



**City of Arcata  
Adopted Budget  
2022/2023**





# CITY OF ARCATA

## CITY OFFICIALS

JULY 1, 2022



## CITY COUNCIL

Stacy Atkins-Salazar, Mayor  
Sarah Schaefer, Vice Mayor  
Meredith Matthews, Councilmember  
Alex Stillman, Councilmember  
Brett Watson, Councilmember

## CITY MANAGER

Karen T. Diemer

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

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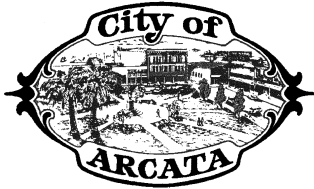
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# BUDGET OVERVIEW







# MEMORANDUM

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**Date:** May 28<sup>th</sup>, 2022  
**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 2022/2023

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## **BUDGET OVERVIEW**

The 2022/2023 Proposed Budget is a \$63 Million one-year package of services, programs, and projects for the benefit of the Arcata community. This extensive, detailed, and balanced Budget continues the City Council's priorities to protect General Fund reserves while restoring normal operational services in the wake of the COVID-19 pandemic and provides a \$27.5 million Capital Improvement Program (CIP) of one-time expenses towards improving City assets and infrastructure.

This 2022/2023 Proposed Budget reflects a continued recovery period in the wake of the pandemic and transition into an endemic state. The City has regularly reevaluated the financial status of the City this past year and has worked to restore five positions to bring back service levels in streets, police, parks, recreation and community development. This budget reflects continued cautious optimism, consistent with the conservative financial assumptions used to develop the FY 2022 Adopted Budget.

As recognized in the FY 2021 and FY 2022 budgets, the service reductions necessary to address the significant financial disruptions of the pandemic and other challenges were operationally unsustainable. These prior budgets reflected the proactive organizational repositioning needed for emergency conditions. Since then, however, additional conditions have continued to challenge the City's recovery. Supply chain delays, as well as the significant employee vacancies, institutional knowledge loss and disruption of the Great Resignation, have impacted the capacity of the organization and its ability to deliver priority services and projects. These challenges were highlighted in FY 2022 Mid-Year Budget Report to the Council and in the regular COVID updates. Although the City's fiscal recovery outlook remains cautiously optimistic, the City's long-term fiscal health requires new sustainable revenue to meet community service priorities in the future. With the rising cost of services in a period of significant inflation and workforce competition, coupled with the services reduced over the prior two years, long-term sustainability is not achieved with existing revenue sources alone. This Proposed Budget reflects a transitional budget as the City contemplates long-term changes needed to fund programs and services.

Recommendations in this budget apply forecasted revenues to the best extent possible and proposes one-time funds from the American Rescue Plan Act Stimulus funds, and 2022-year savings for priority service restorations and projects.

The restrictions from COVID-19 shelter-in-place orders are largely lifted. Businesses have been reopened for a majority of the past fiscal year, we are seeing restoration of sporting and outdoor entertainment and continue to see strong tourism. Schools have fully returned to in person instruction, Summer and Fall student

enrollment at CalPoly Humboldt is increased over pre-pandemic levels and on-campus housing already has a waiting list.

During this past year, we have seen the strength of our community and our City organization. As difficult as the lingering pandemic has been, the community's collective effort has kept our local residents fed, many of the most vulnerable in our community with shelter and increasing support for local businesses through a commitment from the community to purchase local and enjoy in-person restaurant dining again.

**Looking Forward to 2022/2023:** We are pleased to present the City Council with a budget primarily balanced with local revenues and modest reliance on American Rescue Plan Act Stimulus funds. The proposed budget presents a General Fund expenditures of \$16.3 million. The City remains fiscally solvent, and progress is being made to rebuild City services.

### **KEY BUDGET PRINCIPLES**

The 2022/2023 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.

### **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 36% 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 part from the return to in-restaurant dining and increased online sales.

**TABLE 1**

	<b>20/21 Fiscal Year</b>	<b>21/22 Estimate</b>	<b>22/23 Budget</b>
<b>Sales Tax Estimate</b>	\$2,946,963	\$3,079,599	\$2,923,000
Percent Change		+4.3%	-4.5%
	<b>20/21 Fiscal Year</b>	<b>21/22 Estimate</b>	<b>22/23 Estimate</b>
<b>Transactions and Use Tax Estimate</b>	\$2,694,215	\$2,887,128	\$2,747,000
Percent Change		+7 %	-4.9%
	<b>20/21 Fiscal Year</b>	<b>21/22 Estimate</b>	<b>22/23 Estimate</b>
<b>Transient Occupancy Tax (TOT / Hotel Tax)</b>	\$1,638,280	1,457,500	\$1,400,000
Percent Change		-11%	-4%

### **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 \$1,575,000 to \$1,650,000, representing an \$75,000 or 5 % 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 remain level and generate approximately \$1,000,000, or nearly 6.7% of total General Fund revenue.

**Business License Tax** revenue is expected to remain level generating \$137,000. Our City receives income in May and June related to renewals as of July 1, 2022. This is revenue received in 2021/2022 but recognized in the next fiscal year.

**School Resource Officer Grant Funds** – The City will likely be 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 2022/2023. This grant is subject to Board of Supervisors approval in June.

### **CITY SPECIAL REVENUE FUNDS**

#### **Forest Fund**

The forest revenues are supported this year by higher timber values. Total timber sales are estimated at \$338,000.

### **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.

### **Other Special Revenue Funds**

The decrease in revenues is related to the close out of several grant funds for SB2, SALC, and IIG 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 2022/2023 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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## **2022/23 Programs**

Even with a modest transitional budget there are still several projects and programs that will be delivered to Arcata Community. A few highlights of the proposed budget for FY2022/23 includes:

1. Work to forward the Council's Priority Projects (included herein)
2. Initiate the Community Ambassador Program
3. Support the Operating Safe Parking Program
4. Open two new housing projects converting the Red Roof Inn and Days Inn to Housing
5. Adopt and implement Citywide Rental Inspection Program
6. Install an improved boating access dock on South I Street into Arcata Bay
7. Implement the CalRecycle illegal dumping grant at Carlson Park with support from Teen Challenge
8. Complete the Public Art Improvements along the Green and Gold Corridor

9. Continue to work with the MIST clinicians to offer street outreach social services to those who are in need
10. Complete the General Fund Update including the Strategic Infill Redevelopment Program, Gateway Area Plan. Local Coastal Plan and Citywide zoning amendments
11. Support Community building in Valley West through, Carlson Park improvements, CUNA activities and recreation programs
12. Seek funding for and initiate update to the City's Economic Development Strategic Plan
13. Implement the EPA Clean-up Grant for Little Lakes site.
14. Expand the City's IT support division to add an IT Technician
15. Expand the reach of the Tenant Based Rental Assistance program
16. Replace the Street Trees and Repair the sidewalk on the West Side of the Plaza
17. Adopt an All Electric Initiative Ordinance to phase out natural gas in new construction
18. Support Implementation of the Climate Action Plan
19. Replace the Redwood Park Lodge roof and Lounge heater
20. Support planning and design for improvements to the Sunset Ave. and L K Wood Blvd. intersection.
21. Evaluate current preferential parking zones and determine if a fourth zone is needed
22. Design and coordinate racial equity plans and activities to advance diversity, equity and inclusion across the organization
23. Implement organics recycling in compliance with SB 1383
24. Complete the radio replacement program
25. Conduct education and enforcement in support of greater pedestrian and bicycle safety
26. Re-start programming delayed due to the pandemic, such as youth basketball, drop-in sports, the challenge course and special events
27. Complete the Arcata Ridge Trail and Fickle Hill Road crossing
28. Initiate Construction to rehabilitate the wastewater treatment plant
29. Complete grant improvements to Shay Park including installation of outdoor exercise equipment
30. Install Tank 1C adding vital water storage to the City water distribution system
31. Install TESLA battery back-up systems at several City facilities
32. Remove the old water tank #8 on Panorama Drive
33. Update the City's Aerial Imagery for City GIS mapping and infrastructure planning
34. Finalize design and bid documents for the Old Arcata Road Rehabilitation Project
35. Complete annual paving and sidewalk project (Measure G, Gas Tax and SB-1 funds)
36. Complete public engagement and design planning for improvements to 8<sup>th</sup> and 9<sup>th</sup> streets
37. Support the General Municipal Election in November 2022
38. Launch Online Building Permit software
39. Initiate design for the next inflow and infiltration reduction project
40. Improve bicycle parking infrastructure in the downtown and other key locations
41. Secure funding to support free bus service in the summer and for new housing projects
42. Adopt an update to the Arcata Community Forest Management Plan

### **Department Organization Changes Included in the Proposed Budget**

IT Division: The only new full-time position proposed for the 2022/2023 Fiscal Year is an IT Technician. The City has operated on a single IT Manager for over 10 years. Under the IT Manager's leadership, the City has developed a complex network of servers, computers, field tablets, landline/cell phones, and copier equipment, has transitioned financial, program registration, and many city services to cloud-based systems for customer ease, maintained cyber security systems, managed the significant technology requirements of the pandemic, supervised the City's communication and marketing efforts and supported the IT needs of the



SCADA water and wastewater systems. Having this level of dependency on one individual has required the single staff member to be available literally every hour of everyday and will overtime leave the system vulnerable to periods of shutdown, delayed implementation of updates and more. This modest growth will increase the classification of the IT Manager and build in the support position as well as additional oversight of the City's infrastructure computer systems.

Environmental Services Department: After a year of settling the leadership staff transition of the Environmental Services Department the Department has identified critical task assignment changes within current department positions.

Natural Resources Technician: This position has traditionally worked under the City's registered Professional Forester. With the retirement of the City's forester, much of the work has been transitioned to the Natural Resources Technician. There will be a few aspects of timber management that will require a contract registered professional forester but the majority of the responsibility for regulatory monitoring, reporting and analysis can be managed by an in-house staff position.

Deputy Director of Utilities: This position currently is required to carry all the State of California Licenses required for the both the City's water and wastewater system. With a pending retirement in this position, this budget proposes shifting the State Wastewater Operating Certificates to a revised Environmental Compliance Officer position and required duplicate licensing in the Wastewater Water Supervisor position.

Transit: The City transit system continues to be challenged to recruit and retain bus drivers. The City has operated the Arcata Mad River Transit (AMRTS) system exclusively with part-time drivers for many years in an effort to keep operating costs low. Transit funds will allow the City to combine a couple of part-time positions into one 0.75% position in the upcoming fiscal year in an effort to bring stability to staffing in the Transit Division.

## **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>, 2023 are included in this packet. The proposed budget projects a 35 percent reserve.

## **CONCLUSION**

This 2022/2023 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 restored and minimizes workforce impacts by leveraging available revenues and American Rescue Plan Act stimulus.

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 through the rise and fall of COVID 19 case outbreaks. 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 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

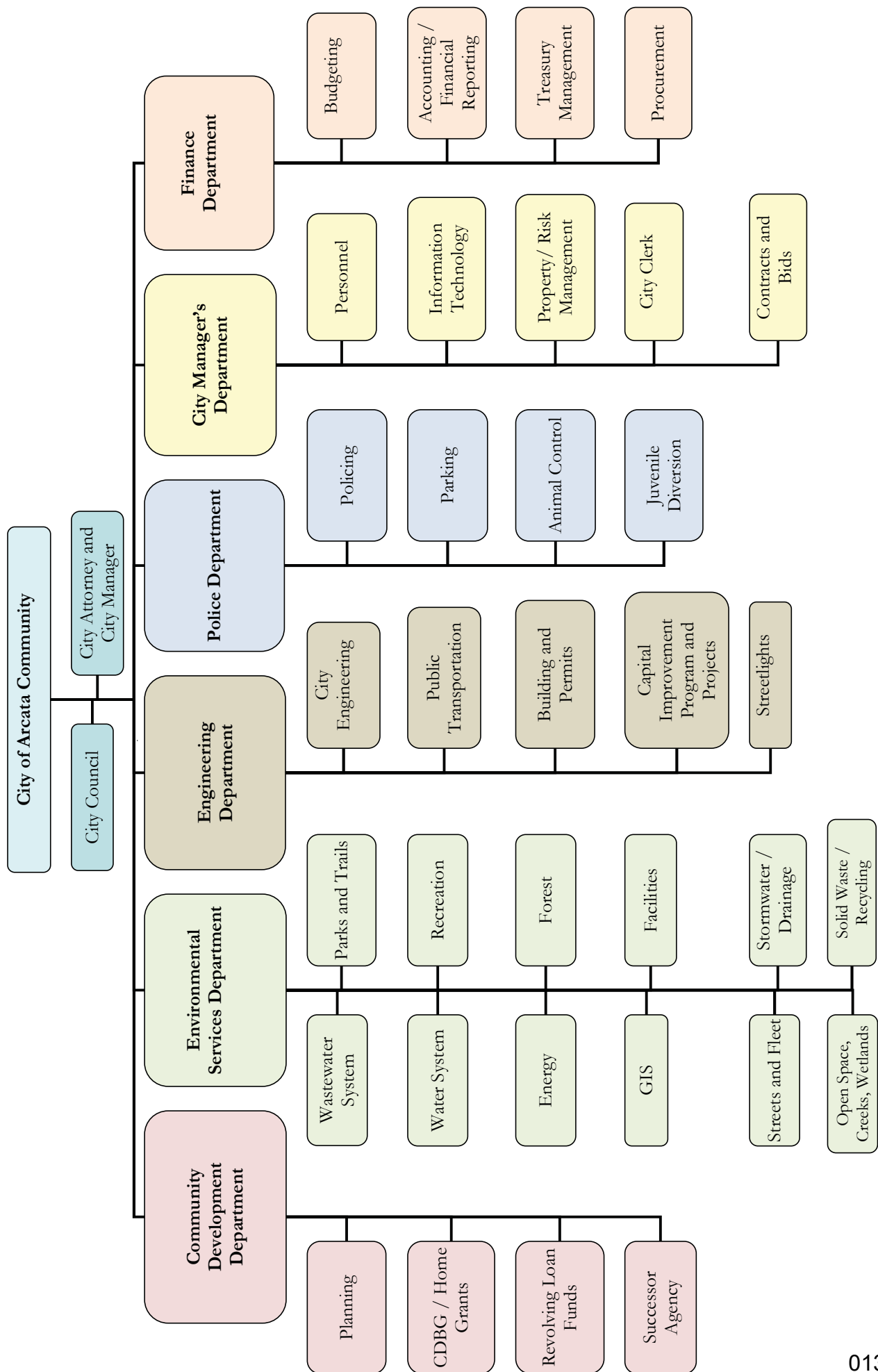
following factors will be considered in priority order in determining individual investment placements:

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

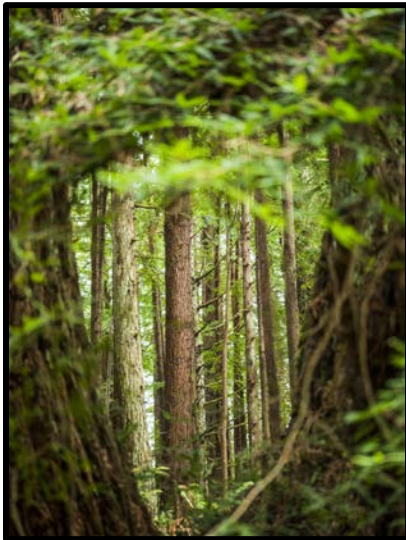
#### ***Enhance Appearance, Public Safety and Livability of the City***

- 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 Stewardship and Climate Change Preparedness***

- 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 opportunity 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 2022/2023 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 2024.
- b. Support/Collaborate on strategies to create safe spaces for those without shelter, including a safe parking program, cold weather shelter, emergency warming stations and safe camping opportunities.
- c. Continue support for Arcata House Partnership and the Home-Key II projects.
- d. 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, Main Street 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 Cal Poly Humboldt 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. Continue to support and expand the Mobile Intervention Services Team (MIST) and access to support services. Seek out long term funding strategies and 24-hour emergency crisis response team for adults and youth. Standardize a quarterly update to the City Council.
- b. Look for opportunities to collaborate with Humboldt County and local jurisdictions/non-profits to increase mental health and social services.

### 4. Infrastructure

- a. Support Plaza Improvement Task Force recommendations: Complete design and community engagement to consider expanding one way travel and diagonal parking along 8<sup>th</sup> and 9<sup>th</sup> Streets between I and K Streets.
- b. Support the annual projects of the City's Capital Improvement Program.
- c. H Street: Beautify and replant the planter(s)
- d. Support the Community Ambassador Program starting with a pilot program on the Plaza and downtown.

### 5. Economic Recovery Strategies

- a. Beautification and maintenance: Cal Poly Humboldt footbridge, Plaza and Valley West.
- b. Work with the Economic Development Committee to create an updated Economic Development Strategic Plan.
- c. Maintain the Economic Recovery Collaborative with Main Street, the Chamber of Commerce, and Cal Poly Humboldt Expand discussions to efforts city-wide.
- d. Promote business and tourism: Advertise Arcata as a safe place to shop; support visitarcata.com and regional marketing around student alumni successes locally.

<b>6. Prioritize Future Planning</b>
a. Continue outreach and engagement surrounding the Strategic Infill Plan, Gateway Draft Plan, and general Plan updates. Provide the public with opportunities to engage with these plans to create land use codes that reflects the wants and needs of the community while meeting regional housing and transit goals focusing on walkability, bike/pedestrian safety, varied and affordable housing options, and mixed use communities.
<b>7. Implement the Arcata Arts Strategic Plan by working with existing arts efforts established in the community.</b>
a. Focus this year on the mural honoring David Josiah Lawson and beautification to the pedestrian overpass bridge in collaboration with Cal Poly Humboldt.
<b>8. Climate Change and Climate Adaptation</b>
a. Determine a preferred implementation plan for SB 1383 - Short-lived Climate Pollutants (SLCP): Organic Waste Reductions.
b. Adopt an All Electric Ordinance to phase out natural gas in new construction.
c. Finalize, adopt and begin implementation of the Climate Action Plan.
d. Finalize and monitor American Rescue Plan Act (ARPA) funds set aside for Climate Change and local Emission Reduction measures.
e. Update the City Green Fleet Policy and create goals for conversion to an emission free fleet.
f. Continue sea level rise adaptation planning and implementation strategies including research, analysis, project implementation and strategic property acquisition to support long term climate change adaptation.
g. Consider a ban on the sale of disposable vaporizers.
<b>9. Parks Improvements</b>
a. Complete Improvements to Shay Park.
b. Complete conceptual plan, preliminary design and seek funding for implementation of Redwood Park improvements and finalize the bike pump track plans.
c. Finalize Environmental and Design plans to construct the Annie Mary Trail (A&M).
<b>10. Transit and Alternative Transportation Systems</b>
a. Work with the Transportation Safety Committee (TSC) and Humboldt County Office of Governments (HCAOG) to review and develop specific strategies that the City can take to support the Regional Transportation Plan
b. Work with the Transportation Safety Committee (TSC) to finalize the Local Road Safety plan and prioritize projects that can be initiated in both the short and long term
<b>11. Proactively maintain a strong partnership with Cal Poly Humboldt focused this year on:</b>
a. Continue to support equity arcata.
b. Maintain regular communication with Cal Poly Humboldt through quarterly liaison meetings (reporting back to the whole Council) to create a sense of community surrounding local public art, clean ups, events and better understanding of the needs of the student population in regard to housing and transportation. Specific goals this year include: <ul style="list-style-type: none"> <li>- Lighting, banners, street/sidewalk and other art</li> <li>- Build out of the Green and Gold Corridor (G and H Streets)</li> <li>- Improvements to the connecting footbridge</li> <li>- Consider a town hall style meeting or summit to hear from students and the community on town/gown intersections.</li> </ul>

<b>12. Explore options to expand City Council office meeting space.</b>
<b>13. Develop a policy on public meeting recording retention.</b>
<b>14. Work to Improve Government Relationships with local Tribal Governments. Continue to support finalizing language with the Wiyot Tribe on local land acknowledgement(s).</b>



# CAPITAL IMPROVEMENT PROGRAM



CITY OF ARCATA  
Capital Improvement Program Summary of Projects  
Fiscal Year 2022-2023  
5/30/2022

Proj ID #	Project	Proposed for FY 2022/23	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	\$ 492,029.00	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	\$ 1,700,000.00	Annual Paving - Overlay, Grind out - Inlay and micro surfacing	1
45-0010	Sunset - LK Wood Improvements	\$ 650,000.00	Project Study Report for future funding	2
45-0012	8th and 9th Improvements	\$ 955,000.00	Bicycle and Pedestrian Enhancements and Street Beautification	1
48-0001	Annual Sidewalk and Accessible Ramps	\$ 120,000.00	Annual - Ongoing	1
48-0007	Rails with Trails: Annie & Mary Trail	\$ 250,000.00	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	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	\$ 250,000.00	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	\$ 2,700,000.00	Construction will last for 2 years, however will need to create a PO in 21-22	3
64-0016	Heindon Well	\$ 15,000.00	Well maintenance	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 sewer line replacement Project	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	\$ 10,500,000.00	This is for the construction of phase 1 of the WWTP project. Construction will last for 3 plus years.	3
67-00036	WWTP Reconfiguration: Phase 2 design	\$ -	Design of second phase of WWTP project	2
67-0038	I Street Dock & Vault Toilet	\$ 539,662.00	Project to improve/replace I Street Boat Ramp and install vault toilet.	2
67-0039a	Relocate NR/Police to Parks Maintenance Area - Plan	\$ 50,000.00	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	\$ 787,308.00	Grant award \$660,000, \$150 for design in 21-22 and construction in 22-23	3
81-0023	Shay Park Phase 2	\$ 313,168.00	This is for the park equipment's and minor construction	3



CITY OF ARCATA  
Capital Improvement Program Summary of Projects  
Fiscal Year 2022-2023  
5/30/2022

Proj ID #	Project	Proposed for FY 2022/23	Description	Duration (year)
81-0029	Irrigation Well for Sports Complex	\$ 80,000.00	Need to ascertain additional cost to plum into existing irrigation system and determine annual costs of well vs city potable water supply	1
85-0013	PSPS Generators	\$ 169,500.00	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	\$ 1,782,058.00	Additional fund this year is for New Bus through ASHG (Issackson)	3
65-0012	Sewer Inflow & Infiltration Reduction (I & I)	\$ 50,000	Citywide sewer infrastructure (sewer lines and manholes) Improvements	3
81-0027	Bloomfield Park	\$ 64,000	Install new recreational equipment that meets the needs of the neighborhood	2
85-0031	Arcata Community Center Facility Upgrades	\$ 50,000	Implement facility upgrades at the Arcata Community Center	3
51-0013	Land acquisition for sea level rise adaptation	\$ 5,000	Acquire land adjacent to Arcata Marsh and Wildlife Sanctuary for projects in line with the City's sea level rise adaptation strategy	2
45-0015	Lighting improvements	\$ 250,000	Install new street lights throughout the city at various locations	2
		\$ 27,991,649.00		

# 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
208	SB-1 (Road Maintenance and Rehabilitation)	45	Streets
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
224	American Rescue Plan Act (ARPA)	Various	Various
231	Infill Infrastructure Grant Program (IIG)	Various	Various

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

<u>FUND</u>		<u>DEPARTMENT / ACTIVITY</u>	
232	Yurok Housing Authority MOU	45	Streets
		91	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
556	CERT	21	Public Safety
557	K-9 Dog Program	21	Public Safety
558	Habitat Loans	Various	Various
559	OPEB Trust	Various	Various
561	Equity Arcata Trust	03	City Manager
570	APD Evidence Funds	21	Police
590	General Plan/Housing Update	11	Planning

# CITY OF ARCATA

## Fund/Department/Activity

<u>FUND</u>		<u>DEPARTMENT / ACTIVITY</u>	
<b>Enterprise Funds:</b>			
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
<b>Internal Service Fund:</b>			
771	Central Garage	57	Central Garage
775	IT Services	71	IT Services & Maintenance
<b>Successor Agency:</b>			
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.
- 208 SB-1 (RMRA): Fund used to account for monies received and expended from the State's Road Maintenance and Rehabilitation Account for respective street projects.
- 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 ISTEAFund: 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.
- 224 ARPA Fund: Funds received related to the American Rescue Plan Act to support local governments in their response to and recovery from the COVID-19 public health emergency.
- 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.
- 556 CERT: Funds accumulated from donations to the our Community Emergency Response Team.
- 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.
- 561 Equity Arcata Trust Fund: Funds accumulated for reimbursements and donations to operate Equity Arcata
- 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, 2023  
Estimated Fund Balances

		2022-2023 Year End Proposed							
		Estimated Available Fund Balance 6/30/2022	Revenue	Transfers In	Expenditure Appropriation	Transfers Out	Other	Estimated Available Fund Balance 6/30/2023	Estimated Change in Net Position
<b>General Fund:</b>									
101	General	\$ 6,503,321	\$ 16,811,903	\$ 892,350	\$ (17,143,256)	\$ (1,255,000)	\$ 695,000	\$ 6,504,317	\$ 997
		-							
<b>Special Revenue Funds:</b>									
202	Open Spaces, Parks, Trails	10,500	150,000	-	-	(135,000)	-	25,500	15,000
203	Bicycle Registration	3,600	-	-	-	-	-	3,600	-
204	POST	7,236	28,000	7,000	(35,000)	-	-	7,236	-
205	Forest	525,489	353,500	45,000	(584,719)	-	-	339,270	(186,219)
207	State Gas Tax 2107	(242,431)	515,953	1,035,000	(1,550,332)	-	-	(241,811)	621
208	SB-1	371,769	392,775	-	(392,000)	-	-	372,544	775
209	Traffic Safety	149,495	40,000	283,000	(314,534)	-	-	157,962	8,466
210	SB 45 STIP Grant Funds	(139,836)	1,295,229	-	(1,274,029)	-	-	(118,636)	21,200
211	HCD Block Grant	(221,575)	3,133,722	(2,387,752)	(993,357)	-	-	(468,962)	(247,387)
212	Industrial Park	59,280	245,000	-	(277,196)	-	-	27,084	(32,196)
213	Community Development Grants	(46,765)	141,423	-	(141,423)	-	-	(46,765)	-
214	Residential Contruction Tax	414,993	30,000	-	-	(20,000)	-	424,993	10,000
215	Parkland in Lieu	187,734	10,000	-	-	(20,000)	-	177,734	(10,000)
216	Parking in Lieu	298,847	-	-	-	-	-	298,847	-
218	Proposition 172	148,948	110,000	-	-	(110,000)	-	148,948	-
219	ISTEA	520,127	120,000	-	(115,000)	-	-	525,127	5,000
220	FEMA/OES Fund	341,111	531,500	-	-	(531,500)	-	341,111	-
221	SLESF Grant Funds	436,098	100,000	-	-	(360,000)	-	176,098	(260,000)
224	ARPA	-	2,625,576	-	(2,957,576)	-	-	-	-
231	IIG	-	2,992,780	-	(2,992,780)	-	-	-	-
232	YHA MOU	3,405	770,000	-	(770,000)	-	-	3,405	-
233	AHSC	(59,400)	934,175	-	(934,175)	-	-	(59,400)	-
234	First-time Homebuyers Pgm	31,781	105,000	-	(105,000)	-	-	31,781	-
244	Housing Improvement Projects	132,980	27,000	-	(11,856)	-	-	148,124	15,144
245	Public Improvement Projects	3,623,647	45,000	-	(160,000)	-	-	3,508,647	(115,000)
250	Revolving Loans - Basic	1,200,373	25,000	-	(25,000)	-	-	1,200,373	-
255	Revolving Loans - CDBG	786,447	300,000	-	(138,235)	-	-	948,212	161,765
259	Revolving Loans - HOME	292,582	115,000	-	(105,000)	-	-	302,582	10,000
296	Utility User's Tax	446	-	-	-	-	-	446	-
297	PERS Phase-in	141,191	-	-	-	-	-	141,191	-
298	HealthSport Note	22,317	-	-	-	-	-	22,317	-
<b>Total Special Revenue Funds:</b>		<b>\$ 9,000,387</b>	<b>\$ 15,136,633</b>	<b>\$ (1,017,752)</b>	<b>\$ (13,877,210)</b>	<b>\$ (1,176,500)</b>	<b>\$ -</b>	<b>\$ 8,397,558</b>	<b>\$ (602,830)</b>

City of Arcata  
June 30, 2023  
Estimated Fund Balances

		2022-2023 Year End Proposed							
		Estimated Available Fund Balance 6/30/2022	Revenue	Transfers In	Expenditure Appropriation	Transfers Out	Other	Estimated Available Fund Balance 6/30/2023	Estimated Change in Net Position
<b><u>Capital Improvement Fund:</u></b>									
350	Capital Improvements Fund	\$ 181,337	\$ 6,000	\$ -	\$ -	\$ -	\$ -	\$ 375,025	\$ 193,687
		-							
<b><u>Special Assessment District Funds:</u></b>									
442	Mad River Business Park	6,158	6,522	-	-	(5,000)	-	7,681	1,522
445	Curtis Heights	1,231	-	-	-	-	-	1,231	-
447	Janes Creek Meadows	15,766	16,080	-	-	(16,000)	-	15,846	80
490	Windsong	6,735	14,850	-	-	(14,850)	-	6,735	-
<b>Total Special Assesment District Funds:</b>		<b>\$ 29,891</b>	<b>\$ 37,452</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (35,850)</b>	<b>\$ -</b>	<b>\$ 31,494</b>	<b>\$ 1,602</b>
		\$ -							
<b><u>Trust Funds:</u></b>									
500	City Trust Accounts	-	-	-	-	-	-	-	-
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b><u>Enterprise Funds:</u></b>									
661	Water	8,838,528	7,973,000	250,000	(9,470,721)	(90,000)	-	7,500,807	(1,337,721)
662	Wastewater	10,754,013	18,556,900	2,387,752	(20,550,996)	(223,347)	-	10,924,322	170,309
663	A&MRTS	98,374	2,249,191	-	(2,269,589)	-	-	77,977	(20,398)
664	Solid Waste	476,444	480,804	-	(554,436)	-	-	402,812	(73,632)
666	Storm Drainage	230,152	366,699	75,000	(790,943)	-	-	(119,092)	(349,244)
<b>Total Enterprise Funds:</b>		<b>\$ 20,397,511</b>	<b>\$ 29,626,594</b>	<b>\$ 2,712,752</b>	<b>\$ (33,636,685)</b>	<b>\$ (313,347)</b>	<b>\$ -</b>	<b>\$ 18,786,825</b>	<b>\$ (1,610,686)</b>
		-							
<b><u>Internal Service Fund:</u></b>									
771	Central Garage	1,274,896	1,143,576	193,347	(1,435,157)	-	-	1,176,663	(98,234)
775	IT Services & Maintenance	(175,645)	579,716	-	(577,375)	-	-	(173,303)	2,341
<b>Total Internal Service Funds:</b>		<b>\$ 1,099,252</b>	<b>\$ 1,723,292</b>	<b>\$ 193,347</b>	<b>\$ (2,012,532)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,003,359</b>	<b>\$ (95,893)</b>
		-							
<b><u>Successor Agency:</u></b>									
880	Successor Agency - Admin	(204,310)	-	-	-	-	-	(204,310)	-
881	Successor Agency - Debt Service	(4,269,381)	306,900	-	(293,332)	-	-	(4,255,813)	13,568
885	Successor - Project Fund	-	-	-	-	-	-	-	-
<b>Total Successor Agency Funds:</b>		<b>\$ (4,473,690)</b>	<b>\$ 306,900</b>	<b>\$ -</b>	<b>\$ (293,332)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (4,460,122)</b>	<b>\$ 13,568</b>
		-							
<b>Grand Total All Funds:</b>		<b>\$ 32,738,009</b>	<b>\$ 63,648,774</b>	<b>\$ 2,780,697</b>	<b>\$ (66,963,015)</b>	<b>\$ (2,780,697)</b>	<b>\$ 695,000</b>	<b>\$ 30,638,456</b>	<b>\$ (2,099,553)</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.



**2022/23 Proposed Revenue Budget**

General Ledger Line	Description	2020/2021 Actuals	2021/2022 Budget	2022/2023 Department Requested	City Manager Adjustments	2022/2023 Proposed Total
101-00-00-41100	Secured Property Taxes	(1,678,310)	(1,575,000)	(1,600,000)	(50,000)	(1,650,000)
101-00-00-41150	Unsecured Property Taxes	(68,744)	(62,000)	(60,000)		(60,000)
101-00-00-41160	Supplemental Roll	(26,084)	(20,000)	(20,000)		(20,000)
101-00-00-41200	Timber Yield Tax	(47)	-	(25)		(25)
101-00-00-41300	Sales Tax	(2,946,963)	(2,693,714)	(2,598,000)	(325,000)	(2,923,000)
101-00-00-41310	Transactions & Use Tax	(2,694,215)	(2,549,451)	(2,442,000)	(305,000)	(2,747,000)
101-00-00-41350	Utility Users Tax	(1,130,348)	(880,000)	(850,000)	(30,000)	(880,000)
101-00-00-41360	Excessive Electricity Use Tax	(222,773)	(160,000)	(120,000)		(120,000)
101-00-00-41400	Transient Occupancy Taxes	(1,638,280)	(1,457,500)	(1,300,000)	(100,000)	(1,400,000)
101-00-00-41410	TOT HCTBID	(3,674)	(3,500)	(3,500)		(3,500)
101-00-00-41500	Franchise Fee Revenue	(279,072)	(260,000)	(275,000)		(275,000)
101-00-00-41600	Business License Tax	(130,700)	(136,500)	(137,000)		(137,000)
101-00-00-41700	Real Property Transfer Tax	(56,587)	(34,500)	(40,000)		(40,000)
101-00-00-42100	Animal Licenses	(12,690)	(11,000)	(10,000)		(10,000)
101-00-00-42250	Parking Meters	(6,309)	(13,000)	(14,000)		(14,000)
101-00-00-42300	Building Permits	(566,712)	(375,000)	(375,000)	(25,000)	(400,000)
101-00-00-42310	Reinspection Fees	-	(88,564)	(100,000)		(100,000)
101-00-00-42420	CCAP Permit Fees	(295,094)	(300,000)	(250,000)	(25,000)	(275,000)
101-00-00-42800	Short Term Rental Permits	(3,660)	(3,000)	(4,000)		(4,000)
101-00-00-43200	Parking Fines	(145,799)	(94,700)	(100,000)		(100,000)
101-00-00-44100	Investment Earnings	(19,571)	(90,000)	150,000	(40,000)	110,000
101-00-00-44210	Rents & Leases - Buildings	(7,771)	(40,000)	(65,000)		(65,000)
101-00-00-44220	Rents & Leases - City Parks	(5,887)	(50,000)	(75,000)		(75,000)
101-00-00-44230	Rents & Leases - Cmty Park	(6,950)	(9,500)	(9,000)		(9,000)
101-00-00-45100	Motor Vehicle In Lieu Tax	(1,878,807)	(1,918,060)	(1,931,000)		(1,931,000)
101-00-00-45120	Homeowners Prop Tax Rel	(18,554)	(10,000)	(10,000)		(10,000)
101-00-00-45221	CARES Act	(221,792)	-	-		-
101-00-00-45315	ABC Grant	-	-	-		-
101-00-00-45325	School Resource Officer Grant	(282,294)	(290,763)	(290,763)		(290,763)
101-00-00-45335	State Realignment Funds	-	(14,317)	-		-
101-00-00-45340	Booking Fees Reimbursemt	(1,933)	(2,000)	(2,000)		(2,000)
101-00-00-45360	Abandoned Vehicle Abate	(22,464)	(16,000)	(12,000)		(12,000)
101-00-00-45380	HAF Emmerson Endowment	-	-	-		-
101-00-00-45390	Other Police Grants	(9,549)	(2,986)	(2,896)		(2,896)
101-00-00-45600	Energy Management Grants	(3,651)	-	-		-
101-00-00-45810	Park Bond Funds	-	-	(177,952)		(177,952)
101-00-00-45880	Other Parks Grants	(104,615)	-	-		-
101-00-00-45890	Other Recreation Grants	(39,289)	(20,000)	(28,000)		(28,000)
101-00-00-45985	SB 90 State Mandated Costs	(11,300)	-	(9,000)		(9,000)
101-00-00-46100	Planning & Zoning Fees	(62,212)	(55,000)	(45,000)		(45,000)
101-00-00-46105	Gen Plan / Hsg Update Fees	-	-	-	(43,745)	(43,745)
101-00-00-46110	Plan Check Fees - Planning	(18,924)	(20,000)	(20,000)	-	(20,000)
101-00-00-46120	Planning Fees - Consultants	(128)	-	-		-
101-00-00-46130	Public Works Inspections	(112,142)	(55,000)	(50,000)		(50,000)
101-00-00-46140	Map Check Fees	(18,849)	(15,000)	(5,000)		(5,000)
101-00-00-46160	Plan Check Fee - Consultant	(23,335)	(50,000)	-		-
101-00-00-46170	Subdivision Inspect Fees	-	(1,000)	(1,000)		(1,000)



**2022/23 Proposed Revenue Budget**

General Ledger Line	Description	2020/2021 Actuals	2021/2022 Budget	2022/2023 Department Requested	City Manager Adjustments	2022/2023 Proposed Total
101-00-00-46200	Special Police Services	(943)	(750)	(250)		(250)
101-00-00-46220	Vehicle Release Fees	(24,485)	(15,500)	(12,500)		(12,500)
101-00-00-46230	Parking Decal Sales	(3,813)	(4,500)	(4,500)		(4,500)
101-00-00-46240	Alarm Fees	(14,625)	(18,200)	(14,500)		(14,500)
101-00-00-46250	Fingerprinting Services	(42,848)	(124,000)	(90,000)		(90,000)
101-00-00-46302	Gymnastics	(2,271)	(10,500)	(20,000)		(20,000)
101-00-00-46305	Youth Basketball	-	-	(55,000)		(55,000)
101-00-00-46310	Teen Programs	(2,451)	(2,300)	(2,500)		(2,500)
101-00-00-46315	Recreation Play Center	-	(750)	-		-
101-00-00-46318	Break Camps	(355)	(6,750)	(17,500)		(17,500)
101-00-00-46320	Drop-in Activities	(18)	(3,000)	-		-
101-00-00-46324	Challenge Course	-	-	(5,000)		(5,000)
101-00-00-46331	Redwood Day Camp	(57,947)	(32,107)	(120,000)		(120,000)
101-00-00-46335	Adventure/Skate Camps	(81,411)	(81,230)	(60,000)		(60,000)
101-00-00-46337	AMIC Programs	-	-	-		-
101-00-00-46338	Art Camps	(17,903)	(14,228)	(24,000)		(24,000)
101-00-00-46339	City Arts	(1,260)	(2,500)	(2,500)		(2,500)
101-00-00-46341	Science Camps	(21,023)	(24,045)	(18,000)		(18,000)
101-00-00-46345	Orchestra	-	-	-		-
101-00-00-46350	Community Events	-	(1,000)	-		-
101-00-00-46352	Bayside Park	(2,372)	(2,500)	(2,500)		(2,500)
101-00-00-46353	Bayside Park Farm Shares	(57,060)	(51,596)	(57,000)		(57,000)
101-00-00-46355	Special Event Permits	(2,820)	(3,000)	(5,000)		(5,000)
101-00-00-46360	Recreation - Contract Classes	(15)	(3,000)	(3,000)		(3,000)
101-00-00-46365	Recreation - Non-Resident Fees	(9,639)	(15,000)	(20,000)		(20,000)
101-00-00-46382	Sale of Merchandise	(571)	-	(100)		(100)
101-00-00-46990	Interfund Revenue - Admin	(1,311,640)	(1,350,760)	(1,540,460)		(1,540,460)
101-00-00-46991	Interfund Revenue - Insurance	-	-	-		-
101-00-00-46992	Office Srvces Photocopy	(5,652)	(4,500)	(5,000)		(5,000)
101-00-00-46993	Office Srvces Mail Room	(7,050)	(9,000)	(9,000)		(9,000)
101-00-00-49101	Public Works Reimb Revenue	6,232	(50,000)	(150,000)	(536,412)	(686,412)
101-00-00-49102	Parks Reimb Revenue	(19,680)	(18,000)	(11,000)		(11,000)
101-00-00-49103	Streetlight Project Revenue	-	-	-		-
101-00-00-49104	Sidewalk Project Revenue	-	-	-		-
101-00-00-49220	Police Misc Revenue	(8,560)	(5,000)	(5,000)		(5,000)
101-00-00-49230	Police Auction Revenue	(1,478)	(2,000)	(1,200)		(1,200)
101-00-00-49240	D U I Recovery	-	-	-		-
101-00-00-49260	Hmb. Cnty Drug Task Force	(33,601)	(172,032)	-	(169,000)	(169,000)

**2022/23 Proposed Revenue Budget**

General Ledger Line	Description	2020/2021 Actuals	2021/2022 Budget	2022/2023 Department Requested	City Manager Adjustments	2022/2023 Proposed Total
101-00-00-49810	Donations	-	-	-		-
101-00-00-49881	Sale of GIS Maps	(69)	(100)	(100)		(100)
101-00-00-49883	Bird Guide Sales	-	-	-		-
101-00-00-49885	Emergency Preparedness Grants	-	(5,000)	-		-
101-00-00-49886	Equity Arcata	(35,500)	(19,949)	(25,000)		(25,000)
101-00-00-49900	Other Revenue	(29,579)	-	-		-
101-00-00-49960	Operating Transfers	1,181,330	(238,944)	362,650		362,650
	<b>General</b>	<b>(15,385,156)</b>	<b>(15,668,796)</b>	<b>(14,800,096)</b>	<b>(1,649,157)</b>	<b>(16,449,253)</b>
202-00-00-41100	Open Space Property Tax	-	(173,000)	(150,000)		(150,000)
202-00-00-49960	Operating Transfers	-	162,500	135,000		135,000
	<b>Open Spaces, Parks, Trails</b>	<b>-</b>	<b>(10,500)</b>	<b>(15,000)</b>	<b>-</b>	<b>(15,000)</b>
203-00-00-42200	Bicycle Licenses	(60)	(50)	-		-
203-00-00-44100	Investment Earnings	(1)	-	-		-
	<b>Bicycle Registration</b>	<b>(61)</b>	<b>(50)</b>	<b>-</b>	<b>-</b>	<b>-</b>
204-00-00-44100	Investment Earnings	25	-	-		-
204-00-00-45350	P.O.S.T. Reimbursements.	(11,028)	(28,000)	(28,000)		(28,000)
204-00-00-49960	Operating Transfers	(20,000)	(7,000)	(7,000)		(7,000)
	<b>P. O. S. T.</b>	<b>(31,003)</b>	<b>(35,000)</b>	<b>(35,000)</b>	<b>-</b>	<b>(35,000)</b>
205-00-00-44100	Investment Earnings	(176)	-	-		-
205-00-00-44500	Sale of Timber	(303,990)	-	(338,000)		(338,000)
205-00-00-44600	Sale Of Carbon Credits	(45,858)	(6,900)	(5,000)		(5,000)
205-00-00-45450	Other State Grants	37,808	-	-		-
205-00-00-49810	Donations	-	(500)	(500)		(500)
205-00-00-49900	Other Revenue	(59,488)	-	(10,000)		(10,000)
205-00-00-49960	Operating Transfers	-	(150,000)	(45,000)		(45,000)
	<b>Forest Management</b>	<b>(371,704)</b>	<b>(157,400)</b>	<b>(398,500)</b>	<b>-</b>	<b>(398,500)</b>
207-00-00-44100	Investment Earnings	(632)	-	-		-
207-00-00-45710	St Hwy Users Tax Sec 2106	(67,290)	(73,808)	(85,903)		(85,903)
207-00-00-45715	St Hwy Users Tax Sec 2107.5	(4,000)	(4,000)	(4,000)		(4,000)
207-00-00-45720	St Hwy Users Tax Section 2105	(91,515)	(104,061)	(117,097)		(117,097)
207-00-00-45730	St Hwy Users Tax Sec 2107	(123,836)	(132,425)	(153,123)		(153,123)
207-00-00-45745	St Hwy Users Tax Sec 2103	(119,844)	(159,699)	(155,830)		(155,830)
207-00-00-45747	SB1 / Prop 1B Bond Funds	(333,008)	-	-		-
207-00-00-45780	Safe Routes to School	(45,924)	-	-		-
207-00-00-45782	Annie and Mary Trail Revenue	-	-	-		-
207-00-00-49800	Reimbursement Revenue	(4,833)	(18,000)	-		-
207-00-00-49801	Bike Share Program	(17,971)	-	-		-
207-00-00-49900	Other Revenue	(27,786)	(19,786)	-		-
207-00-00-49960	Operating Transfers	(1,403,299)	(844,590)	(1,035,000)		(1,035,000)
	<b>State Gas Tax Fund 2107</b>	<b>(2,239,938)</b>	<b>(1,356,369)</b>	<b>(1,550,953)</b>	<b>-</b>	<b>(1,550,953)</b>
208-00-00-45700	SB1 / Prop 1B Bond Funds	-	(353,329)	(392,775)		(392,775)
	<b>SB-1</b>	<b>-</b>	<b>(353,329)</b>	<b>(392,775)</b>	<b>-</b>	<b>(392,775)</b>
209-00-00-43100	Vehicle Fines Non-Parking	(39,189)	(80,000)	(40,000)		(40,000)
209-00-00-44100	Investment Earnings	3	-	-		-
209-00-00-49960	Operating Transfers	(252,381)	(190,000)	(283,000)		(283,000)
	<b>Traffic Safety</b>	<b>(291,567)</b>	<b>(270,000)</b>	<b>(323,000)</b>	<b>-</b>	<b>(323,000)</b>

**2022/23 Proposed Revenue Budget**

General Ledger Line	Description	2020/2021 Actuals	2021/2022 Budget	2022/2023 Department Requested	City Manager Adjustments	2022/2023 Proposed Total
210-00-00-44100	Investment Earnings	-	-	-		-
210-00-00-45750	STIP Funds	-	-	(500,000)		(500,000)
210-00-00-45752	HSIP Funds	-	(206,000)	(492,029)		(492,029)
210-00-00-45753	LSRP Funds	(10,164)	(27,000)	(13,000)		(13,000)
210-00-00-45782	CalTrans BTA Grant	-	(67,000)	(250,000)		(250,000)
210-00-00-49800	Reimbursement Revenue	-	-	-		-
210-00-00-49801	Bike Share Program	-	-	(3,000)		(3,000)
210-00-00-49900	Other Revenue	-	-	(37,200)		(37,200)
210-00-00-49960	Operating Transfers	-	172,000	-		-
	<b>STIP Project</b>	<b>(10,164)</b>	<b>(128,000)</b>	<b>(1,295,229)</b>	<b>-</b>	<b>(1,295,229)</b>
211-00-00-44100	Investment Earnings	452	-	-		-
211-00-00-45211	2017 EPA Brownfields Grant	(83,946)	(49,385)	(27,970)		(27,970)
211-00-00-45212	17-CDBG-12017	(1,670,226)	(2,500,000)	(2,687,752)		(2,687,752)
211-00-00-45213	Coastal Commission LCP-18-01	(26,775)	(36,000)	-		-
211-00-00-45214	20-CDBG-CV1-00012-MIST	(26,141)	(54,698)	-		-
211-00-00-45215	20-CDBG-CV1-00089-AHP-BOYD	-	(65,757)	-		-
211-00-00-45216	20-CDBG-CV2-3-00213 AHP	-	(289,351)	(375,000)		(375,000)
211-00-00-45217	20-CDBG-CV2-3-Outdoor Events	-	(60,731)	(43,000)		(43,000)
211-00-00-49960	Operating Transfers	-	2,338,400	2,387,752		2,387,752
	<b>HCD Block Grant</b>	<b>(1,806,636)</b>	<b>(717,523)</b>	<b>(745,970)</b>	<b>-</b>	<b>(745,970)</b>
212-00-00-44100	Investment Earnings	(4)	-	-		-
212-00-00-44280	Industrial Park Rental	(255,561)	(245,000)	(245,000)		(245,000)
212-00-00-49960	Operating Transfers	-	-	-		-
	<b>Industrial Park</b>	<b>(255,566)</b>	<b>(245,000)</b>	<b>(245,000)</b>	<b>-</b>	<b>(245,000)</b>
213-00-00-45001	SB2 19-PGP-13272	(34,739)	(150,000)	(19,000)	19,000	-
213-00-00-45002	SALC 3019-905	-	(230,000)	(100,000)	(19,000)	(119,000)
213-00-00-45003	HEAP	(400,000)	-	-		-
213-00-00-45004	20-LEAP-15634	-	(65,000)	(22,423)		(22,423)
213-00-00-49960	Operating Transfers	-	10,000	-		-
	<b>Community Dev Grants</b>	<b>(434,739)</b>	<b>(435,000)</b>	<b>(141,423)</b>	<b>-</b>	<b>(141,423)</b>
214-00-00-41800	Recreation Fee for New Constr.	(85,930)	(50,000)	(30,000)		(30,000)
214-00-00-44100	Investment Earnings	(19)	-	-		-
214-00-00-49960	Operating Transfers	25,000	20,000	20,000		20,000
	<b>Residential Construction Tax</b>	<b>(60,949)</b>	<b>(30,000)</b>	<b>(10,000)</b>	<b>-</b>	<b>(10,000)</b>
215-00-00-41900	Parkland In Lieu Fees	(25,328)	(10,000)	(10,000)		(10,000)
215-00-00-44100	Investment Earnings	(60)	-	-		-
215-00-00-49960	Operating Transfers	20,000	20,000	20,000		20,000
	<b>Parkland in lieu</b>	<b>(5,388)</b>	<b>10,000</b>	<b>10,000</b>	<b>-</b>	<b>10,000</b>
216-00-00-41910	Parking In Lieu Fees	-	(15,000)	-		-
216-00-00-44100	Investment Earnings	(64)	-	-		-
	<b>Parking in lieu</b>	<b>(64)</b>	<b>(15,000)</b>	<b>-</b>	<b>-</b>	<b>-</b>
218-00-00-41300	Sales Tax	(111,086)	(100,000)	(110,000)		(110,000)
218-00-00-44100	Investment Earnings	(46)	-	-		-
218-00-00-49960	Operating Transfers	90,000	100,000	110,000		110,000
	<b>Public Safety Tax</b>	<b>(21,132)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
219-00-00-44100	Investment Earnings	(250)	-	-		-
219-00-00-45740	Roads & Streets TEA	(238,658)	(115,000)	(120,000)		(120,000)
219-00-00-45741	CRRSAA	-	(87,269)	-		-
219-00-00-49960	Operating Transfers	110,000	-	-		-
	<b>TEA RSTA</b>	<b>(128,908)</b>	<b>(202,269)</b>	<b>(120,000)</b>	<b>-</b>	<b>(120,000)</b>
220-00-00-44100	Investment Earnings	(85)	-	-		-
220-00-00-45910	FEMA/OES Reimbursement	(117,750)	(281,500)	(531,500)		(531,500)
220-00-00-45911	FEMA/OES Advance	(281,500)	-	-		-
220-00-00-49960	Operating Transfers	58,224	281,500	531,500		531,500
	<b>FEMA/OES</b>	<b>(341,111)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**2022/23 Proposed Revenue Budget**

<b>General Ledger Line</b>	<b>Description</b>	<b>2020/2021 Actuals</b>	<b>2021/2022 Budget</b>	<b>2022/2023 Department Requested</b>	<b>City Manager Adjustments</b>	<b>2022/2023 Proposed Total</b>
221-00-00-44100	Investment Earnings	16	-	-		-
221-00-00-45310	SLESF Cops Grant Funding	(155,222)	(100,000)	(100,000)		(100,000)
221-00-00-49960	Operating Transfers	155,000	100,000	360,000		360,000
	<b>SLESF</b>	<b>(206)</b>	<b>-</b>	<b>260,000</b>	<b>-</b>	<b>260,000</b>
224-00-00-44100	Investment Earnings	-	-	-		-
224-00-00-45001	ARPA Funds	-	(516,524)	(2,625,576)		(2,625,576)
	<b>ARPA</b>	<b>-</b>	<b>(516,524)</b>	<b>(2,625,576)</b>	<b>-</b>	<b>(2,625,576)</b>
231-00-00-45001	19-IIG-14663	-	(2,328,200)	(2,992,780)		(2,992,780)
	<b>IIG</b>	<b>-</b>	<b>(2,328,200)</b>	<b>(2,992,780)</b>	<b>-</b>	<b>(2,992,780)</b>
232-00-00-45001	YHA MOU Reimbursements	(6,500)	(2,080,000)	(770,000)		(770,000)
	<b>YHA MOU</b>	<b>(6,500)</b>	<b>(2,080,000)</b>	<b>(770,000)</b>	<b>-</b>	<b>(770,000)</b>
233-00-00-45001	19-AHSC-12771	-	(934,175)	(934,175)		(934,175)
	<b>AHSC</b>	<b>-</b>	<b>(934,175)</b>	<b>(934,175)</b>	<b>-</b>	<b>(934,175)</b>
234-00-00-44100	Investment Earnings	-	-	-		-
234-00-00-45251	16-HOME-11386	(107,517)	-	-		-
234-00-00-45252	19-HOME-14962	-	(27,000)	(105,000)		(105,000)
	<b>HOME Grants</b>	<b>(107,517)</b>	<b>(27,000)</b>	<b>(105,000)</b>	<b>-</b>	<b>(105,000)</b>
244-00-00-44100	Investment Earnings	(63,475)	(70,000)	-		-
244-00-00-44200	Principle Collections	(11,573)	(12,000)	(12,000)		(12,000)
244-00-00-49820	Land Sales	-	-	-		-
244-00-00-49900	Other Revenue	(22,430)	(10,000)	(15,000)		(15,000)
	<b>Housing Improvement Projects</b>	<b>(97,479)</b>	<b>(92,000)</b>	<b>(27,000)</b>	<b>-</b>	<b>(27,000)</b>
245-00-00-44100	Investment Earnings	4,647	(20,000)	-		-
245-00-00-44200	Principal Collections	(23,441)	(60,000)	(20,000)		(20,000)
245-00-00-44210	Rental & Leases	(50,143)	(25,000)	(25,000)		(25,000)
	<b>Public Improvement Projects</b>	<b>(68,937)</b>	<b>(105,000)</b>	<b>(45,000)</b>	<b>-</b>	<b>(45,000)</b>
250-00-00-44100	Investment Earnings	(2,411)	(5,000)	-		-
250-00-00-44200	Principal Collections	(12,974)	(20,000)	(25,000)		(25,000)
250-00-00-44210	Rents & Leases - Buildings	-	-	-		-
	<b>Basic RLF</b>	<b>(15,384)</b>	<b>(25,000)</b>	<b>(25,000)</b>	<b>-</b>	<b>(25,000)</b>
255-00-00-44100	Investment Earnings	(145,783)	(122,000)	-		-
255-00-00-44200	Principal Collections	(304,886)	(300,000)	(300,000)		(300,000)
	<b>CDBG Program Income RLF</b>	<b>(450,669)</b>	<b>(422,000)</b>	<b>(300,000)</b>	<b>-</b>	<b>(300,000)</b>
259-00-00-44100	Investment Earnings	(20,696)	(30,000)	-		-
259-00-00-44200	Principal Collections	(251,631)	(366,000)	(115,000)		(115,000)
259-00-00-49900	Other Revenue	-	-	-		-
	<b>HOME Program Income RLF</b>	<b>(272,327)</b>	<b>(396,000)</b>	<b>(115,000)</b>	<b>-</b>	<b>(115,000)</b>
296-00-00-44100	Investment Earnings	(32)	-	-		-
296-00-00-49960	Operating Transfers	-	140,000	-		-
	<b>Utility Users Tax</b>	<b>(32)</b>	<b>140,000</b>	<b>-</b>	<b>-</b>	<b>-</b>
297-00-00-44100	Investment Earnings	(64)	-	-		-
297-00-00-49960	Operating Transfers	-	141,000	-		-
	<b>PERS Phase-in</b>	<b>(64)</b>	<b>141,000</b>	<b>-</b>	<b>-</b>	<b>-</b>
298-00-00-44100	Investment Earnings	(10)	-	-		-
298-00-00-49960	Operating Transfers	-	20,000	-		-
	<b>HealthSport Note</b>	<b>(10)</b>	<b>20,000</b>	<b>-</b>	<b>-</b>	<b>-</b>
350-00-00-44100	Investment Earnings	(27)	-	-		-
350-00-00-44210	Rents & Leases	(9,500)	(7,200)	(6,000)		(6,000)
	<b>Capital Improvements</b>	<b>(9,527)</b>	<b>(7,200)</b>	<b>(6,000)</b>	<b>-</b>	<b>(6,000)</b>

**2022/23 Proposed Revenue Budget**

<b>General Ledger Line</b>	<b>Description</b>	<b>2020/2021 Actuals</b>	<b>2021/2022 Budget</b>	<b>2022/2023 Department Requested</b>	<b>City Manager Adjustments</b>	<b>2022/2023 Proposed Total</b>
442-00-00-41190	Special Assessment Revenue	(5,404)	(5,000)	(6,522)		(6,522)
442-00-00-44100	Investment Earnings	(2)	-	-		-
442-00-00-49960	Operating Transfers	6,000	5,000	5,000		5,000
	<b>Mad River Parkway Assess Dist</b>	<b>594</b>	<b>-</b>	<b>(1,522)</b>	<b>-</b>	<b>(1,522)</b>
445-00-00-44100	Investment Earnings	(0)	-	-		-
	<b>Curtis Heights Special Assess</b>	<b>(0)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
447-00-00-41190	Special Assessment Revenue	(15,800)	(16,000)	(16,080)		(16,080)
447-00-00-44100	Investment Earnings	(13)	-	-		-
447-00-00-49960	Operating Transfers	16,000	16,000	16,000		16,000
	<b>Janes Creek Special Assess</b>	<b>187</b>	<b>-</b>	<b>(80)</b>	<b>-</b>	<b>(80)</b>
490-00-00-41190	Special Assessment Revenue	(14,768)	(14,850)	(14,850)		(14,850)
490-00-00-44100	Investment Earnings	(11)	-	-		-
490-00-00-49960	Operating Transfers	14,850	14,850	14,850		14,850
	<b>Windsong Special Assess</b>	<b>71</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
661-00-00-44100	Investment Earnings	(1,798)	(50,000)	-		-
661-00-00-45450	Other State Grants	-	-	(2,500,000)		(2,500,000)
661-00-00-46710	Water Service Charges	(5,310,539)	(5,400,000)	(5,200,000)		(5,200,000)
661-00-00-46711	Water Service - Jacoby Creek	329	(3,700)	(7,000)		(7,000)
661-00-00-46715	Non Payment Penalty	24	-	(21,000)		(21,000)
661-00-00-46720	Change of Service Charges	(68,290)	(70,000)	(65,000)		(65,000)
661-00-00-46730	Connection Fees	(274,262)	(230,000)	(120,000)		(120,000)
661-00-00-46740	Double-check Valve	(30,289)	(28,000)	(30,000)		(30,000)
661-00-00-46750	Private Fire Protection	(30,061)	(30,100)	(30,000)		(30,000)
661-00-00-49800	Reimbursement Revenue	(172)	(1,000)	-		-
661-00-00-49960	Operating Transfers	39,276	87,000	(160,000)		(160,000)
	<b>Water</b>	<b>(5,675,781)</b>	<b>(5,725,800)</b>	<b>(8,133,000)</b>	<b>-</b>	<b>(8,133,000)</b>
662-00-00-44100	Investment Earnings	(121)	(50,000)	-		-
662-00-00-45450	Other State Grants	(54,176)	(483,391)	(487,400)		(487,400)
662-00-00-45460	SRF Grant (SWRCB)-8127	(1,554,903)	-	-		-
662-00-00-45461	SRF Grant (SWRCB)-8272	896,671	-	(11,545,000)		(11,545,000)
662-00-00-46810	Wastewater Service Charge	(6,108,465)	(6,700,000)	(6,200,000)		(6,200,000)
662-00-00-46815	Non Payment Penalty	71	-	(28,000)		(28,000)
662-00-00-46820	Sewer Repair Fee	(335,417)	(339,000)	(140,000)		(140,000)
662-00-00-46830	Connection Fees	(308,915)	(280,000)	(120,000)		(120,000)
662-00-00-46840	FOG Pollution Prevention	(7,538)	-	(8,000)		(8,000)
662-00-00-46860	Pretreatment Permit Fee	(2,351)	(2,200)	(2,000)		(2,000)
662-00-00-46870	Other Sewer Revenue	(169)	(500)	-		-
662-00-00-49800	Reimbursement Revenue	(12,025)	(6,750)	(4,000)		(4,000)
662-00-00-49810	Donations	(1,955)	(8,500)	(10,000)		(10,000)
662-00-00-49830	Interpretive Center Sales	(839)	(12,500)	(12,500)		(12,500)
662-00-00-49960	Operating Transfers	90,000	(2,258,990)	(2,164,405)		(2,164,405)
	<b>Wastewater</b>	<b>(7,400,132)</b>	<b>(10,141,831)</b>	<b>(20,721,305)</b>	<b>-</b>	<b>(20,721,305)</b>

**2022/23 Proposed Revenue Budget**

General Ledger Line	Description	2020/2021 Actuals	2021/2022 Budget	2022/2023 Department Requested	City Manager Adjustments	2022/2023 Proposed Total
663-00-00-44100	Investment Earnings	(136)	-	-		-
663-00-00-45450	Other State Grants	-	(160,677)	(162,741)		(162,741)
663-00-00-45451	CARES Act Revenues	(165,849)	(265,849)	(100,000)		(100,000)
663-00-00-45747	SGR	(65,464)	(19,245)	(32,263)		(32,263)
663-00-00-45760	LTF	(294,911)	(1,205,852)	(1,250,655)		(1,250,655)
663-00-00-45768	Dept Of Trans 5311 Fund	-	-	-		-
663-00-00-45770	S.T.A.F.	(327,423)	(168,257)	(355,997)		(355,997)
663-00-00-46560	Passenger Fares	(7,214)	(4,000)	(20,000)		(20,000)
663-00-00-46561	Special Transit Fare HSU	(139,664)	(140,000)	(164,035)		(164,035)
663-00-00-46565	Bus Tickets	(7,851)	-	-		-
663-00-00-46566	D.A.R.-Ticket Sales	(2,176)	(50)	(500)		(500)
663-00-00-46575	Charter Service Revenues	-	(500)	(2,500)		(2,500)
663-00-00-46579	Vending Machine Revenue	-	(150)	-		-
663-00-00-49598	Greyhound Ticket Sales	319	(2,000)	(500)		(500)
663-00-00-49599	Greyhound Commission	(8,740)	(7,000)	(7,500)		(7,500)
663-00-00-49900	Other Revenue	(1,411)	(150,000)	(152,500)		(152,500)
663-00-00-49960	Operating Transfers	-	10,000	-		-
	<b>Transit</b>	<b>(1,020,520)</b>	<b>(2,113,580)</b>	<b>(2,249,191)</b>	<b>-</b>	<b>(2,249,191)</b>
664-00-00-41500	Franchise Fee Revenue	(415,414)	(410,000)	(410,000)		(410,000)
664-00-00-44100	Investment Earnings	(241)	-	-		-
664-00-00-45454	State Recycling Grant Beverage	-	(10,000)	(5,000)		(5,000)
664-00-00-45455	Calrecycle Food Waste Grant	(87,781)	(61,551)	(41,804)		(41,804)
664-00-00-45915	Integrated Waste Mgmt Grant	(16,485)	(8,300)	(8,000)		(8,000)
664-00-00-46450	Solid Waste Service Charges	(6,108)	(8,000)	(6,000)		(6,000)
664-00-00-46455	Recyclable Revenue	-	-	-		-
664-00-00-46459	Other Revenue	(27,967)	(20,000)	(10,000)		(10,000)
664-00-00-49960	Operating Transfers	25,000	-	-		-
	<b>Solid Waste</b>	<b>(528,997)</b>	<b>(517,851)</b>	<b>(480,804)</b>	<b>-</b>	<b>(480,804)</b>
666-00-00-42800	Drainage Fees - Building	(21,689)	(11,000)	(5,000)		(5,000)
666-00-00-44100	Investment Earnings	(88)	-	-		-
666-00-00-44210	Rents & Leases - Buildings	(86,710)	(82,800)	(84,339)		(84,339)
666-00-00-45609	USFWS Grants	(98,658)	(67,799)	(40,360)		(40,360)
666-00-00-45614	State Coastal Conservancy	(150,169)	-	-		-
666-00-00-45683	NOAA Grant	-	-	-		-
666-00-00-46650	Stormwater Fees	(232,083)	(230,000)	(235,000)		(235,000)
666-00-00-49900	Other Revenue	(4,348)	(2,000)	(2,000)		(2,000)
666-00-00-49960	Operating Transfers	(155,000)	(155,000)	(75,000)		(75,000)
	<b>Stormwater</b>	<b>(748,744)</b>	<b>(548,599)</b>	<b>(441,699)</b>	<b>-</b>	<b>(441,699)</b>
771-00-00-44100	Investment Earnings	(141)	-	-		-
771-00-00-46950	Central Garage Charges	(925,671)	(1,107,647)	(1,133,576)		(1,133,576)
771-00-00-49821	Sale Of Used Vehicles/Equipmnt	(4,500)	(100,000)	(10,000)		(10,000)
771-00-00-49960	Operating Transfers	-	-	(193,347)		(193,347)
	<b>Central Garage</b>	<b>(930,312)</b>	<b>(1,207,647)</b>	<b>(1,336,923)</b>	<b>-</b>	<b>(1,336,923)</b>
775-00-00-44100	Investment Earnings	7	-	-		-
775-00-00-46960	IT Service Charges	(374,025)	(404,453)	(579,716)		(579,716)
775-00-00-49960	Operating Transfers	-	(1,180)	-		-
	<b>IT Services</b>	<b>(374,018)</b>	<b>(405,633)</b>	<b>(579,716)</b>	<b>-</b>	<b>(579,716)</b>
880-00-00-44100	Investment Earnings	6	-	-		-
880-00-00-49960	Operating Transfers	-	-	-		-
	<b>Successor Agency Admin</b>	<b>6</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
881-00-00-41110	Tax Increment Funds	(305,187)	(304,031)	(306,900)		(306,900)
881-00-00-44100	Investment Earnings	(23)	(60)	-		-
881-00-00-49960	Operating Transfers	-	-	-		-
	<b>Successor Agency Debt Service</b>	<b>(305,210)</b>	<b>(304,091)</b>	<b>(306,900)</b>	<b>-</b>	<b>(306,900)</b>
	<b>Grand Total</b>	<b>(39,395,596)</b>	<b>(47,211,367)</b>	<b>(61,999,617)</b>	<b>(1,649,157)</b>	<b>(63,648,774)</b>



# WORKPLANS & ACTIVITY BUDGETS

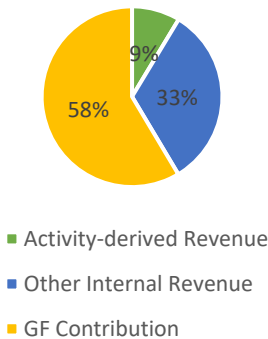




# Administrative & Financial Operations

*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>
<b>FY 22/23</b>	278,500	1,057,711	1,887,813	<b>\$3,224,525</b>

APPROPRIATIONS

	Personnel	Materials & Services	Capital Projects	Debt Services	Interfund/Intergovt Payments	TOTALS:
<b>FY 20/21</b>	1,494,118	724,447	11,850	864	56,984	<b>\$2,288,263</b>
<b>FY 21/22</b>	1,669,227	893,893	7,500	1,200	58,124	<b>\$2,629,944</b>
<b>FY 22/23</b>	1,945,171	1,179,587	5,000	1,200	93,066	<b>\$3,224,024</b>

## Budgeted Projects and Programs FY 22/23:

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

- Oversee the overall implementation of the City Council Goals and Priority Projects identified for the current Fiscal Year.
- Identify an ongoing funding stream (i.e. sales tax, parcel tax, TOT), and prepare a ballot initiative aimed at Homelessness Reduction Strategies for voters to consider in 2024. (*Council Priority Project 1.a*)
- Continue to support and expand the Mobile Intervention Services Team (MIST), including seek long-term funding strategies and 24-hour emergency crisis response team for adults and youth. (*Council Priority Project 3.a*)
- Look for opportunities to collaborate with County of Humboldt and local jurisdictions/non-profits to increase mental health and social services. (*Council Priority Project 3.b*)
- Support the annual projects of the City's Capital Improvement Program. (*Council Priority Project 4.b.*)
- Support the Community Ambassador Program, starting with a pilot program on the Plaza and downtown areas. (*Council Priority Project 4.d.*)
- Support the City's contract with Arcata House Partnership for implementing the Safe Parking Pilot Program, including maintaining the City's lease agreement for utilizing the Samoa Blvd. location.
- Maintain the Economic Recovery Collaborative with Main Street, Arcata Chamber of Commerce and Cal Poly Humboldt, expanding discussions to efforts city-wide. (*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*)

- Finalize and monitor American Rescue Plan Act (ARPA) funds set aside for Climate Change and local Emission Reduction measures. (*Council Priority Project 8.d.*)
- Maintain strong partnerships with Cal Poly Humboldt, including providing continued support for equity arcata, and working collaboratively through quarterly liaison meetings to better understand the needs of the student population, particularly in regards to housing and transportation (*Council Priority Project 11*)
- Expand office and meeting space for City Council members. (*Council Priority Project 12*)
- Develop a policy on public meeting recording retention. (*Council Priority Project 13*).
- 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.
- Coordinate risk management activities, including:
  - 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.
- Administer Recruitments/Appointments/Resignations for City Commissions and Committees
- Perform required tasks for the General Municipal Election 2022.

#### 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

#### 09 – City Attorney

The City Attorney provides legal advice and training on a broad range of public agency topics. In addition to standard legal review and defense the City Attorney drafts and reviews numerous documents including contracts, leases, easements, deeds, right of entry agreements, hold harmless agreements and releases. The City Attorney often reviews Public Records Act requests, subpoenas and claims for review and/or response.

The City Attorney drafts resolutions, ordinances and associated staff reports as requested by Department Directors, the City Manager and/or the City Council. Periodic reviews of City policies and ordinances are conducted to determine if amendments are needed to comply with current law. Reports (written and/or verbal) are provided to staff and the City Council on a regular basis to report on recent developments in statutory or case law so that the City will proactively address new issues and legal requirements.

#### 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.
- Manage City Employment Recruitment, Volunteer, and Student Internship programs.
- Streamline hiring and onboarding of staff utilizing new digital hiring platform; and streamline volunteer and hourly staffing processes.
- Engage available resources and hiring branding to increase applicant pools for all City positions, including implementation of a "New Hire Buddy Program" to increase employee retention.
- Implement staff hiring training to include, application screening, reference checking, probationary evaluations, and the value of diversity questions during the interview process.
- Continue work with National League of Cities (NLC), Racial Equity and Leadership (REAL) program to help design, coordinate and organize an internal City racial equity plan 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

#### 17 – General Insurance

- The City participates in an intergovernmental arrangement (CIRA-JPA) through which a group of cities and towns comprising its members contribute to a shared fund that pays for liability and workers' compensation claims and provides risk management services. This activity supports the member contributions (i.e. premium costs) for the various types of insurance liability coverages, including: General, Property (including Automobiles), Boiler/Machinery, Flood, Pollution/Environmental, Cyber, Earthquake (DIC), Employer Practices, and Workers Compensation. It does not include employee health coverages. Coverages, for Medical, Dental, Vision, Employee Assistance Program (EAP), and Life Insurance are included in the Employee Benefit line items for the respective Activities.

**2022/23 Proposed Expenditures Budget**

General Ledger Line	Activity	Account	Description	2020/2021 Actuals	2021/2022 Budget	2022/2023 Department Requested	City Manager Adjustments	2022/2023 Proposed Total
101-10-01-50100	01	50100	Regular Salaries	54,511	44,130	46,335		46,335
101-10-01-50200	01	50200	Overtime Wages	-	-	-		-
101-10-01-50300	01	50300	Part-time & Temporary Salaries	-	-	-		-
101-10-01-50990	01	50990	Other Employee Benefits	31,304	30,558	65,493		65,493
101-10-01-51200	01	51200	Communications	-	-	-		-
101-10-01-51300	01	51300	Advertising	-	-	-		-
101-10-01-51400	01	51400	Training, Conf, & Special Proj	589	8,680	10,130		10,130
101-10-01-51600	01	51600	Memberships & Dues	7,105	7,393	7,541		7,541
101-10-01-51770	01	51770	Other Professional Services	-	-	-		-
101-10-01-51775	01	51775	Audit Services	12,835	36,750	36,750	250	37,000
101-10-01-52101	01	52101	Chamber Of Commerce	5,000	8,470	28,470		28,470
101-10-01-52102	01	52102	R.S.V.P.	-	-	-		-
101-10-01-52103	01	52103	Arcata Main Street	2,710	5,882	15,882	(15,882)	-
101-10-01-52104	01	52104	Community Based Budgeting	-	15,000	150,000	(125,000)	25,000
101-10-01-52105	01	52105	Visitors Bureau	-	15,000	-		-
101-10-01-52106	01	52106	Film/Digital Commission	3,000	4,553	4,553		4,553
101-10-01-52108	01	52108	Other Support Payments	-	10,000	-		-
101-10-01-52109	01	52109	City Hall Art Display	-	300	300		300
101-10-01-53100	01	53100	Postage	51	75	75		75
101-10-01-53200	01	53200	Photocopy	3,326	2,700	3,000		3,000
101-10-01-53300	01	53300	Office Supplies	-	-	-		-
101-10-01-54200	01	54200	Other Department Supplies	625	1,250	1,000	(200)	800
101-10-01-55800	01	55800	IT Services & Maintenance	10,353	1,268	2,268		2,268
101-10-01-57800	01	57800	Capital - Furniture & Equipmen	-	4,000	1,500		1,500
224-10-01-52103	01	52103	Arcata Main Street	-	-	200,000		200,000
224-10-01-52106	01	52106	Film/Digital Commission	-	-	4,500		4,500
224-10-01-52108	01	52108	Other Support Payments	-	-	35,000		35,000
<b>01 Total</b>			<b>City Council</b>	<b>131,409</b>	<b>196,009</b>	<b>612,797</b>	<b>(140,832)</b>	<b>471,965</b>
101-10-03-50100	03	50100	Regular Salaries	217,703	226,744	241,330		241,330
101-10-03-50200	03	50200	Overtime Wages	-	-	-		-
101-10-03-50300	03	50300	Part-time & Temporary Salaries	19,133	57,420	66,560		66,560
101-10-03-50990	03	50990	Other Employee Benefits	130,169	182,067	203,803		203,803
101-10-03-51200	03	51200	Communications	-	-	-		-
101-10-03-51300	03	51300	Advertising	-	-	-		-
101-10-03-51400	03	51400	Training & Conferences	355	3,600	4,900		4,900
101-10-03-51600	03	51600	Memberships & Dues	650	1,238	2,493		2,493
101-10-03-51770	03	51770	Other Professional Services	22,660	76,436	18,350	(1,000)	17,350
101-10-03-53100	03	53100	Postage	126	350	350		350
101-10-03-53200	03	53200	Photocopy	158	600	600		600
101-10-03-53300	03	53300	Office Supplies	1,458	1,500	1,750		1,750
101-10-03-54200	03	54200	Other Department Supplies	1,891	2,900	2,900		2,900
101-10-03-55300	03	55300	Equipment Maintenance	-	-	-		-
101-10-03-55500	03	55500	Central Garage Charges	-	-	-		-
101-10-03-55800	03	55800	IT Services & Maintenance	18,694	19,985	28,365		28,365
101-10-03-57800	03	57800	Capital - Furniture & Equipmen	-	-	-		-
<b>03 Total</b>			<b>City Manager</b>	<b>412,996</b>	<b>572,839</b>	<b>571,401</b>	<b>(1,000)</b>	<b>570,401</b>

**2022/23 Proposed Expenditures Budget**

General Ledger Line	Activity	Account	Description	2020/2021 Actuals	2021/2022 Budget	2022/2023 Department Requested	City Manager Adjustments	2022/2023 Proposed Total
101-10-05-50100	05	50100	Regular Salaries	121,430	125,279	134,965		134,965
101-10-05-50200	05	50200	Overtime Wages	-	-	-		-
101-10-05-50300	05	50300	Part-time & Temporary Salaries	-	-	-		-
101-10-05-50990	05	50990	Other Employee Benefits	91,555	114,659	131,464		131,464
101-10-05-51200	05	51200	Communications	-	-	-		-
101-10-05-51300	05	51300	Advertising	1,232	1,675	1,675		1,675
101-10-05-51400	05	51400	Training & Conferences	300	1,164	2,900	(300)	2,600
101-10-05-51600	05	51600	Memberships & Dues	465	690	690		690
101-10-05-51770	05	51770	Other Professional Services	11,966	13,026	13,026		13,026
101-10-05-52501	05	52501	Elections	26,678	66	36,134		36,134
101-10-05-53100	05	53100	Postage	131	150	200		200
101-10-05-53200	05	53200	Photocopy	899	1,200	1,200		1,200
101-10-05-53300	05	53300	Office Supplies	-	-	-		-
101-10-05-54200	05	54200	Other Department Supplies	648	800	1,000		1,000
101-10-05-55500	05	55500	Central Garage Charges	-	-	-		-
101-10-05-55800	05	55800	IT Services & Maintenance	5,827	8,753	15,031		15,031
101-10-05-57800	05	57800	Capital - Furniture & Equipmen	-	-	-		-
<b>05 Total</b>			<b>City Clerk</b>	<b>261,130</b>	<b>267,462</b>	<b>338,284</b>	<b>(300)</b>	<b>337,984</b>
101-20-07-50100	07	50100	Regular Salaries	398,206	420,604	445,191		445,191
101-20-07-50200	07	50200	Overtime Wages	-	1,000	1,000		1,000
101-20-07-50300	07	50300	Part-time & Temporary Salaries	1,186	11,161	57,000		57,000
101-20-07-50990	07	50990	Other Employee Benefits	160,672	173,442	219,689		219,689
101-20-07-51200	07	51200	Communications	-	-	-		-
101-20-07-51300	07	51300	Advertising	-	-	-		-
101-20-07-51400	07	51400	Training & Conferences	864	4,000	5,000		5,000
101-20-07-51600	07	51600	Memberships & Dues	685	945	945		945
101-20-07-51770	07	51770	Other Professional Services	13,571	21,300	43,375		43,375
101-20-07-51778	07	51778	Tax Consulting Services	-	19,600	19,600		19,600
101-20-07-51779	07	51779	SB90 Cost Claims	4,500	5,000	5,000		5,000
101-20-07-52502	07	52502	County Tax Administration	20,972	22,000	22,000		22,000
101-20-07-53110	07	53110	Postage Expense	19,510	16,000	16,000		16,000
101-20-07-53120	07	53120	Postage Maintenance	139	500	500		500
101-20-07-53210	07	53210	Photocopy Maintenance	1,855	3,000	3,000		3,000
101-20-07-53220	07	53220	Photocopy Paper	2,170	3,000	3,000		3,000
101-20-07-53300	07	53300	Office Supplies	6,293	4,000	7,000	(1,500)	5,500
101-20-07-53400	07	53400	Bank Service Charges	3,821	34,100	5,000	(1,000)	4,000
101-20-07-54200	07	54200	Other Department Supplies	3,664	6,000	6,000	(1,000)	5,000
101-20-07-55300	07	55300	Equipment Maintenance	51,460	58,708	70,500		70,500
101-20-07-55710	07	55710	Storage	1,620	1,800	1,800		1,800
101-20-07-55800	07	55800	IT Services & Maintenance	16,198	19,301	32,031		32,031
101-20-07-56505	07	56505	Lease Payments - Postage	864	1,200	1,200		1,200
101-20-07-57800	07	57800	Capital - Furniture & Equipmen	-	4,339	3,500		3,500
101-20-07-57816	07	57816	Financial System Upgrade	8,350	12,000	-		-
<b>07 Total</b>			<b>Finance</b>	<b>716,600</b>	<b>843,000</b>	<b>968,331</b>	<b>(3,500)</b>	<b>964,831</b>
101-10-09-51771	09	51771	Legal Consultations	198,152	211,200	211,200		211,200
101-10-09-51772	09	51772	Litigation	1,436	5,000	5,000		5,000
101-10-09-51773	09	51773	Other Legal Services	6,964	46,914	20,000		20,000
101-10-09-54200	09	54200	Other Department Supplies	681	850	600		600
<b>09 Total</b>			<b>City Attorney</b>	<b>207,233</b>	<b>263,964</b>	<b>236,800</b>	<b>-</b>	<b>236,800</b>

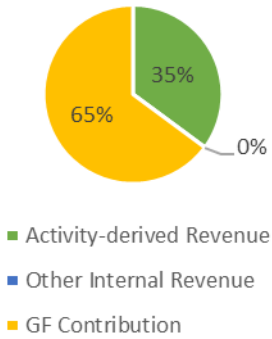
**2022/23 Proposed Expenditures Budget**

General Ledger Line	Activity	Account	Description	2020/2021 Actuals	2021/2022 Budget	2022/2023 Department Requested	City Manager Adjustments	2022/2023 Proposed Total
101-10-15-50100	15	50100	Regular Salaries	144,094	150,637	160,589		160,589
101-10-15-50200	15	50200	Overtime Wages	-	-	-		-
101-10-15-50300	15	50300	Part-time & Temporary Salaries	-	-	7,285		7,285
101-10-15-50990	15	50990	Other Employee Benefits	119,446	152,394	164,468		164,468
101-10-15-51200	15	51200	Communications	-	-	-		-
101-10-15-51300	15	51300	Advertising	12,810	15,000	15,000		15,000
101-10-15-51400	15	51400	Training & Conferences	-	1,750	6,000		6,000
101-10-15-51430	15	51430	Training - Employee Groups	1,064	31,595	58,500	(5,000)	53,500
101-10-15-51600	15	51600	Memberships & Dues	1,157	1,587	2,017		2,017
101-10-15-51702	15	51702	Medical Examinations	13,683	15,000	13,000		13,000
101-10-15-51703	15	51703	Psychology Examinations	1,574	5,150	3,875		3,875
101-10-15-51704	15	51704	Background Check	-	-	-		-
101-10-15-51705	15	51705	Other Examinations	1,600	2,000	2,000		2,000
101-10-15-51770	15	51770	Other Professional Services	444	15,317	11,354	(3,100)	8,254
101-10-15-52524	15	52524	Fingerprinting Services	1,470	2,000	2,000		2,000
101-10-15-53100	15	53100	Postage	789	600	600		600
101-10-15-53200	15	53200	Photocopy	369	700	700		700
101-10-15-53300	15	53300	Office Supplies	-	-	-		-
101-10-15-54200	15	54200	Other Department Supplies	728	1,250	1,900	(500)	1,400
101-10-15-55300	15	55300	Equipment Maintenance	2,358	-	-		-
101-10-15-55800	15	55800	IT Services & Maintenance	5,912	8,817	15,371		15,371
101-10-15-57800	15	57800	Capital - Furniture & Equipmen	3,500	-	-		-
<b>15 Total</b>			<b>Personnel</b>	<b>310,997</b>	<b>403,797</b>	<b>464,659</b>	<b>(8,600)</b>	<b>456,059</b>
101-10-17-52010	17	52010	General Liab. & Prop Dam	140,356	242,000	1,149,274	(975,790)	173,484
101-10-17-52011	17	52011	Deductibles	36,799	17,000	12,500		12,500
101-10-17-52040	17	52040	Workers Comp Premiums	-	1,407	573,762	(573,762)	-
101-10-17-52041	17	52041	Workers Comp Deductibles	-	-	33,590	(33,590)	-
101-10-17-52050	17	52050	Supp Disability Uninsured	-	-	-		-
101-10-17-52060	17	52060	Unemployment Insurance	-	-	-		-
<b>17 Total</b>			<b>Insurance</b>	<b>177,156</b>	<b>260,407</b>	<b>1,769,126</b>	<b>(1,583,142)</b>	<b>185,984</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>
<b>FY 22/23</b>	250,245	-	462,216	<b>\$712,461</b>

APPROPRIATIONS						
	Personnel	Materials & Services	Capital Projects	Debt Services	Interfund/Intergovt Payments	TOTALS:
<b>FY 20/21</b>	251,037	18,770	1,012	-	22,426	<b>\$293,246</b>
<b>FY 21/22</b>	512,025	67,645	18,212	-	20,480	<b>\$618,362</b>
<b>FY 22/23</b>	593,092	91,059	-	-	28,310	<b>\$712,461</b>

## Budgeted Projects and Programs FY 22/23:

### Planning

- Plan check, planning permits, planning enforcement, and development consultation/coordination (Current Planning)
- Adopt Local Coastal Program update.
- Continue regional planning collaboratives; consider sea level rise/climate adaptation, housing, and economic development as regional planning issues.
- Commercial Cannabis Activity Permits – review and issue new and renewal permits.
- Continue to advise the state Office of Planning and Research Integrated Climate Adaptation and Resiliency Program with appointment to the Technical Advisory Council.
- Develop and adopt zoning ordinances to implement the General Plan 2045 updates.



**2022/23 Proposed Expenditures Budget**

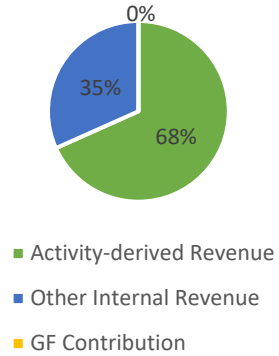
General Ledger Line	Activity	Account	Description	2020/2021 Actuals	2021/2022 Budget	2022/2023 Department Requested	City Manager Adjustments	2022/2023 Proposed Total
101-30-11-50100	11	50100	Regular Salaries	134,283	283,473	312,334		312,334
101-30-11-50200	11	50200	Overtime Wages	-	-	-		-
101-30-11-50300	11	50300	Part time & Temporary Salaries	-	5,500	11,800	(11,800)	-
101-30-11-50990	11	50990	Other Employee Benefits	116,076	236,496	280,758		280,758
101-30-11-51200	11	51200	Communications	-	-	-		-
101-30-11-51300	11	51300	Advertising	847	3,900	4,000		4,000
101-30-11-51400	11	51400	Training & Conferences	-	1,500	4,125		4,125
101-30-11-51600	11	51600	Memberships & Dues	-	-	4,964		4,964
101-30-11-51770	11	51770	Other Professional Services	-	-	-		-
101-30-11-51780	11	51780	Other Planning Services	1,893	2,000	2,000		2,000
101-30-11-51790	11	51790	Geological Peer Review	-	6,000	-		-
101-30-11-51782	11	51782	General Plan / LUC Update	-	43,745	43,745		43,745
101-30-11-51900	11	51900	Taxes & Other Fees	-	-	-		-
101-30-11-52540	11	52540	LAFCO Services	11,827	12,000	14,325		14,325
101-30-11-53100	11	53100	Postage	1,077	2,500	1,000		1,000
101-30-11-53200	11	53200	Photocopy	487	1,000	1,000		1,000
101-30-11-53300	11	53300	Office Supplies	-	-	-		-
101-30-11-53400	11	53400	Bank Service Charges	13,824	13,400	-	13,400	13,400
101-30-11-54200	11	54200	Other Department Supplies	1,099	2,500	2,500		2,500
101-30-11-55300	11	55300	Equipment Maintenance	-	-	-		-
101-30-11-55500	11	55500	Central Garage Charges	-	-	-		-
101-30-11-55800	11	55800	IT Services & Maintenance	22,426	20,480	28,310		28,310
101-30-11-57800	11	57800	Capital - Furniture & Equipmen	1,012	18,212	18,212	(18,212)	-
<b>11 Total</b>			<b>Planning</b>	<b>304,851</b>	<b>652,706</b>	<b>729,073</b>	<b>(16,612)</b>	<b>712,461</b>

# Community Development – Housing, Economic Development & Foodworks

*Successor Agency; Grant Funded Programs;  
Revolving Loan Funds; and Improvement  
Projects Activities: 11; 12; 13; 14; and 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>
<b>FY 22/23</b>	5,149,149	(2,387,752)		<b>\$2,761,397</b>

APPROPRIATIONS							
	Personnel	Materials & Services	Capital Projects	Debt Services	Other Programs	Interfund/ Intergovt Payments	TOTALS:
<b>FY 20/21</b>	319,062	93,807	9,521	155,698	2,114,785	493,221	<b>\$3,186,094</b>
<b>FY 21/22</b>	706,973	147,000	18,000	292,476	1,322,343	492,529	<b>\$2,979,321</b>
<b>FY 22/23</b>	602,848	902,500	18,000	293,332	456,048	682,774	<b>\$2,955,502</b>

## **Budgeted Projects and Programs FY 22/23:**

### **Economic Development**

- Complete the Strategic Infill Redevelopment Program planning adopting the Gateway Area Plan and General Plan updates.
- Expand and enhance the Business Loan Programs: Business Assistance; Microenterprise; Job Retention.
- Seek funding for and update the City's Economic Development Strategic Plan.
- Work with Environmental Services to continue the planning for a Valley West community center.
- Continue Foodworks Culinary Center Management and seek funding for an expansion project.
- Happy Valley and Little Lake - gaining clearance for development.
- Implement the EPA Clean-up Grant for Little Lakes site and being redevelopment.
- Continue the Targeted Brownfield Assessment Program with private landowners.

### **Housing**

- Complete the Strategic Infill Redevelopment Program planning adopting the Gateway Area Plan and General Plan updates.
- 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.
- Continue support of Arcata House Partnership and regional partners
- Tenant Based Rental Assistance Program – Rent Subsidies for Lower-income households (HOME)
- Homebuyers' Assistance - Continue to operate program as needed and as funded.

### **Grants Programs**

- Close out SB2, LEAP, and SALC Grants for Strategic Infill Redevelopment Program;
- Finalize Infill Infrastructure and Affordable Housing Sustainable Communities Grants – related to Sorrel Place.
- Closeout 2017 and apply for 2022 Community Development Block Grant.
- EPA site assessment grant work coordination and reporting – finalize Little Lake site investigation.
- Home Investment Partnership Program (HOME)
- Continue to manage HOME and CDBG Program Income for maximum community benefit and financial sustainability

**2022/23 Proposed Expenditures Budget**

General Ledger Line	Activity	Account	Description	2020/2021 Actuals	2021/2022 Budget	2022/2023 Department Requested	City Manager Adjustments	2022/2023 Proposed Total
212-30-11-50100	11	50100	Regular Salaries	16,569	62,385	88,045		88,045
212-30-11-50300	11	50300	Part-time & Temporary Salaries	27,821	2,650	-		-
212-30-11-50990	11	50990	Other Employee Benefits	13,299	49,141	53,970		53,970
212-30-11-51100	11	51100	Utilities	12,450	16,000	16,000		16,000
212-30-11-51200	11	51200	Communications	-	-	-		-
212-30-11-51400	11	51400	Training & Conferences	-	1,000	1,000		1,000
212-30-11-51900	11	51900	Taxes & Other Fees	837	-	-		-
212-30-11-54200	11	54200	Other Department Supplies	450	-	500		500
212-30-11-55400	11	55400	Building/Ground Maintenance	68,712	95,000	95,000		95,000
212-30-11-55800	11	55800	IT Services & Maintenance	3,264	2,520	4,681		4,681
212-30-11-57300	11	57300	Capital - Buildings & Structur	8,147	13,000	13,000		13,000
212-30-11-57800	11	57800	Capital - Furniture & Equipmen	1,375	5,000	5,000		5,000
<b>11 Total</b>			<b>Foodworks</b>	<b>152,923</b>	<b>246,695</b>	<b>277,196</b>	<b>-</b>	<b>277,196</b>
880-30-12-50990	12	50990	Other Employee Benefits	-	-	-		-
880-30-12-51775	12	51775	Audit Services	-	-	-		-
880-30-12-53100	12	53100	Postage	7	-	-		-
880-30-12-53200	12	53200	Photocopy	4	-	-		-
881-30-12-56110	12	56110	2015 Bonds - Principal	-	144,103	149,793		149,793
881-30-12-56210	12	56210	2015 Bonds - Interest	154,398	148,373	143,539		143,539
881-30-12-56310	12	56310	2015 Bonds - Fiscal Agent	1,300	-	-		-
<b>12 Total</b>			<b>Redevelopment</b>	<b>155,709</b>	<b>292,476</b>	<b>293,332</b>	<b>-</b>	<b>293,332</b>

**2022/23 Proposed Expenditures Budget**

General Ledger Line	Activity	Account	Description	2020/2021 Actuals	2021/2022 Budget	2022/2023 Department Requested	City Manager Adjustments	2022/2023 Proposed Total
211-30-13-50100	13	50100	Regular Salaries	258	140,850	144,759		144,759
211-30-13-50300	13	50300	Part-time & Temporary Salaries	6,028	28,400	35,400	(11,800)	23,600
211-30-13-50990	13	50990	Other Employee Benefits	18,527	94,983	75,949		75,949
211-30-13-58211	13	58211	2017 EPA Brownfields Grant	67,441	49,385	31,048		31,048
211-30-13-58212	13	58212	17-CDBG-12017	1,537,180	161,600	300,000		300,000
211-30-13-58213	13	58213	Coastal Commission LCP-18-01	19,800	36,000	-		-
211-30-13-58214	13	58214	20-CDBG-CV1-00012-MIST	26,141	54,698	-		-
211-30-13-58215	13	58215	20-CDBG-CV1-00089-AHP-BOYD	-	65,757	-		-
211-30-13-58216	13	58216	20-CDBG-CV2-3-00213 AHP	-	289,351	375,000		375,000
211-30-13-58217	13	58217	20-CDBG-CV2-3-Outdoor Events	-	60,731	43,000		43,000
213-30-13-50100	13	50100	Regular Salaries	-	28,976	-		-
213-30-13-50990	13	50990	Other Employee Benefits	-	7,964	-		-
213-30-13-58001	13	58001	SB2 19-PGP-13272	34,739	150,000	19,000	(19,000)	-
213-30-13-58002	13	58002	SALC 3019-905	-	230,000	100,000	19,000	119,000
213-30-13-58003	13	58003	HEAP	399,825	-	-		-
213-30-13-58004	13	58004	20-LEAP-15634	-	65,000	22,423		22,423
224-30-13-50100	13	50100	Regular Salaries	-	17,197	53,652		53,652
224-30-13-50990	13	50990	Other Employee Benefits	-	13,843	41,452		41,452
224-30-13-51770	13	51770	Other Professional Services	-	240,000	550,000		550,000
224-30-13-55700	13	55700	Facilities Rental	-	26,000	60,000		60,000
233-30-13-58001	13	58001	19-AHSC-12771	-	59,400	-		-
234-30-13-58251	13	58251	2016-HOME-11386	25,267	-	-		-
234-30-13-58252	13	58252	19-HOME-14962			105,000		105,000
<b>13 Total</b>			<b>CDBG/HOME Grants</b>	<b>2,135,206</b>	<b>1,820,135</b>	<b>1,956,684</b>	<b>(11,800)</b>	<b>1,944,884</b>
250-30-14-51770	14	51770	Other Professional Services	420	-	-		-
250-30-14-58300	14	58300	Programs	(481,654)	100,000	25,000		25,000
255-30-14-50100	14	50100	Regular Salaries	61,793	76,583	77,725		77,725
255-30-14-50200	14	50200	Overtime Wages	43	-	-		-
255-30-14-50300	14	50300	Part-time & Temporary Salaries	6,210	13,200	-		-
255-30-14-50990	14	50990	Other Employee Benefits	50,356	46,577	43,695		43,695
255-30-14-51770	14	51770	Other Professional Services	7,724	30,000	15,000		15,000
255-30-14-55800	14	55800	IT Services & Maintenance	4,590	1,130	1,814		1,814
255-30-14-58300	14	58300	Programs	85,787	450,000	-		-
255-30-14-58500	14	58500	Projects	613,799	(270,257)	-		-
259-30-14-50100	14	50100	Regular Salaries	21,715	10,000	-		-
259-30-14-50990	14	50990	Other Employee Benefits	19,527	4,500	-		-
259-30-14-51770	14	51770	Other Professional Services	4,386	5,000	5,000		5,000
259-30-14-55800	14	55800	IT Services & Maintenance	-	-	-		-
259-30-14-58300	14	58300	Programs	157,592	353,000	100,000		100,000
<b>14 Total</b>			<b>Revolving Loan Funds</b>	<b>552,288</b>	<b>819,734</b>	<b>268,235</b>	<b>-</b>	<b>268,235</b>

**2022/23 Proposed Expenditures Budget**

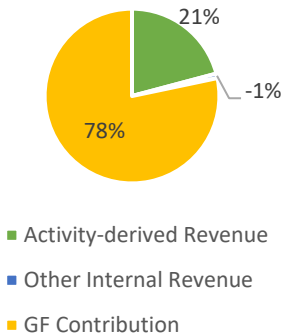
General Ledger Line	Activity	Account	Description	2020/2021 Actuals	2021/2022 Budget	2022/2023 Department Requested	City Manager Adjustments	2022/2023 Proposed Total
244-30-35-50100	35	50100	Regular Salaries	30,311	22,634	-		-
244-30-35-50990	35	50990	Other Employee Benefits	20,676	22,542	-		-
244-30-35-51900	35	51900	Taxes & Other Fees	81	-	-		-
244-30-35-54200	35	54200	Other Department Supplies	349	-	-		-
244-30-35-55800	35	55800	IT Services & Maintenance	3,890	7,122	11,856		11,856
244-30-35-58300	35	58300	Programs	125,000	200,000	-		-
245-30-35-50100	35	50100	Regular Salaries	-	-	-		-
245-30-35-50990	35	50990	Other Employee Benefits	-	-	-		-
245-30-35-51771	35	51771	Legal Consultations	-	-	10,000		10,000
245-30-35-51790	35	51790	Other Consulting Services	-	-	150,000		150,000
245-30-35-51900	35	51900	Taxes & Other Fees	54	104	-		-
245-30-35-54200	35	54200	Other Department Supplies	203	-	-		-
245-30-35-58300	35	58300	Programs	9,641	-	-		-
<b>35 Total</b>			<b>Public Improvement Projects</b>	<b>190,205</b>	<b>252,402</b>	<b>171,856</b>	<b>-</b>	<b>171,856</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>
<b>FY 22/23</b>	1,667,155	(67,000)	6,257,566	<b>\$7,857,721</b>

APPROPRIATIONS						
	Personnel	Materials & Services	Capital Projects	Debt Services	Interfund/Intergovt Payments	TOTALS:
<b>FY 20/21</b>	5,647,902	272,143	33,601	-	318,802	<b>\$6,272,449</b>
<b>FY 21/22</b>	6,155,609	434,094	161,349	-	336,304	<b>\$7,087,356</b>
<b>FY 22/23</b>	6,671,957	439,572	589,849	-	376,842	<b>\$8,132,220</b>

## Budgeted Projects and Programs FY 22/23:

### 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 and Records.
- Establish a homeless outreach unit that works with the unsheltered to link them with services that support individualized plans to improve their quality of life.
- Assist with guiding the implementation of the Plaza Improvement Task Force's public safety recommendations.
- Foster public safety as a continual City priority.
- Foster safer conditions for pedestrian and bicycle traffic between Cal Poly Humboldt and other areas of Arcata.
- Identify the key components of a Safe Arcata Strategic Plan.
- Review the nuisance abatement process to ensure that it is transparent and meets current need.
- Work with community partners to establish the Community Ambassador Pilot Program.
- Conduct education and enforcement in support of greater traffic safety.
- Complete the Arcata Public Safety Radio System Upgrade project to increase critical communications coverage and resiliency.
- Continue to work with Mobile Intervention Services Team (MIST) clinicians to offer social services to those who are in need and work to identify sustainable funding for the MIST program.
- Dedicate more resources for recruiting and hiring to support a more fully staffed department.



**Parking Control (23)**

- Parking Enforcement
- Abandoned Vehicle Abatement
- 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 Services Officer.

**Emergency Preparedness**

- Continue to re-stock the City Hall Emergency Operations Center (EOC) with updated supply list resulting from the Emergency Plan Review.

**2022/23 Proposed Expenditures Budget**

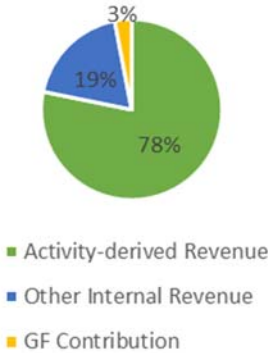
General Ledger Line	Activity	Account	Description	2020/2021 Actuals	2021/2022 Budget	2022/2023 Department Requested	City Manager Adjustments	2022/2023 Proposed Total
101-40-21-50100	21	50100	Regular Salaries	2,675,425	2,980,278	3,067,621		3,067,621
101-40-21-50200	21	50200	Overtime Wages	425,445	442,000	384,500		384,500
101-40-21-50300	21	50300	Part-time & Temporary Salaries	34,082	48,223	123,890	(78,250)	45,640
101-40-21-50990	21	50990	Other Employee Benefits	2,272,392	2,566,978	2,504,615		2,504,615
101-40-21-51200	21	51200	Communications	37,075	37,665	31,226		31,226
101-40-21-51300	21	51300	Advertising	330	29,400	7,950	(2,500)	5,450
101-40-21-51400	21	51400	Training & Conferences	798	41,625	40,225	(2,000)	38,225
101-40-21-51500	21	51500	Clothing & Personal Expenses	26,676	42,325	40,325	(3,000)	37,325
101-40-21-51600	21	51600	Memberships & Dues	1,851	2,125	10,325		10,325
101-40-21-51770	21	51770	Other Professional Services	20,001	33,210	47,160	(4,000)	43,160
101-40-21-52522	21	52522	CAD/RMS Services	38,926	82,026	61,026		61,026
101-40-21-52524	21	52524	Fingerprinting Services	19,261	35,000	35,000		35,000
101-40-21-52526	21	52526	Haz Mat Response Team	1,700	1,420	1,420		1,420
101-40-21-53100	21	53100	Postage	4,791	4,000	4,000		4,000
101-40-21-53200	21	53200	Photocopy	-	100	100		100
101-40-21-53300	21	53300	Office Supplies	15,614	20,550	22,849	(2,000)	20,849
101-40-21-53400	21	53400	Bank Service Charges	12,842	13,000	-	13,000	13,000
101-40-21-54200	21	54200	Other Department Supplies	36,454	35,075	44,575	(4,000)	40,575
101-40-21-54300	21	54300	Small Tools	72	-	-		-
101-40-21-54400	21	54400	Juvenile Diversion Supplies	2,615	4,740	4,900		4,900
101-40-21-55300	21	55300	Equipment Maintenance	35,456	47,069	71,601		71,601
101-40-21-55500	21	55500	Central Garage Charges	190,877	218,083	213,543		213,543
101-40-21-55600	21	55600	Equipment Rental	-	6,300	6,300		6,300
101-40-21-55800	21	55800	IT Services & Maintenance	59,886	50,033	83,903		83,903
101-40-21-57800	21	57800	Capital - Furniture & Equipmen	33,601	161,349	364,849		364,849
204-40-21-51420	21	51420	Post Certified Courses	17,156	35,000	35,000		35,000
224-40-21-50100	21	50100	Regular Salaries	-	34,167	161,567		161,567
224-40-21-50300	21	50300	Part-time & Temporary Salaries	-	-	130,500		130,500
224-40-21-50990	21	50990	Other Employee Benefits	-	24,324	169,929		169,929
224-40-21-51500	21	51500	Clothing & Personal Expenses	-	-	1,950		1,950
224-40-21-51770	21	51770	Other Professional Services	-	30,000	-		-
224-40-21-54200	21	54200	Other Department Supplies	-	-	2,600		2,600
224-40-21-57800	21	57800	Capital - Furniture & Equipment	-	-	225,000		225,000
<b>21 Total</b>			<b>Police</b>	<b>5,963,326</b>	<b>7,026,065</b>	<b>7,898,449</b>	<b>(82,750)</b>	<b>7,815,699</b>
101-40-23-50100	23	50100	Regular Salaries	82,747	98,676	61,577		61,577
101-40-23-50200	23	50200	Overtime Wages	1,280	2,500	2,500		2,500
101-40-23-50300	23	50300	Part-time & Temporary Salaries	1,601	22,476	27,876		27,876
101-40-23-50990	23	50990	Other Employee Benefits	97,039	109,314	67,431		67,431
101-40-23-51400	23	51400	Training & Conferences	-	-	1,200		1,200
101-40-23-51500	23	51500	Clothing & Personal Expenses	-	500	500		500
101-40-23-51600	23	51600	Memberships & Dues	-	150	150		150
101-40-23-51762	23	51762	Abandoned Vehicle Removal	8,776	16,000	20,000		20,000
101-40-23-53400	23	53400	Bank Service Charges	1,417	1,500	-	1,500	1,500
101-40-23-54200	23	54200	Other Department Supplies	2,620	13,090	7,690	(1,500)	6,190
101-40-23-55500	23	55500	Central Garage Charges	13,688	13,974	19,705		19,705
101-40-23-55800	23	55800	IT Services & Maintenance	3,889	1,974	4,535		4,535
<b>23 Total</b>			<b>Parking</b>	<b>213,055</b>	<b>280,154</b>	<b>213,165</b>	<b>-</b>	<b>213,165</b>
101-40-25-50100	25	50100	Regular Salaries	27,875	28,672	31,299		31,299
101-40-25-50990	25	50990	Other Employee Benefits	15,926	16,704	16,902		16,902
101-40-25-52528	25	52528	County Animal Control	50,462	52,240	55,156		55,156
101-40-25-54200	25	54200	Other Department Supplies	190	-	-		-
101-40-25-55500	25	55500	Central Garage Charges	-	-	-		-
<b>25 Total</b>			<b>Animal Control</b>	<b>94,454</b>	<b>97,616</b>	<b>103,357</b>	<b>-</b>	<b>103,357</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>
<b>FY 22/23</b>	847,500	203,857	32,714	<b>\$1,084,071</b>

APPROPRIATIONS						
	Personnel	Materials & Services	Capital Projects	Debt Services	Interfund/Intergovt Payments	TOTALS:
<b>FY 20/21</b>	390,886	207,825	43,509	-	127,784	<b>\$770,005</b>
<b>FY 21/22</b>	614,689	197,950	52,000	-	155,292	<b>\$1,019,930</b>
<b>FY 22/23</b>	646,468	216,350	41,500	-	179,753	<b>\$1,084,071</b>

## Budgeted Projects and Programs FY 22/23:

### 31- Building Division

- Implement online building permitting Software OpenGov
- 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.
- Finalize public input and present to the City Council a 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.
- Work with Cal Poly Humboldt to plan pedestrian improvements between campus and downtown.
- Design development and installation of improved lighting on L K Wood Blvd. north of Granite Ave. and D St. between 7<sup>th</sup> and 14<sup>th</sup> Streets.
- 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 programs.
- Continue to prioritize and implement traffic calming improvements throughout the city, including sidewalks, pedestrian crossings and bicycle improvements.
- Secure funds and begin design for phase 2 of the Plunkett Waterline Improvement Project.

- Complete Local Road Safety Program.
- Begin planning and design of 8th and 9th Streets Improvements.
- Begin Preliminary Design and Environmental Document for the Sunset Avenue and L K Wood Boulevard Improvements.
- Finalize Plans, Specifications and Estimate (PS&E) for the Old Arcata Road improvements.

In partnership with other departments:

1. Finalize plans for Shay Park – Phase 2, and begin construction.
2. Finalize plans for Redwood Park Improvements, including a bike pump track, and secure funds for construction.
3. Begin construction of Phase 1 of Arcata Wastewater Treatment Facility Upgrade Project.
4. Begin planning and design for Inflow and Infiltration Reduction Project.
5. Improve bicycle parking infrastructure in the Downtown Plaza area and other key locations.

**2022/23 Proposed Expenditures Budget**

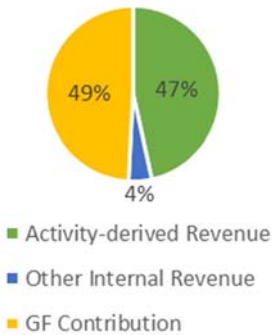
General Ledger Line	Activity	Account	Description	2020/2021 Actuals	2021/2022 Budget	2022/2023 Department Requested	City Manager Adjustments	2022/2023 Proposed Total
101-30-31-50100	31	50100	Regular Salaries	159,901	245,216	266,304		266,304
101-30-31-50200	31	50200	Overtime Wages	167	1,000	1,000		1,000
101-30-31-50300	31	50300	Part-time & Temporary Salaries	4,991	40,000	7,000	(5,000)	2,000
101-30-31-50990	31	50990	Other Employee Benefits	66,588	120,597	144,802		144,802
101-30-31-51200	31	51200	Communications	-	-	-		-
101-30-31-51400	31	51400	Training & Conferences	1,405	4,000	7,000	(1,500)	5,500
101-30-31-51500	31	51500	Clothing & Personal Expenses	287	300	400		400
101-30-31-51600	31	51600	Memberships & Dues	-	400	400		400
101-30-31-51722	31	51722	Plan Check Services	95,187	50,000	50,000		50,000
101-30-31-51770	31	51770	Other Professional Services	1,969	5,000	5,000	(2,500)	2,500
101-30-31-53100	31	53100	Postage	162	500	1,000	(500)	500
101-30-31-53200	31	53200	Photocopy	-	-	-		-
101-30-31-53300	31	53300	Office Supplies	583	1,500	1,500		1,500
101-30-31-53400	31	53400	Bank Service Charges	6,018	6,100	-	6,100	6,100
101-30-31-54200	31	54200	Other Department Supplies	167	1,000	1,000	(500)	500
101-30-31-54300	31	54300	Small Tools	87	1,500	1,500	(500)	1,000
101-30-31-55500	31	55500	Central Garage Charges	5,097	5,544	4,578		4,578
101-30-31-55800	31	55800	IT Services & Maintenance	11,679	8,776	12,797		12,797
101-30-31-55900	31	55900	Overhead	71,510	84,680	87,380		87,380
101-30-31-57800	31	57800	Capital - Furniture & Equipmen	28,381	98,293	31,000	(10,000)	21,000
<b>31 Total</b>			<b>Building Regulation</b>	<b>454,178</b>	<b>674,406</b>	<b>622,660</b>	<b>(14,400)</b>	<b>608,260</b>
101-50-41-50100	41	50100	Regular Salaries	101,959	124,148	141,730		141,730
101-50-41-50200	41	50200	Overtime Wages	251	2,500	2,600		2,600
101-50-41-50300	41	50300	Part-time & Temporary Salaries	12,549	28,750	34,500	(10,000)	24,500
101-50-41-50990	41	50990	Other Employee Benefits	43,145	69,999	63,532		63,532
101-50-41-51100	41	51100	Utilities	75,587	85,000	85,000		85,000
101-50-41-51200	41	51200	Communications	-	-	-		-
101-50-41-51400	41	51400	Training & Conferences	940	10,500	9,000	(2,000)	7,000
101-50-41-51500	41	51500	Clothing & Personal Expenses	601	1,000	1,500	(500)	1,000
101-50-41-51600	41	51600	Memberships & Dues	390	550	550		550
101-50-41-51770	41	51770	Other Professional Services	3,023	5,500	21,500	(20,000)	1,500
101-50-41-53100	41	53100	Postage	369	1,500	1,500	(500)	1,000
101-50-41-53200	41	53200	Photocopy	11	-	-		-
101-50-41-53300	41	53300	Office Supplies	1,000	1,200	1,400		1,400
101-50-41-53400	41	53400	Bank Service Charges	761	1,000	-	1,000	1,000
101-50-41-54200	41	54200	Other Department Supplies	1,007	3,500	3,000		3,000
101-50-41-54300	41	54300	Small Tools	869	1,500	17,000		17,000
101-50-41-55300	41	55300	Equipment Maintenance	5,500	6,500	8,500		8,500
101-50-41-55310	41	55310	Street Lights Maintenance	13,612	17,000	21,000		21,000
101-50-41-55500	41	55500	Central Garage Charges	21,084	36,554	43,491		43,491
101-50-41-55800	41	55800	IT Services & Maintenance	18,414	19,738	31,507		31,507
101-50-41-57610	41	57610	Capital - Street Light Replace	14,790	15,000	10,000		10,000
101-50-41-57800	41	57800	Capital - Furniture & Equipmen	338	1,000	1,500		1,500
233-50-41-57610	41	57610	Capital- Street Light Replace	-	9,000	9,000		9,000
<b>41 Total</b>			<b>Eningeering</b>	<b>316,200</b>	<b>441,439</b>	<b>507,811</b>	<b>(32,000)</b>	<b>475,811</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>
<b>FY 22/23</b>	4,106,761	377,028	4,366,870	<b>\$8,820,659</b>

### APPROPRIATIONS

	Personnel	Materials & Services	Capital Projects	Debt Services	Interfund/Intergovt Payments	TOTALS:
<b>FY 20/21</b>	1,075,171	536,465	1,706,898	-	388,823	<b>\$3,707,357</b>
<b>FY 21/22</b>	1,152,261	1,494,886	4,079,375	-	450,665	<b>\$7,177,187</b>
<b>FY 22/23</b>	1,366,966	2,665,681	4,496,532	-	353,653	<b>\$8,882,831</b>

### Budgeted Projects and Programs FY 22/23:

- (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 division administers 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.  
This year's projects in partnership with other departments include:
  - Complete designs for the Old Arcata Road Project.
  - Support planning and design for improvements to the Sunset Ave. and L K Wood Blvd. intersection.
  - Implement the Streetlight Improvement Project on D Street.
  - Complete design and community engagement for 8<sup>th</sup> and 9<sup>th</sup> Streets Improvements Project, to consider expanding one-way travel along 8<sup>th</sup> and 9<sup>th</sup> Street between I and K Streets per recommendations from the Plaza Improvement Task Force.
  - Advance annual complete streets and paving priorities including Boyd Road, H and G Streets and West End Road.
  - Install additional radar speed feedback signs.
- (48) Enhance the City's Alternative Transportation Network to support safe walking and biking.
  - Complete designs 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.



- Implement walking and biking improvements to support the Sorrel Place project as part of the Affordable Housing and Sustainable Communities (AHSC) grant
- Install new bike share docking stations and continue to maintain the bike share program in conjunction with Cal Poly Humboldt.
- Complete annual sidewalk improvements and regular maintenance of on-street active transportation infrastructure. Improve sidewalks on the west side of the Plaza.
- Implement secure bike parking facilities at City Hall.
- (55) Traffic Control - Responsible for all regulatory, warning, and parking signs, crosswalks, street name signs and speed zone legend painting. Coordinates installation of new, and the repainting of existing, striping, curbs and traffic messages on City roadways, and of reflective markers and 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 City's fleet, including 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. Support conversion to emission-free fleet vehicles, where feasible.
- (61) Corp Yard – Maintenance of City facilities at the corporation yard to support the Streets and Utilities Division. Continue shifting of equipment to alternative corporation yard site, ahead of construction of the AWTF Upgrade Project, Phase I.



*New two-stage turn queue bike box at a G St intersection.*

**2022/23 Proposed Expenditures Budget**

General Ledger Line	Activity	Account	Description	2020/2021 Actuals	2021/2022 Budget	2022/2023 Department Requested	City Manager Adjustments	2022/2023 Proposed Total
101-50-45-51770	45	51770	Other Professional Services	3,177	150,000	150,000		150,000
101-50-45-57601	45	57601	Capital - Pavement Master Plan	375,000	1,150,000	2,321,412	(650,000)	1,671,412
207-50-45-50100	45	50100	Regular Salaries	249,638	263,907	305,708		305,708
207-50-45-50200	45	50200	Overtime Wages	5,635	5,000	6,000	(1,000)	5,000
207-50-45-50300	45	50300	Part-time & Temporary Salaries	9,675	9,030	19,876	-	19,876
207-50-45-50990	45	50990	Other Employee Benefits	183,957	219,293	245,571		245,571
207-50-45-51200	45	51200	Communications	-	-	-		-
207-50-45-51400	45	51400	Training & Conferences	3,917	10,300	20,300	(5,000)	15,300
207-50-45-51500	45	51500	Clothing & Personal Expenses	4,948	8,900	8,900	(2,000)	6,900
207-50-45-51600	45	51600	Memberships & Dues	139	400	400		400
207-50-45-51770	45	51770	Other Professional Services	167	60,200	105,700	(50,000)	55,700
207-50-45-51900	45	51900	Taxes & Other Fees	108	208	208		208
207-50-45-53300	45	53300	Office Supplies	919	410	1,000	(300)	700
207-50-45-53600	45	53600	Janitorial & Household Supplie	847	1,292	1,500	(200)	1,300
207-50-45-53800	45	53800	Cement Gravel Sand & Asphalt	110,990	192,000	271,500	(21,000)	250,500
207-50-45-54200	45	54200	Other Department Supplies	9,820	14,500	11,000		11,000
207-50-45-54300	45	54300	Small Tools	5,895	6,000	15,500	(5,000)	10,500
207-50-45-54700	45	54700	Fuels & Lubricants	175	1,200	3,100		3,100
207-50-45-55300	45	55300	Equipment Maintenance	1,327	3,500	2,500		2,500
207-50-45-55500	45	55500	Central Garage Charges	93,407	140,776	92,936		92,936
207-50-45-55600	45	55600	Equipment Rental	3,133	35,000	65,000	(20,000)	45,000
207-50-45-55800	45	55800	IT Services & Maintenance	7,827	10,830	15,826		15,826
207-50-45-55900	45	55900	Overhead	55,680	58,600	65,930		65,930
207-50-45-57600	45	57600	Capital - Other Improvements	940,475	557,000	125,000	(75,000)	50,000
207-50-45-57800	45	57800	Capital - Furniture & Equipmen	13,042	8,500	5,000	(1,000)	4,000
208-50-45-57600	45	57600	Capital - Other Improvements	-	350,000	392,000		392,000
210-50-45-51770	45	51770	Other Professional Services	-	206,000	992,029		992,029
219-50-45-57600	45	57600	Capital - Other Improvements	234,456	202,269	115,000		115,000
224-50-45-50100	45	50100	Regular Salaries	-	12,375	30,888		30,888
224-50-45-50990	45	50990	Other Employee Benefits	-	9,898	23,704		23,704
224-50-45-51770	45	51770	Other Professional Services	-	-	50,000		50,000
224-50-45-57601	45	57601	Capital - Pavement Master Plan	-	-	350,000		350,000
231-50-45-51770	45	51770	Other Professional Services	-	50,000	50,000		50,000
231-50-45-57600	45	57600	Capital- Other Improvements	-	-	705,000		705,000
232-50-45-57600	45	57600	Capital- Other Improvements	3,095	1,400,000	-		-
233-50-45-57600	45	57600	Capital- Other Improvements	-	32,500	90,000		90,000
<b>45 Total</b>			<b>Streets</b>	<b>2,317,449</b>	<b>5,169,888</b>	<b>6,658,487</b>	<b>(830,500)</b>	<b>5,827,987</b>
207-50-48-50100	48	50100	Regular Salaries	89,607	79,966	77,208		77,208
207-50-48-50200	48	50200	Overtime Wages	854	1,000	1,000		1,000
207-50-48-50300	48	50300	Part-time & Temporary Salaries	1,661	28,350	28,210		28,210
207-50-48-50990	48	50990	Other Employee Benefits	43,802	49,917	52,715		52,715
207-50-48-51200	48	51200	Communications	2	-	-		-
207-50-48-51770	48	51770	Other Professional Services	47,367	51,486	5,700		5,700
207-50-48-53100	48	53100	Postage	-	500	-		-
207-50-48-53800	48	53800	Cement Gravel Sand & Asphalt	4,000	5,000	10,000		10,000
207-50-48-54200	48	54200	Other Department Supplies	1,478	1,100	21,100	(10,000)	11,100
207-50-48-55300	48	55300	Equipment Maintenance	-	600	600		600
207-50-48-55500	48	55500	Central Garage Charges	21,307	22,816	14,685		14,685
207-50-48-55800	48	55800	IT Services & Maintenance	4,357	7,616	13,160		13,160
207-50-48-57600	48	57600	Capital - Other Improvements	120,431	98,000	178,000	(50,000)	128,000
207-50-48-57800	48	57800	Capital - Furniture & Equipmen	-	-	20,000	(20,000)	-
210-50-48-51770	48	51770	Other Professional Services	-	72,000	282,000		282,000
224-50-48-50100	48	50100	Regular Salaries	-	1,086	2,710		2,710
224-50-48-50990	48	50990	Other Employee Benefits	-	869	2,079		2,079
224-50-48-57600	48	57600	Capital - Other Improvements	-	-	50,000		50,000
224-50-48-57800	48	57800	Capital - Furniture & Equipmen	-	-	20,000		20,000
233-50-48-51770	48	51770	Other Professional Services	-	178,500	171,500		171,500
233-50-48-57600	48	57600	Capital- Other Improvements	-	231,675	231,675		231,675
<b>48 Total</b>			<b>Alternative Transportation</b>	<b>334,866</b>	<b>830,480</b>	<b>1,182,342</b>	<b>(80,000)</b>	<b>1,102,342</b>

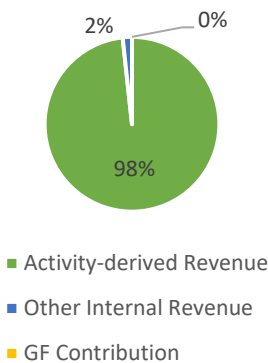
**2022/23 Proposed Expenditures Budget**

General Ledger Line	Activity	Account	Description	2020/2021 Actuals	2021/2022 Budget	2022/2023 Department Requested	City Manager Adjustments	2022/2023 Proposed Total
209-50-55-50100	55	50100	Regular Salaries	87,054	90,616	95,722		95,722
209-50-55-50200	55	50200	Overtime Wages	2,130	2,500	2,500		2,500
209-50-55-50300	55	50300	Part-time & Temporary Salaries	-	4,870	5,955	(1,000)	4,955
209-50-55-50990	55	50990	Other Employee Benefits	89,104	95,048	108,507		108,507
209-50-55-51200	55	51200	Communications	-	-	-		-
209-50-55-51400	55	51400	Training & Conferences	-	300	300		300
209-50-55-51770	55	51770	Other Professional Services	800	15,000	16,500	(1,000)	15,500
209-50-55-53500	55	53500	Chemicals & Lab Supplies	145	-	-		-
209-50-55-54200	55	54200	Other Department Supplies	45,940	44,400	51,400	(5,000)	46,400
209-50-55-54300	55	54300	Small Tools	297	500	500		500
209-50-55-55300	55	55300	Equipment Maintenance	940	1,300	1,300		1,300
209-50-55-55320	55	55320	Parking Meter Maintenance	3,995	7,200	7,200	(1,000)	6,200
209-50-55-55400	55	55400	Building/Grounds Maintenance	46	500	1,000		1,000
209-50-55-55500	55	55500	Central Garage Charges	20,521	19,421	16,502		16,502
209-50-55-55800	55	55800	IT Services & Maintenance	6,912	9,563	15,148		15,148
209-50-55-57800	55	57800	Capital - Furniture & Equipmen	11,400	-	-		-
224-50-55-50100	55	50100	Regular Salaries	-	1,086	2,814		2,814
224-50-55-50990	55	50990	Other Employee Benefits	-	869	2,087		2,087
<b>55 Total</b>			<b>Traffic Control</b>	<b>269,284</b>	<b>293,172</b>	<b>327,435</b>	<b>(8,000)</b>	<b>319,435</b>
771-50-57-50100	57	50100	Regular Salaries	135,482	147,034	150,609		150,609
771-50-57-50200	57	50200	Overtime Wages	977	750	750		750
771-50-57-50300	57	50300	Part-time & Temporary Salaries	-	6,416	13,131		13,131
771-50-57-50990	57	50990	Other Employee Benefits	132,668	142,379	151,983		151,983
771-50-57-51200	57	51200	Communications	-	-	-		-
771-50-57-51400	57	51400	Training & Conferences	-	2,300	3,500		3,500
771-50-57-51500	57	51500	Clothing & Personal Expenses	4,281	5,000	6,000		6,000
771-50-57-51770	57	51770	Other Professional Services	16,392	19,800	27,150	(5,000)	22,150
771-50-57-51900	57	51900	Taxes & Other Fees	-	5,705	-		-
771-50-57-52000	57	52000	Insurance	125,680	127,395	127,395		127,395
771-50-57-53300	57	53300	Office Supplies	938	1,000	1,000	(500)	500
771-50-57-53500	57	53500	Chemicals & Lab Supplies	2,247	2,500	3,000		3,000
771-50-57-53600	57	53600	Janitorial & Household Supplie	254	400	500		500
771-50-57-54200	57	54200	Other Department Supplies	3,563	2,000	2,000		2,000
771-50-57-54300	57	54300	Small Tools	1,500	1,500	1,500		1,500
771-50-57-54400	57	54400	Vehicle & Mobile Equip Parts	63,177	64,500	80,000	(5,000)	75,000
771-50-57-54600	57	54600	Tires & Tubes	20,324	25,000	28,000		28,000
771-50-57-54700	57	54700	Fuels & Lubricants	144,201	215,000	300,000		300,000
771-50-57-55100	57	55100	Vehicle Repair & Maintenance	27,182	42,000	70,000	(15,000)	55,000
771-50-57-55300	57	55300	Equipment Maintenance	1,510	1,500	1,500		1,500
771-50-57-55500	57	55500	Central Garage Charges	39,670	38,766	-		-
771-50-57-55800	57	55800	IT Services & Maintenance	4,123	2,136	1,194		1,194
771-50-57-57800	57	57800	Capital - Furniture & Equipmen	8,999	20,700	18,250		18,250
771-50-57-57900	57	57900	Capital - Vehicles	-	485,442	1,512,995	(1,039,800)	473,195
<b>57 Total</b>			<b>Vehicle Maintenance</b>	<b>733,167</b>	<b>1,359,223</b>	<b>2,500,457</b>	<b>(1,065,300)</b>	<b>1,435,157</b>
101-50-61-50100	61	50100	Regular Salaries	23,795	13,414	21,889		21,889
101-50-61-50200	61	50200	Overtime Wages	784	800	800		800
101-50-61-50300	61	50300	Part-time & Temporary Salaries	2,285	3,500	-		-
101-50-61-50990	61	50990	Other Employee Benefits	13,112	11,234	16,551		16,551
101-50-61-51900	61	51900	Taxes & Other Fees	324	810	-		-
101-50-61-54200	61	54200	Other Department Supplies	753	-	-		-
101-50-61-55400	61	55400	Building/Grounds Maintenance	3,965	1,190	5,000	(1,500)	3,500
101-50-61-55500	61	55500	Central Garage Charges	5,327	5,704	7,057		7,057
101-50-61-55800	61	55800	IT Services & Maintenance	3,579	1,338	113		113
101-50-61-57300	61	57300	Capital - Buildings & Structur	-	72,000	51,000	(15,000)	36,000
101-50-61-57800	61	57800	Capital - Furniture & Equipmen	-	112,000	112,000		112,000
<b>61 Total</b>			<b>Corporation Yard</b>	<b>53,923</b>	<b>221,990</b>	<b>214,410</b>	<b>(16,500)</b>	<b>197,910</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>
<b>FY 22/23</b>	1,435,053	25,000	-	<b>\$1,460,053</b>

APPROPRIATIONS						
	Personnel	Materials & Services	Capital Projects	Other Programs	Interfund/Inter govt Payments	TOTALS:
<b>FY 20/21</b>	686,589	244,897	95,235	-	372,418	<b>\$1,399,139</b>
<b>FY 21/22</b>	735,391	375,211	278,892	-	401,622	<b>\$1,791,117</b>
<b>FY 22/23</b>	805,139	427,588	386,860	49,718	384,590	<b>\$2,053,895</b>

## Budgeted Projects and Programs FY 22/23:

- Natural Resources programs: 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: 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 planned for this year include:
  - Determine a preferred implementation plan for SB 1383 – Short-lived Climate Pollutants (SLCP) and organic waste reductions.
  - Finalize, adopt, and begin implementation of the regional Climate Action Plan.
  - Adopt an All-Electric Ordinance to phase out natural gas in new construction.
  - Complete the Arcata Ridge Trail and Fickle Hill Road crossing, improvements to the Margaret Lane trailhead and an alternative trail to Trail 9.
  - Manage USFWS grants for Aldergrove Marsh Restoration, North Jacoby Planting and Beith Livestock Crossing.
  - Pursue monitoring and project planning for Janes Creek to advance multi-benefit habitat enhancement and stormwater management projects.
  - Adopt an update to the Arcata Community Forest Management Plan.



*Janes Creek and Alliance Fish Passage improvement project*



*Memorial Bench freshly installed on Trail 5 by NR crew*



**2022/23 Proposed Expenditures Budget**

General Ledger Line	Activity	Account	Description	2020/2021 Actuals	2021/2022 Budget	2022/2023 Department Requested	City Manager Adjustments	2022/2023 Proposed Total
233-60-51-57600	51	57600	Capital- Other Improvements	-	57,500	-		-
666-60-51-50100	51	50100	Regular Salaries	125,945	119,171	121,713		121,713
666-60-51-50200	51	50200	Overtime Wages	82	300	300		300
666-60-51-50300	51	50300	Part-time & Temporary Salaries	20,903	23,179	26,949		26,949
666-60-51-50990	51	50990	Other Employee Benefits	79,653	87,711	90,764		90,764
666-60-51-51100	51	51100	Utilities	279	1,550	250		250
666-60-51-51200	51	51200	Communications	-	-	-		-
666-60-51-51400	51	51400	Training & Conferences	512	800	1,600		1,600
666-60-51-51500	51	51500	Clothing & Personal Expenses	(67)	550	550		550
666-60-51-51600	51	51600	Memberships & Dues	-	660	660		660
666-60-51-51770	51	51770	Other Professional Services	-	9,600	62,900		62,900
666-60-51-51900	51	51900	Taxes & Other Fees	2,138	21,177	23,995		23,995
666-60-51-52000	51	52000	Insurance	17,734	12,074	30,677		30,677
666-60-51-53100	51	53100	Postage	83	350	350		350
666-60-51-53200	51	53200	Photocopy	10	150	150		150
666-60-51-53300	51	53300	Office Supplies	11	400	400		400
666-60-51-54200	51	54200	Other Department Supplies	2,359	5,600	5,600		5,600
666-60-51-54300	51	54300	Small Tools	330	450	450		450
666-60-51-54700	51	54700	Fuels & Lubricants	-	200	200		200
666-60-51-55300	51	55300	Equipment Maintenance	299	250	250		250
666-60-51-55400	51	55400	Building/Grounds Maintenance	47	2,600	10,600		10,600
666-60-51-55500	51	55500	Central Garage Charges	23,844	26,462	46,603		46,603
666-60-51-55600	51	55600	Equipment Rental	-	2,000	2,000		2,000
666-60-51-55800	51	55800	IT Services & Maintenance	6,274	8,617	8,617	(8,617)	-
666-60-51-55900	51	55900	Overhead	-	-	-		-
666-60-51-57200	51	57200	Capital - Property Acquisition	-	-	5,000		5,000
666-60-51-57300	51	57300	Capital - Buildings & Structur	-	1,000	1,000		1,000
666-60-51-57400	51	57400	Capital - ROW & Easements	1,905	3,000	3,000		3,000
666-60-51-57600	51	57600	Capital - Other Improvements	35,668	-	30,000		30,000
666-60-51-57601	51	57601	Capital- USFWS Aldergrove	-	15,738	8,360		8,360
666-60-51-57602	51	57602	Capital- USFWS Batini Culvert	-	20,196	-		-
666-60-51-57603	51	57603	Capital- USFWS Beith	-	-	19,000		19,000
666-60-51-57605	51	57605	Capital- USFWS Janes at Allian	-	15,468	-		-
666-60-51-57606	51	57606	Capital- USFWS North Jacoby	-	9,000	7,500		7,500
<b>51 Total</b>			<b>Stormwater Management</b>	<b>318,008</b>	<b>445,753</b>	<b>509,439</b>	<b>(8,617)</b>	<b>500,822</b>

**2022/23 Proposed Expenditures Budget**

General Ledger Line	Activity	Account	Description	2020/2021 Actuals	2021/2022 Budget	2022/2023 Department Requested	City Manager Adjustments	2022/2023 Proposed Total
224-50-52-50100	52	50100	Regular Salaries		1,737	4,335		4,335
224-50-52-50990	52	50990	Other Employee Benefits		1,390	3,326		3,326
666-50-52-50100	52	50100	Regular Salaries	56,691	57,279	56,578		56,578
666-50-52-50200	52	50200	Overtime Wages	1,089	1,000	1,000		1,000
666-50-52-50300	52	50300	Part-time & Temporary Salaries	-	-	-		-
666-50-52-50990	52	50990	Other Employee Benefits	47,541	54,579	49,869		49,869
666-50-52-51200	52	51200	Communications	-	-	-		-
666-50-52-51500	52	51500	Clothing & Personal Expenses	-	300	500		500
666-50-52-51770	52	51770	Other Professional Services	1,009	1,000	1,000		1,000
666-50-52-52000	52	52000	Insurance	9,458	6,037	9,304		9,304.00
666-50-52-53300	52	53300	Office Supplies	195	200	200		200
666-50-52-53800	52	53800	Cement Gravel Sand & Asphalt	-	2,250	3,000		3,000
666-50-52-53900	52	53900	Pipes Valves & Fittings	2,268	6,500	12,500	(2,000)	10,500
666-50-52-54200	52	54200	Other Department Supplies	894	7,250	9,250	(1,000)	8,250
666-50-52-54300	52	54300	Small Tools	152	400	500		500
666-50-52-55500	52	55500	Central Garage Charges	56,828	78,612	55,920		55,920.00
666-50-52-55600	52	55600	Equipment Rental	-	1,000	1,000	(500)	500
666-50-52-55800	52	55800	IT Services & Maintenance	4,875	7,923	-		-
666-50-52-55900	52	55900	Overhead	28,390	-	-		-
666-50-52-57200	52	57200	Capital - Property Acquisition	-	500	500		500
666-50-52-57300	52	57300	Capital - Buildings & Structur	-	1,500	1,500		1,500
666-50-52-57400	52	57400	Capital - ROW & Easements	-	3,500	3,500		3,500
666-50-52-57500	52	57500	Capital - Underground Faciliti	16,236	16,500	86,500		86,500
666-50-52-57600	52	57600	Capital - Other Improvements	-	1,000	1,000		1,000
<b>52 Total</b>			<b>Confined Drainage Ways</b>	<b>225,625</b>	<b>250,458</b>	<b>301,282</b>	<b>(3,500)</b>	<b>297,782</b>



**2022/23 Proposed Expenditures Budget**

General Ledger Line	Activity	Account	Description	2020/2021 Actuals	2021/2022 Budget	2022/2023 Department Requested	City Manager Adjustments	2022/2023 Proposed Total
101-60-70-50100	70	50100	Regular Salaries	44,758	35,039	36,672		36,672
101-60-70-50300	70	50300	Part-time & Temporary Salaries	2,835	5,119	5,293		5,293
101-60-70-50990	70	50990	Other Employee Benefits	21,598	19,890	23,294		23,294
101-60-70-51200	70	51200	Communications	-	-	-		-
101-60-70-51400	70	51400	Training & Conferences	-	500	500		500
101-60-70-51600	70	51600	Memberships & Dues	500	-	500		500
101-60-70-51770	70	51770	Other Professional Services	-	5,000	5,000	(5,000)	-
101-60-70-53100	70	53100	Postage	1	150	6,150		6,150
101-60-70-53200	70	53200	Photocopy	30	150	150		150
101-60-70-53300	70	53300	Office Supplies	197	470	300		300
101-60-70-54200	70	54200	Other Department Supplies	-	1,100	1,500		1,500
101-60-70-55300	70	55300	Equipment Maintenance	-	200	200		200
101-60-70-55500	70	55500	Central Garage Charges	2,981	1,508	2,517		2,517
101-60-70-55800	70	55800	IT Services & Maintenance	4,891	7,630	13,671		13,671
101-60-70-57800	70	57800	Capital - Furniture & Equipmen	3,701	-	10,000	(10,000)	-
224-60-70-51770	70	51770	Other Prof. Services	-	-	12,500		12,500
224-60-70-57800	70	57800	Capital - Furniture & Equipment	-	-	10,000		10,000
661-60-70-54200	70	54200	Other Department Supplies	191	-	-		-
<b>70 Total</b>			<b>Energy Management</b>	<b>81,682</b>	<b>76,757</b>	<b>128,248</b>	<b>(15,000)</b>	<b>113,248</b>
224-60-73-50100	73	50100	Regular Salaries	-	801	1,904		1,904
224-60-73-50990	73	50990	Other Employee Benefits	-	795	985		985
664-60-73-50100	73	50100	Regular Salaries	118,341	109,155	120,525		120,525
664-60-73-50200	73	50200	Overtime Wages	79	-	-		-
664-60-73-50300	73	50300	Part-time & Temporary Salaries	23,372	58,085	66,485		66,485
664-60-73-50990	73	50990	Other Employee Benefits	70,561	73,208	78,765		78,765
664-60-73-51100	73	51100	Utilities	1	-	-		-
664-60-73-51200	73	51200	Communications	-	-	-		-
664-60-73-51300	73	51300	Advertising	139	1,000	1,000		1,000
664-60-73-51400	73	51400	Training & Conferences	-	500	500		500
664-60-73-51500	73	51500	Clothing & Personal Expenses	-	250	250		250
664-60-73-51752	73	51752	Delinq. Acct Pmts to Recology	6,108	7,000	-		-
664-60-73-51754	73	51754	Compost/Brush Chipping	68,133	88,000	80,000		80,000
664-60-73-51770	73	51770	Other Professional Services	2,362	20,000	10,000		10,000
664-60-73-52000	73	52000	Insurance	9,458	12,076	30,683		30,683.00
664-60-73-52526	73	52526	Haz Mat Response Team	619	700	700		700
664-60-73-53100	73	53100	Postage	359	1,000	1,000		1,000
664-60-73-53200	73	53200	Photocopy	67	500	500		500
664-60-73-53300	73	53300	Office Supplies	206	250	250		250
664-60-73-54200	73	54200	Other Department Supplies	2,835	10,911	10,000		10,000
664-60-73-54300	73	54300	Small Tools	42	250	250		250
664-60-73-54453	73	54453	State Recycling Grants Oil Exp	3,800	-	-		-
664-60-73-54454	73	54454	State Recycling Grants Bev Exp	-	10,000	10,000		10,000
664-60-73-54455	73	54455	Food Waste Grant Expenditures	79,651	61,551	39,718		39,718
664-60-73-55500	73	55500	Central Garage Charges	5,961	6,616	8,749		8,749.00
664-60-73-55800	73	55800	IT Services & Maintenance	6,765	9,108	16,141		16,140.73
664-60-73-55900	73	55900	Overhead	50,310	55,830	58,920		58,920.00
664-60-73-57600	73	57600	Capital - Other Improvements	-	-	20,000		20,000
<b>73 Total</b>			<b>Solid Waste</b>	<b>449,169</b>	<b>527,586</b>	<b>557,325</b>	<b>-</b>	<b>557,325</b>



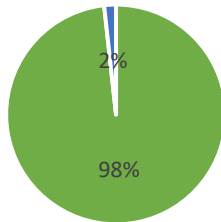
**2022/23 Proposed Expenditures Budget**

General Ledger Line	Activity	Account	Description	2020/2021 Actuals	2021/2022 Budget	2022/2023 Department Requested	City Manager Adjustments	2022/2023 Proposed Total
205-60-87-50100	87	50100	Regular Salaries	26,383	28,397	42,804		42,804
205-60-87-50200	87	50200	Overtime Wages	1,749	-	-		-
205-60-87-50300	87	50300	Part-time & Temporary Salaries	12,554	37,773	34,169		34,169
205-60-87-50990	87	50990	Other Employee Benefits	30,466	31,786	39,408		39,408
205-60-87-51200	87	51200	Communications	-	-	-		-
205-60-87-51400	87	51400	Training & Conferences	479	600	600		600
205-60-87-51500	87	51500	Clothing & Personal Expenses	1	800	500		500
205-60-87-51600	87	51600	Memberships & Dues	353	400	400		400
205-60-87-51720	87	51720	Other Technical Services	5,150	15,000	6,940		6,940
205-60-87-51736	87	51736	Carbon Survey/Verification	2,650	3,500	8,000		8,000
205-60-87-51765	87	51765	Logging Contractor	125,599	-	129,000		129,000
205-60-87-51770	87	51770	Other Professional Services	1,231	5,200	1,300		1,300
205-60-87-51771	87	51771	Legal Consultations	1,011	2,000	1,000		1,000
205-60-87-51900	87	51900	Taxes & Other Fees	7,794	5,761	9,409		9,409
205-60-87-51910	87	51910	Certification Fee	126	500	520		520
205-60-87-52000	87	52000	Insurance	9,458	12,076	30,607		30,607
205-60-87-52020	87	52020	CDF Fire Insurance	-	350	-		-
205-60-87-53100	87	53100	Postage	75	350	100		100
205-60-87-53200	87	53200	Photocopy	141	350	100		100
205-60-87-54200	87	54200	Other Department Supplies	20,645	22,300	25,500		25,500
205-60-87-54300	87	54300	Small Tools	382	1,350	1,000		1,000
205-60-87-55300	87	55300	Equipment Maintenance	-	1,370	300		300
205-60-87-55500	87	55500	Central Garage Charges	11,091	12,062	32,141		32,141
205-60-87-55800	87	55800	IT Services & Maintenance	5,581	1,614	4,963	(4,964)	(0)
205-60-87-55900	87	55900	Overhead	25,010	30,590	60,920	(30,000)	30,920
205-60-87-57200	87	57200	Capital - Property Acquisition	-	-	-		-
205-60-87-57400	87	57400	Capital - ROW & Easements	1,165	-	-		-
205-60-87-57600	87	57600	Capital - Other Improvements	36,560	150,000	190,000		190,000
<b>87 Total</b>			<b>Forest Management</b>	<b>325,654</b>	<b>364,129</b>	<b>619,682</b>	<b>(34,964)</b>	<b>584,718</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>
<b>FY 22/23</b>	9,061,766	160,000	-	<b>\$9,221,766</b>

APPROPRIATIONS						
	Personnel	Materials & Services	Capital Projects	Debt Services	Interfund/Intergovt Payments	TOTALS:
<b>FY 20/21</b>	1,322,006	1,708,011	91,413	63,195	822,676	<b>\$4,007,301</b>
<b>FY 21/22</b>	1,414,416	1,849,371	4,374,080	134,157	940,407	<b>\$8,712,430</b>
<b>FY 22/23</b>	1,446,834	2,186,623	5,744,500	135,815	1,045,715	<b>\$10,559,487</b>

## Budgeted Projects and Programs FY 22/23:

- Management and Maintenance of 77+ miles of water distribution mains, water service lines, water valves and fire hydrants. Monthly reading, repairing, replacing and testing of approximately 6,000 water meters, from 3/4" to 10" in service size. Annual testing of 500 back-flow 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.
- Complete Arcata Storage Tank-1C Project, construction a new one-million-gallon steel water tank at Happy Valley.
- Continue to replace aging water lines (in part, with State funds).
- Advance Phase 2 the Plunkett Road Waterline Retrofit Project; finalize designs and land acquisition/easement and right-of-way work. Project funded through a phased Cal OES grant.
- Remove the old water Tank #8 on Panorama Drive.
- Complete refurbishment of the Heindon Well as a groundwater source for the City.



*Utilities Crew working to remove roots affecting distribution lines*



*Crew installing new lines on G St*

**2022/23 Proposed Expenditures Budget**

General Ledger Line	Activity	Account	Description	2020/2021 Actuals	2021/2022 Budget	2022/2023 Department Requested	City Manager Adjustments	2022/2023 Proposed Total
224-50-63-50100	63	50100	Regular Salaries		1,737	4,335		4,335
224-50-63-50990	63	50990	Other Employee Benefits		1,390	3,326		3,326
661-50-63-50100	63	50100	Regular Salaries	320,072	331,131	408,732		408,732
661-50-63-50200	63	50200	Overtime Wages	5,555	5,000	5,000		5,000
661-50-63-50300	63	50300	Part-time & Temporary Salaries	9,960	23,453	21,040		21,040
661-50-63-50990	63	50990	Other Employee Benefits	206,283	250,860	273,663		273,663
661-50-63-51200	63	51200	Communications	-	-	-		-
661-50-63-51400	63	51400	Training & Conferences	996	4,500	4,000		4,000
661-50-63-51500	63	51500	Clothing & Personal Expenses	1,357	1,600	1,700		1,700
661-50-63-51600	63	51600	Memberships & Dues	661	1,000	5,730		5,730
661-50-63-51770	63	51770	Other Professional Services	4,017	13,800	25,050	(5,000)	20,050
661-50-63-52000	63	52000	Insurance	82,758	111,696	172,094		172,094
661-50-63-53300	63	53300	Office Supplies	205	600	700		700
661-50-63-53400	63	53400	Bank Fees			1,500		1,500
661-50-63-53600	63	53600	Janitorial & Household Supplie	183	450	500		500
661-50-63-53800	63	53800	Cement Gravel Sand & Asphalt	11,648	28,000	51,000	(10,000)	41,000
661-50-63-53900	63	53900	Pipes Valves & Fittings	28,872	75,000	80,000		80,000
661-50-63-54200	63	54200	Other Department Supplies	8,156	7,800	8,600	(500)	8,100
661-50-63-54300	63	54300	Small Tools	4,338	4,500	5,500		5,500
661-50-63-55300	63	55300	Equipment Maintenance	3,555	6,800	9,050	(1,000)	8,050
661-50-63-55500	63	55500	Central Garage Charges	78,562	82,644	107,641		107,641
661-50-63-55600	63	55600	Equipment Rental	-	1,000	1,000		1,000
661-50-63-55800	63	55800	IT Services & Maintenance	11,236	14,822	22,368		22,368
661-50-63-55900	63	55900	Overhead	151,030	167,510	181,060		181,060
661-50-63-56100	63	56100	Interest Expense	-	-	-		-
661-50-63-56105	63	56105	1998 COP Refinance Principal	-	76,700	79,950		79,950
661-50-63-56205	63	56205	1998 COP Refinance Interest	63,195	57,457	55,865		55,865
661-50-63-57500	63	57500	Capital - Underground Faciliti	10,200	2,705,866	2,900,000		2,900,000
661-50-63-57800	63	57800	Capital - Furniture & Equipmen	3,340	21,103	6,500		6,500
<b>63 Total</b>			<b>Water Distribution Maintenance</b>	<b>1,006,180</b>	<b>3,996,419</b>	<b>4,435,903</b>	<b>(16,500)</b>	<b>4,419,403</b>



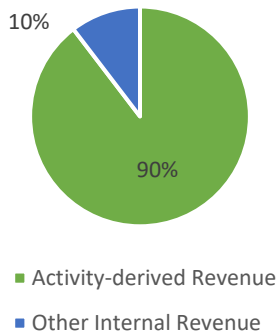
**2022/23 Proposed Expenditures Budget**

General Ledger Line	Activity	Account	Description	2020/2021 Actuals	2021/2022 Budget	2022/2023 Department Requested	City Manager Adjustments	2022/2023 Proposed Total
224-60-64-50100	64	50100	Regular Salaries	-	1,520	3,939		3,939
224-60-64-50990	64	50990	Other Employee Benefits	-	1,216	2,922		2,922
231-60-64-57500	64	57500	Capital- Underground Faciliti	-	1,285,200	1,074,244		1,074,244
661-60-64-50100	64	50100	Regular Salaries	454,451	448,989	389,562		389,562
661-60-64-50200	64	50200	Overtime Wages	10,009	8,500	9,000		9,000
661-60-64-50300	64	50300	Part-time & Temporary Salaries	9,637	34,668	35,644		35,644
661-60-64-50990	64	50990	Other Employee Benefits	302,052	348,448	289,672		289,672
661-60-64-51100	64	51100	Utilities	55,667	74,000	74,000		74,000
661-60-64-51200	64	51200	Communications	-	-	-		-
661-60-64-51300	64	51300	Advertising	-	100	100		100
661-60-64-51400	64	51400	Training & Conferences	1,929	7,860	6,600		6,600
661-60-64-51500	64	51500	Clothing & Personal Expenses	7,057	9,000	9,000	(1,000)	8,000
661-60-64-51600	64	51600	Memberships & Dues	3,302	3,550	3,550		3,550
661-60-64-51742	64	51742	Lab Testing & Analysis	6,642	8,045	7,045		7,045
661-60-64-51770	64	51770	Other Professional Services	41,035	65,475	76,200		76,200
661-60-64-51780	64	51780	Other Planning Services	23	2,000	2,000		2,000
661-60-64-51900	64	51900	Taxes & Other Fees	32,327	29,800	33,040		33,040
661-60-64-52000	64	52000	Insurance	70,935	96,604	148,838		148,838
661-60-64-52526	64	52526	Haz Mat Response Team	2,300	2,350	2,350		2,350
661-60-64-53100	64	53100	Postage	13,705	16,700	17,200		17,200
661-60-64-53200	64	53200	Photocopy	0	1,400	1,400		1,400
661-60-64-53300	64	53300	Office Supplies	466	2,750	2,750		2,750
661-60-64-53400	64	53400	Bank Service Charges	52,127	53,000	-	53,000	53,000
661-60-64-53500	64	53500	Chemicals & Lab Supplies	22,219	27,091	32,591		32,591
661-60-64-53600	64	53600	Janitorial & Household Supplie	967	1,750	1,750		1,750
661-60-64-54000	64	54000	Purchase Of Water	1,436,533	1,425,000	1,507,366		1,507,366
661-60-64-54200	64	54200	Other Department Supplies	2,583	10,000	12,000		12,000
661-60-64-54300	64	54300	Small Tools	342	4,000	4,000		4,000
661-60-64-54700	64	54700	Fuels & Lubricants	-	250	250		250
661-60-64-55300	64	55300	Equipment Maintenance	5,820	26,000	49,000		49,000
661-60-64-55400	64	55400	Building/Grounds Maintenance	754	11,500	36,500		36,500
661-60-64-55500	64	55500	Central Garage Charges	26,348	29,593	38,793		38,793
661-60-64-55600	64	55600	Equipment Rental	1,215	3,500	3,500		3,500
661-60-64-55800	64	55800	IT Services & Maintenance	17,090	18,877	27,042		27,042
661-60-64-55900	64	55900	Overhead	352,390	390,860	422,480		422,480
661-60-64-57200	64	57200	Capital - Property Acquisition	-	-	-		-
661-60-64-57300	64	57300	Capital - Buildings & Structur	22,001	36,000	10,000		10,000
661-60-64-57500	64	57500	Capital - Underground Faciliti	35,103	50,000	50,000		50,000
661-60-64-57600	64	57600	Capital - Other Improvements	16,384	312,805	1,683,756		1,683,756
661-60-64-57800	64	57800	Capital - Furniture & Equipmen	4,385	20,000	20,000		20,000
<b>64 Total</b>			<b>Water Treatment</b>	<b>3,007,797</b>	<b>4,868,401</b>	<b>6,088,083</b>	<b>52,000</b>	<b>6,140,083</b>

# Environmental Services – Wastewater & AMWS/AMIC Services

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

Funding Sources



FUNDING SOURCES				
	Activity-derived Revenues	Contributory Revenue from Other Activities	General Fund Contribution	TOTALS:
<b>FY 20/21</b>	22,286,498	(90,000)	-	<b>\$22,196,498</b>
<b>FY 21/22</b>	7,820,341	2,248,400	-	<b>\$10,068,741</b>
<b>FY 22/23</b>	18,686,815	2,164,405	-	<b>\$20,851,220</b>

APPROPRIATIONS						
	Personnel	Materials & Services	Capital Projects	Debt Services	Interfund/Intergovt Payments	TOTALS:
<b>FY 20/21</b>	1,716,181	883,077	192,253	14,403	989,898	<b>\$3,795,812</b>
<b>FY 21/22</b>	1,861,423	1,117,256	13,095,441	180,280	1,108,709	<b>\$17,363,109</b>
<b>FY 22/23</b>	1,906,891	1,267,956	15,884,844	229,433	1,391,787	<b>\$20,680,911</b>

## Budgeted Projects and Programs FY 22/23:

- 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.
  - Management 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.
- Continue sea level rise adaptation planning and implementation strategies, including research and analysis and strategic property acquisition to support long term climate change adaptation.

### Construction Projects

- Initiate construction of the AWTF Upgrade Project, Phase I.
- Complete environmental documentation and preliminary engineering for a new Inflow & Infiltration project to reduce stormwater inflow and groundwater infiltration into the wastewater collection system.
- Replace and add pump/motor redundancy to the First Street Wastewater Lift Station.

### **Arcata Marsh and Wildlife Sanctuary**

- Construct new boat launch facility improvements at the end of South I Street, with a California Boating and Waterways Grant.
- Improve South I Street for walking and biking, with funding from a Humboldt Area Foundation grant.
- Support public stewardship of the Arcata Marsh and Wildlife Sanctuary.



*Arcata Wastewater Treatment Facility*



*Arcata Marsh Interpretive Center's Native Plant Garden renovation in progress*

**2022/23 Proposed Expenditures Budget**

General Ledger Line	Activity	Account	Description	2020/2021 Actuals	2021/2022 Budget	2022/2023 Department Requested	City Manager Adjustments	2022/2023 Proposed Total
224-50-65-50100	65	50100	Regular Salaries	-	1,954	5,732		5,732
224-50-65-50990	65	50990	Other Employee Benefits	-	1,563	4,184		4,184
662-50-65-50100	65	50100	Regular Salaries	318,605	356,535	400,263		400,263
662-50-65-50200	65	50200	Overtime Wages	4,579	6,000	6,000		6,000
662-50-65-50300	65	50300	Part-time & Temporary Salaries	21,143	37,589	40,936		40,936
662-50-65-50990	65	50990	Other Employee Benefits	200,322	255,765	292,156		292,156
662-50-65-51200	65	51200	Communications	-	-	-		-
662-50-65-51400	65	51400	Training & Conferences	2,917	8,900	10,000		10,000
662-50-65-51500	65	51500	Clothing & Personal Expenses	1,621	5,750	6,000		6,000
662-50-65-51600	65	51600	Memberships & Dues	295	550	4,550		4,550
662-50-65-51720	65	51720	Other Technical Services	-	2,500	18,650		18,650
662-50-65-51770	65	51770	Other Professional Services	6,917	24,600	68,250		68,250
662-50-65-52000	65	52000	Insurance	82,758	105,659	162,792		162,792
662-50-65-53800	65	53800	Cement Gravel Sand & Asphalt	10,867	35,000	49,500		49,500
662-50-65-53900	65	53900	Pipes Valves & Fittings	23,150	24,000	24,000		24,000
662-50-65-54200	65	54200	Other Department Supplies	6,181	12,000	9,500		9,500
662-50-65-54300	65	54300	Small Tools	2,121	3,000	3,500		3,500
662-50-65-55300	65	55300	Equipment Maintenance	19,014	10,343	27,500		27,500
662-50-65-55500	65	55500	Central Garage Charges	183,351	188,716	261,222		261,222
662-50-65-55600	65	55600	Equipment Rental	2,067	7,000	5,000		5,000
662-50-65-55800	65	55800	IT Services & Maintenance	10,013	13,657	20,943		20,943
662-50-65-55900	65	55900	Overhead	212,050	234,430	254,080		254,080
662-50-65-56102	65	56102	1997 Revenue Bonds	-	142,680	145,960		145,960
662-50-65-56103	65	56103	SWRCB (I&I) Principal	-	1,140,152	29,402		29,402
662-50-65-56202	65	56202	1997 Revenue Bonds	11,810	5,150	1,730		1,730
662-50-65-56203	65	56203	2021 SWRCB (I&I) Interest	-	14,309	19,922		19,922
662-50-65-57500	65	57500	Capital - Underground Faciliti	744	167,650	200,000		200,000
662-50-65-57800	65	57800	Capital - Furniture & Equipmen	10,016	244,657	4,000		4,000
<b>65 Total</b>			<b>Wastewater Collection</b>	<b>1,130,542</b>	<b>3,050,109</b>	<b>2,075,770</b>	<b>-</b>	<b>2,075,770</b>



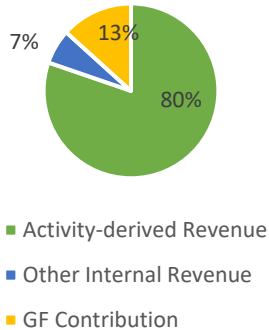
**2022/23 Proposed Expenditures Budget**

General Ledger Line	Activity	Account	Description	2020/2021 Actuals	2021/2022 Budget	2022/2023 Department Requested	City Manager Adjustments	2022/2023 Proposed Total
224-60-67-50100	67	50100	Regular Salaries	-	218	-		-
224-60-67-50990	67	50990	Other Employee Benefits	-	174	-		-
224-60-67-57602	67	57602	Capital - South I ST Dock/Vault	-	-	120,000		120,000
662-60-67-50100	67	50100	Regular Salaries	667,530	615,091	587,616		587,616
662-60-67-50200	67	50200	Overtime Wages	10,189	9,000	9,000		9,000
662-60-67-50300	67	50300	Part-time & Temporary Salaries	38,817	131,020	142,502		142,502
662-60-67-50990	67	50990	Other Employee Benefits	449,903	475,863	418,504		418,504
662-60-67-51100	67	51100	Utilities	194,367	190,000	250,000		250,000
662-60-67-51200	67	51200	Communications	-	-	-		-
662-60-67-51400	67	51400	Training & Conferences	6,526	8,800	7,350		7,350
662-60-67-51500	67	51500	Clothing & Personal Expenses	12,048	12,500	12,500		12,500
662-60-67-51600	67	51600	Memberships & Dues	1,273	3,050	3,050		3,050
662-60-67-51720	67	51720	Other Technical Services	-	-	4,500		4,500
662-60-67-51728	67	51728	Engineering Services	52,850	85,000	70,000		70,000
662-60-67-51742	67	51742	Lab Testing & Analysis	54,160	66,968	63,968		63,968
662-60-67-51754	67	51754	Compost/Brush Chipping	62,367	85,500	85,500		85,500
662-60-67-51770	67	51770	Other Professional Services	82,281	106,684	115,584		115,584
662-60-67-51771	67	51771	Legal Consultations	-	2,060	2,060		2,060
662-60-67-51780	67	51780	Other Planning Services	10,781	11,200	11,200		11,200
662-60-67-51790	67	51790	Other Consulting Services	59,874	-	-		-
662-60-67-51900	67	51900	Taxes & Other Fees	203,597	141,999	78,456		78,456
662-60-67-52000	67	52000	Insurance	70,935	90,565	139,536		139,536
662-60-67-52526	67	52526	Haz Mat Response Team	2,300	2,769	2,369		2,369
662-60-67-53100	67	53100	Postage	20,392	24,200	24,200		24,200
662-60-67-53200	67	53200	Photocopy	73	1,400	1,400		1,400
662-60-67-53300	67	53300	Office Supplies	1,829	2,225	4,315		4,315
662-60-67-53400	67	53400	Bank Service Charges	53,862	56,635	46,635	10,000	56,635
662-60-67-53500	67	53500	Chemicals & Lab Supplies	130,958	177,900	149,900		149,900
662-60-67-53600	67	53600	Janitorial & Household Supplie	1,083	2,700	2,700		2,700
662-60-67-54200	67	54200	Other Department Supplies	7,230	23,100	18,600		18,600
662-60-67-54300	67	54300	Small Tools	428	4,000	4,000		4,000
662-60-67-54700	67	54700	Fuels & Lubricants	1,933	2,575	2,575		2,575
662-60-67-55300	67	55300	Equipment Maintenance	50,910	95,600	96,600		96,600
662-60-67-55400	67	55400	Building/Grounds Maintenance	10,091	53,000	48,000		48,000
662-60-67-55500	67	55500	Central Garage Charges	61,479	69,050	90,518		90,518
662-60-67-55600	67	55600	Equipment Rental	1,342	9,500	4,500		4,500
662-60-67-55800	67	55800	IT Services & Maintenance	24,345	26,416	34,770		34,770
662-60-67-55900	67	55900	Overhead	291,370	323,940	349,470		349,470
662-60-67-56102	67	56102	1997 Revenue Bonds	-	31,320	32,040		32,040
662-60-67-56202	67	56202	1997 Revenue Bonds	2,593	1,130	380		380
662-60-67-57200	67	57200	Capital - Property Acquisition	-	15,000	-		-
662-60-67-57300	67	57300	Capital - Buildings & Structur	4,909	47,000	56,000		56,000
662-60-67-57500	67	57500	Capital - Underground Faciliti	-	-	47,430		47,430
662-60-67-57600	67	57600	Capital - Other Improvements	18,211	14,990	10,000		10,000
662-60-67-57601	67	57601	WWTP	135,906	11,710,725	14,482,752		14,482,752
662-60-67-57602	67	57602	Capital- South I ST Dock/Vault	-	483,391	539,662		539,662
662-60-67-57603	67	57603	Capital- NR/PD Move	-	10,000	50,000		50,000
662-60-67-57604	67	57604	Capital- 1 St Pump	-	325,000	325,000		325,000
662-60-67-57800	67	57800	Capital - Furniture & Equipmen	22,468	103,832	50,000		50,000
<b>67 Total</b>			<b>Wastewater Treatment</b>	<b>2,821,210</b>	<b>15,653,090</b>	<b>18,595,141</b>	<b>10,000</b>	<b>18,605,141</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>
<b>FY 22/23</b>	592,816	47,546	98,163	<b>\$738,525</b>

APPROPRIATIONS

	Personnel	Materials & Services	Capital Projects	Debt Services	Interfund/Intergovt Payments	TOTALS:
<b>FY 20/21</b>	288,964	145,391	22,417	-	26,092	<b>\$482,865</b>
<b>FY 21/22</b>	339,818	157,504	44,200	-	31,126	<b>\$582,648</b>
<b>FY 22/23</b>	425,430	221,249	57,700	-	31,804	<b>\$736,183</b>

## Budgeted Projects and Programs FY 22/23:

### 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/replace older computers and hardware throughout the organization.
- Continue updates to the IT Resource and Disaster Recovery Manual.
- Continue major upgrade of the City's 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 Upgrade Project, Phase I.
- Run the technical equipment in broadcasting public meetings; including remote and hybrid meeting capabilities.

- Continue centralized production of all City Press Releases and management of City social media platforms.
- Maintain the City's website, work with community partners on the VisitArcata website, and develop media/marketing videos for City projects, as well as business/economic highlights and promotion of Arcata events and activities.
- Continue implementation of 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 and updates 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.

**2022/23 Proposed Expenditures Budget**

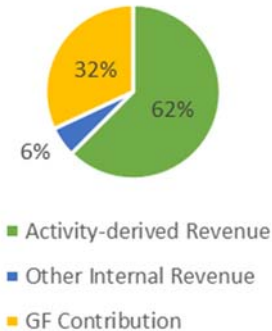
General Ledger Line	Activity	Account	Description	2020/2021 Actuals	2021/2022 Budget	2022/2023 Department Requested	City Manager Adjustments	2022/2023 Proposed Total
775-10-71-50100	71	50100	Regular Salaries	105,827	108,577	156,797		156,797
775-10-71-50990	71	50990	Other Employee Benefits	95,131	118,623	168,254		168,254
775-10-71-51200	71	51200	Communications	53,945	47,045	41,100		41,100
775-10-71-51210	71	51210	Internet & DSL	18,319	15,384	19,014		19,014
775-10-71-51400	71	51400	Training & Conferences	-	626	2,750		2,750
775-10-71-51600	71	51600	Memberships & Dues	130	360	360		360
775-10-71-51770	71	51770	Other Professional Services	14,250	28,780	37,273		37,273
775-10-71-51790	71	51790	Other Consulting Services	4,466	8,924	60,227		60,227
775-10-71-53300	71	53300	Office Supplies	19,902	17,800	15,550		15,550
775-10-71-54200	71	54200	Other Department Supplies	1,596	250	250		250
775-10-71-55300	71	55300	Equipment Maintenance	7,496	7,500	7,500		7,500
775-10-71-55800	71	55800	IT Services & Maintenance	2,961	720	-		-
775-10-71-55900	71	55900	Overhead	8,860	11,080	10,600		10,600
775-10-71-57800	71	57800	Capital - Furniture & Equipmen	22,417	72,425	57,700		57,700
<b>71 Total</b>			<b>IT Services</b>	<b>355,301</b>	<b>438,094</b>	<b>577,375</b>	<b>-</b>	<b>577,375</b>
101-10-77-50100	77	50100	Regular Salaries	27,196	28,365	42,455		42,455
101-10-77-50200	77	50200	Overtime Wages	-	-	-		-
101-10-77-50300	77	50300	Part-time & Temporary Salaries	23,250	55,093	31,984	(22,545)	9,439
101-10-77-50990	77	50990	Other Employee Benefits	22,454	25,394	37,979		37,979
101-10-77-51200	77	51200	Communications	-	-	-		-
101-10-77-51790	77	51790	Other Consulting Services	7,710	8,130	8,690		8,690
101-10-77-51791	77	51791	Consulting - Cable Franchise	4,860	4,860	4,860		4,860
101-10-77-51792	77	51792	Consulting - Video Streaming	7,152	7,200	7,200		7,200
101-10-77-54200	77	54200	Other Department Supplies	474	425	1,175		1,175
101-10-77-55800	77	55800	IT Services & Maintenance	7,439	9,923	17,187		17,187
101-10-77-57800	77	57800	Capital - Furniture & Equipmen	-	6,000	-		-
<b>77 Total</b>			<b>Communications</b>	<b>100,534</b>	<b>145,389</b>	<b>151,530</b>	<b>(22,545)</b>	<b>128,985</b>
101-60-79-50100	79	50100	Regular Salaries	9,740	5,191	5,952		5,952
101-60-79-50300	79	50300	Part-time & Temporary Salaries	1,381	2,571	2,629		2,629
101-60-79-50990	79	50990	Other Employee Benefits	3,271	1,692	1,925		1,925
101-60-79-51400	79	51400	Training & Conferences	-	800	800		800
101-60-79-51770	79	51770	Other Professional Services	-	-	8,000	(8,000)	-
101-60-79-53100	79	53100	Postage	1	50	50		50
101-60-79-53200	79	53200	Photocopy	-	200	200		200
101-60-79-53300	79	53300	Office Supplies	-	1,050	350		350
101-60-79-54200	79	54200	Other Department Supplies	316	800	200		200
101-60-79-55300	79	55300	Equipment Maintenance	5,700	8,500	5,700		5,700
101-60-79-55500	79	55500	Central Garage Charges	1,386	1,508	4,017		4,017
101-60-79-55800	79	55800	IT Services & Maintenance	5,446	7,895	20,270	(20,270)	0
224-60-79-51770	79	51770	Other Professional Services	-	-	8,000		8,000
<b>79 Total</b>			<b>GIS</b>	<b>27,241</b>	<b>30,257</b>	<b>58,093</b>	<b>(28,270)</b>	<b>29,823</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>
<b>FY 22/23</b>	2,796,197	249,894	1,431,352	<b>\$4,477,442</b>

**APPROPRIATIONS**

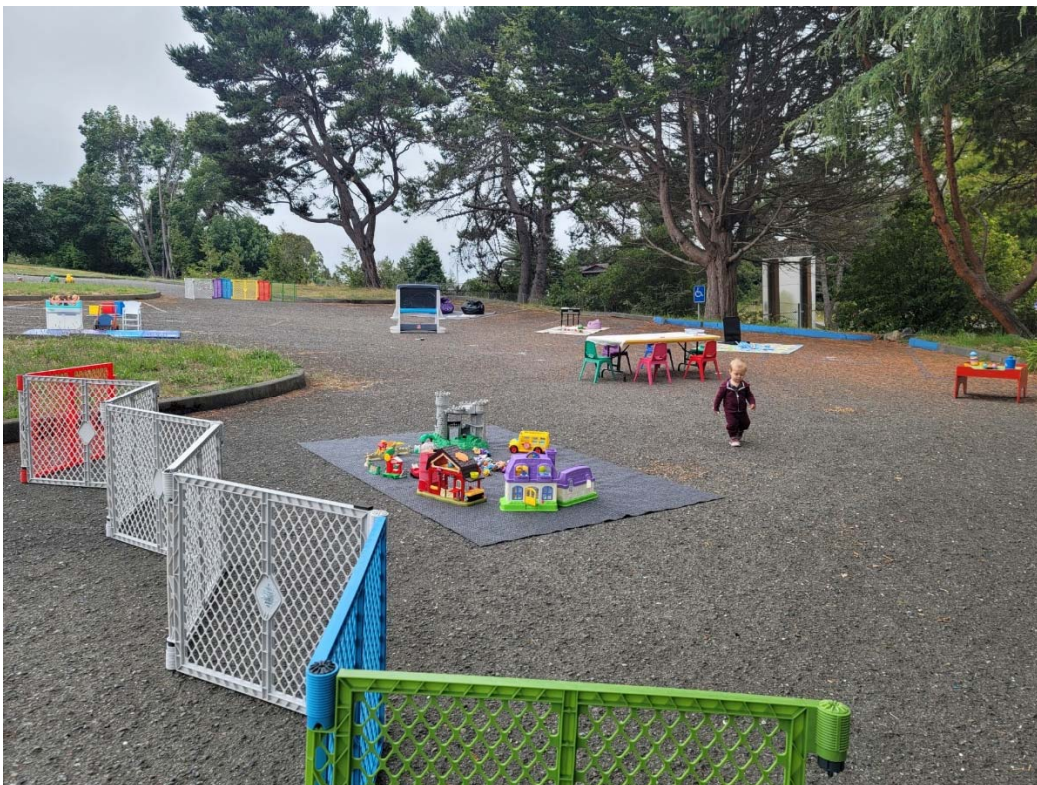
	Personnel	Materials & Services	Capital Projects	Debt Services	Interfund/Intergovt Payments	TOTALS:
<b>FY 20/21</b>	1,224,110	300,509	289,486	72,523	104,575	<b>\$1,991,204</b>
<b>FY 21/22</b>	1,458,889	500,315	1,272,500	57,198	111,613	<b>\$3,400,515</b>
<b>FY 22/23</b>	1,550,934	738,319	1,930,988	73,131	176,467	<b>\$4,469,839</b>

### Budgeted Projects and Programs FY 22/23:

- 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.
  - Finalize designs for the Carlson Park Improvement and Mad River Access Project with neighborhood input and secure funding for implementation. Prioritize improvements to Carlson Park, cleanup efforts, play space and river access.
  - Construct the Shay Park Phase II Project, including installation of outdoor fitness equipment.
  - Complete designs for Redwood Park improvements, seek input on playground features and theme, and finalize the bike pump track plans.
  - Beautify Downtown through public art installations and the Green and Gold Corridor connecting the downtown to the Cal Poly Humboldt campus.
  - Develop a plan with the neighborhood and community for Bloomfield Park, to replace park equipment and meet community needs.
  - Continue to advance beautification and community connectivity priorities for Valley West area.
  - Replace the scoreboard at the north field of the Sports Complex.



- The Facilities 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. Advance fuel switching and energy efficiency upgrades for the Arcata Community Center to reduce greenhouse emissions and demonstrate facility electrification.
  2. Complete the installation of back-up generators at City facilities.
  3. Construct meeting & office space for City Council members.
  4. Re-roof the Redwood Lounge.
  5. Routine maintenance and miscellaneous repairs throughout facilities, 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. Deliver high-quality recreational programming to meet community needs.
  2. Continue to facilitate Arcata Play Center and other recreational programming to support families.
  3. Reopen drop-in recreation programming and classes following current health guidance.
  4. Support the re-opening of public events and private rentals at City facilities.
  5. Re-start programming delayed due to the pandemic, such as youth basketball and the challenge course.
  6. Continue planning for a Valley West community center to offer recreational and learning opportunities, resource services, and a general gathering space.
  7. Support the update of the Parks and Recreation Element of the General Plan.
  8. Continue to identify and address priorities for all members of our community, including special needs persons and seniors, and coordinate with Cal Poly Humboldt and other local agencies.



*Play Center @ D St. Community Center Ready for Play Outside*



*Larson Park Tennis Courts resurfaced*



*Ball Park ready for 2021 Crabs season*



**2022/23 Proposed Expenditures Budget**

General Ledger Line	Activity	Account	Description	2020/2021 Actuals	2021/2022 Budget	2022/2023 Department Requested	City Manager Adjustments	2022/2023 Proposed Total
101-50-81-50100	81	50100	Regular Salaries	200,515	273,795	233,453		233,453
101-50-81-50200	81	50200	Overtime Wages	966	-	-		-
101-50-81-50300	81	50300	Part-time & Temporary Salaries	38,769	88,258	93,604		93,604
101-50-81-50990	81	50990	Other Employee Benefits	116,561	183,533	124,808		124,808
101-50-81-51100	81	51100	Utilities	44,177	70,000	70,000		70,000
101-50-81-51200	81	51200	Communications	-	-	-		-
101-50-81-51400	81	51400	Training & Conferences	441	3,860	6,860		6,860
101-50-81-51500	81	51500	Clothing & Personal Expenses	1,340	4,700	4,700		4,700
101-50-81-51600	81	51600	Memberships & Dues	178	765	765		765
101-50-81-51770	81	51770	Other Professional Services	274	7,900	14,900	(3,000)	11,900
101-50-81-51790	81	51790	Other Consulting Services	-	-	-		-
101-50-81-51900	81	51900	Taxes & Other Fees	2,153	4,852	5,000		5,000
101-50-81-53200	81	53200	Photocopy	53	150	150		150
101-50-81-53300	81	53300	Office Supplies	411	1,500	1,500		1,500
101-50-81-53500	81	53500	Chemicals & Lab Supplies	20,344	14,860	16,360		16,360
101-50-81-53600	81	53600	Janitorial & Household Supplie	194	1,000	1,000		1,000
101-50-81-53800	81	53800	Cement Gravel Sand & Asphalt	151	10,300	10,300		10,300
101-50-81-53900	81	53900	Pipes Valves & Fittings	1,026	3,950	3,950		3,950
101-50-81-54200	81	54200	Other Department Supplies	4,979	10,288	12,890	(2,000)	10,890
101-50-81-54300	81	54300	Small Tools	2,080	3,000	3,000		3,000
101-50-81-55300	81	55300	Equipment Maintenance	2,037	9,840	9,840		9,840
101-50-81-55400	81	55400	Building/Grounds Maintenance	15,681	41,925	43,125	(5,000)	38,125
101-50-81-55500	81	55500	Central Garage Charges	40,860	45,671	73,398		73,398
101-50-81-55600	81	55600	Equipment Rental	17,665	21,000	21,000		21,000
101-50-81-55800	81	55800	IT Services & Maintenance	7,747	10,886	16,129		16,129
101-50-81-57600	81	57600	Capital - Other Improvements	3,609	-	177,952		177,952
101-50-81-57611	81	57611	Capital - Neighborhood Parks	147,123	-	85,000		85,000
101-50-81-57612	81	57612	Capital - Community Parks	68,586	115,000	115,000	(80,000)	35,000
101-50-81-57613	81	57613	Capital - Special Use Parks	-	5,000	2,000		2,000
101-50-81-57614	81	57614	Capital - Linear Parks	164	-	-		-
101-50-81-57800	81	57800	Capital - Furniture & Equipmen	-	-	-		-
224-50-81-50100	81	50100	Regular Salaries	-	12,012	35,566		35,566
224-50-81-57600	81	57600	Capital - Other Improvements	-	-	175,000		175,000
224-50-81-50990	81	50990	Other Employee Benefits	-	11,920	18,065		18,065
224-60-81-51770	81	51770	Other Professional Services	-	55,000	95,000		95,000
224-60-81-55400	81	55400	Building/Grounds Maintenance	-	5,000	100,000		100,000
231-50-81-51770	81	51770	Other Professional Services	-	35,000	38,000		38,000
231-50-81-57600	81	57600	Capital- Other Improvements	-	958,000	1,125,536		1,125,536
<b>81 Total</b>			<b>Parks</b>	<b>738,081</b>	<b>2,008,965</b>	<b>2,733,850</b>	<b>(90,000)</b>	<b>2,643,850</b>

**2022/23 Proposed Expenditures Budget**

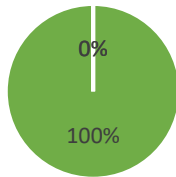
General Ledger Line	Activity	Account	Description	2020/2021 Actuals	2021/2022 Budget	2022/2023 Department Requested	City Manager Adjustments	2022/2023 Proposed Total
101-50-85-50100	85	50100	Regular Salaries	229,408	222,025	243,527		243,527
101-50-85-50200	85	50200	Overtime Wages	723	750	750		750
101-50-85-50300	85	50300	Part-time & Temporary Salaries	-	7,500	18,635		18,635
101-50-85-50990	85	50990	Other Employee Benefits	166,091	168,970	164,295		164,295
101-50-85-51100	85	51100	Utilities	112,632	118,200	130,000		130,000
101-50-85-51200	85	51200	Communications	-	-	-		-
101-50-85-51400	85	51400	Training & Conferences	-	2,300	1,100		1,100
101-50-85-51500	85	51500	Clothing & Personal Expenses	1,057	2,400	2,900		2,900
101-50-85-51600	85	51600	Memberships & Dues	-	-	-		-
101-50-85-51770	85	51770	Other Professional Services	12,031	32,716	35,000	(3,000)	32,000
101-50-85-51900	85	51900	Taxes & Other Fees	891	2,184	2,184		2,184
101-50-85-53600	85	53600	Janitorial & Household Supplie	17,765	27,000	30,000		30,000
101-50-85-54200	85	54200	Other Department Supplies	1,459	2,800	2,500		2,500
101-50-85-55300	85	55300	Equipment Maintenance	1,120	6,225	11,575		11,575
101-50-85-55400	85	55400	Building/Grounds Maintenance	18,977	25,600	26,600		26,600
101-50-85-55500	85	55500	Central Garage Charges	22,002	24,800	39,522		39,522
101-50-85-55800	85	55800	IT Services & Maintenance	13,959	10,169	11,689		11,689
101-50-85-56105	85	56105	1998 COP Refinance Principal	39,900	41,300	43,050		43,050
101-50-85-56205	85	56205	1998 COP Refinance Interest	32,623	15,898	30,081		30,081
101-50-85-57300	85	57300	Capital - Buildings & Structur	69,704	34,500	50,000	(40,000)	10,000
101-50-85-57800	85	57800	Capital - Furniture & Equipmen	301	179,500	220,500	(10,000)	210,500
224-50-85-50100	85	50100	Regular Salaries	-	3,204	21,040		21,040
224-50-85-50990	85	50990	Other Employee Benefits	-	3,179	9,886		9,886
224-50-85-57300	85	57300	Capital - Buildings & Structur	-	-	100,000		100,000
224-50-85-57800	85	57800	Capital - Furniture & Equipment	-	-	10,000		10,000
<b>85 Total</b>			<b>Government Buildings</b>	<b>740,642</b>	<b>931,219</b>	<b>1,204,835</b>	<b>(53,000)</b>	<b>1,151,835</b>
224-60-89-50100	89	50100	Regular Salaries	-	-	25,549		25,549
224-60-89-50990	89	50990	Other Employee Benefits	-	-	11,551		11,551
101-60-89-50100	89	50100	Regular Salaries	166,969	170,632	152,182		152,182
101-60-89-50200	89	50200	Overtime Wages	294	-	-		-
101-60-89-50300	89	50300	Part-time & Temporary Salaries	102,953	127,877	235,386		235,386
101-60-89-50990	89	50990	Other Employee Benefits	197,819	183,896	162,637		162,637
101-60-89-51200	89	51200	Communications	-	-	-		-
101-60-89-51300	89	51300	Advertising	1,486	2,300	3,550		3,550
101-60-89-51400	89	51400	Training & Conferences	95	700	1,500		1,500
101-60-89-51500	89	51500	Clothing & Personal Expenses	263	1,670	2,002		2,002
101-60-89-51600	89	51600	Memberships & Dues	730	905	1,180		1,180
101-60-89-51710	89	51710	Contract Classes	-	1,800	4,000		4,000
101-60-89-51770	89	51770	Other Professional Services	-	1,500	500		500
101-60-89-52524	89	52524	Fingerprinting Services	1,274	2,500	2,500		2,500
101-60-89-53100	89	53100	Postage	222	500	500		500
101-60-89-53200	89	53200	Photocopy	16	400	400		400
101-60-89-53300	89	53300	Office Supplies	500	700	700		700
101-60-89-53400	89	53400	Bank Service Charges	7,048	6,000	-	6,000	6,000
101-60-89-54200	89	54200	Other Department Supplies	13,219	16,460	26,070	(1,500)	24,570
101-60-89-55300	89	55300	Equipment Maintenance	3,600	10,000	8,402		8,402
101-60-89-55700	89	55700	Facilities Rental	20	2,500	2,500		2,500
101-60-89-55800	89	55800	IT Services & Maintenance	16,964	17,137	28,545		28,545
101-60-89-57800	89	57800	Capital - Furniture & Equipmen	-	-	-		-
<b>89 Total</b>			<b>Recreation</b>	<b>513,472</b>	<b>547,477</b>	<b>669,655</b>	<b>4,500</b>	<b>674,155</b>



# Public Transportation Services

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

Funding Sources



- Activity-derived Revenue
- Other Internal Revenue
- GF Contribution

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>
<b>FY 22/23</b>	3,451,191	-	-	<b>\$3,451,191</b>

## APPROPRIATIONS

	Personnel	Materials & Services	Capital Projects	Debt Services	Interfund/Intergovt Payments	TOTALS:
<b>FY 20/21</b>	358,017	469,017	1,036	-	159,599	<b>\$987,670</b>
<b>FY 21/22</b>	464,430	565,100	1,830,454	-	178,759	<b>\$3,038,744</b>
<b>FY 22/23</b>	564,603	588,645	2,126,321	-	192,020	<b>\$3,471,589</b>

## Budgeted Projects and Programs FY22/23:

- Complete an analysis of the Transit system to include:
  - Review of current bus line efficiency internally and as it connects to regional transit.
  - Review a shuttle line (green line) between Cal Poly Humboldt and Downtown, as well as 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 a list of one-, three-, and five-year priorities for the 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 months, and for new housing projects.
- Continue to support the bike share program in partnership with Cal Poly Humboldt.
- Install an emergency back-up generator at the Transit Building location.
- Manage the City's contract for Dial-a-Ride (extended paratransit) services.
- Manage Greyhound services available through the Transit system.
- Sponsor 1-2 educational bus rides a year (such as historical, sea level rise, etc.)

**2022/23 Proposed Expenditures Budget**

General Ledger Line	Activity	Account	Description	2020/2021 Actuals	2021/2022 Budget	2022/2023 Department Requested	City Manager Adjustments	2022/2023 Proposed Total
232-50-91-51770	91	51770	Other Professional Services	-	40,000	40,000		40,000
232-50-91-57800	91	57800	Capital- Furniture & Equipment	-	140,000	640,000		640,000
232-50-91-57900	91	57900	Capital- Vehicles	-	500,000	90,000		90,000
233-50-91-51770	91	51770	Other Professional Services	-	75,000	-		-
233-50-91-57900	91	57900	Capital- Vehicles	-	350,000	432,000		432,000
663-50-91-50100	91	50100	Regular Salaries	133,995	164,680	212,065		212,065
663-50-91-50200	91	50200	Overtime Wages	1,151	1,600	1,000		1,000
663-50-91-50300	91	50300	Part-time & Temporary Salaries	91,512	161,000	161,000		161,000
663-50-91-50990	91	50990	Other Employee Benefits	100,473	121,744	166,033		166,033
663-50-91-51100	91	51100	Utilities	1,583	600	1,750		1,750
663-50-91-51200	91	51200	Communications	-	-	-		-
663-50-91-51300	91	51300	Advertising	1,095	1,500	1,500		1,500
663-50-91-51400	91	51400	Training & Conferences	185	20,000	20,000		20,000
663-50-91-51500	91	51500	Clothing & Personal Expenses	90	600	600		600
663-50-91-51600	91	51600	Memberships & Dues	-	-	-		-
663-50-91-51900	91	51900	Taxes & Other Fees	324	1,700	500		500
663-50-91-52000	91	52000	Insurance	55,012	72,660	74,304		74,304
663-50-91-52451	91	52451	CARES Act Expenditures	19,743	-	-		-
663-50-91-52560	91	52560	JPA Agreements	236,682	250,000	243,783		243,783
663-50-91-53100	91	53100	Postage	-	100	100		100
663-50-91-53200	91	53200	Photocopy	-	100	100		100
663-50-91-53300	91	53300	Office Supplies	180	1,500	1,500		1,500
663-50-91-54200	91	54200	Other Department Supplies	2,084	2,000	500		500
663-50-91-54300	91	54300	Small Tools	-	100	500		500
663-50-91-54700	91	54700	Fuels & Lubricants	-	-	60,000		60,000
663-50-91-55300	91	55300	Equipment Maintenance	177,154	207,500	135,000		135,000
663-50-91-55800	91	55800	IT Services & Maintenance	12,033	12,941	25,390		25,390
663-50-91-55900	91	55900	Overhead	64,940	77,920	79,630		79,630
663-50-91-57600	91	57600	Capital - Other Improvements	-	-	-		-
663-50-91-57800	91	57800	Capital - Furniture & Equipmen	1,036	19,245	32,263		32,263
663-50-91-57900	91	57900	Capital - Vehicles	-	978,257	932,058		932,058
<b>91 Total</b>			<b>A&amp;MRTS</b>	<b>899,272</b>	<b>3,200,748</b>	<b>3,351,576</b>	<b>-</b>	<b>3,351,576</b>
663-50-92-50100	92	50100	Regular Salaries	6,328	6,853	7,440		7,440
663-50-92-50200	92	50200	Overtime Wages	83	100	-		-
663-50-92-50990	92	50990	Other Employee Benefits	5,025	5,328	6,174		6,174
663-50-92-51300	92	51300	Advertising	-	100	-		-
663-50-92-51400	92	51400	Training & Conferences	-	500	-		-
663-50-92-52560	92	52560	JPA Agreements	79,281	80,000	83,312		83,312
663-50-92-55800	92	55800	IT Services & Maintenance	3,657	7,051	12,196		12,196
<b>92 Total</b>			<b>DAR</b>	<b>94,374</b>	<b>99,932</b>	<b>109,122</b>	<b>-</b>	<b>109,122</b>
663-50-93-50100	93	50100	Regular Salaries	10,185	6,853	5,951		5,951
663-50-93-50200	93	50200	Overtime Wages	196	-	-		-
663-50-93-50990	93	50990	Other Employee Benefits	8,325	5,328	4,940		4,940
663-50-93-55800	93	55800	IT Services & Maintenance	3,890	7,687	-		-
<b>93 Total</b>			<b>Greyhound</b>	<b>22,596</b>	<b>19,868</b>	<b>10,891</b>	<b>-</b>	<b>10,891</b>

# RESOLUTIONS & SUPPLEMENTAL INFORMATION



**City of Arcata American Rescue Plan Act Project List: 2022/2023 Fiscal Year**

#	Project Title	Lead Department	Description	Funding Allocation
			Beginning Balance	<b>\$4,409,087</b>
1	Valley West Neighborhood Support	Environmental Services	3 years support to expand on the grassroots work of Comunidad Unida del Norte de Arcata (CUNA)	<b>\$217,500</b>
2	Re-fund staff positions frozen during pandemic	Finance/ Pesonnel	Maintenance Crew Leader (Streets) \$91,380 Maintenance Worker Park (2) \$149,622 Recreation Position \$83,730 Community Dev. Specialist \$91,498 Police Officers (1) \$104,018	<b>\$520,248</b>
3	Arcata Economic Recovery	Environmental Services	Beautifying the G and H street corridor connecting Cal Poly Humboldt to the Plaza.	<b>\$200,000</b>
			1. Green and Gold Corridor along G Street with Cal Poly Humboldt \$20,000 2. Encourage property owners/ businesses along G and H Streets to join the City and HSU in making beautification improvements to the corridor \$500 3. Public Art: Develop a utility box art program with stipends for artists. Partnership for additional murals with willing property owners. \$25,000 4. Remove the two in-street planters on H Street between 11th and 9th and replace with feature that is able to be sustainably maintained and enhances the character of H Street. \$40,000 5. Beautify the corner of H and Samoa with fencing or other infrastructure improvements to reduce recurring solid waste issues. \$34,500 6. Enhance City side of footbridge across 101 at 17th Street by supporting art installation and other improvements. ~20,000 per remainder	
			7. Replace Street Trees on West Side of Plaza	
4	Mobile Intervention Services Teams (MIST) and Street Outreach	Police	These funds would ensure 3 additional years of MIST service and fund a supervisory support position for MIST and Community Ambassador.	<b>\$570,000</b>
5	Community Ambassador Project	Police	This will fund 2 years of community ambassadors.	<b>\$260,000</b>
6	Safe Parking Program	City Manager's	Provide individuals and families with vehicles a safe place to park overnight while working towards a transition to permanent housing.	<b>\$685,000</b>



8	Compensation for essential City staff during the pandemic	Finance	Recognition for the dedication of City staff who provided continuity of essential City services throughout the duration of the pandemic and ensured the continuation of health and safety of residents and visitors. (deducted \$40,00 to balance)	<b>\$245,000</b>
9	Council Chamber upgrades	IT	Hybrid Council Meeting Capital Equipment Investment (Council Chamber)	<b>\$16,000</b>
10	Climate Change Adaptation Measures	Environmental Services	1. Facility upgrades to reduce energy use and greenhouse gas emissions from use of City facilities. (\$352,000) 2. An Arcata All Electric Initiative grant program, rebate, incentive or other administrative process to support low income households in upgrading to electric, energy efficient appliances. Ensuring equitable opportunities to phase out fossil fuels in our energy mix.(\$20,000) 3. Funding, proportional by jurisdiction population, to support a CAP Coordinator position at RCEA to monitor progress of goals and targets outlined in the CAP. (\$45,000) 4. Bike Lockers & Bike Racks (\$45,000) 5. Redwood Park Lounge Heater (\$10,000) 6. Battery Back up Equipment Support (\$10,000) 7. Energy analysis to decarb facilities (\$5,000)	<b>\$487,000</b>
11	<b>2022/2023 Budget Projects</b>		Wiyot Tribal Partnership Redwood Park Lodge Roof Radio System Partial Payment 2022/23 Paving South I Street Boat Launch Ariel Imagery Redwood Park -Park Improvements Main Street / Chamber Support One-time to Film Commission Arcata Pool Request	<b>\$10,000</b> <b>\$40,000</b> <b>\$225,000</b> <b>\$350,000</b> <b>\$120,000</b> <b>\$8,000</b> <b>\$175,000</b> <b>\$200,000</b> <b>\$4,500</b> <b>\$25,000</b>
			Subtotal	\$4,408,248
			Total Remaining to Allocate	\$839

## RESOLUTION NO. 223-01

### A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ARCATA ADOPTING THE ANNUAL BUDGET FOR THE FISCAL YEAR BEGINNING JULY 1, 2022

**WHEREAS**, the proposed budget for the City of Arcata for the fiscal year beginning July 1, 2022, 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 2022/23 Annual Budget" as presented by the City Manager at a scheduled Council meeting on June 22, 2022 is adopted as the budget of the City for the 2022/23 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:

#### 2022/23 Budget Summary CITY MANAGER RECOMMENDED APPROPRIATIONS Comparison to Prior Year Adopted Budget

	Proposed Budget 2022/23	Adopted Budget 2021/22	Dollar Difference	Percent Difference
Legislative	570,449	440,907	129,542	29%
Executive	1,026,460	736,422	290,039	39%
Legal	236,800	197,730	39,070	20%
Finance	964,831	723,043	241,788	33%
Police	7,405,674	6,304,503	1,101,171	17%
Public Works	2,486,133	742,009	1,744,124	235%
Parks & Recreation	1,693,739	1,746,591	(52,852)	-3%
Planning & Development	1,320,722	637,412	683,309	107%
Non-Departmental	1,365,318	1,445,633	(80,316)	-6%
Debt Service	73,131	73,300	(169)	0%
Total General Fund	17,143,256	13,047,551	4,095,705	31%
Legislative	239,500	-	239,500	0%
Police	726,546	35,000	691,546	1976%
Public Works	5,437,352	1,704,155	3,733,197	219%
Parks & Recreation	2,208,985	348,479	1,860,506	534%
Planning & Development	2,955,502	6,656,988	(3,701,486)	-56%
Enterprise Funds:				
Water	10,559,487	4,705,264	5,854,223	124%
Wastewater	20,680,901	18,686,058	1,994,843	11%
Solid Waste	557,325	496,049	61,275	12%
Transportation	3,471,589	1,114,593	2,356,995	211%
Stormwater	798,604	766,003	32,602	4%
Internal Service Funds:				
Central Garage	1,435,157	865,792	569,364	66%
IT Services & Maintenance	577,375	346,429	230,946	67%
Non-Departmental	171,426	-	171,426	0%
Total Other Funds	49,819,748	35,724,810	14,094,938	39%
Total City Funds	66,963,005	48,772,361	18,190,643	37%

Section 2: That, as required by the Revenue and Taxation Code Section 7910, the appropriations limit for the fiscal year 2021/22 is \$16,663,326 and the appropriations limit for the fiscal year 2022/23 is \$ 18,355,105. Also, that neither the appropriations for the 2021/22 or 2022/23 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 2022/23 limit were: 1. California Per Capita Personal Income; and 2. City of Arcata Population Growth.

Section 3: General Fund reserves are anticipated to increase by \$1,000.

Section 4: Modifications and amendments to the 2022/23 City of Arcata Budget shall be allowed during the 2022/23 fiscal year, when in conformance with the "Budget and Fiscal Policies".

Section 5: This resolution is effective July 1, 2022.

DATED: June 22, 2022

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. 223-01, passed and adopted at a regular meeting of the City Council of the City of Arcata, Humboldt County, California, held on the 22<sup>nd</sup> day of June, 2022, by the following vote:

AYES: ATKINS-SALAZAR, SCHAEFER, MATTHEWS

NOES: WATSON

ABSENT: NONE

ABSTENTIONS: NONE

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

**RESOLUTION NO. 223-02**

**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 2022/23**

**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 22, 2022, 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 2022/23.

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

**DATED:** June 22, 2022

**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. 223-02, passed and adopted at a special meeting of the City Council of the City of Arcata, County of Humboldt, California, held on the 22<sup>nd</sup> day of June, 2022 by the following vote:

**AYES: ATKINS-SALAZAR, SCHAEFER, MATTHEWS**

**NOES: WATSON**

**ABSENT: NONE**

**ABSTENTIONS: NONE**

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





**CITY OF ARCATA**

**MASTER FEE SCHEDULE**

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

(Revised 05/12/2022 Resolution 223-02)

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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 BOOTH SALES

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")     | \$ 0.20/sheet                   |
| 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	\$4,598
Additional charges to above Typical Installation charge may include:	
Charge for deeper excavations, greater than 5' which require trench shoring:	\$1,530
Installation/replacement of sidewalk (30 sq. ft.) for new sewer cleanout at PL.	\$931

B. Sewer Capital Connection Fee:

The SCCF for all development is a base fee of \$3,563 for the first 18 fixture units and an additional charge of \$3,563 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 \$3,563 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 (\$2,448) will be assessed in a deposit equal to the typical sewer lateral fee above (\$4,598) before work will commence. If the lower lateral is not required to be replaced following assessment, a refund in the amount of \$2,148 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 \$931 shall be applied.

When a sanitary sewer and lateral is installed by a developer/contractor and are in place, a capital connection fee of \$3,480 shall be assessed for the first 18 fixture units and an additional charge of \$3,563 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 \$314 will be charged.

## SECTION 10. PRIVATE SEWAGE DISPOSAL SYSTEM INSPECTION FEES

A fee of \$1,367 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: \$1,094.75 per 1,000 gallons, prorate 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: \$ 34.75 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 July 1<sup>st</sup>, 2022:

1. Residential - A base charge of \$66.54 per month for the first 400 cubic feet of water consumption. All remaining water consumption is \$9.73 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 \$69.49 per month for the first 400 cubic feet of water consumption. All remaining water consumption is \$8.47 per 100 cubic feet.
3. Medium-Strength Commercial - A base charge of \$69.49 per month for the first 400 cubic feet of water consumption. All remaining water consumption is \$10.30 per 100 cubic feet.
4. High-Strength Commercial - A base charge of \$69.49 per month for the first 400 cubic feet of water consumption. All remaining water consumption is \$17.27 per 100 cubic feet.
5. Significant Commercial User- a unit rate of \$2.75 per 100 cubic feet of water consumption. For discharges over 700 ppm, a charge of \$1.61 per lb. of BOD and \$1.61 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 \$472 for processing the application and permit. The report charges shall be \$128 for each report required by the permit.
9. Service Charges - A service charge of \$15.00 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 \$360.00 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 \$360.00, an associated discharge fee of \$7.00 per 1,000 gallons or part thereof, and a reporting fee (each) of \$170.00.
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 \$108.00 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	\$4,718 + \$2,711 *	
3/4" x 3/4" meter installed	\$4,784 + \$2,711 *	(Badger, Model 35)
1" meter installed	\$5,014 + \$3,478 *	
1-1/2" meter installed	\$5,299 + \$4,886 *	
2" meter installed	\$5,480 + \$5,033 *	

In addition to the above, where additional 5/8 by 3/4" services are requested of any size water line, an additional \$316 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 \$2,711 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	\$ 317 + \$2,711 *
3/4" x 3/4" meter	\$ 522 + \$2,711 * (Badger, Model 35)
1" meter	\$ 585 + \$3,478 *
1-1/2" meter	\$ 706^ + \$4,886
2" meter	\$ 1,142 + \$5,033*

^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"	\$ 11.75
4"	\$ 25.75
6"	\$ 37.75
8"	\$ 59.25
10"	\$ 83.00

In addition, a consumption charge of \$13.25 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 \$161.75 shall be levied.

Install 2-inch fire line to back of walk	\$ 4,998.25
Install 4-inch fire line to back of walk	\$ 7,880.50
Install 6-inch fire line to back of walk	\$ 8,499.75

## 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, 2022:

### 1. Meter Rental Charges

<u>Meter Size</u>	<u>Inside City Rate</u>	<u>Outside City Rate</u>
5/8"	\$ 11.87	\$ 17.81
3/4"	\$ 11.87	\$ 17.81
1"	\$ 19.83	\$ 29.74
1 1/2"	\$ 39.53	\$ 59.30
2"	\$ 63.28	\$ 94.92
3"	\$ 118.72	\$ 178.08
4"	\$ 197.91	\$ 296.86
6"	\$ 395.69	\$ 593.54
8"	\$ 633.13	\$ 949.70
10"	\$ 910.22	\$ 1,365.34

### 2. Consumption Charges – All Customers

<u>Inside City Rate</u>	<u>Outside City Rate</u>
\$ 6.94/100 cubic ft	\$ 6.94/100 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 ~~paid~~ 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 \$216 will be charged to reinstall water meter.
- e) A service charge of \$303 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 \$303 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 \$172 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 \$5.68 per day.
- For meter use exceeding one year in duration, there will be a meter rental charge of \$8.51 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**

If a property line has a fire line, it is required to have an approved backflow device with a detector check assembly and meter. All cross-contamination devices must be testable. New backflow prevention devices shall be charged a deposit by size of line, as follows:

<u>Meter Size</u>	<u>Deposit</u>
Residential	\$ 803.00
Up to 2"	\$ 3,353.00
4"	\$ 5,246.00
6"	\$ 7,140.00
8"	\$ 9,620.00

The monthly charge for annual testing, repairs, and/or replacement of residential backflow prevention devices shall be \$9.00 per month.

The charge for annual testing of commercial/industrial backflow prevention devices shall be \$7.82 per month or \$93.75 per year 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 \$25.00 per cubic yard. The charge for compost bins for Arcata residents shall be \$35.00 while supplies last.

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

Flat rate fee: \$ 12.95 every 6 months.

Rate per square foot of impervious surface area: \$0.00515 every 6 months.

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

A drainage development fee of \$0.120 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 \$ 58.00 per hour

2. Wetland Mitigation Plan Review (Wetland and Creeks Review) \$ 112.00per hour
3. Tree Removal Permit Review by Professional Forester calculated \$ 106.00 per hour
4. GIS Natural Diversity Database Records Check and GIS Analysis \$ 56.00 per hour
5. GIS/GPS Creek Zone Mapping for Wetland Creek Combining Zone Compliance \$ 105.00 minimum fee or fully burdened rates, whichever is higher
6. Stormwater Best Management Practices Review/Inspection \$ 61.00 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 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	2022-2023
Minimum Permit Fee	136.56
Permit Issuance	\$72.28
Building Permit Fee (Under \$500 Valuation*)	\$72.28
Building Permit Fee (\$501-\$2,000 Valuation)	\$72.28+ \$5.09 for each \$100 over \$500
Building Permit Fee (\$2,001-\$25,000 Valuation)	\$149.12 + \$23.47 for each \$1,000 over \$2,000
Building Permit Fee (\$25,001-\$50,000 Valuation)	\$689.66 + \$15.89 for each \$1,000 over \$25,000
Building Permit Fee (\$50,001-\$100,000 Valuation)	\$1,088.18 + \$10.70 for each \$1,000 over \$50,000
Building Permit Fee (\$100,001-\$500,000 Valuation)	\$1,624.37 + \$8.32 for each \$1,000 over \$100,000
Building Permit Fee (\$500,001-\$1,000,000 Valuation)	\$4,962.99 + \$7.20 for each \$1,000 over \$500,000
Building Permit Fee (Over \$1,000,000 Valuation)	\$8,586.18 + \$5.56 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	\$11.87

*\*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.*

## Grading Permits

Service	2022-23
Permit Issuance	\$65.72
50 Cubic Yards or Less	\$65.72
51-100 Cubic Yards	\$103.44
101-1,000 Cubic Yards	\$103.44 + \$26.99 for each 100 CY over 100 CY
1,001-10,000 Cubic Yards	\$343.93 + \$22.10 for each 1,000 CY over 1,000 CY
10,001-100,000 Cubic Yards	\$542.92 + \$100.69 for each 10,000 CY over 10,000 CY
100,000 Cubic Yards or More	\$1,490.66 + \$55.70 for each 10,000 CY over 100,000 CY
Plan Review - collected at time of application	65% of Grading Permit Fee

## Solar PV/Battery/ EV Charger Fees

Service	2022-23
Residential PV/Battery/EV System –less than 5 kW	\$314.10
Residential PV/Battery/EV System – over 5 kW	\$471.15 plus \$15.89 per kW above 5 kW
Commercial PV/Battery/EV System – less than 50 kw	\$1,059.88
Commercial PV/Battery/EV System – over 50 kw	\$1,059.88 plus \$7.42 per kW b/w 51kW and 250kW and \$5.30 per kW above 250kW

## Miscellaneous Fees

Service	2022-23
Re-inspection fee, or inspections for which no fee is specifically indicated (billed per half hour)	\$136.56
Additional plan review costs required by use of consultant, or changes, additions, or revisions to plans	Actual costs
Code compliance/re-inspection fee	\$136.56
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

## Mechanical Fees

Service	Fee
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 \$807 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 \$84 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 \$42 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 | \$ 103 |
| (b) | Police Department Plan Check      | \$ 55  |
| (c) | Engineering Plan Check            | \$ 277 |



- (d) Environmental Services Pretreatment Plan Check \$ 561
- (e) Environmental Services Stormwater Plan Check \$ 205
- (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**

City Municipal Code Section	City Municipal Code Section	City Municipal Code Section	Description of Violation	Penalty Amount
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	\$108/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	\$539/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 \$1,080 for each additional violation of the same ordinance within one year of the first violation	\$1,080/day

City Municipal Code Section	Description of Violation	Penalty Amount
Chapter III Solid Waste Management	A fine for the first (1 <sup>st</sup> ) violation	\$26/day
Chapter III Solid Waste Management	A fine for the second (2 <sup>nd</sup> ) violation of the same ordinance within one year.	\$52/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	\$105/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 \$2,865.16 and an annual operating fee of \$4,583.37 (a total initial cost of \$7,448.53).

For CCAP permit renewals, a renewal application fee of \$344.75 is required as well as the annual

operating fee of \$4,583.37 (a total renewal cost of \$4,928.12).

The following administrative fees apply to CCAP permit modifications:

(a)	Transfer of Ownership	\$ 573.04
(b)	Change in Ownership Structure	\$ 114.59
(c)	Change of Contact Information	\$ 114.59
(d)	Change of Mailing Address	\$ 57.35
(e)	Change of Trade Name	\$ 114.59
(f)	Modification to Premises and/or Equipment	\$ 344.75
(g)	Change of Permit Type	\$ 344.75
(h)	Transport Only Add-On	\$ 573.04

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	\$ 220.99
Zoning Administrator / Director Actions	\$ 442.03
Zoning Administrator with Hearing	\$ 1,767.94
Planning Commission	\$ 4,419.84
City Council	\$ 8,287.20
Appeal to Planning Commission or City Council (Fixed Fee)	\$ 1,867.38
New Business License Zoning Compliance Review (Fixed Fee)	\$ 22.10
Business License Renewal Zoning Compliance Review (Fixed Fee)	\$ 11.05
Design Review – Standalone Permit	\$ 662.98
Environmental Impact Report	\$ 6,629.76
General Plan Consistency	\$ 828.72
Historic Designation / Historic Landmark / Mills Act	\$ 1,657.44
Preliminary Review	\$ 386.74

A fee of \$11.50 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	\$ 61.87
(b)	Engineering	\$ 98.35
2.	Planning Commission Review	
(a)	Environmental Services	\$ 197.79
(b)	Police Department	\$ 56.35
(c)	Engineering	\$ 289.50
3.	City Council Review	
(a)	Environmental Services	\$ 308.29
(b)	Police Department	\$ 114.92
(c)	Engineering	\$ 289.50
(d)	City Manager	\$ 170.17
(e)	City Attorney	\$ 226.19
4.	Tree Removal Permit	
(a)	Environmental Services	\$ 50.95

### 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	\$372 plus \$125/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 \$489 (deposit)
2. Subdivider's or Improvements Agreement, if prepared by City \$1,223 (deposit)
3. Flood Elevation Certificate or LOMR-F Review \$255 (deposit)
4. Flood Plain Ordinance Certification Mobile/Manufactured Homes \$134
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	\$2,408 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 \$97 per hour. A deposit of \$193 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 \$130
  - b. Greater than 50 linear feet \$130 + \$0.37/linear feet
- Parking Lot Construction Permit Fees [LUDG Section 1-0303.2(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	\$117
3 – 5 Parking Spaces	\$175

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 \$290 will be charged for the first violation and a fee of \$583 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 \$50.
    - 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 \$195. \*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 \$5,174 (or the total amount of estimated work). For sewer cleanout installation only, the deposit amount required is \$2,874 (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 \$151 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	\$98.57 plus \$0.80 for each additional foot
b)	Sidewalk, Curb and Gutter; (Repair 100 lf)	\$63.65 plus \$0.65 for each additional foot
c)	Sidewalk infill, 100 lf w/curb & gutter	\$48.54 plus \$0.49 for each additional foot

d)	Driveway curb cut only	\$79.81
e)	Monitoring wells Borings (each)	\$48.54
f)	Paving, Less Than 1000 Square Feet	\$60.41 plus \$0.06 for each additional foot
g)	Accessible Ramps, each Location	\$98.20
h)	Per Storage Container Drainage Inlet/Drain Pipe	\$63.65
i)	Utility, Less than 300 Lineal Feet	\$60.41 + \$0.06 for each additional foot
j)	Install Sidewalk Obstruction, each location	\$48.54/month
k)	Dumpster Placement	\$48.54/month
l)	Grease Bin Placement	\$12.93/month, billed quarterly
m)	Job Trailer, each location	\$48.54/month
n)	Pedestrian Protection,(canopy type each)	\$102.68
o)	Pedestrian Protection, (railing type each)	\$63.65
p)	Street Obstruction (to be renewed every 30 days – billed monthly)	
	(i) Up to 500 sq. ft.	\$145.63/month
	(ii) Greater than 500 sq. ft	\$139.09 + \$0.42/sq ft
	(iii) One Day (24 hours only)	\$48.54
q)	Sidewalk Underdrain	\$48.54
r)	House moving, each section	\$48.54
s)	Street Repair 500 sq. ft.	\$61.47
t)	Temp Parking Permit (Tour Buses & Trailers)	\$48.54/day
u)	Six-month Encroachment Permit	\$1,326.12

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 \$98.20 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 \$942 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 BULDINGS, 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		\$ 169.50	\$ 429.75	\$ 566.00
D Street Neighborhood Kitchen	\$ 39.75			
Redwood Lodge		\$ 141.35	\$ 282.75	\$ 396.25
Redwood Lounge	\$ 33.75		\$ 169.50	\$ 226.50
Marsh Interpretive Center	\$ 33.75	\$ 123.50	\$ 181.25	\$ 237.75
Redwood Park Stage Area			\$ 42.00	\$ 52.25
Community and Special Use Parks Picnic Areas, and Arcata Marsh Amphitheater			\$ 42.00	\$ 52.25
City Hall Council Chambers		\$ 79.00	\$ 84.75	\$ 147.00
Library Conference Room	\$ 33.75			
Community Parks			\$ 28.25	

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	\$243.50		\$566.00	\$679.25	\$963.25	\$679.25
Multi-Purpose Room with Kitchen		\$294.25		\$735.75	\$877.50	\$1,131.75	\$792.50
Senior Dining Room	122/96	\$135.75		\$254.75	\$368.00	\$452.75	\$226.25
Senior Dining Room with Kitchen		\$169.50		\$311.25	\$452.75	\$566.00	\$339.25
Conference Room	25	\$50.75	\$39.75	\$62.25	\$79.00	\$101.75	\$113.25
Arts and Craft Room	50	\$79.50	\$62.25	\$147.00	\$170.00	\$226.75	\$113.25
Teen Room	30	\$79.50	\$62.25	\$135.75	\$159.75	\$215.25	\$112.00
Kitchen	30	\$90.50	\$73.50			\$198.00 for Community Park	
Gymnasium CourtSpace		\$141.50	\$56.50				
Indoor Restrooms						\$141.50	
Gymnastics Room- (Division approval required)			\$68.00				
Entire Facility		\$384.75		\$905.50	\$1,075.25	\$1,981.00	\$1,131.75
Entire Facility – Concert Rate (No discount available)						\$2,575.25	\$1,698.00

**1. Lift Use Rates:**

- \$160.25 for up to 4 hours use and \$37.25 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.

<b>Fees for Special Events and Event Banners</b>	
Processing of Major Special Event Application Fee	\$ 181.25
Processing of Photography/Motion Picture Application Fee	\$ 181.25
Processing of Minor (under 50) Special Event Application Fee	\$ 113.25
Processing of Expressive Event Application Fee	\$ 113.25
Traffic Control Plan Approval Fee (Engineering)	\$ 95.75 Barricade
Weekday Drop-off Fee	\$ 288.75
Electrical Service Fee	\$ 28.25
Water Quick Coupler Deposit	\$ 113.25
Banner Set-up/Take down	\$ 418.75
Required Police Personnel Costs for Special Events that include alcohol sales	Fully Burdened Hourly Overtime Rate (triple time on City holidays)
<b>Plaza/Redwood Park Use Fee (Plaza, Redwood Park)</b>	
Less than 100 people	\$ 78.50 /day



101 to 500 people	\$ 282.75 /day
501 to 1,000 people	\$ 397.75 /day
1,001 & over	\$ 510 /day
<b><u>Arcata Ballpark or Arcata Community Park Use Fee</u></b>	
Less than 100 people	\$ 78.50 /day
101 to 500 people	\$ 282.75 /day
501 to 1,000 people	\$ 397.75 /day
1,001 & over	\$ 510 /day
(Sports events receive priority scheduling)	
Outdoor Special Event Deposit	\$556 - \$1,780
Loo Use Fee	\$113/ 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**

- \$2,500 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**

- \$5,500 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	\$ 32.25/hour
Arcata Ball Park Batting Cages	\$ 15.75/hour (Team use only, discounts do not apply)
Arcata Sports Complex – per field	\$ 32.25/hour
Pacific Union – per field	\$ 32.25/hour
Larson Park Tennis – per court	\$ 29.25/hour
Larson Park Bocce – per court	\$ 22.50/2 hours
Bocce Equipment Rental	\$ 5.25/24 hours \$16.75/per weekend

**D. Lights-Per Field:**

Sports Complex – Softball	\$ 29.25/hour
Ball Park – Baseball/Softball	\$ 47.00/hour

- E. Concessions:** \$79.00 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 Food Truck**

- |  |   |
|--|---|
| 1. Processing of Annual Vending Application                                      | \$ 85.00                                  |
| 2. Livescan Fee  | <i>To be paid by applicant</i>            |
| 3. Arcata Community Park/D St. Neighborhood Center/Carlson Park/Aldergrove Marsh | \$ 46.00 per day per vendor or \$131/week |

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

1. Includes 2 speakers with amps, speaker stands, mixer, 4 mics and stands \$111.25 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 \$12.50 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>Regular Cash Fare</b>	\$ 1.75/ride
<b>Reduced Cash Fare</b> (Senior - 62 and Older, Disabled, and Children 3 - 17)	\$ 1.25/ride
<b>Children - Age 3 and Under</b> (When Accompanied by Fare-Paying Passenger)	Free
<b>Reduced Fare Value Cards</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>Bus Passes</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	\$ 18.00/6 rides

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

Bicycle Locker: Bicycle lockers may be rented for \$3.05/ month. A \$20.35 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, 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 \$150.00 shall be charged for each Short-stay and Vacation Rental Permit initial application. A fee of \$100.00 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. 223-17**  
**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. 223-09

**Section 1.**

**Effective 09/04/2022**

*Reflecting the 4% negotiated salary increase 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
Maintenance Worker (Parks/Facilities)	G140	Annual	\$38,251.68	\$40,164.26	\$ 42,172.48	\$ 44,281.10	\$46,495.16	\$47,657.54
		Bi-Weekly	\$ 1,471.22	\$ 1,544.78	\$ 1,622.02	\$ 1,703.12	\$ 1,788.28	\$ 1,832.98
		Hourly	\$ 18.39	\$ 19.31	\$ 20.28	\$ 21.29	\$ 22.35	\$ 22.91
Maintenance Worker (Natural Resources)	G141	Annual	\$38,451.23	\$40,373.79	\$ 42,392.48	\$ 44,512.11	\$46,737.71	\$47,906.15
		Bi-Weekly	\$ 1,478.89	\$ 1,552.84	\$ 1,630.48	\$ 1,712.00	\$ 1,797.60	\$ 1,842.54
		Hourly	\$ 18.49	\$ 19.41	\$ 20.38	\$ 21.40	\$ 22.47	\$ 23.03
Maintenance Worker (Streets/Utilities)	G142	Annual	\$38,634.33	\$40,566.05	\$ 42,594.35	\$ 44,724.07	\$46,960.27	\$48,134.28
		Bi-Weekly	\$ 1,485.94	\$ 1,560.23	\$ 1,638.24	\$ 1,720.16	\$ 1,806.16	\$ 1,851.32
		Hourly	\$ 18.57	\$ 19.50	\$ 20.48	\$ 21.50	\$ 22.58	\$ 23.14
Water Meter Technician Water/Wastewater Operator-In-Training (OIT)	G150	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	G160	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)	G161	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)	G162	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 Recreation Coordinator	G165	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

Classification	Salary Grade		1	2	3	4	5	5A
Administrative Assistant	G170	Annual	\$44,263.96	\$46,477.14	\$ 48,801.02	\$ 51,241.06	\$53,803.11	\$55,148.19
Community Development Specialist I		Bi-Weekly	\$ 1,702.46	\$ 1,787.58	\$ 1,876.96	\$ 1,970.81	\$ 2,069.35	\$ 2,121.08
Construction Specialist (Community Services Division)		Hourly	\$ 21.28	\$ 22.34	\$ 23.46	\$ 24.64	\$ 25.87	\$ 26.51
Construction Specialist (Streets/Utilities)								
Finance Specialist								
Planner I								
Water/Wastewater Mechanic II								
Transit Bus Driver	G171	Annual	\$44,485.25	\$46,709.53	\$ 49,045.01	\$ 51,497.24	\$54,072.12	\$55,423.92
Transit Operations Assistant		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
Collection System Operator II	G172	Annual	\$44,707.70	\$46,943.07	\$ 49,290.24	\$ 51,754.74	\$54,342.49	\$55,701.05
Equipment Operator		Bi-Weekly	\$ 1,719.53	\$ 1,805.50	\$ 1,895.78	\$ 1,990.57	\$ 2,090.10	\$ 2,142.35
Mechanic		Hourly	\$ 21.49	\$ 22.57	\$ 23.70	\$ 24.88	\$ 26.13	\$ 26.78
Traffic Control Technician								
Water/Wastewater Plant Operator I	G179	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
Administrative Specialist	G185	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
Community Development Specialist II	G189	Annual	\$48,664.37	\$51,097.59	\$ 53,652.48	\$ 56,335.09	\$59,151.85	\$60,630.65
Maintenance Crew Leader (Parks/Facilities)		Bi-Weekly	\$ 1,871.71	\$ 1,965.29	\$ 2,063.56	\$ 2,166.73	\$ 2,275.07	\$ 2,331.95
Planner II		Hourly	\$ 23.40	\$ 24.57	\$ 25.79	\$ 27.08	\$ 28.44	\$ 29.15
Recreation Supervisor								
Water/Wastewater Operator II								
Maintenance Crew Leader (Natural Resources)	G190	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
Lead Collection System Operator	G191	Annual	\$49,152.23	\$51,609.82	\$ 54,190.31	\$ 56,899.82	\$59,744.83	\$61,238.46
Lead Mechanic		Bi-Weekly	\$ 1,890.47	\$ 1,984.99	\$ 2,084.24	\$ 2,188.45	\$ 2,297.88	\$ 2,355.33
Lead Water/Wastewater Mechanic		Hourly	\$ 23.63	\$ 24.81	\$ 26.05	\$ 27.36	\$ 28.72	\$ 29.44
Maintenance Crew Leader (Streets/Utilities)								
Maintenance Crew Leader (grandfathered-Natural Resources Class A license)								
Building Inspector I	G199	Annual	\$51,154.89	\$53,712.64	\$ 56,398.28	\$ 59,218.19	\$62,179.09	\$63,733.58
Engineering Technician I		Bi-Weekly	\$ 1,967.50	\$ 2,065.87	\$ 2,169.16	\$ 2,277.62	\$ 2,391.50	\$ 2,451.29
Environmental Compliance Officer		Hourly	\$ 24.59	\$ 25.82	\$ 27.11	\$ 28.47	\$ 29.89	\$ 30.64
Senior Construction Specialist (Community Services Division)								
Senior Construction Specialist (Streets/Utilities Division)								
Code Compliance/Permit Technician	G209	Annual	\$53,712.63	\$56,398.26	\$ 59,218.17	\$ 62,179.08	\$65,288.04	\$66,920.26

Classification	Salary Grade		1	2	3	4	5	5A
		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	G223	Annual	\$57,293.48	\$60,158.13	\$ 63,166.06	\$ 66,324.35	\$69,640.56	\$71,381.60
Engineering Technician II		Bi-Weekly	\$ 2,203.60	\$ 2,313.77	\$ 2,429.46	\$ 2,550.94	\$ 2,678.48	\$ 2,745.45
GIS Coordinator		Hourly	\$ 27.54	\$ 28.92	\$ 30.37	\$ 31.89	\$ 33.48	\$ 34.32
Natural Resources Specialist								
Parks/Facilities/Natural Resources Supervisor	G233	Annual	\$60,158.14	\$63,166.06	\$ 66,324.36	\$ 69,640.56	\$73,122.61	\$74,950.68
Plant Operations Supervisor		Bi-Weekly	\$ 2,313.77	\$ 2,429.46	\$ 2,550.94	\$ 2,678.48	\$ 2,812.41	\$ 2,882.72
Streets/Fleet Supervisor		Hourly	\$ 28.92	\$ 30.37	\$ 31.89	\$ 33.48	\$ 35.16	\$ 36.03
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 implment a Step 5A that is 2.5% higher than Step 5 for each represented classification.*

## Section 2.

### 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)	G140	Annual	\$ 39,781.75	\$41,770.84	\$ 43,859.38	\$ 46,052.34	\$48,354.97	\$49,563.84	\$50,772.72
		Bi-Weekly	\$ 1,530.07	\$ 1,606.57	\$ 1,686.90	\$ 1,771.24	\$ 1,859.81	\$ 1,906.30	\$ 1,953.96
		Hourly	\$ 19.13	\$ 20.08	\$ 21.09	\$ 22.14	\$ 23.25	\$ 23.83	\$ 24.42
Maintenance Worker (Natural Resources)	G141	Annual	\$ 39,989.28	\$41,988.74	\$ 44,088.18	\$ 46,292.59	\$48,607.22	\$49,822.40	\$51,037.58
		Bi-Weekly	\$ 1,538.05	\$ 1,614.95	\$ 1,695.70	\$ 1,780.48	\$ 1,869.51	\$ 1,916.25	\$ 1,962.98
		Hourly	\$ 19.23	\$ 20.19	\$ 21.20	\$ 22.26	\$ 23.37	\$ 23.95	\$ 24.54
Maintenance Worker (Streets/Utilities)	G142	Annual	\$ 40,179.70	\$42,188.69	\$ 44,298.12	\$ 46,513.03	\$48,838.68	\$50,059.65	\$51,280.61
		Bi-Weekly	\$ 1,545.37	\$ 1,622.64	\$ 1,703.77	\$ 1,788.96	\$ 1,878.41	\$ 1,925.37	\$ 1,972.33
		Hourly	\$ 19.32	\$ 20.28	\$ 21.30	\$ 22.36	\$ 23.48	\$ 24.07	\$ 24.65
Water Meter Technician	G150	Annual	\$ 41,664.65	\$43,747.87	\$ 45,935.26	\$ 48,232.03	\$50,643.63	\$51,909.73	\$53,175.81
Water/Wastewater Operator-In-Training (OIT)		Bi-Weekly	\$ 1,602.49	\$ 1,682.61	\$ 1,766.74	\$ 1,855.08	\$ 1,947.83	\$ 1,996.53	\$ 2,045.22
		Hourly	\$ 20.03	\$ 21.03	\$ 22.08	\$ 23.19	\$ 24.35	\$ 24.96	\$ 25.57
Energy Program Specialist	G160	Annual	\$ 43,793.97	\$45,983.67	\$ 48,282.84	\$ 50,696.98	\$53,231.84	\$54,562.64	\$55,893.43
Facilities Maintenance Technician (Foodworks)		Bi-Weekly	\$ 1,684.38	\$ 1,768.60	\$ 1,857.03	\$ 1,949.88	\$ 2,047.38	\$ 2,098.56	\$ 2,149.75
Senior Maintenance Worker (Parks/Facilities)		Hourly	\$ 21.05	\$ 22.11	\$ 23.21	\$ 24.37	\$ 25.59	\$ 26.23	\$ 26.87
Water/Wastewater Mechanic I									
Senior Maintenance Worker (Natural Resources)	G161	Annual	\$ 44,012.92	\$46,213.56	\$ 48,524.27	\$ 50,950.46	\$53,497.98	\$54,835.44	\$56,172.88
		Bi-Weekly	\$ 1,692.80	\$ 1,777.44	\$ 1,866.32	\$ 1,959.63	\$ 2,057.61	\$ 2,109.06	\$ 2,160.50
		Hourly	\$ 21.16	\$ 22.22	\$ 23.33	\$ 24.50	\$ 25.72	\$ 26.36	\$ 27.01
Collection System Operator I	G162	Annual	\$ 44,233.00	\$46,444.64	\$ 48,766.88	\$ 51,205.21	\$53,765.47	\$55,109.61	\$56,453.74
Senior Maintenance Worker (Streets/Utilities)		Bi-Weekly	\$ 1,701.27	\$ 1,786.33	\$ 1,875.65	\$ 1,969.43	\$ 2,067.90	\$ 2,119.60	\$ 2,171.30
Senior Maintenance Worker (grandfathered-Natural Resources Class A license)		Hourly	\$ 21.27	\$ 22.33	\$ 23.45	\$ 24.62	\$ 25.85	\$ 26.50	\$ 27.14
Environmental Compliance Technician	G165	Annual	\$ 44,906.31	\$47,151.60	\$ 49,509.19	\$ 51,984.65	\$54,583.90	\$55,948.50	\$57,313.10
Recreation Coordinator		Bi-Weekly	\$ 1,727.17	\$ 1,813.52	\$ 1,904.20	\$ 1,999.41	\$ 2,099.38	\$ 2,151.87	\$ 2,204.35
		Hourly	\$ 21.59	\$ 22.67	\$ 23.80	\$ 24.99	\$ 26.24	\$ 26.90	\$ 27.55
Administrative Assistant	G170	Annual	\$ 46,034.52	\$48,336.23	\$ 50,753.06	\$ 53,290.70	\$55,955.23	\$57,354.12	\$58,752.99
Community Development Specialist I		Bi-Weekly	\$ 1,770.56	\$ 1,859.09	\$ 1,952.04	\$ 2,049.64	\$ 2,152.12	\$ 2,205.93	\$ 2,259.73
Construction Specialist (Community Services Division)		Hourly	\$ 22.13	\$ 23.24	\$ 24.40	\$ 25.62	\$ 26.90	\$ 27.57	\$ 28.25
Construction Specialist (Streets/Utilities)									
Finance Specialist									
Planner I									
Water/Wastewater Mechanic II									
Transit Bus Driver	G171	Annual	\$ 46,264.66	\$48,577.91	\$ 51,006.81	\$ 53,557.13	\$56,235.00	\$57,640.88	\$59,046.75

Classification	Salary Grade		1	2	3	4	5	5A	6
Transit Operations Assistant		Bi-Weekly	\$ 1,779.41	\$ 1,868.38	\$ 1,961.80	\$ 2,059.89	\$ 2,162.88	\$ 2,216.96	\$ 2,271.03
		Hourly	\$ 22.24	\$ 23.35	\$ 24.52	\$ 25.75	\$ 27.04	\$ 27.71	\$ 28.39
Collection System Operator II	G172	Annual	\$ 46,496.01	\$48,820.79	\$ 51,261.85	\$ 53,824.93	\$56,516.19	\$57,929.09	\$59,342.00
Equipment Operator		Bi-Weekly	\$ 1,788.31	\$ 1,877.72	\$ 1,971.61	\$ 2,070.19	\$ 2,173.70	\$ 2,228.04	\$ 2,282.38
Mechanic		Hourly	\$ 22.35	\$ 23.47	\$ 24.65	\$ 25.88	\$ 27.17	\$ 27.85	\$ 28.53
Traffic Control Technician									
Water/Wastewater Plant Operator I	G179	Annual	\$ 48,147.94	\$50,555.34	\$ 53,083.10	\$ 55,737.26	\$58,524.13	\$59,987.23	\$61,450.34
		Bi-Weekly	\$ 1,851.84	\$ 1,944.44	\$ 2,041.66	\$ 2,143.74	\$ 2,250.93	\$ 2,307.20	\$ 2,363.47
		Hourly	\$ 23.15	\$ 24.31	\$ 25.52	\$ 26.80	\$ 28.14	\$ 28.84	\$ 29.54
Administrative Specialist	G185	Annual	\$ 49,609.84	\$52,090.36	\$ 54,694.86	\$ 57,429.61	\$60,301.09	\$61,808.61	\$63,316.14
		Bi-Weekly	\$ 1,908.07	\$ 2,003.48	\$ 2,103.65	\$ 2,208.83	\$ 2,319.27	\$ 2,377.25	\$ 2,435.24
		Hourly	\$ 23.85	\$ 25.04	\$ 26.30	\$ 27.61	\$ 28.99	\$ 29.72	\$ 30.44
Community Development Specialist II	G189	Annual	\$ 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)		Bi-Weekly	\$ 1,946.57	\$ 2,043.90	\$ 2,146.10	\$ 2,253.40	\$ 2,366.07	\$ 2,425.23	\$ 2,484.38
Planner II		Hourly	\$ 24.33	\$ 25.55	\$ 26.83	\$ 28.17	\$ 29.58	\$ 30.32	\$ 31.05
Recreation Supervisor									
Water/Wastewater Operator II									
Maintenance Crew Leader (Natural Resources)	G190	Annual	\$ 50,864.01	\$53,407.21	\$ 56,077.55	\$ 58,881.44	\$61,825.51	\$63,371.15	\$64,916.79
		Bi-Weekly	\$ 1,956.31	\$ 2,054.12	\$ 2,156.83	\$ 2,264.67	\$ 2,377.90	\$ 2,437.35	\$ 2,496.80
		Hourly	\$ 24.45	\$ 25.68	\$ 26.96	\$ 28.31	\$ 29.72	\$ 30.47	\$ 31.21
Lead Collection System Operator	G191	Annual	\$ 51,118.32	\$53,674.21	\$ 56,357.92	\$ 59,175.81	\$62,134.62	\$63,688.00	\$65,241.35
Lead Mechanic		Bi-Weekly	\$ 1,966.09	\$ 2,064.39	\$ 2,167.61	\$ 2,275.99	\$ 2,389.79	\$ 2,449.54	\$ 2,509.28
Lead Water/Wastewater Mechanic		Hourly	\$ 24.58	\$ 25.80	\$ 27.10	\$ 28.45	\$ 29.87	\$ 30.62	\$ 31.37
Maintenance Crew Leader (Streets/Utilities)									
Maintenance Crew Leader (grandfathered-Natural Resources Class A license)									
Building Inspector I	G199	Annual	\$ 53,201.09	\$55,861.15	\$ 58,654.21	\$ 61,586.92	\$64,666.25	\$66,282.92	\$67,899.56
Engineering Technician I		Bi-Weekly	\$ 2,046.20	\$ 2,148.51	\$ 2,255.93	\$ 2,368.73	\$ 2,487.16	\$ 2,549.34	\$ 2,611.52
Environmental Compliance Officer		Hourly	\$ 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	G209	Annual	\$ 55,861.14	\$58,654.19	\$ 61,586.90	\$ 64,666.24	\$67,899.56	\$69,597.07	\$71,294.54
		Bi-Weekly	\$ 2,148.51	\$ 2,255.93	\$ 2,368.73	\$ 2,487.16	\$ 2,611.52	\$ 2,676.81	\$ 2,742.10
		Hourly	\$ 26.86	\$ 28.20	\$ 29.61	\$ 31.09	\$ 32.64	\$ 33.46	\$ 34.28
Building Inspector II	G223	Annual	\$ 59,585.22	\$62,564.46	\$ 65,692.70	\$ 68,977.32	\$72,426.18	\$74,236.86	\$76,047.49
Engineering Technician II		Bi-Weekly	\$ 2,291.74	\$ 2,406.33	\$ 2,526.64	\$ 2,652.97	\$ 2,785.62	\$ 2,855.26	\$ 2,924.90
GIS Coordinator		Hourly	\$ 28.65	\$ 30.08	\$ 31.58	\$ 33.16	\$ 34.82	\$ 35.69	\$ 36.56
Natural Resources Specialist									
Parks/Facilities/Natural Resources Supervisor	G233	Annual	\$ 62,564.47	\$65,692.70	\$ 68,977.33	\$ 72,426.18	\$76,047.51	\$77,948.71	\$79,849.89
Plant Operations Supervisor		Bi-Weekly	\$ 2,406.33	\$ 2,526.64	\$ 2,652.97	\$ 2,785.62	\$ 2,924.90	\$ 2,998.03	\$ 3,071.15
Streets/Fleet Supervisor		Hourly	\$ 30.08	\$ 31.58	\$ 33.16	\$ 34.82	\$ 36.56	\$ 37.48	\$ 38.39



Classification	Salary Grade	1	2	3	4	5	5A	6
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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.

\*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.

APPROVED:

DATED: September 7, 2022

\_\_\_\_\_  
MAYOR, CITY OF ARCATA

ATTEST:

\_\_\_\_\_  
CITY CLERK, CITY OF ARCATA

### **CLERK'S CERTIFICATE**

I hereby certify that the foregoing is a true and correct copy of Resolution No. 223-17 passed and adopted at a regular meeting of the City Council of the City of Arcata, Humboldt County, California, on the 7th day of September, 2022, by the following vote:

AYES:

NOES:

ABSENT:

\_\_\_\_\_  
CITY CLERK, CITY OF ARCATA

## 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

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
		Bi-Weekly	\$ 1,709.58	\$ 1,795.06	\$ 1,884.82	\$ 1,979.06	\$ 2,078.01
		Hourly	\$ 21.37	\$ 22.44	\$ 23.56	\$ 24.74	\$ 25.98
Police Services Assistant	PN115	Annual	\$45,560.40	\$ 47,838.42	\$ 50,230.34	\$ 52,741.86	\$ 55,378.96
		Bi-Weekly	\$ 1,752.32	\$ 1,839.94	\$ 1,931.94	\$ 2,028.53	\$ 2,129.96
		Hourly	\$ 21.90	\$ 23.00	\$ 24.15	\$ 25.36	\$ 26.62
Police Service Officer	PN120	Annual	\$46,726.99	\$ 49,063.33	\$ 51,516.51	\$ 54,092.33	\$ 56,796.96
		Bi-Weekly	\$ 1,797.19	\$ 1,887.05	\$ 1,981.40	\$ 2,080.47	\$ 2,184.50
		Hourly	\$ 22.46	\$ 23.59	\$ 24.77	\$ 26.01	\$ 27.31
Dispatcher Police Evidence & Property Technician I	PN121	Annual	\$46,948.45	\$ 49,295.86	\$ 51,760.66	\$ 54,348.68	\$ 57,066.12
		Bi-Weekly	\$ 1,805.71	\$ 1,895.99	\$ 1,990.79	\$ 2,090.33	\$ 2,194.85
		Hourly	\$ 22.57	\$ 23.70	\$ 24.88	\$ 26.13	\$ 27.44
Senior Dispatcher Police Evidence & Property Technician II	PN131	Annual	\$49,352.83	\$ 51,820.45	\$ 54,411.49	\$ 57,132.05	\$ 59,988.67
		Bi-Weekly	\$ 1,898.19	\$ 1,993.09	\$ 2,092.75	\$ 2,197.39	\$ 2,307.26
		Hourly	\$ 23.73	\$ 24.91	\$ 26.16	\$ 27.47	\$ 28.84
Dispatch Supervisor	PN171	Annual	\$59,125.63	\$ 62,081.93	\$ 65,186.02	\$ 68,445.31	\$ 71,867.60
		Bi-Weekly	\$ 2,274.06	\$ 2,387.77	\$ 2,507.15	\$ 2,632.51	\$ 2,764.14
		Hourly	\$ 28.43	\$ 29.85	\$ 31.34	\$ 32.91	\$ 34.55
Police Officer	PS151	Annual	\$60,235.76	\$ 63,247.56	\$ 66,409.93	\$ 69,730.42	\$ 73,216.96
		Bi-Weekly	\$ 2,316.76	\$ 2,432.60	\$ 2,554.23	\$ 2,681.94	\$ 2,816.04
		Hourly	\$ 28.96	\$ 30.41	\$ 31.93	\$ 33.52	\$ 35.20
Police Sergeant	PS181	Annual	\$69,648.13	\$ 73,445.54	\$ 77,117.81	\$ 80,973.70	\$ 85,022.39
		Bi-Weekly	\$ 2,678.77	\$ 2,824.83	\$ 2,966.07	\$ 3,114.37	\$ 3,270.09
		Hourly	\$ 33.48	\$ 35.31	\$ 37.08	\$ 38.93	\$ 40.88

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.



**RESOLUTION NO. 223-10**  
**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. 212-28*

**Section 1.**

**Effective 06/26/2022**

*Reflecting the 4% negotiated salary increase effective the pay period that includes 7/1/22 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
Information Technology and Digital Media Specialist	C158	Annual	\$ 51,154.89	\$ 53,712.64	\$ 56,398.28	\$ 59,218.19	\$ 62,179.09	\$ 63,733.58
		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
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 Police Business Manager Project and Grant Manager SCADA Systems Manager Senior Planner Transit Manager Wastewater Operations and Compliance 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

Classification	Salary Grade		Salary Steps					
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	M198	Annual	\$ 84,927.98	\$ 89,174.36	\$ 93,633.07	\$ 98,314.74	\$ 103,230.49	\$ 105,811.25
Deputy Director Community Development		Bi-Weekly	\$ 3,266.46	\$ 3,429.78	\$ 3,601.27	\$ 3,781.34	\$ 3,970.40	\$ 4,069.66
Deputy Director Environmental Services (Community Services)		Hourly	\$ 40.83	\$ 42.87	\$ 45.02	\$ 47.27	\$ 49.63	\$ 50.87
Deputy Director Environmental Services (Utilities/Streets)								
Deputy Director Information Technology								
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	\$ 46.48	\$ 48.81	\$ 51.25	\$ 53.81	\$ 55.15
Assistant City Manager	M232	Annual	\$ 100,619.64	\$ 105,650.62	\$ 110,933.15	\$ 116,479.81	\$ 122,303.79	\$ 125,361.38
City Engineer		Bi-Weekly	\$ 3,869.99	\$ 4,063.49	\$ 4,266.66	\$ 4,479.99	\$ 4,703.99	\$ 4,821.59
Director of Environmental Services		Hourly	\$ 48.37	\$ 50.79	\$ 53.33	\$ 56.00	\$ 58.80	\$ 60.27
Director of Community Development								
Finance Director								
Special Project Engineer								
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

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.



**RESOLUTION NO. 212-73**

**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. 212-68.

**Section 1. – SALARY SCHEDULE**

Classification	Salary Grade		Salary Steps				
			1	2 +2.5%	3 +2.5%	4 +2.5%	5 +2.5%
Gymnastics Assistant Recreation Leader	PT15	Hourly	\$15.00	\$15.375	\$15.759	\$16.153	\$16.557
Drafting Aide Video Aide	PT19	Hourly	\$15.302	\$15.685	\$16.007	\$16.479	\$16.391
Gymnastics Instructor Recreation Specialist	PT20	Hourly	\$15.379	\$15.763	\$16.157	\$16.561	\$16.975
Bus Driver Trainee Maintenance Trainee Water Meter Reader	PT22	Hourly	\$15.533	\$15.921	\$16.319	\$16.727	\$17.145
Office Assistant Racial Equity Intern	PT26	Hourly	\$15.846	\$16.242	\$16.648	\$17.064	\$17.491
Community Service Officer Parking Enforcement Officer	PT28	Hourly	\$16.005	\$16.405	\$16.815	\$17.235	\$17.666
Cashier/Finance Aide Environmental Programs Aide Program Supervisor	PT31	Hourly	\$16.246	\$16.652	\$17.069	\$17.495	\$17.933
Assistant Recreation Supervisor Community Ambassador GIS Technician Media Production Specialist Operator In Training Water/Wastewater	PT41	Hourly	\$17.077	\$17.504	\$17.941	\$18.390	\$18 850
Administrative Aide Engineering Aide	PT44	Hourly	\$17.334	\$17.768	\$18.212	\$18.667	\$19 134



Classification	Salary Grade		Salary Steps				
			1	2 +2.5%	3 +2.5%	4 +2.5%	5 +2.5%
Forest Technician Sweeper Operator							
Heavy Equipment Operator Vehicle Abatement Officer	PT58	Hourly	\$18.588	\$19.053	\$19.529	\$20.017	\$20.518
Accounting Technician Communications Specialist Program Specialist Spanish Translator/Interpreter	PT65	Hourly	\$19.248	\$19.730	\$20.223	\$20.728	\$21.247
Building Inspector Trainee Lead Community Ambassador Police Officer Trainee (Academy Student)	PT79	Hourly	\$20.640	\$21.156	\$21.685	\$22.228	\$22.783
Bus Driver Equity Arcata Network Coordinator	PT98	Hourly	\$22.692	\$23.259	\$23.841	\$24.437	\$25.048
Special Projects Construction Inspector	PT139	Hourly	\$27.841	\$28.537	\$29.250	\$29.982	\$30.731
Recreation Specialist (Self-Supporting)	SelfSup	Per hour fee	\$15.000	\$17.000	\$19.000		
Sports Official	SportOff	Per Game	\$15.500	\$15.888	\$16.285	\$16.692	\$17.109
Work Study Intern	WrkStdY	Per hour	\$15.00				

## **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-Chrismas 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 June 23, 2022.

**DATED:** June 22, 2022

**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.212-73, passed and adopted at a special meeting of the City Council of the City of Arcata, Humboldt County, California, on the 22nd day of June, 2022, by the following vote:

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

**NOES: NONE**

**ABSENT: NONE**

**ABSTENTIONS: NONE**

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

# 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.