

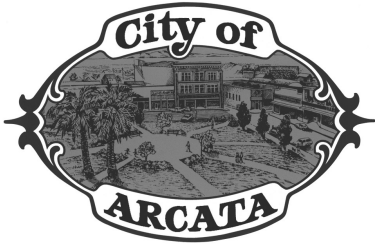


**City of Arcata**  
**Adopted Budget**  
**2021/22**



# CITY OF ARCATA

CITY OFFICIALS  
JULY 1, 2021



CITY COUNCIL  
Brett Watson, Mayor  
Stacy Atkins-Salazar, Mayor Pro Tem  
Emily Goldstein  
Sarah Schaefer

CITY MANAGER  
Karen T. Diemer

Assistant City Manager..... Danette Demello  
Chief of Police ..... Brian Ahearn  
City Engineer ..... Netra Khatri  
Director of Community Development..... David Loya  
Director of Environmental Services ..... Emily Sinkhorn  
Director of Finance ..... Ondrea Starzhevskiy

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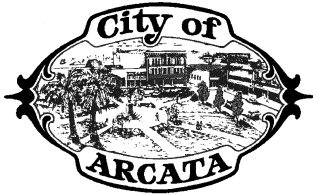
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# BUDGET OVERVIEW





# MEMORANDUM

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**Date:** June 6, 2021  
**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 2021/2022

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## **BUDGET OVERVIEW**

This 2021/2022 Proposed Budget is presented during a time of tremendous uncertainty and hope for our community. The restrictions from COVID-19 shelter-in-place orders steadily being lifted. Businesses are reopening or expanding hours, sporting and outdoor entertainment is opening on small scales and the effects of increased tourism is starting to be felt in Arcata. This month new flights to Phoenix and Burbank have started from the local airport, schools are planning for in person instruction in the fall and the unemployment rate is slowly falling. Most importantly, vaccines are here and some shades of normalcy are expected to return. However, life may not look like it did before the pandemic began and that will be reflected in everything we do, including this budget.

During this past year, we have seen the strength of our community and our City organization. As difficult as the shelter-in-place restrictions have been, our collective effort has kept our local residents fed, many of the most vulnerable in our community with shelter, protection provided from evictions due to the sudden income loss, and support for local businesses through emergency business loans, and a commitment from the community to purchase local take-out meals, good and services.

Arcata has taken proactive steps throughout the pandemic to position our community for the immediate and long-term economic impacts from COVID-19. In the 2019/2020 fiscal year the City immediately, reduced expenditures by \$1,327,712 to end the year balanced. In 2020/2021, the City reduced the budget by:

- Freezing 10 staff positions including 2 Police Officers + 2 over hire Police Officers; 1 Dispatcher; 1 Engineering Technician; 3 Maintenance Workers (2 in Streets and 1 in Parks); 1 Community Development Specialist; 1 Recreation Coordinator and 1 Police Assistant
- Eliminating 90% of part-time positions
- Eliminating all new vehicle purchases including; 2 Police hybrid interceptors; Small truck for Engineering; Street Sweeper replacement; Small Vector Truck; Sewer Camera Truck; Towable air compressor and Asphalt roller
- Eliminating several projects including: Plaza Improvements; IT equipment upgrades; Library and City Hall heating upgrades converting to electric; facility roofing and siding projects and parks playground equipment replacements
- Cancelling almost all recreation programs and events

**Looking Forward to 2021/2022:** We are pleased to present the City Council with a balanced budget for Fiscal Year 2021-2022. The proposed budget presents a General Fund with revenues of \$15.50 million and expenditures of \$15.48 million. We are proud of the tremendous efforts our City has and continues to put forth toward mitigating the impacts of the COVID-19 pandemic. Although the City remains fiscally solvent, the rebuilding of City services will take at least another two years. The budget reflects some regrowth but retains several of the key reductions from the 2020/2021 budget such as

- Freezing 6 staff positions including 2 Police Officers + 1 over hire Police Officer; 2 Maintenance Workers/Crew leaders (1 in Streets and 1 in Parks); 1 Community Development Specialist; 1 Recreation Coordinator and reduced the Police Assistant to 0.75 FTE.

## **KEY BUDGET PRINCIPLES**

The 2021/2022 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 time required to rebuild from the fiscal effects of COVID-19. 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

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 continues to see significant service reductions to maintain a balanced budget.

## **SUMMARY OF REVENUES**

**Sales Tax and Transactions and Use Tax (TUT):** Sales Tax and TUT continue to be the largest two sources of General Fund revenues and comprises approximately 31% of the Fund total. A summary of Sales and TUT Tax estimates is provided below in Table 1: Sales Tax, Transactions Use Tax and Transient Occupancy Tax.

Sales tax revenues were higher than projected in last year’s conservative budget in great part from increases in business-to-business and online sales. However, we believe this to be a one-time experience due to statewide shelter-in-place orders. Further Amazon sales that made up a significant portion of the sales tax deficit this year will be reduced moving forward due to a business structure change.

**Amazon Sales:** Amazon began paying taxes in 2012 under AB155– capturing taxes only on their inventory. The State at the time ruled Amazon an out of state company, given their business structure whereby they did not own their inventory and fulfillment facilities were operated by Golden State Fulfillment LLC – an Amazon “related” company. In 2018, a legal decision often called the Wayfair decision and AB147 were intended to close this loop hole and did starting 4<sup>th</sup> Quarter 2018. Since then all of these taxes collected through Amazon (and other online sales) have been placed in the Humboldt Countywide pool and distributed to cities based on the percent of overall regional sales tax each city produces. In 2019, Amazon changed its businesses structure and the State has now determined that the majority of sales tax derived from Amazon sales will be directed to the communities where the product was shipped from. Of course, this redistribution benefits a small number of local governments estimated at 20 cities/counties in CA where fulfillment centers are located. This budget builds into its assumptions a forecasted loss of approximately \$72,000 from this shift.

**TABLE 1**

	<b>19/20 Fiscal Year</b>	<b>20/21 Estimate</b>	<b>21/22 Estimate</b>
<b>Sales Tax Estimate</b>	\$2,671,000	\$2,219,800	\$2,488,714
Percent Change		-17%	+12%
	<b>19/20 Fiscal Year</b>	<b>20/21 Estimate</b>	<b>21/22 Estimate</b>
<b>Transactions and Use Tax Estimate</b>	\$2,243,192	\$1,913,000	\$2,361,451
Percent Change		-14 %	+23%
	<b>19/20 Fiscal Year</b>	<b>20/21 Estimate</b>	<b>21/22 Estimate</b>
<b>Transient Occupancy Tax (TOT / Hotel Tax)</b>	\$1,164,323	1,100,000	\$1,300,000
Percent Change		-5%	+18%

### **Property Tax Revenue**

Property taxes are based on assessed value as determined on January 1 of the prior year. This tax is anticipated to increase slightly from \$1,391,750 to \$1,475,000, representing an \$83,250 or 6 % increase from prior year. The recent housing price increases and sales may ultimately yield additional increases in 2022/2023 fiscal year as those sales prices are recorded and new tax assessment are finalized. Staff has worked closely with the Tax Assessors office on payment timelines and reductions.

**Utility Users Taxes (UUT)** revenue is expected to generate approximately \$1,040,000, or nearly 6.7% of total General Fund revenue, representing a 0.5% increase.

**Business License Tax** revenue is expected to increase by approximately 2% from \$125,215 to \$127,500. Our City receives income in May and June related to renewals as of July 1, 2021. This is revenue received in 2020/2021 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 \$290,763 for 2021/2022. Amount is subject to Board of Supervisors approval in June.

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.

## **CITY SPECIAL REVENUE FUNDS**

### **Forest Fund**

The forest revenues expect a slight increase in timber sales based on higher timber values. Total timber sales are estimated at \$420,000.

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

Street fund revenues associated with Gas Tax and SB1 fees are expected to increase by approximately 2.5% from \$806,187 to \$827,322. The City will update projections accordingly once the Governor's Office finalizes allocation changes for Gas Tax and SB-1. This year's budget reflects 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, IIG and HEAP grant fund programs.

## **CITY ENTERPRISE FUNDS**

### **Water Fund**

Service charges and fees for the City's water funds will increase approximately 1.5% based on water rate increases approved on July 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 10% based on wastewater rate increases approved on July 15, 2020. 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.

## **OTHER FUNDS**

### **Central Garage Fund**

In fiscal year 2021/2022 the Central Garage Fund will be partially funded, covering all operating costs, but reducing replacement costs as they relate to the General Fund. Additionally, several vehicle purchases have been delayed.

### **Redevelopment Funds**

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



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## 2021/22 Programs

Even with a significantly reduced budget for the second year there are still several projects and programs that will be delivered to Arcata Community. A few highlights of the proposed budget for FY2021/22 includes:

1. Work to forward the Council's Priority Projects (included herein)
2. Adopt and implement Citywide Rental Inspection Program
3. Install an EV charging station at the Arcata Community Center
4. Implement the CalRecycle illegal dumping grant at Carlson Park
5. Resurface Larson Park tennis courts
6. Continue to work with the MIST clinicians to offer social services to those who are in need and identify sustainable funding for the program
7. Re-initiation of Tenant Based Rental Assistance program
8. Purchase two electric busses
9. Complete de-escalation training for Arcata Police Department and the region.
10. Implement the Racial Identification Profiling Act (RIPA) stop data reporting process.
11. Engage with a consultant/program designed for governmental entities to design, coordinate and organize racial equity plans and activities to advance diversity, equity and inclusion across the organization within operations, policies and programs
12. Prepare for Council consideration the Arcata All Electric Initiative Ordinance to phase out natural gas in new construction
13. Fund year one of radio communication system using asset forfeiture funds
14. Finalize the regional Climate Action Plan
15. Complete the Arcata Ridge Trail and Fickle Hill Road crossing
16. Continued progress to rehabilitate the wastewater treatment plant. This year includes; purchase of the UV disinfection system, complete electrical and wiring, permitting, bidding and initiate construction for Phase I
17. Complete grant improvements to Shay Park including installation of outdoor exercise equipment
18. Reopen and rebuild recreation programs to fit new and changing COVID guidelines
19. Refurbish Heindon water well as a continued groundwater source for the City
20. Complete Phase 1 preliminary design and environmental for the Plunkett Road waterline retrofit
21. Replace and add pump/motor redundancy to the First Street wastewater lift station
22. Improve South I Street for walking and biking (HAF grant funded)
23. Complete Environmental review for the Old Arcata Road and Annie and Mary trail projects
24. Complete the training of all City of Arcata employees on emergency preparedness utilizing CERT
25. Manage USFWS grants for Aldergrove Marsh Restoration and North Jacoby Planting
26. Complete annual paving and sidewalk project (Measure G, Gas Tax and SB-1 funds).
27. Complete the grind out & inlay and local street paving work
28. Implement public improvements related to Sorrel Place
29. Complete Arcata Garden's Multi-Family Rehabilitation
30. Complete Arcata House Partnership sewer extension on Boyd Road
31. Secure funding to support free bus service in the summer and for new housing projects
32. Secure a new bike share program in partnership with HSU
33. Maintain City website and work with community partners on the VisitArcata website. Develop marketing videos for City projects, business/economic highlights, promotion of Arcata

The COVID-19 pandemic has presented challenges for every community and while we focus on addressing these challenges, it is also important to reflect upon the successes along the way. Here is a highlight of two of them:

1. The Coronavirus Aid included a round 2/3 of Community Development Block Grant (also known as CDBG). These funds will come on line this next fiscal year to fund:
  - Staffing to do intake at the one-stop to help homeless individuals locate services including housing.
  - Outreach and encampment clean-up to meet people where they are and provide services and outreach in the community while also maintaining a safe and healthy environment.
  - Modifications to the annex reception area to provide better COVID safety for both staff and clients.
  - Installation of new commercial appliances to support the lunch box meal program which has had an increase in usage since shelter in place restrictions began.
  - Purchase of two needle disposal kiosks and fund regular disposal servicing for them.
2. Effective March 11, 2021, Congress signed the American Rescue Plan Act of 2021, which is estimated to result in additional relief funding of approximately \$ 4,409,087 for the City over the next two fiscal years. The Coronavirus State and Local Fiscal Recovery Funds provide an infusion of resources to meet pandemic response needs and rebuild a stronger, and more equitable economy as the city recovers. Cities may use these funds to:
  - **Support public health expenditures**, by, for example, funding COVID-19 mitigation efforts, medical expenses, behavioral healthcare, and certain public health and safety staff
  - **Address negative economic impacts caused by the public health emergency**, including economic harms to workers, households, small businesses, impacted industries, and the public sector
  - **Replace lost public sector revenue**, using this funding to provide government services to the extent of the reduction in revenue experienced due to the pandemic
  - **Provide premium pay for essential workers**, offering additional support to those who have and will bear the greatest health risks because of their service in critical infrastructure sectors
  - **Invest in water, sewer, and broadband infrastructure**, making necessary investments to improve access to clean drinking water, support vital wastewater and stormwater infrastructure, and to expand access to broadband internet

## **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>, 2022 are included in this packet. The proposed budget projects a 27% reserve.

## **CONCLUSION**

This 2021/2022 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 this challenging economic period. The recommendations included in this document take steps to ensure that critical functions are preserved and minimizes workforce impacts by leveraging available revenues and vacancies.

In closing, we want to express appreciation for our extremely dedicated and talented staff who have worked tirelessly this year to provide services to the community at a personal risk exposure to themselves. During a time when many employees were afforded a work from home option the majority of our staff reported to their worksites and worked throughout the community every day through the pandemic to ensure a continuity of critical services. The accomplishments of this past year and our ability to bring a balanced budget forward for this next year are a direct reflection of their commitment to our residents, businesses, visitors, and each other.

## **BUDGET PROCESS AND POLICIES**

With the adoption of the annual budget, the City Council recognizes the appropriations for the many operating activities and capital budgets are based upon estimates of municipal needs for the fiscal year. In order to establish reasonable flexibility in the administration of the budget, the following policies have been adopted. These policies are intended to provide the authority necessary for the City Manager to administer the budget during the course of the fiscal year in light of varying conditions which may occur.

### **Budget process**

The budget process begins with meetings of key budget team members to informally discuss underlying fiscal policies, goals and objectives of the Council, personal service proposals, material changes in anticipated revenue/income and expenditures/expenses. The process continues with the distribution of a budget request package to all department heads. This package includes a brief message from the Finance Director along with general instructions for completing the budget template documents which when completed include proposed expenditures, capital outlays, departmental descriptions, activity accomplishments and future objectives, and other budget data.

Departmental requests are consolidated and the budget team composed of the City Manager and Finance Director discuss each departmental request with the applicable department head.

Adjustments are made as appropriate and required to meet the City Council's goals and objectives.

The next step in the budget process involves preparation of the budget document. The Finance Department prepares the final proposed revenue and expenditure pages for each department covering all funds and other supplemental material. The manager prepares the budget message and narrative. The proposed budget is submitted to the Council by the first meeting in May.

Council study session(s) is (are) held before the required public meetings. The budget is scheduled for adoption in June.

The City of Arcata uses the modified accrual basis for budgeting in governmental funds. Proprietary funds are budgeted using accrual concepts. All operating and capital expenses and income are identified in the budgeting process because of the need for appropriation authority. Most annual appropriations lapse at year-end, however the City carries forward select appropriations from one fiscal year to the next. Appropriations carried forward into the following fiscal year are submitted to Council as part of the mid-year budget review.

### **Budget Policies**

The City Council of the City of Arcata recognizes a need to create budget and fiscal policies that assures delivery of products and services as efficiently and effectively as possible.

#### **Operating Budget – General**

The operating budget will be based on the principle that current operating expenditures shall be funded with current revenues. Unappropriated fund balances/working capital in enterprise funds may be used by the City Council to meet one-time special project/program expenses. The

operating expenses of the City will be supported by recurring revenues and will not be funded through long-term debt. The enterprise expenses will be funded through current revenues excluding interest income. Expenditures shall include funding adequate maintenance and replacement of capital and operating assets.

A mid-year budget review and adjustment process is completed each January and submitted to Council for review and approval in February. Projections of revenues and expenditures through the end of the fiscal year will be prepared and reviewed by the Finance Director with a report to the City Council. Budgetary adjustments are only considered within the framework of the adopted budget and work plan. New work programs and new appropriations are not considered in the mid-year budget review.

### General Revenue Management

The following summarizes the City's general revenue management policies:

1. The City will strive to maintain a diversified and stable revenue system to shelter the government from short-term fluctuations in any revenue source and to ensure its ability to provide ongoing services.
2. The City will make all current expenditures with current revenues, avoiding procedures that balance current budgets by postponing needed expenditures, accruing future revenues, or rolling over short-term debt.
3. In order to achieve important public policy goals, the City has established various special revenue, capital project, debt service and enterprise funds to account for revenues whose use should be restricted to certain activities. Accordingly, each fund exists as a separate financing entity from other funds, with its own revenue sources, expenditures and fund equity.
4. Any transfers between funds for operating purposes are clearly set forth in the Financial Plan, and can only be made by the Finance Director in accordance with the adopted budget.
5. Fees will be reviewed and updated on an ongoing basis to ensure that they keep pace with the changes in the cost of living as well as changes in methods or level of service delivery.
6. User fees will be developed and annually reviewed to insure they adequately recover the cost of services. In Enterprise Funds, user fees will provide full coverage of direct and indirect costs including depreciation and interest expense; subject to the limits imposed by Proposition 218 and the Government Code.

### Appropriations

The term "appropriations" means the amount approved for expenditure by the City Council with the adoption of the annual budget, along with subsequent budget modifications and adjustments. Appropriations will be based on the best estimates of Department Heads and the City Manager. Differing operating requirements, price changes, emergency situations and similar factors may require variation from the approved appropriations. Therefore, the City Manager has authority to adjust the appropriations so long as the changes do not exceed the total approved appropriations of an activity, except in case of emergency. The City Manager has the authority to meet emergency requirements and subsequently report to the City Council and secure Council approval for an appropriate budget modification.

### Appropriations Limitation

The Council will annually adopt a resolution establishing the City's appropriation limit calculated in accordance with Article XIII B of the Constitution of the State of California, Section 7900 of the State of California Government Code, and any other voter approved amendments or state legislation that effect the City appropriation limit. The Council will generally consider the resolution to adopt an appropriations limit in connection with final approval of the budget.

## **FISCAL POLICIES**

### **Financial Reserve Policy**

To maintain the fund balance and retained earnings of the various operating funds at levels sufficient to protect the City's creditworthiness as well as its financial positions from unforeseeable emergencies, the City will strive to maintain the following minimum fund and working capital balances:

#### **Minimum Fund and Working Capital Balances**

1. The City will maintain fund balances or working capital balances of at least twenty percent (25%) of operating expenditures in the General Fund and all Enterprise Funds and Internal Service Funds. This is considered the minimum level necessary to maintain the City's credit worthiness and to adequately provide for -
  - a. Economic uncertainties and other financial hardships or downturns in the local or national economy.
  - b. Local disasters or catastrophic events
  - c. Contingencies for unseen operating or capital needs.
  - d. Cash flow requirements.
2. In order to assure that the City Council has some discretion in their financial decision making options, these reserve may be reduced with a majority City Council vote in order to fund unforeseeable financial conditions such as one-time expenditures, or as transition funding in a recessionary economy, or other budget shortfall stop gap measure of a temporary nature.

### **Service Level Policy**

Service levels will be provided with the constraints of available resources. Services will be provided only at the most efficient and effective level to meet the needs of local citizens and businesses as determined by the City Council. City financial planning will provide for adequate maintenance and replacement of capital items.

### **Investment Policy**

The City of Arcata invests its temporary pooled idle cash in accordance with California Government Code Section 53601 and has an investment policy which is adopted annually. Investment and cash management will be the responsibility of the Finance Director. The City's primary investment objective is to achieve a reasonable rate of return while minimizing the potential for capital losses arising from market changes or issuer default. Accordingly, the

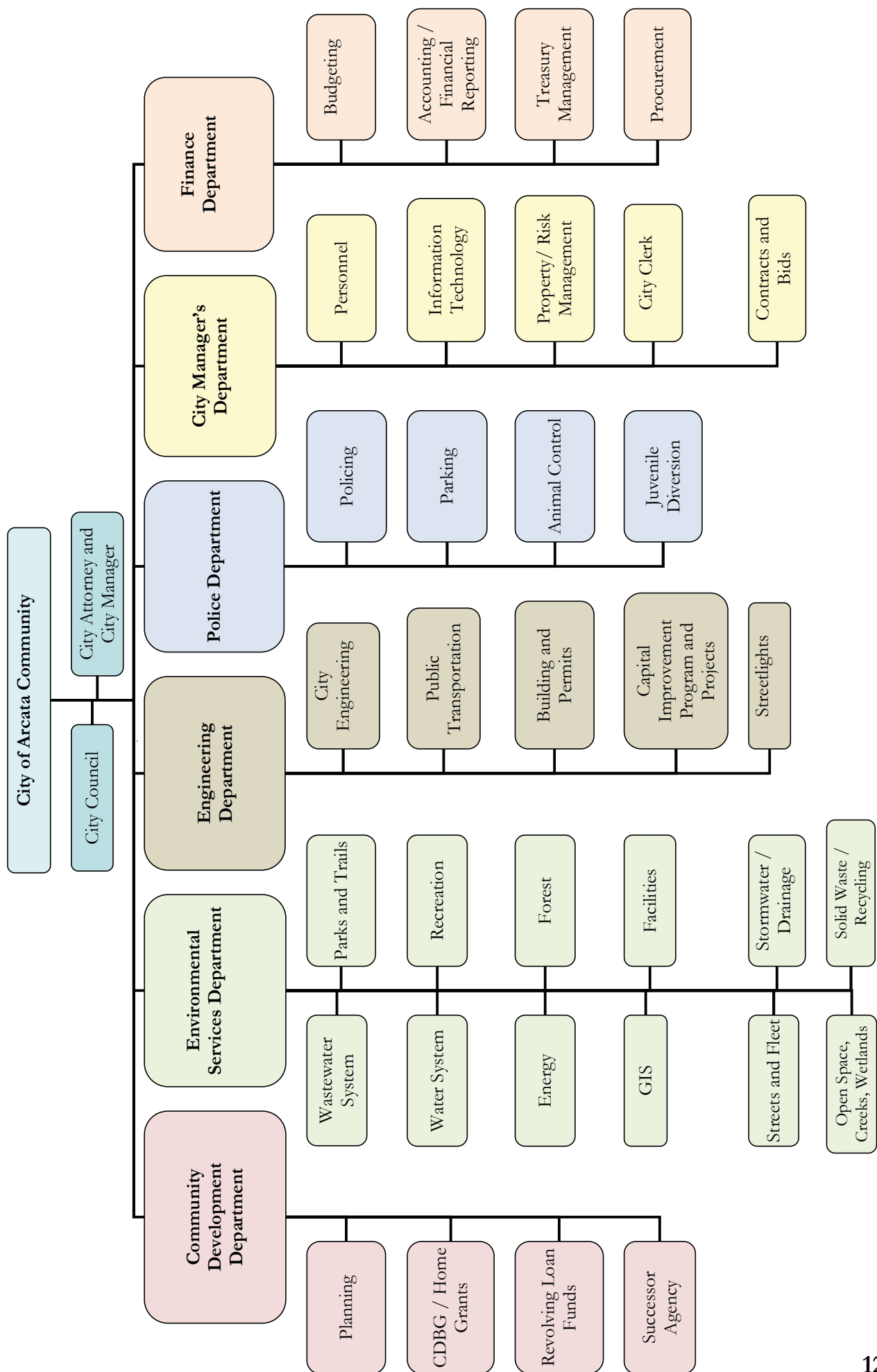
following factors will be considered in priority order in determining individual investment placements:

1. *Safety* – The safety and risk associated with an investment refers to the potential loss of principal, interest, or a combination of these amounts. The City only purchases investments that are considered safe.
2. *Liquidity* – This refers to the ability to “cash in” at any moment in time with a minimal chance of losing some portion of principal or interest. Liquidity is an important investment quality which ensures cash will be available when an unexpected need arises.
3. *Yield* – This refers to the potential dollar earnings an investment can provide and is described as the rate of return.

The City will strive to keep all idle cash balances fully invested through daily projections of cash flow requirements. In order to maximize yields from its overall portfolio, the City will consolidate cash balances from all funds for investment purposes, and will allocate investment earnings to each fund in accordance with generally accepted accounting principles.

### **Debt Policy**

The City will consider the use of debt financing only for one-time capital improvement projects only when the project’s useful life will exceed the term of the financing and when project revenues or specific resources will be sufficient to service the debt. Debt financing will not be considered appropriate for any recurring purpose. An internal feasibility study will be prepared for each long-term financing which analyzes the impact on current and future budgets for debt service and operations. This analysis will also address the reliability of revenues to support debt service.





# COUNCIL GOALS



# City of Arcata

## CITY COUNCIL GOALS

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### Facilities and Infrastructure

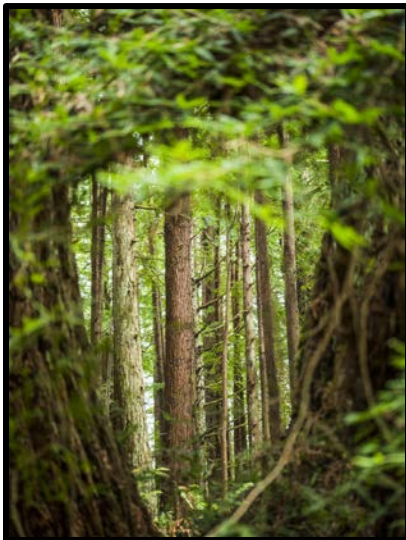
#### ***Enhance Appearance, Public Safety and Livability of the City***

- 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.

## Arcata City Council Priority Projects for 2021/2022 Fiscal Year

### 1. Develop a 2-3 year Homelessness Reduction Strategy framework identifying initial priority benchmarks to provide for or continue to shelter those who are or may become homeless.

- a. Identify an ongoing funding stream (i.e. sales tax, property tax), and prepare a ballot initiative for voters to consider in 2022.
- b. Identify locations and operational funding for a day center.
- c. Support/Collaborate on strategies to create safe spaces for those without shelter, including a safe parking program.
- d. Obtain site control of a property to provide transitional and/or long-term shelter housing in partnership with Humboldt County and Arcata House Partnership.
- e. Continue support for Arcata House Partnership.
- f. Long term: Develop a cooperative housing model, that includes onsite services and peer to peer mentoring support, creating holistic support for individuals.

### 2. Valley West Improvements

- a. Develop beautification priorities for Valley West collaborating with the Chamber, Mainstreet and Arcata House Partnership such as trash pick-up/cans, murals, planters, flower baskets and better lighting.
- b. Continue the planning for a Valley West community center to offer recreational and learning opportunities, resource services and a general gathering space. Support the HSU student project to complete initial visioning.
- c. Prioritize Improvements to Carlson Park; picnic tables, bathrooms, cleanup efforts, play space and river access.
- d. Focus public safety on neighborhood meeting priorities of trespassing/loitering, narcotic activity, vacant properties and encampments and coordinate enforcement of nuisance properties.

### 3. Mental Health and Social Services

- a. Hire more social workers/mental health professionals to expand access to services (MIST and similar response programs). Seek out long term funding strategies and 24-hour emergency crisis response team for adults and youth.
- b. Establish a working group of mental health / social services professionals – to serve as a collaborative space to grow these services in Arcata and assess City/local assets and resources that could be used to support an increase in programs/services.

<b>4. Infrastructure</b>
<ul style="list-style-type: none"> <li>a. Develop a working group to support the build out of HSU Campus to City Walking Corridors include: <ul style="list-style-type: none"> <li>- Lighting, banners, street/sidewalk and other art</li> <li>- LK Wood Blvd, G, H and D Streets</li> <li>- The connecting footbridge</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>b. Support Plaza Improvement Task Force recommendations: Remove plaza center to ground level; set aside specific funds (to be determined through the budget process) to allocate to the priority list.</li> </ul>
<ul style="list-style-type: none"> <li>c. Add paving overlay on G Street between 12th to 18th Streets.</li> </ul>
<ul style="list-style-type: none"> <li>d. H Street: Beautify and replant the planter(s)</li> </ul>
<b>5. Economic Recovery Strategies</b>
<ul style="list-style-type: none"> <li>a. Beautification and maintenance: HSU footbridge, Plaza and Valley West.</li> </ul>
<ul style="list-style-type: none"> <li>b. Work with the County to pre-approve outdoor events and assist businesses with reopening guidelines.</li> </ul>
<ul style="list-style-type: none"> <li>c. Maintain the Economic Recovery Collaborative with Main Street, the Chamber of Commerce and Humboldt State Univeristy.</li> </ul>
<ul style="list-style-type: none"> <li>d. Promote business and tourism: Advertise Arcata as a safe place to shop; support visitarcata.com and regional marketing around student alumni successes locally.</li> </ul>
<b>6. Prioritize the Strategic Infill Redevelopment Plan</b>
<ul style="list-style-type: none"> <li>a. Housing – Find ways to build more of all types of housing for students, indivudals, small and large families.</li> </ul>
<ul style="list-style-type: none"> <li>b. Complete the K Street Corridor /Arcata Gateway Specific Plan and General Plan updates based on specific Long range and Infill planning.</li> </ul>
<b>7. Implement the Arcata Arts Strategic Plan by working with existing arts efforts established in the community.</b>
<b>8. Zero Waste</b>
<ul style="list-style-type: none"> <li>a. Determine how to implement SB 1383 - Short-lived Climate Pollutants (SLCP): Organic Waste Reductions.</li> </ul>
<b>9. Parks Improvements</b>
<ul style="list-style-type: none"> <li>a. Complete Improvements to Shay Park.</li> </ul>
<ul style="list-style-type: none"> <li>b. Finalize a development plan for Carlson Park with neighborhood input.</li> </ul>
<ul style="list-style-type: none"> <li>c. Complete conceptual plan, preliminary design and seek funding for implementation of Redwood Park improvements and finalize the bike pump track plans.</li> </ul>
<ul style="list-style-type: none"> <li>d. Finalize Environmental and Design plans to construct the Annie Mary Trail (A&amp;M).</li> </ul>

**10. Transit and Alternative Transportation Systems**

- a. Ensure that alternative transportation is required/incentivized in new development projects.

**11. Arcata All Electric Initiative**

- a. Develop an all electric ordinance to phase out natural gas in new construction.

**12. Continue to test the City-wide disaster plans and improve preparedness and emergency response strategies. Support Community Emergency Response Teams (CERT).****13. 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.

**14. Explore options to expand City Council office meeting space.**





CAPITAL  
IMPROVEMENT  
PROGRAM



CITY OF ARCATA  
Capital Improvement Program Summary of Projects  
Fiscal Year 2021-2022  
6/7/2021

Proj ID #	Project	Proposed for FY 2021/22	Description	Duration (year)
11-0002	EPA Brownfields Grant Project and Little Lakes	\$ 30,000.00	Sampling and additional site locations for Phase I	2
21-003	APD Radio Upgrade	\$ 161,349.00	Replace analog radio with digital radio to be compatible with regional emergency services agencies.	2
45-0001	Old Arcata Road	\$ 206,000.00	Total cost \$4M: \$2.38 M from STIP, \$841K from HIP, Remainder Measure G	3
45-0002	Annual Striping	\$ 50,000.00	Annual Striping	1
45-0002	Annual Pavement Management	\$ 1,500,000.00	Annual Paving - Overlay, Grind - Inlay: South G and Save for OAR	1
45-0010	Sunset - LK Wood Safety	\$ 150,000.00	Project Study Report for future funding	2
45-0012	8th and 9th Improvements	\$ 50,000.00	Bicycle and Pedestrian Enhancements and Street Beautification	1
45-0013	30th Street Improvements	\$ 1,400,000.00	Reconstruction of 30th street east of Alliance Road and 140 ft. pedestrian bridge	2
48-0001	Annual Sidewalk and Accessible Ramps	\$ 90,000.00	Annual - Ongoing	1
48-0007	Rails with Trails: Annie & Mary Trail	\$ 72,000.00	Environmental and final Design;	4
48-0021	Isackson Sustainable Transportation Infrastructure - Design/Permit	\$ 509,175.00	City of Arcata Isaacson's Affordable Housing STI Project. Project includes: sidewalk improvements, crossing signal, signage improvements, pedestrian signal, transit signal, street furniture, bike share at the affordable housing site, stormwater improvements, landscaping, and bulbouts, bus stop improvements and new bus stops, public outreach and education.	3
63-0004	Waterline Improvements: Citywide steel line replacement	\$ 2,500,000.00	Removal and replacement of steel, asbestos cement, cast iron, ductile iron, galvanized steel, and PVC waterline sections within the City of Arcata Water Service Area (WSA).	3
63-0006	Plunkett Waterline Improvements	\$ -	Design and permitting: Potential 75% of the project cost funded by CalOES Grant Fund and remainder using City funds. Save \$ for 25% match funding	4
64-0001	Water Storage Zone 1	\$ 1,500,000.00	Construction will last for 2 years, however will need to create a PO in 21-22	3
64-0009	Water Meters and Registers	\$ 25,000.00	Annual - Ongoing	1
64-0016	Heindon Well	\$ 40,000.00	Well maintenance	1
64-0018	SCADA- Water	\$ 30,000.00	Annual - Ongoing	1
65-0004	1st Street Pumps and Motors	\$ 325,000.00	Pump upgrades	2
65-0012	Manhole Rehab/Sewer Collection System	\$ 150,000.00	Annual Manhole and sewerline replacement Project	2
65-0013	Wastewater/water to Eureka RedyMix at Boyd Road	\$ 200,000.00	New sewer line and lift station at Boyd Road	2
67-0001	WWTP Reconfiguration: UV Procurement and Design	\$ 2,338,400.00	New UV. Portion of WWTP upgrade project	
67-0004	WWTP Reconfiguration: Construction	\$ 6,800,000.00	This is for the construction of phase 1 of the WWTP project. Construction will last for 2 plus years.	3
67-00036	WWTP Reconfiguration: Phase 2 design	\$ 2,500,000.00	Design of second phase of WWTP project	2
67-0038	I Street Dock & Vault Toilet	\$ 481,391.00	Project to improve/replace I Street Boat Ramp and install vault toilet.	2
67-0039a	Relocate NR/Police to Parks Maintenance Area - Plan	\$ 10,000.00	design/building installation and fencing	5
81-0004	Carlson - Mad River Park-Trail	\$ 5,000.00	Will augment once grant funds are awarded	1
81-0007	Redwood Park Improvements	\$ 660,000.00	Grant award \$660,000, \$150 for design in 21-22 and construction in 22-23	3
81-0023	Shay Park Phase 2	\$ 333,000.00	This is for the park equipments and minor construction	3
81-0025	Larson Park Tennis Court Resurfacing	\$ 40,000.00	Capital Maintenance task	1
81-0028	Plaza Improvement Task Force Recommendations	\$ 30,000.00	Planter Removal at the Plaza	3
81-0029	Irrigation Well for Sports Complex	\$ 75,000.00	\$75k to install a well. Need to ascertain additional cost to plum into existing irrigation system and determine annual costs of well vs city potable water supply	1
85-0008	City Hall HVAC	\$ 127,700.00	Phase 2 of the City Hall HVAC system upgrade	2
85-0013	PSPS Generators	\$ 281,500.00	To Install an Emergency Backup Generator at City Facilities	1
87-0002	Arcata Ridge Trail Development	\$ 150,000.00	This is for pedestrian crossing and trail improvements	1
91-004	Two New Electrical Bus for Transit	\$1,782,058	Additional fund this year is for New Bus through ASHG (Issackson)	3



# FUND OVERVIEW



**CITY OF ARCATA**  
**Fund/Department/Activity**

<u>FUND</u>		<u>DEPARTMENT / ACTIVITY</u>	
<u>Number</u>	<u>Name</u>	<u>Number</u>	<u>Activity</u>
101	<b>General</b>	01	City Council
		03	City Manager
		05	City Clerk
		07	Finance
		09	City Attorney
		11	Planning
		15	Personnel
		17	General Insurance
		21	Public Safety
		23	Parking Control
		25	Animal Control
		31	Building Regulation
		41	Engineering
		45	Streets
		61	Corporation Yard
		70	Energy Management
		77	Communications
		79	Geographic Information System
		81	Parks
		85	Government Buildings
		89	Recreation
<b>Special Revenue Funds:</b>			
202	Open Space, Parks, Trails	81	Parks
		87	Forest Management
203	Bicycle Registration	45	Streets
204	P.O.S.T.	21	Police
205	Forest	87	Forest Management
207	Gas Tax – Sections 2103, 2106, 2107, 2107.5	45	Streets
		48	Alternative Transportation
209	Traffic	55	Traffic Control
210	STIP Funds	45	Streets
		48	Alternative Transportation
211	HCD Block Grants	13	Grant Funded Programs
212	Industrial Park – Aldergrove	11	Planning and Other
213	Community Development Grants	13	Grant Funded Programs
214	Construction Tax		
215	Parkland-In-Lieu		
216	Parking-In-Lieu		
218	Proposition 172	21	Public Safety
219	ISTEA	45	Streets
220	FEMA/OES		Various
221	Citizen's Option for Public Safety	21	Public Safety

**CITY OF ARCATA**  
**Fund/Department/Activity**

<u>FUND</u>		<u>DEPARTMENT / ACTIVITY</u>	
231	Infill Infrastructure Grant Program (IIG)	Various	Various
232	Yurok Housing Authority MOU	45 91	Streets Arcata & Mad River Transit
233	Affordable Housing and Sustainable Communities Program (AHSC)		Various
234	HOME Program Grants	13	Grant Funded Programs
244	Housing Improvement Projects	35	Housing & Public Improvement Projects
245	Public Improvement Projects	35	Housing & Public Improvement Projects
250	Basic RLF	14	Revolving Loan Funds
255	CDBG Program Income RLF	14	Revolving Loan Funds
259	HOME Program Income RLF	14	Revolving Loan Funds
296	Utility Users Tax		
297	PERS Phase-In		
298	HealthSPORT Note		
299	Undergrounding Reserves		
<b>Capital Improvement Funds:</b>			
350	Capital Improvement Fund	Various	Various
<b>Special Assessment District Funds:</b>			
442	Mad River Parkway	Various	Special Assessment
445	Curtis Heights	Various	Special Assessment
447	Janes Creek	Various	Special Assessment
490	Windsong	Various	Special Assessment
<b>Trust Funds:</b>			
520	AFLAC Trust	Various	Various
550	Seismic Fees	31	Building Regulation
551	Drug Task Force	21	Public Safety
552	Community Trust	Various	Various
553	D.A.R.E.	21	Public Safety
555	Replacement Reserve ASC	11	Planning
557	K-9 Dog Program	21	Public Safety
558	Habitat Loans	Various	Various
559	OPEB Trust	Various	Various
570	APD Evidence Funds	21	Police
590	General Plan/Housing Update	11	Planning



**CITY OF ARCATA**  
**Fund/Department/Activity**

**FUND**

**DEPARTMENT / ACTIVITY**

**Enterprise Funds:**

661	Water	63	Water System Maintenance
		64	Water Treatment & Distribution
662	Wastewater	65	Wastewater Collection
		67	Wastewater Treatment
663	A&MRTS	91	Arcata & Mad River Transit
		92	Dial-A-Ride
		93	Greyhound
664	Waste	73	Solid Waste
666	Stormwater Drainage	51	Stormwater Management
		52	Confined Drainage Ways

**Internal Service Fund:**

771	Central Garage	57	Central Garage
775	IT Services	71	IT Services & Maintenance

**Successor Agency:**

880	Administrative	12	Successor Agency
881	Debt Service	12	Successor Agency

## **CITY OF ARCATA**

### **Fund Descriptions**

The basic budgeting and accounting entity for the City is a fund. A fund is "an independent fiscal and accounting entity used to record all financial transactions related to the specific purpose for which the fund was created." Funds are established for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.

#### **General Fund:**

101 The General Fund is used to account for the general operations of the City such as Police, City Administration, etc. It is used to account for all financial resources, including property tax, sales tax, business license tax, transient occupancy tax, license and permits, fines and forfeits, except those required to be accounted for in another fund.

#### **Special Revenue Funds:**

These funds are used to account for proceeds of specific revenue sources that are legally restricted to expenditures for specific purposes.

- 202 Open Space, Parks, Trails: Annual special parcel taxes are accumulated in this fund for acquisition, improvements and maintenance of City parks, trails, forest, and open spaces.
- 203 Bicycle Registration Fund: Bicycle license fees are accumulated in this fund for the implementation and improvement of bicycle safety programs and bicycle routes.
- 204 POST Fund: Peace Officers Standards and Training (POST) funds are accumulated by the State from criminal fines. The City is paid by POST for Police Officers who attend POST-certified courses.
- 205 Forest Fund: The Forest Fund was established to manage the City of Arcata's two forests. When timber is harvested, the revenues are accumulated for future forest needs.
- 207 Gas Tax Funds: These funds are used to account for monies received and expended from the State Gas Tax allocations. These monies are specified for work on street projects within the City.
- 209 Traffic Fund: The City's portion of vehicle license fines are deposited into this fund and are used for traffic control expenditures.
- 210 STIP Grant Fund: Grant funds from State Transportation Improvement Program are accounted for in this fund.
- 211 Housing and Community Development Block Grant Fund: Grants from the Community Development Block Grant Fund that the City applies for and receives are budgeted and accounted for in this fund.
- 212 Industrial Park Fund – Aldergrove: All activities including maintenance and capital expenditures related to the City's Foodworks building, and the sale of land in the City's Aldergrove Industrial Park are accounted for in this fund.

- 213 Community Development Grants: Non CDBG or HOME Community Development Grants that the City applies for and receives are budgeted and accounted for in this fund.
- 214 Construction Tax Fund: This fund is used to accumulate a fee charged with the building permit for construction of multi-family structures. The funds are used for acquisition, improvement, and maintenance of public parks.
- 215 Parkland-In-Lieu Fund: The Parkland-In-Lieu fund accounts for funds paid by the developer of a subdivision in-lieu of dedicating parkland. The fees collected are used to acquire, develop, and/or rehabilitate parks.
- 216 Parking-In-Lieu Fund: At one time, developers in the Central Business District and Landmark and Historic District were required to pay a fee in-lieu of providing off-street parking. These fees were accumulated in this fund for the acquisition and development of off-street parking and/or alternative transportation.
- 218 Proposition 172 Fund: Public safety funds from sales taxes are deposited into this fund.
- 219 ISTEA Fund: Streets and transit allocations of Federal Intermodal Surface Transportation Efficiency Act funds.
- 220 State OES Funding: Fund required for the deposit of OES and FEMA disaster assistance reimbursements.
- 221 COPS SLESF Funds: This fund is used to account for the expenditure of Citizens Option for Public Safety Supplemental Law Enforcement Services funding which is received from the County of Humboldt.
- 231 Infill Infrastructure Grant Program (IIG): Grants from the Federal IIG Program that the City applies for and receives are budgeted and accounted for in this fund.
- 232 Yurok Housing Authority MOU: Reimbursement funds from our memorandum of understanding with the YHA for construction of the 30<sup>th</sup> Street Commons Project are budgeted and accounted for in this fund.
- 233 Affordable Housing and Sustainable Communities Program (AHSC): Grants from the Federal AHSC Program that the City applies for and receives are budgeted and accounted for in this fund.
- 234 HOME Program Grant Fund: Grants from the Federal HOME Program that the City applies for and receives are budgeted and accounted for in this fund.
- 244 Housing Improvement Fund: These funds were transferred to the City from the Arcata Community Development Agency and are comprised primarily of tax increment revenue. Funds are restricted for expenditure on low-income housing projects.
- 245 Public Improvement Fund: These funds were transferred to the City from the Arcata Community Development Agency and are comprised primarily of bond proceeds and tax increment. All expenditures must be in compliance with the bond indenture and redevelopment law.

- 250-259 Revolving Loan Funds: These funds are used to account for the activity in the City's various revolving loan programs, i.e., Basic, CDBG and HOME.
- 296 Utility Users Tax Fund: This fund was previously used to hold Utility Users Taxes collected in prior years which may have to be refunded pending the outcome of court decisions.
- 297 PERS Phase-In Funds: Special funds set aside for future PERS payments.
- 298 HealthSPORT Note: This fund is used to accumulate payments on note.
- 299 Undergrounding Reserve Fund: These funds have been accumulated and are being held for the purpose of future undergrounding projects.

### **Capital Project Funds:**

- 350 Capital Improvement Fund: These funds have been accumulated and are being held for the purpose of future capital improvements.

### **Special Assessment Funds:**

These funds are used for the financing of public improvements and services deemed to benefit the special properties against which special assessments are levied. Assessment bonds used to finance improvements in special assessment districts are secured by liens against the assessed properties. Activities financed through assessment include utilities and other general infrastructure improvements. The City only has three active Special Assessment funds. These are:

- 442 Mad River Business Park Assessment District
- 447 Janes Creek Meadows Assessment District
- 490 Windsong Landscape Assessment District

### **Trust Funds:**

- 520 AFLAC Trust Fund: Funds set aside for payment of various employee benefits
- 550 Seismic Fees: Fund used for accumulating seismic fees prior to payment to the state.
- 551 Drug Task Force Fund: The City of Arcata participates in the Humboldt County Drug Task Force. Money generated from drug-related property forfeitures is divided among participating agencies. The funds can be used to enhance drug-related law enforcement.
- 552 Arcata Community Trust Fund: Funds are held by the City in this fund for non-City programs.
- 553 D.A.R.E.: Funds accumulated from donations to Drug Abuse Resistance and Education Program.
- 555 Replacement Reserve Arcata Service Center: Pursuant to a lease agreement, these funds are set aside for repair and replacement of fixed assets.

- 557 K-9 Program: Funds accumulated from donations to K-9 program.
- 559 OPEB Trust Fund: Funds accumulated through payroll expenditure for payment of retiree insurance benefits.
- 570 APD Evidence Fund: Money confiscated as evidence is required to be kept segregated from other funds.
- 590 General Plan/Housing Update: Funds accumulated through permit processing to go towards update of General Plan or Housing Update.

### **Enterprise Funds:**

The Enterprise Funds account for the financing of services to the general public where all or a substantial portion of the costs involved are paid in the form of user charges or fees for such services. These funds are:

- 661 Water Fund: This fund is used to account for all income and expenses related to the operation and maintenance of the City's water system, including water system maintenance, and water treatment and distribution.
- 662 Wastewater Fund: This fund is used to account for all income and expenses related to the operation and maintenance of the City's wastewater system, including wastewater collection, and wastewater treatment.
- 663 Transit Fund: This fund is used to account for all income and expenses related to the operation and maintenance of the City's transit system.
- 664 Solid Waste Fund: This fund is used to account for all income and expenses related to the City's solid waste programs.
- 666 Stormwater Drainage Fund: This fund is used to account for all income and expenses related to the City's stormwater drainage system, including confined drainage and stormwater management.

### **Internal Service Funds:**

The Internal Service Fund is used to account for services and commodities furnished to user departments within the City.

- 771 Central Garage Fund: The Central Garage Fund accounts for all activities of the City's central garage operations, the costs of which are distributed among designated user departments.
- 775 IT Services Fund: The IT Services Fund accounts for all activities of the City's computer networks, the costs of which are distributed among user departments using equitable formulas.

**Successor Agency Funds:**

- 880 Administration Fund: This fund is used to account for all of the administration expenditures related to the Successor Agency to the Arcata Community Development Agency.
- 881 Debt Service Fund: This fund is used to account for receipt of tax increment funds for the payment of amounts included on the Recognized Obligation Payment Schedule.

City of Arcata  
June 30, 2022  
Estimated Fund Balances

	Estimated June 30, 2022 Fund Balance						
	Estimated Available Fund Balance 6/30/2021	Revenue	Transfers In	Expenditure Appropriation	Transfers Out	Estimated Available Fund Balance 6/30/2022	Estimated Change in Net Position
	\$	\$	\$	\$	\$	\$	\$
<b>General Fund:</b>							
101 General	\$ 4,222,119	\$ 14,745,931	\$ 1,175,944	\$ (15,486,165)	\$ (417,000)	\$ 4,240,829	\$ 18,710
<b>Special Revenue Funds:</b>							
202 Open Spaces, Parks, Trails	-	173,000	-	-	(162,500)	10,500	10,500
203 Bicycle Registration	3,710	50	-	-	-	3,760	50
204 POST	(3,611)	28,000	7,000	(35,000)	-	(3,611)	-
205 Forest	982,166	427,400	150,000	(502,763)	-	1,056,803	74,637
207 State Gas Tax 2107	1,289,166	865,108	160,000	(1,780,765)	177,000	710,510	(578,657)
209 Traffic Safety	157,415	80,000	190,000	(286,890)	-	140,525	(16,890)
210 SB 45 STIP Grant Funds	147,000	450,000	5,000	(278,000)	(177,000)	147,000	-
211 HCD Block Grant	(838,605)	2,649,757	-	(569,131)	(2,338,400)	(1,096,379)	(257,774)
212 Industrial Park	192,093	245,000	-	(243,865)	-	193,228	1,135
213 Community Development Grants	-	380,000	-	(540,930)	(10,000)	420,412	30,000
214 Residential Construction Tax	390,412	50,000	-	-	(20,000)	193,745	-
215 Parkland in Lieu	193,745	20,000	-	-	(20,000)	299,283	15,000
216 Parking in Lieu	284,283	15,000	-	-	-	128,316	-
218 Proposition 172	128,316	100,000	-	-	(100,000)	348,288	-
219 ISTEA	348,288	115,000	-	(115,000)	-	-	-
220 FEMA/OES Fund	-	281,500	-	-	(281,500)	-	-
221 SLESF Grant Funds	435,892	100,000	-	-	(100,000)	435,892	-
231 IIG	-	2,328,200	-	(2,328,200)	-	-	-
232 YHA MOU	-	1,900,000	-	(1,900,000)	-	-	-
233 AHSC	(40,000)	934,175	-	(934,175)	-	(40,000)	-
234 First-time Homebuyers Pgm	51,048	-	-	-	-	51,048	-
244 Housing Improvement Projects	295,826	102,000	-	(51,204)	-	346,622	50,796
245 Public Improvement Projects	3,499,089	105,000	-	-	-	3,604,089	105,000
250 Revolving Loans - Basic	301,799	15,000	-	(100,000)	-	216,799	(85,000)
255 Revolving Loans - CDBG	620,558	422,000	-	(723,714)	-	318,844	(301,714)
259 Revolving Loans - HOME	254,704	180,000	-	(458,000)	-	(23,296)	(278,000)
296 Utility User's Tax	141,414	-	-	-	(140,000)	1,414	(140,000)
297 PERS Phase-in	284,127	-	-	-	(141,000)	143,127	(141,000)
298 HealthSport Note	42,758	-	-	-	(20,000)	22,758	(20,000)
<b>Total Special Revenue Funds:</b>		<b>\$ 9,161,592</b>	<b>\$ 11,966,190</b>	<b>\$ 512,000</b>	<b>\$ (10,847,638)</b>	<b>\$ (3,333,400)</b>	<b>\$ 7,629,674</b>
<b>Capital Improvement Fund:</b>							
350 Capital Improvements Fund	\$ 174,310	\$ 7,200	\$ -	\$ -	\$ -	\$ 181,510	\$ 7,200

City of Arcata  
June 30, 2022  
Estimated Fund Balances

Estimated June 30, 2022 Fund Balance						
	Estimated Available Fund Balance 6/30/2021	Revenue	Transfers In	Expenditure Appropriation	Transfers Out	Estimated Available Fund Balance 6/30/2022
						Estimated Change in Net Position
<b>Special Assessment District Funds:</b>						
442 Mad River Business Park	6,762	5,000	-	-	(5,000)	6,762
445 Curtis Heights	1,241	-	-	-	-	1,241
447 Jones Creek Meadows	16,014	16,000	-	-	(16,000)	16,014
490 Windsor	6,846	14,850	-	-	(14,850)	6,846
<b>Total Special Assessment District Funds:</b>	<b>\$ 30,863</b>	<b>\$ 35,850</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (35,850)</b>	<b>\$ 30,863</b>
<b>Trust Funds:</b>						
500 City Trust Accounts	-	-	-	-	(205,094)	(205,094)
	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (205,094)</b>	<b>\$ (205,094)</b>
<b>Enterprise Funds:</b>						
661 Water	6,721,842	5,762,800	-	(7,427,230)	(90,000)	4,967,411
662 Wastewater	7,933,067	7,820,341	2,338,400	(17,363,109)	(90,000)	638,699
663 A&MRTS	874,387	1,923,580	-	(2,113,744)	(10,000)	674,224
664 Solid Waste	440,334	506,300	-	(544,388)	-	402,246
666 Storm Drainage	337,696	379,569	155,000	(611,311)	-	260,954
<b>Total Enterprise Funds:</b>	<b>\$ 16,307,327</b>	<b>\$ 16,392,590</b>	<b>\$ 2,493,400</b>	<b>\$ (28,059,783)</b>	<b>\$ (190,000)</b>	<b>\$ 6,943,534</b>
<b>Internal Service Fund:</b>						
771 Central Garage	1,378,963	1,107,647	-	(1,306,009)	-	1,180,601
775 IT Services & Maintenance	31,897	394,453	-	(398,593)	-	27,757
<b>Total Internal Service Funds:</b>	<b>\$ 1,410,860</b>	<b>\$ 1,502,100</b>	<b>\$ -</b>	<b>\$ (1,704,602)</b>	<b>\$ -</b>	<b>\$ 1,208,358</b>
<b>Successor Agency:</b>						
880 Successor Agency - Admin	(201,272)	-	-	-	-	(201,272)
881 Successor Agency - Debt Service	(143,331)	304,091	-	(292,476)	-	(131,716)
885 Successor - Project Fund	-	-	-	-	-	-
<b>Total Successor Agency Funds:</b>	<b>\$ (344,603)</b>	<b>\$ 304,091</b>	<b>\$ -</b>	<b>\$ (292,476)</b>	<b>\$ -</b>	<b>\$ (332,988)</b>
<b>Grand Total All Funds:</b>	<b>\$ 30,962,468</b>	<b>\$ 44,953,952</b>	<b>\$ 4,181,344</b>	<b>\$ (56,390,663)</b>	<b>\$ (4,181,344)</b>	<b>\$ 19,696,686</b>
						<b>\$ (11,265,781)</b>



REVENUE



## **CITY OF ARCATA**

### **Revenue Descriptions**

**Secured Property Tax** Secured property taxes are taxes on real property including land improvement, mines and mineral rights, and possessory rights. The tax is 1% of the property's assessed value. The City receives approximately \$.08 for each \$1.00 of property tax collected. Other agencies such as schools, the library, the community college, etc., receive the balance of property tax revenue.

**Unsecured Property Tax** Unsecured property tax is a tax on the property contained within a business such as machinery and equipment, office furniture, tools and supplies. Airplanes and boats are also on the unsecured roll. The City receives approximately \$.15 for each \$1.00 of unsecured property tax collected.

**Supplemental Roll** The supplemental roll tax is the interim tax for new buildings and building and land transfers.

**Timber Yield Tax** Timber yield tax is a tax assessed on timber that is cut within the County of Humboldt. The tax is allocated to local agencies.

**Sales Tax** Sales tax is a tax applied to most items (except food) sold at the retail level. For every taxable dollar spent within the City of Arcata, the City receives \$.01 of the sales tax.

**Transactions & Use Tax** Transactions and Use Tax was approved by the voters in 2008 for a period of 20 years. It is applied at a rate of .75%.

**Utility Users Tax** Utility Users Tax is a 3% tax on electricity, gas, water, wastewater, cable television, and telephone. This tax was first approved by voters in 1996. More recently this was approved in 2012 and tax expires in November of 2024.

**Excessive Electricity Use Tax** This is a 45% tax on electricity for customers who use over 600% of baseline. This tax expires in November of 2024.

**Transient Occupancy Tax** The Transient Occupancy Tax (TOT) is a tax imposed by the City on occupants of hotels, motels, and RV parks. A transient pays a tax of 10% of the amount charged. Each hotel, motel, or RV park collects the tax at the same time as the rent is collected and remits the tax to the City.

**Franchise Tax** The Franchise Tax is a tax on the use of public rights of way.

**Business Licenses** Business licenses are issued for all businesses. License fees are intended solely to raise revenue and are not intended for regulation. The fees charged for the business licenses are set by resolution of the City Council. Business license taxes are collected by the Finance Director.

**Real Property Transfer Tax** The Real Property Transfer Tax is assessed by the County Recorder's Office when a property transfer occurs. The current rate is \$1.10 per \$1,000 of the assessed value of the property transferred.

**Animal Licenses** The owner of every dog within the incorporated areas of the City must pay an annual license fee.

**Parking Meters** “Parking meter zones shall be established within boundaries which coincide with designated preferential parking zones. Within the parking meter zones, streets where parking is permitted at parking meters shall be designated by a resolution by the City Council.

**Parking Fines** Parking fines are set in accordance with the appropriate California Vehicle Code section. A portion of the fine is collected by the City and the balance is remitted to the County.

**Investment Earnings** The City of Arcata operates its temporary pooled idle cash investments under the Prudent Man Rule. This affords the City a broad spectrum of investment opportunities as long as the investment is deemed prudent and allowable under the current legislation of the State of California.

**Rents and Leases – Ball Park, Buildings and Community Park** The City of Arcata owns a variety of public buildings and sports fields for which rent and fees are charged for their use. The Fee Resolution contains the actual rental costs.

**Property Tax in Lieu of Vehicle License Fee** The City of Arcata receives income from the State of California from motor vehicles licensing fees. The Revenue and Taxation Code provides that 81.25% of all motor vehicle license fees received by the State be allocated 50% to cities and 50% to counties. The payment to cities is distributed based on the proportion that the population of each city bears to the total population of all cities.

**Off-Highway Motor Vehicle License Fee** The state off-highway motor vehicle license is distributed to the City of Arcata from the State of California.

**Homeowners Tax Relief** The Homeowners’ Property Tax Relief Program is provided for in the State Constitution. It exempts the first \$7,000 of the market value of a homeowner’s principal residence from property taxes. The City is reimbursed by the State for the lost revenue due homeowners’ property tax relief.

**FEMA & OES Reimbursement** Funds received by the City from FEMA and OES for disaster related reimbursements.

**State-Mandated Cost Reimbursement** The City is reimbursed by the State for State programs which are mandated. The State reimburses the City for mandated costs if the funds are budgeted by the State.

**Abandoned Vehicle Rebate** Funds to be received through the Department of Motor Vehicle registration fees.

<b><u>Planning and Zoning Fees</u></b>	Fees collected to cover City expenses in processing land use application.
<b><u>Plan Check Fees</u></b>	Plan check fees are to reimburse for checking plans for compliance with current planning and zoning regulations. Charges for current services are fees paid to the City by a prospective builder for plan check.
<b><u>Special Police Services</u></b>	Special police service is revenue received from a variety of sources; for example, loud party fees.
<b><u>Bicycle Safety/Awareness</u></b>	Bicycle traffic violation fees are to be used to fund a bicycle safety program.
<b><u>Decal Sales</u></b>	This is income from the sale of the second and third preferential parking permits for neighborhoods surrounding Humboldt State University. This money is collected by the Finance Department.
<b><u>Alarm Fees</u></b>	This is a fee collected from people who have alarm systems that, if triggered, will automatically dial the Police Department. This is a fee for false alarms charged to the owner of the property to defray costs of the police response to the false alarm. These fees are set by resolution of the City Council.
<b><u>Recreation Programs - Other</u></b>	These fees charged to persons who utilize the various recreation programs and/or facilities offered by the Recreation Department. Examples are: gymnastics, youth basketball and preschool.
<b><u>Recreation Program Fees – Self Supporting</u></b>	Fee charged for contract leisure classes.
<b><u>Recreation Program Fees – Non-Resident Fees</u></b>	Non-resident fees are charged to those who do not live, own property or a business within the city limits of Arcata.
<b><u>Police Reimbursement Revenue</u></b>	Police reimbursement revenue is money that is paid by private citizens for damage to police property.
<b><u>Humboldt County Drug Task Force</u></b>	The Humboldt County Drug Task Force is a multi-district agency who, through their combined efforts, attempt to control both the cultivation and trafficking of narcotics in Humboldt County. Assets connected with drug trafficking are sold through the forfeiture process. The funds received are used to support the Task Force. Revenues may only be used to enhance law enforcement efforts.
<b><u>Bicycle Licenses</u></b>	Bicycle license fees are collected by the City through the sale of bicycle licenses.
<b><u>Sidewalk Repairs</u></b>	Sidewalk repairs are fees charged to the property owner by the City for repairs.

<b><u>Parks/Open Space Tax</u></b>	\$37 annual special parcel tax to fund acquisition, improvements and maintenance of the City's parks, trails, forest and open spaces.
<b><u>P.O.S.T. Reimbursement</u></b>	The Commission Peace Officer Standards and Training is a state fund accumulated from monies derived from a portion of fines paid by criminals. P.O.S.T. offers certified courses which are paid by P.O.S.T. funds. Arcata sends Police Officers to P.O.S.T. certified courses and receives full reimbursement of costs incurred.
<b><u>Forest Revenue-Timber Sales</u></b>	Funds received for logs harvested from City-owned forest properties, such as the Arcata Community Forest and the Jacoby Creek Community Forest.
<b><u>State Gas Tax</u></b>	The State Gas Tax is divided into a series of different categories which each have a specific purpose for which they are used. The Gas Tax is divided into three categories: construction funds, maintenance funds and engineering funds.
<b><u>State Gas Tax 2106-Construction</u></b>	This money is available for any street or road purpose.
<b><u>State Gas Tax 2107-Maintenance</u></b>	These funds may be used for any street construction or maintenance purposes.
<b><u>State Gas Tax 2107.5-Engineering</u></b>	This money is available for engineering costs and administrative expenses.
<b><u>State Gas Tax 2105-Street Maintenance</u></b>	This money is available for any street or road purpose.
<b><u>State Gas Tax 2103</u></b>	This money is available for any street or road purpose.
<b><u>Vehicle Code Fines</u></b>	Fines for traffic violations are allocated to the City of Arcata and to Humboldt County. The City portion is deposited into the traffic safety fund and be used for related expenditures.
<b><u>HCD Block Grant</u></b>	These funds are received as grants from the State Department of Housing and Community Development, which grants money for specific projects.
<b><u>Industrial Park Rentals</u></b>	Rental charges for land rented from the City in the Industrial Park.
<b><u>Residential Construction Tax</u></b>	A tax of 1% of the value of multi-family structures is levied as a residential construction tax for the purpose of acquisition, improvement, expansion and maintenance of City public parks.
<b><u>Parkland-In-Lieu</u></b>	The Parkland-In-Lieu fee is a fee collected from subdividers for the purpose of acquiring necessary land and developing new or rehabilitation of parks and recreational facilities reasonably related to serving the subdivision.

**Humboldt County  
Drug Task Force**

The Humboldt County Drug Task Force is a multi-district agency who, through their combined efforts, attempt to control both the cultivation and trafficking of narcotics in Humboldt County. Assets connected with drug trafficking are sold through the forfeiture process. The funds received are used to support the Task Force. Revenues may only be used to enhance law enforcement efforts.

**Water Service Charges**

Water service charges are set by the Fee Resolution. Water service charges are sufficient to cover all normal operating expenses, including all maintenance and service expenses such as labor, materials, supplies, and bonds.

**Water Utility-  
Change of Service**

The change of service charges are set by the Fee Resolution.

**Double Check Valves**

Double check valves and backflow preventer are used to prevent water from flowing back into the City water supply. Double check valves are required by the State Health Department.

**Private Fire Protection**

Private fire protection fee rates are set by the annual Fee Resolution. The rates are for fire service and water consumed by private un-metered fire lines used exclusively for fire protection. Changes are based on line size.

**Wastewater Service  
Charges**

Wastewater service charges are set by the Fee Resolution. Wastewater service charges are sufficient to cover all normal operating expenses, including all maintenance and service expenses such as labor, materials, supplies, and bonds.

**Wastewater Connection Fee**

Wastewater connection fees are set by the Fee Resolution. Charges within and outside the limits of the City are payable in advance for the installation of new service and meters, when work is performed by City forces.

**TDA Funds**

Transportation Development Act funds are available for use for public transportation roads and streets, and bikeways and bike paths. Revenues to the Local Transportation Fund are derived from retail sales tax collected statewide.

**State Transit Assistance  
Funds (STAF)**

State Transit Assistance Funds may be used for any transit purpose.

**Passenger Fares**

Passenger fares are received from riders of A&MRTS. Fares are determined by resolution of the City Council.

**Special Fees – HSU**

Students of Humboldt State University (HSU) pay a reduced fare ride on A&MRTS buses. HSU reimburses A&MRTS the difference.

<b><u>Passenger Fares – Dial-A-Ride/Dial-A-Lift</u></b>	Dial-A-Ride services Arcata residents who qualify for door-to-door service because of disability or age and cannot use the public transit service. Dial-A-Lift is designed to complement the existing taxi Dial-A-Ride service with a vehicle equipped with a lift. This service vehicle also serves a feeder vehicle for wheelchair persons to the accessible transit buses.
<b><u>Bus Advertising</u></b>	Revenues are received from persons/businesses advertising on the interior of A&MRTS buses.
<b><u>Integrated Waste Management - AB 939</u></b>	The State of California, in Assembly Bill 939, mandated the City to manage solid waste within its jurisdiction. The City Council adopted this fee to pay for the management program.
<b><u>Solid Waste Service Charges</u></b>	User charges for garbage pick-up service.
<b><u>Central Garage</u></b>	The Central Garage is an internal service fund which is responsible for the purchase and maintenance of vehicles for the City. The Central Garage bills each of the City's departments for its services.
<b><u>Drainage Fees</u></b>	Drainage Fees are collected with building permits to finance the construction, maintenance, improvement and enhancement of erosions control and drainage facilities.
<b><u>Stormwater Drainage Fees</u></b>	Fees charged to property owners based on the square footage of impermeable surface. Fees collected are to be used for stormwater management.
<b><u>Successor Agency / Redevelopment</u></b>	<p>The City's Redevelopment Agency was established in 1982 to fund redevelopment projects. The Redevelopment Agency is funded through tax increments. The tax increment is the property tax paid on the difference between the base year's assessed value (1982) and the present year's assessed value. The Redevelopment Agency receives approximately \$.60 of every \$1.00 of property tax increment revenue generated. The remaining \$.40 is apportioned to the County and other agencies.</p> <p>The funds are used for redevelopment projects including rehabilitation, bond debt service, public improvements, major street improvements, planning and design. Redevelopment law requires the Agency to use 20% of its funds for low and moderate income housing needs.</p> <p>Due to State actions, the Agency was eliminated by statute on June 27, 2011. The Successor Agency is tasked with winding down the affairs of the City's Redevelopment Agency.</p>
<b><u>Successor Housing Agency</u></b>	The Housing activities of the former Redevelopment Agency have been transferred to the Successor Housing Fund for development of low and moderate income housing needs.



**Special Assessment Districts**

The City administers three active districts – Windsong Landscaping, Janes Creek Meadows Landscaping District, and Mad River Business Park Landscaping District. These districts were formed to fund the installation and maintenance of open spaces in these subdivisions. Properties within the district are assessed amounts as an addition to the property tax bills.

**2021/2022 Revenue Budget**

<b>General Ledger Line</b>	<b>Description</b>	<b>2019/2020 Actual</b>	<b>2020/2021 Actual</b>	<b>2021/2022 Adopted</b>
101-00-00-41100	Secured Property Taxes	(1,543,036)	(1,678,310)	(1,475,000)
101-00-00-41150	Unsecured Property Taxes	(66,581)	(68,744)	(62,000)
101-00-00-41160	Supplemental Roll	(29,945)	(26,084)	(20,000)
101-00-00-41200	Timber Yield Tax	(52)	(47)	-
101-00-00-41300	Sales Tax	(2,518,007)	(2,946,963)	(2,448,714)
101-00-00-41310	Transactions & Use Tax	(2,243,192)	(2,694,215)	(2,361,451)
101-00-00-41350	Utility Users Tax	(887,065)	(1,130,348)	(880,000)
101-00-00-41360	Excessive Utility Users tax	(168,964)	(222,773)	(160,000)
101-00-00-41400	Transient Occupancy Taxes	(1,164,323)	(1,638,280)	(1,325,000)
101-00-00-41410	TOT HCTBID	(6,237)	(3,674)	(3,500)
101-00-00-41500	Franchise Fee Revenue	(275,660)	(279,072)	(260,000)
101-00-00-41600	Business License Tax	(136,855)	(130,700)	(127,500)
101-00-00-41700	Real Property Transfer Tx	(31,804)	(56,587)	(30,000)
101-00-00-42100	Animal Licenses	(13,069)	(12,690)	(10,000)
101-00-00-42250	Parking Meters	(49,640)	(6,309)	(35,000)
101-00-00-42300	Building Permits	(509,334)	(566,712)	(400,000)
101-00-00-42310	Reinspection Fees	-	-	(88,564)
101-00-00-42420	CCAP Permit Fees	(308,069)	(295,094)	(300,000)
101-00-00-42800	Short Term Rental Permits		(3,660)	
101-00-00-43200	Parking Fines	(188,469)	(145,799)	(150,000)
101-00-00-44100	Investment Earnings	(248,590)	66,606	-
101-00-00-44210	Rents & Leases	(52,326)	(7,771)	(30,000)
101-00-00-44220	Rents & Leases - Ballpark	(50,050)	(5,887)	(30,000)
101-00-00-44230	Rents & Leases - Cmty Park	(5,083)	(6,950)	(7,000)
101-00-00-45100	Motor Vehicle In Lieu Tax	(1,803,778)	(1,878,807)	(1,918,060)
101-00-00-45120	Homeowners Prop Tax Rel	(18,550)	(18,554)	(10,000)
101-00-00-45221	CARES Act	-	(221,792)	-
101-00-00-45315	ABC Grant	(18,914)	-	-
101-00-00-45325	School Resource Officer Grant	(247,357)	(282,294)	(290,763)
101-00-00-45335	State Realignment Funds	(4,520)	-	(14,317)
101-00-00-45340	Booking Fees Reimbursemt	(2,633)	(1,933)	(2,000)
101-00-00-45360	Abandoned Vehicle Abate	(43,380)	(22,464)	(16,000)
101-00-00-45380	HAF Emmerson Endowment	(24,000)	-	-
101-00-00-45390	Other Police Grants	(19,661)	(9,549)	(15,000)
101-00-00-45600	Energy Management Grants	-	(3,651)	-
101-00-00-45880	Other Parks Grants	(261,696)	(104,615)	(18,000)
101-00-00-45890	Other Recreation Grants	(21,964)	(39,289)	(20,000)
101-00-00-45985	SB 90 State Mandated Costs	(10,527)	(11,300)	-
101-00-00-46100	Planning & Zoning Fees	(31,971)	(62,212)	(40,000)
101-00-00-46110	Plan Check Fees - Planning	(21,964)	(18,924)	(25,000)
101-00-00-46120	Planning Fees - Consultants	-	(128)	-
101-00-00-46130	Public Works Inspections	(39,942)	(112,142)	(35,000)
101-00-00-46140	Map Check Fees	(20,954)	(18,849)	(15,000)
101-00-00-46160	Plan Check Fee - Consultant	(4,959)	(23,335)	(50,000)
101-00-00-46170	Subdivision Inspect Fees	(12,280)	-	(1,000)

**2021/2022 Revenue Budget**

<b>General Ledger Line</b>	<b>Description</b>	<b>2019/2020 Actual</b>	<b>2020/2021 Actual</b>	<b>2021/2022 Adopted</b>
101-00-00-46200	Special Police Services	(861)	(943)	(750)
101-00-00-46220	Vehicle Release Fees	(33,987)	(24,485)	(30,000)
101-00-00-46230	Parking Decal Sales	(4,420)	(3,813)	(4,500)
101-00-00-46240	Alarm Fees	(13,530)	(14,625)	(11,500)
101-00-00-46250	Fingerprinting Services	(67,746)	(42,848)	(70,000)
101-00-00-46302	Gymnastics	(19,777)	(2,271)	(10,500)
101-00-00-46305	Youth Basketball	(48,800)	-	(30,000)
101-00-00-46310	Teen Programs	(3,249)	(2,451)	(2,300)
101-00-00-46315	Recreation Play Center	(1,137)	-	(750)
101-00-00-46318	Break Camps	(14,523)	(355)	(13,500)
101-00-00-46320	Drop-in Activities	(6,334)	(18)	(3,000)
101-00-00-46324	Challenge Course	(890)	-	-
101-00-00-46331	Redwood Day Camp	(68,680)	(57,947)	(120,000)
101-00-00-46335	Adventure/Skate Camps	(43,447)	(81,411)	(40,000)
101-00-00-46337	AMIC Programs	2	-	-
101-00-00-46338	Art Camps	(19,900)	(17,903)	(20,000)
101-00-00-46339	City Arts	(5,474)	(1,260)	(2,500)
101-00-00-46341	Science Camp	(11,573)	(21,023)	(11,000)
101-00-00-46345	Orchestra	(1,000)	-	-
101-00-00-46350	Community Events	(1,143)	-	(1,000)
101-00-00-46352	Bayside Park	(2,465)	(2,372)	(2,500)
101-00-00-46353	Bayside Park Farm Shares	-	(57,060)	(51,596)
101-00-00-46355	Special Event Permits	(2,971)	(2,820)	(3,000)
101-00-00-46360	Recreation - Contract Classes	(7,323)	(15)	-
101-00-00-46365	Recreation - Non-Resident Fee	(12,029)	(9,639)	(15,000)
101-00-00-46382	Recreation - Misc Sales	(141)	(571)	-
101-00-00-46990	Interfund Revenue - Admin	(1,204,363)	(1,282,340)	(1,350,760)
101-00-00-46991	Interfund Revenue - Insurance	(389,632)	-	-
101-00-00-46992	Office Srvces, Photocopy	(9,046)	(5,652)	(4,500)
101-00-00-46993	Office Srvces, Mail Room	(15,065)	(7,050)	(6,000)
101-00-00-49101	Public Works Reimb Revenue	(56,442)	6,232	(50,000)
101-00-00-49102	Parks Reimb Revenue	(7,224)	(19,680)	(18,000)
101-00-00-49103	Streetlight Project Revenue	(8,844)	-	-
101-00-00-49104	Sidewalk Project Revenue	(133,804)	-	-
101-00-00-49220	Police Misc Revenue	(15,554)	(8,560)	(5,000)
101-00-00-49230	Police Auction Revenue	(336)	(1,478)	(2,000)
101-00-00-49240	D U I Recovery	(27)	-	-
101-00-00-49260	Hmb. Cnty Drug Task Force	(92,893)	(33,601)	(172,032)

**2021/2022 Revenue Budget**

<b>General Ledger Line</b>	<b>Description</b>	<b>2019/2020 Actual</b>	<b>2020/2021 Actual</b>	<b>2021/2022 Adopted</b>
101-00-00-49810	Donations	250	-	-
101-00-00-49881	Sale of GIS Maps	(107)	(69)	(100)
101-00-00-49883	Bird Guide Sales	2	-	-
101-00-00-49885	Emergency Preparedness Grants	(10,000)	-	(5,000)
101-00-00-49886	Equity Arcata	-	(35,500)	(15,274)
101-00-00-49900	Other Revenue	(12,514)	(29,579)	-
101-00-00-49960	Operating Transfers	561,071	1,081,330	(758,944)
	<b>General</b>	<b>(14,891,327)</b>	<b>(15,369,679)</b>	<b>(15,504,875)</b>
202-00-00-41100	Open Space Property Tax		-	(173,000)
202-00-00-49960	Operating Transfers		-	162,500
	<b>Open Spaces, Parks, Trails</b>	<b>-</b>	<b>-</b>	<b>(10,500)</b>
203-00-00-42200	Bicycle Licenses	(40)	(60)	(50)
203-00-00-44100	Investment Earnings	(69)	(11)	-
	<b>Bicycle Registration</b>	<b>(109)</b>	<b>(71)</b>	<b>(50)</b>
204-00-00-44100	Investment Earnings	258	(51)	-
204-00-00-45350	P.O.S.T. Reimbursements.	(32,027)	(11,028)	(28,000)
204-00-00-49960	Operating Transfers	(15,000)	(20,000)	(7,000)
	<b>P. O. S. T.</b>	<b>(46,769)</b>	<b>(31,078)</b>	<b>(35,000)</b>
205-00-00-44100	Investment Earnings	(17,437)	(3,188)	-
205-00-00-44500	Sale of Timber	(312,627)	(303,990)	(420,000)
205-00-00-44600	Sale Of Carbon Credits	(82,559)	(45,858)	(2,400)
205-00-00-45450	Other State Grants	(50,773)	37,808	-
205-00-00-49810	Donations	(1,925)	-	(5,000)
205-00-00-49900	Other Revenue	(11,890)	(59,488)	-
205-00-00-49960	Operating Transfers	-	-	(150,000)
	<b>Forest Management</b>	<b>(477,212)</b>	<b>(374,716)</b>	<b>(577,400)</b>
207-00-00-44100	Investment Earnings	(7,926)	(17)	-
207-00-00-45710	St Hwy Users Tax Sec 2106	(67,498)	(67,290)	(73,808)
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	(92,217)	(91,515)	(104,061)
207-00-00-45730	St Hwy Users Tax Sec 2107	(116,442)	(123,836)	(132,425)
207-00-00-45745	St Hwy Users Tax Sec 2103	(124,654)	(119,844)	(159,699)
207-00-00-45747	Prop 1B Bond Funds	(333,432)	(333,008)	(353,329)
207-00-00-45780	Safe Routes To School	(414,629)	(45,924)	-
207-00-00-45782	CalTrans BTA Grant	(167,282)	-	-
207-00-00-49800	Reimbursement Revenue	(399)	(4,833)	(18,000)
207-00-00-49801	Bike Share Program		(17,971)	
207-00-00-49900	Other Revenue	(796)	(27,786)	(19,786)
207-00-00-49960	Operating Transfers	(642,615)	(1,403,299)	(337,000)
	<b>State Gas Tax Fund 2107</b>	<b>(1,971,891)</b>	<b>(2,239,324)</b>	<b>(1,202,108)</b>
209-00-00-43100	Vehicle Fines Non-Parking	(83,085)	(39,189)	(80,000)
209-00-00-44100	Investment Earnings	(466)	(62)	-
209-00-00-49960	Operating Transfers	(143,250)	(252,381)	(190,000)
	<b>Traffic Safety</b>	<b>(226,801)</b>	<b>(291,632)</b>	<b>(270,000)</b>

**2021/2022 Revenue Budget**

<b>General Ledger Line</b>	<b>Description</b>	<b>2019/2020 Actual</b>	<b>2020/2021 Actual</b>	<b>2021/2022 Adopted</b>
210-00-00-45750	STIP Funds	-	-	(150,000)
210-00-00-45752	HSIP Funds	-	-	(206,000)
210-00-00-45753	LSRP Funds	-	(10,164)	(27,000)
210-00-00-45782	CalTrans BTA Grant	-	-	(67,000)
210-00-00-49960	Operating Transfers	-	-	172,000
	<b>STIP Project</b>	<b>-</b>	<b>(10,164)</b>	<b>(278,000)</b>
211-00-00-44100	Investment Earnings	422	456	-
211-00-00-45211	2017 EPA Brownfields Grant	(81,224)	(83,946)	(48,000)
211-00-00-45212	2017-CDBG-2017	-	(1,670,226)	(2,500,000)
211-00-00-45213	Coastal Commission LCP-18-01	(4,813)	(26,775)	(36,000)
211-00-00-45214	20-CDBG-CV1-00012	-	(26,141)	-
211-00-00-45215	20-CDBG-CV1-00089	-	-	(65,757)
211-00-00-49960	Operating Transfers	-	-	2,338,400
	<b>HCD Block Grant</b>	<b>(85,614)</b>	<b>(1,806,632)</b>	<b>(311,357)</b>
212-00-00-44100	Investment Earnings	(4,274)	(675)	-
212-00-00-44280	Industrial Park Rental	(231,697)	(255,561)	(245,000)
212-00-00-49960	Operating Transfers	1,000	-	-
	<b>Industrial Park</b>	<b>(234,971)</b>	<b>(256,236)</b>	<b>(245,000)</b>
213-00-00-45001	SB2 19-PGP-13272	-	(34,739)	(150,000)
213-00-00-45002	SALC 3019-905	-	-	(230,000)
213-00-00-45003	HEAP	-	(400,000)	-
213-00-00-49960	Operating Transfers	-	-	10,000
	<b>Community Dev Grants</b>	<b>-</b>	<b>(434,739)</b>	<b>(370,000)</b>
214-00-00-41800	Licenses & Permits	(119,430)	(85,930)	(50,000)
214-00-00-44100	Investment Earnings	(5,302)	(1,092)	-
214-00-00-49960	Operating Transfers	63,579	25,000	20,000
	<b>Residential Construction Tax</b>	<b>(61,153)</b>	<b>(62,022)</b>	<b>(30,000)</b>
215-00-00-41900	Parkland In Lieu Fees	(30,085)	(25,328)	(20,000)
215-00-00-44100	Investment Earnings	(3,674)	(553)	-
215-00-00-49960	Operating Transfers	14,000	20,000	20,000
	<b>Parkland in lieu</b>	<b>(19,759)</b>	<b>(5,881)</b>	<b>-</b>
216-00-00-41910	Parking In Lieu Fees	-	-	(15,000)
216-00-00-44100	Investment Earnings	(5,641)	(856)	-
	<b>Parking in lieu</b>	<b>(5,641)</b>	<b>(856)</b>	<b>(15,000)</b>
218-00-00-41300	Sales Tax	(143,859)	(111,086)	(100,000)
218-00-00-44100	Investment Earnings	(543)	(304)	-
218-00-00-49960	Operating Transfers	100,500	90,000	100,000
	<b>Public Safety Tax</b>	<b>(43,901)</b>	<b>(21,390)</b>	<b>-</b>
219-00-00-44100	Investment Earnings	(12,690)	(1,828)	-
219-00-00-45740	Roads & Streets TEA	(115,992)	(238,658)	(115,000)
219-00-00-49960	Operating Transfers	75,000	110,000	-
	<b>TEA RSTA</b>	<b>(53,682)</b>	<b>(130,486)</b>	<b>(115,000)</b>

**2021/2022 Revenue Budget**

<b>General Ledger Line</b>	<b>Description</b>	<b>2019/2020 Actual</b>	<b>2020/2021 Actual</b>	<b>2021/2022 Adopted</b>
220-00-00-44100	Investment Earnings		66	
220-00-00-45910	FEMA/OES Reimbursement		(117,750)	(281,500)
220-00-00-45911	FEMA/OES Advance		(281,500)	
220-00-00-49960	Operating Transfers	-	58,224	281,500
	<b>FEMA/OES</b>	<b>-</b>	<b>(340,959)</b>	<b>-</b>
221-00-00-44100	Investment Earnings	(6,647)	(1,478)	-
221-00-00-45310	SLESF Cops Grant Funding	(159,426)	(155,222)	(100,000)
221-00-00-49960	Operating Transfers	-	155,000	100,000
	<b>SLESF</b>	<b>(166,073)</b>	<b>(1,699)</b>	<b>-</b>
231-00-00-45001	19-IIG-14663	-	-	(2,328,200)
	<b>IIG</b>	<b>-</b>	<b>-</b>	<b>(2,328,200)</b>
232-00-00-45001	YHA MOU Reimbursements	-	(6,500)	(1,900,000)
	<b>YHA MOU</b>	<b>-</b>	<b>(6,500)</b>	<b>(1,900,000)</b>
233-00-00-45001	19-AHSC-12771	-	-	(934,175)
	<b>AHSC</b>	<b>-</b>	<b>-</b>	<b>(934,175)</b>
234-00-00-44100	Investment Earnings	218	-	-
234-00-00-45251	16-HOME-11386	(367,235)	(107,517)	-
	<b>HOME Grants</b>	<b>(367,017)</b>	<b>(107,517)</b>	<b>-</b>
244-00-00-44100	Investment Earnings	(31,391)	(64,237)	(70,000)
244-00-00-44200	Principle Collections	(2,959)	(11,573)	(12,000)
244-00-00-49820	Land Sales	(37,745)	-	-
244-00-00-49900	Other Revenue	(22,490)	(22,430)	(20,000)
	<b>Housing Improvement Projects</b>	<b>(94,584)</b>	<b>(98,240)</b>	<b>(102,000)</b>
245-00-00-44100	Investment Earnings	(153,713)	3,499	(20,000)
245-00-00-44200	Principal Collections	-	(23,441)	(60,000)
245-00-00-44210	Rents & Leases	(11,700)	(50,143)	(25,000)
	<b>Public Improvement Projects</b>	<b>(165,413)</b>	<b>(70,086)</b>	<b>(105,000)</b>
250-00-00-44100	Investment Earnings	(27,386)	(5,852)	(5,000)
250-00-00-44200	Principle Collections	(7,620)	(18,540)	(10,000)
250-00-00-44210	Rents & Leases	(42,000)	-	-
	<b>Basic RLF</b>	<b>(77,007)</b>	<b>(24,393)</b>	<b>(15,000)</b>
255-00-00-44100	Investment Earnings	(112,146)	(145,714)	(122,000)
255-00-00-44200	Principle Collections	(330,748)	(299,320)	(300,000)
	<b>CDBG Program Income RLF</b>	<b>(442,893)</b>	<b>(445,033)</b>	<b>(422,000)</b>
259-00-00-44100	Investment Earnings	(62,365)	(21,865)	(30,000)
259-00-00-44200	Principle Collections	(124,143)	(251,631)	(150,000)
259-00-00-49900	Other Revenue	(127,738)	-	-
	<b>HOME Program Income RLF</b>	<b>(314,247)</b>	<b>(273,496)</b>	<b>(180,000)</b>

**2021/2022 Revenue Budget**

<b>General Ledger Line</b>	<b>Description</b>	<b>2019/2020 Actual</b>	<b>2020/2021 Actual</b>	<b>2021/2022 Adopted</b>
296-00-00-44100	Investment Earnings	(2,791)	(424)	-
296-00-00-49960	Operating Transfers	-	-	140,000
	<b>Utility Users Tax</b>	<b>(2,791)</b>	<b>(424)</b>	<b>140,000</b>
297-00-00-44100	Investment Earnings	(5,608)	(851)	-
297-00-00-49960	Operating Transfers	-	-	141,000
	<b>PERS Phase-in</b>	<b>(5,608)</b>	<b>(851)</b>	<b>141,000</b>
298-00-00-44100	Investment Earnings	(841)	(128)	-
298-00-00-49960	Operating Transfers	-	-	20,000
	<b>HealthSport Note</b>	<b>(841)</b>	<b>(128)</b>	<b>20,000</b>
350-00-00-44100	Investment Earnings	(3,272)	(509)	-
350-00-00-44210	Rents & Leases	-	(9,500)	(7,200)
	<b>Capital Improvements</b>	<b>(3,272)</b>	<b>(10,009)</b>	<b>(7,200)</b>
442-00-00-41190	Special Assessment Revenue	(5,331)	(5,404)	(5,000)
442-00-00-44100	Investment Earnings	(128)	(17)	-
442-00-00-49960	Operating Transfers	6,000	6,000	5,000
	<b>Mad River Parkway Assess Dist</b>	<b>541</b>	<b>579</b>	<b>-</b>
445-00-00-44100	Investment Earnings	(24)	(4)	-
	<b>Curtis Heights Special Assess</b>	<b>(24)</b>	<b>(4)</b>	<b>-</b>
447-00-00-41190	Special Assessment Revenue	(16,067)	(15,800)	(16,000)
447-00-00-44100	Investment Earnings	(278)	(48)	-
447-00-00-49960	Operating Transfers	16,000	16,000	16,000
	<b>Janes Creek Special Assess</b>	<b>(345)</b>	<b>152</b>	<b>-</b>
490-00-00-41190	Special Assessment Revenue	(14,823)	(14,768)	(14,850)
490-00-00-44100	Investment Earnings	(98)	(21)	-
490-00-00-49960	Operating Transfers	14,850	14,850	14,850
	<b>Windsong Special Assess</b>	<b>(70)</b>	<b>60</b>	<b>-</b>

**2021/2022 Revenue Budget**

<b>General Ledger Line</b>	<b>Description</b>	<b>2019/2020 Actual</b>	<b>2020/2021 Actual</b>	<b>2021/2022 Adopted</b>
661-00-00-44100	Investment Earnings	(174,402)	(28,930)	-
661-00-00-46710	Water Service Charges	(5,230,469)	(5,310,539)	(5,400,000)
661-00-00-46711	Water Service - Jacoby Creek	(1,783)	329	(3,700)
661-00-00-46715	Non Payment Penalty	(21,530)	24	-
661-00-00-46720	Change of Service Charges	(74,299)	(68,290)	(70,000)
661-00-00-46730	Connection Fees	(267,590)	(274,262)	(230,000)
661-00-00-46740	Double-check Valve	(28,385)	(30,289)	(28,000)
661-00-00-46750	Private Fire Protection	(29,539)	(30,061)	(30,100)
661-00-00-49800	Reimbursement Revenue	(4,085)	(172)	(1,000)
661-00-00-49960	Operating Transfers	80,000	97,500	90,000
	<b>Water</b>	<b>(5,752,080)</b>	<b>(5,644,688)</b>	<b>(5,672,800)</b>
662-00-00-44100	Investment Earnings	(184,614)	(29,329)	-
662-00-00-45450	Other State Grants	-	(54,176)	(483,391)
662-00-00-45460	SRF Grant (SWRCB)	(2,865,757)	(1,554,903)	-
662-00-00-45461	SRF Grant (SWRCB)-8272	(256,519)	896,671	-
662-00-00-46810	Wastewater Service Charge	(5,879,484)	(6,108,465)	(6,700,000)
662-00-00-46815	Non Payment Penalty	(28,464)	71	-
662-00-00-46820	Sewer Repair Fee	(332,807)	(335,417)	(339,000)
662-00-00-46830	Connection Fees	(306,439)	(308,915)	(280,000)
662-00-00-46840	Pretreatment Program	-	(7,538)	-
662-00-00-46860	Pretreatment Permit Fee	(2,087)	(2,351)	(2,200)
662-00-00-46870	Other Sewer Revenue	-	(169)	(500)
662-00-00-49800	Reimbursement Revenue	(2,929)	(12,025)	(6,750)
662-00-00-49810	Donations	(200)	(1,955)	(1,000)
662-00-00-49830	Interpretive Center Sales	(11,296)	(839)	(7,500)
662-00-00-49960	Operating Transfers	80,000	31,776	(2,248,400)
	<b>Wastewater</b>	<b>(9,790,595)</b>	<b>(7,487,564)</b>	<b>(10,068,741)</b>
663-00-00-44100	Investment Earnings	3,118	305	-
663-00-00-45450	Other State Grants	(13,339)	-	(160,677)
663-00-00-45451	CARES Act Revenues	-	(165,849)	(265,849)
663-00-00-45747	Prop 1B Bond Funds	-	(65,464)	(19,245)
663-00-00-45760	Transportation Developmt Act	(447,777)	(294,911)	(1,205,852)
663-00-00-45768	Dept Of Trans 5311 Fund	(127,000)	-	-
663-00-00-45770	S.T.A.F.	-	(327,423)	(168,257)
663-00-00-46560	Passenger Fares	(30,231)	(7,214)	(4,000)
663-00-00-46561	Special Transit Fare HSU	(164,035)	(139,664)	(140,000)
663-00-00-46565	Bus Tickets	(5)	(7,851)	-
663-00-00-46566	D.A.R.-Ticket Sales	(558)	(2,176)	(50)
663-00-00-46575	Charter Service Revenues	(2,678)	-	(500)
663-00-00-46579	Vending Machine Revenue	(192)	-	(150)
663-00-00-49598	Greyhound Ticket Sales	(578)	319	(2,000)
663-00-00-49599	Greyhound Commission	(18,460)	(8,740)	(7,000)
663-00-00-49900	Other Revenue	(2,774)	(1,411)	(150,000)
663-00-00-49960	Operating Transfers	-	-	10,000
	<b>Transit</b>	<b>(804,509)</b>	<b>(1,020,080)</b>	<b>(2,113,580)</b>



**2021/2022 Revenue Budget**

<b>General Ledger Line</b>	<b>Description</b>	<b>2019/2020 Actual</b>	<b>2020/2021 Actual</b>	<b>2021/2022 Adopted</b>
664-00-00-41500	Franchise Fee Revenue	(411,895)	(415,414)	(410,000)
664-00-00-44100	Investment Earnings	(13,174)	(1,891)	-
664-00-00-45454	State Recycling Grant Beverage	-	-	(10,000)
664-00-00-45455	State Recycling Grants	(28,115)	(87,781)	(50,000)
664-00-00-45915	Integrated Waste Mgmt Grant	(8,300)	(16,485)	(8,300)
664-00-00-46450	Solid Waste Service Charges	(14,300)	(6,108)	(8,000)
664-00-00-46455	Recyclables Revenue	(20)	-	-
664-00-00-46459	Other Revenue	(20,010)	(27,967)	(20,000)
664-00-00-49960	Operating Transfers	35,000	25,000	-
	<b>Solid Waste</b>	<b>(460,814)</b>	<b>(530,647)</b>	<b>(506,300)</b>
666-00-00-42800	Drainage Fees - Building	(4,856)	(21,689)	(11,000)
666-00-00-44100	Investment Earnings	(7,991)	(1,054)	-
666-00-00-44210	Rents & Leases	(81,459)	(86,710)	(82,800)
666-00-00-45609	USFWS Grants	(11,812)	(98,658)	(53,769)
666-00-00-45614	State Coastal Conservancy	(104,212)	(150,169)	-
666-00-00-46650	Stormwater Fees	(227,931)	(232,083)	(230,000)
666-00-00-49900	Other Revenue	(1,852)	(4,348)	(2,000)
666-00-00-49960	Operating Transfers	(246,135)	(155,000)	(155,000)
	<b>Stormwater</b>	<b>(686,247)</b>	<b>(749,709)</b>	<b>(534,569)</b>
771-00-00-44100	Investment Earnings	(28,835)	(4,865)	-
771-00-00-46950	Central Garage Charges	(1,330,032)	(965,341)	(1,107,647)
771-00-00-49821	Sale Of Used Vehicles	(15)	(4,500)	-
	<b>Central Garage</b>	<b>(1,358,882)</b>	<b>(974,706)</b>	<b>(1,107,647)</b>
775-00-00-44100	Investment Earnings	(886)	(87)	-
775-00-00-46960	IT Service Charges	(249,972)	(374,025)	(404,453)
	<b>IT Services</b>	<b>(250,858)</b>	<b>(374,112)</b>	<b>(404,453)</b>
880-00-00-44100	Investment Earnings	(2)	6	-
	<b>Successor Agency Admin</b>	<b>(2)</b>	<b>6</b>	<b>-</b>
881-00-00-41110	Tax Increment Funds	(744,250)	(305,187)	(304,031)
881-00-00-44100	Investment Earnings	322	(83)	(60)
	<b>Successor Agency Debt Service</b>	<b>(743,928)</b>	<b>(305,270)</b>	<b>(304,091)</b>
	<b>Grand Total</b>	<b>(39,606,389)</b>	<b>(39,500,224)</b>	<b>(45,369,046)</b>



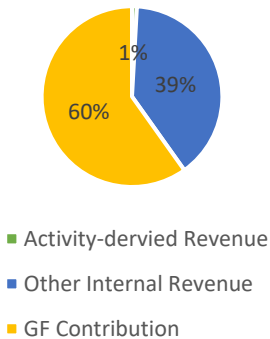
# WORKPLANS & ACTIVITY BUDGETS



# Administrative & Financial Operations

*City Council; City Manager; City Clerk; Finance; Attorney; Personnel; General Insurance Activities: 1; 3; 5; 7; 9; 15; 17*

Funding Sources



FUNDING SOURCES				
	Activity-derived Revenues	Contributory Revenue from Other Activities	General Fund Contribution	TOTALS:
<b>FY 20/21</b>	-	844,489	1,875,659	<b>\$2,720,148</b>
<b>FY 21/22</b>	20,274	914,942	1,393,727	<b>\$2,328,943</b>

## APPROPRIATIONS

	Personnel	Materials & Services	Capital Projects	Debt Services	Interfund/Intergovt Payments	TOTALS:
<b>FY 20/21</b>	1,580,775	1,071,189	10,000	1,200	56,984	<b>\$2,720,148</b>
<b>FY 21/22</b>	1,669,227	893,893	7,500	1,200	58,124	<b>\$2,629,944</b>

## Budgeted Projects and Programs FY 21/22:

### 01 & 03 – City Council and City Manager

- Oversee the overall implementation of the 2020/2021 City Council Goals and Priority Projects.
- Identify an ongoing funding stream (i.e. sales tax, parcel tax, TOT), and prepare a ballot initiative for voters to consider in 2022. (*Council Priority Project 1.a*)
- Establish a working group of mental health/social services professionals to serve as a collaborative space to grow these services in Arcata and assess city/local assets and resources that could be used to support an increase in programs/services. (*Council Priority Project 3.b*)
- Work with the County to pre-approve outdoor events and assist businesses with reopening guidelines. (*Council Priority Project 5.a*)
- Maintain the Economic Recovery Collaborative with Main Street, Arcata Chamber of Commerce and Humboldt State University. (*Council Priority Project 5.c*)
- Promote business and tourism: Advertise Arcata as a safe place to shop; support visitarcata.com and regional marketing around student alumni successes locally. (*Council Priority Project 5.d*)
- Partner with HSU for the Equity Arcata collaborative, including providing support staff to assist in coordinating seven working groups and overall goals of Equity Arcata (*Council Priority Project 13.a*)
- Explore options to expand City Council office meeting space. (*Council Priority Project 14*)
- Coordinate and assist in competitive bid processes and contract compliance procedures for purchase of equipment, supplies and services for the City. Ensure compliance with local, State, and federal procurement regulations. Update the City's Purchasing Policies and coordinate related revisions to the Municipal Code to meet current procurement standards
- Coordinate risk management activities, including:

- Various governance and operational items required to facilitate the merger of the City's current insurance pool JPA (REMIF) to CIRA.
- Ensuring and maintaining adequate and appropriate insurance coverage for City owned property, vehicles, and general liability; and ensuring contractual liability insurance and risk transference with hired contractors, consultants and vendors.
- Maintaining and updating employee safety policies and training programs.
- Assisting compliance with the California Tort Claims Act as it pertains to claims for damages against the City.

#### 05 – City Clerk

- Manage the California Statements of Economic Interest (FPPC Form 700) for all Council members, identified staff and City Committee/Commission members.
- Ensure compliance with California Government Code section 53235 for biennial ethics training for City Council members, Planning Commissioners, and identified staff and committee members.
- Prepare and distribute all City Council meeting agendas in hard copy and electronic formats; assist with Committee/Commission agenda compliance; and help ensure compliance with the Ralph M. Brown Act.
- Serve as record keeper/historian regarding the City's Council meeting minutes, resolutions, ordinances, deeds and updates to the Arcata Municipal Code.
- Manage responses to requests for information in compliance with the California Public Records Act.
- Facilitate Citywide annual records destruction.

#### 07 – Finance

- Oversee the City's financial analysis and reporting functions.
- Review, update, and implement necessary accounting policies and procedures.
- Maintain City-wide accounting systems which include departmental subledgers.
- Manage City-wide revenue collection. This includes weekly Utility Billing and respective customer service.
- With oversight from the City Manager and Council, prepare and monitor the City's annual budget.
- Oversee debt issuance and debt payments

#### 15 - Personnel

- Manage City's Personnel Rules & Regulations (including Classification and Compensation programs, grievance procedures, discipline, leaves, and recruitment); fringe benefit plans/programs; employee performance evaluation program; and overall centralized human resources functions. Negotiate successor MOUs for represented employee groups. Manage employment recruitment program. Update Volunteer Program placement packets and procedures. Continue development of the City's internship program.
- Implement an online application system enabling applicants to complete and submit employment applications electronically.
- Engage with a diversity, equity and inclusion consultant/program designed for governmental entities to help design, coordinate and organize racial equity plans and activities to advance diversity, equity and inclusion across the organization and within its various operations, policies and programs.
- Review, update or create mandated and/or necessary policies & procedures, such as Anti-Harassment/Discrimination, Drug & Alcohol, Violence in the Workplace, and various Cal-OSHA Safety policies.
- Conduct contract negotiations of successor MOUs.

**2021/22 Expenditures Budget**

<b>General Ledger Line</b>	<b>Activity</b>	<b>Description</b>	<b>2019/2020 Actual</b>	<b>2020/2021 Actual</b>	<b>2021/2022 Adopted</b>
101-10-01-50100	01	Regular Salaries	49,038	54,511	44,130
101-10-01-50990	01	Employee Benefits	71,648	31,570	30,563
101-10-01-51200	01	Communications	1,264	-	-
101-10-01-51400	01	Training & Conferences	6,450	589	9,430
101-10-01-51600	01	Memberships & Dues	7,105	7,105	7,393
101-10-01-51775	01	Audit Services	31,265	12,835	36,750
101-10-01-52101	01	Chamber Of Commerce	28,470	5,000	8,470
101-10-01-52103	01	Arcata Main Street	25,166	2,710	5,882
101-10-01-52104	01	Plaza Improvements	2,959	-	15,000
101-10-01-52105	01	Visitors Bureau (Valley West)	-	-	15,000
101-10-01-52106	01	Film/Digital Commission	4,553	3,000	4,553
101-10-01-52108	01	Other Support Payments (HSU)	-	-	10,000
101-10-01-52109	01	City Hall Art Display	300	-	300
101-10-01-53100	01	Postage	86	51	75
101-10-01-53200	01	Photocopy	2,772	3,326	3,000
101-10-01-54200	01	Other Department Supplies	360	159	500
101-10-01-55800	01	IT Services & Maintenance	7,906	10,353	1,268
101-10-01-57800	01	Capital - Furniture & Equipmen	-	-	4,000
	<b>01 Total</b>	<b>City Council</b>	<b>239,342</b>	<b>131,209</b>	<b>196,314</b>
101-10-03-50100	03	Regular Salaries	203,225	217,703	221,912
101-10-03-50200	03	Overtime Wages	358	-	-
101-10-03-50300	03	Part-time & Temporary Salaries	19,217	19,133	59,020
101-10-03-50990	03	Employee Benefits	122,386	131,268	183,318
101-10-03-51200	03	Communications	1,293	-	-
101-10-03-51400	03	Training & Conferences	2,460	355	3,600
101-10-03-51600	03	Memberships & Dues	1,929	650	1,238
101-10-03-51770	03	Other Professional Services	41,663	22,660	24,180
101-10-03-53100	03	Postage	291	126	350
101-10-03-53200	03	Photocopy	535	158	600
101-10-03-53300	03	Office Supplies	2,035	1,458	1,500
101-10-03-54200	03	Other Department Supplies	4,437	986	1,300
101-10-03-55800	03	IT Services & Maintenance	9,674	18,694	19,985
	<b>03 Total</b>	<b>City Manager</b>	<b>409,502</b>	<b>413,190</b>	<b>517,002</b>
101-10-05-50100	05	Regular Salaries	113,478	121,430	121,108
101-10-05-50200	05	Overtime Wages	92	-	-
101-10-05-50990	05	Employee Benefits	83,158	92,168	113,964
101-10-05-51300	05	Advertising	1,676	1,232	1,675
101-10-05-51400	05	Training & Conferences	2,257	300	1,905
101-10-05-51600	05	Memberships & Dues	373	465	465
101-10-05-51770	05	Other Professional Services	15,799	11,966	13,026
101-10-05-52501	05	Elections	-	26,678	-
101-10-05-53100	05	Postage	63	131	150
101-10-05-53200	05	Photocopy	1,172	899	900
101-10-05-54200	05	Other Department Supplies	464	137	350
101-10-05-55800	05	IT Services & Maintenance	3,297	5,827	8,753
	<b>05 Total</b>	<b>City Clerk</b>	<b>221,829</b>	<b>261,232</b>	<b>262,296</b>

**2021/22 Expenditures Budget**

<b>General Ledger Line</b>	<b>Activity</b>	<b>Description</b>	<b>2019/2020 Actual</b>	<b>2020/2021 Actual</b>	<b>2021/2022 Adopted</b>
101-20-07-50100	07	Regular Salaries	351,995	398,206	404,426
101-20-07-50200	07	Overtime Wages	497	-	1,000
101-20-07-50300	07	Part-time & Temporary Salaries	14,321	1,186	21,000
101-20-07-50990	07	Employee Benefits	175,425	162,676	170,681
101-20-07-51200	07	Communications	216	-	-
101-20-07-51400	07	Training & Conferences	4,089	864	4,000
101-20-07-51600	07	Memberships & Dues	760	685	945
101-20-07-51770	07	Other Professional Services	9,290	13,571	21,300
101-20-07-51778	07	Tax Consulting Services	-	-	19,600
101-20-07-51779	07	SB90 Cost Claims	4,500	4,500	5,000
101-20-07-52502	07	County Tax Administration	21,322	20,972	22,000
101-20-07-53110	07	Postage Expense	21,291	19,510	16,000
101-20-07-53120	07	Postage Maintenance	351	139	500
101-20-07-53210	07	Photocopy Maintenance	2,277	1,855	3,000
101-20-07-53220	07	Photocopy Paper	2,772	2,170	3,000
101-20-07-53300	07	Office Supplies	7,737	6,293	7,000
101-20-07-53400	07	Bank Service Charges	548	69,855	-
101-20-07-54200	07	Other Department Supplies	5,153	3,664	6,000
101-20-07-55300	07	Equipment Maintenance	34,943	51,460	51,000
101-20-07-55710	07	Storage	1,620	1,620	1,800
101-20-07-55800	07	IT Services & Maintenance	16,611	16,198	19,301
101-20-07-56505	07	Lease Payments - Postage	853	864	1,200
101-20-07-57800	07	Capital - Furniture & Equipmen	-	-	3,500
101-20-07-57816	07	Financial System Upgrade	-	8,350	-
	<b>07 Total</b>	<b>Finance</b>	<b>676,569</b>	<b>784,638</b>	<b>782,254</b>
101-10-09-51771	09	Legal Consultations	173,119	198,152	211,200
101-10-09-51772	09	Litigation	2,393	1,436	5,000
101-10-09-51773	09	Other Legal Services	2,365	6,964	10,000
101-10-09-54200	09	Other Department Supplies	710	681	850
	<b>09 Total</b>	<b>City Attorney</b>	<b>178,586</b>	<b>207,233</b>	<b>227,050</b>
101-10-15-50100	15	Regular Salaries	138,833	144,094	146,139
101-10-15-50200	15	Overtime Wages	342	-	-
101-10-15-50990	15	Employee Benefits	110,857	120,173	151,966
101-10-15-51300	15	Advertising	6,495	12,810	7,500
101-10-15-51400	15	Training & Conferences	(133)	-	4,000
101-10-15-51430	15	Training - Employee Groups	293	1,064	31,595
101-10-15-51600	15	Memberships & Dues	1,527	1,157	1,587
101-10-15-51702	15	Medical Examinations	4,859	13,683	8,000
101-10-15-51703	15	Psychology Examinations	1,370	1,574	2,900
101-10-15-51705	15	Other Examinations	3,576	1,600	2,000
101-10-15-51770	15	Other Professional Services	10,695	444	7,817
101-10-15-52524	15	Fingerprinting Services	1,598	1,470	2,000
101-10-15-53100	15	Postage	456	789	600
101-10-15-53200	15	Photocopy	981	369	700
101-10-15-54200	15	Other Department Supplies	656	108	1,000
101-10-15-55300	15	Equipment Maintenance	-	2,358	-
101-10-15-55800	15	IT Services & Maintenance	3,495	5,912	8,817
101-10-15-57800	15	Capital - Furniture & Equipmen	-	3,500	-
	<b>15 Total</b>	<b>Personnel</b>	<b>285,900</b>	<b>311,104</b>	<b>376,621</b>



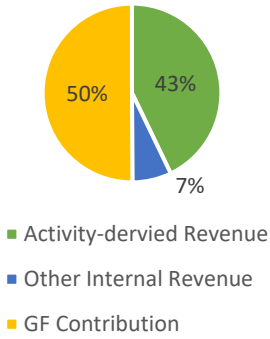
**2021/22 Expenditures Budget**

<b>General Ledger Line</b>	<b>Activity</b>	<b>Description</b>	<b>2019/2020 Actual</b>	<b>2020/2021 Actual</b>	<b>2021/2022 Adopted</b>
101-10-17-52010	17	General Liab. & Prop Dam	421,235	140,356	250,000
101-10-17-52011	17	Deductibles	8,657	39,299	17,000
101-10-17-52040	17	Workers Comp Premiums	-	-	1,407
101-10-17-52041	17	Workers Comp Deductibles	-	-	-
	<b>17 Total</b>	<b>Insurance</b>	<b>429,892</b>	<b>179,656</b>	<b>268,407</b>

# Community Development – Planning & CCAP Services

*Planning & Commercial Cannabis Activity  
Permitting Activity: 11*

Funding Sources



FUNDING SOURCES				
	Activity-derived Revenues	Contributory Revenue from Other Activities	General Fund Contribution	TOTALS:
<b>FY 20/21</b>	218,000	-	82,322	<b>\$300,322</b>
<b>FY 21/22</b>	265,000	43,745	309,617	<b>\$618,362</b>

APPROPRIATIONS						
	Personnel	Materials & Services	Capital Projects	Debt Services	Interfund/Intergovt Payments	TOTALS:
<b>FY 20/21</b>	261,295	16,600	-	-	22,426	<b>\$300,322</b>
<b>FY 21/22</b>	512,025	67,645	18,212	-	20,480	<b>\$618,362</b>

## Budgeted Projects and Programs FY 21/22:

### Planning

- Arcata Gateway Area Plan (Long Range Planning).
- General Plan - Refresh for the next 20 year planning period (Long Range Planning).
  - Public Participation / Engagement Plan
- Plan check, planning permits, planning enforcement, and development consultation/coordination (Current Planning)
- Adopt Local Coastal Plan update
- Finalize and Implement Arcata Strategic Arts Plan
- Commercial Cannabis Activity Permits – review and issue new and renewal permits.

**2021/22 Expenditures Budget**

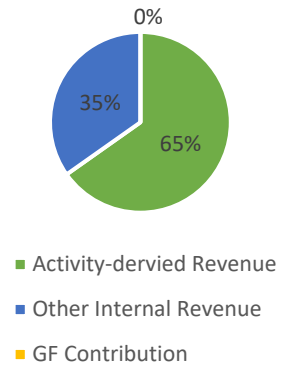
<b>General Ledger Line</b>	<b>Activity</b>	<b>Description</b>	<b>2019/2020 Actual</b>	<b>2020/2021 Actual</b>	<b>2021/2022 Adopted</b>
101-30-11-50100	11	Regular Salaries	264,389	134,283	272,570
101-30-11-50200	11	Overtime Wages	10	-	-
101-30-11-50300	11	Part-time & Temporary Salaries	28,930	-	5,500
101-30-11-50990	11	Employee Benefits	206,912	116,754	233,955
101-30-11-51200	11	Communications	386	-	-
101-30-11-51300	11	Advertising	859	847	3,900
101-30-11-51400	11	Training & Conferences	7,212	-	1,500
101-30-11-51600	11	Memberships & Dues	630	-	-
101-30-11-51780	11	Other Planning Services	6,179	1,893	2,000
101-30-11-51782	11	General Plan / LUC Update	50,234	-	43,745
101-30-11-52540	11	LAFCO Services	11,555	11,827	12,000
101-30-11-53100	11	Postage	6,212	1,077	1,000
101-30-11-53200	11	Photocopy	2,188	487	1,000
101-30-11-53400	11	Bank Service Charges	1,705	1,541	-
101-30-11-54200	11	Other Department Supplies	5,466	1,099	2,500
101-30-11-55800	11	IT Services & Maintenance	11,069	22,426	20,480
101-30-11-57800	11	Capital - Furniture & Equipmen	36,768	1,012	18,212
	<b>11 Total</b>	<b>Planning</b>	<b>640,703</b>	<b>293,246</b>	<b>618,362</b>

# Community Development – Housing, Economic Development & Foodworks

*Successor Agency; Grant Funded Programs;  
Revolving Loan Funds; and Improvement  
Projects Activities: 12; 13; 14; 35;*



Funding Sources



FUNDING SOURCES				
	Activity-derived Revenues	Contributory Revenue from Other Activities	General Fund Contribution	TOTALS:
<b>FY 20/21</b>	7,558,675	-	-	<b>\$7,558,675</b>
<b>FY 21/22</b>	4,402,848	(2,348,400)		<b>\$2,054,448</b>

APPROPRIATIONS							
	Personnel	Materials & Services	Capital Projects	Debt Services	Other Programs	Interfund/ Intergovt Payments	TOTALS:
<b>FY 20/21</b>	645,099	134,000	5,000	447,506	5,409,662	15,721	<b>\$6,656,988</b>
<b>FY 21/22</b>	706,973	147,000	18,000	292,476	1,322,343	492,529	<b>\$2,979,321</b>

## **Budgeted Projects and Programs FY 21/22:**

### **Economic Development**

- Work with Environmental Services to continue the planning for a Valley West community center to offer recreational and learning opportunities, resource services and a general gathering space. Support the HSU student project to complete initial visioning.
- Foodworks Culinary Center Management.
- Happy Valley and Little Lake - gaining clearance for development.
  - EPA Clean-up Grant for Little Lake – remove contamination.
- Business Loan Programs: Business Assistance; Microenterprise; Job Retention.

### **Housing**

- Work with City Manager's Office to identify ongoing funding to address homelessness and housing needs of extremely low-income residents.
- Support and collaborate on strategies to create safe spaces for those without shelter, including a safe parking program.
- Obtain site control of a property to provide transitional and/or long-term shelter housing in partnership with Humboldt County and Arcata House Partnership.
- Continue support of Arcata House Partnership and regional partners
- Develop funding to study cooperative housing and other models, which includes onsite services and peer to peer mentoring support, creating holistic support for individuals as a first step implementing such a housing model.
- Arcata Mobile Home Park Permanent Supportive Housing for five formally houseless (HEAP)
- Tenant Based Rental Assistance Program – Rent Subsidies for Lower-income households (HOME)
- Finalize Sorrel Place - 44 units of affordable housing.
- Ongoing Affordable Housing Project Monitoring and Reporting
- Homebuyers' Assistance - Continue to operate program as needed and as funded.
- Mobile Home Rent Stabilization tracking

### **Grants Programs**

- SB2 Grant for Infill Plan and housing planning;
- Sustainable Agriculture Lands Conservation Grant (SALC) for Infill Plan and housing planning;
- Local Early Action Planning Grant (LEAP) for Infill Plan and housing planning;
- Infill Infrastructure Grant (IIG) – work with Engineering Dept. to implement public improvements related to Sorrel Place.
- Affordable Housing Sustainable Communities (AHSC) Grant – work with Engineering Dept. to implement public improvements related to Sorrel Place.
- Community Development Block Grant (CDBG)
  - Arcata Garden's Multi-Family Rehabilitation
  - UV Disinfection Equipment System for the Waste Water Treatment Plant project
  - Sorrel Place
  - MIST Program
- Boyd Rd. Sewer Improvements
- EPA site assessment grant work coordination and reporting – finalize Little Lake site investigation.
- Home Investment Partnership Program (HOME)
  - Tenant Based Rental Assistance

**2021/22 Expenditures Budget**

<b>General Ledger Line</b>	<b>Activity</b>	<b>Description</b>	<b>2019/2020 Actual</b>	<b>2020/2021 Actual</b>	<b>2021/2022 Adopted</b>
212-30-11-50100	11	Regular Salaries	64,005	16,569	59,985
212-30-11-50300	11	Part-time & Temporary Salaries	18,268	27,821	2,650
212-30-11-50990	11	Employee Benefits	36,830	13,382	48,711
212-30-11-51100	11	Utilities	-	12,450	16,000
212-30-11-51200	11	Communications	706	-	-
212-30-11-51400	11	Training & Conferences	229	-	1,000
212-30-11-51900	11	Taxes & Other Fees	837	837	-
212-30-11-54200	11	Other Department Supplies	339	105	-
212-30-11-55400	11	Building/Grounds Maintenance	78,827	68,712	95,000
212-30-11-55800	11	IT Services & Maintenance	1,583	3,264	2,520
212-30-11-57300	11	Capital - Buildings & Structur	218,998	8,147	13,000
212-30-11-57800	11	Capital - Furniture & Equipmen	85	1,375	5,000
	<b>11 Total</b>	<b>Planning</b>	<b>420,706</b>	<b>152,662</b>	<b>243,865</b>
880-30-12-51775	12	Audit Services	4,000	-	-
880-30-12-53200	12	Photocopy	13	4	-
881-30-12-56110	12	1994 Bonds - Principal	-	-	144,103
881-30-12-56210	12	1994 Bonds - Interest	164,904	154,398	148,373
881-30-12-56310	12	1994 Bonds - Fiscal Agent	1,300	1,300	-
	<b>12 Total</b>	<b>Redevelopment</b>	<b>173,594</b>	<b>155,709</b>	<b>292,476</b>
211-30-13-50100	13	Regular Salaries	32,571	258	135,432
211-30-13-50300	13	Part-time & Temporary Salaries	683	6,028	28,400
211-30-13-50990	13	Employee Benefits	16,266	18,527	93,943
211-30-13-58211	13	2017 EPA Brownfields Grant	104,260	67,441	48,000
211-30-13-58212	13	2017-CDBG-2017	-	1,537,180	161,600
211-30-13-58213	13	Coastal Commission LCP-18-01	11,288	19,800	36,000
211-30-13-58214	13	20-CDBG-CV1-00012	-	26,141	-
211-30-13-58215	13	20-CDBG-CV1-00089	-	-	65,757
213-30-13-50100	13	Regular Salaries	-	-	153,112
213-30-13-50990	13	Other Employee Benefits	-	-	7,818
213-30-13-58001	13	SB2 19-PGP-13272	-	34,739	150,000
213-30-13-58002	13	SALC 3019-905	-	-	230,000
213-30-13-58003	13	HEAP	-	399,825	-
234-30-13-58251	13	2016-HOME-11386	417,490	25,267	-
	<b>13 Total</b>	<b>CDBG/HOME Grants</b>	<b>582,556</b>	<b>2,135,206</b>	<b>1,110,062</b>
250-30-14-51770	14	Other Professional Services	315	420	-
250-30-14-58300	14	Programs	555,298	(481,654)	100,000
255-30-14-50100	14	Regular Salaries	83,741	61,793	73,637
255-30-14-50200	14	Overtime Wages	-	43	-
255-30-14-50300	14	Part-time & Temporary Salaries	4,619	6,210	13,200
255-30-14-50990	14	Employee Benefits	53,811	50,670	46,003
255-30-14-51770	14	Other Professional Services	7,402	7,724	30,000
255-30-14-55800	14	IT Services & Maintenance	1,484	4,590	1,130
255-30-14-58300	14	Programs	80,431	85,787	450,000
255-30-14-58500	14	Projects	-	613,799	109,743
259-30-14-50100	14	Regular Salaries	4,649	21,715	-
259-30-14-50990	14	Employee Benefits	4,334	19,637	-
259-30-14-51770	14	Other Professional Services	4,323	4,386	5,000
259-30-14-55800	14	IT Services & Maintenance	1,484	-	-
259-30-14-58300	14	Programs	1,349,781	157,592	353,000
259-30-14-58500	14	Projects	-	-	100,000
	<b>14 Total</b>	<b>Revolving Loan Funds</b>	<b>2,151,671</b>	<b>552,712</b>	<b>1,281,714</b>

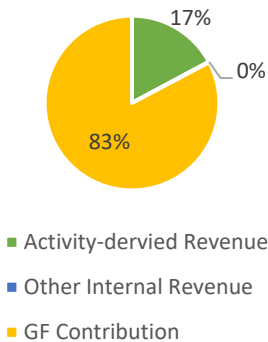
**2021/22 Expenditures Budget**

<b>General Ledger Line</b>	<b>Activity</b>	<b>Description</b>	<b>2019/2020 Actual</b>	<b>2020/2021 Actual</b>	<b>2021/2022 Adopted</b>
244-30-35-50100	35	Regular Salaries	42,855	30,311	21,763
244-30-35-50990	35	Employee Benefits	25,750	20,830	22,319
244-30-35-51900	35	Taxes & Other Fees	81	81	-
244-30-35-55800	35	IT Services & Maintenance	2,309	3,890	7,122
244-30-35-58300	35	Programs	-	125,000	-
245-30-35-50100	35	Regular Salaries	16,674	-	-
245-30-35-50990	35	Employee Benefits	7,906	-	-
245-30-35-51900	35	Taxes & Other Fees	405	54	-
245-30-35-58300	35	Programs	147,344	9,641	-
	<b>35 Total</b>	<b>Public Improvement Projects</b>	<b>243,413</b>	<b>189,806</b>	<b>51,204</b>

# Law Enforcement, Public Safety, & Emergency Services

*Public Safety; Parking Control; Animal Control Activities: 21; 23; 25*

Funding Sources



FUNDING SOURCES				
	Activity-derived Revenues	Contributory Revenue from Other Activities	General Fund Contribution	TOTALS:
<b>FY 20/21</b>	803,895	205,110	5,330,498	<b>\$6,339,503</b>
<b>FY 21/22</b>	1,218,261	(7,000)	5,876,145	<b>\$7,087,406</b>

APPROPRIATIONS						
	Personnel	Materials & Services	Capital Projects	Debt Services	Interfund/Intergovt Payments	TOTALS:
<b>FY 20/21</b>	5,631,823	357,878	31,000	-	318,802	<b>\$6,339,503</b>
<b>FY 21/22</b>	6,155,609	434,094	161,349	-	336,304	<b>\$7,087,356</b>

## Budgeted Projects and Programs FY 21/22:

### Public Safety (21)

- Provide core public safety service and proactive patrol to reduce crime and improve quality of life. This activity funds 911, Dispatch, Patrol, Investigations, Records, School Resources, Juvenile Diversion, and training.
- Work with the Public Safety Committee to review policing reform opportunities including updates to the City's Use of Force and Body worn / Car Camera use requirements; analyze and present to the Council options for additional civilian oversight
- Continue to use and encourage online reporting
- 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.
- Identify strategies to create safe spaces for those without shelter.
- Prepare the alcohol tax process to fund two Police Officer positions.
- Accelerate action addressing graffiti, neglect, unsafe conditions for vacant and deteriorating properties and cleanup of deteriorating/fading/defaced murals.
- Develop internship and service learning opportunities for HSU and CR students.
- Upgrade public safety radio infrastructure.
- Assist with guiding the implementation of the Plaza Improvement Task Force's public safety recommendations.
- Make pedestrian traffic between Humboldt State University and the downtown area safer by creating a safe corridor plan beginning with the footbridge.



- Identify the key components of a Safe Arcata Plan.
- Continue to work with the MIST clinicians to offer social services to those who are in need and identify sustainable funding for the program.
- Implement additional use of force training to include de-escalation techniques and tactics.
- Implement the Racial Identification Profiling Act (RIPA) stop data reporting process.

#### **Parking Control (23)**

- Parking Enforcement
- Abandoned Vehicle Abatement
- Implement a mobile payment application allowing multiple forms of payment for metered parking.
- Work with Engineering on evaluating current preferential parking zones and determine if a fourth zone is needed.

#### **Animal Control (25)**

The City has a contract with the Humboldt County Animal Shelter to care for stray animals located in Arcata. This activity funds this contract and a Police Service Officer.

#### **Emergency Preparedness**

- Complete the training of all City of Arcata employees on emergency preparedness utilizing CERT.
- Continue to restock the City Hall EOC with updated supply list resulting from the Emergency Plan Review
- Translate CodeRed emergency messages into Spanish with the National League of Cities grant.

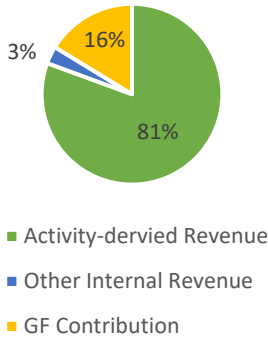
**2021/22 Expenditures Budget**

<b>General Ledger Line</b>	<b>Activity</b>	<b>Description</b>	<b>2019/2020 Actual</b>	<b>2020/2021 Actual</b>	<b>2021/2022 Adopted</b>
101-40-21-50100	21	Regular Salaries	2,777,883	2,675,425	2,891,965
101-40-21-50200	21	Overtime Wages	423,585	425,445	384,500
101-40-21-50300	21	Part-time & Temporary Salaries	52,990	34,082	48,223
101-40-21-50990	21	Employee Benefits	2,370,116	2,285,926	2,524,159
101-40-21-51200	21	Communications	38,283	37,075	37,665
101-40-21-51300	21	Advertising	835	330	1,200
101-40-21-51400	21	Training & Conferences	17,479	798	47,449
101-40-21-51500	21	Clothing & Personal Expenses	25,960	26,676	35,325
101-40-21-51600	21	Memberships & Dues	1,644	1,851	2,125
101-40-21-51770	21	Other Professional Services	64,262	20,001	21,260
101-40-21-52522	21	CAD/RMS Services	42,639	38,926	82,026
101-40-21-52524	21	Fingerprinting Services	27,134	19,261	35,000
101-40-21-52526	21	Haz Mat Response Team	1,420	1,700	1,420
101-40-21-53100	21	Postage	3,765	4,791	4,000
101-40-21-53200	21	Photocopy	-	-	100
101-40-21-53300	21	Office Supplies	14,013	15,614	20,550
101-40-21-53400	21	Bank Service Charges	5,034	985	-
101-40-21-54200	21	Other Department Supplies	53,249	36,454	35,075
101-40-21-54300	21	Small Tools	130	72	-
101-40-21-54400	21	Juvenile Diversion Supplies	-	2,615	4,740
101-40-21-55300	21	Equipment Maintenance	37,154	35,456	40,519
101-40-21-55500	21	Central Garage Charges	336,765	190,877	218,083
101-40-21-55600	21	Equipment Rental	6,288	-	6,300
101-40-21-55800	21	IT Services & Maintenance	77,738	59,886	50,033
101-40-21-57800	21	Capital - Furniture & Equipmen	25,369	33,601	161,349
204-40-21-51420	21	Post Certified Courses	24,411	17,156	35,000
	<b>21 Total</b>	<b>Police</b>	<b>6,428,146</b>	<b>5,965,003</b>	<b>6,688,066</b>
101-40-23-50100	23	Regular Salaries	80,553	82,747	107,942
101-40-23-50200	23	Overtime Wages	2,486	1,280	2,500
101-40-23-50300	23	Part-time & Temporary Salaries	26,129	1,601	27,876
101-40-23-50990	23	Employee Benefits	83,950	97,456	124,342
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	22,658	8,776	16,000
101-40-23-53400	23	Bank Service Charges	1,292	985	-
101-40-23-54200	23	Other Department Supplies	2,632	2,620	7,690
101-40-23-55500	23	Central Garage Charges	26,288	13,688	13,974
101-40-23-55800	23	IT Services & Maintenance	3,294	3,889	1,974
	<b>23 Total</b>	<b>Parking</b>	<b>249,282</b>	<b>213,041</b>	<b>302,948</b>
101-40-25-50100	25	Regular Salaries	27,172	27,875	27,569
101-40-25-50990	25	Employee Benefits	15,124	16,067	16,533
101-40-25-52528	25	County Animal Control	47,815	50,462	52,240
101-40-25-55500	25	Central Garage Charges	10,946	-	-
	<b>25 Total</b>	<b>Animal Control</b>	<b>101,115</b>	<b>94,404</b>	<b>96,342</b>

# Building & Engineering Services

*Building; Public Works Engineering  
Activities: 31; 41*

Funding Sources



FUNDING SOURCES				
	Activity-derived Revenues	Contributory Revenue from Other Activities	General Fund Contribution	TOTALS:
<b>FY 20/21</b>	503,000	210,239	-	<b>\$713,239</b>
<b>FY 21/22</b>	822,000	31,957	165,974	<b>\$1,019,931</b>

APPROPRIATIONS

	Personnel	Materials & Services	Capital Projects	Debt Services	Interfund/Intergovt Payments	TOTALS:
<b>FY 20/21</b>	515,966	99,574	12,200	-	94,865	<b>\$722,605</b>
<b>FY 21/22</b>	614,689	197,950	52,000	-	155,292	<b>\$1,019,930</b>

## Budgeted Projects and Programs FY 21/22:

### 31- Building Division

- Explore options for online permitting system and plan for implementation.
- Continue to support and strengthen in-house plan check and permit issuance processes.
- Continue timely inspections to keep projects on efficient schedules.
- Allocate time for additional Code Enforcement and nuisance abatement.
- Adopt and implement Citywide Rental Inspection Program.

### 41 – Engineering Division

- Manage the City's Capital Improvement Program.
- Plan and complete annual paving and sidewalk project (Measure G, Gas Tax and SB-1 funds).
- Plan and complete the grind out & inlay and local street paving work.
- Complete design and construction of City's annual manhole rehabilitation project.
- Work with HSU to plan pedestrian improvements between campus and downtown.
- Design development and installation of improved lighting on G Street, from south of H Street to the Arcata Marsh Entrance, L K wood north of Granite Avenue and D street b/w 7<sup>th</sup> and 14<sup>th</sup> street.
- Complete design of citywide water line and tank construction projects, secure funds and begin construction.
- Continue streetlight replacement and maintenance.
- Continue to implement sewer lateral compliance and bike share program
- Continue to prioritize and implement traffic calming improvements throughout the City, including sidewalks, pedestrian crossings and bicycle improvements.
- Complete design, bidding and construction for Boyd Road sewer Improvements.
- Complete Phase 1 of Plunkett Waterline Improvement Project and secure funds for phase 2.
- Complete Local Road Safety Program.

- In partnership with other departments:
  1. Complete removal of center planter in the plaza
  2. Finalize plans for Shay park and begin construction
  3. Finalize plans for Redwood park including pump track and secure funds for construction
  4. Complete Environmental phase for the Old Arcata Road and Annie and Mary trail projects

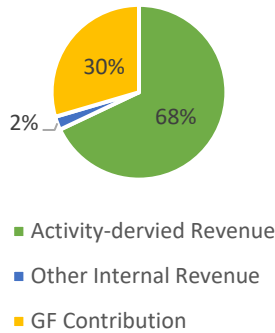
**2021/22 Expenditures Budget**

General Ledger Line	Activity	Description	2019/2020 Actual	2020/2021 Actual	2021/2022 Adopted
101-30-31-50100	31	Regular Salaries	184,900	159,901	252,611
101-30-31-50200	31	Overtime Wages	91	167	1,000
101-30-31-50300	31	Part-time & Temporary Salaries	2,850	4,991	5,000
101-30-31-50990	31	Employee Benefits	85,105	67,411	136,334
101-30-31-51200	31	Communications	1,401	-	-
101-30-31-51400	31	Training & Conferences	4,949	1,405	4,000
101-30-31-51500	31	Clothing & Personal Expenses	177	287	300
101-30-31-51600	31	Memberships & Dues	44	-	400
101-30-31-51722	31	Plan Check Services	40,185	95,187	50,000
101-30-31-51770	31	Other Professional Services	1,553	1,969	5,000
101-30-31-53100	31	Postage	2	162	500
101-30-31-53200	31	Photocopy	282	-	-
101-30-31-53300	31	Office Supplies	473	583	1,500
101-30-31-53400	31	Bank Service Charges	3,225	5,071	-
101-30-31-54200	31	Other Department Supplies	660	167	1,000
101-30-31-54300	31	Small Tools	200	87	1,500
101-30-31-55500	31	Central Garage Charges	5,213	5,097	5,544
101-30-31-55800	31	IT Services & Maintenance	5,036	11,679	8,776
101-30-31-55900	31	Overhead	60,310	71,510	84,680
101-30-31-57800	31	Capital - Furniture & Equipmen	43,436	28,381	27,000
	<b>31 Total</b>	<b>Building Regulation</b>	<b>440,090</b>	<b>454,053</b>	<b>585,145</b>
101-50-41-50100	41	Regular Salaries	97,031	101,959	119,373
101-50-41-50200	41	Overtime Wages	219	251	2,500
101-50-41-50300	41	Part-time & Temporary Salaries	10,316	12,549	28,750
101-50-41-50990	41	Employee Benefits	59,225	43,657	69,121
101-50-41-51100	41	Utilities	92,630	75,587	85,000
101-50-41-51200	41	Communications	1,555	-	-
101-50-41-51400	41	Training & Conferences	1,149	940	4,500
101-50-41-51500	41	Clothing & Personal Expenses	415	601	1,000
101-50-41-51600	41	Memberships & Dues	445	390	550
101-50-41-51770	41	Other Professional Services	26,316	3,023	11,500
101-50-41-53100	41	Postage	1,000	369	1,500
101-50-41-53200	41	Photocopy	1,072	11	-
101-50-41-53300	41	Office Supplies	1,308	1,000	1,200
101-50-41-54200	41	Other Department Supplies	3,138	1,007	3,500
101-50-41-54300	41	Small Tools	5,761	869	1,500
101-50-41-55300	41	Equipment Maintenance	218	5,500	6,500
101-50-41-55310	41	Street Lights Maintenance	14,028	13,612	17,000
101-50-41-55500	41	Central Garage Charges	16,206	21,084	36,554
101-50-41-55800	41	IT Services & Maintenance	10,100	18,414	19,738
101-50-41-57610	41	Capital - Street Light Replace	20,143	14,790	15,000
101-50-41-57800	41	Capital - Furniture & Equipmen	18,582	338	1,000
233-50-41-57610	41	Capital - Street Light Replace	-	-	9,000
	<b>41 Total</b>	<b>Eninegeering</b>	<b>381,107</b>	<b>315,951</b>	<b>434,786</b>

## Environmental Services – Fleet & Streets Services

*Street Construction & Maintenance; Alternative Transportation; Traffic Control; Vehicle Maintenance; Corp Yard Activities: 45; 48; 55; 57; 61*

Funding Sources



FUNDING SOURCES				
	Activity-derived Revenues	Contributory Revenue from Other Activities	General Fund Contribution	TOTALS:
<b>FY 20/21</b>	2,117,228	(75,000)	948,682	<b>\$2,990,910</b>
<b>FY 21/22</b>	4,348,430	159,987	1,889,861	<b>\$6,398,278</b>

APPROPRIATIONS						
	Personnel	Materials & Services	Capital Projects	Debt Services	Interfund/Intergovt Payments	TOTALS:
<b>FY 20/21</b>	1,039,365	684,821	897,450	-	369,274	<b>\$2,990,910</b>
<b>FY 21/22</b>	1,152,261	1,494,886	4,079,375	-	450,665	<b>\$7,177,187</b>

### Budgeted Projects and Programs FY 21/22:

- (45) Street Construction/Maintenance personnel provide comprehensive street right-of-way maintenance and rehabilitation, including sweeping of 120 curb miles, 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 administers the 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. As part of annual street paving and rehabilitation priorities, the City will add paving overlay on G Street between 12<sup>th</sup> and 18<sup>th</sup> Streets.
- (48) Alternative Transportation - This activity is responsible for enhancing and maintaining active transportation infrastructure to support safe walking and biking. This fiscal year with funding from the Caltrans Active Transportation Program the City will initiate the environmental documentation phase for the Arcata Annie & Mary Trail Project which will provide a separated, non-motorized transportation route from Valley West through north Arcata to connect to downtown and the

Humboldt Bay Trail North. A new bike share program in conjunction with HSU has also been launched and will require maintenance and upkeep of bike share equipment. This activity also includes annual sidewalk improvements and regular maintenance of on-street active transportation infrastructure.

- (55) Traffic Control - This activity is responsible for all regulatory, warning, and parking signs, crosswalks, street name signs and speed zone legend painting. Coordinates the installation of new and the repainting of existing striping, curbs and traffic messages on City roadways and the, reflective markers and City facility parking control markings. Maintenance of 2,450 parking regulation signs, 1,000 regulatory signs, 500 warning signs, 300 "stop" signs, approximately 1,400 street name signs, and approximately 67 double head parking meters and 13 single head parking meters.
- (57) Vehicle Maintenance - 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. The City will also seek to replace or upgrade key fleet vehicles when budget allows to ensure delivery of core services.

**2021/22 Expenditures Budget**

<b>General Ledger Line</b>	<b>Activity</b>	<b>Description</b>	<b>2019/2020 Actual</b>	<b>2020/2021 Actual</b>	<b>2021/2022 Adopted</b>
101-50-45-51770	45	Other Professional Services	11,721	3,177	150,000
101-50-45-57601	45	Capital - Measure G Improves	198,886	375,000	1,150,000
207-50-45-50100	45	Regular Salaries	238,653	249,638	253,756
207-50-45-50200	45	Overtime Wages	3,558	5,635	5,000
207-50-45-50300	45	Part-time & Temporary Salaries	25,565	9,675	9,030
207-50-45-50990	45	Employee Benefits	183,905	185,219	217,105
207-50-45-51200	45	Communications	2,916	-	-
207-50-45-51400	45	Training & Conferences	10,970	3,917	10,300
207-50-45-51500	45	Clothing & Personal Expenses	3,619	4,948	8,900
207-50-45-51600	45	Memberships & Dues	295	139	400
207-50-45-51770	45	Other Professional Services	5,745	167	60,200
207-50-45-51900	45	Taxes & Other Fees	135	108	-
207-50-45-53300	45	Office Supplies	362	919	1,000
207-50-45-53600	45	Janitorial & Household Supplie	473	847	1,500
207-50-45-53800	45	Cement Gravel Sand & Asphalt	91,365	110,990	192,000
207-50-45-54200	45	Other Department Supplies	7,012	8,276	14,500
207-50-45-54300	45	Small Tools	1,805	5,895	6,000
207-50-45-54700	45	Fuels & Lubricants	-	175	1,200
207-50-45-55300	45	Equipment Maintenance	984	1,327	3,500
207-50-45-55500	45	Central Garage Charges	126,285	93,407	140,776
207-50-45-55600	45	Equipment Rental	27,278	3,133	35,000
207-50-45-55800	45	IT Services & Maintenance	3,198	7,827	10,830
207-50-45-55900	45	Overhead	48,260	55,680	58,600
207-50-45-57400	45	Capital - ROW & Easements	-	-	350,000
207-50-45-57600	45	Capital - Other Improvements	382,607	940,475	50,000
207-50-45-57800	45	Capital - Furniture & Equipmen	171	13,042	8,500
210-50-45-51770	45	Other Professional Services	-	-	206,000
219-50-45-57600	45	Capital - Other Improvements	-	234,456	115,000
231-50-45-51770	45	Other Professional Services	-	-	50,000
232-50-45-57600	45	Capital- Other Improvements	-	3,095	1,400,000
233-50-45-57600	45	Capital - Other Improvements	-	-	32,500
	<b>45 Total</b>	<b>Streets</b>	<b>1,375,767</b>	<b>2,317,166</b>	<b>4,541,597</b>
207-50-48-50100	48	Regular Salaries	68,905	89,607	76,890
207-50-48-50200	48	Overtime Wages	487	854	1,000
207-50-48-50300	48	Part-time & Temporary Salaries	3,318	1,661	36,850
207-50-48-50990	48	Employee Benefits	50,265	44,255	49,310
207-50-48-51770	48	Other Professional Services	148,618	47,367	43,486
207-50-48-53800	48	Cement Gravel Sand & Asphalt	-	4,000	5,000
207-50-48-54200	48	Other Department Supplies	1,266	1,000	1,100
207-50-48-55300	48	Equipment Maintenance	-	-	600
207-50-48-55500	48	Central Garage Charges	20,136	21,307	22,816
207-50-48-55800	48	IT Services & Maintenance	2,151	4,357	7,616
207-50-48-57600	48	Capital - Other Improvements	535,818	120,431	98,000
210-50-48-51770	48	Other Professional Services	-	-	72,000
233-50-48-51770	48	Other Professional Services	-	-	178,500
233-50-48-57600	48	Capital - Other Improvements	-	-	231,675
	<b>48 Total</b>	<b>Alternative Transportation</b>	<b>830,964</b>	<b>334,842</b>	<b>824,842</b>



**2021/22 Expenditures Budget**

<b>General Ledger Line</b>	<b>Activity</b>	<b>Description</b>	<b>2019/2020 Actual</b>	<b>2020/2021 Actual</b>	<b>2021/2022 Adopted</b>
209-50-55-50100	55	Regular Salaries	91,699	87,054	87,130
209-50-55-50200	55	Overtime Wages	2,430	2,130	2,500
209-50-55-50300	55	Part-time & Temporary Salaries	13,658	-	4,870
209-50-55-50990	55	Employee Benefits	92,781	89,543	94,207
209-50-55-51200	55	Communications	1,802	-	-
209-50-55-51400	55	Training & Conferences	-	-	300
209-50-55-51770	55	Other Professional Services	-	800	15,000
209-50-55-53500	55	Chemicals & Lab Supplies	47	145	-
209-50-55-54200	55	Other Department Supplies	25,914	45,406	44,400
209-50-55-54300	55	Small Tools	61	297	500
209-50-55-55300	55	Equipment Maintenance	-	940	1,300
209-50-55-55320	55	Parking Meter Maintenance	-	3,995	7,200
209-50-55-55400	55	Building/Grounds Maintenance	-	46	500
209-50-55-55500	55	Central Garage Charges	21,303	20,521	19,421
209-50-55-55800	55	IT Services & Maintenance	3,172	6,912	9,563
209-50-55-57800	55	Capital - Furniture & Equipmen	-	11,400	-
	<b>55 Total</b>	<b>Traffic Control</b>	<b>252,868</b>	<b>269,191</b>	<b>286,890</b>
771-50-57-50100	57	Regular Salaries	136,689	135,482	138,301
771-50-57-50200	57	Overtime Wages	588	977	750
771-50-57-50300	57	Part-time & Temporary Salaries	8	-	12,816
771-50-57-50990	57	Employee Benefits	153,574	133,344	137,941
771-50-57-51200	57	Communications	219	-	-
771-50-57-51400	57	Training & Conferences	811	-	2,300
771-50-57-51500	57	Clothing & Personal Expenses	4,136	4,281	5,000
771-50-57-51770	57	Other Professional Services	20,346	16,392	19,800
771-50-57-51900	57	Taxes & Other Fees	-	-	5,705
771-50-57-52000	57	Insurance	151,579	125,680	127,395
771-50-57-53300	57	Office Supplies	764	938	1,000
771-50-57-53500	57	Chemicals & Lab Supplies	1,566	2,247	2,500
771-50-57-53600	57	Janitorial & Household Supplie	-	254	400
771-50-57-54200	57	Other Department Supplies	2,329	1,940	2,000
771-50-57-54300	57	Small Tools	965	1,500	1,000
771-50-57-54400	57	Vehicle & Mobile Equip Parts	33,848	63,177	55,000
771-50-57-54600	57	Tires & Tubes	18,132	20,324	25,000
771-50-57-54700	57	Fuels & Lubricants	167,341	144,201	215,000
771-50-57-55100	57	Vehicle Repair & Maintenance	26,834	27,182	52,000
771-50-57-55300	57	Equipment Maintenance	1,464	1,510	1,500
771-50-57-55500	57	Central Garage Charges	42,350	39,670	38,766
771-50-57-55800	57	IT Services & Maintenance	3,363	4,123	2,136
771-50-57-57800	57	Capital - Furniture & Equipmen	14,445	8,999	20,700
771-50-57-57900	57	Capital - Vehicles	18,325	-	439,000
	<b>57 Total</b>	<b>Vehicle Maintenance</b>	<b>799,676</b>	<b>732,221</b>	<b>1,306,009</b>

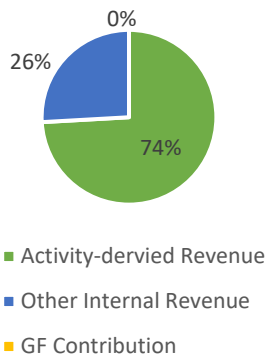
**2021/22 Expenditures Budget**

<b>General Ledger Line</b>	<b>Activity</b>	<b>Description</b>	<b>2019/2020 Actual</b>	<b>2020/2021 Actual</b>	<b>2021/2022 Adopted</b>
101-50-61-50100	61	Regular Salaries	28,749	23,795	12,898
101-50-61-50200	61	Overtime Wages	674	784	800
101-50-61-50990	61	Employee Benefits	23,945	13,234	11,108
101-50-61-51900	61	Taxes & Other Fees	324	324	-
101-50-61-55400	61	Building/Grounds Maintenance	467	3,965	2,000
101-50-61-55500	61	Central Garage Charges	5,072	5,327	5,704
101-50-61-55800	61	IT Services & Maintenance	1,571	3,579	1,338
101-50-61-57300	61	Capital - Buildings & Structur	486	-	72,000
101-50-61-57800	61	Capital - Furniture & Equipmen	-	-	112,000
	<b>61 Total</b>	<b>Corporation Yard</b>	<b>61,231</b>	<b>53,938</b>	<b>217,848</b>

# Environmental Services – Natural Resources & Sustainability Programs

*Stormwater; Confined Drainage Ways; Energy;  
Solid Waste; Forest Management  
Activities: 51; 52; 70; 73; 87*

Funding Sources



FUNDING SOURCES				
	Activity-derived Revenues	Contributory Revenue from Other Activities	General Fund Contribution	TOTALS:
<b>FY 20/21</b>	1,534,969	130,000	28,430	<b>\$1,693,399</b>
<b>FY 21/22</b>	1,214,080	424,189	125,000	<b>\$1,763,269</b>

APPROPRIATIONS						
	Personnel	Materials & Services	Capital Projects	Debt Services	Interfund/Intergovt Payments	TOTALS:
<b>FY 20/21</b>	739,857	439,403	217,052	-	297,087	<b>\$1,693,399</b>
<b>FY 21/22</b>	735,391	375,211	278,892	-	401,622	<b>\$1,791,117</b>

## Budgeted Projects and Programs FY 21/22:

- Natural Resources programs include maintenance of City open space, forestlands and the Arcata Marsh & Wildlife Sanctuary (AMWS), including trails upkeep and construction, invasives control, habitat protection and enhancement, timber harvest and post-harvest clean-up, updating carbon inventories, as well as solid waste removal, reduction and landfill diversion.
- Sustainability programs and policies include implementation of the Zero Waste Action Plan, Municipal Separate Storm Sewer System Permit Program, Forest Management Plan, and the Greenhouse Gas Reduction Plan. PT employees staff the Arcata Marsh Interpretive Center and assist with implementation of Zero Waste and Energy programs as well as Food waste prevention, recycling, habitat and stormwater (drainage) related grant funding.
- Significant efforts this year include to:
  - Advance the Arcata All Electric Initiative to phase out natural gas in new construction
  - Collaborate across the region to determine how to implement SB 1383 – Short-lived Climate Pollutants (SLCP) and organic waste reductions
  - Finalize the regional Climate Action Plan
  - Complete the Arcata Ridge Trail and Fickle Hill Road crossing
  - Work with RCEA to place an EV charging station at the Arcata Community Center
  - Implement the CalRecycle illegal dumping grant at Carlson Park
  - Manage USFWS grants for Aldergrove Marsh Restoration and North Jacoby Planting

**2021/22 Expenditures Budget**

<b>General Ledger Line</b>	<b>Activity</b>	<b>Description</b>	<b>2019/2020 Actual</b>	<b>2020/2021 Actual</b>	<b>2021/2022 Adopted</b>
233-60-51-57600	51	Capital - Other Improvements	-	-	57,500
666-60-51-50100	51	Regular Salaries	115,531	125,945	114,587
666-60-51-50200	51	Overtime Wages	36	82	300
666-60-51-50300	51	Part-time & Temporary Salaries	14,066	20,903	23,179
666-60-51-50990	51	Employee Benefits	88,060	80,327	86,741
666-60-51-51100	51	Utilities	55	279	250
666-60-51-51200	51	Communications	443	-	-
666-60-51-51400	51	Training & Conferences	700	512	800
666-60-51-51500	51	Clothing & Personal Expenses	-	(67)	550
666-60-51-51600	51	Memberships & Dues	287	-	660
666-60-51-51770	51	Other Professional Services	15,175	-	10,900
666-60-51-51900	51	Taxes & Other Fees	11,065	2,138	21,177
666-60-51-52000	51	Insurance	8,939	17,734	12,074
666-60-51-53100	51	Postage	95	83	350
666-60-51-53200	51	Photocopy	94	10	150
666-60-51-53300	51	Office Supplies	285	11	400
666-60-51-54200	51	Other Department Supplies	1,280	1,698	5,600
666-60-51-54300	51	Small Tools	161	330	450
666-60-51-54700	51	Fuels & Lubricants	-	-	200
666-60-51-55300	51	Equipment Maintenance	119	299	250
666-60-51-55400	51	Building/Grounds Maintenance	2,553	47	2,600
666-60-51-55500	51	Central Garage Charges	21,494	23,844	26,462
666-60-51-55600	51	Equipment Rental	-	-	2,000
666-60-51-55800	51	IT Services & Maintenance	3,749	6,274	8,617
666-60-51-55900	51	Overhead	19,260	-	-
666-60-51-57200	51	Capital - Property Acquisition	813	-	-
666-60-51-57300	51	Capital - Buildings & Structur	10,825	-	1,000
666-60-51-57400	51	Capital - ROW & Easements	7,355	1,905	3,000
666-60-51-57600	51	Capital - Other Improvements	51,349	35,668	-
666-60-51-57602	51	Capital - USFWS Batini Culvert	-	-	16,800
666-60-51-57605	51	Capital - USFWS Janes at Alliance	-	-	19,092
666-60-51-57606	51	Capital - USFWS North Jacoby	-	-	8,500
	<b>51 Total</b>	<b>Stormwater Management</b>	<b>373,788</b>	<b>318,020</b>	<b>424,189</b>

**2021/22 Expenditures Budget**

<b>General Ledger Line</b>	<b>Activity</b>	<b>Description</b>	<b>2019/2020 Actual</b>	<b>2020/2021 Actual</b>	<b>2021/2022 Adopted</b>
666-50-52-50100	52	Regular Salaries	71,859	56,691	55,075
666-50-52-50200	52	Overtime Wages	922	1,089	1,000
666-50-52-50300	52	Part-time & Temporary Salaries	4,535	-	-
666-50-52-50990	52	Employee Benefits	120,761	47,849	54,075
666-50-52-51200	52	Communications	918	-	-
666-50-52-51500	52	Clothing & Personal Expenses	-	-	300
666-50-52-51770	52	Other Professional Services	-	1,009	1,000
666-50-52-52000	52	Insurance	4,600	9,458	6,037
666-50-52-53300	52	Office Supplies	-	195	200
666-50-52-53800	52	Cement Gravel Sand & Asphalt	1,997	-	2,250
666-50-52-53900	52	Pipes Valves & Fittings	-	2,268	6,500
666-50-52-54200	52	Other Department Supplies	1,141	439	7,250
666-50-52-54300	52	Small Tools	-	152	400
666-50-52-55500	52	Central Garage Charges	66,512	56,828	78,612
666-50-52-55600	52	Equipment Rental	372	-	1,000
666-50-52-55800	52	IT Services & Maintenance	2,131	4,875	7,923
666-50-52-55900	52	Overhead	48,930	28,390	-
666-50-52-57200	52	Capital - Property Acquisition	-	-	500
666-50-52-57300	52	Capital - Buildings & Structur	-	-	1,500
666-50-52-57400	52	Capital - ROW & Easements	-	-	3,500
666-50-52-57500	52	Capital - Underground Faciliti	1,319	16,236	16,500
666-50-52-57600	52	Capital - Other Improvements	-	-	1,000
	<b>52 Total</b>	<b>Confined Drainage Ways</b>	<b>325,998</b>	<b>225,478</b>	<b>244,623</b>

**2021/22 Expenditures Budget**

<b>General Ledger Line</b>	<b>Activity</b>	<b>Description</b>	<b>2019/2020 Actual</b>	<b>2020/2021 Actual</b>	<b>2021/2022 Adopted</b>
101-60-70-50100	70	Regular Salaries	44,538	44,758	33,691
101-60-70-50300	70	Part-time & Temporary Salaries	4,762	2,835	5,119
101-60-70-50990	70	Employee Benefits	32,483	21,827	19,635
101-60-70-51200	70	Communications	279	-	-
101-60-70-51400	70	Training & Conferences	300	-	500
101-60-70-51600	70	Memberships & Dues	525	500	-
101-60-70-51770	70	Other Professional Services	2,099	-	5,000
101-60-70-53100	70	Postage	5	1	150
101-60-70-53200	70	Photocopy	106	30	150
101-60-70-53300	70	Office Supplies	294	197	470
101-60-70-54200	70	Other Department Supplies	-	-	1,100
101-60-70-55300	70	Equipment Maintenance	200	-	200
101-60-70-55500	70	Central Garage Charges	2,686	2,981	1,508
101-60-70-55800	70	IT Services & Maintenance	2,731	4,891	7,630
101-60-70-57800	70	Capital - Furniture & Equipmen	14,843	3,701	-
	<b>70 Total</b>	<b>Energy Management</b>	<b>105,914</b>	<b>81,721</b>	<b>75,154</b>
664-60-73-50100	73	Regular Salaries	108,007	118,341	104,956
664-60-73-50200	73	Overtime Wages	29	79	-
664-60-73-50300	73	Part-time & Temporary Salaries	24,144	23,372	68,085
664-60-73-50990	73	Employee Benefits	107,902	71,204	72,356
664-60-73-51100	73	Utilities	-	1	-
664-60-73-51200	73	Communications	870	-	-
664-60-73-51300	73	Advertising	995	139	1,000
664-60-73-51400	73	Training & Conferences	46	-	500
664-60-73-51500	73	Clothing & Personal Expenses	-	-	250
664-60-73-51752	73	Collection of Solid Waste	23,708	6,108	7,000
664-60-73-51754	73	Compost/Brush Chipping	94,383	68,133	88,000
664-60-73-51770	73	Other Professional Services	4,941	2,362	20,000
664-60-73-52000	73	Insurance	4,768	9,458	12,076
664-60-73-52526	73	Haz Mat Response Team	1,000	619	700
664-60-73-53100	73	Postage	2,816	359	1,000
664-60-73-53200	73	Photocopy	423	67	500
664-60-73-53300	73	Office Supplies	675	206	250
664-60-73-54200	73	Other Department Supplies	8,101	1,759	10,911
664-60-73-54300	73	Small Tools	5	42	250
664-60-73-54453	73	State Recycling Grants Oil Exp	-	3,800	-
664-60-73-54454	73	State Recycling Grants Bev Exp	-	-	10,000
664-60-73-54455	73	Food Waste Grant Expenditures	24,956	79,651	75,000
664-60-73-55500	73	Central Garage Charges	5,374	5,961	6,616
664-60-73-55800	73	IT Services & Maintenance	3,821	6,765	9,108
664-60-73-55900	73	Overhead	45,660	50,310	55,830
	<b>73 Total</b>	<b>Solid Waste</b>	<b>462,625</b>	<b>448,736</b>	<b>544,388</b>

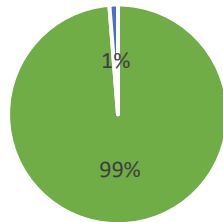
**2021/22 Expenditures Budget**

<b>General Ledger Line</b>	<b>Activity</b>	<b>Description</b>	<b>2019/2020 Actual</b>	<b>2020/2021 Actual</b>	<b>2021/2022 Adopted</b>
205-60-87-50100	87	Regular Salaries	36,681	26,383	27,304
205-60-87-50200	87	Overtime Wages	891	1,749	-
205-60-87-50300	87	Part-time & Temporary Salaries	7,531	12,554	37,773
205-60-87-50990	87	Employee Benefits	34,956	30,601	31,513
205-60-87-51200	87	Communications	233	-	-
205-60-87-51400	87	Training & Conferences	126	479	600
205-60-87-51500	87	Clothing & Personal Expenses	514	1	800
205-60-87-51600	87	Memberships & Dues	365	353	400
205-60-87-51720	87	Other Technical Services	652	5,150	15,000
205-60-87-51736	87	Carbon Survey/Verification	27,516	2,650	3,500
205-60-87-51765	87	Logging Contractor	113,143	125,599	140,000
205-60-87-51770	87	Other Professional Services	3,710	1,231	5,200
205-60-87-51771	87	Legal Consultations	-	1,011	2,000
205-60-87-51900	87	Taxes & Other Fees	5,326	7,794	5,761
205-60-87-51910	87	Certification Fee	351	126	500
205-60-87-52000	87	Insurance	4,800	9,458	12,076
205-60-87-52020	87	CDF Fire Insurance	-	-	350
205-60-87-53100	87	Postage	155	75	350
205-60-87-53200	87	Photocopy	105	141	350
205-60-87-54200	87	Other Department Supplies	6,451	20,041	22,300
205-60-87-54300	87	Small Tools	219	382	1,350
205-60-87-55300	87	Equipment Maintenance	388	-	1,370
205-60-87-55500	87	Central Garage Charges	21,500	11,091	12,062
205-60-87-55800	87	IT Services & Maintenance	2,928	5,581	1,614
205-60-87-55900	87	Overhead	25,010	25,010	30,590
205-60-87-57200	87	Capital - Property Acquisition	3,500	-	-
205-60-87-57400	87	Capital - ROW & Easements	92	1,165	-
205-60-87-57600	87	Capital - Other Improvements	13,753	36,560	150,000
	<b>87 Total</b>	<b>Forest Management</b>	<b>310,899</b>	<b>325,184</b>	<b>502,763</b>

## Environmental Services – Water Services

*Water Distribution Maintenance and Water  
Treatment & Distribution  
Activities: 63 and 64*

Funding Sources



■ Activity-derived Revenue  
■ Other Internal Revenue

FUNDING SOURCES				
	Activity-derived Revenues	Contributory Revenue from Other Activities	General Fund Contribution	TOTALS:
<b>FY 20/21</b>	6,023,387	(90,000)	-	<b>\$5,933,387</b>
<b>FY 21/22</b>	7,048,000	(90,000)	-	<b>\$6,958,000</b>

APPROPRIATIONS

	Personnel	Materials & Services	Capital Projects	Debt Services	Interfund/Intergovt Payments	TOTALS:
<b>FY 20/21</b>	1,344,136	1,898,133	593,500	130,000	739,495	<b>\$4,705,264</b>
<b>FY 21/22</b>	1,414,416	1,849,371	4,374,080	134,157	940,407	<b>\$8,712,430</b>

### Budgeted Projects and Programs FY 21/22:

- Complete Phase 1 preliminary design and environmental documentation for the Plunkett Road waterline retrofit. Following CalOES completion of NEPA, initiate Phase 2 of the project to finalize designs and land acquisition/easement and right-of-way work. Project funded through a phased CalOES grant.
- Implement construction of new water storage tank at Zone 1C at Happy Valley
- Continue to replace aging water lines (in part with state funds)
- Remove the old water tank #8 on Panorama Dr.
- Refurbish Heindon Well as a groundwater source for the City
- Management and Maintenance of 77+ miles of water distribution mains, water service lines, water valves and fire hydrants. Monthly reading, repairing, replacing and testing approximately 6,000 water meters, from 3/4" to 10" service size. Annual testing of 500 backflow prevention devices, and fire service leak detector check devices.
- Comprehensive monitoring as required by The State of California Department of Public Health and the US EPA, including:
  - Water quality testing for: 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.



**2021/22 Expenditures Budget**

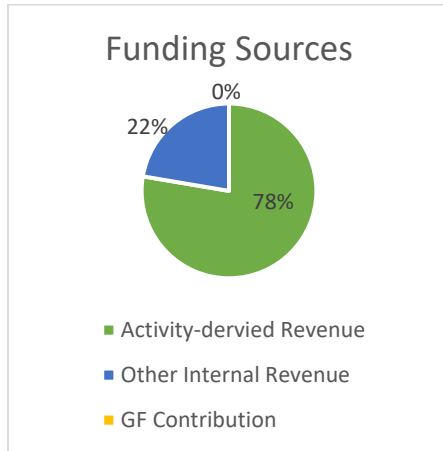
<b>General Ledger Line</b>	<b>Activity</b>	<b>Description</b>	<b>2019/2020 Actual</b>	<b>2020/2021 Actual</b>	<b>2021/2022 Adopted</b>
661-50-63-50100	63	Regular Salaries	306,126	320,072	318,395
661-50-63-50200	63	Overtime Wages	3,187	5,555	5,000
661-50-63-50300	63	Part-time & Temporary Salaries	12,549	9,960	23,453
661-50-63-50990	63	Employee Benefits	407,830	207,927	248,107
661-50-63-51200	63	Communications	4,611	-	-
661-50-63-51400	63	Training & Conferences	625	996	4,500
661-50-63-51500	63	Clothing & Personal Expenses	1,057	1,357	1,600
661-50-63-51600	63	Memberships & Dues	1,000	661	1,000
661-50-63-51770	63	Other Professional Services	3,906	4,017	13,800
661-50-63-52000	63	Insurance	41,716	82,758	111,696
661-50-63-53300	63	Office Supplies	299	205	600
661-50-63-53600	63	Janitorial & Household Supplie	275	183	450
661-50-63-53800	63	Cement Gravel Sand & Asphalt	12,776	11,648	28,000
661-50-63-53900	63	Pipes Valves & Fittings	(7,309)	28,872	75,000
661-50-63-54200	63	Other Department Supplies	5,695	5,876	7,800
661-50-63-54300	63	Small Tools	2,325	4,338	4,500
661-50-63-55300	63	Equipment Maintenance	6,537	3,555	6,800
661-50-63-55500	63	Central Garage Charges	70,348	78,562	82,644
661-50-63-55600	63	Equipment Rental	-	-	1,000
661-50-63-55800	63	IT Services & Maintenance	5,774	11,236	14,822
661-50-63-55900	63	Overhead	139,590	151,030	167,510
661-50-63-56100	63	Interest Expense	18,937		
661-50-63-56105	63	1998 COP Refinance Principal	-	-	76,700
661-50-63-56205	63	1998 COP Refinance Interest	66,203	63,195	57,457
661-50-63-57500	63	Capital - Underground Faciliti	113,780	10,200	2,675,000
661-50-63-57800	63	Capital - Furniture & Equipmen	13,912	3,340	10,000
	<b>63 Total</b>	<b>Water Distribution Maintenance</b>	<b>1,231,745</b>	<b>1,005,543</b>	<b>3,935,835</b>

**2021/22 Expenditures Budget**

<b>General Ledger Line</b>	<b>Activity</b>	<b>Description</b>	<b>2019/2020 Actual</b>	<b>2020/2021 Actual</b>	<b>2021/2022 Adopted</b>
231-60-64-57500	64	Capital - Underground Faciliti	-	-	1,285,200
661-60-64-50100	64	Regular Salaries	450,386	454,451	431,720
661-60-64-50200	64	Overtime Wages	8,009	10,009	8,500
661-60-64-50300	64	Part-time & Temporary Salaries	9,627	9,637	34,668
661-60-64-50990	64	Employee Benefits	336,824	304,395	344,573
661-60-64-51100	64	Utilities	62,346	55,667	74,000
661-60-64-51200	64	Communications	4,502	-	-
661-60-64-51300	64	Advertising	-	-	100
661-60-64-51400	64	Training & Conferences	2,683	1,929	7,860
661-60-64-51500	64	Clothing & Personal Expenses	6,199	7,057	9,000
661-60-64-51600	64	Memberships & Dues	2,671	3,302	3,550
661-60-64-51742	64	Lab Testing & Analysis	7,187	6,642	5,045
661-60-64-51770	64	Other Professional Services	55,575	41,035	65,475
661-60-64-51780	64	Other Planning Services	-	23	2,000
661-60-64-51900	64	Taxes & Other Fees	18,740	32,327	27,800
661-60-64-52000	64	Insurance	35,757	70,935	96,604
661-60-64-52526	64	Haz Mat Response Team	2,300	2,300	2,350
661-60-64-53100	64	Postage	12,083	13,705	16,700
661-60-64-53200	64	Photocopy	577	0	1,400
661-60-64-53300	64	Office Supplies	2,314	466	2,750
661-60-64-53400	64	Bank Service Charges	34,481	43,745	-
661-60-64-53500	64	Chemicals & Lab Supplies	18,925	22,219	30,091
661-60-64-53600	64	Janitorial & Household Supplie	312	967	1,750
661-60-64-54000	64	Purchase Of Water	1,394,923	1,436,533	1,425,000
661-60-64-54200	64	Other Department Supplies	7,097	2,583	12,000
661-60-64-54300	64	Small Tools	1,713	342	4,000
661-60-64-54700	64	Fuels & Lubricants	-	-	250
661-60-64-55300	64	Equipment Maintenance	18,362	5,820	26,000
661-60-64-55400	64	Building/Grounds Maintenance	5,015	754	11,500
661-60-64-55500	64	Central Garage Charges	58,331	26,348	29,593
661-60-64-55600	64	Equipment Rental	-	1,215	3,500
661-60-64-55800	64	IT Services & Maintenance	8,915	17,090	18,877
661-60-64-55900	64	Overhead	325,710	352,390	390,860
661-60-64-57200	64	Capital - Property Acquisition	5,075	-	-
661-60-64-57300	64	Capital - Buildings & Structur	32,411	22,001	36,000
661-60-64-57500	64	Capital - Underground Faciliti	20,857	35,103	50,000
661-60-64-57600	64	Capital - Other Improvements	21,419	16,384	297,880
661-60-64-57800	64	Capital - Furniture & Equipmen	1,744	4,385	20,000
	<b>64 Total</b>	<b>Water Treatment</b>	<b>2,973,071</b>	<b>3,001,758</b>	<b>4,776,596</b>

# Environmental Services – Wastewater & AMWS/AMIC Services

*Wastewater Collection and Wastewater Treatment  
Activities: 65 and 67*



FUNDING SOURCES				
	Activity-derived Revenues	Contributory Revenue from Other Activities	General Fund Contribution	TOTALS:
FY 20/21	22,286,498	(90,000)	-	\$22,196,498
FY 21/22	7,820,341	2,248,400	-	\$10,068,741

APPROPRIATIONS						
	Personnel	Materials & Services	Capital Projects	Debt Services	Interfund/Intergovt Payments	TOTALS:
FY 20/21	1,808,572	1,220,932	14,453,000	181,520	1,022,034	\$18,686,058
FY 21/22	1,861,423	1,117,256	13,095,441	180,280	1,108,709	\$17,363,109

## Budgeted Projects and Programs FY 21/22:

### Construction Projects: WWTP Rehabilitation

- Complete planning, engineering, bid for construction for WWTP reconfiguration Phase I
- Purchase the UV disinfection system.
- Initiate WWTP upgrade Phase II design and permitting
- Complete electrical wiring and installation of new aerators in Oxidation Pond #1.
- Replace and add pump/motor redundancy to the First Street wastewater lift station.
- Pursue grant funding for sea level rise adaptation including living shorelines design.
- Comprehensive maintenance and repairs the City's wastewater collection and wastewater treatment systems including: 61 miles of wastewater collection network, all main and service lateral sewer lines,

clean-outs, and manholes; and the wastewater treatment plant, 11 wastewater pump stations, oxidation ponds and treatment/enhancement marshes.

- Comprehensive monitoring as required by the California State Water Resources Control Board and the U.S. EPA, including:
  - Water quality testing for: 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.
  - Disposal of the City's wastewater solids composition program.
  - Beneficial Uses of the Arcata Marsh and Wildlife Sanctuary (AMWS) as they relate to wastewater discharge permitting.

**Arcata Marsh and Wildlife Sanctuary**

- Advance the boat launch facility project with the California Boating and Waterways Grant
- Improve South I Street for walk and biking (HAF grant funded)

**2021/22 Expenditures Budget**

<b>General Ledger Line</b>	<b>Activity</b>	<b>Description</b>	<b>2019/2020 Actual</b>	<b>2020/2021 Actual</b>	<b>2021/2022 Adopted</b>
662-50-65-50100	65	Regular Salaries	305,649	318,605	342,822
662-50-65-50200	65	Overtime Wages	4,268	4,579	6,000
662-50-65-50300	65	Part-time & Temporary Salaries	24,084	21,143	37,589
662-50-65-50990	65	Employee Benefits	472,617	201,961	252,914
662-50-65-51200	65	Communications	3,806	-	-
662-50-65-51400	65	Training & Conferences	1,106	2,917	8,900
662-50-65-51500	65	Clothing & Personal Expenses	827	1,621	5,750
662-50-65-51600	65	Memberships & Dues	550	295	550
662-50-65-51720	65	Other Technical Services	-	-	2,500
662-50-65-51770	65	Other Professional Services	15,926	6,917	24,600
662-50-65-52000	65	Insurance	41,716	82,758	105,659
662-50-65-53800	65	Cement Gravel Sand & Asphalt	21,479	10,867	35,000
662-50-65-53900	65	Pipes Valves & Fittings	10,194	23,150	24,000
662-50-65-54200	65	Other Department Supplies	6,094	3,383	12,000
662-50-65-54300	65	Small Tools	1,511	2,121	3,000
662-50-65-55300	65	Equipment Maintenance	12,868	19,014	24,000
662-50-65-55500	65	Central Garage Charges	307,580	183,351	188,716
662-50-65-55600	65	Equipment Rental	2,429	2,067	7,000
662-50-65-55800	65	IT Services & Maintenance	5,564	10,013	13,657
662-50-65-55900	65	Overhead	195,690	212,050	234,430
662-50-65-56102	65	1997 Revenue Bonds	-	-	142,680
662-50-65-56202	65	1997 Revenue Bonds	15,075	11,810	5,150
662-50-65-57500	65	Capital - Underground Faciliti	1,752	744	167,650
662-50-65-57800	65	Capital - Furniture & Equipmen	22,890	10,016	231,000
	<b>65 Total</b>	<b>Wastewater Collection</b>	<b>1,473,675</b>	<b>1,129,382</b>	<b>1,875,567</b>

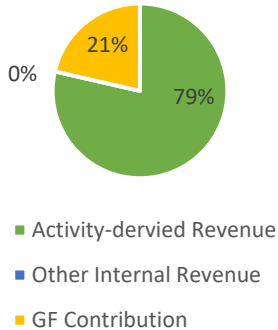
**2021/22 Expenditures Budget**

<b>General Ledger Line</b>	<b>Activity</b>	<b>Description</b>	<b>2019/2020 Actual</b>	<b>2020/2021 Actual</b>	<b>2021/2022 Adopted</b>
662-60-67-50100	67	Regular Salaries	602,182	667,530	591,433
662-60-67-50200	67	Overtime Wages	7,674	10,189	9,000
662-60-67-50300	67	Part-time & Temporary Salaries	38,164	38,817	151,020
662-60-67-50990	67	Employee Benefits	434,241	453,357	470,645
662-60-67-51100	67	Utilities	170,585	194,367	190,000
662-60-67-51200	67	Communications	11,067	-	-
662-60-67-51400	67	Training & Conferences	3,666	6,526	8,800
662-60-67-51500	67	Clothing & Personal Expenses	11,516	12,048	12,500
662-60-67-51600	67	Memberships & Dues	982	1,273	3,050
662-60-67-51728	67	Engineering Services	55,300	52,850	85,000
662-60-67-51742	67	Lab Testing & Analysis	50,406	54,160	63,968
662-60-67-51754	67	Compost/Brush Chipping	-	62,367	85,500
662-60-67-51770	67	Other Professional Services	86,322	82,281	110,084
662-60-67-51771	67	Legal Consultations	-	-	2,060
662-60-67-51780	67	Other Planning Services	9,219	10,781	11,200
662-60-67-51790	67	Other Consulting Services	54,935	59,874	-
662-60-67-51900	67	Taxes & Other Fees	44,619	53,597	56,276
662-60-67-52000	67	Insurance	35,757	70,935	90,565
662-60-67-52526	67	Haz Mat Response Team	2,300	2,300	2,369
662-60-67-53100	67	Postage	16,740	20,392	24,200
662-60-67-53200	67	Photocopy	637	73	1,400
662-60-67-53300	67	Office Supplies	4,771	1,829	4,315
662-60-67-53400	67	Bank Service Charges	35,997	45,628	46,635
662-60-67-53500	67	Chemicals & Lab Supplies	130,210	130,958	148,400
662-60-67-53600	67	Janitorial & Household Supplie	413	1,083	2,700
662-60-67-54200	67	Other Department Supplies	17,312	7,230	23,100
662-60-67-54300	67	Small Tools	2,296	428	4,000
662-60-67-54700	67	Fuels & Lubricants	2,219	1,933	2,575
662-60-67-55300	67	Equipment Maintenance	57,462	50,910	75,600
662-60-67-55400	67	Building/Grounds Maintenance	16,562	10,091	53,000
662-60-67-55500	67	Central Garage Charges	72,377	61,479	69,050
662-60-67-55600	67	Equipment Rental	10,328	1,342	9,500
662-60-67-55800	67	IT Services & Maintenance	10,333	24,345	26,416
662-60-67-55900	67	Overhead	269,600	291,370	323,940
662-60-67-56102	67	1997 Revenue Bonds	-	-	31,320
662-60-67-56202	67	1997 Revenue Bonds	3,309	2,593	1,130
662-60-67-57200	67	Capital - Property Acquisition	-	-	75,000
662-60-67-57300	67	Capital - Buildings & Structur	(24,023)	4,909	55,000
662-60-67-57500	67	Capital - Underground Faciliti	51,150	-	-
662-60-67-57600	67	Capital - Other Improvements	255,334	18,211	-
662-60-67-57601	67	Capital - WWTP	-	135,906	11,688,400
662-60-67-57602	67	Capital - South I ST Dock/Vault	-	-	483,391
662-60-67-57603	67	Capital - NR/PD Move	-	-	10,000
662-60-67-57604	67	Capital - I St Pump	-	-	325,000
662-60-67-57800	67	Capital - Furniture & Equipmen	301,940	22,468	60,000
	<b>67 Total</b>	<b>Wastewater Treatment</b>	<b>2,853,902</b>	<b>2,666,430</b>	<b>15,487,542</b>

# Technological Capabilities (IT Services, Communications & GIS)

*IT Services & Maintenance; Communications & GIS; Activities: 71; 77; 79*

Funding Sources



FUNDING SOURCES				
	Activity-derived Revenues	Contributory Revenue from Other Activities	General Fund Contribution	TOTALS:
<b>FY 20/21</b>	5,800	140,722	339,785	<b>\$486,308</b>
<b>FY 21/22</b>	419,553	47,352	111,603	<b>\$578,508</b>

## APPROPRIATIONS

	Personnel	Materials & Services	Capital Projects	Debt Services	Interfund/Intergovt Payments	TOTALS:
<b>FY 20/21</b>	294,557	155,820	12,800	-	23,131	<b>\$486,308</b>
<b>FY 21/22</b>	339,818	157,504	44,200	-	31,126	<b>\$582,648</b>

## Budgeted Projects and Programs FY 21/22:

### 71 – IT Services

- Provide the overall maintenance, enhancement and systematic replacement of the City's overall computer network structure, landline and cell phones, and main copier equipment.
- Ongoing training of staff on general computer use and software.
- Upgrade/replacement of older computers/hardware throughout the organization.
- Continued updates to the IT Resource and Disaster Recovery Manual.
- Perform major upgrade of the City core server and network environment.

### 77 – Communications

- Produce videos of upcoming and existing City projects, including a video on the City's Wastewater Treatment Plant Rehabilitation Project.
- Run the technical equipment in broadcasting public meetings; this year focusing on improving public engagement through electronic meeting platforms.
- Continue centralized production of all City Press Releases and management of City social media platforms.

- Maintain City website and work with community partners on the VisitArcata website and develop media/marketing videos for City projects, business/economic highlights, promotion of Arcata events/activities.
- Complete and implement a citywide social media policy.

#### 79-GIS

- 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.



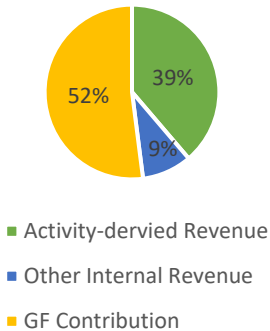
**2021/22 Expenditures Budget**

<b>General Ledger Line</b>	<b>Activity</b>	<b>Description</b>	<b>2019/2020 Actual</b>	<b>2020/2021 Actual</b>	<b>2021/2022 Adopted</b>
775-10-71-50100	71	Regular Salaries	101,780	105,827	105,049
775-10-71-50990	71	Employee Benefits	118,994	95,658	118,055
775-10-71-51200	71	Communications	11,637	53,945	45,865
775-10-71-51210	71	Internet & DSL	7,487	18,319	15,384
775-10-71-51400	71	Training & Conferences	1,324	-	-
775-10-71-51600	71	Memberships & Dues	130	130	360
775-10-71-51770	71	Other Professional Services	9,001	14,250	28,780
775-10-71-51790	71	Other Consulting Services	13,570	4,466	9,550
775-10-71-53300	71	Office Supplies	-	19,902	17,800
775-10-71-54200	71	Other Department Supplies	1,164	954	250
775-10-71-55300	71	Equipment Maintenance	7,773	7,496	7,500
775-10-71-55800	71	IT Services & Maintenance	3,386	2,961	720
775-10-71-55900	71	Overhead	6,353	8,860	11,080
775-10-71-57800	71	Capital - Furniture & Equipmen	44,449	22,417	48,200
	<b>71 Total</b>	<b>IT Services</b>	<b>327,047</b>	<b>355,186</b>	<b>408,593</b>
101-10-77-50100	77	Regular Salaries	25,971	27,196	27,274
101-10-77-50200	77	Overtime Wages	78	-	-
101-10-77-50300	77	Part-time & Temporary Salaries	25,412	23,250	55,093
101-10-77-50990	77	Employee Benefits	21,612	22,591	25,127
101-10-77-51200	77	Communications	397	-	-
101-10-77-51790	77	Other Consulting Services	7,605	7,710	8,305
101-10-77-51791	77	Consulting - Cable Franchise	4,860	4,860	4,860
101-10-77-51792	77	Consulting - Video Streaming	7,152	7,152	7,200
101-10-77-54200	77	Other Department Supplies	1,668	264	250
101-10-77-55800	77	IT Services & Maintenance	3,166	7,439	9,923
101-10-77-57800	77	Capital - Furniture & Equipmen	-	-	6,000
	<b>77 Total</b>	<b>Communications</b>	<b>97,921</b>	<b>100,462</b>	<b>144,031</b>
101-60-79-50100	79	Regular Salaries	13,917	9,740	4,991
101-60-79-50300	79	Part-time & Temporary Salaries	2,121	1,381	2,571
101-60-79-50990	79	Employee Benefits	13,120	3,321	1,659
101-60-79-51400	79	Training & Conferences	701	-	800
101-60-79-53100	79	Postage	-	1	50
101-60-79-53200	79	Photocopy	-	-	200
101-60-79-53300	79	Office Supplies	488	-	1,050
101-60-79-54200	79	Other Department Supplies	270	241	800
101-60-79-55300	79	Equipment Maintenance	8,115	5,700	8,500
101-60-79-55500	79	Central Garage Charges	2,686	1,386	1,508
101-60-79-55800	79	IT Services & Maintenance	4,668	5,446	7,895
	<b>79 Total</b>	<b>GIS</b>	<b>46,086</b>	<b>27,217</b>	<b>30,024</b>

## Environmental Services – Parks, Facilities & Recreation Services

*Parks; Facilities, Recreation  
Activities: 81; 85; 89*

Funding Sources



FUNDING SOURCES				
	Activity-derived Revenues	Contributory Revenue from Other Activities	General Fund Contribution	TOTALS:
<b>FY 20/21</b>	938,125	223,242	1,259,364	<b>\$2,420,731</b>
<b>FY 21/22</b>	1,575,696	405,216	1,456,802	<b>\$3,437,714</b>

APPROPRIATIONS						
	Personnel	Materials & Services	Capital Projects	Debt Services	Interfund/Intergovt Payments	TOTALS:
<b>FY 20/21</b>	1,235,221	534,935	472,793	73,300	104,481	<b>\$2,420,731</b>
<b>FY 21/22</b>	1,458,889	500,315	1,272,500	57,198	111,613	<b>\$3,400,515</b>

### Budgeted Projects and Programs FY 21/22:

- The Parks Division manages and maintains 100 acres comprised of 30 community and neighborhood parks, sports fields, Bayside Park gardens/farm, tennis courts, trails through city parks, a skateboard facility and the downtown plaza, as well as maintaining landscaping at parking lots, pedestrian corridors, roadway and sound walls. Projects included in this year's budget are grant and development fee funded.
  - Develop beautification priorities for Valley West collaborating with the Chamber, Main Street and Arcata House Partnership such as trash pick-up/cans, murals, planters, flower baskets and better lighting.
  - Finalize a development plan for Carlson Park with neighborhood input and seek funding for implementation. Prioritize improvements to Carlson Park, cleanup efforts, play space and river access.
  - Complete improvements to Shay Park including installation of outdoor exercise equipment
  - Complete conceptual plan, preliminary design and seek funding for implementation of Redwood Park improvements and finalize the bike pump track plans.
  - Beautify and replant the planter(s) on H Street
  - Beautify and maintain the HSU footbridge
  - Resurface Larson Park tennis courts
  - Seek community input and implement the Sunnybrae Park grant
  - Irrigation Well for Sports Complex

- The Buildings Division maintains the City's 15 buildings totaling over 100,000 square feet. This includes working to complete energy efficiency upgrades and deferred maintenance needs for all government buildings. This year's projects include:
  1. Install backup generators at city facilities
  2. Design and construct meeting/office space for City Council
  3. Routine Maintenance and miscellaneous repairs as needed
- The Recreation Division provides enrichment for Arcata's children, adults, families, and the greater community through services, facilities and programs that improve the quality of life in Arcata. Programming serves all ages and interests, ranging from traditional and nontraditional athletics to arts, science, music and seasonal community events. Projects this year include:
  1. Reopen and Rebuild Recreational programming to fit new and changing COVID guidelines
  2. Continue the planning for a Valley West community center to offer recreational and learning opportunities, resource services, and a general gathering space. Support the HSU student project to complete initial visioning.
  3. Support the update of the Parks and Recreation Element of the General Plan
  4. Continue to identify and address priorities for all members of our community including special needs community and seniors and coordinate with HSU and other local agencies to continue Special Olympics Young Athletes program.

**2021/22 Expenditures Budget**

<b>General Ledger Line</b>	<b>Activity</b>	<b>Description</b>	<b>2019/2020 Actual</b>	<b>2020/2021 Actual</b>	<b>2021/2022 Adopted</b>
101-50-81-50100	81	Regular Salaries	286,218	200,515	263,264
101-50-81-50200	81	Overtime Wages	1,206	966	-
101-50-81-50300	81	Part-time & Temporary Salaries	67,334	38,769	88,258
101-50-81-50990	81	Employee Benefits	213,656	117,592	181,381
101-50-81-51100	81	Utilities	15,856	44,177	70,000
101-50-81-51200	81	Communications	2,658	-	-
101-50-81-51400	81	Training & Conferences	1,937	441	3,860
101-50-81-51500	81	Clothing & Personal Expenses	3,273	1,340	3,200
101-50-81-51600	81	Memberships & Dues	725	178	765
101-50-81-51770	81	Other Professional Services	3,756	274	7,900
101-50-81-51790	81	Other Consulting Services	11,680	-	-
101-50-81-51900	81	Taxes & Other Fees	2,133	2,153	2,250
101-50-81-53200	81	Photocopy	138	53	150
101-50-81-53300	81	Office Supplies	222	411	1,500
101-50-81-53500	81	Chemicals & Lab Supplies	9,154	20,344	16,360
101-50-81-53600	81	Janitorial & Household Supplie	972	194	1,000
101-50-81-53800	81	Cement Gravel Sand & Asphalt	10,825	151	10,300
101-50-81-53900	81	Pipes Valves & Fittings	3,109	1,026	3,950
101-50-81-54200	81	Other Department Supplies	6,273	3,426	12,890
101-50-81-54300	81	Small Tools	2,224	2,080	3,000
101-50-81-55300	81	Equipment Maintenance	9,006	2,037	9,840
101-50-81-55400	81	Building/Grounds Maintenance	18,911	15,681	41,925
101-50-81-55500	81	Central Garage Charges	88,930	40,860	45,671
101-50-81-55600	81	Equipment Rental	17,329	17,665	21,000
101-50-81-55800	81	IT Services & Maintenance	3,320	7,747	10,886
101-50-81-57600	81	Capital - Other Improvements	-	3,609	-
101-50-81-57611	81	Capital - Neighborhood Parks	2,000	147,123	18,000
101-50-81-57612	81	Capital - Community Parks	289,522	68,586	75,000
101-50-81-57613	81	Capital - Special Use Parks	-	-	5,000
101-50-81-57614	81	Capital - Linear Parks	71,000	164	-
101-50-81-57800	81	Capital - Furniture & Equipmen	3,580	-	-
231-50-81-51770	81	Other Professional Services	-	-	35,000
231-50-81-57600	81	Capital - Other Improvements	-	-	958,000
	<b>81 Total</b>	<b>Parks</b>	<b>1,146,950</b>	<b>737,560</b>	<b>1,890,350</b>

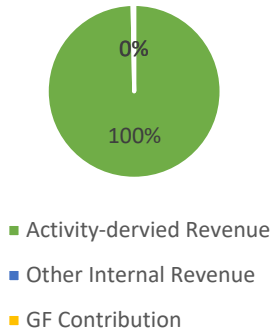
**2021/22 Expenditures Budget**

<b>General Ledger Line</b>	<b>Activity</b>	<b>Description</b>	<b>2019/2020 Actual</b>	<b>2020/2021 Actual</b>	<b>2021/2022 Adopted</b>
101-50-85-50100	85	Regular Salaries	220,585	229,408	213,485
101-50-85-50200	85	Overtime Wages	398	723	750
101-50-85-50300	85	Part-time & Temporary Salaries	32,279	-	10,000
101-50-85-50990	85	Employee Benefits	178,775	167,253	167,110
101-50-85-51100	85	Utilities	104,121	112,632	118,200
101-50-85-51200	85	Communications	8,198	-	-
101-50-85-51400	85	Training & Conferences	-	-	2,300
101-50-85-51500	85	Clothing & Personal Expenses	2,240	1,057	2,400
101-50-85-51600	85	Memberships & Dues	170	-	-
101-50-85-51770	85	Other Professional Services	49,633	12,031	32,200
101-50-85-51900	85	Taxes & Other Fees	594	891	700
101-50-85-53600	85	Janitorial & Household Supplie	28,098	17,765	27,000
101-50-85-54200	85	Other Department Supplies	662	99	300
101-50-85-55300	85	Equipment Maintenance	7,639	1,120	13,725
101-50-85-55400	85	Building/Grounds Maintenance	16,307	18,977	18,100
101-50-85-55500	85	Central Garage Charges	44,000	22,002	24,800
101-50-85-55800	85	IT Services & Maintenance	3,571	13,959	10,169
101-50-85-56105	85	1998 COP Refinance Principal	38,150	39,900	41,300
101-50-85-56205	85	1998 COP Refinance Interest	34,243	32,623	15,898
101-50-85-57300	85	Capital - Buildings & Structur	391,014	69,704	37,000
101-50-85-57600	85	Capital - Other Improvements	-	-	-
101-50-85-57800	85	Capital - Furniture & Equipmen	11,382	301	179,500
	<b>85 Total</b>	<b>Government Buildings</b>	<b>1,172,058</b>	<b>740,444</b>	<b>914,936</b>
101-60-89-50100	89	Regular Salaries	188,079	166,969	164,069
101-60-89-50200	89	Overtime Wages	759	294	-
101-60-89-50300	89	Part-time & Temporary Salaries	184,235	102,953	188,382
101-60-89-50990	89	Employee Benefits	203,314	198,669	182,190
101-60-89-51200	89	Communications	1,258	-	-
101-60-89-51300	89	Advertising	835	1,486	2,300
101-60-89-51400	89	Training & Conferences	165	95	700
101-60-89-51500	89	Clothing & Personal Expenses	-	263	1,670
101-60-89-51600	89	Memberships & Dues	770	730	905
101-60-89-51710	89	Contract Classes	4,158	-	-
101-60-89-51770	89	Other Professional Services	765	-	1,500
101-60-89-52524	89	Fingerprinting Services	2,126	1,274	2,500
101-60-89-53100	89	Postage	387	222	500
101-60-89-53200	89	Photocopy	299	16	400
101-60-89-53300	89	Office Supplies	565	500	700
101-60-89-53400	89	Bank Service Charges	5,796	5,927	-
101-60-89-54200	89	Other Department Supplies	24,762	13,219	19,775
101-60-89-55300	89	Equipment Maintenance	5,743	3,600	10,000
101-60-89-55700	89	Facilities Rental	435	20	2,500
101-60-89-55800	89	IT Services & Maintenance	10,952	16,964	17,137
101-60-89-57800	89	Capital - Furniture & Equipmen	130	-	-
	<b>89 Total</b>	<b>Recreation</b>	<b>635,533</b>	<b>513,201</b>	<b>595,228</b>

# Public Transportation Services

*Public Transportation; Dial-a-Ride; Greyhound Services Activities: 91; 92; 93*

Funding Sources



FUNDING SOURCES				
	Activity-derived Revenues	Contributory Revenue from Other Activities	General Fund Contribution	TOTALS:
<b>FY 20/21</b>	1,159,664	-	-	<b>\$1,159,664</b>
<b>FY 21/22</b>	3,048,580	(10,000)	-	<b>\$3,038,580</b>

## APPROPRIATIONS

	Personnel	Materials & Services	Capital Projects	Debt Services	Interfund/Intergovt Payments	TOTALS:
<b>FY 20/21</b>	390,553	519,220	55,000	-	149,820	<b>\$1,114,593</b>
<b>FY 21/22</b>	464,430	565,100	1,830,454	-	178,759	<b>\$3,038,744</b>

## Budgeted Projects and Programs FY 21/22:

- Complete an analysis of the Transit system to include:
  - Review of current bus line efficiency internally and as it connects to regional transit.
  - Review an HSU to downtown shuttle line (green line) and local park & ride options.
  - Coordinate the alternative transportation improvements from the downtown affordable housing units with the transit system.
  - Review unmet transit needs of the City.
  - Develop 1, 3 and 5 year priorities for the transit system.
  - Investigate options and feasibility for an on-demand transit system/ para-transit system.
- Institute a dependable driver training program for PT bus drivers for AMRTS
- Investigate options and feasibility for an on-demand transit system/ para-transit system.
- Secure funding to support free bus service in the summer and for new housing projects
- Secure a new bike share program in partnership with HSU
- Install backup generator for Transit Building
- Manage Dial-A-Ride
- Manage Greyhound services
- Sponsor 1-2 educational bus rides a year (historical, sea level rise, etc.)

**2021/22 Expenditures Budget**

<b>General Ledger Line</b>	<b>Activity</b>	<b>Description</b>	<b>2019/2020 Actual</b>	<b>2020/2021 Actual</b>	<b>2021/2022 Adopted</b>
232-50-91-57900	91	Capital - Vehicles	-	-	500,000
233-50-91-51770	91	Other Professional Services	-	-	75,000
233-50-91-57900	91	Capital - Vehicles	-	-	350,000
663-50-91-50100	91	Regular Salaries	100,810	133,995	158,346
663-50-91-50200	91	Overtime Wages	561	1,151	1,000
663-50-91-50300	91	Part-time & Temporary Salaries	123,270	91,512	161,000
663-50-91-50990	91	Employee Benefits	124,715	101,135	120,279
663-50-91-51100	91	Utilities	634	1,583	100
663-50-91-51200	91	Communications	5,134	-	-
663-50-91-51300	91	Advertising	676	1,095	1,500
663-50-91-51400	91	Training & Conferences	2,184	185	20,000
663-50-91-51500	91	Clothing & Personal Expenses	-	90	600
663-50-91-51600	91	Memberships & Dues	535	-	-
663-50-91-51900	91	Taxes & Other Fees	324	324	500
663-50-91-52000	91	Insurance	47,018	55,012	72,660
663-50-91-52451	91	CARES Act Expenditures	-	19,743	-
663-50-91-52560	91	JPA Agreements	231,993	236,682	250,000
663-50-91-53100	91	Postage	-	-	100
663-50-91-53200	91	Photocopy	-	-	100
663-50-91-53300	91	Office Supplies	717	180	1,500
663-50-91-54200	91	Other Department Supplies	921	7	500
663-50-91-54300	91	Small Tools	195	-	100
663-50-91-55300	91	Equipment Maintenance	139,768	149,915	135,000
663-50-91-55800	91	IT Services & Maintenance	5,214	12,033	12,941
663-50-91-55900	91	Overhead	80,300	64,940	77,920
663-50-91-57600	91	Capital - Other Improvements	24,906	-	-
663-50-91-57800	91	Capital - Furniture & Equipmen	1,658	1,036	2,197
663-50-91-57900	91	Capital - Vehicles	-	-	978,257
	<b>91 Total</b>	<b>A&amp;MRTS</b>	<b>891,532</b>	<b>870,618</b>	<b>2,919,601</b>
663-50-92-50100	92	Regular Salaries	15,472	6,328	6,589
663-50-92-50200	92	Overtime Wages	53	83	100
663-50-92-50990	92	Employee Benefits	10,938	5,057	5,263
663-50-92-51300	92	Advertising	-	-	100
663-50-92-51400	92	Training & Conferences	-	-	500
663-50-92-52560	92	JPA Agreements	83,781	79,281	80,000
663-50-92-55800	92	IT Services & Maintenance	1,584	3,657	7,051
	<b>92 Total</b>	<b>DAR</b>	<b>111,828</b>	<b>94,405</b>	<b>99,603</b>

**2021/22 Expenditures Budget**

<b>General Ledger Line</b>	<b>Activity</b>	<b>Description</b>	<b>2019/2020 Actual</b>	<b>2020/2021 Actual</b>	<b>2021/2022 Adopted</b>
663-50-93-50100	93	Regular Salaries	30,220	10,185	6,589
663-50-93-50200	93	Overtime Wages	132	196	-
663-50-93-50990	93	Employee Benefits	21,331	8,376	5,263
663-50-93-55800	93	IT Services & Maintenance	1,782	3,890	7,687
	<b>93 Total</b>	<b>Greyhound</b>	<b>53,465</b>	<b>22,647</b>	<b>19,539</b>



# RESOLUTIONS & SUPPLEMENTAL INFORMATION



## RESOLUTION NO. 212-01

### A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ARCATA ADOPTING OF THE ANNUAL BUDGET FOR THE FISCAL YEAR BEGINNING JULY 1, 2021

**WHEREAS**, the proposed budget for the City of Arcata for the fiscal year beginning July 1, 2021, as presented by the City Manager, has been reviewed, studied, and revised by the City Council;

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of Arcata as follows:

Section 1: That the budget document entitled "City of Arcata Fiscal Year 2021/22 Annual Budget" as presented by the City Manager at a scheduled Council meeting on June 24, 2021 is adopted as the budget of the City for the 2021/22 fiscal year, including all budget and fiscal policies outlined therein, and the amounts stated therein as proposed expenditures for the purpose therein stated shall be and are hereby appropriated to the several objects and purposes therein stated. The total appropriations are summarized as follows:

2021/22 Budget Summary CITY MANAGER RECOMMENDED APPROPRIATIONS Comparison to Prior Year Adopted Budget				
	Proposed Budget 2021/22	Adopted Budget 2020/21	Dollar Difference	Percent Difference
Legislative	458,610	440,907	17,703	4%
Executive	893,623	736,422	157,202	21%
Legal	227,050	197,730	29,320	15%
Finance	782,254	723,043	59,211	8%
Police	7,052,356	6,304,503	747,853	12%
Public Works	1,943,634	742,009	1,201,625	162%
Parks & Recreation	1,492,579	1,746,591	(254,012)	-15%
Planning & Development	1,203,507	637,412	566,094	89%
Non-Departmental	1,359,252	1,445,633	(86,381)	-6%
Debt Service	73,300	73,300	-	0%
Total General Fund	15,486,165	13,047,551	2,438,614	18.69%
Police	35,000	35,000	-	0.00%
Public Works	4,360,655	1,704,155	2,656,500	155.88%
Parks & Recreation	502,763	348,479	154,284	44.27%
Planning & Development	6,241,696	6,656,988	(415,293)	-6.24%
Enterprise Funds:				
Water	7,427,231	4,705,264	2,721,967	57.85%
Wastewater	17,363,110	18,686,058	(1,322,948)	-7.08%
Solid Waste	544,388	496,049	48,339	9.74%
Transportation	2,113,744	1,114,593	999,150	89.64%
Stormwater	611,311	766,003	(154,691)	-20.19%
Internal Service Funds:				
Central Garage	1,306,009	865,792	440,217	50.85%
IT Services & Maintenance	408,593	346,429	62,164	17.94%
Total Other Funds	40,914,499	35,724,810	5,189,689	14.53%
Total City Funds	56,400,664	48,772,361	7,628,303	15.64%

Section 2: That, as required by the Revenue and Taxation Code Section 7910, the appropriations limit for the fiscal year 2020/21 is \$15,988,905 and the appropriations limit for the fiscal year 2021/22 is \$ 16,663,326. Also, that neither the appropriations for the 2020/21 or 2021/22 fiscal years, which are subject to the appropriations limit as set forth in Article XIIB of the California Constitution, exceed their respective limits as stated above. Also, that the annual adjustment factors that were selected to calculate the 2021/22 limit were: 1. California Per Capita Personal Income; and 2. County of Humboldt Population Growth.

Section 3: General Fund reserves are anticipated to increase by \$18,000.


Section 4: Modifications and amendments to the 2021/22 City of Arcata Budget shall be allowed during the 2021/22 fiscal year, when in conformance with the "Budget and Fiscal Policies".


Section 5: This resolution is effective July 1, 2021.

DATED: June 24, 2021

ATTEST:

APPROVED:

  
\_\_\_\_\_  
City Clerk, City of Arcata

  
\_\_\_\_\_  
Mayor, City of Arcata

#### CLERK'S CERTIFICATE

I hereby certify that the foregoing is a true and correct copy of Resolution No. 212-01, passed and adopted at a regular meeting of the City Council of the City of Arcata, Humboldt County, California, held on the 24<sup>th</sup> day of June, 2021, by the following vote:

**AYES: PEREIRA, WATSON, ATKINS-SALAZAR, GOLDSTEIN, SCHAEFER**

**NOES: NONE**

**ABSENT: NONE**

**ABSTENTIONS: NONE**

  
\_\_\_\_\_  
City Clerk, City of Arcata

**RESOLUTION NO. 212-02**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ARCATA  
UPDATING THE MASTER FEE SCHEDULE FOR  
VARIOUS FEES AND SERVICE CHARGES FOR FISCAL YEAR 2021/22**

**WHEREAS**, pursuant to the provisions of the California Constitution, the laws of the State of California, and City ordinances, the City of Arcata is authorized to adopt and implement rates, fees and charges for certain municipal services, provided the same do not exceed the estimated reasonable cost of providing such services; and

**WHEREAS**, for the convenience of the public, it is desirable to gather in a single document, identified as the Master Fee Schedule, a comprehensive list of various fees and service charges imposed by the City; and

**WHEREAS**, on June 24, 2021 the City Council of the City of Arcata reviewed and updated the Master Fee Schedule as necessary to reflect increases in costs to provide said services; and

**WHEREAS**, the attached "Attachment B" details the additions or revisions to the Master Fee Schedule for fiscal year 2021/22.


**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Arcata hereby set, adjust and approve the various fees and service charges for certain City services and facilities, as set forth in the attached "Attachment B"

DATED: June 24, 2021

ATTEST:

APPROVED:

  
\_\_\_\_\_  
City Clerk, City of Arcata

  
\_\_\_\_\_  
Mayor, City of Arcata

### CLERK'S CERTIFICATE

I hereby certify that the foregoing is a true and correct copy of Resolution No. 212-02, passed and adopted at a regular meeting of the City Council of the City of Arcata, Humboldt County, California, held on the 24<sup>th</sup> day of June, 2021, by the following vote:

AYES: **PEREIRA, WATSON, ATKINS-SALAZAR, GOLDSTEIN, SCHAEFER**

NOES: **NONE**

ABSENT: **NONE**

ABSTENTIONS: **NONE**

  
\_\_\_\_\_  
City Clerk, City of Arcata



**CITY OF ARCATA**

**MASTER FEE SCHEDULE**

**FOR VARIOUS FEES, SERVICE CHARGES AND TAXES**

(Revised 6/15/2021 Resolution 212-02)

## Master Fee Schedule Table of Contents

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**CITY OF ARCATA  
MASTER FEES SCHEDULE  
FOR VARIOUS FEES, SERVICE CHARGES AND TAXES**

**SECTION 1. BUSINESS LICENSE TAXES**

The following taxes shall be applicable to all new business licenses issued after the effective date of this resolution. There shall be a fee of \$5.00 to transfer a business license in accordance with Section 6012 of the Arcata Municipal Code and a fee of \$5.00 to issue a duplicate license in accordance with Section 6011 of the Arcata Municipal Code. Qualified non-profit organizations are exempt from paying license fees.

(a) **LICENSE FEES - GENERAL, INSIDE CITY**

Every person conducting or carrying on a business consisting of selling any goods, wares, and merchandise or commodities or services, or conducting or carrying on any profession, trade, occupation, calling or business not otherwise specifically licensed by other subdivisions of this resolution, shall pay an annual or semi-annual license tax of \$40.00 per annum plus \$10.00 per annum for each full-time equivalent employee for the first nineteen (19) employees in excess of one (1) plus \$5.00 per annum for each employee in excess of nineteen (19); provided, however, that no additional license tax shall be levied for employees in excess of a total of seventy (70).

(b) **LICENSE FEES - GENERAL, OUTSIDE CITY**

Every person not having a fixed place of business within the City of Arcata who delivers goods, wares, or merchandise of any kind or performs services within the City (other than those services specifically exempted by the Arcata Municipal Code or State law) shall pay a license tax of \$40.00 per annum.

(c) **SPECIAL SALES, BANKRUPT SALES, SOLICITORS, ETC.**

Every person conducting or carrying on the business of owning, operating, opening, establishing, managing or having charge of any temporary location or place of business of any kind for the sale of any insolvent, bankrupt, fire damaged, or other similar goods, wares or merchandise, and every itinerant or transient merchant having a temporary place of business, but not having any continuous or permanent place of business in the City who sells or offers for sale any insolvent, bankrupt, fire damaged or any other goods, wares, or merchandise, shall pay a license tax of \$50.00 per day.

(d) **MULTIPLE SMALL BUSINESSES OPERATED BY THE SAME OWNER**

If two or more businesses are conducted on the same premises by the same person and such businesses are subject to tax on a per employee basis, then only one license shall be required based upon the total number of employees employed.

(e) **AUTOMOBILE PARKING**

Every person conducting or carrying on the business of automobile storage or parking in or on any lot or parcel of land, but maintaining no building or other structure upon such lot or parcel of land in which are kept or stored any such automobile, shall pay an annual license tax of \$25.00 where there are less than 25 parking spaces, \$50.00 where there are more than 25 but less than 50 spaces; and \$75.00 where there are 50 or more parking spaces.

(f) **CARDROOMS**

Every person conducting or carrying on the business of operating a cardroom shall pay a license tax of \$100.00 per annum for each table.

(g) **CIRCUSES AND CARNIVALS**

Every person conducting or carrying on the business of owning, maintaining, conducting or presenting a carnival or circus, having first obtained a permit to do so, shall pay a license tax of \$50.00 per day. For any circus or carnival presented within the City where all or a portion of the proceeds to go the benefits of a non-profit or charitable cause, the above license fee may be modified or waived entirely, at the discretion of the City Council.

(h) GOLF COURSES, RIFLE RANGES, AND SIMILAR FACILITIES

Every person conducting or carrying on the business of operating a golf course, rifle range, miniature golf course, golf driving range, archery range or similar facility shall pay a license tax of \$50.00 per annum.

(i) INSURANCE AGENTS

A business license is required for all insurance agents. However, an exemption is allowed for those agents who pay State in-lieu tax. In order to claim this exemption, insurance agents must provide proof of paying State in-lieu tax.

(j) OUTDOOR ADVERTISING

Every person conducting or carrying on the business of erecting, installing, maintaining or operating outdoor advertising, advertising structures, billboards, signboards, or similar devices shall pay a license tax of \$100 per annum, plus \$5.00 for each billboard, signboard or similar device in excess of 20 billboards, signboards or similar devices.

(k) POOL HALLS OR BILLIARD PARLORS

Every person conducting or carrying on the business of operating a pool hall or billiard parlor shall pay a license tax of \$10.00 per annum for each table, with a minimum charge of \$40.00 per annum.

(l) APARTMENTS

Every owner of three (3) or more residential units shall obtain a business license. The license tax shall be \$40.00 per annum and \$5.00 for each unit over three per annum. This section shall be deemed and construed as applying to every owner of residences or apartments, having a possessory right thereto, notwithstanding such persons may not be vested with the fee to land upon which said residences and apartments are built.

(m) ROOMING AND RENTAL HOUSES

Every owner of a house who is renting to five (5) or more unrelated tenants shall obtain a business license. The license tax shall be \$40.00 per annum and \$2.00 per annum for each tenant in excess of five.

(n) MINI STORAGE

Every person conducting or carrying on the business of mini storage shall pay annual license tax of \$40.00 for less than 20 units, \$50.00 for 21 to 40 units; \$75.00 for more than 40 units.

(o) HOTELS, MOTELS, MOBILE HOME PARKS

Every person conducting, operating, or carrying on the business of a hotel, motel or mobile home park, having four or more units, shall pay annual license tax of \$40.00 plus \$2.00 per annum for each unit or space in excess of four.

(p) VEHICLES FOR HIRE

The owner or lessee of any vehicle having a permit under Title VI, Chapter 2, Article 1 of the Municipal Code shall pay an annual vehicle license fee of \$50.00 for each vehicle operated. This fee is payable on or before the first day of January each year.

The initial driver's permit fee is \$75.00, plus the fee charged by the Department of Justice for the processing of the fingerprints. Thereafter, on or before the first day of January of each year, the driver's permit must be renewed for an annual renewal fee of \$30.00. Failure to renew driver's and/or vehicle permits by February 1 shall result in a penalty of 100 percent of the fees due.

All drivers operating a vehicle for hire within the City of Arcata are required to possess a valid Driver's Permit, with the exception of any public transit authority or those quasi-public agencies that have a Department of Transportation program. Drivers operating without a valid driver's permit will be required to obtain said permit and fees shall be doubled.

(q) PEDICAB

The owner of any Pedit cab having a permit under Title VI, Chapter 2, Article 2 of the Municipal Code shall pay an annual vehicle license fee of \$50.00 for each vehicle operated. This fee is payable on or before the first day of January each year.

The initial operator's permit fee is \$50.00, plus the fee charged by the Department of Justice for the processing of the fingerprints. Thereafter, on or before the first day of January of each year, the operator's permit must be renewed for an annual renewal fee of \$25.00. Failure to renew operator's and/or owner's permits by February 1 shall result in a penalty of 100 percent of the fees due.

All driver's operating a Pedit cab in such a manner as to engage in the business of carrying passengers for hire within the City of Arcata, are required to possess a valid operator's permit. Person's operating without a valid operator's permit will be required to obtain said permit and fees shall be doubled.

In addition to the license tax noted above, there shall be a planning compliance fee of \$20.00 for each new application and a fee of \$10.00 for each renewal, in accordance with Resolution No. 167-52. Furthermore, there shall be a fee of \$10.00 for the review and approval of each new application and a fee of \$5.00 for each renewal, to cover the administration cost.

(r) CONTRACTORS AND SUBCONTRACTORS

All licensed contractors and subcontractors who perform business within the City, whether or not they have a fixed place of business within the City, are required to obtain a City business license prior to performing any work within the City.

The license tax for contractors shall be \$50 per annum. Subcontractors shall pay \$50 per annum or \$10 per job, not to exceed \$50 per annum.

(s) FARMERS' MARKET VENDORS; VENDOR OF FIREWORKS, CHRISTMAS TREES OR OTHER SEASONAL ITEMS; OTHER MISCELLANEOUS VENDORS OR CRAFT SALES

Every person conducting or carrying on the business of selling items at a local farmers' market, fireworks, Christmas trees, or other seasonal items, all miscellaneous vendors or craft sales shall pay a license tax of \$40.00 per annum.

(t) FOURTH OF JULY, NORTH COUNTRY FAIR, OYSTER FESTIVAL, AND ALL OTHER EVENTS WITH BOOTHSALES

A business license is required for each booth. The license tax shall be \$20 per booth. Holders of a current City of Arcata business license shall not be required to obtain a booth license. The umbrella organization shall be responsible for this business license requirement.

## **SECTION 2. CHARGES FOR PHOTOCOPYING, MAILING OF PRINTED MATERIAL, MAPS, DOCUMENTS AND REPORTS**

The following charges are hereby established for the photocopying and mailing of printed material (not applicable to news media and not applicable to allied agencies in case of police reports for investigative purposes):

### **1. COPYING (Non-Police)**

- |   |                                 |
|---|---------------------------------|
| a) 1 or more Copies                         | \$ 0.10 each                    |
| b) Plot Engineering/Scan Drawing (24"x 36") | \$ 5.10 /sheet plus labor costs |
| Plot Engineering/Scan Drawing (11"x17")     | \$ to be determined             |
| c) Disk copy of Electronic Data             | \$ 6.50 /disc plus labor costs  |
| d) DVD copies                               | \$ 5.15 /disc                   |

### **2. POLICE REPORTS, VERIFICATIONS, COPYING (Not applicable to California law enforcement agencies for investigative purposes)**

- |                                 |                                 |
|---------------------------------|---------------------------------|
| a) Traffic Accident Reports     |                                 |
| i) Current                      | \$15.00 /report                 |
| ii) Archived                    | \$20.00 /report                 |
| b) Police Reports               |                                 |
| i) Current                      | \$0.10 /page (\$15.00 minimum)  |
| ii) Archived                    | \$0.10 /page (\$20.00 minimum)  |
| c) Copies of Tapes, Photos, CDs | \$15.00 plus labor costs        |
| d) Records Research             | \$15.00 plus labor costs        |
| e) Incident Verification        | \$15.00 /incident               |
| f) Clearance Letters            | \$15.00 plus labor costs        |
| g) Records Checks               | \$15.00                         |
| h) Subpoenaed Reports           | \$22.00 /hour plus \$0.10 /page |

### **3. ENVELOPES**

- |                 |             |
|-----------------|-------------|
| a) Letter Size  | \$0.12 each |
| b) Large Manila | \$0.25 each |

### **4. BUSINESS LICENSE MAILING LIST**

- |  |               |
|--|---------------|
| a) Standard List on Paper                                | \$51.00 /list |
| b) Standard List Electronically Submitted or CD/Diskette | \$13.25 /list |

c) Customized List on CD/Diskette	\$26.50 /list
d) Customized Electronically Transmitted	\$26.50 /list
5. MAPS, DOCUMENTS AND REPORTS	
a) LUDG/LUC	\$30.00
b) State of the City	\$ 5.92
c) City of Arcata Street Map	\$ 1.00
d) General Plan Without Maps	\$40.00
e) General Plan Maps	\$ 3.75
f) Forest Management Plan	\$10.63
g) Electronic and Computer Data	\$3.35 /page plus labor costs
h) GIS Special Requests	Labor plus material costs
i) Color Zoning Map (24"x36")	\$ 22.53 /sheet
j) Color zoning Map (11" x 17")	\$ 3.23 /sheet
k) Other	\$ 0.12 /page plus labor costs
l) City Map	\$ 1.00
m) Color Copy	\$ 0.20 /page
6. COUNCIL, SUCCESSOR AGENCY, OVERSIGHT BOARD AGENDA, MAILED	\$30.00 /year
7. PLANNING COMMISSION AGENDAS, MAILED	\$31.66 /year
8. AUDIO CD COPY OF COMMISSION OR COMMITTEE MEETING	\$7.50 /copy
9. BUDGET BOOK	\$31.00 /copy
10. BOOKS	
Bird Guides (Retail)	\$5.00 each plus tax
Bird Guides (Wholesale)	\$2.50 /copy

### **SECTION 3. PREFERENTIAL PARKING PERMITS**

Preferential parking permits are issued in accordance with Ordinance No. 1159 and Resolution No. 890-54. The cost per address for preferential parking permit decals shall be as follows:

	<u>Residential</u>	<u>Commercial</u>
First and Second Permit	\$ 0	\$ 0
Third Permit	\$ 15	\$ 15
Fourth Permit	\$ 20	\$ 20
**5 + Permits	\$ 25 for each additional	\$ 25 for each additional
Guest Permits	\$ 15	
First Caretaker Permit	\$ 0	N/A
Additional Caretaker Permits	\$ 15	N/A
Property Owner Permit	\$ 15	N/A

\*\* Written justification for five (5) or more permits shall be submitted to the Police Department for approval.

Preferential parking permits can be obtained at the Police Department, City of Arcata. The cost for replacement preferential parking permits for commercial businesses shall be \$5.00.

### **SECTION 4. TEMPORARY PARKING EXEMPTIONS**

Individuals or businesses may apply at the Building & Engineering Department for a temporary parking exemption for timed or metered zones. Requests are reviewed on a case-by-case basis and are only granted if there is sufficient demonstration of necessity, including issuance of a valid Encroachment Permit or Building Permit. If an exemption is granted, a fee of \$5 per day per vehicle will be charged. For permits granted for a duration of one month or more, a reduced fee of \$4.00 per day per vehicle will be charged.

### **SECTION 5. BINGO PERMIT FEE (AMC Section 4159)**

Bingo permit application fees shall be \$50. If the application for a permit is denied, one-half of the fee paid shall be refunded to the organization applying.

### **SECTION 6. RETURNED CHECKS**

A \$25.00 fee shall be charged on any check returned from the bank for any reason. If turned over for collection, the city shall charge a fee totaling three-times the amount of check, not less than \$100 or more than \$1,500.

### **SECTION 7. NOTARY PUBLIC SERVICES**

A notary public service fee of \$10 shall be charged for each acknowledgement signature, or oath, or affirmation of jurat performed by a City of Arcata Notary Public.

### **SECTION 8. CREDIT CARD SURCHARGE**

A fee of 3% shall be imposed on all non-utility credit card transactions in excess of \$500 to cover the costs incurred by the City.

## SECTION 9. WASTEWATER COLLECTION SYSTEM CONNECTION FEES

The following connection fees and other conditions are applicable to the City of Arcata community wastewater collection system. These fees shall be paid and/or conditions shall be met prior to issuance of any connection permits. The wastewater collection system connection fees below are comprised of two principle charges: 1) the charge to make the physical connection to the City's sewer collection system or required improvement by City forces or those made by a City approved contractor and; 2) the Sewer Capital Connection Fee (SCCF) is a fee which the City will assess for the establishment of any new sewer connections or expansion resulting in the increase of existing wastewater discharges to the wastewater treatment plant.

Installation of a new gravity lateral sewer up to 25' and clean-out from an existing community sewer shall be made by City forces to the property line (PL) with the following fees assessed:

A. <u>Sewer Connection Only (No Sewer Capital Connection Fee included)</u>	<u>Fee:</u>
Typical Residential/Commercial installation plus sewer cleanout up to 6" diameter	\$4,392
Additional charges to above Typical Installation charge may include:	
Charge for deeper excavations, greater than 5' which require trench shoring:	\$1,461
Installation/replacement of sidewalk (30 sq. ft.) for new sewer cleanout at PL.	\$889

B. Sewer Capital Connection Fee:

The SCCF for all development is a base fee of \$3403 for the first 18 fixture units and an additional charge of \$3403 per every additional 18 fixture units, or fraction thereof, beyond the initial 18 base fixture units. Fixture units shall be calculated using the most current UPC Table 7-3 or by a licensed engineer or architect.

The SCCF for accessory dwellings, secondary dwellings, and commercial installations will be assessed an additional charge of \$3403 per every 18 fixture units, or fraction thereof, beyond the initial 18 base fixture units.

All sewer applications will expire after two (2) years from the date of payment. An extension may be granted if the applicant pays the difference between previous and current fees. Payment must be made within six (6) months of expiration.

C. Other Sewer Connection Charges:

- (a) Installation of a new sewer cleanout (SCO) at the property line, where none exists, may be made in the case of an existing sewer connection. The work may be performed by City forces or approved Contractor. An assessment of the existing lower lateral (sewer pipe between property line and City sewer mainline) will be required and made at the time of SCO installation. If the lower lateral shows evidence of leaking or poor pipe condition it must be replaced at the time the new cleanout is installed and paid for by the applicant. The cost of a new sewer cleanout installation (\$2,338) will be assessed in a deposit equal to the typical sewer lateral fee above (\$4,392) before work will commence. If the lower lateral is not required to be replaced following assessment, a refund in the amount of \$2053 will be made to the applicant.



- (b) If the concrete sidewalk must be replaced as part of the SCO installation (up to 30 sq. ft.), an additional fee of \$889 shall be applied.

When a sanitary sewer and lateral is installed by a developer/contractor and are in place, a capital connection fee of \$3,324 shall be assessed for the first 18 fixture units and an additional charge of \$3,403 per every 18 fixture units or fraction thereof beyond the initial 18 base fixture units. Typical engineering fees for inspection shall be collected for all private Contractor work performed within the right-of-way.

If a parcel was previously connected to sanitary sewer, but lateral was abandoned and a new lateral is required with work performed by City forces, the typical installation fees above shall be required and no new SCCF for any single family residential shall be required.

- (c) When the City conducts a private sewer lateral video at the request of the property owner, a fee of \$300.00 will be charged.

## **SECTION 10. PRIVATE SEWAGE DISPOSAL SYSTEM INSPECTION FEES**

A fee of \$1,306 shall be paid to the City for reviewing plans and specifications, issuing a permit and inspecting the installation of a private sewage disposal system.

## **SECTION 11. DISCHARGE OF HOLDING TANK WASTES**

Discharge of Holding tank wastes shall be charged the following:

**Septage:** The following fees shall be assessed for dumping of septage: \$1045.50 per 1,000 gallons, prorated dump cost to tank size if larger or smaller than 1,000 gallons, but not less than \$275. In no case shall septage hauled from outside the City's service boundaries be accepted.

**Mobile and Self-haul:** The following fees shall be assessed for dumping Food Service Establishment (FSE) mobile holding tank or hydro mechanical grease trap self-cleaning wastewater: \$33.22 per month for not more than one (1) use per day of the City operated dump station located at the Corporation Yard in accordance with the use limitations. Each use of the dump station is limited to volumes equal to or less than 100 gallons

## **SECTION 12. WASTEWATER USER CHARGES**

The following definition shall apply with regard to the schedule of wastewater user charges set forth later in this section:

1. Residential - Residential users are those utility customers whose water consumption is primarily for residential purposes only. This class of users includes single-family residences, duplexes, triplexes, and other multi-family residential structures such as apartments, condominiums, etc. This class of user also includes mobile home parks, but does not include any other commercial, industrial or educational users. Wastewater strength characteristics from this user class shall not exceed 250 ppm BOD and/or 200 ppm SS.
2. Low Strength Commercial - Strength characteristics from this user class may not exceed 150 ppm BOD and/or 150 ppm SS. This user group is composed of businesses such as, but not limited to: car wash, church, department stores, laundromats, professional offices, realtors, retail stores, schools/universities, and theaters.
3. Medium-Strength Commercial - Strength characteristics from this user class may not exceed 350 ppm BOD and/or 350 ppm SS. This user group is composed of businesses such as, but not limited to: bars without dining facilities, convalescent homes, hair shops, hospitals, hotels without dining facilities, repair shops, service stations, and markets without garbage disposals.

4. High-Strength Commercial - Strength characteristics from this user class may not exceed 700 ppm BOD and/or 700 ppm SS. This user group is composed of businesses such as, but not limited to: auto steam cleaning, bakeries, commercial laundries, dairies, hotels with dining facilities, laboratories, markets with garbage disposals, mortuaries, and restaurants.
5. Significant Commercial User –Strength characteristics from this user class exceed 700 ppm BOD and 700 ppm SS Discharges that fall into this category might include, but are not limited to, domestic septic tank/portable restroom discharges, industrial laundry services, and alcohol beverage manufacturing (brewery, wineries, and distilleries). Equitable and proportional allocation of costs on a per pound basis for Biochemical Oxygen Demand (BOD), Total Suspended Solids (TSS),
6. Industrial - An industrial user is a user which may, from time to time, or continuously discharge effluent into the wastewater collection system and/or the wastewater treatment plant which requires treatment procedures not normally utilized by other user classes. Wastewater charges shall be in accordance with those for commercial users.
7. Remediated Groundwater – Remediated groundwater is treated contaminated groundwater resulting from a groundwater treatment system.
  - a) One-time discharge is defined as remediated groundwater discharged on a one-time basis, not to exceed 48 hours, in the amount less than 25,000 gallons.
  - b) Continuous discharge is defined as remediated groundwater discharged for a period to be approved by the Director of Environmental Services.

The monthly schedule of wastewater user charges is hereby adopted as follows, effective Jan 1<sup>st</sup>, 2021:

1. Residential - A base charge of \$ 60.49 per month for the first 400 cubic feet of water consumption. All remaining water consumption is \$8.84 per 100 cubic feet. Excess sewer consumption charges will be waived for customers who provide a written statement from a medical doctor indicating the medical necessity for excess water use.
2. Low Strength Commercial - A base charge of \$63.17 per month for the first 400 cubic feet of water consumption. All remaining water consumption is \$7.70 per 100 cubic feet.
3. Medium-Strength Commercial - A base charge of \$63.17 per month for the first 400 cubic feet of water consumption. All remaining water consumption is \$9.36 per 100 cubic feet.
4. High-Strength Commercial - A base charge of \$63.17 per month for the first 400 cubic feet of water consumption. All remaining water consumption is \$15.70 per 100 cubic feet.
5. Significant Commercial User- a unit rate of \$2.50 per 100 cubic feet of water consumption. For discharges over 700 ppm, a charge of \$1.46 per lb. of BOD and \$1.46 per lb. of TSS.
6. All Water Use Base Charge - All water users within the City limits shall be charged the monthly user charges for the applicable user class if they are not connected to the wastewater collection system. This user charge shall only be implemented if a property owner fails to connect to the wastewater collection system within 90 days of receipt of notices to do so in accordance with the Arcata Municipal Code.
7. Irrigation Allowance - For all single-family residences, a winter averaging allowance will be made for irrigation purposes for all billing periods whose billing dates fall within the period of June 1 through September 30. This allowance will be computed based on average usage for the previous February through April period. Single family residences are all residential connections with a one (1) inch meter or less and two (2) situs points or less.
8. Pretreatment Permit - For all commercial and industrial users requiring a pretreatment permit, the permit charges shall be \$451 for processing the application and permit. The report charges shall be

\$123 for each report required by the permit.

9. Service Charges - A service charge of \$14.25 for turn-on, reconnection, change of service, or other service call related to wastewater accounts will be charged.
10. Remediated Groundwater
  - a) One-time discharger shall be charged an application/permit processing fee of \$349.00 and an associated discharge fee of \$7.00 per 1,000 gallons or part thereof.
  - b) Continuous discharger shall be charged an application/permit processing fee of \$349.00, an associated discharge fee of \$7.00 per 1,000 gallons or part thereof, and a reporting fee (each) of \$165.00.
11. Grease Trap or Grease Interceptor Pollution Prevention - All Food Service Establishments (FSE) with a grease trap or grease interceptor will be inspected at least annually and a Pollution Prevention Permit will be issued. FSE permits will specify the trap interceptor cleaning frequency. An annual permit fee of \$102.00 will be assessed.

### SECTION 13. WATER SYSTEM CONNECTION FEES

Charges within and without the corporate limits of the City, payable in advance, for the installation of new services and meters, when work is performed by City forces, shall be as follows:

1. Within and Outside City Limits:

5/8" x 3/4" meter installed	\$4,506.10 + \$2,589 *
3/4" x 3/4" meter installed	\$4,569.20 + \$2,589 * (Badger, Model 35)
1" meter installed	\$4,789.10 + \$3,322 *
1-1/2" meter installed	\$5,060.95 + \$4,667 *
2" meter installed	\$5,234.05 + \$4,807 *

In addition to the above, where additional 5/8 by 3/4" services are requested of any size water line, an additional \$302 plus capital connection fee per additional service shall be added to the base consumption charge.

\* Capital connection fee for 18 fixture units. Secondary dwelling units' additional charge assessed of \$2,589 for capital connection for 18 fixture units or fraction thereof beyond the initial 18 base fixture units, based on UPC Table 7-3. More than four (4) meters within City right of way per parcel shall be installed with radio read functionality per City of Arcata specifications. All commercial irrigation will require separate meters for irrigation use only for 5,000 square feet of irrigated area per California Water Code Section 535.

In the case of installations where the meter box and connections are made by the subdivider, the following fees apply:

1. Within and Outside the City Limits:

5/8" x 3/4" meter	\$ 302.35 + \$2,589 *
3/4" x 3/4" meter	\$ 355.30 + \$2,589 * (Badger, Model 35)
1" meter	\$ 558.90 + \$3,322.05*
1-1/2" meter	\$ 673.92^ + \$4,666.95
2" meter	\$ 1090.30 + \$4,807*

^including coupling

All water applications will expire after two (2) years from date of payment. An extension may be granted if applicant pays difference between previous and current fees. Payment must be made within six (6) months of expiration of permit.

#### **SECTION 14. SPLITTING/RELOCATING/ABANDONING WATER AND SEWER SERVICE**

The charge for splitting/relocating/abandoning an existing water or sewer service shall be actual charge for material, labor and equipment. The deposit will be equal to the cost of a new service installation.

#### **SECTION 15. PRIVATE FIRE PROTECTION SERVICE CHARGES**

The rates for fire service and water consumed by private unmetered fire lines used exclusively for fire protection, whether such lines be connected with automatic sprinkler systems, fire hydrants, or to other types of hose attachments, shall be as follows (Note: Meters are required):

<u>Line Size</u>	<u>Monthly Rates</u>
2"	\$ 11.34
3"	\$ 14.43
4"	\$ 24.70
6"	\$ 36.04
8"	\$ 56.69
10"	\$ 79.31

In addition, a consumption charge of \$13.68 per 100 cubic feet. No charge will be made for water used for fighting accidental fires and for testing the fire prevention system.

For private fire protection installed outside of the City limits, an additional \$154.58 shall be levied.

Install 2-inch fire line to back of walk	\$4773.80
Install 4-inch fire line to back of walk	\$7450.33
Install 6-inch fire line to back of walk	\$8118.19

#### **SECTION 16. WATER SERVICE CHARGES**

The following monthly stand-by and consumption (quantity) charges for water service constitute the current water service charges for the City of Arcata, effective July 1, 2021:

##### **1. Meter Rental Charges**

<u>Meter Size</u>	<u>Inside City Rate</u>	<u>Outside City Rate</u>
5/8"	\$ 11.70	\$ 17.54
3/4"	\$ 11.70	\$ 17.54
1"	\$ 19.53	\$ 29.30
1 ½"	\$ 38.95	\$ 58.42
2"	\$ 62.34	\$ 93.51
3"	\$ 116.97	\$ 175.45
4"	\$ 194.98	\$ 292.47
6"	\$ 389.85	\$ 584.77
8"	\$ 623.78	\$ 935.66
10"	\$ 896.77	\$ 1,345.16

2. Consumption Charges – All Customers

<u>Inside City Rate</u>	<u>Outside City Rate</u>
\$ 6.84/100 cubic ft	\$ 6.84/100 cubic ft

Excess water consumption charges will be waived for customers who provide a written statement from a medical doctor indicating the medical necessity for excess water use.

3. Service Charges

- a) A service charge of \$50 for turn-on, reconnection, change of service or other service call-related to water accounts will be charged during normal working hours.
- b) Temporary water/wastewater services for the purpose of clean and show will be charged in the amount of \$50 for a two week period. Limit of two clean and shows per 12 months.
- c) A service charge of \$50.00 will be charged for reconnection of water service after service has been disconnected for non-payment. Additionally, a service charge of \$150 will be charged for resuming water service after hours after a disconnection for non-payment.
- d) A service charge of \$212 will be charged to reinstall water meter.
- e) A service charge of \$289 will be charged for turn-on, or other service calls related to water accounts (aside from resuming after discontinuation for non-payment) performed outside of the City's usual business hours (evenings, weekends and holidays).
- f) A tampering fee of \$298 will be charged for the unauthorized operation of any City owned curb stops, corporation stops, valves; or any interference with meters, their connections, or other parts of the City's water system.

4. Water/Wastewater Deposits

A deposit is required at the time a customer signs in for water/wastewater service. The deposit amount is based on the size of the meter.

<u>Meter Size</u>	<u>Deposit</u>
5/8"	\$ 100
3/4"	\$ 100
1"	\$ 100
1 ½"	\$ 500
2"	\$ 1,500
3" – 10"	\$ 3,000

Deposits will be held for one year or until service is disconnected, whichever is shorter, unless the customer has incurred a late penalty, door tag, or lock off. For those customers with a history of more than one late penalty, the deposit will be held an additional year beginning with the date of the last penalty. The deposit is applied to the current water bill, and carried forward until the deposit is exhausted or the service is discontinued.

A fee of \$107.00 shall be charged to customers who request to have the meter serving his premises tested.

5. A penalty of 10% of the delinquent amount shall be applied for failure of the customer to pay water service charges within 30 days of due date or failure to comply with water regulations.
6. Fees for data logging radio frequency water meter upgrade is \$357.00 for the increased cost of compatible meter parts plus standard service call for installation.

## **SECTION 17. TEMPORARY AND HYDRANT WATER SERVICE**

The water rates for temporary service shall be in accordance with rates for regular service. The minimum charge for water shall be \$44.31. Temporary water service shall mean water service and facilities rendered for construction work and other uses of limited duration, and the water available therefore.

Any person desiring service from a fire hydrant shall pay the following fees:

- A deposit, in advance of use, of \$2,013 for the meter.
- A one-time service charge of \$164 per service for delivering, connecting, and retrieving the meter.
- Additional service charges may be applied for relocating the meter.
- For meter use less than one year in duration, there will be a meter rental charge of \$5.43 per day.
- For meter use exceeding one year in duration, there will be a meter rental charge of \$8.13 per day.

Any monies due City shall be billed to the user in the customary manner together with the water bill. If the charges do not exceed the \$2,013 deposit, the user shall be given a refund.

## **SECTION 18. BACKFLOW PREVENTION DEVICES**

New backflow prevention devices shall be charged a deposit of \$767.32 for residential installations, \$3,202.92 for up to 2" and \$6,819.87 for up to 6". The actual charge will be compiled by the City and a refund made or additional charges assessed upon completion.

The monthly charge for annual testing, repairs, and/or replacement of residential backflow prevention devices shall be \$7.47 per month.

The charge for annual testing of commercial/industrial backflow prevention devices shall be \$89.59 per test if the City tests the device.

## **SECTION 19. CHARGES FOR BULK COMPOST AND COMPOST BINS**

The charge for sale of bulk compost to wholesale commercial customers only shall be \$20.00 per cubic yard. The charge for compost bins for Arcata residents shall be \$25.00 while supplies last.

## **SECTION 20. STORMWATER DRAINAGE MAINTENANCE FEES**

Flat rate fee: \$ 12.37 every 6 months.

Rate per square foot of impervious surface area: \$0.00494 every 6 months.

## **SECTION 21. DRAINAGE DEVELOPMENT FEES AND NEW IMPERVIOUS SURFACES**

A drainage development fee of \$0.115 per square foot shall be paid for all new impervious surfaces; said fee shall be paid before any permits are issued.

## SECTION 22. ENVIRONMENTAL REVIEW FEES

The following fees shall apply for Environmental Services Department services:

- |   |   |
|---|---|
| 1. General Environmental Review and/or Inspection Fees                    | \$55.68 per hour  |
| 2. Wetland Mitigation Plan Review (Wetland and Creeks Review)             | \$107.30 per hour   |
| 3. Tree Removal Permit Review by Professional Forester calculated         | \$101.20 per hour   |
| 4. GIS Natural Diversity Database Records Check and GIS Analysis          | \$53.15 per hour  |
| 5. GIS/GPS Creek Zone Mapping for Wetland Creek Combining Zone Compliance | \$101.00 minimum fee or fully burdened rates, whichever is higher |
| 6. Stormwater Best Management Practices Review/Inspection                 | \$58.71 per hour  |

If the Environmental Services Department is unable to offer these services and a consultant is used, the consultant fees will be paid for by the applicant.

## SECTION 23. BUILDING, ELECTRICAL, PLUMBING AND OTHER RELATED PERMIT FEES AND FINES

### 1. PERMIT FEES - GENERAL

The Building Division shall collect the following fees at the time of issuance for all building permits:

### BUILDING, GRADING, AND MISCELLANEOUS PERMIT FEES

Service	2021-22
Minimum Permit Fee	\$130.43
Permit Issuance	\$69.04
Inspections (Under \$500 Valuation*)	\$69.04
Inspections (\$501-\$2,000 Valuation)	\$69.04 + \$4.86 for each \$100 over \$500
Inspections (\$2,001-\$25,000 Valuation)	\$142.43 + \$22.42 for each \$1,000 over \$2,000
Inspections (\$25,001-\$50,000 Valuation)	\$658.70 + \$15.18 for each \$1,000 over \$25,000
Inspections (\$50,001-\$100,000 Valuation)	\$1039.33 + \$10.22 for each \$1,000 over \$50,000
Inspections (\$100,001-\$500,000 Valuation)	\$1551.45 + \$7.95 for each \$1,000 over \$100,000
Inspections (\$500,001-\$1,000,000 Valuation)	\$4740.20 + \$6.88 for each \$1,000 over \$500,000
Inspections (Over \$1,000,000 Valuation)	\$8200.74 + \$5.31 for each \$1,000 over \$1,000,000
Plan Review - collected at time of application	65% of Building Permit Fee
SMIP fee, Commercial	(Valuation x 0.00021) or \$0.50, whichever is greater
SMIP fee, Residential	(Valuation x 0.0001) or \$0.50, whichever is greater
BSC Administration Fund	\$1.00 per \$25,000 Valuation
ES Waste Diversion Fee	4% of Building Permit Fee
CASp Cost Recovery Fee (Commercial Projects Only)	Valuation x 0.00062
Building Database Management Fee	\$11.34

*\*The valuation shall be determined by a licensed Engineer, Architect or Contractor and be based on the submitted complete project permit application. Per CBC, the final building permit valuation shall be set by the building official.*

<b>GRADING PERMITS</b>	
<b>Service</b>	<b>2021-22</b>
Minimum Permit Fee	\$130.43
Permit Issuance	\$62.77
50 Cubic Yards or Less	\$62.77
51-100 Cubic Yards	\$98.80
101-1,000 Cubic Yards	\$98.83 + \$25.78 for each 100 CY over 100 CY
1,001-10,000 Cubic Yards	\$328.49 + \$21.11 for each 1,000 CY over 1,000 CY
10,001-100,000 Cubic Yards	\$518.55 + \$96.17 for each 10,000 CY over 10,000 CY
100,000 Cubic Yards or More	\$1423.74 + \$53.20 for each 10,000 CY over 100,000 CY
Plan Review - collected at time of application	65% of Grading Permit Fee

<b>MISCELLANEOUS FEES</b>	
<b>Service</b>	<b>2021-22</b>
Re-inspection fee, or inspections for which no fee is specifically indicated (billed per half hour)	\$130.43
Additional plan review costs required by use of consultant, or changes, additions, or revisions to plans	Actual costs
Code compliance/re-inspection fee	\$130.43
Investigation fees or work without permit	The investigation fee (work without permit fee) shall be equal to the sum of the permit issuance fee, plan review fee and inspection fee, in addition to total permit fees.
Expedited plan review	150% of regular Plan Review Fee
Permit or plan review renewal fee: to renew an expired permit or plan review when the same construction codes remain in effect	50% of original fee
Refunds	The Building Official may authorize the refund of permit and/or plan review fees of up to 80% if the plan review has not been initiated and the permit not acted on and has not been expired
Inspection Services for First Time Home Buyer	\$130.43



<b>ELECTRICAL FEES</b>	
<b>Service</b>	<b>2021-22</b>
Minimum Permit Fee	\$130.43
Electrical Permit Issuance	\$50.62
Lighting Fixtures	\$1.76
21 and up	\$1.15
Switches/receptacles/outlets	\$1.76
21 and up	\$1.15
Residential Appliance	\$7.59
Service over 200 amp	\$99.61
Service to 200 amp	\$48.94
Subpanel	\$29.15
Temporary power	\$37.66
Misc. electric permit	\$29.15
Electric System, Multi-Family (per square foot)	\$0.08
Electric System, 1 & 2 family (per square foot)	\$0.09
Sign-additional circuits	\$7.59
Sign/marquees	\$39.43
Meter reset	\$29.15
Disconnect	\$29.15
Residential Solar PV System –less than 5 kW	\$300.00
Residential Solar PV System – over 5 kW	\$450.00 plus \$15.18 per kW above 5 kW
Commercial Solar PV System – less than 50 kw	\$1,012.30
Commercial Solar PV System – over 50 kw	\$1,012.30 plus \$7.09 per kW b/w 51kW and 250kW and \$5.06 per kW above 250kW
Power apparatus - through 1 (HP, KW, kVA, or kVAR)	\$7.59
Power apparatus - 2 through 9	\$19.74
Power apparatus - 10 through 50	\$39.43
Power apparatus - 51 through 100	\$79.36
Power apparatus - 101 and over	\$119.45

<b>PLUMBING FEES</b>	
<b>Service</b>	<b>2021-22</b>
Minimum Permit Fee	\$130.43
Plumbing Permit Issuance	\$50.64
Plumbing Fixture	\$15.69
Sewer pressure pump (add house sewer \$25.75)	\$31.89
Water piping system	\$7.67
Water heater	\$19.74
House sewer (sewer line)	\$39.48
Gas line system	\$9.87
6 or more, each	\$1.77
Back flow device < 2"	\$19.74
Back flow device > 2"	\$39.48
Floor drain/sink	\$15.69
Grease/oil/water separator	\$31.91
Gas meter reset	\$15.69
Misc. plumbing permit	\$15.69
Lawn sprinkler system	\$23.69
Swimming pool plumbing/private	\$97.43
Swimming pool plumbing/public	\$146.28

<b>MECHANICAL FEES</b>	
<b>Service</b>	<b>2021-22</b>
Minimum Permit Fee	\$130.43
Mechanical Permit Issuance	\$50.62
Misc. Appliance Vent	\$17.11
Air-handling unit to 10,000 cu. ft.	\$17.11
Air-handling unit over 10,000 cu. ft.	\$29.00
FAU <= 100K	\$23.79
FAU > 100K	\$29.15
Fireplace/wood stove	\$17.11
Appliance Vent	\$11.64
Commercial Hood	\$17.11
Incin/kiln (residential)	\$29.15
Incin/kiln (commercial)	\$23.23
Boilers/Compressors/A-C (1hp = 1 ton = 12btu)	
up to 3 hp	\$23.54
>3hp to 15 hp	\$43.48
>15hp to 30 hp	\$59.78
>30hp to 50 hp	\$88.88
>50hp	\$148.50

2. OTHER PLANNING AND ADMINISTRATION FEES

The following fees shall be assessed and collected on behalf of the Planning Division:

- a. A fee of 4% of all building permit fees established in Subsection 1 above shall be assessed and collected for the purpose of administering and implementing the General Plan, including updates to the various elements.
- b. A Planning Division review fee of \$53.55 shall be assessed to all building permit applications, with the exception of over the counter permits, to consider zoning and General Plan consistency of proposed plans.

3. HOUSE MOVING

A permit fee of \$771 shall be charged in addition to utility abandonment fees, if necessary.

4. INFORMATION RETRIEVAL

When the time to retrieve information (i.e. plans or specifications) or from computer programs (i.e. database) exceeds 15 minutes, a charge of \$80 will be assessed per half hour or fraction thereof.

5. BUSINESS LICENSE INSPECTION FEE

Business licenses application or renewal. When a business starts up in an older existing building, the Building Official will determine if an inspection will be required to ensure life-safety and compliance with the building codes. The fee charged for this inspection is \$40 per half hour inspection. (This inspection may be required whether or not the proposed business use differs substantially from the previous use.)

6. BUILDING PERMIT ADMINISTRATIVE REVIEW

In addition to the fee established in item 1 of this Section, the following plan check fee shall be collected for all permits if the application is required to be reviewed by the Building Regulation Division.

(a)	Environmental Services Plan Check	\$98
(b)	Police Department Plan Check	\$55
(c)	Engineering Plan Check	\$277
(d)	Environmental Services Pretreatment Plan Check	\$536
(e)	Environmental Services Stormwater Plan Check	\$196
(f)	Community Development Plan Check (Small)	\$218
(g)	Community Development Plan Check (Large)	\$489

7. ADMINISTRATIVE FEE CITATIONS PER ORDINANCE NO. 1498 AND RESOLUTION NO. 189-40.

The following are fees for non-compliance with the Building code and other Sections of the City's Municipal Code. Additional Muni-code Sections may be adopted under separate Resolutions annually

**ADMINISTRATIVE PENALTY FEE SCHEDULE**

<b>City Municipal Code Section</b>	<b>City Municipal Code Section</b>	<b>City Municipal Code Section</b>	<b>Description of Violation</b>	<b>Penalty Amount</b>
Title VIII Building Regulations, Chapter 1 Building Codes	Title VII Public Works, Chapter 5 Stormwater Management	Title VII, Chapter 2 Sewers	A fine for the first (1 <sup>st</sup> ) violation	\$103/day
Title VIII Building Regulations, Chapter 1 Building Codes	Title VII Public Works, Chapter 5 Stormwater Management	Title VII, Chapter 2 Sewers	A fine for the second (2 <sup>nd</sup> ) violation of the same ordinance within one year	\$515/day
Title VIII Building Regulations, Chapter 1 Building Codes	Title VII Public Works, Chapter 5 Stormwater Management	Title VII, Chapter 2 Sewers	A fine not exceeding \$1,018 for each additional violation of the same ordinance within one year of the first violation	\$1,031/day

<b>City Municipal Code Section</b>	<b>Description of Violation</b>	<b>Penalty Amount</b>
Chapter III Solid Waste Management	A fine for the first (1 <sup>st</sup> ) violation	\$25/day
Chapter III Solid Waste Management	A fine for the second (2 <sup>nd</sup> ) violation of the same ordinance within one year.	\$50/day
Chapter III Solid Waste Management	A fine not exceeding \$100 for each additional violation of the same ordinance within one year of the first violation	\$100/day

## SECTION 24. COMMERCIAL CANNABIS ACTIVITY PERMIT FEES

Applications for Commercial Cannabis Activity Permits (CCAP) will be processed upon receipt of an initial application fee of \$2,736.54 and an annual operating fee of \$4,377.62 (a total initial cost of \$7,114.16). For CCAP permit renewals, a renewal application fee of \$329.27 is required as well as the annual operating fee of \$4,377.62 (a total renewal cost of \$4,706.89).

The following administrative fees apply to CCAP permit modifications:

(a)	Transfer of Ownership	\$ 547.31
(b)	Change in Ownership Structure	\$ 109.44
(c)	Change of Contact Information	\$ 109.44
(d)	Change of Mailing Address	\$ 54.78
(e)	Change of Trade Name	\$ 109.44
(f)	Modification to Premises and/or Equipment	\$ 329.27
(g)	Change of Permit Type	\$ 329.27
(h)	Transport Only Add-On	\$547.31

The operating fee may be refunded if the City denies the application. All other fees are nonrefundable. At the discretion of the Community Development Director, a fee based on time and materials may be charged in lieu of the initial application fee for very small projects that do not require other permits and/or minimal staff review.

## SECTION 25. LAND USE DEVELOPMENT FEES

### 1. PERMIT FEES - GENERAL

A non-refundable deposit is required at application for most land use development permits issued by the City of Arcata. At the discretion of the Community Development Director, in lieu of the required deposit, a fee based on time and materials may be charged for very small projects or land use projects that do not have a permit associated with them. In addition to the deposit, with the exception of Permit Types designated as "Fixed Fee," all actual costs beyond the deposit, based on fully burdened rates and all third-party costs, shall be paid prior to any Building Permit Certificate of Occupancy.

Permit Type	Deposit
Administrative Actions	\$211.07
Zoning Administrator / Director Actions	\$422.19
Zoning Administrator with Hearing	\$1,688.57
Planning Commission	\$4,221.43
City Council	\$7,915.18
Appeal to Planning Commission or City Council (Fixed Fee)	\$1,783.55
New Business License Zoning Compliance Review (Fixed Fee)	\$21.11
Business License Renewal Zoning Compliance Review (Fixed Fee)	\$10.55
Design Review – Standalone Permit	\$633.21
Environmental Impact Report	\$6,332.15
General Plan Consistency	\$791.52
Historic Designation / Historic Landmark / Mills Act	\$1,583.04
Preliminary Review	\$369.38

A fee of \$10.99 shall be assessed to all planning permits for the update and maintenance of the permit database and software.

## 2. GENERAL PLAN UPDATE FEE

A fee of 10% of all planning deposits established in the Planning Fees Resolution referenced above, including fixed fee permits, shall be assessed and collected for the purpose of administering and implementing the General Plan, including updates to the various elements.

## 3. LAND USE DEVELOPMENT PLAN CHECK FEES

The following plan check fees shall be allocated from the deposit collected for all permits if the application is required to be reviewed by another City Department.

1.	Zoning Administrator Review	
(a)	Environmental Services	\$ 59.10
(b)	Engineering	\$ 93.93
2.	Planning Commission Review	
(a)	Environmental Services	\$ 188.91
(b)	Police Department	\$ 53.82
(c)	Engineering	\$ 276.51
3.	City Council Review	
(a)	Environmental Services	\$ 294.45
(b)	Police Department	\$ 109.76
(c)	Engineering	\$ 276.51
(d)	City Manager	\$ 162.53
(e)	City Attorney	\$ 216.04
4.	Tree Removal Permit	
(a)	Environmental Services	\$48.67

## SECTION 26. SURVEYING FEES

Any time that a record map prepared by a licensed civil engineer or surveyor requires review by the City, the following fee shall apply; and no such map shall be considered until said fee shall have first been paid.

Map Check Fee	\$355 plus \$119/lot
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## SECTION 27. ENGINEERING FEES

The following fees shall apply for Department of Building & Engineering services:

1. Subdivider's or Improvements Agreement, if prepared by applicant \$467 (deposit)
2. Subdivider's or Improvements Agreement, if prepared by City \$1,168 (deposit)
3. Flood Elevation Certificate or LOMR-F Review \$244 (deposit)
4. Flood Plain Ordinance Certification Mobile/Manufactured Homes \$128
5. Subdivision Improvement, Plan Review, Construction Inspection and Materials Inspection Fees must be paid prior to commencement of **any** construction. This fee shall be based on the estimated cost of construction.

Minimum Fee	\$2,300 Plus
a) + First \$20,000	4.0%
b) + Next \$30,000	3.5%
c) + Next \$50,000	2.5%
d) + Balance over \$100,000	1.5%

Plans requiring extensive engineering oversight during the plan review and construction inspection process may require an additional fee to equal the costs to the City for such services. Additional fees will be required for retesting of materials.

6. General Engineering Review and/or Inspection Fees Outside of Typical Encroachments.

Plan check and inspection fees for activities, which do not fall within the encroachment category or other categories, shall be calculated at the rate of \$93 per hour. A deposit of \$184 is required for review. Any unused permit fees shall be returned to the permittee upon completion of the work. Any additional work will be charged at fully burdened rates.

7. Curbs - New Painting of Requests for Residences/Businesses

- a. Up to 50 linear feet \$124
- b. Greater than 50 linear feet \$124 + \$0.35/linear feet

Parking Lot Construction Permit Fees [LUDG Section1-0303.2(h)] (Disabled Parking Compliance Fee)

- c. Permit Fees - The fee shall accompany each application for a permit; and no application shall be considered until said fee has been paid.

<u>Disabled Stalls Required</u>	<u>Fee</u>
1 – 2 Parking Spaces	\$112
3 – 5 Parking Spaces	\$167

For existing non-conforming commercial parking lots, an engineered plan will be required to show compliance with ADA & Title 24 requirements.

- d. Penalties for Non-Compliance - In the event that activities or work commences prior to the issuance of a valid permit, a fee of \$277 will be charged for the first violation and a fee of \$557 will be charged for each subsequent violation.

8. Sewer Lateral Certification Program, in accordance with Ordinance 1461.

- a. Records check for verification that existing sewer lateral is less than 25 years old, or has been repaired/replaced within that time. A certificate will be issued by the City Engineer for a fee of \$48.
- b. Records check & inspection/testing for installation or replacement of building sewer lateral between house/building cleanout & existing street cleanout. A certificate will be issued by the City Engineer for a fee of \$186. \*Note: when a new cleanout is installed in the public right-of-way, the certificate will not be issued until the lower lateral assessment is complete [see Section 9.C (a)].
- c. Refundable deposit for time extension certificate. A time extension of 365 days will be granted for sewer lateral compliance upon receipt of an application and deposit in the amount of \$4,942 (or the total amount of estimated work). For sewer cleanout installation only, the deposit amount required is \$2,745 (or estimated cost of work). This deposit will be refunded to the designated party once compliance is achieved.

## SECTION 28. ENCROACHMENT PERMIT FEES (AMC Section 7105)

1. Permit Issuance Fee - An encroachment permit issuance fee of \$144 shall accompany each application for a permit; and no application shall be considered until said fee shall have been paid.
2. Plan Check and Inspection Fees - Plan check and inspection fees shall be paid prior to the issuance of an encroachment permit as follows:

a)	Sidewalk, Curb and Gutter; (up to 100 lf) Including Driveways	\$94.14 plus \$0.76 for each additional foot
b)	Sidewalk, Curb and Gutter; (Repair 100 lf)	\$60.79 plus \$0.62 for each additional foot
c)	Sidewalk infill, 100 lf w/curb & gutter	\$46.36 plus \$0.47 for each additional foot
d)	Driveway curb cut only	\$76.23
e)	Monitoring wells Borings (each)	\$46.36
f)	Paving, Less Than 1000 Square Feet	\$57.70 plus \$0.057 for each additional foot
g)	Accessible Ramps, each Location	\$93.79
h)	Per Storage Container Drainage Inlet/Drain Pipe	\$60.79
i)	Utility, Less than 300 Lineal Feet	\$57.70 + \$0.057 for each additional foot
j)	Install Sidewalk Obstruction, each location	\$46.36/month
k)	Dumpster Placement	\$46.36/month
l)	Grease Bin Placement	\$12.35/month, billed quarterly
m)	Job Trailer, each location	\$46.36/month
n)	Pedestrian Protection,(canopy type each)	\$98.07
o)	Pedestrian Protection, (railing type each)	\$60.79
p)	Street Obstruction (to be renewed every 30 days – billed monthly)	
	(i) Up to 500 sq. ft.	\$139.09/month
	(ii) Greater than 500 sq. ft	\$139.09 + \$0.40/sq ft
	(iii) One Day (24 hours only)	\$46.36
q)	Sidewalk Underdrain	\$46.36
r)	House moving, each section	\$46.36
s)	Street Repair 500 sq. ft.	\$58.71
t)	Temp Parking Permit (Tour Buses & Trailers)	\$46.36/day
u)	Six-month Encroachment Permit	\$1,266.59



3. Reinspection Fees - In the event that the work fails to meet standards upon the initial inspection, a reinspection fee shall be estimated at the rate of \$93.79 per hour. Reinspection shall not be scheduled until the reinspection fee has been paid.
4. Penalties for Non-Compliance - In the event of failure to obtain permit or if activities or work commences prior to the issuance of a valid encroachment permit, the permit issuance, plan check and inspection fees shall be tripled.
5. All encroachment permits will expire after two (2) years from date of payment. An extension may be granted if applicant pays the difference between the previous fee and the current fee plus a reissuance fee. Payments must be made within six months of expiration.

## **SECTION 29. MINOR SIDEWALK REPAIR BY CITY FORCES**

At the City's discretion, City forces will perform sidewalk repairs up to 30 square feet or 25 linear feet of grinding with property owner pre-paying a fee to the City a minimum of \$900 in advance for such repairs.

## **SECTION 30. RECREATION FEE FOR NEW CONSTRUCTION**

A fee is levied on Construction of Residential, Commercial and Industrial building for the purposes of acquisition, improvement, expansion and maintenance of public parks, playgrounds and recreational facilities pursuant to Section 9.70.750 of the Land Use Code. The fee is calculated as follows: Residential = 1% on the valuation of the unit(s) being constructed; Commercial / Industrial = 0.25% on the valuation of the facility being constructed.

The valuation shall be determined by a licensed Engineer, Architect or Contractor and be based on the submitted plans and specifications of the project. Alternatively, a means cost estimate for the construction project shall be submitted for review and approval by the Director of Environmental Service.

## **SECTION 31. FEES IN LIEU OF PARKLAND DEDICATION**

Where a fee is required to be paid in lieu of parkland dedication for a subdivision, the amount of such fee shall be based upon the current fair market value of the amount of land which would otherwise be required to be dedicated pursuant to Section 9.86.030 (E) of the Land Use Code.

## **SECTION 32. FEES FOR USE OF PUBLIC BUILDINGS, GROUNDS, SPORTS FIELDS, SPECIAL EVENTS AND PHOTOGRAPHY / MOTION PICTURES**

The use of public buildings and grounds except Sports Fields shall be free to agencies of the federal, state, and County of Humboldt governments for official use of limited duration, to offices and departments of the City government, and to organizations conducting recreational and educational activities under the auspices of the City's recreational program, provided, however, that whenever admission fees are charged or contributions are solicited and the net receipts are not payable to the City or expended for a public purpose approved by the City Council, the fees and charges established pursuant to this Resolution shall be charged. Waiver of fees and charges in all other cases shall be made upon approval of the City Council provided, however, that the City Manager may adjust or waive such fees and charges in cases of Emergency or other unusual circumstances. Insurance is required for all uses unless special provisions apply.

The fee schedules governing the use of public buildings and grounds are as follows:

## **Fees for Use of Public Buildings**

### **A. Public Buildings/Grounds**

	Hourly Rate	Meeting Rate (up to 3 hours)	Half Day Rate (up to 5 hours)	Full Day Rate (> 5 hours)
D Street Neighborhood Center		\$ 162.00	\$410.50	\$ 540.50
D Street Neighborhood Kitchen	\$38.00			
Redwood Lodge		\$ 135.00 132.75	\$ 270.50	\$ 378.50
Redwood Lounge	\$32.25		\$ 162.00	\$ 216.25
Marsh Interpretive Center	\$32.25	\$118.00	\$ 173.00	\$ 227.00
Redwood Park Stage Area			\$ 40.00	\$ 50.00
Community and Special Use Parks Picnic Areas, and Arcata Marsh Amphitheater			\$ 40.00	\$ 50.00
City Hall Council Chambers		\$ 75.50	\$ 81.00	\$ 140.50
Library Conference Room	\$ 32.25			
Community Parks			\$ 27.00	

1. **City Hall Council Chambers:** Fee schedule for the City Hall Council Chambers may be waived by the City Manager for meetings of civic nature that the public at large is invited to attend.

2. **Discounts for above listed Buildings and Grounds**

- **Non-Profit Agencies 20%Discount**

Non-profits must supply federal tax-exempt identification number. 100% of the proceeds from the event must be used to benefit the non-profit agency renting the facility. School districts within Arcata must have joint use agreements on file with the City in order to receive any rate discount.

3. **Deposits:**

- Community and Special Use Parks Picnic or Stage Area: \$50
- All other Buildings Listed: \$300
- Deposits are due at the time of application. Reservation dates will not be held without deposit.
- Deposits are refundable provided there is no damage to the facility and the facility is left clean.
- Rental fees are due 14 days prior to the event
- Changes made to *Facility Use Permit* less than 30 days prior to event are subject to City approval and may require additional charges.
  - i. A \$25 cancellation fee will be deducted from the deposit if the reservation is cancelled.

## B. Arcata Community Center

Room	Capacity Full/ Dining	Commercial hourly rate	Non-Commercial hourly rate	Non-Commercial 3 hour rate	Non-Commercial 5 hour rate	Non-Commercial all day	Optional Clean-up
Multi-Purpose Room	999/600	\$232.50		\$540.50	\$648.75	\$920.00	\$648.75
Multi-Purpose Room with Kitchen		\$281.00		\$702.75	\$838.00	\$1,081.00	\$757.00
Senior Dining Room	122/96	\$129.75		\$243.25	\$351.50	\$432.50	\$216.00 212.50
Senior Dining Room with Kitchen		\$162.00		\$297.25	\$432.50	\$540.50	\$324.00
Conference Room	25	\$48.50	\$38.00	\$59.50	\$75.50	\$97.25	\$108.25
Arts and Craft Room	50	\$76.00	\$59.50	\$140.50	\$162.25	\$216.50	\$108.25
Teen Room	30	\$76.00	\$59.50	\$129.75	\$152.50	\$205.50	\$107.00
Kitchen	30	\$86.50	\$70.25			\$189.00 for Community Park	
Gymnasium CourtSpace		\$135.25	\$54.00				
Indoor Restrooms						\$135.25	
Gymnastic s Room- (Division approval required)			\$65.00				
Entire Facility		\$367.50		\$864.75	\$1,027.00	\$1,892.00	\$1,081.00
Entire Facility – Concert Rate (No discount available)						\$2,459.75	\$1,621.75

### 1. Lift Use Rates:

- \$153.00 for up to 4 hours use and \$35.50 per each additional hour over 4 hours.

### 2. Discounts:

- Non-Profit Agencies – 20% Discount  
Non-profits must supply federal tax-exempt identification number. 100% of proceeds from event must be used to benefit the non-profit agency renting the facility. School districts within Arcata must have joint use agreements on file with the City in order to receive any rate discount. Discounts do not apply to the Concert Rate or to actual labor costs for site preparations specific to rentals/events.

### 3. Deposits:

- \$500 deposit is required for the Arcata Community Center
- \$1,600 deposit is required for all concerts
- Deposits are due at the time of application. Reservation dates will not be held without deposit
- Deposits will not be refunded if the reservation is cancelled less than 3 months prior to event. However, if City is able to rebook the facility, ½ of the deposit will be refunded. All cancellations are also subject to a \$25 cancellation processing fee.
- Rental fees are due 30 days prior to the event.
- All Day Rate includes hours between 8 am to 1 am, including clean-up time. Requests for extended hours are subject to City approval and additional costs.
- Changes made to *Facility Use Permit* less than 30 days prior to event are subject to City approval

- and may require additional charges.
  - Staff will be required if City audio equipment is being used and will be charged at the fully burdened rate.
4. Rental Agreements may create a Possessory Interest and require the renting party to pay the required Humboldt County Property Tax for the time that the renting party has exclusive rights to City tax-exempt facilities.

**Fees for Special Events and Event Banners**

Processing of Major Special Event Application Fee	\$ 173.00
Processing of Photography/Motion Picture Application Fee	\$ 173.00
Processing of Minor (under 50) Special Event Application Fee	\$ 108.25
Processing of Expressive Event Application Fee	\$ 108.25
Traffic Control Plan Approval Fee (Engineering)	\$ 91.50 Barricade
Weekday Drop-off Fee	\$ 275.75
Electrical Service Fee	\$ 27.00
Water Quick Coupler Deposit	\$ 108.25
Banner Set-up/Take down	\$ 400.00
Required Police Personnel Costs for Special Events that include alcohol sales	Fully Burdened Hourly Overtime Rate (triple time on City holidays)
<u>Plaza/Redwood Park Use Fee (Plaza, Redwood Park)</u>	
Less than 100 people	\$75 /day
101 to 500 people	\$270 /day
501 to 1,000 people	\$380 /day
1,001 & over	\$487 /day
<u>Arcata Ballpark or Arcata Community Park Use Fee</u>	
Less than 100 people	\$75 /day
101 to 500 people	\$270 /day
501 to 1,000 people	\$380 /day
1,001 & over	\$487 /day
(Sports events receive priority scheduling)	
Outdoor Special Event Deposit	\$531 - \$1,700
Loo Use Fee	\$108/ day

1. **Additional Charges:** Special event charges may also include charges for the following: portable restrooms, dumpsters, business license, key deposit and bus service. The charges are made according to the needs of the special event contained in the executed Special Activity Permit Application.

**Film/Motion Picture Permit Requirements:** A City of Arcata Film/Motion Picture permit is required for use of City parks, buildings or grounds for the staging or shooting of commercial motion or television pictures or photography. Activities exempt from the permit requirement include local business advertisements supporting businesses having an office, commercial, manufacturing or retail space within the city limits of the City of Arcata, and tourism productions that promote the City of Arcata, unless these activities are otherwise subject to permit requirements under Arcata Municipal Code section 10006. Non-commercial filming activities that are not required to obtain permits include activities such as news broadcasts, charitable films, private or family photography; however, these activities may also be otherwise subject to permit requirements under AMC section 10006.

2. **Recurring Events Discount:** Events scheduled to recur more than 10 times on the Plaza, which do not conflict with other uses, may request a 90% discount of the applicable per day Use Fee for each day the event is held. The discount will only apply if a recurring event has the same setup and maintenance requirements. Additional Charges associated with the event are not eligible for this discount.

**A. Arcata Ball Park or Arcata Community Park for Concert Events and all Other Events with less than 1,000**

**1. Deposit and Fees**

- \$2,400 per day rental rate plus per hour light fees as applicable
- \$2,000 deposit is required
- Deposits are due at the time of application. Reservation dates will not be held without a deposit.
- Deposits are refundable provided there is no damage to the facility and the facility is left clean.
- Deposits will not be refunded if the reservation is cancelled less than 1 month prior to the event. All cancellations are also subject to a \$25 cancellation processing fee.
- Rental fees are due 30 days prior to the event.

2. **Activities over 500 people** may require chemical toilets and additional services. Users will be responsible for charges and delivery arrangements.

**B. Arcata Ball Park or Arcata Community Park for Concert Events and all Other Events with 1,000 or more Attendees**

**1. Deposit and Fees**

- \$5,310 per day rental rate plus per hour light fees as applicable
- \$2,000 deposit is required
- Deposits are due at the time of application. Reservation dates will not be held without a deposit.
- Deposits are refundable provided there is no damage to the facility and the facility is left clean.
- Deposits will not be refunded if the reservation is cancelled less than 1 month prior to the event. All cancellations are also subject to a \$25 cancellation processing fee.
- Rental fees are due 30 days prior to the event.

2. **Activities over 500 people** may require chemical toilets and additional services. Users will be responsible for charges and delivery arrangements.

**C. Use of City Sports Fields**

**1. Hourly Rate for Use of City Sports Fields and Courts** – includes daily field preparation and lines

Arcata Ball Park	\$ 30.75/hour
Arcata Ball Park Batting Cages	\$ 15.00/hour (Team use only, discounts do not apply)
Arcata Sports Complex – per field	\$ 30.75/hour
Pacific Union – per field	\$ 30.75/hour
Larson Park Tennis – per court	\$ 28.00/hour
Larson Park Bocce – per court	\$ 21.50/2 hours
Bocce Equipment Rental	\$ 5.00/24 hours \$16.00/per weekend

**D. Lights-Per Field:**

Sports Complex – Softball	\$ 28.00/hour
Ball Park – Baseball/Softball	\$ 45.00/hour

**E. Concessions:** \$75.50 per day or 6% gross sales, whichever is greater. (\$100 deposit is required- against sales)

**F. Arcata Ballpark:** Twenty-five percent (25%) of overall revenue (including in-kind) generated by Humboldt Crabs Sponsorship/Advertisement signs.

**G. Supervisory Personnel** or Extra Field Preparation (as required): Actual Labor Costs

**H. Activities over 200 people** may require chemical toilets and additional dumpsters. Field users will be responsible for charges and delivery arrangements

**I. Deposits:**

1. \$250 deposit is required per field
2. Deposits are due at the time of application. Reservation dates will not be held without a deposit
3. Deposits are refundable provided there is no damage to the facility and the facility is left clean.
  - Fifty percent (50%) of deposit will be forfeited if field reservation is cancelled with less than 24 hours' notice. All cancellations are also subject to a \$25 cancellation processing fee.

**J. Discounts:**

School districts within Arcata must have joint use agreements on file with the City in order to receive any rate discount. Discount does not apply to light, concession fees or actual labor costs for event preparation.

**Non-Profit Organizations – 20%**

Non-profits must supply federal tax-exempt identification number. 100% of proceeds from event must be used to benefit the non-profit agency renting the facility. School districts within Arcata must have joint use agreements on file with the City in order to receive any rate discount. Discounts do not apply to the Concert Rate or to actual labor costs for site preparations specific to rentals/events.

#### **A. Fees for Vending**

- |   |   |
|---|---|
| 1. Processing of Annual Vending Application   | \$ 81.25                                  |
| 2. Livescan Fee   | <i>To be paid by applicant</i>            |
| 3. Daily Use Fee for Plaza Space 1, 2, or 3   | \$ 19.00                                  |
| 4. Arcata Community Park/D St. Neighborhood Center;Aldergrove Marsh Mobile Vendor                                 | \$ 44.00 per day per vendor or \$125/week |
| 5. Arcata Marsh Wildlife Sanctuary (S. I Street Parking Lot and S. G Street Parking lot, or Aldergrove Marsh Lot) | \$ 44.00 per day per vendor or \$125/week |

#### **B. Fees for Rental of Portable PA System**

1. Includes 2 speakers with amps, speaker stands, mixer, 4 mics and stands \$106.25 per day

2. Discounts:

- Non-Profit Agencies – 20% Discount

Non-profits must supply federal tax-exempt identification number. 100% of proceeds from event must be used to benefit the non-profit agency renting the facility. School districts within Arcata must have joint use agreements on file with the City in order to receive any rate discount.

3. Deposit \$100 deposit is required

- Deposits are due at the time of application. Reservation dates will not be held without a deposit
- Deposits are refundable provided there is no damage to the facility and the facility is left clean.
- Fifty percent (50%) of deposit will be forfeited if reservation is cancelled with less than 24 hours' notice.

4. **Fees for Storage:**

- User Groups that are renting space with the City of Arcata and would like to store items such as equipment, supplies, gear, food, furniture, and/or appliances in a City facility/venue may do so if the City determines that it has available storage space. Cost of storage shall be \$0.15 per square foot.

### **SECTION 33. RECREATION PROGRAMS**

1. For all contract classes, an administrative fee of 40% of the class fees collected will be assessed
2. For programs other than drop-in activities, a fee of \$12 per activity, in addition to the regular program fee, will be assessed for all non-residents.
3. For summer and break camps a \$20 fee will be assessed for all cancellations. For contract classes and non-camp programs other than drop-in and contract class activities, a \$10 fee will be assessed for cancellations.
4. Annually the Recreation Department will assess program fees. The Department will determine fees based on the cost of offering the program.

## SECTION 34. ARCATA & MAD RIVER TRANSIT SYSTEM – PASSENGER FARES

<b><u>Regular Cash Fare</u></b>	\$ 1.75/ride
<b><u>Reduced Cash Fare</u></b> (Senior - 62 and Older, Disabled, and Children 3 - 17)	\$ 1.25/ride
<b><u>Children - Age 3 and Under</u></b> (When Accompanied by Fare-Paying Passenger)	Free
<b><u>Reduced Fare Value Cards</u></b> (valid on Arcata, Eureka and Redwood Transit systems)  The following reduced fares will be deducted for each ride: Regular Passenger Reduced Passenger	\$10.00 and \$20.00 amounts  \$ 1.25 \$ 1.00
<b><u>Bus Passes</u></b>	
Daily Bus Pass Regular Reduced	\$ 2.50 \$ 1.50
Monthly Bus Pass Regular Reduced	\$ 30.00 \$ 25.00
Dial-A-Ride/Single Zone Ticket Books	\$ 21.00/6 rides

## SECTION 35. BAGGAGE STORAGE/LOCKER FEE/PRINTING OF ON-LINE GREYHOUND TICKETS

Bicycle Locker Fee: Bicycle lockers may be rented for \$3.05 per month. A \$20.35 cleaning/key deposit is required. Lockers may only be used for bicycles. All bicycles must have a valid California Bicycle License.

Printing of On-Line Greyhound Tickets: An additional \$5.05 will be charged to passengers who select the Print-at-Home option when buying tickets on-line and fail to print or present their ticket.

## SECTION 36. ARCATA & MAD RIVER TRANSIT SYSTEM – CHARTER RATES/IN BUS ADVERTISING

Buses may be chartered, two weeks in advance, for the hours when they are not used for fixed route service. Basic charter rate charge is as follows:

Vans	\$ 204/hour per vehicle for a minimum of 2 hours \$ 87 for each additional hour
Buses	\$ 234 per vehicle for a minimum of 2 hours \$ 102 for each additional hour

Interior Bus Advertising Standard Size (17" x 11") = \$41 per month

Double Size (34" x 11") = \$61 per month

Additional rules governing the Arcata & Mad River Transit System are described in Resolution No. 745-33.



## **SECTION 37. FEES FOR DOGS**

### **A. LICENSE**

The owner of every dog within the incorporated area of the City shall pay annually a license fee as follows:

1. A first-time license fee of \$50.00 (or \$15.00 for spayed or neutered dogs/\$10 for spayed or neutered dogs owned by a senior citizen age 65 and over).
2. Annual renewal fee of \$50.00 (or \$15.00 for spayed or neutered dogs/\$10 for spayed or neutered dogs owned by a senior citizen age 65 and over). For failure to pay a license fee when due, a penalty of \$15.00 in addition to the regular license fee.
3. A duplicate of a lost tag may be procured upon exhibition of the original license and payment of \$5.00
4. No license fee or registration fee is required for any qualified service dog. The owner or person having custody or control of any such service dog shall present to the Police Chief (or designee) satisfactory written proof that such dog has been trained as a service dog to do work or perform tasks for the benefit of a disabled person.

### **B. IMPOUNDMENT**

A dog or cat impounded for the first time within a 12-month period and redeemed prior to the animal being transported to the Humboldt County Animal Shelter shall be redeemed upon payment of an impound fee in the sum of \$45.00 (plus a State fee of \$35.00 if unaltered). The fee will increase to \$90 (plus a State fee of \$50.00 if unaltered) for the second release within a 12-month period and \$135 (plus a State fee of \$100.00 if unaltered) for the third and subsequent releases within a 12-month period. The State fees are to be used to promote and fund spaying and neutering of dogs and cats within the City. In addition to the impound and State fees, a care and feeding charge of \$14.00 (\$17.00 for quarantine) will be charged for each day the animal has been impounded. Once an animal has been transported to the Humboldt County Animal Shelter, animals will be redeemed upon payment of fees as set by the County of Humboldt.

## **SECTION 38. CHARGES FOR FINGERPRINTING SERVICES**

For all fingerprinting services performed by employees of the Arcata Police Department, other than those related to fees set forth in the Arcata Municipal Code (ambulance permits, etc.), or those services where a fee is not applicable (bookings, etc.), a fee of \$35.00 for up to two rolled print cards or a live scan print, plus the amount charged to the applicant by the California Department of Justice for processing, shall be assessed. Each additional rolled print card will be charged a fee of \$5.00.

## **SECTION 39. APPLICATION FOR PERMITS FOR CARDROOMS (AMC Sect 4159, Ord No.913)**

The fee to process an application for a permit for a cardroom operator or cardroom dealer shall be \$85, plus the amount charged by the California Department of Justice for processing the fingerprints.

## **SECTION 40. APPLICATION FOR DANCE PERMITS**

The fee to obtain a dance permit shall be \$15.00 for a single event or \$150.00 for an annual permit to hold multiple events.

## **SECTION 41. DISTURBANCE SERVICE FEES**

A charge of \$1.71/minute per officer plus a \$10 dispatch/clerical fee will be levied for the cost of personnel and equipment expended during a second or subsequent police response to a "loud party" or other disturbance location during a twenty-four (24) hour time span.

## **SECTION 42. FALSE ALARMS**

An annual charge of \$20.00 will be levied for all alarm permits. It is incumbent upon the subscriber to insure that the permit does not expire, and that the renewal application questionnaire is completed and returned to the Police Department in a timely fashion. If the Police Department responds to an alarm activation at a location that does not have a valid alarm permit on file, the responsible party will be notified of the need to obtain an alarm permit and will be assessed a late application fee of \$100 if the permit is not obtained within 30 days of the notification.

Additionally, a charge of \$75.00 will be levied for all false alarms in excess of the guidelines set forth in the alarm ordinance. A charge of \$250.00 will be levied for the reinstatement of any alarm permit previously revoked by the Chief of Police.

## **SECTION 43. PARKING METER CHARGES**

The cost for parking any vehicle, except those displaying a valid disabled persons insignia, shall be seventy-five cents (\$0.75) per hour during time of operations.

## **SECTION 44. PARKING PENALTIES**

Parking penalties are due upon receipt of notice of parking violation. Parking penalties become delinquent on the twenty-second day after the mailing of the notice of illegal parking.

<u>Section</u>	<u>Description</u>	<u>Penalty</u>	<u>Delinquent Penalty</u>
3501(a) AMC	72-Hour Parking	\$ 43.00	\$ 86.00
3501(c) AMC	72-Hour Parking RV	48.00	96.00
3502(1) AMC	Vehicle for Sale on Street	43.00	86.00
3502(2) AMC	Wash/Repairing Vehicle	43.00	86.00
3503(b) AMC	Narrow Street	40.00	80.00
3504(1) AMC	Parking 25 Feet of Intersection/Business District	40.00	80.00
3504(2) AMC	Parking 25 Feet of Signal, Boulevard, Stop Sign	40.00	80.00
3504(3) AMC	No Parking-Other-Sign Required	40.00	80.00
3505(b) AMC	No Parking-Emergency Park Signs	40.00	80.00
3506 AMC	Beyond Designated Lines	40.00	80.00
3508 AMC	4-Hour Limit Parking-On Street	40.00	80.00
3509 AMC	4-Hour Limit Parking-Off Street	40.00	80.00
3510 AMC	Private Property Contrary to Signs	40.00	80.00
3754 AMC	Preferential Permit Required	40.00	80.00
3512 AMC	Expired Meter	40.00	80.00
3513 AMC	4-Hour Limit Parking-Preferential Area	40.00	80.00
3521(1) AMC	Red Curb Zone Parking	40.00	80.00
3521(2) AMC	Yellow Curb Zone Parking	40.00	80.00
3521(5) AMC	Blue Curb Zone Parking	338.00	341.00
3523 AMC	Yellow Zone Load/Unload Only	40.00	80.00
3521(3) AMC	White Curb Zone Parking	40.00	80.00
3521(4) AMC	Green Curb zone Parking	40.00	80.00

3525 AMC	Alley Parking Load/Unload Only	40.00	80 .00
3526(e) AMC	Bus Zone Parking	303.00	306 .00
3542 AMC	1-Hour Limit Parking-Business District	40.00	80 .00
3543 AMC	1-Hour Limit Parking-Streets	40.00	80 .00
3544 AMC	8-Hour Limit Parking-Off Street	40.00	80 .00
3545(a) AMC	No Parking-3:00 am to 6:00 am as signed	40.00	80 .00
3545(b) AMC	No Parking on Plaza During Farmer's Market	203.00	206 .00
3546 AMC	2-Hour Limit Parking-Streets	40.00	80 .00
3547 AMC	2-Hour Limit Parking-Off Street	40.00	80 .00
3548 AMC	No Parking Zone-Streets	40.00	80 .00
3549(a) AMC	City Hall Lot Contrary to Signs	40.00	80 .00
3549(b) AMC	Community Center Contrary to Signs	40.00	80 .00
3549(c) AMC	Arcata Pool Lot Contrary to Signs	40.00	80 .00
3549(d) AMC	Transit Center Lot Contrary to Signs	40.00	80 .00
3552 AMC	Obstructing Employee/CSO/Police Office of Enforcement of AMC	63.00	126 .00
3553 AMC	Permit Parking-Street/Off Street	40.00	80 .00
3561 AMC	No Parking for Trucks Over 5 Tons	58.00	116 .00
5204(a) VC	Improper Registration Tab	40.00	80 .00
5204(a) VC	Improper Registration Tab w/ Proof of Correction	10.00	20 .00
10014 AMC	No Overnight Parking in Redwood Park	53.00	106 .00
10605 AMC	No Parking Midnight – 4 am Wildlife Sanctuary	53.00	106 .00
21211(b) VC	Obstruction of Bicycle Lane	48.00	96 .00
22500(a) VC	Parked in Intersection	40.00	80 .00
22500(b) VC	Parked in Crosswalk	40.00	80 .00
22500(d) VC	Parking in 15' of Driveway-Fire Station	40.00	80 .00
22500(e) VC	Blocking Driveway	40.00	80 .00
22500(f) VC	Parked on Sidewalk	40.00	80 .00
22500(g) VC	Obstructing Traffic-Excavation	40.00	80 .00
22500(h) VC	Double Parked	40.00	80 .00
22500(i) VC	Bus Loading/Unloading Zone	303.00	306 .00
22500(k) VC	Parked on Bridge	40.00	80 .00
22500(l) VC	Blocking Wheelchair Access-Ramp	303.00	306 .00
22500.1 VC	No Parking-Fire Lane-Sign Required	48.00	96 .00
22502(a) VC	18" from Curb/Wrong Way Parking	40.00	80 .00
22507.8(a) VC	Handicap Parking-Stall/Space	338.00	341 .00
22507.8(b) VC	Handicap Parking-Block Access	338.00	341 .00
22514 VC	Parking 15 Feet from Hydrant	48.00	96 .00
22515 VC	Not Setting Brake-Unattended	40.00	80 .00
22521 VC	Parking 7.5 Feet from Railroad Tracks	40.00	80 .00
22522 VC	Blocking Sidewalk Access Ramp	303.00	306 .00
22523(a) VC	Abandoned Vehicle-Street Highway	48.00	96 .00
22523(b) VC	Abandoned Vehicle-Off Street	48.00	96 .00
All Other Vehicle Code Sections Not Listed		40.00	80 .00

#### **SECTION 45. EMERGENCY RESPONSE COST RECOVERY FEES**

A charge of \$1.71/minute per officer, plus the jail booking fee established by the County and applicable medical/lab testing fees, along with a \$10 dispatch/clerical fee will be levied for providing emergency response services for the purpose of recovering the cost of the City's emergency services necessitated by a person's intentionally wrongful conduct or person negligently operating a motor vehicle, or a boat or vessel, or a civil aircraft under the influence of alcohol and/or drugs.

#### **SECTION 46. HAZARDOUS MATERIALS INCIDENTS/CITY FORCES CLEAN-UP**

When the County Hazardous Materials Team charges the City for response to a hazardous materials spill or to investigate an unknown substance, the City will pass on those direct costs to the party determined to have caused the incident or situation. If that party cannot be identified, the charges shall be billed to the business owner or property owner.

When City forces respond to a spill to clean-up or contain a hazardous or controlled substance, the party(ies) responsible for allowing/creating the release shall be billed by the City of Arcata for services rendered.

#### **SECTION 47. YOUTH AND FAMILY SERVICES FEES**

- A. A fee based on a sliding scale of \$5 to \$60 per hour will be charged for counseling services conducted by the licensed staff of the Youth and Family Services Division.
- B. A fee of based on a sliding scale of \$5 to \$60 per hour will be charged for consultation and facilitation services conducted by the staff of the Youth and Family Services Division.
- C. Each participant in any psychoeducational course conducted by the staff of the Youth and Family Services Division will be charged a fee of \$35.
- D. A fee of \$35 will be charged for each Diversion Agreement entered into by a juvenile cited to the Youth and Family Services Division.

#### **SECTION 48. FEES FOR BICYCLE LICENSES**

Every person desiring a bicycle license shall pay to the Police Department of the City of Arcata a license fee of \$4.00 per year for the remainder of the then current licensing period, payable in advance at the time application for such license is made.

A penalty of \$5.00, in addition to any license fee, shall be imposed upon any bicycle owner who fails to comply with Section 3701(a) within fifteen (15) days after said person becomes subject to the provisions of this article.

Every person desiring to renew a current bicycle license issued by the City of Arcata shall pay to the Police Department a license renewal fee of \$2.00 per year for the remainder of the then current licensing period, payable in advance at the time application for such renewal is made.

Every person desiring a replacement bicycle license for a lost, damaged or stolen bicycle license issued by the City of Arcata shall pay to the Police Department a fee of \$2.00 for such replacement bicycle license.

Every person desiring to transfer registration of a bicycle with a current license by the City of Arcata shall submit a properly completed "Transfer of Ownership" form and pay to the Police Department a registration transfer fee of \$2.00.

#### **SECTION 49. FEES FOR RETAIL FIREARMS DEALERS LICENSE**

Every person engaged in the retail sale of firearms shall pay to the Police Department of the City of Arcata an annual license fee of \$25.00 for a Retail Firearms Dealers License payable in advance at the time application/renewal for such license is made.

#### **SECTION 50. FEES FOR SECONDHAND DEALERS**

Every person, co-partnership, firm, or corporation whose business includes buying, selling, trading, taking in pawn, accepting for sale on consignment, accepting for auction or auctioning secondhand tangible personal property shall pay to the Police Department of the City of Arcata an initial license fee of \$75.00 and an annual renewal fee of \$25.00.

In addition to the City fees, the applicant must also pay the fees charged by the State of California, Department of Justice, for licensing and fingerprint processing. As used in this section, tangible personal property includes the property defined in Section 21627 of the Business and Professions Code.

A secondhand dealer does not include a coin dealer. For purposes of this section, a coin dealer means any person, firm, partnership, or corporation whose principal business is buying, selling, and trading of coins, monetized bullion, or commercial grade ingots of gold, or silver, or other precious metals.

#### **SECTION 51. RECORD REVIEWS**

Members of the public will be charged a fee of \$15 (plus labor costs) to review their own local criminal offender record information.

#### **SECTION 52. RECORD SEALINGS**

A person who petitions for an order to seal a record may be ordered by the Court to reimburse the City for the actual cost of services rendered, whether or not the petition is granted and the records are sealed or expunged. When such an order is issued, the City will charge \$16 per hour, not to exceed one hundred twenty dollars (\$120).

#### **SECTION 53. CIVIL COURT APPEARANCES AND SUBPOENAS FOR RECORDS**

A deposit of \$150 must accompany any subpoena requiring an officer's appearance in a civil case. After the appearance has been made, the costs incurred by the City (officer's time, mileage, etc.) will be charged against the deposit and either a refund check or additional bill will be generated.

#### **SECTION 54. RELEASE OF STORED OR IMPOUNDED VEHICLES**

A fee of \$75.00 will be charged for the release of any vehicle stored as a result of abandonment, or being left unattended in a manner which presents traffic or safety hazards, or having expired registration.

A fee of \$125 will be charged for the release of any vehicle impounded as a result of the driver's actions (i.e. driver arrested, driving without a valid license, etc.).

#### **SECTION 55. RELEASE OF IMMOBILIZED VEHICLES**

A fee of \$75.00 will be charged for the release of a vehicle which has been immobilized resulting from unpaid parking penalties.

#### **SECTION 56. REPOSSESSED VEHICLE**

A fee equal to that required by State law will be charged for the release of any vehicle which has been repossessed by the legal owner.

#### **SECTION 57. ABANDONED VEHICLE REMOVAL FROM PRIVATE PROPERTY**

A minimum fee of \$150 per vehicle will be charged for any abandoned vehicle removed by the City from public or private property. Additional fees charged to the City by the towing/dismantling agencies, which includes but is not limited to charges for oversized vehicles, excessive trash, and hazardous materials removal will be added to the minimum fee.

The last known owner of the vehicle will be billed for a vehicle removed from public property. The property owner will be billed, in advance, for a vehicle removed from private property.

#### **SECTION 58. EQUIPMENT VIOLATION CORRECTION VALIDATIONS AND V. I. N. NUMBERS**

A fee of \$15 will be charged for verifying vehicle identification numbers on Department of Motor Vehicle forms. No fee will be charged for validating corrections on equipment violation citations.

#### **SECTION 59. ACCOUNTS TURNED OVER TO A COLLECTION AGENCY OR SMALL CLAIMS COURT FILINGS**

For those accounts turned over to a collection agency for failure to pay, the collection fee charged to the City shall be added to the amounts owed the City of Arcata.

A \$25.00 fee shall be charged to each account for which the City files a Small Claims Action in Superior Court.

#### **SECTION 60. SHOPPING CART RECOVERY FEE**

A fee of \$15.00 shall be charged to a business for each abandoned shopping cart returned to it by City Personnel

#### **SECTION 61. SHORT-STAY AND VACATION RENTAL PERMIT FEE**

A fee of \$50.00 shall be charged for each Short-stay and Vacation Rental Permit initial application. A fee of \$20.00 shall be charged for each Short-stay and Vacation Rental Permit renewal application. A fee of \$20.00 shall be charged for each Short-stay and Vacation Rental Permit waitlist application. The fees shall be assessed for each property with a permitted unit. If permit review time exceeds one hour, the City may charge for full cost recovery based on fully burdened rate.

**RESOLUTION NO. 212-19**  
**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ARCATA**  
**AMENDING THE CLASS AND PAY RESOLUTION**

**INTERNATIONAL UNION OF OPERATING ENGINEERS**  
**LOCAL NO. 3, AFL-CIO**

BE IT RESOLVED by the City Council of the City of Arcata that appointive officers and employees shall be compensated as follows.  
 This resolution supercedes Resolution No. 212-15

**Section 1.**

Effective the pay period that include 6/27/21

Reflecting the 4% negotiated salary increase effective the pay period that includes 7/1/21

Based on 26 bi-weekly pay periods

Classification	Salary Grade	Salary Steps						
		1	2	3	4	5	5A	
Maintenance Worker (Parks/Facilities)	G130	Annual	\$ 34,863.12	\$ 36,606.26	\$ 38,436.58	\$ 40,358.42	\$ 42,376.33	\$ 43,435.74
		Bi-Weekly	\$ 1,340.89	\$ 1,407.93	\$ 1,478.33	\$ 1,552.25	\$ 1,629.86	\$ 1,670.61
		Hourly	\$ 16.76	\$ 17.60	\$ 18.48	\$ 19.40	\$ 20.37	\$ 20.88
Maintenance Worker (Streets/Utilities or Natural Resources)	G132	Annual	\$ 35,211.75	\$ 36,972.33	\$ 38,820.94	\$ 40,761.99	\$ 42,800.09	\$ 43,870.09
		Bi-Weekly	\$ 1,354.30	\$ 1,422.01	\$ 1,493.11	\$ 1,567.77	\$ 1,646.16	\$ 1,687.31
		Hourly	\$ 16.93	\$ 17.78	\$ 18.66	\$ 19.60	\$ 20.58	\$ 21.09
Water Meter Technician	G150	Annual	\$ 38,521.31	\$ 40,447.37	\$ 42,469.73	\$ 44,593.22	\$ 46,822.88	\$ 47,993.46
		Bi-Weekly	\$ 1,481.59	\$ 1,555.67	\$ 1,633.45	\$ 1,715.12	\$ 1,800.88	\$ 1,845.90
		Hourly	\$ 18.52	\$ 19.45	\$ 20.42	\$ 21.44	\$ 22.51	\$ 23.07
Energy Program Specialist Facilities Maintenance Technician (Foodworks) Senior Maintenance Worker (Parks/Facilities) Water/Wastewater Mechanic I	G160	Annual	\$ 40,489.99	\$ 42,514.49	\$ 44,640.20	\$ 46,872.21	\$ 49,215.83	\$ 50,446.23
		Bi-Weekly	\$ 1,557.31	\$ 1,635.17	\$ 1,716.93	\$ 1,802.78	\$ 1,892.92	\$ 1,940.24
		Hourly	\$ 19.47	\$ 20.44	\$ 21.46	\$ 22.53	\$ 23.66	\$ 24.25
Senior Maintenance Worker (Natural Resources)	G161	Annual	\$ 40,692.42	\$ 42,727.04	\$ 44,863.41	\$ 47,106.57	\$ 49,461.89	\$ 50,698.44
		Bi-Weekly	\$ 1,565.09	\$ 1,643.35	\$ 1,725.52	\$ 1,811.79	\$ 1,902.38	\$ 1,949.94
		Hourly	\$ 19.56	\$ 20.54	\$ 21.57	\$ 22.65	\$ 23.78	\$ 24.37
Collection System Operator I Senior Maintenance Worker (Streets/Utilities)	G162	Annual	\$ 40,895.89	\$ 42,940.68	\$ 45,087.72	\$ 47,342.10	\$ 49,709.20	\$ 50,951.93
		Bi-Weekly	\$ 1,572.92	\$ 1,651.56	\$ 1,734.14	\$ 1,820.85	\$ 1,911.89	\$ 1,959.69

Classification		Salary Grade					
Senior Maintenance Worker (grandfathered-Natural Resources Class A license)		1	2	3	4	5	5A
Hourly		\$ 19.66	\$ 20.64	\$ 21.68	\$ 22.76	\$ 23.90	\$ 24.50
Environmental Compliance Technician Recreation Coordinator		G165					
Annual		\$ 41,518.40	\$ 43,594.31	\$ 45,774.03	\$ 48,062.73	\$ 50,465.88	\$ 51,727.53
Bi-Weekly		\$ 1,596.86	\$ 1,676.70	\$ 1,760.54	\$ 1,848.57	\$ 1,941.00	\$ 1,989.52
Hourly		\$ 19.96	\$ 20.96	\$ 22.01	\$ 23.11	\$ 24.26	\$ 24.87
Administrative Assistant Community Development Specialist I Construction Specialist (Community Services Division) Construction Specialist (Streets/Utilities) Finance Specialist Planner I Water/Wastewater Mechanic II		G170					
Annual		\$ 42,561.50	\$ 44,689.56	\$ 46,924.06	\$ 49,270.25	\$ 51,733.76	\$ 53,027.11
Bi-Weekly		\$ 1,636.98	\$ 1,718.83	\$ 1,804.77	\$ 1,895.01	\$ 1,989.76	\$ 2,039.50
Hourly		\$ 20.46	\$ 21.49	\$ 22.56	\$ 23.69	\$ 24.87	\$ 25.49
Transit Operations Assistant		G171					
Annual		\$ 42,774.28	\$ 44,913.01	\$ 47,158.66	\$ 49,516.58	\$ 51,992.42	\$ 53,292.23
Bi-Weekly		\$ 1,645.16	\$ 1,727.42	\$ 1,813.79	\$ 1,904.48	\$ 1,999.71	\$ 2,049.70
Hourly		\$ 20.56	\$ 21.59	\$ 22.67	\$ 23.81	\$ 25.00	\$ 25.62
Collection System Operator II Equipment Operator Mechanic Traffic Control Technician		G172					
Annual		\$ 42,988.17	\$ 45,137.57	\$ 47,394.46	\$ 49,764.17	\$ 52,252.39	\$ 53,558.70
Bi-Weekly		\$ 1,653.39	\$ 1,736.06	\$ 1,822.86	\$ 1,914.01	\$ 2,009.71	\$ 2,059.95
Hourly		\$ 20.67	\$ 21.70	\$ 22.79	\$ 23.93	\$ 25.12	\$ 25.75
Natural Resources Technician Water/Wastewater Plant Operator I		G179					
Annual		\$ 44,515.48	\$ 46,741.25	\$ 49,078.31	\$ 51,532.23	\$ 54,108.85	\$ 55,461.57
Bi-Weekly		\$ 1,712.13	\$ 1,797.74	\$ 1,887.63	\$ 1,982.01	\$ 2,081.11	\$ 2,133.14
Hourly		\$ 21.40	\$ 22.47	\$ 23.60	\$ 24.78	\$ 26.01	\$ 26.66
Administrative Specialist		G185					
Annual		\$ 45,867.09	\$ 48,160.46	\$ 50,568.47	\$ 53,096.90	\$ 55,751.75	\$ 57,145.54
Bi-Weekly		\$ 1,764.12	\$ 1,852.33	\$ 1,944.94	\$ 2,042.19	\$ 2,144.30	\$ 2,197.91
Hourly		\$ 22.05	\$ 23.15	\$ 24.31	\$ 25.53	\$ 26.80	\$ 27.47
Community Development Specialist II Maintenance Crew Leader (Parks/Facilities) Planner II Recreation Supervisor Water/Wastewater Operator II		G189					
Annual		\$ 46,792.66	\$ 49,132.30	\$ 51,588.92	\$ 54,168.36	\$ 56,876.78	\$ 58,298.70
Bi-Weekly		\$ 1,799.72	\$ 1,889.70	\$ 1,984.19	\$ 2,083.40	\$ 2,187.57	\$ 2,242.26
Hourly		\$ 22.50	\$ 23.62	\$ 24.80	\$ 26.04	\$ 27.34	\$ 28.03
Maintenance Crew Leader (Natural Resources)		G190					
Annual		\$ 47,026.63	\$ 49,377.97	\$ 51,846.85	\$ 54,439.20	\$ 57,161.16	\$ 58,590.19



Classification	Salary Grade	1	2	3	4	5	5A
	Bi-Weekly	\$ 1,808.72	\$ 1,899.15	\$ 1,994.11	\$ 2,093.82	\$ 2,198.51	\$ 2,253.47
	Hourly	\$ 22.61	\$ 23.74	\$ 24.93	\$ 26.17	\$ 27.48	\$ 28.17
Lead Collection System Operator	G191	\$ 47,261.76	\$ 49,624.83	\$ 52,106.07	\$ 54,711.37	\$ 57,446.95	\$ 58,883.13
Lead Mechanic		\$ 1,817.76	\$ 1,908.65	\$ 2,004.08	\$ 2,104.28	\$ 2,209.50	\$ 2,264.74
Lead Water/Wastewater Mechanic		\$ 22.72	\$ 23.86	\$ 25.05	\$ 26.30	\$ 27.62	\$ 28.31
Maintenance Crew Leader (Streets/Utilities)							
Maintenance Crew Leader (grandfathered-Natural Resources Class A license)							
Building Inspector I	G199	\$ 49,187.39	\$ 51,646.77	\$ 54,229.12	\$ 56,940.57	\$ 59,787.59	\$ 61,282.29
Engineering Technician I		\$ 1,891.82	\$ 1,986.41	\$ 2,085.74	\$ 2,190.02	\$ 2,299.52	\$ 2,357.01
Environmental Compliance Officer		\$ 23.65	\$ 24.83	\$ 26.07	\$ 27.38	\$ 28.74	\$ 29.46
Senior Construction Specialist (Community Services Division)							
Senior Construction Specialist (Streets/Utilities Division)							
Code Compliance/Permit Technician	G209	\$ 51,646.76	\$ 54,229.10	\$ 56,940.55	\$ 59,787.58	\$ 62,776.96	\$ 64,346.40
	Bi-Weekly	\$ 1,986.41	\$ 2,085.73	\$ 2,190.02	\$ 2,299.52	\$ 2,414.50	\$ 2,474.86
	Hourly	\$ 24.83	\$ 26.07	\$ 27.38	\$ 28.74	\$ 30.18	\$ 30.94
Building Inspector II	G223	\$ 55,089.88	\$ 57,844.36	\$ 60,736.60	\$ 63,773.41	\$ 66,962.08	\$ 68,636.15
Engineering Technician II		\$ 2,118.84	\$ 2,224.78	\$ 2,336.02	\$ 2,452.82	\$ 2,575.46	\$ 2,639.85
GIS Coordinator		\$ 26.49	\$ 27.81	\$ 29.20	\$ 30.66	\$ 32.19	\$ 33.00
Parks/Facilities/Natural Resources Supervisor	G233	\$ 57,844.37	\$ 60,736.60	\$ 63,773.42	\$ 66,962.08	\$ 70,310.20	\$ 72,067.96
Plant Operations Supervisor		\$ 2,224.78	\$ 2,336.02	\$ 2,452.82	\$ 2,575.46	\$ 2,704.24	\$ 2,771.84
Streets/Fleet Supervisor		\$ 27.81	\$ 29.20	\$ 30.66	\$ 32.19	\$ 33.80	\$ 34.65
Utilities Supervisor							

**CalPERS Program:**

MISCELLANEOUS EMPLOYEES: 2.7% @ 55, for "Classic Members", currently employee pay 9% (8% member rate and 1% of employer rate); 2% @ 55, for "Classic Members", currently employees pay 8% (7% member rate and 1% of employer rate); 2% @ 62, for "New Members", currently employees pay 6.75% (6.75% member rate [subject to CalPERS actuary change annually]).

Effective the pay period that includes July 1, 2018, the City shall implement a Step 5A that is 2.5% higher than Step 5 for each represented classification.

## Section 2.

### Effective 06/26/2022

Reflecting the 4% negotiated salary increase effective the pay period that includes 7/1/22

Based on 26 bi-weekly pay periods

		As of 06/26/2022						
		Salary Steps						
		1	2	3	4	5	5A	
Maintenance Worker (Parks/Facilities)	Annual	\$ 36,257.64	\$ 38,070.51	\$ 39,974.04	\$ 41,972.76	\$ 44,071.38	\$ 45,173.17	
	Bi-Weekly	\$ 1,394.52	\$ 1,464.25	\$ 1,537.46	\$ 1,614.34	\$ 1,695.05	\$ 1,737.43	
	Hourly	\$ 17.43	\$ 18.30	\$ 19.22	\$ 20.18	\$ 21.19	\$ 21.72	
Maintenance Worker (Streets/Utilities or Natural Resources)	Annual	\$ 36,620.22	\$ 38,451.22	\$ 40,373.78	\$ 42,392.47	\$ 44,512.09	\$ 45,624.89	
	Bi-Weekly	\$ 1,408.47	\$ 1,478.89	\$ 1,552.84	\$ 1,630.48	\$ 1,712.00	\$ 1,754.80	
	Hourly	\$ 17.61	\$ 18.49	\$ 19.41	\$ 20.38	\$ 21.40	\$ 21.94	
Water Meter Technician	Annual	\$ 40,062.16	\$ 42,065.26	\$ 44,168.52	\$ 46,376.95	\$ 48,695.80	\$ 49,913.20	
	Bi-Weekly	\$ 1,540.85	\$ 1,617.89	\$ 1,698.79	\$ 1,783.73	\$ 1,872.92	\$ 1,919.74	
	Hourly	\$ 19.26	\$ 20.22	\$ 21.23	\$ 22.30	\$ 23.41	\$ 24.00	
Energy Program Specialist Facilities Maintenance Technician (Foodworks) Senior Maintenance Worker (Parks/Facilities) Water/Wastewater Mechanic I	Annual	\$ 42,109.59	\$ 44,215.07	\$ 46,425.81	\$ 48,747.10	\$ 51,184.46	\$ 52,464.08	
	Bi-Weekly	\$ 1,619.60	\$ 1,700.58	\$ 1,785.61	\$ 1,874.89	\$ 1,968.63	\$ 2,017.85	
	Hourly	\$ 20.24	\$ 21.26	\$ 22.32	\$ 23.44	\$ 24.61	\$ 25.22	
Senior Maintenance Worker (Natural Resources)	Annual	\$ 42,320.12	\$ 44,436.12	\$ 46,657.95	\$ 48,990.83	\$ 51,440.37	\$ 52,726.38	
	Bi-Weekly	\$ 1,627.70	\$ 1,709.08	\$ 1,794.54	\$ 1,884.26	\$ 1,978.48	\$ 2,027.94	
	Hourly	\$ 20.35	\$ 21.36	\$ 22.43	\$ 23.55	\$ 24.73	\$ 25.35	
Collection System Operator I Senior Maintenance Worker (Streets/Utilities) Senior Maintenance Worker (grandfathered-Natural Resources Class A license)	Annual	\$ 42,531.73	\$ 44,658.31	\$ 46,891.23	\$ 49,235.78	\$ 51,697.57	\$ 52,990.01	
	Bi-Weekly	\$ 1,635.84	\$ 1,717.63	\$ 1,803.51	\$ 1,893.68	\$ 1,988.37	\$ 2,038.08	
	Hourly	\$ 20.45	\$ 21.47	\$ 22.54	\$ 23.67	\$ 24.85	\$ 25.48	
Environmental Compliance Technician Regeneration Coordinator	Annual	\$ 43,179.14	\$ 45,338.08	\$ 47,604.99	\$ 49,985.24	\$ 52,484.52	\$ 53,796.63	
	Bi-Weekly	\$ 1,660.74	\$ 1,743.77	\$ 1,830.96	\$ 1,922.51	\$ 2,018.64	\$ 2,069.10	
	Hourly	\$ 20.76	\$ 21.80	\$ 22.89	\$ 24.03	\$ 25.23	\$ 25.86	
Administrative Assistant Community Development Specialist I Construction Specialist (Community Services Division)	Annual	\$ 44,263.96	\$ 46,477.14	\$ 48,801.02	\$ 51,241.06	\$ 53,803.11	\$ 55,148.19	
	Bi-Weekly	\$ 1,702.46	\$ 1,787.58	\$ 1,876.96	\$ 1,970.81	\$ 2,069.35	\$ 2,121.08	
	Hourly	\$ 21.28	\$ 22.34	\$ 23.46	\$ 24.64	\$ 25.87	\$ 26.51	

1	2	3	4	5	5A
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Salary Grade

Classification
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Construction Specialist (Streets/Utilities)

Finance Specialist

Planner I

Water/Wastewater Mechanic II

Transit Operations Assistant

Collection System Operator II

Equipment Operator

Mechanic

Traffic Control Technician

Natural Resources Technician

Water/Wastewater Plant Operator I

Administrative Specialist

Community Development Specialist II

Maintenance Crew Leader (Parks/Facilities)

Planner II

Recreation Supervisor

Water/Wastewater Operator II

Maintenance Crew Leader (Natural Resources)

Lead Collection System Operator

Lead Mechanic

Lead Water/Wastewater Mechanic

Maintenance Crew Leader (Streets/Utilities)

Maintenance Crew Leader (grandfathered-Natural Resources Class A license)

Building Inspector I

Annual	\$ 44,485.25	\$ 46,709.53	\$ 49,045.01	\$ 51,497.24	\$ 54,072.12	\$ 55,423.92
Bi-Weekly	\$ 1,710.97	\$ 1,796.52	\$ 1,886.35	\$ 1,980.66	\$ 2,079.70	\$ 2,131.69
Hourly	\$ 21.39	\$ 22.46	\$ 23.58	\$ 24.76	\$ 26.00	\$ 26.65
G171						
Annual	\$ 44,707.70	\$ 46,943.07	\$ 49,290.24	\$ 51,754.74	\$ 54,342.49	\$ 55,701.05
Bi-Weekly	\$ 1,719.53	\$ 1,805.50	\$ 1,895.78	\$ 1,990.57	\$ 2,090.10	\$ 2,142.35
Hourly	\$ 21.49	\$ 22.57	\$ 23.70	\$ 24.88	\$ 26.13	\$ 26.78
G172						
Annual	\$ 46,296.10	\$ 48,610.90	\$ 51,041.44	\$ 53,593.52	\$ 56,273.20	\$ 57,680.03
Bi-Weekly	\$ 1,780.62	\$ 1,869.65	\$ 1,963.13	\$ 2,061.29	\$ 2,164.35	\$ 2,218.46
Hourly	\$ 22.26	\$ 23.37	\$ 24.54	\$ 25.77	\$ 27.05	\$ 27.73
G179						
Annual	\$ 47,701.77	\$ 50,086.88	\$ 52,591.21	\$ 55,220.78	\$ 57,981.82	\$ 59,431.36
Bi-Weekly	\$ 1,834.68	\$ 1,926.42	\$ 2,022.74	\$ 2,123.88	\$ 2,230.07	\$ 2,285.82
Hourly	\$ 22.93	\$ 24.08	\$ 25.28	\$ 26.55	\$ 27.88	\$ 28.57
G185						
Annual	\$ 48,664.37	\$ 51,097.59	\$ 53,652.48	\$ 56,335.09	\$ 59,151.85	\$ 60,630.65
Bi-Weekly	\$ 1,871.71	\$ 1,965.29	\$ 2,063.56	\$ 2,166.73	\$ 2,275.07	\$ 2,331.95
Hourly	\$ 23.40	\$ 24.57	\$ 25.79	\$ 27.08	\$ 28.44	\$ 29.15
G189						
Annual	\$ 48,907.70	\$ 51,353.09	\$ 53,920.72	\$ 56,616.77	\$ 59,447.61	\$ 60,933.80
Bi-Weekly	\$ 1,881.07	\$ 1,975.12	\$ 2,073.87	\$ 2,177.57	\$ 2,286.45	\$ 2,343.61
Hourly	\$ 23.51	\$ 24.69	\$ 25.92	\$ 27.22	\$ 28.58	\$ 29.30
G190						
Annual	\$ 49,152.23	\$ 51,609.82	\$ 54,190.31	\$ 56,899.82	\$ 59,744.83	\$ 61,238.46
Bi-Weekly	\$ 1,890.47	\$ 1,984.99	\$ 2,084.24	\$ 2,188.45	\$ 2,297.88	\$ 2,355.33
Hourly	\$ 23.63	\$ 24.81	\$ 26.05	\$ 27.36	\$ 28.72	\$ 29.44
G191						
Annual	\$ 51,154.89	\$ 53,712.64	\$ 56,398.28	\$ 59,218.19	\$ 62,179.09	\$ 63,733.58
G199						

Classification		Salary Grade					
		1	2	3	4	5	5A
Engineering Technician I Environmental Compliance Officer Senior Construction Specialist (Community Services Division) Senior Construction Specialist (Streets/Utilities Division)	Bi-Weekly	\$ 1,967.50	\$ 2,065.87	\$ 2,169.16	\$ 2,277.62	\$ 2,391.50	\$ 2,451.29
	Hourly	\$ 24.59	\$ 25.82	\$ 27.11	\$ 28.47	\$ 29.89	\$ 30.64
Code Compliance/Permit Technician	Annual	\$ 53,712.63	\$ 56,398.26	\$ 59,218.17	\$ 62,179.08	\$ 65,288.04	\$ 66,920.26
	Bi-Weekly	\$ 2,065.87	\$ 2,169.16	\$ 2,277.62	\$ 2,391.50	\$ 2,511.08	\$ 2,573.86
	Hourly	\$ 25.82	\$ 27.11	\$ 28.47	\$ 29.89	\$ 31.39	\$ 32.17
Building Inspector II Engineering Technician II GIS Coordinator	Annual	\$ 57,293.48	\$ 60,158.13	\$ 63,166.06	\$ 66,324.35	\$ 69,640.56	\$ 71,381.60
	Bi-Weekly	\$ 2,203.60	\$ 2,313.77	\$ 2,429.46	\$ 2,550.94	\$ 2,678.48	\$ 2,745.45
	Hourly	\$ 27.54	\$ 28.92	\$ 30.37	\$ 31.89	\$ 33.48	\$ 34.32
Parks/Facilities/Natural Resources Supervisor Plant Operations Supervisor Streets/Fleet Supervisor Utilities Supervisor	Annual	\$ 60,158.14	\$ 63,166.06	\$ 66,324.36	\$ 69,640.56	\$ 73,122.61	\$ 74,950.68
	Bi-Weekly	\$ 2,313.77	\$ 2,429.46	\$ 2,550.94	\$ 2,678.48	\$ 2,812.41	\$ 2,882.72
	Hourly	\$ 28.92	\$ 30.37	\$ 31.89	\$ 33.48	\$ 35.16	\$ 36.03

**CalPERS Program:**

MISCELLANEOUS EMPLOYEES: 2.7% @ 55, for "Classic Members", currently employee pay 9% (8% member rate and 1% of employer rate); 2% @ 55, for "Classic Members", currently employees pay 8% (7% member rate and 1% of employer rate); 2% @ 62, for "New Members", currently employees pay 6.75% (6.75% member rate [subject to CalPERS actuary change annually]).

Effective the pay period that includes July 1, 2018, the City shall implement a Step 5A that is 2.5% higher than Step 5 for each represented classification.

### Section 3.

#### Effective 06/25/2023

Reflecting the 4% negotiated salary increase and additional Step 6\* effective the pay period that includes 7/1/23

Based on 26 bi-weekly pay periods

		As of 06/25/2023							
Classification	Salary Grade	Salary Steps							
		1	2	3	4	5	5A	6	
Maintenance Worker (Parks/Facilities)	G130	Annual Bi-Weekly Hourly	\$ 37,707.95 \$ 1,450.31 \$ 18.13	\$ 39,593.33 \$ 1,522.82 \$ 19.04	\$ 41,573.00 \$ 1,598.96 \$ 19.99	\$ 43,651.67 \$ 1,678.91 \$ 20.99	\$ 45,834.24 \$ 1,762.86 \$ 22.04	\$ 46,980.10 \$ 1,806.93 \$ 22.59	\$ 48,125.95 \$ 1,851.00 \$ 23.14
Maintenance Worker (Streets/Utilities or Natural Resources)	G132	Annual Bi-Weekly Hourly	\$ 38,085.03 \$ 1,464.81 \$ 18.31	\$ 39,989.27 \$ 1,538.05 \$ 19.23	\$ 41,988.73 \$ 1,614.95 \$ 20.19	\$ 44,088.17 \$ 1,695.70 \$ 21.20	\$ 46,292.57 \$ 1,780.48 \$ 22.26	\$ 47,449.89 \$ 1,825.00 \$ 22.81	\$ 48,607.20 \$ 1,869.51 \$ 23.37
Water Meter Technician	G150	Annual Bi-Weekly Hourly	\$ 41,664.65 \$ 1,602.49 \$ 20.03	\$ 43,747.87 \$ 1,682.61 \$ 21.03	\$ 45,935.26 \$ 1,766.74 \$ 22.08	\$ 48,232.03 \$ 1,855.08 \$ 23.19	\$ 50,643.63 \$ 1,947.83 \$ 24.35	\$ 51,909.73 \$ 1,996.53 \$ 24.96	\$ 53,175.81 \$ 2,045.22 \$ 25.57
Energy Program Specialist Facilities Maintenance Technician (Foodworks) Senior Maintenance Worker (Parks/Facilities) Water/Wastewater Mechanic I	G160	Annual Bi-Weekly Hourly	\$ 43,793.97 \$ 1,684.38 \$ 21.05	\$ 45,983.67 \$ 1,768.60 \$ 22.11	\$ 48,282.84 \$ 1,857.03 \$ 23.21	\$ 50,696.98 \$ 1,949.88 \$ 24.37	\$ 53,231.84 \$ 2,047.38 \$ 25.59	\$ 54,562.64 \$ 2,098.56 \$ 26.23	\$ 55,893.43 \$ 2,149.75 \$ 26.87
Senior Maintenance Worker (Natural Resources)	G161	Annual Bi-Weekly Hourly	\$ 44,012.92 \$ 1,692.80 \$ 21.16	\$ 46,213.56 \$ 1,777.44 \$ 22.22	\$ 48,524.27 \$ 1,866.32 \$ 23.33	\$ 50,950.46 \$ 1,959.63 \$ 24.50	\$ 53,497.98 \$ 2,057.61 \$ 25.72	\$ 54,835.44 \$ 2,109.06 \$ 26.36	\$ 56,172.88 \$ 2,160.50 \$ 27.01
Collection System Operator I Senior Maintenance Worker (Streets/Utilities) Senior Maintenance Worker (grandfathered-Natural Resources Class A license)	G162	Annual Bi-Weekly Hourly	\$ 44,233.00 \$ 1,701.27 \$ 21.27	\$ 46,444.64 \$ 1,786.33 \$ 22.33	\$ 48,766.88 \$ 1,875.65 \$ 23.45	\$ 51,205.21 \$ 1,969.43 \$ 24.62	\$ 53,765.47 \$ 2,067.90 \$ 25.85	\$ 55,109.61 \$ 2,119.60 \$ 26.50	\$ 56,453.74 \$ 2,171.30 \$ 27.14
Environmental Compliance Technician Recreation Coordinator	G165	Annual Bi-Weekly Hourly	\$ 44,906.31 \$ 1,727.17 \$ 21.59	\$ 47,151.60 \$ 1,813.52 \$ 22.67	\$ 49,509.19 \$ 1,904.20 \$ 23.80	\$ 51,984.65 \$ 1,999.41 \$ 24.99	\$ 54,583.90 \$ 2,099.38 \$ 26.24	\$ 55,948.50 \$ 2,151.87 \$ 26.90	\$ 57,313.10 \$ 2,204.35 \$ 27.55
Administrative Assistant Community Development Specialist I Construction Specialist (Community Services Division) Construction Specialist (Streets/Utilities) Finance Specialist Planner I Water/Wastewater Mechanic II	G170	Annual Bi-Weekly Hourly	\$ 46,034.52 \$ 1,770.56 \$ 22.13	\$ 48,336.23 \$ 1,859.09 \$ 23.24	\$ 50,753.06 \$ 1,952.04 \$ 24.40	\$ 53,290.70 \$ 2,049.64 \$ 25.62	\$ 55,955.23 \$ 2,152.12 \$ 26.90	\$ 57,354.12 \$ 2,205.93 \$ 27.57	\$ 58,752.99 \$ 2,259.73 \$ 28.25
Transit Operations Assistant	G171	Annual Bi-Weekly	\$ 46,264.66 \$ 1,779.41	\$ 48,577.91 \$ 1,868.38	\$ 51,006.81 \$ 1,961.80	\$ 53,557.13 \$ 2,059.89	\$ 56,235.00 \$ 2,162.88	\$ 57,640.88 \$ 2,216.96	\$ 59,046.75 \$ 2,271.03

Classification
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Salary Grade
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	1	2	3	4	5	5A	6
Hourly	\$ 22.24	\$ 23.35	\$ 24.52	\$ 25.75	\$ 27.04	\$ 27.71	\$ 28.39
Collection System Operator II							
Equipment Operator	\$ 46,496.01	\$48,820.79	\$ 51,261.85	\$ 53,824.93	\$56,516.19	\$57,929.09	\$ 59,342.00
Mechanic	\$ 1,788.31	\$ 1,877.72	\$ 1,971.61	\$ 2,070.19	\$ 2,173.70	\$ 2,228.04	\$ 2,282.38
Traffic Control Technician	\$ 22.35	\$ 23.47	\$ 24.65	\$ 25.88	\$ 27.17	\$ 27.85	\$ 28.53
Natural Resources Technician							
Water/Wastewater Plant Operator I	\$ 48,147.94	\$50,555.34	\$ 53,083.10	\$ 55,737.26	\$58,524.13	\$59,987.23	\$61,450.34
	\$ 1,851.84	\$ 1,944.44	\$ 2,041.66	\$ 2,143.74	\$ 2,250.93	\$ 2,307.20	\$ 2,363.47
	\$ 23.15	\$ 24.31	\$ 25.52	\$ 26.80	\$ 28.14	\$ 28.84	\$ 29.54
Administrative Specialist	\$ 49,609.84	\$52,090.36	\$ 54,694.86	\$ 57,429.61	\$60,301.09	\$61,808.61	\$63,316.14
	\$ 1,908.07	\$ 2,003.48	\$ 2,103.65	\$ 2,208.83	\$ 2,319.27	\$ 2,377.25	\$ 2,435.24
	\$ 23.85	\$ 25.04	\$ 26.30	\$ 27.61	\$ 28.99	\$ 29.72	\$ 30.44
Community Development Specialist II	\$ 50,610.94	\$53,141.49	\$ 55,798.58	\$ 58,588.49	\$61,517.92	\$63,055.88	\$64,593.88
Maintenance Crew Leader (Parks/Facilities)	\$ 1,946.57	\$ 2,043.90	\$ 2,146.10	\$ 2,253.40	\$ 2,366.07	\$ 2,425.23	\$ 2,484.38
Planner II	\$ 24.33	\$ 25.55	\$ 26.83	\$ 28.17	\$ 29.58	\$ 30.32	\$ 31.05
Recreation Supervisor							
Water/Wastewater Operator II	\$ 50,864.01	\$53,407.21	\$ 56,077.55	\$ 58,881.44	\$61,825.51	\$63,371.15	\$64,916.79
	\$ 1,956.31	\$ 2,054.12	\$ 2,156.83	\$ 2,264.67	\$ 2,377.90	\$ 2,437.35	\$ 2,496.80
	\$ 24.45	\$ 25.68	\$ 26.96	\$ 28.31	\$ 29.72	\$ 30.47	\$ 31.21
Maintenance Crew Leader (Natural Resources)	\$ 51,118.32	\$53,674.21	\$ 56,357.92	\$ 59,175.81	\$62,134.62	\$63,688.00	\$65,241.35
	\$ 1,966.09	\$ 2,064.39	\$ 2,167.61	\$ 2,275.99	\$ 2,389.79	\$ 2,449.54	\$ 2,509.28
	\$ 24.58	\$ 25.80	\$ 27.10	\$ 28.45	\$ 29.87	\$ 30.62	\$ 31.37
Lead Collection System Operator							
Lead Mechanic							
Lead Water/Wastewater Mechanic							
Maintenance Crew Leader (Streets/Utilities)							
Maintenance Crew Leader (grandfathered-Natural Resources Class A license)							
Building Inspector I	\$ 53,201.09	\$55,861.15	\$ 58,654.21	\$ 61,586.92	\$64,666.25	\$66,282.92	\$67,899.56
Engineering Technician I	\$ 2,046.20	\$ 2,148.51	\$ 2,255.93	\$ 2,368.73	\$ 2,487.16	\$ 2,549.34	\$ 2,611.52
Environmental Compliance Officer	\$ 25.58	\$ 26.86	\$ 28.20	\$ 29.61	\$ 31.09	\$ 31.87	\$ 32.64
Senior Construction Specialist (Community Services Division)							
Senior Construction Specialist (Streets/Utilities Division)							
Code Compliance/Permit Technician	\$ 55,861.14	\$58,654.19	\$ 61,586.90	\$ 64,666.24	\$67,899.56	\$69,597.07	\$71,294.54
	\$ 2,148.51	\$ 2,255.93	\$ 2,368.73	\$ 2,487.16	\$ 2,611.52	\$ 2,676.81	\$ 2,742.10
	\$ 26.86	\$ 28.20	\$ 29.61	\$ 31.09	\$ 32.64	\$ 33.46	\$ 34.28
Building Inspector II	\$ 59,585.22	\$62,564.46	\$ 65,692.70	\$ 68,977.32	\$72,426.18	\$74,236.86	\$76,047.49
Engineering Technician II	\$ 2,291.74	\$ 2,406.33	\$ 2,526.64	\$ 2,652.97	\$ 2,785.62	\$ 2,855.26	\$ 2,924.90
GIS Coordinator	\$ 28.65	\$ 30.08	\$ 31.58	\$ 33.16	\$ 34.82	\$ 35.69	\$ 36.56
Parks/Facilities/Natural Resources Supervisor	\$ 62,564.47	\$65,692.70	\$ 68,977.33	\$ 72,426.18	\$76,047.51	\$77,948.71	\$79,849.89
Plant Operations Supervisor	\$ 2,406.33	\$ 2,526.64	\$ 2,652.97	\$ 2,785.62	\$ 2,924.90	\$ 2,998.03	\$ 3,071.15



Classification	Salary Grade	1	2	3	4	5	5A	6
Streets/Fleet Supervisor Utilities Supervisor		\$ 30.08	\$ 31.58	\$ 33.16	\$ 34.82	\$ 36.56	\$ 37.48	\$ 38.39

CalPERS Program:

MISCELLANEOUS EMPLOYEES: 2.7% @ 55, for "Classic Members", currently employee pay 9% (8% member rate and 1% of employer rate); 2% @ 55, for "Classic Members", currently employees pay 8% (7% member rate and 1% of employer rate); 2% @ 62, for "New Members", currently employees pay 6.75% (6.75% member rate [subject to CalPERS actuary change annually]).

Effective the pay period that includes July 1, 2018, the City shall implement a Step 5A that is 2.5% higher than Step 5 for each represented classification.

\*Effective the pay period that includes July 1, 2023, the City shall implement a Step 6 salary step, that is five percent (5%) higher than Step 5 for each represented classification.

#### Section 4. Effective Date


This resolution shall be effective upon initial adoption by the City Council of the City of Arcata and additionally on the subsequent effective dates stated within.

DATED: October 6, 2021

ATTEST:

  
CITY CLERK, CITY OF ARCATA

APPROVED:

  
MAYOR, CITY OF ARCATA

#### CLERK'S CERTIFICATE

I hereby certify that the foregoing is a true and correct copy of Resolution No. 212-19 passed and adopted at a regular meeting of the City Council of the City of Arcata, Humboldt County, California, held on the 6th day of October, 2021, by the following vote:

AYES: WATSON, ATKINS-SALAZAR, GOLDSTEIN, MATTHEWS, SCHAEFER

NOES: NONE

ABSENT: NONE

ABSTENTIONS: NONE

  
CITY CLERK, CITY OF ARCATA

**RESOLUTION NO. 212-20**  
**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ARCATA**  
**AMENDING THE CLASS AND PAY RESOLUTION**

**ARCATA POLICE ASSOCIATION**

BE IT RESOLVED by the City Council of the City of Arcata that appointive officers and employees shall be compensated as follows.  
This resolution supercedes Resolution No. 201-17

**Section 1.**

**Effective 06/27/21**

Reflecting the 4% negotiated salary increase effective the pay period that includes 7/1/21

Based on 26 bi-weekly pay periods

Classification	Salary Grade		As of 06/27/2021				
			Salary Steps				
			1	2	3	4	5
Lead Parking Officer	PN110	Annual	\$42,739.60	\$44,876.58	\$47,120.40	\$49,476.42	\$ 51,950.24
		Bi-Weekly	\$ 1,643.83	\$ 1,726.02	\$ 1,812.32	\$ 1,902.94	\$ 1,998.09
		Hourly	\$ 20.55	\$ 21.58	\$ 22.65	\$ 23.79	\$ 24.98
Police Services Assistant	PN115	Annual	\$43,808.08	\$45,998.48	\$48,298.40	\$50,713.33	\$ 53,249.00
		Bi-Weekly	\$ 1,684.93	\$ 1,769.17	\$ 1,857.63	\$ 1,950.51	\$ 2,048.04
		Hourly	\$ 21.06	\$ 22.11	\$ 23.22	\$ 24.38	\$ 25.60
Police Service Officer	PN120	Annual	\$44,929.80	\$47,176.28	\$49,535.11	\$52,011.86	\$ 54,612.46
		Bi-Weekly	\$ 1,728.07	\$ 1,814.47	\$ 1,905.20	\$ 2,000.46	\$ 2,100.48
		Hourly	\$ 21.60	\$ 22.68	\$ 23.81	\$ 25.01	\$ 26.26
Dispatcher Police Evidence & Property Technician I	PN121	Annual	\$45,142.74	\$47,399.87	\$49,769.87	\$52,258.35	\$ 54,871.27
		Bi-Weekly	\$ 1,736.26	\$ 1,823.07	\$ 1,914.23	\$ 2,009.94	\$ 2,110.43
		Hourly	\$ 21.70	\$ 22.79	\$ 23.93	\$ 25.12	\$ 26.38
Senior Dispatcher Police Evidence & Property Technician II	PN131	Annual	\$47,454.64	\$49,827.36	\$52,318.74	\$54,934.66	\$ 57,681.41
		Bi-Weekly	\$ 1,825.18	\$ 1,916.44	\$ 2,012.26	\$ 2,112.87	\$ 2,218.52
		Hourly	\$ 22.81	\$ 23.96	\$ 25.15	\$ 26.41	\$ 27.73
Dispatch Supervisor	PN171	Annual	\$56,851.57	\$59,694.16	\$62,678.87	\$65,812.80	\$ 69,103.46
		Bi-Weekly	\$ 2,186.60	\$ 2,295.93	\$ 2,410.73	\$ 2,531.26	\$ 2,657.83
		Hourly	\$ 27.33	\$ 28.70	\$ 30.13	\$ 31.64	\$ 33.22
Police Officer	PS151	Annual	\$57,919.00	\$60,814.96	\$63,855.70	\$67,048.48	\$ 70,400.92
		Bi-Weekly	\$ 2,227.65	\$ 2,339.04	\$ 2,455.99	\$ 2,578.79	\$ 2,707.73
		Hourly	\$ 27.85	\$ 29.24	\$ 30.70	\$ 32.23	\$ 33.85
Police Sergeant	PS181	Annual	\$67,257.82	\$70,620.71	\$74,151.74	\$77,859.33	\$ 81,752.30
		Bi-Weekly	\$ 2,586.84	\$ 2,716.18	\$ 2,851.99	\$ 2,994.59	\$ 3,144.32
		Hourly	\$ 32.34	\$ 33.95	\$ 35.65	\$ 37.43	\$ 39.30

**CalPERS Program:**

MISCELLANEOUS EMPLOYEES: 2.7% @ 55, for "Classic Members", currently employee pay 11% (8% member rate and 3% of employer rate); 2% @ 55, for "Classic Members", currently employees pay 10% (7% member rate and 3% of employer rate); 2% @ 62, for "New Members", currently employees pay 9.75% (6.75% member rate [subject to CalPERS actuary change annually] and 3% of employer rate).

SAFETY EMPLOYEES: 3% @ 50 AND 3% @ 55, for "Classic Members", currently employees pay 12% (9% member rate and 3% of employer rate); 2.7% @ 57, for "New Members", currently employees pay 14.5% (13% member rate [subject to CalPERS actuary change annually] and 1.5% of employer rate).



## Section 2.

### Effective 06/26/2022

Reflecting the 4% negotiated salary increase effective the pay period that includes 7/1/21 and additional Step 5A\* effective the pay period that includes 7/1/22

Based on 26 bi-weekly pay periods

Classification	Salary Grade		As of 06/26/2022					
			Salary Steps					
			1	2	3	4	5	5A
Lead Parking Officer	PN110	Annual	\$44,449.18	\$ 46,671.64	\$ 49,005.22	\$51,455.48	\$ 54,028.25	\$ 55,378.96
		Bi-Weekly	\$ 1,709.58	\$ 1,795.06	\$ 1,884.82	\$ 1,979.06	\$ 2,078.01	\$ 2,129.96
		Hourly	\$ 21.37	\$ 22.44	\$ 23.56	\$ 24.74	\$ 25.98	\$ 26.62
Police Services Assistant	PN115	Annual	\$45,560.40	\$ 47,838.42	\$ 50,230.34	\$52,741.86	\$ 55,378.96	\$ 56,763.43
		Bi-Weekly	\$ 1,752.32	\$ 1,839.94	\$ 1,931.94	\$ 2,028.53	\$ 2,129.96	\$ 2,183.21
		Hourly	\$ 21.90	\$ 23.00	\$ 24.15	\$ 25.36	\$ 26.62	\$ 27.29
Police Service Officer	PN120	Annual	\$46,726.99	\$ 49,063.33	\$ 51,516.51	\$54,092.33	\$ 56,796.96	\$ 58,216.88
		Bi-Weekly	\$ 1,797.19	\$ 1,887.05	\$ 1,981.40	\$ 2,080.47	\$ 2,184.50	\$ 2,239.11
		Hourly	\$ 22.46	\$ 23.59	\$ 24.77	\$ 26.01	\$ 27.31	\$ 27.99
Dispatcher Police Evidence & Property Technician I	PN121	Annual	\$46,948.45	\$ 49,295.86	\$ 51,760.66	\$54,348.68	\$ 57,066.12	\$ 58,492.77
		Bi-Weekly	\$ 1,805.71	\$ 1,895.99	\$ 1,990.79	\$ 2,090.33	\$ 2,194.85	\$ 2,249.72
		Hourly	\$ 22.57	\$ 23.70	\$ 24.88	\$ 26.13	\$ 27.44	\$ 28.12
Senior Dispatcher Police Evidence & Property Technician II	PN131	Annual	\$49,352.83	\$ 51,820.45	\$ 54,411.49	\$57,132.05	\$ 59,988.67	\$ 61,488.39
		Bi-Weekly	\$ 1,898.19	\$ 1,993.09	\$ 2,092.75	\$ 2,197.39	\$ 2,307.26	\$ 2,364.94
		Hourly	\$ 23.73	\$ 24.91	\$ 26.16	\$ 27.47	\$ 28.84	\$ 29.56
Dispatch Supervisor	PN171	Annual	\$59,125.63	\$ 62,081.93	\$ 65,186.02	\$68,445.31	\$ 71,867.60	\$ 73,664.29
		Bi-Weekly	\$ 2,274.06	\$ 2,387.77	\$ 2,507.15	\$ 2,632.51	\$ 2,764.14	\$ 2,833.24
		Hourly	\$ 28.43	\$ 29.85	\$ 31.34	\$ 32.91	\$ 34.55	\$ 35.42
Police Officer	PS151	Annual	\$60,235.76	\$ 63,247.56	\$ 66,409.93	\$69,730.42	\$ 73,216.96	\$ 75,047.38
		Bi-Weekly	\$ 2,316.76	\$ 2,432.60	\$ 2,554.23	\$ 2,681.94	\$ 2,816.04	\$ 2,886.44
		Hourly	\$ 28.96	\$ 30.41	\$ 31.93	\$ 33.52	\$ 35.20	\$ 36.08
Police Sergeant	PS181	Annual	\$69,648.13	\$ 73,445.54	\$ 77,117.81	\$80,973.70	\$ 85,022.39	\$ 87,147.95
		Bi-Weekly	\$ 2,678.77	\$ 2,824.83	\$ 2,966.07	\$ 3,114.37	\$ 3,270.09	\$ 3,351.84
		Hourly	\$ 33.48	\$ 35.31	\$ 37.08	\$ 38.93	\$ 40.88	\$ 41.90

CalPERS Program:

MISCELLANEOUS EMPLOYEES: 2.7% @ 55, for "Classic Members", currently employee pay 11% (8% member rate and 3% of employer rate); 2% @ 55, for "Classic Members", currently employees pay 10% (7% member rate and 3% of employer rate); 2% @ 62, for "New Members", currently employees pay 9.75% (6.75% member rate [subject to CalPERS actuary change annually] and 3% of employer rate).

SAFETY EMPLOYEES: 3% @ 50 AND 3% @ 55, for "Classic Members", currently employees pay 12% (9% member rate and 3% of employer rate); 2.7% @ 57, for "New Members", currently employees pay 14.5% (13% member rate [subject to CalPERS actuary change annually] and 1.5% of employer rate).

\*Effective the pay period that includes July 1, 2022, the City shall implement a Step 5A that is 2.5% higher than Step 5 for each represented classification.

### Section 3.

#### Effective 06/25/2023

Reflecting the 4% negotiated salary increase effective the pay period that includes 7/1/23 and additional Step 6\* effective the pay period that includes 7/1/23

Based on 26 bi-weekly pay periods

Classification	Salary Grade		As of 06/25/2023						
			Salary Steps						
			1	2	3	4	5	5A	6
Lead Parking Officer	PN110	Annual	\$ 46,227.15	\$ 48,538.51	\$ 50,965.43	\$ 53,513.70	\$ 56,189.38	\$ 57,594.12	\$ 58,998.85
		Bi-Weekly	\$ 1,777.97	\$ 1,866.87	\$ 1,960.21	\$ 2,058.22	\$ 2,161.13	\$ 2,215.16	\$ 2,269.19
		Hourly	\$ 22.22	\$ 23.34	\$ 24.50	\$ 25.73	\$ 27.01	\$ 27.69	\$ 28.36
Police Services Assistant	PN115	Annual	\$ 47,382.82	\$ 49,751.96	\$ 52,239.55	\$ 54,851.53	\$ 57,594.12	\$ 59,033.97	\$ 60,473.83
		Bi-Weekly	\$ 1,822.42	\$ 1,913.54	\$ 2,009.21	\$ 2,109.67	\$ 2,215.16	\$ 2,270.54	\$ 2,325.92
		Hourly	\$ 22.78	\$ 23.92	\$ 25.12	\$ 26.37	\$ 27.69	\$ 28.36	\$ 29.07
Police Service Officer	PN120	Annual	\$ 48,596.07	\$ 51,025.86	\$ 53,577.17	\$ 56,256.02	\$ 59,068.84	\$ 60,545.56	\$ 62,022.28
		Bi-Weekly	\$ 1,869.08	\$ 1,962.53	\$ 2,060.66	\$ 2,163.69	\$ 2,271.88	\$ 2,328.68	\$ 2,385.47
		Hourly	\$ 23.36	\$ 24.53	\$ 25.76	\$ 27.05	\$ 28.40	\$ 29.11	\$ 29.82
Dispatcher Police Evidence & Property Technician I	PN121	Annual	\$ 48,826.39	\$ 51,267.69	\$ 53,831.09	\$ 56,522.63	\$ 59,348.76	\$ 60,832.48	\$ 62,316.20
		Bi-Weekly	\$ 1,877.94	\$ 1,971.83	\$ 2,070.43	\$ 2,173.95	\$ 2,282.64	\$ 2,339.71	\$ 2,396.78
		Hourly	\$ 23.47	\$ 24.65	\$ 25.88	\$ 27.17	\$ 28.53	\$ 29.25	\$ 29.96
Senior Dispatcher Police Evidence & Property Technician II	PN131	Annual	\$ 51,326.94	\$ 53,893.27	\$ 56,587.95	\$ 59,417.33	\$ 62,388.22	\$ 63,947.93	\$ 65,507.63
		Bi-Weekly	\$ 1,974.11	\$ 2,072.82	\$ 2,176.46	\$ 2,285.28	\$ 2,399.55	\$ 2,459.54	\$ 2,519.52
		Hourly	\$ 24.68	\$ 25.91	\$ 27.21	\$ 28.57	\$ 29.99	\$ 30.74	\$ 31.49
Dispatch Supervisor	PN171	Annual	\$ 61,490.66	\$ 64,565.21	\$ 67,793.46	\$ 71,183.12	\$ 74,742.30	\$ 76,610.86	\$ 78,479.42
		Bi-Weekly	\$ 2,365.03	\$ 2,483.28	\$ 2,607.44	\$ 2,737.81	\$ 2,874.70	\$ 2,946.57	\$ 3,018.44
		Hourly	\$ 29.56	\$ 31.04	\$ 32.59	\$ 34.22	\$ 35.93	\$ 36.83	\$ 37.73
Police Officer	PS151	Annual	\$ 62,645.19	\$ 65,777.46	\$ 69,066.33	\$ 72,519.64	\$ 76,145.64	\$ 78,049.28	\$ 79,952.92
		Bi-Weekly	\$ 2,409.43	\$ 2,529.90	\$ 2,656.40	\$ 2,789.22	\$ 2,928.68	\$ 3,001.90	\$ 3,075.11
		Hourly	\$ 30.12	\$ 31.62	\$ 33.20	\$ 34.87	\$ 36.61	\$ 37.52	\$ 38.44
Police Sergeant	PS181	Annual	\$ 72,746.06	\$ 76,383.36	\$ 80,202.52	\$ 84,212.65	\$ 88,423.29	\$ 90,633.87	\$ 92,844.45
		Bi-Weekly	\$ 2,797.93	\$ 2,937.82	\$ 3,084.71	\$ 3,238.95	\$ 3,400.90	\$ 3,485.92	\$ 3,570.94
		Hourly	\$ 34.97	\$ 36.72	\$ 38.56	\$ 40.49	\$ 42.51	\$ 43.57	\$ 44.64

CalPERS Program:

MISCELLANEOUS EMPLOYEES: 2.7% @ 55, for "Classic Members", currently employee pay 11% (8% member rate and 3% of employer rate); 2% @ 55, for "Classic Members", currently employees pay 10% (7% member rate and 3% of employer rate); 2% @ 62, for "New Members", currently employees pay 9.75% (6.75% member rate [subject to CalPERS actuarial change annually] and 3% of employer rate).

SAFETY EMPLOYEES: 3% @ 50 AND 3% @ 55, for "Classic Members", currently employees pay 12% (9% member rate and 3% of employer rate); 2.7% @ 57, for "New Members", currently employees pay 14.5% (13% member rate [subject to CalPERS actuarial change annually] and 1.5% of employer rate).

Effective the pay period that includes July 1, 2022, the City shall implement a Step 5A that is 2.5% higher than Step 5 for each represented classification.

\*Effective the pay period that includes July 1, 2023, the City shall implement a Step 6 salary step, that is five percent (5%) higher than Step 5 for each represented classification.

### Section 3. Effective Date

This resolution shall be effective upon initial adoption by the City Council of the City of Arcata and additionally on the subsequent effective dates stated within.

DATED: October 6, 2020

ATTEST:

  
CITY CLERK, CITY OF ARCATA

APPROVED:

  
MAYOR, CITY OF ARCATA

#### CLERK'S CERTIFICATE

I hereby certify that the foregoing is a true and correct copy of Resolution No. 212-20 passed and adopted at a regular meeting of the City Council of the City of Arcata, Humboldt County, California, on the 6th day of October, 2021, by the following vote:

AYES: WATSON, ATKINS-SALAZAR, GOLDSTEIN, MATTHEWS, SCHAEFER

NOES: NONE

ABSENT: NONE

ABSTENTIONS: NONE

  
CITY CLERK, CITY OF ARCATA

**RESOLUTION NO. 212-21**  
**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ARCATA**  
**AMENDING THE CLASS AND PAY RESOLUTION**

*MANAGEMENT, MID-MANAGEMENT, CONFIDENTIAL AND APPOINTED EMPLOYEES*

*BE IT RESOLVED by the City Council of the City of Arcata that appointive officers and employees shall be compensated as follows.  
This resolution supercedes Resolution No. 212-09*

**Section 1.**

**Effective 06/27/21**

*Reflecting the 4% negotiated salary increase effective the pay period that includes 7/1/21*

*Based on 26 bi-weekly pay periods*

**MANAGEMENT, MID-MANAGEMENT, CONFIDENTIAL CLASSIFICATIONS:**

Classification	Salary Grade		Salary Steps				
			1	2	3	4	5
Executive Assistant/Deputy City Clerk	C177	Annual	\$ 51,759.00	\$ 54,346.96	\$ 57,064.30	\$ 59,917.53	\$ 62,913.40
		Bi-Weekly	\$ 1,990.73	\$ 2,090.27	\$ 2,194.78	\$ 2,304.52	\$ 2,419.75
		Hourly	\$ 24.88	\$ 26.13	\$ 27.43	\$ 28.81	\$ 30.25
Payroll/Personnel Specialist Personnel Specialist	C185	Annual	\$ 53,873.18	\$ 56,566.83	\$ 59,395.17	\$ 62,364.92	\$ 65,483.17
		Bi-Weekly	\$ 2,072.05	\$ 2,175.65	\$ 2,284.43	\$ 2,398.65	\$ 2,518.58
		Hourly	\$ 25.90	\$ 27.20	\$ 28.56	\$ 29.98	\$ 31.48
City Clerk Juvenile Diversion Counselor I	M142	Annual	\$ 61,751.86	\$ 64,839.46	\$ 68,081.44	\$ 71,485.50	\$ 75,059.76
		Bi-Weekly	\$ 2,375.07	\$ 2,493.83	\$ 2,618.52	\$ 2,749.44	\$ 2,886.91
		Hourly	\$ 29.69	\$ 31.17	\$ 32.73	\$ 34.37	\$ 36.09
Contracts & Special Projects Manager Environmental Programs Manager Finance Manager Information Technology Manager Police Business Manager SCADA Systems Manager Senior Planner Transit Manager	M152	Annual	\$ 64,915.51	\$ 68,161.27	\$ 71,569.35	\$ 75,147.80	\$ 78,905.18
		Bi-Weekly	\$ 2,496.75	\$ 2,621.59	\$ 2,752.67	\$ 2,890.30	\$ 3,034.81
		Hourly	\$ 31.21	\$ 32.77	\$ 34.41	\$ 36.13	\$ 37.94
Juvenile Diversion Counselor II (licensed MFT/LCSW)	M170	Annual	\$ 71,014.65	\$ 74,565.38	\$ 78,293.63	\$ 82,208.33	\$ 86,318.75
		Bi-Weekly	\$ 2,731.33	\$ 2,867.90	\$ 3,011.29	\$ 3,161.86	\$ 3,319.95
		Hourly	\$ 34.14	\$ 35.85	\$ 37.64	\$ 39.52	\$ 41.50
Building Official	M185	Annual	\$ 76,340.75	\$ 80,157.79	\$ 84,165.68	\$ 88,269.96	\$ 92,792.66
		Bi-Weekly	\$ 2,936.18	\$ 3,082.99	\$ 3,237.14	\$ 3,395.00	\$ 3,568.95
		Hourly	\$ 36.70	\$ 38.54	\$ 40.46	\$ 42.44	\$ 44.61
Assistant City Engineer Deputy Director Community Development Deputy Director Environmental Services (Community Services) Deputy Director Environmental Services (Utilities/Streets)	M198	Annual	\$ 81,661.52	\$ 85,744.58	\$ 90,031.80	\$ 94,533.40	\$ 99,260.09
		Bi-Weekly	\$ 3,140.83	\$ 3,297.87	\$ 3,462.76	\$ 3,635.90	\$ 3,817.70
		Hourly	\$ 39.26	\$ 41.22	\$ 43.28	\$ 45.45	\$ 47.72
Police Lieutenant	MS198	Annual	\$ 88,536.36	\$ 92,963.18	\$ 97,611.34	\$ 102,491.90	\$ 107,616.51
		Bi-Weekly	\$ 3,405.24	\$ 3,575.51	\$ 3,754.28	\$ 3,942.00	\$ 4,139.10
		Hourly	\$ 42.57	\$ 44.69	\$ 46.93	\$ 49.27	\$ 51.74
Assistant City Manager City Engineer Director of Environmental Services Director of Community Development Finance Director Special Project Engineer	M232	Annual	\$ 96,749.65	\$ 101,587.13	\$ 106,666.49	\$ 111,999.82	\$ 117,599.80
		Bi-Weekly	\$ 3,721.14	\$ 3,907.20	\$ 4,102.56	\$ 4,307.69	\$ 4,523.07
		Hourly	\$ 46.51	\$ 48.84	\$ 51.28	\$ 53.85	\$ 56.54
Chief of Police	MS232	Annual	\$ 104,902.11	\$ 110,147.20	\$ 115,654.58	\$ 121,437.30	\$ 127,509.17
		Bi-Weekly	\$ 4,034.70	\$ 4,236.43	\$ 4,448.25	\$ 4,670.67	\$ 4,904.20
		Hourly	\$ 50.43	\$ 52.96	\$ 55.60	\$ 58.38	\$ 61.30

Classification	Salary Grade	Salary Steps					
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**APPOINTED CLASSIFICATIONS:**

City Manager	CM100	Annual	\$ 120,000.00	\$ 129,150.00	\$ 135,607.50	\$ 142,387.88	\$ 149,507.27
		Bi-Weekly	\$ 4,615.38	\$ 4,967.31	\$ 5,215.67	\$ 5,476.46	\$ 5,750.28
		Hourly	\$ 57.69	\$ 62.09	\$ 65.20	\$ 68.46	\$ 71.88

CalPERS Program:

MISCELLANEOUS EMPLOYEES: 2.7% @ 55, for "Classic Members", currently employee pay 11% (8% member rate and 3% of employer rate); 2% @ 55, for "Classic Members", currently employees pay 10%

SAFETY EMPLOYEES: 3% @ 50 AND 3% @ 55, for "Classic Members", currently employees pay 12% (9% member rate and 3% of employer rate); 2.7% @ 57, for "New Members", currently employees pay

**Section2.****Effective 06/26/2022**

Reflecting the 4% negotiated salary increase effective the pay period that includes 7/1/21 and additional Step 5A\* effective the pay period that includes 7/1/22

Based on 26 bi-weekly pay periods

**MANAGEMENT, MID-MANAGEMENT, CONFIDENTIAL CLASSIFICATIONS:**

Classification	Salary Grade		Salary Steps					
			1	2	3	4	5	5A
Executive Assistant/Deputy City Clerk	C177	Annual	\$ 53,829.36	\$ 56,250.84	\$ 59,346.87	\$ 62,314.23	\$ 65,429.94	\$ 67,065.69
		Bi-Weekly	\$ 2,070.36	\$ 2,163.49	\$ 2,282.57	\$ 2,396.70	\$ 2,516.54	\$ 2,579.45
		Hourly	\$ 25.88	\$ 27.04	\$ 28.53	\$ 29.96	\$ 31.46	\$ 32.24
Payroll/Personnel Specialist Personnel Specialist	C185	Annual	\$ 56,028.11	\$ 58,829.50	\$ 61,770.98	\$ 64,859.52	\$ 68,102.50	\$ 69,805.06
		Bi-Weekly	\$ 2,154.93	\$ 2,262.67	\$ 2,375.81	\$ 2,494.60	\$ 2,619.33	\$ 2,684.81
		Hourly	\$ 26.94	\$ 28.28	\$ 29.70	\$ 31.18	\$ 32.74	\$ 33.56
City Clerk Juvenile Diversion Counselor I	M142	Annual	\$ 64,221.93	\$ 67,433.04	\$ 70,804.70	\$ 74,344.92	\$ 78,062.15	\$ 80,013.70
		Bi-Weekly	\$ 2,470.07	\$ 2,593.58	\$ 2,723.26	\$ 2,859.42	\$ 3,002.39	\$ 3,077.45
		Hourly	\$ 30.88	\$ 32.42	\$ 34.04	\$ 35.74	\$ 37.53	\$ 38.47
Contracts & Special Projects Manager Environmental Programs Manager Finance Manager Information Technology Manager Police Business Manager SCADA Systems Manager Senior Planner Transit Manager	M152	Annual	\$ 67,512.13	\$ 70,887.72	\$ 74,432.12	\$ 78,153.71	\$ 82,061.39	\$ 84,112.92
		Bi-Weekly	\$ 2,596.62	\$ 2,726.45	\$ 2,862.77	\$ 3,005.91	\$ 3,156.21	\$ 3,235.11
		Hourly	\$ 32.46	\$ 34.08	\$ 35.78	\$ 37.57	\$ 39.45	\$ 40.44
Juvenile Diversion Counselor II (licensed MFT/LCSW)	M170	Annual	\$ 73,855.24	\$ 77,548.00	\$ 81,425.38	\$ 85,496.66	\$ 89,771.50	\$ 92,015.79
		Bi-Weekly	\$ 2,840.59	\$ 2,982.62	\$ 3,131.75	\$ 3,288.33	\$ 3,452.75	\$ 3,539.07
		Hourly	\$ 35.51	\$ 37.28	\$ 39.15	\$ 41.10	\$ 43.16	\$ 44.24
Building Official	M185	Annual	\$ 79,394.38	\$ 83,364.10	\$ 87,532.31	\$ 91,800.76	\$ 96,504.37	\$ 98,916.98
		Bi-Weekly	\$ 3,053.63	\$ 3,206.31	\$ 3,366.63	\$ 3,530.80	\$ 3,711.71	\$ 3,804.50
		Hourly	\$ 38.17	\$ 40.08	\$ 42.08	\$ 44.13	\$ 46.40	\$ 47.56
Assistant City Engineer Deputy Director Community Development Deputy Director Environmental Services (Community Services) Deputy Director Environmental Services (Utilities/Streets)	M198	Annual	\$ 84,927.98	\$ 89,174.36	\$ 93,633.07	\$ 98,314.74	\$ 103,230.49	\$ 105,811.25
		Bi-Weekly	\$ 3,266.46	\$ 3,429.78	\$ 3,601.27	\$ 3,781.34	\$ 3,970.40	\$ 4,069.66
		Hourly	\$ 40.83	\$ 42.87	\$ 45.02	\$ 47.27	\$ 49.63	\$ 50.87
Police Lieutenant	MS198	Annual	\$ 92,077.81	\$ 96,681.71	\$ 101,515.79	\$ 106,591.58	\$ 111,921.17	\$ 114,719.20
		Bi-Weekly	\$ 3,541.45	\$ 3,718.53	\$ 3,904.45	\$ 4,099.68	\$ 4,304.66	\$ 4,412.28
		Hourly	\$ 44.27	\$ 46.46	\$ 48.81	\$ 51.25	\$ 53.81	\$ 55.15
Assistant City Manager City Engineer Director of Environmental Services Director of Community Development Finance Director Special Project Engineer	M232	Annual	\$ 100,619.64	\$ 105,650.62	\$ 110,933.15	\$ 116,479.81	\$ 122,303.79	\$ 125,361.38
		Bi-Weekly	\$ 3,869.99	\$ 4,063.49	\$ 4,266.66	\$ 4,479.99	\$ 4,703.99	\$ 4,821.59
		Hourly	\$ 48.37	\$ 50.79	\$ 53.33	\$ 56.00	\$ 58.80	\$ 60.27
Chief of Police	MS232	Annual	\$ 109,098.19	\$ 114,553.09	\$ 120,280.76	\$ 126,294.79	\$ 132,609.54	\$ 135,924.78
		Bi-Weekly	\$ 4,196.08	\$ 4,405.89	\$ 4,626.18	\$ 4,857.49	\$ 5,100.37	\$ 5,227.88
		Hourly	\$ 52.45	\$ 55.07	\$ 57.83	\$ 60.72	\$ 63.75	\$ 65.35

## APPOINTED CLASSIFICATIONS:

City Manager	CM100	Annual	\$ 120,000.00	\$ 129,150.00	\$135,607.50	\$ 142,387.88	\$ 149,507.27
		Bi-Weekly	\$ 4,615.38	\$ 4,967.31	\$ 5,215.67	\$ 5,476.46	\$ 5,750.28
		Hourly	\$ 57.69	\$ 62.09	\$ 65.20	\$ 68.46	\$ 71.88

## CalPERS Program:

MISCELLANEOUS EMPLOYEES: 2.7% @ 55, for "Classic Members", currently employee pay 11% (8% member rate and 3% of employer rate); 2% @ 55, for "Classic Members", currently employees pay 10% (7% member rate and 3% of employer rate); 2% @ 62, for "New Members", currently employees pay 9.75% (6.75% member rate [subject to CalPERS actuary change annually] and 3% of employer rate).

SAFETY EMPLOYEES: 3% @ 50 AND 3% @ 55, for "Classic Members", currently employees pay 12% (9% member rate and 3% of employer rate); 2.7% @ 57, for "New Members", currently employees pay 14.5% (13% member rate [subject to CalPERS actuary change annually] and 1.5% of employer rate).

\*Effective the pay period that includes July 1, 2022, the City shall implement a Step 5A that is 2.5% higher than Step 5 for each represented classification.

### Section 3.

#### Effective 06/25/2023

Reflecting the 4% negotiated salary increase effective the pay period that includes 7/1/23 and additional Step 6\* effective the pay period that includes 7/1/23

Based on 26 bi-weekly pay periods

#### MANAGEMENT, MID-MANAGEMENT, CONFIDENTIAL CLASSIFICATIONS:

Classification	Salary Grade		Salary Steps						
			1	2	3	4	5	5A	6
Executive Assistant/Deputy City Clerk	C177	Annual	\$ 55,982.53	\$ 58,781.67	\$ 61,720.74	\$ 64,806.80	\$ 68,047.14	\$ 69,748.32	\$ 71,449.50
		Bi-Weekly	\$ 2,153.17	\$ 2,260.83	\$ 2,373.87	\$ 2,492.57	\$ 2,617.20	\$ 2,682.63	\$ 2,748.06
		Hourly	\$ 26.91	\$ 28.26	\$ 29.67	\$ 31.16	\$ 32.71	\$ 33.53	\$ 34.35
Payroll/Personnel Specialist Personnel Specialist	C185	Annual	\$ 58,269.23	\$ 61,182.68	\$ 64,241.82	\$ 67,453.90	\$ 70,826.60	\$ 72,597.26	\$ 74,367.93
		Bi-Weekly	\$ 2,241.12	\$ 2,353.18	\$ 2,470.84	\$ 2,594.38	\$ 2,724.10	\$ 2,792.20	\$ 2,860.31
		Hourly	\$ 28.01	\$ 29.41	\$ 30.89	\$ 32.43	\$ 34.05	\$ 34.90	\$ 35.75
City Clerk Juvenile Diversion Counselor I	M142	Annual	\$ 66,790.81	\$ 70,130.36	\$ 73,636.89	\$ 77,318.72	\$ 81,184.64	\$ 83,214.25	\$ 85,243.87
		Bi-Weekly	\$ 2,568.88	\$ 2,697.32	\$ 2,832.19	\$ 2,973.80	\$ 3,122.49	\$ 3,200.55	\$ 3,278.61
		Hourly	\$ 32.11	\$ 33.72	\$ 35.40	\$ 37.17	\$ 39.03	\$ 40.01	\$ 40.98
Contracts & Special Projects Manager Environmental Programs Manager Finance Manager Information Technology Manager Police Business Manager SCADA Systems Manager Senior Planner Transit Manager	M152	Annual	\$ 70,212.62	\$ 73,723.23	\$ 77,409.40	\$ 81,279.86	\$ 85,343.85	\$ 87,477.44	\$ 89,611.04
		Bi-Weekly	\$ 2,700.49	\$ 2,835.51	\$ 2,977.28	\$ 3,126.15	\$ 3,282.46	\$ 3,364.52	\$ 3,446.58
		Hourly	\$ 33.76	\$ 35.44	\$ 37.22	\$ 39.08	\$ 41.03	\$ 42.06	\$ 43.08
Juvenile Diversion Counselor II (licensed MFT/LCSW)	M170	Annual	\$ 76,809.45	\$ 80,649.92	\$ 84,682.40	\$ 88,916.53	\$ 93,362.36	\$ 95,696.42	\$ 98,030.48
		Bi-Weekly	\$ 2,954.21	\$ 3,101.92	\$ 3,257.02	\$ 3,419.87	\$ 3,590.86	\$ 3,680.63	\$ 3,770.40
		Hourly	\$ 36.93	\$ 38.77	\$ 40.71	\$ 42.75	\$ 44.89	\$ 46.01	\$ 47.13
Building Official	M185	Annual	\$ 82,570.16	\$ 86,698.66	\$ 91,033.60	\$ 95,472.79	\$ 100,364.54	\$ 102,873.66	\$ 105,382.77
		Bi-Weekly	\$ 3,175.78	\$ 3,334.56	\$ 3,501.29	\$ 3,672.03	\$ 3,860.17	\$ 3,956.68	\$ 4,053.18
		Hourly	\$ 39.70	\$ 41.68	\$ 43.77	\$ 45.90	\$ 48.25	\$ 49.46	\$ 50.66
Assistant City Engineer Deputy Director Community Development Deputy Director Environmental Services (Community Services) Deputy Director Environmental Services (Utilities/Streets)	M198	Annual	\$ 88,325.10	\$ 92,741.33	\$ 97,378.39	\$ 102,247.33	\$ 107,359.71	\$ 110,043.70	\$ 112,727.70
		Bi-Weekly	\$ 3,397.12	\$ 3,566.97	\$ 3,745.32	\$ 3,932.59	\$ 4,129.22	\$ 4,232.45	\$ 4,335.68
		Hourly	\$ 42.46	\$ 44.59	\$ 46.82	\$ 49.16	\$ 51.62	\$ 52.91	\$ 54.20
Police Lieutenant	MS198	Annual	\$ 95,760.92	\$ 100,548.98	\$ 105,576.42	\$ 110,855.24	\$ 116,398.02	\$ 119,307.97	\$ 122,217.92
		Bi-Weekly	\$ 3,683.11	\$ 3,867.27	\$ 4,060.63	\$ 4,263.66	\$ 4,476.85	\$ 4,588.77	\$ 4,700.69
		Hourly	\$ 46.04	\$ 48.34	\$ 50.76	\$ 53.30	\$ 55.96	\$ 57.36	\$ 58.76
Assistant City Manager City Engineer Director of Environmental Services Director of Community Development Finance Director Special Project Engineer	M232	Annual	\$ 104,644.43	\$ 109,876.64	\$ 115,370.48	\$ 121,139.00	\$ 127,195.94	\$ 130,375.84	\$ 133,555.74
		Bi-Weekly	\$ 4,024.79	\$ 4,226.02	\$ 4,437.33	\$ 4,659.19	\$ 4,892.15	\$ 5,014.46	\$ 5,136.76
		Hourly	\$ 50.31	\$ 52.83	\$ 55.47	\$ 58.24	\$ 61.15	\$ 62.68	\$ 64.21
Chief of Police	MS232	Annual	\$ 113,462.12	\$ 119,135.21	\$ 125,091.99	\$ 131,346.58	\$ 137,913.92	\$ 141,361.77	\$ 144,809.62
		Bi-Weekly	\$ 4,363.93	\$ 4,582.12	\$ 4,811.23	\$ 5,051.79	\$ 5,304.38	\$ 5,436.99	\$ 5,569.60
		Hourly	\$ 54.55	\$ 57.28	\$ 60.14	\$ 63.15	\$ 66.30	\$ 67.96	\$ 69.62



Classification	Salary Grade	Salary Steps
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# APPOINTED CLASSIFICATIONS:

City Manager	CM100	Annual	\$ 120,000.00	\$ 129,150.00	\$ 135,607.50	\$ 142,387.88	\$ 149,507.27
		Bi-Weekly	\$ 4,615.38	\$ 4,967.31	\$ 5,215.67	\$ 5,476.46	\$ 5,750.28
		Hourly	\$ 57.69	\$ 62.09	\$ 65.20	\$ 68.46	\$ 71.88

## CalPERS Program:

MISCELLANEOUS EMPLOYEES: 2.7% @ 55, for "Classic Members", currently employee pay 11% (8% member rate and 3% of employer rate); 2% @ 55, for "Classic Members", currently employees pay 10% (7% member rate and 3% of employer rate); 2% @ 62, for "New Members", currently employees pay 9.75% (6.75% member rate [subject to CalPERS actuary change annually] and 3% of employer rate).

SAFETY EMPLOYEES: 3% @ 50 AND 3% @ 55, for "Classic Members", currently employees pay 12% (9% member rate and 3% of employer rate); 2.7% @ 57, for "New Members", currently employees pay 14.5% (13% member rate [subject to CalPERS actuary change annually] and 1.5% of employer rate).

Effective the pay period that includes July 1, 2022, the City shall implement a Step 5A that is 2.5% higher than Step 5 for each represented classification.

\*Effective the pay period that includes July 1, 2023, the City shall implement a Step 6 salary step, that is five percent (5%) higher than Step 5 for each represented classification.

## Section 4. Effective Date

This resolution shall be effective upon initial adoption by the City Council of the City of Arcata and additionally on the subsequent effective dates stated within.

DATED: October 6, 2021

ATTEST:

Bridget Dory  
CITY CLERK, CITY OF ARCATA

APPROVED:

B. H.  
MAYOR, CITY OF ARCATA

## CLERK'S CERTIFICATE

I hereby certify that the foregoing is a true and correct copy of Resolution No. 212-21 passed and adopted at a regular meeting of the City Council of the City of Arcata, Humboldt County, California, held on the 6th day of October, 2021, by the following vote:

AYES: WATSON, ATKINS-SALAZAR, GOLDSTEIN, MATTHEWS, SCHAEFER

NOES: NONE

ABSENT: NONE

ABSTENTIONS: NONE

Bridget Dory  
CITY CLERK, CITY OF ARCATA



**RESOLUTION NO. 201-28**

**RESOLUTION OF THE CITY COUNCIL OF THE  
CITY OF ARCATA AMENDING THE CLASS AND PAY RESOLUTION**

***COMPENSATION & BENEFITS FOR HOURLY RATED PART-TIME, TEMPORARY, AND SEASONAL  
PERSONNEL***

*BE IT RESOLVED* by the City Council of the City of Arcata that hourly rated part-time, temporary, and seasonal employees in the listed classifications shall be compensated as follows. This resolution supersedes Resolution No. 201-12.

**Section 1. – SALARY SCHEDULE**

Classification	Salary Grade		Salary Steps				
			1	2	3	4	5
Gymnastics Assistant Recreation Leader	PT15	Hourly	\$14.00	\$14.350	\$14.709	\$15.076	-----
Bus Driver Trainee Drafting Aide Gymnastics Instructor Recreation Specialist Video Aide Water Meter Reader	PT19	Hourly	\$14.282	\$14.639	\$15.005	\$15.380	-----
Maintenance Trainee Program Supervisor	PT22	Hourly	\$14.497	\$14.860	\$15.231	\$15.612	-----
Assistant Recreation Supervisor Environmental Programs Aide Office Assistant Community Service Officer Parking Enforcement Officer Racial Equity Intern	PT26	Hourly	\$14.790	\$15.159	\$15.538	\$15.927	\$16.325
Operator-In-Training Water/Wastewater Cashier/Finance Aide	PT36	Hourly	\$15.546	\$15.935	\$16.333	\$16.741	\$17.160
GIS Technician Media Production Specialist	PT47	Hourly	\$16.423	\$16.833	\$17.254	\$17.685	\$18.127
Engineering Aide Forest Technician Sweeper Operator	PT50	Hourly	\$16.670	\$17.087	\$17.514	\$17.952	\$18.401
Heavy Equipment Operator	PT64	Hourly	\$17.876	\$18.323	\$18.781	\$19.250	\$19.732

Classification	Salary Grade		Salary Steps				
			1	2	3	4	5
Bus Driver Vehicle Abatement Officer	PT66	Hourly	\$18.055	\$18.506	\$18.969	\$19.443	\$19.929
Communications Specialist Interpretative Naturalist Program Specialist Spanish Translator/Interpreter	PT71	Hourly	\$18.511	\$18.974	\$19.448	\$19.934	\$20.433
Permit and Code Technician	PT77	Hourly	\$19.073	\$19.550	\$20.039	\$20.540	\$21.053
Building Inspector Trainee Police Officer Trainee (Academy Student)	PT85	Hourly	\$19.850	\$20.346	\$20.855	\$21.376	\$21.910
Special Projects Construction Inspector	PT145	Hourly	\$26.774	\$27.444	\$28.130	\$28.833	\$29.554
Recreation Specialist (Self-Supporting)	SelfSup	Per hour fee	\$14.000	\$16.000	\$18.000		
Sports Official	SportOff	Per Game	\$14.500	\$14.863	\$15.234	\$15.615	\$16.005
Work Study Intern	WrkStdy	Per hour	\$14.00				

## **Section 2.- DEFINITION OF PART-TIME STATUS**

Part-time personnel shall be defined as hourly employees who regularly work a minimum of 30 hours per pay period but never more than 1040 hours per year. Part-time employees who do not perform any work (including paid time off) over two consecutive pay periods or for more than 4 pay periods per fiscal year, will be separated from employment or changed to a Seasonal status, at the discretion of the Department Head.

Part-time personnel whose duties fall within a particular job classification shall be compensated at the hourly equivalent of an appropriate step in the salary range for this classification as determined by the City Manager. When it is in the best interest of the City, the City Manager may negotiate compensation rates for part-time positions involving difficult to obtain specialist skills and expected to be of limited duration.

## **Section 3. – PART-TIME SUPPLEMENTAL COMPENSATION AND BENEFITS**

### **Retirement System**

The City contracts with the California Public Employees' Retirement System (CalPERS) to provide an employee benefit package which includes service retirement, death, and disability benefits. Part-time, Hourly employees are excluded from CalPERS membership because the City of Arcata's contract with CalPERS excludes Hourly Employees.

### **Sick Leave**

A. Earned at a rate of 4 hours per month, pro-rated.

- B. The maximum allowed accrual of sick leave shall be 240 hours. Full-time City employees resigning from full-time employment and then accepting part-time employment will be subject to the 240-hour cap if they carry over their sick leave accrual.
- C. Sick leave can be used only for hours that the part-time employee was scheduled and expected to be at work.
- D. PERS annuitants are not eligible for this benefit, per Sections 21221(h) and 21224 of the Public Employees' Retirement Law (PERL), in which annuitants may not receive benefits, incentives, compensation in lieu of benefits, or other forms of compensation in addition to the hourly pay rate.

#### **Short-Term Disability**

Short-term disability benefits shall be paid in accordance with the City of Arcata Short-Term Disability Program. The basic monthly earnings for the short-term disability benefit for part-time employees shall be the average monthly earnings for the preceding six-month period.

PERS annuitants are not eligible for this benefit, per Sections 21221(h) and 21224 of the Public Employees' Retirement Law (PERL), in which annuitants may not receive benefits, incentives, compensation in lieu of benefits, or other forms of compensation in addition to the hourly pay rate.

#### **Holidays**

Five (5) holidays (Christmas Day, New Year's Day, Martin Luther King Day, Fourth of July, Thanksgiving Day) paid at four hours per day if work has been performed within the week the holiday falls in.

Part-time employees of the Police Department who are requested and agree to work on any of the holidays enumerated above shall receive time and a half for all hours worked on the holiday, in addition to the four (4) hours holiday pay at straight time. To further clarify, this additional time and one-half pay is for hours worked on the actual holiday (Christmas DAY, New Year's DAY, Martin Luther King DAY, 4<sup>th</sup> of July DAY, Thanksgiving DAY). If it is an "observed" holiday (for example Christmas DAY falls on a Saturday and the City is closed on Friday in observance of the holiday. The time and one-half pay would only apply when the employee actually works on that Saturday-Christmas DAY. If the employee works on Friday [the observed holiday], they will receive regular pay for all hours actually worked.

PERS annuitants are not eligible for this benefit, per Sections 21221(h) and 21224 of the Public Employees' Retirement Law (PERL), in which annuitants may not receive benefits, incentives, compensation in lieu of benefits, or other forms of compensation in addition to the hourly pay rate.

#### **Free Bus Service**

Part-time employees and their immediate families shall be entitled to free transportation on the Arcata and Mad River Transit System upon presentation of proper identification as determined by the Transit Manager with the approval of the City Manager.

PERS annuitants are not eligible for this benefit, per Sections 21221(h) and 21224 of the Public Employees' Retirement Law (PERL), in which annuitants may not receive benefits, incentives, compensation in lieu of benefits, or other forms of compensation in addition to the hourly pay rate.

#### **Premium Pay**

- A. Applies to the following classifications:
  - Maintenance Trainee
  - Forest Technician
  - Hourly status of Operating Engineers classification of Maintenance Worker (Parks/Facilities/Natural Resources; Streets/Utilities)
- B. Premium pay may apply under the following conditions:

1. Human Waste (shall apply to human feces) and Bodily Fluids (shall apply to blood, vomit, and used hypodermic syringe/needle). May apply when assigned to work directly with or directly pick up human waste or bodily fluids outside the collection system, treatment process, custodial work duties, or otherwise outside normal job duties.
  2. Dead Animal – when assigned dead animal pick-up for animals that are not trapped or disposed of as part of an employee's normal job duties.
- C. When premium pay is determined applicable, an employee shall be paid his/her regular hourly base rate, plus an additional \$12.00 per hour, for actual time performing the authorized duties and reasonable time for disinfection for performing the duties above. Actual time performing these duties shall be paid in quarter hour (.25) increments.
- D. Employee shall not be assigned these duties until there is documented training and/or certification to perform the duties.
- E. Final determination as to whether such activity is compensable under the intent of this Section shall be at the discretion of the Supervisor.

PERS annuitants are not eligible for this benefit, per Sections 21221(h) and 21224 of the Public Employees' Retirement Law (PERL), in which annuitants may not receive benefits, incentives, compensation in lieu of benefits, or other forms of compensation in addition to the hourly pay rate.

#### **Quit Smoking Plan**

An employee who has been a smoker can sign up for the "Quit Smoking Plan". If employee does not smoke for twelve consecutive months from the time of sign-up and certifies that he/she has not smoked for one year at the end of twelve months, employee will receive \$200. This is a one-time benefit.

PERS annuitants are not eligible for this benefit, per Sections 21221(h) and 21224 of the Public Employees' Retirement Law (PERL), in which annuitants may not receive benefits, incentives, compensation in lieu of benefits, or other forms of compensation in addition to the hourly pay rate.

#### **Section 4. - DEFINITION OF TEMPORARY AND SEASONAL STATUS**

**Temporary** personnel shall be defined as hourly employees who are employed for a limited time or a specific project. Employees can work unlimited hours for no more than twelve (12) months (measured forward from the first day of temporary employment). Employees will be classified as temporary only after documentation of the temporary assignment, and its expected duration, has been signed by both the department head and the employee. A break of at least 18 consecutive months is required between temporary assignments for one individual in a particular position within the same department.

**Seasonal** personnel shall be defined as hourly employees who are employed on an intermittent basis not to exceed 1040 hours per calendar year. Seasonal employees who do not perform any work for two consecutive pay periods shall be separated from employment, and can be rehired, if necessary, as long as the 1040 hour limit is not exceeded within the calendar year.

Temporary or seasonal personnel whose duties fall within a particular job classification shall be compensated at the hourly equivalent of an appropriate step in the salary range for this classification as determined by the City Manager. When it is in the best interest of the City, the City Manager may negotiate compensation rates for temporary or seasonal positions involving difficult to obtain specialist skills and expected to be of limited duration. Recreation Specialists for self-supporting classes shall be compensated based on class fees.

## **Section 5. – TEMPORARY AND SEASONAL SUPPLEMENTAL COMPENSATION AND BENEFITS**

### **Retirement System**

The City contracts with the California Public Employees' Retirement System (CalPERS) to provide an employee benefit package which includes service retirement, death, and disability benefits. Temporary and Seasonal, Hourly employees are excluded from CalPERS membership because the City of Arcata's contract with CalPERS excludes Hourly Employees.

Temporary /Seasonal employees shall receive the following supplemental compensation and benefits:

### **Sick Leave**

Temporary/Seasonal employees shall receive sick leave as defined in the City's current *Paid Sick Leave for Hourly Employees* policy, established in compliance with the California Paid Sick Leave law (The Healthy Workplaces, Healthy Families Act of 2014 [AB 1522]).

### **Police Officer Trainee (Academy Student)**

Employees classified as Temporary Police Officer Trainee shall be covered under the medical/dental/vision plans, in the same manner as full-time employees, while attending the Police Academy.

### **Free Bus Service**

Temporary/Seasonal employees shall be entitled to free transportation on the Arcata and Mad River Transit System upon presentation of proper identification as determined by the Transit Manager with the approval of the City Manager.

PERS annuitants are not eligible for this benefit, per Sections 21221(h) and 21224 of the Public Employees' Retirement Law (PERL), in which annuitants may not receive benefits, incentives, compensation in lieu of benefits, or other forms of compensation in addition to the hourly pay rate.

### **Premium Pay**

#### **A. Applies to the following classifications:**

- Maintenance Trainee
- Forest Technician
- Hourly status of Operating Engineers classification of Maintenance Worker (Parks/Facilities/Natural Resources; Streets/Utilities)

#### **B. Premium pay may apply under the following conditions:**

1. Human Waste (shall apply to human feces) and Bodily Fluids (shall apply to blood, vomit, and used hypodermic syringe/needle). May apply when assigned to work directly with or directly pick up human waste or bodily fluids outside the collection system, treatment process, custodial work duties, or otherwise outside normal job duties.
2. Dead Animal – when assigned dead animal pick-up for animals that are not trapped or disposed of as part of an employee's normal job duties.

#### **C. When premium pay is determined applicable, an employee shall be paid his/her regular hourly base rate, plus an additional \$12.00 per hour, for actual time performing the authorized duties and reasonable time for disinfection for performing the duties above. Actual time performing these duties shall be paid in quarter hour (.25) increments.**

#### **D. Employee shall not be assigned these duties until there is documented training and/or certification to perform the duties.**

E. Final determination as to whether such activity is compensable under the intent of this Section shall be at the discretion of the Supervisor.

PERS annuitants are not eligible for this benefit, per Sections 21221(h) and 21224 of the Public Employees' Retirement Law (PERL), in which annuitants may not receive benefits, incentives, compensation in lieu of benefits, or other forms of compensation in addition to the hourly pay rate.

**Section 6 . Effective Date**

The effective date will be December 27, 2020.

**DATED:** December 16, 2020

**ATTEST:**

**APPROVED:**

  
CITY CLERK, CITY OF ARCATA

  
MAYOR, CITY OF ARCATA

**CLERK'S CERTIFICATE**

I hereby certify that the foregoing is a true and correct copy of Resolution No.201-28, passed and adopted at a regular meeting of the City Council of the City of Arcata, Humboldt County, California, on the 16th day of December, 2020, by the following vote:

**AYES: PEREIRA, WATSON, ATKINS-SALAZAR, GOLDSTEIN, SCHAEFER**

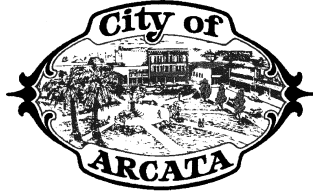
**NOES: NONE**

**ABSENT: NONE**

**ABSTENTIONS: NONE**

  
CITY CLERK, CITY OF ARCATA





# MEMORANDUM

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**Date:** June 7, 2021  
**To:** Honorable Mayor and Members of the City Council  
**From:** Ondrea Starzhevskiy, Finance Director  
Karen T. Diemer, City Manager  
**Re:** Budget Reductions for the Proposed 2021/2022 City Budget

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Over the course of the last few years there have been needs identified by Departments and the Community that the City's budget has not been able to support. While the Council sees the financial figures for these reductions below is a simplified list to bring an awareness to the needs.

## **Reductions to Proposed 2021/2022 Fiscal Year Budget**

### **Projects:**

Paving and street maintenance: (\$880,000 -minimum level to maintain MOE state requirement)  
Library heating upgrades (\$42,000)  
City Hall HVAC transition to all electric (\$130,000)  
Bloomfield and Mountain View Playground equipment (all equipment has been removed)  
(\$60,000)  
Plaza Improvement Task Force Improvements  
Police Department Radios (\$326,698 remaining to fund)  
South G Street Streetscape / Beautification Design (\$150,000)  
Samoa Blvd: Phase III: K Street to V Street Design (\$150,000)  
Proactive Tree Maintenance/Removal (\$35,000)  
Arcata Ballpark Entry Wall Structural Replacement (\$50,000)  
Budget software to better estimate, run scenarios and update the community (\$40,000)  
Financial software upgrade for TOT/UUT and Dog License tracking (10,000)  
Arcata Community Park Softball Field Scoreboard Replacement (\$12,500)

### **Personnel:**

2 Maintenance Workers/Crew leaders (1 in Streets and 1 in Parks)  
2 Police Officers + 1 over hire Police Officer;  
Community Development Specialist;  
Recreation Coordinator  
IT Assistant  
5+ part-time staff in parks, facilities, streets and energy  
Training and certification for several employees (especially new employees)

**Vehicles:**

2 Hybrid Interceptors for patrol (\$140,000)

Street sweeper (\$275,000)

Mini excavator (\$85,000)

Asphalt Roller (\$60,000)

Sewer Camera Truck (\$350,000)

Retrofit Vactor for emissions by 2023 (\$80,000)

Reduced Capital set asides for all general funded vehicles; the fleet will continue to age unless we can reverse the trend.

**Delayed Hires:**

Dispatcher (October 1, 2021)

Recreation Supervisor (January 1, 2022)

Environmental Services Deputy Director, Community Services (September 1, 2021)



# APPENDIX



## CITY OF ARCATA

### Glossary of Budget Terms

<b><u>Appropriation</u></b>	An authorization by the City Council to expend funds for a specific purpose within the budget year, July 1 through June 30.
<b><u>Audit</u></b>	An examination and review of the City's financial accounts by an independent auditing firm.
<b><u>Budget</u></b>	A plan of financial operation listing an estimate of proposed applications and expenditures and the proposed means of financing them for a particular time period.
<b><u>Capital Improvement</u></b>	An addition to the City's assets, including the design, construction, or purchase of land, buildings, or facilities.
<b><u>Debt Service</u></b>	Payment of the principal and interest on an obligations resulting from the issuance of bonds, notes, or Certificates of Participation (COP's).
<b><u>Department</u></b>	An organizational unit comprised of divisions or programs.
<b><u>Encumbrances</u></b>	A legal obligation to pay funds for which the expenditure has not yet occurred. They cease to be encumbrances when the obligations are paid or otherwise terminated.
<b><u>Enterprise Fund</u></b>	A type of fund established for the total costs of those governmental facilities and services which are operated in a manner similar to private enterprises. These programs are entirely or predominately self-supporting
<b><u>Expenditure</u></b>	The actual spending of funds set aside by an appropriation.
<b><u>Fiscal Year</u></b>	A twelve-month period of time to which a budget applies. In the City of Arcata, it is July 1 through June 30.
<b><u>Fund</u></b>	An independent fiscal and accounting entity used to record all financial transactions related to the specific purpose for which the fund was created.
<b><u>Fund Balance</u></b>	The amount of financial resources available for use. Generally, this represents the detail of all the operating surpluses and deficits since the fund's inception.
<b><u>General Fund</u></b>	The primary fund of the City used to account for all revenues and expenditures not legally restricted as to use. Examples of departments financed by the General Fund include the City Council, Police, Administration and others.

<b><u>Grant</u></b>	Contributions, gifts of cash, or other assets from another governmental entity to be used or expended for a specific purpose, activity, or facility. An example is the Community Development Block Grant provided by the Federal Government.
<b><u>Internal Service Fund</u></b>	An Internal Service Fund provides services to other City departments and charges the various other funds for services rendered.
<b><u>Materials, Supplies and Services</u></b>	Expenditures for materials, supplies and services which are ordinarily consumed within a fiscal year.
<b><u>Municipal Code</u></b>	A book that contains the City Council-approved ordinances currently in effect.
<b><u>Operating Budget</u></b>	Annual appropriation of funds for on-going program costs, including salaries and benefits, services and supplies, debt service, capital outlay and capital improvements.
<b><u>Revenues</u></b>	Amount received for taxes, fees, permits, license, interest, intergovernmental sources, and other sources during the fiscal year.
<b><u>Salaries and Benefits</u></b>	A budget category which generally accounts for full-time and temporary employees, overtime expenses, and all employee benefits, such as medical, dental, and retirement.
<b><u>Special Revenue Funds</u></b>	This fund type collects revenues that are restricted by the City, State or Federal Government as to how the City might spend them.
<b><u>Transfers</u></b>	Monies transferred from one fund to another. Such money is transferred to finance the operations of another fund or to reimburse the fund for certain expenditures.
<b><u>User Fees</u></b>	The payment of a fee for receipt of a public service by the party benefiting from the service.