT
Business Agenda Item

DATE: March 16, 2026

TO: Honorable Mayor and City Council Members

FROM: Kaylyn Stainbrook, Parks & Recreation Director

THROUGH: Amy Nilsen, City Manager

SUBJECT: **Approve a Memorandum of Understanding with Fortuna Union High School District for Shared Use of Facilities**

STAFF RECOMMENDATION:

Receive staff presentation, approve the Memorandum of Understanding (MOU) between the City of Fortuna and the Fortuna Union High School District for shared use of facilities and authorize the City Manager to execute the MOU.

EXECUTIVE SUMMARY:

The proposed Memorandum of Understanding (MOU) between the City of Fortuna and the Fortuna Union High School District (FUHSD) supports continuity of a cooperative relationship for shared use of recreational and athletic facilities for community benefit. Traditionally, there has been no fee charged to either party for exchange of facility use.

However, this agreement proposes a change from the historical use of *Shelton Field*.

Historically, FUHSD utilized Shelton Field, located at the Dennis Wendt Sports Complex, Newburg Park. During their baseball season, February 1 through May 30, FUHSD's staff maintained the field and landscaping that borders the field, dugouts, and concession stand.

In late 2025, FUHSD and City staff met several times to discuss the improvements needed to the Shelton Field. During one of the meetings, FUHSD Superintendent Clint Duey proposed that FUHSD could be willing to fund several of the improvements if the City were to lease the Shelton Field to FUHSD on a long-term, year-round basis for \$1000 annually.

Staff urged that a \$1000 annual payment would be a loss to the City in facility use revenue, and counter-proposed that FUHSD also pay the utility (water) bill for Shelton Field, which would increase the annual cost to FUHSD to \$6493.84 (a 30% increase compared to Shelton Field revenue in 2025).

For the proposed agreement, FUHSD agrees to honor historical baseball use of the Shelton Field (American Legion and Humboldt Crabs Camp); However, FUHSD prefers to not have external

soccer organizations using their outfield due to maintenance concerns. Instead, FUHSD intends to have their own soccer team utilize Shelton Field's outfield, freeing up the regulation soccer field, Lesku Field, for other user groups to rent.

FISCAL IMPACT:

With the approval of this MOU between City of Fortuna and FUHSD, on an annual basis, the City will receive \$1,000 for facility use of Shelton Field plus irrigation reimbursement annually (based on that year's water rates).

For 2026, this would be an estimated revenue of \$6493.84, which is \$2,036.84 more than the \$4,457 collected in year 2025.

Additionally, there would be savings in staff time for maintaining the property during FUHSD's traditional "off-season". Park Maintenance typically spends 13 staff hours per month on Shelton Field maintenance June through December (a cost of \$3,000).

RECOMMENDED COUNCIL ACTION:

1. Receive staff report, presentation, and review Council questions with staff
2. Open Public Comment
3. Close Public Comment
4. Motion to approve and authorize the City Manager to execute an MOU between the City of Fortuna and the Fortuna Union High School District for shared use of facilities. Voice vote.

ALTERNATIVES TO STAFF RECOMMENDATION:

To not approve the Memorandum of Understanding with Fortuna Union High School District for Shared Use of Facilities, requiring parties to continue a seasonal-based agreement with no revenue generated and leaving needed improvements on a deferred maintenance list. This is not recommended.

ATTACHMENTS:

- Memorandum of Understanding with Fortuna Union High School District for Shared Use of Facilities