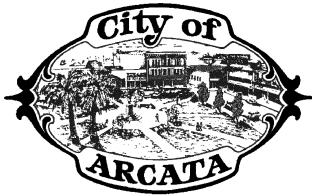


# **Proposed Budget**

## **Fiscal Year 2020/21**



# MEMORANDUM

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**Date:** June 10, 2020  
**To:** Honorable Mayor and Members of the City Council  
**From:** Ondrea Starzhevskiy, Finance Director  
Karen T. Diemer, City Manager  
**Re:** Proposed City Budget for Fiscal Year 2020/2021

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## **BUDGET OVERVIEW**

This 2020/2021 Proposed Budget is presented during a time of tremendous change and anxiety for our community. The effects of COVID-19 has upended lives and businesses, and has required extraordinary efforts from us all to limit the pandemic's reach. As a result, the necessary shelter-in-place restrictions to slow the virus' spread has severely impacted day-to-day economic activity. Several local and regional businesses have closed and the unemployment rate is spiking. Even though suppression efforts have yielded early successes, we know that the virus is still present, and that restrictions related to social distancing, in some form, will be necessary for an extended period.

During this time we have also seen the strength of our community and our City organization. As difficult as the shelter-in-place has been, our collective effort has flattened the curve and given our health care community the space necessary to effectively care for those most at risk. The City has leaned into this crisis, taking a leadership role within the region to provide protection from evictions due to sudden income loss, access to utilities, emergency business loans, shelter for the medically vulnerable homeless population, and coordinating an array of government, nonprofit, and private sector partners to provide food, financial assistance, and other necessities to those impacted by COVID-19.

On March 19, 2020, the Humboldt County Health Officer issued an order directing all individuals living in Humboldt County to shelter in their residences except to provide or receive certain essential services. Also on March 19, Governor Newsom issued Executive Order N-33-20 directing all 40 million California residents to stay at home indefinitely except for workers in the 16 critical infrastructure sectors. This resulted in the closure of all schools including Humboldt State University, closure of all City facilities to the public and cancellation of all public meetings, events, programs, and classes. The economic halt resulted in immediate revenue losses due to decreased sales taxes, transient occupancy tax (TOT), and from the cancellation of Recreation programs, building rentals, parking and other city services. Staff estimates this loss to be \$1,004,712 million dollars in revenue for the 2019/2020 Fiscal Year.

Arcata has taken proactive steps throughout the pandemic to position our community for the immediate economic fallout and to address the anticipated budgetary shortfalls in 2019/2020 Fiscal Year. These initial steps have reduced expenditures \$1,327,712 in this Fiscal Year and include:

- a) Suspension of all non-essential contracts that had not been executed, and for executed contracts in which the work has not been scheduled or performed, eliminating all non-essential work
- b) Imposed a hiring freeze on all vacant positions, unless approved by City Manager
- c) Reduced work hours, layoffs and delayed hiring of all part-time employees

- d) Suspended non-essential purchases
- e) Suspended travel/training (unless it is mandatory/ meets a State regulation or is reimbursable)
- f) Reviewed and cancelled non-essential Purchase Orders
- g) Expedited reimbursement for all grant-related expenses

The direction provided by the City Council was to develop budget alternatives that forecast reduced revenues for three alternatives. These alternatives are referenced based on potential dates that the Shelter-In-Place Order (SIP) is lifted which includes an analysis of the lingering effects from the SIP as the community will not immediately return to normal.

- Option 1: July 1 SIP
- Option 2: October 1 SIP
- Option 3: January 1 SIP

After a review of these three options, the City Council provided direction to build an initial budget around Option 1 that projects a 29% decrease in sales and transaction and use tax and a 38% decrease in transient occupancy tax.

Sales Tax Estimate	19/20 Fiscal Year	Hdl Estimate	Current City Estimate
Option 1: July 1 SIP / HSU 100% Virtual	\$2,671,000	\$2,186,675	\$1,897,800
Percent Decrease		-18%	-29%
Transaction and Use Tax Estimate	19/20 Fiscal Year	Hdl Estimate	Current City Estimate
Option 1: July 1 SIP / HSU 100% Virtual	\$2,180,000	\$1,861,000	\$1,589,000
Percent Decrease		-15%	-29%
Transient Occupancy Tax (TOT / Hotel Tax)	19/20 Fiscal Year	Hdl Estimate	Current City Estimate
Option 1: July 1 SIP / HSU 100% Virtual	\$1,600,000		\$1,000,000
Percent Decrease			-38%

Having additional alternatives ensures that the City has a contingency plan for further reductions the City will take should economic conditions further deteriorate. The City Council plans to review the budget progress monthly during the 2020/2021 Fiscal Year to ensure response to changing conditions is prompt.

## **KEY BUDGET PRINCIPLES**

The 2020/2021 budget is based on policies that govern the stewardship of public funds and reflect the City's commitment to balanced financial planning, while acknowledging the immediate fiscal crisis of COVID-19, and a responsibility to poised the City to rebuild as the economy rebounds. These include the following:

- The budget will balance expenditures with revenues
- The employees have inherent value in their knowledge, experience, and dedication that far exceeds their monetary cost; and minimizing layoffs limits the impact to both the organization and the services provided to the community
- The budget will ensure reserve balances are maintained as set by the City Council to respond to unexpected issues and emergencies

- Revenues will be estimated at probable and conservative levels using the most current data
- The need for ongoing service reductions will be driven by a weakened economic environment, even after shelter-in-place restrictions are lifted
- The uncertainty of the long-term impacts of COVID-19 and the corresponding need to preserve core service delivery while carefully tracking revenues

City program and service review considers the following factors:

- A. **Mandated to provide the program:** The City is required to provide this program under
  - a. federal, state, county law;
  - b. contractual obligation without the ability to terminate
- B. **Community reliance on the City to provide the program:** Programs for which residents, businesses and visitors can look only to the City to obtain the service vs. programs that may be similarly obtained from another intergovernmental agency or a private business.
- C. **Cost recovery of the program:** Programs that demonstrate the ability to “pay for themselves” through user fees, intergovernmental grants or other specifically dedicated revenues vs. programs that generate limited or no funding to cover their cost.
- D. **Demand for the program:** Programs demonstrating high levels of current or anticipated demand or usage vs. programs that show little demand or usage.
- E. **Portion of the community served:** Programs that benefit or serve a larger segment of the City’s residents, businesses and/or visitors vs. programs that benefit or serve only a small segment of these populations while being mindful of vulnerable and underserved communities in our City.

City staff has carefully considered the budget requests proposed by each department in conjunction with the City Council goals and objectives. This year in particular, to present budget alternatives, significant service reductions were made to reduce costs.

## **SUMMARY OF REVENUES**

The 2020/2021 revenue projections consider several well-vetted data sources:

**Sales Tax and Transaction and Use Tax (TUT):** Sales Tax and TUT continue to be the largest two sources of General Fund revenues and comprises approximately 27% of the Fund total. A summary of Sales and TUT Tax estimates is provided below in Table 1: Sales Tax, and Table 2: Transaction Use Tax.

Main Consideration Points Include:

- Projections were provided by Hinderliter, de Llamas & Associates (Hdl). Hdl has assisted the City in estimating Sales and TUT Tax for a number of years utilizing a combination of Statewide trends customized for Arcata’s specific mix of businesses, then refined by looking at current local trends and on the ground changes such as pulling out estimates for recently closed businesses.
- City estimates have considered additional closures that are not confirmed while we are within the SIP period, as well as a deeper impacts to the community’s spending power if HSU is in virtual or near virtual mode
- The State of California May Revise Budget predicts a 27% decrease in Sales Tax statewide. Many Statewide economists have stated that this is an overly conservative estimate.
- Humboldt County has estimated a 19% decrease in Sales Tax and a 14% reduction in their Measure Z revenues in their preliminary 2020/2021 budget
- 100% of the City of Arcata businesses eligible for sales tax deferrals and one year payment plans will exercise that option: \$709,000 in deferred payments
- Consulted Redwood Regional Economic Development Commission on local economic trends

**Transient Occupancy Tax** is projected for each alternative using the below formula.

- 90% reduction during the SIP
- 50% reduction for the 6 months following the SIP
- 25% reduction for the remainder of the Fiscal Year
- Staff has also queried hotels throughout Arcata to estimate occupancy during the March-May SIP period, which indicated that the above formula estimate is conservative. This trend will continue to be tracked.

### **Property Tax Revenue**

Property taxes are based on assessed value as determined on January 1 of the prior year. Therefore, a negative impact on assessed values, if any, will not impact the City's budget until FY 2021/2022. This tax is anticipated to decrease slightly from \$1,465,000 to \$ 1,391,750, representing a \$73,250 or 5 % drop from prior year. Staff has worked closely with the Tax Assessors office on payment timelines and reductions.

**Utility Users Tax (UUT)** revenue is expected to generate approximately \$990,000, or nearly 7.7% of total General Fund revenue, representing a 10% decrease.

**Business License Tax** revenue is expected to decrease by approximately \$30,000. Our City receives income in May and June related to renewals as of July 1, 2020. This is revenue received in 2019/2020 but recognized in the next fiscal year.

**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 \$282,300 for 2020/2021. Amount is subject to Board of Supervisors approval in June.

## **CITY ENTERPRISE FUNDS**

In addition to the actions necessary to balance the General Fund, a number of other City funds and operations are adversely affected by COVID-19, including Water and Sewer, Stormwater, and Streets and Transportation. Several of these funds receive revenues from user fees that have been reduced due to business closures (temporary and permanent), reductions in State funding or limited grant availability.

**Forest Fund** – The decrease in revenues of \$7,100 is primarily due to an expected decrease in timber revenues of \$25,000 and an offsetting increase in mitigation revenues related to the Creekside Project, representing a \$20,000 increase compared to the prior year.

### **Street and Gas Tax Funds**

Street fund revenues are expected to decrease by approximately \$294,000 compared to the prior year, bringing the total to \$1,010,387. The City will update projections accordingly once the Governor's Office finalizes allocation changes for Gas Tax and SB-1. This also factors in a reduced operating transfer from General Fund in support of Streets.

### **Other Special Revenue Funds**

The increase in revenues is related to grant funds for SB2, SALC, and HEAP grant fund programs.

### **Water Fund**

Service charges and fees for the City's water and wastewater funds will increase approximately 1.5% based on a delayed implementation of water rate increases on September 1, 2020. This increase will provide a revenue stream for both operations and debt financing of critical infrastructure improvement projects.

### **Wastewater Fund**

Service charges and fees for the City's wastewater fund will increase 5% based on a delayed implementation of wastewater rate increases scheduled for January 1, 2021. This will provide a revenue stream for debt service costs related to the financing of critical infrastructure improvement projects, including the City's future Wastewater Treatment Plant Upgrade.

### **Central Garage Fund**

In fiscal year 2020/2021 the Central Garage Fund will be partially funded, covering all operating costs, but reducing replacement costs as they relate to the General Fund. Additionally, all vehicle purchases have been suspended.

### **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.

### **Program and Staff Reductions included in the 2020/2021 Fiscal Year Budget**

- Freezes 10 currently or anticipated vacant positions plus 2 over hires. **Proposes 2 additional layoffs at mid-year if savings are not realized through employee group negotiated reductions and the retirement incentive program savings.**
  - 2 Police Officers + 2 over hire Police Officers
  - 1 Dispatcher
  - 1 Engineering Tech
  - 3 Maintenance Workers (2 in Streets and 1 in Parks)
  - 1 Community Development Specialist
  - **1 Recreation Coordinator**
  - 1 Police Assistant
  - **Includes layoffs of 2 additional positions on January 1, 2021 if other savings are not realized**
- Freezes all new vehicle purchases
  - 2 Police hybrid interceptors
  - Small truck for Engineering
  - Street Sweeper replacement
  - Small Vactor Truck
  - Sewer Camera Truck
  - Towable air compressor
  - Asphalt roller
- Reduces Transit Route to the Orange single route
- Eliminates the Plaza Improvement Funds
- Eliminates an online recruitment application management system
- Eliminates IT Equipment upgrades to provide HD services for City Meetings
- Shifts one (1) Planner to grant funded work – increasing time frames to process Planning Permits
- Eliminates Planning Commission Training
- Eliminates the last phase of the Library Heating upgrades
- **Reduces Part-time positions in all activities**
- Eliminates next phase of City Hall Heating conversion to electric
- Eliminates training and travel (except when required for licensing or is reimbursable/grant funded)
- Defers capital projects that require a General Fund Allocation

- Reduces contribution to Arcata Chamber, Arcata Main Street and Film Commission
- Removes Corporation Yard Roofing project
- Defers maintenance such as facility painting, plumbing and heating in parks/buildings. Reduction in service to parks. Limited trash removal/graffiti abatement, feces clean up etc. at parks and other public areas
- Eliminates irrigation well at the Arcata Community Park
- Reduced summer camp programming, non-camp year round programming by 25%, contract classes by 50% and drop-in programs by 25%.

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## 2020/21 Programs Proposed in All Budget Options

Even with a significantly reduced budget there are still several projects and programs that will be delivered to Arcata Community. The proposed budget for FY2020/21 includes:

1. Construction of the wastewater treatment plant pre-phase that includes installation of the aerators, treatment plant levee repairs and sheet piling installation in Oxidation Pond 2
2. Completion of a reduced Bayside Road Paving Project (includes Gas Tax and SB-1 funds only)
3. Finalizing the regional Climate Action Plan (CAP) and Arcata Strategic Arts Plan
4. Implementing the National Police Foundation's recommendations
5. Reducing paving and street slurry seal projects (includes Gas Tax and SB-1 funds only)
6. Working with Humboldt State University to plan improved pedestrian routes to and from campus and the downtown
7. Analysis of short and long term pension obligations through Govinvest
8. Continuing to work towards the City's All Electric Initiative to phase out Natural Gas
9. Implementing the Ordinance that reduces single use plastic foodware and bottles
10. Finalizing the Strategic Infill Redevelopment Plan
11. Developing a plan to maximize farm, turf and landscape irrigation efficiency to conserve water, energy and money while maintaining the quality, safety and appearance of the parks and sports fields
12. Completing final designs and environmental review for Annie and Mary Trail
13. Reviewing and updating the City ADA transition plan
14. Completing an analysis of the Transit System per Council goals
15. Adding online reporting capabilities for Arcata Police Department
16. Completion of the Hazard assessment for the Little Lakes Property
17. Completion of Design and Environmental Review for Old Arcata Road Rehabilitation
18. Arrival of a new Cutaway small bus into the AMRTS fleet
19. Rehabilitation to the Heindon Water Well
20. Citywide waterline repairs and replacements
21. Grant funded projects:
  - a. Janes Creek Improved Fish Passage
  - b. Park development and Site amenities at Shay Park (grant pending)
  - c. Boat launch improvements at the South I Street
  - d. Final designs for Redwood Park Jump Track
  - e. Plunket Waterline Improvements
  - f. Invasive Species Removal along Jacoby Creek and Janes Creek
  - g. Aldergrove Marsh Improvement Designs
  - h. Remove a Janes Creek culvert on the Batini Ranch

## **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 Funds be maintained at a minimum of 25 percent. These reserve funds are a tool the City uses to aid in financial stabilization, particularly during times of unforeseen emergencies and economic downturns. Estimates of the City's Fund Balance at the end of this Fiscal Year June 30<sup>th</sup>, 2020 are included in this packet. The proposed budget projects retaining a 28% reserve based off of the 2019/20 fiscal year budget and a 31% reserve calculated from the reduced 2020/21 proposed budget.

## **CONCLUSION**

This 2020/2021 Proposed Budget reflects the continuing effort by the Mayor and City Council to have the City of Arcata engage in sound budget discipline and deliberate decision-making, even during these extraordinary circumstances. The recommendations included in this document take serious steps to address what we know will be a weaker economic environment for the foreseeable future. Though service impacts in 2020/2021 are real, this budget preserves many of the City's most critical functions and minimizes workforce impacts by leveraging available revenues, vacancies, and cost saving strategies to minimize more severe actions that would otherwise be necessary. However, should those additional actions become necessary, the City has prepared alternatives that can be implemented rapidly.

I want to express appreciation for our extremely dedicated and talented staff who have worked diligently to prepare the budget documents and Options for consideration. Though budget development is always a demanding task, in less than two months the City transformed its budget development process to resolve sudden and severe revenue shortfalls in both 2019-2020 and 2020-2021, an extraordinary accomplishment reflecting the commitment our employees have for our residents, businesses, visitors, and each other.

# **City Council Goals**

# City of Arcata CITY COUNCIL GOALS



## Facilities and Infrastructure

### *Enhance Appearance, Public Safety and Livability of the City*

Improve infrastructure and facilities.

Improve transportation and circulation systems.

Provide services for residents' safety and comfort.

Encourage community beautification and public art.



## Environmental Leadership

### *Provide Leadership in Environmental Progress of the City*

Increase local energy independence.

Strive to achieve zero waste.

Develop non-motorized transportation routes.

Support open space and ecosystem functions.

Improve water resource management.



## Sustainable Development

### *Improve Local Economy through Business Support*

Improve community services for business development.

Improve linkage between energy needs and resources.

Support a living wage and encourage investment in workforce satisfaction.

## Public Service

### *Improve the Quality of Service to the Public*

Respond to the needs of our residents.

Increase opportunities for community engagement.

Improve technological capabilities of the City.

## Resident and Community Health

### *Support Community Creative and Cultural Life*

Support healthy eating and active living programs.

Provide recreation opportunities for all residents.

Support diverse housing opportunities.

Support essential human services, as applicable.



## Prepare for Future Needs

### *Provide Educational Opportunities for Residents and Staff*

Provide leadership developing strategies for climate change.

Use best available science for future planning.

# City Council Policy Objectives

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1. Develop policies and support community organizations that provide services that improve the quality of life in Arcata and events that promote Arcata as a “livable community.”
2. Maintain benefits, labor standards, and improve workplace safety and conditions for City Employees.
3. Promote an energy efficient and pedestrian friendly transportation web between neighborhoods emphasizing pedestrian, bicycle, and alternative modes of transportation.
4. Promote efficient use of energy and use of renewable energy in buildings, facilities and infrastructure in Arcata.
5. Implement the Capital Improvements Program to City infrastructure.
6. Strengthen partnerships with Humboldt State University, College of the Redwoods, local schools, civic and professional organizations.
7. Address expanding land management needs including updating Forest Management Plan and Non-Industrial Timber Management Plan.
8. Develop strategies in response to the changing needs of youth, teens, students, families and seniors.
9. Maximize opportunities for public participation and civic engagement.
10. Collaborate with other jurisdictions and non-profits to maximize regional effectiveness and increase funding opportunities.
11. Maintain contacts and open communication with representatives at various State and Federal levels.
12. Incorporate smart growth technology, design, principles and practices in the advancement of a sustainable city.

# 2020-2021 City Council Priority Projects

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1. Prioritize the Strategic Infill Redevelopment Plan
  - a. Complete the K Street Corridor /Arcata Gateway Specific Plan and General Plan updates based on specific Long range and Infill planning.
  - b. Ensure thorough community engagement with all community segments (residents, businesses, etc.) involved/affected.
  - c. Include consideration of split parcel and/or condominium type ownership.
2. Develop a 2-3 year Homelessness Reduction Strategy framework identifying initial priority items and benchmarks to provide for or continue shelter for those who are or may become homeless.
  - a. Obtain site control of a property to provide transitional and/or long-term shelter housing in partnership with Humboldt County and Arcata House Partnership.
  - b. Identify and pursue Policy changes at the local level that support extremely low income housing units.
  - c. Identify an ongoing funding stream (i.e. sales tax, property tax), and prepare for a ballot initiative for voters to consider in 2022.
  - d. Support/Collaborate on strategies to create safe spaces for those without shelter, including considering sites for and implement a safe parking program.
3. Support the Plaza Improvement Task Force as they scope, develop and prioritize a list of Plaza Improvements.
  - a. Set aside specific funds (to be determined through the budget process) to have resources to allocate to the prioritized list.
  - b. Include maintenance of Plaza as a priority.
4. Valley West Improvements
  - a. Year 'round activities for youth and increased recreational opportunities.
  - b. Landscape beautification including adding trees to the West side of Valley East Blvd.
  - c. Continue work to bring Arts and activities, including current work with Laurel Tree to install a path and add trees along path from new basketball court to Valley West Blvd.
  - d. Focus public safety on neighborhood meeting priorities of trespassing/loitering, narcotic activity, vacant properties and encampments.
  - e. Fund contract services and/or staff to maintain Valley West.
  - f. Coordinate enforcement of nuisance properties.
5. Zero Waste
  - a. Increase Bulky Waste Collection.
  - b. Add a water bottle fill station to the Plaza/Downtown.
  - c. Implement campaign around “free piles”.

- d. Review current opt out options for mandatory collection service, including potential minimum fees/service level requirements for vacant or temporarily unoccupied structures, increasing the period of vacancy to qualify (currently 2 months).
- e. Look at implementing a 1 day/weekend a year for dropping bulking waste at dedicated places geared towards entire community.

6. Parks Improvements

- 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. Potential coordination with HSU music students.
- e. Implement designs at Sunny Brae Park.
- f. Complete conceptual plan, preliminary design and seek funding for implementation of Redwood Park improvements and finalize the bike pump track plans
- g. Seek funding for engineering design and implementation for Annie Mary Trail.

7. Implement the Rental Code Inspection Program focused on Health and Safety violations for all rental units.

8. Arcata All Electric Initiative

- 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 incentivize 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.
- g. Develop ideas to incentivies EV charging stations at multi-family housing projects

9. Test the City-wide disaster plans and improve preparedness and emergency response strategies. Support Community Emergency Response Teams.

10. Proactively maintain a strong partnership with Humboldt State University focused this year on:

- 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.
  - d. Dialogue around student Art/Theatre in the community.
  - e. Street banners along G & H Street for Welcome and Graduation weeks.
  - f. Look at using street mural program for HSU themed art.
  - g. Continue developing internship and service learning opportunities for HSU and CR students.
- 11. Implement the Arcata Arts Strategic Plan by working with existing arts efforts established in the community.
- 12. Implement the CIP Projects as approved with the budget.  
Add in the following projects:
  - a. Develop a design for and install improved lighting on G Street South of H Street to the Marsh Entrance.
  - b. H Street: Beautify and replant the planter(s) and add green color to accentuate the bike lane.
  - c. Add paving overlay on G Street between 12th to 18th Streets.
- 13. Develop regulation framework as provided for under the Federal Communications Commission (FCC) for local control/policy making as it regards 5G technology and infrastructure.
  - a. Consider removing exclusions for 3 feet or less antennas and consult with HSU.
  - b. Consider a “Dig Once” Policy.
- 14. Review of Transit System, including:
  - a. Review of any AMRTS and RTS route overlap.
  - b. Identify current and future needs of HSU including Park and Ride options, Shuttles, Express routes, Hours of operation.
  - c. Outline of next 5 years of alternative transportation projects that affect transit including Sustainable Communities grant for downtown and Caltrans alternative transportation programs.
  - d. Develop community engagement focused on identifying high priority improvements including reducing 1 hour to  $\frac{1}{2}$  hour route schedules, review of new high employment centers (i.e. Cannabis Innovation Zone), summer youth schedules, on demand stops, coordination with ride share programs and regional connections.
  - e. Sponsor 1-2 educational bus rides a year (historical, sea level rise, etc.)
- 15. Accelerate action addressing graffiti, neglect, unsafe conditions for vacant and deteriorating properties and cleanup of deteriorating/fading/defaced murals.
- 16. Develop more formalized relationships around regional marketing.
- 17. Explore options to expand City Council office meeting space.

## **Capital Improvements**

## CITY OF ARCATA

### Capital Improvement Program Summary of Projects

Fiscal Year 2020-2021

5/10/2020

Proj ID #	Project	Proposed for FY 2020/21	PROPOSED REDUCTION	
			Option 1 : Shelter in Place 7/1/2020	
11-0002	EPA Brownfields Grant Project and Little Lakes	\$ 100,000.00	\$ 100,000.00	
45-0001	Old Arcata Road	\$ 3,949,000.00	\$ 150,000.00	
45-0001	Annual Striping	\$ 75,000.00	\$ -	
45-0001	Annual Pavement Management	\$ 950,000.00	\$ 650,000.00	
45-0010	Sunset - LK Wood Safety	\$ -		
48-0001	Accessible Ramps	\$ 30,000.00	\$ 24,333.30	
48-0002	Sidewalk	\$ 30,000.00	\$ 24,333.30	
48-0003	Traffic Calming	\$ 30,000.00	\$ 24,333.30	
51-0012	Re-Route Jolly Giant Creek	\$ 15,000.00	\$ -	
52-0008	Janes Creek / Alliance Fish Passage	\$ 15,000.00	\$ 15,000.00	
64-0001	Water Storage Zone 1	\$ 250,000.00	\$ 250,000.00	
64-0009	Water Meters and Registers	\$ 25,000.00	\$ 25,000.00	
64-0018	SCADA- Water	\$ 40,000.00	\$ 40,000.00	
64-TBA	Plunkett Waterline Improvements	\$ 150,000.00	\$ 393,400.00	
65-0003	Sewer Infiltration Reduction (I&I)	\$ 150,000.00	\$ 150,000.00	
65-0004	1st Street Pumps and Motors	\$ 325,000.00	\$ 275,000.00	
67-0003	Marsh #7 and Marsh #4	\$ 100,000.00	\$ 100,000.00	
67-0004	WWTP Reconfiguration: Construction	\$ 14,156,000.00	\$ 14,156,000.00	
67-0041	I Street Dock & Vault Toilet	\$ 423,000.00	\$ 423,000.00	
70-0004	Energy Projects at City Facilities	\$ 40,000.00	\$ -	
81-0004	Carlson - Mad River Park-Trail	\$ 25,000.00	\$ 25,000.00	
81-0007	Redwood Park Improvements	\$ 120,000.00	\$ 120,000.00	

81-TBA	Shay Park	\$ 420,118.00	\$ 313,118.00
87-0002	Arcata Ridge Trail Development	\$ 10,000.00	
81-0023	Plaza Improvement	\$ 150,000.00	\$ -
64-0020	Replace Fluoride Feed System	\$ 40,000.00	\$ 40,000.00
64-0021	Fluoride Analyzer	\$ 13,000.00	\$ 13,000.00
81-0024	Irrigation Well for Sports Complex	\$ 75,000.00	\$ -
85-0012	Relocate NR to Parks Maintenance Area	\$ 25,000.00	\$ -
	70 kW Cummins Diesel Power Generation Model C70D2RE w/	\$ 63,000.00	
	20 kW Doosan Diesel Generation Model G25WDO03A-T4F w/ Trailer	\$ 31,500.00	
	62 kW Doosan Towable Diesel Generator Model G70WCU-3A-T4i	\$ 50,000.00	
	20 kW Doosan Towable Diesel Generator Model G25WMI-2A-T4I	\$ 25,000.00	
	Two 1,000 gallon above ground fuel storage tanks	\$ 112,000.00	
	20 kW Doosan Diesel Generation Model G25WDO03A-T4F w/ Trailer	\$ 31,500.00	
	Bus Stop Improvements (Open Door, G Street)	\$ 25,000.00	\$ 9,000.00
	7th and 8th Street Improvements	\$ 25,000.00	\$ -

**Fund Balances  
Fiscal Year 2019/20**

City of Arcata  
 June 30, 2020  
 Estimated Fund Balances

	Fund Balance 6/30/2019	Estimated June 30, 2020 Fund Balance						Estimated Change in Net Position
		Revenue	Other Resources	Transfers In	Expenditure Appropriation	Transfers Out	Estimated Available Fund Balance 6/30/2020	
<b>General Fund:</b>								
101 General	\$ 4,020,322	\$ 13,473,132	\$ -	\$ 1,206,480	\$ (13,726,678)	\$ (629,803)	\$ 4,343,453	323,131
<b>Special Revenue Funds:</b>								
203 Bicycle Registration	3,379.4	62	-	-	-	-	3,441	62
204 POST	(24,329)	32,000	-	15,000	(35,000)	-	(12,329)	12,000
205 Forest	611,529	483,000	-	-	(385,000)	-	709,529	98,000
207 State Gas Tax 2107	375,887	1,900,000	-	602,865	(1,750,000)	-	1,128,752	752,865
209 Traffic Safety	153,094	75,000	-	184,000	(283,847)	-	128,247	(24,847)
210 SB 45 STIP Grant Funds	-	-	-	-	-	-	-	-
211 HCD Block Grant	(8,692)	110,000	-	-	(110,000)	-	(8,692)	-
212 Industrial Park	337,000	215,000	-	-	(400,000)	(1,000)	151,000	(186,000)
214 Residential Construction Tax	262,865	40,000	-	-	-	(40,000)	262,865	-
215 Parkland in Lieu	172,524	32,000	-	-	-	(14,000)	190,524	18,000
216 Parking in Lieu	278,063	3,000	-	-	-	-	281,063	3,000
218 Proposition 172	76	80,000	-	-	-	(80,000)	76	0
219 ISTEA	571,691	115,000	-	-	-	(75,000)	611,691	40,000
220 FEMA/OES Fund	-	-	-	-	-	-	-	-
221 SLESF Grant Funds	269,430	167,000	-	-	-	(167,000)	269,430	-
234 First-time Homebuyers Pgm	5	345,000	-	-	(345,000)	-	5	(0)
244 Housing Improvement Projects	350,000	140,000	-	-	(73,971)	-	416,029	66,029
245 Public Improvement Projects	3,467,497	150,000	-	-	(180,000)	-	3,437,497	(30,000)
250 Revolving Loans - Basic	1,256,565	60,000	-	-	(605,000)	-	711,565	(545,000)
255 Revolving Loans - CDBG	845,602	430,000	-	-	(250,000)	-	1,025,602	180,000
259 Revolving Loans - HOME	1,230,000	297,000	-	-	(1,300,000)	-	227,000	(1,003,000)
296 Utility User's Tax	137,584	1,000	-	-	-	-	138,584	1,000
297 PERS Phase-in	276,441	2,000	-	-	-	-	278,441	2,000
298 HealthSport Note	41,455	450	-	-	-	-	41,905	450
<b>Total Special Revenue Funds:</b>	<b>\$ 10,607,666</b>	<b>\$ 4,677,512</b>	<b>\$ -</b>	<b>\$ 801,865</b>	<b>\$ (5,717,818)</b>	<b>\$ (377,000)</b>	<b>\$ 9,992,225</b>	<b>\$ (615,441)</b>
<b>Capital Improvement Fund:</b>								
350 Capital Improvements Fund	\$ 161,293	\$ 1,500	\$ -	\$ -	\$ -	\$ -	\$ 162,793	\$ 1,500

City of Arcata  
 June 30, 2020  
 Estimated Fund Balances

Estimated June 30, 2020 Fund Balance								
	Fund Balance 6/30/2019	Revenue	Other Resources	Transfers In	Expenditure Appropriation	Transfers Out	Estimated Available Fund Balance 6/30/2020	Estimated Change in Net Position
<b>Special Assessment District Funds:</b>								
442 Mad River Business Park	7,289	6,010	-	-	-	(6,000)	7,299	10
445 Curtis Heights	1,206	10	-	-	-	-	1,216	10
447 Janes Creek Meadows	8,601	16,060	-	-	-	(16,000)	8,661	60
490 Windsong	198	14,950	-	-	-	(14,950)	198	-
<b>Total Special Assesment District Funds:</b>	<b>\$ 17,294</b>	<b>\$ 37,030</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (36,950)</b>	<b>\$ 17,374</b>	<b>\$ 80</b>
<b>Trust Funds:</b>								
500 City Trust Accounts	-	-	-	-	-	-	-	-
	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Enterprise Funds:</b>								
661 Water	8,060,680	5,890,000	-	-	(5,321,478)	(80,000)	8,549,202	488,522
662 Wastewater	13,365,613	9,014,000	-	-	(10,277,000)	(80,000)	12,022,613	(1,343,000)
663 A&MRTS	1,303,868	1,300,000	-	-	(1,350,000)	-	1,253,868	(50,000)
664 Solid Waste	385,500	509,000	-	-	(490,000)	(35,000)	369,500	(16,000)
666 Storm Drainage	7,702,884	462,802	-	317,846	(757,000)	-	7,726,532	23,648
<b>Total Enterprise Funds:</b>	<b>\$ 30,818,545</b>	<b>\$ 17,175,802</b>	<b>\$ -</b>	<b>\$ 317,846</b>	<b>\$ (18,195,478)</b>	<b>\$ (195,000)</b>	<b>\$ 29,921,715</b>	<b>\$ (896,830)</b>
<b>Internal Service Fund:</b>								
771 Central Garage	837,859	1,334,000	-	-	(1,320,000)	-	851,859	14,000
775 IT Services & Maintenance	(35,000)	250,701	-	-	(273,000)	-	(57,299)	(22,299)
<b>Total Internal Service Funds:</b>	<b>\$ 802,859</b>	<b>\$ 1,584,701</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (1,593,000)</b>	<b>\$ -</b>	<b>\$ 794,560</b>	<b>\$ (8,299)</b>
<b>Successor Agency:</b>								
880 Successor Agency - Admin	(197,935)	100	-	-	-	-	(197,835)	100
881 Successor Agency - Debt Service	(4,619,298)	517,898	-	-	(506,348)	-	(4,607,748)	11,550
<b>Total Successor Agency Funds:</b>	<b>\$ (4,817,233)</b>	<b>\$ 517,998</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (506,348)</b>	<b>\$ -</b>	<b>\$ (4,805,583)</b>	<b>\$ 11,650</b>
<b>Grand Total All Funds:</b>	<b>\$ 41,610,746</b>	<b>\$ 37,467,675</b>	<b>\$ -</b>	<b>\$ 2,326,191</b>	<b>\$ (39,739,322)</b>	<b>\$ (1,238,753)</b>	<b>\$ 40,426,537</b>	<b>\$ (1,184,209)</b>

**Fund Balances  
Fiscal Year 2020/21**

Estimated Fund Balances

	Fund Balance 6/30/2020	Estimated June 30, 2021 Fund Balance						Estimated Available Fund Balance 6/30/2021	Estimated Change in Net Position
		Revenue	Other Resources	Transfers In	Expenditure Appropriation	Transfers Out			
<b>General Fund:</b> 101 General	<b>\$ 4,343,453</b>	<b>\$ 13,211,881</b>	<b>\$ -</b>	<b>\$ 351,850</b>	<b>\$ (13,047,551)</b>	<b>\$ (832,180)</b>	<b>\$ 4,027,454</b>		<b>(316,000)</b>
<b>Special Revenue Funds:</b>									
203 Bicycle Registration	3,441	110	-	-	-	-	3,551	110	
204 POST	(12,329)	15,000	-	20,000	(35,000)	-	(12,329)	-	
205 Forest	709,529	367,500	-	-	(348,479)	-	728,550	19,021	
207 State Gas Tax	2107	1,128,752	809,887	-	652,180	(1,422,640)	-	1,168,179	39,427
209 Traffic Safety		128,247	50,500	-	240,000	(281,515)	-	137,232	8,985
210 SB 45 STIP Grant Funds		-	150,000	-	-	-	150,000	150,000	
211 HCD Block Grant	(8,692)	6,310,000	-	-	(5,317,836)	-	983,472	992,164	
212 Industrial Park	151,000	207,000	-	-	(170,034)	-	187,966	36,966	
214 Residential Construction Tax	262,865	51,580	-	-	-	(25,000)	289,445	26,580	
215 Parkland in Lieu	190,524	55,400	-	-	-	(20,000)	225,924	35,400	
216 Parking in Lieu	281,063	3,000	-	-	-	-	284,063	3,000	
218 Proposition 172	76	90,500	-	-	-	(90,000)	576	500	
219 ISTEA	611,691	113,000	-	-	(170,000)	(110,000)	444,691	(167,000)	
220 FEMA/OES Fund	-	295,050	-	-	-	(295,050)	-	-	
221 SLESF Grant Funds	269,430	100,100	-	-	-	(100,000)	269,530	100	
234 First-time Homebuyers Pgm	5	-	-	-	-	-	5	-	
244 Housing Improvement Projects	416,029	108,000	-	-	(115,280)	-	408,748	(7,280)	
245 Public Improvement Projects	3,437,497	50,000	-	-	(108,622)	-	3,378,875	(58,622)	
250 Revolving Loans - Basic	711,565	23,000	-	-	(106,955)	-	627,610	(83,955)	
255 Revolving Loans - CDBG	1,025,602	405,000	-	-	(390,754)	-	1,039,848	14,246	
259 Revolving Loans - HOME	227,000	151,500	-	-	-	-	378,500	151,500	
296 Utility User's Tax	138,584	1,000	-	-	-	-	139,584	1,000	
297 PERS Phase-in	278,441	2,000	-	-	-	-	280,441	2,000	
298 HealthSport Note	41,905	450	-	-	-	-	42,355	450	
<b>Total Special Revenue Funds:</b>	<b>\$ 9,992,225</b>	<b>\$ 9,359,577</b>	<b>\$ -</b>	<b>\$ 912,180</b>	<b>\$ (8,467,116)</b>	<b>\$ (640,050)</b>	<b>\$ 11,156,816</b>		<b>\$ 1,164,591</b>
<b>Capital Improvement Fund:</b>									
350 Capital Improvements Fund	<b>\$ 162,793</b>	<b>\$ 1,500</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 164,293</b>		<b>\$ 1,500</b>

Estimated Fund Balances

	Estimated June 30, 2021 Fund Balance							
	Fund Balance 6/30/2020	Revenue	Other Resources	Transfers In	Expenditure Appropriation	Transfers Out	Estimated Available Fund Balance 6/30/2021	Estimated Change in Net Position
<b>Special Assessment District Funds:</b>								
442 Mad River Business Park	7,289	6,010	-	-	-	(6,000)	7,299	10
445 Curtis Heights	1,206	10	-	-	-	-	1,216	10
447 Janes Creek Meadows	8,601	16,060	-	-	-	(16,000)	8,661	60
490 Windsong	(198)	14,890	-	-	-	(14,850)	(158)	40
<b>Total Special Assesment District Funds:</b>	<b>\$ 16,898</b>	<b>\$ 36,970</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (36,850)</b>	<b>\$ 17,018</b>	<b>\$ 120</b>
<b>Trust Funds:</b>								
500 City Trust Accounts	-	-	-	-	-	-	-	-
	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Enterprise Funds:</b>								
661 Water	8,549,202	6,023,387	-	-	(4,705,264)	(90,000)	9,777,325	1,228,123
662 Wastewater	12,022,613	22,286,498	-	-	(18,686,058)	(90,000)	15,533,053	3,510,440
663 A&MRTS	1,253,868	1,159,664	-	-	(1,114,593)	-	1,298,939	45,071
664 Solid Waste	369,500	534,357	-	-	(496,049)	(25,000)	382,808	13,308
666 Storm Drainage	7,726,532	633,112	-	155,000	(766,003)	-	7,748,641	22,109
<b>Total Enterprise Funds:</b>	<b>\$ 29,921,715</b>	<b>\$ 30,637,018</b>	<b>\$ -</b>	<b>\$ 155,000</b>	<b>\$ (25,767,967)</b>	<b>\$ (205,000)</b>	<b>\$ 34,740,766</b>	<b>\$ 4,819,051</b>
<b>Internal Service Fund:</b>								
771 Central Garage	851,859	993,841	-	-	(865,792)	-	979,908	128,049
775 IT Services & Maintenance	(57,299)	374,325	-	-	(346,429)	-	(29,403)	27,896
<b>Total Internal Service Funds:</b>	<b>\$ 794,560</b>	<b>\$ 1,368,166</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (1,212,221)</b>	<b>\$ -</b>	<b>\$ 950,505</b>	<b>\$ 155,945</b>
<b>Successor Agency:</b>								
880 Successor Agency - Admin	(197,835)	-	-	-	-	-	(197,835)	-
881 Successor Agency - Debt Service	(4,607,748)	304,175	-	-	(447,506)	-	(4,751,079)	(143,331)
<b>Total Successor Agency Funds:</b>	<b>\$ (4,805,583)</b>	<b>\$ 304,175</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (447,506)</b>	<b>\$ -</b>	<b>\$ (4,948,914)</b>	<b>\$ (143,331)</b>
<b>Grand Total All Funds:</b>	<b>\$ 40,426,062</b>	<b>\$ 54,919,287</b>	<b>\$ -</b>	<b>\$ 1,419,030</b>	<b>\$ (48,942,361)</b>	<b>\$ (1,714,080)</b>	<b>\$ 46,107,937</b>	<b>\$ 5,681,876</b>

## **Revenues**

**General Ledger- Comparative Revenues**

<b>General Ledger Line</b>	<b>Description</b>	<b>2018/19 Actual</b>	<b>2019/2020 Adopted</b>	<b>Option 1</b>
101-00-00-41100	Secured Property Taxes	(1,427,513)	(1,465,000)	(1,391,750)
101-00-00-41150	Unsecured Property Taxes	(63,388)	(56,000)	(53,200)
101-00-00-41160	Supplemental Roll	(19,910)	(25,000)	(23,750)
101-00-00-41200	Timber Yield Tax	(64)	(50)	-
101-00-00-41300	Sales Tax	(2,202,952)	(2,671,000)	(1,897,800)
101-00-00-41310	Transactions & Use Tax	(1,798,609)	(2,180,000)	(1,589,000)
101-00-00-41350	Utility Users Tax	(805,025)	(1,100,000)	(880,000)
101-00-00-41360	Excessive Utility Users tax	(106,566)	-	(110,000)
101-00-00-41400	Transient Occupancy Taxes	(1,090,006)	(1,600,000)	(1,000,000)
101-00-00-41410	TOT HCTBID	(4,611)	(3,500)	(3,500)
101-00-00-41500	Franchise Fee Revenue	(233,589)	(230,000)	(230,000)
101-00-00-41600	Business License Tax	(137,038)	(135,000)	(108,000)
101-00-00-41700	Real Property Transfer Tx	(30,034)	(30,000)	(28,500)
101-00-00-42100	Animal Licenses	(11,952)	(10,000)	(13,000)
101-00-00-42250	Parking Meters	(73,200)	(77,000)	(75,000)
101-00-00-42300	Building Permits	(354,966)	(275,000)	(305,000)
101-00-00-42420	CCAP Permit Fees	(301,932)	(250,000)	(280,000)
101-00-00-43200	Parking Fines	(216,115)	(250,000)	(200,000)
101-00-00-44100	Investment Earnings	(90,799)	(50,000)	(50,000)
101-00-00-44210	Rents & Leases	(69,904)	(68,000)	(35,000)
101-00-00-44220	Rents & Leases - Ballpark	(72,021)	(75,000)	(35,000)
101-00-00-44230	Rents & Leases - Cmty Park	(5,430)	(5,500)	(3,500)
101-00-00-45100	Motor Vehicle In Lieu Tax	(1,199,852)	(1,650,000)	(1,567,500)
101-00-00-45120	Homeowners Prop Tax Rel	(15,968)	(20,000)	(10,000)
101-00-00-45325	School Resource Officer Grant	(189,863)	(353,367)	(282,295)
101-00-00-45330	State 911 Enhancement	(31,252)	-	-
101-00-00-45335	State Realignment Funds	(35,729)	-	-
101-00-00-45340	Booking Fees Reimbursemt	(2,490)	(4,000)	(4,000)
101-00-00-45360	Abandoned Vehicle Abate	-	(17,000)	(17,000)
101-00-00-45390	Other Police Grants	-	(28,650)	(15,000)
101-00-00-45880	Other Parks Grants	(6,295)	(19,000)	(413,000)
101-00-00-45890	Other Recreation Grants	(34,588)	(35,000)	(35,350)
101-00-00-45985	SB 90 State Mandated Costs	(2,022)	(20,000)	(5,000)
101-00-00-46100	Planning & Zoning Fees	(86,036)	(75,000)	(40,000)
101-00-00-46105	Gen Plan / Hsg Update Fees	-	-	-
101-00-00-46110	Plan Check Fees - Planning	(15,557)	(35,000)	(25,000)
101-00-00-46120	Planning Fees - Consultants	-	(5,000)	(1,000)
101-00-00-46130	Public Works Inspections	(31,958)	(25,000)	(36,000)
101-00-00-46140	Map Check Fees	(15,021)	(15,000)	(5,000)
101-00-00-46150	Plan Check Fee - In-House	(778)	(25,000)	-
101-00-00-46160	Plan Check Fee - Consultant	(14,867)	(10,000)	(12,000)
101-00-00-46170	Subdivision Inspect Fees	-	(5,000)	(1,500)

**General Ledger- Comparative Revenues**

<b>General Ledger Line</b>	<b>Description</b>	<b>2018/19 Actual</b>	<b>2019/2020 Adopted</b>	<b>Option 1</b>
101-00-00-46180	Building Regulation Pass Thru	-	(500)	(500)
101-00-00-46200	Special Police Services	(3,931)	(750)	(750)
101-00-00-46220	Vehicle Release Fees	(32,290)	(25,000)	(36,000)
101-00-00-46230	Parking Decal Sales	(4,691)	(4,500)	(4,500)
101-00-00-46240	Alarm Fees	(11,466)	(13,000)	(11,500)
101-00-00-46250	Fingerprinting Services	(121,642)	(192,000)	(92,000)
101-00-00-46302	Gymnastics	(29,346)	(25,000)	(25,000)
101-00-00-46305	Youth Basketball	(50,323)	(47,000)	(50,400)
101-00-00-46310	Teen Programs	(3,963)	(2,500)	(4,000)
101-00-00-46315	Recreation Play Center	(2,566)	(2,500)	(2,500)
101-00-00-46318	Special Needs Programs	(17,188)	(13,500)	(17,500)
101-00-00-46320	Drop-in Activities	(12,673)	(14,000)	(12,700)
101-00-00-46324	Ropes Course	(5,130)	(4,750)	(4,750)
101-00-00-46331	Redwood Day Camp	(127,942)	(122,400)	(132,000)
101-00-00-46335	Sport Clubs/Camps	(42,194)	(40,000)	(43,900)
101-00-00-46338	Art Camps	(35,800)	(32,200)	(28,700)
101-00-00-46339	City Arts	(9,774)	(5,000)	(10,000)
101-00-00-46341	Science Camp	(16,547)	(18,000)	(17,000)
101-00-00-46345	Orchestra	(2,400)	(2,500)	-
101-00-00-46350	Community Events	(1,470)	(2,000)	(10,000)
101-00-00-46352	Bayside Park	(1,625)	(2,000)	(1,000)
101-00-00-46353	Bayside Park Farm Shares			(10,000)
101-00-00-46355	Special Event Permits	(4,687.50)	(5,500)	(6,000)
101-00-00-46360	Recreation - Contract Classes	(11,869)	(17,500)	(9,000)
101-00-00-46365	Recreation - Non-Resident Fee	(19,178)	(18,750)	(20,000)
101-00-00-46382	Recreation - Misc Sales	(18)	(50)	(25)
101-00-00-46990	Interfund Revenue - Admin	(1,349,455)	(1,337,883)	(1,282,240)
101-00-00-46991	Interfund Revenue - Insurance	(335,768)	(335,768)	(494,121)
101-00-00-46992	Office Svces, Photocopy	(11,037)	(12,000)	(12,000)
101-00-00-46993	Office Svces, Mail Room	(12,490)	(12,000)	(12,000)
101-00-00-49101	Public Works Reimb Revenue	(63,456)	(54,000)	(20,000)
101-00-00-49102	Parks Reimb Revenue	(11,573)	(10,000)	(10,000)
101-00-00-49220	Police Misc Revenue	(5,219)	(15,720)	(11,950)
101-00-00-49230	Police Auction Revenue	(6,777)	(1,500)	(1,500)
101-00-00-49260	Hmb. Cnty Drug Task Force	(53,572)	(91,055)	(34,400)
101-00-00-49810	Donations	(100,000)	(15,000)	-
101-00-00-49881	Sale of GIS Maps	(1,043)	(1,300)	(500)
101-00-00-49883	Bird Guide Sales	(45)	-	-
101-00-00-49884	Shellfish Lease	-	-	(1,800)
101-00-00-49900	Other Revenue	(111,531)	(15,000)	-
101-00-00-49960	Operating Transfers	780,898	839,737	480,330

**General Ledger- Comparative Revenues**

<b>General Ledger Line</b>	<b>Description</b>	<b>2018/19 Actual</b>	<b>2019/2020 Adopted</b>	<b>Option 1</b>
203-00-00-42200	Bicycle Licenses	(53)	(100)	(100)
203-00-00-44100	Investment Earnings	(73)	(10)	(10)
204-00-00-44100	Investment Earnings	171	-	-
204-00-00-45350	P.O.S.T. Reimbursements.	(10,264)	(15,000)	(15,000)
204-00-00-49960	Operating Transfers	(10,000)	(20,000)	(20,000)
205-00-00-44100	Investment Earnings	(17,397)	(1,500)	(1,500)
205-00-00-44500	Sale of Timber	(646,373)	(360,000)	(335,000)
205-00-00-44600	Sale Of Carbon Credits	(2,857)	(2,100)	(2,000)
205-00-00-45450	Other State Grants	(452,144)	-	-
205-00-00-49810	Donations	(700)	(5,000)	(3,000)
205-00-00-49900	Other Revenue	(1,963)	(6,000)	(26,000)
207-00-00-44100	Investment Earnings	(11,635)	(2,000)	(2,000)
207-00-00-45450	Other State Grants	-	(250,000)	-
207-00-00-45710	St Hwy Users Tax Sec 2106	(77,128)	(75,542)	(72,527)
207-00-00-45715	St Hwy Users Tax Sec 2107.5	(4,000)	(4,000)	(4,000)
207-00-00-45720	St Hwy Users Tax Section 2105	(100,943)	(102,352)	(103,907)
207-00-00-45730	St Hwy Users Tax Sec 2107	(126,947)	(134,403)	(124,050)
207-00-00-45745	St Hwy Users Tax Sec 2103	(61,463)	(156,911)	(160,267)
207-00-00-45747	Prop 1B Bond Funds	(336,864)	(325,265)	(341,436)
207-00-00-45780	Safe Routes To School	(12,871)	-	-
207-00-00-45782	CalTrans BTA Grant	(38,739)	-	-
207-00-00-49800	Reimbursement Revenue	(28,603)	(4,000)	(1,000)
207-00-00-49900	Other Revenue	(1,000)	-	(700)
207-00-00-49960	Operating Transfers	(844,820)	(803,820)	(652,180)
209-00-00-43100	Vehicle Fines Non-Parking	(60,062)	(100,000)	(50,000)
209-00-00-44100	Investment Earnings	(588)	(500)	(500)
209-00-00-49960	Operating Transfers	(170,732)	(184,000)	(240,000)
210-00-00-45750	STIP Funds	-	(150,000)	(150,000)
211-00-00-44100	Investment Earnings	(195)	-	-
211-00-00-45201	2017-CDBG-12017	-	(5,000,000)	(5,000,000)
211-00-00-45202	SB2	-	-	(160,000)
211-00-00-45203	SALC Grant	-	-	(250,000)
211-00-00-45204	HEAP Grant	-	-	(400,000)
211-00-00-45205	AHSC Grant	-	-	(400,000)
211-00-00-45211	2017 EPA Brownfields Grant	(80,122)	(300,000)	(100,000)
211-00-00-45450	Other State Grants	-	(125,000)	-

**General Ledger- Comparative Revenues**

<b>General Ledger Line</b>	<b>Description</b>	<b>2018/19 Actual</b>	<b>2019/2020 Adopted</b>	<b>Option 1</b>
212-00-00-44100	Investment Earnings	(7,958)	(2,000)	(2,000)
212-00-00-44200	Principle Collections	-	(50,000)	-
212-00-00-44280	Industrial Park Rental	(243,274)	(256,000)	(205,000)
212-00-00-49820	Land Sales	-	(25,000)	-
212-00-00-49960	Operating Transfers	1,000	1,000	-
214-00-00-41800	Residential Construction Tax	(66,117)	(63,000)	(51,000)
214-00-00-44100	Investment Earnings	(6,492)	(579)	(580)
214-00-00-49960	Operating Transfers	100,000	63,579	25,000
215-00-00-41900	Parkland In Lieu Fees	-	(14,000)	(55,000)
215-00-00-44100	Investment Earnings	(3,792)	(400)	(400)
215-00-00-49960	Operating Transfers	6,000	14,000	20,000
216-00-00-44100	Investment Earnings	(6,012)	(3,000)	(3,000)
218-00-00-41300	Sales Tax	(61,588)	(100,000)	(90,000)
218-00-00-44100	Investment Earnings	(1,230)	(500)	(500)
218-00-00-49960	Operating Transfers	105,000	100,500	90,000
219-00-00-44100	Investment Earnings	(11,882)	(3,000)	(3,000)
219-00-00-45614	State Coastal Conservancy	(27,500)	-	-
219-00-00-45740	Roads & Streets TEA	-	(110,000)	(110,000)
219-00-00-45782	CalTrans BTA Grant	(148,159)	-	-
219-00-00-49960	Operating Transfers	75,000	75,000	280,000
220-00-00-49960	Operating Transfers	-	-	(295,050)
221-00-00-44100	Investment Earnings	(4,660)	(100)	(100)
221-00-00-45310	SLESF Cops Grant Funding	(148,747)	(100,000)	(100,000)
221-00-00-49960	Operating Transfers	-	-	100,000
234-00-00-44100	Investment Earnings	(5)	-	-
234-00-00-45251	2005-HOME-2024	-	(500,000)	-
244-00-00-44100	Investment Earnings	(8,207)	(2,000)	(2,000)
244-00-00-44200	Principle Collections	(208)	(76,000)	(76,000)
244-00-00-49820	Land Sales	-	(50,000)	-
244-00-00-49900	Other Revenue	(17,570)	(40,000)	(30,000)
245-00-00-44100	Investment Earnings	(129,431)	(50,000)	(50,000)
245-00-00-44210	Rents & Leases	(2,600)	-	-
245-00-00-49960	Operating Transfers	-	-	-

**General Ledger- Comparative Revenues**

<b>General Ledger Line</b>	<b>Description</b>	<b>2018/19 Actual</b>	<b>2019/2020 Adopted</b>	<b>Option 1</b>
250-00-00-44100	Investment Earnings	(29,200)	(5,000)	(5,000)
250-00-00-44200	Principle Collections	(35,783)	(18,000)	(18,000)
250-00-00-44210	Rents & Leases	(72,000)	-	-
255-00-00-44100	Investment Earnings	(158,799)	(5,000)	(5,000)
255-00-00-44200	Principle Collections	(459,835)	(400,000)	(400,000)
259-00-00-44100	Investment Earnings	(78,556)	(1,500)	(1,500)
259-00-00-44200	Principle Collections	(373,746)	(150,000)	(150,000)
296-00-00-44100	Investment Earnings	(2,975)	(1,000)	(1,000)
297-00-00-44100	Investment Earnings	(5,977)	(2,000)	(2,000)
298-00-00-44100	Investment Earnings	(896)	(450)	(450)
350-00-00-44100	Investment Earnings	(3,487)	(1,500)	(1,500)
442-00-00-41190	Special Assessment Revenue	(2,839)	(6,000)	(6,000)
442-00-00-44100	Investment Earnings	(113)	(10)	(10)
442-00-00-49960	Operating Transfers	-	6,000	6,000
445-00-00-44100	Investment Earnings	(26)	(10)	(10)
447-00-00-41190	Special Assessment Revenue	(16,091)	(16,000)	(16,000)
447-00-00-44100	Investment Earnings	(246)	(60)	(60)
447-00-00-49960	Operating Transfers	14,000	16,000	16,000
490-00-00-41190	Special Assessment Revenue	(14,782)	(14,850)	(14,850)
490-00-00-44100	Investment Earnings	(80)	(40)	(40)
490-00-00-49960	Operating Transfers	14,000	14,850	14,850

**General Ledger- Comparative Revenues**

<b>General Ledger Line</b>	<b>Description</b>	<b>2018/19 Actual</b>	<b>2019/2020 Adopted</b>	<b>Option 1</b>
661-00-00-44100	Investment Earnings	(161,997)	(55,000)	(61,000)
661-00-00-45450	Other State Grants	-	-	-
661-00-00-46710	Water Service Charges	(5,243,826)	(5,448,796)	(5,589,187)
661-00-00-46711	Water Service - Jacoby Creek	(3,233)	(45,000)	(3,700)
661-00-00-46715	Non Payment Penalty	(26,487)	(20,000)	(10,000)
661-00-00-46720	Change of Service Charges	(76,783)	(72,000)	(63,000)
661-00-00-46730	Connection Fees	(194,444)	(230,000)	(230,000)
661-00-00-46740	Double-check Valve	(22,366)	(26,500)	(26,500)
661-00-00-46750	Private Fire Protection	(32,428)	(29,000)	(29,000)
661-00-00-46770	Other Water Revenue	(335)	(2,000)	(10,000)
661-00-00-49800	Reimbursement Revenue	(3,623)	(2,500)	(1,000)
661-00-00-49960	Operating Transfers	64,500	80,000	90,000
662-00-00-44100	Investment Earnings	(145,916)	(60,000)	(60,000)
662-00-00-45450	Other State Grants	-	(235,000)	(490,401)
662-00-00-45460	SRF Grant (SWRCB)	(2,719,492)	-	(1,197,000)
662-00-00-45614	State Coastal Conservancy	-	(8,000)	-
662-00-00-46810	Wastewater Service Charge	(5,998,646)	(6,172,086)	(6,498,097)
662-00-00-46815	Non Payment Penalty	(33,807)	(26,000)	(15,000)
662-00-00-46820	Sewer Repair Fee	(327,645)	(324,000)	(324,000)
662-00-00-46830	Connection Fees	(181,558)	(280,000)	(280,000)
662-00-00-46840	Pretreatment Program	-	(1,020)	(1,100)
662-00-00-46850	Remediated Groundwater	-	(1,500)	(1,000)
662-00-00-46860	Pretreatment Permit Fee	(2,390)	(2,800)	(2,200)
662-00-00-46870	Other Sewer Revenue	(666)	(1,000)	(2,500)
662-00-00-49800	Reimbursement Revenue	(10,750)	(1,000)	(1,200)
662-00-00-49810	Donations	(1,585)	(2,000)	(1,000)
662-00-00-49830	Interpretive Center Sales	(13,467)	(12,000)	(13,000)
662-00-00-49960	Operating Transfers	64,500	80,000	90,000
662-00-00-49997	Financing Proceeds	-	-	(13,400,000)

**General Ledger- Comparative Revenues**

<b>General Ledger Line</b>	<b>Description</b>	<b>2018/19 Actual</b>	<b>2019/2020 Adopted</b>	<b>Option 1</b>
663-00-00-44100	Investment Earnings	147	(3,500)	(3,500)
663-00-00-45450	Other State Grants	(13,367)	(13,367)	(13,339)
663-00-00-45747	Prop 1B Bond Funds	(25,552)	(20,000)	(15,000)
663-00-00-45760	Transportation Developmt Act	(93,726)	(665,534)	(600,000)
663-00-00-45768	Dept Of Trans 5311 Fund	(157,780)	(127,000)	-
663-00-00-45770	S.T.A.F.	(14,030)	(156,687)	(282,825)
663-00-00-46560	Passenger Fares	(38,452)	(55,000)	(40,000)
663-00-00-46561	Special Transit Fare HSU	(169,020)	(200,000)	(150,000)
663-00-00-46565	Bus Tickets	(10)	(2,000)	-
663-00-00-46566	D.A.R.-Ticket Sales	(2,295)	(3,000)	(500)
663-00-00-46573	Bus Advertising	-	(100)	-
663-00-00-46575	Charter Service Revenues	(4,956)	-	(2,000)
663-00-00-46579	Vending Machine Revenue	(617)	(1,000)	(500)
663-00-00-49598	Greyhound Ticket Sales	(21,760)	-	-
663-00-00-49599	Greyhound Commission	(6,010)	(50,000)	(50,000)
663-00-00-49900	Other Revenue	(626)	(2,000)	(2,000)
664-00-00-41500	Franchise Fee Revenue	(368,207)	(400,000)	(409,000)
664-00-00-44100	Investment Earnings	(13,155)	(2,500)	(4,000)
664-00-00-45455	State Recycling Grants	(15,119)	(10,000)	(93,307)
664-00-00-45915	Integrated Waste Mgmt Grant	(8,110)	(5,000)	(8,000)
664-00-00-46450	Solid Waste Service Charges	(9,358)	(2,000)	(7,000)
664-00-00-46455	Recyclables Revenue	-	-	(50)
664-00-00-46459	Other Revenue	(15,907)	(16,900)	(13,000)
664-00-00-49960	Operating Transfers	35,000	35,000	25,000
666-00-00-42800	Drainage Fees - Building	(17,815)	(14,000)	(8,000)
666-00-00-44100	Investment Earnings	(3,730)	(1,000)	(1,000)
666-00-00-44210	Rents & Leases	(87,709)	(90,000)	(88,000)
666-00-00-45450	Other State Grants	(12,774)	-	-
666-00-00-45609	USFWS Grants	-	(25,000)	(139,502)
666-00-00-45614	State Coastal Conservancy	(419,886)	-	(129,810)
666-00-00-45685	County Assess District	-	(1,800)	(1,800)
666-00-00-46650	Stormwater Fees	(211,130)	(258,000)	(265,000)
666-00-00-49900	Other Revenue	(814)	(2,000)	-
666-00-00-49960	Operating Transfers	(234,346)	(317,846)	(155,000)

**General Ledger- Comparative Revenues**

<b>General Ledger Line</b>	<b>Description</b>	<b>2018/19 Actual</b>	<b>2019/2020 Adopted</b>	<b>Option 1</b>
771-00-00-44100	Investment Earnings	(34,602)	(3,500)	(3,500)
771-00-00-46950	Central Garage Charges	(1,185,673)	(1,325,000)	(965,341)
771-00-00-49821	Sale Of Used Vehicles	(36,927)	(15,000)	(25,000)
771-00-00-49960	Operating Transfers	-	-	-
775-00-00-44100	Investment Earnings	(833)	(300)	(300)
775-00-00-46960	IT Service Charges	(313,674)	(250,000)	(374,025)
775-00-00-49900	Other Revenue	(34,635)	-	-
880-00-00-44100	Investment Earnings	-	(100)	-
881-00-00-41110	Tax Increment Funds	(575,131)	(381,096)	(303,175)
881-00-00-44100	Investment Earnings	597	(1,000)	(1,000)
		<b>(36,766,339)</b>	<b>(41,757,461)</b>	<b>(54,749,287)</b>

# **Expenditures**

**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.

The budget reductions planned for Fiscal Year 2020-21 due to the COVID pandemic for this Activity significantly impacts funding to the current Service Contract Partners (Arcata Main Street, Chamber of Commerce, Film Commission) with up to 86% reductions to previously funded amounts. This will impact the service that had been agreed to be performed for the original funding. For Arcata Main Street, this includes Plaza/downtown event collaboration, working with downtown businesses to expand business hours seasonally and for specific events, utilize consistent marketing image, related to Gateway image, Plaza events, Arcata commercial marketing/Shop Arcata campaign, parking issues. For Arcata Chamber of Commerce, this includes helping keep the City apprised of needs and perceptions of the business community through surveys and other means, providing business networking and professional development opportunities, conducting community and business outreach, collaborating with College and Career Center and HSU on strategic business and community initiatives, maintaining Chamber website, work with Zero Waste Humboldt to reduce waste, provide support for tourism and businesses serving visitors. For the Humboldt-Del Norte Film Commission, this includes promoting Arcata to the film and media industry, creating a production resource guide cataloging locations for film, media and local resources, utilize consistent marketing image for Arcata related to Gateway image, work with Chamber and Main Street to provide high quality film and media clips and video for advertising Arcata.

The other significant impacts are the elimination of the additional funding to Arcata Main Street for the extra Summer Programming that has been established over the last couple of years. Additionally, the Council had created and appointed a Plaza Improvement Task Force that met regularly for nearly a one-year period. The Task Force conducted a substantial amount of research, community engagement, expert consultaion and analysis to identify the top themes for recommendation to Council in which to prioritize. These themes included items within the following categories: Increase Access, Beautification/Infrastructure, Safety and Regulation, and Economic Development. The elimination of funding to implement these priorities will require deferment of any of the projects.

**ACCOMPLISHMENTS:**

1. Elected Michael Winkler as Mayor and Paul Pitino as Vice-Mayor for 2020.
2. Adopted 55 Resolutions and 12 Ordinances.
3. Processed 15 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 Cafe Brio.

### General Ledger- Comparative Expenditures

General Ledger Line	Activity	Description	2018/19 Actual	2019/2020 Adopted	Option 1
101-10-01-50100	01	Regular Salaries	47,316	43,200	46,116
101-10-01-50990	01	Employee Benefits	40,794	74,039	78,276
101-10-01-51200	01	Communications	1,307	840	-
101-10-01-51400	01	Training & Conferences	7,918	10,930	3,000
101-10-01-51600	01	Memberships & Dues	6,898	7,036	7,250
101-10-01-51775	01	Audit Services	12,800	35,000	35,000
101-10-01-52101	01	Chamber Of Commerce	28,470	28,470	5,000
101-10-01-52102	01	R.S.V.P.	7,000	-	-
101-10-01-52103	01	Arcata Main Street	15,882	35,882	5,000
101-10-01-52104	01	Plaza Improvements	9,175	40,000	-
101-10-01-52106	01	Film/Digital Commission	4,553	4,553	3,000
101-10-01-52109	01	City Hall Art Display	300	300	300
101-10-01-53100	01	Postage	69	75	75
101-10-01-53200	01	Photocopy	3,005	1,500	1,500
101-10-01-54200	01	Other Department Supplies	543	540	540
101-10-01-55800	01	IT Services & Maintenance	3,181	7,906	10,353
101-10-01-57800	01	Capital - Furniture & Equipmen	-	-	2,000
<b>01 Total</b>		<b>City Council</b>	<b>189,211</b>	<b>290,271</b>	<b>197,410</b>

**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 31 City Council agendas for public meetings and hearings.
3. Completed the City Hall space reconfiguration project, including reuniting Engineering and Community Development staff back in building; and completion of Phase I of the City Hall HVAC project.
4. Moved the statue of President William McKinley to Canton Ohio through a Council vote that was reinforced by the results of a voter initiative.
5. After almost 40 years, successfully removed portions of the Corporation Yard from State Lands Commission jurisdiction to boost the rehabilitation of the wastewater treatment plant.
6. Further development of the Equity Arcata collaborative network structure with HSU, business community, students, and various community/resident participation. This included Equity Arcata hosting over a dozen training events, including over 160 TK-12 School employees, tabled for 8 events, held 4 Home Away From Home potlucks, initiated the HSU student escort program and launched a welcoming business newsletter and social media presence on Facebook and Instagram.
7. Updated the City's contract and professional services templates to provide higher levels of risk transference to contractors and consultants.
8. Conducted 5 project bids/RFPs with total award of \$954,036.94 in contracts.
9. Provided continued administrative support to the Plaza Improvement Task Force for creating and processing meeting agendas; taking/transcribing minutes, etc.
10. Managed City staff and operations through two pre-storm power-shutdown outages including coordination of a community resources center and 24-7 utility operations.
11. Coordinated with County of Humboldt EOC and local Government and Tribal leaders for regional response to COVID-19 emergency.
12. For Shelter in Place Order, worked with Arcata House Partnership and Humboldt County DHHS to 20 hotel rooms to house unsheltered individuals who meet the CDC high risk categories; obtained funding for tents, sleeping bags and cots to support emergency shelter locations as authorized and supported by Governor's Order N32/20.
13. Appointment of City Engineer and Special Project Engineer.

**GOALS:**

1. Oversee the implementation of City Council Goals and Priority Projects through the development of a Work Plan.
2. 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.
3. Continue working closely with City staff to facilitate remaining HVAC improvements.
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.

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

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- 6. Continue to work with Redwood Empire Insurance Fund (REMIF) and other REMIF 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	Description	2018/19 Actual	2019/2020 Adopted	Option 1
101-10-03-50100	03	Regular Salaries	203,221	184,360	209,468
101-10-03-50200	03	Overtime Wages	224	-	-
101-10-03-50300	03	Part-time & Temporary Salaries	16,420	30,821	31,733
101-10-03-50990	03	Employee Benefits	126,854	120,527	159,725
101-10-03-51200	03	Communications	2,534	1,848	-
101-10-03-51400	03	Training & Conferences	3,894	3,600	-
101-10-03-51600	03	Memberships & Dues	1,964	2,349	1,000
101-10-03-51770	03	Other Professional Services	9,295	31,200	9,200
101-10-03-53100	03	Postage	293	500	500
101-10-03-53200	03	Photocopy	1,338	2,000	1,000
101-10-03-53300	03	Office Supplies	1,452	1,500	1,500
101-10-03-54200	03	Other Department Supplies	2,183	2,820	1,650
101-10-03-55800	03	IT Services & Maintenance	8,810	9,674	18,694
101-10-03-57800	03	Capital - Furniture & Equipment	934	-	-
	<b>03 Total</b>	<b>City Manager</b>	<b>379,415</b>	<b>391,199</b>	<b>434,469</b>

**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 73 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 36 applications.
4. Processed 20 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 2019/2020.
7. Provided training to new employees in MinuteTraq for producing staff reports.

**Meetings and Agendas**

1. Developed, produced, and distributed electronic and paper versions of 31 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 meeting materials to the website for the public's convenience.

**Records Management**

1. Responded to and produced records for 40 requests under the Public Records Act.
2. Maintained online Municipal Code through Code Publishing Company.
3. Distributed updated Municipal Code pages for two large updates to 51 mandated agencies and City departments.
4. Processed 55 resolutions and 12 ordinances which were prepared for and deposited in permanent storage.
5. Maintained official records for all City Council meetings.
6. Maintained records for state-mandated ethics training to demonstrate the City is in compliance with AB 1234.
7. Maintained recorded documents database.
8. Maintained the electronic index of the City's legislative history documents through Munimetrax 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 2019 in Garden Grove.

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

1. Prepared for the 2020 General Municipal Election for three City Council seats and two ballot measures.
2. Completed a guide to the ballot measure process.
3. Began training of Deputy City Clerk in the requirements for and conduct of elections.
4. Deputy City Clerk attended training in January 2020 in Salinas in election forms required by the Fair Political Practices Commission.
5. Prepared electronic version of Candidate's Handbook.

**GOALS:**

1. Continue membership in the International Institute of Municipal Clerks and City Clerks Association of California.
2. Continue participation in City Clerks' List serve 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 2020 Statements of Economic Interests.
5. Continue to monitor compliance with mandated ethics training for employees, commission, and committee members for whom training applies.
6. Continue to organize, re-label, and index City's deeds stored in the vault, and update information in the database.
7. Continue scanning deeds for insertion into the GIS system.
8. Pursue educational opportunities and gain knowledge in the area of records management.

### General Ledger- Comparative Expenditures

General Ledger Line	Activity	Description	2018/19 Actual	2019/2020 Adopted	Option 1
101-10-05-50100	05	Regular Salaries	109,938	104,610	116,160
101-10-05-50200	05	Overtime Wages	75	-	-
101-10-05-50990	05	Employee Benefits	78,649	78,561	93,194
101-10-05-51200	05	Communications	259	216	-
101-10-05-51300	05	Advertising	1,046	1,675	1,675
101-10-05-51400	05	Training & Conferences	1,807	2,700	-
101-10-05-51600	05	Memberships & Dues	445	435	455
101-10-05-51770	05	Other Professional Services	15,429	12,526	13,026
101-10-05-52501	05	Elections	5,716	-	12,000
101-10-05-53100	05	Postage	187	150	150
101-10-05-53200	05	Photocopy	685	600	600
101-10-05-54200	05	Other Department Supplies	691	350	410
101-10-05-55800	05	IT Services & Maintenance	4,515	3,297	5,827
	<b>05 Total</b>	<b>City Clerk</b>	<b>219,440</b>	<b>205,121</b>	<b>243,497</b>

**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.

**ACCOMPLISHMENTS:**

1. Updated and implemented procedures for water discontinuation policy to comply with SB 998.
2. Eliminated a water service classification called "all others" that had become a default for customers with more than one service off a single meter and reclassified each affected customer appropriately as residential or commercial.
3. Implemented Intergrated Voice Response for utility billing customers. This allows utility billing customers to call in to an automated system to make payment electronically and check their account balance.
4. Worked closely with Environmental Services and third party to complete our City's Water and Wastewater cost of service analysis to understand rate requirements and best practices for future water and wastewater rate structure.
5. In conjunction with our Environmental Services department, transitioned from older handheld meter reading equipment to cell phones. This enables meter reading to be completed in the field and results sent back to Finance electronically.
6. Transitioned business license paper renewal preparation and mailing to third party. Saving on staff time and City resources for 2,000+ renewals.
7. Implemented cloud based business license software in preparation of Summer 2020 renewal season. This system allows for customers to conduct business license applications, renewals, and payments online.

**GOALS:**

1. Implement monthly City-Wide Revenue and Expense analysis.
2. Reduce frequency of utility billing cycles (currently 4 cycles to 2 cycles).
3. Implement online automated payments for utility billing to replace current manual process for recurring payments.

### General Ledger- Comparative Expenditures

General Ledger Line	Activity	Description	2018/19 Actual	2019/2020 Adopted	Option 1
101-20-07-50100	07	Regular Salaries	331,303	337,778	392,413
101-20-07-50200	07	Overtime Wages	384	-	-
101-20-07-50300	07	Part-time & Temporary Salaries	27,202	19,000	-
101-20-07-50990	07	Employee Benefits	180,523	187,444	187,551
101-20-07-51200	07	Communications	2,379	1,000	-
101-20-07-51400	07	Training & Conferences	1,611	6,000	3,000
101-20-07-51600	07	Memberships & Dues	560	870	880
101-20-07-51770	07	Other Professional Services	4,108	4,500	-
101-20-07-51779	07	SB90 Cost Claims	4,500	5,000	5,000
101-20-07-52502	07	County Tax Administration	17,486	20,000	18,000
101-20-07-53110	07	Postage Expense	16,015	20,500	20,500
101-20-07-53120	07	Postage Maintenance	139	500	500
101-20-07-53210	07	Photocopy Maintenance	2,022	5,000	3,000
101-20-07-53220	07	Photocopy Paper	2,582	5,200	3,200
101-20-07-53300	07	Office Supplies	5,976	9,000	7,000
101-20-07-54200	07	Other Department Supplies	5,336	12,000	6,000
101-20-07-55300	07	Equipment Maintenance	28,674	29,250	48,900
101-20-07-55710	07	Storage	-	1,700	1,700
101-20-07-55800	07	IT Services & Maintenance	18,751	16,605	16,198
101-20-07-56505	07	Lease Payments - Postage	718	1,200	1,200
101-20-07-57816	07	Financial System Upgrade	-	-	8,000
	<b>07 Total</b>	<b>Finance</b>	<b>650,268</b>	<b>682,547</b>	<b>723,043</b>

**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.

The budget reductions planned for Fiscal Year 2020-21 due to the COVID pandemic will require a reduction in staff utilization and referral to the City's contracted City Attorney for legal services. With the required reductions in various programs and projects city-wide, it is anticipated there will be some offset in the necessity of service required from the City Attorney.

### General Ledger- Comparative Expenditures

General Ledger Line	Activity	Description	2018/19 Actual	2019/2020 Adopted	Option 1
101-10-09-51771	09	Legal Consultations	200,236	132,379	181,880
101-10-09-51772	09	Litigation	-	5,000	5,000
101-10-09-51773	09	Other Legal Services	-	10,000	10,000
101-10-09-54200	09	Other Department Supplies	1,005	500	850
	<b>09 Total</b>	<b>City Attorney</b>	<b>201,241</b>	<b>147,879</b>	<b>197,730</b>

**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, reviewing and issuing commercial cannabis activity permits and renewals, 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;

This work is largely funded by grant sources and the General Plan/Zoning Ordinance Update trust fund. As such, this work will not be impacted by the budget reductions planned for Fiscal Year 2020-21 due to the COVID pandemic. However, staff that would traditionally work on current land use planning have been reassigned to this long-range planning work. Much of this work will still be contracted, but to the extent possible, the Strategic Infill Redevelopment Plan will be City Staffed. This will mean a reduction in effort on current planning. The impact of this staffing change will depend on the volume of planning permits submitted in 2020-21. If volumes are high, this shift will significantly slow the rate of approvals. The department significantly reduced staff allocation for work on commercial cannabis activity permits (CCAP) to preserve general fund. This will impact the quality and timeliness of CCAP review for both new permits and renewals.

2. Finalizing the comprehensive update of the City's Local Coastal Program;

This project is grant funded and is not affected by the COVID budget reductions; and

3. Continuing management of the Foodworks Culinary Center for maximum economic benefit to the community.

The Foodworks is anticipated to continue to fund its operations. While revenues are estimated to be down 25% in 2020-21 based on a year over analysis, the budget includes expenditure reductions that balance the 212 budget.

### General Ledger- Comparative Expenditures

General Ledger Line	Activity	Description	2018/19 Actual	2019/2020 Adopted	Option 1
101-30-11-50100	11	Regular Salaries	273,024	266,978	135,441
101-30-11-50200	11	Overtime Wages	5	-	-
101-30-11-50300	11	Part-time & Temporary Salaries	14,151	6,831	6,852
101-30-11-50990	11	Employee Benefits	211,920	215,675	119,002
101-30-11-51200	11	Communications	2,352	915	-
101-30-11-51300	11	Advertising	2,360	3,500	500
101-30-11-51400	11	Training & Conferences	2,945	4,000	-
101-30-11-51600	11	Memberships & Dues	606	1,500	-
101-30-11-51770	11	Other Professional Services	12,589	10,000	1,000
101-30-11-51780	11	Other Planning Services	6,674	5,000	500
101-30-11-51782	11	General Plan / LUC Update	-	10,000	-
101-30-11-52540	11	LAFCO Services	10,609	-	-
101-30-11-53100	11	Postage	4,679	4,000	4,000
101-30-11-53200	11	Photocopy	2,946	2,500	2,500
101-30-11-53400	11	Bank Service Charges	-	3,600	3,600
101-30-11-54200	11	Other Department Supplies	3,191	4,500	4,500
101-30-11-55800	11	IT Services & Maintenance	14,044	11,069	22,426
101-30-11-57800	11	Capital - Furniture & Equipmen	11,781	-	-
212-30-11-50100	11	Regular Salaries	51,254	52,891	16,271
212-30-11-50200	11	Overtime Wages	1	-	-
212-30-11-50300	11	Part-time & Temporary Salaries	17,906	29,827	27,480
212-30-11-50990	11	Employee Benefits	27,022	28,754	11,119
212-30-11-51200	11	Communications	509	660	-
212-30-11-51400	11	Training & Conferences	1,014	1,000	1,000
212-30-11-51776	11	Appraisal Fees	-	5,000	-
212-30-11-51900	11	Taxes & Other Fees	837	900	900
212-30-11-55400	11	Building/Grounds Maintenance	71,628	95,000	75,000
212-30-11-55800	11	IT Services & Maintenance	1,780	1,583	3,264
212-30-11-57300	11	Capital - Buildings & Structur	3,388	-	-
212-30-11-57800	11	Capital - Furniture & Equipmen	31,113	-	5,000
212-30-11-58300	11	Programs	-	-	30,000
	<b>11 Total</b>	<b>Planning</b>	<b>780,327</b>	<b>765,683</b>	<b>470,356</b>

**SUCCESSOR AGENCY ACTIVITY DESCRIPTION**

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**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.

### General Ledger- Comparative Expenditures

General Ledger Line	Activity	Description	2018/19 Actual	2019/2020 Adopted	Option 1
880-30-12-50200	12	Overtime Wages	-	-	-
880-30-12-50990	12	Employee Benefits	-	-	-
880-30-12-51771	12	Legal Consultations	-	2,500	-
880-30-12-51775	12	Audit Services	-	5,500	-
880-30-12-51900	12	Taxes & Other Fees	-	1,200	-
881-30-12-56110	12	1994 Bonds - Principal	(386,483)	392,317	287,099
881-30-12-56120	12	2003 Bonds - Principal	177,949	-	-
881-30-12-56210	12	1994 Bonds - Interest	-	171,476	159,207
881-30-12-56310	12	1994 Bonds - Fiscal Agent	1,300	1,200	1,200
<b>12 Total</b>		<b>Redevelopment</b>	<b>(207,234)</b>	<b>574,193</b>	<b>447,506</b>

**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 \$35MM 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, rehabilitate the Arcata Gardens low-income housing project, contribute to the wastewater treatment plant upgrades, and contribute to the Housing Strategic Plan with its 2017 CDBG grant. The Community Development Department secured \$475,000 in FY 2019/20 from the Department of Conservation (SALC), HCD (SB 2 Grant), and LEAP (SB2 Round 2) to continue the Strategic Infill Redevelopment Plan. In addition, a portion of the LCP Grant totaling \$35,000 is committed to this larger planning effort.

Other grants may be secured during the fiscal year for specific purposes.

### General Ledger- Comparative Expenditures

General Ledger Line	Activity	Description	2018/19 Actual	2019/2020 Adopted	Option 1
211-30-13-50100	13	Regular Salaries	3,919	7,466	301,682
211-30-13-50300	13	Part-time & Temporary Salaries	-	-	16,128
211-30-13-50990	13	Employee Benefits	1,811	27,012	187,864
211-30-13-58202	13	SB2	-	-	160,000
211-30-13-58203	13	SALC Grant	-	-	250,000
211-30-13-58211	13	2017 EPA Brownfields Grant	60,745	-	100,000
211-30-13-58212	13	2017-CDBG-2017	-	-	4,302,162
	<b>13 Total</b>	<b>CDBG/HOME Grants</b>	<b>66,475</b>	<b>34,478</b>	<b>5,317,836</b>

## 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.

The HOME and CDBG Program Income Funds will continue funding the Sorrel Place affordable housing project (formerly Isackson's). This project will be under construction during this fiscal year.

The CDBG Program Income fund will also be used for economic development loans and grants. The City's Business Assistance and Microenterprise Loan Programs are funded through this revolving loan fund.

### General Ledger- Comparative Expenditures

General Ledger Line	Activity	Description	2018/19 Actual	2019/2020 Adopted	Option 1
250-30-14-51770	14	Other Professional Services	2,420	5,000	5,000
250-30-14-55800	14	IT Services & Maintenance	-	-	1,955
250-30-14-58300	14	Programs	1,000	-	100,000
255-30-14-50100	14	Regular Salaries	89,905	111,415	18,812
255-30-14-50300	14	Part-time & Temporary Salaries	1,565	9,071	9,136
255-30-14-50990	14	Employee Benefits	50,163	67,676	10,217
255-30-14-51770	14	Other Professional Services	11,250	55,000	48,000
255-30-14-55800	14	IT Services & Maintenance	5,921	1,484	4,590
255-30-14-55900	14	Overhead	4,290	-	-
255-30-14-58300	14	Programs	56,175	-	150,000
255-30-14-58500	14	Projects	-	200,000	150,000
259-30-14-51770	14	Other Professional Services	4,337	-	-
259-30-14-55800	14	IT Services & Maintenance	1,952	1,484	-
259-30-14-58300	14	Programs	198,287	-	-
<b>14 Total</b>		<b>Revolving Loan Funds</b>	<b>427,265</b>	<b>451,130</b>	<b>497,709</b>

**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.

The budget reductions planned for Fiscal Year 2020-21 due to the COVID pandemic for this Activity eliminates funding to implement an online recruitment and applicant management system specifically geared towards public sector. This will impact outreach abilities to attract job applicants and provide streamlined online application abilities.

**ACCOMPLISHMENTS:**

1. 10 Recruitments conducted.
2. 128 Applications received and processed.
3. 10 Vacancies filled.
4. 10 Pre-employment physicals processed.
5. 10 Driver license physicals processed.
6. 19 Workers' Compensation injuries processed.
7. 6 General citywide trainings arranged, conducted and/or hosted.
8. Adapted the Employee Service Recognition Ceremony as a result of COVID-19.
9. Ongoing support, coordination and processing of the various City Council appointed Commission & Committee members.
10. Updated and broadened the City's Internship opportunities; and creation of a centralized resource page on the City's website.
11. Continued participation in community job and volunteer fairs.
12. Expanded Dispatcher recruitment efforts by continuing to collaborate with neighbor cities in conducting large group Dispatcher testing and by utilizing individual small group testing onsite.
13. Expanded transit Bus Driver recruitment outreach, including incorporating radio broadcasting, and implementing a Driver Trainee program in partnership with Humboldt Transit Authority.
14. Further implementation of Diversity and Inclusion elements into city's recruitment and selection processes.
15. Updated Hourly employee hiring manual to include the various mandated hiring protocols and new city processes.
16. Coordinated and hosted 2 flu shot clinics for all employees/family members.
17. Prepared and processed various negotiated salary increases and benefit changes for employee bargaining groups and Management/Confidential employees.
18. Prepared and processed Hourly employee salary changes as a result of the minimum wage increase.
19. Personnel/Payroll staff successfully obtained IPMA-HR Professional Certification.
20. Prepared and processed FFCRA changes in response to COVID-19; including creating new policies and supplemental payroll forms; and programming changes to the payroll system to appropriately administer paid leave changes.

**GOALS:**

1. Update the City's Personnel Rules & Regulations.

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

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 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. Continue to identify and implement various employee retention systems (i.e., personnel exit/audit interviews, broad-based bi-lingual pay, early pre-hire candidate orientation, remote interviews protocol, more flexible competency based eligibility lists, new employee buddy system).
7. Implement a City core team to develop tools and processes for evaluating policies and practices with a racial equity focus. Implement racial equity onboarding training for new employees and at least annual for continuing employees.
8. Successfully negotiate successor MOUs for the represented employee groups.
9. Complete update of City's Safety Policies manual (including IIPP), including development of necessary policies and programs; coordinate and assist with various safety trainings, create and/or update city facilities evacuation maps for each facility; fire extinguisher training refresher; and fire drill training.

### General Ledger- Comparative Expenditures

General Ledger Line	Activity	Description	2018/19 Actual	2019/2020 Adopted	Option 1
101-10-15-50100	15	Regular Salaries	136,190	125,436	140,419
101-10-15-50200	15	Overtime Wages	37	-	-
101-10-15-50990	15	Employee Benefits	107,749	98,723	125,719
101-10-15-51200	15	Communications	432	432	-
101-10-15-51300	15	Advertising	8,536	8,000	5,500
101-10-15-51400	15	Training & Conferences	2,880	4,400	-
101-10-15-51430	15	Training - Employee Groups	2,153	4,000	4,000
101-10-15-51600	15	Memberships & Dues	1,145	1,110	1,467
101-10-15-51702	15	Medical Examinations	11,519	12,200	9,000
101-10-15-51703	15	Psychology Examinations	5,999	2,740	2,900
101-10-15-51705	15	Other Examinations	3,876	4,000	2,000
101-10-15-51770	15	Other Professional Services	37,818	11,300	735
101-10-15-52524	15	Fingerprinting Services	2,139	2,000	2,000
101-10-15-53100	15	Postage	843	1,050	600
101-10-15-53200	15	Photocopy	1,162	700	700
101-10-15-54200	15	Other Department Supplies	1,425	1,000	1,000
101-10-15-55800	15	IT Services & Maintenance	4,754	3,495	5,912
	<b>15 Total</b>	<b>Personnel</b>	<b>328,657</b>	<b>280,586</b>	<b>301,953</b>

**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 deductibles 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	Description	2018/19 Actual	2019/2020 Adopted	Option 1
101-10-17-52010	17	General Liab. & Prop Dam	311,566	365,567	186,082
101-10-17-52011	17	Deductibles	14,791	35,000	17,000
101-10-17-52040	17	Workers Comp Premiums	129,074	526,912	375,964
101-10-17-52041	17	Workers Comp Deductibles	48,207	55,000	43,000
101-10-17-52060	17	Unemployment Insurance	42,920	-	-
	<b>17 Total</b>	<b>Insurance</b>	<b>546,558</b>	<b>982,479</b>	<b>622,046</b>

**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; Patrol, Investigations, and Business Operations.

The Patrol Division is responsible for providing uniformed police officers that are responsible for patrolling the City. Originally, uniformed Officers were divided between two separate Divisions within the Police Department even though they shared a common function within the organization. All uniformed Officers are now assigned to Patrol; an area of Department operations they are more closely aligned with. The Patrol Lieutenant is now empowered to, and has the latitude to direct all uniformed Officers to specific tasks that achieve the goals of delivering core public safety services efficiently, reducing crime and improving the quality of life throughout Arcata.

An Administrative Sergeant position was created and filled with existing staff. The Administrative Sergeant now manages Emergency Preparedness for the department and develops and facilitates NIMS and ICS training. The Administrative Sergeant is also responsible for providing best practices briefing training, tabletop exercises for Police and other City employees, and coordinates de-briefing of major felony cases so that all APD personnel can continually learn from incidents already managed. In addition, the Administrative Sergeant provides direct supervision to the newly formed Community Response Unit. The Community Response Unit, CRU, is a team of Officers assigned to work with Environmental Services personnel to manage the environmental impacts of specific encampments, to respond to community and neighborhood level concerns of crime, to manage longer-term projects that will reduce crime and improve the quality of life and who serve in other capacities including School Resource Officer.

The Investigations Division, once consisting of a lone Detective Sergeant, is now comprised of an Investigations Lieutenant, a Detective Sergeant, two Detectives and the newly created Police Evidence and Property Technician position. Members of the Investigations Division have the training and expertise to manage the investigative process of complex and sophisticated criminal investigations. They respond to crime scenes as a team to assume command of the investigative process while providing direction to Patrol Officers on next steps in the preliminary investigation.

The Business Operations Division manages the budgetary process for the Police Department as well as all agreements and MOU's with the various stakeholders who contract for services rendered including all communications, information technology and safety equipment. The Police Business Manager also manages the record keeping function of the Police Department including the storage, release and retention of all records.

**PROGRAM CHANGES:** In September of 2019, the Department underwent a re-organization. The above description outlines the newly organized department operations. There were three goals to the Department re-organization: to re-implement the Investigations Division; to reduce the span of control for the Detective Sergeant; and to streamline Department operations by more closely aligning personnel according to their duties within the organization.

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

1. Solved many complex crimes including the homicide of Taevonne Latimer.
2. Supported Valley West monthly clean-up efforts and prioritized community policing throughout the Valley West neighborhood and business community.
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. Celebrated 125-year anniversary of APD.
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. Diverted 71 young people to resources and presented training in support of parents and families through our Juvenile Diversion Program.
9. Advanced the Police Records system including protocols to respond to evolving legislation on the release of personnel records, police videos and discovery requests and provided leadership to digitize a regional case sharing system.
10. The Police Department received a \$31,000 grant from the Department of Alcoholic Beverage Control (ABC), focused primarily on reducing the furnishing of alcohol to minors, minors in possession of alcohol and licensee education and compliance.
11. Implemented a Police Department Reorganization that included:
  - a. Re-instituting an Investigations Bureau and establishing a Community Response Unit (CRU), a team approach partnering with other Departments to develop more permanent solutions to crime, traffic and quality of life concerns.
  - b. An Acting Watch Commander Training Program.
12. Dismantled a sophisticated criminal enterprise resulting in a 33% reduction in property crime.

**GOALS:**

1. Continue to investigate and provide the District Attorney's Office additional information to consider in prosecuting the murder of David Josiah Lawson.
2. Implement the National Police Foundation's recommendations.
3. Coordinate training of all City of Arcata employees on emergency preparedness utilizing CERT.
4. Publish the Public Safety Committee's Community Safety Guide in conjunction with HSU and Equity Arcata.
5. Improve the quality of life in Valley West; guided by the community's four priorities which include trespassing/loitering, narcotic activity, vacant properties and encampments.
6. Identify strategies to create safe spaces for those without shelter.
7. Prepare the alcohol tax process to fund two Police Officer positions.
8. Develop internship and service learning opportunities for HSU and CR students.
9. Assist with guiding the implementation of the Plaza Improvement Task Force's public safety recommendations. (Public Safety Committee)
10. Foster public safety as a continual City priority. (Public Safety Committee)
11. Make pedestrian traffic between Humboldt State University and the downtown area safer by creating a safe corridor plan beginning with the footbridge. (Public Safety Committee)
12. Identify the key components of a Safe Arcata Strategic Plan. (Public Safety Committee)

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

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- 13. Support public safety education and outreach by creating a Community Safety Quick Reference Guide and a safearcata.org website. (Public Safety Committee)
- 14. Establish and incorporate Crime Prevention Through Environmental Design (CPTED) principles into all infrastructure and project design standards. (Public Safety Committee)

### General Ledger- Comparative Expenditures

General Ledger Line	Activity	Description	2018/19 Actual	2019/2020 Adopted	Option 1
101-40-21-50100	21	Regular Salaries	2,525,870	2,687,767	2,763,058
101-40-21-50200	21	Overtime Wages	417,385	313,000	330,000
101-40-21-50300	21	Part-time & Temporary Salaries	194,024	32,000	28,060
101-40-21-50990	21	Employee Benefits	2,123,507	2,187,431	2,265,953
101-40-21-51200	21	Communications	48,422	43,066	39,574
101-40-21-51300	21	Advertising	419	2,400	900
101-40-21-51400	21	Training & Conferences	33,972	19,750	7,050
101-40-21-51500	21	Clothing & Personal Expenses	40,008	36,750	32,975
101-40-21-51600	21	Memberships & Dues	1,370	2,275	2,325
101-40-21-51770	21	Other Professional Services	65,964	22,026	25,860
101-40-21-52522	21	CAD/RMS Services	48,737	43,275	39,321
101-40-21-52524	21	Fingerprinting Services	56,991	60,000	40,000
101-40-21-52526	21	Haz Mat Response Team	1,420	3,334	3,334
101-40-21-53100	21	Postage	4,762	5,500	5,000
101-40-21-53200	21	Photocopy	-	100	100
101-40-21-53300	21	Office Supplies	16,794	19,500	15,398
101-40-21-53400	21	Bank Service Charges	-	2,200	2,200
101-40-21-54200	21	Other Department Supplies	69,969	40,545	36,545
101-40-21-54300	21	Small Tools	372	750	-
101-40-21-54400	21	Juvenile Diversion Supplies	-	-	2,240
101-40-21-55300	21	Equipment Maintenance	56,467	41,448	40,468
101-40-21-55500	21	Central Garage Charges	346,288	336,765	190,877
101-40-21-55600	21	Equipment Rental	9,944	6,000	9,588
101-40-21-55800	21	IT Services & Maintenance	89,474	77,738	59,886
101-40-21-57800	21	Capital - Furniture & Equipment	68,219	97,775	31,000
204-40-21-51420	21	Post Certified Courses	43,056	35,000	35,000
<b>21 Total</b>		<b>Police</b>	<b>6,263,434</b>	<b>6,116,396</b>	<b>6,006,712</b>

**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 2018/19 fiscal year, 202 vehicles were abated – 75 were towed and 127 were moved by the owners after receiving written warnings.

**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. Generate 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	Description	2018/19 Actual	2019/2020 Adopted	Option 1
101-40-23-50100	23	Regular Salaries	78,860	72,613	84,682
101-40-23-50200	23	Overtime Wages	985	1,500	2,500
101-40-23-50300	23	Part-time & Temporary Salaries	33,176	40,400	33,792
101-40-23-50990	23	Employee Benefits	69,219	56,666	77,492
101-40-23-51400	23	Training & Conferences	135	-	-
101-40-23-51500	23	Clothing & Personal Expenses	-	500	-
101-40-23-51600	23	Memberships & Dues	-	150	-
101-40-23-51762	23	Abandoned Vehicle Removal	13,435	16,549	16,000
101-40-23-54200	23	Other Department Supplies	12,690	8,650	4,000
101-40-23-55500	23	Central Garage Charges	23,659	26,288	13,688
101-40-23-55800	23	IT Services & Maintenance	3,181	3,294	3,889
<b>23 Total</b>		<b>Parking</b>	<b>235,339</b>	<b>226,610</b>	<b>236,043</b>

**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.

**GOALS:**

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

**General Ledger- Comparative Expenditures**

<b>General Ledger Line</b>	<b>Activity</b>	<b>Description</b>	<b>2018/19 Actual</b>	<b>2019/2020 Adopted</b>	<b>Option 1</b>
101-40-25-50100	25	Regular Salaries	26,198	25,234	28,527
101-40-25-50200	25	Overtime Wages	19	-	-
101-40-25-50990	25	Employee Benefits	13,457	15,693	17,759
101-40-25-52528	25	County Animal Control	47,528	48,976	50,462
101-40-25-55500	25	Central Garage Charges	9,852	10,946	-
	<b>25 Total</b>	<b>Animal Control</b>	<b>97,054</b>	<b>100,849</b>	<b>96,749</b>

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

The Building Division is responsible for Fire and Life Safety, and regulates building construction activities, both public and private, in the City of Arcata. All building construction is administered in accordance with Title 24, California Building Standards 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 accessibility, energy code, and green building 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:**

1. The proposed 2020/2021 Fiscal Year budget includes implementation of new building permitting software.
2. The continued and increased use of our new outside plan review consultant 4LEAF Inc. for large commercial projects.

**ACCOMPLISHMENTS:**

1. Hired a new Building Official.
2. Reviewed and issued over 536 building permits, and 88 sewer lateral certificates, as of May 22, 2020. This was a net increase.
3. Creation of a more simplified Building Permit application fee, and new and improved Building Division forms and handouts.
4. Implemented new 2019 Californian Building Code early this year.
5. Revenues were up significantly due to more in-house review and better management of the permit fees.
6. Began implementation of a new Building Permit system and code enforcement program with a citywide approach.
7. Continued to make progress towards a unified public service counter in City Hall.
8. Continue to improve enforcement process for nuisance properties in the City.

**DEPARTMENTAL GOALS:**

1. Continue to implement an improved Building Permit application and review process.
2. Continue to investigate and enforce substandard housing and safety issues.
3. Continue to work on a unified public service counter in City Hall.
4. Investigate options for creation of an enforcement and residential inspection program for rental property.
5. Implement the new TRAKiT public sector software, and continue to streamline the building and engineering reviews of projects.

### General Ledger- Comparative Expenditures

General Ledger Line	Activity	Description	2018/19 Actual	2019/2020 Adopted	Option 1
101-30-31-50100	31	Regular Salaries	157,783	186,348	160,464
101-30-31-50200	31	Overtime Wages	88	450	250
101-30-31-50300	31	Part-time & Temporary Salaries	17,818	3,500	-
101-30-31-50990	31	Employee Benefits	83,531	118,729	64,541
101-30-31-51200	31	Communications	1,761	3,000	-
101-30-31-51400	31	Training & Conferences	1,385	3,000	2,000
101-30-31-51500	31	Clothing & Personal Expenses	127	235	300
101-30-31-51600	31	Memberships & Dues	275	300	400
101-30-31-51722	31	Plan Check Services	28,445	10,000	12,000
101-30-31-51770	31	Other Professional Services	1,688	2,000	2,500
101-30-31-53100	31	Postage	426	650	700
101-30-31-53200	31	Photocopy	1,182	250	500
101-30-31-53300	31	Office Supplies	245	1,600	1,650
101-30-31-54200	31	Other Department Supplies	1,171	1,000	1,000
101-30-31-54300	31	Small Tools	173	500	1,500
101-30-31-55500	31	Central Garage Charges	5,029	5,213	5,097
101-30-31-55800	31	IT Services & Maintenance	9,483	5,036	11,679
101-30-31-55900	31	Overhead	69,380	60,310	71,510
101-30-31-57800	31	Capital - Furniture & Equipment	16,903	2,200	1,000
	<b>31 Total</b>	<b>Building Regulation</b>	<b>396,893</b>	<b>404,321</b>	<b>337,091</b>

**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.

### General Ledger- Comparative Expenditures

General Ledger Line	Activity	Description	2018/19 Actual	2019/2020 Adopted	Option 1
244-30-35-50100	35	Regular Salaries	34,856	44,778	25,422
244-30-35-50990	35	Employee Benefits	18,131	21,884	20,968
244-30-35-51771	35	Legal Consultations	-	5,000	5,000
244-30-35-51900	35	Taxes & Other Fees	81	-	-
244-30-35-55800	35	IT Services & Maintenance	3,322	2,309	3,890
244-30-35-58300	35	Programs	3,871	-	60,000
245-30-35-50100	35	Regular Salaries	6,439	18,661	-
245-30-35-50990	35	Employee Benefits	4,862	13,885	-
245-30-35-51900	35	Taxes & Other Fees	405	-	-
245-30-35-55800	35	IT Services & Maintenance	-	-	1,122
245-30-35-58100	35	Plans	-	-	2,500
245-30-35-58300	35	Programs	-	-	10,000
245-30-35-58500	35	Projects	600	-	95,000
	<b>35 Total</b>	<b>Public Improvement Projects</b>	<b>72,566</b>	<b>106,517</b>	<b>223,902</b>

**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, the water distribution system, the wastewater collection system, storm drains, and various drainage structures. The Engineering Division works with the other departments to help provide for timely and responsive repairs to avoid unsafe conditions.

The Engineering Division also oversees capital improvement projects for the City. These projects include improvements and expansion of the existing infrastructure, Americans with Disabilities Act (ADA) accessibility 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 division provides a number of services to the general public, including: determining the availability of public utilities, issuing encroachment permits, review of private subdivision and development proposals and traffic safety studies. Applications for work within the City's right-of-way are reviewed and inspected by the Engineering Division. The Division is also responsible for abatement of nuisances within the public right-of-way.

This division provides staff support for the activities of the Transportation Safety Committee (TSC). Citizen concerns about traffic safety and parking restrictions are studied by the Engineering Division and reports are then made to the TSC. The TSC then makes recommendations to the City Council.

**PROGRAM CHANGES:**

None

**ACCOMPLISHMENTS:**

1. Relocation of the Engineering Division from the Intermodal Transit Facility (ITF) to City Hall.
2. Adoption of an ADA Transition Plan that will provide a framework for the City's future accessibility goals and construction improvements.
3. Completion of the 2019 Sidewalk Improvement Project that included improvements at the intersection of L K Wood Blvd and Sunset Avenue.
4. Completed construction of the Arcata Elementary Safe Routes to Schools project.
5. Secured partial funding for the reconstruction of Old Arcata Road, began design of this project (i.e., Environmental and PS&E documents), and completed 30% design documentation.
6. Completed PS&E and awarded construction contract for the annual paving projects.
7. Completed construction of the citywide sewer main rehabilitation project that is intended to reduce levels of inflow and infiltration throughout the City's sewer system.
8. Conducted and completed various survey projects in-house.
9. Finalized plans that prioritize both the replacement of old steel water lines that are still a part of the City's water system infrastructure, and the installation of a new 1 million Gallon Tank in Zone 1 to increase water storage capacity; successfully submitted application for Drinking Water Clean Water State Revolving Funds (DWSRF) funding.
10. Successfully completed the planning phase of the Arcata Annie and Mary Trail Project.
11. Successfully submitted a Clean Water State Revolving Funds (CWSRF) planning funding application for the City's wastewater improvements project.

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

12. Secured CalOES Grants for the Plunkett waterline replacement project.
13. Completed the 17<sup>th</sup> street pedestrian bridge light replacement project.
14. Completed both the planning and design phases for the 2019-2020 citywide pavement project.

**GOALS:**

1. Secure Drinking Water Clean Water State Revolving Funds (DWSRF) funding for the Citywide steel water line replacement and water tank installation project.
2. Finalize the wastewater treatment plant design and bidding packages, and secure funding for engineering and construction.
3. Continue to work with all other City Departments in the design of projects, and to manage, or assist in the management, of all Capital Improvement Projects.
4. Create a plan for documenting the I&I reductions achieved from the Citywide sewer main rehabilitation project, and to investigate and make recommendations for I&I problems, if any such are found, in the Aldergrove and Sunnybrae areas.
5. Finalize Plans, Specifications, and Estimate for the Old Arcata Road improvements project.
6. Streamline the Building and Engineering Department's permit application and review process.
7. Plan and design the portion of the Annie and Mary Trail that runs from the Sunset Avenue roundabout to Larson Park, and then north to the St. Louis Overpass.
8. Develop master plan drawings of the corporation yard in order to ensure both short and long term functionality of the yard while it is integrated with the planned WWTP upgrades.
9. Continue to prioritize and implement traffic calming improvements throughout the City, including sidewalks, pedestrian crossings, bicycle improvements, and drainage improvements.
10. Continue to work on the citywide pavement management plan, and to work with other local agencies whenever possible, so as to implement the pavement improvements in an efficient manner; this will be accomplished through coordination of the relevant agencies and their respective resources.
11. Review and update the ADA Transition Plan as needed, and to then implement the various improvements outlined in the Plan; this is expected to be a long term, ongoing work item.
12. Complete Environmental and final design phase of Arcata's Annie and Mary Trail connectivity project.
13. Implement the City's Capital Improvement Projects (CIP) plan, and develop the funding strategies necessary to achieve both short and long term project goals.
14. Encourage staff to continue their professional growth and education, and to provide avenues for this whenever possible.

### General Ledger- Comparative Expenditures

General Ledger Line	Activity	Description	2018/19 Actual	2019/2020 Adopted	Option 1
101-50-41-50100	41	Regular Salaries	116,537	109,592	79,670
101-50-41-50200	41	Overtime Wages	432	1,000	1,000
101-50-41-50300	41	Part-time & Temporary Salaries	14,983	16,190	16,041
101-50-41-50990	41	Employee Benefits	67,562	80,157	46,892
101-50-41-51100	41	Utilities	78,475	-	90,000
101-50-41-51200	41	Communications	1,821	4,034	-
101-50-41-51400	41	Training & Conferences	4,567	5,600	1,000
101-50-41-51500	41	Clothing & Personal Expenses	740	600	600
101-50-41-51600	41	Memberships & Dues	781	745	1,045
101-50-41-51770	41	Other Professional Services	9,942	28,500	10,000
101-50-41-53100	41	Postage	522	500	800
101-50-41-53200	41	Photocopy	985	2,500	2,500
101-50-41-53300	41	Office Supplies	993	2,060	1,000
101-50-41-54200	41	Other Department Supplies	2,864	3,000	3,000
101-50-41-54300	41	Small Tools	495	1,500	1,500
101-50-41-55300	41	Equipment Maintenance	3,037	5,000	5,500
101-50-41-55310	41	Street Lights Maintenance	2,539	23,000	10,000
101-50-41-55500	41	Central Garage Charges	19,086	16,206	21,084
101-50-41-55800	41	IT Services & Maintenance	9,935	8,100	18,414
101-50-41-57610	41	Capital - Street Light Replace	10,367	5,000	10,000
101-50-41-57800	41	Capital - Furniture & Equipmen	29,898	5,000	1,000
	<b>41 Total</b>	<b>Engineering</b>	<b>376,561</b>	<b>318,284</b>	<b>321,047</b>

**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 2019/2020, 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. Pavement Management Project for pavement preservation of various City streets. (Design and bidding complete. Construction will begin Summer 2020)
2. Bayside Road between Union Street and Buttermilk Lane; and
3. Crescent Way between Old Arcata Road and Bayside Road.
4. Portion of Chester and Margaret Lane.
5. Portion of F Street between Samoa 255 and 13th Street.
6. South G Street improvements, concrete slab over the culvert just north of City Corporation yard. (**complete**)
7. Improvements at the intersection of L K Wood Blvd and Sunset Avenue. (\$116K in partnership with HSU and Caltrans). (**complete**)
8. City's annual grind out and inlay project. (\$300K) (**complete**)

### General Ledger- Comparative Expenditures

General Ledger Line	Activity	Description	2018/19 Actual	2019/2020 Adopted	Option 1
101-50-45-51770	45	Other Professional Services	21,923	216,757	-
101-50-45-57601	45	Capital - Measure G Improves	820,622	775,000	375,000
207-50-45-50100	45	Regular Salaries	260,468	278,261	231,612
207-50-45-50200	45	Overtime Wages	4,578	3,500	3,500
207-50-45-50300	45	Part-time & Temporary Salaries	30,899	22,590	2,600
207-50-45-50990	45	Employee Benefits	198,405	238,905	184,353
207-50-45-51200	45	Communications	5,546	2,220	-
207-50-45-51400	45	Training & Conferences	9,548	15,200	4,000
207-50-45-51500	45	Clothing & Personal Expenses	6,013	7,900	8,900
207-50-45-51600	45	Memberships & Dues	-	-	400
207-50-45-51770	45	Other Professional Services	14,512	61,150	-
207-50-45-51900	45	Taxes & Other Fees	135	-	-
207-50-45-53300	45	Office Supplies	867	1,000	1,000
207-50-45-53600	45	Janitorial & Household Supplie	447	500	1,500
207-50-45-53800	45	Cement Gravel Sand & Asphalt	74,781	92,000	100,000
207-50-45-54200	45	Other Department Supplies	4,992	7,000	9,000
207-50-45-54300	45	Small Tools	2,377	3,000	6,000
207-50-45-54700	45	Fuels & Lubricants	-	50	1,100
207-50-45-55300	45	Equipment Maintenance	4,709	3,500	3,500
207-50-45-55500	45	Central Garage Charges	124,413	126,285	93,407
207-50-45-55600	45	Equipment Rental	2,904	17,000	35,000
207-50-45-55800	45	IT Services & Maintenance	5,573	3,198	7,827
207-50-45-55900	45	Overhead	44,580	48,260	54,680
207-50-45-57600	45	Capital - Other Improvements	190,782	501,000	400,000
207-50-45-57800	45	Capital - Furniture & Equipmen	-	3,000	12,600
	<b>45 Total</b>	<b>Streets</b>	<b>1,829,075</b>	<b>2,427,276</b>	<b>1,535,979</b>

**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. Held meetings on safety related to connector trails and pedestrian pathways.
2. Reviewed and updated ADA Transition Plan and implement improvements. (**ongoing**)
3. Repaired and eliminated potential trip hazards on the City sidewalks.
4. Designed Fickle Hill trail crossing for Arcata Ridge Trail and installed trail driveway on Fickle Hill.
5. Maintained alternative transportation routes in safe condition.
6. Completed planning stage for Annie Mary trail route.

**GOALS:**

1. Expand a network of linear trails and non-motorized pedestrian trails. (**ongoing**)
2. Prioritize and implement traffic calming improvements throughout the City in conjunction with the Transportation Safety Committee. (**ongoing**)
3. Install bikeshare stations in identified locations.
4. Integrated new Bike/Pedestrian projects with new CIP.
5. Complete access to Larson Park from Sunset Avenue Roundabout.
6. Hold public meetings for bayside area to discuss pedestrian/bike options along Old Arcata Road.
7. Seek funding for paving Janes Creek meadows loop trail.
8. Eliminate trip hazards on the City sidewalks.

### General Ledger- Comparative Expenditures

General Ledger Line	Activity	Description	2018/19 Actual	2019/2020 Adopted	Option 1
207-50-48-50100	48	Regular Salaries	80,949	74,174	78,719
207-50-48-50200	48	Overtime Wages	836	1,000	1,000
207-50-48-50300	48	Part-time & Temporary Salaries	4,016	29,655	15,000
207-50-48-50990	48	Employee Benefits	54,321	59,050	54,278
207-50-48-51200	48	Communications	162	72	-
207-50-48-51770	48	Other Professional Services	110,233	5,500	7,200
207-50-48-53800	48	Cement Gravel Sand & Asphalt	3,500	7,000	4,000
207-50-48-54200	48	Other Department Supplies	32	1,700	1,100
207-50-48-55300	48	Equipment Maintenance	-	1,200	600
207-50-48-55500	48	Central Garage Charges	18,122	20,136	21,307
207-50-48-55800	48	IT Services & Maintenance	3,290	2,151	4,357
207-50-48-55900	48	Overhead	5,000	-	1,000
207-50-48-57600	48	Capital - Other Improvements	358,824	90,000	73,000
207-50-48-57800	48	Capital - Furniture & Equipment	-	100	100
<b>48 Total</b>		<b>Alternative Transportation</b>	<b>639,283</b>	<b>291,739</b>	<b>261,661</b>

**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. Continued to adaptively manage the South Jacoby Wetland Project.(USFWS&CC)
2. Reviewed and provided technical support on private development projects that affect Arcata's stormwater system & ESHA's.
3. Continued required monitoring for Humboldt Bay Trail.
4. Conducted 10 Creek Community Work/Cleanup Days.
5. Continued to administer NPDES stormwater quality permit & management plan.
6. Completed required annual monitoring and reporting for restoration projects and required City mitigation.
7. Continued water quality and wetland habitat education and outreach via the Marsh Interpretive Center including use of watershed model.
8. Continued to work with state and federal agencies on long-term drainage maintenance project permitting.
9. Completed survey for ballot measure for open space funding, parks and trails.
10. Completed permitting, design and awarded bid for for Alliance Road Fish Passage Improvement
11. Completed fencing improvements on Bayview Ranch Alto lease for cattle exclusion.
12. Roof replaced at one of the Bayview Ranch houses.

**GOALS:**

1. Continue to implement State and Federal mandated stormwater regulations.
2. Continue to provide efficient environmental services & review of private development projects for better environmental outcomes.
3. Continue Creek Community Cleanup Days as staffing allows.
4. Continue required monitoring and reporting for restoration and City mitigation projects.
5. Complete USFWS grant-funded small restoration projects
6. Seek funding to complete permitting and design of Living Shorelines pilot project
7. Complete USFWS funded permitting and culvert removal on Beith Creek downstream from Janes Creek Meadows
8. Complete grant funded construction of Alliance Road Fish Passage Improvement project.
9. Continue to seek grant funding and project partner for green infrastructure projects that combine flood control with habitat enhancement.

## General Ledger- Comparative Expenditures

General Ledger Line	Activity	Description	2018/19 Actual	2019/2020 Adopted	Option 1
666-60-51-50100	51	Regular Salaries	114,129	116,755	122,049
666-60-51-50200	51	Overtime Wages	120	-	300
666-60-51-50300	51	Part-time & Temporary Salaries	22,186	21,681	25,717
666-60-51-50990	51	Employee Benefits	82,449	97,006	96,898
666-60-51-51100	51	Utilities	227	250	250
666-60-51-51200	51	Communications	495	540	-
666-60-51-51400	51	Training & Conferences	10	800	800
666-60-51-51500	51	Clothing & Personal Expenses	563	400	400
666-60-51-51600	51	Memberships & Dues	146	660	660
666-60-51-51770	51	Other Professional Services	1,339	13,400	12,300
666-60-51-51798	51	Rail Trail Design Consultant	-	2,000	-
666-60-51-51900	51	Taxes & Other Fees	18,329	20,977	21,177
666-60-51-52000	51	Insurance	8,939	8,939	18,416
666-60-51-53100	51	Postage	554	350	350
666-60-51-53200	51	Photocopy	94	450	150
666-60-51-53300	51	Office Supplies	316	444	400
666-60-51-53400	51	Bank Service Charges	-	-	444
666-60-51-54200	51	Other Department Supplies	5,226	7,200	5,700
666-60-51-54300	51	Small Tools	420	450	450
666-60-51-54700	51	Fuels & Lubricants	200	200	200
666-60-51-55300	51	Equipment Maintenance	663	750	750
666-60-51-55400	51	Building/Grounds Maintenance	2,000	2,600	2,600
666-60-51-55500	51	Central Garage Charges	19,345	21,494	23,844
666-60-51-55600	51	Equipment Rental	-	2,000	2,000
666-60-51-55800	51	IT Services & Maintenance	5,060	3,749	6,274
666-60-51-55900	51	Overhead	24,650	19,260	-
666-60-51-57200	51	Capital - Property Acquisition	1,500	1,000	500
666-60-51-57300	51	Capital - Buildings & Structur	1,000	17,500	3,500
666-60-51-57400	51	Capital - ROW & Easements	-	3,000	3,000
666-60-51-57600	51	Capital - Other Improvements	380,291	39,500	175,202
666-60-51-57800	51	Capital - Furniture & Equipmen	-	200	300
	<b>51 Total</b>	<b>Stormwater Management</b>	<b>690,251</b>	<b>403,556</b>	<b>524,631</b>

**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 and maintaining of several miles of drainage ditches.
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 basins.
7. Reviewed private development projects to insure adequate drainage.
8. Implemented long term drainage maintenance permit.
9. Installed a culvert on Fickle Hill Rd.
10. Applied for state funding for urban flood control at Aldergrove area.
11. Removed trash and debris from watercourses and drainage structures.
12. Improved box culvert on South G Street.

**GOALS:**

1. Implement 5-year Capital Improvement Program for Public Works and look for funding mechanisms.
2. Update and maintain the Stormwater Management Drainage Master Plan consistent with the General Plan and Fish and Wildlife requirements.
3. Continued implementation of Stormwater Pollution Prevention Plan.
4. Review private development projects including propose annexations for impacts to drainage system.
5. Replace culverts identified in CIP.

### General Ledger- Comparative Expenditures

General Ledger Line	Activity	Description	2018/19 Actual	2019/2020 Adopted	Option 1
666-50-52-50100	52	Regular Salaries	78,226	76,486	54,025
666-50-52-50200	52	Overtime Wages	1,198	1,000	1,000
666-50-52-50300	52	Part-time & Temporary Salaries	4,766	4,281	4,100
666-50-52-50990	52	Employee Benefits	59,114	66,264	47,932
666-50-52-51200	52	Communications	767	972	-
666-50-52-51500	52	Clothing & Personal Expenses	-	300	300
666-50-52-51770	52	Other Professional Services	-	1,000	1,000
666-50-52-52000	52	Insurance	4,768	4,600	9,822
666-50-52-53300	52	Office Supplies	-	200	200
666-50-52-53800	52	Cement Gravel Sand & Asphalt	2,250	2,250	3,250
666-50-52-53900	52	Pipes Valves & Fittings	29	2,500	5,500
666-50-52-54200	52	Other Department Supplies	2,143	6,250	6,250
666-50-52-54300	52	Small Tools	376	400	400
666-50-52-55500	52	Central Garage Charges	67,061	66,512	56,828
666-50-52-55600	52	Equipment Rental	-	-	1,000
666-50-52-55800	52	IT Services & Maintenance	3,123	2,131	4,875
666-50-52-55900	52	Overhead	73,960	48,930	28,390
666-50-52-57200	52	Capital - Property Acquisition	-	500	-
666-50-52-57300	52	Capital - Buildings & Structur	-	1,000	1,500
666-50-52-57400	52	Capital - ROW & Easements	-	-	3,500
666-50-52-57500	52	Capital - Underground Faciliti	-	6,000	6,500
666-50-52-57600	52	Capital - Other Improvements	-	-	1,000
666-50-52-57800	52	Capital - Furniture & Equipmen	-	5,000	4,000
<b>52 Total</b>		<b>Confined Drainage Ways</b>	<b>297,782</b>	<b>296,576</b>	<b>241,372</b>

**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.
6. Purchased electronic sign board.

**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. Purchase and install four radar speed signs.

### General Ledger- Comparative Expenditures

General Ledger Line	Activity	Description	2018/19 Actual	2019/2020 Adopted	Option 1
209-50-55-50100	55	Regular Salaries	94,478	88,128	85,859
209-50-55-50200	55	Overtime Wages	3,126	2,500	-
209-50-55-50300	55	Part-time & Temporary Salaries	13,656	8,875	-
209-50-55-50990	55	Employee Benefits	76,901	87,297	84,923
209-50-55-51200	55	Communications	692	1,872	-
209-50-55-51400	55	Training & Conferences	-	300	300
209-50-55-51770	55	Other Professional Services	40	13,000	13,000
209-50-55-53500	55	Chemicals & Lab Supplies	319	400	400
209-50-55-54200	55	Other Department Supplies	30,163	49,000	49,000
209-50-55-54300	55	Small Tools	746	500	500
209-50-55-55300	55	Equipment Maintenance	134	1,000	1,000
209-50-55-55320	55	Parking Meter Maintenance	3,994	6,000	7,200
209-50-55-55400	55	Building/Grounds Maintenance	290	500	500
209-50-55-55500	55	Central Garage Charges	19,172	21,303	20,521
209-50-55-55800	55	IT Services & Maintenance	3,346	3,172	6,912
209-50-55-57800	55	Capital - Furniture & Equipment	-	-	11,400
<b>55 Total</b>		<b>Traffic Control</b>	<b>247,057</b>	<b>283,847</b>	<b>281,515</b>

**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, and installed cost-effective repair solutions for numerous vehicles and pieces of equipment.
6. Kept vehicles in good working order.
7. Continued to update Vehicle Replacement Program Spreadsheets to activity based operators.
8. Purchased first APD patrol cars that are hybrid vehicles.

**GOALS:**

1. Continue to develop and improve the vehicle replacement program accounting detail.
2. Continue to improve accountability for vehicle repair costs and replacement.
3. Update equipment and mechanics training for new vehicles.
4. Continue development of SOP's. Train on completed SOP's.
5. Implement safety policies and procedures.
6. Review practices regarding use of green products such as recycled oil.
7. Complete another surplus vehicle auction sale.
8. Research potential grants for EV street sweeper.

### General Ledger- Comparative Expenditures

General Ledger Line	Activity	Description	2018/19 Actual	2019/2020 Adopted	Option 1
771-50-57-50100	57	Regular Salaries	134,459	125,421	137,259
771-50-57-50200	57	Overtime Wages	782	250	-
771-50-57-50990	57	Employee Benefits	107,871	115,796	127,549
771-50-57-51200	57	Communications	1,131	876	500
771-50-57-51400	57	Training & Conferences	1,950	2,000	1,800
771-50-57-51500	57	Clothing & Personal Expenses	4,581	5,000	5,000
771-50-57-51770	57	Other Professional Services	14,144	19,000	19,000
771-50-57-51900	57	Taxes & Other Fees	-	5,705	5,705
771-50-57-52000	57	Insurance	151,579	151,579	121,037
771-50-57-53300	57	Office Supplies	493	1,000	1,000
771-50-57-53500	57	Chemicals & Lab Supplies	2,337	2,400	2,400
771-50-57-53600	57	Janitorial & Household Supplies	391	400	400
771-50-57-54200	57	Other Department Supplies	1,985	2,000	2,000
771-50-57-54300	57	Small Tools	1,289	1,500	1,500
771-50-57-54400	57	Vehicle & Mobile Equip Parts	43,358	75,000	75,000
771-50-57-54600	57	Tires & Tubes	25,128	25,000	24,000
771-50-57-54700	57	Fuels & Lubricants	170,011	200,000	210,000
771-50-57-55100	57	Vehicle Repair & Maintenance	36,215	62,000	61,000
771-50-57-55300	57	Equipment Maintenance	1,326	1,500	1,500
771-50-57-55500	57	Central Garage Charges	35,630	42,350	39,670
771-50-57-55800	57	IT Services & Maintenance	4,992	3,363	4,123
771-50-57-57800	57	Capital - Furniture & Equipment	32,745	24,400	25,350
771-50-57-57900	57	Capital - Vehicles	529,660	407,000	-
	<b>57 Total</b>	<b>Vehicle Maintenance</b>	<b>1,302,058</b>	<b>1,273,540</b>	<b>865,792</b>

**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. Developed plan for replacing corp yard buildings to be demolished during WWTP upgrades.
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. Conducted an extensive cleanup of the yard.
6. Finalized the underground fuel tank leak soil remediation documentation to the Regional Water Quality Control Board.
7. Completed purchase of the corporation yard from the State Lands Commission.
8. Developed plan for raising dikes for sea level rise and FEMA flood compliance.

**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. Develop plan for the raising of dikes for sea level rise.
5. Locate appropriate site for additional PV system at yard and belowground electric service from South G Street.

### General Ledger- Comparative Expenditures

General Ledger Line	Activity	Description	2018/19 Actual	2019/2020 Adopted	Option 1
101-50-61-50100	61	Regular Salaries	24,991	24,088	17,530
101-50-61-50200	61	Overtime Wages	809	-	-
101-50-61-50990	61	Employee Benefits	20,570	21,729	15,183
101-50-61-51900	61	Taxes & Other Fees	324	-	343
101-50-61-54200	61	Other Department Supplies	181	-	-
101-50-61-55400	61	Building/Grounds Maintenance	1,527	4,000	4,000
101-50-61-55500	61	Central Garage Charges	4,531	5,072	5,327
101-50-61-55800	61	IT Services & Maintenance	2,527	1,571	3,579
101-50-61-57300	61	Capital - Buildings & Structur	40,000	90,000	-
	<b>61 Total</b>	<b>Corporation Yard</b>	<b>95,459</b>	<b>146,461</b>	<b>45,963</b>

**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. Secured 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. Reduce unaccounted system losses by adding water meters at known unmetered or inadequately metered sites.
5. Continue making improvements to GIS mapping system.
6. Remove Tank 8 from the system, install Cla-val control vault.
7. Create GIS mapping of water meter locations.

### General Ledger- Comparative Expenditures

General Ledger Line	Activity	Description	2018/19 Actual	2019/2020 Adopted	Option 1
661-50-63-50100	63	Regular Salaries	279,576	285,230	301,196
661-50-63-50200	63	Overtime Wages	3,712	5,000	5,000
661-50-63-50300	63	Part-time & Temporary Salaries	12,258	24,500	25,265
661-50-63-50990	63	Employee Benefits	194,028	234,439	226,917
661-50-63-51200	63	Communications	5,660	3,228	-
661-50-63-51400	63	Training & Conferences	2,491	4,500	4,500
661-50-63-51500	63	Clothing & Personal Expenses	710	1,600	1,600
661-50-63-51600	63	Memberships & Dues	867	1,000	1,000
661-50-63-51770	63	Other Professional Services	3,240	15,400	15,400
661-50-63-52000	63	Insurance	41,716	41,716	85,939
661-50-63-53300	63	Office Supplies	324	300	309
661-50-63-53600	63	Janitorial & Household Supplies	140	400	412
661-50-63-53800	63	Cement Gravel Sand & Asphalt	6,820	15,000	15,450
661-50-63-53900	63	Pipes Valves & Fittings	50,617	75,000	75,000
661-50-63-54200	63	Other Department Supplies	6,920	7,800	7,800
661-50-63-54300	63	Small Tools	2,431	3,000	4,500
661-50-63-55300	63	Equipment Maintenance	4,249	6,500	6,500
661-50-63-55500	63	Central Garage Charges	66,882	70,348	78,562
661-50-63-55600	63	Equipment Rental	-	1,000	1,000
661-50-63-55800	63	IT Services & Maintenance	7,696	5,774	11,236
661-50-63-55900	63	Overhead	134,670	139,590	151,030
661-50-63-56105	63	1998 COP Refinance Principal	-	68,250	70,000
661-50-63-56205	63	1998 COP Refinance Interest	71,698	66,570	60,000
661-50-63-57500	63	Capital - Underground Faciliti	525,719	550,000	150,000
661-50-63-57800	63	Capital - Furniture & Equipmen	3,624	5,000	5,500
	<b>63 Total</b>	<b>Water Distribution Maintenance</b>	<b>1,426,047</b>	<b>1,631,145</b>	<b>1,304,116</b>

**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 rate study for adjustments to water rates for next 5-years.
4. Trained and re-certified all staff that require continuing education for backflow and state certifications.
5. Participate in municipal customer meetings with Humboldt Bay Municipal Water District.
6. Painted two steel water tanks.
7. Purchased property and compiled environmental analysis for new storage tank (1C) to be located east of Happy Valley.
8. Applied for grant funding for additional Zone 1 water storage, Tank 1C.
9. Developed written policy on discontinuation of water service for non-payment SB 99.
10. Upgraded booster pump station to intelligently fill the new Tank 9 and existing Tank 10. Install control valve vault.

**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. Obtain funding and complete design and CEQA for Plunket water line replacement.
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. Restore water production at the Heindon groundwater station. (64-0016)
8. Install new fluoride feed system at the Alliance Station and new fluoride analyzer at the Heindon groundwater well.
9. Implement construction of new water storage tank at zone 1C.

### General Ledger- Comparative Expenditures

General Ledger Line	Activity	Description	2018/19 Actual	2019/2020 Adopted	Option 1
661-60-64-50100	64	Regular Salaries	410,409	393,998	419,766
661-60-64-50200	64	Overtime Wages	8,345	15,000	-
661-60-64-50300	64	Part-time & Temporary Salaries	7,622	19,330	29,400
661-60-64-50990	64	Employee Benefits	289,096	325,152	336,592
661-60-64-51100	64	Utilities	55,415	79,000	74,000
661-60-64-51200	64	Communications	6,820	3,228	-
661-60-64-51300	64	Advertising	88	100	100
661-60-64-51400	64	Training & Conferences	4,259	7,860	8,000
661-60-64-51500	64	Clothing & Personal Expenses	9,052	9,000	8,600
661-60-64-51600	64	Memberships & Dues	3,610	3,550	3,500
661-60-64-51742	64	Lab Testing & Analysis	3,126	12,865	12,200
661-60-64-51770	64	Other Professional Services	47,910	74,325	72,000
661-60-64-51780	64	Other Planning Services	-	2,000	2,000
661-60-64-51900	64	Taxes & Other Fees	20,017	21,800	21,800
661-60-64-52000	64	Insurance	35,757	35,757	73,662
661-60-64-52526	64	Haz Mat Response Team	2,300	2,300	2,350
661-60-64-53100	64	Postage	12,766	20,300	19,000
661-60-64-53200	64	Photocopy	406	1,400	1,400
661-60-64-53300	64	Office Supplies	1,215	5,250	5,250
661-60-64-53400	64	Bank Service Charges	1,326	4,400	3,800
661-60-64-53500	64	Chemicals & Lab Supplies	16,526	29,760	30,000
661-60-64-53600	64	Janitorial & Household Supplies	23	850	750
661-60-64-54000	64	Purchase Of Water	1,323,766	1,340,000	1,386,900
661-60-64-54200	64	Other Department Supplies	10,693	17,000	12,000
661-60-64-54300	64	Small Tools	4,127	4,000	4,000
661-60-64-54700	64	Fuels & Lubricants	-	250	250
661-60-64-55300	64	Equipment Maintenance	21,996	25,000	25,000
661-60-64-55400	64	Building/Grounds Maintenance	4,587	12,000	11,500
661-60-64-55500	64	Central Garage Charges	33,797	58,331	26,348
661-60-64-55600	64	Equipment Rental	-	3,500	3,500
661-60-64-55800	64	IT Services & Maintenance	11,898	8,769	17,090
661-60-64-55900	64	Overhead	314,220	325,710	352,390
661-60-64-57300	64	Capital - Buildings & Structures	-	22,000	45,000
661-60-64-57500	64	Capital - Underground Facilities	29,737	50,000	50,000
661-60-64-57600	64	Capital - Other Improvements	94,018	353,000	303,000
661-60-64-57800	64	Capital - Furniture & Equipment	28,895	40,000	40,000
<b>64 Total</b>		<b>Water Treatment</b>	<b>2,813,822</b>	<b>3,326,786</b>	<b>3,401,148</b>

**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 100% of Inflow & Infiltration Project. (65-0003)

**GOALS:**

1. Investigate system efficiency improvements for all and pump stations.
2. Continue to update CIP with I&I reduction projects.
3. Continue sewer line routine maintenance for SSO reduction.
4. Continue to maintain pumping stations for reliable operations.
5. Complete Inflow/ Infiltration project. (65-0003)
6. Finalize plan/ design for First Street pump/ motor replacement. (65-0004)
7. Continue to replace aging manholes and sewer line/ laterals. (65-0012)
8. Implement new Watertrax data management system to increase efficiency and accuracy for state mandated reporting.
9. Purchase and install pumps/motors at First Street. (65-0004)

## General Ledger- Comparative Expenditures

General Ledger Line	Activity	Description	2018/19 Actual	2019/2020 Adopted	Option 1
662-50-65-50100	65	Regular Salaries	320,893	283,105	302,657
662-50-65-50200	65	Overtime Wages	5,376	10,000	10,000
662-50-65-50300	65	Part-time & Temporary Salaries	37,388	63,098	63,000
662-50-65-50990	65	Employee Benefits	230,146	242,744	227,116
662-50-65-51200	65	Communications	4,997	2,556	-
662-50-65-51400	65	Training & Conferences	4,863	7,900	8,381
662-50-65-51500	65	Clothing & Personal Expenses	3,601	5,750	6,100
662-50-65-51600	65	Memberships & Dues	-	550	567
662-50-65-51720	65	Other Technical Services	-	2,500	2,500
662-50-65-51770	65	Other Professional Services	13,293	25,350	18,350
662-50-65-52000	65	Insurance	41,716	41,716	85,939
662-50-65-53800	65	Cement Gravel Sand & Asphalt	13,791	25,000	25,750
662-50-65-53900	65	Pipes Valves & Fittings	6,367	24,000	24,720
662-50-65-54200	65	Other Department Supplies	6,878	8,000	8,240
662-50-65-54300	65	Small Tools	1,987	2,000	3,000
662-50-65-55300	65	Equipment Maintenance	15,423	24,000	24,720
662-50-65-55500	65	Central Garage Charges	156,275	307,580	183,351
662-50-65-55600	65	Equipment Rental	-	7,000	7,000
662-50-65-55800	65	IT Services & Maintenance	7,736	5,564	10,013
662-50-65-55900	65	Overhead	188,000	195,690	212,050
662-50-65-56102	65	1997 Revenue Bonds	-	132,840	135,000
662-50-65-56202	65	1997 Revenue Bonds	21,580	16,600	13,320
662-50-65-57500	65	Capital - Underground Faciliti	4,173,654	150,000	150,000
662-50-65-57800	65	Capital - Furniture & Equipmen	32,392	18,500	12,000
	<b>65 Total</b>	<b>Wastewater Collection</b>	<b>5,286,355</b>	<b>1,602,043</b>	<b>1,533,774</b>

**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, settleable 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 Arcata Marsh and Wildlife Sanctuary (AMWS).

**PROGRAM CHANGES:**

None

**ACCOMPLISHMENTS:**

1. Expanded automatic weir operation for treatment wetlands.
2. Continued treatment marsh maintenance.
3. Provided professional development and training to employees.
4. Finalized Phase I & II of WWTP upgrades full design.
5. Completed rate study for rate hearing for financing WWTP upgrade project.
6. Implemented permitting and CEQA environmental analysis for WWTP upgrade.
7. Rehabilitated Treatment Marsh #4.
8. Purchased replacement aerators for oxidation pond #1.
9. Installed AMWS boundary markers at appropriate locations to mark wildlife area boundaries.

**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.
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. Continue to seek/ secure funding for WWTP reconfiguration/ upgrade.
8. Purchase and install sheet piling baffle for Oxidation Pond # 2.
9. Initiate WWP Phase I improvements invoicing UV system, flow reroute and headworks.
10. Install new vault toilet at South G Street parking lot and initiate the new non-motorized boat dock.
11. Install additional PV on the WWTP control room roof.
12. Complete climate resilience and adaption response plan per requirements by the RWQCB.
13. Implement Living Shorelines pilot projects outside of the oxidation ponds. Apply for grant funds for this implementation phase.
14. Implement targeted I&I reduction at select manhole locations.
15. Annex McDaniel slough portion of the AMWS area into city limits

**General Ledger- Comparative Expenditures**

<b>General Ledger Line</b>	<b>Activity</b>	<b>Description</b>	<b>2018/19 Actual</b>	<b>2019/2020 Adopted</b>	<b>Option 1</b>
662-60-67-50100	67	Regular Salaries	492,761	570,515	630,527
662-60-67-50200	67	Overtime Wages	8,162	12,000	-
662-60-67-50300	67	Part-time & Temporary Salaries	48,175	68,000	78,070
662-60-67-50990	67	Employee Benefits	344,361	473,374	497,202
662-60-67-51100	67	Utilities	147,193	183,000	235,000
662-60-67-51200	67	Communications	11,700	9,228	-
662-60-67-51400	67	Training & Conferences	8,001	8,800	9,604
662-60-67-51500	67	Clothing & Personal Expenses	11,639	12,500	12,875
662-60-67-51600	67	Memberships & Dues	1,504	3,050	3,142
662-60-67-51728	67	Engineering Services	54,650	85,000	90,177.00
662-60-67-51742	67	Lab Testing & Analysis	41,645	106,221	110,532
662-60-67-51754	67	Compost/Brush Chipping	-	39,500	85,000
662-60-67-51770	67	Other Professional Services	92,287	141,146	199,359
662-60-67-51771	67	Legal Consultations	1,476	2,000	2,060
662-60-67-51780	67	Other Planning Services	-	40,000	41,200
662-60-67-51790	67	Other Consulting Services	-	62,000	63,860
662-60-67-51900	67	Taxes & Other Fees	32,463	77,500	79,825
662-60-67-52000	67	Insurance	35,757	35,757	73,662
662-60-67-52526	67	Haz Mat Response Team	2,300	2,300	2,369
662-60-67-53100	67	Postage	18,275	26,000	26,780
662-60-67-53200	67	Photocopy	702	1,400	1,442
662-60-67-53300	67	Office Supplies	2,582	8,315	8,564
662-60-67-53400	67	Bank Service Charges	1,326	4,500	4,635
662-60-67-53500	67	Chemicals & Lab Supplies	129,147	109,000	47,200
662-60-67-53600	67	Janitorial & Household Supplies	93	1,000	1,030
662-60-67-54200	67	Other Department Supplies	13,712	23,100	23,793
662-60-67-54300	67	Small Tools	3,524	4,000	4,120
662-60-67-54700	67	Fuels & Lubricants	1,614	2,500	2,575
662-60-67-55300	67	Equipment Maintenance	63,881	68,600	70,658
662-60-67-55400	67	Building/Grounds Maintenance	24,435	29,500	34,505
662-60-67-55500	67	Central Garage Charges	78,860	72,377	61,479
662-60-67-55600	67	Equipment Rental	-	9,500	11,124
662-60-67-55800	67	IT Services & Maintenance	13,325	10,333	24,345
662-60-67-55900	67	Overhead	260,890	269,600	291,370
662-60-67-56102	67	1997 Revenue Bonds	-	29,160	30,000
662-60-67-56202	67	1997 Revenue Bonds	4,737	3,640	3,200
662-60-67-57300	67	Capital - Buildings & Structures	19,483	100,000	100,000
662-60-67-57500	67	Capital - Underground Facilities	26,428	5,000	5,000
662-60-67-57600	67	Capital - Other Improvements	306,975	1,995,000	14,156,000
662-60-67-57800	67	Capital - Furniture & Equipment	22,423	633,000	30,000
	<b>67 Total</b>	<b>Wastewater Treatment</b>	<b>2,326,486</b>	<b>5,337,415</b>	<b>17,152,284</b>

**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.
2. Completed Larson Park Tennis Court light upgrade to LED.
3. Completed Phase I of HVAC replacement with electric heat pump for south side of 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. Continue to support Community Choice Energy Program and Opt up to 100% renewable.
7. Worked to promote mode shift in transportation within Arcata.
8. Initiated planning on All Electric Initiative - 15 Year Natural Gas Phase Out City Wide.
9. Worked w/ Redwood Coast Energy Authority & other jurisdictions on a Regional Climate Action Plan.
10. Continued work w/RCEA & Chargepoint to expand EV charging stations at F St. & Arcata Community Center.
11. Completed installation of PV system on Wastewater Treatment Plant Drying Bed Roof.
12. Initiated Public Agency Solar Program through RCEA

**GOALS:**

1. Participate in Regional Climate Action Plan Development/Adoption for Arcata and the Region.
2. Continue implementation of Community Greenhouse Gas Action Plan
3. Promote sustainable transportation, energy efficiency, water conservation, renewable energy through various outreach methods including education on funding options.
4. Continue partnerships with Redwood Coast Energy Authority, Humboldt State University, Schatz Energy Research Center, and other climate/energy-related local organizations.
5. Implement water and wastewater energy audit recommendations as appropriate.
6. Promote transportation mode shift in Arcata.
7. Seek grants/low interest loans for Capital projects to decrease energy use/shift away from fossil fuels.
8. Investigate/recommend options for All Electric Initiative - 15 Year Natural Gas Phase Out City Wide.
9. Work w/RCEA & Chargepoint to install EV charging stations at F St. & Arcata Community Center.
10. Provide technical assistance for private development projects in the City.
11. Promote public education on climate change/climate adaptation awareness.
12. Support Community Choice Energy Program and Opt up to 100% renewable.
13. Review each new vehicle purchase for electric option.

### General Ledger- Comparative Expenditures

General Ledger Line	Activity	Description	2018/19 Actual	2019/2020 Adopted	Option 1
101-60-70-50100	70	Regular Salaries	44,888	42,830	37,604
101-60-70-50300	70	Part-time & Temporary Salaries	3,834	3,930	5,245
101-60-70-50990	70	Employee Benefits	31,004	33,158	29,547
101-60-70-51200	70	Communications	91	288	-
101-60-70-51400	70	Training & Conferences	-	300	-
101-60-70-51600	70	Memberships & Dues	-	600	500
101-60-70-51770	70	Other Professional Services	2,250	8,504	-
101-60-70-53100	70	Postage	16	150	150
101-60-70-53200	70	Photocopy	59	150	150
101-60-70-53300	70	Office Supplies	302	470	300
101-60-70-54200	70	Other Department Supplies	3,000	3,100	1,500
101-60-70-55300	70	Equipment Maintenance	-	200	-
101-60-70-55500	70	Central Garage Charges	2,418	2,686	2,981
101-60-70-55800	70	IT Services & Maintenance	3,831	2,731	4,891
101-60-70-57800	70	Capital - Furniture & Equipment	25,253	5,000	-
	<b>70 Total</b>	<b>Energy Management</b>	<b>116,946</b>	<b>104,097</b>	<b>82,868</b>

**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 final phase 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 email archiving system for compliance and easier records request responses.
5. Implemented new appliances and software solutions to protect against Next-Level Cyber Threats.
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 the development of an IT Resource and Disaster Recovery Manual.
4. Develop a plan for the next major replacement cycle of our core network infrastructure.

### General Ledger- Comparative Expenditures

General Ledger Line	Activity	Description	2018/19 Actual	2019/2020 Adopted	Option 1
775-10-71-50100	71	Regular Salaries	96,508	90,325	100,992
775-10-71-50990	71	Employee Benefits	84,965	84,956	97,671
775-10-71-51200	71	Communications	10,223	10,496	53,219
775-10-71-51210	71	Internet & DSL	7,440	7,440	24,140
775-10-71-51400	71	Training & Conferences	1,526	1,600	2,000
775-10-71-51600	71	Memberships & Dues	360	360	360
775-10-71-51770	71	Other Professional Services	482	7,060	13,310
775-10-71-51790	71	Other Consulting Services	8,320	9,196	7,800
775-10-71-53300	71	Office Supplies	-	100	17,776
775-10-71-54200	71	Other Department Supplies	1,957	1,000	1,000
775-10-71-55300	71	Equipment Maintenance	8,050	6,500	6,500
775-10-71-55800	71	IT Services & Maintenance	4,801	3,386	-
775-10-71-55900	71	Overhead	9,580	8,470	8,860
775-10-71-57800	71	Capital - Furniture & Equipment	14,829	13,800	12,800
	<b>71 Total</b>	<b>IT Services</b>	<b>249,042</b>	<b>244,689</b>	<b>346,429</b>

**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 53% waste diversion rate for 2018 (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 costumer
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 2 new water bottle fill stations (City Hall and D St) to decrease plastic water bottle use.
12. Continued food waste collection & composting for Foodworks, Senior Lunch Program, Play Center &Summer camp programs at Arcata Educational Farm. Collecting 4.35 tons of food waste, the majority from Foodworks.
13. Increased outreach to educate residents about zero waste practices
14. Partnered with local businesses to hold local events on November 2019 Zero Waste Day
15. Completed Zero Waste Task Force prioritization of ZWAP tasks on education, waste prevention and reuse, improving existing programs, diversion rates, construction and demolition, organics diversion etc.
16. Received Organics Diversion grant funds in collaboration with HSU and Food For People.
17. Re-negotiated a green waste drop off agreement with HWMA.
18. Provided city-wide litter abatement.
19. Continued business outreach and site visits for waste prevention and organics recycling as required by AB1826
20. Completed revisions to Municipal Code – Sanitation and Health Chapter 3.5 – Waste Reduction to limit the use of single-use disposable foodware packaging city wide and 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. Provide outreach and support to businesses and community members on limiting single-use disposable foodware packaging and single use beverage containers at City facilities/events ordinance.
2. Review and Amend Environmental Purchasing Policy.
4. Collaborate with local agencies/community groups to achieve Zero Waste.
5. Continue to monitor/report on City diversion programs.
6. Continue zero waste, waste prevention, reuse, organics diversion and recycling promotion

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

8. As time allows work and partner with apartment complexes, Food for People, Recology, local thrift stores to promote of campus resident reuse and recycling.
9. Work with businesses on waste reduction potential and AB1826 organics diversion compliance.
10. Review Arcata Rcoology Universal Waste Collection agreement; recommend changes including increasing bulky waste collection.
11. Implement a campaign to end "Free piles"
12. Review opt out options for mandatory collection such as potential minimum fees/service level requirements for vacant/temporarily unoccupied structures, increase qualifying period of vacancy(currently 2 months).

## General Ledger- Comparative Expenditures

General Ledger Line	Activity	Description	2018/19 Actual	2019/2020 Adopted	Option 1
664-60-73-50100	73	Regular Salaries	106,162	101,086	113,474
664-60-73-50200	73	Overtime Wages	56	-	-
664-60-73-50300	73	Part-time & Temporary Salaries	26,995	31,766	42,429
664-60-73-50990	73	Employee Benefits	76,429	81,051	88,232
664-60-73-51100	73	Utilities	-	100	100
664-60-73-51200	73	Communications	731	996	-
664-60-73-51300	73	Advertising	2,200	1,000	1,000
664-60-73-51400	73	Training & Conferences	249	500	500
664-60-73-51500	73	Clothing & Personal Expenses	212	250	250
664-60-73-51752	73	Collection of Solid Waste	-	17,000	-
664-60-73-51754	73	Compost/Brush Chipping	4,155	78,000	85,000
664-60-73-51770	73	Other Professional Services	46,690	5,000	5,000
664-60-73-52000	73	Insurance	4,768	4,768	9,822
664-60-73-52526	73	Haz Mat Response Team	1,000	1,000	700
664-60-73-53100	73	Postage	463	250	600
664-60-73-53200	73	Photocopy	140	400	400
664-60-73-53300	73	Office Supplies	482	826	250
664-60-73-54200	73	Other Department Supplies	9,150	14,500	79,307
664-60-73-54300	73	Small Tools	2	250	250
664-60-73-55500	73	Central Garage Charges	4,836	5,374	5,961
664-60-73-55600	73	Equipment Rental	-	1,700	1,700
664-60-73-55800	73	IT Services & Maintenance	5,167	3,821	6,765
664-60-73-55900	73	Overhead	103,190	45,660	50,310
664-60-73-57300	73	Capital - Buildings & Structur	595	1,000	1,000
664-60-73-57800	73	Capital - Furniture & Equipmen	1,945	3,000	3,000
	<b>73 Total</b>	<b>Solid Waste</b>	<b>395,618</b>	<b>399,298</b>	<b>496,049</b>

**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. Upgraded our broadcasting setup at City Hall with Access Humboldt.
2. Continued creating videos highlighting employees, local organizations and Arcata Businesses.
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.
6. Implemented a Social Media public records archiving system for 10 City social media accounts.
7. Redeveloped the VisitArcata.com to support local businesses during COVID-19 advisories.

**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 develop VisitArcata.com content.
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	Description	2018/19 Actual	2019/2020 Adopted	Option 1
101-10-77-50100	77	Regular Salaries	24,609	23,432	25,649
101-10-77-50200	77	Overtime Wages	37	-	-
101-10-77-50300	77	Part-time & Temporary Salaries	23,743	34,055	34,407
101-10-77-50990	77	Employee Benefits	21,070	15,094	21,502
101-10-77-51200	77	Communications	281	216	-
101-10-77-51790	77	Other Consulting Services	4,945	7,555	7,855
101-10-77-51791	77	Consulting - Cable Franchise	4,860	4,860	4,860
101-10-77-51792	77	Consulting - Video Streaming	7,152	7,153	7,200
101-10-77-54200	77	Other Department Supplies	3,950	1,750	250
101-10-77-55800	77	IT Services & Maintenance	5,947	3,166	7,439
101-10-77-57800	77	Capital - Furniture & Equipment	-	-	-
<b>77 Total</b>		<b>Communications</b>	<b>96,594</b>	<b>97,281</b>	<b>109,163</b>

**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 for grants and analysis for the acquisition of 114 acres to the Jacoby Creek Forest
2. Created the "Arcata Community Real-Time Dashboard" A dashboard of maps and news feeds showing real-time information on COVID-19, weather, traffic, natural hazards, PG&E outages, wildfires, etc.
3. Provided GIS mapping for Finance by geocoding business license data for license compliance.
4. Acquired 2" Natural Color Ortho-Imagery and Lidar for the City of Arcata. Created bare earth and 1<sup>st</sup> return DEM mosaics.
5. 5,236 City of Arcata maps have been downloaded by users worldwide from Avenza's Map Store.
6. Provided GIS analysis for 7 grant applications for various City departments.
7. Continuing to provide GIS mapping for the City's Wastewater Treatment Facility Plant improvement project.
8. Continuing GIS Story map of King Tide Community Observation and incorporating crowd sourced photos of King tides around Arcata
9. Provided GIS mapping and analysis for Community Development for residential parcel analysis.
10. Continuing to provide GIS analysis for real property acquisitions and grant funding
11. Using GIS to identify parcels not in compliance with the City's mandatory Garbage Program.
12. Continuing GIS analysis and mobile mapping of the City's Storm water infrastructure for the City's MS4 Stormwater program.
13. Updated ArcGIS collector application that supports field collection of NR related activity such Timber harvest, carbon inventory, botany surveys, etc.
14. Continuing to provide GIS mapping for the Police Department such as monthly accident maps, parking regulation, and operational basemaps.
15. Continue to support the TraKiT permitting software by accessing the City's GIS parcel, address, and street data.

**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. Continue to enhance the ability to operate/update the City's GIS during emergency situations.
5. Cooperate with local jurisdictions in regards to data sharing.
6. Continue to digitize all City survey maps, parcel maps, subdivision maps, and improvement plans and make available via GIS Kiosk as time and staffing allows .
7. Create more field GIS mobile device collection applications that sync and update City Hall GIS geodatabases as time and staffing allows.
8. Develop more public and internal web GIS applications that have a focused goal or enrich users' experience through map applications like Story Maps.
9. Continue raster and vector basemaps tile datasets for rapid displays in mobile and web applications.
10. 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	Description	2018/19 Actual	2019/2020 Adopted	Option 1
101-60-79-50100	79	Regular Salaries	14,175	12,850	6,231
101-60-79-50300	79	Part-time & Temporary Salaries	2,024	2,012	2,337
101-60-79-50990	79	Employee Benefits	13,389	13,267	5,767
101-60-79-51200	79	Communications	216	216	-
101-60-79-51400	79	Training & Conferences	594	800	-
101-60-79-53100	79	Postage	-	50	50
101-60-79-53200	79	Photocopy	8	200	200
101-60-79-53300	79	Office Supplies	993	1,050	500
101-60-79-54200	79	Other Department Supplies	426	800	300
101-60-79-55300	79	Equipment Maintenance	7,350	8,500	8,500
101-60-79-55500	79	Central Garage Charges	2,418	2,686	1,386
101-60-79-55800	79	IT Services & Maintenance	6,169	4,668	5,446
101-60-79-57800	79	Capital - Furniture & Equipment	-	100	-
	<b>79 Total</b>	<b>GIS</b>	<b>47,761</b>	<b>47,199</b>	<b>30,717</b>

**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 2,300 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 Redwood Park Master Plan 30% design and applied for funds.
5. Completed Carlson Park Improvement CEQA and applied for funds for 100% design and construction.
6. Completed Futsal Court concrete and fencing work.
7. Completed community survey on parks/open space potential funding option ballot initiative
8. Continued hazard prevention tree work as needed.
9. Went out to bid for Phase I for Shay Park improvements and applied for funds for Phase II.
10. Continued expanded Arcata Ballpark Movies in the Park program.
11. Continued to install recycling bins, bike racks, water fountains and doggi pot containers at various parks
12. Completed LED lighting upgrade to Larson Park Tennis courts
13. Plaza Improvement Task Force completed and submitted recommendations to City Council.
14. Completed neighborhood scoping for Sunny Brae Park mini upgrade and applied for funds.
15. Completed Community Planning w/Caltrans Funds for Annie & Mary Trail in cooperation w/ Engineering Dept.
16. Completed Valley West Basketball Court at Valley West Park.

**GOALS:**

1. Work w/ Community Development to update Parks & Recreation Element & incorporate into General Plan: 2020
2. Complete Shay Park upgrades if grant funds allow
3. Continue Operational Support and Improvements to Bayside Park Community Gardens and Educational Farm
4. Initiate Sunny Brae Park trail and vegetation improvements with grant funds
5. Seek funds for final design and complete environmental compliances for trail system - Annie Marie
6. Complete Futsal Court surfacing
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 )
9. Work to secure funds for Carlson Park development in 2020-21
10. Work w/ Forest Management Committee and community volunteers to incorporate existing recreational use of Forsyth parcel (disc golf and recreational trails) into Arcata Community Forest management.
11. Complete 100% design, CEQA and implement Pump Track and playground upgrades in Redwood Park as funding allows.
12. Maximize landscape, field and farm irrigation efficiency to reduce water use.
13. Facilitate Scheduled User Hours on our Sports Fields
14. Provide routine maintenance for Arcata's 26 parks and sports fields
15. Continue Park/Playground Safety Audits and Inspections

### General Ledger- Comparative Expenditures

General Ledger Line	Activity	Description	2018/19 Actual	2019/2020 Adopted	Option 1
101-50-81-50100	81	Regular Salaries	213,565	236,260	228,005
101-50-81-50200	81	Overtime Wages	1,083	1,200	1,200
101-50-81-50300	81	Part-time & Temporary Salaries	97,851	100,639	44,780
101-50-81-50990	81	Employee Benefits	146,505	165,427	151,490
101-50-81-51100	81	Utilities	22,348	27,000	144,000
101-50-81-51200	81	Communications	4,800	2,580	-
101-50-81-51400	81	Training & Conferences	4,270	5,150	1,000
101-50-81-51500	81	Clothing & Personal Expenses	3,471	4,700	2,700
101-50-81-51600	81	Memberships & Dues	720	720	820
101-50-81-51770	81	Other Professional Services	9,702	10,000	1,000
101-50-81-51790	81	Other Consulting Services	18,237	5,000	40,000
101-50-81-51900	81	Taxes & Other Fees	2,133	2,025	2,250
101-50-81-53200	81	Photocopy	238	150	100
101-50-81-53300	81	Office Supplies	400	400	400
101-50-81-53500	81	Chemicals & Lab Supplies	16,934	21,367	21,385
101-50-81-53600	81	Janitorial & Household Supplies	591	1,000	1,000
101-50-81-53800	81	Cement Gravel Sand & Asphalt	10,937	14,300	14,300
101-50-81-53900	81	Pipes Valves & Fittings	3,821	4,950	4,950
101-50-81-54200	81	Other Department Supplies	14,885	20,625	10,625
101-50-81-54300	81	Small Tools	2,500	3,000	3,000
101-50-81-55300	81	Equipment Maintenance	8,093	10,340	9,840
101-50-81-55400	81	Building/Grounds Maintenance	23,915	33,975	24,000
101-50-81-55500	81	Central Garage Charges	90,837	88,930	40,860
101-50-81-55600	81	Equipment Rental	20,000	24,500	24,500
101-50-81-55800	81	IT Services & Maintenance	4,559	3,320	7,747
101-50-81-57600	81	Capital - Other Improvements	6,065	6,400	6,400
101-50-81-57611	81	Capital - Neighborhood Parks	8,321	151,275	317,393
101-50-81-57612	81	Capital - Community Parks	-	41,500	107,500
101-50-81-57613	81	Capital - Special Use Parks	305,018	4,000	5,000
101-50-81-57614	81	Capital - Linear Parks	2,581	29,000	3,000
101-50-81-57800	81	Capital - Furniture & Equipment	5,073	3,000	1,000
	<b>81 Total</b>	<b>Parks</b>	<b>1,049,452</b>	<b>1,022,733</b>	<b>1,220,244</b>

**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 16,300 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 roofing and energy upgrade of Redwood Lodge to a 100% electric building.
5. Upgraded D St Neighborhood Center water heater to electric .
6. Arcata Marsh Interpretive Center painting of main exhibit room, lobby and hallway.
7. Completed electric water heater and additional security measures for Parks Maintenance Building.
8. Completed all standard building interior lighting to LED
9. Installed water bottle water filling stations at City Hall and ACC lobby.
10. Completed reroofing of Machado Barn
11. Completed City Hall South Side remodel.

**GOALS:**

1. Continue to implement Capital Improvement Plan for City facilities..
2. Coordinate projects with other City Departments/Divisions to assist with accomplishing City Council Goals
3. Improve ACC storage
4. Install an UPS System/Backup Generator at the Transit and D ST. Neighborhood Centers as funding allows
5. Reside Machado Storage Shed as staff time allows
6. Complete City Hall ADA requirements
11. Continue to explore options for Bayview Ranch as a youth hostel including potential funding from the state Coastal Conservancy.

### General Ledger- Comparative Expenditures

General Ledger Line	Activity	Description	2018/19 Actual	2019/2020 Adopted	Option 1
101-50-85-50100	85	Regular Salaries	208,619	205,334	196,160
101-50-85-50200	85	Overtime Wages	445	1,540	1,540
101-50-85-50300	85	Part-time & Temporary Salaries	48,580	53,998	-
101-50-85-50990	85	Employee Benefits	152,695	163,638	151,605
101-50-85-51100	85	Utilities	89,769	75,000	95,000
101-50-85-51200	85	Communications	9,135	5,136	-
101-50-85-51400	85	Training & Conferences	1,452	2,800	-
101-50-85-51500	85	Clothing & Personal Expenses	1,791	2,650	1,400
101-50-85-51770	85	Other Professional Services	39,095	33,700	18,000
101-50-85-51900	85	Taxes & Other Fees	594	600	700
101-50-85-53600	85	Janitorial & Household Supplies	28,719	30,000	25,000
101-50-85-54200	85	Other Department Supplies	803	300	300
101-50-85-55300	85	Equipment Maintenance	11,924	15,575	15,575
101-50-85-55400	85	Building/Grounds Maintenance	16,816	25,600	26,600
101-50-85-55500	85	Central Garage Charges	48,912	44,000	22,002
101-50-85-55600	85	Equipment Rental	-	500	500
101-50-85-55800	85	IT Services & Maintenance	4,495	3,571	13,959
101-50-85-56105	85	1998 COP Refinance Principal	36,750	36,750	36,750
101-50-85-56205	85	1998 COP Refinance Interest	35,797	36,550	36,550
101-50-85-57300	85	Capital - Buildings & Structures	323,466	50,000	22,000
101-50-85-57600	85	Capital - Other Improvements	-	-	-
101-50-85-57800	85	Capital - Furniture & Equipment	13,827	25,500	10,500
	<b>85 Total</b>	<b>Government Buildings</b>	<b>1,073,683</b>	<b>812,741</b>	<b>674,140</b>

**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 rockering 1.5 mile of road in the Arcata Community Forest.
2. Harvested 376 thousand-board-feet of timber from the Arcata Community Forest.
3. Obtained verification of an additional 13,000 metric tonnes of forest carbon in the voluntary market.
4. Conducted 9 service group volunteer workdays with focus on invasive plant removal, litter abatement and trail improvement.
5. Rehabilitated Trail #12 in the ACF and designed mountain bike specific trails on the new Foresyth acquisition.
6. Conducted pre-commercial thinning on 3-acres and planted conifers on understocked locations.
7. Acquired 114 acres (Swaner) to add to the Jacoby Creek Forest Tract.
8. Updated timber inventory on the Lower Jolly Giant Creek Compartment.
9. Maintained Forest Stewardship Council (FSC) certification.
10. Decommissioned several rogue trails.
11. Staff served on the HSU Jacoby Creek Forest Advisory Committee.
12. Completed technical studies and environmental clearance for additional trail improvements.
13. Planted 4,000 trees.
14. Designed and permitted a 1/2 mile trail link from Beverly Dr. to the Arcata Ridge Trail.

**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. Improve road connecting the Jacoby Creek Road with the Jacoby Creek Forest.
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 rockering.
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. Seek cost share funding from the California Forest Improvement Program (CFIP) for habitat, road and timberland improvement work.
7. Conduct forest field treatments along the wildland/urban interface near residential neighborhoods.
8. Obtain approval of a long-term northern spotted owl Safe Harbor Agreement with the US Fish and Wildlife Services.
9. Repair road damage in the JCF caused by winter landslide activity.
10. Update timber and carbon inventories on the SBF Climate Reserve Project CAR575.
11. Amend the new 114 acre Swaner Family Trust parcel into the Forest Management Plan.
12. Provide an opportunity to program led access to the JCF such as docent led hikes or introduction to backpacking for youth.
13. Implement Beverly Ave trailhead and trail link up to Ridge Trail.

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

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14. Work to develop an Urban Forest or urban tree plan that includes maps, tree and carbon inventory, promoting the benefits of trees, and street tree monitoring and replacement schedule and partnership opportunities such as AHS. Assist the Community Development Department with amendments to the tree removal permitting process

### General Ledger- Comparative Expenditures

General Ledger Line	Activity	Description	2018/19 Actual	2019/2020 Adopted	Option 1
205-60-87-50100	87	Regular Salaries	36,893	35,759	30,107
205-60-87-50200	87	Overtime Wages	17	-	-
205-60-87-50300	87	Part-time & Temporary Salaries	15,444	14,016	14,016
205-60-87-50990	87	Employee Benefits	31,686	33,478	27,181
205-60-87-51200	87	Communications	391	348	-
205-60-87-51400	87	Training & Conferences	617	600	600
205-60-87-51500	87	Clothing & Personal Expenses	585	800	800
205-60-87-51600	87	Memberships & Dues	301	400	400
205-60-87-51720	87	Other Technical Services	-	4,400	3,800
205-60-87-51736	87	Carbon Survey/Verification	500	3,000	3,500
205-60-87-51765	87	Logging Contractor	168,132	175,000	185,000
205-60-87-51770	87	Other Professional Services	3,403	5,200	4,500
205-60-87-51771	87	Legal Consultations	2,009	2,000	2,000
205-60-87-51900	87	Taxes & Other Fees	3,942	4,100	2,600
205-60-87-51910	87	Certification Fee	-	500	500
205-60-87-52000	87	Insurance	4,768	4,800	9,822
205-60-87-53100	87	Postage	225	350	350
205-60-87-53200	87	Photocopy	213	350	350
205-60-87-54200	87	Other Department Supplies	7,923	8,200	6,500
205-60-87-54300	87	Small Tools	369	350	350
205-60-87-55300	87	Equipment Maintenance	389	370	370
205-60-87-55500	87	Central Garage Charges	19,345	21,500	11,091
205-60-87-55600	87	Equipment Rental	122	-	-
205-60-87-55800	87	IT Services & Maintenance	4,467	2,928	5,581
205-60-87-55900	87	Overhead	30,065	25,010	25,010
205-60-87-57200	87	Capital - Property Acquisition	685,294	5,000	1,000
205-60-87-57400	87	Capital - ROW & Easements	-	2,000	2,000
205-60-87-57600	87	Capital - Other Improvements	6,372	13,300	11,000
205-60-87-57800	87	Capital - Furniture & Equipment	35	10,050	50
	<b>87 Total</b>	<b>Forest Management</b>	<b>1,023,508</b>	<b>373,809</b>	<b>348,479</b>

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

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.

**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 2019.
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. Continued successful Young Athletes Special Olympics program in collaboration with HSU.
8. Continued Family Ceramics programming at the Arcata Community Center and added Adult Ceramics classes.
9. Continued Bayside Park Community Garden and Farm Shares programs.
10. Provided two community Movies Nights at the Ball Park

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

1. Continue to provide COVID 19 compliant quality leisure programs which engage youth and adults in challenging and safe learning experiences.
2. Continue to provide a balanced variety of COVID 19 compliant 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 as funding allows.
4. Maintain Youth, Teen and Adult Programming and identify new partnerships for additional offerings.
5. Identify and address priorities for special needs community and seniors as funding allows.
6. Continue to provide Young Athletes Special Olympics program as funding allows.

### General Ledger- Comparative Expenditures

General Ledger Line	Activity	Description	2018/19 Actual	2019/2020 Adopted	Option 1
101-60-89-50100	89	Regular Salaries	204,454	191,491	171,748
101-60-89-50200	89	Overtime Wages	1,380	-	200
101-60-89-50300	89	Part-time & Temporary Salaries	210,915	237,053	130,769
101-60-89-50990	89	Employee Benefits	187,549	166,011	157,726
101-60-89-51200	89	Communications	1,734	2,232	-
101-60-89-51300	89	Advertising	3,390	4,450	3,450
101-60-89-51400	89	Training & Conferences	2,512	2,300	1,000
101-60-89-51500	89	Clothing & Personal Expenses	1,500	1,500	790
101-60-89-51600	89	Memberships & Dues	1,900	1,180	730
101-60-89-51710	89	Contract Classes	7,162	11,100	5,400
101-60-89-51770	89	Other Professional Services	10,722	1,500	1,500
101-60-89-52524	89	Fingerprinting Services	2,121	3,000	2,450
101-60-89-53100	89	Postage	561	750	750
101-60-89-53200	89	Photocopy	796	900	900
101-60-89-53300	89	Office Supplies	761	256	500
101-60-89-53400	89	Bank Service Charges	-	6,000	6,000
101-60-89-54200	89	Other Department Supplies	28,946	21,801	17,160
101-60-89-55300	89	Equipment Maintenance	5,124	5,000	3,600
101-60-89-55500	89	Central Garage Charges	-	-	-
101-60-89-55600	89	Equipment Rental	-	2,210	2,210
101-60-89-55700	89	Facilities Rental	2,365	2,050	2,500
101-60-89-55800	89	IT Services & Maintenance	14,663	10,952	16,964
101-60-89-57800	89	Capital - Furniture & Equipment	1,193	-	-
	<b>89 Total</b>	<b>Recreation</b>	<b>689,747</b>	<b>671,735</b>	<b>526,347</b>

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

The 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 Humboldt State University (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 on 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), while 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 2019/20 A&MRTS accomplished the following:

1. Made improvements at the Intermodal Transit Facility (ITF) building, including painting and remodeling.
2. Maintained an excellent safety record.
3. Prepared plans and received bids for ADA improvements at bus stops located throughout the City.
4. Secured Low Carbon Transit Operations Program (LCTOP) funding that was used to subsidize free rides on the City Transit system during the months of June and July, 2020.
5. Instituted a dependable driver training program for part time (PT) bus drivers for A&MRTS in partnership with the Humboldt Transit Authority (HTA).
6. Received partial funding for an electric bus.

**GOALS:**

1. Continue to operate a public transit system which provides safe, reliable, convenient, and efficient service to the local community.
2. Achieve at least a 21.1% overall fare box recovery ratio in order to qualify for the maximum TDA funding.
3. Maximize the interaction and coordination with other transportation entities in order to deliver the best possible service.
4. Continue to work towards eliminating all accidents and incidents.
5. Implement the goals and recommendations as defined in the Five-Year Plan.
6. Attend HSU Parking and Transportation meetings whenever possible, so as to better coordinate resources.
7. Look at ways to advertise public events by utilizing signage that can be installed on the buses themselves.
8. Installation of sidewalk and accessibility improvements at transit stops throughout the City.
9. Investigate options for, and the feasibility of, on-demand transit and para-transit systems.
10. To make adjustments as needed to meet funding requirements, and to continue using the online Black Cat Grant Management System to assist with administration tasks in order to comply with various grant requirements.

### General Ledger- Comparative Expenditures

General Ledger Line	Activity	Description	2018/19 Actual	2019/2020 Adopted	Option 1
663-50-91-50100	91	Regular Salaries	93,865	99,989	103,651
663-50-91-50200	91	Overtime Wages	1,001	1,000	1,000
663-50-91-50300	91	Part-time & Temporary Salaries	113,368	142,000	143,373
663-50-91-50990	91	Employee Benefits	76,658	72,824	69,119
663-50-91-51100	91	Utilities	588	3,000	800
663-50-91-51200	91	Communications	7,509	7,000	-
663-50-91-51300	91	Advertising	1,547	2,000	1,500
663-50-91-51400	91	Training & Conferences	7,941	30,000	20
663-50-91-51500	91	Clothing & Personal Expenses	258	600	600
663-50-91-51600	91	Memberships & Dues	-	600	600
663-50-91-51900	91	Taxes & Other Fees	354	50	300
663-50-91-52000	91	Insurance	60,866	60,000	65,000
663-50-91-52560	91	JPA Agreements	227,444	240,000	250,000
663-50-91-53100	91	Postage	50	250	100
663-50-91-53200	91	Photocopy	-	100	100
663-50-91-53300	91	Office Supplies	1,024	1,200	1,200
663-50-91-54200	91	Other Department Supplies	473	500	-
663-50-91-54300	91	Small Tools	13	200	100
663-50-91-55300	91	Equipment Maintenance	151,862	170,000	175,000
663-50-91-55600	91	Equipment Rental	-	600	-
663-50-91-55800	91	IT Services & Maintenance	6,315	5,214	12,033
663-50-91-55900	91	Overhead	71,980	80,300	64,940
663-50-91-57300	91	Capital - Buildings & Structur	27,200	-	-
663-50-91-57600	91	Capital - Other Improvements	137,915	65,000	40,000
663-50-91-57800	91	Capital - Furniture & Equipmen	-	14,000	15,000
	<b>91 Total</b>	<b>A&amp;MRTS</b>	<b>988,231</b>	<b>996,427</b>	<b>944,436</b>

**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 the Humboldt Transit Authority (HTA), contracts with the City Ambulance of Eureka (CAE) Company to provide Dial-A-Ride and Dial-A-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 the HTA as our consolidated Dial-A-Ride and Dial-A-Lift programs coordinator. This is the first year that we received the data necessary for the City to better understand how our usage and costs are determined; we expect to see a significant increase in cost due to our documented usages.

**ACCOMPLISHMENTS:**

Arcata Dial-A-Ride and Dial-A-Lift programs to continue 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 more usage data, so as to continue to improve the delivery and quality of service.
3. To seek the funding necessary to offset any increase in costs to the City.

### General Ledger- Comparative Expenditures

General Ledger Line	Activity	Description	2018/19 Actual	2019/2020 Adopted	Option 1
663-50-92-50100	92	Regular Salaries	14,863	16,198	12,393
663-50-92-50200	92	Overtime Wages	74	100	100
663-50-92-50990	92	Employee Benefits	10,843	12,623	8,482
663-50-92-51300	92	Advertising	-	250	100
663-50-92-51400	92	Training & Conferences	-	400	500
663-50-92-52560	92	JPA Agreements	53,815	75,000	84,000
663-50-92-53300	92	Office Supplies	-	100	100
663-50-92-54200	92	Other Department Supplies	-	4,500	4,500
663-50-92-55800	92	IT Services & Maintenance	2,606	1,584	3,657
663-50-92-55900	92	Overhead	7,500	-	-
	<b>92 Total</b>	<b>DAR</b>	<b>89,701</b>	<b>110,754</b>	<b>113,832</b>

**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, and to send and receive packages locally. The City can earn up to a 12.5% commission on a cash/credit fare purchased in the Intermodal Transit Facility (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:**

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

**GOALS:**

1. To improve service by upgrading the current Greyhound processing procedures and systems.
2. Work towards increasing service offerings for our region.

### General Ledger- Comparative Expenditures

General Ledger Line	Activity	Description	2018/19 Actual	2019/2020 Adopted	Option 1
663-50-93-50100	93	Regular Salaries	38,500	29,084	30,983
663-50-93-50200	93	Overtime Wages	742	500	250
663-50-93-50990	93	Employee Benefits	23,119	20,796	21,202
663-50-93-55800	93	IT Services & Maintenance	3,513	1,782	3,890
663-50-93-55900	93	Overhead	7,500	-	-
	<b>93 Total</b>	<b>Greyhound</b>	<b>73,373</b>	<b>52,162</b>	<b>56,325</b>
	<b>Grand Total</b>		<b>33,870,800</b>	<b>34,031,852</b>	<b>48,772,361</b>