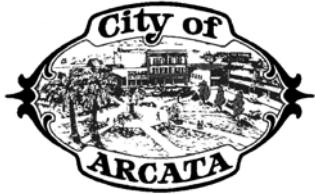




Proposed Budget

Fiscal Year 2019/20



MEMORANDUM

Date: May 8, 2019
To: Honorable Mayor and Members of the City Council
From: Ondrea Starzhevskiy, Finance Director
Karen T. Diemer, City Manager
Re: City Manager's Recommended Budget

DRAFT

BUDGET OVERVIEW

We are pleased to submit the Proposed Budget for fiscal year 2019/20 for your consideration. The budget serves as the primary tool for the implementation of key policies and goals which have been adopted by the City Council.

City staff has carefully considered all of the budget requests proposed by each department in conjunction with the implementation of City Council goals and objectives. However, in order to present a balanced budget, staff was required to weigh all of the demands on the General and Enterprise Fund resources against the need to provide adequate funding for current levels of service, capital outlay and other special requests. This necessitated that options be prioritized, choices be made, along with requiring some items to be funded at a reduced level or cut from the budget altogether.

KEY BUDGET PRINCIPLES

As in years past, the 2019/20 budget is based on policies that govern the stewardship of public funds and reflect the City's commitment to balanced financial planning. This budget follows principles that define sound fiscal practices, including the following:

- The recommended budget will balance expenditures with revenues
- Revenues will be estimated at realistic levels
- Basic services will be maintained at current levels and will be adequately funded
- Reserve balances will be maintained at levels sufficient to protect the City from unforeseen emergencies

FINANCIAL CONDITION SUMMARY

The City Manager's recommended budget, presents a fiscally conservative budget that relies on realistic revenue estimates and provides basic services that are have been increased slightly to better serve the community.

SUMMARY OF REVENUES

The budget for 2019/20 relies on revenue projections relating to the performance of the state and national economy, in conjunction with local economic conditions. The following assumptions were utilized in making the revenue estimates included in the budget:

- General fund revenues will decrease by approximately \$945,000 primarily due to decreases to various tax revenues: sales and use tax revenue (\$339,000) Transient and Occupancy Tax (TOT) (\$150,000). There is also a decrease (\$408,000) due to one-time donations received for prior year projects.
- The service charges and fees for the City's water and wastewater funds will increase by Consumer Price Index (CPI) of 2.4 percent. The city will continue to evaluate for additional increases to cover anticipated operating costs, and to provide a revenue stream for debt financing for critical infrastructure improvement projects.

The following schedule compares the estimated revenue budget for 2019/20 to the adopted budget for 2018/19.

2019/20 Budget Summary						
REVENUES - Comparison to Prior Year Adopted Budget						
Fund		2019/20	2018/19	Dollar	Percent	
Number	Description	Proposed	Adopted	Budget	Difference	Difference
101	General	\$ 15,410,193	\$ 16,175,358	\$ (765,165)	-5%	
205	Forest	374,600	4,264,000	(3,889,400)	-91%	
Various	Streets	1,304,973	1,250,500	54,473	4%	
Various	Planning & Grants	1,297,500	1,481,600	(184,100)	-12%	
Various	Other Special Revenue	6,209,609	674,780	5,534,829	820%	
661	Water	5,930,796	5,772,000	158,796	3%	
662	Wastewater	7,126,406	6,415,600	710,806	11%	
663	Transit	1,299,188	1,196,625	102,563	9%	
664	Solid Waste	436,400	453,500	(17,100)	-4%	
666	Stormwater Drainage	391,800	1,162,255	(770,455)	-66%	
771	Central Garage	1,343,500	1,320,914	22,586	2%	
775	IT Services	250,300	241,950	8,350	3%	
880 - 881	Successor Agency	382,196	578,371	(196,175)	-34%	
		<u>\$ 41,757,461</u>	<u>\$ 40,987,453</u>	<u>\$ 770,008</u>	<u>2%</u>	

General Fund

Overall, General Fund revenues are anticipated to decrease in 2019/20 to \$15,410,193, a decrease of \$765,165 or 5 percent from the prior year's adopted budget of \$16,175,358. This decrease in revenue is primarily the result of decreased sales and use taxes, and transient occupancy taxes. The following is a brief analysis of the major General Fund revenue sources anticipated for 2019/20:

Property Tax Revenue is anticipated to increase slightly to \$1,465,000 from \$1,450,000.

Sales Tax Revenue- continues to be the largest single source of General Fund revenues and comprises approximately 18.3 percent. For 2019/20, we anticipate sales tax revenue to decrease by \$169,000 from our 2018/19 estimate of \$2,840,000 to \$2,671,000, a decrease of 5.9 percent.

Transactions and Use Tax Revenue continues to provide a substantial amount of revenue to the City. For 2019/20, the City anticipates this revenue will generate approximately \$2,180,000, or 14.9 percent of total General Fund revenue. Although this is a general tax and can be used for any General Fund purpose, the budget for 2019/20 includes appropriations for public safety personnel, and street/pedestrian improvements.

Utility Users Tax Revenue is expected to generate approximately \$1,100,000, or nearly 7.5 percent of total General Fund revenue.

Transient Occupancy Tax Revenue is expected to generate approximately \$1,600,000, or 10.9 percent of total General Fund revenue. This is a decrease of approximately \$150,000 from anticipated revenues of the prior fiscal year.

Motor Vehicle License Fees is expected to decrease slightly to \$1,650,000. This fee represents 11.32 percent of total General Fund revenue.

School Resource Officer Grant Funds – The City has been awarded a grant from the County which is funded by Measure Z funds for one School Resource Officer and two Juvenile Diversion Counselors. This amounts to \$353,000 for 2019/20.

Forest Fund – The decrease in revenues of \$3.8mm is due to one- time grant funding received in prior year for the acquisition of timber properties using grant funds of \$3.7mm. An expected decrease in timber revenues of \$90,000 is included along with a decrease of approximately \$50,000 in reduction of sale of carbon credits.

Street and Gas Tax Funds

Street fund revenues are expected to increase by \$54,000 compared to prior year, bringing total to \$1,304,973.

Other Special Revenue Funds

The increase in revenues is related to grant funds for CDBG program.

Water Fund

Service charges and fees for the City's water and wastewater funds will increase 2.4 percent to provide a revenue stream for debt financing for critical infrastructure improvement projects.

Wastewater Fund

Service charges and fees for the City's water and wastewater funds will increase 2.4 percent to provide a revenue stream for debt service costs related to the financing of critical infrastructure improvement projects.

Central Garage Fund

In fiscal year 2019/20 the Central Garage Fund will be fully funded to cover all operating and replacement costs.

Redevelopment Funds

The Successor Agency to the Arcata Community Development Agency receives funding in accordance with its approved Recognized Obligation Payment Schedules which are approved by the Successor Agency and Oversight Board.

SUMMARY OF APPROPRIATIONS

The proposed budget for the City of Arcata is \$34,031,852 for fiscal 2019/20. The following schedule compares the proposed budget for 2019/20 to the adopted budget for 2018/19.

2019/20 Budget Summary						
APPROPRIATIONS - Comparison to Prior Year Adopted Budget						
		2019/20	2018/19	Dollar	Percent	
Number	Fund	Proposed	Adopted	Difference	Percent	
	Description	Budget	Budget			
101	General	\$ 14,555,613	\$ 15,476,517	\$ (920,904)	-6%	
205	Forest	373,809	4,072,323	(3,698,514)	-91%	
Various	Streets	2,011,105	2,173,052	(161,947)	-7%	
Various	Other Special Revenue	842,741	2,496,459	(1,653,718)	-66%	
661	Water	4,957,931	4,370,600	587,331	13%	
662	Wastewater	6,939,459	7,643,686	(704,227)	-9%	
663	Transit	1,159,343	1,125,620	33,723	3%	
664	Solid Waste	399,298	452,629	(53,331)	-12%	
666	Stormwater Drainage	700,132	1,394,401	(694,269)	-50%	
771	Central Garage	1,273,540	1,509,374	(235,834)	-16%	
775	IT Services	244,689	245,749	(1,060)	0%	
880 - 881	Successor Agency	574,193	575,471	(1,278)	0%	
		<u>\$ 34,031,852</u>	<u>\$ 41,535,881</u>	<u>\$ (7,504,029)</u>	<u>-18%</u>	

There are a number of significant projects and programs to be accomplished in 2019/20. These include:

- Prepare for 5G technology implementation to communities.
- Complete year two of the Sewer Infiltration Reduction (InI) project.
- Complete environmental permitting, rate analysis and construction bid process.
- Work with Humboldt County DHHS to deploy Mobile Intervention and Services Team (MIST) and advanced Crisis Intervention Training.
- Develop the City's All Electric Initiative Framework, tasks and timeline for implementation.
- Secure CalOES Grants for Plunkett waterline replacement, new 1 million Gallon Tank in Zone 1 and WWTP Levee improvements.
- Continue to promote City-wide racial equity awareness and participation in inclusivity efforts.

- Initiate construction of Shay Park improvements.
- Development of a Carbon Action Plan with regional partners
- One neighborhood playground upgrade
- Addition of water bottle filling station on the Plaza
- Resurfacing of Larson Park Tennis Courts.
- Support the Plaza Improvement Task Force.
- Develop a Rental Code Inspection Program focused on Health and Safety violations for all rental units.
- Replace Council Chamber public seating
- Replace D Street water heater with electric fuel sourced heater.
- Provide a full array of youth and community recreation programs.
- Secure Drinking Water Clean Water State Revolving Funds (DWSRF) funding for the City wide steel water line replacement Construction of automated weirs in wastewater treatment ponds.
- Plan and design trail from Sunset to St. Louis Overpass (Portion of Annie and Mary Trail) and Complete Planning phase of Arcata Annie and Mary connectivity project
- Work with Forest Management Committee to Develop Plan to incorporate Forsythe Property into Arcata Community Forest
- Create efficiencies by implementing a preliminary investigation report model to include on-line crime reporting and facilitating the exchange of information of drivers involved in non-injury traffic collisions in lieu of completing a civil (not criminal) investigation.
- Plan for and conduct a large scale emergency preparedness exercise.

Other changes in appropriation can be summarized as follows:

General Fund – The City Manager’s recommended budget for 2019/20 includes total General Fund expenditures of \$15,410,193. This is a decrease from the prior year in the amount of \$765,165, or 5%. This decrease is due –

- Various improvements funded in prior year for City Parks including Ball Park bleachers, decrease of approximately \$600,000.
- Plaza Improvements funds of \$110,000, not expended in the current year to be expended in fiscal year 2019-2020.
- Various Street projects funded by Measure G, decrease of \$370,000 compared to prior year projects.

Forest Fund – The decrease in appropriations of \$3.6mm is due to one- time appropriations expended in the prior year for the acquisition of timber properties using grant funds.

Street Fund – Street fund expenditures decreased as the City received a grant for \$250,000 in prior year used for the planning of the Annie and Mary project.

Wastewater Fund – The decrease in appropriations results from one-time appropriation to the Wastewater Treatment plant and other critical infrastructure which will be funded using proceeds from grant and debt service, expended in 2018/19.

Stormwater Drainage Fund – The decrease in appropriation results from one-time grant funding in prior year of various capital improvement projects.

Central Garage Fund – The City will replace several high cost items including 2 trucks, 1 skid-steer loader, 1 police vehicle, 1 pool car.

MEASURE G FUNDS (Transactions & Use Tax)

Staff estimates that the City will receive approximately \$2,180,000 in transactions and use tax revenue for 2019/20. Although this is a general tax and can be used for any General Fund purpose, the budget for 2019/20 includes appropriations for additional public safety personnel, and street and pedestrian improvements that will be funded using this revenue. The appropriations related to this income have been included in the City's budget in a variety of places. The following table details how these funds will augment General Fund expenditures for 2019/20:

Activity 21 Public Safety			
Personnel Costs for Additional Allocations			\$ 875,000
Activity 45 Streets			
Other Professional Services	\$ 250,000		
Street Improvements – City crews	25,000		
Street Improvements – Other	<u>940,000</u>	1,215,000	
Activity 48 Alternative Transportation			
Installation of Accessible Ramps	30,000		
Sidewalk Repair Program	30,000		
Traffic Calming Measures	<u>30,000</u>	<u>90,000</u>	
Total Funds Allocated			<u>\$ 2,180,000</u>

PERSONNEL

Personnel costs included in the City Manager's recommended budget increased by approximately \$150,000 or 1 percent as compared to last year's adopted budget. This increase results from the following changes relating to personnel:

- Project Engineer for the Wastewater Treatment Plant Project
- Increase to the minimum wage to \$13 from \$12 on January 1, 2020
- Increase rate for Workers' Compensation in order to build adequate reserves at REMIF

RESERVES

Prudent fiscal management and the City's reserve policy requires that the unappropriated fund balance of the City's General Fund and working capital balance (non-capital outlay reserves) of the City's Enterprise Funds be maintained at a minimum of 25 percent. These reserves allow the City to provide resources necessary for financial stabilization, particularly during times of unforeseen emergencies and economic downturns.

CONCLUSION

The City Manager has presented a very lean and tight budget for the City Council to consider. Staff has reviewed every line item of every activity searching for areas in which make reductions. The Finance Director has reviewed each and every budgetary assumption, ensuring that revenue estimates are realistic, and expenditure appropriations are not over-estimated so as to provide adequate funds for operations.

The preliminary draft of the proposed budget for 2019/20 is currently in balance using current revenues and reserves for one-time capital projects. It is a conservative budget, developed in consideration of the needs of the City and the City Council's strategic planning priorities.

2019-2020 City Council Priority Projects – Draft

3-4-2019

#	Goal Description
1	<p>Prioritize the Housing Strategic Plan</p> <ul style="list-style-type: none">a. Identifying both required and desirable housing targets for all economic levels of housing.b. Review current best practices to consider housing for the homeless strategies, including incentives for broadening the number of involved landowners.
2	Obtain site control of a property to provide transitional and/or long-term shelter housing in partnership with Humboldt County and Arcata House Partnership.
3	<p>Support the Plaza Improvement Task Force as they scope, develop and prioritize a list of Plaza Improvements.</p> <ul style="list-style-type: none">a. Set aside a specific funds (to be determined through the budget process) to have resources to allocate to the prioritized list.
4	<p>Valley West Improvements</p> <ul style="list-style-type: none">a. Year 'round activities for youth and increased recreational opportunities.b. Safer street crossings and parking strategies to reduce long-term bus/motor home parking.c. Landscape beautification including adding trees to the West side of Valley East Blvd.d. Work with the Chamber and property owner to encourage a Mural(s) on the back of the shopping complex.e. Consider relocation options for the Bus Stops to the shopping center side of the road.f. Focus public safety based on 2019 neighborhood meeting priorities of public intoxication, narcotic use and sales, encampments, loitering.
5	<p>Zero Waste</p> <ul style="list-style-type: none">a. Support the Zero Waste Task Force.b. Increase Bulky Waste Collection.c. Review options for minimum mandatory parcel fee.d. Finalize Ordinance Options for reducing plastics.e. Adding a water bottle fill station to the Plaza/Downtown.f. Add signs on city facilities about zero waste and banning single-use water bottles.g. Implement campaign around “free piles”.
6	<p>Parks Improvements</p> <ul style="list-style-type: none">a. Complete Improvements to Shay Park.b. Finalize a development plan for Carlson Park including consideration of a caretakers unit and /or bike camping spaces.c. Locate sites to develop bicycle camping; consider Carlson Park and Bayview Ranch.d. Work with the community to develop a Music in the Forest program.e. Implement designs at Sunny Brae Park.f. Complete construction of Futsal Court at the Sports Complex and Basketball Court at Valley West Park.

	<ul style="list-style-type: none"> g. Complete conceptual plan, preliminary design and seek funding for implementation of Redwood Park improvements. h. Seek funding for engineering design and implementation for Annie Mary Trail. i. Finalize plans for the bike pump track at Redwood Park.
7	Develop a Rental Code Inspection Program focused on Health and Safety violations for all rental units.
8	<p>Arcata All Electric Initiative</p> <ul style="list-style-type: none"> a. Work with the Energy Committee to review the options for a moratorium on installation of new or replacement of Natural Gas appliances in City Facilities. b. Develop strategies to require and/or incentive private development to utilize all electric construction. c. Develop a 15 year plan to phase out Natural Gas City-wide. d. Develop Electric Fleet Conversation Plan. Review each new purchase for electric option. e. Review 4700 West End Road and the Library for potential solar installation. f. Update the Greenhouse Gas Reduction Plan metric goals.
9	Test the City-wide disaster plans and improve preparedness and emergency response strategies. Supporting Community Emergency Response Teams.
10	<p>Proactively maintain a strong partnership with Humboldt State University focused this year on:</p> <ul style="list-style-type: none"> a. Continue to support Equity Arcata. b. Provide options and costs for better lighting along D Street from 7th – 14th and along LK Wood Blvd north of Sunset. c. Produce a handout that outlines the many connection points between the City and HSU.
11	Ban the sale and use of Roundup in Arcata and formalize support of the County ban on rodenticides.
12	Implement the Arcata Arts Strategic Plan by working with existing arts efforts established in the community.
13	<p>Implement the 2019/20 CIP Projects as approved with the budget.</p> <p>Add in the following projects:</p> <ul style="list-style-type: none"> a. Add a sign on G and 14th Street directing people to the Community Forest. b. Complete sidewalk infill on the northern blocks of Eye Street. c. Add the alley East of Eastern to the 2019/20 paving schedule. Review red curb along Foster where this alley exits (Bring to TSC). d. Develop a design for and install improved lighting on G Street South of H Street to the Marsh Entrance. e. H Street: Beautify and replant the planter(s) and add green color to accentuate the bike lane.
14	<p>Prepare for the roll out of 5G technology and pass a City Ordinance updating the Land Use Code to set out the regulation framework. Include a fee schedule for City poles and facilities.</p> <ul style="list-style-type: none"> a. Consider removing exclusions for 3 feet or less antennas and consult with HSU.

15	Develop an outreach and engagement plan available to all Departments and Council.
16	Research ways to support a Green Cemetery on City owned properties with the Forest Management Committee and other Natural Resource Committees.
17	Provide Financial support for regional marketing.
18	Replace the public seating in the Council Chambers.
19	Eliminate redundant consumer questions through automation City wide.
20	Explore options to expand City Council office / meeting space.

City of Arcata
 June 30, 2020
 Estimated Fund Balances

	Estimated June 30, 2020 Fund Balances						
	Fund Balance 6/30/19	Revenue	Transfers In	Expenditure Appropriation	Transfers Out	Estimated Available Fund Balance 6/30/20	Estimated Change in Net Position
General Fund:							
101 General	<u>\$ 6,408,988</u>	<u>\$ 15,410,193</u>	<u>\$ 274,929</u>	<u>\$ (14,555,613)</u>	<u>\$ (1,114,666)</u>	<u>\$ 6,423,831</u>	<u>14,843</u>
Special Revenue Funds:							
203 Bicycle Registration	3,364	110	-	-	-	3,474	110
204 POST	6,024	15,000	20,000	(35,000)	-	6,024	-
205 Forest	706,353	374,600	-	(373,809)	-	707,143	791
207 State Gas Tax 2107	351,605	1,054,473	824,820	(1,727,258)	(21,000)	482,640	131,035
209 Traffic Safety	171,512	100,500	184,000	(283,847)	-	172,165	653
210 SB 45 STIP Grant Funds	-	150,000	-	-	-	150,000	150,000
211 HCD Block Grant	(34,229)	5,425,000	-	(34,478)	-	5,356,293	5,390,522
212 Industrial Park	169,417	333,000	-	(215,615)	(1,000)	285,802	116,385
214 Residential Construction Tax	242,256	63,579	-	-	(63,579)	242,256	-
215 Parkland in Lieu	133,732	14,400	-	-	(14,000)	134,132	400
216 Parking in Lieu	275,051	3,000	-	-	-	278,051	3,000
218 Proposition 172	99,408	100,500	-	-	(100,500)	99,408	-
219 ISTEA	492,149	113,000	-	-	(75,000)	530,149	38,000
220 FEMA/OES Fund	-	-	-	-	-	-	-
221 SLESF Grant Funds	116,124	100,100	-	-	-	216,224	100,100
234 First-time Homebuyers Pgm	-	500,000	-	-	-	500,000	500,000
244 Housing Improvement Projects	341,864	168,000	-	(73,971)	-	435,893	94,029
245 Public Improvement Projects	3,400,792	50,000	-	(32,546)	-	3,418,246	17,454
250 Revolving Loans - Basic	1,142,047	23,000	-	(5,000)	-	1,160,047	18,000
255 Revolving Loans - CDBG	856,597	405,000	-	(444,646)	-	816,951	(39,646)
259 Revolving Loans - HOME	127,309	151,500	-	(1,484)	-	277,325	150,016
296 Utility User's Tax	135,610	1,000	-	-	-	136,610	1,000
297 PERS Phase-in	272,464	2,000	-	-	-	274,464	2,000
298 HealthSport Note	41,009	450	-	-	-	41,459	450
Total Special Revenue Funds:	<u>\$ 9,050,458</u>	<u>\$ 9,148,212</u>	<u>\$ 1,028,820</u>	<u>\$ (3,227,655)</u>	<u>\$ (275,079)</u>	<u>\$ 15,724,756</u>	<u>\$ 6,674,298</u>
Capital Improvement Fund:							
350 Capital Improvements Fund	<u>\$ 159,305</u>	<u>\$ 1,500</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 160,805</u>	<u>\$ 1,500</u>

City of Arcata
 June 30, 2020
 Estimated Fund Balances

Special Assessment District Funds:

442 Mad River Business Park	7,847	6,010	-	-	(6,000)	7,857	10
445 Curtis Heights	1,190	10	-	-	-	1,200	10
447 Janes Creek Meadows	14,291	16,060	-	-	(16,000)	14,351	60
490 Windsong	6,829	14,890	-	-	(14,850)	6,869	40
Total Special Assessment District Funds:	\$ 30,158	\$ 36,970	\$ -	\$ -	\$ (36,850)	\$ 30,278	\$ 120

Trust Funds:

500 City Trust Accounts	-	-	-	-	-	-	-
	\$ -						

Enterprise Funds:

661 Water	4,036,475	5,930,796	-	(4,957,931)	(80,000)	4,929,340	892,865
662 Wastewater	5,157,409	7,126,406	-	(6,939,459)	(80,000)	5,264,356	106,947
663 A&MRTS	1,031,454	1,299,188	-	(1,159,343)	-	1,171,299	139,845
664 Solid Waste	355,269	436,400	-	(399,298)	(35,000)	357,371	2,102
666 Storm Drainage	7,382,676	391,800	317,846	(700,132)	-	7,392,190	9,514
Total Enterprise Funds:	\$ 17,963,283	\$ 15,184,590	\$ 317,846	\$ (14,156,163)	\$ (195,000)	\$ 19,114,557	\$ 1,151,273

Internal Service Fund:

771 Central Garage	698,159	1,343,500	-	(1,273,540)	-	768,119	69,960
775 IT Services & Maintenance	(137,660)	250,300	-	(244,689)	-	(132,049)	5,611
Total Internal Service Funds:	\$ 560,499	\$ 1,593,800	\$ -	\$ (1,518,229)	\$ -	\$ 636,070	\$ 75,571

Successor Agency:

880 Successor Agency - Admin	(195,035)	100	-	(9,200)	-	(204,135)	(9,100)
881 Successor Agency - Debt Service	(5,399,873)	382,096	-	(564,993)	-	(5,582,770)	(182,897)
Total Successor Agency Funds:	\$ (5,594,908)	\$ 382,196	\$ -	\$ (574,193)	\$ -	\$ (5,786,905)	\$ (191,997)

Grand Total All Funds:	\$ 28,577,783	\$ 41,757,461	\$ 1,621,595	\$ (34,031,852)	\$ (1,621,595)	\$ 36,303,392	\$ 7,725,609
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Fund Balance 6/30/19	Estimated June 30, 2020 Fund Balances				Estimated Available Fund Balance 6/30/20	Estimated Change in Net Position
	Revenue	Transfers In	Expenditure Appropriation	Transfers Out		
\$ 30,158	\$ 36,970	\$ -	\$ -	\$ (36,850)	\$ 30,278	\$ 120
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ 17,963,283	\$ 15,184,590	\$ 317,846	\$ (14,156,163)	\$ (195,000)	\$ 19,114,557	\$ 1,151,273
\$ 560,499	\$ 1,593,800	\$ -	\$ (1,518,229)	\$ -	\$ 636,070	\$ 75,571
\$ (5,594,908)	\$ 382,196	\$ -	\$ (574,193)	\$ -	\$ (5,786,905)	\$ (191,997)
\$ 28,577,783	\$ 41,757,461	\$ 1,621,595	\$ (34,031,852)	\$ (1,621,595)	\$ 36,303,392	\$ 7,725,609

**General Ledger-
Comparative Revenues**

General Ledger Line	Description	2017/18 Actual	2018/19 Adopted	Department Request	City Manager (CM) Proposed	Dept Request vs. CM Proposed
101-00-00-41100	Secured Property Taxes	(1,387,320)	(1,450,000)	(1,465,000)	(1,465,000)	-
101-00-00-41150	Unsecured Property Taxes	(53,657)	(56,000)	(56,000)	(56,000)	-
101-00-00-41160	Supplemental Roll	(24,993)	(20,000)	(25,000)	(25,000)	-
101-00-00-41200	Timber Yield Tax	(79)	(50)	(50)	(50)	-
101-00-00-41300	Sales Tax	(2,726,107)	(2,840,000)	(2,671,000)	(2,671,000)	-
101-00-00-41310	Transactions & Use Tax	(2,292,419)	(2,350,000)	(2,180,000)	(2,180,000)	-
101-00-00-41350	Utility Users Tax	(1,085,627)	(1,100,000)	(1,165,000)	(1,100,000)	(65,000)
101-00-00-41400	Transient Occupancy Taxes	(1,609,972)	(1,750,000)	(1,600,000)	(1,600,000)	-
101-00-00-41410	TOT HCTBID	(13,902)	(3,500)	(3,500)	(3,500)	-
101-00-00-41500	Franchise Fee Revenue	(262,917)	(265,000)	(230,000)	(230,000)	-
101-00-00-41600	Business License Tax	(125,581)	(122,000)	(135,000)	(135,000)	-
101-00-00-41700	Real Property Transfer Tx	(48,481)	(30,000)	(30,000)	(30,000)	-
101-00-00-42100	Animal Licenses	(10,995)	(10,000)	(10,000)	(10,000)	-
101-00-00-42250	Parking Meters	(79,151)	(77,000)	(77,000)	(77,000)	-
101-00-00-42300	Building Permits	(312,722)	(225,000)	(275,000)	(275,000)	-
101-00-00-42310	Reinspection Fees	-	-	-	-	-
101-00-00-42420	CCAP Permit Fees	(413,283)	(200,000)	(200,000)	(250,000)	50,000
101-00-00-42500	Electrical Permits	-	-	-	-	-
101-00-00-42600	Plumbing & Gas Permits	-	-	-	-	-
101-00-00-42700	Mechanical Permits	-	-	-	-	-
101-00-00-42900	Other Licenses & Permits	-	-	-	-	-
101-00-00-43200	Parking Fines	(268,533)	(250,000)	(250,000)	(250,000)	-
101-00-00-43300	General Misdemeanors	-	-	-	-	-
101-00-00-44100	Investment Earnings	(20,066)	(30,000)	(50,000)	(50,000)	-
101-00-00-44210	Rents & Leases	(63,946)	(62,000)	(68,000)	(68,000)	-
101-00-00-44220	Rents & Leases - Ballpark	(74,058)	(75,000)	(75,000)	(75,000)	-
101-00-00-44230	Rents & Leases - Cmty Park	(5,346)	(5,500)	(5,500)	(5,500)	-
101-00-00-44250	Rents & Leases - Crematory	-	-	-	-	-
101-00-00-45100	Motor Vehicle In Lieu Tax	(1,643,759)	(1,700,000)	(1,650,000)	(1,650,000)	-
101-00-00-45110	Off Hwy Vehicle In Lieu Tax	-	-	-	-	-
101-00-00-45120	Homeowners Prop Tax Rel	(19,091)	(20,000)	(20,000)	(20,000)	-
101-00-00-45220	Coastal Commission Grant	-	-	-	-	-
101-00-00-45315	ABC Grant	-	-	-	-	-
101-00-00-45320	CHP Grant Funds	-	-	-	-	-
101-00-00-45325	School Resource Officer Grant	(269,287)	(360,000)	(353,367)	(353,367)	-
101-00-00-45330	State 911 Enhancement	-	-	-	-	-
101-00-00-45335	State Realignment Funds	-	-	-	-	-
101-00-00-45340	Booking Fees Reimbursmnt	(2,964)	(4,500)	(4,000)	(4,000)	-
101-00-00-45360	Abandoned Vehicle Abate	(13,095)	(17,000)	(17,000)	(17,000)	-
101-00-00-45380	HAF Emmerson Endowment	(70,000)	-	-	-	-
101-00-00-45390	Other Police Grants	(16,902)	(19,000)	(6,260)	(28,650)	22,390
101-00-00-45810	Park Bond Funds	-	-	-	-	-
101-00-00-45820	Neighborhood Parks Grant	(201,050)	-	-	-	-
101-00-00-45880	Other Parks Grants	(7,500)	-	(19,000)	(19,000)	-
101-00-00-45890	Other Recreation Grants	(31,389)	(40,000)	(35,000)	(35,000)	-
101-00-00-45920	Indian Gaming Grant	-	-	-	-	-
101-00-00-45985	SB 90 State Mandated Costs	(17,393)	(20,000)	(20,000)	(20,000)	-
101-00-00-46100	Planning & Zoning Fees	(68,085)	(75,000)	(75,000)	(75,000)	-
101-00-00-46105	Gen Plan / Hsg Update Fees	-	(100,000)	-	-	-
101-00-00-46110	Plan Check Fees - Planning	(20,785)	(35,000)	(35,000)	(35,000)	-
101-00-00-46120	Planning Fees - Consultants	(390)	(5,000)	(5,000)	(5,000)	-
101-00-00-46130	Public Works Inspections	(79,309)	(30,000)	(25,000)	(25,000)	-
101-00-00-46140	Map Check Fees	(6,667)	(15,000)	(15,000)	(15,000)	-
101-00-00-46150	Plan Check Fee - In-House	(11,207)	(55,000)	(25,000)	(25,000)	-
101-00-00-46160	Plan Check Fee - Consultant	(18,982)	(25,000)	(10,000)	(10,000)	-
101-00-00-46170	Subdivision Inspect Fees	-	(10,000)	(5,000)	(5,000)	-
101-00-00-46180	Building Regulation Pass Thru	-	(500)	(500)	(500)	-
101-00-00-46200	Special Police Services	(2,983)	(750)	(750)	(750)	-
101-00-00-46220	Vehicle Release Fees	(26,205)	(23,000)	(25,000)	(25,000)	-
101-00-00-46230	Parking Decal Sales	(4,376)	(4,500)	(4,500)	(4,500)	-
101-00-00-46240	Alarm Fees	(13,665)	(14,000)	(13,000)	(13,000)	-
101-00-00-46250	Fingerprinting Services	(96,539)	(87,000)	(192,000)	(192,000)	-
101-00-00-46302	Gymnastics	(29,529)	(23,000)	(25,000)	(25,000)	-
101-00-00-46305	Youth Basketball	(43,461)	(38,390)	(47,000)	(47,000)	-
101-00-00-46310	Teen Programs	(3,621)	(2,000)	(2,500)	(2,500)	-
101-00-00-46315	Recreation Play Center	(3,327)	(4,000)	(2,500)	(2,500)	-
101-00-00-46318	Special Needs Programs	(13,315)	(8,125)	(13,500)	(13,500)	-

**General Ledger-
Comparative Revenues**

General Ledger Line	Description	2017/18 Actual	2018/19 Adopted	Department Request	City Manager (CM) Proposed	Dept Request vs. CM Proposed
101-00-00-46320	Drop-in Activities	(14,255)	(15,500)	(14,000)	(14,000)	-
101-00-00-46324	Ropes Course	(4,750)	(4,500)	(4,750)	(4,750)	-
101-00-00-46331	Redwood Day Camp	(118,398)	(128,160)	(122,400)	(122,400)	-
101-00-00-46335	Sport Clubs/Camps	(38,904)	(36,280)	(40,000)	(40,000)	-
101-00-00-46338	Art Camps	(31,308)	(31,190)	(32,200)	(32,200)	-
101-00-00-46339	City Arts	(4,574)	(2,500)	(5,000)	(5,000)	-
101-00-00-46341	Science Camp	(17,557)	(12,890)	(18,000)	(18,000)	-
101-00-00-46345	Orchestra	(2,380)	(2,500)	(2,500)	(2,500)	-
101-00-00-46346	Plays in the Park	(1,747)	-	-	-	-
101-00-00-46348	Birthday Parties	-	(3,000)	-	-	-
101-00-00-46350	Community Events	(1,861)	(5,500)	(2,000)	(2,000)	-
101-00-00-46352	Bayside Park	(2,118)	(2,000)	(2,000)	(2,000)	-
101-00-00-46355	Special Event Permits	(5,570)	(5,000)	(5,500)	(5,500)	-
101-00-00-46360	Recreation - Contract Classes	(17,812)	(18,000)	(17,500)	(17,500)	-
101-00-00-46365	Recreation - Non-Resident Fee	(18,964)	(18,000)	(18,750)	(18,750)	-
101-00-00-46382	Recreation - Misc Sales	(46)	(100)	(50)	(50)	-
101-00-00-46990	Interfund Revenue - Admin	(1,369,935)	(1,349,455)	(1,400,000)	(1,337,883)	(62,117)
101-00-00-46991	Interfund Revenue - Insurance	(289,974)	(335,768)	(335,768)	(335,768)	-
101-00-00-46992	Office Svcs, Photocopy	(13,086)	(12,000)	(12,000)	(12,000)	-
101-00-00-46993	Office Svcs, Mail Room	(11,966)	(12,000)	(12,000)	(12,000)	-
101-00-00-49101	Public Works Reimb Revenue	(11,232)	(30,000)	(54,000)	(54,000)	-
101-00-00-49102	Parks Reimb Revenue	(114,090)	(20,000)	(10,000)	(10,000)	-
101-00-00-49150	PW Reimb-Traffic Mitigate	-	-	-	-	-
101-00-00-49210	Prisoner Extradition	-	-	-	-	-
101-00-00-49220	Police Misc Revenue	(22,800)	(9,000)	(15,720)	(15,720)	-
101-00-00-49230	Police Auction Revenue	(4,265)	(1,000)	(1,500)	(1,500)	-
101-00-00-49240	D U I Recovery	-	-	-	-	-
101-00-00-49250	DARE - Copy Cards	-	-	-	-	-
101-00-00-49260	Hmb. Cnty Drug Task Force	(105,000)	(20,000)	(85,092)	(91,055)	5,963
101-00-00-49810	Donations	-	(423,000)	(423,000)	(15,000)	(408,000)
101-00-00-49820	Land Sales	-	-	-	-	-
101-00-00-49881	Sale of GIS Maps	(522)	(1,200)	(1,300)	(1,300)	-
101-00-00-49882	Sale of Promotional Video	-	-	-	-	-
101-00-00-49883	Bird Guide Sales	-	-	-	-	-
101-00-00-49884	State Of The City Reports	-	-	-	-	-
101-00-00-49900	Other Revenue	(12,593)	(20,000)	(15,000)	(15,000)	-
101-00-00-49960	Operating Transfers	624,141	690,898	839,737	839,737	-
101-00-00-49997	Financing Proceeds	-	-	-	-	-
101-00-00-49998	Payment To Escrow Agent	-	-	-	-	-
101 Total	General	(15,225,592)	(15,484,460)	(15,027,220)	(14,570,456)	(914,004)
203-00-00-42200	Bicycle Licenses	(152)	(100)	(100)	(100)	-
203-00-00-44100	Investment Earnings	(7)	(10)	(10)	(10)	-
203-00-00-49960	Operating Transfers	-	-	-	-	-
203 Total	Bicycle Registration	(159)	(110)	(110)	(110)	-
204-00-00-44100	Investment Earnings	25	-	-	-	-
204-00-00-45350	P.O.S.T. Reimbursements	(3,758)	(15,000)	(15,000)	(15,000)	-
204-00-00-49900	Other Revenue	-	-	-	-	-
204-00-00-49960	Operating Transfers	(18,820)	(10,000)	(20,000)	(20,000)	-
204 Total	P. O. S. T.	(22,553)	(25,000)	(35,000)	(35,000)	-
205-00-00-44100	Investment Earnings	(1,086)	(1,500)	(1,500)	(1,500)	-
205-00-00-44500	Sale of Timber	(320,207)	(450,000)	(360,000)	(360,000)	-
205-00-00-44600	Sale Of Carbon Credits	(36,200)	(52,000)	(2,100)	(2,100)	-
205-00-00-45450	Other State Grants	(243,578)	(3,754,000)	-	-	-
205-00-00-49810	Donations	(725)	(500)	(5,000)	(5,000)	-
205-00-00-49900	Other Revenue	(5,128)	(6,000)	(6,000)	(6,000)	-
205-00-00-49960	Operating Transfers	-	-	-	-	-
205 Total	Forest Management	(606,924)	(4,264,000)	(374,600)	(374,600)	-

**General Ledger-
Comparative Revenues**

General Ledger Line	Description	2017/18 Actual	2018/19 Adopted	Department Request	City Manager (CM) Proposed	Dept Request vs. CM Proposed
207-00-00-44100	Investment Earnings	(975)	(2,000)	(2,000)	(2,000)	-
207-00-00-45450	Other State Grants	(1,500)	-	(250,000)	(250,000)	-
207-00-00-45710	St Hwy Users Tax Sec 2106	(77,192)	(77,000)	(75,542)	(75,542)	-
207-00-00-45715	St Hwy Users Tax Sec 2107.5	(4,000)	(4,000)	(4,000)	(4,000)	-
207-00-00-45720	St Hwy Users Tax Section 2105	(99,710)	(106,000)	(102,352)	(102,352)	-
207-00-00-45730	St Hwy Users Tax Sec 2107	(129,766)	(131,000)	(134,403)	(134,403)	-
207-00-00-45745	St Hwy Users Tax Sec 2103	(71,553)	(141,000)	(156,911)	(156,911)	-
207-00-00-45747	Prop 1B Bond Funds	(89,608)	(326,000)	(325,265)	(325,265)	-
207-00-00-45750	STIP Funds	(43,655)	-	-	-	-
207-00-00-45780	Safe Routes To School	(30,064)	-	-	-	-
207-00-00-45782	CalTrans BTA Grant	-	(250,000)	-	-	-
207-00-00-45783	CalOES Grant	-	-	-	-	-
207-00-00-49130	Sidewalk Repairs	-	-	-	-	-
207-00-00-49150	PW Reimb-Traffic Mitigate	-	-	-	-	-
207-00-00-49800	Reimbursement Revenue	(4,215)	(5,000)	(4,000)	(4,000)	-
207-00-00-49900	Other Revenue	-	-	-	-	-
207-00-00-49960	Operating Transfers	(645,673)	(844,820)	(803,820)	(803,820)	-
207 Total	State Gas Tax Fund	(1,197,911)	(1,886,820)	(1,858,293)	(1,858,293)	-
209-00-00-43100	Vehicle Fines Non-Parking	(79,188)	(100,000)	(100,000)	(100,000)	-
209-00-00-44100	Investment Earnings	(132)	(500)	(500)	(500)	-
209-00-00-49150	PW Reimb-Traffic Mitigate	-	-	-	-	-
209-00-00-49900	Other Revenue	-	-	-	-	-
209-00-00-49960	Operating Transfers	(125,484)	(170,732)	(184,000)	(184,000)	-
209 Total	Traffic Safety	(204,805)	(271,232)	(284,500)	(284,500)	-
210-00-00-44100	Investment Earnings	-	-	-	-	-
210-00-00-45750	STIP Funds	-	-	(150,000)	(150,000)	-
210-00-00-45752	HSIP Funds	-	-	-	-	-
210-00-00-45782	CalTrans BTA Grant	-	-	-	-	-
210-00-00-49960	Operating Transfers	-	-	-	-	-
210 Total	STIP Project	-	-	(150,000)	(150,000)	-
211-00-00-44100	Investment Earnings	-	-	-	-	-
211-00-00-45201	2017-CDBG-12017	(232,323)	-	(5,000,000)	(5,000,000)	-
211-00-00-45202	2006-WFH-0171	-	-	-	-	-
211-00-00-45203	2007-EDBG-Flakeboard	-	-	-	-	-
211-00-00-45204	2007-EDEF-3739	-	-	-	-	-
211-00-00-45205	2009-STBG-6406	-	-	-	-	-
211-00-00-45206	2009-PTAG-6498	-	-	-	-	-
211-00-00-45207	2009-EDEF-6527	-	-	-	-	-
211-00-00-45208	09-EHAP-6508	-	-	-	-	-
211-00-00-45209	2012-CDBG-8372	-	-	-	-	-
211-00-00-45211	2017 EPA Brownfields Grant	(4,783)	-	(300,000)	(300,000)	-
211-00-00-45212	2017-CDBG-2017	-	-	-	-	-
211-00-00-45450	Other State Grants	-	-	(125,000)	(125,000)	-
211-00-00-49900	Other Revenue	-	-	-	-	-
211-00-00-49960	Operating Transfers	-	-	-	-	-
211 Total	HCD Block Grant	(237,106)	-	(5,425,000)	(5,425,000)	-
212-00-00-44100	Investment Earnings	(690)	(2,000)	(2,000)	(2,000)	-
212-00-00-44200	Principle Collections	-	(56,500)	(50,000)	(50,000)	-
212-00-00-44280	Industrial Park Rental	(210,917)	(240,000)	(256,000)	(256,000)	-
212-00-00-45211	Headwaters Grant	-	-	-	-	-
212-00-00-45450	Other State Grants	-	-	-	-	-
212-00-00-49820	Land Sales	-	(38,000)	(25,000)	(25,000)	-
212-00-00-49900	Other Revenue	-	-	-	-	-
212-00-00-49960	Operating Transfers	1,000	1,000	1,000	1,000	-
212 Total	Industrial Park	(210,606)	(335,500)	(332,000)	(332,000)	-
214-00-00-41800	Residential Construction Tax	(64,222)	(51,000)	(63,000)	(63,000)	-
214-00-00-44100	Investment Earnings	(580)	(1,000)	(579)	(579)	-
214-00-00-49960	Operating Transfers	46,226	100,000	63,579	63,579	-
214 Total	Residential Construction Tax	(18,576)	48,000	-	-	-
215-00-00-41900	Parkland In Lieu Fees	(19,440)	(18,000)	(14,000)	(14,000)	-
215-00-00-44100	Investment Earnings	(385)	(1,000)	(400)	(400)	-
215-00-00-49960	Operating Transfers	7,500	60,000	14,000	14,000	-
215 Total	Parkland in lieu	(12,325)	41,000	(400)	(400)	-

General Ledger-
Comparative Revenues

General Ledger Line	Description	2017/18 Actual	2018/19 Adopted	Department Request	City Manager (CM) Proposed	Dept Request vs. CM Proposed
216-00-00-41910	Parking In Lieu Fees	-	-	-	-	-
216-00-00-44100	Investment Earnings	(596)	(3,000)	(3,000)	(3,000)	-
216-00-00-49960	Operating Transfers	-	-	-	-	-
216 Total	Parking in lieu	(596)	(3,000)	(3,000)	(3,000)	-
218-00-00-41300	Sales Tax	(119,582)	(110,000)	(100,000)	(100,000)	-
218-00-00-44100	Investment Earnings	(128)	(500)	(500)	(500)	-
218-00-00-49960	Operating Transfers	100,000	105,000	100,500	100,500	-
218 Total	Public Safety Tax	(19,710)	(5,500)	-	-	-
219-00-00-44100	Investment Earnings	(43)	(3,000)	(3,000)	(3,000)	-
219-00-00-45614	State Coastal Conservancy	(522,500)	-	-	-	-
219-00-00-45740	Roads & Streets TEA	(119,218)	(105,000)	(110,000)	(110,000)	-
219-00-00-45782	CalTrans BTA Grant	(2,557,498)	-	-	-	-
219-00-00-49960	Operating Transfers	125,000	75,000	75,000	75,000	-
219 Total	TEA RSTA	(3,074,259)	(33,000)	(38,000)	(38,000)	-
220-00-00-44100	Investment Earnings	374	-	-	-	-
220-00-00-49960	Operating Transfers	-	-	-	-	-
220 Total	FEMA/OES	374	-	-	-	-
221-00-00-44100	Investment Earnings	(133)	(100)	(100)	(100)	-
221-00-00-45310	SLESF Cops Grant Funding	(139,416)	(100,000)	(100,000)	(100,000)	-
221-00-00-49960	Operating Transfers	-	-	-	-	-
221 Total	SLESF	(139,549)	(100,100)	(100,100)	(100,100)	-
234-00-00-44100	Investment Earnings	-	-	-	-	-
234-00-00-45251	2016-HOME-11386	-	(500,000)	(500,000)	(500,000)	-
234-00-00-45253	2009-HOME-6208	-	-	-	-	-
234-00-00-45254	2010-HOME-6341	-	-	-	-	-
234-00-00-45255	2012-HOME-8573	-	-	-	-	-
234-00-00-49960	Operating Transfers	-	-	-	-	-
234 Total	HOME Grants	-	(500,000)	(500,000)	(500,000)	-
244-00-00-44100	Investment Earnings	(667)	(2,000)	(2,000)	(2,000)	-
244-00-00-44200	Principle Collections	(197)	(76,000)	(76,000)	(76,000)	-
244-00-00-49820	Land Sales	-	(50,000)	(50,000)	(50,000)	-
244-00-00-49900	Other Revenue	(7,305)	-	(40,000)	(40,000)	-
244-00-00-49960	Operating Transfers	-	-	-	-	-
244 Total	Housing Improvement Projects	(8,168)	(128,000)	(168,000)	(168,000)	-
245-00-00-44100	Investment Earnings	14,282	(50,000)	(50,000)	(50,000)	-
245-00-00-44210	Rents & Leases	(15,600)	(15,600)	-	-	-
245-00-00-49960	Operating Transfers	(696,173)	-	-	-	-
245 Total	Public Improvement Projects	(697,491)	(65,600)	(50,000)	(50,000)	-
250-00-00-44100	Investment Earnings	(6,769)	(5,000)	(5,000)	(5,000)	-
250-00-00-44200	Principle Collections	(16,521)	(18,000)	(18,000)	(18,000)	-
250-00-00-44210	Rents & Leases	(72,000)	-	-	-	-
250-00-00-49900	Other Revenue	-	-	-	-	-
250-00-00-49960	Operating Transfers	-	-	-	-	-
250 Total	Basic RLF	(95,290)	(23,000)	(23,000)	(23,000)	-
255-00-00-44100	Investment Earnings	(164,533)	(133,000)	(5,000)	(5,000)	-
255-00-00-44200	Principle Collections	(345,790)	(467,000)	(400,000)	(400,000)	-
255-00-00-49900	Other Revenue	-	-	-	-	-
255-00-00-49960	Operating Transfers	-	-	-	-	-
255 Total	CDBG Program Income RLF	(510,323)	(600,000)	(405,000)	(405,000)	-

**General Ledger-
Comparative Revenues**

General Ledger Line	Description	2017/18 Actual	2018/19 Adopted	Department Request	City Manager (CM) Proposed	Dept Request vs. CM Proposed
259-00-00-44100	Investment Earnings	(37,276)	(15,000)	(1,500)	(1,500)	-
259-00-00-44200	Principle Collections	(255,537)	(150,000)	(150,000)	(150,000)	-
259-00-00-49900	Other Revenue	-	-	-	-	-
259-00-00-49960	Operating Transfers	-	-	-	-	-
259 Total	HOME Program Income RLF	(292,812)	(165,000)	(151,500)	(151,500)	-
296-00-00-44100	Investment Earnings	(295)	(1,000)	(1,000)	(1,000)	-
296-00-00-49960	Operating Transfers	-	-	-	-	-
296 Total	Utility Users Tax	(295)	(1,000)	(1,000)	(1,000)	-
297-00-00-44100	Investment Earnings	(593)	(2,000)	(2,000)	(2,000)	-
297-00-00-49960	Operating Transfers	-	-	-	-	-
297 Total	PERS Phase-in	(593)	(2,000)	(2,000)	(2,000)	-
298-00-00-44100	Investment Earnings	(89)	(450)	(450)	(450)	-
298-00-00-49960	Operating Transfers	-	-	-	-	-
298 Total	HealthSport Note	(89)	(450)	(450)	(450)	-
350-00-00-44100	Investment Earnings	(353)	(1,500)	(1,500)	(1,500)	-
350-00-00-49900	Other Revenue	-	-	-	-	-
350-00-00-49960	Operating Transfers	6,000	-	-	-	-
350 Total	Capital Improvements	5,647	(1,500)	(1,500)	(1,500)	-
442-00-00-41190	Special Assessment Revenue	(4,333)	(3,500)	(6,000)	(6,000)	-
442-00-00-44100	Investment Earnings	(4)	(10)	(10)	(10)	-
442-00-00-49960	Operating Transfers	-	-	6,000	6,000	-
442 Total	Mad River Parkway Assess Dist	(4,337)	(3,510)	(10)	(10)	-
445-00-00-44100	Investment Earnings	(3)	(10)	(10)	(10)	-
445-00-00-49960	Operating Transfers	-	-	-	-	-
445 Total	Curtis Heights Special Assess	(3)	(10)	(10)	(10)	-
447-00-00-41190	Special Assessment Revenue	(16,080)	(15,000)	(16,000)	(16,000)	-
447-00-00-44100	Investment Earnings	(58)	(50)	(60)	(60)	-
447-00-00-49960	Operating Transfers	15,000	14,000	16,000	16,000	-
447 Total	James Creek Special Assess	(1,138)	(1,050)	(60)	(60)	-
490-00-00-41190	Special Assessment Revenue	(14,850)	(15,000)	(14,850)	(14,850)	-
490-00-00-44100	Investment Earnings	(41)	(50)	(40)	(40)	-
490-00-00-49960	Operating Transfers	15,000	14,000	14,850	14,850	-
490 Total	Windsong Special Assess	109	(1,050)	(40)	(40)	-
661-00-00-44100	Investment Earnings	(12,118)	(20,000)	(55,000)	(55,000)	-
661-00-00-45450	Other State Grants	-	-	(3,330,000)	-	(3,330,000)
661-00-00-46710	Water Service Charges	(4,757,971)	(5,346,000)	(5,448,796)	(5,448,796)	-
661-00-00-46711	Water Service - Jacoby Creek	302	(2,000)	(45,000)	(45,000)	-
661-00-00-46715	Non Payment Penalty	(9,337)	(30,000)	(20,000)	(20,000)	-
661-00-00-46720	Change of Service Charges	(69,670)	(65,000)	(72,000)	(72,000)	-
661-00-00-46730	Connection Fees	(284,660)	(250,000)	(230,000)	(230,000)	-
661-00-00-46740	Double-check Valve	(25,481)	(25,000)	(26,500)	(26,500)	-
661-00-00-46750	Private Fire Protection	(27,915)	(29,000)	(29,000)	(29,000)	-
661-00-00-46770	Other Water Revenue	-	(4,000)	(2,000)	(2,000)	-
661-00-00-49800	Reimbursement Revenue	(1,004)	(1,000)	(2,500)	(2,500)	-
661-00-00-49960	Operating Transfers	60,000	64,500	80,000	80,000	-
661-00-00-49997	Financing Proceeds	-	-	-	-	-
661 Total	Water	(5,127,854)	(5,707,500)	(9,180,796)	(5,850,796)	(3,330,000)
662-00-00-44100	Investment Earnings	(14,279)	(20,000)	(60,000)	(60,000)	-
662-00-00-45220	Coastal Commission Grant	-	-	-	-	-
662-00-00-45450	Other State Grants	-	(440,000)	(235,000)	(235,000)	-
662-00-00-45460	SRF Grant (SWRCB)	-	-	(3,500,000)	-	(3,500,000)
662-00-00-45614	State Coastal Conservancy	-	(38,000)	(8,000)	(8,000)	-
662-00-00-46810	Wastewater Service Charge	(5,399,786)	(5,285,600)	(6,172,086)	(6,172,086)	-
662-00-00-46815	Non Payment Penalty	(8,609)	(30,000)	(26,000)	(26,000)	-
662-00-00-46820	Sewer Repair Fee	(319,739)	(315,000)	(324,000)	(324,000)	-
662-00-00-46830	Connection Fees	(252,695)	(250,000)	(280,000)	(280,000)	-
662-00-00-46840	Pretreatment Program	-	(1,000)	(1,020)	(1,020)	-
662-00-00-46850	Remediated Groundwater	-	(3,000)	(1,500)	(1,500)	-
662-00-00-46860	Pretreatment Permit Fee	(6,768)	(5,000)	(2,800)	(2,800)	-
662-00-00-46870	Other Sewer Revenue	(813)	(11,000)	(1,000)	(1,000)	-
662-00-00-49800	Reimbursement Revenue	(32,717)	(1,000)	(1,000)	(1,000)	-
662-00-00-49810	Donations	-	(2,000)	(2,000)	(2,000)	-
662-00-00-49830	Interpretive Center Sales	(12,411)	(14,000)	(12,000)	(12,000)	-
662-00-00-49960	Operating Transfers	60,000	64,500	80,000	80,000	-
662-00-00-49997	Financing Proceeds	-	-	-	-	-
662 Total	Wastewater	(5,987,817)	(6,351,100)	(10,546,406)	(7,046,406)	(3,500,000)

**General Ledger-
Comparative Revenues**

General Ledger Line	Description	2017/18 Actual	2018/19 Adopted	Department Request	City Manager (CM) Proposed	Dept Request vs. CM Proposed
663-00-00-44100	Investment Earnings	(1,130)	(3,500)	(3,500)	(3,500)	-
663-00-00-45450	Other State Grants	-	-	(13,367)	(13,367)	-
663-00-00-45747	Prop 1B Bond Funds	-	(76,500)	(20,000)	(20,000)	-
663-00-00-45760	Transportation Developmt Act	(617,494)	(665,725)	(665,534)	(665,534)	-
663-00-00-45768	Dept Of Trans 5311 Fund	(140,000)	(150,000)	(127,000)	(127,000)	-
663-00-00-45770	S.T.A.F.	(66,743)	-	(156,687)	(156,687)	-
663-00-00-15910	FFMA/OES Reimbursement	(62,117)	-	-	-	-
663-00-00-46560	Passenger Fares	(53,215)	(58,000)	(55,000)	(55,000)	-
663-00-00-46561	Special Transit Fare HSU	(177,727)	(185,000)	(200,000)	(200,000)	-
663-00-00-46565	Bus Tickets	(2,835)	(2,800)	(2,000)	(2,000)	-
663-00-00-46566	D.A.R.-Ticket Sales	(3,992)	(3,000)	(3,000)	(3,000)	-
663-00-00-46573	Bus Advertising	-	(100)	(100)	(100)	-
663-00-00-46575	Charter Service Revenues	(4,158)	(1,000)	-	-	-
663-00-00-46579	Vending Machine Revenue	(964)	(1,000)	(1,000)	(1,000)	-
663-00-00-49598	Greyhound Ticket Sales	-	-	-	-	-
663-00-00-49599	Greyhound Commission	(52,623)	(50,000)	(50,000)	(50,000)	-
663-00-00-49821	Sale Of Used Vehicles	-	-	-	-	-
663-00-00-49900	Other Revenue	(784)	-	(2,000)	(2,000)	-
663-00-00-49960	Operating Transfers	36,000	36,000	-	-	-
663 Total	Transit	(1,147,810)	(1,160,625)	(1,299,188)	(1,299,188)	-
664-00-00-41500	Franchise Fee Revenue	(340,637)	(367,000)	(400,000)	(400,000)	-
664-00-00-44100	Investment Earnings	(1,284)	(2,500)	(2,500)	(2,500)	-
664-00-00-45455	State Recycling Grants	(10,110)	(10,000)	(10,000)	(10,000)	-
664-00-00-45915	Integrated Waste Mgmt Grant	(38,319)	(22,000)	(5,000)	(5,000)	-
664-00-00-46450	Solid Waste Service Charges	275	(12,000)	(2,000)	(2,000)	-
664-00-00-46453	Green Waste Drop Off Fees	-	-	-	-	-
664-00-00-46455	Recyclables Revenue	(46,442)	(30,000)	-	-	-
664-00-00-46459	Other Revenue	(11,859)	(10,000)	(16,900)	(16,900)	-
664-00-00-49960	Operating Transfers	35,000	35,000	35,000	35,000	-
664 Total	Solid Waste	(413,376)	(418,500)	(401,400)	(401,400)	-
666-00-00-42800	Drainage Fees - Building	(22,982)	(11,000)	(14,000)	(14,000)	-
666-00-00-44100	Investment Earnings	(1,932)	(200)	(1,000)	(1,000)	-
666-00-00-44210	Rents & Leases	(85,320)	(95,500)	(90,000)	(90,000)	-
666-00-00-45450	Other State Grants	(17,075)	-	-	-	-
666-00-00-45609	USFWS Grants	(8,345)	(153,000)	(172,485)	(25,000)	(147,485)
666-00-00-45610	USFWS Grant Oil Spill	-	-	-	-	-
666-00-00-45611	USFWS Grant 813318J262	-	-	-	-	-
666-00-00-45612	USFWS Arcata Baylands	-	(455,409)	-	-	-
666-00-00-45613	USFWS Grant McDaniels	-	-	-	-	-
666-00-00-45614	State Coastal Conservancy	-	(202,646)	(190,000)	-	(190,000)
666-00-00-45620	CalTrans Commission	-	-	-	-	-
666-00-00-45621	CalTrans McDaniels	-	-	-	-	-
666-00-00-45631	NCoast Stormwater Coalition	-	-	-	-	-
666-00-00-45648	NAWC Grant (Lower Janes)	-	-	-	-	-
666-00-00-45683	Other ES Grants	-	-	-	-	-
666-00-00-45684	Other Environmental Grants	-	-	-	-	-
666-00-00-45685	County Assess District	(8,540)	(2,500)	(1,800)	(1,800)	-
666-00-00-45689	L P Settlement Funds	-	-	-	-	-
666-00-00-45692	NRCS Grant Fickle Hill	-	-	-	-	-
666-00-00-46650	Stormwater Fees	(244,942)	(240,000)	(258,000)	(258,000)	-
666-00-00-49900	Other Revenue	(3,150)	(2,000)	(2,000)	(2,000)	-
666-00-00-49960	Operating Transfers	(340,890)	(234,346)	(317,846)	(317,846)	-
666 Total	Stormwater	(733,177)	(1,396,601)	(1,047,131)	(709,646)	(337,485)
771-00-00-44100	Investment Earnings	(3,120)	(3,500)	(3,500)	(3,500)	-
771-00-00-46950	Central Garage Charges	(1,185,673)	(1,317,414)	(1,325,000)	(1,325,000)	-
771-00-00-49800	Reimbursement Revenue	-	-	-	-	-
771-00-00-49821	Sale Of Used Vehicles	(23,487)	-	(15,000)	(15,000)	-
771-00-00-49900	Other Revenue	(1,500)	-	-	-	-
771-00-00-49960	Operating Transfers	-	-	-	-	-
771 Total	Central Garage	(1,213,780)	(1,320,914)	(1,343,500)	(1,343,500)	-
775-00-00-44100	Investment Earnings	(17)	(300)	(300)	(300)	-
775-00-00-46960	IT Service Charges	(241,649)	(241,650)	(250,000)	(250,000)	-
775-00-00-49900	Other Revenue	(5,139)	-	-	-	-
775-00-00-49960	Operating Transfers	-	-	-	-	-
775 Total	IT Services	(246,804)	(241,950)	(250,300)	(250,300)	-

General Ledger-
Comparative Revenues

General Ledger Line	Description	2017/18 Actual	2018/19 Adopted	Department Request	City Manager (CM) Proposed	Dept Request vs. CM Proposed
880-00-00-44100	Investment Earnings	1	(100)	(100)	(100)	-
880-00-00-44210	Rents & Leases	-	-	-	-	-
880-00-00-49900	Other Revenue	-	(12,000)	-	-	-
880-00-00-49960	Operating Transfers	(3,458)	-	-	-	-
880 Total	Successor Agency Admin	(3,457)	(12,100)	(100)	(100)	-
881-00-00-41110	Tax Increment Funds	(287,246)	(565,771)	(381,096)	(381,096)	-
881-00-00-44100	Investment Earnings	(147)	(500)	(1,000)	(1,000)	-
881-00-00-49900	Other Revenue	-	-	-	-	-
881-00-00-49960	Operating Transfers	3,458	-	-	-	-
881-00-00-49996	Gain on Refunding of Debt	-	-	-	-	-
881-00-00-49998	Payment To Escrow Agent	-	-	-	-	-
881 Total	Successor Agency Debt Service	(283,935)	(566,271)	(382,096)	(382,096)	-
884-00-00-44100	Investment Earnings	-	-	-	-	-
884-00-00-44200	Principle Collections	-	-	-	-	-
884-00-00-49820	Land Sales	-	-	-	-	-
884-00-00-49900	Other Revenue	-	-	-	-	-
884-00-00-49960	Operating Transfers	-	-	-	-	-
884 Total	Successor Housing Fund	-	-	-	-	-
885-00-00-44100	Investment Earnings	-	-	-	-	-
885-00-00-49960	Operating Transfers	696,173	-	-	-	-
885 Total	Successor - Project Fund	696,173	-	-	-	-
		(37,036,918)	(40,987,453)	(49,381,710)	(41,757,461)	(8,538,254)

CITY OF ARCATA

Capital Improvement Program Summary of Projects
Fiscal Year 2019-2020

Proposed for

Proj ID #	Project	Summary	FY 2019/20
11-0002	EPA Brownfields Grant Project and Little Lakes	Multi-Year Grant Project -soil testing underway	\$ 150,000.00
11-0001	Foodworks Building Improvements, Misc.	Structural and Roof Improvements at Foodworks	
	Permit & Project Tracking Software	Purchase and implement Permit software	
41-0001	Guitolli Lane-Boyd Road rapid flashers	Install new pedestrian crossing	
21-TBA	Mobile Command - Storage	Save for long-term storage space for command unit	\$ 25,000.00
21-TBA	Police Department Technology	Annual: Repeater, booster and handheld Radios for 19/20	\$ 45,000.00
21-TBA	Police Department Station	Annual: workstations, department security measures, front office security	\$ 40,000.00
45-0001	Old Arcata Road	Engineering and Construction Documents - construction 2021/2022	\$ 400,000.00
45-0001	Annual Striping	G , H, 11th and 14th streets - Stripping is holding merge with slurry project	\$ 50,000.00
45-0001	Annual Pavement Management	Multiple Projects	\$ 750,000.00
		19-20 Westwood - Hilfiker, Stromberg	Fall 2019
		2018-2019 Pave Bayside Road; Union to Buttermilk (portion of SB1)	Summer 2019
		2018-2019 Pave Crescent; Samoa to Buttermilk	Summer 2020
45-0002	Annual Pavement Maintenance	Local Streets and Maintenance Paving projects	\$ 200,000.00
45-0010	Sunset - LK Wood Safety	Design and Install Safety Improvements	\$ 25,000.00
45-TBA	Terrace Ave Flat car installation on pier	Installing a flat car bridge on top of the failed culvert using piers	\$ 100,000.00
48-0001	Accessible Ramps	Annual - Ongoing	\$ 30,000.00
48-0002	Sidewalk	Annual - Ongoing	\$ 30,000.00
48-0003	Traffic Calming	Annual - Ongoing	\$ 30,000.00
48-0007	Rails with Trails: Annie & Mary Trail	Rail-Trail; Sunset to Aldergrove. Design: 2019: Construction: 2021	Funded 2019
48-0008	Safe R2 Schools - Sunset & Arcata Elementary	Construction summer/fall 2018	
48-0020	Pedestrian Bridge Lighting Improvements	Lighting and safety improvements (meas. Z funds)	
51-0007	S Jacoby Creek Wetland Enhancement	Initial Construction 2018, final enhancements 2019	\$ 100,000.00
51-0012	Re-Route Jolly Giant Creek	Land Secured: 2019, Construction: 2020	Funded 2019
51-TBA	Reroof Bayview Ranch House	Building needs a new roof	\$ 15,000.00
52-0008	Janes Creek at Alliance Fish Passage	Multi-Year grant project -construction summer 2019	\$ 95,000.00
61-0020	Corp Yard Trust Termination	Real property transaction	\$ 58,000.00
61-0045	Re Roof Corp Yard Buildings, Misc.	Roofing of Central Garage and building upgrades	\$ 90,000.00
61-0047	Corp Yard Building Improvements, Misc.	combined above with 61-0045	
63-0005	Water Lines, Brett Harte Alley	New water-line	
63-0004	Waterline Improvements: Citywide steeline replace	Citywide steel waterline replacement project. We applied for DWSRF (\$4.8M)and have started the preliminary design work. Again 75% funded by DWSRF Grant Fund and remainder using City funds.	\$ 400,000.00
64-0001	Water Storage Zone 1: Geo-tech New Tank Site	Zone 1 tank. Design and CEQA: 2019, Construction/Grants: 2020	\$ 250,000.00
64-0009	Water Meters and Registers	Annual - Ongoing	\$ 25,000.00
64-0016	Heindon Well	Rehabilitate Heindon water well	
64-0018	SCADA- Water	Annual - Ongoing	\$ 40,000.00

64-TBA	Plunkett Waterline Improvements	Design and permitting: Potential 75% of the project cost funded by CalOES Grant Fund and remainder using City funds.	\$ 150,000.00
65-0003	Sewer Infiltration Reduction (I & I)	Upgrade sewer infrastructure City Wide (Grant funded): Year 2	Funded 2019
65-0004	1st Street Pumps and Motors	Upgrade sewer lift station	
65-0012	Man-holes	Annual - Ongoing	\$ 75,000.00
65-0013	Wastewater/water to Eureka RediMix at Boyd	Design service connection	Funded 2019
65-0009	SCADA- Wastewater	Annual - Ongoing	\$ 30,000.00
67-0003	Marsh #7 and Marsh #4	Reconfigure #7 as Treatment Marsh, Maintain/Update #4	
67-0004	WWTP Reconfiguration	Engineering and Construction Documents	\$ 1,000,000.00
67-0004	WWTP Reconfiguration: Construction	Phase 1 Construction: Pond Improvements and UV; Hauser Pumps	\$ 6,000,000.00
67-0008	PV System at WWTP	PV System Install to off-set energy demands at Treatment Plant	
67-0041	I Street Dock & Vault Toilet	Multi-Year grant project Design, CEQA	Funded 2019
67-0042	Living Shorelines grant	Multi-Year project	
67-TBA	WWTP Levee Improvements	Design and permitting: Potential 75% of the project cost funded by CalOES Grant Fund and remainder using City funds.	\$ 250,000.00
70-0004	Energy Projects at City Facilities	Annual energy projects: Library, Tennis, EV Charging	\$ 36,000.00
81-0003	Ball Park Upgrades	Replace bleachers, match City funds with Crabs funds	
81-0003	Ball Park Upgrades: ADA concrete flat Work and v	ADA Accessible Improvements at the Ball Park and Façade	\$ 75,000.00
81-0004	Carlson - Mad River Park-Trail	Concept design and identify funding	\$ 25,000.00
81-0007	Redwood Park Improvements	Design for park master-plan Phase 1 .Jump Track & Playground upgrades	\$ 150,000.00
81-0010	Valley West Park Improvements: Phase 2	Install Basketball Court and Park Improvements	
81-0014	Ennes Park Improvements	Phase 1 completed, additional upgrades as funding allows	
81-0022	Futsal (Private Donor)	Construction of Futsal Court summer/fall 2019 (private donor)	\$ 317,000.00
81-TBA	Shay Park	Construction of Park Amenities	\$ 380,000.00
85-0011	Roofing, Painting and Maint. at Park Bldgs	Roofing at Redwood Lodge, ACC Modify storage	
85-0005	City Hall Main Floor	Reconfiguration Construction	
85-0008	City Hall HVAC	Multi-year project	
87-0001	Forest Acquisitions	Purchase of SPI and Forsyth (grant funded)	
87-0002	Arcata Ridge Trail Development	Ongoing improvements	\$ 10,000.00
91-0002	Street Repairs and ADA Imp. On Bus Routes	ADA Bus Stop Improvements Project (grant funded)	
91-000	New Bus	Purchase New Bus	\$ 130,000.00

CITY COUNCIL ACTIVITY DESCRIPTION**(City Manager)****DESCRIPTION:**

The City Council holds meetings to decide policy issues and to determine goals, types and levels of municipal programs and services. The Council holds other meetings, such as study sessions, to assist in its decision making. The Council represents the City in inter-governmental relations, relations to other community groups, and citizens of Arcata.

ACCOMPLISHMENTS:

1. Elected Brett Watson as Mayor and Michael Winkler as Vice-Mayor for 2019.
2. Adopted 56 Resolutions and 11 Ordinances.
3. Processed 5 support/opposition letters on behalf of Council under the Legislative Platform process.
4. Obtained continued Measure Z funding to continue the Juvenile Diversion Program; specifically funding two Juvenile Diversion Counselors and a School Resource Officer.
5. Awarded the Business of the Year to Eco-Groovy Deals.
6. Updated the City Commercial Cannabis program to support regulated retail sales.
7. Adopted a Residential Energy Reach Code to achieve energy savings and emissions reductions from new developments.
8. Utilized 100% renewable electricity for all City electrical operations.
9. Passed regulations requiring firearms to be stored and/or locked when the owner is not at home.
10. Launched Visitarcata.org in partnership with Arcata Chamber of Commerce to promote tourism and local businesses.
11. Co-sponsored additional activities on the Plaza in partnership with Arcata Mainstreet to include events during HSU graduation and return to school week.
12. Adopted an Ordinance regulating the use of unmanned aircrafts (drones) throughout the City.
13. Adopted an Administrative Citation process to assist in code compliance throughout the City.
14. Held several community meetings and ultimately voted to remove the President McKinley statue from the Plaza Center; later processed a Citizen Ballot Initiative to assess the Community's preference on the location of the President William McKinley Statue; ultimately removed the statue and transferred it to Canton, OH.
15. Held several community meetings to provide direction to staff regarding the Village Housing Project.
16. Held community meetings regarding Ordinances regarding establishing policy pertaining to Closure and Conversion and Rent Stabilization regulations for Mobile Home Parks.

GOALS:

The Council's Goals, Policy Objectives, and Priority Projects for 2019/2020 are included as a separate document in this budget.

General Ledger-
Comparative
Expenditures

General Ledger Line	Activity	Account	Description	2017/18 Actual	2018/19 Adopted	Department Request	City Manager	Dept Request vs. CM
101-10-01-50100	01	50100	Regular Salaries	40,893	43,200	43,200	43,200	-
101-10-01-50200	01	50200	Overtime Wages	-	-	-	-	-
101-10-01-50300	01	50300	Part-time & Temporary Salaries	-	-	-	-	-
101-10-01-50990	01	50990	Employee Benefits	52,723	75,166	74,039	74,039	-
101-10-01-51200	01	51200	Communications	1,525	1,582	840	840	-
101-10-01-51300	01	51300	Advertising	-	-	-	-	-
101-10-01-51400	01	51400	Training & Conferences	8,157	10,950	10,930	10,930	-
101-10-01-51600	01	51600	Memberships & Dues	6,730	6,830	7,036	7,036	-
101-10-01-51770	01	51770	Other Professional Services	-	-	-	-	-
101-10-01-51775	01	51775	Audit Services	35,200	33,500	35,000	35,000	-
101-10-01-52101	01	52101	Chamber Of Commerce	28,470	28,470	28,470	28,470	-
101-10-01-52102	01	52102	R.S.V.P.	7,000	7,000	7,000	-	(7,000)
101-10-01-52103	01	52103	Arcata Main Street	15,882	15,882	35,882	35,882	-
101-10-01-52104	01	52104	Plaza Improvements	-	150,000	150,000	40,000	(110,000)
101-10-01-52105	01	52105	Visitors Bureau	-	-	-	-	-
101-10-01-52106	01	52106	Film/Digital Commission	4,553	4,553	4,553	4,553	-
101-10-01-52108	01	52108	Other Support Payments	20,000	-	-	-	-
101-10-01-52109	01	52109	City Hall Art Display	300	300	300	300	-
101-10-01-53100	01	53100	Postage	32	100	75	75	-
101-10-01-53200	01	53200	Photocopy	2,148	1,300	1,500	1,500	-
101-10-01-53300	01	53300	Office Supplies	-	-	-	-	-
101-10-01-54200	01	54200	Other Department Supplies	1,160	550	540	540	-
101-10-01-55800	01	55800	IT Services & Maintenance	4,044	3,181	7,906	7,906	-
101-10-01-57800	01	57800	Capital - Furniture & Equipment	-	-	-	-	-
01 Total				228,815	382,564	407,271	290,271	(117,000)

CITY MANAGER ACTIVITY DESCRIPTION**(City Manager)****DESCRIPTION:**

The City Manager provides staff support to the City Council, while managing and coordinating the overall work program of the City. This activity also includes functions of the City Manager not included in separate activity budgets. Such functions include community relations, economic development, contracts and procurement, and special projects.

ACCOMPLISHMENTS:

1. Continued to provide support and assistance to the City Council.
2. Coordinated with the Mayor and City Councilmembers to develop 35 City Council agendas for public meetings and hearings.
3. Further development of the Equity Arcata collaborative network structure with HSU, business community, students, and various community/resident participation; including the hiring (with HSU) of a part-time contract Network Manager.
4. Continued implementation of the City Hall HVAC and space reconfiguration project.
5. Completed the 2018 Surplus Auction earning approx. \$37,000 in proceeds and incorporated online bidding for the first time.
6. Implemented online bidding process.
7. Conducted 16 project bids/RFPs with total award of \$11,470,267 in contracts.
8. Facilitated and Completed the RFP process and award of a contract for Permit and Project Tracking Software for the Trak-It system for the Building/Engineering and Community Development departments.
9. Provided administrative support to the Plaza Improvement Task Force for creating and processing meeting agendas; taking/transcribing minutes, etc.
10. Appointment of a Finance Director and Chief of Police.

GOALS:

1. Oversee the implementation of City Council Goals and Priority Projects through the development of a Work Plan.
2. Continue working closely with City staff to facilitate remaining portions of the City Hall reconfiguration and HVAC improvements.
3. Work with the Finance Director and City Council to seek solutions toward maintaining a sustainable City Budget that does not rely on emergency reserves to balance.
4. Continue working with stakeholders to market Arcata's accomplishments in achieving sustainable excellence in government, community business and with non-profits.
5. Continue to meet with City Managers and the County CAO to coordinate efforts on county-wide issues.
6. Continue to work with Redwood Empire Insurance Fund (REMF) and other REMF Cities to address municipal insurance needs and employee safety and risk management programs.
7. Continue open communication with Humboldt State University on issues of community concern such as racial equity, shared transportation modes, student housing and the HSU Master plan.
8. Maintain contacts and open communication with representatives at various local, state, and federal levels.
9. Evaluate and update the City's Purchasing Policy and coordinate related revisions to Municipal Code to meet current procurement standards.
10. Coordinate contemporary customer service training for all departments.

General Ledger-
Comparative
Expenditures

General Ledger Line	Activity	Account	Description	2017/18 Actual	2018/19 Adopted	Department Request	City Manager	Dept Request vs. CM
101-10-03-50100	03	50100	Regular Salaries	183,031	197,888	184,360	184,360	-
101-10-03-50200	03	50200	Overtime Wages	185	-	-	-	-
101-10-03-50300	03	50300	Part-time & Temporary Salaries	17,587	31,400	33,821	30,821	(3,000)
101-10-03-50990	03	50990	Employee Benefits	128,599	134,049	120,527	120,527	-
101-10-03-51200	03	51200	Communications	1,837	1,722	1,848	1,848	-
101-10-03-51300	03	51300	Advertising	-	-	-	-	-
101-10-03-51400	03	51400	Training & Conferences	2,926	3,850	3,600	3,600	-
101-10-03-51600	03	51600	Memberships & Dues	2,532	2,303	2,349	2,349	-
101-10-03-51770	03	51770	Other Professional Services	16,242	16,200	31,200	31,200	-
101-10-03-53100	03	53100	Postage	684	500	500	500	-
101-10-03-53200	03	53200	Photocopy	2,092	2,200	2,000	2,000	-
101-10-03-53300	03	53300	Office Supplies	1,681	1,500	1,500	1,500	-
101-10-03-54200	03	54200	Other Department Supplies	4,605	2,500	2,820	2,820	-
101-10-03-55300	03	55300	Equipment Maintenance	-	-	-	-	-
101-10-03-55500	03	55500	Central Garage Charges	-	-	-	-	-
101-10-03-55800	03	55800	IT Services & Maintenance	7,022	8,810	9,674	9,674	-
101-10-03-57800	03	57800	Capital - Furniture & Equipment	-	500	-	-	-
03 Total				369,023	403,422	394,199	391,199	(3,000)

CITY CLERK ACTIVITY DESCRIPTION**(City Manager)****DESCRIPTION:**

This activity oversees elections, preparation of City Council agenda and agenda packets, and the taking and transcribing of minutes for Council and Successor Agency meetings. Included in this activity is the processing and storage of City records including conflict of interest documents, contracts and agreements, deeds, abandonments, ordinances, resolutions and minutes.

ACCOMPLISHMENTS**City Council, Commissioner, Committee Members and Staff**

1. Sent reminders and tracked timely receipt of 70 Statements of Economic Interests (Form 700) from city officials, City Council members, commissioners, committee members, and designated employees as required by the Political Reform Act of 1974 and Arcata's Conflict of Interest Code.
2. Administered the provisions of the Maddy Act and monitored all appointments, resignations, and term expirations for 13 boards, commissions, committees, and task forces.
3. With the assistance of the Personnel Division, recruited for 26 committee, commission and task force vacancies, and processed 40 applications.
4. Processed 43 commission/committee appointments and reappointments.
5. Tracked the filing of Statements of Economic Interest (Form 700) from new employees, commissioners and committee members, when applicable.
6. Tracked completion of ethics training within the statutory deadline for those commissioners, committee members, and designated employees who were due to complete training in fiscal year 2018/2019.
7. Assisted the City Attorney with omnibus corrections to the Arcata Municipal Code to correct various errors and inconsistencies in the Code.
8. Updated the Commission and Committee Handbook.
9. Assisted the Chief of Police in launching the Public Safety Committee.
10. Provided training to new employees in MinuteTraq, the City's agenda management software.
11. Provided training to committee liaisons in preparing minutes in MinuteTraq.
12. With the assistance of the Communications Specialist, accomplished the archival of committee minutes in the City's agenda management software and removed them from the committee pages on the website.

Meetings and Agendas

1. Developed, produced, and distributed electronic and paper versions of 35 City Council agenda packets, and cancellation notices.
2. Posted regular and special meeting agendas for the public within the legal time limit as required by the Ralph M. Brown Act, 100 percent of the time.
3. Continued live web-streaming of City Council and Planning Commission meetings, and maintained online archived meeting videos.
4. Continued to post all City agendas and most meeting materials to the website for the public's convenience.

Records Management

1. Responded to and produced records for 70 requests under the Public Records Act.
2. Maintained online Municipal Code through Code Publishing Company.
3. Distributed updated Municipal Code pages to 51 mandated agencies and City departments.
4. Processed 56 resolutions and 11 ordinances which were prepared for and deposited in permanent storage.
5. Maintained official records for all City Council and Successor Agency meetings.
6. Maintained records for state-mandated ethics training to demonstrate the City is in compliance with AB 1234.
7. Maintained recorded documents database.

CITY CLERK ACTIVITY DESCRIPTION**(City Manager)**

8. Maintained the electronic index of the City's legislative history documents through Munimetrics System's ImageSilo program.

Continued Education & Training Opportunities

1. Maintained membership in City Clerks Association of California and International Institute of Municipal Clerks.
2. Maintained Notary Public Commission for City Clerk and Administrative Assistant/Deputy City Clerk.
3. Attended the City Clerks Association of California's New Laws and Elections Seminar in December 2018 in San Francisco.

Elections

1. Conducted the 2018 General Municipal Election for two City Council seats and one ballot measure.
2. Guide proponents and opponents of Measure M through the ballot measure process.
3. Drafted A Guide to Placing a City Initiative on the Ballot for distribution to citizens interested in placing a measure on the ballot.

GOALS:

1. Continue membership in the International Institute of Municipal Clerks and City Clerks Association of California.
2. Continue participation in City Clerks' Listserve as an avenue to gaining information and knowledge from California's many professional City Clerks.
3. Respond to requests for public records according to the California Public Records Act and within the legal deadline of 10 days, 100 percent of the time.
4. Manage the 2019 Statements of Economic Interests.

**General Ledger-
Comparative
Expenditures**

General Ledger Line	Activity	Account	Description	2017/18 Actual	2018/19 Adopted	Department Request	City Manager	Dept Request vs. CM
101-10-05-50100	05	50100	Regular Salaries	106,596	108,178	104,610	104,610	-
101-10-05-50200	05	50200	Overtime Wages	-	-	-	-	-
101-10-05-50300	05	50300	Part-time & Temporary Salaries	-	-	-	-	-
101-10-05-50990	05	50990	Employee Benefits	77,542	77,042	78,561	78,561	-
101-10-05-51200	05	51200	Communications	259	260	216	216	-
101-10-05-51300	05	51300	Advertising	1,195	1,675	1,675	1,675	-
101-10-05-51400	05	51400	Training & Conferences	2,078	2,700	2,700	2,700	-
101-10-05-51600	05	51600	Memberships & Dues	345	435	435	435	-
101-10-05-51770	05	51770	Other Professional Services	13,042	11,275	12,526	12,526	-
101-10-05-52501	05	52501	Elections	(138)	20,000	-	-	-
101-10-05-53100	05	53100	Postage	178	150	150	150	-
101-10-05-53200	05	53200	Photocopy	1,821	600	600	600	-
101-10-05-53300	05	53300	Office Supplies	-	-	-	-	-
101-10-05-54200	05	54200	Other Department Supplies	829	400	350	350	-
101-10-05-55500	05	55500	Central Garage Charges	-	-	-	-	-
101-10-05-55800	05	55800	IT Services & Maintenance	3,382	4,515	3,297	3,297	-
101-10-05-57800	05	57800	Capital - Furniture & Equipment	-	-	-	-	-
05 Total				207,130	227,230	205,121	205,121	-

FINANCE ACTIVITY DESCRIPTION**(Finance)****DESCRIPTION:**

The Finance Department is responsible for providing the financial management of all City funds and maintaining the fiscal integrity of the City. Major activities include: managing the City's investment portfolio; preparing and monitoring the budget; financial analysis and reporting; revenue management, including billing and collection for utilities, licenses and other revenues; purchasing; and payroll processing and reporting.

PROGRAM CHANGES:

None

ACCOMPLISHMENTS:

1. Streamlined delinquent garbage by consolidating with Humboldt County's property tax billing.
2. Refined Utility Billing adjustment policy to decrease write-offs.
3. Overhauled Transient and Occupancy Tax remittance forms and instructions for operator compliance.

GOALS:

1. Provide excellent, consistent customer service.
2. Evaluate and simplify overall City-Wide master fee structure. Resolution updates to be incorporated "real-time".
3. Document existing and implement additional control policies/procedures across material Finance areas.
4. Institute a "hard close", month-end close process.
5. Reduce frequency of utility billing cycles from four to two.
6. Eliminate redundant customer questions through automation/ Offer informative customer workshops.
7. Coordinate with Environmental Services for implementation of SB 998: Noticing to water billing customers.

**General Ledger-
Comparative
Expenditures**

General Ledger Line	Activity	Account	Description	2017/18 Actual	2018/19 Adopted	Department Request	City Manager	Dept Request vs. CM
101-20-07-50100	07	50100	Regular Salaries	346,265	353,771	337,778	337,778	-
101-20-07-50200	07	50200	Overtime Wages	-	-	-	-	-
101-20-07-50300	07	50300	Part-time & Temporary Salaries	18,745	17,500	19,000	19,000	-
101-20-07-50990	07	50990	Employee Benefits	197,111	195,700	187,444	187,444	-
101-20-07-51200	07	51200	Communications	2,469	2,300	1,000	1,000	-
101-20-07-51300	07	51300	Advertising	-	-	-	-	-
101-20-07-51400	07	51400	Training & Conferences	215	6,000	6,000	6,000	-
101-20-07-51600	07	51600	Memberships & Dues	300	550	870	870	-
101-20-07-51770	07	51770	Other Professional Services	28,332	4,500	4,500	4,500	-
101-20-07-51778	07	51778	Tax Consulting Services	-	-	-	-	-
101-20-07-51779	07	51779	SB90 Cost Claims	4,200	4,500	5,000	5,000	-
101-20-07-52502	07	52502	County Tax Administration	17,299	18,000	20,000	20,000	-
101-20-07-53110	07	53110	Postage Expense	18,586	18,000	20,500	20,500	-
101-20-07-53120	07	53120	Postage Maintenance	151	500	500	500	-
101-20-07-53210	07	53210	Photocopy Maintenance	1,721	5,000	5,000	5,000	-
101-20-07-53220	07	53220	Photocopy Paper	2,522	5,200	5,200	5,200	-
101-20-07-53300	07	53300	Office Supplies	6,942	9,000	9,000	9,000	-
101-20-07-53400	07	53400	Bank Service Charges	1,222	-	-	-	-
101-20-07-54200	07	54200	Other Department Supplies	5,092	12,000	12,000	12,000	-
101-20-07-55300	07	55300	Equipment Maintenance	28,343	28,000	29,250	29,250	-
101-20-07-55710	07	55710	Storage	1,620	1,650	1,700	1,700	-
101-20-07-55800	07	55800	IT Services & Maintenance	15,447	18,751	16,605	16,605	-
101-20-07-56505	07	56505	Lease Payments - Postage	983	1,200	1,200	1,200	-
101-20-07-57800	07	57800	Capital - Furniture & Equipment	-	-	-	-	-
101-20-07-57816	07	57816	Financial System Upgrade	-	-	18,000	-	(18,000)
07 Total				697,565	702,122	700,547	682,547	(18,000)

CITY ATTORNEY ACTIVITY DESCRIPTION**(City Manager)****DESCRIPTION:**

The City Attorney serves as legal advisor and defender of the Council, City Manager, Department Heads, and all City commissions and committees in the performance of their duties. The City Attorney also prosecutes violations of the Municipal Code. In addition, the City Attorney prepares ordinances, agreements and other legal documents for the City.

**General Ledger-
Comparative
Expenditures**

General Ledger Line	Activity	Account	Description	2017/18 Actual	2018/19 Adopted	Department Request	City Manager	Dept Request vs. CM
101-10-09-51771	09	51771	Legal Consultations	186,460	129,100	132,379	132,379	-
101-10-09-51772	09	51772	Litigation	430	5,000	5,000	5,000	-
101-10-09-51773	09	51773	Other Legal Services	37,595	10,000	10,000	10,000	-
101-10-09-54200	09	54200	Other Department Supplies	624	500	500	500	-
09 Total				225,108	144,600	147,879	147,879	-

PLANNING AND ECONOMIC DEVELOPMENT ACTIVITY DESCRIPTION**(Community Development)****DESCRIPTION:**

The Community Development Department is responsible for implementing the community vision as outlined in the General Plan, the Zoning Ordinance, and various strategic plans adopted from time to time. Activity 11, Community Planning and Economic Development, includes both traditional urban planning work, as well as economic development planning and implementation. Traditional urban planning activities of the Department include implementing the City's land use ordinances, reviewing and issuing planning permits, evaluating environmental impact of City decisions, and generally regulating land uses. In addition, the Planning Division of the Department is engaged in several long-range planning efforts, including the City's Local Coastal Plan, several General Plan updates, and the Strategic Infill Redevelopment Plan (the "Infill Plan"). Finally, under Activity 11, the City manages its land assets in the Aldergrove Industrial Park, including the Foodworks Culinary Center under the Industrial Park Fund (212).

Activity 11 is supported in part by the General Fund (101) and in part by fees for service, rental income, and grants, as well as the revenues generated in the Industrial Park Fund (212). In addition to the ongoing work under this Activity, the Department will focus this Fiscal Year on:

1. Continuing the Infill Plan, which will involve:
 - a. Updating several Elements of the General Plan;
 - b. Conducting a market study of housing and commercial needs;
 - c. Broad engagement across several stakeholder groups;
 - d. Environmental Review; and
 - e. Development of a Specific Plan or similar document to principally permit infill development;
2. Finalizing the comprehensive update of the City's Local Coastal Program;
3. Completing major renovations of the Foodworks Culinary Center; and
4. Continuing management of the Foodworks Culinary Center for maximum economic benefit to the community.

PROGRAM CHANGES: None**ACCOMPLISHMENTS:**

1. The Planning Division processed a variety of permits that were reviewed and approved by the Planning Commission, Zoning Administrator, and City Council.
2. Conducted public outreach on the Local Coastal Program and produced admin Drafts for public review of the final documents.
3. Modified the Cannabis regulations to allow for retail sales and services cannabis uses.
4. Participated in the Govenor's Office of Planning Research Integrated Climate Adaptation and Resiliency Program Technical Advisory Council.
5. Continued to manage the Foodworks Culinary Center, successfully partnering with more than 25 local food businesses to get product to market, grow jobs, and market Humboldt as a niche manufacturing/specialty food and Ag center in the region.
6. Adopted amendments to the Design Review process.

PLANNING AND ECONOMIC DEVELOPMENT ACTIVITY DESCRIPTION**(Community Development)**

7. Collaborated with Building and Environmental Services to select a permit tracking system and initiated implementation of the new system.
8. Improved methods and practice for public engagement in several land use permit reviews, municipal code updates, and long-range planning efforts to address a range of community issues, including affordable housing, climate change, and city process updates.
9. Attended several collaborative planning events with HSU staff, faculty, and students to improve communication, collaboration, and coordination between the City and HSU.

GOALS:

1. Continue working on the Infill Plan.
2. Work with Economic Development Committee for business retention, diversification growth, and business attraction, and focus on foodworks.
3. Continue to develop funding for economic development.
4. Continue improvements to the permitting process, with a focus on predictability, accountability, and improved public understanding.
5. Begin the second phase of the Design Review improvements, developing design guidelines and other support processes to inform and engage developers and the community earlier in the design phase.
6. Develop Economic Development Opportunity Zone overlays for specific economically active areas.
7. Work with community partners to expand medical facilities
8. Continue to manage the Foodworks Culinary Center.
9. Implement affordable housing strategies.
10. Improve outreach and engagement, providing equitable access to planning and decision-making processes for the community. In particular, the Department will develop targeted strategies to engage traditionally marginalized community members.
11. Complete the Local Coastal Plan update and amendment and submit it for Coastal Commission certification.
12. Consider amendments to the Land Use Code that will incorporate changes in state law, including accessory dwelling unit law, changes in housing laws, and changes in the California Environmental Quality Act regarding streamlining for housing projects. Also, initiate a mobilehome overlay zone to apply restrictions on uses in existing mobilehome parks.
13. Complete and obtain state Certification of the Housing Element 2019 update.

General Ledger-
Comparative
Expenditures

General Ledger Line	Activity	Account	Description	2017/18 Actual	2018/19 Adopted	Department Request	City Manager	Dept Request vs. CM
101-30-11-50100	11	50100	Regular Salaries	360,015	370,665	314,652	266,978	(47,674)
101-30-11-50200	11	50200	Overtime Wages	-	-	-	-	-
101-30-11-50300	11	50300	Part-time & Temporary Salaries	37,487	41,000	6,831	6,831	-
101-30-11-50990	11	50990	Employee Benefits	267,156	269,389	254,741	215,675	(39,066)
101-30-11-51200	11	51200	Communications	3,175	5,000	915	915	-
101-30-11-51300	11	51300	Advertising	2,168	5,000	3,500	3,500	-
101-30-11-51400	11	51400	Training & Conferences	3,818	5,000	4,000	4,000	-
101-30-11-51600	11	51600	Memberships & Dues	606	1,000	1,500	1,500	-
101-30-11-51770	11	51770	Other Professional Services	-	-	10,000	10,000	-
101-30-11-51780	11	51780	Other Planning Services	7,073	10,000	5,000	5,000	-
101-30-11-51782	11	51782	General Plan / LUC Update	25,552	100,000	125,000	10,000	(115,000)
101-30-11-51900	11	51900	Taxes & Other Fees	-	-	-	-	-
101-30-11-52540	11	52540	LAFCO Services	12,323	13,000	-	-	-
101-30-11-53100	11	53100	Postage	3,306	4,500	4,000	4,000	-
101-30-11-53200	11	53200	Photocopy	3,221	2,600	2,500	2,500	-
101-30-11-53300	11	53300	Office Supplies	-	-	-	-	-
101-30-11-53400	11	53400	Bank Service Charges	5,007	3,600	3,600	3,600	-
101-30-11-54200	11	54200	Other Department Supplies	5,600	4,500	4,500	4,500	-
101-30-11-55300	11	55300	Equipment Maintenance	-	6,000	-	-	-
101-30-11-55500	11	55500	Central Garage Charges	-	-	-	-	-
101-30-11-55800	11	55800	IT Services & Maintenance	13,140	16,783	11,069	11,069	-
101-30-11-57800	11	57800	Capital - Furniture & Equipment	-	-	-	-	-
212-30-11-50100	11	50100	Regular Salaries	29,822	46,227	52,891	52,891	-
212-30-11-50200	11	50200	Overtime Wages	2	-	-	-	-
212-30-11-50300	11	50300	Part-time & Temporary Salaries	16,432	34,000	29,827	29,827	-
212-30-11-50990	11	50990	Employee Benefits	19,197	32,365	28,754	28,754	-
212-30-11-51200	11	51200	Communications	346	1,000	660	660	-
212-30-11-51400	11	51400	Training & Conferences	-	1,000	1,000	1,000	-
212-30-11-51770	11	51770	Other Professional Services	-	-	-	-	-
212-30-11-51776	11	51776	Appraisal Fees	-	-	5,000	5,000	-
212-30-11-51780	11	51780	Other Planning Services	-	-	-	-	-
212-30-11-51900	11	51900	Taxes & Other Fees	864	650	900	900	-
212-30-11-54200	11	54200	Other Department Supplies	244	-	-	-	-
212-30-11-55400	11	55400	Building/Grounds Maintenance	71,241	90,000	95,000	95,000	-
212-30-11-55800	11	55800	IT Services & Maintenance	770	3,000	1,583	1,583	-
212-30-11-57200	11	57200	Capital - Property Acquisition	-	-	-	-	-
212-30-11-57300	11	57300	Capital - Buildings & Structure	49,725	245,000	-	-	-
212-30-11-57600	11	57600	Capital - Other Improvements	-	-	-	-	-
212-30-11-57800	11	57800	Capital - Furniture & Equipment	13,239	7,500	-	-	-
212-30-11-58300	11	58300	Programs	-	-	-	-	-
11 Total				951,527	1,318,779	967,424	765,683	(201,740)

SUCCESSOR AGENCY ACTIVITY DESCRIPTION

DESCRIPTION:

The Community Development Department and Finance Department jointly manage the Successor Agency, which manages the assets and obligations of the former Agency. The primary function of the Agency is the repayment of the former Redevelopment Agency's bonds. By 2034, the bonds will be repaid, and the Agency will be dissolved. This Activity provides for the administration and projects necessary to dissolve the Agency (Funds 880 and 881) and to administer the Housing Authority (Fund 884).

ACCOMPLISHMENTS (Successor Agency)

1. Made 2015 Refunding Bond payments timely.

GOALS (Successor Agency)

1. Continue to repay funds timely and complete audits as required.

**General Ledger-
Comparative
Expenditures**

General Ledger Line	Activity	Account	Description	2017/18 Actual	2018/19 Adopted	Department Request	City Manager	Dept Request vs. CM
880-30-12-50100	12	50100	Regular Salaries	-	-	-	-	-
880-30-12-50200	12	50200	Overtime Wages	-	-	-	-	-
880-30-12-50300	12	50300	Part-time & Temporary Salaries	-	-	-	-	-
880-30-12-50990	12	50990	Employee Benefits	3,116	-	-	-	-
880-30-12-51100	12	51100	Utilities	-	-	-	-	-
880-30-12-51200	12	51200	Communications	-	-	-	-	-
880-30-12-51300	12	51300	Advertising	-	-	-	-	-
880-30-12-51400	12	51400	Training & Conferences	-	-	-	-	-
880-30-12-51600	12	51600	Memberships & Dues	-	-	-	-	-
880-30-12-51770	12	51770	Other Professional Services	-	-	-	-	-
880-30-12-51771	12	51771	Legal Consultations	-	2,500	2,500	2,500	-
880-30-12-51775	12	51775	Audit Services	2,000	5,500	5,500	5,500	-
880-30-12-51776	12	51776	Appraisal Fees	-	-	-	-	-
880-30-12-51777	12	51777	Arbitrage Rebate Services	-	-	-	-	-
880-30-12-51778	12	51778	Tax Consulting Services	-	-	-	-	-
880-30-12-51900	12	51900	Taxes & Other Fees	-	1,200	1,200	1,200	-
880-30-12-52000	12	52000	Insurance	-	-	-	-	-
880-30-12-52502	12	52502	County Tax Administration	-	-	-	-	-
880-30-12-53100	12	53100	Postage	1	-	-	-	-
880-30-12-53200	12	53200	Photocopy	-	-	-	-	-
880-30-12-53300	12	53300	Office Supplies	-	-	-	-	-
880-30-12-54200	12	54200	Other Department Supplies	-	-	-	-	-
880-30-12-55400	12	55400	Building/Grounds Maintenance	-	-	-	-	-
880-30-12-55500	12	55500	Central Garage Charges	-	-	-	-	-
880-30-12-55800	12	55800	IT Services & Maintenance	-	-	-	-	-
880-30-12-55900	12	55900	Overhead	-	-	-	-	-
881-30-12-52505	12	52505	Successor Fund Distribution	-	-	-	-	-
881-30-12-56110	12	56110	1994 Bonds - Principal	-	380,744	392,317	392,317	-
881-30-12-56120	12	56120	2003 Bonds - Principal	190,599	-	-	-	-
881-30-12-56130	12	56130	Principal - City of Arcata	-	-	-	-	-
881-30-12-56210	12	56210	1994 Bonds - Interest	-	184,327	171,476	171,476	-
881-30-12-56220	12	56220	2003 Bonds - Interest	-	-	-	-	-
881-30-12-56230	12	56230	Interest - City of Arcata	-	-	-	-	-
881-30-12-56310	12	56310	1994 Bonds - Fiscal Agent	-	1,200	1,200	1,200	-
881-30-12-56320	12	56320	2003 Bonds - Fiscal Agent	1,200	-	-	-	-
884-30-12-50100	12	50100	Regular Salaries	-	-	-	-	-
884-30-12-50300	12	50300	Part-time & Temporary Salaries	-	-	-	-	-
884-30-12-50990	12	50990	Employee Benefits	-	-	-	-	-
884-30-12-51770	12	51770	Other Professional Services	-	-	-	-	-
884-30-12-51771	12	51771	Legal Consultations	-	-	-	-	-
884-30-12-51776	12	51776	Appraisal Fees	-	-	-	-	-
884-30-12-51780	12	51780	Other Planning Services	-	-	-	-	-
884-30-12-51900	12	51900	Taxes & Other Fees	-	-	-	-	-
884-30-12-52505	12	52505	Successor Fund Distribution	-	-	-	-	-
884-30-12-55800	12	55800	IT Services & Maintenance	-	-	-	-	-
884-30-12-58100	12	58100	Plans	-	-	-	-	-
884-30-12-58300	12	58300	Programs	-	-	-	-	-
884-30-12-58500	12	58500	Projects	-	-	-	-	-
885-30-12-51724	12	51724	CEQA NEPA & Permitting	-	-	-	-	-
885-30-12-51771	12	51771	Legal Consultations	-	-	-	-	-
885-30-12-51778	12	51778	Tax Consulting Services	-	-	-	-	-
885-30-12-51780	12	51780	Other Planning Services	-	-	-	-	-
885-30-12-51790	12	51790	Other Consulting Services	-	-	-	-	-
885-30-12-51900	12	51900	Taxes & Other Fees	-	-	-	-	-
885-30-12-57300	12	57300	Capital - Buildings & Structur	-	-	-	-	-
885-30-12-58100	12	58100	Plans	-	-	-	-	-
885-30-12-58300	12	58300	Programs	-	-	-	-	-
885-30-12-58500	12	58500	Projects	-	-	-	-	-
12 Total				196,916	575,471	574,193	574,193	-

GRANT FUNDED PROGRAMS**(Community Development)****DESCRIPTION:**

Activity 13 houses the Community Development Department's Grants. The Department sources federal and state funds from a range of sources. The state Housing and Community Development (HCD) Department is a primary funding source for Department grants. The City has competed successfully for Home Investment Partnership (HOME) Grants, Community Development Block Grants (CDBG), and federal Environmental Protection Agency (EPA) grants, as well as a range of other grants occasionally.

The projects and programs funded by these funds are dependent on the grant. Most funding sources require the projects benefit a target income group or remove blight. Projects range from multi-family housing development or rehabilitation to business loans and infrastructure financing. The Department has secured over \$53M in grant funds since its first CDBG grant in 1982.

This fiscal year, the City will manage its grants to redevelop brownfields with its EPA grant, and rehabilitate low-income housing, contribute to the wastewater treatment plant upgrades, and contribute to the Housing Strategic Plan with its 2017 CDBG grant. Other grants may be secured during the fiscal year for specific purposes.

PROGRAM CHANGES:

None.

ACCOMPLISHMENTS:

1. Applied for and was awarded a Local Coastal Program Grant to complete the LCP update.
2. Contracted for services for the EPA brownfields assessment grant and completed three Phase I assessments, including assessment of the Little Lake Industries site.
3. Implemented the Tenant Based Rental Assistance Program, including enrolling more than 20 households in need of the funds to retain housing, several of which were among the most vulnerable in mobile home parks.
4. Continued the Homeownership Program, making multiple loans.
5. Applied for and was awarded SB2 Planning Grant Funds to support the Strategic Infill Redevelopment Plan.

GOALS:

Focus long-range planning efforts on infill, mixed use, and appropriate responses to climate, market, and community needs to facilitate both housing and economic opportunities for our citizens. Implementation will include:

- a. Initiate a targeted update to the General Plan to address future growth with an emphasis on high density infill, wastewater treatment, growth management, recreation, and land use.
- b. Continue the Strategic Infill Redevelopment Plan that identifies market, policy, and programmatic changes needed to support housing development, including a specific plan in the K Street corridor.
- c. Complete the Local Coastal Plan.
- d. Develop a tourism and marketing plan with agency and regional partners.

General Ledger-
Comparative
Expenditures

General Ledger Line	Activity	Account	Description	2017/18 Actual	2018/19 Adopted	Department Request	City Manager	Dept Request vs. CM
211-30-13-50100	13	50100	Regular Salaries	-	4,500	7,466	7,466	-
211-30-13-50300	13	50300	Part-time & Temporary Salaries	-	3,950	-	-	-
211-30-13-50990	13	50990	Employee Benefits	-	2,848	27,012	27,012	-
211-30-13-55900	13	55900	Overhead	-	-	-	-	-
211-30-13-58201	13	58201	2007-EDBG-3899	267,969	-	-	-	-
211-30-13-58202	13	58202	2007-EDEF-3739	-	-	-	-	-
211-30-13-58203	13	58203	2006-WFH-171	-	-	-	-	-
211-30-13-58205	13	58205	2009-STBG-6406	-	-	-	-	-
211-30-13-58206	13	58206	2009-PTAG-6498	-	-	-	-	-
211-30-13-58207	13	58207	2009-EDEF-6527	-	-	-	-	-
211-30-13-58208	13	58208	09-EHAP-6508	-	-	-	-	-
211-30-13-58209	13	58209	2012-CDBG-8372	-	-	-	-	-
211-30-13-58210	13	58210	2008 CDBG P/TA	-	-	-	-	-
211-30-13-58211	13	58211	2017 EPA Brownfields Grant	17,389	-	-	-	-
211-30-13-58212	13	58212	2017-CDBG-2017	-	-	-	-	-
234-30-13-50100	13	50100	Regular Salaries	-	-	-	-	-
234-30-13-50300	13	50300	Part-time & Temporary Salaries	-	-	-	-	-
234-30-13-50990	13	50990	Employee Benefits	-	-	-	-	-
234-30-13-58251	13	58251	2004 HOME New Construct	-	500,000	-	-	-
234-30-13-58252	13	58252	05-HOME-2024 Janes Creek	-	-	-	-	-
234-30-13-58253	13	58253	09-HOME-6208	-	-	-	-	-
234-30-13-58254	13	58254	2010-HOME-6341	-	-	-	-	-
234-30-13-58255	13	58255	2012-HOME-8573	-	-	-	-	-
13 Total				285,358	511,298	34,478	34,478	-

REVOLVING LOAN FUNDS

(Community Development)

DESCRIPTION:

The Community Development Department manages funds that are repaid from grant and program income funded loans through Activity 14. Program income is generated with loans are repaid on installment or in lump sum amounts. The revenue in this Activity is primarily generated from Home Investment Partnership Program (HOME) and Community Development Block Grant (CDBG) funds. However, the Basic Fund (250), is an economic development fund that is managed for community reinvestment as a revolving loan fund.

PROGRAM CHANGES:

None

ACCOMPLISHMENTS:

1. Managed first time homebuyer loans; Housing Rehabilitation loans; and business loans
2. Submitted all Program Income Reports to the State.
3. Monitored the following affordable housing projects that have regulatory restrictions and "residual receipt" type loans:
 - a. Bayview Courtyards Senior Apartments.
 - b. Arcata Gardens
 - c. Courtyards Phase I & II
 - d. Arcata and Sandpiper Mobile home Parks
 - f. Plaza Point Senior Housing
4. Managed Business Loan Portfolio.
5. Partnered for the development of the Creamery Row Townhomes Affordable Housing Project.

GOALS:

1. Manage the loan portfolio.
2. Make three new business loans.
3. Establish a sustainable funding program for housing programs and projects. Similar to the Economic Revitalization fund, the Housing Fund has limited resources, and should be managed with these limitations in mind. The Housing Fund should be a leveraging fund, used to improve grant competitiveness and project outcome instead of as a primary source for project financing.
4. Focus long-range planning efforts on infill, mixed use, and appropriate responses to climate, market, and community needs to facilitate both housing and economic opportunities for our citizens. Implementation will include:
 - a. Initiate a targeted update to the General Plan to address future growth with an emphasis on high density infill, wastewater treatment, growth management, recreation, and land use.
 - b. Continue the Strategic Infill Redevelopment Plan that identifies market, policy, and programmatic changes needed to support housing development, including a specific plan in the K Street corridor.
 - c. Complete the Local Coastal Plan.
 - d. Develop a tourism and marketing plan with agency and regional partners.

**General Ledger-
Comparative
Expenditures**

General Ledger Line	Activity	Account	Description	2017/18 Actual	2018/19 Adopted	Department Request	City Manager	Dept Request vs. CM
250-30-14-51200	14	51200	Communications	-	-	-	-	-
250-30-14-51770	14	51770	Other Professional Services	1,807	2,000	5,000	5,000	-
250-30-14-55400	14	55400	Building/Grounds Maintenance	-	-	-	-	-
250-30-14-55800	14	55800	IT Services & Maintenance	-	1,955	-	-	-
250-30-14-58300	14	58300	Programs	-	-	-	-	-
250-30-14-58500	14	58500	Projects	-	-	-	-	-
250-30-14-58500	14	58500	Revolving Loan Funds	1,807	3,955	-	-	-
255-30-14-50100	14	50100	Regular Salaries	43,478	92,475	111,415	111,415	-
255-30-14-50300	14	50300	Part-time & Temporary Salaries	30,216	11,850	9,071	9,071	-
255-30-14-50990	14	50990	Employee Benefits	31,052	56,679	67,676	67,676	-
255-30-14-51770	14	51770	Other Professional Services	8,633	25,000	55,000	55,000	-
255-30-14-55300	14	55300	Equipment Maintenance	-	-	-	-	-
255-30-14-55800	14	55800	IT Services & Maintenance	948	1,956	1,484	1,484	-
255-30-14-55900	14	55900	Overhead	4,300	4,290	-	-	-
255-30-14-58100	14	58100	Plans	-	-	-	-	-
255-30-14-58300	14	58300	Programs	171,351	-	-	-	-
255-30-14-58500	14	58500	Projects	289,978	192,250	200,000	200,000	-
259-30-14-50100	14	50100	Regular Salaries	15,427	-	-	-	-
259-30-14-50300	14	50300	Part-time & Temporary Salaries	351	-	-	-	-
259-30-14-50990	14	50990	Employee Benefits	7,827	-	-	-	-
259-30-14-51770	14	51770	Other Professional Services	3,329	17,500	-	-	-
259-30-14-55800	14	55800	IT Services & Maintenance	947	1,956	1,484	1,484	-
259-30-14-58040	14	58040	Loans - Construction	-	-	-	-	-
259-30-14-58300	14	58300	Programs	4,529	-	-	-	-
259-30-14-58500	14	58500	Projects	-	1,000,000	-	-	-
14. Total				615,981	1,411,866	451,130	451,130	-

COMMUNITY REINVESTMENT AND DEVELOPMENT**(Community Development)****DESCRIPTION:**

The Community Development Department manages the Community Reinvestment and Development (CR&D) Activity, which has two primary functions. Each function is a component of, and related to, the former Arcata Community Development Agency (Redevelopment Agency) activities. First, the CR&D implements housing programs as the Housing Successor to the former Redevelopment Agency. Second, the Activity implements economic development activities consistent with the former Redevelopment Agency's Implementation Plan and Long Range Property Management Plan. The primary funding sources for these projects and programs are the assets of the former Agency and reinvestment funds earned through leases, asset sales, and loan repayments. The Community Development Department is dedicated to sustainable reinvestment of these Community Development assets to grow housing and industry in the City of Arcata.

This fiscal year, the Housing Fund (244) in this Activity will develop and implement a moderate-income homeownership down payment assistance program. This program will assist a small number of households seeking homeownership opportunities in the City to obtain conventional financing. In addition, the fund will assist with the long-range planning efforts of the Housing Strategic Plan. The Plan will result in a right-sized, mixed-use, mixed-income, infill development program that will incentivize development consistent with future housing, commercial, and industrial needs.

The Project Fund (245), which implements the economic development functions of the Activity, will facilitate planning and design phases for the real property assets of the CR&D. Specifically, the City holds title to the Happy Valley property off West End Road. This property was recently included in the West End Specific Plan, which identified market and land use goals for the region and the property. This fiscal year, the Community Development Department will begin site planning on the Happy Valley to develop a business park, along with amenities that will benefit the region. The Department will also evaluate the Little Lakes site, south of Samoa on I Street, for the next redevelopment phase. The Project Fund is funded primarily by the Bond Proceeds of the former Agency.

PROGRAM CHANGES:

None

ACCOMPLISHMENTS:

This fund was not active in the prior fiscal year.

GOALS:

1. Develop plans and complete road improvements to Happy Valley
2. Develop a moderate-income down payment assistance program.
3. Focus long-range planning efforts on infill, mixed use, and appropriate responses to climate, market, and community needs to facilitate both housing and economic opportunities for our citizens. Implementation will include:
 - a. Initiate a targeted update to the General Plan to address future growth with an emphasis on high density infill, wastewater treatment, growth management, recreation, and land use.
 - b. Continue the Strategic Infill Redevelopment Plan that identifies market, policy, and programmatic changes needed to support housing development, including a specific plan in the K Street corridor.
 - c. Complete the Local Coastal Plan.
 - d. Develop a tourism and marketing plan with agency and regional partners.

**General Ledger-
Comparative
Expenditures**

General Ledger Line	Activity	Account	Description	2017/18 Actual	2018/19 Adopted	Department Request	City Manager	Dept Request vs. CM
244-30-35-50100	35	50100	Regular Salaries	2,317	37,832	44,778	44,778	-
244-30-35-50300	35	50300	Part-time & Temporary Salaries	-	-	-	-	-
244-30-35-50990	35	50990	Employee Benefits	3,748	21,595	21,884	21,884	-
244-30-35-51770	35	51770	Other Professional Services	-	-	-	-	-
244-30-35-51771	35	51771	Legal Consultations	520	5,000	5,000	5,000	-
244-30-35-51780	35	51780	Other Planning Services	-	-	-	-	-
244-30-35-51900	35	51900	Taxes & Other Fees	405	-	-	-	-
244-30-35-54200	35	54200	Other Department Supplies	175	-	-	-	-
244-30-35-55800	35	55800	IT Services & Maintenance	2,019	2,200	2,309	2,309	-
244-30-35-58100	35	58100	Plans	-	30,000	-	-	-
244-30-35-58300	35	58300	Programs	-	75,000	-	-	-
244-30-35-58500	35	58500	Projects	-	-	-	-	-
244-30-35-58500	35	58500	Public Improvement Projects	9,184	171,627	-	-	-
245-30-35-50100	35	50100	Regular Salaries	1,095	6,220	18,661	18,661	-
245-30-35-50990	35	50990	Employee Benefits	1,388	4,789	13,885	13,885	-
245-30-35-51771	35	51771	Legal Consultations	-	-	-	-	-
245-30-35-51778	35	51778	Tax Consulting Services	-	-	-	-	-
245-30-35-51780	35	51780	Other Planning Services	-	-	-	-	-
245-30-35-51790	35	51790	Other Consulting Services	7,000	-	-	-	-
245-30-35-51900	35	51900	Taxes & Other Fees	81	-	-	-	-
245-30-35-54200	35	54200	Other Department Supplies	26	-	-	-	-
245-30-35-55800	35	55800	IT Services & Maintenance	-	1,122	-	-	-
245-30-35-58100	35	58100	Plans	-	-	-	-	-
245-30-35-58300	35	58300	Programs	-	-	-	-	-
245-30-35-58500	35	58500	Projects	400	-	-	-	-
884-30-35-51771	35	51771	Legal Consultations	-	-	-	-	-
35 Total				28,358	355,385	106,517	106,517	-

PERSONNEL ACTIVITY DESCRIPTION**(City Manager)****DESCRIPTION:**

The Personnel Administration activity is responsible for managing a centralized personnel system including, but not limited to, maintaining official employee personnel files and records; creating, implementing and maintaining the City's classification and compensation programs; conducting all aspects of recruitment and pre-employment testing; administration of employee benefits, including Workers' Compensation; identifying and providing citywide training; and compliance with State and Federal mandates. The Labor Relations function of this activity includes administering the labor relations activities as mandated by State law, municipal code and current memorandums of understanding (MOU). This involves collective bargaining negotiations, disciplinary actions, grievance arbitration, and ongoing interpretation and application of policies, procedures, and applicable MOUs.

ACCOMPLISHMENTS:

1. 25 Recruitments conducted.
2. 378 Applications received and processed.
3. 21 Vacancies filled.
4. 46 Pre-employment physicals processed.
5. 16 Driver license physicals processed.
6. 17 Workers' Compensation injuries processed.
7. 8 General citywide trainings arranged, conducted and/or hosted.
9. Coordinated and facilitated the annual Employee Recognition Ceremony to recognize milestone service years of employees.
10. In coordination with City Clerk Division, recruited to fill various Commission & Committee vacancies.
11. Supported county wide Workforce Weekend program launch for job applicants.
12. Participated in local job fairs.
13. Restructured methods of outreach to adapt to changes in candidate availability.
14. Continued collaboration with neighbor cities in conducting Dispatcher recruitment and testing.
15. Coordinated and hosted 2 flu shot clinics for all employees/family members.
16. Conducted a city-wide EEOC designation update.
17. Facilitated City's third-party health plan administrator in conducting a Plan-wide dependent eligibility audit.
18. Prepared and processed various negotiated salary and benefit changes increases for employee bargaining groups and Management/Confidential employees.
19. Prepared and processed Hourly employee salary changes as a result of the minimum wage increase.

GOALS:

1. Update the City's Personnel Rules & Procedures.
2. Continue to stay abreast of changing Federal and State regulations and mandates through such things as REMIF conferences, League of California Cities list serve, Liebert, Cassidy, Whitmore employment law legal consortium; and locally through monthly Personnel Manager meetings with the cities of Eureka and Fortuna, and the County of Humboldt.
3. Continue to update and streamline a variety of processes and/or forms (i.e.: personnel action form, employee performance evaluations, regulatory changes to employment application, part-time hiring and volunteer placement procedures).
4. Continue to review, update, and create various mandated and/or necessary policies (i.e. Harassment/ Discrimination, Workplace Violence, Employer Employee Relations Ordinance)
5. Continue to work with supervisors and employees to identify city-wide training needs and provide on-site or offer local resources to meet such needs.
6. Successfully negotiate successor MOUs for the represented employee groups.
7. Complete update of City's Injury and Illness Prevention Plan (IIPP), including development of necessary policies and programs.
8. Perform ongoing personnel records administration.

PERSONNEL ACTIVITY DESCRIPTION**(City Manager)**

9. Perform ongoing administration of fringe benefit plans and programs.
10. Provide more outreach and information to employees to become more informed of their benefits and encourage fuller utilization of the various options available.
11. Facilitate contract agreement with medical review board (Occur-med) for updating city job profiles.
12. Coordinate and assist with various citywide safety trainings, including create and/or update city facilities evacuation maps for each facility; fire extinguisher training refresher; and fire drill training.
13. Update volunteer hiring packets and procedures.
14. Complete development of citywide Intern program and process.
15. Implement the NeoGove online application module to allow applicants to complete and submit employment application materials electronically.
16. Develop City racial equity staff team and identify ongoing training programs.

**General Ledger-
Comparative
Expenditures**

General Ledger Line	Activity	Account	Description	2017/18 Actual	2018/19 Adopted	Department Request	City Manager	Dept Request vs. CM
101-10-15-50100	15	50100	Regular Salaries	129,300	135,342	125,436	125,436	-
101-10-15-50200	15	50200	Overtime Wages	1,666	-	-	-	-
101-10-15-50300	15	50300	Part-time & Temporary Salaries	-	-	-	-	-
101-10-15-50990	15	50990	Employee Benefits	107,937	109,395	98,723	98,723	-
101-10-15-51200	15	51200	Communications	432	432	432	432	-
101-10-15-51300	15	51300	Advertising	12,223	8,000	8,000	8,000	-
101-10-15-51400	15	51400	Training & Conferences	883	3,400	4,400	4,400	-
101-10-15-51430	15	51430	Training - Employee Groups	2,288	4,000	4,000	4,000	-
101-10-15-51600	15	51600	Memberships & Dues	1,260	1,150	1,110	1,110	-
101-10-15-51702	15	51702	Medical Examinations	23,695	14,700	12,200	12,200	-
101-10-15-51703	15	51703	Psychology Examinations	6,165	3,425	2,740	2,740	-
101-10-15-51704	15	51704	Background Check	-	-	-	-	-
101-10-15-51705	15	51705	Other Examinations	3,765	4,000	4,000	4,000	-
101-10-15-51770	15	51770	Other Professional Services	53,427	11,248	11,300	11,300	-
101-10-15-52524	15	52524	Fingerprinting Services	2,254	2,000	2,000	2,000	-
101-10-15-53100	15	53100	Postage	1,043	1,150	1,050	1,050	-
101-10-15-53200	15	53200	Photocopy	978	600	700	700	-
101-10-15-53300	15	53300	Office Supplies	-	-	-	-	-
101-10-15-54200	15	54200	Other Department Supplies	2,026	1,000	1,000	1,000	-
101-10-15-55800	15	55800	IT Services & Maintenance	3,584	4,754	3,495	3,495	-
101-10-15-57800	15	57800	Capital - Furniture & Equipment	-	-	-	-	-
15 Total				352,927	304,596	280,586	280,586	-

GENERAL INSURANCE ACTIVITY DESCRIPTION**(City Manager)****DESCRIPTION:**

This activity represents the insurance premium costs for all the different coverages. It does not include employee health. The insurance coverages are for the City as a corporation and for officials and employees. The insurance coverage is either stipulated by law or contract. Coverages, such as medical, dental, and vision, are included in the Employee Benefit line items for the respective Activities.

ACCOMPLISHMENTS

1. Continued efforts with the Redwood Empire Municipal Insurance Fund (REMIF) to keep the City's General Liability and Worker's Compensation annual assessment premiums and deductible costs down.
2. Continued developing new protocols/processes with newer TPA for both Liability and Workers Compensation claims administration for first full year.
3. Membership in REMIF continues to provide more affordable options for employee safety policy development and training and supervisor/employment law training and legal resources.

GOALS:

1. Continue to work with the Redwood Empire Municipal Insurance Fund (REMIF) and other REMIF Cities to address municipal insurance needs, employee safety and risk management.
2. Work with city managers and staff from other REMIF by combining efforts to achieve economy of scale on issues of mutual concern such as employee safety and training programs.

**General Ledger-
Comparative
Expenditures**

General Ledger Line	Activity	Account	Description	2017/18 Actual	2018/19 Adopted	Department Request	City Manager	Dept Request vs. CM
101-10-17-52010	17	52010	General Liab. & Prop Dam	274,071	356,225	365,567	365,567	-
101-10-17-52011	17	52011	Deductibles	6,357	33,733	35,000	35,000	-
101-10-17-52040	17	52040	Workers Comp Premiums	-	-	526,912	526,912	-
101-10-17-52041	17	52041	Workers Comp Deductibles	-	-	55,000	55,000	-
101-10-17-52050	17	52050	Supp Disability Uninsured	-	-	-	-	-
101-10-17-52060	17	52060	Unemployment Insurance	-	-	-	-	-
17 Total				280,428	389,958	982,479	982,479	-

PUBLIC SAFETY ACTIVITY DESCRIPTION**(Police & Public Safety)****PROGRAM DESCRIPTION:**

Police Department personnel assigned to this activity are responsible for law enforcement, public safety, and emergency services. Police Department personnel utilize a variety of traditional and progressive techniques for enforcement of state and municipal codes, mediation of conflicts, traffic safety and enforcement, disaster preparedness, as well as many other public services. Specific programs within the Public Safety and Police Activity include three divisions; Juvenile Diversion Program, Operations, and Support Services.

The Operations Division is responsible for providing uniformed police officers that are responsible for patrolling the City. Within Operations are several special assignments which help expand police coverage of the City. The special assignments include: Park Ranger, K-9 Officer, Plaza Officer, Valley West Officer, Drug Task Force Officer, and an Investigative Officer.

The Support Services Division provides support services to the public, all sections of the police department, other law enforcement agencies, and county prosecutors through the processing, proper distribution and maintenance of police documents. The Support Services Division includes dispatch, evidence, police service officers, records, and front office personnel.

PROGRAM CHANGES: Measure Z funds were awarded and funded 2 Juvenile Diversion Counselors and 1 School Resource Officer. Due to staffing shortages we have been unable to fill all of our specialty assignments, but with recent hires we should be able to fill additional specialty assignments in the near future. We have reinstated the Evidence Technician position, and have added a second Investigative Officer position.

ACCOMPLISHMENTS:

1. Continued the directed patrol program "Operation Safe Plaza"
2. Deployed Irids throughout the police department. This allows Officers/personnel in the field to be linked directly into the records information system and computer-aided dispatch.
3. Participated in National Night Out, Coffee with a Cop, and other community outreach opportunities.
4. Continued to be committed to the Community Emergency Response Team (CERT) training and worked to join Arcata CERT members with the Arcata Police Department's volunteer program
5. Continued to support and set-up Neighborhood Watch Groups
6. Conducted an Arcata Police Department Open House to highlight the services we offer, provide an opportunity for the community to meet our staff, and advertise the CERT Program.
7. Partnered with Humboldt County Department of Health and Human Services M.I.S.T. (Mobile Intervention & Services Team) to offer services to homeless persons suffering from mental illness.
8. Upgraded 9-1-1 Emergency Communication Dispatch Office with a federal 9-1-1 program grant.
9. Installed a safe medication disposal cabinet through a grant from CVS.
10. Completed the data sharing project through our Records Management System (Collaborate). We now have the ability to share information with Eureka Police Department, Fortuna Police Department and Humboldt County Sheriff's Office.

GOALS:

1. Provide exemplary law enforcement services to our residents, businesses and visitors.
2. Be responsive to the needs of the community while being compassionate, ethical, and fair in our duties.
3. Be respectful and protect the constitutional rights of all.
4. Continue to coordinate and implement the graffiti reduction plan
5. Increase Technological capabilities of the Police Department

PUBLIC SAFETY ACTIVITY DESCRIPTION**(Police & Public Safety)**

6. Coordinate City-wide emergency management training and disaster preparedness
7. Continue emergency NIMS/SEMS training for City staff
8. Work with regional partners to provide public education and Community Emergency Response Team (CERT) training
9. Support a Crime Prevention Program that includes Neighborhood Watch Programs with website links for community access to information
10. Continue to improve the level of police services for Downtown and the Valley West areas.
11. Continue to make pedestrian, bicycle, and vehicle safety and enforcement a Department priority
12. Promote bicycle registration at the Bicycle Rodeo.
13. Implement electronic transfer of cases and digital evidence to the District Attorney's Office.
14. Continue to promote department-wide diversity awareness and participation in inclusivity efforts in the community.
15. Determine feasibility of an on-line reporting system.

**General Ledger-
Comparative
Expenditures**

General Ledger Line	Activity	Account	Description	2017/18 Actual	2018/19 Adopted	Department Request	City Manager	Dept Request vs. CM
101-40-21-50100	21	50100	Regular Salaries	2,397,191	2,621,580	2,687,767	2,687,767	-
101-40-21-50200	21	50200	Overtime Wages	473,820	345,000	363,000	313,000	(50,000)
101-40-21-50300	21	50300	Part-time & Temporary Salaries	126,870	107,840	59,000	32,000	(27,000)
101-40-21-50990	21	50990	Employee Benefits	2,050,626	2,237,253	2,187,431	2,187,431	-
101-40-21-51200	21	51200	Communications	33,502	44,588	43,066	43,066	-
101-40-21-51300	21	51300	Advertising	425	1,000	3,400	2,400	(1,000)
101-40-21-51400	21	51400	Training & Conferences	26,450	17,500	19,750	19,750	-
101-40-21-51500	21	51500	Clothing & Personal Expenses	42,590	37,175	36,750	36,750	-
101-40-21-51600	21	51600	Memberships & Dues	1,084	1,934	2,275	2,275	-
101-40-21-51770	21	51770	Other Professional Services	34,333	18,664	22,026	22,026	-
101-40-21-52520	21	52520	Booking Fees	-	-	-	-	-
101-40-21-52522	21	52522	CAD/RMS Services	41,737	47,667	43,275	43,275	-
101-40-21-52524	21	52524	Fingerprinting Services	44,011	45,000	60,000	60,000	-
101-40-21-52526	21	52526	Haz Mat Response Team	1,420	3,334	3,334	3,334	-
101-40-21-53100	21	53100	Postage	5,011	5,500	5,500	5,500	-
101-40-21-53200	21	53200	Photocopy	-	100	100	100	-
101-40-21-53300	21	53300	Office Supplies	17,275	18,700	19,500	19,500	-
101-40-21-53400	21	53400	Bank Service Charges	11,202	2,200	2,200	2,200	-
101-40-21-54200	21	54200	Other Department Supplies	44,064	44,735	44,245	40,545	(3,700)
101-40-21-54300	21	54300	Small Tools	609	750	750	750	-
101-40-21-55300	21	55300	Equipment Maintenance	28,211	19,826	41,448	41,448	-
101-40-21-55500	21	55500	Central Garage Charges	346,288	384,765	-	336,765	336,765
101-40-21-55600	21	55600	Equipment Rental	9,997	10,130	6,000	6,000	-
101-40-21-55800	21	55800	IT Services & Maintenance	75,158	89,474	77,738	77,738	-
101-40-21-56101	21	56101	Lease Payments - Vehicles	-	-	-	-	-
101-40-21-56503	21	56503	Lease Payments - Con Vac	-	-	-	-	-
101-40-21-57800	21	57800	Capital - Furniture & Equipment	107,496	20,000	97,775	97,775	-
204-40-21-51420	21	51420	Post Certified Courses	28,577	25,000	35,000	35,000	-
221-40-21-50100	21	50100	Regular Salaries	31,476	60,000	-	-	-
221-40-21-50200	21	50200	Overtime Wages	-	-	-	-	-
221-40-21-50300	21	50300	Part-time & Temporary Salaries	-	-	-	-	-
221-40-21-50990	21	50990	Employee Benefits	28,166	40,000	-	-	-
21 Total				6,007,589	6,249,715	5,861,331	6,116,396	255,065

PARKING CONTROL ACTIVITY DESCRIPTION**(Police & Public Safety)****DESCRIPTION:**

Personnel assigned to this activity are responsible for enforcement of local and state parking regulations and the removal of abandoned vehicles. They primarily patrol in areas containing limited-time parking, restricted parking, prohibited parking, and the Preferential Permit areas.

Responsibilities include checking for vehicles which have parked unlawfully, writing notices of violation to violator vehicles, towing vehicles, and collecting coins from parking meters.

ACCOMPLISHMENTS:

Full and part-time staff provided continuing parking enforcement in the limited time parking zones as well as the preferential parking areas and kept our streets clear of abandoned vehicles. During the 2017/18 fiscal year, 253 vehicles were abated – 78 were towed and 175 were moved by the owners after receiving written warnings.

1. Had an increase in parking meter revenue.
2. Continued to manage the preferential parking program.

GOALS:

1. In coordination with City committees, departments, and the community, continue to evaluate the efficacy of current parking policies;
2. Consider paid parking options for City parking lots.
3. Optimize parking revenue.
4. Develop alternatives to using chalk to manage timed parking (i.e. e-chalk or automated license plate readers).

**General Ledger-
Comparative
Expenditures**

General Ledger Line	Activity	Account	Description	2017/18 Actual	2018/19 Adopted	Department Request	City Manager	Dept Request vs. CM
101-40-23-50100	23	50100	Regular Salaries	77,882	77,141	72,613	72,613	-
101-40-23-50200	23	50200	Overtime Wages	193	1,500	1,500	1,500	-
101-40-23-50300	23	50300	Part-time & Temporary Salaries	39,150	48,516	40,400	40,400	-
101-40-23-50990	23	50990	Employee Benefits	68,059	83,458	64,666	56,666	(8,000)
101-40-23-51200	23	51200	Communications	-	-	-	-	-
101-40-23-51400	23	51400	Training & Conferences	1,636	-	1,700	-	(1,700)
101-40-23-51500	23	51500	Clothing & Personal Expenses	-	500	500	500	-
101-40-23-51600	23	51600	Memberships & Dues	135	150	150	150	-
101-40-23-51762	23	51762	Abandoned Vehicle Removal	17,985	20,000	20,000	16,549	(3,451)
101-40-23-53400	23	53400	Bank Service Charges	392	-	-	-	-
101-40-23-54200	23	54200	Other Department Supplies	3,061	6,450	8,650	8,650	-
101-40-23-55300	23	55300	Equipment Maintenance	-	-	-	-	-
101-40-23-55500	23	55500	Central Garage Charges	23,659	26,288	-	26,288	26,288
101-40-23-55600	23	55600	Equipment Rental	-	-	-	-	-
101-40-23-55800	23	55800	IT Services & Maintenance	3,370	3,181	3,294	3,294	-
101-40-23-57800	23	57800	Capital - Furniture & Equipment	-	-	-	-	-
23 Total				235,522	267,184	213,473	226,610	13,137

ANIMAL CONTROL ACTIVITY DESCRIPTION**(Police & Public Safety)****DESCRIPTION:**

The Police Department is responsible for the enforcement of state and local regulations relating to domestic animals, for securing emergency treatment for injured animals, and for investigating animal bites.

PROGRAM CHANGES:

A full-time Police Service Officer was hired and has done an excellent job handling most of the animal control services.

ACCOMPLISHMENTS:

Utilizing a full-time Police Service Officer (PSO's) for animal control duties has greatly increased the number of personnel trained to handle animal control emergencies. Police officers continue to handle animal control emergencies which generally amount to injured or vicious animals. We purchased a Ford Transit Van and set it up to be an animal transport vehicle.

GOALS:

1. Work with local animal rescue groups to promote low cost spay and neuter options for low income residents.

**General Ledger-
Comparative
Expenditures**

General Ledger Line	Activity	Account	Description	2017/18 Actual	2018/19 Adopted	Department Request	City Manager	Dept Request vs. CM
101-40-25-50100	25	50100	Regular Salaries	24,733	24,779	25,234	25,234	-
101-40-25-50200	25	50200	Overtime Wages	-	300	-	-	-
101-40-25-50300	25	50300	Part-time & Temporary Salaries	-	-	-	-	-
101-40-25-50990	25	50990	Employee Benefits	12,118	14,383	15,693	15,693	-
101-40-25-51400	25	51400	Training & Conferences	-	-	1,800	-	(1,800)
101-40-25-51500	25	51500	Clothing & Personal Expenses	-	-	-	-	-
101-40-25-52528	25	52528	County Animal Control	49,269	47,536	48,976	48,976	-
101-40-25-54200	25	54200	Other Department Supplies	143	175	-	-	-
101-40-25-55500	25	55500	Central Garage Charges	9,852	10,946	-	10,946	10,946
101-40-25-55800	25	55800	IT Services & Maintenance	-	-	-	-	-
25 Total				96,115	98,119	91,703	100,849	(1,146)

BUILDING ACTIVITY DESCRIPTION**(Engineering)****DESCRIPTION:**

The Building Division is responsible for all building activities, public and private, in the City of Arcata. All building construction is administered in accordance with the California Building, Residential, Green Building Standards, Plumbing, & Mechanical Codes, and the California Electrical Code. The division also enforces the City Municipal Code and regulations made by the State of California and Federal government pertaining to all building construction. These regulations include, but are not limited to, the California Title 24's handicapped accessibility, and energy, standards. Activities include receiving building permit applications, plan review, permit issuance, inspections and issuance of Certificates of Occupancy. The division investigates potential code and zoning violations and pursues enforcement when necessary.

PROGRAM CHANGES:

The proposed 2019/20 Fiscal Year budget includes the search for a new full-time building official and interim solutions. The continued and increased use of our new outside plan review consultant Four leaf.

ACCOMPLISHMENTS:

1. Reviewed and issued over 520 building permits as of April 19, 2019. This was a net increase.
2. Creation of a more simplified Building Permit application fee and new and improved Building forms and Handouts.
3. Updated Building Code standards to reflect new reach code and other building requirements.
4. Revenues were up significantly due to more in-house review and better management of the permit fees.
5. Began implementation of a new Building Permit system and code enforcement program with a citywide approach.
6. Continued to make progress towards a unified public service Counter in City Hall.

DEPARTMENTAL GOALS:

1. Hire a new building official
2. Implementation of new permit tracking software over the next fiscal year.
3. Continue to implement an improved Building Permit application and review process.
4. Continue to investigate and enforce substandard housing and safety issues.
5. Continue to work on a unified public service Counter in City Hall.
6. Investigate options for creation of an enforcement and residential inspection program for rental property.
7. Implement the new software "track-it" and continue to streamline the building and engineering reviews of projects.

**General Ledger-
Comparative
Expenditures**

General Ledger Line	Activity	Account	Description	2017/18 Actual	2018/19 Adopted	Department Request	City Manager	Dept Request vs. CM
101-30-31-50100	31	50100	Regular Salaries	57,188	185,134	189,295	186,348	(2,947)
101-30-31-50200	31	50200	Overtime Wages	21	150	450	450	-
101-30-31-50300	31	50300	Part-time & Temporary Salaries	76,739	15,000	3,500	3,500	-
101-30-31-50990	31	50990	Employee Benefits	48,532	102,280	120,822	118,729	(2,093)
101-30-31-51200	31	51200	Communications	1,394	1,500	3,000	3,000	-
101-30-31-51400	31	51400	Training & Conferences	629	2,500	3,000	3,000	-
101-30-31-51500	31	51500	Clothing & Personal Expenses	28	225	235	235	-
101-30-31-51600	31	51600	Memberships & Dues	135	275	300	300	-
101-30-31-51722	31	51722	Plan Check Services	29,298	25,000	10,000	10,000	-
101-30-31-51770	31	51770	Other Professional Services	2,970	2,500	2,000	2,000	-
101-30-31-53100	31	53100	Postage	431	600	650	650	-
101-30-31-53200	31	53200	Photocopy	-	600	250	250	-
101-30-31-53300	31	53300	Office Supplies	525	250	1,600	1,600	-
101-30-31-53400	31	53400	Bank Service Charges	533	-	-	-	-
101-30-31-54200	31	54200	Other Department Supplies	1,797	1,000	1,000	1,000	-
101-30-31-54300	31	54300	Small Tools	37	425	500	500	-
101-30-31-55500	31	55500	Central Garage Charges	4,691	5,213	5,200	5,213	13
101-30-31-55800	31	55800	IT Services & Maintenance	4,757	9,478	5,036	5,036	-
101-30-31-55900	31	55900	Overhead	69,590	69,380	60,310	60,310	-
101-30-31-57800	31	57800	Capital - Furniture & Equipment	2,039	2,200	2,200	2,200	-
31 Total				301,334	423,710	409,348	404,321	(5,027)

ENGINEERING ACTIVITY DESCRIPTION**(Engineering)****DESCRIPTION:**

The Engineering Division of the Department of Building & Engineering provides design assistance for the repair and improvement of the City's infrastructure. This infrastructure includes: roadways, curbs and gutters, sidewalks, street lights, bikeways, pedestrian routes, water distribution system, wastewater collection system, storm drains and drainage structures. The Engineering Division works with the other departments to help provide for timely and responsive repairs to avoid unsafe conditions.

The Engineering Department also oversees capital improvement projects for the City. These projects include improvements and expansion of the existing infrastructure, Americans with Disabilities Act (ADA) access improvements, industrial park development and redevelopment district projects. Many of these projects are conducted in-house and involve surveying, engineering design, the preparation of plans and specifications, construction management and inspection. This Department also prepares tentative maps and legal descriptions for the sale of City owned properties. For larger projects, the Division solicits, negotiates and administers contracts with professional surveyors and engineers to complete the work.

This Department provides a number of services to the general public including: determining availability of public utilities, encroachment permits, review of private subdivision and development proposals and traffic safety studies. Applications for work within the City's street right-of-way are reviewed and inspected by the Engineering Department. The Department is also responsible for abatement of nuisances within the public road right-of-way.

This Department provides staff support to the activities of the Transportation Safety Committee. Citizen concerns about traffic safety and parking restrictions are studied by the Department and a report is made to the Committee. The Committee then makes recommendations to the City Council.

PROGRAM CHANGES:

None

ACCOMPLISHMENTS:

1. Completed 9th Street/Inter Model Transit Accessible Improvements project
2. Completed City's annual striping project. This included striping on Alliance Road between Foster Avenue and Spear Avenue.
3. Completed City's annual paving and slurry projects. This work includes grinding and paving portions of Giuntoli Lane roundabouts, Janes Road, Spear Avenue and St Louis Road.
4. Secure partial funding for the reconstruction of Old Arcata Road and began design (Environmental and PS&E)
5. Completed PS&E and awarded construction contract for the annual sidewalk and paving projects
6. Secured Clean Water State Revolving Funds (CWSRF) funding and began construction for the City wide sewer main rehabilitation project for reduction of inflow and infiltration
7. Prioritized replacement of old steel water lines; and successfully submitted application for Drinking Water Clean Water State Revolving Funds (DWSRF) funding .
8. Awarded the construction contract for the ATP SR2S project for the Arcata Elementary area.
9. Successfully began planning phase of the Arcata Annie and Mary trail project.
10. Successfully submitted a Clean Water State Revolving Funds (CWSRF) Planning funding application for the City wastewater improvements project.
11. Submitted three CalOES Grants applications for: Plunkett waterline replacement, new 1 million Gallon Tank in Zone 1 and WWTP Levee improvements.
12. Successfully completed construction of 2018 waterline replacement project.

ENGINEERING ACTIVITY DESCRIPTION**(Engineering)****GOALS:**

1. Move the Engineering Department to the City Hall
2. Complete Construction phase of the Citywide Inflow and Infiltration Project (*CIP #65-0003*)
3. Secure Drinking Water Clean Water State Revolving Funds (DWSRF) funding for the City wide steel water line replacement (*CIP #63-0007*)
4. Continue to work with all other Departments in the design of projects and manage or assist in the management of all Capital Projects.
5. Create a plan for documenting I/I reductions achieved from Citywide project and investigate/make recommendations for I/I from Aldergrove and Sunnybrae.
6. Secure CalOES Grants for Plunkett waterline replacement, new 1 million Gallon Tank in Zone 1 and WWTP Levee improvements. (*CIP #64-001, 67-0035*)
7. Finalize Wastewater Treatment Plant Design and bidding packages and secure funding for engineering and construction. (*CIP #67-0004*)
8. Complete construction of the Arcata Elementary Safe Routes to Schools project.
9. Finalize Plans Specifications and Estimate for the Old Arcata Road improvements (*CIP #45-0001*)
10. Streamline the building and engineering permit application and review process.
11. Plan and design trail from Sunset Roundabout to Larson Park and then North to St. Louis Overpass (Portion of Annie and Mary Trail) (*CIP #45-0010*)
12. Develop master plan drawings to the corporation yard to ensure long term function while integrated with WWTP upgrades.
13. Continue to prioritize and implement traffic calming improvements throughout the City, including sidewalks, pedestrian crossings, bicycle improvements, and drainage improvements. (*CIP #48-0001; 48-0002; 48-0003*)
14. Continue to work on citywide pavement management plan and work with other local agencies (*CIP #45-0002*)
15. Review and upgrade ADA Transition Plan and implement improvements (ongoing)
16. Complete Planning phase of Arcata Annie and Mary connectivity project (*CIP #48-0007*)
17. Implement CIP and develop funding strategies

**General Ledger-
Comparative
Expenditures**

General Ledger Line	Activity	Account	Description	2017/18 Actual	2018/19 Adopted	Department Request	City Manager	Dept Request vs. CM
101-50-41-50100	41	50100	Regular Salaries	117,965	120,900	121,379	109,592	(11,787)
101-50-41-50200	41	50200	Overtime Wages	21	500	1,000	1,000	-
101-50-41-50300	41	50300	Part-time & Temporary Salaries	21,388	18,500	16,190	16,190	-
101-50-41-50990	41	50990	Employee Benefits	83,132	82,623	88,534	80,157	(8,377)
101-50-41-51100	41	51100	Utilities	90,973	75,000	-	-	-
101-50-41-51200	41	51200	Communications	1,179	1,812	4,034	4,034	-
101-50-41-51400	41	51400	Training & Conferences	4,845	5,000	5,600	5,600	-
101-50-41-51500	41	51500	Clothing & Personal Expenses	455	650	600	600	-
101-50-41-51600	41	51600	Memberships & Dues	410	745	745	745	-
101-50-41-51770	41	51770	Other Professional Services	27,283	21,000	28,500	28,500	-
101-50-41-53100	41	53100	Postage	252	1,000	500	500	-
101-50-41-53200	41	53200	Photocopy	1,005	1,080	2,500	2,500	-
101-50-41-53300	41	53300	Office Supplies	949	1,000	2,060	2,060	-
101-50-41-53400	41	53400	Bank Service Charges	1,068	600	-	-	-
101-50-41-53500	41	53500	Chemicals & Lab Supplies	-	-	-	-	-
101-50-41-54200	41	54200	Other Department Supplies	2,679	3,000	3,000	3,000	-
101-50-41-54300	41	54300	Small Tools	3,125	2,500	1,500	1,500	-
101-50-41-55300	41	55300	Equipment Maintenance	5,000	3,500	5,000	5,000	-
101-50-41-55310	41	55310	Street Lights Maintenance	4,658	21,000	23,000	23,000	-
101-50-41-55500	41	55500	Central Garage Charges	19,086	21,206	21,206	16,206	(5,000)
101-50-41-55800	41	55800	IT Services & Maintenance	4,979	7,848	8,100	8,100	-
101-50-41-57610	41	57610	Capital - Street Light Replace	-	-	5,000	5,000	-
101-50-41-57800	41	57800	Capital - Furniture & Equipment	10,221	18,000	5,000	5,000	-
41 Total				400,674	407,464	343,448	318,284	(25,164)

STREET MAINTENANCE ACTIVITY DESCRIPTION**(Environmental Services)****DESCRIPTION:**

This activity is responsible for all roadway maintenance and reconstruction. The City had a total of 70.0 lane miles of streets as of March, 2002.

Street construction/maintenance personnel provide comprehensive street right-of-way maintenance and rehabilitation, including sweeping of 120 curb miles which is supported by the utility tax fund , and repair of roadways, underpasses, and overcrossings. Also, grades, cleans, and maintains unimproved roads, road shoulders, and medians to assure safe driving and parking conditions.

This activity also administers the comprehensive maintenance of the City's annual vegetation management program for vegetation control/removal within the City right-of-way. Monitors and responds to emergency storm conditions such as street flooding, downed trees, and debris removal; and provides staff support and assistance in hazardous waste activities and recycling programs.

PROGRAM CHANGES:

None

ACCOMPLISHMENTS:

During Fiscal Year 2017/2018, City staff was involved in repairing multiple street failures, extensive repair of potholes, defective sidewalks, roadside grading, weed abatement, street sweeping, patching utility cuts/trenches, emergency responses and assisting other departments. Major accomplishments for the year were:

1. Increased resurfacing/repairing pavement defects on: Sunset Ave, Hauser Ct, 18th Street, Heather Lane, Heindon Rd.
2. Completed Polymer Modified Slurry Seal on select streets citywide (45-0001)
3. Continued updating and management of city-wide Pavement Management Program, using street saver
4. Utilizing PUBworks software to track job cost and daily activities.
5. PUBworks software expanded to field use on mobile tablets.
6. Bid, awarded and completed a Grind and Inlay Paving Project.
7. Prep work/paving in advance of slurry project
8. Completed Janes Road North improvements.
9. Secured partial funding for the reconstruction of Old Arcata Road and began design (Environmental and PS&E)

GOALS:

1. Focus on preventative street maintenance while keeping up with deferred maintenance (ongoing)
2. Continue an active street maintenance and reconstruction program, increased neighborhood resurfacing (ongoing)
3. Perform street repairs closely following water and wastewater improvements (ongoing)
4. Continue sidewalk repair and improvement program (ongoing)
5. Continued development of safety policies and procedures
6. Install Sunset/LKwood Blvd safety improvements.(45-0001)
7. Complete Janes Road North improvements.
8. Complete city-wide paving improvements per the pavement management plan. (45-0001)
9. Prioritize and complete street projects using SB1 funds (45-0001)
10. Continue annual pavement maintenance (45-0001)
11. Complete design of Old Arcata Road rehabilitation (45-0001)
12. Complete annual sidewalk/Valley West improvements project (45-0002)

**General Ledger-
Comparative
Expenditures**

General Ledger Line	Activity	Account	Description	2017/18 Actual	2018/19 Adopted	Department Request	City Manager	Dept Request vs. CM
101-50-45-51770	45	51770	Other Professional Services	13,243	90,000	341,757	216,757	(125,000)
101-50-45-57601	45	57601	Capital - Measure G Improves	2,308,926	1,249,000	1,145,000	775,000	(370,000)
207-50-45-50100	45	50100	Regular Salaries	282,002	272,297	287,101	278,261	(8,840)
207-50-45-50200	45	50200	Overtime Wages	6,282	1,000	3,500	3,500	-
207-50-45-50300	45	50300	Part-time & Temporary Salaries	28,205	22,600	22,590	22,590	-
207-50-45-50990	45	50990	Employee Benefits	238,327	235,970	245,188	238,905	(6,282)
207-50-45-51100	45	51100	Utilities	-	-	-	-	-
207-50-45-51200	45	51200	Communications	2,812	4,595	2,220	2,220	-
207-50-45-51400	45	51400	Training & Conferences	1,992	7,050	15,200	15,200	-
207-50-45-51500	45	51500	Clothing & Personal Expenses	6,886	7,900	7,900	7,900	-
207-50-45-51600	45	51600	Memberships & Dues	-	-	-	-	-
207-50-45-51770	45	51770	Other Professional Services	15,265	29,450	61,150	61,150	-
207-50-45-51900	45	51900	Taxes & Other Fees	135	-	-	-	-
207-50-45-53300	45	53300	Office Supplies	924	1,200	1,000	1,000	-
207-50-45-53600	45	53600	Janitorial & Household Supplies	421	500	500	500	-
207-50-45-53800	45	53800	Cement Gravel Sand & Asphalt	78,410	92,000	92,000	92,000	-
207-50-45-54200	45	54200	Other Department Supplies	6,176	4,000	7,000	7,000	-
207-50-45-54300	45	54300	Small Tools	2,463	3,000	3,000	3,000	-
207-50-45-54700	45	54700	Fuels & Lubricants	-	50	50	50	-
207-50-45-55300	45	55300	Equipment Maintenance	668	3,500	3,500	3,500	-
207-50-45-55500	45	55500	Central Garage Charges	113,656	126,285	230,554	126,285	(104,269)
207-50-45-55600	45	55600	Equipment Rental	12,450	17,000	17,000	17,000	-
207-50-45-55800	45	55800	IT Services & Maintenance	4,454	5,573	3,198	3,198	-
207-50-45-55900	45	55900	Overhead	51,060	44,580	51,060	48,260	(2,800)
207-50-45-57400	45	57400	Capital - ROW & Easements	-	-	-	-	-
207-50-45-57600	45	57600	Capital - Other Improvements	151,944	501,000	501,000	501,000	-
207-50-45-57800	45	57800	Capital - Furniture & Equipment	-	-	-	3,000	3,000
210-50-45-57200	45	57200	Capital - Property Acquisition	-	-	-	-	-
210-50-45-57600	45	57600	Capital - Other Improvements	-	-	750,000	-	(750,000)
219-50-45-51770	45	51770	Other Professional Services	1	-	-	-	-
219-50-45-57600	45	57600	Capital - Other Improvements	2,477,792	-	-	-	-
45 Total				5,804,494	2,718,550	3,791,468	2,427,276	(1,364,191)

ALTERNATIVE TRANSPORTATION**(Environmental Services)****DESCRIPTION:**

This activity is responsible for other than motorized vehicle travel and includes improvements for travel of pedestrians and bicycles.

PROGRAM CHANGES:

None

ACCOMPLISHMENTS:

1. Install bike racks at 5 locations
2. Constructed 1/2 mile of the Arcata Ridge Trail.
3. Integrated new Bike/Ped projects with new CIP
4. Held meetings on safety related to connector trails and pedestrian pathways.
5. Reviewed and updated ADA Transition Plan and implement improvements (ongoing)
6. Prioritize and implement traffic calming improvements throughout the City in conjunction with the Transportation Safety Committee (ongoing)
7. Initiated Annie and Mary trail planning process.
8. Cooperated with County for planning rail to trail or rail with trail from Arcata west to Manilla.

GOALS:

1. Install additional bike racks at the AMWS and parks and covered bike parking in downtown area (ongoing)
2. Create a network of linear trails and non-motorized pedestrian trails (ongoing)
3. Prioritize and implement traffic calming improvements throughout the City in conjunction with the Transportation Safety Committee (ongoing)
4. Install bike share stations in identified locations
5. Complete access to Larson Park from Sunset Avenue Roundabout
6. Continue to Seek funding for paving Janes Creek meadows loop trail.
7. Seek funding for deigns implementation of LK Wood ped connector to West End Road near the Ridge Trail trailhead.
8. Create measurable goals for alternative transportation to the City's Climate Action Plan.
9. Complete Planning phase of Arcata Annie and Mary connectivity project

**General Ledger-
Comparative
Expenditures**

General Ledger Line	Activity	Account	Description	2017/18 Actual	2018/19 Adopted	Department Request	City Manager	Dept Request vs. CM
207-50-48-50100	48	50100	Regular Salaries	79,617	83,461	80,068	74,174	(5,894)
207-50-48-50200	48	50200	Overtime Wages	869	1,000	1,000	1,000	-
207-50-48-50300	48	50300	Part-time & Temporary Salaries	1,032	14,620	29,655	29,655	-
207-50-48-50990	48	50990	Employee Benefits	58,565	62,751	63,239	59,050	(4,189)
207-50-48-51200	48	51200	Communications	162	162	72	72	-
207-50-48-51770	48	51770	Other Professional Services	-	252,000	5,500	5,500	-
207-50-48-53800	48	53800	Cement Gravel Sand & Asphalt	1,054	3,500	7,000	7,000	-
207-50-48-54200	48	54200	Other Department Supplies	548	700	1,700	1,700	-
207-50-48-55300	48	55300	Equipment Maintenance	151	600	1,200	1,200	-
207-50-48-55500	48	55500	Central Garage Charges	18,122	20,136	20,136	20,136	-
207-50-48-55800	48	55800	IT Services & Maintenance	2,290	3,290	2,151	2,151	-
207-50-48-55900	48	55900	Overhead	5,000	5,000	-	-	-
207-50-48-57600	48	57600	Capital - Other Improvements	100,775	75,000	90,000	90,000	-
207-50-48-57800	48	57800	Capital - Furniture & Equipment	-	50	100	100	-
48 Total				268,185	522,270	301,821	291,739	(10,082)

TRAFFIC CONTROL ACTIVITY DESCRIPTION**(ES)****DESCRIPTION:**

This activity is responsible for all regulatory, warning, and parking signs, crosswalks, street name signs and speed zone legend painting.

Traffic Control administers and coordinates the repainting of existing striping on City roadways and the repainting of existing and installation of new traffic pavement messages, repainting of curbs, reflective markers and City facility parking control markings.

This activity also administers the maintenance and replacement of 2,450 parking regulation signs, 1,000 regulatory signs, 500 warning signs, 300 "stop" signs, approximately 1,400 street name signs, signs for guidance for the public and emergency vehicles and the maintenance of approximately 67 double head parking meters and 13 single head parking meters.

PROGRAM CHANGES:

None

ACCOMPLISHMENTS:

Traffic Control personnel were involved in maintaining various traffic areas. This included:

1. Installed/improved crosswalk striping/markings
2. Abated graffiti City-wide on signs
3. Curb painting and street striping city-wide
4. Repaired and replaced damaged and worn signs City wide
5. Designed, manufactured and installed specialty signs throughout the City

GOALS:

1. Continue uniform sign placement program and remove unnecessary signs (ongoing)
2. Continue the Graffiti Abatement Program (ongoing)
3. Continue maintenance of high pedestrian traffic areas and bike lanes (ongoing)
4. Repaint legends and crosswalks (ongoing)
5. Apply thermoplastic hot tape on all newly overlaid streets at intersections (contract work)
6. Improve downtown appearance by keeping paint refreshed (ongoing)
7. Remove built up curb paint & renew w/non slip surfaces (ongoing)
8. Continue to manufacture and provide specialty signs as needed (ongoing).
9. Begin development of new safety policies and procedures.
10. Research/ install the need for flashing stop signs at specific locations
11. Purchase and install four radar speed signs
12. Start replacement program for aging parking meters

General Ledger-
Comparative
Expenditures

General Ledger Line	Activity	Account	Description	2017/18 Actual	2018/19 Adopted	Department Request	City Manager	Dept Request vs. CM
209-50-55-50100	55	50100	Regular Salaries	85,178	91,158	88,128	88,128	-
209-50-55-50200	55	50200	Overtime Wages	2,603	-	2,500	2,500	-
209-50-55-50300	55	50300	Part-time & Temporary Salaries	3,009	8,880	8,875	8,875	-
209-50-55-50990	55	50990	Employee Benefits	84,857	89,274	87,297	87,297	-
209-50-55-51200	55	51200	Communications	281	1,571	1,872	1,872	-
209-50-55-51400	55	51400	Training & Conferences	-	300	300	300	-
209-50-55-51600	55	51600	Memberships & Dues	-	-	-	-	-
209-50-55-51770	55	51770	Other Professional Services	1,748	5,000	13,000	13,000	-
209-50-55-53500	55	53500	Chemicals & Lab Supplies	182	400	400	400	-
209-50-55-54200	55	54200	Other Department Supplies	29,938	44,000	49,000	49,000	-
209-50-55-54300	55	54300	Small Tools	503	500	500	500	-
209-50-55-55300	55	55300	Equipment Maintenance	525	1,000	1,000	1,000	-
209-50-55-55320	55	55320	Parking Meter Maintenance	1,441	4,000	6,000	6,000	-
209-50-55-55400	55	55400	Building/Grounds Maintenance	-	500	500	500	-
209-50-55-55500	55	55500	Central Garage Charges	19,172	21,303	104,505	21,303	(83,202)
209-50-55-55800	55	55800	IT Services & Maintenance	2,148	3,346	3,172	3,172	-
209-50-55-57600	55	57600	Capital - Other Improvements	-	-	-	-	-
209-50-55-57800	55	57800	Capital - Furniture & Equipment	-	-	-	-	-
55 Total				231,585	271,232	367,049	283,847	(83,202)

STORMWATER MANAGEMENT ACTIVITY DESCRIPTION**(ES)****DESCRIPTION:**

This activity is responsible for the maintenance, management and restoration of Arcata's creeks, wetlands, and tidelands to optimize fish and wildlife habitat, public use, recreation, flood control, water quality and to fulfill state and federal regulatory requirements and aspects of Arcata's Creeks Management Plan, Drainage Master Plan and City Municipal Code dealing with erosion and sediment control. The Open Space Program is also administered under this activity.

PROGRAM CHANGES:

None

ACCOMPLISHMENTS:

1. Completed construction of South Jacoby Wetland Project.(USFWS&CC)
2. Provided technical support on private development projects that affect Arcata's stormwater system & ESHA's.
3. Continued required monitoring for Humboldt Bay Trail North
4. Conducted 10 Creek Community Work/Cleanup Days
5. Continued to administer NPDES stormwater quality permit & management plan.
6. Completed Trash Assessments and developed SWRCB Trash Amendment Implementation Plan
7. Completed required monitoring and reporting for restoration projects and required City mitigation.
8. Continued water quality and wetland habitat education and outreach via the Marsh Interpretive Center including use of watershed model.
9. Continued to work on permitting for long-term drainage maintenance project.
10. Completed ballot measure for space funding, parks and trails.
11. Completed permitting and design for Alliance Road Fish Passage Improvement
12. Completed fencing improvement on Bayview Ranch Alto lease section.
13. Western Greenbelt Resolution and Plan approved by City Council.
14. Reviewed and commented on private development projects .

GOALS:

1. Develop flood control project for north & south Fork Janes Creek.
2. Continue to implement State and Federal mandated stormwater regulations.
3. Continue to provide professional development & training for division employees.
4. Complete management plan for the Jacoby Creek/Gannon Slough Wildlife Area.
5. Continue to provide efficient environmental services & review of private development projects for better environmental outcomes.
6. Continue Creek Community Cleanup Days.
7. Continue required monitoring and reporting for restoration projects and required City mitigation.
8. Poll on open space funding mechanisms
9. Complete USFWS grant-funded small restoration projects on Balyands Properties
10. Initiate design and permitting for Jolly Giant Creek Reroute
12. Implement Living Shorelines pilot project
13. Initiate permitting and environmental review for culvert removal downstream from Janes Creek Meadows
14. Complete construction of Alliance Road Fish Passage Improvement project.
15. Submit ballot measure for parks, trails open space for November 2020 election.
16. Replace culvert with bridge on jolly Giant Creek east of HSU.
17. Secure drainage/conservation easement on large wetland complex east of West End Road.

General Ledger-
Comparative
Expenditures

General Ledger Line	Activity	Account	Description	2017/18 Actual	2018/19 Adopted	Department Request	City Manager	Dept Request vs. CM
666-60-51-50100	51	50100	Regular Salaries	108,376	116,093	116,755	116,755	-
666-60-51-50200	51	50200	Overtime Wages	276	-	-	-	-
666-60-51-50300	51	50300	Part-time & Temporary Salaries	17,559	22,330	23,681	21,681	(2,000)
666-60-51-50990	51	50990	Employee Benefits	78,230	91,315	97,006	97,006	-
666-60-51-51100	51	51100	Utilities	263	-	250	250	-
666-60-51-51200	51	51200	Communications	450	500	540	540	-
666-60-51-51400	51	51400	Training & Conferences	310	900	800	800	-
666-60-51-51500	51	51500	Clothing & Personal Expenses	239	400	400	400	-
666-60-51-51600	51	51600	Memberships & Dues	236	350	660	660	-
666-60-51-51770	51	51770	Other Professional Services	19,576	14,600	13,400	13,400	-
666-60-51-51798	51	51798	Rail Trail Design Consultant	-	-	2,000	2,000	-
666-60-51-51900	51	51900	Taxes & Other Fees	13,073	23,300	20,977	20,977	-
666-60-51-52000	51	52000	Insurance	7,194	8,939	8,939	8,939	-
666-60-51-53100	51	53100	Postage	181	700	350	350	-
666-60-51-53200	51	53200	Photocopy	161	450	450	450	-
666-60-51-53300	51	53300	Office Supplies	449	650	444	444	-
666-60-51-53400	51	53400	Bank Service Charges	-	-	-	-	-
666-60-51-54200	51	54200	Other Department Supplies	7,986	7,150	7,200	7,200	-
666-60-51-54300	51	54300	Small Tools	400	450	450	450	-
666-60-51-54700	51	54700	Fuels & Lubricants	244	200	200	200	-
666-60-51-55300	51	55300	Equipment Maintenance	750	750	750	750	-
666-60-51-55400	51	55400	Building/Grounds Maintenance	2,734	2,000	2,600	2,600	-
666-60-51-55500	51	55500	Central Garage Charges	19,345	21,494	-	21,494	21,494
666-60-51-55600	51	55600	Equipment Rental	3,850	2,000	2,000	2,000	-
666-60-51-55800	51	55800	IT Services & Maintenance	3,790	5,060	3,749	3,749	-
666-60-51-55900	51	55900	Overhead	25,520	24,650	25,290	19,260	(6,030)
666-60-51-56100	51	56100	Debt Service - Principal	-	-	-	-	-
666-60-51-56200	51	56200	Debt Service - Interest	-	-	-	-	-
666-60-51-57200	51	57200	Capital - Property Acquisition	-	1,000	1,000	1,000	-
666-60-51-57300	51	57300	Capital - Buildings & Structur	1,801	13,000	17,500	17,500	-
666-60-51-57400	51	57400	Capital - ROW & Easements	-	1,000	3,000	3,000	-
666-60-51-57500	51	57500	Capital - Underground Faciliti	-	-	-	-	-
666-60-51-57600	51	57600	Capital - Other Improvements	63,741	710,788	39,500	39,500	-
666-60-51-57800	51	57800	Capital - Furniture & Equipmen	302	300	200	200	-
51 Total				377,038	1,070,369	390,092	403,555	13,464

CONFINED DRAINAGE WAYS ACTIVITY DESCRIPTION**(ES)****DESCRIPTION:**

This activity is responsible for comprehensive maintenance and rehabilitation of 29 miles of various sized drainage lines, one mile of culverts and all stormwater catch basins, drainage inlets, arch drains, and natural drainage facilities.

PROGRAM CHANGES:

None.

ACCOMPLISHMENTS:

During the fiscal year, City staff was involved in maintaining various drainage facilities, repairing several drainage inlets, maintaining roadside drainage and storm drain inlet cleaning. Accomplished during the year were:

1. Emergency preparedness - approx. 2000 sandbags filled
2. Clearing of vegetation along Old Arcata Road and West End Road.
3. Completed DI cleaning in dozens of locations and serviced DI filters
4. Completed Trash Grate cleaning in creeks and avoided overflows
5. Working on LID improvements project on City streets
6. Cleaned sediment basin Retrofitted Jolly Giant Dam to a 500 year flood flow safety rating
8. Reviewed private development projects to insure adequate drainage.
9. Implemented long term drainage maintenance permit.

GOALS:

1. Implement 5-year Capital Improvement Program for Public Works and look for funding mechanisms
2. Update and maintain the Storm water Management Drainage Master Plan consistent with the General Plan and Fish and Wildlife requirements.
3. Continued implementation of Storm water Pollution Prevention Plan
4. Review private development projects including propose annexations for impacts to drainage system
5. Replace culverts identified in CIP.
6. Work on planning for proactive flood control projects to adapt to sea level rise.
7. Complete Janes Creek at Alliance Fish Passage (52-0008)

**General Ledger-
Comparative
Expenditures**

General Ledger Line	Activity	Account	Description	2017/18 Actual	2018/19 Adopted	Department Request	City Manager	Dept Request vs. CM
666-50-52-50100	52	50100	Regular Salaries	78,697	78,152	79,433	76,486	(2,947)
666-50-52-50200	52	50200	Overtime Wages	1,525	600	1,000	1,000	-
666-50-52-50300	52	50300	Part-time & Temporary Salaries	2,065	4,000	4,281	4,281	-
666-50-52-50990	52	50990	Employee Benefits	79,420	64,851	68,357	66,264	(2,093)
666-50-52-51200	52	51200	Communications	577	1,166	972	972	-
666-50-52-51500	52	51500	Clothing & Personal Expenses	-	300	300	300	-
666-50-52-51600	52	51600	Memberships & Dues	-	-	-	-	-
666-50-52-51770	52	51770	Other Professional Services	-	1,000	1,000	1,000	-
666-50-52-52000	52	52000	Insurance	3,837	4,768	4,600	4,600	-
666-50-52-53300	52	53300	Office Supplies	31	200	200	200	-
666-50-52-53800	52	53800	Cement Gravel Sand & Asphalt	904	2,250	2,250	2,250	-
666-50-52-53900	52	53900	Pipes Valves & Fittings	1,310	2,500	2,500	2,500	-
666-50-52-54200	52	54200	Other Department Supplies	1,658	2,250	6,250	6,250	-
666-50-52-54300	52	54300	Small Tools	-	400	400	400	-
666-50-52-55500	52	55500	Central Garage Charges	67,061	74,512	-	66,512	66,512
666-50-52-55600	52	55600	Equipment Rental	-	-	-	-	-
666-50-52-55800	52	55800	IT Services & Maintenance	2,121	3,123	2,131	2,131	-
666-50-52-55900	52	55900	Overhead	76,570	73,960	71,000	48,930	(22,070)
666-50-52-57200	52	57200	Capital - Property Acquisition	-	-	500	500	-
666-50-52-57300	52	57300	Capital - Buildings & Structur	-	1,000	1,000	1,000	-
666-50-52-57400	52	57400	Capital - ROW & Easements	-	-	-	-	-
666-50-52-57500	52	57500	Capital - Underground Faciliti	-	6,000	6,000	6,000	-
666-50-52-57600	52	57600	Capital - Other Improvements	-	-	-	-	-
666-50-52-57800	52	57800	Capital - Furniture & Equipmen	-	3,000	3,000	5,000	2,000
52 Total				315,776	324,032	255,174	296,576	41,402

VEHICLE MAINTENANCE ACTIVITY DESCRIPTION**(ES)****DESCRIPTION:**

This activity administers and coordinates the maintenance and repair of 6 vans, 8 sedans, 25 police vehicles, 12 pickups, 14 compact pickups, 7 utility trucks and flat beds, 5 dump trucks, 10 pieces of heavy construction equipment and approximately 40 miscellaneous small power tools.

PROGRAM CHANGES:

None

ACCOMPLISHMENTS:

Central Garage personnel were responsible for maintaining the City's fleet.

1. Continued diesel emissions compliance for on-road vehicles
2. Continued operation of fleet management software
3. Continued generator permitting and diesel carburetor emissions compliance
4. Continued training programs
5. Designed, fabricated, & installed cost-effective repair solutions for numerous vehicles & pieces of equipment.
6. Kept vehicles in good working order
7. Continued to update Vehicle Replacement Program Spreadsheets to activity based operators.
8. Recouped the most funds ever at the surplus vehicle auction.
9. Purchased first APD patrol cars that are hybrid vehicles.

GOALS:

1. Continue to develop & improve the vehicle replacement program accounting detail.
2. Continue to improve accountability for vehicle repair costs and replacement
3. Update equipment & mechanics training for new vehicles
4. Continue development of SOP's. Train on completed SOP's
5. Begin development of new safety policies and procedures.
6. Review practices regarding use of green products such as recycled oil.
7. Complete another surplus vehicle auction sale.
8. Continue to replace vehicles to meet diesel emission compliance.
9. Purchase full EV pool car.

General Ledger-
Comparative
Expenditures

General Ledger Line	Activity	Account	Description	2017/18 Actual	2018/19 Adopted	Department Request	City Manager	Dept Request vs. CM
771-50-57-50100	57	50100	Regular Salaries	121,491	125,485	125,421	125,421	-
771-50-57-50200	57	50200	Overtime Wages	787	250	250	250	-
771-50-57-50300	57	50300	Part-time & Temporary Salaries	-	-	-	-	-
771-50-57-50990	57	50990	Employee Benefits	112,607	106,674	115,796	115,796	-
771-50-57-51200	57	51200	Communications	990	1,500	876	876	-
771-50-57-51400	57	51400	Training & Conferences	1,062	2,000	2,000	2,000	-
771-50-57-51500	57	51500	Clothing & Personal Expenses	3,841	3,000	5,000	5,000	-
771-50-57-51770	57	51770	Other Professional Services	11,422	16,500	19,000	19,000	-
771-50-57-51900	57	51900	Taxes & Other Fees	-	5,705	5,705	5,705	-
771-50-57-52000	57	52000	Insurance	140,565	151,579	151,579	151,579	-
771-50-57-53300	57	53300	Office Supplies	814	1,000	1,000	1,000	-
771-50-57-53500	57	53500	Chemicals & Lab Supplies	2,747	2,400	2,400	2,400	-
771-50-57-53600	57	53600	Janitorial & Household Supplies	1,309	400	400	400	-
771-50-57-54200	57	54200	Other Department Supplies	3,511	2,000	2,000	2,000	-
771-50-57-54300	57	54300	Small Tools	1,513	1,500	1,500	1,500	-
771-50-57-54400	57	54400	Vehicle & Mobile Equip Parts	45,321	65,000	75,000	75,000	-
771-50-57-54600	57	54600	Tires & Tubes	16,455	21,000	25,000	25,000	-
771-50-57-54700	57	54700	Fuels & Lubricants	146,924	200,000	200,000	200,000	-
771-50-57-55100	57	55100	Vehicle Repair & Maintenance	56,611	62,000	62,000	62,000	-
771-50-57-55300	57	55300	Equipment Maintenance	1,115	1,500	1,500	1,500	-
771-50-57-55500	57	55500	Central Garage Charges	35,762	39,589	42,350	42,350	-
771-50-57-55800	57	55800	IT Services & Maintenance	2,303	4,992	3,363	3,363	-
771-50-57-56200	57	56200	Debt Service - Interest	-	-	-	-	-
771-50-57-56501	57	56501	Lease Payments - Vehicles	-	-	-	-	-
771-50-57-56502	57	56502	Lease Payments - Sweeper	-	-	-	-	-
771-50-57-56503	57	56503	Lease Payments - Con Vac	-	-	-	-	-
771-50-57-57200	57	57200	Capital - Property Acquisition	-	-	-	-	-
771-50-57-57300	57	57300	Capital - Buildings & Structur	-	-	-	-	-
771-50-57-57500	57	57500	Capital - Underground Faciliti	-	-	-	-	-
771-50-57-57600	57	57600	Capital - Other Improvements	-	-	-	-	-
771-50-57-57700	57	57700	Capital - Heavy Equipment	-	-	-	-	-
771-50-57-57800	57	57800	Capital - Furniture & Equipmen	30,867	22,250	24,400	24,400	-
771-50-57-57900	57	57900	Capital - Vehicles	27,717	673,050	805,000	407,000	(398,000)
57 Total				765,734	1,509,374	1,671,540	1,273,540	(398,000)

CORPORATION YARD ACTIVITY DESCRIPTION**(ES)****DESCRIPTION:**

This activity is responsible for maintenance of the Corporation Yard buildings and grounds at 600 South "G" Street. It provides comprehensive maintenance and rehabilitation of the buildings and grounds of all Public Works maintenance and administrative buildings.

PROGRAM CHANGES:

None

ACCOMPLISHMENTS:

1. Relocated the APD evidence storage facility.
2. Replaced two gas furnaces with mini split ductless electric heat pumps.
3. Replaced the roof on the Utility/Streets break room building.
4. Replaced failed siding on the east side of the Utility/Streets break room building.
5. Improved security of facility.
6. Finalized the underground fuel tank leak soil remediation documentation.
7. Replaced the roof on the Central Garage building.

GOALS:

1. Continue to define Activity #61 in context to current plan for continued operation of General Funded activities from the current Corp Yard.
2. Perform initial repairs/remodeling of facilities as funding allows with major emphasis on re-roof projects.
3. Improve facility appearance using internal and external crews.
4. Purchase land from state lands commissioned for WWTP improvements. (61-0020)
5. Develop plan for the raising of dikes for sea level rise.
6. Develop plan for replacing corp yard buildings to be demolished during WWTP upgrades.
7. Replace roof on the Paint/Signs Building (61-0045)

General Ledger-
Comparative
Expenditures

General Ledger Line	Activity	Account	Description	2017/18 Actual	2018/19 Adopted	Department Request	City Manager	Dept Request vs. CM
101-50-61-50100	61	50100	Regular Salaries	22,091	25,420	24,088	24,088	-
101-50-61-50200	61	50200	Overtime Wages	864	-	-	-	-
101-50-61-50300	61	50300	Part-time & Temporary Salaries	-	-	-	-	-
101-50-61-50990	61	50990	Employee Benefits	18,243	20,118	21,729	21,729	-
101-50-61-51100	61	51100	Utilities	-	-	-	-	-
101-50-61-51200	61	51200	Communications	-	-	-	-	-
101-50-61-51500	61	51500	Clothing & Personal Expenses	-	-	-	-	-
101-50-61-51770	61	51770	Other Professional Services	-	-	-	-	-
101-50-61-51900	61	51900	Taxes & Other Fees	324	-	-	-	-
101-50-61-54200	61	54200	Other Department Supplies	(90)	-	-	-	-
101-50-61-54300	61	54300	Small Tools	-	-	-	-	-
101-50-61-55300	61	55300	Equipment Maintenance	-	-	-	-	-
101-50-61-55400	61	55400	Building/Grounds Maintenance	1,685	1,500	4,000	4,000	-
101-50-61-55500	61	55500	Central Garage Charges	4,531	5,034	5,072	5,072	-
101-50-61-55800	61	55800	IT Services & Maintenance	1,602	2,527	1,571	1,571	-
101-50-61-57200	61	57200	Capital - Property Acquisition	-	-	-	-	-
101-50-61-57300	61	57300	Capital - Buildings & Structur	-	-	90,000	90,000	-
101-50-61-57500	61	57500	Capital - Underground Faciliti	-	-	-	-	-
101-50-61-57600	61	57600	Capital - Other Improvements	-	-	-	-	-
101-50-61-57800	61	57800	Capital - Furniture & Equipmen	-	-	-	-	-
61 Total				49,250	54,599	146,461	146,461	-

WATER DISTRIBUTION MAINT. ACTIVITY DESCRIPTION**(ES)****DESCRIPTION:**

This activity is responsible for the maintenance of 76.5 miles of water distribution mains, the installation of new services and the repair/replacement, as need be, of approximately 6,067 services in the City. This activity provides comprehensive maintenance and rehabilitation of all water service lines, main distribution lines, water valves, fire hydrants, and water valve lids and water meter boxes.

PROGRAM CHANGES:

None

ACCOMPLISHMENTS:

City personnel were involved in repairing/replacing water mains and water services due to failures, and new water service installation for new construction.

1. Repaired numerous leaking water lines
2. Installed many new services and repaired many leaks citywide
3. Continued working on certifications for all required personnel
4. Continued 5-year capital improvement program for water distribution improvements and maintenance
5. Continued to update GIS system and collector application.
6. Completed lead service line initial survey.
7. Replaced old water lines on Brett Heart Alley, Westwood, 10th Street, I & 5 between 16th and 17th Streets. (63-0005).
8. Completed citywide water leak survey.
9. Applied for HMG Funding for Plunkett Rd. water line replacement.

GOALS:

1. Continue to reduce unaccounted system losses through repair of substandard transmission lines and perform a water audit (ongoing)
2. Continue to improve GIS accuracy and widen implementation of valve exercise and flushing programs
3. Continue to train staff to meet State requirements for water distribution system
4. Further develop other suitable tank locations
5. Reduce unaccounted system losses by adding water meters at known unmetered or inadequately metered sites.
6. Continue making improvements to GIS mapping system.
7. Remove Tank 8 from the system, install Cla-val control vault.
8. Create GIS mapping of water meter locations.
9. Secure SRF funding for water line replacement project (63-0004).

**General Ledger-
Comparative
Expenditures**

General Ledger Line	Activity	Account	Description	2017/18 Actual	2018/19 Adopted	Department Request	City Manager	Dept Request vs. CM
661-50-63-50100	63	50100	Regular Salaries	250,168	281,862	294,070	285,230	(8,840)
661-50-63-50200	63	50200	Overtime Wages	3,304	3,000	5,000	5,000	-
661-50-63-50300	63	50300	Part-time & Temporary Salaries	12,254	21,740	24,500	24,500	-
661-50-63-50990	63	50990	Employee Benefits	240,770	213,057	240,722	234,439	(6,282)
661-50-63-51100	63	51100	Utilities	-	-	-	-	-
661-50-63-51200	63	51200	Communications	4,339	4,872	3,228	3,228	-
661-50-63-51400	63	51400	Training & Conferences	1,235	4,500	4,500	4,500	-
661-50-63-51500	63	51500	Clothing & Personal Expenses	394	1,600	1,600	1,600	-
661-50-63-51600	63	51600	Memberships & Dues	500	1,000	1,000	1,000	-
661-50-63-51770	63	51770	Other Professional Services	7,955	5,400	15,400	15,400	-
661-50-63-52000	63	52000	Insurance	33,574	41,716	41,716	41,716	-
661-50-63-53300	63	53300	Office Supplies	337	300	300	300	-
661-50-63-53600	63	53600	Janitorial & Household Supplies	-	400	400	400	-
661-50-63-53800	63	53800	Cement Gravel Sand & Asphalt	3,044	15,000	15,000	15,000	-
661-50-63-53900	63	53900	Pipes Valves & Fittings	42,616	45,000	75,000	75,000	-
661-50-63-54200	63	54200	Other Department Supplies	6,316	7,500	7,800	7,800	-
661-50-63-54300	63	54300	Small Tools	1,893	2,000	3,000	3,000	-
661-50-63-54700	63	54700	Fuels & Lubricants	-	-	-	-	-
661-50-63-55300	63	55300	Equipment Maintenance	3,245	6,000	6,500	6,500	-
661-50-63-55500	63	55500	Central Garage Charges	66,882	74,313	70,348	70,348	-
661-50-63-55600	63	55600	Equipment Rental	-	1,000	1,000	1,000	-
661-50-63-55800	63	55800	IT Services & Maintenance	5,687	7,696	5,774	5,774	-
661-50-63-55900	63	55900	Overhead	135,920	134,670	125,530	139,590	14,060
661-50-63-56105	63	56105	1998 COP Refinance Principal	-	68,250	68,250	68,250	-
661-50-63-56205	63	56205	1998 COP Refinance Interest	69,258	67,900	66,570	66,570	-
661-50-63-56305	63	56305	1998 COP Refinance Admin	-	-	-	-	-
661-50-63-57200	63	57200	Capital - Property Acquisition	-	-	-	-	-
661-50-63-57300	63	57300	Capital - Buildings & Structure	-	-	-	-	-
661-50-63-57500	63	57500	Capital - Underground Facilities	2,065	250,000	550,000	550,000	-
661-50-63-57600	63	57600	Capital - Other Improvements	-	-	-	-	-
661-50-63-57800	63	57800	Capital - Furniture & Equipment	14,900	1,000	5,000	5,000	-
63 Total				906,657	1,259,776	1,632,207	1,631,145	(1,063)

WATER TREATMENT & DISTRIBUTION ACTIVITY DESCRIPTION**(ES)****DESCRIPTION:**

This activity is responsible for monitoring, reporting, testing and treatment of all drinking water for the City of Arcata and the Jacoby Creek Water District (JCWD).

This activity provides comprehensive maintenance and repairs for twelve (12) water booster pump stations, and sixteen (16) water storage tanks, located throughout five (5) interconnected elevation zones.

This activity is responsible for reading, repairing, replacing and testing approximately 6,000 water meters, from 3/4" to 10" service size. This activity is also responsible for testing annually 500 backflow prevention devices, and fire service leak detector check devices.

The State of California Department of Public Health and the United States Environmental Protection Agency require the following programs: Water quality testing including, but not limited to: pH, coliform, chlorine, fluoride, iron, lead and copper, temperature, trihalomethanes, and turbidity. Testing occurs on a daily, weekly, monthly, quarterly, semi-annual and annual basis.

PROGRAM CHANGES:

None

ACCOMPLISHMENTS:

1. Updated the Capital Improvement Program for Water Treatment and Distribution systems.
2. Continued to support the "drink local water" campaign to promote local water and decrease the use of single use containers.
3. Completed UCMR3 testing, regulated inorganic, radiological and secondary testing.
4. Trained and re-certified all staff that require continuing education for backflow and state certifications.
5. Successfully hosted Water Week outreach program during the first week of May.
6. Participate in municipal customer meetings with Humboldt Bay Municipal Water District.
7. Designed phase II of Upper Sunny Brae Water System (connect two pressure zones to water Tank 9, remove two redwood tanks, install SCADA for pump control).
8. Installed preliminary meter leak detection system.
9. Cleaned and conducted video inspection of steel water tanks.
10. Purchased property and compiled environmental analysis for new storage tank (1C) to be located east of Happy Valley. (64-0001)
11. Applied for grant funding for additional Zone 1 water storage, Tank 1C (64-0001).
12. Successfully completed 2018 waterline replacement project.

GOALS

1. Provide professional development and training for division employees.
2. Replace failing/slow reading residential water meters, and install new residential water meters. (64-0009)
3. Upgrade booster pump station to intelligently fill the new Tank 9 and existing Tank 10. Install control valve vault (64-0002)
4. Finish installing JCWD valve to conserve energy and reduce costs during peak summer pricing.
5. Train and re-certify all staff that require continuing education for backflow and state certifications.
6. Continue to replace old SCADA system with new Siemens equipment. (64-0018)
7. Recondition Heindon groundwater station. (64-0016)
8. Develop written policy on discontinuation of water service for non-payment SB 998.

General Ledger-
Comparative
Expenditures

General Ledger Line	Activity	Account	Description	2017/18 Actual	2018/19 Adopted	Department Request	City Manager	Dept Request vs. CM
661-60-64-50100	64	50100	Regular Salaries	380,941	412,748	393,998	393,998	-
661-60-64-50200	64	50200	Overtime Wages	6,601	15,000	15,000	15,000	-
661-60-64-50300	64	50300	Part-time & Temporary Salaries	9,965	18,250	19,330	19,330	-
661-60-64-50990	64	50990	Employee Benefits	275,418	320,189	325,152	325,152	-
661-60-64-51100	64	51100	Utilities	71,512	72,000	79,000	79,000	-
661-60-64-51200	64	51200	Communications	5,708	12,540	3,228	3,228	-
661-60-64-51300	64	51300	Advertising	-	100	100	100	-
661-60-64-51400	64	51400	Training & Conferences	5,254	7,800	7,860	7,860	-
661-60-64-51500	64	51500	Clothing & Personal Expenses	3,562	10,000	9,000	9,000	-
661-60-64-51600	64	51600	Memberships & Dues	4,635	3,550	3,550	3,550	-
661-60-64-51720	64	51720	Other Technical Services	-	-	-	-	-
661-60-64-51728	64	51728	Engineering Services	-	-	-	-	-
661-60-64-51742	64	51742	Lab Testing & Analysis	3,730	12,865	12,865	12,865	-
661-60-64-51770	64	51770	Other Professional Services	46,630	59,600	74,325	74,325	-
661-60-64-51780	64	51780	Other Planning Services	-	2,000	2,000	2,000	-
661-60-64-51790	64	51790	Other Consulting Services	-	-	-	-	-
661-60-64-51900	64	51900	Taxes & Other Fees	21,793	21,800	21,800	21,800	-
661-60-64-52000	64	52000	Insurance	28,778	35,757	35,757	35,757	-
661-60-64-52526	64	52526	Haz Mat Response Team	2,300	2,300	2,300	2,300	-
661-60-64-53100	64	53100	Postage	9,874	18,700	20,300	20,300	-
661-60-64-53200	64	53200	Photocopy	316	1,400	1,400	1,400	-
661-60-64-53300	64	53300	Office Supplies	4,615	5,520	5,250	5,250	-
661-60-64-53400	64	53400	Bank Service Charges	32,755	4,400	4,400	4,400	-
661-60-64-53500	64	53500	Chemicals & Lab Supplies	22,003	27,760	29,760	29,760	-
661-60-64-53600	64	53600	Janitorial & Household Supplies	314	850	850	850	-
661-60-64-54000	64	54000	Purchase Of Water	1,103,210	1,340,000	1,340,000	1,340,000	-
661-60-64-54200	64	54200	Other Department Supplies	14,157	17,000	17,000	17,000	-
661-60-64-54300	64	54300	Small Tools	1,510	3,900	4,000	4,000	-
661-60-64-54700	64	54700	Fuels & Lubricants	42	250	250	250	-
661-60-64-55300	64	55300	Equipment Maintenance	14,382	25,000	25,000	25,000	-
661-60-64-55400	64	55400	Building/Grounds Maintenance	6,532	11,500	12,000	12,000	-
661-60-64-55500	64	55500	Central Garage Charges	33,797	37,552	58,331	58,331	-
661-60-64-55600	64	55600	Equipment Rental	-	2,500	3,500	3,500	-
661-60-64-55800	64	55800	IT Services & Maintenance	9,755	11,773	8,769	8,769	-
661-60-64-55900	64	55900	Overhead	317,150	314,220	79,000	325,710	246,710
661-60-64-57200	64	57200	Capital - Property Acquisition	2,151	-	-	-	-
661-60-64-57300	64	57300	Capital - Buildings & Structure	14,870	16,000	22,000	22,000	-
661-60-64-57500	64	57500	Capital - Underground Facilities	26,820	47,000	50,000	50,000	-
661-60-64-57600	64	57600	Capital - Other Improvements	12,491	168,000	353,000	353,000	-
661-60-64-57800	64	57800	Capital - Furniture & Equipment	-	51,000	40,000	40,000	-
64 Total				2,493,570	3,110,824	3,080,076	3,326,786	246,710

WASTEWATER COLLECTION ACTIVITY DESCRIPTION**(ES)****DESCRIPTION:**

This activity is responsible for the maintenance of 61 miles of wastewater collection system network in the City of Arcata. This activity provides comprehensive maintenance and rehabilitation of all main and service lateral sewer lines, clean-outs, and manholes.

PROGRAM CHANGES:

None

ACCOMPLISHMENTS:

1. City personnel were involved in repairing and unplugging numerous sewer main lines and laterals.
2. Installed numerous new sewer lines, property clean-outs, and service laterals.
3. Repaired numerous leaking lower sewer laterals.
4. Updated GIS database to reflect rehabilitated lines and completed new maps for sewer and water.
5. Continued to provide wastewater collection and treatment system recommendations in 5-year Capital Improvement Program.
6. Responded effectively to SSO's.
7. Continued completion of camera operations investigations for compliance with stipulated settlement agreement.
8. Continued to update Collector App for GIS Mapping System.
9. Hydro-cleaned and performed video inspection of miles of sewer lines throughout the city.
10. Completed 50% of Inflow & Infiltration Project. (65-0003)

GOALS:

1. Replacement and installation program for private sewer laterals and clean-outs in the Sunny Brae neighborhood to reduce inflow and infiltration and assist with short-term loans/grants
2. Investigate system efficiency improvements specifically Bayside and pump stations
3. Complete inflow/infiltration (I&I) contract for sewer line rehabilitation.
4. Reduce inflow in West End Road and Aldergrove Road area
5. Continue to update CIP with I&I reduction projects.
6. Continue sewer line routine maintenance for SSO reduction.
7. Continue to maintain pumping stations for reliable operations.
8. Complete Inflow/ Infiltration project (65-0003)
9. Finalize plan/ design for 1st street pump/ motor replacement (65-0004)
10. Continue to replace aging manholes and sewer line/ laterals. (65-0012)
11. Implement new Watertrax data management system to increase efficiency and accuracy for state mandated reporting.
12. Purchase and install pumps/motors at First Street (65-0004)
13. Purchase new CCTV equipment for collections crew.

**General Ledger-
Comparative
Expenditures**

General Ledger Line	Activity	Account	Description	2017/18 Actual	2018/19 Adopted	Department Request	City Manager	Dept Request vs. CM
662-50-65-50100	65	50100	Regular Salaries	291,860	319,214	288,999	283,105	(5,894)
662-50-65-50200	65	50200	Overtime Wages	6,427	10,000	10,000	10,000	-
662-50-65-50300	65	50300	Part-time & Temporary Salaries	22,155	72,270	63,098	63,098	-
662-50-65-50990	65	50990	Employee Benefits	293,346	254,287	246,933	242,744	(4,189)
662-50-65-51100	65	51100	Utilities	-	-	-	-	-
662-50-65-51200	65	51200	Communications	3,811	2,511	2,556	2,556	-
662-50-65-51400	65	51400	Training & Conferences	5,159	7,900	7,900	7,900	-
662-50-65-51500	65	51500	Clothing & Personal Expenses	719	5,750	5,750	5,750	-
662-50-65-51600	65	51600	Memberships & Dues	515	550	550	550	-
662-50-65-51720	65	51720	Other Technical Services	-	2,500	2,500	2,500	-
662-50-65-51770	65	51770	Other Professional Services	11,693	22,350	25,350	25,350	-
662-50-65-52000	65	52000	Insurance	33,574	41,716	41,716	41,716	-
662-50-65-53500	65	53500	Chemicals & Lab Supplies	-	-	-	-	-
662-50-65-53600	65	53600	Janitorial & Household Supplies	-	-	-	-	-
662-50-65-53800	65	53800	Cement Gravel Sand & Asphalt	11,503	22,000	25,000	25,000	-
662-50-65-53900	65	53900	Pipes Valves & Fittings	16,322	18,000	24,000	24,000	-
662-50-65-54200	65	54200	Other Department Supplies	6,015	7,000	8,000	8,000	-
662-50-65-54300	65	54300	Small Tools	1,632	2,000	2,000	2,000	-
662-50-65-55300	65	55300	Equipment Maintenance	17,648	19,000	24,000	24,000	-
662-50-65-55500	65	55500	Central Garage Charges	156,275	173,639	307,580	307,580	-
662-50-65-55600	65	55600	Equipment Rental	4,006	7,000	7,000	7,000	-
662-50-65-55800	65	55800	IT Services & Maintenance	5,667	7,736	5,564	5,564	-
662-50-65-55900	65	55900	Overhead	189,790	188,000	175,540	195,690	20,150
662-50-65-56102	65	56102	1997 Revenue Bonds	-	132,840	132,840	132,840	-
662-50-65-56202	65	56202	1997 Revenue Bonds	18,064	16,600	16,600	16,600	-
662-50-65-56302	65	56302	1997 Revenue Bonds	-	-	-	-	-
662-50-65-57200	65	57200	Capital - Property Acquisition	-	-	-	-	-
662-50-65-57300	65	57300	Capital - Buildings & Structures	-	-	-	-	-
662-50-65-57500	65	57500	Capital - Underground Facilities	618,125	200,000	150,000	150,000	-
662-50-65-57600	65	57600	Capital - Other Improvements	-	-	-	-	-
662-50-65-57800	65	57800	Capital - Furniture & Equipment	24,185	10,000	18,500	18,500	-
65 Total				1,738,491	1,542,863	1,591,976	1,602,043	10,068

WASTEWATER TREATMENT DESCRIPTION**(Environmental Services)****DESCRIPTION:**

This activity is responsible for the monitoring, reporting, testing and treatment of all wastewater for the City of Arcata.

This activity provides comprehensive maintenance and repairs for all of the equipment, motors, and pumps involved with the wastewater treatment plant and related processes. It also provides comprehensive maintenance, and repairs for 11 wastewater pump stations. This activity is responsible for operation, maintenance, and repairs on the oxidation ponds and of treatment and enhancement marshes.

The California State Water Resources Control Board and the United States Environmental Protection Agency require the following programs:

1. Water quality testing including, but not limited to: Chlorine, coliform, biochemical oxygen demand, digester solids, pH, heavy metals, oil and grease, settable solids, sulfur dioxide, suspended solids and toxicity. These tests can occur on a daily, weekly, monthly, quarterly, semi-annual and annual basis.
2. Comprehensive monitoring, permitting, reporting and disposal of the City's wastewater solids composition program.
3. Comprehensive monitoring and maintenance program for the the Arcata Marsh and Wildlife Sanctuary (AMWS).

PROGRAM CHANGES:

None

ACCOMPLISHMENTS:

1. Implemented new SCADA integrated maintenance database, ePortal, for Water/Wastewater Division equipment.
2. Expanded automatic weir operation for treatment wetlands.
3. Continued treatment marsh maintenance.
4. Provided professional development and training to employees.
5. Finalized pre-design for WWTP reconfiguration.
6. Replaced roofing on south side of the drying bed and chlorine building
7. Implemented permitting and CEQA environmental analysis for WWTP upgrade
8. Installed 58 kW Photovoltaic solar system on Sludge Drying Bed roof. (67-0008)
9. Purchased "blue Frog" mixers for continual marsh maintained (sludge reduction).
10. Negotiated a new 5-year NPDES discharge permit with the Regional Water Quality Control Board.
11. Worked with State Land omission to remove public trust restrictions from corporation yard and WWTP.
12. Improved AMWS trail system including making the oxidation ponds dike trail suitable for year-round use.

GOALS:

1. Continue to expand automatic weir upgrades to additional treatment wetlands.
2. Continue to implement wastewater treatment system recommendations.
3. Continue Marsh 7 development. (67-0003)
4. Provide professional development and training for division employees.
5. Expand industrial user monitoring and permitting to appropriate sectors.
6. Implement SCADA system for wastewater lift stations.
7. Seek/ secure funding for WWTP reconfiguration/ upgrade
8. Finalize pre-design and secure engineering for final design for WWTP reconfiguration/ upgrade.
9. Purchase and install aerators for Oxidation Pond 1.
10. Purchase and install sheet piling baffle for Oxidation Pond 2.
11. Finalize Phae I of WWTP upgrades full design.
12. Finalize rate study for potential mid year rate hearing for financing WWTP upgrade project.

**General Ledger-
Comparative
Expenditures**

General Ledger Line	Activity	Account	Description	2017/18 Actual	2018/19 Adopted	Department Request	City Manager	Dept Request vs. CM
662-60-67-50100	67	50100	Regular Salaries	448,242	503,219	579,355	570,515	(8,840)
662-60-67-50200	67	50200	Overtime Wages	6,295	12,000	12,000	12,000	-
662-60-67-50300	67	50300	Part-time & Temporary Salaries	46,464	67,760	68,000	68,000	-
662-60-67-50990	67	50990	Employee Benefits	321,499	379,016	479,656	473,374	(6,282)
662-60-67-51100	67	51100	Utilities	172,475	192,000	183,000	183,000	-
662-60-67-51200	67	51200	Communications	11,038	10,896	9,228	9,228	-
662-60-67-51400	67	51400	Training & Conferences	4,305	8,025	8,800	8,800	-
662-60-67-51500	67	51500	Clothing & Personal Expenses	9,085	12,500	12,500	12,500	-
662-60-67-51600	67	51600	Memberships & Dues	3,334	3,050	3,050	3,050	-
662-60-67-51720	67	51720	Other Technical Services	-	-	-	-	-
662-60-67-51728	67	51728	Engineering Services	47,950	56,000	85,000	85,000	-
662-60-67-51742	67	51742	Lab Testing & Analysis	54,017	101,721	106,221	106,221	-
662-60-67-51754	67	51754	Compost/Brush Chipping	36,162	52,500	39,500	39,500	-
662-60-67-51770	67	51770	Other Professional Services	67,163	133,000	141,146	141,146	-
662-60-67-51771	67	51771	Legal Consultations	-	2,000	2,000	2,000	-
662-60-67-51780	67	51780	Other Planning Services	234	-	40,000	40,000	-
662-60-67-51790	67	51790	Other Consulting Services	-	-	62,000	62,000	-
662-60-67-51900	67	51900	Taxes & Other Fees	71,569	77,500	77,500	77,500	-
662-60-67-51990	67	51990	Other Taxes & Fees	-	-	-	-	-
662-60-67-52000	67	52000	Insurance	28,778	35,757	35,757	35,757	-
662-60-67-52030	67	52030	Insurance - Foam	-	-	-	-	-
662-60-67-52526	67	52526	Haz Mat Response Team	2,300	2,300	2,300	2,300	-
662-60-67-53100	67	53100	Postage	17,273	21,700	26,000	26,000	-
662-60-67-53200	67	53200	Photocopy	352	1,400	1,400	1,400	-
662-60-67-53300	67	53300	Office Supplies	8,385	8,500	8,315	8,315	-
662-60-67-53400	67	53400	Bank Service Charges	32,450	5,000	4,500	4,500	-
662-60-67-53500	67	53500	Chemicals & Lab Supplies	141,292	103,525	109,000	109,000	-
662-60-67-53600	67	53600	Janitorial & Household Supplies	980	1,000	1,000	1,000	-
662-60-67-54200	67	54200	Other Department Supplies	16,523	22,850	23,100	23,100	-
662-60-67-54300	67	54300	Small Tools	2,137	4,000	4,000	4,000	-
662-60-67-54700	67	54700	Fuels & Lubricants	1,129	2,500	2,500	2,500	-
662-60-67-55300	67	55300	Equipment Maintenance	65,062	68,600	68,600	68,600	-
662-60-67-55400	67	55400	Building/Grounds Maintenance	14,633	29,500	29,500	29,500	-
662-60-67-55500	67	55500	Central Garage Charges	78,860	87,622	72,377	72,377	-
662-60-67-55600	67	55600	Equipment Rental	3,776	8,500	9,500	9,500	-
662-60-67-55800	67	55800	IT Services & Maintenance	10,880	13,192	10,333	10,333	-
662-60-67-55900	67	55900	Overhead	263,280	260,890	19,000	269,600	250,600
662-60-67-56102	67	56102	1997 Revenue Bonds	-	29,160	29,160	29,160	-
662-60-67-56202	67	56202	1997 Revenue Bonds	3,965	3,640	3,640	3,640	-
662-60-67-56302	67	56302	1997 Revenue Bonds	-	-	-	-	-
662-60-67-57200	67	57200	Capital - Property Acquisition	-	-	-	-	-
662-60-67-57300	67	57300	Capital - Buildings & Structures	12,678	71,000	100,000	100,000	-
662-60-67-57500	67	57500	Capital - Underground Facilities	33,413	82,000	5,000	5,000	-
662-60-67-57600	67	57600	Capital - Other Improvements	267,192	3,627,000	1,995,000	1,995,000	-
662-60-67-57800	67	57800	Capital - Furniture & Equipment	21,684	-	625,000	633,000	8,000
67 Total				2,326,851	6,100,823	5,093,938	5,337,415	243,477

ENERGY ACTIVITY DESCRIPTION**(Environmental Services)****DESCRIPTION:**

This activity administers and coordinates a community-wide effort to reduce greenhouse gas emissions and energy costs through the promotion of energy efficiency, energy and water conservation, and renewable energy generation among residents, businesses and City government operations. Components of this activity include, but are not limited, to the following:

1. Preparation and distribution of educational materials on energy conservation and renewable energy.
2. Identification and securing funding sources - grants, no interest/low interest loans, performance contracting, and municipal bonds for implementing energy programs.
3. Identification and implementation of energy efficiency upgrades of City facilities.
4. Research and preparation of recommendations to City purchaser on acquisition of alternative fuel vehicles and associated refueling infrastructure to replace City vehicles slated for retirement.
5. Investigation of alternatives for contracting purchase of renewable and/or "green" energy power generation and use in City facilities.
6. Coordination with the Community Development Department, the Planning Commission and the Historic and Design Review Commission, as well as local architects and builders, to promote energy efficiency and designs and amenities that reduce greenhouse gas emissions in new and existing buildings.

PROGRAM CHANGES:

None

ACCOMPLISHMENTS:

1. Completed Library conference room heating upgrade to electric mini split heat pump.
2. Completed Arcata Community Center Parking lot light upgrade to LED.
3. Completed Phase I of engineering design for HVAC replacement plan for City Hall.
4. Continue to provide technical assistance for private development projects in the City.
5. Promoted climate change/climate adaptation awareness in public education and outreach efforts.
6. Supported implementation of Community Choice Energy Program and Opt up to 100% renewable.
7. Worked to promote mode shift in transportation within Arcata.
8. Completed Reach Code ordinance for new construction.
9. Worked with Redwood Coast Energy Authority to transition excessive energy use tax billing to their program.
10. Continued work with RCEA and Chargepoint to expand EV charging stations at City parking facilities at F St, ITF and Arcata Community Center.
11. Completed installation of PV system on Wastewater Treatment Plant Drying Bed Roof.
12. Continued to work with RCEA and Chargepoint to expand EV charging stations at City parking facilities at F St, ITF and Arcata Community Center.
13. Upgraded Larson Park lights to LED and on demand.

GOALS:

1. Participate in Regional Climate Action Plan Development and Adoption for Arcata and the Region.
2. Continue implementation of Community Greenhouse Gas Action Plan
3. Continue to promote sustainable transportation, energy efficiency, water conservation, and renewable energy through various outreach methods.
4. Continue to strengthen partnerships with Redwood Coast Energy Authority, Humboldt State University, Schatz Energy Research Center, and other climate- and energy-related local organizations.
5. Continue to implement water and wastewater 2007 energy audit recommendations.
6. Continue to work to promote mode shift in transportation within Arcata.

ENERGY ACTIVITY DESCRIPTION**(Environmental Services)**

7. Continue goal to implement energy and cost saving measures to the Arcata Library, D Street Neighborhood Center, rental properties the WWTP and other City facilities.
8. Continue community education on funding options for energy and water efficiency upgrades.
9. Secure grants and or low interest loans for appropriate Capital projects to decrease energy use/shift away from fossil fuels.
10. Investigate and recommend new Reach Code options for 2019 California Building Code.
11. Complete work with RCEA and Chargepoint to expand EV charging stations at City parking facilities at F St, ITF and Arcata Community Center.
12. Continue with green fleet purchase of EV or low emission vehicles.

**General Ledger-
Comparative
Expenditures**

General Ledger Line	Activity	Account	Description	2017/18 Actual	2018/19 Adopted	Department Request	City Manager	Dept Request vs. CM
101-60-70-50100	70	50100	Regular Salaries	44,216	44,811	42,830	42,830	-
101-60-70-50300	70	50300	Part-time & Temporary Salaries	4,661	3,820	3,930	3,930	-
101-60-70-50990	70	50990	Employee Benefits	32,742	31,855	33,158	33,158	-
101-60-70-51100	70	51100	Utilities	-	100	-	-	-
101-60-70-51200	70	51200	Communications	-	320	288	288	-
101-60-70-51400	70	51400	Training & Conferences	-	450	300	300	-
101-60-70-51600	70	51600	Memberships & Dues	-	1,000	600	600	-
101-60-70-51770	70	51770	Other Professional Services	1,182	3,000	8,504	8,504	-
101-60-70-53100	70	53100	Postage	6	200	150	150	-
101-60-70-53200	70	53200	Photocopy	80	200	150	150	-
101-60-70-53300	70	53300	Office Supplies	241	400	470	470	-
101-60-70-54200	70	54200	Other Department Supplies	3,700	3,000	3,100	3,100	-
101-60-70-55300	70	55300	Equipment Maintenance	-	200	200	200	-
101-60-70-55500	70	55500	Central Garage Charges	2,418	2,686	2,686	2,686	-
101-60-70-55800	70	55800	IT Services & Maintenance	2,869	3,831	2,731	2,731	-
101-60-70-57800	70	57800	Capital - Furniture & Equipment	19,550	33,000	47,000	5,000	(42,000)
661-60-70-50100	70	50100	Regular Salaries	-	-	-	-	-
661-60-70-50200	70	50200	Overtime Wages	-	-	-	-	-
661-60-70-50300	70	50300	Part-time & Temporary Salaries	-	-	-	-	-
661-60-70-50990	70	50990	Employee Benefits	-	-	-	-	-
661-60-70-51200	70	51200	Communications	44	-	-	-	-
661-60-70-51400	70	51400	Training & Conferences	-	-	-	-	-
661-60-70-51600	70	51600	Memberships & Dues	-	-	-	-	-
661-60-70-51770	70	51770	Other Professional Services	-	-	-	-	-
661-60-70-53100	70	53100	Postage	-	-	-	-	-
661-60-70-53200	70	53200	Photocopy	152	-	-	-	-
661-60-70-53300	70	53300	Office Supplies	26	-	-	-	-
661-60-70-54200	70	54200	Other Department Supplies	151	-	-	-	-
661-60-70-55300	70	55300	Equipment Maintenance	-	-	-	-	-
661-60-70-55500	70	55500	Central Garage Charges	-	-	-	-	-
661-60-70-55800	70	55800	IT Services & Maintenance	-	-	-	-	-
661-60-70-57800	70	57800	Capital - Furniture & Equipment	-	-	-	-	-
70 Total				112,037	128,873	146,097	104,097	(42,000)

IT SERVICES ACTIVITY DESCRIPTION**(City Manager)****DESCRIPTION:**

This activity is responsible for the maintenance, enhancement and systematic replacement of the City's network infrastructure. The City created this program in fiscal year 2009/10 in order to maintain and replace its outdated network infrastructure.

PROGRAM CHANGES: None

ACCOMPLISMENTS:

1. Continued to adjust and maintain the network server appliances for best performance and redundancy.
2. Completed Phase 2 of the network infrastructure upgrade during City Hall remodel efforts.
3. Continued the upgrade and replacement of computers and equipment throughout the city.
4. Implemented new surveillance cameras for the PD and City Hall parking lot.
5. Installed and implemented a new backup solution and off-site cloud storage for disaster recovery.
6. Worked with Finance and other departments to update computer and communication allocations.

GOALS:

1. Continue training of Staff on general computer use and software.
2. Continue upgrade/replacement of older computers throughout the city.
3. Continue upgrade of the network infrastructure for entire City network during planned remodel.
5. Continue the development of an IT Resource and Disaster Recovery Manual.
6. Begin working on a plan to protect the City IT Resources against Next-Level Cyber Threats.

**General Ledger-
Comparative
Expenditures**

General Ledger Line	Activity	Account	Description	2017/18 Actual	2018/19 Adopted	Department Request	City Manager	Dept Request vs. CM
775-10-71-50100	71	50100	Regular Salaries	93,444	95,022	90,325	90,325	-
775-10-71-50990	71	50990	Employee Benefits	94,440	84,345	84,956	84,956	-
775-10-71-51200	71	51200	Communications	11,198	10,435	10,496	10,496	-
775-10-71-51210	71	51210	Internet & DSL	5,240	7,440	7,440	7,440	-
775-10-71-51400	71	51400	Training & Conferences	1,122	1,600	1,600	1,600	-
775-10-71-51600	71	51600	Memberships & Dues	336	360	360	360	-
775-10-71-51770	71	51770	Other Professional Services	159	520	7,060	7,060	-
775-10-71-51790	71	51790	Other Consulting Services	3,249	8,446	9,196	9,196	-
775-10-71-53100	71	53100	Postage	-	-	-	-	-
775-10-71-53200	71	53200	Photocopy	-	-	-	-	-
775-10-71-53300	71	53300	Office Supplies	171	250	100	100	-
775-10-71-54200	71	54200	Other Department Supplies	4,458	1,600	1,000	1,000	-
775-10-71-55300	71	55300	Equipment Maintenance	22,694	6,500	6,500	6,500	-
775-10-71-55800	71	55800	IT Services & Maintenance	3,475	4,801	3,386	3,386	-
775-10-71-55900	71	55900	Overhead	9,620	9,580	8,470	8,470	-
775-10-71-57800	71	57800	Capital - Furniture & Equipment	11,806	14,850	13,800	13,800	-
71 Total				261,411	245,749	244,689	244,689	-

COMMUNICATIONS ACTIVITY DESCRIPTION**(City Manager)****DESCRIPTION:**

This activity includes communications with citizens in writing, such as press releases and advertisements. It includes communication via computers, specifically the Internet and e-mail. It also includes communication via cable television over the PEG (public, educational and governmental) access channel. Communication within City government is through a local area network. This allows electronic access to often used documents by all departments and transfer of studies and reports in progress among departments.

ACCOMPLISHMENTS:

1. Continued creating new Panels for the lobby display.
2. Continued creating videos highlighting employees.
3. Continued to create supporting videos for various City projects and grant proposals.
4. Prepared and emailed over 180 press releases to media.
5. Prepared and posted 160 Facebook posts to the City of Arcata Facebook page.

GOALS:

1. Work with Access Humboldt to maximize franchise benefits and reduce cost of connectivity.
2. Produce more videos on upcoming and existing City Projects.
3. Continue to work on panels for Lobby Display.
4. Assist in marketing the City's Events and Programming.
5. Develop video segments (Arcata success stories, upcoming events, general marketing).
6. Complete and implement a citywide social media policy.

General Ledger-
Comparative
Expenditures

General Ledger Line	Activity	Account	Description	2017/18 Actual	2018/19 Adopted	Department Request	City Manager	Dept Request vs. CM
101-10-77-50100	77	50100	Regular Salaries	22,958	24,296	23,432	23,432	-
101-10-77-50200	77	50200	Overtime Wages	-	-	-	-	-
101-10-77-50300	77	50300	Part-time & Temporary Salaries	23,706	24,700	34,055	34,055	-
101-10-77-50990	77	50990	Employee Benefits	21,100	22,558	15,094	15,094	-
101-10-77-51200	77	51200	Communications	281	281	216	216	-
101-10-77-51400	77	51400	Training & Conferences	-	-	-	-	-
101-10-77-51790	77	51790	Other Consulting Services	4,449	4,975	7,555	7,555	-
101-10-77-51791	77	51791	Consulting - Cable Franchise	4,860	4,860	4,860	4,860	-
101-10-77-51792	77	51792	Consulting - Video Streaming	7,409	7,153	7,153	7,153	-
101-10-77-53100	77	53100	Postage	-	250	-	-	-
101-10-77-54200	77	54200	Other Department Supplies	148	3,950	1,750	1,750	-
101-10-77-55300	77	55300	Equipment Maintenance	3,902	-	-	-	-
101-10-77-55500	77	55500	Central Garage Charges	-	-	-	-	-
101-10-77-55800	77	55800	IT Services & Maintenance	4,595	5,947	3,166	3,166	-
101-10-77-57800	77	57800	Capital - Furniture & Equipment	6,571	-	-	-	-
101-10-77-57803	77	57803	Telecommunication System	-	-	-	-	-
77 Total				99,979	98,970	97,281	97,281	-

SOLID WASTE ACTIVITY DESCRIPTION**(Environmental Services)****DESCRIPTION:**

This activity is responsible for implementation of the City of Arcata Zero Waste Action Plan and State mandates related to solid waste, household hazardous waste, waste preventions, reuse, recycling and organics diversion. These include: Administration of agreements with waste hauler, recycling processor, yard waste collection and processor, special waste processor; compliance with State regulations ;and filing reports with the State of California. In addition, this activity is responsible for public education to promote zero waste through waste prevention, reuse, recycling, and organics diversion.

PROGRAM CHANGES:

None

ACCOMPLISHMENTS:

1. Achieved 57% waste diversion rate for 2017 (most recent year we have data for)
2. Continued implementation and monitoring of ordinance restricting use of Polystyrene food take out containers.
3. Continued implementation of universal garbage & curbside recycling program to increase diversion.
4. Continued to provide backyard compost bins at a reduced rate for Arcata residents who are garbage/recycling customers.
5. Continued to implement voluntary curbside collection of bulky goods and green waste.
6. Hosted 10 community/creek clean-up days
7. Continued Waste Prevention, Recycling and Household Hazardous Waste Education programs.
8. Continued working with landlords & HSU to promote student reuse & recycling when moving (Don't Dump & Run Campaign).
9. Improved diversion options for City facilities
10. Supported Zero Waste Humboldt's efforts to increase diversion at community festivals and large events.
11. Installed new water bottle fill stations to decrease plastic water bottle use.
12. Continued food waste collection and composting for Senior Lunch Program, Play Center and Summer camp programs at Arcata Educational Farm. Expanded program to include Foodworks
13. Increased outreach to educate residents about zero waste practices
14. Partnered with local businesses to hold local events on November 2018 Zero Waste Day
15. Initiated work of Zero Waste Task Force to prioritize ZWAP tasks on education, waste prevention and reuse, improving existing programs, diversion rates, construction and demolition, organics diversion etc.
16. Completed Earth Tub food waste digester installation at the Arcata Educational Farm for city generated food waste.
17. Applied for Organics Diversion funds in collaboration with HSU and Food For People.
18. Provided city-wide litter abatement.
19. Continued business outreach and site visits for waste prevention and organics recycling as required by AB1826
20. Initiated amendment to polystyrene ordinance to limit the use of single-use disposable foodware packaging
21. Initiated development of an ordinance to restrict single use beverage containers at City facilities and events
22. Reviewed and clarified construction/demolition waste diversion requirements to meet and or exceed California Green Building Code requirements. Provided outreach to building community.

GOALS

1. Re-negotiate a green waste drop off agreement with HWMA.
2. Review and Amend Environmental Purchasing Policy.
3. Collaborate with other local agencies and community groups when appropriate and cost effective.

SOLID WASTE ACTIVITY DESCRIPTION**(Environmental Services)**

4. Continue to monitor and report on City diversion programs.
5. Expand organics diversion at the Arcata Educational Farm's Earth Tub food waste digesters to include City rental venues.
6. Continue to support zero waste by promoting waste prevention, reuse, and recycling green business development.
7. Increase direct work and partnerships with apartment complexes, Food for People, Recology, and local thrift stores to promote off-campus resident reuse and recycling.
8. Conduct follow up site-visits to businesses to provide recommendations on waste reduction potential and ensure compliance with AB1826 organics diversion.
9. Review Arcata Rcology Universal Waste Collection agreement and recommend potential changes.

**General Ledger-
Comparative
Expenditures**

General Ledger Line	Activity	Account	Description	2017/18 Actual	2018/19 Adopted	Department Request	City Manager	Dept Request vs. CM
664-60-73-50100	73	50100	Regular Salaries	100,058	107,903	101,086	101,086	-
664-60-73-50200	73	50200	Overtime Wages	136	-	-	-	-
664-60-73-50300	73	50300	Part-time & Temporary Salaries	18,715	31,640	31,766	31,766	-
664-60-73-50990	73	50990	Employee Benefits	84,199	88,457	81,051	81,051	-
664-60-73-51100	73	51100	Utilities	-	100	100	100	-
664-60-73-51200	73	51200	Communications	593	230	996	996	-
664-60-73-51300	73	51300	Advertising	1,797	1,000	1,000	1,000	-
664-60-73-51400	73	51400	Training & Conferences	400	300	500	500	-
664-60-73-51500	73	51500	Clothing & Personal Expenses	217	250	250	250	-
664-60-73-51600	73	51600	Memberships & Dues	-	-	-	-	-
664-60-73-51752	73	51752	Collection of Solid Waste	-	17,000	17,000	17,000	-
664-60-73-51753	73	51753	Collection of Recyclables	-	-	-	-	-
664-60-73-51754	73	51754	Compost/Brush Chipping	24,753	65,000	78,000	78,000	-
664-60-73-51770	73	51770	Other Professional Services	1,286	3,400	5,000	5,000	-
664-60-73-52000	73	52000	Insurance	3,837	4,768	4,768	4,768	-
664-60-73-52526	73	52526	Haz Mat Response Team	1,000	1,000	1,000	1,000	-
664-60-73-53100	73	53100	Postage	167	250	250	250	-
664-60-73-53200	73	53200	Photocopy	55	400	400	400	-
664-60-73-53300	73	53300	Office Supplies	612	550	826	826	-
664-60-73-54200	73	54200	Other Department Supplies	31,235	14,200	14,500	14,500	-
664-60-73-54300	73	54300	Small Tools	-	250	250	250	-
664-60-73-55500	73	55500	Central Garage Charges	4,836	5,374	-	5,374	5,374
664-60-73-55600	73	55600	Equipment Rental	1,000	1,200	1,700	1,700	-
664-60-73-55800	73	55800	IT Services & Maintenance	3,934	5,167	3,821	3,821	-
664-60-73-55900	73	55900	Overhead	104,750	103,190	93,490	45,660	(47,830)
664-60-73-57300	73	57300	Capital - Buildings & Structur	2,200	1,000	1,000	1,000	-
664-60-73-57600	73	57600	Capital - Other Improvements	-	-	-	-	-
664-60-73-57800	73	57800	Capital - Furniture & Equipmen	9,932	-	3,000	3,000	-
73 Total				395,712	452,629	441,754	399,298	(42,456)

G. I. S. ACTIVITY DESCRIPTION**(Environmental Services)****DESCRIPTION:**

The Geographic Information System (GIS) provides digital geographic information analysis and mapping support for a variety of City functions. The GIS provides services to the public and other jurisdictions and features a public access GIS. The GIS program also maintains updates of a variety of City databases and records including but not limited to: Parcel ownership, easements, building activity, stormwater utility information, wetlands, zoning, historical sites, and water quality information.

PROGRAM CHANGES:

None

ACCOMPLISHMENTS:

1. Provided mapping and analysis for the acquisition of 49 acres to the Arcata Community Forest and 83 acres to the Jacoby Creek Forest
2. Provided mapping and analysis for the acquisition of 884 acres to Humboldt State University adjacent to Jacoby Creek Forest.
3. Geocoded and analyzed the self-haul and green waste customers in relation to volume statistics.
4. Continuing to provide GIS mapping support for the Water Line Replacement Project.
5. 3,971 City of Arcata maps have been downloaded by users worldwide from Avenza's Map Store.
6. Provided GIS analysis for 9 grant applications for various City departments.
7. Provided GIS mapping for the City's Wastewater Treatment Facility Plan and plant improvement project.
8. Continuing GIS Story map of King Tide Community Observation and incorporating crowd sourced photos of King tides around Arcata
9. Continuing to provide GIS support for Sanitary Sewer Infiltration Reduction Project.
10. Continuing to provide GIS analysis for real property acquisitions and grant funding.
11. Continuing to provide spatial analysis and mapping support for Annie Mary Trail.
12. Continuing GIS analysis and mobile mapping of the City's Storm water infrastructure for the City's MS4 Stormwater program.

GOALS

1. Train staff for use of web/mobile GIS applications.
2. Continue to improve GIS services for City staff and public.
3. Provide GIS support and training for all City departments.
4. Develop strategies to integrate Land Use Planning and permitting with the GIS parcel based system.
5. Provide mapping services for public meetings via community access.
6. Cooperate with local jurisdictions in regards to data sharing.
7. Continue to digitize all City survey maps, parcel maps, subdivision maps, and improvement plans and make available via GIS Kiosk.
8. Create more field GIS mobile device collection applications that sync and update City Hall GIS geodatabases.
9. Develop more public and internal web GIS applications that have a focused goal or enrich users' experience throughmap applications like Story Maps.
10. Continue raster and vector basemaps tile datasets for rapid displays in mobile and web applications.
11. Create GIS resources intranet page which provides staff with information on where to find .pdf maps, web servers, spatial statistics and resources.

General Ledger-
Comparative
Expenditures

General Ledger Line	Activity	Account	Description	2017/18 Actual	2018/19 Adopted	Department Request	City Manager	Dept Request vs. CM
101-60-79-50100	79	50100	Regular Salaries	13,171	14,094	12,850	12,850	-
101-60-79-50200	79	50200	Overtime Wages	-	-	-	-	-
101-60-79-50300	79	50300	Part-time & Temporary Salaries	-	1,330	2,012	2,012	-
101-60-79-50990	79	50990	Employee Benefits	12,697	13,033	13,267	13,267	-
101-60-79-51200	79	51200	Communications	216	216	216	216	-
101-60-79-51400	79	51400	Training & Conferences	(100)	800	800	800	-
101-60-79-51600	79	51600	Memberships & Dues	-	-	-	-	-
101-60-79-51770	79	51770	Other Professional Services	7,453	-	-	-	-
101-60-79-53100	79	53100	Postage	4	50	50	50	-
101-60-79-53200	79	53200	Photocopy	2	150	200	200	-
101-60-79-53300	79	53300	Office Supplies	875	1,350	1,050	1,050	-
101-60-79-54200	79	54200	Other Department Supplies	989	800	800	800	-
101-60-79-55300	79	55300	Equipment Maintenance	7,798	10,000	8,500	8,500	-
101-60-79-55500	79	55500	Central Garage Charges	2,418	2,686	2,686	2,686	-
101-60-79-55800	79	55800	IT Services & Maintenance	4,784	6,169	4,668	4,668	-
101-60-79-57800	79	57800	Capital - Furniture & Equipment	-	-	100	100	-
79 Total				50,307	50,678	47,199	47,199	-

PARKS ACTIVITY DESCRIPTION**(Environmental Services)****DESCRIPTION:**

The Parks Division is responsible for the design, development, landscaping, and maintenance operations of the City's parks and facilities. Park staff assume the role of stewards of our parklands to assure that the individual, community, environmental, recreational and economical benefits of parks are attainable by the community.

The Division manages and maintains 30 open spaces, totaling 110 acres of community and neighborhood parks, sports fields, gardens/farm, tennis courts, skateboard facility and the downtown plaza. Additionally, the Division cleans and maintains the landscaping of City parking lots, pedestrian corridors, roadway and sound wall landscaping and vegetation management projects.

The Parks Division shall continue to maintain its focus to provide safe and accessible facilities to the general public and the necessary support and partnership to promote our Special Events and Community Activities. Parklands shall be managed by integrating a sound environmental philosophy with an efficient operational plan. The Division shall continue its program utilizing community volunteers and inter-governmental agencies to assist with its maintenance and operations.

PROGRAM CHANGES:

None

ACCOMPLISHMENTS:

1. Facilitated over 2,800 Scheduled User Hours on our Sports Fields
2. Provided routine maintenance for Arcata's 26 parks and sports fields
3. Park/Playground Safety Audits and Inspections
4. Completed Ennes Park Phase I upgrade
5. Completed Carlson Park Improvement 30% design
6. Awarded bid for Futsal Court with support from Greenway Partners and Mad River Youth Soccer
7. Completed Ballpark seating, press box and Phase 1 ADA improvement with support from the Crabs.
8. Continued hazard prevention tree work as needed.
9. Urban forestry improvements - street and park trees
10. Applied for construction funding for Shay Park improvements.
11. Continued expanded Arcata Ballpark Movies in the Park program.
12. Continued to install recycling bins, bike racks and doggie pot containers at various parks
13. Installed new picnic table at Windsong Park.
14. Plaza Improvement Task Force initiated.
15. Completed neighborhood scoping for and Sunny Brae Park mini upgrade.
16. Initiated 30% design and associated costs for Redwood Park Master Plan
17. Initiated Community Planning w/Caltrans Funds for Annie and Mary Trail in cooperation with Engineering Dept.
18. Valley West Basketball Court at Valley West Park scheduled for completion by July 2019.

GOALS:

1. Work with Community Development to Update Parks & Recreation Element & incorporate into the General Plan: 2020
2. Work with the Parks & Recreation and Open Space & Agriculture Committees on open space funding options
3. Continue to coordinate w/City departments to identify/secure dog park and/or leash free areas within existing City properties.

PARKS ACTIVITY DESCRIPTION**(Environmental Services)**

4. Continue Operational Support and Improvements to Bayside Park Community Gardens and Educational Farm
5. Complete planning and seek funds for final design and implementation for trail system - Annie Marie
6. Complete Futsal Court
7. Continue Park and Playground Safety Audit/Inspections and City-Wide Safety Program
8. Develop Funding Sources and Opportunities to Support Park Operations and Capital Improvement Program (Redwood, Bloomfield, Carlson, Shay and Ennes Park upgrades)
9. Coordinate projects with other City Departments/Divisions to assist with accomplishing City Council Goals
10. Continue to install recycling bins to cover all City parks
11. Secure funds for Carlson Park development in 2020-21
12. Continue working to identify and install Dog Park and/or leash free areas within existing City properties
13. Work w/ Forest Management Committee to incorporate recreational use of Forsyth parcel into Arcata Community Forest management.
14. Install water bottle filling station at Redwood and Larson Parks
15. Implement Shay park Improvements
16. Implement Pump Track in Redwood Park.

**General Ledger-
Comparative
Expenditures**

General Ledger Line	Activity	Account	Description	2017/18 Actual	2018/19 Adopted	Department Request	City Manager	Dept Request vs. CM
101-50-81-50100	81	50100	Regular Salaries	207,652	228,280	238,028	236,260	(1,768)
101-50-81-50200	81	50200	Overtime Wages	1,058	1,230	1,200	1,200	-
101-50-81-50300	81	50300	Part-time & Temporary Salaries	87,561	98,820	108,639	100,639	(8,000)
101-50-81-50990	81	50990	Employee Benefits	160,104	194,406	166,684	165,427	(1,257)
101-50-81-51100	81	51100	Utilities	25,816	29,000	27,000	27,000	-
101-50-81-51200	81	51200	Communications	3,030	1,950	2,580	2,580	-
101-50-81-51400	81	51400	Training & Conferences	4,250	5,150	5,150	5,150	-
101-50-81-51500	81	51500	Clothing & Personal Expenses	3,994	4,000	4,700	4,700	-
101-50-81-51600	81	51600	Memberships & Dues	470	720	720	720	-
101-50-81-51770	81	51770	Other Professional Services	12,433	10,000	10,000	10,000	-
101-50-81-51790	81	51790	Other Consulting Services	14,299	100,000	5,000	5,000	-
101-50-81-51900	81	51900	Taxes & Other Fees	2,133	2,025	2,025	2,025	-
101-50-81-53200	81	53200	Photocopy	254	150	150	150	-
101-50-81-53300	81	53300	Office Supplies	404	400	400	400	-
101-50-81-53500	81	53500	Chemicals & Lab Supplies	20,769	21,367	21,367	21,367	-
101-50-81-53600	81	53600	Janitorial & Household Supplies	800	800	1,000	1,000	-
101-50-81-53800	81	53800	Cement Gravel Sand & Asphalt	7,119	14,300	14,300	14,300	-
101-50-81-53900	81	53900	Pipes Valves & Fittings	5,211	4,950	4,950	4,950	-
101-50-81-54200	81	54200	Other Department Supplies	26,893	19,625	20,625	20,625	-
101-50-81-54300	81	54300	Small Tools	2,504	2,500	3,000	3,000	-
101-50-81-55300	81	55300	Equipment Maintenance	9,244	10,090	10,340	10,340	-
101-50-81-55400	81	55400	Building/Grounds Maintenance	34,748	29,175	33,975	33,975	-
101-50-81-55500	81	55500	Central Garage Charges	90,837	100,930	-	88,930	88,930
101-50-81-55600	81	55600	Equipment Rental	16,455	21,000	24,500	24,500	-
101-50-81-55800	81	55800	IT Services & Maintenance	3,500	4,559	3,320	3,320	-
101-50-81-57200	81	57200	Capital - Property Acquisition	-	-	-	-	-
101-50-81-57300	81	57300	Capital - Buildings & Structures	-	-	-	-	-
101-50-81-57600	81	57600	Capital - Other Improvements	7,014	6,400	6,400	6,400	-
101-50-81-57611	81	57611	Capital - Neighborhood Parks	320,523	4,275	151,275	151,275	-
101-50-81-57612	81	57612	Capital - Community Parks	6,615	305,500	41,500	41,500	-
101-50-81-57613	81	57613	Capital - Special Use Parks	7,331	153,000	4,000	4,000	-
101-50-81-57614	81	57614	Capital - Linear Parks	-	60,000	29,000	29,000	-
101-50-81-57800	81	57800	Capital - Furniture & Equipment	9,877	9,000	1,000	3,000	2,000
447-50-81-57600	81	57600	Capital - Other Improvements	-	-	-	-	-
447-50-81-57600	81	57600	Parks	-	-	-	-	-
490-50-81-51100	81	51100	Utilities	-	-	-	-	-
81 Total				1,092,895	1,443,602	942,828	1,022,733	79,905

GOVERNMENT BUILDINGS ACTIVITY DESCRIPTION**(ES)****DESCRIPTION:**

The Government Buildings Division budget includes expenditures associated with the administration, operation, maintenance, capital improvement and program support of 15 buildings totaling over 100,000 square feet. The goal of the Building Division is to provide safe, useable and energy efficient facilities to the general public and its employees on a daily basis.

The Building Division will continue its aggressive business plan to prioritize deferred maintenance and maintain and manage a capital improvement program for all government buildings.

PROGRAM CHANGES:

None

ACCOMPLISHMENTS:

1. Facilitated over 15,200 hours of community and City sponsored events and programs.
2. Completed all identified safety requests at all our public building facilities.
3. Operation and maintenance of our public toilet (Loo).
4. Completed upgrade of Judo Hut floor and storage improvements.
5. Upgraded internet AV equipment at D St Neighborhood Center.
6. Arcata Marsh Interpretive Center painting of main exhibit room, lobby and hallway.
7. Completed heat pump installation for Library Conference Room.
8. Completed parking lot lighting upgrades at the Arcata Community Center Parking lot/trail
9. Installed water bottle water filling stations at D. St. Neighborhood Center and Redwood lodge.
10. Improved storage in Recreation Department and D St Neighborhood Center.

GOALS:

1. Continue to implement Capital Improvement Plan for City facilities
2. Complete conversion of Library to all electric heat and hot water.
3. Coordinate projects with other City Departments/Divisions to assist with accomplishing City Council Goals
4. Continue to implement energy and water efficiency upgrades at City Facilities
5. Install water bottle filling station at City Hall
6. Improve ACC storage
7. Reroof Redwood lodge
8. Reroof and side Machado Storage Shed
9. Paint Redwood Lounge
10. Complete City Hall South Side remodel

**General Ledger-
Comparative
Expenditures**

General Ledger Line	Activity	Account	Description	2017/18 Actual	2018/19 Adopted	Department Request	City Manager	Dept Request vs. CM
101-50-85-50100	85	50100	Regular Salaries	238,034	265,080	206,513	205,334	(1,179)
101-50-85-50200	85	50200	Overtime Wages	1,412	1,540	1,540	1,540	-
101-50-85-50300	85	50300	Part-time & Temporary Salaries	48,888	55,180	57,998	53,998	(4,000)
101-50-85-50990	85	50990	Employee Benefits	197,077	204,811	164,475	163,638	(837)
101-50-85-51100	85	51100	Utilities	102,011	70,000	73,000	75,000	-
101-50-85-51200	85	51200	Communications	8,408	9,000	5,136	5,136	-
101-50-85-51400	85	51400	Training & Conferences	1,851	2,800	2,800	2,800	-
101-50-85-51500	85	51500	Clothing & Personal Expenses	2,398	2,100	2,650	2,650	-
101-50-85-51600	85	51600	Memberships & Dues	-	-	-	-	-
101-50-85-51770	85	51770	Other Professional Services	19,221	46,700	33,700	33,700	-
101-50-85-51900	85	51900	Taxes & Other Fees	594	500	600	600	-
101-50-85-53600	85	53600	Janitorial & Household Supplies	30,043	30,000	30,000	30,000	-
101-50-85-54200	85	54200	Other Department Supplies	1,301	300	300	300	-
101-50-85-55300	85	55300	Equipment Maintenance	7,386	15,575	15,575	15,575	-
101-50-85-55400	85	55400	Building/Grounds Maintenance	22,434	22,600	23,600	25,600	-
101-50-85-55500	85	55500	Central Garage Charges	48,912	54,347	54,000	44,000	(10,000)
101-50-85-55600	85	55600	Equipment Rental	1,000	500	500	500	-
101-50-85-55800	85	55800	IT Services & Maintenance	3,378	4,495	3,571	3,571	-
101-50-85-56105	85	56105	1998 COP Refinance Principal	35,350	36,750	36,750	36,750	-
101-50-85-56106	85	56106	State Energy Assist Principal	-	-	-	-	-
101-50-85-56205	85	56205	1998 COP Refinance Interest	37,293	36,550	36,550	36,550	-
101-50-85-56206	85	56206	State Energy Assist Interest	-	-	-	-	-
101-50-85-57200	85	57200	Capital - Property Acquisition	-	-	-	-	-
101-50-85-57300	85	57300	Capital - Buildings & Structures	138,148	54,000	50,000	50,000	-
101-50-85-57600	85	57600	Capital - Other Improvements	-	-	-	-	-
101-50-85-57800	85	57800	Capital - Furniture & Equipment	32,242	11,000	25,500	25,500	-
85 Total				977,381	923,828	828,757	812,741	(16,016)

FOREST MANAGEMENT DESCRIPTION**(Environmental Services)****DESCRIPTION:**

The Forest Management Activity is responsible for the maintenance and integrity of the watershed, wildlife, timber, fisheries, recreation, and plant resources as well as the overall health of the forest system. Management practices on the Community and Jacoby Creek Forests produce marketable forest products on a sustained basis, balancing timber harvest and timber growth.

PROGRAM CHANGES:

None

ACCOMPLISHMENTS:

1. Maintained over 17 miles of road and trails including rockign 1/2 mile of road in the Jacoby Creek Forest.
2. Harvested 510 thousand-board-feet of timber from the Jacoby Creek Forest.
3. Marketed 9,203 metric tons of forest carbon in the voluntary market.
4. Conducted 12 service group volunteer workdays with focus on invasive plant removal, litter abatement and trail improvement.
5. Completed most of the Arcata Ridge Trail.
6. Provided input and comments to the County of Humboldt for land use and zoning changes in the Arcata Sphere of Influence.
7. Provided comments on legislation and rulemaking that has enabled the potential to hold more than 2500 acres in a sustained yield type long- term plan. Pertaining to forestry in California.
8. Conducted pre-commercial thinning on 2 acres and planted conifers on understocked locations.
9. Added 49 acres to the ACF and 83 acres to the JCF.
10. Assisted with publishing a paper on long term plot growth plot data.
11. Updated the Forest Management Plan.
12. Updated timber inventory on portion of ACF.
13. Maintained Forest Stewardship Council (FSC) certification.
14. Decommissioned several rogue trails.
15. Installed trail bridge on Arcata Ridge Trail near Trail #13.
16. Hosted several racing and events in the ACF.

GOALS:

1. Continue to set standard for sustainable forestry on city-owned lands by managing to achieve public benefits and contribute to ecological stability of the region.
2. Continue to investigate potential property acquisition or easements including additions to the western portion of the Jacoby Creek Forest (Swaner).
3. Work with HSU on long- term upper Jacoby Creek Forest data sharing and planning.
4. Continue to upgrade road segments by disconnecting roads from watercourses and appropriate rockign.
5. Build the forest fund reserve through timely timber harvests based upon the Forest Management Plan and NTMP as well as market conditions and stands that will benefit from treatments.
6. Improve trail system on the "Lima and Forsyth" tracts.
7. Seek cost share funding from the California Forest Improvement Program (CFIP) for habitat, road and timberdatand improvement work.
8. Improve trailhead ramp at the Margaret Ln. trailhead and construct trail from end of Beverley Dr. up to the Arcata Ridge Trail.

**General Ledger-
Comparative
Expenditures**

General Ledger Line	Activity	Account	Description	2017/18 Actual	2018/19 Adopted	Department Request	City Manager	Dept Request vs. CM
205-60-87-50100	87	50100	Regular Salaries	39,446	37,720	35,759	35,759	-
205-60-87-50200	87	50200	Overtime Wages	325	-	-	-	-
205-60-87-50300	87	50300	Part-time & Temporary Salaries	11,562	14,660	14,016	14,016	-
205-60-87-50990	87	50990	Employee Benefits	33,434	35,309	33,478	33,478	-
205-60-87-51200	87	51200	Communications	325	400	348	348	-
205-60-87-51400	87	51400	Training & Conferences	580	600	600	600	-
205-60-87-51500	87	51500	Clothing & Personal Expenses	85	800	800	800	-
205-60-87-51600	87	51600	Memberships & Dues	350	400	400	400	-
205-60-87-51720	87	51720	Other Technical Services	1,500	1,500	4,400	4,400	-
205-60-87-51736	87	51736	Carbon Survey/Verification	1,377	12,000	3,000	3,000	-
205-60-87-51765	87	51765	Logging Contractor	81,252	115,000	175,000	175,000	-
205-60-87-51770	87	51770	Other Professional Services	2,690	3,590	5,200	5,200	-
205-60-87-51771	87	51771	Legal Consultations	6,840	2,000	2,000	2,000	-
205-60-87-51790	87	51790	Other Consulting Services	-	-	-	-	-
205-60-87-51900	87	51900	Taxes & Other Fees	5,588	5,100	4,100	4,100	-
205-60-87-51910	87	51910	Certification Fee	-	500	500	500	-
205-60-87-52000	87	52000	Insurance	3,837	4,768	4,800	4,800	-
205-60-87-52020	87	52020	CDF Fire Insurance	-	-	-	-	-
205-60-87-53100	87	53100	Postage	122	350	350	350	-
205-60-87-53200	87	53200	Photocopy	206	350	350	350	-
205-60-87-54200	87	54200	Other Department Supplies	7,349	7,700	8,200	8,200	-
205-60-87-54300	87	54300	Small Tools	250	350	350	350	-
205-60-87-55300	87	55300	Equipment Maintenance	316	350	370	370	-
205-60-87-55500	87	55500	Central Garage Charges	19,345	21,494	21,500	21,500	-
205-60-87-55600	87	55600	Equipment Rental	2,283	3,000	-	-	-
205-60-87-55800	87	55800	IT Services & Maintenance	3,395	4,467	2,928	2,928	-
205-60-87-55900	87	55900	Overhead	30,055	30,065	27,040	25,010	(2,030)
205-60-87-57200	87	57200	Capital - Property Acquisition	276,452	3,754,000	5,000	5,000	-
205-60-87-57400	87	57400	Capital - ROW & Easements	1,771	2,000	2,000	2,000	-
205-60-87-57600	87	57600	Capital - Other Improvements	14,016	13,800	13,300	13,300	-
205-60-87-57800	87	57800	Capital - Furniture & Equipment	-	50	50	10,050	10,000
87 Total				544,748	4,072,323	365,839	373,809	7,970

RECREATION ACTIVITY DESCRIPTION**(Environmental Services)****DESCRIPTION:**

The primary focus of the Arcata Recreation Division is to enrich individuals, families and the community through the provision of services, facilities and programs that improve the quality of life in Arcata. The Recreation Division operates a variety of programs geared to all ages and interests ranging from traditional and nontraditional athletics to arts, science, music and seasonal community events. Each program's goals are defined under their individual service program budget.

PROGRAM CHANGES:

None

ACCOMPLISHMENTS:

1. Over 100,000 people attended Special Events, some ongoing for multiple weeks such as the Farmers' Market, facilitated and processed through the Recreation Division.
2. Continued to offer high quality diverse programs to the Arcata community - serving over 1,524 youth and adults in 2018.
3. Continued facilitation of the Arcata Play Center in cooperation with First 5 Humboldt.
4. Coordinated an extremely successful offering of summer camp programs at Redwood Park, Arcata Community Center, Arcata Marsh Interpretive Center and the Arcata Skate Park.
5. Partnered with the Mad River Union to publish the Seasonal Activity Guide.
6. Updated the Recreation Website to facilitate easier access to information for community members.
7. Implemented year two of a two year Explore the Coast Grant to bring youth to Humboldt Bay through area summer camp programs.
8. Continued successful Young Athletes Special Olympics program in collaboration with HSU.
9. Continued Family Ceramics programming at the Arcata Community Center and added Adult Ceramics classes.
10. Continued Bayside Park Community Garden and Farm Shares programs.

DIVISION GOALS: (Individual program goals are listed under individual service programs)

1. Continue to provide quality leisure programs which engage youth and adults in challenging and safe learning experiences.
2. Continue to provide a balanced variety of activities that teach youth real life skills such as communication, problem solving, cooperation and decision making through the medium of "fun and games."
3. Link families with the lives of their children, their community and the services they need.
4. Assist with incorporating Parks and Recreation Element into the General Plan: 2020.
5. Maintain Youth, Teen and Adult Programming and identify new partnerships for additional offerings.
6. Identify and address priorities for special needs community and seniors.
7. Continue to provide Young Athletes Special Olympics program.

**General Ledger-
Comparative
Expenditures**

General Ledger Line	Activity	Account	Description	2017/18 Actual	2018/19 Adopted	Department Request	City Manager	Dept Request vs. CM
101-60-89-50100	89	50100	Regular Salaries	178,564	197,990	191,491	191,491	-
101-60-89-50200	89	50200	Overtime Wages	328	-	-	-	-
101-60-89-50300	89	50300	Part-time & Temporary Salaries	193,166	225,900	237,053	237,053	-
101-60-89-50990	89	50990	Employee Benefits	171,738	189,484	166,011	166,011	-
101-60-89-51200	89	51200	Communications	1,490	3,250	2,232	2,232	-
101-60-89-51300	89	51300	Advertising	3,122	5,700	4,450	4,450	-
101-60-89-51400	89	51400	Training & Conferences	607	1,300	2,300	2,300	-
101-60-89-51500	89	51500	Clothing & Personal Expenses	2,400	1,500	1,500	1,500	-
101-60-89-51600	89	51600	Memberships & Dues	716	1,180	1,180	1,180	-
101-60-89-51710	89	51710	Contract Classes	10,372	11,600	11,100	11,100	-
101-60-89-51770	89	51770	Other Professional Services	5,692	5,460	1,500	1,500	-
101-60-89-52524	89	52524	Fingerprinting Services	1,940	2,500	3,000	3,000	-
101-60-89-53100	89	53100	Postage	705	1,000	750	750	-
101-60-89-53200	89	53200	Photocopy	2,037	1,500	900	900	-
101-60-89-53300	89	53300	Office Supplies	762	2,500	256	256	-
101-60-89-53400	89	53400	Bank Service Charges	7,616	6,000	6,000	6,000	-
101-60-89-54200	89	54200	Other Department Supplies	27,893	24,759	23,801	21,801	(2,000)
101-60-89-55300	89	55300	Equipment Maintenance	5,698	4,750	5,000	5,000	-
101-60-89-55500	89	55500	Central Garage Charges	-	-	-	-	-
101-60-89-55600	89	55600	Equipment Rental	-	2,210	2,210	2,210	-
101-60-89-55700	89	55700	Facilities Rental	2,285	-	2,050	2,050	-
101-60-89-55800	89	55800	IT Services & Maintenance	11,888	14,663	10,952	10,952	-
101-60-89-57800	89	57800	Capital - Furniture & Equipment	-	-	-	-	-
89 Total				629,017	703,246	673,736	671,735	(2,000)

PUBLIC TRANSPORTATION ACTIVITY DESCRIPTION**(Engineering)****DESCRIPTION:**

Arcata and Mad River Transit System (A&MRTS) provides public transportation within the City of Arcata. There are two fixed routes that operate between the hours of 7:00 AM and 10:00 PM while HSU is in session, Monday through Friday. During the summer (mid May through mid August) and winter breaks (Mid December through mid January) the buses run from 7:00 AM until 7:00 PM weekdays. The Gold Route services the downtown area, Northtown, HSU, Mad River Hospital and Valley West. The Red Route services the downtown area, Greenview Market, HSU, Union Street and Sunny Brae. The Saturday Orange Route operates from 7:00 am until 7:00 pm.

Seventy-five percent of A&MRTS funding comes from the Transportation Development Act (TDA). The additional twenty-five percent must come from passenger fares in order to qualify for the maximum TDA allotment. A&MRTS does not utilize general fund monies to operate.

PROGRAM CHANGES:

There has been a significant reduction (8%) in ridership due to loss of routes because of a driver shortage drivers.

ACCOMPLISHMENTS:

In fiscal year 2018/19 A&MRTS accomplished the following:

1. Made improvements at the ITF building (painting, remodeling)
2. Maintained an excellent safety record
3. Prepared plans and received bids for ADA improvements at bus stops
4. Secured LCTOP funding for free rides on City Transit system for June and July 2020

GOALS:

1. Continue to operate a public transit system which provides safe, reliable, convenient and efficient service
2. Achieve at least a 18.8% overall fare box recovery ratio in order to qualify for the maximum TDA funding
3. Maximize the interaction and coordination with other transportation entities
4. Work towards eliminating all accidents and incidents
5. Implement appropriate recommendation as defined in Five-Year Plan
6. Attend HSU Parking and Transportation meetings
7. Look at advertising for public events on buses
8. Construct sidewalk and ADA improvements at transit stops
9. Investigate options and feasibility for an on-demand transit system/ para-transit system.
10. Institute a dependable driver training program for PT bus drivers for AMRTS and further investigate funding options in coordination with HSU and others to create an HSU to downtown shuttle line (green line) and seek funding.
11. Continue to make adjustments towards funding requirements and use of online (Black Cat) grants administration and compliance

**General Ledger-
Comparative
Expenditures**

General Ledger Line	Activity	Account	Description	2017/18 Actual	2018/19 Adopted	Department Request	City Manager	Dept Request vs. CM
663-50-91-50100	91	50100	Regular Salaries	81,756	108,170	99,989	99,989	-
663-50-91-50200	91	50200	Overtime Wages	883	200	1,000	1,000	-
663-50-91-50300	91	50300	Part-time & Temporary Salaries	165,742	142,550	142,000	142,000	-
663-50-91-50990	91	50990	Employee Benefits	97,391	89,275	-	72,824	72,824
663-50-91-51100	91	51100	Utilities	875	3,000	3,000	3,000	-
663-50-91-51200	91	51200	Communications	7,803	5,441	7,000	7,000	-
663-50-91-51300	91	51300	Advertising	1,337	2,000	2,000	2,000	-
663-50-91-51400	91	51400	Training & Conferences	4,506	13,000	30,000	30,000	-
663-50-91-51500	91	51500	Clothing & Personal Expenses	6	600	600	600	-
663-50-91-51600	91	51600	Memberships & Dues	513	600	600	600	-
663-50-91-51900	91	51900	Taxes & Other Fees	354	350	50	50	-
663-50-91-52000	91	52000	Insurance	55,485	58,000	60,000	60,000	-
663-50-91-52560	91	52560	JPA Agreements	218,696	220,000	240,000	240,000	-
663-50-91-53100	91	53100	Postage	49	250	250	250	-
663-50-91-53200	91	53200	Photocopy	-	100	100	100	-
663-50-91-53300	91	53300	Office Supplies	1,713	1,200	1,200	1,200	-
663-50-91-54200	91	54200	Other Department Supplies	2,021	500	500	500	-
663-50-91-54300	91	54300	Small Tools	47	200	200	200	-
663-50-91-55300	91	55300	Equipment Maintenance	132,880	160,000	170,000	170,000	-
663-50-91-55400	91	55400	Building/Grounds Maintenance	-	-	-	-	-
663-50-91-55500	91	55500	Central Garage Charges	-	-	-	-	-
663-50-91-55600	91	55600	Equipment Rental	-	600	600	600	-
663-50-91-55800	91	55800	IT Services & Maintenance	5,643	6,185	5,214	5,214	-
663-50-91-55900	91	55900	Overhead	72,330	77,605	75,270	80,300	5,030
663-50-91-57300	91	57300	Capital - Buildings & Structur	-	38,000	-	-	-
663-50-91-57600	91	57600	Capital - Other Improvements	787	36,000	65,000	65,000	-
663-50-91-57800	91	57800	Capital - Furniture & Equipmen	-	2,500	14,000	14,000	-
663-50-91-57900	91	57900	Capital - Vehicles	-	-	-	-	-
91 Total				850,817	966,326	918,573	996,427	77,854

DIAL-A-RIDE ACTIVITY DESCRIPTION**(Engineering)****DESCRIPTION:**

Dial-A-Ride and Dial-A-Lift programs provide door-to-door service for individuals with special needs who cannot utilize regular public transportation. The City, through Humboldt Transit Authority, contracts with the City Cab Company to provide Dial-A-Ride/Lift services within the city limits of Arcata. Service is available between the hours of 7:00 AM and 10:00 PM, Monday through Saturday. Dial-A-Ride service requires a 24-hour advance notification.

PROGRAM CHANGES:

Continuing to use HTA as our Consolidated Dial a ride coordinator. This is the first year we received the data to better understand how our usage and costs are determined. we will see a significant increase in cost due to our documented usages.

ACCOMPLISHMENTS:

1. Arcata Dial-A-Ride/Lift program continues to meet all ADA requirements.

GOALS:

1. Continue to meet the requirements set forth by the Americans with Disabilities Act.
2. Work closely with HTA to collect data, continue to improve the delivery and quality of service.
3. Seek funding for increased costs offset.

**General Ledger-
Comparative
Expenditures**

General Ledger Line	Activity	Account	Description	2017/18 Actual	2018/19 Adopted	Department Request	City Manager	Dept Request vs. CM
663-50-92-50100	92	50100	Regular Salaries	12,987	17,988	16,198	16,198	-
663-50-92-50200	92	50200	Overtime Wages	80	100	100	100	-
663-50-92-50300	92	50300	Part-time & Temporary Salaries	-	-	-	-	-
663-50-92-50990	92	50990	Employee Benefits	10,101	11,943	-	12,623	12,623
663-50-92-51300	92	51300	Advertising	-	250	250	250	-
663-50-92-51400	92	51400	Training & Conferences	-	400	400	400	-
663-50-92-51500	92	51500	Clothing & Personal Expenses	-	-	-	-	-
663-50-92-51600	92	51600	Memberships & Dues	-	-	-	-	-
663-50-92-52000	92	52000	Insurance	-	-	-	-	-
663-50-92-52560	92	52560	JPA Agreements	65,815	58,815	75,000	75,000	-
663-50-92-53300	92	53300	Office Supplies	-	100	100	100	-
663-50-92-54200	92	54200	Other Department Supplies	-	3,500	4,500	4,500	-
663-50-92-55300	92	55300	Equipment Maintenance	-	-	-	-	-
663-50-92-55500	92	55500	Central Garage Charges	-	-	-	-	-
663-50-92-55800	92	55800	IT Services & Maintenance	1,697	2,606	1,584	1,584	-
663-50-92-55900	92	55900	Overhead	7,500	5,625	-	-	-
663-50-92-57800	92	57800	Capital - Furniture & Equipment	-	-	-	-	-
92 Total				98,181	101,327	98,132	110,754	12,623

GREYHOUND SERVICES ACTIVITY DESCRIPTION**(Public Works)****DESCRIPTION:**

In March 1997, the City signed a contract with Greyhound Lines, Inc. to become one of its agencies. The main purpose of this activity is to provide Arcata and County residents with the ability to purchase and adjust tickets, send and receive packages locally. The City can earn up to 12.5% commission on a cash/credit fare purchased in the ITF.

PROGRAM CHANGES:

We are currently working on an updated contract to increase our revenue which is decreasing due to online fares and reduced usage.

ACCOMPLISHMENTS:

1. Continued to maintain the only Greyhound station north of San Francisco.

GOALS:

1. Upgrade current Greyhound processing procedures and systems to improve service.
2. Work towards increasing service offerings for our region.

General Ledger-
Comparative
Expenditures

General Ledger Line	Activity	Account	Description	2017/18 Actual	2018/19 Adopted	Department Request	City Manager (CM) Proposed	Dept Request vs. CM Proposed
663-50-93-50100	93	50100	Regular Salaries	29,081	31,415	29,084	29,084	-
663-50-93-50200	93	50200	Overtime Wages	(321)	-	500	500	-
663-50-93-50300	93	50300	Part-time & Temporary Salaries	-	-	-	-	-
663-50-93-50990	93	50990	Employee Benefits	21,701	19,189	-	20,796	20,796
663-50-93-51200	93	51200	Communications	-	-	-	-	-
663-50-93-51400	93	51400	Training & Conferences	-	-	-	-	-
663-50-93-52000	93	52000	Insurance	-	-	-	-	-
663-50-93-53300	93	53300	Office Supplies	-	-	-	-	-
663-50-93-54200	93	54200	Other Department Supplies	-	100	-	-	-
663-50-93-55800	93	55800	IT Services & Maintenance	1,831	3,513	1,782	1,782	-
663-50-93-55900	93	55900	Overhead	7,500	3,750	-	-	-
663-50-93-57800	93	57800	Capital - Furniture & Equipment	-	-	-	-	-
663-50-93-57800	93	57800	Greyhound	59,791	57,967	-	-	-
93 Total				119,582	115,934	31,366	52,162	20,796
Grand Total				31,990,066	41,961,680	35,329,178	34,031,852	(1,297,326)