

## **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.

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

- 215 Parkland-In-Lieu Fund: The Parkland-In-Lieu fund accounts for funds paid by the developer of a subdivision in-lieu of dedicating parkland. The fees collected are used to acquire, develop, and/or rehabilitate parks.
- 216 Parking-In-Lieu Fund: At one time, developers in the Central Business District and Landmark and Historic District were required to pay a fee in-lieu of providing off-street parking. These fees were accumulated in this fund for the acquisition and development of off-street parking and/or alternative transportation.
- 218 Proposition 172 Fund: Public safety funds from sales taxes are deposited into this fund.
- 219 ISTEA Fund: Streets and transit allocations of Federal Intermodal Surface Transportation Efficiency Act funds.
- 220 State OES Funding: Fund required for the deposit of OES and FEMA disaster assistance reimbursements.
- 221 COPS SLESF Funds: This fund is used to account for the expenditure of Citizens Option for Public Safety Supplemental Law Enforcement Services funding which is received from the County of Humboldt.
- 223 ARRA Fund: This fund is used to account for the expenditure of funds for street improvements which are received pursuant to the American Recovery and Reinvestment Act.
- 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.
- 250-59 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 is 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 two active Special Assessment funds. These are:

- 447 Janes Creek Meadows Assessment District
- 490 Windsong Landscape Assessment District Fund

### **Trust Funds:**

- 520 AFLAC Trust Fund: Funds set aside for payment of various employee benefits
- 550 Seismic Fees: Fund used for accumulating seismic fees prior to payment to the state.
- 551 Drug Task Force Fund: The City of Arcata participates in the Humboldt County Drug Task Force. Money generated from drug-related property forfeitures is divided among participating agencies. The funds can be used to enhance drug-related law enforcement.
- 552 Arcata Community Trust Fund: Funds are held by the City in this fund for non-City programs.
- 553 D.A.R.E.: Funds accumulated from donations to Drug Abuse Resistance and Education Program.
- 555 Replacement Reserve Arcata Service Center: Pursuant to a lease agreement, these funds are set aside for repair and replacement of fixed assets.
- 557 K-9 Program: Funds accumulated from donations to K-9 program.
- 559 OPEB Trust Fund: Funds accumulated through payroll expenditure for payment of retiree insurance benefits.
- 570 APD Evidence Fund: Money confiscated as evidence is required to be kept segregated from other funds.
- 590 General Plan/Housing Update: Funds accumulated through permit processing to go towards update of General Plan or Housing Update.

### **Enterprise Funds:**

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

- 661 Water Fund: This fund is used to account for all income and expenses related to the operation and maintenance of the City's water system, including water system maintenance, and water treatment and distribution.
- 662 Wastewater Fund: This fund is used to account for all income and expenses related to the operation and maintenance of the City's wastewater system, including wastewater collection, and wastewater treatment.

**Enterprise Funds (continued):**

- 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.