

STAFF REPORT

Consent Agenda Item

DATE: September 21, 2026

TO: Honorable Mayor and City Council

FROM: Kaylyn Stainbrook, Parks & Recreation Director

SUBJECT: **Authorization of Destruction of Selected River Lodge Files, Resolution 2026-33**

STAFF RECOMMENDATION:

Authorize destruction of specific files by approving *Resolution 2026-33*.

EXECUTIVE SUMMARY:

A review of City files has resulted in the attached lists of files selected for destruction. Files selected for destruction meet the criteria according to California Government Code Section 34090.

State law provides that these records may be destroyed with the approval of the City Council by Resolution and the written consent of the City Attorney. A copy of this staff report was sent to the City Attorney for review and approval.

File destruction information was provided by the following department, and a list of City records scheduled for destruction is attached:

- Parks and Recreation Department | River Lodge Conference Center

STRATEGIC PLAN 2026-2036:

This action supports the following area(s) of your City Council's Strategic Plan 2026-2036.

CORE VALUES:

Clear Direction Consistent decisions based on shared principles that outlast any one leader. Every Council member interviewed named this as essential.

Committed Service Recognition that staff put care into their hard work to provide vital and efficient services, are appreciated by the community, and deserve support.

PRIORITIES:

Priority 1: Clarity, Culture & Capacity for Organizational Health

Priority 3: Fiscal Foundation — Revenue, Cost Accounting & Honest Commitments

FISCAL IMPACT:

None.

RECOMMENDED COUNCIL ACTION:

Motion to adopt Resolution 2026-33. Consent Agenda vote.

ATTACHMENTS:

- *Resolution 2026-33: A Resolution of the City Council of the City of Fortuna Authorizing the Destruction of Records*
- List of files to be destroyed from Parks and Recreation/River Lodge Conference Center

RESOLUTION 2026-33
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FORTUNA
AUTHORIZING THE DESTRUCTION OF RECORDS

WHEREAS, the City of Fortuna staff has determined that certain records are no longer needed for the operation of business, nor required by statute; and

WHEREAS, California Government Code 34090 authorizes the destruction of City records upon approval of the City Council by resolution and written approval by the City Attorney.

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of Fortuna hereby declares the attached City records to be no longer needed and may therefore be destroyed; and

BE IT FURTHER RESOLVED that the City Attorney of the City of Fortuna hereby approves the destruction of the attached City records.

PASSED AND ADOPTED, on the 21st day of September 2026, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

APPROVED:

Ryan Plotz, City Attorney

Mike Johnson, Mayor

ATTEST:

Siana L. Emmons, City Clerk