

**CITY OF ARCATA  
CITY COUNCIL MEETING  
SPECIAL AND REGULAR**

COUNCIL CHAMBER  
736 F Street, Arcata

MARCH 15, 2023  
Wednesday, 6:00 PM

**AGENDA**

---

Special accommodations for the disabled who attend City meetings can be made in advance by contacting the City Clerk at 822-5953. Assistive listening devices are available.

---

Pursuant to Government Code section 54957.5, all writings or documents relating to any item on this agenda which have been provided to a majority of the City Council, including those received less than 72 hours prior to the City Council meeting, will be made available for public inspection in the agenda binder located on the counter in the lobby at Arcata City Hall, 736 F Street, during normal business hours, and on the City's website at [www.cityofarcata.org](http://www.cityofarcata.org).

---

PLEASE NOTE: Speakers wishing to distribute materials to the City Council at the meeting are requested to provide 10 copies to the City Clerk.

---

**Public Advisory: The Council Chamber in City Hall  
is now open to the public.**

**COVID-19 Notice**

The City Council has returned to in-person hybrid meetings. The City Council asks that when attending City meetings, persons socially distance as best they can and be courteous to those who continue to choose to wear a mask.

**How to Observe and Participate in the Meeting:**

Observe:

Members of the public can attend the meeting in person or observe the meeting on Zoom (see below), on Access Humboldt Channel 10, online by visiting [www.cityofarcata.org](http://www.cityofarcata.org) and clicking on the [See Live Meetings, Agendas, and Archives](#) button on the home page, or on the City's YouTube channel at <https://www.youtube.com/c/CityofArcataCA>

Public Comment Participation in Person and on Zoom:

Members of the public may attend the meeting in person and give public comment. Or, they may access the meeting via Zoom to provide public comment.

1. Join from a PC, Mac, iPad, iPhone or Android device: Please use this URL:  
<https://us06web.zoom.us/j/85038801558>

2. If you want to comment during the public comment portion of any item, click on **raise your hand** on the right-hand side of your screen. When it is time for public comment on the item on which you wish to speak, the Clerk will unmute you. You will have 3 minutes to comment (2 minutes for Early Oral Communications), subject to the Mayor's discretion.

Or join by phone:

1. \*67 1-669-900-6833
2. Enter Meeting ID: 850 3880 1558
3. If you are accessing the meeting via telephone and want to comment during the public comment portion of any item, press **star (\*) 9** on your phone. This will raise your hand. When it is time for public comment on the item on which you wish to speak, the Clerk will unmute your phone. You will hear a prompt that will indicate your phone is unmuted. You will have 3 minutes to comment (2 minutes for Early Oral Communications), subject to the Mayor's discretion.

### **SPECIAL MEETING**

**5:30 p.m.**

1. **ROLL CALL**
2. **PUBLIC COMMENT**
3. **COMMITTEE INTERVIEWS**
  - A. **Interview Two Candidates to Fill Two Vacancies on the Wetlands and Creeks Committee for a Term Beginning Immediately and Ending March 31, 2024, and a Term Beginning April 1, 2023, and Ending March 31, 2026.**
4. **ADJOURNMENT**

### **REGULAR MEETING**

**6:00 p.m.**

- I. **LAND ACKNOWLEDGMENT**
- II. **FLAG SALUTE**
- III. **ROLL CALL**

**IV. CEREMONIAL MATTERS**

- A. Certificate of Appreciation for Dave Couch for His 36 Years of Service to the City of Arcata.**
- B. Proclamation in Recognition of *Welcome Home Vietnam Veterans Day*, March 29, 2023.**
- C. Proclamation in Recognition of *World Rotaract Week*, March 13–19, 2023.**
- D. Proclamation in Recognition of *March for Meals Month*, March 2023.**

**V. REPORT BY COMMISSION/COMMITTEE**

**VI. EARLY ORAL COMMUNICATIONS**

The City Council values your comments. This 15-minute time period allows people to address the Council on matters not on the agenda. Please know that, pursuant to the Brown Act, the Council cannot discuss or take action on items that are not listed on the posted agenda. At the end of all oral communications the Council may respond to statements. Supported requests that require Council action will be set for a future agenda or referred to staff. Speakers may be limited to two minutes. There will also be time for the public to comment specifically on each agenda item and again at the end of the meeting under item number XII (12).

**VII. N/A**

**VIII. CONSENT CALENDAR**

All matters on the Consent Calendar are considered to be routine by the City Council and are enacted in one motion. There is no separate discussion of any of these items. If discussion is required, that item is removed from the Consent Calendar and considered separately. At the end of the reading of the Consent Calendar, Council members or members of the public can request that an item be removed for separate discussion.

- A. Approve the Minutes of the City Council Meeting of March 1, 2023.**
- B. Bi-Weekly Report on Disbursements.**
- C. Approve the Project Plans and Award a Construction Contract for the Arcata South I Street Boat Launch Facility Improvement Project (REBID) to Mercer-Fraser Company in the Amount of \$672,721.00 (Base Bid + Additive Alternative No. 2); Authorize the City Engineer to Increase the Contract Amount by up to \$100,908.15, (15 Percent, for a Total Not to Exceed \$773,629.15) to Allow for Any Unforeseen Contingencies; and Authorize the City Manager to Execute All Applicable Documents.**

- D. **Adopt Resolution No. 223-43, A Resolution of the City Council of the City of Arcata Amending the Class and Pay Resolution—Management, Mid-Management, Confidential & Appointed Employees [to Correct a Typographical Error to Salary Range C177, Step 2].**
- E. **Reappoint Michael Furniss, Erin Kelly and Yana Valachovic to the Forest Management Committee for Terms Ending March 31, 2026.**
- F. **Reappoint Mishka Straka to the Transportation Safety Committee (TSC) for a Term Expiring March 31, 2026.**
- G. **Reappoint Christian Figueroa to the Planning Commission for a Term Ending March 31, 2027.**
- H. **Appoint Guy Aronoff to the Transactions and Use Tax Oversight Committee for a Term Expiring September 30, 2026.**
- I. **Adopt Resolution No. 223-42 Accepting a Fee Title Interest in Assessor's Parcel No. (APN) 505-251-011 and a Public Access Easement over a Portion of APN 505-251-013 from Humboldt State University Real Estate Holdings or Successor in Interest and Rescind Resolution No. 223-08.**

**IX. ITEMS REMOVED FROM CONSENT CALENDAR**

**X. OLD BUSINESS**

**XI. NEW BUSINESS**

- A. **Appoint Up to Two New Members to the Wetlands and Creeks Committee for a Term Beginning Immediately and Ending March 31, 2024, and a Term Beginning April 1, 2023, and Ending March 31, 2026.**
- B. **Receive a Presentation on CalPERS Pension Update from GovInvest.**

The City participates in the California Public Employees' Retirement System (CalPERS). Like many municipalities in California and across the United States, Arcata's pension liability is its single largest debt and a significant ongoing expenditure. The Unfunded Accrued Liability (UAL) is the present value of future employer contributions for service *that has already been earned*. It is the shortfall between the City's pension assets and what is needed to fully payout the benefits already promised to retirees. Current estimates place the City's UAL at \$29.61 million. This is in addition to the normal ongoing cost of contributions for employees.

**RECOMMENDATION:**

Receive a presentation on the City's CalPERS Pension Update from GovInvest representatives and provide direction to staff as appropriate.

**C. Consider Adopting Resolution No. 223-44, A Resolution of the City Council of the City of Arcata Accepting the Mid-Year Budget Review and Approving Associated Budget Revisions for the Fiscal Year 2022-23.**

It is the standard policy and practice of the City Council to perform a mid-year budget review in March of each year.

**RECOMMENDATION:**

It is recommended that the Council adopt Resolution No. 223-44, A Resolution of the City Council of the City of Arcata to Amend Resolution No. 223-01 Adopting the Annual Budget for Fiscal Year 2022-23.

**D. Approve Proposed Amendments to Humboldt Waste Management Authority's (HWMA) Joint Powers Agreement and Direct the Mayor to Execute the Restated and Amended Agreement.**

To comply with provisions of SB1383, City staff have been working regionally as a member of the Solid Waste Local Task Force (LTF), as part of an SB1383 Ad-hoc Committee of the LTF, and as a member agency in collaboration with HWMA since December 2020.

There are several concurrent components of developing and implementing SB1383 programs. Adoption of Ordinance No. 1560 was the first 'decision-point' for the Arcata City Council, which occurred on December 21, 2022. The second 'decision-point' for the Arcata City Council is approval of the proposed amendments to HWMA's Joint Powers Agreement (JPA), which is a necessary step to establish regional processing of organics materials. The amendments to the JPA build on the letter of intent to support regional organics processing that the Council authorized on November 16, 2022.

**RECOMMENDATION:**

It is recommended that the Council:

- 1) Discuss and Approve Proposed Amendments to HWMA's Joint Powers Agreement; and
- 2) Direct the Mayor to Execute the Restated and Amended Agreement.

**E. Receive a Report on the Mad River Community Hospital's Special Considerations.**

This report addresses the background on the Mad River Community Hospital's special considerations in the City's General Plan and Land Use Code. It also describes the process needed to amend the special considerations and/or rezone the property for other uses. This report came at the request of the Council.

**RECOMMENDATION:**

Staff recommends the Council receive a report on the zoning and land use designations for the Mad River Community Hospital and provide direction as necessary.

**XII. ORAL AND WRITTEN COMMUNICATIONS**

The City appreciates public input. This time is provided for people to address the Council or submit written communications on matters not on the agenda. Please know that, pursuant to the Brown Act, the Council cannot discuss or take action on items that are not listed on the posted agenda. At the end of all oral & written communications, the Council may respond to statements. Supported requests that require Council action will be set for a future agenda or referred to staff. Speakers addressing the Council may be limited to 3 minutes, with a maximum of 5 minutes, and a time limit on the length of oral communications may be imposed.

**XIII. COUNCIL AND STAFF REPORTS**

All reports shall be specifically limited to items relating to City business and shall not request or lead to action by the Council at this meeting.

**XIV. DATES OF FUTURE MEETINGS**

- A. Joint Study Session with the Planning Commission on Sea Level Rise, Tuesday, March 28, 2023, at 6:00 p.m., in the Council Chamber.**
- B. Fiscal Year 2023/2024 Budget Study Session, Tuesday, May 9, 2023, at 6:00 p.m., in the Council Chamber.**

**XV. CLOSED SESSION**

**XVI. CLOSED SESSION REPORTS**

**XVII. ADJOURNMENT**

Other than items continued or tabled to a date certain, the Council may, by majority vote, continue all matters not completed by 10:30 p.m. to the following Thursday at 6:00 p.m. in the Council Chamber. Should the Council vote to continue the meeting past 10:30 p.m., discussion on an item on the agenda that either requires or allows for public input may not begin without a unanimous vote of the City Council members present. (Closed Session items may begin later.) (Reference: Resolution No.223-07)

**CANDIDATE LIST**  
**WEDNESDAY, MARCH 15, 2023, 5:30 P.M.**

<b>WETLANDS AND CREEKS COMMITTEE</b>	
<b>Two Vacancies—Two Planning Area Seats</b>	
<b>TWO APPLICANTS</b>	
	<b>Emma Held</b>
	<b>Steven Railsback</b>
<b>APPOINTMENTS</b>	
<b>Term begins immediately and ends March 31, 2024</b>	
<b>Term begins April 1, 2023, and ends March 31, 2026</b>	

Communication: Interview Two Candidates to Fill Two Vacancies on the Wetlands and Creeks Committee for a Term Beginning Immediately and



**CERTIFICATE OF APPRECIATION**  
*for*  
**DAVE COUCH**

*for His 36 Years of Service to the City of Arcata*

**WHEREAS**, the City of Arcata hired Dave Couch as a part-time maintenance worker in 1987. Dave soon began studying for water and wastewater certifications and was promoted to a full time Water/Wastewater Operator in 1989. Dave quickly advanced his certifications and role within the City, becoming a Water/Wastewater Operator II in 1990. Dave was promoted to Plant Supervisor in 2016 and led the City's operator and water meter teams until his retirement this month; and

**WHEREAS**, Dave's extensive knowledge of the Arcata Marsh, both its wastewater treatment system and its ecology and wildlife, have provided a well-rounded approach for the Environmental Services Department to carry out effective treatment of wastewater and stewardship of the Marsh habitat; and

**WHEREAS**, Dave thrives in providing tours and education about the Arcata Wastewater Treatment Facility and the Arcata Marsh and Wildlife Sanctuary. Dave is a long-time board member of Friends of the Arcata Marsh and currently serves as the Vice President of FOAM. His dedication to community education has helped to foster greater understanding and appreciation of the Arcata Marsh; and

**WHEREAS**, throughout Dave's tenure with the City he has mentored and trained dozens of staff, enhancing the professional growth of wastewater and water teams and ensuring a thorough transfer of institutional knowledge of operations and historical trends to the next generation of City staff; and

**WHEREAS**, Through his diverse scientific and operational knowledge and focus, Dave has embodied the multi-benefit intention of the Arcata Marsh; and

**WHEREAS**, Dave has long served the best interests of the City, its residents and visitors, its essential infrastructure, and the Arcata Marsh and Wildlife Sanctuary with dedication and focus. The results of his service will ensure a high quality of life in Arcata for many generations to come.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF ARCATA** hereby expresses its appreciation to Dave Couch for serving the people of Arcata for 36 years. We wish him all the best and commemorate his retirement on March 3, 2023.

Dated: March 15, 2023

---

Sarah Schaefer  
Mayor





*in Recognition of*  
**WELCOME HOME VIETNAM VETERANS DAY**  
*March 29, 2023*

**WHEREAS**, the United States Armed Forces assisted the South Vietnamese Government to combat tyranny during the Vietnam War from 1961, when U.S. Armed Forces arrived in Southeast Asia, through March 29, 1973, when our combat troops withdrew from Vietnam, until the capture of Saigon by the North Vietnamese Army in 1975; and

**WHEREAS**, at the peak of the United States' involvement in the War in 1969, approximately 543,000 American troops were serving in Vietnam; and

**WHEREAS**, more than 58,000 United States troops lost their lives in Vietnam and more than 300,000 U.S. Armed Forces members were wounded. Three to four million Vietnamese, as well as 1.5 to 2 million Laotians and Cambodians also died in the effort to combat communist influence; and

**WHEREAS**, the Vietnam War was an extremely divisive issue among the people of the United States. Upon their return home, members of the United States Armed Forces who bravely served to help protect the rights of South Vietnamese citizens against tyranny, were caught in the crossfire of public debate about our country's involvement in the War; and

**WHEREAS**, it was not until 1982, almost a decade after the War's end, that a memorial in our nation's capitol was dedicated to those members of the United States Armed Forces who lost their lives or were declared missing-in-action during the Vietnam War; and

**WHEREAS**, on March 28, 2017, President Donald J. Trump signed the Vietnam War Veterans Recognition Act of 2017 to officially recognize March 29 as National Vietnam War Veterans Day also known as "Welcome Home Vietnam Veterans Day." This Act encourages all community members to observe this day by learning about the sacrifices Vietnam Veterans made to protect human rights and about the importance of helping Vietnam-era Veterans reintegrate into civilian life.

**NOW, THEREFORE BE IT PROCLAIMED** that the City Council of the City of Arcata hereby recognizes March 29 to be **WELCOME HOME VIETNAM VETERANS DAY** in Arcata. The Council honors Vietnam War Veterans for their extreme sacrifice both in Southeast Asia and at home and expresses profound gratitude for their faithful service to our country.

*Dated: March 15, 2023*

\_\_\_\_\_  
 Sarah Schaefer  
 Mayor



*in Recognition of*  
**WORLD ROTARACT WEEK**  
*March 13–19, 2023*

**WHEREAS**, Rotaract is a Rotary-affiliated group of young adults whose service efforts begin at the local grassroots level, with members addressing their community’s physical and social needs while promoting international understanding and peace through the framework of friendship and service; and

**WHEREAS**, Rotaract originally began as a Rotary International youth program in 1968 with a simple mission of “Service Above Self,” and has since grown into a major Rotary-sponsored service organization of over 10,000 clubs and 250,000 members world-wide; and

**WHEREAS**, North Bay Rotaract, sponsored by the Rotary Clubs of Arcata Sunrise and Arcata Noon, and Lost Coast Rotaract, sponsored by Rotary Club of Eureka, are comprised of volunteer members who are committed to enhancing the quality of life for people in Humboldt County and the world; and

**WHEREAS**, members of both North Bay Rotaract and Lost Coast Rotaract support local and international communities by volunteering time and fundraising for programs such as Rotaplast, InspireONE, RAVEN Project, Adopt-A-Highway, Big Brothers Big Sisters and many other community support programs; and

**WHEREAS**, to commemorate the founding of Rotaract in 1968, the week of March 13–19, 2023, is recognized by members of Rotary and Rotaract as “World Rotaract Week.”

**NOW, THEREFORE, BE IT PROCLAIMED** that the City Council of the City of Arcata hereby proclaims the week of **March 13–19, 2023**, as **WORLD ROTARACT WEEK** in the City of Arcata and thanks North Bay Rotaract and Lost Coast Rotaract for their contributions to the community.

*Dated: March 15, 2023*

\_\_\_\_\_  
*Sarah Schaefer*  
 Mayor



*in Recognition of*  
**MARCH FOR MEALS MONTH**  
*March 2023*

**WHEREAS**, on March 22, 1972, President Richard Nixon signed into law a measure that amended the Older Americans Act of 1965 and established a national nutrition program for seniors 60 years and older; and

**WHEREAS**, the Humboldt Senior Resource Center observes the National March for Meals Campaign to raise awareness about the escalating problem of senior hunger and isolation in our communities; and

**WHEREAS**, through the Older Americans Act Nutrition Programs, the Humboldt Senior Resource Center has served the Arcata community admirably for 46 years. The Center provides nutritious meals to seniors which help to maintain their health and independence and avoid unnecessary hospitalizations and/or premature institutionalization; and

**WHEREAS**, the Humboldt Senior Resource Center's congregate and home delivered meal programs provide a powerful socialization opportunity for hundreds of seniors to help combat loneliness and isolation.

**NOW, THEREFORE, BE IT PROCLAIMED** by the City Council of the City of Arcata that March 2023 is **MARCH FOR MEALS MONTH**. The Council urges all residents to honor the foundations, service organizations, businesses, and individuals who support our Senior Nutrition programs, as well as the seniors they serve.

*Dated: March 15, 2023*

---

*Sarah Schaefer*  
 Mayor

**CITY OF ARCATA  
CITY COUNCIL MEETING**

COUNCIL CHAMBER

MARCH 01, 2023

A regular meeting of the City Council of the City of Arcata was held on the above date at 6:00 p.m. as a hybrid meeting, via teleconference utilizing Zoom Video Communications and in person, with Mayor Schaefer presiding. Notice of this meeting was posted on February 24, 2023. PRESENT: Schaefer, Matthews, Atkins-Salazar, Stillman, White. ABSENT: None. STAFF PRESENT: City Manager Diemer, Chief of Police Ahearn, Director of Community Development Loya, Director of Environmental Services Sinkhorn, City Engineer Khatri, Chief of Police Ahearn, IT and Digital Media Specialist Carrillo, City Clerk Dory.

**LAND ACKNOWLEDGMENT**

Mayor Schaefer read a statement acknowledging that Arcata (Goudi'ni) sat on ancestral Wiyot land.

**FLAG SALUTE**

Mayor Schaefer led the Pledge of Allegiance.

**CEREMONIAL MATTERS**

**A. Proclamation Recognizing March 8, 2023, as International Women's Day.**

Councilmember White read the proclamation and presented it to Carilyn Hammer and Martha Hart from the Women's International League for Peace and Freedom (WILPF), who thanked the Council and spoke about upcoming events in a week-long festival in honor of International Women's Day.

**B. Proclamation in Recognition of Girl Scout Week, March 12-18, 2023.**

Mayor Schaefer read the proclamation and presented it to Sarah Boyd representing Troops 10627 and 90018, who thanked the Council and spoke of the upcoming cookie sales campaign and the activities it supported.

**C. Proclamation in Recognition of Sunshine Week, March 12-18, 2023.**

Councilmember Matthews read the proclamation and presented it to Jessica Schlachter, Vice President of the League of Women Voters of Humboldt County, who thanked the Council and encouraged others to participate in democracy by voting.

**REPORT BY COMMISSION/COMMITTEE**

**A. Annual Report from the Economic Development Committee.**

Chairperson Serg Mihaylo from the Economic Development Committee presented an oral version of the Committee's annual report.

**EARLY ORAL COMMUNICATIONS**

Mayor Schaefer invited public comment.

Anton Souza urged the Council to consider making Ross Street a cul-de-sac at Grant Avenue or a one-way street with speed bumps.

Minutes Acceptance: Minutes of Mar 1, 2023 6:00 PM (CONSENT CALENDAR)

March 1, 2023

Roman Fiero requested the City remove the Earth Flag from its current location above the United States Flag.

Peggy Martinez said the current bus system in Arcata was unwieldy resulting in people using their cars instead of riding the bus. She advocated for improvements to the system.

Fred Weis said he would share his friend's successful model for affordable workforce housing.

Nancy Pelletier thanked the Council for assisting Arcata House Partnership (AHP) to open an extreme weather shelter during the past week. She thanked Darlene Spoor of AHP and her staff for their stellar work.

Joanne McGarry requested the D Street Neighborhood Center be opened as an extreme weather shelter.

Gregory Daggett cautioned against erecting concrete buildings with the advent of sea level rise. He explained that buildings four stories or taller would have to be concrete buildings.

Mayor Schaefer closed Early Oral Communications.

### CONSENT CALENDAR

Councilmember Matthews removed item F from the Consent Calendar for further discussion.

Mayor Schaefer invited public comment.

Joanne McGarry requested items D, G, and H be removed from the Consent Calendar for further discussion.

Mayor Schaefer closed the public comment period.

**ON MOTION BY STILLMAN, SECONDED BY MATTHEWS, AND WITH A UNANIMOUS VOICE VOTE, THE COUNCIL ADOPTED THE CONSENT CALENDAR FOR MARCH 1, 2023, WITH THE EXCEPTION OF THE FOLLOWING ITEMS: D. ADOPT ORDINANCE NO. 1564, AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ARCATA AMENDING THE ARCATA MUNICIPAL CODE TO ADJUST COUNCILMEMBER SALARY, TITLE II (ADMINISTRATION), CHAPTER 1 (COUNCIL), SECTION 2010 (SALARIES OF THE CITY COUNCIL MEMBERS); WAIVE READING OF THE TEXT AND CONSENT TO READ BY TITLE ONLY; F. ADOPT RESOLUTION NO. 223-40 INCORPORATING A LIST OF PROJECTS FOR FISCAL YEAR 2023/2024 TO BE FUNDED BY SB 1: THE ROAD REPAIR AND ACCOUNTABILITY ACT; G. AWARD A CONTRACT IN THE AMOUNT OF \$245,161 TO GHD, INC., FOR ENVIRONMENTAL COMPLIANCE AND MONITORING FOR THE ARCATA WASTEWATER TREATMENT FACILITY PHASE I IMPROVEMENT PROJECT; AUTHORIZE THE CITY MANAGER TO INCREASE THE CONTRACT AMOUNT BY UP TO \$47,315 (20 PERCENT, FOR A TOTAL OF \$292,476); AND AUTHORIZE THE CITY MANAGER TO EXECUTE ALL**

Minutes Acceptance: Minutes of Mar 1, 2023 6:00 PM (CONSENT CALENDAR)

March 1, 2023

**APPLICABLE DOCUMENTS; AND H. APPROVE THE APPOINTMENT OF MEREDITH MATTHEWS TO THE BOARD POSITION FOR THE HUMBOLDT/DEL NORTE HAZARDOUS MATERIALS RESPONSE JOINT POWERS AUTHORITY, AND ALEX STILLMAN TO THE HOMELESSNESS AND HOUSING WORKING GROUP FOR THE REMAINDER OF THE 2023 ASSIGNMENT YEAR. AYES: SCHAEFER, MATTHEWS, ATKINS-SALAZAR, STILLMAN, WHITE. NOES: NONE. ABSENT: NONE. ABSTENTIONS: NONE.**

- A. Approve the Minutes of the City Council Meeting of February 7, 2023.**
- B. Approve the Minutes of the City Council Meeting of February 15, 2023.**
- C. Bi-Weekly Report on Disbursements.**
- D. Item VIII-D was moved to Items Removed from Consent Calendar.**
- E. Adopt Ordinance No. 1552, An Ordinance of the City Council of the City of Arcata Adding Chapter 5 (Residential Rental Inspection Program), to Title VIII (Building Regulations) of the Arcata Municipal Code; Waive Reading of the Text and Consent to Read by Title Only.**
- F. Item VIII-F was moved to Items Removed from Consent Calendar.**
- G. Item VIII-G was moved to Items Removed from Consent Calendar.**
- H. Item VIII-H was moved to Items Removed from Consent Calendar.**
- I. Adopt Resolution No. 223-41, Authorizing Application to CalHome for a Homebuyer Assistance Program in the Amount of \$490,286.**

**ITEMS REMOVED FROM CONSENT CALENDAR**

- D. Adopt Ordinance No. 1564, an Ordinance of the City Council of the City of Arcata Amending the Arcata Municipal Code to Adjust Councilmember Salary, Title II (Administration), Chapter 1 (Council), Section 2010 (Salaries of the City Council Members); Waive Reading of the Text and Consent to Read by Title Only.**

Mayor Schaefer invited public comment.

Joanne McGarry requested that items involving money not be put on the Consent Calendar.

Mayor Schaefer closed the public comment period.

**ON MOTION BY STILLMAN, SECONDED BY ATKINS-SALAZAR, AND WITH A UNANIMOUS VOICE VOTE, THE COUNCIL ADOPTED ORDINANCE NO. 1564, AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ARCATA AMENDING THE ARCATA MUNICIPAL CODE TO ADJUST COUNCILMEMBER SALARY, TITLE II (ADMINISTRATION), CHAPTER 1 (COUNCIL), SECTION 2010 (SALARIES OF THE CITY COUNCIL MEMBERS); WAIVED READING OF THE TEXT AND CONSENTED TO READ BY TITLE ONLY. AYES: SCHAEFER, MATTHEWS, ATKINS-SALAZAR, STILLMAN, WHITE. NOES: NONE. ABSENT: NONE. ABSTENTIONS: NONE.**

Minutes Acceptance: Minutes of Mar 1, 2023 6:00 PM (CONSENT CALENDAR)

March 1, 2023

**F. Adopt Resolution No. 223-40 Incorporating a List of Projects for Fiscal Year 2023/2024 to be Funded by SB 1: The Road Repair and Accountability Act.**

On inquiry by Councilmember Matthews, City Engineer Khatri said this funding could be used for any road maintenance project the City had planned. In this instance, it was decided to put this funding toward paving on Old Arcata Road and speed feedback signs on Janes Road, H Street, and V Street.

Mayor Schaefer invited public comment. None was received. Mayor Schaefer closed the public comment period.

**ON MOTION BY MATTHEWS, SECONDED BY STILLMAN, AND WITH A UNANIMOUS VOICE VOTE, THE COUNCIL ADOPTED RESOLUTION NO. 223-40 INCORPORATING A LIST OF PROJECTS FOR FISCAL YEAR 2023/2024 TO BE FUNDED BY SB 1: THE ROAD REPAIR AND ACCOUNTABILITY ACT. AYES: SCHAEFER, MATTHEWS, ATKINS-SALAZAR, STILLMAN, WHITE. NOES: NONE. ABSENT: NONE. ABSTENTIONS: NONE.**

**G. Award a Contract in the Amount of \$245,161 to GHD, Inc., for Environmental Compliance and Monitoring for the Arcata Wastewater Treatment Facility Phase I Improvement Project; Authorize the City Manager to Increase the Contract Amount by up to \$47,315 (20 Percent, for a Total of \$292,476); and Authorize the City Manager to Execute All Applicable Documents.**

Mayor Schaefer invited public comment.

Joanne McGarry requested that items involving the Wastewater Treatment Facility Improvement Project not be placed on the Consent Calendar. She asked for an explanation of this agenda item.

Mayor Schaefer closed the public comment period.

Director of Environmental Services Sinkhorn said this item was relative to the Arcata Wastewater Treatment Facility Improvement Project, Phase I. She said the recommendation was to award a contract for environmental monitoring and compliance before and during construction. She said the item was within the project's budget and the City's adopted budget for fiscal year 2022/2023.

**ON MOTION BY STILLMAN, SECONDED BY MATTHEWS, AND WITH A UNANIMOUS VOICE VOTE, THE COUNCIL AWARDED A CONTRACT IN THE AMOUNT OF \$245,161 TO GHD, INC., FOR ENVIRONMENTAL COMPLIANCE AND MONITORING FOR THE ARCATA WASTEWATER TREATMENT FACILITY PHASE 1 IMPROVEMENT PROJECT; AUTHORIZED THE CITY MANAGER TO INCREASE THE CONTRACT AMOUNT BY UP TO \$47,315 (20 PERCENT FOR A TOTAL OF \$292,476) TO ALLOW FOR ANY UNFORESEEN CONTINGENCIES AND ADDITIONAL WORK AS NECESSARY, AND AUTHORIZED THE CITY MANAGER TO EXECUTE ALL APPLICABLE DOCUMENTS. AYES: SCHAEFER, MATTHEWS, ATKINS-SALAZAR, STILLMAN, WHITE. NOES: NONE. ABSENT: NONE. ABSTENTIONS: NONE.**

Minutes Acceptance: Minutes of Mar 1, 2023 6:00 PM (CONSENT CALENDAR)

March 1, 2023

**H. Approve the Appointment of Meredith Matthews to the Board Position for the Humboldt/Del Norte Hazardous Materials Response Joint Powers Authority, and Alex Stillman to the Homelessness and Housing Working Group for the Remainder of the 2023 Assignment Year.**

Mayor Schaefer invited public comment.

Joanne McGarry asked for an explanation of this agenda item.

Mayor Schaefer closed the public comment period.

Councilmember Matthews explained that she was originally appointed to the Homelessness and Housing Working Group, but that group's meeting time conflicted with her work schedule. Therefore, she and Councilmember Stillman agreed to swap the Homelessness and Housing Working Group appointment with the Board Position for the Humboldt/Del Norte Hazardous Materials Response Joint Powers Authority.

**ON MOTION BY STILLMAN, SECONDED BY ATKINS-SALAZAR, AND WITH A UNANIMOUS VOICE VOTE, THE COUNCIL APPROVED THE APPOINTMENT OF MEREDITH MATTHEWS TO THE BOARD POSITION FOR THE HUMBOLDT/DEL NORTE HAZARDOUS MATERIALS RESPONSE JOINT POWERS AUTHORITY, AND ALEX STILLMAN TO THE HOMELESSNESS AND HOUSING WORKING GROUP FOR THE REMAINDER OF THE 2023 ASSIGNMENT YEAR. AYES: SCHAEFER, MATTHEWS, ATKINS-SALAZAR, STILLMAN, WHITE. NOES: NONE. ABSENT: NONE. ABSTENTIONS: NONE.**

**OLD BUSINESS**

**A. Receive an Update on the Gateway Area Plan Engagement Process.**

Councilmembers Stillman and Atkins-Salazar recused themselves from the discussion on this item because they each owned property just outside the boundaries of the Gateway Area. They left the Chamber at 6:52 p.m.

Director of Community Development Loya shared a list of 26 outreach events held before the release of the draft Gateway Area Plan. He said that since release of the document, the City had held more than 130 events including committee meetings, Planning Commission meetings, and community events and workshops. He showed a list of specific concerns for which the Planning Commission wanted follow-up information. He listed the work that had taken place so far in 2023 and work that was upcoming. He shared the General Plan Update review calendar. He also shared a calendar of work for the remainder of 2023 into the Spring of 2024.

Mayor Schaefer invited public comment.

Gregory Daggett expressed his lack of confidence that the City would perform the appropriate studies when drafting the Environmental Impact Report (EIR). He was also concerned with items being identified as "not significant" in the EIR.



March 1, 2023

Peggy Martinez asked that more outreach be directed toward persons with disabilities. She expressed concern that public transit was not being adequately addressed.

James Becker stated the form-based code workshops and surveys had been meaningful. He asked that park-in-lieu fees stay within the Gateway Area and requested that a requirement for privately-owned public spaces be applied to four-story buildings under 30,000 square feet.

Fred Weis distributed a set of drawings of four-story buildings at 10th and K Streets. He spoke about the value of 3-D models. He spoke in favor of Gateway Area walks, round-table meetings, and open houses. He proposed a decision be made about the L Street corridor.

Joanne McGarry spoke in favor using different methods to get more people engaged.

Melody Meyer expressed her concern about the housing shortage in Arcata. She said she felt there would be more public engagement if a draft code was presented for people to review and comment on.

Rebecca Buckley-Stein, Managing Attorney at Legal Services of Northern California, encouraged the Council to direct staff to include housing affordability requirements in the Gateway Area Plan.

Cathy Chandler-Klein recommended that public engagement not go on for too long. She asked that covered bicycle parking be prioritized as a requirement, as well as barriers along bike lanes.

Lisa Pelletier agreed that mandatory inclusionary zoning or affordability requirements should be included in the Plan.

Mayor Schaefer closed the public comment period.

**RECESS:** The Council recessed from 8:29 to 8:36 p.m.

Councilmembers Stillman and Atkins-Salazar returned to the Council Chamber at 8:36 p.m.

### **NEW BUSINESS**

- A. Adopt Resolution No. 223-34, a Resolution of the City Council of the City of Arcata Adopting Homebuyer Downpayment Assistance for Community Land Trust Acquisition Only Program Guidelines and Authorizing a Budget Appropriation to Fund the Program in the Amount of \$100,000.**

Director of Community Development Loya recommended the Council adopt Resolution No. 223-34 and appropriate funds to run a home buyer down-payment assistance program for Community Land Trust properties. The program would provide approximately 20-percent loans to buyers so they could purchase the Community Land Trust homes. He said this would provide a short-term fix and allow more time for a detailed analysis of what a sustainable Community Land Trust would look like.

March 1, 2023

**WHITE MOVED AND STILLMAN SECONDED TO ADOPT RESOLUTION NO. 223-34, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ARCATA ADOPTING EMERGENCY HOMEBUYER ASSISTANCE FOR COMMUNITY LAND TRUST ACQUISITION-ONLY PROGRAM GUIDELINES AND AUTHORIZING A BUDGET APPROPRIATION TO FUND THE PROGRAM IN THE AMOUNT OF \$100,000.**

Mayor Schaefer invited public comment.

Fred Weis asked if a property would retain its affordability requirement if it became a rental.

Sherri agreed with the action to continue the program for home ownership.

Mayor Schaefer closed the public comment period.

**THE MOTION PASSED ON A UNANIMOUS VOICE VOTE. AYES: SCHAEFER, MATTHEWS, ATKINS-SALAZAR, STILLMAN, WHITE. NOES: NONE. ABSENT: NONE. ABSTENTIONS: NONE.**

**ORAL AND WRITTEN COMMUNICATIONS**

Mayor Schaefer invited public comment.

Jim Becker spoke in favor of designating the L Street corridor as a linear park.

Gregory Daggett cautioned that new construction needed to take place on the appropriate type of soil in order to survive a large earthquake.

Joanne McGarry urged all in the community to "do the right thing." She asked for a moment in silence in remembrance of two recently deceased houseless women.

Fred Weis reported on his friend's work-force housing model in another state suggesting it could be a template for Arcata.

Mayor Schaefer closed the public comment period.

**COUNCIL AND STAFF REPORTS**

Councilmember Stillman reported on her attendance at a meeting of the Board of Directors of Humboldt Transit Authority (HTA). She asked that the Council agendaize a discussion of having HTA take over some of the management of the A&MRTS. She also asked for an agenda item to discuss the zoning of the Mad River Community Hospital property.

Councilmember White reported on a ride along she did with the Arcata Police Department. She also reported on her attendance at meetings of the Board of Directors of the Redwood Region Economic Development Commission and the Homelessness and Housing Working Group, as well as a special meeting in Eureka on homelessness and encampments. She requested the Council agendaize a request to discuss the flow of traffic on Ross Street and Grant Avenue.

March 1, 2023

Mayor Schaefer reported on her attendance at a meeting of Equity Arcata and the Board of Directors of Redwood Coast Energy Authority.

Councilmember Matthews reported out from the Chamber of Commerce Leadership Awards dinner. She announced the Chamber Mixer to be held on Thursday, March 2, 2023, would be at Humboldt Haberdashery.

Councilmember Atkins-Salazar reported on her attendance at a meeting of the Humboldt County Association of Governments. She reported on activities of Arcata Main Street. She thanked Arcata House Partnership for the extended days of the extreme weather shelter.

### **DATES OF FUTURE MEETINGS**

- A. **Annual Goals-Setting Study Session, Tuesday March 7, 2023, at 6:00 p.m., in the Council Chamber.**

**BY GENERAL CONSENSUS, THE COUNCIL CONFIRMED IT WOULD HOLD ITS ANNUAL GOALS-SETTING SESSION ON TUESDAY, MARCH 7, 2023, AT 6:00 P.M., IN THE COUNCIL CHAMBER.**

- B. **Joint Study Session with the Planning Commission on Sea Level Rise, Tuesday, March 28, 2023, at 6:00 p.m., in the Council Chamber.**

**BY GENERAL CONSENSUS, THE COUNCIL CONFIRMED IT WOULD HOLD A JOINT STUDY SESSION WITH THE PLANNING COMMISSION ON SEA LEVEL RISE ON TUESDAY, MARCH 28, 2023, AT 6:00 P.M., IN THE COUNCIL CHAMBER.**

- C. **Fiscal Year 2023/2024 Budget Study Session, Tuesday, May 9, 2023, at 6:00 p.m., in the Council Chamber.**

**BY GENERAL CONSENSUS, THE COUNCIL CONFIRMED IT WOULD HOLD ITS FISCAL YEAR 2023/2024 BUDGET STUDY SESSION ON TUESDAY, MAY 9, 2023, AT 6:00 P.M., IN THE COUNCIL CHAMBER.**

### **ADJOURNMENT**

The meeting was adjourned at 9:25 p.m.

Respectfully submitted,

Bridget Dory  
City Clerk

Minutes Acceptance: Minutes of Mar 1, 2023 6:00 PM (CONSENT CALENDAR)



# STAFF REPORT – CITY COUNCIL MEETING

March 15, 2023

**TO:** Honorable Mayor and City Council Members

**FROM:** Tabatha Miller, Finance Director

**PREPARER:** Matthew Morgan, Finance Office Manager

**DATE:** March 08, 2023

**TITLE:** **Bi-Weekly Report on Disbursements.**

## RECOMMENDATION:

It is recommended that the Council approve the disbursements listing for the period February 18, 2023, through March 3, 2023.

## INTRODUCTION:

Pursuant to Section 37208 of the California Government Code, checks drawn in payment of demands certified by the City Finance Director as conforming to the authorized expenditures set forth in the City Council adopted budget need not be audited by the City Council prior to payment, but may be presented to the City Council at the first meeting after delivery.

## DISCUSSION:

The attached Disbursements Listing lists the checks and electronic payments that have been paid for the period identified above. The Finance Director certifies that the disbursements were drawn in payment of demands conforming to the adopted budget and that these demands are being presented to the City Council at its first meeting after the delivery of the checks and electronic payments.

## BUDGET/FISCAL IMPACT:

The disbursements presented were drawn in payment of demands included within the adopted budget.

## ATTACHMENTS:

A. Cash Disbursements 2.18.23 to 3.3.23 (PDF)

## City of Arcata Bi-Weekly Report on Cash Disbursements 2/18/2023-3/3/2023

<u>Check No.</u>	<u>Vendor No.</u>	<u>Vendor Name</u>	<u>GL Account</u>	<u>Amount</u>	<u>Date</u>
249154	AMWIN010	AmWINS Group Benefits Inc./REMIF	101-00-00-22203	90.00	2/24/2023
249155	att030	A. T. & T.	775-10-71-51200	37.12	2/24/2023
249156	BOUGH999	Boughton Kyle	661-00-00-46730	1,756.01	2/24/2023
249156	BOUGH999	Boughton Kyle	662-00-00-46830	4,594.00	2/24/2023
249157	BUBENIKC	Bubenik Corbyn	207-50-45-51500	231.66	2/24/2023
249158	CASSCO10	Cassaro's Catering	101-10-15-51430	50.00	2/24/2023
249158	CASSCO10	Cassaro's Catering	101-10-15-51430	326.04	2/24/2023
249158	CASSCO10	Cassaro's Catering	101-10-15-51430	100.00	2/24/2023
249158	CASSCO10	Cassaro's Catering	101-10-15-51430	645.03	2/24/2023
249159	CDWG0010	CDWG	775-10-71-51770	19,248.00	2/24/2023
249159	CDWG0010	CDWG	775-10-71-51770	1,325.35	2/24/2023
249160	DIAMO010	Diamond Nancy	101-10-09-51771	14,701.50	2/24/2023
249160	DIAMO010	Diamond Nancy	101-10-09-54200	44.40	2/24/2023
249160	DIAMO010	Diamond Nancy	101-10-09-51771	2,156.00	2/24/2023
249161	DUNNJ999	Dunn Justin	212-00-00-23071	350.00	2/24/2023
249162	EMPLO020	Employment Development Department	101-10-17-52060	4,088.00	2/24/2023
249163	HINDE020	Hdl Coren & Cone	101-20-07-51778	2,400.00	2/24/2023
249164	HUMBO025	Humboldt County Clerk Recorder	207-50-48-51770	14.00	2/24/2023
249164	HUMBO025	Humboldt County Clerk Recorder	205-60-87-57600	50.00	2/24/2023
249164	HUMBO025	Humboldt County Clerk Recorder	101-50-81-57611	50.00	2/24/2023
249165	HUMBO130	Humboldt Lodging Alliance Inc.	101-00-00-41410	104,004.65	2/24/2023
249166	HUMBO200	Humboldt Termite & Pest Control	101-40-21-51770	49.00	2/24/2023
249167	HUMBO210	Humboldt Transit Authority	663-50-91-54700	11,250.00	2/24/2023
249167	HUMBO210	Humboldt Transit Authority	663-50-91-54700	6,279.08	2/24/2023
249167	HUMBO210	Humboldt Transit Authority	232-50-91-57800	27,456.94	2/24/2023
249167	HUMBO210	Humboldt Transit Authority	232-50-91-51770	40,000.00	2/24/2023
249168	JUDYS010	Judy's Stuff	101-40-21-51500	45.00	2/24/2023
249169	KTPRI010	Pence Christopher	661-60-64-53300	48.83	2/24/2023
249170	LEAGU020	League Of CA Cities	101-10-01-51600	7,538.00	2/24/2023
249171	LEAGU030	League of CA Cities- Redwood Empire Division	101-10-03-51600	125.00	2/24/2023
249172	MADRI060	Mad River Union	661-50-63-57500	200.00	2/24/2023
249173	OLSON010	Olson Matthew	101-60-89-51710	249.00	2/24/2023
249174	PACIF020	Pacific Gas & Electric Co	101-50-81-51100	51.41	2/24/2023
249174	PACIF020	Pacific Gas & Electric Co	101-50-41-51100	40.41	2/24/2023
249174	PACIF020	Pacific Gas & Electric Co	101-50-41-51100	47.78	2/24/2023
249174	PACIF020	Pacific Gas & Electric Co	101-50-41-51100	5,095.80	2/24/2023
249174	PACIF020	Pacific Gas & Electric Co	101-50-81-51100	1,367.37	2/24/2023
249174	PACIF020	Pacific Gas & Electric Co	101-50-81-51100	399.68	2/24/2023
249174	PACIF020	Pacific Gas & Electric Co	661-60-64-51100	4,548.37	2/24/2023
249174	PACIF020	Pacific Gas & Electric Co	662-60-67-51100	6,473.03	2/24/2023
249174	PACIF020	Pacific Gas & Electric Co	101-50-85-51100	17,245.45	2/24/2023
249174	PACIF020	Pacific Gas & Electric Co	101-50-81-51100	303.52	2/24/2023
249174	PACIF020	Pacific Gas & Electric Co	666-60-51-51100	25.22	2/24/2023
249175	PERCH999	Perch Gleb	570-00-00-24157	8.00	2/24/2023
249176	REMIF010	R.E.M.I.F.	101-00-00-22206	372.04	2/24/2023
249177	SCAIN999	Barony of Allyshia SCA Inc.	101-00-00-23070	300.00	2/24/2023
249178	SENIO010	Senior News	663-50-91-51300	64.00	2/24/2023
249179	SMITH010	Smith Family Development LLC	101-40-21-55600	6,288.00	2/24/2023
249180	SUDDE010	Optimum	775-10-71-51210	30.88	2/24/2023
249180	SUDDE010	Optimum	775-10-71-51210	321.80	2/24/2023
249181	SUDDE020	Optimum	101-40-21-51200	415.00	2/24/2023
249181	SUDDE020	Optimum	775-10-71-51210	685.00	2/24/2023
249181	SUDDE020	Optimum	775-10-71-51200	967.72	2/24/2023
249182	SUPER040	Arbolito LLC	101-40-21-51770	481.88	2/24/2023
249183	TMOBIO10	T-Mobile USA Inc.	775-10-71-51200	1,858.55	2/24/2023
249183	TMOBIO10	T-Mobile USA Inc.	101-40-21-51200	1,088.69	2/24/2023
249184	WINKLO10	Winkel & Floyd	224-30-13-55700	6,500.00	2/24/2023
249185	YARDBROU	Yarbrough Ted	207-50-45-51500	237.06	2/24/2023
249186	UB*05497	Carrillo Jesohaia	661-00-00-21000	68.71	2/24/2023

Attachment: A. Cash Disbursements 2.18.23 to 3.3.23 (4140 : Disbursements Listing)

## City of Arcata Bi-Weekly Report on Cash Disbursements 2/18/2023-3/3/2023

<u>Check No.</u>	<u>Vendor No.</u>	<u>Vendor Name</u>	<u>GL Account</u>	<u>Amount</u>	<u>Date</u>
249187	UB*05496	Southall Katelyn	661-00-00-21000	166.66	2/24/2023
249188	ADVANO10	Advanced Security Systems	101-50-85-51770	195.00	2/24/2023
249188	ADVANO10	Advanced Security Systems	212-30-11-55400	120.00	2/24/2023
249189	ALLREDDA	Allred Danielle	101-10-03-51400	853.36	2/24/2023
249190	ALVES010	Alves Inc.	207-50-45-53800	311.61	2/24/2023
249191	AMSCH010	Amschl-Meiriss Melissa Ann	101-10-03-51770	1,425.00	2/24/2023
249192	AQUAT020	Aquatic Informatics Inc	661-60-64-51770	11,346.39	2/24/2023
249193	ARCAT320	Recology Arcata	212-30-11-55400	123.72	2/24/2023
249194	ARCAT620	Arcata Used Tire & Wheel	771-50-57-54600	156.48	2/24/2023
249194	ARCAT620	Arcata Used Tire & Wheel	771-50-57-54600	166.48	2/24/2023
249194	ARCAT620	Arcata Used Tire & Wheel	771-50-57-54600	20.00	2/24/2023
249194	ARCAT620	Arcata Used Tire & Wheel	771-50-57-54600	40.00	2/24/2023
249194	ARCAT620	Arcata Used Tire & Wheel	771-50-57-54600	20.00	2/24/2023
249195	ATTCALNE	AT&T	101-40-21-52522	365.96	2/24/2023
249196	B&BPO010	B & B Portable Toilets	101-50-81-55600	231.84	2/24/2023
249196	B&BPO010	B & B Portable Toilets	101-50-81-55600	391.05	2/24/2023
249196	B&BPO010	B & B Portable Toilets	662-60-67-55400	162.17	2/24/2023
249196	B&BPO010	B & B Portable Toilets	662-60-67-55400	369.46	2/24/2023
249196	B&BPO010	B & B Portable Toilets	101-50-81-55600	396.92	2/24/2023
249196	B&BPO010	B & B Portable Toilets	662-60-67-55400	122.03	2/24/2023
249196	B&BPO010	B & B Portable Toilets	101-50-81-55600	248.32	2/24/2023
249197	BAGCON	Baggett Connor	661-60-64-51400	105.00	2/24/2023
249198	BOBCA020	Bobcat of Chico	771-50-57-55100	1,446.63	2/24/2023
249198	BOBCA020	Bobcat of Chico	771-50-57-54400	168.89	2/24/2023
249199	BORGE010	Borges & Mahoney Inc.	662-60-67-55300	676.04	2/24/2023
249200	BPRCO010	BPR Consulting Group LLC	101-30-31-51722	1,335.00	2/24/2023
249201	BROWNTAR	Brown Taron	204-40-21-51420	282.00	2/24/2023
249202	BUDDY010	Buddy's Auto Center	101-40-23-51762	55.00	2/24/2023
249202	BUDDY010	Buddy's Auto Center	101-40-23-51762	55.00	2/24/2023
249202	BUDDY010	Buddy's Auto Center	101-40-23-51762	55.00	2/24/2023
249203	CADEP040	CA Dep Of Justice	101-60-89-52524	779.00	2/24/2023
249203	CADEP040	CA Dep Of Justice	101-10-15-52524	147.00	2/24/2023
249203	CADEP040	CA Dep Of Justice	101-40-21-52524	1,481.00	2/24/2023
249203	CADEP040	CA Dep Of Justice	101-40-21-51770	350.00	2/24/2023
249204	CALTE010	Caltest Analytical Lab	662-60-67-51742	471.20	2/24/2023
249204	CALTE010	Caltest Analytical Lab	662-60-67-51742	624.00	2/24/2023
249205	CAROLO10	Carollo Engineers Inc.	662-60-67-57601	67,324.13	2/24/2023
249206	COMMU020	Community Reinvestment Fund Inc.	255-30-14-51770	279.75	2/24/2023
249206	COMMU020	Community Reinvestment Fund Inc.	259-30-14-51770	279.75	2/24/2023
249207	CONTI010	CIC	212-30-11-55400	55.50	2/24/2023
249208	COVER010	Covermaster	101-50-81-55400	4,998.08	2/24/2023
249209	CSGCO010	CSG Consultants Inc	664-60-73-51770	1,400.00	2/24/2023
249210	CUMMI020	Cummins Sales and Service	771-50-57-55100	200.31	2/24/2023
249211	ENCOR010	SeQuential Environmental Services LLC	212-30-11-55400	1,625.00	2/24/2023
249212	EUREK055	Eureka Glass Company	101-50-85-55400	660.80	2/24/2023
249213	EUREK080	Eureka-Humboldt Fire Extinguisher	101-50-85-51770	422.00	2/24/2023
249213	EUREK080	Eureka-Humboldt Fire Extinguisher	771-50-57-55100	821.31	2/24/2023
249213	EUREK080	Eureka-Humboldt Fire Extinguisher	101-50-85-51770	50.51	2/24/2023
249213	EUREK080	Eureka-Humboldt Fire Extinguisher	101-50-85-51770	453.67	2/24/2023
249213	EUREK080	Eureka-Humboldt Fire Extinguisher	101-50-85-51770	146.81	2/24/2023
249213	EUREK080	Eureka-Humboldt Fire Extinguisher	101-50-85-51770	450.64	2/24/2023
249213	EUREK080	Eureka-Humboldt Fire Extinguisher	101-50-85-51770	286.81	2/24/2023
249213	EUREK080	Eureka-Humboldt Fire Extinguisher	101-50-85-51770	245.08	2/24/2023
249213	EUREK080	Eureka-Humboldt Fire Extinguisher	101-50-85-51770	499.83	2/24/2023
249213	EUREK080	Eureka-Humboldt Fire Extinguisher	101-50-85-51770	40.00	2/24/2023
249214	EUREK130	Eureka Ready Mix Concrete Co Inc	662-50-65-53800	387.30	2/24/2023
249214	EUREK130	Eureka Ready Mix Concrete Co Inc	662-50-65-53800	189.16	2/24/2023
249214	EUREK130	Eureka Ready Mix Concrete Co Inc	662-50-65-53800	804.15	2/24/2023
249215	FEDER010	Fedex	662-60-67-53100	21.41	2/24/2023

Attachment: A. Cash Disbursements 2.18.23 to 3.3.23 (4140 : Disbursements Listing)

## City of Arcata Bi-Weekly Report on Cash Disbursements 2/18/2023-3/3/2023

<u>Check No.</u>	<u>Vendor No.</u>	<u>Vendor Name</u>	<u>GL Account</u>	<u>Amount</u>	<u>Date</u>
249216	FRANCO11	Franchise Tax Board	101-00-00-22109	24.32	2/24/2023
249217	GILLIO10	Gillig Corporation	233-50-91-57900	350,000.00	2/24/2023
249217	GILLIO10	Gillig Corporation	232-50-91-57900	500,000.00	2/24/2023
249217	GILLIO10	Gillig Corporation	663-50-91-57900	58,393.69	2/24/2023
249218	HARPE010	Harper Ford Country	771-50-57-54400	76.45	2/24/2023
249218	HARPE010	Harper Ford Country	771-50-57-54400	55.21	2/24/2023
249218	HARPE010	Harper Ford Country	771-50-57-54400	284.05	2/24/2023
249219	HENSE010	Hensels Hardware	212-30-11-55400	42.29	2/24/2023
249219	HENSE010	Hensels Hardware	212-30-11-55400	98.67	2/24/2023
249219	HENSE010	Hensels Hardware	212-30-11-55400	54.20	2/24/2023
249219	HENSE010	Hensels Hardware	101-40-21-54200	56.80	2/24/2023
249219	HENSE010	Hensels Hardware	212-30-11-55400	119.33	2/24/2023
249220	HOOVE020	Hooven & Company Excavating	233-50-48-51770	11,201.98	2/24/2023
249221	HSUSPO10	Sponsored Programs Foundation	662-60-67-51728	4,819.37	2/24/2023
249222	HUMBO116	Humboldt Fasteners	101-50-81-54300	9.46	2/24/2023
249223	HUMBO198	HSU Sponsored Programs Foundation	666-60-51-51770	1,054.54	2/24/2023
249224	HUMBO200	Humboldt Termite & Pest Control	101-50-85-51770	102.00	2/24/2023
249225	HUMBO205	Humboldt Towing Inc.	101-40-23-51762	281.25	2/24/2023
249226	HUMBO240	Humboldt Waste Management Authority	664-60-73-51754	65.54	2/24/2023
249226	HUMBO240	Humboldt Waste Management Authority	662-60-67-51754	267.50	2/24/2023
249226	HUMBO240	Humboldt Waste Management Authority	664-60-73-51754	267.50	2/24/2023
249226	HUMBO240	Humboldt Waste Management Authority	662-60-67-51754	65.53	2/24/2023
249227	IBSOF010	IBS Of The Redwoods	771-50-57-54400	140.83	2/24/2023
249228	KERNE010	Kernen Construction	661-50-63-53800	10.16	2/24/2023
249228	KERNE010	Kernen Construction	101-00-00-21090	(10.16)	2/24/2023
249228	KERNE010	Kernen Construction	661-50-63-53800	1,459.99	2/24/2023
249229	LCACT010	LC Action	101-40-21-54200	394.99	2/24/2023
249229	LCACT010	LC Action	101-40-21-54200	350.40	2/24/2023
249229	LCACT010	LC Action	101-40-21-54200	908.18	2/24/2023
249230	MADRIO10	American Hospital Management	101-40-21-51770	105.00	2/24/2023
249231	MADRIO60	Mad River Union	101-30-11-51780	250.00	2/24/2023
249231	MADRIO60	Mad River Union	101-10-05-51300	90.00	2/24/2023
249231	MADRIO60	Mad River Union	101-10-05-51300	75.00	2/24/2023
249232	MENDE010	Mendes Supply Co	212-30-11-55400	177.99	2/24/2023
249233	MILLE020	Miller Farms Nursery Inc	101-50-81-55300	112.02	2/24/2023
249233	MILLE020	Miller Farms Nursery Inc	101-50-81-55300	139.18	2/24/2023
249233	MILLE020	Miller Farms Nursery Inc	101-50-81-55400	400.17	2/24/2023
249233	MILLE020	Miller Farms Nursery Inc	101-50-81-55300	81.80	2/24/2023
249234	MISSIO10	Mission Linen Ind.Inc.	212-30-11-55400	77.43	2/24/2023
249234	MISSIO10	Mission Linen Ind.Inc.	212-30-11-55400	77.43	2/24/2023
249234	MISSIO10	Mission Linen Ind.Inc.	771-50-57-51500	82.75	2/24/2023
249234	MISSIO10	Mission Linen Ind.Inc.	661-60-64-51500	118.22	2/24/2023
249234	MISSIO10	Mission Linen Ind.Inc.	661-50-63-51770	10.85	2/24/2023
249235	MOBLE010	Mobley Construction	662-50-65-57500	179,848.00	2/24/2023
249236	MOTOR010	Motorola Solutions Inc	101-40-21-55300	591.33	2/24/2023
249237	MUNIM010	Munimatrix Inc	101-10-05-51770	79.98	2/24/2023
249238	NORTH140	North Coast Journal Inc	101-10-15-51300	42.50	2/24/2023
249238	NORTH140	North Coast Journal Inc	101-10-15-51300	25.00	2/24/2023
249238	NORTH140	North Coast Journal Inc	101-10-15-51300	50.00	2/24/2023
249238	NORTH140	North Coast Journal Inc	101-10-15-51300	144.50	2/24/2023
249238	NORTH140	North Coast Journal Inc	101-10-15-51300	50.00	2/24/2023
249238	NORTH140	North Coast Journal Inc	101-10-15-51300	144.50	2/24/2023
249238	NORTH140	North Coast Journal Inc	101-10-15-51300	50.00	2/24/2023
249238	NORTH140	North Coast Journal Inc	101-10-15-51300	42.50	2/24/2023
249238	NORTH140	North Coast Journal Inc	101-10-15-51300	25.00	2/24/2023
249238	NORTH140	North Coast Journal Inc	101-10-15-51300	42.50	2/24/2023
249238	NORTH140	North Coast Journal Inc	101-10-15-51300	144.50	2/24/2023
249238	NORTH140	North Coast Journal Inc	101-10-15-51300	25.00	2/24/2023
249239	NORTH150	Northcoast Laboratories Inc	661-60-64-51742	140.00	2/24/2023

Attachment: A. Cash Disbursements 2.18.23 to 3.3.23 (4140 : Disbursements Listing)

## City of Arcata Bi-Weekly Report on Cash Disbursements 2/18/2023-3/3/2023

<u>Check No.</u>	<u>Vendor No.</u>	<u>Vendor Name</u>	<u>GL Account</u>	<u>Amount</u>	<u>Date</u>
249239	NORTH150	Northcoast Laboratories Inc	661-60-64-51742	60.00	2/24/2023
249239	NORTH150	Northcoast Laboratories Inc	661-60-64-51742	275.00	2/24/2023
249239	NORTH150	Northcoast Laboratories Inc	207-50-45-51770	1,510.00	2/24/2023
249239	NORTH150	Northcoast Laboratories Inc	662-50-65-51770	1,510.00	2/24/2023
249239	NORTH150	Northcoast Laboratories Inc	662-60-67-51742	150.00	2/24/2023
249239	NORTH150	Northcoast Laboratories Inc	662-60-67-51742	300.00	2/24/2023
249239	NORTH150	Northcoast Laboratories Inc	662-60-67-51742	300.00	2/24/2023
249239	NORTH150	Northcoast Laboratories Inc	661-60-64-51742	50.00	2/24/2023
249239	NORTH150	Northcoast Laboratories Inc	661-60-64-51742	60.00	2/24/2023
249240	NORTH330	Northern Humboldt U.H.S.D	207-50-45-51770	132.00	2/24/2023
249240	NORTH330	Northern Humboldt U.H.S.D	664-60-73-51770	132.00	2/24/2023
249240	NORTH330	Northern Humboldt U.H.S.D	662-60-67-51770	132.00	2/24/2023
249241	OCCUP020	American Hospital Management	101-10-15-51702	341.25	2/24/2023
249242	PERSLONG	PERS Long Term Care	101-00-00-22202	84.38	2/24/2023
249243	REDWO040	Redwood Teen Challenge	664-60-73-54455	200.00	2/24/2023
249244	ROSCO010	Roscoe James	662-50-65-57500	14,479.40	2/24/2023
249245	SCHNI010	Schnitzler Erik James	212-30-11-55400	225.10	2/24/2023
249246	SHN010	SHN Consulting Engineers & Geo	101-50-41-51770	215.00	2/24/2023
249247	TEHAM010	Tehama Tire	771-50-57-54600	58.94	2/24/2023
249247	TEHAM010	Tehama Tire	771-50-57-54600	1,526.93	2/24/2023
249247	TEHAM010	Tehama Tire	771-50-57-54600	66.44	2/24/2023
249247	TEHAM010	Tehama Tire	771-50-57-54600	707.45	2/24/2023
249247	TEHAM010	Tehama Tire	771-50-57-54600	1,021.59	2/24/2023
249247	TEHAM010	Tehama Tire	771-50-57-54600	1,788.64	2/24/2023
249248	THATC010	Thatcher Company of California Inc	662-60-67-53500	23,746.26	2/24/2023
249248	THATC010	Thatcher Company of California Inc	662-60-67-53500	3,743.26	2/24/2023
249249	TIMES010	California Newspapers Partnership	101-30-11-51780	601.84	2/24/2023
249250	USABL010	USA Blue Book	662-60-67-51728	206.49	2/24/2023
249251	VALLE030	Valley Pacific Petroleum Services Inc	771-50-57-54700	869.56	2/24/2023
249251	VALLE030	Valley Pacific Petroleum Services Inc	771-50-57-54700	56.72	2/24/2023
249251	VALLE030	Valley Pacific Petroleum Services Inc	771-50-57-54700	628.68	2/24/2023
249251	VALLE030	Valley Pacific Petroleum Services Inc	771-50-57-54700	225.41	2/24/2023
249251	VALLE030	Valley Pacific Petroleum Services Inc	771-50-57-54700	159.21	2/24/2023
249251	VALLE030	Valley Pacific Petroleum Services Inc	771-50-57-54700	2,118.06	2/24/2023
249251	VALLE030	Valley Pacific Petroleum Services Inc	771-50-57-54700	1,669.65	2/24/2023
249251	VALLE030	Valley Pacific Petroleum Services Inc	771-50-57-54700	36.20	2/24/2023
249251	VALLE030	Valley Pacific Petroleum Services Inc	771-50-57-54700	280.55	2/24/2023
249251	VALLE030	Valley Pacific Petroleum Services Inc	771-50-57-54700	1,244.75	2/24/2023
249251	VALLE030	Valley Pacific Petroleum Services Inc	771-50-57-54700	125.04	2/24/2023
249251	VALLE030	Valley Pacific Petroleum Services Inc	771-50-57-54700	1,469.06	2/24/2023
249252	VISU010	Samson Noah	663-50-91-57800	5,764.75	2/24/2023
249253	ARCA7999	Arcata 7th Street LP	234-30-13-58252	716.00	2/24/2023
249254	ARCAT340	Arcata House Partnership	234-30-13-58252	699.57	2/24/2023
249255	ARCAT340	Arcata House Partnership	234-30-13-58252	546.28	2/24/2023
249256	ARCAT340	Arcata House Partnership	234-30-13-58252	798.10	2/24/2023
249257	ARHUA010	Arcata Humboldt Associates LP	234-30-13-58252	1,464.60	2/24/2023
249258	ARHUA010	Arcata Humboldt Associates LP	234-30-13-58252	889.00	2/24/2023
249259	BLASC999	Blasch Shirley	234-30-13-58252	50.58	2/24/2023
249260	BURNSCHA	Burns Charles	234-30-13-58252	80.50	2/24/2023
249261	COSBY999	Cosby William	234-30-13-58252	537.00	2/24/2023
249262	HOODK999	Hood Kathi	234-30-13-58252	33.89	2/24/2023
249263	HUBER999	Hubert Mary	234-30-13-58252	147.00	2/24/2023
249264	HUMBO898	Humboldt Property Management	234-30-13-58252	995.00	2/24/2023
249265	LOWEN999	Lowenstein III Solomon	234-30-13-58252	896.91	2/24/2023
249266	MANNK010	Mann Kit	234-30-13-58252	1,436.45	2/24/2023
249267	OBEJI010	Obeji Louise	234-30-13-58252	370.61	2/24/2023
249268	RURAL010	Rural Community Housing Development Corporation	234-30-13-58252	565.08	2/24/2023
249269	RURAL010	Rural Community Housing Development Corporation	234-30-13-58252	438.45	2/24/2023
249270	RURAL010	Rural Community Housing Development Corporation	234-30-13-58252	503.70	2/24/2023

Attachment: A. Cash Disbursements 2.18.23 to 3.3.23 (4140 : Disbursements Listing)



## City of Arcata Bi-Weekly Report on Cash Disbursements 2/18/2023-3/3/2023

<u>Check No.</u>	<u>Vendor No.</u>	<u>Vendor Name</u>	<u>GL Account</u>	<u>Amount</u>	<u>Date</u>
249271	RURAL010	Rural Community Housing Development Corporation	234-30-13-58252	276.47	2/24/2023
249272	RURAL010	Rural Community Housing Development Corporation	234-30-13-58252	255.84	2/24/2023
249273	SANDP999	Sandpiper Park	234-30-13-58252	244.20	2/24/2023
249274	SMITH020	Smith Ken	234-30-13-58252	803.06	2/24/2023
249275	STROM999	Strombeck Properties	234-30-13-58252	510.83	2/24/2023
249276	STROM999	Strombeck Properties	234-30-13-58252	1,087.10	2/24/2023
249277	STROM999	Strombeck Properties	234-30-13-58252	936.07	2/24/2023
249278	SUNCO010	Sun Communities Inc	234-30-13-58252	487.34	2/24/2023
249279	SUNCO010	Sun Communities Inc	234-30-13-58252	466.67	2/24/2023
249280	SUNCO010	Sun Communities Inc	234-30-13-58252	487.73	2/24/2023
249281	SUNCO010	Sun Communities Inc	234-30-13-58252	471.36	2/24/2023
249282	SUNCO010	Sun Communities Inc	234-30-13-58252	424.45	2/24/2023
249283	SUNCO010	Sun Communities Inc	234-30-13-58252	383.07	2/24/2023
249284	SUNCO010	Sun Communities Inc	234-30-13-58252	472.13	2/24/2023
249285	SUNCO010	Sun Communities Inc	234-30-13-58252	490.24	2/24/2023
249286	SUNCO010	Sun Communities Inc	234-30-13-58252	364.57	2/24/2023
249287	SUNCO010	Sun Communities Inc	234-30-13-58252	450.49	2/24/2023
249288	SUNCO010	Sun Communities Inc	234-30-13-58252	306.61	2/24/2023
249289	SUNCO010	Sun Communities Inc	234-30-13-58252	412.99	2/24/2023
249290	SUNCO010	Sun Communities Inc	234-30-13-58252	506.14	2/24/2023
249291	SUNCO010	Sun Communities Inc	234-30-13-58252	304.02	2/24/2023
249292	SUNCO010	Sun Communities Inc	234-30-13-58252	562.79	2/24/2023
249293	SUNCO010	Sun Communities Inc	234-30-13-58252	478.70	2/24/2023
249294	SUNCO010	Sun Communities Inc	234-30-13-58252	461.60	2/24/2023
249295	SUNCO010	Sun Communities Inc	234-30-13-58252	550.25	2/24/2023
249296	SUNCO010	Sun Communities Inc	234-30-13-58252	306.52	2/24/2023
249297	SUNCO010	Sun Communities Inc	234-30-13-58252	170.56	2/24/2023
249298	SUNCO010	Sun Communities Inc	234-30-13-58252	279.98	2/24/2023
249299	SUNCO010	Sun Communities Inc	234-30-13-58252	553.66	2/24/2023
249300	SUNCO010	Sun Communities Inc	234-30-13-58252	669.05	2/24/2023
249301	SUNCO010	Sun Communities Inc	234-30-13-58252	506.82	2/24/2023
249302	SUNCO010	Sun Communities Inc	234-30-13-58252	453.69	2/24/2023
249303	SUNCO010	Sun Communities Inc	234-30-13-58252	242.09	2/24/2023
249304	SUNCO010	Sun Communities Inc	234-30-13-58252	539.89	2/24/2023
249305	SUNCO010	Sun Communities Inc	234-30-13-58252	110.46	2/24/2023
249306	SUNCO010	Sun Communities Inc	234-30-13-58252	209.88	2/24/2023
249307	SUNCO010	Sun Communities Inc	234-30-13-58252	370.14	2/24/2023
249308	SUNCO010	Sun Communities Inc	234-30-13-58252	424.74	2/24/2023
249309	SUNCO010	Sun Communities Inc	234-30-13-58252	286.74	2/24/2023
249310	SUNCO010	Sun Communities Inc	234-30-13-58252	112.62	2/24/2023
249311	SUNCO010	Sun Communities Inc	234-30-13-58252	536.55	2/24/2023
249312	TOWNC020	Town & Country Mobile Villa	234-30-13-58252	399.97	2/24/2023
249313	ZIEG010	Ziegler Amy	234-30-13-58252	708.60	2/24/2023
249314	UB*05498	Sawyer Taylor	661-00-00-21000	22.85	3/3/2023
249315	ALVES010	Alves Inc.	207-50-45-53800	322.90	3/3/2023
249316	BUDDY010	Buddy's Auto Center	101-40-23-51762	60.00	3/3/2023
249316	BUDDY010	Buddy's Auto Center	101-40-23-51762	55.00	3/3/2023
249317	CAROLO10	Carollo Engineers Inc.	662-60-67-57601	56,330.50	3/3/2023
249318	COLLE010	Redwoods Community College Dist	204-40-21-51420	977.00	3/3/2023
249319	CSWST010	CSW-Stuber-Stroeh Engineering Group Inc	231-50-45-51770	5,193.50	3/3/2023
249320	EUREK120	Eureka Rubber Stamp	101-40-21-51500	21.11	3/3/2023
249321	FEDER010	Fedex	662-60-67-53100	113.08	3/3/2023
249322	FRANK030	Franklin Global INC	101-10-09-51773	11,984.28	3/3/2023
249323	GRANI020	Granicus Inc.	101-10-05-51770	713.76	3/3/2023
249323	GRANI020	Granicus Inc.	101-10-77-51792	596.01	3/3/2023
249324	IDEXX010	Idexx Distribution Corp	661-60-64-53500	556.63	3/3/2023
249324	IDEXX010	Idexx Distribution Corp	661-60-64-53500	42.68	3/3/2023
249325	INDUS020	Industrial Electric Arcata Inc	662-60-67-55300	137.96	3/3/2023
249326	JMBOD010	J & M Body Shop/Towing	101-40-23-51762	130.00	3/3/2023

Attachment: A. Cash Disbursements 2.18.23 to 3.3.23 (4140 : Disbursements Listing)

## City of Arcata Bi-Weekly Report on Cash Disbursements 2/18/2023-3/3/2023

<u>Check No.</u>	<u>Vendor No.</u>	<u>Vendor Name</u>	<u>GL Account</u>	<u>Amount</u>	<u>Date</u>
249327	MADRI060	Mad River Union	101-10-05-51300	100.00	3/3/2023
249327	MADRI060	Mad River Union	101-10-05-51300	80.00	3/3/2023
249328	MCKIN040	McKinleyville Community Servic	661-60-64-54000	1,543.44	3/3/2023
249329	MENDE010	Mendes Supply Co	662-60-67-53600	351.71	3/3/2023
249330	MOTIO010	Motion Industries Inc.	662-60-67-54200	1,640.48	3/3/2023
249331	NORTH140	North Coast Journal Inc	101-10-15-51300	144.50	3/3/2023
249331	NORTH140	North Coast Journal Inc	101-10-15-51300	25.00	3/3/2023
249331	NORTH140	North Coast Journal Inc	101-10-15-51300	42.50	3/3/2023
249332	NORTH150	Northcoast Laboratories Inc	661-60-64-51742	270.00	3/3/2023
249332	NORTH150	Northcoast Laboratories Inc	661-60-64-51742	140.00	3/3/2023
249332	NORTH150	Northcoast Laboratories Inc	662-60-67-51742	300.00	3/3/2023
249333	OCCUP020	American Hospital Management	101-10-15-51702	341.25	3/3/2023
249334	PHENO010	Phenova Inc.	101-00-00-21090	(1.34)	3/3/2023
249334	PHENO010	Phenova Inc.	662-60-67-53500	323.75	3/3/2023
249334	PHENO010	Phenova Inc.	662-60-67-53500	1.34	3/3/2023
249335	PLANW010	Planwest Partners Inc	213-30-13-58002	19,059.25	3/3/2023
249336	PURCELLN	Purcell Nick	771-50-57-51400	103.50	3/3/2023
249337	SABRE010	Celoni Dennis R	661-60-64-55300	114.65	3/3/2023
249338	SAFET020	safetybygeorge LLC	662-60-67-51400	200.00	3/3/2023
249338	SAFET020	safetybygeorge LLC	661-60-64-51400	200.00	3/3/2023
249338	SAFET020	safetybygeorge LLC	207-50-45-51400	200.00	3/3/2023
249339	SHN010	SHN Consulting Engineers & Geo	207-50-45-51770	1,171.54	3/3/2023
249339	SHN010	SHN Consulting Engineers & Geo	662-50-65-51770	1,171.54	3/3/2023
249340	SHRED020	Shred Aware LLC.	101-40-21-51770	120.93	3/3/2023
249341	STATE010	Statewide Traffic Safety & Signs Inc.	662-60-67-51500	210.90	3/3/2023
249342	STERI010	Stericycle Inc.	662-60-67-51770	53.98	3/3/2023
249343	THRIF010	Thrifty Supply Company	661-50-63-53900	786.90	3/3/2023
249343	THRIF010	Thrifty Supply Company	661-60-64-55300	1,308.98	3/3/2023
249344	ULINE010	ULINE INC.	662-60-67-54200	1,684.35	3/3/2023
249345	USABL010	USA Blue Book	662-60-67-54200	445.49	3/3/2023
249345	USABL010	USA Blue Book	661-60-64-54200	445.49	3/3/2023
249345	USABL010	USA Blue Book	661-60-64-54200	4.31	3/3/2023
249345	USABL010	USA Blue Book	101-00-00-21090	(4.31)	3/3/2023
249345	USABL010	USA Blue Book	661-60-64-54300	301.30	3/3/2023
249345	USABL010	USA Blue Book	662-60-67-54300	301.31	3/3/2023
249345	USABL010	USA Blue Book	101-00-00-21090	(2.56)	3/3/2023
249345	USABL010	USA Blue Book	662-60-67-54300	2.56	3/3/2023
249345	USABL010	USA Blue Book	101-00-00-21090	(3.78)	3/3/2023
249345	USABL010	USA Blue Book	661-60-64-55300	3.78	3/3/2023
249345	USABL010	USA Blue Book	661-60-64-55300	668.17	3/3/2023
249346	VALLE030	Valley Pacific Petroleum Services Inc	771-50-57-54700	400.24	3/3/2023
249346	VALLE030	Valley Pacific Petroleum Services Inc	771-50-57-54700	995.74	3/3/2023
249346	VALLE030	Valley Pacific Petroleum Services Inc	771-50-57-54700	1,488.15	3/3/2023
249346	VALLE030	Valley Pacific Petroleum Services Inc	771-50-57-54700	259.34	3/3/2023
249346	VALLE030	Valley Pacific Petroleum Services Inc	771-50-57-54700	1,025.15	3/3/2023
249346	VALLE030	Valley Pacific Petroleum Services Inc	771-50-57-54700	1,209.21	3/3/2023
249346	VALLE030	Valley Pacific Petroleum Services Inc	771-50-57-54700	309.00	3/3/2023
249346	VALLE030	Valley Pacific Petroleum Services Inc	771-50-57-54700	1,052.29	3/3/2023
249347	WAHLU010	Wahlund Construction Inc.	662-60-67-57601	298,390.68	3/3/2023
249348	WARDS010	Guardian Public Safety Background Investigations	101-40-21-51770	300.00	3/3/2023
249349	AFLAC010	Aflac	101-00-00-22110	1,078.36	3/3/2023
249350	BAGCON	Baggett Connor	661-60-64-51500	173.60	3/3/2023
249351	BISHOPJO	Bishop Joe	101-30-31-51400	290.00	3/3/2023
249352	BRICK999	Brickerd Samantha	101-00-00-23070	300.00	3/3/2023
249353	BUGPRO10	Bug Press	101-20-07-53300	120.44	3/3/2023
249353	BUGPRO10	Bug Press	101-20-07-53300	253.89	3/3/2023
249354	COOKE010	J.P. Cooke Company	101-20-07-54200	165.69	3/3/2023
249355	FOSTE980	Foster Lennot	570-00-00-24157	151.00	3/3/2023
249356	GIORD999	Giordano Jill	101-00-00-44210	42.00	3/3/2023

Attachment: A. Cash Disbursements 2.18.23 to 3.3.23 (4140 : Disbursements Listing)

City of Arcata Bi-Weekly Report on Cash Disbursements 2/18/2023-3/3/2023

Check No.	Vendor No.	Vendor Name	GL Account	Amount	Date
249356	GIORD999	Giordano Jill	101-00-00-23070	50.00	3/3/2023
249357	HDL0010	HdL Software LLC	101-00-00-41600	34.76	3/3/2023
249358	HERRO999	Herron Katherine	570-00-00-24157	41.00	3/3/2023
249359	LOZA998	Loza Lily	101-00-00-23070	50.00	3/3/2023
249360	MADER999	Madero Anahy	101-00-00-23070	300.00	3/3/2023
249361	MEADOWSC	Meadows Chad	661-60-64-51500	107.60	3/3/2023
249362	MEREZ999	Merezko Boris	207-50-45-51500	216.74	3/3/2023
249363	PACIF020	Pacific Gas & Electric Co	101-50-81-51100	60.12	3/3/2023
249363	PACIF020	Pacific Gas & Electric Co	101-50-41-51100	102.80	3/3/2023
249363	PACIF020	Pacific Gas & Electric Co	101-50-41-51100	84.75	3/3/2023
249363	PACIF020	Pacific Gas & Electric Co	212-30-11-55400	4,096.08	3/3/2023
249363	PACIF020	Pacific Gas & Electric Co	101-50-81-51100	1.95	3/3/2023
249364	SHRED020	Shred Aware LLC.	101-20-07-51770	390.60	3/3/2023
249364	SHRED020	Shred Aware LLC.	101-10-03-54200	83.70	3/3/2023
249365	TAYLO989	Taylor Donna	662-00-00-46830	2,148.00	3/3/2023
249366	WAGEW010	Wage Works	101-00-00-22110	125.00	3/3/2023
310731	PAYR010	Payroll	Misc	894.50	2/24/2023
310732	PAYR011	Payroll	Misc	1,322.04	2/24/2023
310733	PAYR012	Payroll	Misc	260.92	2/24/2023
310734	PAYR013	Payroll	Misc	491.96	2/24/2023
310735	PAYR014	Payroll	Misc	654.69	2/24/2023
310736	PAYR015	Payroll	Misc	1,335.40	2/24/2023
310737	PAYR016	Payroll	Misc	1,693.56	2/24/2023
310738	PAYR017	Payroll	Misc	648.49	2/24/2023
310739	PAYR018	Payroll	Misc	915.62	2/24/2023
310740	PAYR019	Payroll	Misc	1,057.06	2/24/2023
310741	PAYR020	Payroll	Misc	605.94	2/24/2023
310742	PAYR021	Payroll	Misc	93.99	2/24/2023
310743	PAYR022	Payroll	Misc	40.72	2/24/2023
310744	PAYR023	Payroll	Misc	85.27	2/24/2023
310745	PAYR024	Payroll	Misc	172.43	2/24/2023
310746	PAYR025	Payroll	Misc	44.32	2/24/2023
310747	PAYR026	Payroll	Misc	59.10	2/24/2023
310748	PAYR027	Payroll	Misc	154.94	2/24/2023
310749	PAYR028	Payroll	Misc	59.10	2/24/2023
310750	PAYR029	Payroll	Misc	370.98	2/24/2023
310751	PAYR030	Payroll	Misc	93.04	2/24/2023
310752	PAYR031	Payroll	Misc	45.44	2/24/2023
310753	PAYR032	Payroll	Misc	40.63	2/24/2023
310754	PAYR033	Payroll	Misc	73.88	2/24/2023
ACH	PAYR010	Payroll Direct Deposit	Misc	247,382.93	2/24/2023
ACH	PERS010	PERS	Misc	61,466.21	2/24/2023
ACH	PAYR010	Payroll Deductions ACH	Misc	114,685.30	2/24/2023
<b>Total</b>				<b>2,485,801.93</b>	

Attachment: A. Cash Disbursements 2.18.23 to 3.3.23 (4140 : Disbursements Listing)



# STAFF REPORT – CITY COUNCIL MEETING

March 15, 2023

**TO:** Honorable Mayor and City Council Members

**FROM:** Netra Khatri, City Engineer

**PREPARER:** David Caisse, Assistant City Engineer

**DATE:** March 07, 2023

**TITLE:** **Approve the Project Plans and Award a Construction Contract for the Arcata South I Street Boat Launch Facility Improvement Project (REBID) to Mercer-Fraser Company in the Amount of \$672,721.00 (Base Bid + Additive Alternative No. 2); Authorize the City Engineer to Increase the Contract Amount by up to \$100,908.15, (15 Percent, for a Total Not to Exceed \$773,629.15) to Allow for Any Unforeseen Contingencies; and Authorize the City Manager to Execute All Applicable Documents.**

## RECOMMENDATION:

It is recommended that the Council:

- 1) Approve the Project Plans and Award a Construction Contract for the Arcata South I Street Boat Launch Facility Improvement Project (REBID) to Mercer-Fraser Company in the amount of \$672,721.00 (Base Bid + Additive Alternative No. 2);
- 2) Authorize the City Engineer to increase the contract amount by up to \$100,908.15 (15 percent, for a total not to exceed \$773,629.15) to allow for any unforeseen contingencies; and
- 3) Authorize the City Manager to execute all applicable documents.

## INTRODUCTION:

This project is primarily funded by a grant through the State of California’s Department of Parks and Recreation, Division of Boating and Waterways and was originally advertised in May of 2022. Bids were opened on May 25, 2022, and the only bid received far exceeded the budget. The bid was rejected at the June 1, 2022, Council meeting. During the following Budget cycle, an additional \$120,000 in American Rescue Plan Act (ARPA) funds was allocated towards this project. The project went back out to bid on January 25, 2023, with bids being due on February 23, 2023.

## BACKGROUND:

This project includes the installation of a new non-motorized boating facility at the Arcata Marsh I Street access area. In addition to the new boat launch, the project included site improvements such as standard and accessible parking stalls, drainage improvements, and sidewalks connecting the new boat launch to the accessible parking stalls.

## DISCUSSION:

Sealed bids were received until 11:00 a.m. on February 23, 2023. Two sealed bids were received by the deadline:

Sr. No.	Contractor Name	Base Bid	Additive Alternate No. 2	Total Bid Amount (Base Bid + Add. Alt 2)
1	Mercer-Fraser Co.	\$667,881.00	\$4,840.00	\$672,721.00
2	G R Sundberg. Inc.	\$716,685.00	\$4,840.00	\$721,525.00

*Please see Attachment A, an itemized bid tabulation sheet, for a summary of bids received.*

It is recommended the Council award a contract to the lowest bidder, Mercer-Fraser Company. If a contract is presently awarded, work will commence on or after April 3, 2023, and should be completed within 80 working days after starting. Prior to issuing a Notice-to-Proceed to the Contractor, public notifications will be made by the City and the Contractor to potentially impacted residents/businesses to inform them of construction activities, possible parking restrictions, and detours/traffic control.

**ENVIRONMENTAL REVIEW (CEQA):**

On August 22, 2018, Staff filed a Notice of Determination for a Mitigated Negative Declaration (MND) for the project with the County Recorder and the State Clearinghouse (SCH# 2018062021). The MND has been certified by the Environmental Services Director.

**BUDGET/FISCAL IMPACT:**

The contract bid amount is slightly higher than the budget allocation for the 2022/23 Fiscal Year. Additional funding needed for this project will come from a budget adjustment reallocation of funds from another Wastewater Fund Capital Account. This project is budgeted as follows:

Account Number/Agency Responsible	Amount	Account Name
662-60-67-57602	\$422,961.30	Capital – South I St Dock (DBW Grant)
662-60-67-57602	\$52,262.00	Capital – South I St Dock (Budgeted WW Funds)
224-60-67-57602	\$120,000.00	Capital – South I St Dock (ARPA Funds)
662-60-67-57604	\$77,497.70	Capital

If contingency funds are needed, they will be used as follows:

**\*Primary Source** - DBW Contingency set-aside (\$70,700.00) account 662-60-67-57602

**Secondary Source** – Wastewater Fund (\$30,208.15) account 662-60-67-57604

*\*Any unused portion of these contingency funds will be reimbursed to the City for use with the original contract amount.*

**ATTACHMENTS:**

- A. BID SUMMARY\_I St Boat Launch(REBID) (PDF)
- B. I St Boat Launch Plans-REBID- RTB (PDF)

**Bid Summary**

Agency: City of Arcata

Project: Arcata South I Street Boat Launch Facility Improvement Project

Date of Bid Opening: 02/23/23

Time of Bid Opening: 11:00 AM

Item No.	Description	Quantity	Unit	Mercer-Fraser Company		G R Sundberg, Inc.	
				Quote Price	Total	Quote Price	Total
<b>Base Bid</b>							
1	Mobilization/Demobilization	1	LS	\$33,000.00	\$33,000.00	\$14,000.00	\$14,000.00
2	Construction Staking	1	LS	\$3,877.00	\$3,877.00	\$4,600.00	\$4,600.00
3	Water Pollution Control	1	LS	\$6,000.00	\$6,000.00	\$7,800.00	\$7,800.00
4	Traffic and Access Control	1	LS	\$5,000.00	\$5,000.00	\$2,000.00	\$2,000.00
5	Clearing and Grubbing	1	LS	\$6,000.00	\$6,000.00	\$8,000.00	\$8,000.00
6	Demolition	1	LS	\$6,000.00	\$6,000.00	\$6,700.00	\$6,700.00
7	Earthwork	1	LS	\$11,000.00	\$11,000.00	\$8,200.00	\$8,200.00
8	Class 2 Aggregate Base	44	CY	\$205.00	\$9,020.00	\$415.00	\$18,260.00
9	Minor Concrete, 4" Thick Walkway	820	SF	\$15.00	\$12,300.00	\$21.00	\$17,220.00
10	Minor Concrete, Curb Ramps	160	SF	\$25.00	\$4,000.00	\$70.00	\$11,200.00
11	Minor Concrete, A1-6 Curbs	210	LF	\$55.00	\$11,550.00	\$43.00	\$9,030.00
12	Minor Concrete, 6" Concrete Pavement	670	SF	\$21.00	\$14,070.00	\$28.00	\$18,760.00
13	Sidewalk Underdrain	6	LF	\$500.00	\$3,000.00	\$800.00	\$4,800.00
14	Structural Concrete, Abutment	10	CY	\$1350.00	\$13,500.00	\$995.00	\$9,950.00
15	Temporary Construction Access Road	1	LS	\$7,000.00	\$7,000.00	\$1,800.00	\$1,800.00
16	Coated Steel Piles	2	EA	\$130,135.00	\$260,270.00	\$142,000.00	\$284,000.00
17	4'x75' Aluminum Gangway	1	LS	\$100,000.00	\$100,000.00	\$91,100.00	\$91,100.00
18	6'x16'/30' Aluminum Float Transition Plate	1	LS	\$30,000.00	\$30,000.00	\$40,600.00	\$40,600.00
19	10'x16' Gangway Landing Float	1	LS	\$52,000.00	\$52,000.00	\$51,500.00	\$51,500.00
20	6'x30' Launch Float	1	LS	\$57,000.00	\$57,000.00	\$68,000.00	\$68,000.00
21	Detectable Warning Surface (cast in place)	30	SF	\$40.00	\$1,200.00	\$45.00	\$1,350.00
22	Hot Mix Asphalt (0.25')	30	TN	\$420.00	\$12,600.00	\$670.00	\$20,100.00
23	Department of Boating and Waterways Sign	1	EA	\$6,000.00	\$6,000.00	\$11,500.00	\$11,500.00
24	Concrete Wheel Stops	13	EA	\$158.00	\$2,054.00	\$375.00	\$4,875.00
25	Roadside Sign, 1-Post	2	EA	\$720.00	\$1,440.00	\$670.00	\$1,340.00
<b>Base Bid Total</b>					<b>\$667,881.00</b>		<b>\$716,685.00</b>
<b>Additive Alternative #1</b>							
AA1	Precast Toilet	1	LS	\$50,000.00	\$50,000.00	\$58,800.00	\$58,800.00
<b>Add. Alt. 1</b>					<b>\$50,000.00</b>		<b>\$58,800.00</b>
<b>Additive Alternative #2</b>							
AA#2-1	Thermoplastic Traffic Stripe - 4" Wide Stripe	980	LF	\$3.00	\$2,940.00	\$3.00	\$2,940.00
AA#2-2	Thermoplastic Pavement Markings	100	SF	\$19.00	\$1,900.00	\$19.00	\$1,900.00
<b>Add. Alt. 2 Total</b>					<b>\$4,840.00</b>		<b>\$4,840.00</b>
<b>Grand Total (Base Bid + Additive Alternates)</b>					<b>\$722,721.00</b>		<b>\$780,325.00</b>

Attachment: A. BID SUMMARY \_ I St Boat Launch(REBID) (4134 : Award Bid to Mercer Fraser for the

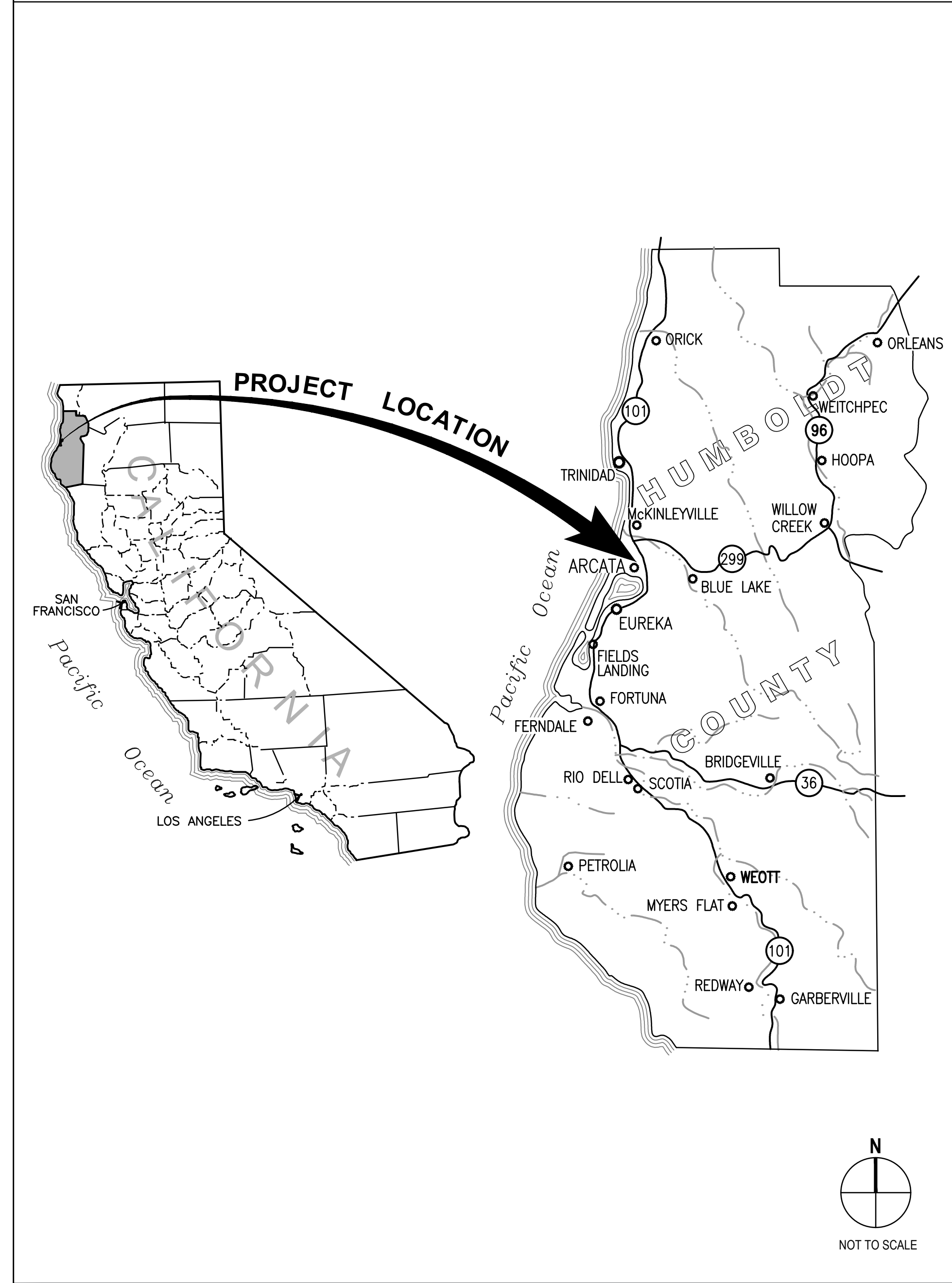
# CITY OF ARCATA

## ARCATA MARSH KAYAK BOAT LAUNCH PROJECT

APRIL 2022

### DIVISION OF BOATING AND WATERWAYS GRANT CONTRACT #C4128035 (1064)

#### AREA MAP



#### LOCATION MAP



#### ABBREVIATIONS

AB	AGGREGATE BASE	HDPE	HIGH DENSITY POLYETHYLENE	R/W	RIGHT OF WAY
AC	ASPHALT CONCRETE	HMA	HOT MIX ASPHALT	RCP	REINFORCED CONCRETE PIPE
AD	AREA DRAIN	HP	HINGE POINT	RPP	REDUCED PRESSURE PRINCIPAL DEVICE
BLDG	BUILDING	INV	INVERT	RSP	REVISED STANDARD PLAN
CATV	COMMUNICATIONS CONNECTION	JT	JOINT TRENCH	S	SLOPE
CB	CATCH BASIN	L	LENGTH	SD	STORM DRAIN
C-C	CENTER TO CENTER	LF	LINEAR FEET	SDMH	STORM DRAIN MANHOLE
Conc	CONCRETE	MAX	MAXIMUM	SIM	SIMILAR
Const	CONSTRUCTION	MSB	MAIN SERVICE BOARD	SS	SANITARY SEWER
CORR	CORRUGATED	MIN	MINIMUM	SSMH	SANITARY SEWER
CL	CENTERLINE	(N)	NEW	ST	STREET
DIA	DIAMETER	No.	NUMBER	STD	STANDARD
EA	EACH	NTS	NOT TO SCALE	STL	STEEL
ELEV	ELEVATION	O.C.	ON CENTER	SW	SIDEWALK
EP	EDGE OF PAVEMENT	OG	ORIGINAL GROUND	TBC	TOP BACK OF CURB
ESMT	EASEMENT	PCC	PORTLAND CEMENT CONCRETE	TC	TOP OF CURB
EX OR (E)	EXISTING	PERF	PERFORATED	TYP	TYPICAL
Exist	EXISTING	PG&E	PACIFIC GAS AND ELECTRIC	Var	VARIES
FES	FLARED END SECTION	P/L	PROPERTY LINE	W	WATER, WIDTH
FG	FINISH GRADE	POC	POINT OF CONNECTION	W/	WITH
FL	FLOW LINE	PSE	PUBLIC SERVICE EASEMENT		
GAL	GALLON	PUE	PUBLIC UTILITY EASEMENT		
GD	GRADE	PVC	POLYVINYL CHLORIDE		
GR	GRATE				

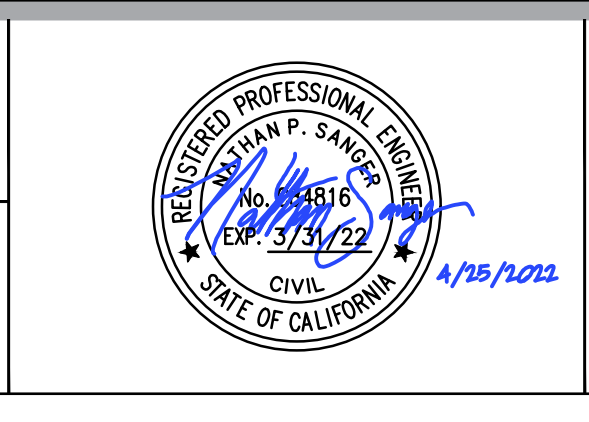
#### SHEET INDEX

SHEET	SHEET NO.	SHEET TITLE
GENERAL		
1	G-001	COVER SHEET
2	G-002	GENERAL NOTES, SYMBOLS, AND ABBREVIATIONS
CIVIL		
3	C-101	EXISTING CONDITIONS AND DEMOLITION PLAN
4	C-102	IMPROVEMENT PLAN
CIVIL DETAILS		
5	C-501	CONSTRUCTION DETAILS
6	C-502	CONSTRUCTION DETAILS
7	C-503	CONSTRUCTION DETAILS
8	C-504	CONSTRUCTION DETAILS
9	C-505	CONSTRUCTION DETAILS
10	C-506	CONSTRUCTION DETAILS
STRUCTURAL		
11	S-001	STRUCTURAL NOTES
12	S-100	GANGWAY DETAILS
13	S-101	STRUCTURAL AND FLOAT DETAILS

No.	Issue	Drawn	Approved	Date
	ISSUED FOR CONSTRUCTION	NS	NS	4/25/2022

Bar is one inch on original size sheet  
0 1"

Reuse of Documents  
This document and the ideas and designs incorporated herein, as an instrument of professional service, is the property of GHD and shall not be reused in whole or in part for any other project without GHD's written authorization.  
© 2022 GHD



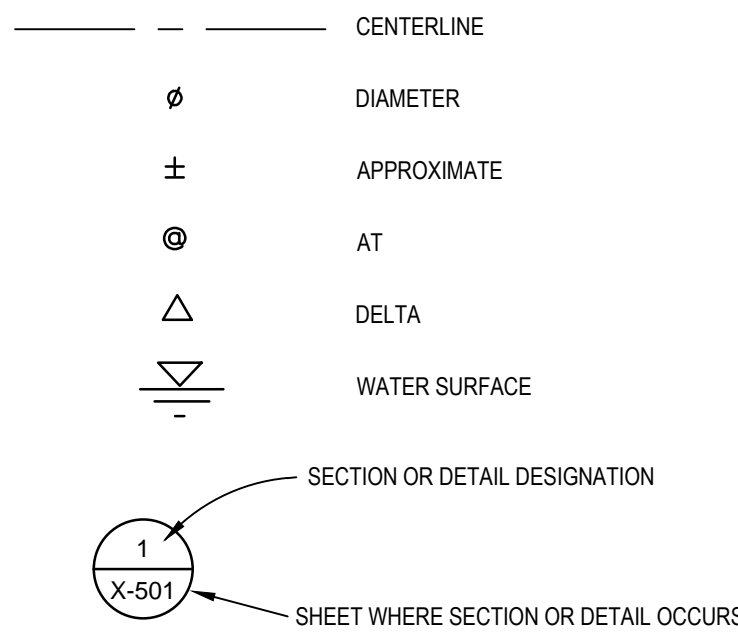
GHD Inc.  
718 Third Street  
Eureka California 95501 USA  
T 1 707 443 8326 F 1 707 444 8330 W www.ghd.com

Drawn	N. SANGER	Designer	N. SANGER
Drafting Check	O. GOODE	Design Check	B. SHERWOOD
Project Manager	N. SANGER	Date	04/25/2022
This document shall not be used for construction unless signed and sealed for construction.		Scale	AS SHOWN

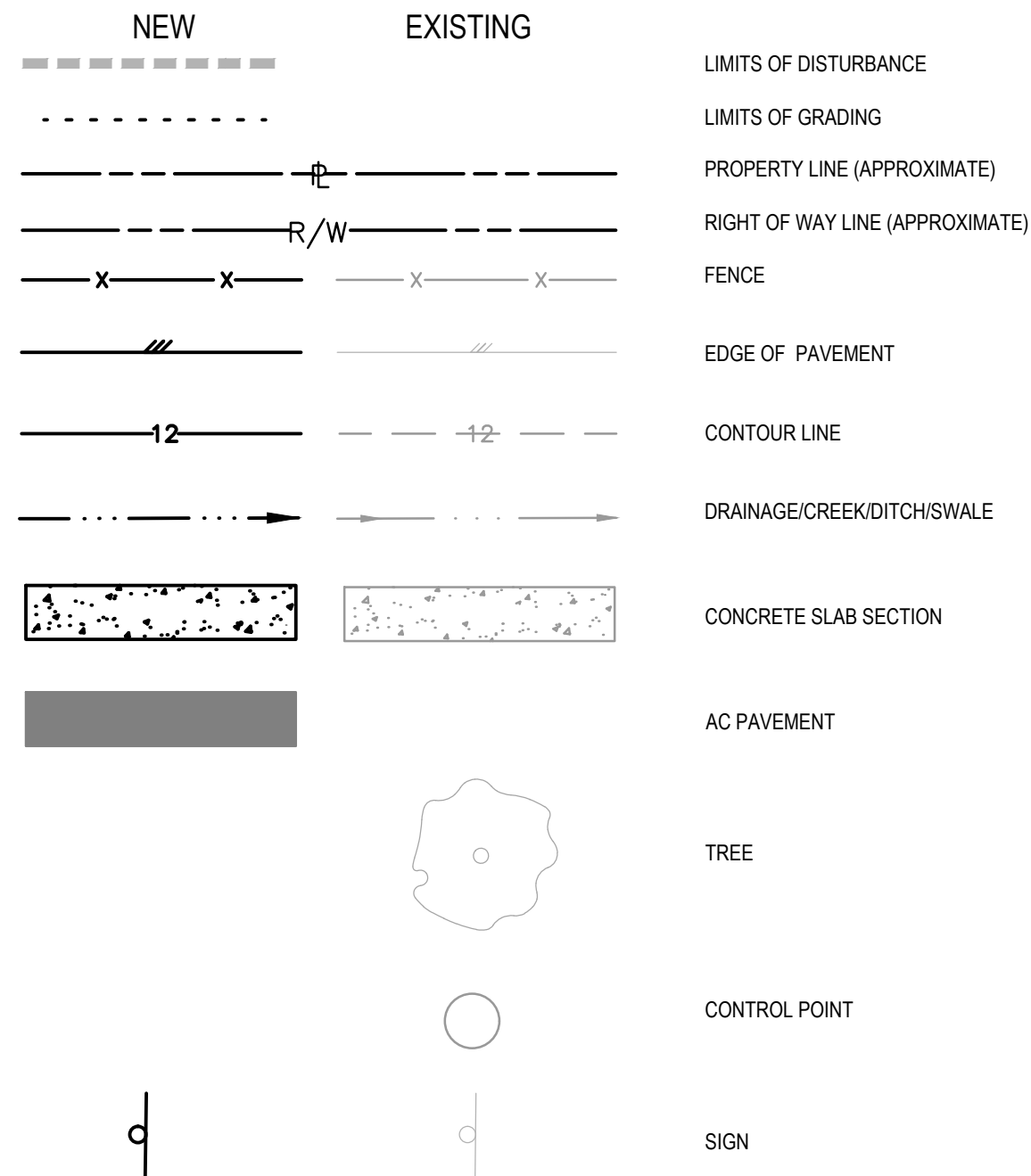
Client	CITY OF ARCATA
Project	ARCATA MARSH KAYAK BOAT LAUNCH PROJECT
Title	COVER SHEET
Project No.	11191119
Original Size	ANSI D
Sheet No.	G-001
Sheet	1 of 13

**SYMBOLS**

**GENERAL**



**TOPOGRAPHIC**



**PROJECT SCOPE**

THE PROJECT IS LOCATED AT THE SOUTH END OF SOUTH I STREET AT THE ARCATA BIRD SANCTUARY IN ARCATA, CALIFORNIA. THE PROPOSED PROJECT INCLUDES THE INSTALLATION OF A VAULT TOILET, PARKING LOT AC, CONCRETE WALKWAY AND ABUTMENT, AND THE CONSTRUCTION OF A BOAT LAUNCH FLOAT LOCATED AT THE SOUTHERLY END OF THE TRAILHEAD/PARKING AREA IN THE SANCTUARY. THE 6' X 30' LAUNCHING FLOAT WILL BE ACCESSIBLE FROM THE PARKING AREA VIA A 4-FOOT WIDE (INSIDE WALKING WIDTH) ACCESSIBLE ROUTE WHICH INCLUDES A 75' LONG ALUMINUM GANGWAY SUPPORTED ONSHORE WITH A CONCRETE ABUTMENT ON THE SHORE END AND A 10' X 16' GANGWAY LANDING FLOAT ON THE WATERSIDE, WITH A 10' LONG ALUMINUM TRANSITION PLATE BRIDGING BETWEEN THE LANDING FLOAT AND LAUNCHING FLOAT. THE OVER-WATER PORTION OF THE DOCK WILL UTILIZE FOUR (4) GUIDE PILES TO LATERALLY STABILIZE THE LAUNCHING FLOATS.

**ENGINEER'S NOTES**

- THE DIVISION OF BOATING AND WATERWAYS (DBW) AND ITS AGENTS MAY, AT ANY AND ALL REASONABLE TIMES DURING THE TERM OF THIS CONTRACT, ENTER THE PROJECT AREA FOR PURPOSES OF INSPECTING THE PROJECT AREA.
- THE PROJECT SHALL BE CONSTRUCTED ACCORDING TO THE PLANS AND SPECIFICATIONS PREPARED FOR THE PROJECT, AND QUALITY CONTROL SHALL BE PERFORMED, AND COMPLIANCE SHALL BE VERIFIED, BY QUALIFIED PROFESSIONALS SELECTED BY DBW OR DBW'S REPRESENTATIVE.
- IT IS INTENDED THAT THESE PLANS REQUIRE ALL LABOR AND MATERIAL NECESSARY AND PROPER FOR THE WORK CONTEMPLATED AND THAT THE WORK BE COMPLETED IN ACCORDANCE WITH THEIR TRUE INTENT AND PURPOSE. THE CONTRACTOR SHALL NOTIFY THE ENGINEER IMMEDIATELY REGARDING ANY DISCREPANCIES OR AMBIGUITIES WHICH MAY EXIST IN THE PLANS OR SPECIFICATIONS. THE ENGINEER'S INTERPRETATION THEREOF SHALL BE CONCLUSIVE.
- WHERE THE PLANS OR SPECIFICATIONS DESCRIBE PORTIONS OF THE WORK IN GENERAL TERMS BUT NOT IN COMPLETE DETAIL, IT IS UNDERSTOOD THAT ONLY THE BEST GENERAL PRACTICE IS TO PREVAIL AND THAT ONLY MATERIALS AND WORKMANSHIP OF THE FIRST QUALITY ARE TO BE USED.
- THE CONTRACTOR SHALL, AT THE SAME TIME OF BIDDING, AND, THROUGHOUT THE PERIOD OF THE CONTRACT, BE LICENSED IN THE STATE OF CALIFORNIA UNDER THE PROVISIONS OF CHAPTER 9, DIVISION 3 OF THE BUSINESS AND PROFESSIONS CODE AND SHALL BE BONDABLE FOR AN AMOUNT EQUAL TO OR GREATER THAN THE AMOUNT BID AND TO DO THE TYPE OF WORK CONTEMPLATED IN THE PLANS AND SPECIFICATIONS. CONTRACTOR SHALL BE SKILLED AND REGULARLY ENGAGED IN THE GENERAL CLASS AND TYPE OF WORK CALLED FOR IN THE PLANS AND SPECIFICATIONS.
- CONTRACTOR SHALL INSPECT THE SITE OF THE WORK PRIOR TO BIDDING TO SATISFY THEMSELVES BY PERSONAL EXAMINATION OR BY SUCH OTHER MEANS AS THEY MAY PREFER, OF THE LOCATION OF THE PROPOSED WORK, AND OF THE ACTUAL CONDITIONS OF AND AT THE SITE OF WORK.

IF, DURING THE COURSE OF THEIR EXAMINATION, A BIDDER FINDS FACTS OR CONDITIONS WHICH APPEAR TO THEM TO BE IN CONFLICT WITH THE LETTER OR SPIRIT OF THE PROJECT PLANS AND SPECIFICATIONS, THEY SHALL CONTACT THE ENGINEER FOR ADDITIONAL INFORMATION AND EXPLANATION BEFORE SUBMITTING THEIR BID.

SUBMISSION OF A BID BY THE CONTRACTOR SHALL CONSTITUTE ACKNOWLEDGMENT THAT, IF AWARDED THE CONTRACT, THEY HAVE RELIED AND ARE RELYING ON THEIR OWN EXAMINATION OF (1) THE SITE OF THE WORK, (2) ACCESS TO THE SITE, AND (3) ALL OTHER DATA AND MATTERS REQUISITE TO THE FULFILLMENT OF THE WORK AND ON THEIR OWN KNOWLEDGE OF EXISTING FACILITIES ON AND IN THE VICINITY OF THE SITE OF THE WORK TO BE CONSTRUCTED UNDER THIS CONTRACT.

THE INFORMATION PROVIDED BY THE OWNER OR THE ENGINEER IS NOT INTENDED TO BE A SUBSTITUTE FOR, OR A SUPPLEMENT TO THE INDEPENDENT VERIFICATION BY THE CONTRACTOR TO THE EXTENT SUCH INDEPENDENT INVESTIGATION OF SITE CONDITIONS IS DEEMED NECESSARY OR DESIRABLE BY THE CONTRACTOR. CONTRACTOR SHALL NOT RELY SOLELY UPON OWNER OR ENGINEER FURNISHED INFORMATION REGARDING SITE CONDITIONS IN PREPARING AND SUBMITTING THEIR BID.

ALL WORK SHALL CONFORM TO THE CALTRANS STANDARD SPECIFICATIONS, CURRENT EDITION AND THE CITY OF ARCATA ENGINEERING STANDARD DETAILS, CURRENT EDITION. THE CITY OF ARCATA ENGINEERING STANDARD DETAILS PREVAIL IN CASE OF CONFLICT.

THE CONTRACTOR SHALL PROVIDE ALL LIGHTS, BARRICADES, SIGNS, FLAGMEN OR OTHER DEVICES NECESSARY FOR PUBLIC SAFETY.

THE CONTRACTOR AGREES THAT:  
 A. THEY SHALL BE RESPONSIBLE TO CLEAN THE JOB SITE AT THE END OF EACH PHASE OF WORK.  
 B. THEY SHALL BE RESPONSIBLE TO REMOVE AND DISPOSE OF ALL TRASH, SCRAP AND UNUSED MATERIAL AT THEIR OWN EXPENSE IN A TIMELY MANNER.  
 C. THEY SHALL BE RESPONSIBLE TO MAINTAIN THE SITE IN A NEAT, SAFE AND ORDERLY MANNER AT ALL TIMES.  
 D. THEY SHALL BE RESPONSIBLE TO KEEP MATERIALS, EQUIPMENT, AND TRASH OUT OF THE WAY OF OTHER CONTRACTORS SO AS NOT TO DELAY THE JOB. FAILURE TO DO SO WILL RESULT IN A DEDUCTION FOR THE COST OF CLEAN UP FROM THE FINAL PAYMENT.  
 E. THEY SHALL BE RESPONSIBLE FOR THEIR OWN SAFETY, TRAFFIC CONTROL, PERMITS, RETESTING AND REINSPECTIONS AT THEIR OWN EXPENSE.  
 F. UNLESS OTHERWISE NOTED ALL EXCESS SOILS AND MATERIALS SHALL BECOME THE PROPERTY OF THE CONTRACTOR AND SHALL BE LAWFULLY DISPOSED OF OFF SITE AT THE CONTRACTOR'S EXPENSE.

THE CONTRACTOR SHALL ASSUME SOLE AND COMPLETE RESPONSIBILITY FOR JOB SITE CONDITIONS DURING THE COURSE OF CONSTRUCTION OF THIS PROJECT, INCLUDING SAFETY OF ALL PERSONS AND PROPERTY; THAT THIS REQUIREMENT SHALL APPLY CONTINUOUSLY AND NOT BE LIMITED TO NORMAL WORKING HOURS; AND THAT THE CONTRACTOR SHALL DEFEND, INDEMNIFY AND HOLD THE OWNER AND ENGINEER HARMLESS FROM ANY AND ALL LIABILITY, REAL OR ALLEGED, IN CONNECTION WITH THE PERFORMANCE OF WORK ON THIS PROJECT, EXCEPTING FOR LIABILITY ARISING FROM THE SOLE NEGLIGENCE OF THE OWNER OR THE ENGINEER.

DUST CONTROL SHALL BE PROVIDED AT ALL TIMES, AT THE CONTRACTOR'S EXPENSE, TO MINIMIZE ANY DUST NUISANCE AND SHALL BE IN ACCORDANCE WITH CALTRANS STANDARD SPECIFICATIONS, CURRENT EDITION AND THE REQUIREMENTS OF THE CITY OF ARCATA. CONTRACTOR SHALL OBTAIN A PERMIT FROM THE CITY OF ARCATA PUBLIC WORKS DEPARTMENT FOR USE OF WATER FROM FIRE HYDRANTS FOR CONSTRUCTION PURPOSES.

THE CONTRACTOR SHALL BE RESPONSIBLE FOR ADEQUATELY SCHEDULING INSPECTION AND TESTING OF ALL FACILITIES CONSTRUCTED UNDER THIS CONTRACT. ALL TESTING SHALL CONFORM TO THE REGULATORY AGENCY'S STANDARD SPECIFICATIONS. ALL TESTING AND INSPECTION SHALL BE PAID FOR BY THE OWNER. ALL RE-TESTING AND/OR REINSPECTION SHALL BE PAID FOR BY THE CONTRACTOR.

IF EXISTING IMPROVEMENTS INCLUDING SURVEY MONUMENTATION NEED TO BE DISTURBED AND/OR REMOVED FOR THE PROPER PLACEMENT OF IMPROVEMENTS TO BE CONSTRUCTED BY THESE PLANS, THE CONTRACTOR SHALL BE RESPONSIBLE FOR PROTECTING EXISTING IMPROVEMENTS FROM DAMAGE. COST OF REPLACING OR REPAIRING EXISTING IMPROVEMENTS SHALL BE INCLUDED IN THE PRICE FOR ITEMS REQUIRING REMOVAL AND/OR REPLACEMENT OF EXISTING IMPROVEMENTS. THERE WILL BE NO EXTRA COST DUE THE CONTRACTOR FOR REPLACING OR REPAIRING EXISTING IMPROVEMENTS.

WHENEVER EXISTING FACILITIES ARE REMOVED, DAMAGED, BROKEN, OR CUT IN THE INSTALLATION OF THE WORK COVERED BY THESE PLANS OR SPECIFICATIONS, SAID FACILITIES SHALL BE REPLACED AT THE CONTRACTOR'S EXPENSE, AFTER PROPER BACKFILLING AND/OR CONSTRUCTION, WITH MATERIALS EQUAL TO OR BETTER THAN THE MATERIALS USED IN THE ORIGINAL EXISTING FACILITIES. THE FINISHED PRODUCT SHALL BE SUBJECT TO THE APPROVAL OF THE OWNER, THE ENGINEER, AND THE RESPECTIVE REGULATORY AGENCY.

THE CONTRACTOR SHALL MAINTAIN A NEATLY MARKED SET OF FULL-SIZE AS-BUILT RECORD DRAWINGS SHOWING THE FINAL LOCATION AND LAYOUT OF ALL MECHANICAL, ELECTRICAL AND INSTRUMENTATION EQUIPMENT, PIPING AND CONDUITS; STRUCTURES AND OTHER FACILITIES. THE AS-BUILTS OF THE ELECTRICAL SYSTEM SHALL INCLUDE THE STREET LIGHT LAYOUT PLAN SHOWING LOCATION OF LIGHTS, CONDUITS, CONDUCTORS, POINTS OF CONNECTIONS TO SERVICES, PULLBOXES, AND WIRE SIZES. AS-BUILT RECORD DRAWINGS SHALL REFLECT CHANGE ORDERS, ACCOMMODATIONS, AND ADJUSTMENTS TO ALL IMPROVEMENTS CONSTRUCTED. WHERE NECESSARY, SUPPLEMENTAL DRAWINGS SHALL BE PREPARED AND SUBMITTED BY THE CONTRACTOR.

PRIOR TO ACCEPTANCE OF THE PROJECT, THE CONTRACTOR SHALL DELIVER TO THE ENGINEER, ONE SET OF NEATLY MARKED AS-BUILT RECORD DRAWINGS SHOWING THE INFORMATION REQUIRED ABOVE. AS-BUILT RECORD DRAWINGS SHALL BE REVIEWED AND THE COMPLETE AS-BUILT RECORD DRAWING SET SHALL BE CURRENT WITH ALL CHANGES AND DEVIATIONS REDLINED AS A PRECONDITION TO THE FINAL PROGRESS PAYMENT APPROVAL AND/OR FINAL ACCEPTANCE.

PRIOR TO ANY CORRECTIVE ACTION, BY THE CONTRACTOR, WHICH IS NECESSARY DUE TO ALLEGED DESIGN ERROR, THE CONTRACTOR SHALL NOTIFY GHD FOR REDESIGN. SHOULD ANY CORRECTIVE WORK BE DONE PRIOR TO NOTIFICATION, GHD ASSUMES NO LIABILITIES FOR THE COSTS INCURRED FOR THIS WORK, WHERE IT IS DETERMINED THAT ANY CORRECTIVE ACTION WILL REQUIRE FINANCIAL PARTICIPATION BY GHD, THAT AMOUNT SHALL BE AGREED TO IN WRITING PRIOR TO TAKING CORRECTIVE ACTION. FAILURE TO OBTAIN WRITTEN ACCEPTANCE FROM GHD WILL NEGATE ALL REQUIREMENTS OF OUR FINANCIAL ASSISTANCE.

GHD HAS EXERCISED REASONABLE AND ACCEPTABLE STANDARD OF CARE IN PREPARATION OF THESE PLANS. HOWEVER, THE DESIGN PROCESS INCLUDES ACTIVITIES THAT OCCUR AFTER PLAN SIGNATURE. THESE ACTIVITIES INCLUDE CALCULATION, PLAN CHECK AND VERIFICATIONS DURING CONSTRUCTION. SHOULD PERSONS, OTHER THAN GHD PERFORM THE CONSTRUCTION STAKING OPERATIONS, THEY SHALL INDEMNIFY GHD FROM ANY DAMAGES RESULTING FROM FAILURE TO PERFORM THOSE TASKS OR ANY EXPENSE OR DAMAGE RESULTING FROM THE OMISSION OR ERROR CONTAINED IN THE PLANS, WHICH WOULD REASONABLY HAVE BEEN DISCOVERED AND CORRECTED BY GHD.

PRIOR TO COMMENCEMENT OF GRADING OPERATIONS, THE CONTRACTOR SHALL IDENTIFY THE SITE WHERE THE EXCESS EARTHEN MATERIAL SHALL BE DEPOSITED. IF THE DEPOSIT SITE IS WITHIN THE CITY OF ARCATA, THE CONTRACTOR SHALL VERIFY THAT THE EXPORTED MATERIALS ARE SUITABLE FOR THE INTENDED FILL, AND SHALL SHOW PROOF OF ALL APPROVED GRADING PLANS, HAUL ROUTES TO BE USED SHALL BE SPECIFIED.

**UNDERGROUND UTILITIES**

- THE INFORMATION SHOWN ON THE PLANS WITH REGARD TO THE EXISTING UTILITIES AND/OR IMPROVEMENTS WAS DERIVED FROM FIELD INVESTIGATIONS AND/OR RECORD INFORMATION. THE ENGINEER DOES NOT GUARANTEE THESE LOCATIONS TO BE EITHER TRUE OR EXACT. PRIOR TO CONSTRUCTION, IT SHALL BE THE CONTRACTOR'S SOLE RESPONSIBILITY TO VERIFY ALL EXISTING IMPROVEMENTS AND TO EXPOSE ALL EXISTING UNDERGROUND UTILITIES RELATED TO THE PROJECT, INCLUDING BUT NOT LIMITED TO, SEWER, STORM DRAIN, WATER, IRRIGATION, GAS, ELECTRICAL, ETC. AND SHALL NOTIFY THE ENGINEER IN WRITING FORTY-EIGHT (48) HOURS IN ADVANCE OF EXPOSING THE UTILITIES, SO THAT THE EXACT LOCATION AND ELEVATION CAN BE VERIFIED AND DOCUMENTED. THE COST ASSOCIATED TO PERFORM THIS WORK SHALL BE INCLUDED IN EITHER THE LUMP SUM CLEARING COST OR IN THE VARIOUS ITEMS OF WORK. IF LOCATION AND/OR ELEVATION DIFFERS FROM THAT SHOWN ON THE DESIGN PLANS, PROVISION TO ACCOMMODATE NEW LOCATION/ELEVATION MUST BE MADE PRIOR TO CONSTRUCTION.
- PRIOR TO COMMENCING ANY WORK, IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO HAVE EACH UTILITY COMPANY LOCATE, IN THE FIELD, THEIR MAIN AND SERVICE LINES. THE CONTRACTOR SHALL NOTIFY MEMBERS OF THE UNDERGROUND SERVICE ALERT (U.S.A.) TWO WORKING DAYS IN ADVANCE OF PERFORMING ANY EXCAVATION WORK BY CALLING THE TOLL-FREE NUMBER 811. THE CONTRACTOR SHALL RECORD THE U.S.A. ORDER NUMBER AND FURNISH ORDER NUMBER TO OWNER AND ENGINEER PRIOR TO ANY EXCAVATION. IT WILL BE THE CONTRACTOR'S SOLE RESPONSIBILITY TO DIRECTLY CONTACT ANY OTHER UTILITY COMPANIES THAT ARE NOT MEMBERS OF UNDERGROUND SERVICE ALERT. IT SHALL BE THE CONTRACTOR'S SOLE RESPONSIBILITY TO PROTECT ALL EXISTING UTILITIES SO THAT NO DAMAGE RESULTS TO THEM DURING THE PERFORMANCE OF THIS CONTRACT. ANY REPAIRS NECESSARY TO DAMAGED UTILITIES SHALL BE PAID FOR BY THE CONTRACTOR. THE CONTRACTOR SHALL BE REQUIRED TO COOPERATE WITH OTHER CONTRACTORS AND UTILITY COMPANIES INSTALLING NEW STRUCTURES, UTILITIES AND SERVICE TO THE PROJECT.
- THE CONTRACTOR SHALL PROVIDE ALL SHORING, BRACING, SLOPING OR OTHER PROVISIONS NECESSARY TO PROTECT WORKMEN FOR ALL AREAS TO BE EXCAVATED TO A DEPTH OF 5 FEET OR MORE. EXCAVATIONS OF 5 FEET OR MORE IN DEPTH WILL REQUIRE AN EXCAVATIONS PERMIT FROM THE STATE OF CALIFORNIA DEPARTMENT OF INDUSTRIAL SAFETY. FOR TRENCHES 5 FEET OR MORE IN DEPTH, THE CONTRACTOR SHALL COMPLY WITH THE CALTRANS STANDARDS, CURRENT EDITION, SECTION 6705 OF THE STATE OF CALIFORNIA LABOR CODE, AND ANY LOCAL CODES OR ORDINANCES.
- WE CALL YOUR ATTENTION TO TITLE 8 CALIFORNIA ADMINISTRATION CODE SECTION 1540 (A)(1) OF THE CONSTRUCTION SAFETY ORDERS ISSUED BY THE OCCUPATIONAL SAFETY AND HEALTH STANDARDS BOARD PURSUANT TO THE CALIFORNIA OCCUPATIONS SAFETY AND HEALTH ACT OF 1973 AS AMENDED WHICH STATES:  
 (1) PRIOR TO OPENING AN EXCAVATION, EFFORT SHALL BE MADE TO DETERMINE WHETHER UNDERGROUND INSTALLATIONS; I.E. SEWER, WATER, FUEL, ELECTRIC LINES, ETC., WILL BE ENCOUNTERED AND IF SO, WHERE SUCH UNDERGROUND INSTALLATIONS ARE LOCATED. WHEN THE EXCAVATION APPROACHES THE APPROXIMATE LOCATION OF SUCH AN INSTALLATION, THE EXACT LOCATION SHALL BE DETERMINED BY CAREFUL PROBING OR HAND DIGGING; AND, WHEN IT IS UNCOVERED, ADEQUATE PROTECTION SHALL BE PROVIDED FOR THE EXISTING INSTALLATION. ALL KNOWN OWNERS OF UNDERGROUND FACILITIES IN THE AREA CONCERNED SHALL BE ADVISED OF PROPOSED WORK AT LEAST 48 HOURS PRIOR TO THE START OF ACTUAL EXCAVATION.
- TRENCHING AND BACKFILL FOR ALL UNDERGROUND CONSTRUCTION SHALL CONFORM TO CITY OF ARCATA CONSTRUCTION STANDARDS.
- ALL ABANDONED UTILITIES SHALL BE AS DIRECTED BY THE CITY OF ARCATA.

**SURFACE IMPROVEMENTS**

- ALL EXISTING AND PROPOSED MANHOLE RIMS, DRAIN BOXES, LAMPHOLES, VALVES, VAULTS, PULLBOXES, AND MONUMENT BOXES, ETC. SHALL BE ADJUSTED TO FINISH GRADE AFTER PAVING OPERATIONS, WHETHER IN PAVED OR UNPAVED AREAS. ITEMS IN PROPOSED PAVEMENT AREAS SHALL BE REPLACED AS NECESSARY WITH TRAFFIC RATED MATERIALS, UNLESS OTHERWISE NOTED. COST FOR THIS WORK, AND ANY REQUIRED TESTING AND CERTIFICATIONS SHALL BE INCLUDED IN OTHER VARIOUS ITEMS OF WORK AND NO ADDITIONAL PAYMENT WILL BE ALLOWED THEREFORE.

**GRADING & EROSION CONTROL PLAN NOTES**

PRIOR TO INITIATING CONSTRUCTION, THE CONTRACTOR SHALL PROVIDE THE CITY OF ARCATA A WATER POLLUTION CONTROL PLAN. THE WATER POLLUTION CONTROL PLAN WILL DETAIL ALL OF THE STORMWATER BEST MANAGEMENT PRACTICES (BMP'S) THAT SHALL BE IMPLEMENTED TO MINIMIZE THE POTENTIAL FOR CONSTRUCTION RELATED ACTIVITIES TO CONTRIBUTE POLLUTANTS TO WATERS OF THE STATE. THE WATER POLLUTION PLAN SHALL ALSO DETAIL THE CONTRACTORS PLAN FOR MINIMIZING DISTURBANCE AND IMPACTS TO HUMBOLDT BAY WHILE CONSTRUCTING THE BOAT LAUNCH WITHIN THE TIDAL AREAS. THE WATER POLLUTION PLAN SHALL BE SUBJECT TO THE APPROVAL OF THE CITY OF ARCATA, AND SHALL BE IN COMPLIANCE WITH ALL ENVIRONMENTAL PERMIT REQUIREMENTS FOR THE PROJECT.

**DESIGN CODES, REFERENCES, AND STANDARDS**

THE DESIGN REQUIREMENTS OF THE FOLLOWING DESIGN CODES AND STANDARDS WILL BE INCORPORATED INTO THE DESIGN OF THE SOUTH I STREET BOAT LAUNCH FACILITY:

- CALIFORNIA DEPARTMENT OF BOATING AND WATERWAYS, LAYOUT, DESIGN AND CONSTRUCTION HANDBOOK FOR SMALL CRAFT BOAT LAUNCHING FACILITIES, MARCH 1991.
- CALIFORNIA DEPARTMENT OF BOATING AND WATERWAYS, LAYOUT AND DESIGN GUIDELINES FOR MARINA BERTHING FACILITIES, JULY 2005.
- AMERICANS WITH DISABILITIES ACT (ADA) - ADA STANDARDS FOR ACCESSIBLE DESIGN, CHAPTER 10 RECREATIONAL FACILITIES, 2010.
- 2019 CALIFORNIA BUILDING CODE STANDARDS (2019 CBC), CALIFORNIA CODE OF REGULATIONS, TITLE 24.
- 2019 CBC REFERENCES 2018 IBC
- INTERNATIONAL CODE COUNCIL, "2018 INTERNATIONAL BUILDING CODE (IBC)".
- AMERICAN SOCIETY OF CIVIL ENGINEERS, "MINIMUM DESIGN LOADS FOR BUILDINGS AND OTHER STRUCTURES," ASCES/7-16, 2016.
- US ARMY CORPS OF ENGINEERS, SHORE PROTECTION MANUAL, 1984.
- US ARMY CORPS OF ENGINEERS, COASTAL ENGINEERING MANUAL, EM 1110-2-1100, 2002.
- MARINAS AND SMALL CRAFT HARBORS, SECOND EDITION, 2000, BRUCE O. TOBIASSON.
- UNIFORM FACILITIES CRITERIA (UFC), DESIGN: MOORINGS UFC-4-159-03, 2005, REV. 2012.
- DESIGN OF MARINE FACILITIES FOR THE BERTHING, MOORING, AND REPAIR OF VESSELS, SECOND EDITION, JOHN W. GAYTHWAITE, 2004.
- WORLD METEOROLOGICAL ORGANIZATION, GUIDELINES FOR CONVERTING BETWEEN VARIOUS WIND AVERAGING PERIODS IN TROPICAL CYCLONE CONDITIONS, OCTOBER 2008.

**PERMITS**

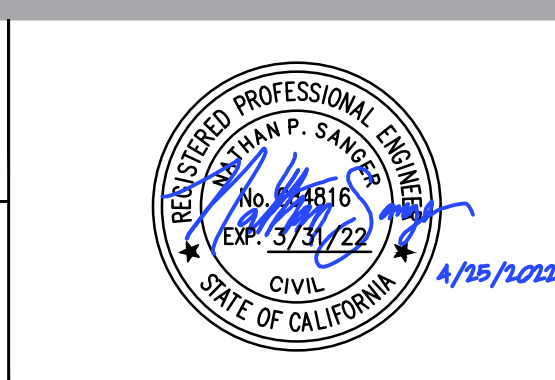
THE REQUIREMENTS OF THE FOLLOWING PERMITS WILL BE FOLLOWED FOR THE PROJECT:

- CALIFORNIA COASTAL DEVELOPMENT PERMIT (CDP# 1-20-0712)
- NORTH COAST REGIONAL WATER QUALITY CONTROL BOARD 401 PERMIT
- NOAA NATIONAL MARINE FISHERIES SERVICE (NMFS) CONCURRENCE
- US ARMY CORP OF ENGINEERS 404 CONSULTATION

<b>ISSUED FOR CONSTRUCTION</b>	<b>NS</b>	<b>NS</b>	<b>4/25/2022</b>	
No.	Issue	Drawn	Approved	Date


Bar is one inch on original size sheet  
 0 1"

Reuse of Documents  
 This document and the ideas and designs incorporated herein, as an instrument of professional service, is the property of GHD and shall not be reused in whole or in part for any other project without GHD's written authorization.  
 © 2022 GHD



**GHD**  
 GHD Inc.  
 718 Third Street  
 Eureka California 95501 USA  
 T 1 707 443 8326 F 1 707 444 8330 W www.ghd.com

Drawn	<b>N. SANGER</b>	Designer	<b>N. SANGER</b>
Drafting Check	<b>O. GOODE</b>	Design Check	<b>B. SHERWOOD</b>
Project Manager	<b>N. SANGER</b>	Date	<b>04/25/2022</b>
This document shall not be used for construction unless signed and sealed for construction.		Scale	<b>AS SHOWN</b>

Client **CITY OF ARCATA**  
 Project **ARCATA MARSH KAYAK BOAT LAUNCH PROJECT**  
 Title **GENERAL NOTES, SYMBOLS, AND ABBREVIATIONS**

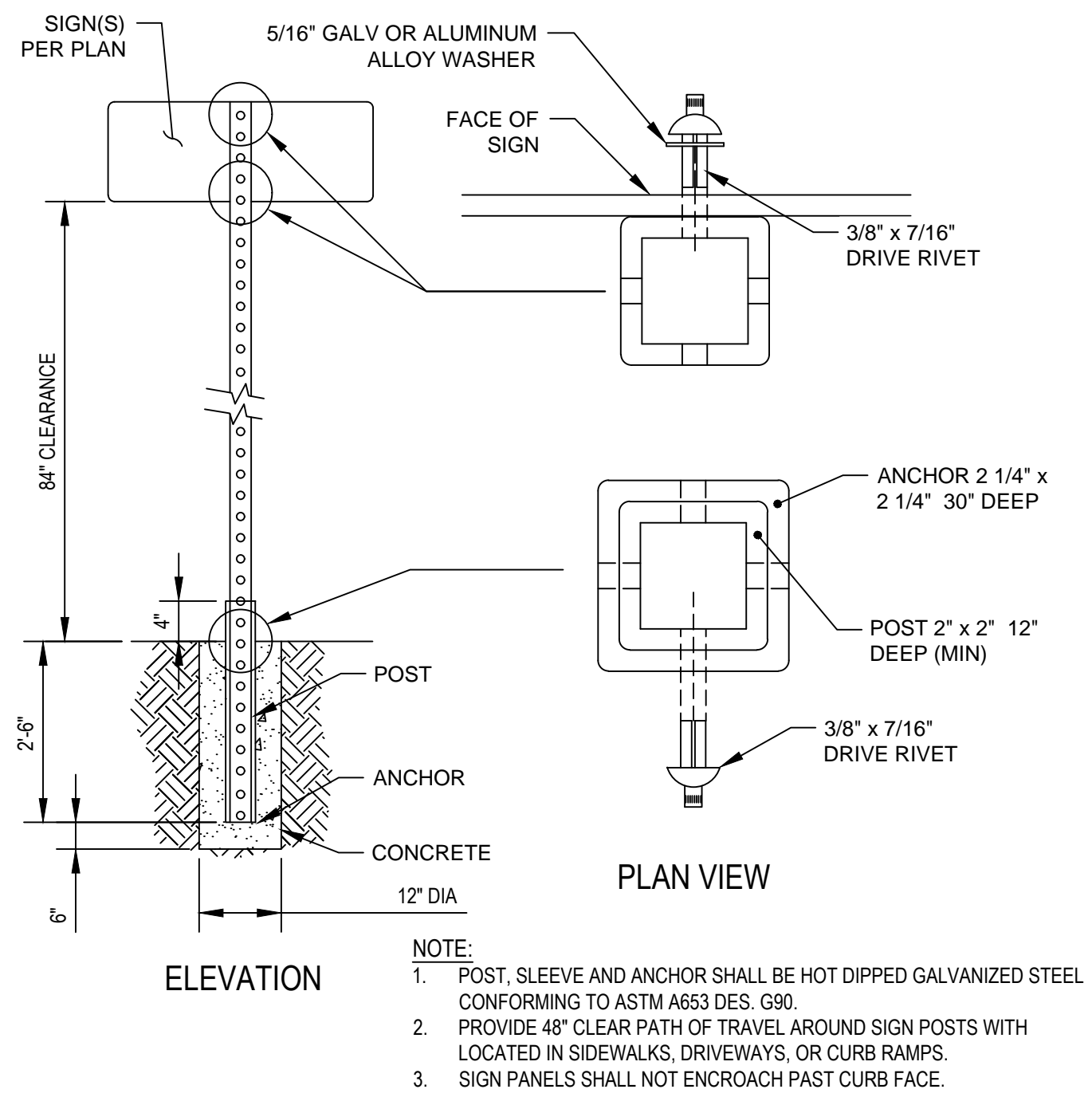
Project No. **1191119**  
 Original Size **ANSI D**  
 Sheet No. **G-002**

Sheet **2** of **13**

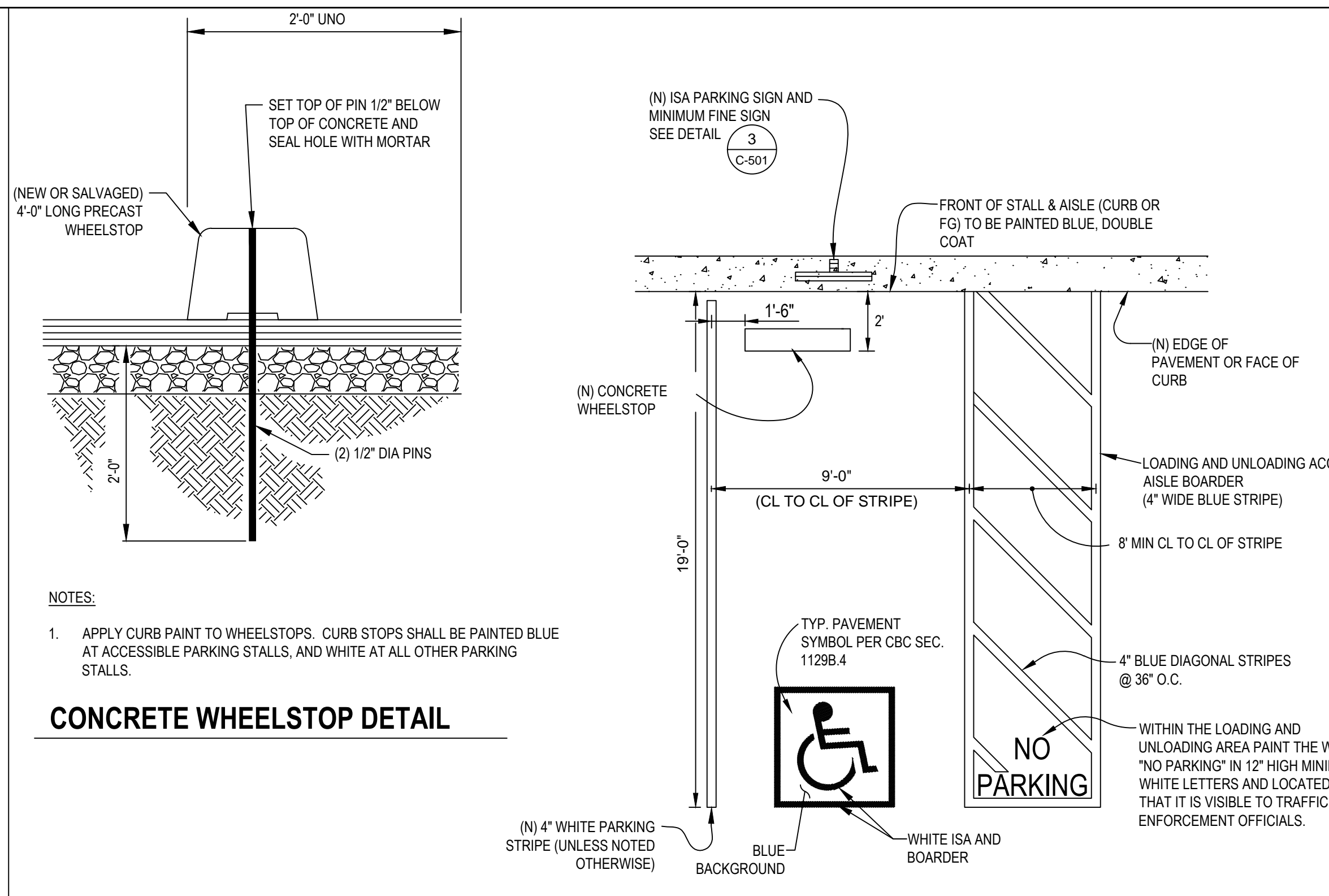








**1 TYPICAL ROADSIDE SIGN, 1-POST DETAIL**  
 SCALE: NTS



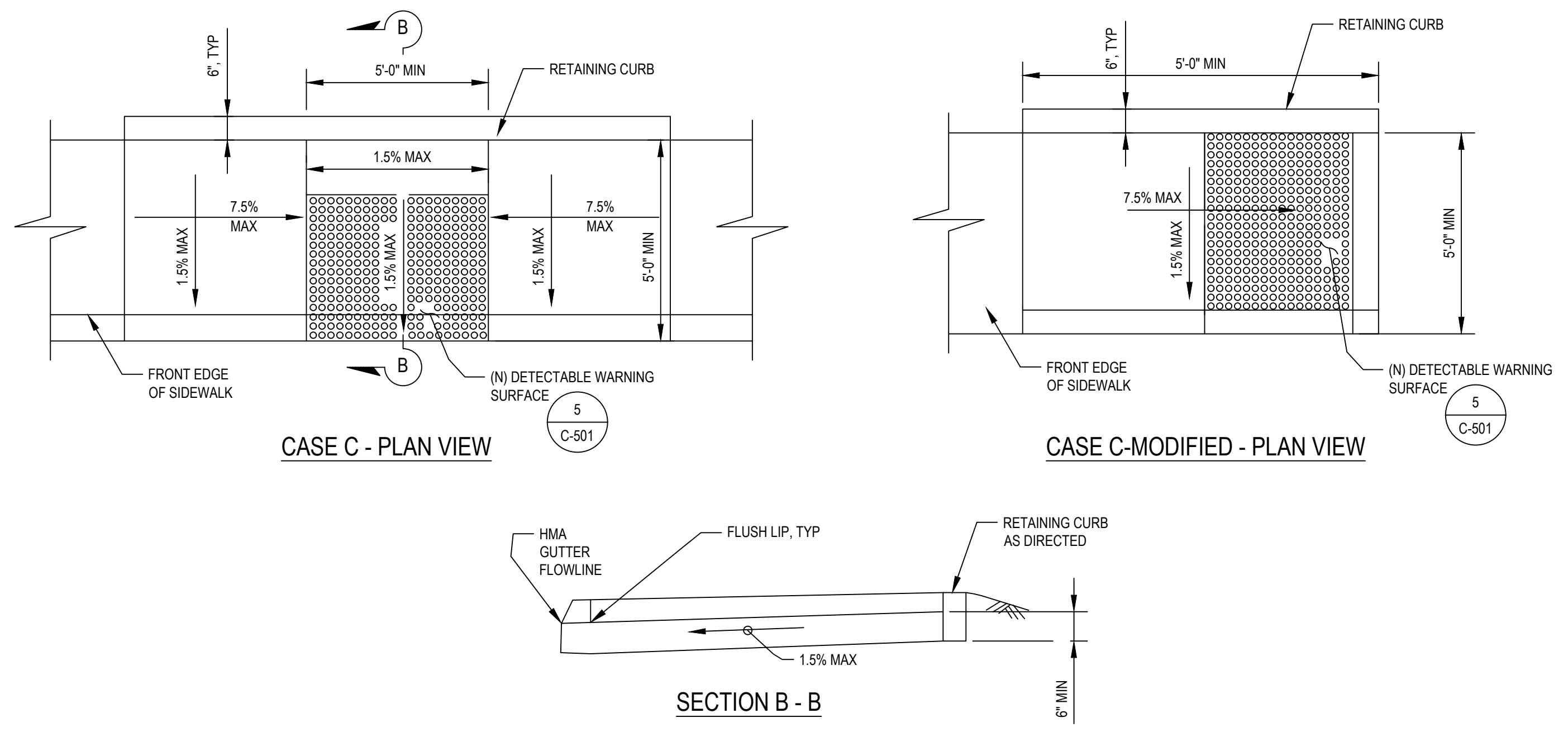
**2 TYPICAL VAN ACCESSIBLE PARKING STALL**  
 SCALE: NTS

- NOTES:**
- ACCESSIBLE PARKING STALLS, ACCESS AISLES AND SIGNS SHALL CONFORM TO THE REQUIREMENTS OF THE CBC (CURRENT EDITION).
  - VAN ACCESSIBLE PARKING STALLS SHALL BE SIGNED WITH THE R7-88 SIGN SHALL BE MOUNTED BELOW THE R99C SIGN.
  - WHERE A VAN ACCESSIBLE PARKING SPACE IS PROVIDED, THE LOADING AND UNLOADING ACCESS AISLE SHALL BE ON THE PASSENGER SIDE OF THE VEHICLE AS THE VEHICLE IS GOING FORWARD INTO THE PARKING SPACE.
  - SURFACE SLOPES OF ACCESSIBLE PARKING STALLS SHALL BE THE MINIMUM POSSIBLE AND SHALL NOT EXCEED 2 PERCENT IN ANY DIRECTION.
  - ALL ACCESSIBLE PARKING STRIPING AND MARKINGS SHALL BE PAINT PER CALTRANS STANDARD SPECIFICATIONS.

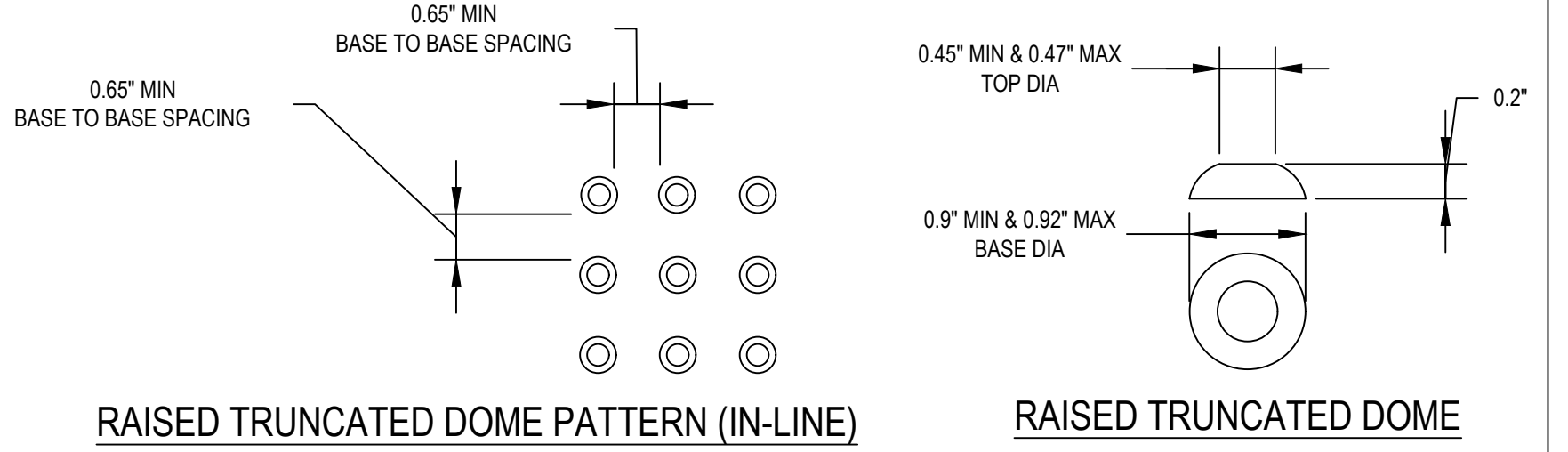


- NOTES:**
- ACCESSIBLE PARKING SIGNS SHALL CONFORM TO THE REQUIREMENTS OF THE CBC (CURRENT EDITION) AND THE DETAILS SHOWN ON THIS DRAWING.
  - THE BOTTOM OF THE SIGN OR PLAQUE PANEL SHALL BE A MINIMUM OF 7'-0" ABOVE THE SURROUNDING SURFACE.
  - SIGN PANELS SHALL BE REFLECTORIZED, 16 GA MIN GALV STL WITH PORCELAIN ENAMEL FINISH, ANTI-GRAFFITI COATING, AND WHITE LETTERS/SYMBOLS ON A BLUE BACKGROUND. THE BLUE COLOR SHALL BE EQUAL TO COLOR NO. 15090 IN FEDERAL STANDARD 595A.
  - INSTALL SIGNS ON POST PER 1 C-501
  - A R100B (CA) SIGN SHALL BE POSTED IN A CONSPICUOUS PLACE AT EACH ENTRANCE TO OFF-STREET PARKING FACILITIES OR IMMEDIATELY ADJACENT TO AND VISIBLE FROM EACH STALL. THE SIGN SHALL INCLUDE THE ADDRESS WHERE THE TOWED VEHICLE MAY BE RECLAIMED AND THE TELEPHONE NUMBER OF THE LOCAL TRAFFIC LAW ENFORCEMENT AGENCY.
  - ONE IN EVERY SIX ACCESSIBLE OF-STREET PARKING STALLS, BUT NOT LESS THAN ONE, SHALL BE SERVED BY AN ACCESSIBLE AISLE OF 8'-0" MINIMUM WIDTH AND SHALL BE SIGNED VAN ACCESSIBLE. THE R7-8b SIGN SHALL BE MOUNTED BLEOW THE R99B (CA) PLAQUE OR THE R99C (CA) SIGN.

**3 ACCESSIBLE PARKING SIGNS**  
 SCALE: NTS



**4 STANDARD CURB RAMP DETAILS**  
 SCALE: NTS



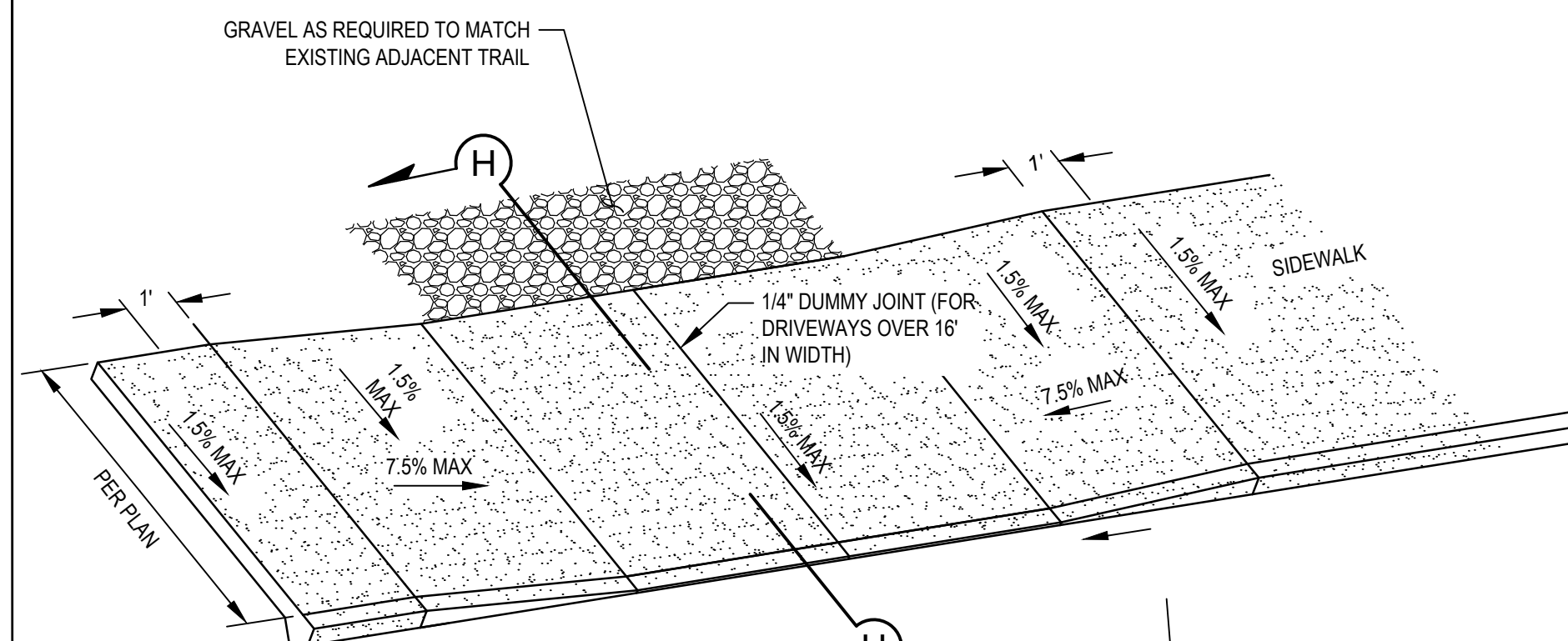
- NOTES:**
- CURB RAMPS SHALL HAVE A DETECTABLE WARNING SURFACE THAT EXTENDS THE FULL WIDTH AND 3'-0" DEPTH OF RAMP. SEE RAMP DETAILS ON THIS SHEET FOR DETECTABLE WARNING LAYOUT.
  - THE EDGE OF THE DETECTABLE WARNING SHALL BETWEEN 6" AND 8" AWAY FROM THE STREET GUTTER FLOWLINE EXCEPT FOR PARALLEL RAMP CONSTRUCTION, WHERE THE DETECTABLE WARNING SURFACE SHALL BE BETWEEN 0" AND 2" AWAY FROM THE STREET GUTTER FLOWLINE.
  - DETECTABLE WARNING SHALL BE A PREFORMED MATERIAL AS APPROVED BY THE ENGINEER. THE DETECTABLE WARNING SHALL BE CAST-IN, NOT SURFACE APPLIED UNLESS NOTED OTHERWISE. THE USE OF CONCRETE STAMPING IS NOT PERMITTED. NEW RAMPS SHALL BE CAST-IN-PLACE AND EXISTING RAMPS SHALL BE SURFACE-APPLIED.
  - DETECTABLE WARNING SURFACE SHALL BE FEDERAL YELLOW.

**5 DETECTABLE WARNING SURFACE DETAILS**  
 SCALE: NTS

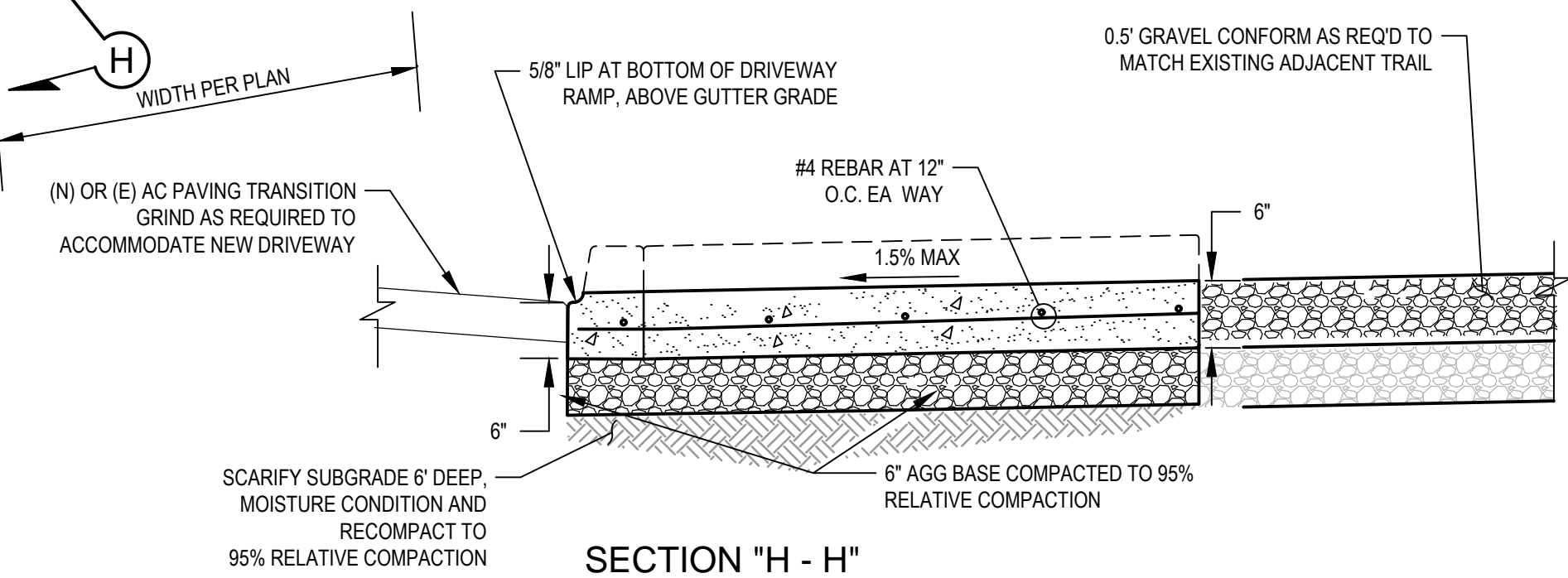
**PEDESTRIAN ACCESS NOTES:**

- THE CURB RAMP STANDARDS DEPICTED HERE MAY NOT BE APPROPRIATE FOR ALL LOCATIONS. FIELD CONDITIONS AT INDIVIDUAL LOCATIONS MAY REQUIRE SPECIFIC DESIGNS. DESIGNS MUST BE CONSISTENT WITH THE PROVISIONS OF THE STATE OF CALIFORNIA DEPARTMENT OF TRANSPORTATION (CALTRANS) STANDARD PLANS (CURRENT EDITION) AND SUBSEQUENT REVISED STANDARD PLANS TO THE MAXIMUM EXTENT FEASIBLE.
- CURB RAMP AND PEDESTRIAN REFUGE ISLAND THICKNESS SHALL BE 6" THICK MINIMUM. PEDESTRIAN REFUGE ISLANDS AND CURB RAMPS SHALL BE PLACED OVER 4" OF CLASS 2 AGGREGATE BASE COMPACTED TO 95% RELATIVE COMPACTION. SCARIFY SUBGRADE 6" DEEP, MOISTURE CONDITION AND RECOMPACT TO 95% RELATIVE COMPACTION.
- TRANSITIONS FROM RAMPS AND LANDINGS TO WALKS, GUTTERS, OR STREETS SHALL BE FLUSH AND FREE OF ABRUPT CHANGES.
- MAXIMUM SLOPES OF ADJOINING GUTTERS, THE ROAD SURFACE IMMEDIATELY ADJACENT TO THE CURB RAMP OR ACCESSIBLE ROUTE SHALL NOT EXCEED 5% WITHIN 2'-0" OF THE CURB RAMP.
- A 6" HIGH WARNING CURB IS REQUIRED PER CBC WHENEVER THERE IS AN ABRUPT CHANGE IN GRADE ELEVATION OFF THE EDGE OF A WALKING SURFACE THAT EXCEEDS 4" VERTICAL EXCEPT BETWEEN A SIDEWALK AND AN ADJACENT STREET. LOCATION TO BE AS DIRECTED.
- WHEN AN EXISTING ACCESSIBLE PATH OF TRAVEL IS TO BE BLOCKED OR REMOVED, THE CONTRACTOR SHALL SUBMIT A TEMPORARY ACCESS PLAN FOR CITY APPROVAL. NO WORK SHALL COMMENCE UNTIL AN ACCESS PLAN HAS BEEN APPROVED FROM THE CITY.
- IF THE CONSTRUCTION WORK AREA IS WITHIN AN EXISTING FACILITY (E.G. BUS STOPS, CROSSWALKS, ETC.), CONTRACTOR SHALL PROVIDE 48 HOURS ADVANCE NOTICE TO OWNERS OF THE FACILITY INDICATING THE AFFECTED LOCATION AND DURATION OF WORK. NO TWO FACILITIES OR PROGRAMS IN SEQUENCE SHALL BE BLOCKED OR CLOSED FOR PUBLIC USE.
- PAYMENT FOR PROVIDING A CONTINUOUS PATH OF TRAVEL SHALL BE CONSIDERED AS INCLUDED IN VARIOUS ITEMS OF WORK AND NO SEPARATE PAYMENT SHALL BE MADE. PROVISIONS FOR CONTINUOUS PATH OF TRAVEL SHALL INCLUDE INSTALLATION AND MAINTENANCE OF TEMPORARY RAMPS, POTHOLES OF UTILITIES, RESTORATION OF EXISTING STREET IMPROVEMENTS, COORDINATION OF WORK, TRAFFIC CONTROLS AND ALL ASSOCIATED WORK NEEDED TO COMPLETE THIS REQUIREMENT.
- DRILL AND DOWEL #4'S AT 24" O.C. INTO EXISTING CURB, GUTTERS, DRIVEWAYS AND SIDEWALKS.

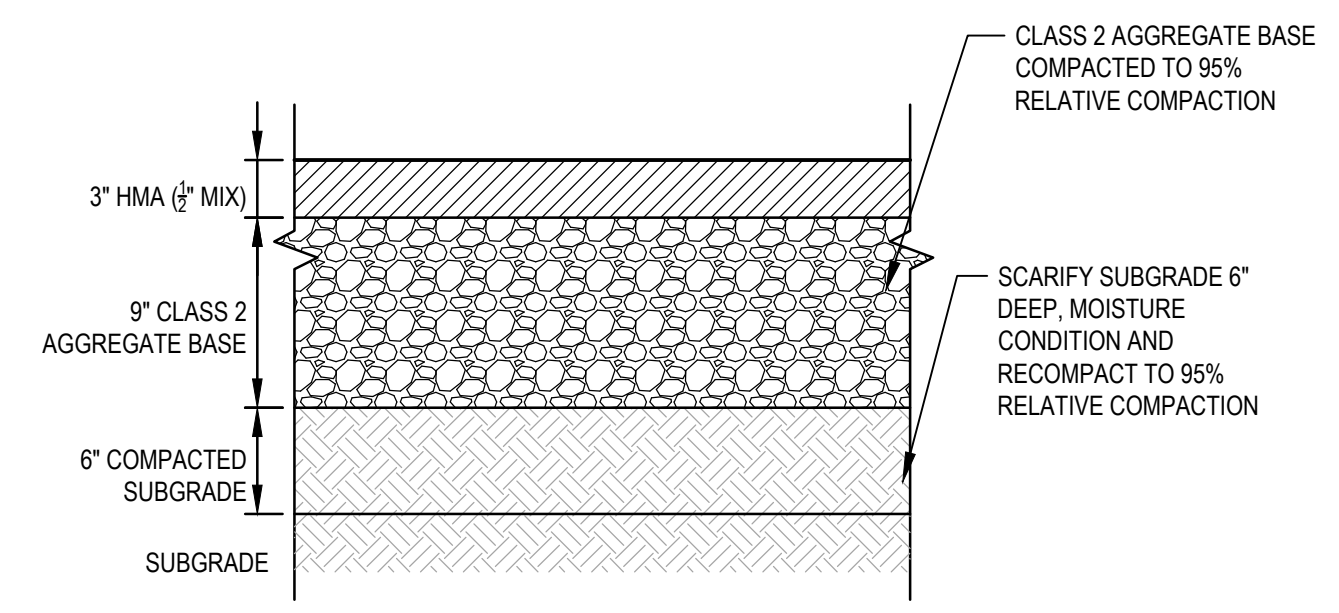
<p>Bar is one inch on original size sheet</p> <p>0 1"</p>						<p>GHD Inc.          718 Third Street          Eureka California 95501 USA          T 1 707 443 8326 F 1 707 444 8330 W www.ghd.com</p>		<p>Drawn <b>N. SANGER</b> Designer <b>N. SANGER</b></p> <p>Drafting Check <b>O. GOODE</b> Design Check <b>J. WOLF</b></p> <p>Project Manager <b>N. SANGER</b> Date <b>04/25/2022</b></p> <p>This document shall not be used for construction unless signed and sealed for construction.</p>		<p>Client <b>CITY OF ARCATA</b></p> <p>Project <b>ARCATA MARSH KAYAK BOAT LAUNCH PROJECT</b></p> <p>Title <b>CONSTRUCTION DETAILS</b></p> <p>Project No. <b>11191119</b></p> <p>Original Size <b>ANSI D</b> Sheet No. <b>C-501</b></p> <p>Scale <b>AS SHOWN</b></p>	
<p>Reuse of Documents</p> <p>This document and the ideas and designs incorporated herein, as an instrument of professional service, is the property of GHD and shall not be reused in whole or in part for any other project without GHD's written authorization. © 2022 GHD</p>				<p>ISSUED FOR CONSTRUCTION</p> <p>NS NS 4/25/2022</p>		<p>No. Issue Drawn Approved Date</p>		<p>Plot Date: 25 April 2022 - 4:07 PM</p> <p>Plotted By: Nathan Sanger</p> <p>Filename: I:\ghd\ng\ghd\US\Eureka\Projects\561119119\Digital_Design\ACAD 2018\Sheets\100 Percent\11191119_COA-Kayak_05-09-G-501-505_STRUCTURAL CONSTRUCTION DETAILS.dwg</p>		<p>Sheet 5 of 13</p>	



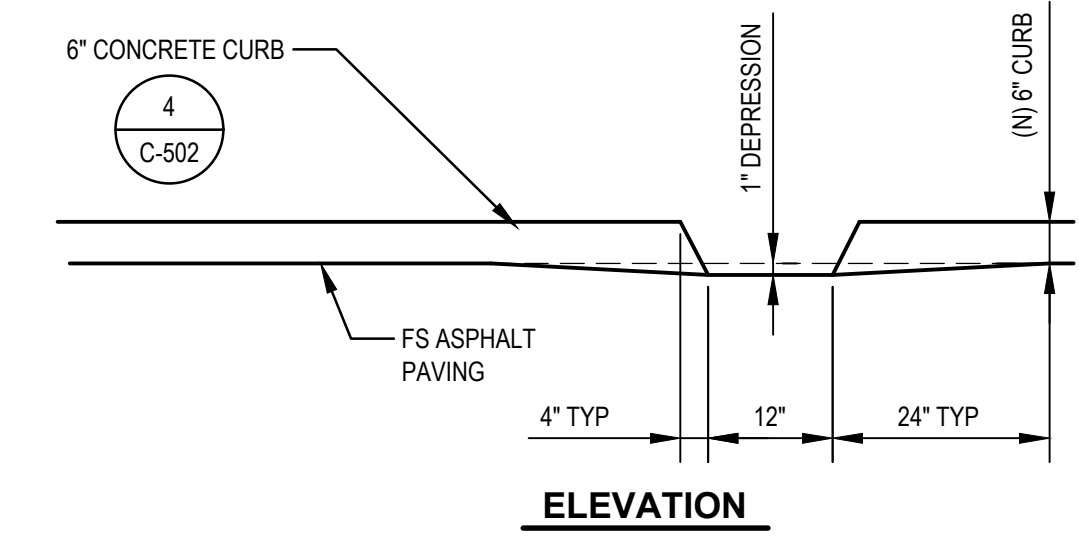
- NOTES:**
1. CONCRETE SURFACE SHALL BE TROWELED SMOOTH & HAIR BROOMED.
  2. PROVIDE A WEAKENED PLANE JOINT OF 2" MIN. DEPTH AND 1/8" MAX. WIDTH IN THE MIDDLE OF THE DRIVEWAY APPROACH AND GUTTER.
  3. DRIVEWAY (INCLUDING WINGS) SHALL BE 6" THICK REINFORCED CONCRETE.
  4. DRILL AND DOWEL #4'S AT 24" O.C. INTO EXISTING CURBS, GUTTERS AND SIDEWALKS.



**1 DROP DRIVEWAY CONSTRUCTION DETAILS**  
SCALE: NTS

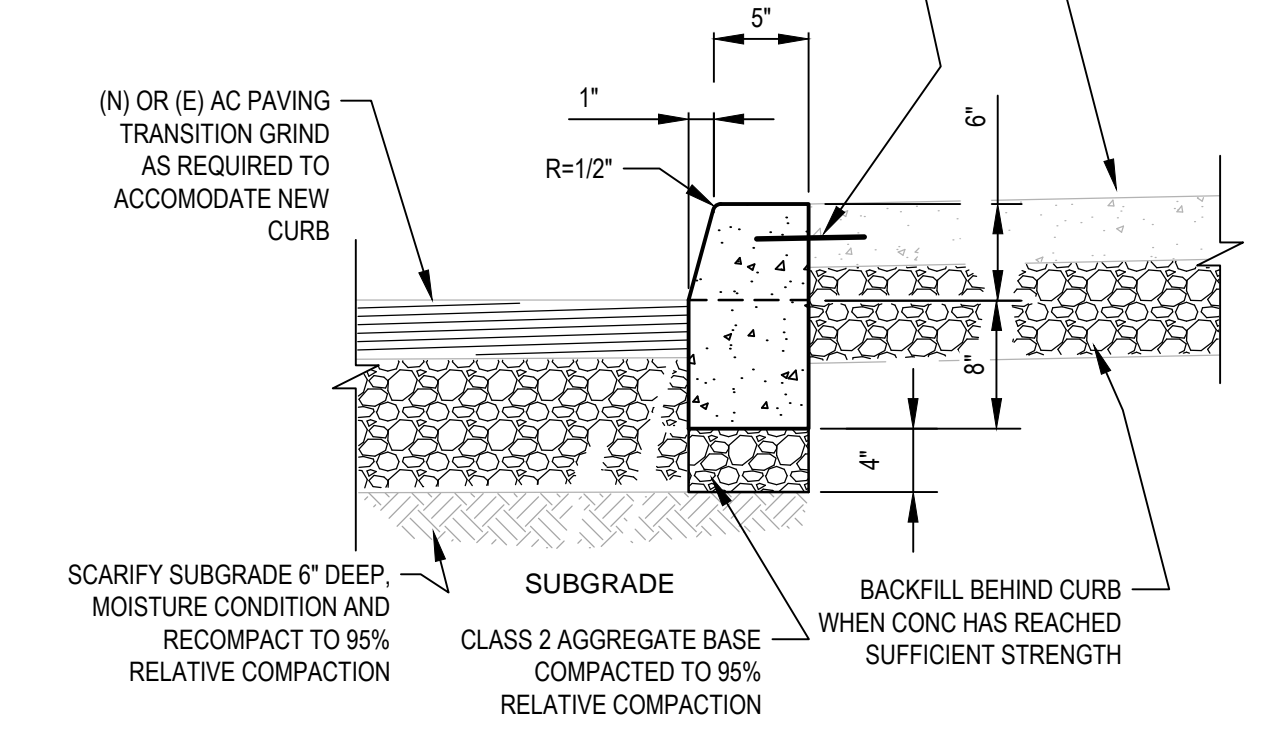


**2 TYPICAL HMA DETAIL**  
SCALE: NTS

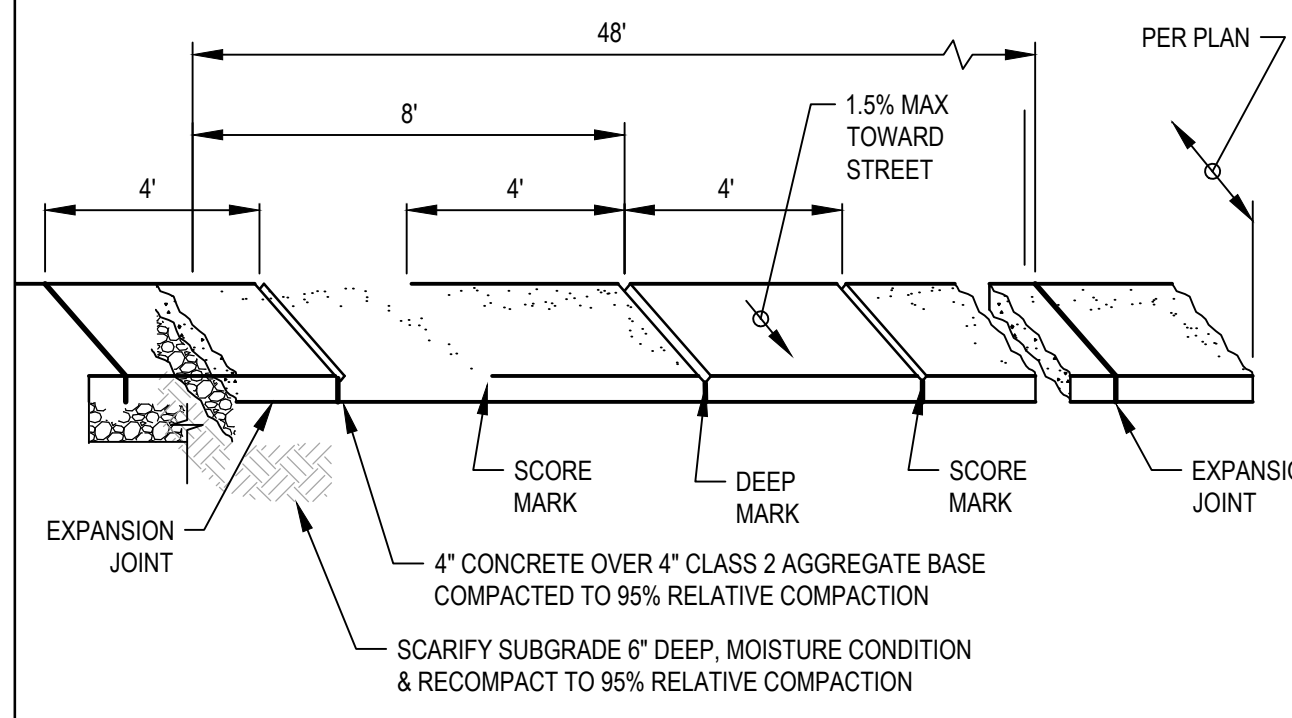


**3 CURB CUT: TYPE A1-6 DETAIL**  
SCALE: NTS

- NOTES:**
1. THE SUBGRADE SOILS BENEATH ALL MISCELLANEOUS CONCRETE FLATWORK SHALL BE SCARIFIED AND MOISTURE CONDITIONED TO WITHIN 2% OF OPTIMUM MOISTURE CONTENT AND COMPACTED TO A MINIMUM OF 95% RELATIVE COMPACTION FOR A MINIMUM DEPTH OF 12 INCHES.
  2. ALL AGGREGATE BASE COURSES SHOULD BE COMPACTED TO A MINIMUM OF 95% RELATIVE COMPACTION.

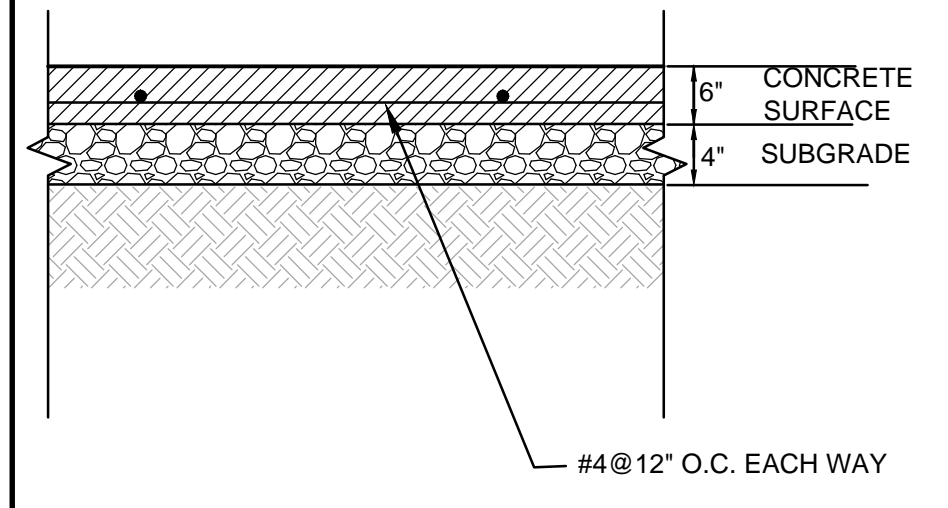


**4 TYPICAL CURB DETAIL - TYPE A1-6**  
SCALE: NTS

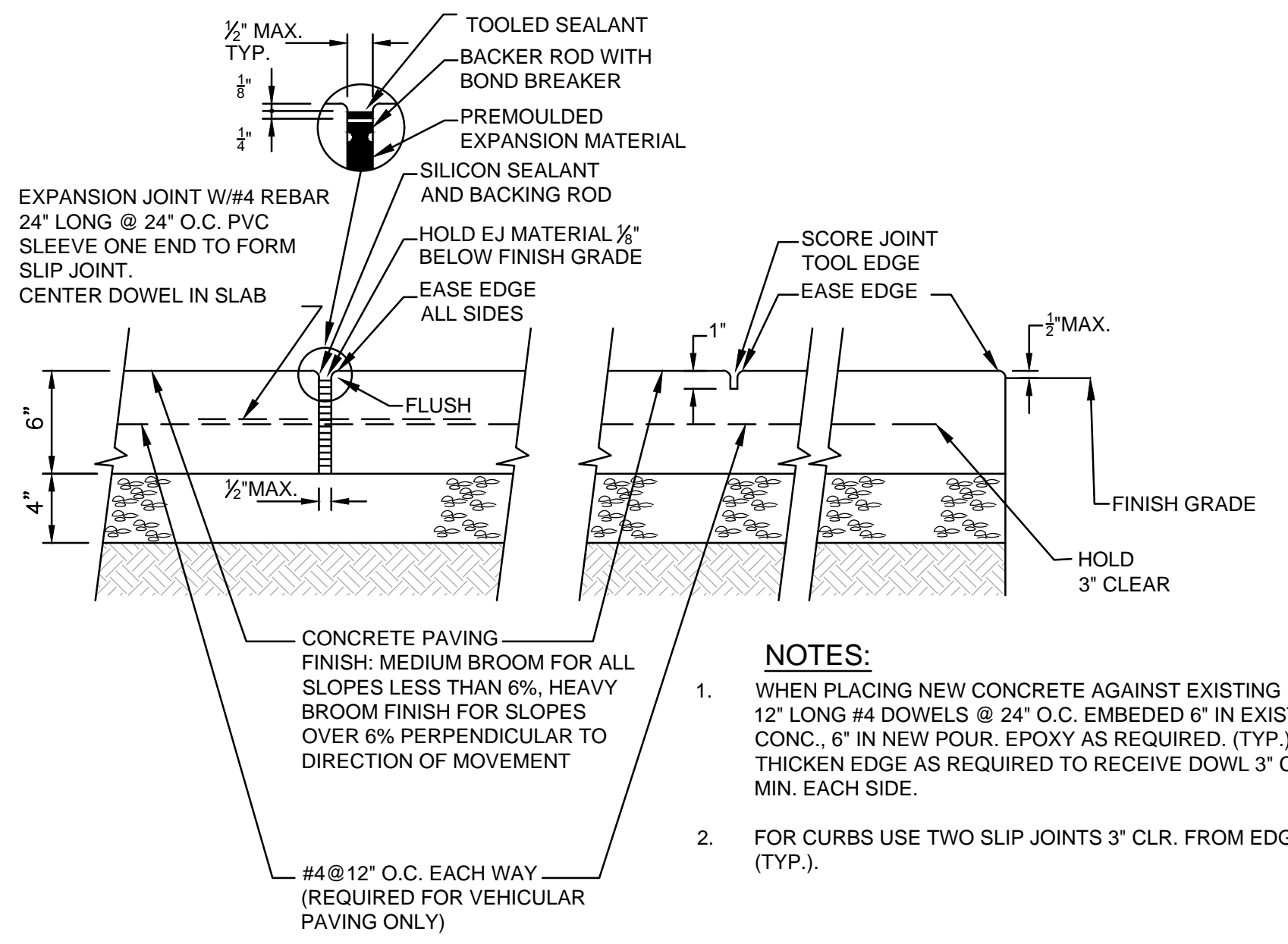


**5 SIDEWALK DETAILS**  
SCALE: NTS

- NOTES:**
1. THE SUBGRADE SOILS BENEATH ALL MISCELLANEOUS CONCRETE FLATWORK SHALL BE SCARIFIED AND MOISTURE CONDITIONED TO WITHIN 2% OF OPTIMUM MOISTURE CONTENT AND COMPACTED TO A MINIMUM OF 95% RELATIVE COMPACTION FOR A MINIMUM DEPTH OF 12 INCHES.
  2. ALL AGGREGATE BASE COURSES SHOULD BE COMPACTED TO A MINIMUM OF 95% RELATIVE COMPACTION.

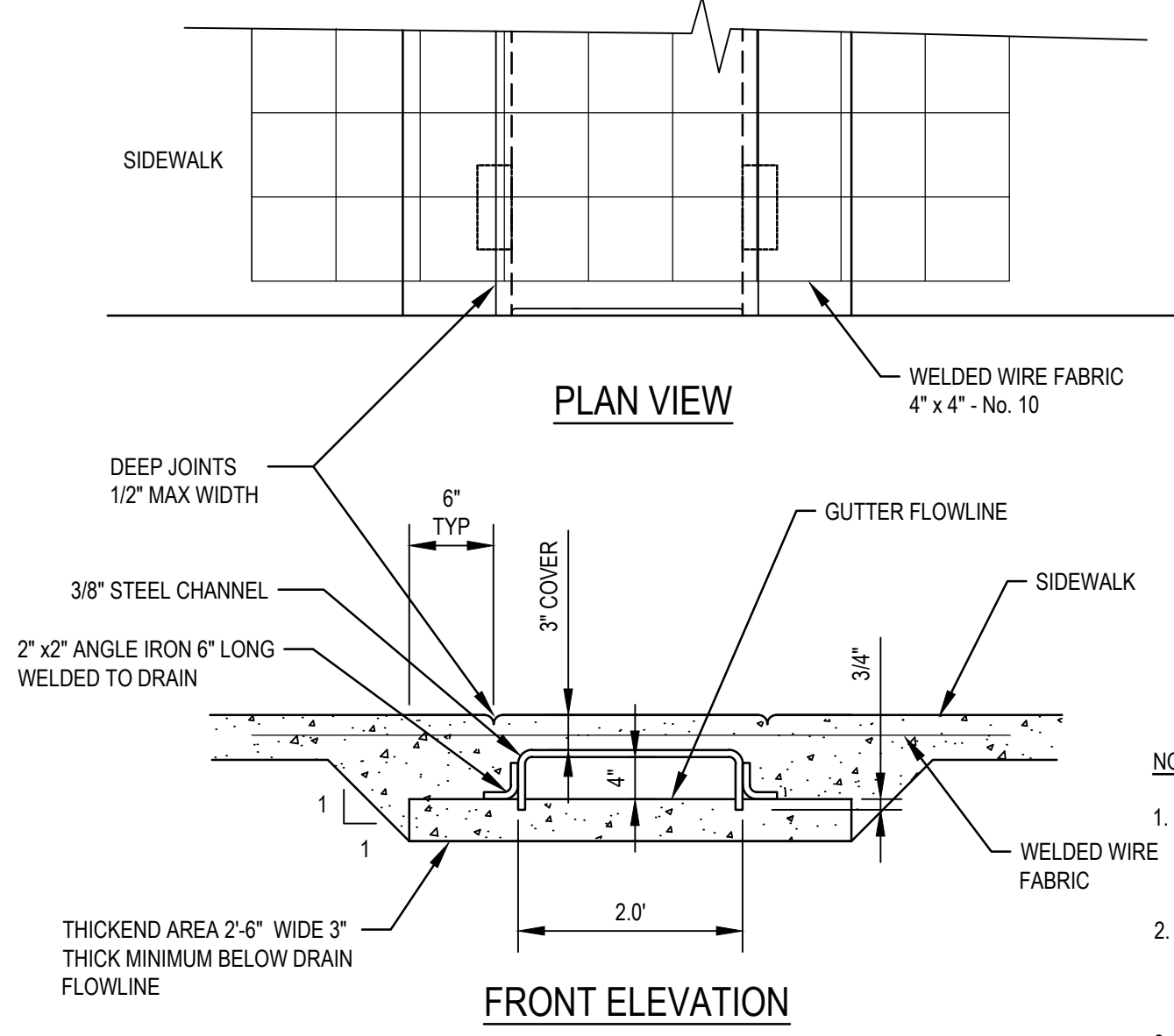


**6 VEHICULAR CONCRETE PAVEMENT DETAILS**  
SCALE: NTS



**FINISHING AND EDGING DETAIL**  
SCALE: NTS

- NOTES:**
1. WHEN PLACING NEW CONCRETE AGAINST EXISTING USE 12" LONG #4 DOWELS @ 24" O.C. EMBEDDED 6" IN EXISTING CONC. 6" IN NEW POUR. EPOXY AS REQUIRED. (TYP.) THICKEN EDGE AS REQUIRED TO RECEIVE DOWL 3" CLR. MIN. EACH SIDE.
  2. FOR CURBS USE TWO SLIP JOINTS 3" CLR. FROM EDGES (TYP.).



**7 SIDEWALK UNDERDRAIN**  
NOT TO SCALE

- NOTES:**
1. BOTTOM OF DRAIN SHALL BE SLOPED AT 1% MIN. TOWARDS THE ROAD GUTTER AND SHALL BE SMOOTHED PRIOR TO SETTING CHANNEL IN WET CONCRETE.
  2. AFTER SETTING CHANNEL, THICKENED AREA WILL BE ALLOWED TO SET UP ENOUGH TO PREVENT FURTHER SINKING OF CHANNEL. A COLD JOINT IS ACCEPTABLE.
  3. WIRE FABRIC SHALL BE 4' LONG (MIN.). WIDTH SHALL EQUAL SIDEWALK WIDTH MINUS 4".
  4. MITER CHANNEL AS NECESSARY TO BE FLUSH WITH CURB FACE.

ISSUED FOR CONSTRUCTION	NS	NS	4/25/2022
No.	Issue	Drawn	Approved

Bar is one inch on original size sheet	0 1"
Reuse of Documents	This document and the ideas and designs incorporated herein, as an instrument of professional service, is the property of GHD and shall not be reused in whole or in part for any other project without GHD's written authorization. © 2022 GHD

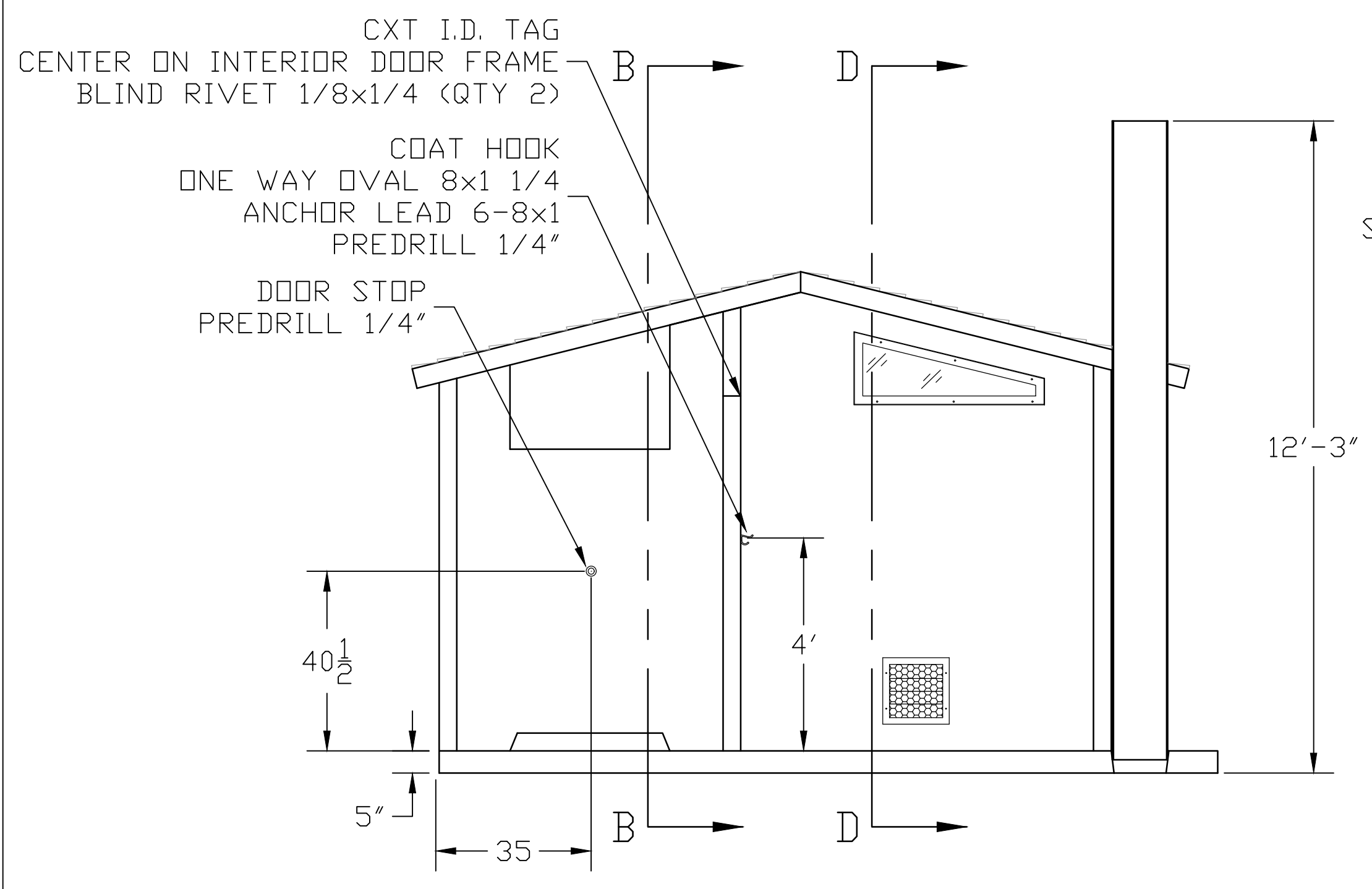
Professional Engineer Seal for Nathan P. Sanger, State of California, No. 4816, Exp. 3/31/22.

GHD Inc. 718 Third Street, Eureka California 95501 USA. T 1 707 443 8326 F 1 707 444 8330 W www.ghd.com

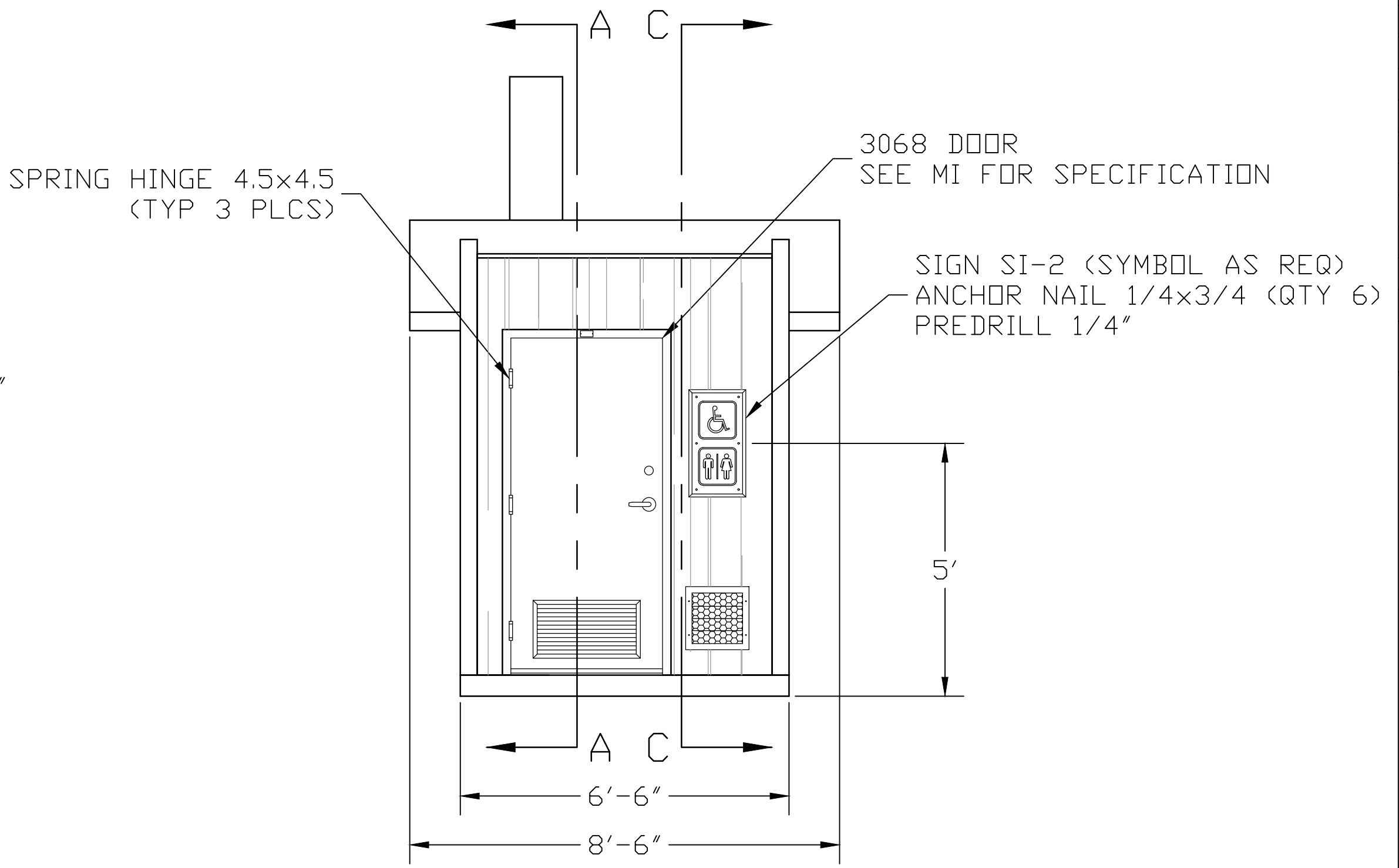
Drawn	N. SANGER	Designer	N. SANGER
Drafting Check	O. GOODE	Design Check	J. WOLF
Project Manager	N. SANGER	Date	04/25/2022
This document shall not be used for construction unless signed and sealed for construction.		Scale	AS SHOWN

Client	CITY OF ARCATA
Project	ARCATA MARSH KAYAK BOAT LAUNCH PROJECT
Title	CONSTRUCTION DETAILS
Project No.	11191119
Original Size	ANSI D
Sheet No.	C-502
Sheet	6 of 13

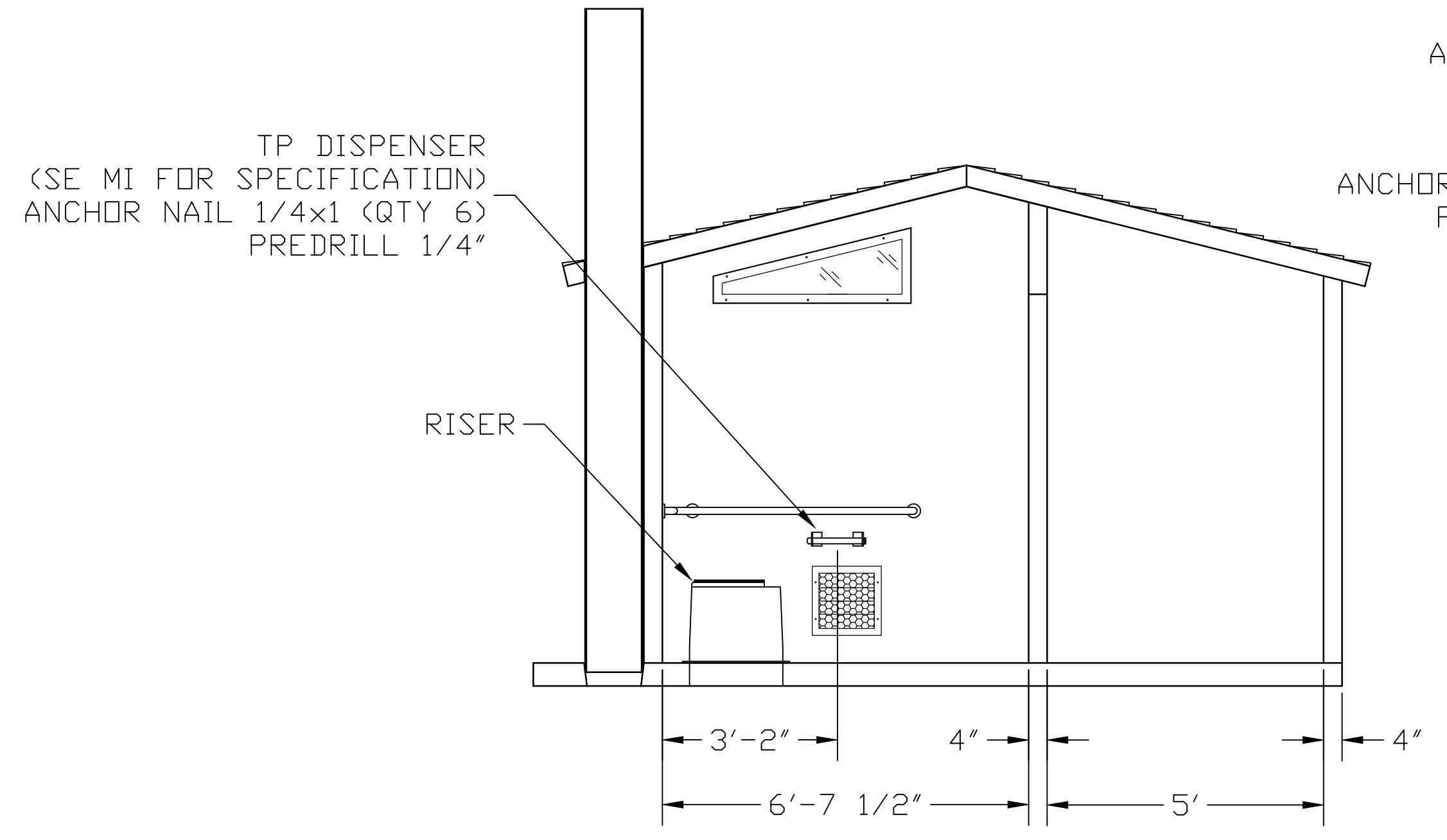




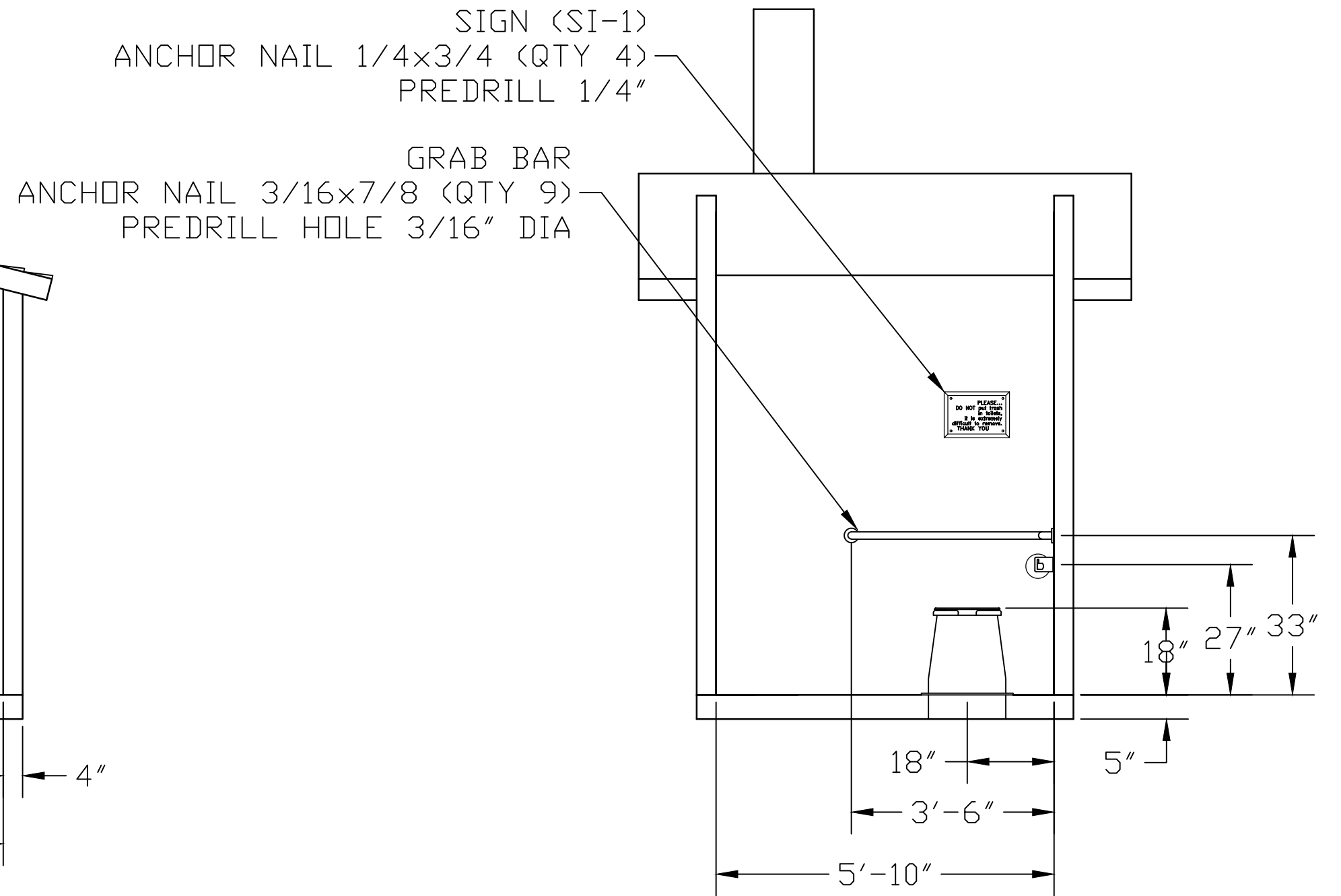
SECTION A - A



SECTION B - B



SECTION C - C



SECTION D - D

EMBEDDED MATERIALS			
ITEM	QTY	ITEM	QTY
RISER	1	ONE WAY OVAL 8x1 1/4	2
GRAB BAR	1	ANCHOR LEAD 6-8x1	2
TP DISPENSER	1	BLIND RIVET 1/8x1/4	2
TOILET PAPER ROLL	2-3	3068 DOOR ASSEMBLY	1
COAT HOOK	1	SPRING HINGE 4.5x4.5	3
DOOR STOP	1		
SI-1	1		
SI-2	1		
CXT I.D. TAG	1		
ANCHOR NAIL 1/4x1	6		
ANCHOR NAIL 1/4x3/4	10		
ANCHOR NAIL 3/16x7/8	9		
CU. FT. CONC.		SQ. FT. W.W.F.	APPROXIMATE WEIGHT



PROJECT TITLE  
**GUNNISON LEFT HAND**  
 CXT STANDARD BUILDING

NOTICE  
 The information contained herein is proprietary and the exclusive property of CXT Incorporated. The information may only be used by the original recipient for the purpose intended. Reproduction or distribution of this information is strictly prohibited without the prior written consent of CXT Incorporated. By allowing use of this information, CXT Incorporated grants no warranty, express or implied, including a warranty of merchantability or of fitness for a particular purpose.

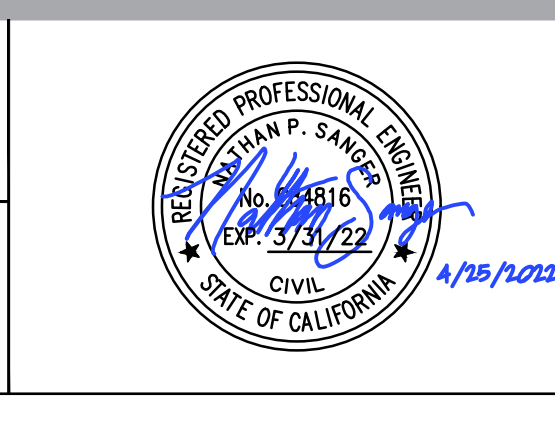
REV.	DESCRIPTION	APPROVAL	DATE
SCALE	1/4"=1'-0"	DATE	03-28-05
DRAWN		FILE NO.	PD-G03
CHECKED		PLOT	48

INTERIOR ELEVATIONS		
DWG NO.	SHEET	REV.
G-03		

No.	Issue	Drawn	Approved	Date
	ISSUED FOR CONSTRUCTION	NS	NS	4/25/2022

Bar is one inch on original size sheet  
 0 1"

Reuse of Documents  
 This document and the ideas and designs incorporated herein, as an instrument of professional service, is the property of GHD and shall not be reused in whole or in part for any other project without GHD's written authorization.  
 © 2022 GHD

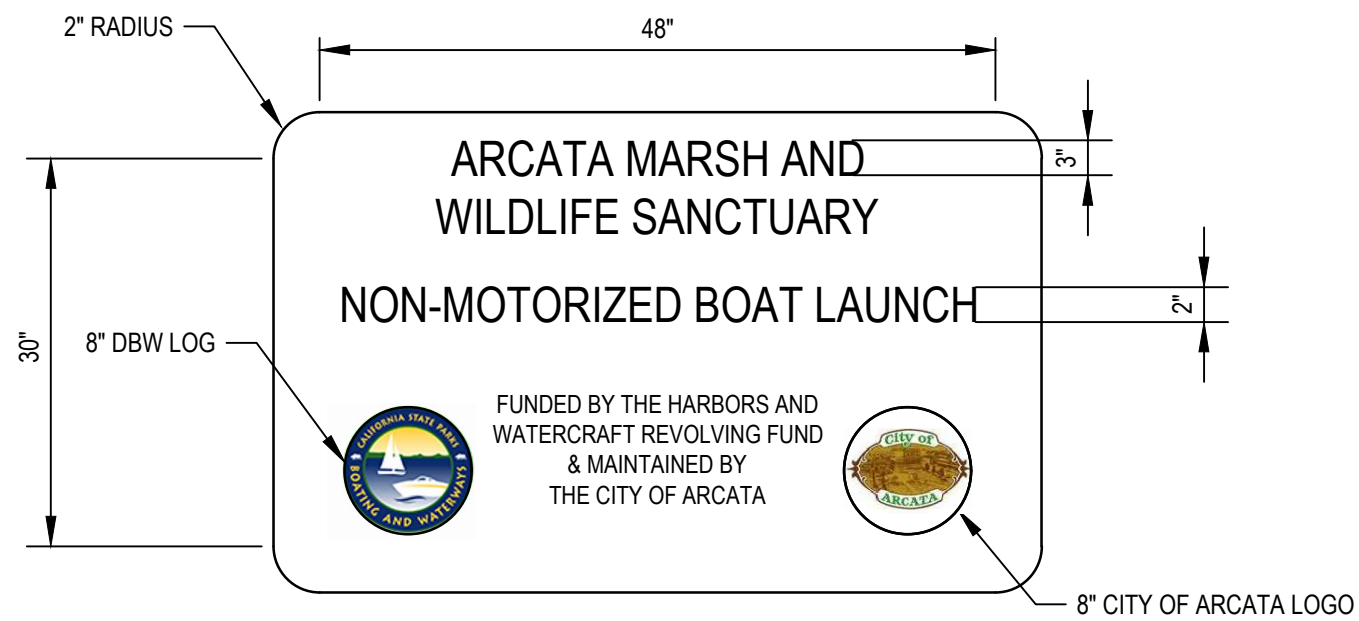


**GHD**  
 GHD Inc.  
 718 Third Street  
 Eureka California 95501 USA  
 T 1 707 443 8326 F 1 707 444 8330 W www.ghd.com

Drawn	N. SANGER	Designer	N. SANGER
Drafting Check	O. GOODE	Design Check	J. WOLF
Project Manager	N. SANGER	Date	04/25/2022
This document shall not be used for construction unless signed and sealed for construction.		Scale	AS SHOWN

Client	CITY OF ARCATA
Project	ARCATA MARSH KAYAK BOAT LAUNCH PROJECT
Title	CONSTRUCTION DETAILS
Project No.	11191119
Original Size	ANSI D
Sheet No.	C-504
Sheet	8 of 13





**SIGN NOTES:**

- SIGN AND FOOTING DETAILS SHOWN IN THIS SHEET ARE FOR THE SIGN MANUFACTURER'S USE ONLY. SIGN MANUFACTURER SHALL PRODUCE SIGN AND FOOTING AS SHOWN IN THIS SHEET.
- SIGN MANUFACTURER SHALL DELIVER SIGN WITH FOOTING ON THE PROJECT SITE. CONTRACTOR SHALL BE RESPONSIBLE FOR OFFLOADING THE SIGN AND FOOTING.
- CITY OF ARCATA SHALL APPROVE THE SIGN AND FOOTING COLOR, LETTERING AND FINISH PRIOR TO THE SIGN INSTALLATION.
- SIGN MANUFACTURER SHALL PROVIDE SHOP DRAWINGS FOR APPROVAL.
- THERE SHALL BE NO EXPOSED LIFTING POINT AND NO EXPOSED GROUT. NO GROUT SHALL BE ALLOWED AFTER SIGN AND FOOTING INSTALLATION, IN ANY HOLES OR LIFTING POINTS.
- FOOTING SHALL NOT BE ACCEPTED IF ANY EXPOSED LIFTING POINTS OR HOLES FOUND IN THE PRECAST CONCRETE FOOTING.

**CONCRETE SIGN NOTES:**

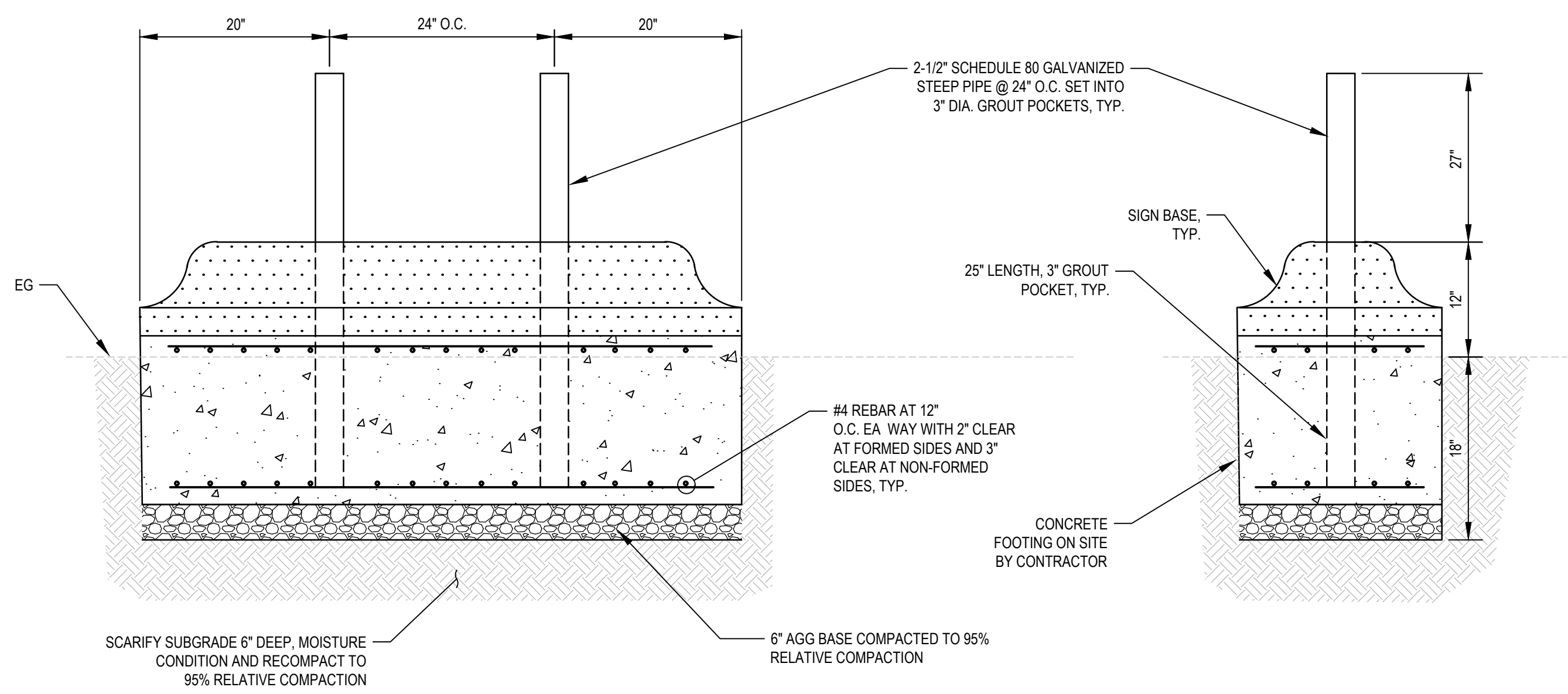
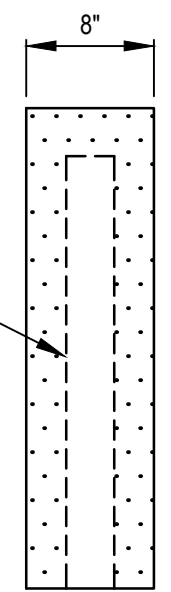
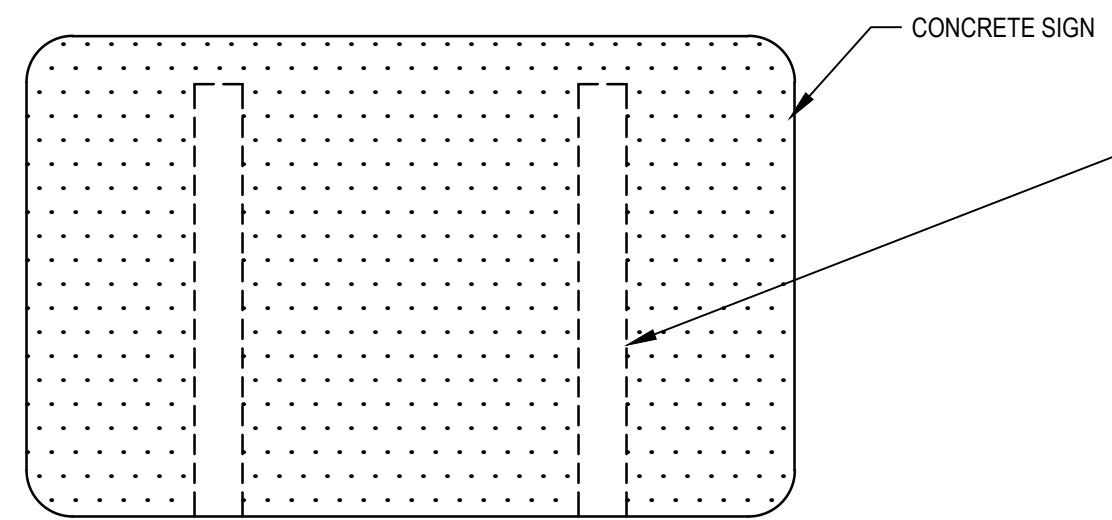
- CONCRETE PROJECT SIGN TO BE OUTDOOR CREATIONS, INC. PRECAST CONCRETE (SIGN # 703, MODIFIED) OR APPROVED EQUAL, WITH RECESSED AND PAINTED BORDER, LETTERING, AND LOGO. SIGN BASE SHALL BE AS SHOWN IN THIS SHEET.
- TWO (2) MULTICOLOR LOGOS ARE APPROXIMATELY 8" WITH VARYING SHAPE. THE CITY ENGINEER SHALL FURNISH TEMPLATES FROM WHICH THE MANUFACTURER WILL DEVELOP MOLDS AND INCORPORATE INTO A MONOLITHIC CONCRETE SIGN.
- SIGN SHALL BE SINGLE SIDED.
- SIGN SHALL NOT BE ACCEPTED IN CASE OF ANY DAMAGE ON SIGN PANEL OR SIGN FOOTING.
- MANUFACTURER SHALL DELIVER SIGN AND FOOTING WITH EPOXY, SCHEDULE 80 GALVANIZED PIPES, NECESSARY INTALLATION KIT AND SIGN INSTALLATION INSTRUCTIONS. SIGN WITH FOOTING SHALL BE INSTALLED BY THE CONTRACTOR.
- MANUFACTURER SHALL MATCH THE COLOR ON THE CITY'S LOGO FOR THE LETTERING AND BORDER TRIM.

**LETTERING SCHEDULE:**

NAME OF FACILITY: 3" CLARENDON MEDIUM UPPER AND LOWER CASE  
 TYPE OF FACILITY: 2" HELVETICA MEDIUM UPPER CASE ONLY  
 ACKNOWLEDGEMENTS: 1" HELVETICA MEDIUM UPPER CASE ONLY

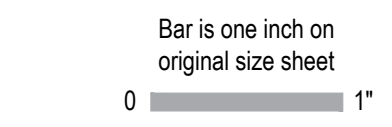
**COLOR SCHEDULE**

SIGN PANEL: TAN  
 SIGN FOOTING BASE: TAN  
 LETTERING: WHITE  
 LOGOS (2): MULTICOLOR



**1 DEPARTMENT OF BOATING AND WATERWAYS CREDIT SIGN**  
 C-506 SCALE: NTS

ISSUED FOR CONSTRUCTION	NS	NS	4/25/2022
No.	Issue	Drawn	Approved
			Date



Reuse of Documents  
 This document and the ideas and designs incorporated herein, as an instrument of professional service, is the property of GHD and shall not be reused in whole or in part for any other project without GHD's written authorization.  
 © 2022 GHD



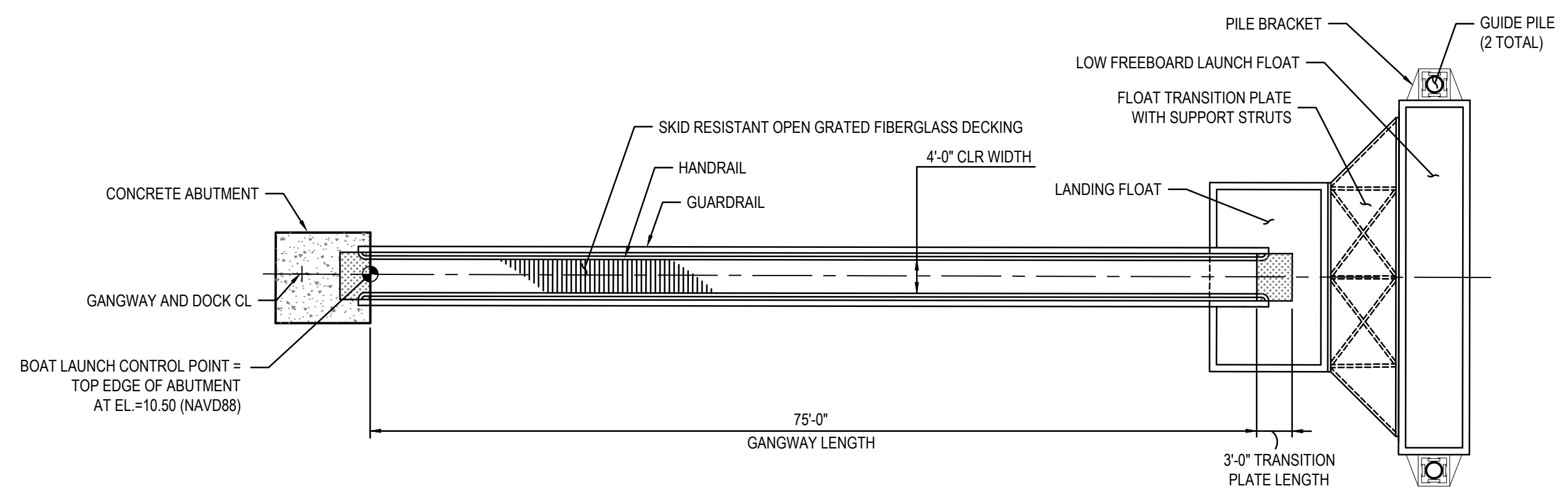
**GHD**  
 GHD Inc.  
 718 Third Street  
 Eureka California 95501 USA  
 T 1 707 443 8326 F 1 707 444 8330 W www.ghd.com

Drawn	N. SANGER	Designer	N. SANGER
Drafting Check	O. GOODE	Design Check	B. SHERWOOD
Project Manager	N. SANGER	Date	04/25/2022
		Scale	AS SHOWN

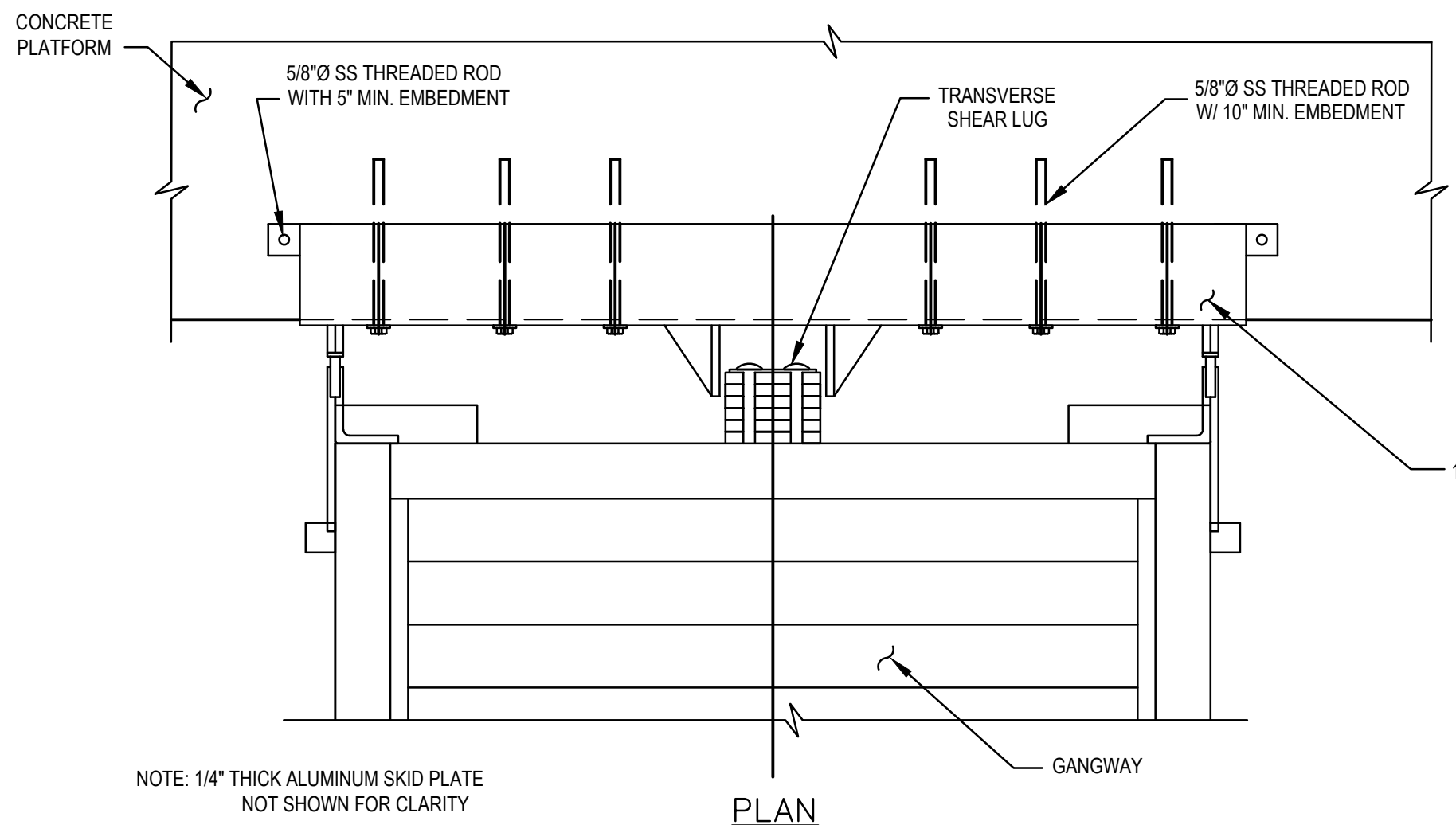
Client	CITY OF ARCATA		
Project	ARCATA MARSH KAYAK BOAT LAUNCH PROJECT		
Title	CONSTRUCTION DETAILS		
Project No.	11191119		
Original Size	ANSI D	Sheet No.	C-506
			Sheet 10 of 13



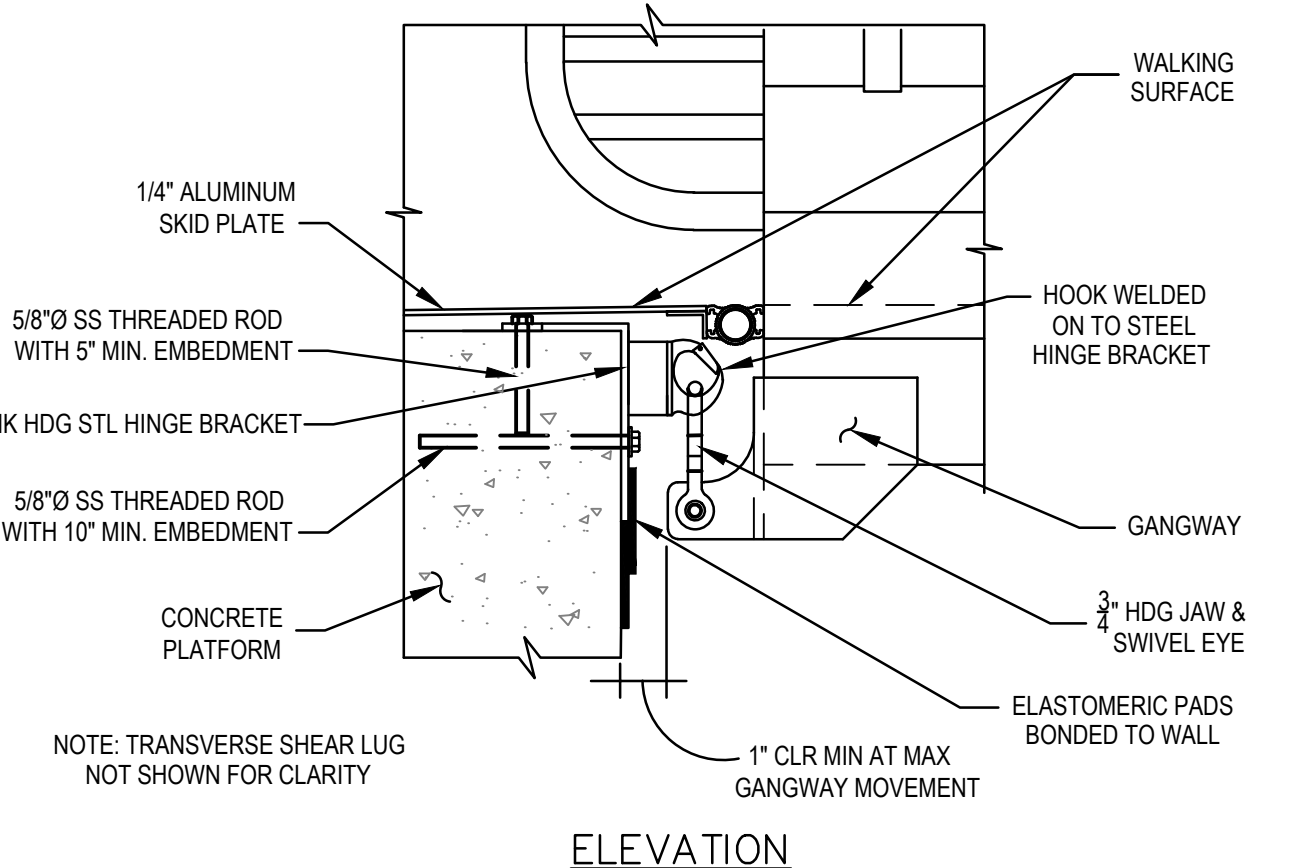




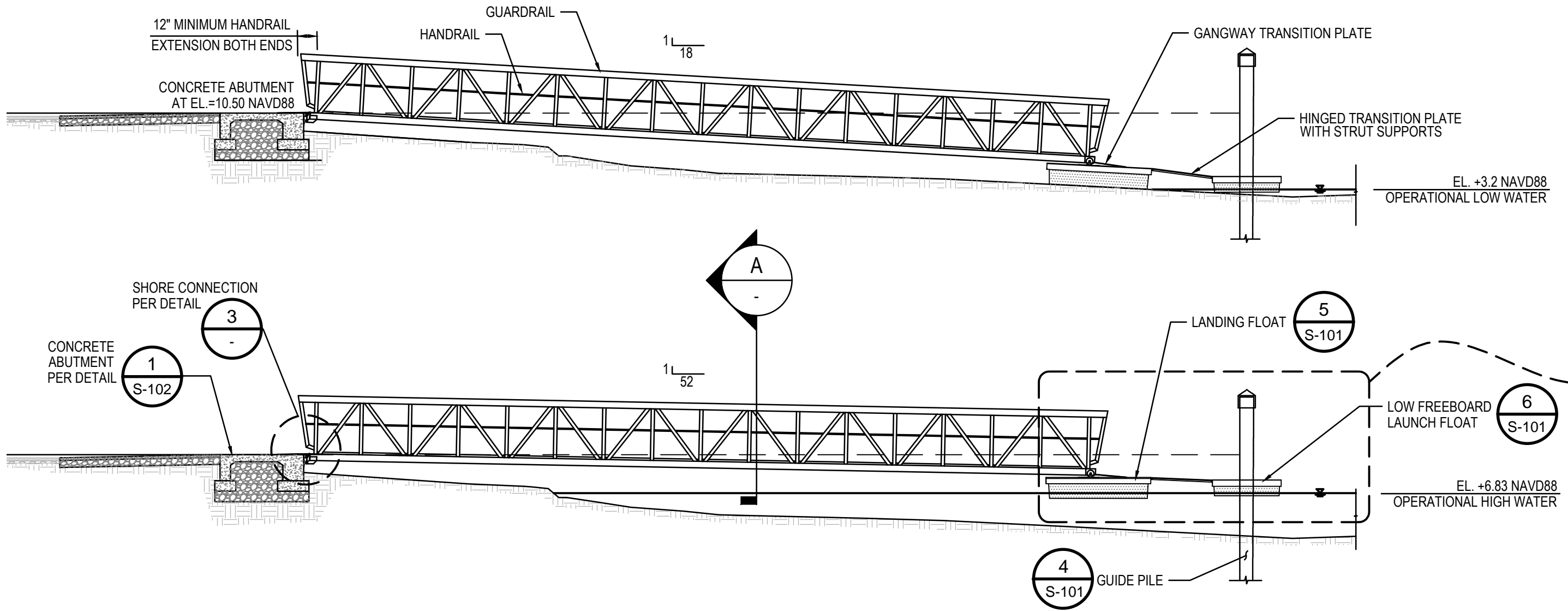
**1 GANGWAY - PLAN VIEW**  
SCALE: 1" = 10'



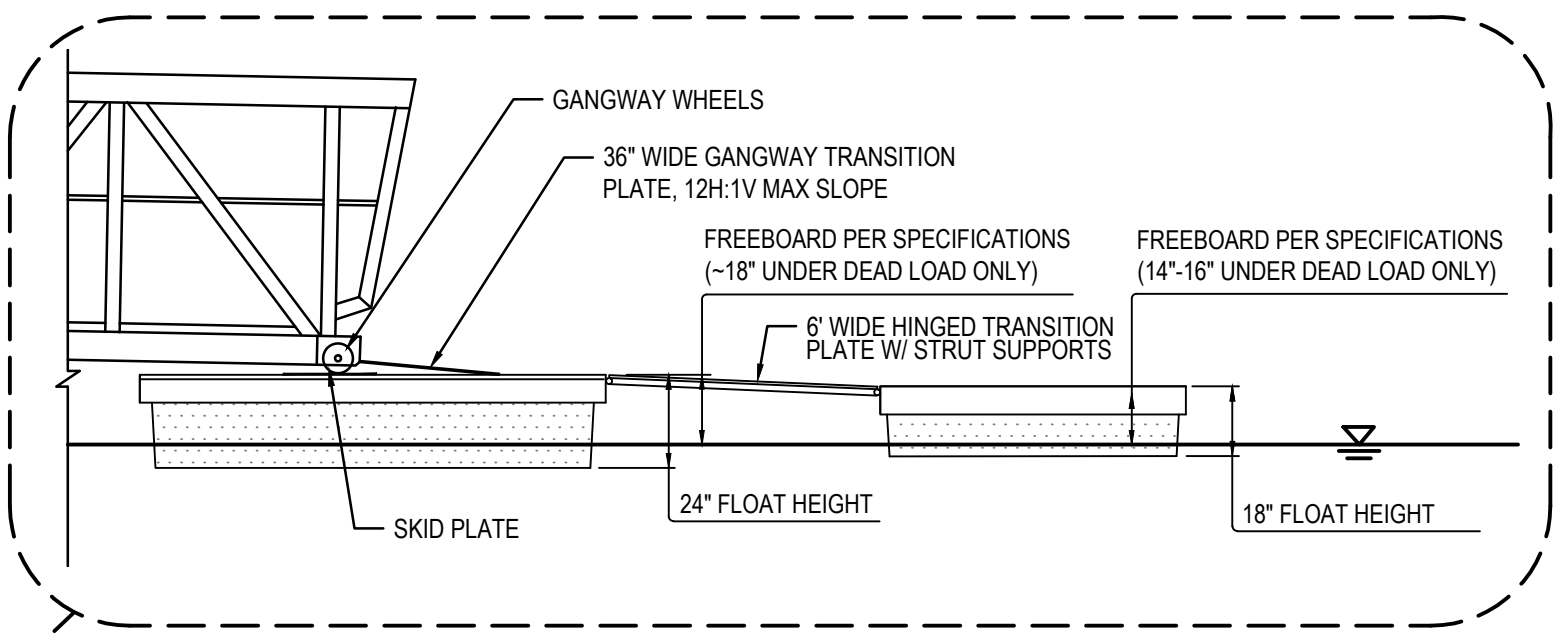
**3 SHORE CONNECTION DETAIL**  
NTS



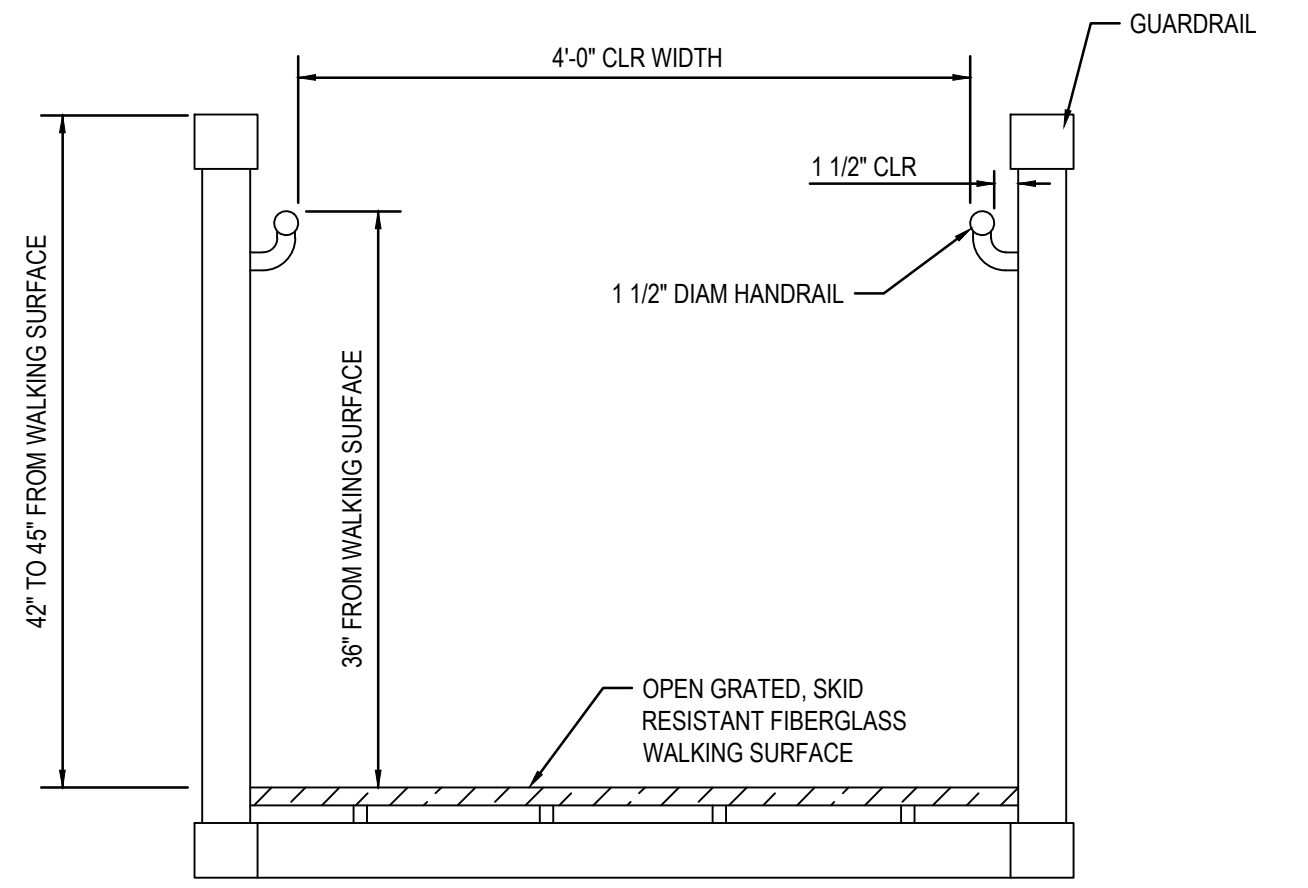
**ELEVATION**



**2 GANGWAY ELEVATIONS**  
SCALE: 1" = 10'



**4 FLOAT TRANSITION DETAIL**  
NTS



**A GANGWAY SECTION**  
SCALE: 1" = 1'

**GANGWAY NOTES:**

- GANGWAY AND ABUTMENT CONNECTION SHALL BE DESIGNED BY CONTRACTOR, WITH CALCULATIONS AND SHOP DRAWINGS PREPARED BY A PROFESSIONAL ENGINEER LICENCED IN THE STATE OF CALIFORNIA, FOR REVIEW BY THE CITY OF ARCATA.
- GANGWAY SHALL BE CONSTRUCTED FROM 6061-T6 ALUMINUM AND DIRECT CONTACT OF DISSIMILAR MATERIALS SHALL NOT BE PERMITTED.
- OPENINGS IN GUARDRAIL SHALL NOT PERMIT THE PASSAGE OF A 4-INCH DIAMETER SPHERE... SIDERAIL PICKETS NOT SHOWN IN THE PROFILE VIEW DRAWINGS FOR CLARITY.
- GANGWAY AND TRANSITION PLATES SHALL BE DESIGNED TO SUSTAIN A 100 PSF UNIFORM LIVE LOAD WITHIN L/240 DEFLECTION. LIVE LOAD TRANSFERRED TO FLOATING DOCK SHALL BE BASED ON A 50 PSF UNIFORM LIVE LOAD.
- GUARDRAIL SHALL BE DESIGNED TO SUSTAIN A 50 POUND PER LINEAR FOOT LOAD APPLIED HORIZONTALLY ALONG THE CENTERLINE OF TOP RAIL, AND A 200 POUND POINT LOAD APPLIED VERTICALLY AT ANY POINT ALONG THE LENGTH OF ANY POINT ALONG THE LENGTH OF ANY HORIZONTAL GUARDRAIL, INCLUDING THE TOP RAIL, HANDRAIL, AND ANY MID-RAILS.
- GANGWAY AND TRANSITION PLATE WALKING SURFACES MUST HAVE A DURABLE, NON-SKID SURFACE TO PROVIDE TRACTION, ESPECIALLY WHEN WET.
- GANGWAY WALKING SURFACE AND ABUTMENT CONNECTION SHALL NOT CREATE A TRIPPING HAZARD FOR PEDESTRIANS, AND SHALL MAINTAIN A MAXIMUM CHANGE OF 1/2 INCH, WITH CHANGES OF LEVEL EXCEEDING 1/4 INCH BE BEVELED.
- THE GANGWAY WHEELS AT THE TRANSITION PLATE SHALL BE SIZED APPROPRIATELY TO ENSURE THAT THE TRANSITION PLATE RISE DOES NOT EXCEED 6\".
- PILE YOKES SHALL BE DESIGNED TO PROVIDE ENOUGH CLEARANCE TO ALLOW THE LANDING FLOAT TO MOVE FREELY IN THE VERTICAL DIRECTION, AND NOT BIND AND HANG CROOKED ON THE PILE DURING LOW TIDE CONDITIONS.

ISSUED FOR CONSTRUCTION	NS	NS	4/25/2022
No.	Issue	Drawn	Approved
			Date

Bar is one inch on original size sheet  
0 1"

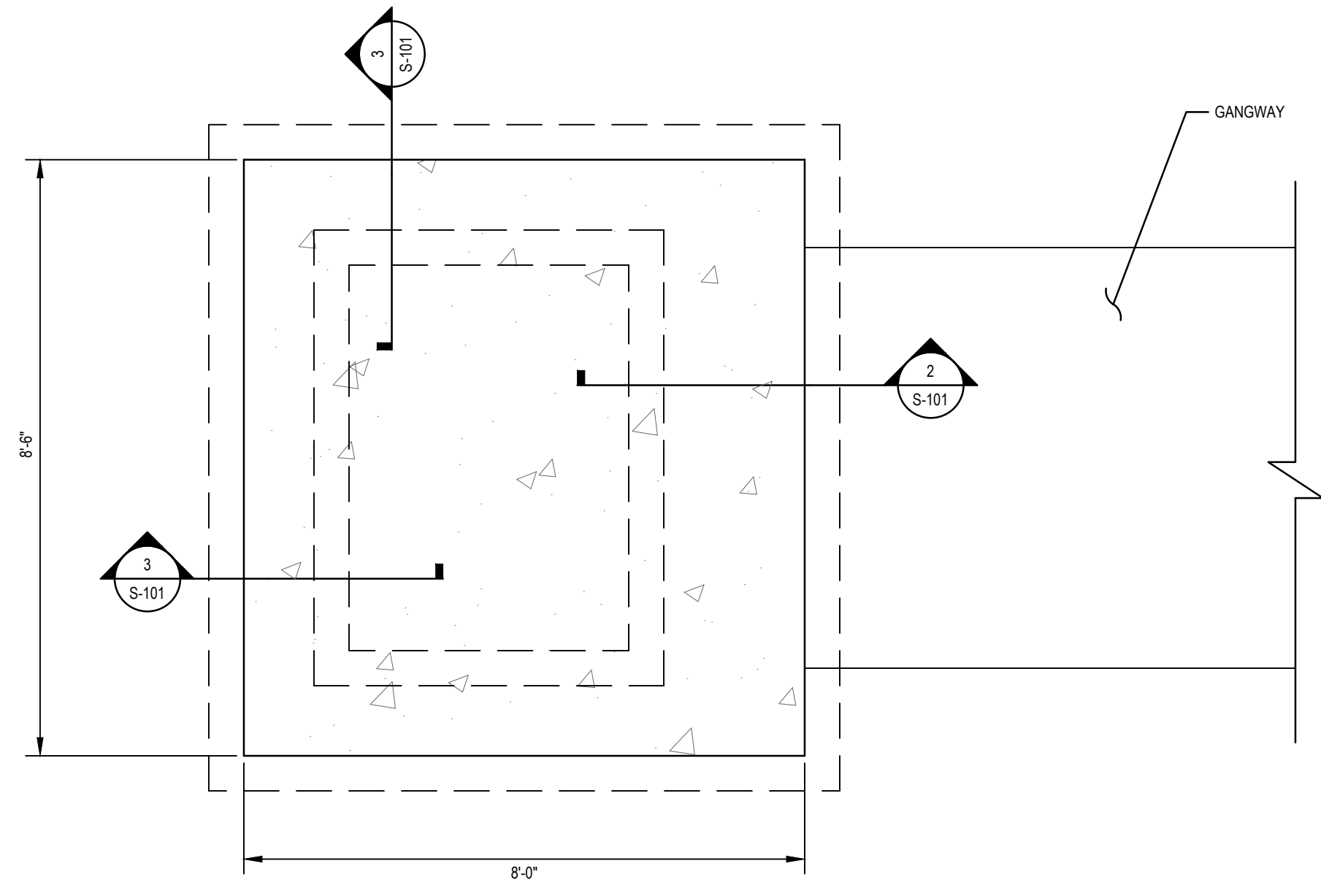
Reuse of Documents  
This document and the ideas and designs incorporated herein, as an instrument of professional service, is the property of GHD and shall not be reused in whole or in part for any other project without GHD's written authorization.  
© 2022 GHD



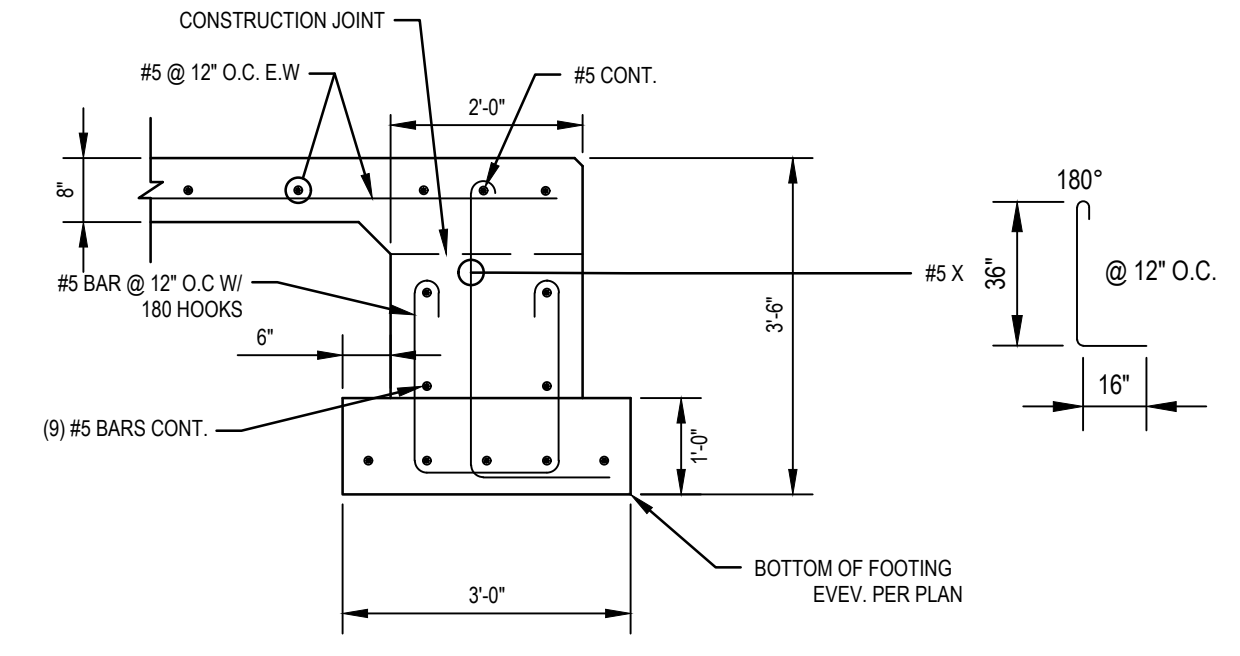
**GHD**  
GHD Inc.  
718 Third Street  
Eureka California 95501 USA  
T 1 707 443 8326 F 1 707 444 8330 W www.ghd.com

Drawn	N. TORTORA	Designer	N. SANGER
Drafting Check	R. SHERWOOD	Design Check	B. SHERWOOD
Project Manager	N. SANGER	Date	04/25/2022
This document shall not be used for construction unless signed and sealed for construction.		Scale	AS SHOWN

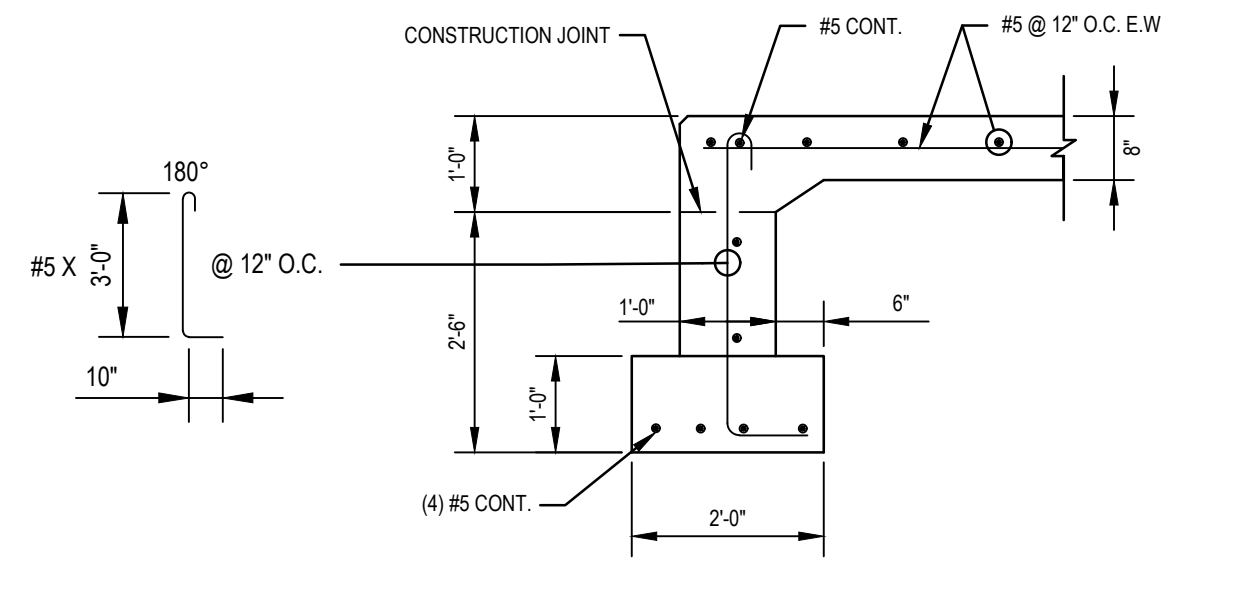
Client	CITY OF ARCATA		
Project	ARCATA MARSH KAYAK BOAT LAUNCH PROJECT		
Title	GANGWAY DETAILS		
Project No.	11191119		
Original Size	ANSI D	Sheet No.	S-100
Scale	AS SHOWN		
Sheet	12 of 13		



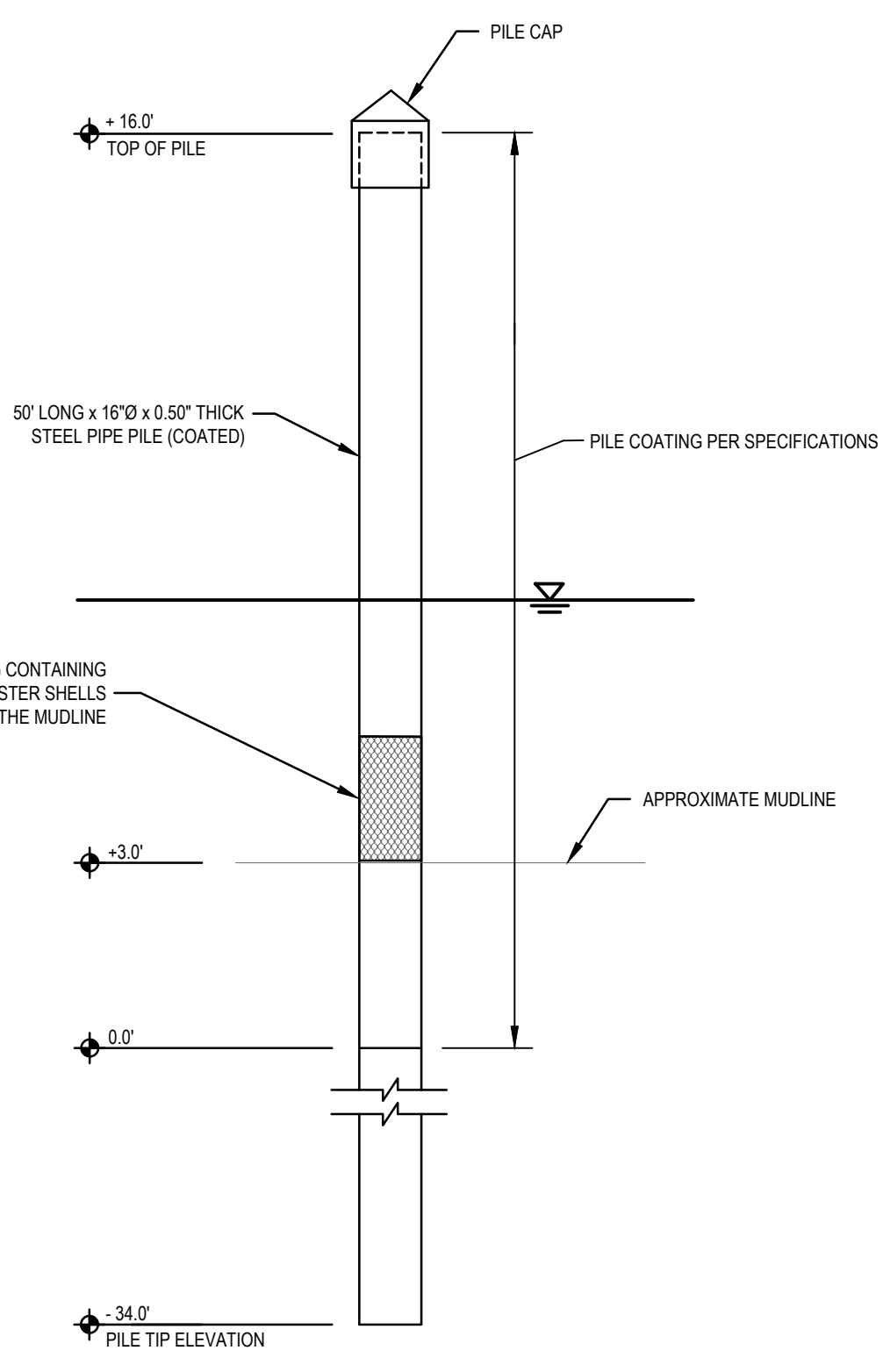
**1 CONCRETE ABUTMENT DETAILS**  
SCALE: NTS



**2 FOOTING SECTION AT GANGWAY**  
SCALE: NTS



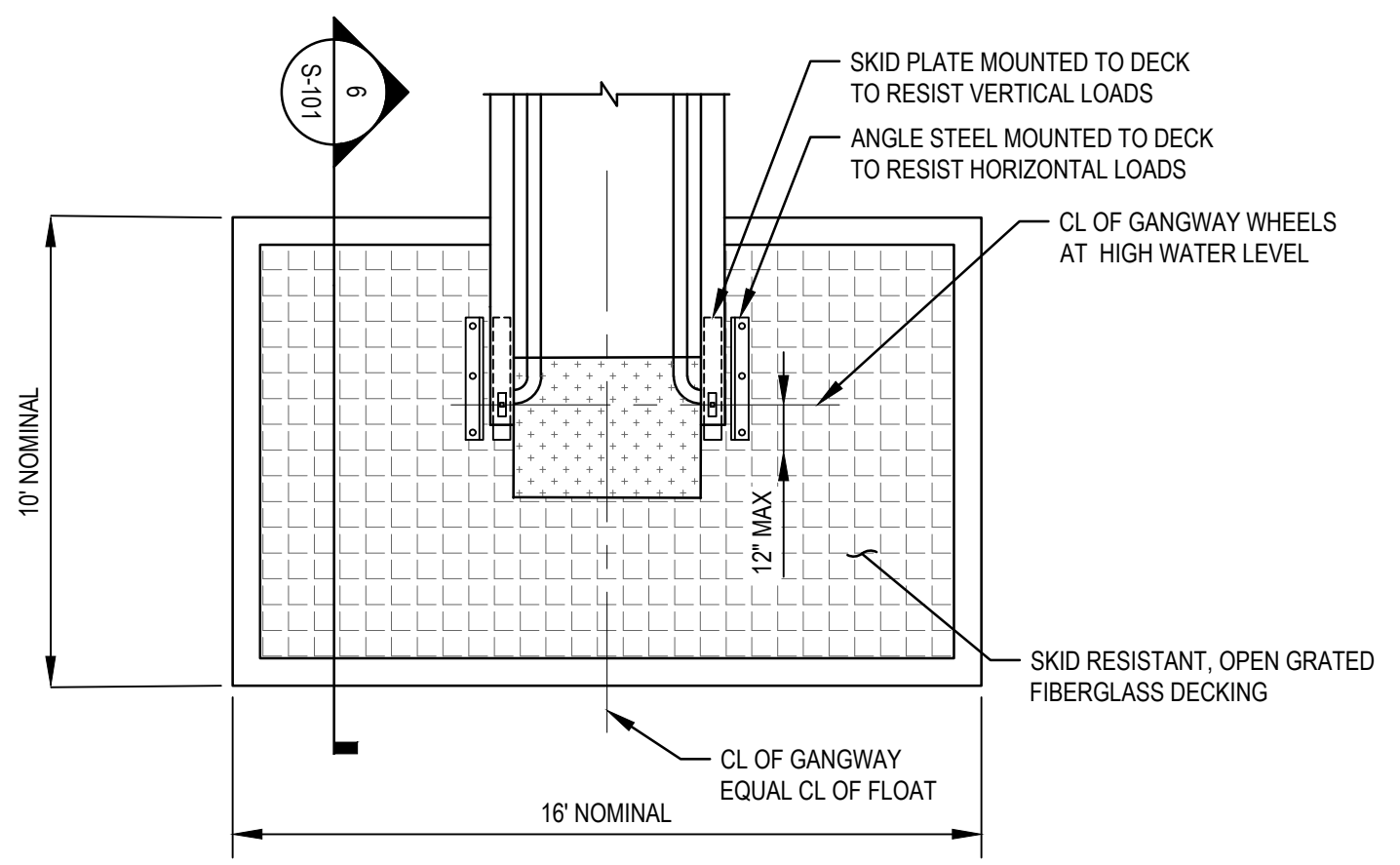
**3 FOOTING SECTION**  
SCALE: NTS



**4 STEEL PILE DETAILS**  
SCALE: NTS

**LANDING FLOAT NOTES:**

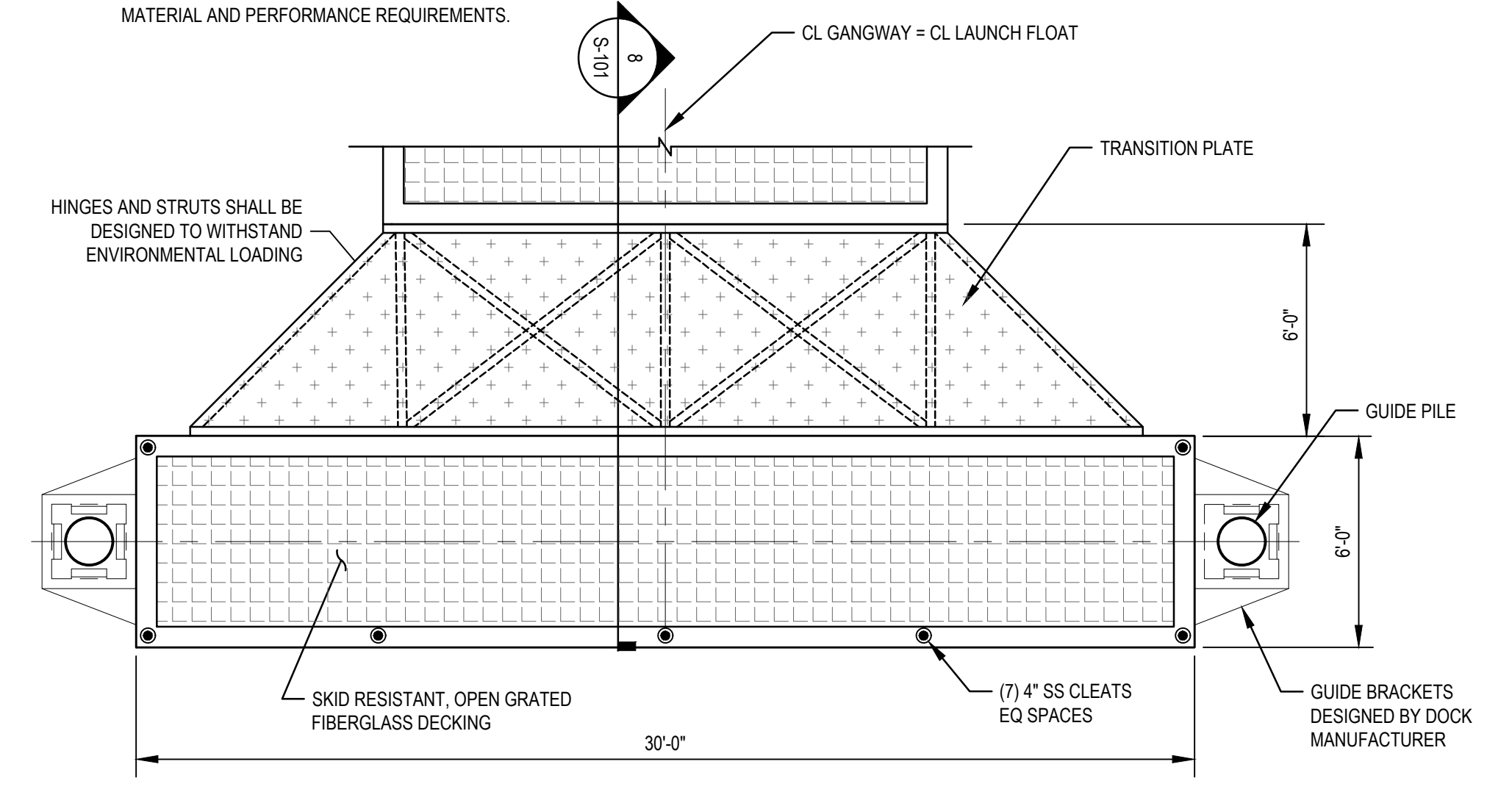
- SEE SPECIFICATIONS FOR LOADING, FREEBOARD, MATERIAL, AND PERFORMANCE REQUIREMENTS.
- LANDING FLOAT SHALL TRANSFER ALL VERTICAL & HORIZONTAL DESIGN FORCES, CAUSED BY GANGWAY & LAUNCH FLOAT, TO RESISTING ELEMENTS.



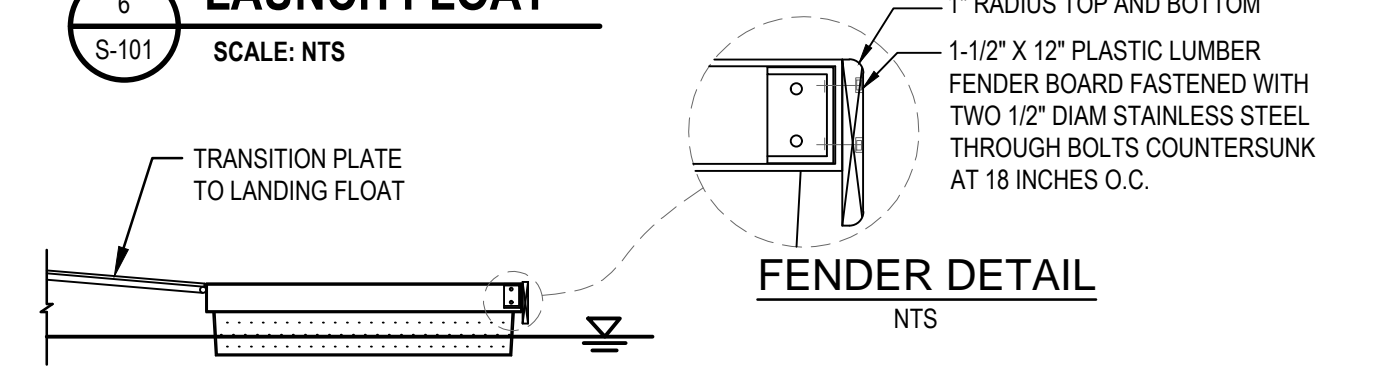
**5 GANGWAY LANDING FLOAT**  
SCALE: NTS

**LAUNCH FLOAT NOTES:**

- SEE SPECIFICATIONS FOR LOADING, FREEBOARD, MATERIAL AND PERFORMANCE REQUIREMENTS.



**6 LAUNCH FLOAT**  
SCALE: NTS



**7 LAUNCH FLOAT SECTION**  
SCALE: NTS

ISSUED FOR CONSTRUCTION	NS	NS	4/25/2022
No.	Issue	Drawn	Approved
			Date

Bar is one inch on original size sheet  
0 1"



**GHD**  
GHD Inc.  
718 Third Street  
Eureka California 95501 USA  
T 1 707 443 8326 F 1 707 444 8330 W www.ghd.com

Drawn	N. TORTORA	Designer	N. SANGER
Drafting Check	B. SHERWOOD	Design Check	C. LEWIS
Project Manager	N. SANGER	Date	04/25/2022
This document shall not be used for construction unless signed and sealed for construction.		Scale	AS SHOWN

Client	CITY OF ARCATA
Project	ARCATA MARSH KAYAK BOAT LAUNCH PROJECT
Title	STRUCTURAL AND FLOAT DETAILS
Project No.	11191119
Original Size	ANSI D
Sheet No.	S-101
Sheet	13 of 13



# STAFF REPORT – CITY COUNCIL MEETING

March 15, 2023

**TO:** Honorable Mayor and City Council Members

**FROM:** Danette Demello, Assistant City Manager

**PREPARER:** Danette Demello, Assistant City Manager

**DATE:** March 07, 2023

**TITLE:** **Adopt Resolution No. 223-43, A Resolution of the City Council of the City of Arcata Amending the Class and Pay Resolution—Management, Mid-Management, Confidential & Appointed Employees [to Correct a Typographical Error to Salary Range C177, Step 2].**

## RECOMMENDATION:

It is recommended that the Council adopt Adopt Resolution No. 223-43, A Resolution of the City Council of the City of Arcata Amending the Class and Pay Resolution—Management, Mid-Management, Confidential & Appointed Employees [to correct a typographical error to Salary Range C177, Step 2].

## INTRODUCTION:

While the City’s Personnel Rules and Regulations (PR&Rs) grant authority to the City Manager to adopt changes to the City’s Classification Plan (i.e., job descriptions); Chapter IV, Section 2, of the PR&Rs require amendments or revisions to the Compensation Plan be adopted by resolution of the City Council.

## BACKGROUND/DISCUSSION:

CalPERS and the City’s Auditors consider the official salary of a position to be that which is on a publicly adopted salary schedule. When the Auditors are conducting the annual audit they will pull a sample of employee files to check that the Personnel Action Form assigning an employee’s pay matches that of the adopted Salary Resolution. Similarly, when an employee retires from the City, CalPERS may require copies of adopted Salary Resolutions to confirm pay reported for the employee is the same as the publicly adopted Salary Resolution.

For this particular situation, the salary for Step 2 of Salary Grade C177 should be represented on \$56,520.84 per year, rather than the currently approved salary of \$56,250.84. The pay is correct in the City’s payroll system but had been transposed on the publicly adopted Salary Resolution. The Resolution before you corrects that typo.

## BUDGET/FISCAL IMPACT:

No budget impact with this action.

**ATTACHMENTS:**

A. Resolution No. 223-43 (PDF)

**RESOLUTION NO. 223-43**  
**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. 223-38*

**Section 1.**

**Effective 06/25/2022**

*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	\$ 56,520.84	\$ 59,346.87	\$ 62,314.23	\$ 65,429.94	\$ 67,065.69
		Bi-Weekly	\$ 2,070.36	\$ 2,173.88	\$ 2,282.57	\$ 2,396.70	\$ 2,516.54	\$ 2,579.45
		Hourly	\$ 25.88	\$ 27.17	\$ 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	\$ 40.42
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

Attachment: A. Resolution No. 223-43 (4136 : Adopt Reso 223-43 Mgt/Conf Class&Pay (correct type to

**Classification**

**Salary Grade**

**Salary Steps**

**2.8.D.a**

Classification	Salary Grade	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	\$ 65.38

Attachment: A. Resolution No. 223-43 (4136 : Adopt Reso 223-43 Mgt/Conf Class&Pay (correct type to

**Section 2.**

**APPOINTED CLASSIFICATIONS:  
Effective 02/19/2023**

	Salary Grade	Salary Steps						
		1	2	3	4	5	5A	
City Manager	CM100	Annual	\$ 132,840.00	\$ 139,482.00	\$ 146,456.10	\$ 153,778.91	\$ 161,467.85	\$ 165,504.56
		Bi-Weekly	\$ 5,109.23	\$ 5,364.69	\$ 5,632.93	\$ 5,914.57	\$ 6,210.30	\$ 6,365.56
		Hourly	\$ 63.87	\$ 67.06	\$ 70.41	\$ 73.93	\$ 77.63	\$ 79.57

*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 Mgt/Mid-Mgt/Confidential classifications.*



**Section 3.**

**Effective 06/25/2023**

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

*Based on 26 bi-weekly pay periods*

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

Classification	Salary Grade	Salary Steps							
		1	2	3	4	5	5A	6	
Information Technology and Digital Media Specialist	C158	Annual	\$ 53,201.09	\$ 55,861.15	\$ 58,654.21	\$ 61,586.92	\$ 64,666.25	\$ 66,282.92	\$ 67,899.51
		Bi-Weekly	\$ 2,046.20	\$ 2,148.51	\$ 2,255.93	\$ 2,368.73	\$ 2,487.16	\$ 2,549.34	\$ 2,611.51
		Hourly	\$ 25.58	\$ 26.86	\$ 28.20	\$ 29.61	\$ 31.09	\$ 31.87	\$ 32.61
Executive Assistant/Deputy City Clerk	C177	Annual	\$ 55,982.53	\$ 58,781.67	\$ 61,720.74	\$ 64,806.80	\$ 68,047.14	\$ 69,748.32	\$ 71,449.51
		Bi-Weekly	\$ 2,153.17	\$ 2,260.83	\$ 2,373.87	\$ 2,492.57	\$ 2,617.20	\$ 2,682.63	\$ 2,748.01
		Hourly	\$ 26.91	\$ 28.26	\$ 29.67	\$ 31.16	\$ 32.71	\$ 33.53	\$ 34.31
Payroll/Personnel Specialist Personnel Specialist	C185	Annual	\$ 58,269.23	\$ 61,182.68	\$ 64,241.82	\$ 67,453.90	\$ 70,826.60	\$ 72,597.26	\$ 74,367.91
		Bi-Weekly	\$ 2,241.12	\$ 2,353.18	\$ 2,470.84	\$ 2,594.38	\$ 2,724.10	\$ 2,792.20	\$ 2,860.31
		Hourly	\$ 28.01	\$ 29.41	\$ 30.89	\$ 32.43	\$ 34.05	\$ 34.90	\$ 35.71
City Clerk Juvenile Diversion Counselor I	M142	Annual	\$ 66,790.81	\$ 70,130.36	\$ 73,636.89	\$ 77,318.72	\$ 81,184.64	\$ 83,214.25	\$ 85,243.81
		Bi-Weekly	\$ 2,568.88	\$ 2,697.32	\$ 2,832.19	\$ 2,973.80	\$ 3,122.49	\$ 3,200.55	\$ 3,278.61
		Hourly	\$ 32.11	\$ 33.72	\$ 35.40	\$ 37.17	\$ 39.03	\$ 40.01	\$ 40.91
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	\$ 70,212.62	\$ 73,723.23	\$ 77,409.40	\$ 81,279.86	\$ 85,343.85	\$ 87,477.44	\$ 89,611.01
		Bi-Weekly	\$ 2,700.49	\$ 2,835.51	\$ 2,977.28	\$ 3,126.15	\$ 3,282.46	\$ 3,364.52	\$ 3,446.51
		Hourly	\$ 33.76	\$ 35.44	\$ 37.22	\$ 39.08	\$ 41.03	\$ 42.06	\$ 43.01
Juvenile Diversion Counselor II (licensed MFT/LCSW)	M170	Annual	\$ 76,809.45	\$ 80,649.92	\$ 84,682.40	\$ 88,916.53	\$ 93,362.36	\$ 95,696.42	\$ 98,030.41
		Bi-Weekly	\$ 2,954.21	\$ 3,101.92	\$ 3,257.02	\$ 3,419.87	\$ 3,590.86	\$ 3,680.63	\$ 3,770.41
		Hourly	\$ 36.93	\$ 38.77	\$ 40.71	\$ 42.75	\$ 44.89	\$ 46.01	\$ 47.11
Building Official	M185	Annual	\$ 82,570.16	\$ 86,698.66	\$ 91,033.60	\$ 95,472.79	\$ 100,364.54	\$ 102,873.66	\$ 105,382.71
		Bi-Weekly	\$ 3,175.78	\$ 3,334.56	\$ 3,501.29	\$ 3,672.03	\$ 3,860.17	\$ 3,956.68	\$ 4,053.11
		Hourly	\$ 39.70	\$ 41.68	\$ 43.77	\$ 45.90	\$ 48.25	\$ 49.46	\$ 50.61
Assistant City Engineer Deputy Director Community Development Deputy Director Environmental Services (Community Services) Deputy Director Environmental Services (Utilities/Streets)	M198	Annual	\$ 88,325.10	\$ 92,741.33	\$ 97,378.39	\$ 102,247.33	\$ 107,359.71	\$ 110,043.70	\$ 112,727.71
		Bi-Weekly	\$ 3,397.12	\$ 3,566.97	\$ 3,745.32	\$ 3,932.59	\$ 4,129.22	\$ 4,232.45	\$ 4,335.61
		Hourly	\$ 42.46	\$ 44.59	\$ 46.82	\$ 49.16	\$ 51.62	\$ 52.91	\$ 54.20

Attachment: A. Resolution No. 223-43 (4136 : Adopt Reso 223-43 Mgt/Conf Class&Pay (correct type to

**Classification****Salary Grade****Salary Steps****2.8.D.a**

Deputy Director Information Technology

Police Lieutenant	MS198	Annual	\$ 95,760.92	\$ 100,548.98	\$ 105,576.42	\$ 110,855.24	\$ 116,398.02	\$ 119,307.97	\$ 122,217.91
		Bi-Weekly	\$ 3,683.11	\$ 3,867.27	\$ 4,060.63	\$ 4,263.66	\$ 4,476.85	\$ 4,588.77	\$ 4,700.61
		Hourly	\$ 46.04	\$ 48.34	\$ 50.76	\$ 53.30	\$ 55.96	\$ 57.36	\$ 58.71
Assistant City Manager City Engineer Director of Environmental Services Director of Community Development Finance Director Special Project Engineer	M232	Annual	\$ 104,644.43	\$ 109,876.64	\$ 115,370.48	\$ 121,139.00	\$ 127,195.94	\$ 130,375.84	\$ 133,555.71
		Bi-Weekly	\$ 4,024.79	\$ 4,226.02	\$ 4,437.33	\$ 4,659.19	\$ 4,892.15	\$ 5,014.46	\$ 5,136.71
		Hourly	\$ 50.31	\$ 52.83	\$ 55.47	\$ 58.24	\$ 61.15	\$ 62.68	\$ 64.22
Chief of Police	MS232	Annual	\$ 113,462.12	\$ 119,135.21	\$ 125,091.99	\$ 131,346.58	\$ 137,913.92	\$ 141,361.77	\$ 144,809.61
		Bi-Weekly	\$ 4,363.93	\$ 4,582.12	\$ 4,811.23	\$ 5,051.79	\$ 5,304.38	\$ 5,436.99	\$ 5,569.61
		Hourly	\$ 54.55	\$ 57.28	\$ 60.14	\$ 63.15	\$ 66.30	\$ 67.96	\$ 69.61

Attachment: A. Resolution No. 223-43 (4136 : Adopt Reso 223-43 Mgt/Conf Class&amp;Pay (correct type to

APPOINTED CLASSIFICATIONS:

	Salary Grade	Salary Steps							
		1	2	3	4	5	5A	6	
City Manager	CM100	Annual	\$ 132,840.00	\$ 139,482.00	\$ 146,456.10	\$ 153,778.91	\$ 161,467.85	\$ 165,504.55	\$ 169,541.2
		Bi-Weekly	\$ 5,109.23	\$ 5,364.69	\$ 5,632.93	\$ 5,914.57	\$ 6,210.30	\$ 6,520.82	\$ 6,520.8
		Hourly	\$ 63.87	\$ 67.06	\$ 70.41	\$ 73.93	\$ 77.63	\$ 81.51	\$ 81.5

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 Mgt/Mid-Mgt/Confidential classifications.

\*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 Mgt/Mid-Mgt/Confidential classifications.

Section 3. Effective Date

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

APPROVED:

DATED: March 15, 2023

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. 223-43 passed and adopted at a regular meeting of the City Council of the City of Arcata, Humboldt County, California, on the 15th day of March, 2023, by the following vote:

AYES:

NOES:

ABSENT:

CITY CLERK, CITY OF ARCATA



# STAFF REPORT – CITY COUNCIL MEETING

---

March 15, 2023

**TO:** Honorable Mayor and City Council Members

**FROM:** Emily Sinkhorn, Director of Environmental Services

**PREPARER:** Emily Sinkhorn, Director of Environmental Services

**DATE:** March 07, 2023

**TITLE:** **Reappoint Michael Furniss, Erin Kelly and Yana Valachovic to the Forest Management Committee for Terms Ending March 31, 2026.**

---

## RECOMMENDATION:

It is recommended that the Council reappoint Michael Furniss, Yana Valachovic and Erin Kelly to the Forest Management Committee for new three-year terms ending March 31, 2026.

## INTRODUCTION:

Ms. Kelly (appointed 2021), Ms. Valachovic (appointed 2010) and Mr. Furniss (appointed 2008) are currently serving on the Forest Management Committee (FMC). Their terms expire on March 31, 2023. All three committee members have expressed enthusiasm to be reinstated to the FMC, and staff recommends that the Council do so given their depth of experience and broad knowledge in the FMC's policy areas.



# STAFF REPORT – CITY COUNCIL MEETING

---

March 15, 2023

**TO:** Honorable Mayor and City Council Members

**FROM:** Netra Khatri, City Engineer

**PREPARER:** Netra Khatri, City Engineer

**DATE:** March 08, 2023

**TITLE:** **Reappoint Mishka Straka to the Transportation Safety Committee (TSC) for a Term Expiring March 31, 2026.**

---

## **RECOMMENDATION:**

It is recommended that the Council reappoint Mishka Straka to the Transportation Safety Committee for a Term Expiring March 31, 2026.

## **INTRODUCTION:**

Mr. Straka recently joined the Transportation Safety Committee (TSC) and has been a valuable member of the committee. He has expressed a desire to be reinstated to the TSC and staff requests that the Council do so given his depth of experience and knowledge in the field of traffic and safety.

## **BACKGROUND:**

Mr. Straka is an avid runner and brings a valuable perspective to the Transportation Safety Committee.

## **BUDGET/FISCAL IMPACT:**

None.



# STAFF REPORT – CITY COUNCIL MEETING

March 15, 2023

**TO:** Honorable Mayor and City Council Members

**FROM:** David Loya, Director of Community Development

**PREPARER:** David Loya, Director of Community Development

**DATE:** March 08, 2023

**TITLE:** **Reappoint Christian Figueroa to the Planning Commission for a Term Ending March 31, 2027.**

---

## **RECOMMENDATION:**

Staff recommends the Council reappoint Christian Figueroa to the Planning Commission for a term ending March 31, 2027.

## **INTRODUCTION:**

Mr. Figueroa's current term ends March 31, 2023. He has served the Commission well and wishes to be reappointed. If appointed, the four-year term would end in March of 2027.

## **DISCUSSION:**

Commissioner Figueroa submitted an application packet requesting reappointment.

## **POLICY IMPLICATIONS:**

The Commission provides a range of functions. Having a full body supports the decision-making process.

## **COMMITTEE/COMMISSION REVIEW:**

None

## **ENVIRONMENTAL REVIEW (CEQA):**

This action is not subject to CEQA. The appointment does not have the potential to affect the environment.

## **BUDGET/FISCAL IMPACT:**

None



# STAFF REPORT – CITY COUNCIL MEETING

March 15, 2023

**TO:** Honorable Mayor and City Council Members

**FROM:** Bridget Dory, City Clerk

**PREPARER:** Bridget Dory, City Clerk

**DATE:** March 08, 2023

**TITLE:** **Appoint Guy Aronoff to the Transactions and Use Tax Oversight Committee for a Term Expiring September 30, 2026.**

## RECOMMENDATION:

It is recommended that the Council appoint Guy Aronoff to the Transactions and Use Tax Oversight Committee for a term expiring September 30, 2026.

## INTRODUCTION:

Arcata Municipal Code section 2273 provides that one member of the Transactions and Use Tax Oversight Committee (TUTOC) “. . . shall be a community member recommended by the Police Chief.” There is currently a vacancy in the position recommended by the Police Chief on the TUTOC and Chief of Police Ahearn is recommending Guy Aronoff be appointed to the TUTOC for a term expiring September 30, 2026.

## BACKGROUND/DISCUSSION:

After the passage of Measure G in November 2008, the Transactions and Use Tax Oversight Committee was formed to provide input relative to general fund expenditures in regard to the public works (streets) and public safety activities. The TUTOC meets twice yearly to review prior year general fund support of activity budgets for public works (streets) and public safety relative to historical expenditures in those activities.

The TUTOC consists of seven members appointed by the City Council. One member is a member of the Transportation Safety Committee recommended by the City Engineer, and one member is a community member recommended by the Chief of Police. The remaining five members are appointed by a majority of the City Council and shall have experience with budgetary and fiscal processes and an understanding of relevant community issues.

There are currently two vacancies on the TUTOC consisting of the two seats to be occupied by persons recommended by the City Engineer and the Chief of Police. Appointing Mr. Aronoff to the TUTOC will fill one of these two vacancies.

## BUDGET/FISCAL IMPACT:

None.



# STAFF REPORT – CITY COUNCIL MEETING

March 15, 2023

**TO:** Honorable Mayor and City Council Members

**FROM:** Emily Sinkhorn, Director of Environmental Services

**PREPARER:** Emily Benvie, Dep. Director of Environmental Services-Com. Svcs.

**DATE:** March 06, 2023

**TITLE:** **Adopt Resolution No. 223-42 Accepting a Fee Title Interest in Assessor's Parcel No. (APN) 505-251-011 and a Public Access Easement over a Portion of APN 505-251-013 from Humboldt State University Real Estate Holdings or Successor in Interest and Rescind Resolution No. 223-08.**

## RECOMMENDATION:

Adopt Resolution No. 223-42 accepting a fee title interest in APN 505-251-011 and a Public Access Easement over a portion of APN 505-251-013 from Humboldt State University Real Estate Holdings or Successor in Interest and Rescind Resolution No. 223-08.

## INTRODUCTION:

Since 2019, the City has been working toward acquisition of the subject parcel, and a public access easement to the subject parcel across a portion of APN 505-251-013. The City Council authorized the City Manager to enter into a Purchase and Sale Agreement in February 2022. The resolution accepting the property is one of the last steps in the process to complete the real property acquisition.

In August 2022, the Council adopted Resolution No. 223-08 accepting fee title interest in the subject parcel. However, upon further working with the Title Company to complete the purchase, it was discovered that an update in the legal description was required. The attached resolution (Resolution No. 223-42) rescinds the previously adopted resolution (Resolution No. 223-08) to include the corrected legal description.

## BACKGROUND:

This 1.3-acre Industrial Limited-zoned parcel is located south of Samoa Boulevard in Section 32, T6N, and R1E. The property borders the Arcata Marsh and Wildlife Sanctuary (AMWS) on two sides. The parcel can be accessed from Samoa Boulevard via an existing Public Utilities Ingress/Egress Easement.

The existing public utilities ingress/egress easement is located on the west side of the subject parcel (and through a portion of APN 505-251-013). The City has long sought to add public access to its existing easement for coastal access from Samoa Boulevard to the AMWS at McDaniel Slough. Humboldt State Real Estate Holdings is willing to include the addition of a public access easement



with the acquisition of APN 505-251-011. While this acquisition and public access easement will provide the potential for public access from Samoa Boulevard, developing formalized public access will be considered as a separate project.

### **DISCUSSION:**

On September 18, 2019, City Council authorized the City Manager to enter into Real Property negotiations for the subject parcel. A market value appraisal for the parcel has been completed, and Humboldt State Real Estate Holdings is amenable to the purchase price based on the appraisal, as well as inclusion of the public access easement. On February 16, 2022 City Council authorized the City Manager to enter into a Purchase and Sale Agreement, which was executed on March 28, 2022. On August 3 2022, City Council adopted Resolution 223-08 accepting a fee title interest in the subject parcel. However, staff discovered an error in the legal description that was included with the preliminary title report and accompanying resolution. The title report has been since updated to include the correct legal description. Resolution 223-42 will rescind the previously-adopted Resolution 223-08 to include the updated correct legal description.

### **POLICY IMPLICATIONS:**

This recommended action is consistent with existing City policies in the General Plan, Stormwater Master Plan and Open Space Plan. General Plan Policy OS-1 Coastal Land Use Element (CLUE) Section III-7 indicates that the City shall *designate, maintain and enhance the quality, and increase the amount of permanently protected open space in the Arcata Planning Area, including: natural resource areas; resource production areas . . . these areas are to be protected, linked together in a network wherever practical . . .* The project is consistent with Humboldt Bay Management Plan policies: CAE1—Maintain, restore, & enhance aquatic ecosystem integrity; CAE-2—Protect & maintain environmentally sensitive habitat areas; CAS-1—Maintain biological diversity throughout Humboldt Bay. The Arcata Planning Commission would eventually need to make a determination of consistency with the General Plan.

### **COMMITTEE/COMMISSION REVIEW:**

On October 26, 2021, the Planning Commission found the acquisition of APN 505-251-011 and a public access easement over a portion of 505-251-013 in conformance with the General Plan.

### **ENVIRONMENTAL REVIEW (CEQA):**

This project is Categorically Exempt under CEQA per Section 15325 (Class 25) Sec. 15325 (a), (c), (f). *Transfers of Ownership of Interest in Land to Preserve Existing Natural Conditions and Historical Resources Class 25 consists of the transfers of ownership of interests in land in order to preserve open space, habitat, or historical resources. Examples include but are not limited to:*

*(a) Acquisition, sale, or other transfer of areas to preserve the existing natural conditions, including plant or animal habitats.*

*(c) Acquisition, sale, or other transfer to allow restoration of natural conditions, including plant or animal habitats.*

*(f) Acquisition, sale, or other transfer to preserve open space or lands for park purposes.*

*Authority cited: Section 21083, Public Resources Code. Reference: Section 21084, Public Resources Code.*

The project consists of acquisition of land to provide for parks, open space, and fish and wildlife conservation purposes. The lands would become part of the AMWS and be managed to protect wildlife habitat, promote research and education and maintain lands in their natural state.

**BUDGET/FISCAL IMPACT:**

Any future maintenance costs associated with City ownership would likely be part of the overall AMWS management, which is under Activity #67. A 1.3-acre addition to the existing 300-acre wildlife area would not likely cause a significant increase in annual maintenance costs to the City. The proposed \$7,600 purchase price and the buyer's 50% portion of escrow fees have been included in Activity #67 budget (Capital – Property Acquisition).

**ATTACHMENTS:**

A. AMS Acceptance Reso. No. 223-42 (PDF)

**RESOLUTION NO. 223-42  
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ARCATA  
ACCEPTING A FEE TITLE INTEREST IN APN 505-251-011 AND A PUBLIC ACCESS  
EASEMENT OVER A PORTION OF APN 505-251-013  
FROM HUMBOLDT STATE UNIVERSITY REAL ESTATE HOLDINGS,  
OR SUCCESSOR IN INTEREST**

**WHEREAS**, the City of Arcata has negotiated the acquisition of real property located adjacent to the Arcata Marsh and Wildlife Sanctuary that is identified as Assessor Parcel No. 505-251-011 currently owned by Humboldt State University Real Estate Holdings, or successor in interest, and more particularly described in Exhibit A, (the "Property"); and

**WHEREAS**, the City of Arcata holds a 30-foot-wide easement ("Easement") for ingress, egress, and public utilities over and across a portion of adjacent property that is also owned by Humboldt State University Real Estate Holdings, or successor in interest, identified as Assessor Parcel No. 505-251-013; and

**WHEREAS**, the City of Arcata and Humboldt State University Real Estate Holdings, or successor in interest, have negotiated the expansion of the Easement to include public access, more particularly described in Exhibit B;

**WHEREAS**, the purpose of the Property and public access Easement acquisition is to expand the Arcata Marsh and Wildlife Sanctuary, provide public access, and to protect open space, watershed values, and fish and wildlife habitat; and

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

1. Resolution No. 223-08 A Resolution of the City of Arcata Accepting a Fee Title Interest in Assessor's Parcel No. (APN) 505-251-011 And a Public Access Easement Over a Portion of APN 505-251-013 From Humboldt State University Real Estate Holdings, or Successor in Interest, is hereby rescinded
2. The City Council of the City of Arcata hereby accepts the conveyance by Humboldt State Real Estate Holdings, or successor in interest, of a fee title interest in Assessor Parcel Number 505-251-013, more particularly described in Exhibit A, attached hereto and incorporated herein;
3. The City Council of the City of Arcata hereby accepts a public access easement interest over a portion of Assessor Parcel Number 505-251-013, more particularly described in Exhibit B, attached hereto and incorporated herein; and

- 4. The City Manager is authorized to execute all documents and instruments necessary to implement this Resolution.

This Resolution shall be effective upon its adoption.

Dated:

APPROVED:

\_\_\_\_\_  
 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. 223-42 passed and adopted at a regular meeting of the City Council of the City of Arcata, County of Humboldt, State of California, held on the \_\_ day of \_\_ 2023 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

\_\_\_\_\_  
 Bridget Dory, City Clerk, City of Arcata

Attachment: A. AMS Acceptance Reso. No. 223-42 (4131 : Adopt Resolution No. 223-42 Accepting Real Property (Fee) from Cal Poly - AMWS

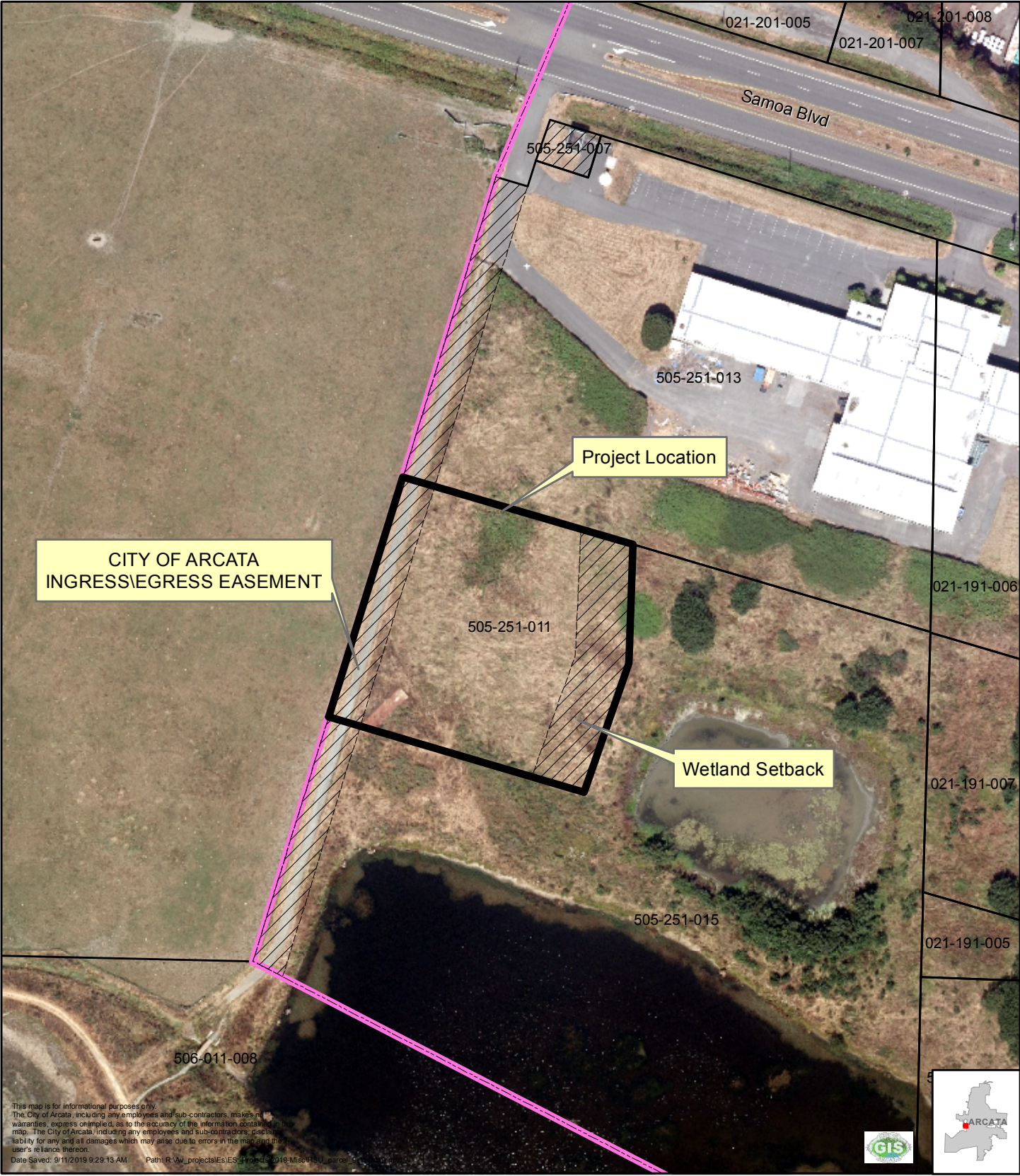
**EXHIBIT "A"**  
Legal Description

THE LAND REFERRED TO HEREIN BELOW IS SITUATED IN THE CITY OF ARCATA, COUNTY OF HUMBOLDT, STATE OF CALIFORNIA AND IS DESCRIBED AS FOLLOWS:

PARCEL ONE:

That portion of Parcel 2 as shown on Parcel Map No. 856, filed October 21, 1976, in [Book 7 of Parcel Maps, Page 105](#), Humboldt County Records:

BEGINNING at the most Northerly corner of said Parcel 2, identified as PC-7, and thence running along its Northerly boundary South 74 degrees 04 minutes 21 seconds East, 228.30 feet;  
thence South 02 degrees 15 minutes 16 seconds West, 110.34 feet;  
thence South 19 degrees 23 minutes 04 seconds West, 123.01 feet;  
thence North 74 degrees 04 minutes 15 seconds West, 246.67 feet to the Westerly boundary of said Parcel 2;  
thence Northerly along the Westerly boundary of said Parcel 2, North 15 degrees 51 minutes 37 seconds East, 229.99 feet to the point of beginning.



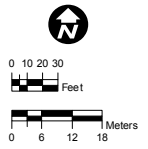
Attachment: A. AMS Acceptance Reso. No. 223-42 (4131 : Adopt Resolution No. 223-42 Accepting Real Property (Fee) from Cal Poly - AMWS

This map is for informational purposes only. The City of Arcata, including any employees and sub-contractors, makes no warranties, express or implied, as to the accuracy of the information contained on this map. The City of Arcata, including any employees and sub-contractors, disclaims liability for any and all damages which may arise due to errors in the map and the user's reliance thereon.  
 Date Saved: 9/11/2019 9:29:13 AM Path: R:\AW\_projects\ES\_Fonds\018-Mis\GIS\arcata



City of Arcata  
Environmental Services

APN 505-251-011

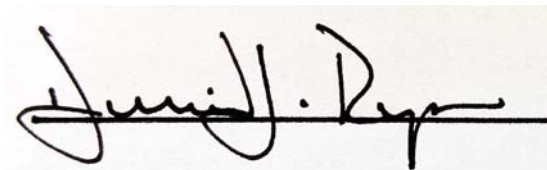


**EXHIBIT B**  
**PAGE 1 of 2**

All that real property situated in the northwest quarter of the northwest quarter of Section 32, Township 6 North, Range 1 East, Humboldt Meridian, City of Arcata, County of Humboldt, State of California, described as follows:

The westerly 30 feet of Parcel Two described in Instrument No. 2017-016954, Official Records of Humboldt County, as measured at right angles to the westerly line of said lands.

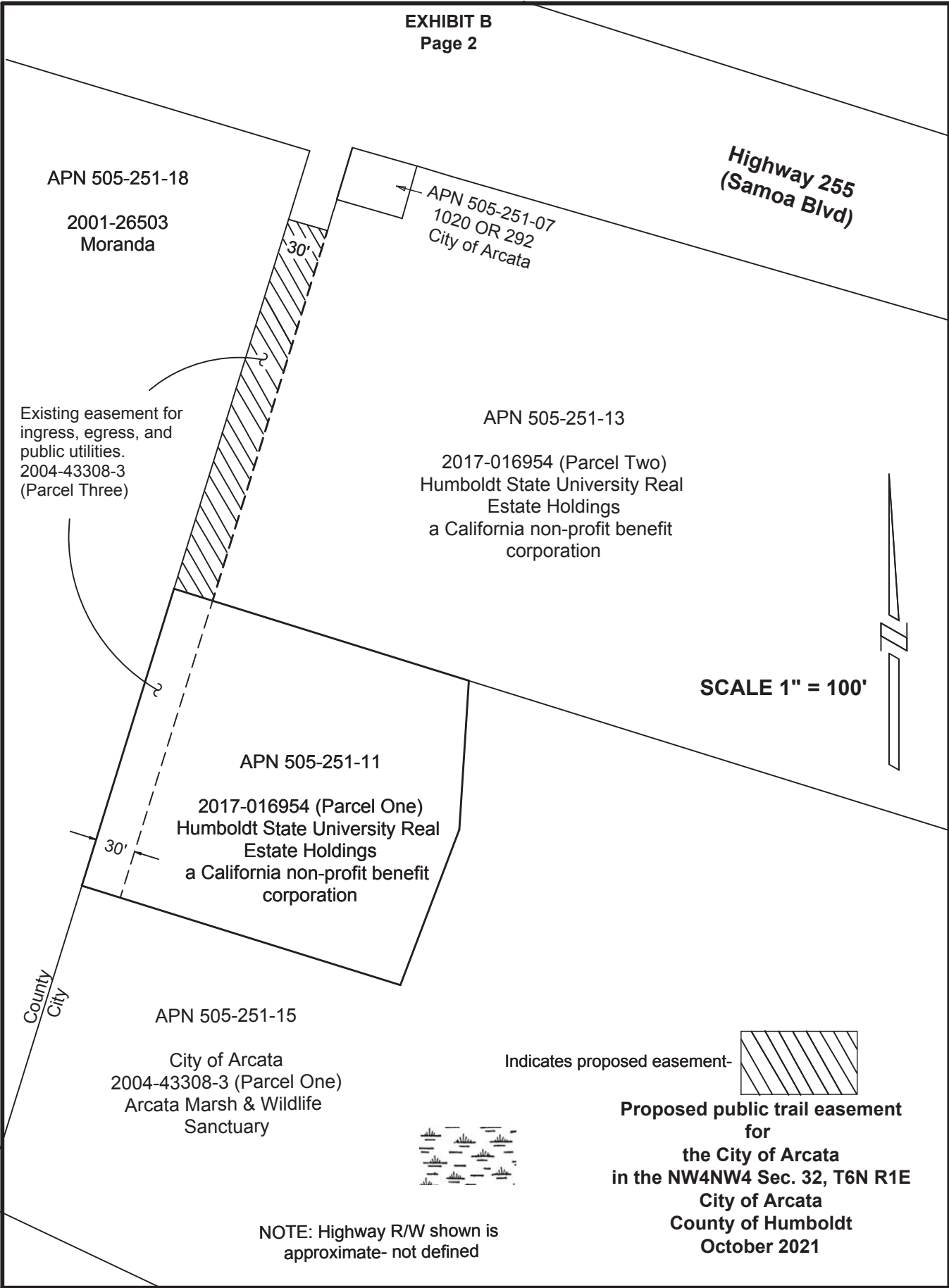
END OF DESCRIPTION



Prepared by David J. Ryan, LS 6212, Professional Land Surveyor  
Dated September 27, 2021

Attachment: A. AMS Acceptance Reso. No. 223-42 (4131 : Adopt Resolution No. 223-42 Accepting Real Property (Fee) from Cal Poly - AMWS

EXHIBIT B  
Page 2



Existing easement for ingress, egress, and public utilities. 2004-43308-3 (Parcel Three)

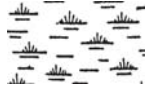
SCALE 1" = 100'

County  
City

Indicates proposed easement-



**Proposed public trail easement for the City of Arcata in the NW4NW4 Sec. 32, T6N R1E City of Arcata County of Humboldt October 2021**



NOTE: Highway R/W shown is approximate- not defined

Attachment: A. AMS Acceptance Reso. No. 223-42 (4131 : Adopt Resolution No. 223-42 Accepting Real Property (Fee) from Cal Poly - AMWS



**CANDIDATE LIST**  
**WEDNESDAY, MARCH 15, 2023, 5:30 P.M.**

<b>WETLANDS AND CREEKS COMMITTEE</b>	
<b>Two Vacancies—Two Planning Area Seats</b>	
<b>TWO APPLICANTS</b>	
	<b>Emma Held</b>
	<b>Steven Railsback</b>
<b>APPOINTMENTS</b>	
<b>Term begins immediately and ends March 31, 2024</b>	
<b>Term begins April 1, 2023, and ends March 31, 2026</b>	

Communication: Appoint Up to Two New Members to the Wetlands and Creeks Committee for a Term Beginning Immediately and Ending March



# STAFF REPORT – CITY COUNCIL MEETING

March 15, 2023

**TO:** Honorable Mayor and City Council Members

**FROM:** Tabatha Miller, Finance Director

**PREPARER:** Tabatha Miller, Finance Director

**DATE:** March 09, 2023

**TITLE:** **Receive a Presentation on CalPERS Pension Update from GovInvest.**

## RECOMMENDATION:

Receive a presentation on the City's CalPERS Pension Update from GovInvest representatives and provide direction to staff as appropriate.

## INTRODUCTION:

The City participates in the California Public Employees' Retirement System (CalPERS). Like many municipalities in California and across the United States, Arcata's pension liability is its single largest debt and a significant ongoing expenditure. The Unfunded Accrued Liability (UAL) is the present value of future employer contributions for service *that has already been earned*. It is the shortfall between the City's pension assets and what is needed to fully payout the benefits already promised to retirees. Current estimates place the City's UAL at \$29.61 million. This is in addition to the normal ongoing cost of contributions for employees.

## BACKGROUND:

The most current CalPERS actuarial reports, as of 6-30-21, reflect a City UAL or debt of \$18.85 million. However, these values were calculated based on the 21.3% rate of return on investments as of that date. For the year ending 6-30-22, CalPERS returned -6.1% investment earnings, which essentially wiped out the progress gained from the 21.3% return and reset UAL values to 6-30-20 levels plus more. GovInvest estimates Arcata's UAL at \$29.61 million as of 6-30-22.

The presentation by GovInvest, a private company that provides tools and resources for understanding, managing and reducing pension costs and liabilities, will walk the Council through those changes and provide an update that reflects the current state of the City's pension obligations.

## BUDGET/FISCAL IMPACT:

The City's FY 23-24 minimum required pension contribution is estimated at \$3.04 million but is estimated to jump to \$4.36 million in FY 24-25, as a result of the -6.1% investment earnings rate for the year ended 6-30-22. An increase of \$1.32 million will impact the City's budget and make it difficult to find ways to paydown the UAL to save future interest costs without impacting City

services. Moreover, recent economic and investment volatility makes it challenging to predict future pension costs.

**ATTACHMENTS:**

A. Arcata Pension Funding Presentation 3.15.23 (PPTX)

# CalPERS Pension Update

Arcata, CA

March 15, 2023



© 2022 GovInvest Inc.

# Agenda



CalPERS  
Pension Basics



Changes  
to CalPERS



Impact of these  
Changes on CalPERS  
Costs



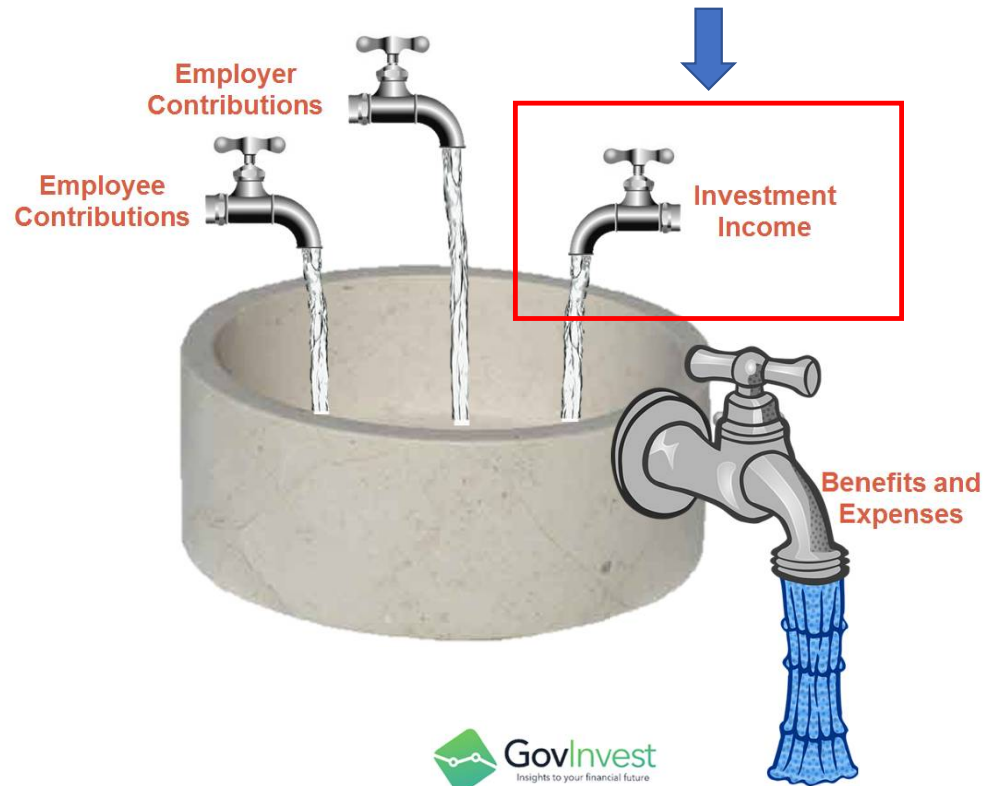
Potential  
Solutions

# CalPERS Pension Basics

# Money going into CalPERS is equal to the Money coming out of CalPERS

Major Driver of Plan Cost

## Funding a Pension Plan



# CalPERS Projects Future Benefit Payments using a Series of Assumptions



## Economic

- Inflation
- Investment Return
- Salary Growth



## Demographic

- Retirement
- Disability
- Death
- Termination



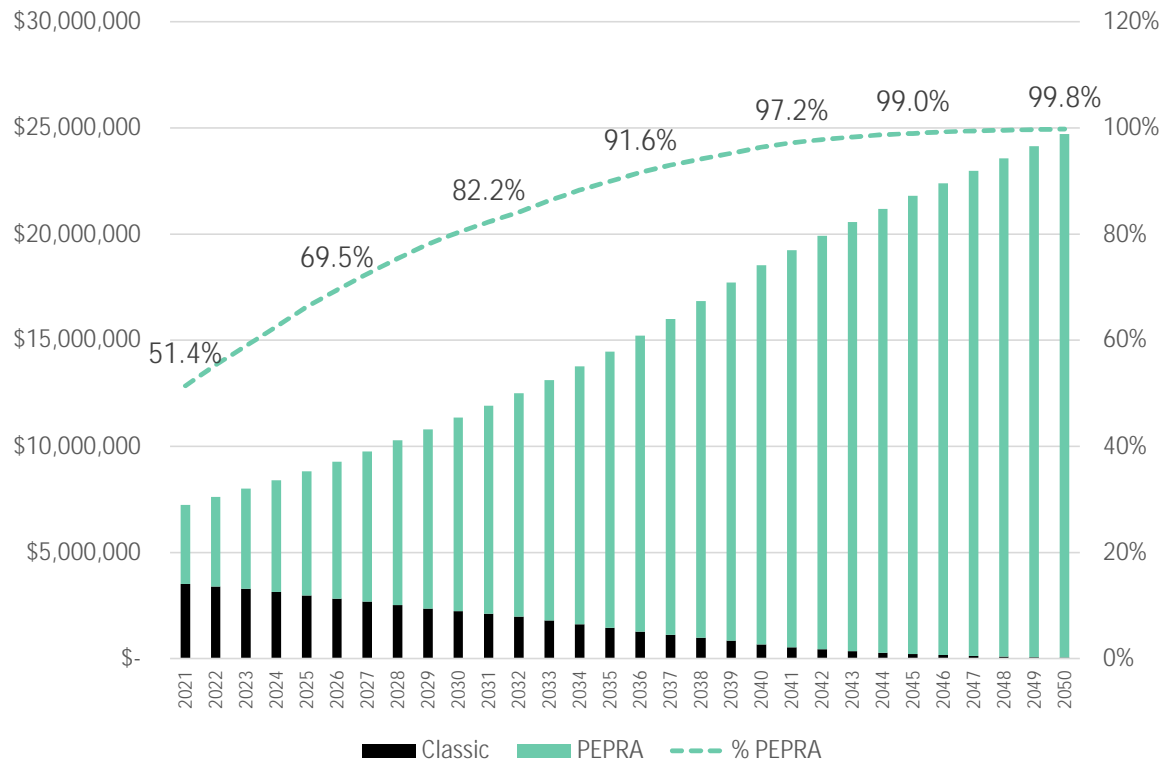
## Arcata has 3 Benefit Structures within CalPERS for Miscellaneous Employees

	Miscellaneous Tier 1	Miscellaneous Tier 2	Miscellaneous PEPRA
Hire Date	On or before 6/23/2012	Between 6/24/12 and 12/31/12	On or after 1/1/2013
Formula	2.7% @ 55	2% @ 55	2% @ 62
Final Pay Period	12 months	36 months	36 months
COLA	2% per year	2% per year	2% per year
Basic Employee Contributions	8% of Pay	7% of Pay	7.75% of Pay (50% of Normal Cost) (Effective July 1, 2023)
Additional Employee Contributions	1% to 3% of Pay	1% to 3% of Pay	0% to 3% of Pay

# Arcata has 3 Benefit Structures within CalPERS for Safety Employees

	Safety Tier 1	Safety Tier 2	Safety PEPR
Hire Date	On or before 6/23/12	Between 6/24/12 and 12/31/12	On or after 1/1/2013
Formula	3% @ 50	3% @ 55	2.7% @ 57
Final Pay Period	12 months	36 months	36 months
COLA	2% per year	2% per year	2% per year
Basic Employee Contributions	9% of Pay	9% of Pay	13.75% of Pay (50% of Normal Cost) (Effective July 1, 2023)
Additional Employee Contributions	3% of Pay	3% of Pay	1.5% of Pay

# Over the next few years, more of the active workforce will be in PEPRAs



© 2022 GovInvest Inc.



# As more of the workforce becomes PEPRAs members, Normal Cost will decrease as a percent of payroll



# Comparison to Other CalPERS Agencies



# Comparison Metrics

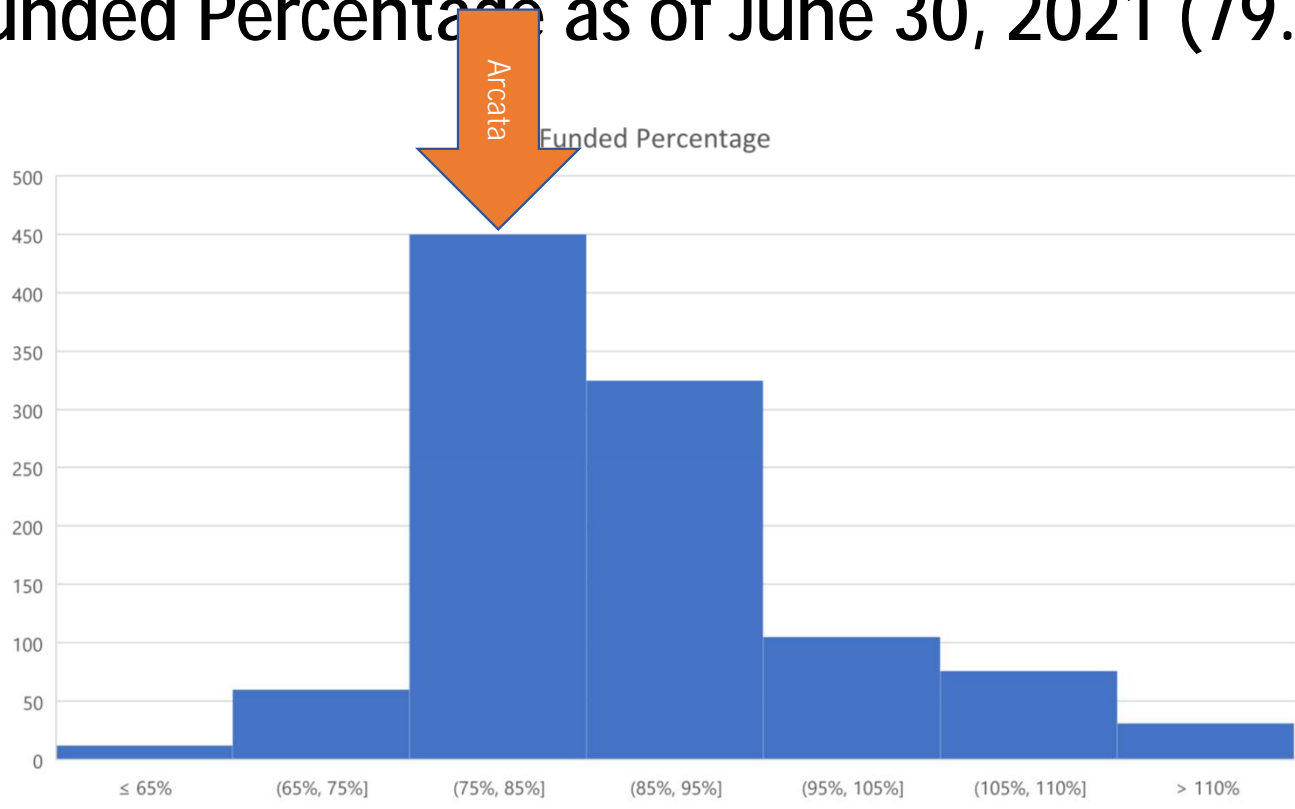
- Funded Percentage
  - Plan assets divided by Plan liabilities
  - Calculated as of June 30, 2021
- Total Contribution Percentage
  - Required Contribution for Fiscal Year 2023-24 divided by Projected Pensionable Compensation

## Comparison Group

- City results are being compared against the results for all CalPERS agencies in the Risk Pool
- Comparisons are made to similar classifications:
  - Classic Miscellaneous Plan against all Classic Miscellaneous Plans
  - PEPRAs Miscellaneous Plan against all PEPRAs Miscellaneous Plans
  - Classic Safety Plan against all Classic Safety Plans
  - PEPRAs Safety Plan against all PEPRAs Safety Plans

# Miscellaneous Plan

## – Funded Percentage as of June 30, 2021 (79.6%)



© 2022 GovInvest Inc.

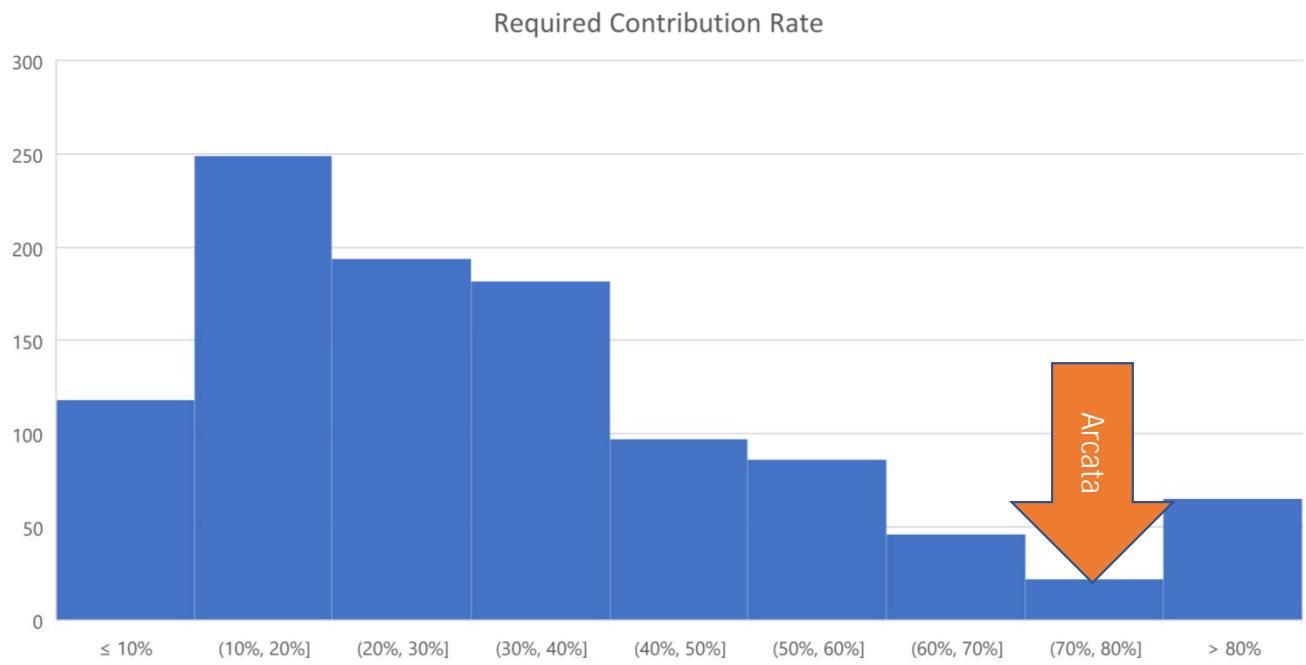


Attachment: A. Arcata Pension Funding Presentation 3.15.23 (4146 : CalPERS Pension Update from

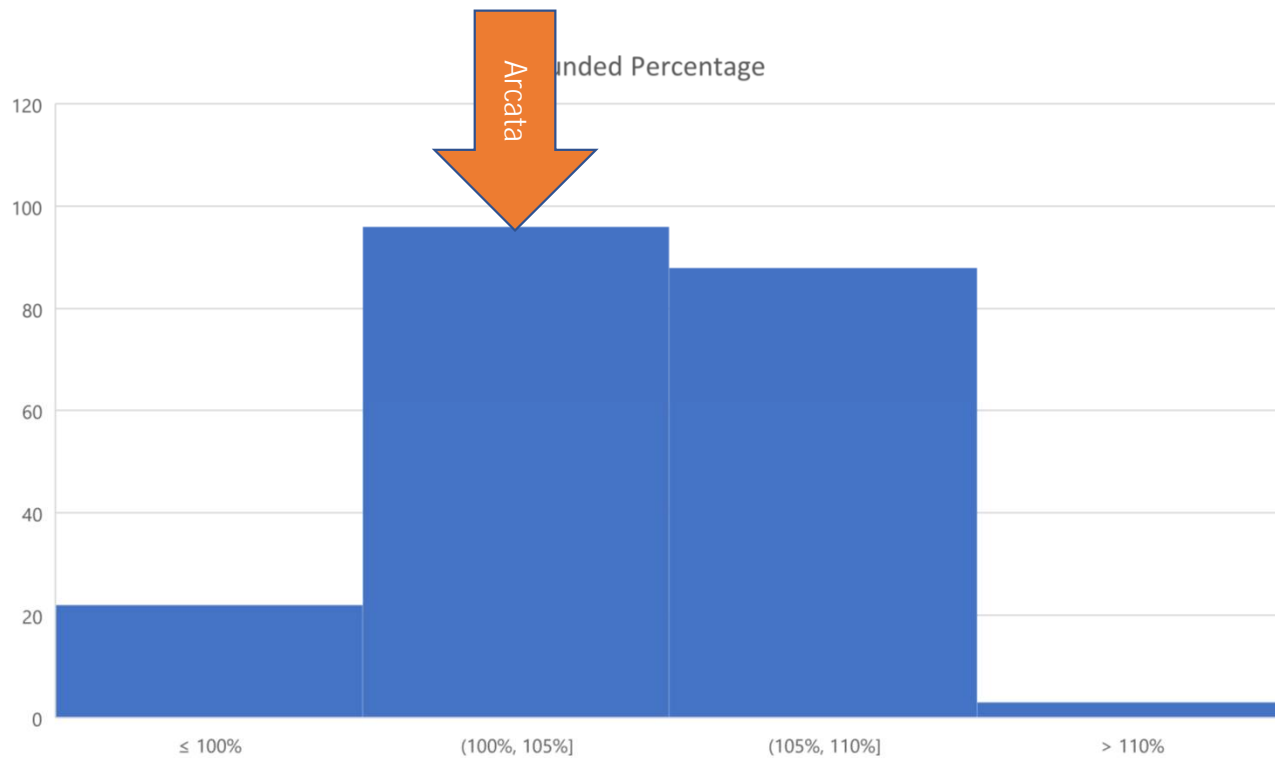


# Miscellaneous Plan

## – Total Contribution Percentage for Fiscal Year 23-24 (70.7%)



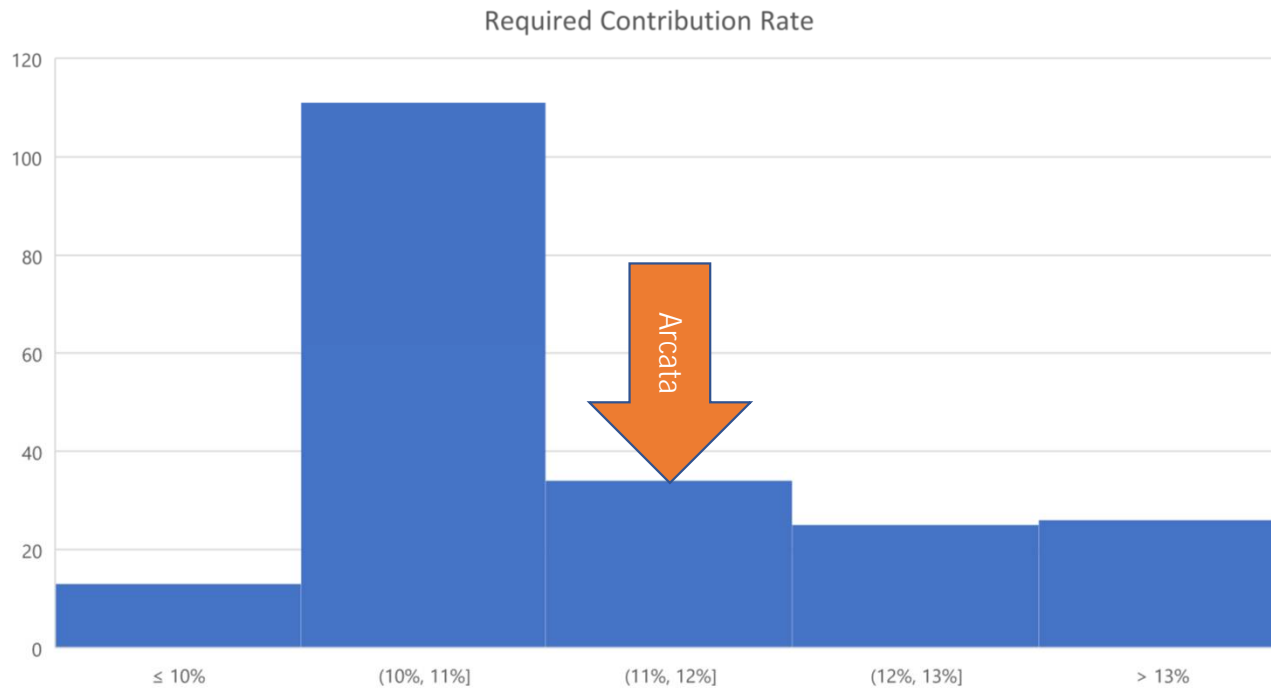
# Miscellaneous Second Tier Plan – Funded Percentage as of June 30, 2021 (103.4%)



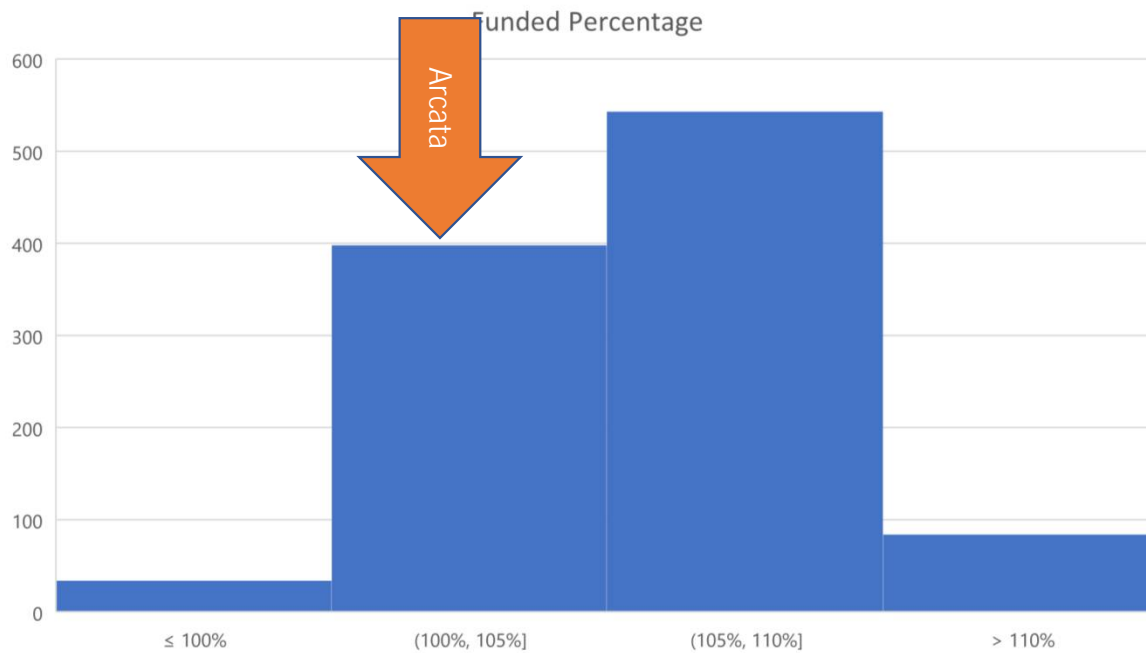
© 2022 GovInvest Inc.



# Miscellaneous Second Tier Plan – Total Contribution Percentage for Fiscal Year 23-24 (11.8%)

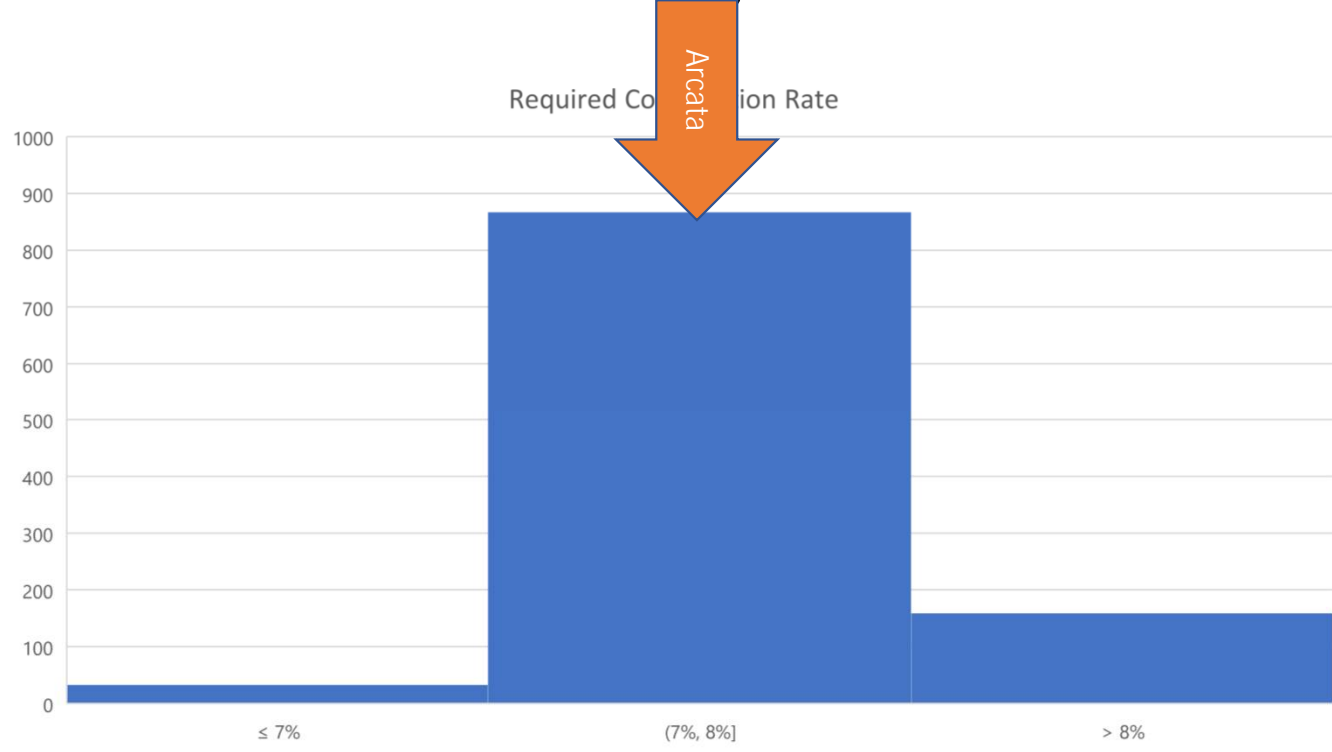


# PEPRA Miscellaneous Plan – Funded Percentage as of June 30, 2021 (104.6%)



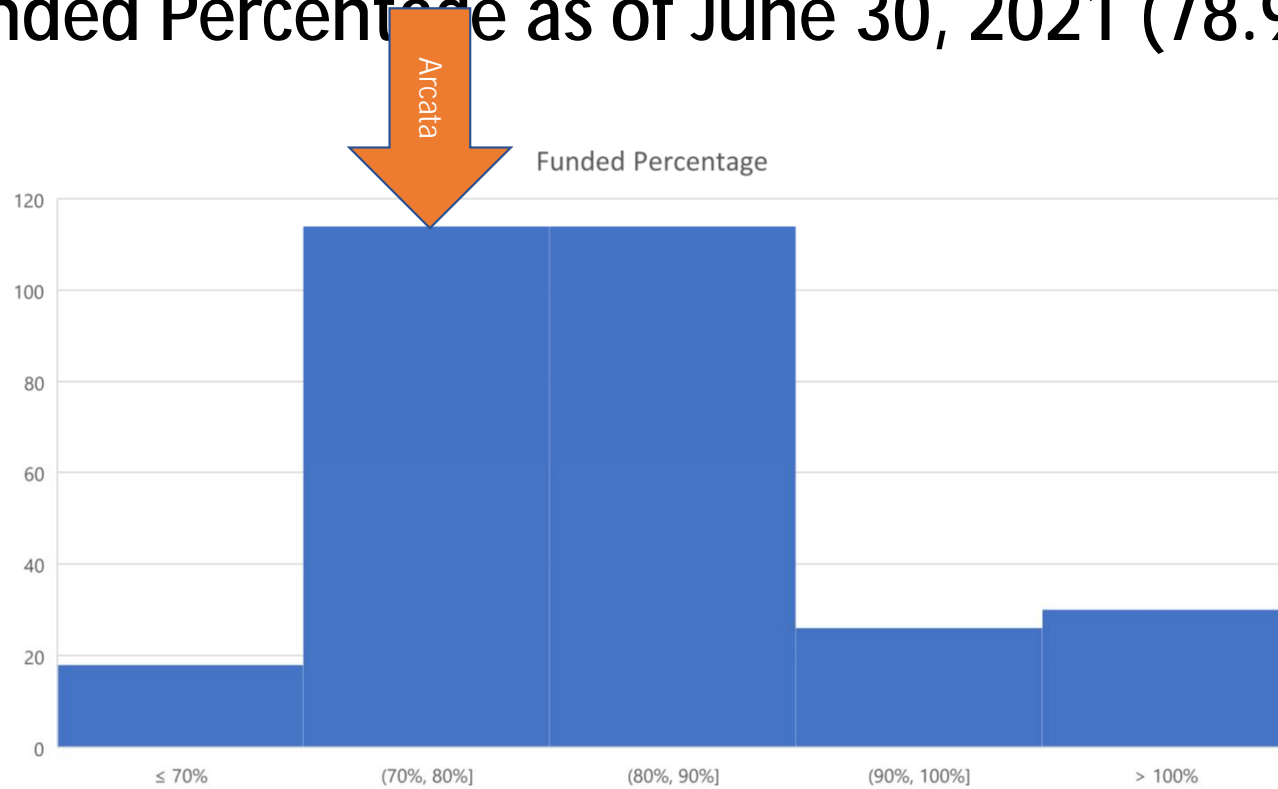
# PEPRA Miscellaneous Plan

## – Total Contribution Percentage for Fiscal Year 23-24 (7.7%)



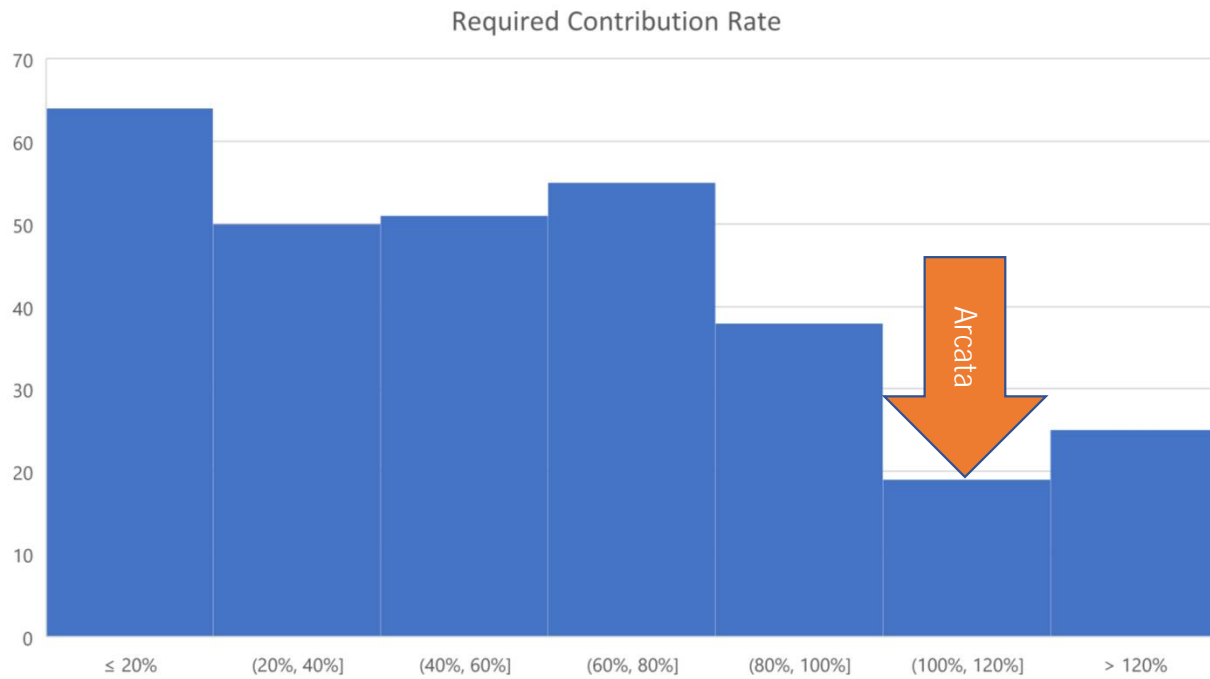
# Safety Plan

## – Funded Percentage as of June 30, 2021 (78.9%)



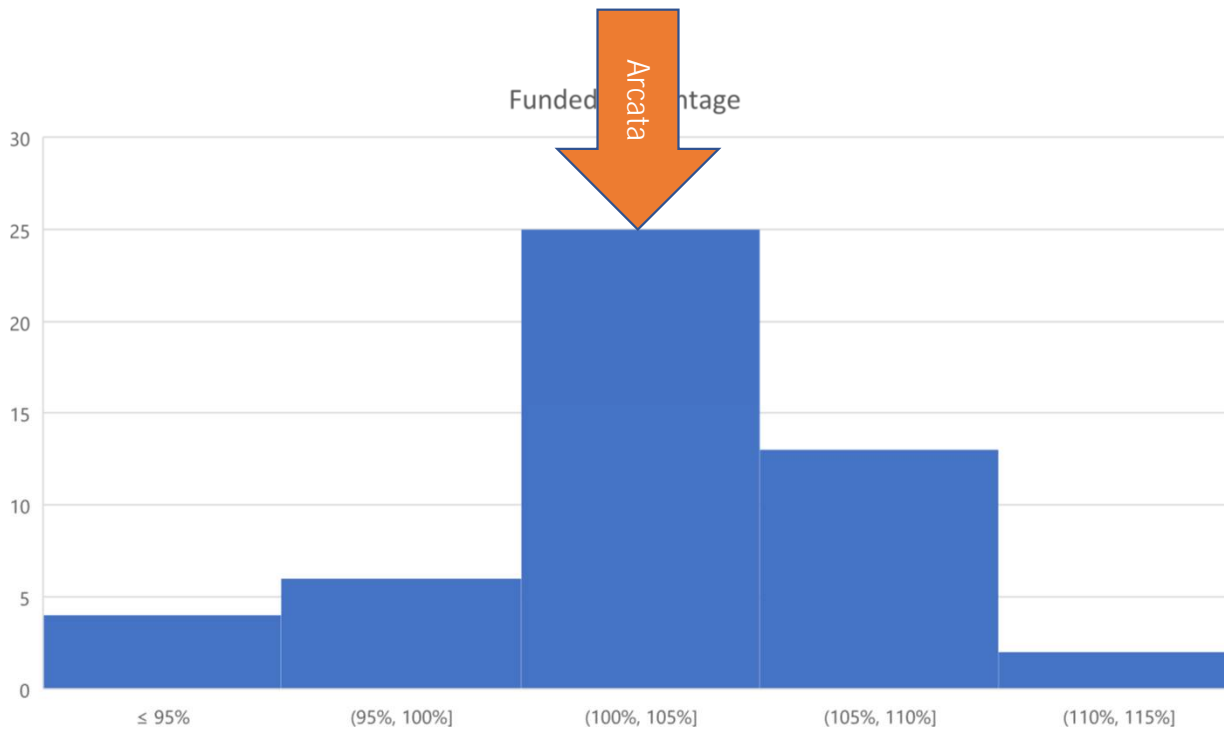
# Safety Plan

## – Total Contribution Percentage for Fiscal Year 23-24 (109.3%)



# Safety Tier 2 Plan

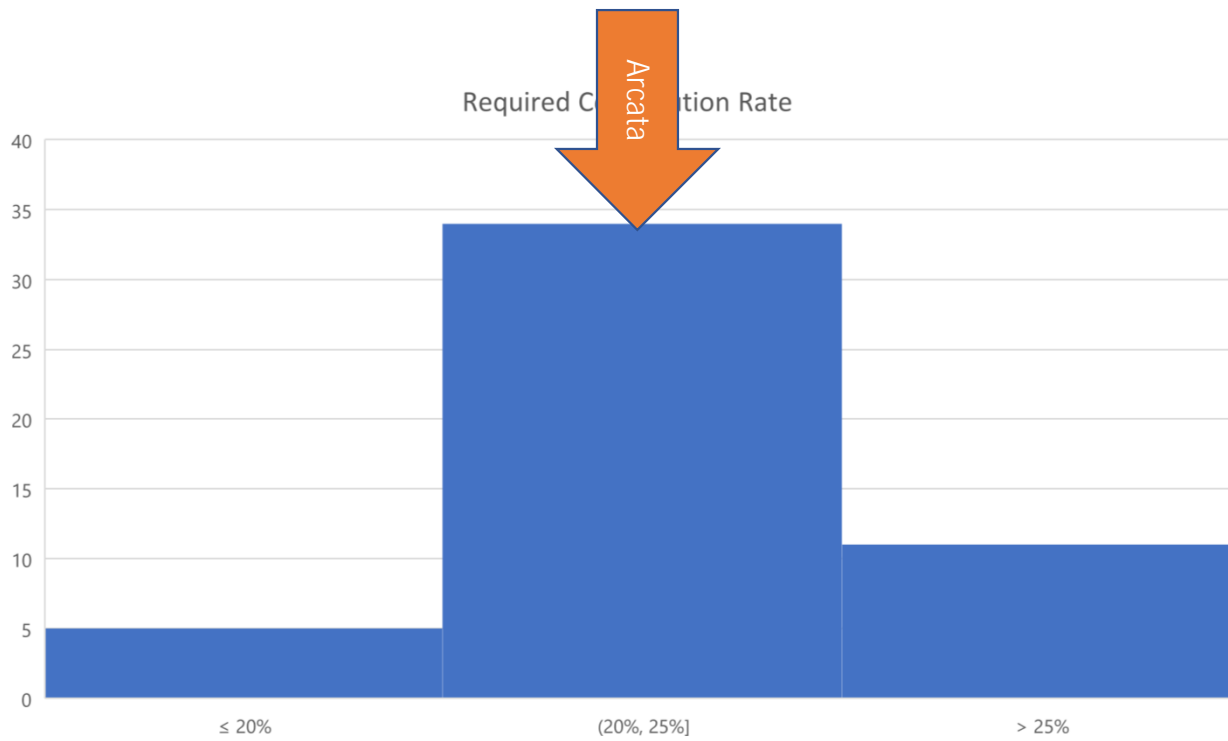
## – Funded Percentage as of June 30, 2021 (102.1%)





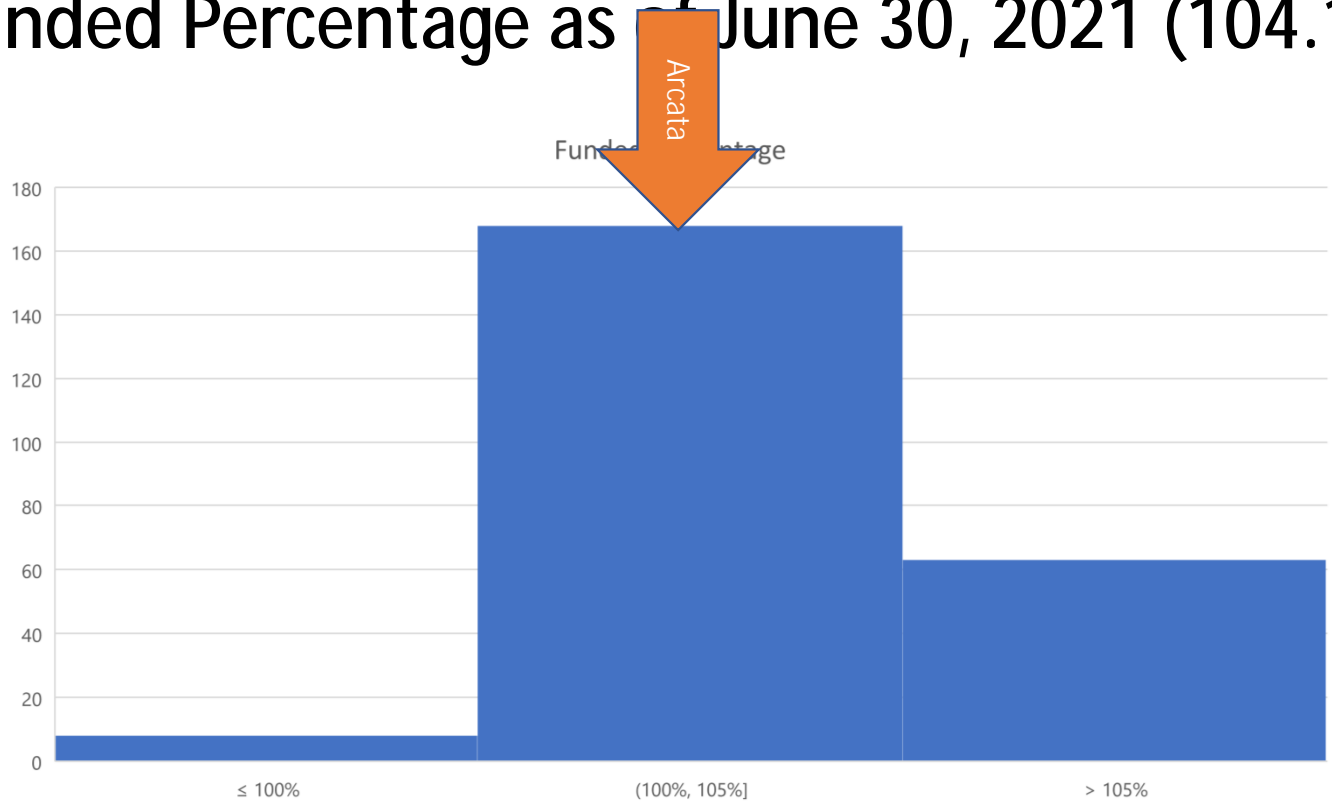
# Safety Tier 2 Plan

## – Total Contribution Percentage for Fiscal Year 23-24 (22.8%)

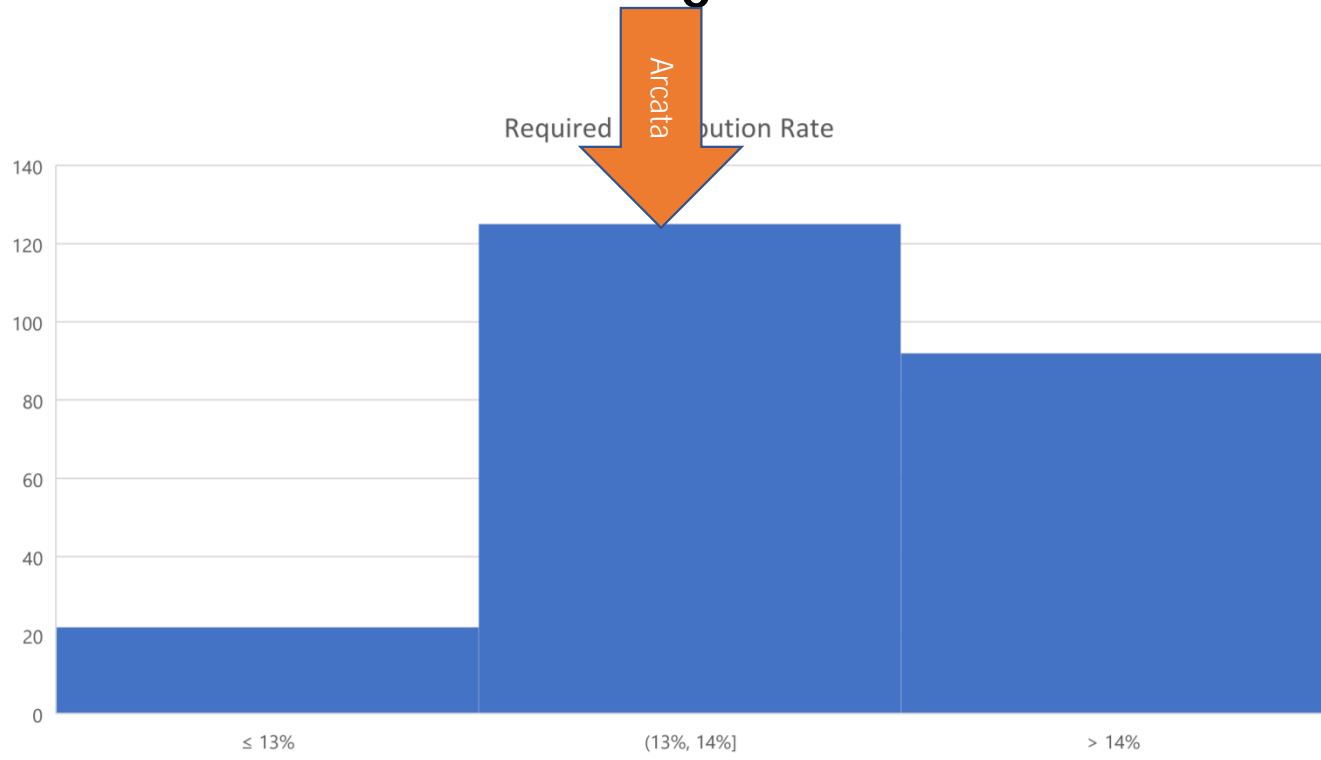


# PEPRA Safety Police Plan

## – Funded Percentage as of June 30, 2021 (104.1%)



# PEPRA Safety Police Plan – Total Contribution Percentage for Fiscal Year 23-24 (13.5%)



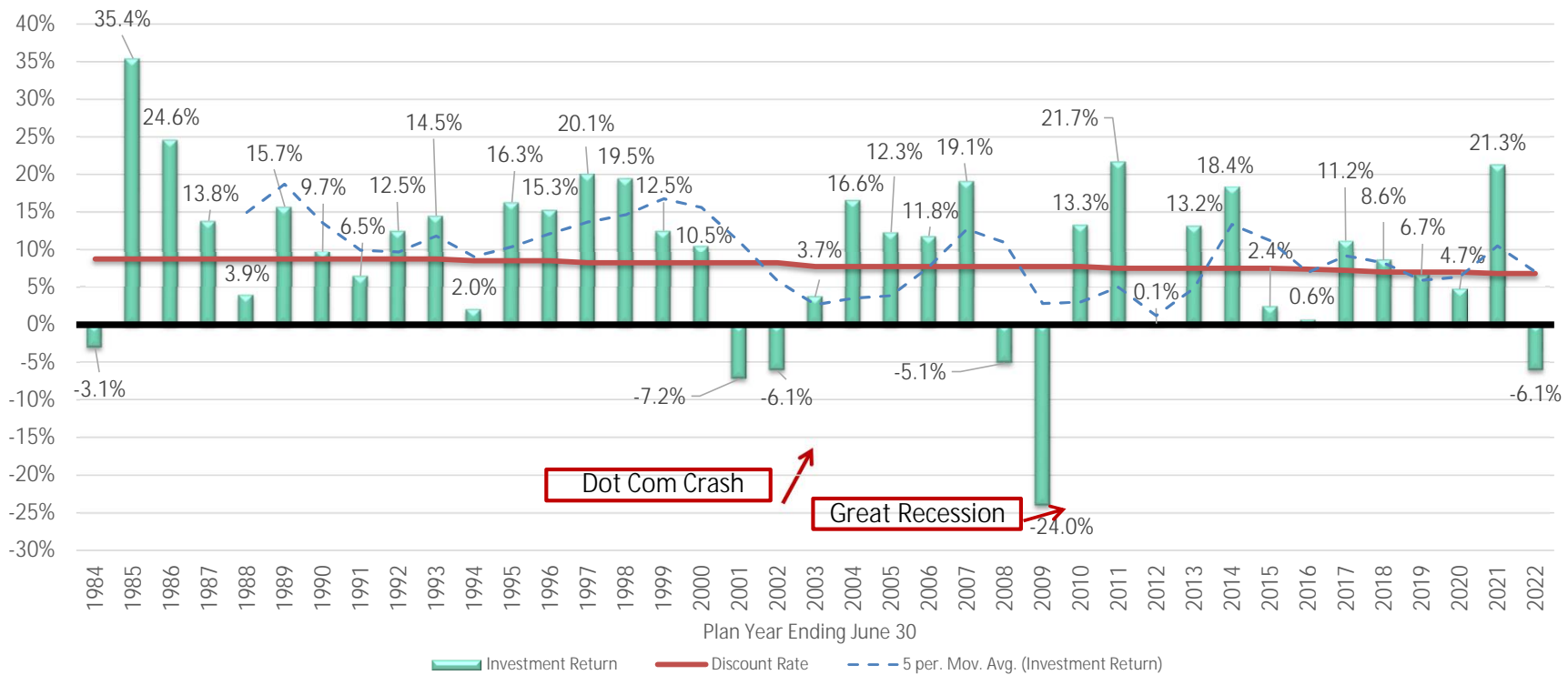
# Changes to CalPERS



# CalPERS Investment Return: 21.3% in 2020/21 -6.1% in 2021/22

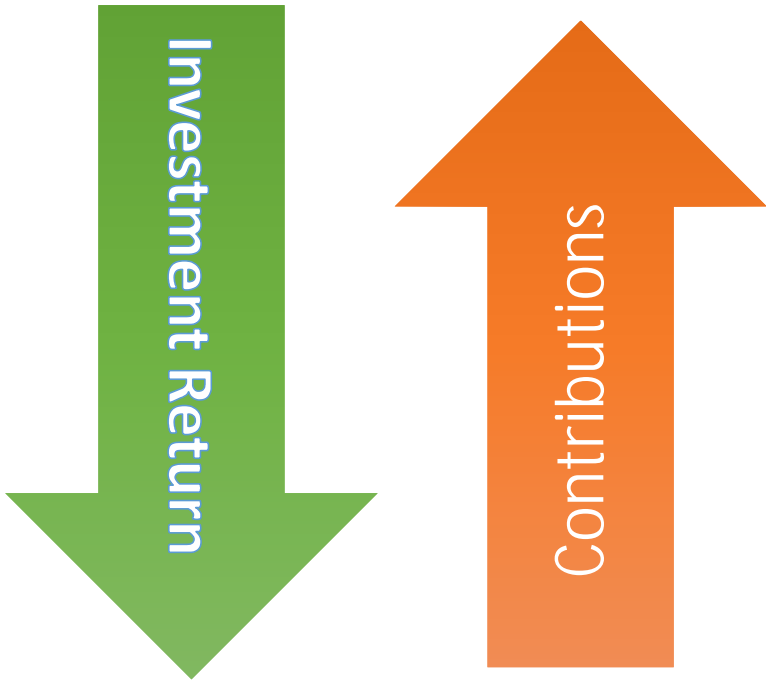
Strong return in 2020/21 followed by weak return in 21/22

# CalPERS Actual Investment Returns versus Assumed Investment Return



Discount Rate = Assumed Investment Return Rate

# Less Money from Investment Return means More Money Required from Contributions



# Impact of Changes





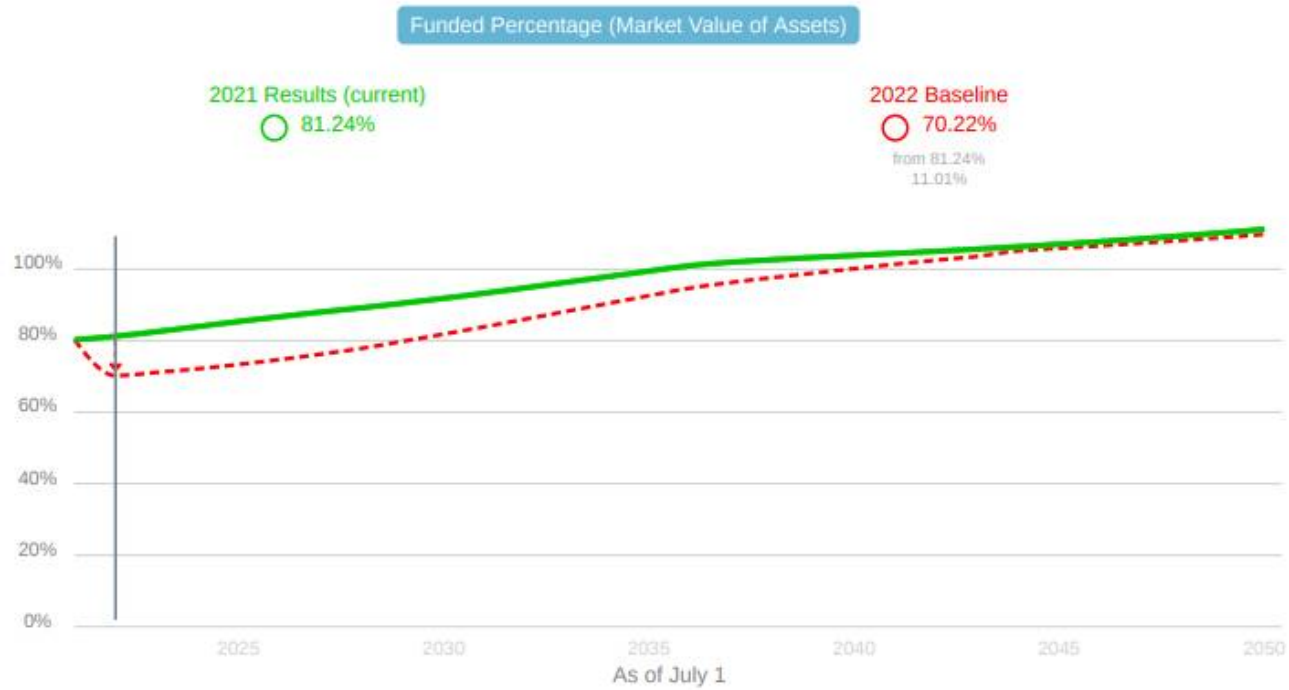
# Total Employer Required Contributions



# Unfunded Accrued Liability



# Funded Percentage



# Addressing Unfunded Liability

## What has the City done?

- Additional contributions
  - City issued bonds in 2015
  - Used the proceeds to pay off a portion of the City's UAL
    - \$2.1 Million to Miscellaneous
    - \$1.0 Million to Safety
- Employee cost sharing agreement
  - Additional Employee Contributions
  - Differ by Bargaining Group
  - Range to 3% of pay

# What Can Cities Do?

- Allocate Funding to:
  - Make additional payments to CalPERS
  - Set up internal reserve
  - Make contributions to a 115 Trust
- Consider Pension Obligation Bonds
- Multiple Contingency Plans
- Long Range Planning (pensions, capital infrastructure)

# Questions





# Disclaimer

While tested against actuarial valuation results, the software results will not necessarily match actuarial valuation results, as no two actuarial models are identical. The software offers financially sound projections and analysis; however, outputs do not guarantee compliance with standards under the Government Accounting Standards Board or Generally Accepted Accounting Principles. The software and this presentation are not prepared in accordance with standards as promulgated by the American Academy of Actuaries, nor do outputs or this presentation constitute Statements of Actuarial Opinion. GovInvest has used census data, plan provisions, and actuarial assumptions provided by Customer and/or Customer's actuary to develop the software for Customer. GovInvest has relied on this information without audit.





# STAFF REPORT – CITY COUNCIL MEETING

March 15, 2023

**TO:** Honorable Mayor and City Council Members

**FROM:** Tabatha Miller, Finance Director

**PREPARER:** Tabatha Miller, Finance Director

**DATE:** March 07, 2023

**TITLE:** **Consider Adopting Resolution No. 223-44, A Resolution of the City Council of the City of Arcata Accepting the Mid-Year Budget Review and Approving Associated Budget Revisions for the Fiscal Year 2022-23.**

## RECOMMENDATION:

It is recommended that the Council adopt Resolution No. 223-44, A Resolution of the City Council of the City of Arcata to Amend Resolution No. 223-01 Adopting the Annual Budget for Fiscal Year 2022-23.

## INTRODUCTION:

It is the standard policy and practice of the City Council to perform a mid-year budget review in March of each year.

## BACKGROUND/ DISCUSSION:

The annual mid-year review serves three purposes. It provides an opportunity to monitor the City's current budget and financial position as of 12-31-2022, to review projections for the year-end budget and financial position, and to preview to the City's financial status going into the fiscal year (FY) 2023-24 budget year.

The recommendations for adjusting the current expenditure and revenue budgets are set forth in Resolution No. 223-44 (Attachment 1) which is the culmination of a line-by-line review of every revenue and expenditure account. New projects, opportunities and unanticipated expenditures are incorporated into the recommendations, including:

- \$30,000 for Extreme Weather Sheltering provided during this winter/early spring in response to the recent severe winter storms,
- \$30,000 for a mural honoring and remembering David Josiah Lawson on the north wall of the D Street Neighborhood Center,
- \$355,000 to pre-order a Street Sweeper replacement to meet carbon emission standards and continue the City's required street sweeping program. We anticipate a 12-18 month lead time for vehicle delivery,

- \$195,252 for New Carlson Park Rural Recreation and Tourism Grant and WCB Carlson Park River Access Grant funding for pre-construction and design costs,
- Transfer \$185,000 to offset the deficit fund balance in the City's Information Technology Internal Service Fund,
- \$86,683 net decrease to City salary and benefit accounts. This is less than .5% of the City's original \$18.45 million salary and benefits budget, and
- \$192,934 net increase in utilities expenditures. This is due to increased utility cost and colder than normal temperatures and weather.

### **Fund Balance**

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 a specific purpose. Funds are established for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions or limitations.

Fund balance is the accumulation of a funds revenues minus expenditures for all prior years' operations. It represents cumulative resources available for funding future City services. Fund balance also provides a measurement of the financial health of an organization's governmental funds. Increasing fund balance is typically a good trend indicating growing resources and that current revenues are meeting and exceeding current expenditures.

Fund balance is a key fiscal planning tool for both the annual budget process and longer-term strategic planning. For example, agencies will often decide to build up fund balance and then fund a larger onetime or capital expenditure from available resources as opposed to financing the costs through debt. Those strategic investments from fund balance can be critical to the future of the organization. Examples include investing in facilities and critical infrastructure, paying down pension liability, and other long-term goals.

Attachment 2 is the summary of projected available City fund balances at year-end – June 30, 2023.

### **Economic Climate and Possible Recession**

The national, state and local news continues to discuss the possibility of a recession and the economic factors that may increase the chances of such a recession. Although unemployment is still at very low levels, 3.4% for Humboldt County as of December 2022, increasing inflation and the Federal Reserve continued policy of increasing interest rates to combat that inflation continue to challenge our economy. As discussed below under sales tax revenues, Humboldt County has been impacted by the plummeting cannabis market, earthquakes, unusually harsh winter storms and the ongoing lack of affordable and available housing.

Whether or not we are impacted by a local or national recession in the near future, the City has planned ahead and reserved funds for future capital needs, economic downturns and other emergencies. These funds are not included in available fund balances provided in Attachment 2. A goal of staff is to develop a more formal reserve policy for review and adoption by the Council.

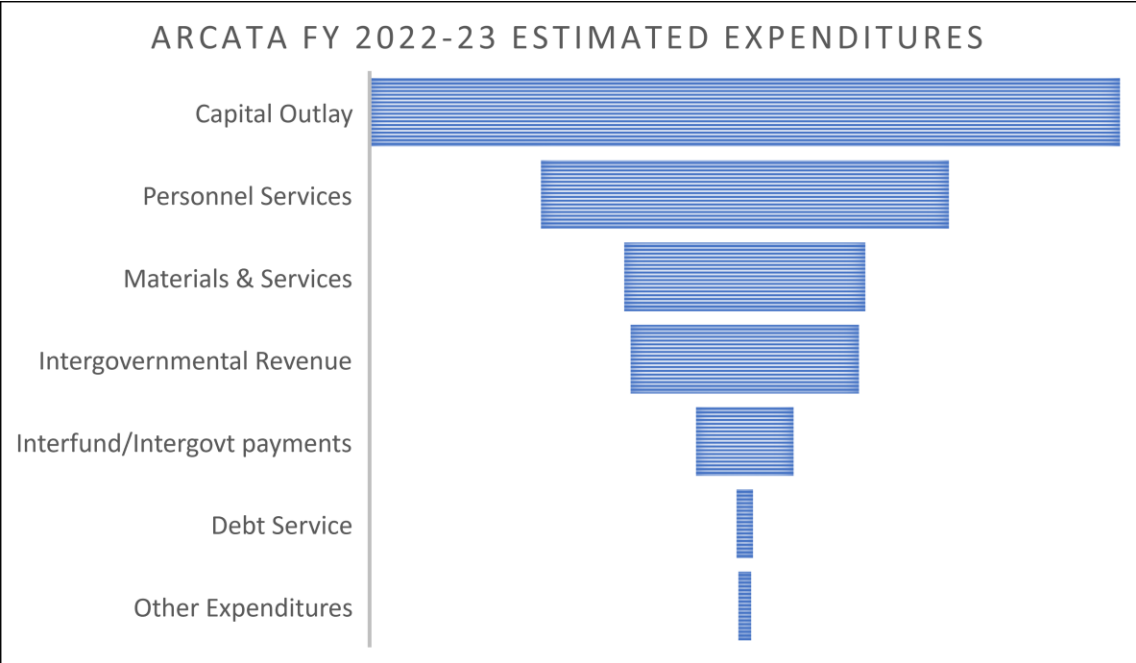
### **Expenditures**

The City's FY 2022-23 expenditure budget reflects a significant investment in capital, with more than 40% budgeted for capital outlay. The single largest component of that investment is the City's current \$10.5 million expense towards the Wastewater Treatment Plant Upgrade Phase 1 and the \$2.3 million Ultraviolet procurement and design project. Likewise, the City's Water Fund is

investing more than \$5.7 million in waterline improvements and water storage. Other notable capital projects include the I Street Dock, Redwood Park improvements, Isackson Sustainable Transportation Infrastructure, the City’s annual pavement management and striping programs and two newly purchased electrical buses.

**City Expenditures by Classification**

<b>Expenditure Classification</b>	<b>FY 2022-23 Estimated</b>	<b>% of Total</b>
Capital Outlay	\$ 33,808,540	43%
Personnel Services	18,363,802	23%
Materials & Services	10,860,898	14%
Intergovernmental Revenue	10,284,282	13%
Interfund/Intergovt payments	4,382,225	6%
Debt Service	732,513	1%
Other Expenditures	577,616	1%
<b>Grand Total</b>	<b>\$ 79,009,876</b>	<b>100%</b>



The FY 2022-23 Estimated Year End expenditures are projected to be \$479k less than originally budgeted. The largest portion of the reduction is in grant programs that will be carried forward into the next fiscal year.

**City Expenditures by Fund**

<b>Funds</b>	<b>FY 2022-23 Estimated Expenditures</b>	<b>% of Total</b>
General Fund	\$ 17,942,919	22.7%
Special Revenue Funds	23,555,302	29.8%
Water Fund	10,644,243	13.5%
Wastewater Fund	20,533,495	26.0%
A&MRTS (Transit) Fund	2,147,085	2.7%
Solid Waste Fund	515,467	0.7%
Stormwater Drainage Fund	735,521	0.9%
Internal Service Funds	2,642,511	3.3%
Redevelopment Successor Agency Debt	293,332	0.4%
<b>Total Funds Expenditures</b>	<b>\$ 79,009,876</b>	<b>100%</b>

In the FY 2022-23 expenditure budget, Special Revenue Funds together account for 30% of the City’s expenditures. Special Revenue Funds are used to account for specific revenue sources that are legally restricted to expenditures for a specific purpose. These purposes include grant funding restricted to certain projects or uses by contract and award terms, special taxes such as the City’s Open Space, Parks and Trails special parcel tax, Gas Taxes and other intergovernmental revenues provided to the City specifically for streets maintenance, traffic control and transportation improvements.

The City has five enterprise funds, which account for services provided to the general public where all or a substantial portion of the costs are paid in the form of user charges and fees. Those funds include the Water, Wastewater, A&MRTS, Solid Waste and Stormwater Funds. When combined the Enterprise Funds account for the largest portion of City spending at 44% or \$34.6 million of the total expenditure budget. As discussed above, for FY 2022-23, \$22.8 million of those planned expenditures are an investment in the City’s capital infrastructure.

**General Fund**

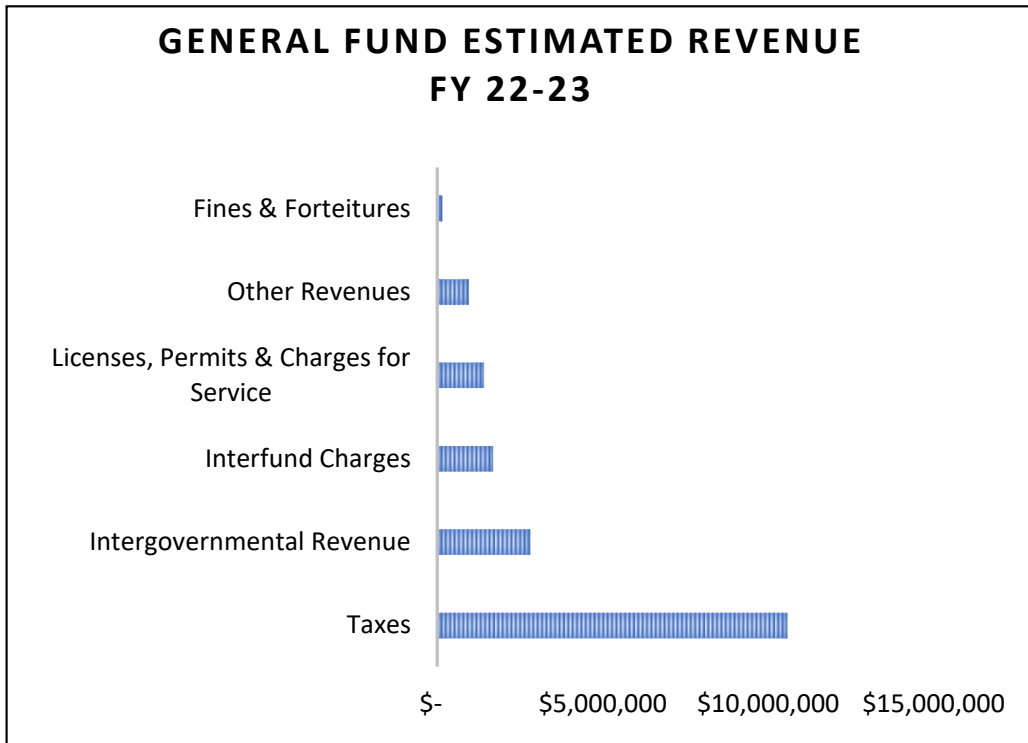
The General Fund is used to account for the general operations of the City such as Police, City Administration, etc. It is used to account for all financial resources not required to be accounted for or restricted to another fund: including property taxes, sales taxes, business license tax, transient occupancy tax, license and permits, fines and forfeits. Because the General Fund houses all revenues not restricted for a special purpose, it is the source of the most discretionary funding and as such, the most competitive for budgetary purposes.

Year-end 2022-23 total General Fund revenues are estimated to be \$692,683 above the original budget and \$1,256,355 above the estimated FY 2021-22 revenue. This is positive but much of the increase, approximately \$1.2 million is due to one-time revenues such as grants and other intergovernmental revenues.

Taxes account for 60% of total General Fund Revenues and provide the most consistent ongoing revenue stream – which makes this source critical to maintaining ongoing operations.

**General Fund Revenues**

Revenue	FY 2022-23 Estimated	% of Total
Taxes	\$ 10,568,525	60%
Intergovernmental Revenue	\$ 2,807,460	16%
Interfund Charges	\$ 1,685,990	10%
Licenses, Permits & Charges for Service	\$ 1,408,867	8%
Other Revenues	\$ 949,537	5%
Fines & Forfeitures	\$ 150,000	1%
<b>Total</b>	<b>\$ 17,570,379</b>	<b>100%</b>



The City receives sales/transaction tax from two sources. The Bradley Burns Uniform Sales and Use Tax provides for a city/county rate of 1.25% as part of the state’s sales tax collections. One quarter cent of the levy is for the county-wide regional transportation fund and the balance or 1.0% supports local government general funds. Sales tax is allocated back to the jurisdiction (city or unincorporated county) where the sale transaction was negotiated, or the order taken (point of sale). As such, the Bradley Burns Sales and Use Tax received by the county is associated with sales that originate in the incorporated area of Arcata.

The Arcata City voters approved a local add-on Transaction and Use Tax (TUT) in 2008 in the amount of .75%. The tax expires in 2028. The proceeds are used primarily to support Public Safety and Streets. The TUT is collected based on place of use or destination and not point of sale. As a result, the tax is not collected uniformly with the Bradley Burns tax and as a general rule, the destination collection method favors Arcata.

Both transaction taxes are estimated to be below original budget for FY 2022-23. The Bradley Burns 1% is down year to date (YTD) 3.2% from prior year. The current estimated revenue is projected \$18k below the budget for FY 2022-23 and \$178k below FY 2021-22 actual revenues. The City’s

TUT is down 7% or \$117k YTD and estimated to finish FY 2022-23, \$196k below FY 2021-22 actual revenues.

**Transaction Tax Revenues**

Revenue	FY 2021-22 Actual	FY 2022-23 Budget	FY 2022-23 Estimated YE	Difference Budget to Estimated
Sales Tax	\$ 3,083,415	\$ 2,923,000	\$ 2,905,000	\$ (18,000)
Transactions & Use Tax	2,826,138	2,747,000	2,630,000	(117,000)
Utility Users Tax	1,030,498	880,000	1,100,000	220,000
Transient Occupancy Taxes	2,029,499	1,400,000	1,500,000	100,000
<b>Total</b>	<b>\$ 8,969,550</b>	<b>\$ 7,950,000</b>	<b>\$ 8,135,000</b>	<b>\$ 185,000</b>

Contrary to statewide trends – which are up, including most of Northern California, sales tax revenues are down across Humboldt County. The Bradley Burns sales tax collected in unincorporated Humboldt County for the first six months of FY 2022-23 was down 25% from the prior year, with southern Humboldt seeing the most significant decreases. The largest business category decline for both 2<sup>nd</sup> Quarter, and 3<sup>rd</sup> Quarter in unincorporated Humboldt was garden and agricultural suppliers, underscoring the impact of the cannabis industry on the county's local economy. Overall, Humboldt County Bradley Burns (incorporated areas and incorporated cities) sales tax was down 6.9% for 3<sup>rd</sup> Quarter and 14.4% in unincorporated areas. Contradicting this trend, the Statewide tax was up 8%. Northern California counties averaged a .9% increase which included the decrease in Humboldt.

As shown in the chart above, the City’s Utility User’s Tax (UUT) is estimated to be \$220k above budget and reflects the increases in local utility costs, including PG&E and the City’s water and sewer utilities. While the City’s Transient Occupancy Taxes (TOT) decreases are primarily due to the conversion of hotel rooms from short-term (under 30 day stays) to residential use, which is not subject to the TOT. Both the Project Homekey conversions and the use of hotel rooms by CalPoly Humboldt are responsible for the decrease in TOT revenue.

**Property Tax Revenues – Collected and Distributed by Humboldt County**

Revenue	FY 2021-22 Actual	FY 2022-23 Budget	FY 2022-23 Estimated YE	Difference Budget to Estimated
Secured Property Taxes	\$ 1,647,533	\$ 1,650,000	\$ 1,775,000	\$ 125,000
Unsecured Property Taxes	52,937	60,000	75,000	15,000
Supplemental Roll	11,246	20,000	20,000	-
Motor Vehicle In Lieu Tax	1,941,133	1,931,000	2,035,000	104,000
Homeowners Prop Tax Relief	15,809	10,000	10,000	-
<b>Total</b>	<b>\$ 3,668,658</b>	<b>\$ 3,671,000</b>	<b>\$ 3,915,000</b>	<b>\$ 244,000</b>

The decreases in sales taxes are offset by increases in property taxes and Motor Vehicle in Lieu Taxes, which combined is estimated a \$244k above budget and \$244k above FY 2021-22.

**FY 2023-24 Budget Preview and Considerations**

The Mid-Year Budget review provides a preview to the next year’s annual budget, which is tentatively set for May 9, 2022. Like most budget years, the City has both opportunities and challenges to consider in developing the next year’s budget, including:

- City Council priorities and goals,
- Completion of multi-year capital projects,
- Impacts to tax revenues including sales tax, TUT and TOT,
- Potential to place a tax measure on the ballot in 2024, to ensure ongoing programs and services can be developed and continued,
- Increasing demand for Public Safety services and continued vacancies in staff,
- Increasing pension liability costs,
- 4% increase for staff salaries, effective 7-1-2023,
- Continuing increases in liability and property insurance,
- Lack of affordable and available housing,
- Impact of Cannabis Industry collapse,
- A possible recession,
- Inflationary increases,
- Climate Change, and
- Increasing demand for City services and intervention.

**BUDGET/FISCAL IMPACT:**

The budgetary and fiscal impacts of the proposed mid-year adjustments and estimates have been described above and in the attached Resolution No. 223-44.

**ATTACHMENTS:**

- A. Resolution No. 223-44 Mid-Year Budget Adjustments (DOCX)
- B. Mid-Year Adjustments Exhibit Resolution No. 223-44 (PDF)
- C. FY 2022-23 Projected Fund Balances (PDF)

**RESOLUTION NO. 223-44**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ARCATA  
TO AMEND RESOLUTION NO. 223-01, ADOPTING THE ANNUAL BUDGET  
FOR FISCAL YEAR 2022-23**

WHEREAS, the City Council of the City of Arcata requires a mid-year review of the status of work programs and financial condition each fiscal year, and

WHEREAS, Staff has conducted this review which includes an evaluation of revenue estimates and appropriations, a review of budget compliance and progress, and a projection of year-end fund balances.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Arcata that Resolution No. 223-01, adopting the budget for the City of Arcata for fiscal year 2022-23, be amended as outlined in Attachments 1 to this Resolution.

DATED: March 15, 2023

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. 223-44, passed and adopted at a regular meeting of the City Council of the City of Arcata, Humboldt County, California, held on the 15<sup>th</sup> day of March, 2023 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

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

Attachment: A. Resolution No. 223-44 Mid-Year Budget Adjustments (4135 : Mid-Year Budget Review and Resolution)



City of Arcata  
 Summary of Mid-Year Budget Adjustments  
 Fiscal Year 2022-23 (By Fund)

Attachment 1

Fund	Account Number	Activity	Fund Type	Revenue/ Expenditure	Line Item	Account Description	Increase (Decrease)		Net Impact to Fund Balance-Increase (Decrease)
							Revenue	Expenditure	
101	101-00-00-41100		General	Rev	Taxes	Secured Property Taxes	\$ 125,000		
101	101-00-00-41150		General	Rev	Taxes	Unsecured Property Taxes	15,000		
101	101-00-00-41300		General	Rev	Taxes	Sales Tax	(18,000)		
101	101-00-00-41310		General	Rev	Taxes	Transactions & Use Tax	(117,000)		
101	101-00-00-41350		General	Rev	Taxes	Utility Users Tax	220,000		
101	101-00-00-41400		General	Rev	Taxes	Transient Occupancy Taxes	100,000		
101	101-00-00-41600		General	Rev	Taxes	Business License Tax	(22,000)		
101	101-00-00-42250		General	Rev	Licenses & Permits	Parking Meters	5,000		
101	101-00-00-42310		General	Rev	Licenses & Permits	Reinspection Fees	(50,000)		
101	101-00-00-43200		General	Rev	Fines & Forfeitures	Parking Fines	50,000		
101	101-00-00-44100		General	Rev	Use of Money & Property	Investment Earnings	10,000		
101	101-00-00-44210		General	Rev	Use of Money & Property	Rents & Leases - Buildings	5,000		
101	101-00-00-44220		General	Rev	Use of Money & Property	Rents & Leases - City Parks	(5,000)		
101	101-00-00-44230		General	Rev	Use of Money & Property	Rents & Leases - Cmty Park	2,000		
101	101-00-00-45100		General	Rev	Intergovernmental Revenue	Motor Vehicle In Lieu Tax	104,000		
101	101-00-00-45325		General	Rev	Intergovernmental Revenue	School Resource Officer Grant	59,993		
101	101-00-00-45360		General	Rev	Intergovernmental Revenue	Abandoned Vehicle Abate	(3,000)		
101	101-00-00-45390		General	Rev	Intergovernmental Revenue	Other Police Grants	(2,896)		
101	101-00-00-45880		General	Rev	Intergovernmental Revenue	Other Parks Grants	156,252		
101	101-00-00-45985		General	Rev	Intergovernmental Revenue	SB 90 State Mandated Costs	500		
101	101-00-00-46100		General	Rev	Charges for Services	Planning & Zoning Fees	(9,000)		
101	101-00-00-46110		General	Rev	Charges for Services	Plan Check Fees - Planning	(1,000)		
101	101-00-00-46160		General	Rev	Charges for Services	Plan Check Fee - Consultant	6,126		
101	101-00-00-46220		General	Rev	Charges for Services	Vehicle Release Fees	4,500		
101	101-00-00-46230		General	Rev	Charges for Services	Parking Decal Sales	(500)		
101	101-00-00-46240		General	Rev	Charges for Services	Alarm Fees	2,500		
101	101-00-00-46250		General	Rev	Charges for Services	Fingerprinting Services	(37,000)		
101	101-00-00-46302		General	Rev	Charges for Services	Gymnastics	(5,000)		
101	101-00-00-46305		General	Rev	Charges for Services	Youth Basketball	(20,000)		
101	101-00-00-46310		General	Rev	Charges for Services	Teen Programs	(1,500)		
101	101-00-00-46320		General	Rev	Charges for Services	Drop-in Activities	2,682		
101	101-00-00-46324		General	Rev	Charges for Services	Challenge Course	(5,000)		
101	101-00-00-46335		General	Rev	Charges for Services	Adventure/Skate Camps	(15,000)		

Attachment: B. Mid-Year Adjustments Exhibit Resolution No. 223-44 (4135 : Mid-Year Budget Review and

City of Arcata  
 Summary of Mid-Year Budget Adjustments  
 Fiscal Year 2022-23 (By Fund)

Attachment 1

Fund	Account Number	Activity	Fund Type	Revenue/ Expenditure	Line Item	Account Description	Increase (Decrease)		Net Impact to Fund Balance-Increase (Decrease)
							Revenue	Expenditure	
101	101-00-00-46350		General	Rev	Charges for Services	Community Events	7,500		
101	101-00-00-46360		General	Rev	Charges for Services	Recreation - Contract Classes	4,000		
101	101-00-00-46365		General	Rev	Charges for Services	Recreation - Non-Resident Fees	(5,000)		
101	101-00-00-46990		General	Rev	Interfund Charges	Interfund Revenue - Admin	131,530		
101	101-00-00-49102		General	Rev	Other Revenue	Parks Reimb Revenue	9,000		
101	101-00-00-49230		General	Rev	Other Revenue	Police Auction Revenue	(200)		
101	101-00-00-49886		General	Rev	Other Revenue	Equity Arcata	(22,793)		
101	101-00-00-49900		General	Rev	Other Revenue	Other Revenue	12,000		
101	101-00-00-49960		General	Rev	Transfers	Operating Transfers	(120,000)		
101	101-00-00-49960		General	Rev	Transfers	Operating Transfers	(185,000)		
							<u>387,694</u>		
101	101-10-01-50100	Council	General	Exp	Personnel Services	Regular Salaries		11,090	
101	101-10-01-50990	Council	General	Exp	Personnel Services	Other Employee Benefits		(7,993)	
101	101-10-01-51400	Council	General	Exp	Materials & Services	Training, Conf. & Special Proj		3,000	
101	101-10-01-52104	Council	General	Exp	Materials & Services	Community Based Budgeting		(5,000)	
101	101-10-01-52108	Council	General	Exp	Materials & Services	Other Support Payments		60,000	
								<u>61,097</u>	
101	101-10-03-50200	City Manager	General	Exp	Personnel Services	Overtime Wages		300	
101	101-10-03-50300	City Manager	General	Exp	Personnel Services	Part-time & Temporary Salaries		(26,560)	
101	101-10-03-50990	City Manager	General	Exp	Personnel Services	Other Employee Benefits		(13,803)	
101	101-10-03-51400	City Manager	General	Exp	Materials & Services	Training & Conferences		(3,000)	
								<u>(43,063)</u>	
101	101-10-05-50990	City Clerk	General	Exp	Personnel Services	Other Employee Benefits		(6,464)	
								<u>(6,464)</u>	
101	101-10-09-51771	City Attorney	General	Exp	Materials & Services	Legal Consultations		(16,200)	
101	101-10-09-51773	City Attorney	General	Exp	Materials & Services	Other Legal Services		(20,000)	
								<u>(36,200)</u>	
101	101-10-15-50100	Personnel	General	Exp	Personnel Services	Regular Salaries		13,011	
101	101-10-15-50200	Personnel	General	Exp	Personnel Services	Overtime Wages		3,000	
101	101-10-15-50300	Personnel	General	Exp	Personnel Services	Part-time & Temporary Salaries		(7,285)	
101	101-10-15-50990	Personnel	General	Exp	Personnel Services	Other Employee Benefits		(29,468)	
101	101-10-15-51400	Personnel	General	Exp	Materials & Services	Training & Conferences		(2,280)	
101	101-10-15-51702	Personnel	General	Exp	Materials & Services	Medical Examinations		2,999	

Attachment: B. Mid-Year Adjustments Exhibit Resolution No. 223-44 (4135 : Mid-Year Budget Review and

City of Arcata  
 Summary of Mid-Year Budget Adjustments  
 Fiscal Year 2022-23 (By Fund)

Attachment 1

Fund	Account Number	Activity	Fund Type	Revenue/ Expenditure	Line Item	Account Description	Increase (Decrease)		Net Impact to Fund Balance-Increase (Decrease)
							Revenue	Expenditure	
101	101-10-15-51703	Personnel	General	Exp	Materials & Services	Psychology Examinations		3,096	
								(16,927)	
101	101-10-77-50300	Communications	General	Exp	Personnel Services	Part-time & Temporary Salaries		15,061	
								(18,792)	
101	101-20-07-50200	Finance	General	Exp	Personnel Services	Overtime Wages		1,500	
101	101-20-07-50300	Finance	General	Exp	Personnel Services	Part-time & Temporary Salaries		(12,000)	
101	101-20-07-50990	Finance	General	Exp	Personnel Services	Other Employee Benefits		(34,689)	
								(45,189)	
101	101-30-11-53100	Planning	General	Exp	Materials & Services	Postage		1,000	
101	101-30-11-50990	Planning	General	Exp	Personnel Services	Other Employee Benefits		(15,758)	
101	101-30-11-53200	Planning	General	Exp	Materials & Services	Photocopy		300	
								(14,458)	
101	101-30-31-50300	Building	General	Exp	Personnel Services	Part-time & Temporary Salaries		51,164	
101	101-30-31-50990	Building	General	Exp	Personnel Services	Other Employee Benefits		(29,802)	
101	101-30-31-55900	Building	General	Exp	Interfund/Intergovt payments	Overhead		(10,960)	
101	101-30-31-57800	Building	General	Exp	Capital Outlay	Capital - Furniture & Equipmen		(15,639)	
								(5,237)	
101	101-40-21-50100	Police	General	Exp	Personnel Services	Regular Salaries		(116,310)	
101	101-40-21-50200	Police	General	Exp	Personnel Services	Overtime Wages		215,500	
101	101-40-21-50990	Police	General	Exp	Personnel Services	Other Employee Benefits		(54,615)	
								44,575	
101	101-40-23-50100	Parking Control	General	Exp	Personnel Services	Regular Salaries		43,423	
101	101-40-23-50300	Parking Control	General	Exp	Personnel Services	Part-time & Temporary Salaries		(25,876)	
101	101-40-23-50990	Parking Control	General	Exp	Personnel Services	Other Employee Benefits		62,569	
								80,115	
101	101-40-25-50100	Animal Control	General	Exp	Personnel Services	Regular Salaries		1,451	
101	101-40-25-50200	Animal Control	General	Exp	Personnel Services	Overtime Wages		4,000	
								5,451	
101	101-50-41-50100	Engineering	General	Exp	Personnel Services	Regular Salaries		14,270	
101	101-50-41-50200	Engineering	General	Exp	Personnel Services	Overtime Wages		(1,600)	
101	101-50-41-50300	Engineering	General	Exp	Personnel Services	Part-time & Temporary Salaries		5,500	
101	101-50-41-51100	Engineering	General	Exp	Materials & Services	Utilities		(5,000)	
101	101-50-41-51400	Engineering	General	Exp	Materials & Services	Training & Conferences		(2,000)	

Attachment: B. Mid-Year Adjustments Exhibit Resolution No. 223-44 (4135 : Mid-Year Budget Review and

City of Arcata  
 Summary of Mid-Year Budget Adjustments  
 Fiscal Year 2022-23 (By Fund)

Attachment 1

Fund	Account Number	Activity	Fund Type	Revenue/ Expenditure	Line Item	Account Description	Increase (Decrease)		Net Impact to Fund Balance-Increase (Decrease)
							Revenue	Expenditure	
101	101-50-41-51500	Engineering	General	Exp	Materials & Services	Clothing & Personal Expenses		(500)	
101	101-50-41-53100	Engineering	General	Exp	Materials & Services	Postage		250	
101	101-50-41-55310	Engineering	General	Exp	Materials & Services	Street Lights Maintenance		(3,000)	
								7,920	
101	101-50-61-51770	Corp Yard	General	Exp	Materials & Services	Other Professional Services		810	
								810	
101	101-50-81-50100	Parks	General	Exp	Personnel Services	Regular Salaries		10,747	
101	101-50-81-50200	Parks	General	Exp	Personnel Services	Overtime Wages		300	
101	101-50-81-51100	Parks	General	Exp	Materials & Services	Utilities		57,934	
101	101-50-81-57612	Parks	General	Exp	Capital Outlay	Capital - Community Parks		156,252	
								226,853	
101	101-50-85-50100	Gov. Buildings	General	Exp	Personnel Services	Regular Salaries		(33,527)	
101	101-50-85-50200	Gov. Buildings	General	Exp	Personnel Services	Overtime Wages		750	
101	101-50-85-50990	Gov. Buildings	General	Exp	Personnel Services	Other Employee Benefits		(29,295)	
101	101-50-85-51100	Gov. Buildings	General	Exp	Materials & Services	Utilities		25,000	
								(37,071)	
101	101-60-79-55800	GIS	General	Exp	Interfund/Intergovt payments	IT Services & Maintenance		12,770	
								12,770	
101	101-60-89-50100	Recreation	General	Exp	Personnel Services	Regular Salaries		9,038	
101	101-60-89-50300	Recreation	General	Exp	Personnel Services	Part-time & Temporary Salaries		4,744	
101	101-60-89-50990	Recreation	General	Exp	Personnel Services	Other Employee Benefits		50,273	
101	101-60-89-51710	Recreation	General	Exp	Materials & Services	Contract Classes		500	
								64,554	
						<b>Total General Fund</b>	<b>387,694</b>	<b>280,745</b>	<b>106,948</b>
202	202-00-00-41100	Open Space	Special	Rev	Taxes	Open Space Property Tax	10,000		
							10,000		
						<b>Total Open Space Fund</b>	<b>10,000</b>	<b>-</b>	<b>10,000</b>
205	205-00-00-44600	Forest	Special	Rev	Use of Money & Property	Sale Of Carbon Credits	20,047		
							20,047		
205	205-60-87-55800	Forest	Special	Exp	Interfund/Intergovt payments	IT Services & Maintenance		2,963	
205	205-60-87-55900	Forest	Special	Exp	Interfund/Intergovt payments	Overhead		(3,180)	
								(217)	

Attachment: B. Mid-Year Adjustments Exhibit Resolution No. 223-44 (4135 : Mid-Year Budget Review and

City of Arcata  
 Summary of Mid-Year Budget Adjustments  
 Fiscal Year 2022-23 (By Fund)

Attachment 1

Fund	Account Number	Activity	Fund Type	Revenue/ Expenditure	Line Item	Account Description	Increase (Decrease)		Net Impact to Fund Balance-Increase (Decrease)
							Revenue	Expenditure	
<b>Total Forest Fund</b>							<u>20,047</u>	<u>(217)</u>	<u>20,264</u>
207	207-00-00-45710	Gas Taxes	Special	Rev	Intergovernmental Revenue	St Hwy Users Tax Sec 2106	(9,375)		
207	207-00-00-45720	Gas Taxes	Special	Rev	Intergovernmental Revenue	St Hwy Users Tax Section 2105	(4,915)		
207	207-00-00-45730	Gas Taxes	Special	Rev	Intergovernmental Revenue	St Hwy Users Tax Sec 2107	(18,736)		
207	207-00-00-45745	Gas Taxes	Special	Rev	Intergovernmental Revenue	St Hwy Users Tax Sec 2103	3,759		
							<u>(29,267)</u>		
207	207-50-45-55900	Gas Taxes	Special	Exp	Interfund/Intergovt payments	Overhead		(4,830)	
								<u>(4,830)</u>	
<b>Total Gas Taxes Fund</b>							<u>(29,267)</u>	<u>(4,830)</u>	<u>(24,437)</u>
208	208-50-45-57600	SB-1 (Road)	Special	Exp	Capital Outlay	Capital - Other Improvements		11,228	
								<u>11,228</u>	
<b>Total SB-1 (Road) Fund</b>							<u>-</u>	<u>11,228</u>	<u>(11,228)</u>
209	209-00-00-43100	Traffic	Special	Rev	Fines & Forfeitures	Vehicle Fines Non-Parking	(10,000)		
							<u>(10,000)</u>		
<b>Total Traffic Fund</b>							<u>(10,000)</u>	<u>-</u>	<u>(10,000)</u>
211	211-00-00-45211	Block Grants	Special	Rev	Intergovernmental Revenue	2017 EPA Brownfields Grant	(3,970)		
211	211-00-00-45212	Block Grants	Special	Rev	Intergovernmental Revenue	17-CDBG-12017	(887,752)		
211	211-00-00-45216	Block Grants	Special	Rev	Intergovernmental Revenue	20-CDBG-CV2-3-00213 AHP	(163,656)		
							<u>(1,055,378)</u>		
211	211-30-13-58212	Block Grants	Special	Exp	Other Expenditures	17-CDBG-12017		(100,000)	
211	211-30-13-58216	Block Grants	Special	Exp	Intergovernmental Revenue	20-CDBG-CV2-3-00213 AHP		(243,000)	
211	211-30-13-58217	Block Grants	Special	Exp	Intergovernmental Revenue	20-CDBG-CV2-3-Outdoor Events		(36,000)	
								<u>(379,000)</u>	
<b>Total Block Grants Fund</b>							<u>(1,055,378)</u>	<u>(379,000)</u>	<u>(676,378)</u>
212	212-30-11-51400	Indust. Park	Special	Exp	Materials & Services	Training & Conferences		(1,000)	
								<u>(1,000)</u>	
<b>Total Indust. Park Fund</b>							<u>-</u>	<u>(1,000)</u>	<u>1,000</u>
215	215-00-00-41900	Parkland	Special	Rev	Taxes	Parkland In Lieu Fees	4,000		
							<u>4,000</u>		

Attachment: B. Mid-Year Adjustments Exhibit Resolution No. 223-44 (4135 : Mid-Year Budget Review and

City of Arcata  
 Summary of Mid-Year Budget Adjustments  
 Fiscal Year 2022-23 (By Fund)

Attachment 1

Fund	Account Number	Activity	Fund Type	Revenue/ Expenditure	Line Item	Account Description	Increase (Decrease)		Net Impact to Fund Balance-Increase (Decrease)
							Revenue	Expenditure	
<b>Total Parkland Fund</b>							<b>4,000</b>	<b>-</b>	<b>4,000</b>
221	221-00-00-45310	Public Safety	Special	Rev	Intergovernmental Revenue	SLESF Cops Grant Funding	60,000		
							60,000		
<b>Total Public Safety Fund</b>							<b>60,000</b>	<b>-</b>	<b>60,000</b>
234	234-00-00-45252	HOME	Special	Rev	Intergovernmental Revenue	19-HOME-14962	75,000		
							75,000		
234	234-30-13-58252	HOME	Special	Exp	Intergovernmental Revenue	19-HOME-14962		75,000	
								75,000	
<b>Total HOME Fund</b>							<b>75,000</b>	<b>75,000</b>	<b>-</b>
244	244-00-00-44100	Housing Improve	Special	Rev	Use of Money & Property	Investment Earnings	45,000		
244	244-00-00-49820	Housing Improve	Special	Rev	Other Revenue	Land Sales	15,000		
244	244-00-00-49900	Housing Improve	Special	Rev	Use of Money & Property	Other Revenue	10,000		
							70,000		
<b>Total Housing Improve Fund</b>							<b>70,000</b>	<b>-</b>	<b>70,000</b>
255	255-00-00-44100	CDBG Income	Special	Rev	Use of Money & Property	Investment Earnings	60,000		
							60,000		
<b>Total CDBG Fund</b>							<b>60,000</b>	<b>-</b>	<b>60,000</b>
259	259-00-00-44100	HOME Income	Special	Rev	Use of Money & Property	Investment Earnings	3,000		
							3,000		
<b>Total HOME Income Fund</b>							<b>3,000</b>	<b>-</b>	<b>3,000</b>
661	661-00-00-46710	Water	Enterprise	Rev	Charges for Services	Water Service Charges	100,000		
661	661-00-00-46715	Water	Enterprise	Rev	Charges for Services	Non Payment Penalty	11,000		
661	661-00-00-46730	Water	Enterprise	Rev	Charges for Services	Connection Fees	60,000		
							171,000		
661	661-50-63-50200	Water	Enterprise	Exp	Personnel Services	Overtime Wages		2,500	
661	661-50-63-52000	Water	Enterprise	Exp	Interfund/Intergovt payments	Insurance		(4,994)	
661	661-50-63-55900	Water	Enterprise	Exp	Interfund/Intergovt payments	Overhead		21,450	
661	661-60-64-50100	Water	Enterprise	Exp	Personnel Services	Regular Salaries		103,438	
661	661-60-64-50200	Water	Enterprise	Exp	Personnel Services	Overtime Wages		3,000	
661	661-60-64-50990	Water	Enterprise	Exp	Personnel Services	Other Employee Benefits		52,328	

Attachment: B. Mid-Year Adjustments Exhibit Resolution No. 223-44 (4135 : Mid-Year Budget Review and

City of Arcata  
 Summary of Mid-Year Budget Adjustments  
 Fiscal Year 2022-23 (By Fund)

Attachment 1

Fund	Account Number	Activity	Fund Type	Revenue/ Expenditure	Line Item	Account Description	Increase (Decrease)		Net Impact to Fund Balance-Increase (Decrease)
							Revenue	Expenditure	
661	661-60-64-51400	Water	Enterprise	Exp	Materials & Services	Training & Conferences		2,000	
661	661-60-64-51742	Water	Enterprise	Exp	Materials & Services	Lab Testing & Analysis		1,455	
661	661-60-64-52000	Water	Enterprise	Exp	Interfund/Intergovt payments	Insurance		(1,633)	
661	661-60-64-55900	Water	Enterprise	Exp	Interfund/Intergovt payments	Overhead		50,040	
								229,584	
						<b>Total Water Fund</b>		<b>171,000</b>	<b>229,584</b>
									<b>(58,584)</b>
662	662-00-00-46810	Wastewater	Enterprise	Rev	Charges for Services	Wastewater Service Charge	1,000,000		
662	662-00-00-46815	Wastewater	Enterprise	Rev	Charges for Services	Non Payment Penalty	7,000		
662	662-00-00-46820	Wastewater	Enterprise	Rev	Charges for Services	Sewer Repair Fee	15,000		
662	662-00-00-46830	Wastewater	Enterprise	Rev	Charges for Services	Connection Fees	100,000		
662	662-00-00-46840	Wastewater	Enterprise	Rev	Charges for Services	FOG Pollution Prevention	8,000		
662	662-00-00-46860	Wastewater	Enterprise	Rev	Charges for Services	Pretreatment Permit Fee	500		
662	662-00-00-49800	Wastewater	Enterprise	Rev	Other Revenue	Reimbursement Revenue	3,500		
662	662-00-00-49960	Wastewater	Enterprise	Rev	Transfers	Operating Transfers	(35,000)		
							1,134,000		
662	662-50-65-55900	Wastewater	Enterprise	Exp	Interfund/Intergovt payments	Overhead		42,470	
662	662-60-67-50100	Wastewater	Enterprise	Exp	Personnel Services	Regular Salaries		56,384	
662	662-60-67-50200	Wastewater	Enterprise	Exp	Personnel Services	Overtime Wages		3,500	
662	662-60-67-50990	Wastewater	Enterprise	Exp	Personnel Services	Other Employee Benefits		33,496	
662	662-60-67-51100	Wastewater	Enterprise	Exp	Materials & Services	Utilities		115,000	
662	662-60-67-55900	Wastewater	Enterprise	Exp	Interfund/Intergovt payments	Overhead		54,090	
								304,940	
						<b>Total Wastewater Fund</b>		<b>1,134,000</b>	<b>304,940</b>
									<b>829,060</b>
663	663-00-00-46560	A&MRTS	Enterprise	Rev	Charges for Services	Passenger Fares	10,000		
663	663-00-00-46561	A&MRTS	Enterprise	Rev	Charges for Services	Special Transit Fare Cal Poly	25,965		
663	663-00-00-46566	A&MRTS	Enterprise	Rev	Charges for Services	D.A.R.-Ticket Sales	11,500		
							47,465		
663	663-50-91-50100	A&MRTS	Enterprise	Exp	Personnel Services	Regular Salaries		(37,065)	
663	663-50-91-50200	A&MRTS	Enterprise	Exp	Personnel Services	Overtime Wages		3,000	
663	663-50-91-50300	A&MRTS	Enterprise	Exp	Personnel Services	Part-time & Temporary Salaries		(39,000)	
663	663-50-91-50990	A&MRTS	Enterprise	Exp	Personnel Services	Other Employee Benefits		(6,033)	

Attachment: B. Mid-Year Adjustments Exhibit Resolution No. 223-44 (4135 : Mid-Year Budget Review and

City of Arcata  
 Summary of Mid-Year Budget Adjustments  
 Fiscal Year 2022-23 (By Fund)

Attachment 1

Fund	Account Number	Activity	Fund Type	Revenue/ Expenditure	Line Item	Account Description	Increase (Decrease)		Net Impact to Fund Balance-Increase (Decrease)
							Revenue	Expenditure	
663	663-50-91-51400	A&MRTS	Enterprise	Exp	Materials & Services	Training & Conferences		(10,000)	
663	663-50-91-52000	A&MRTS	Enterprise	Exp	Interfund/Intergovt payments	Insurance		(3,330)	
663	663-50-91-55900	A&MRTS	Enterprise	Exp	Interfund/Intergovt payments	Overhead		(10,560)	
663	663-50-93-50100	A&MRTS	Enterprise	Exp	Personnel Services	Regular Salaries		(1,151)	
								(104,139)	
						<b>Total A&amp;MRTS Fund</b>	<b>47,465</b>	<b>(104,139)</b>	<b>151,604</b>
664	664-00-00-46459	Waste	Enterprise	Rev	Charges for Services	Other Revenue	2,000		
664	664-00-00-49960	Waste	Enterprise	Rev	Transfers	Operating Transfers	(75,000)		
							(73,000)		
664	664-60-73-50100	Waste	Enterprise	Exp	Personnel Services	Regular Salaries		(525)	
664	664-60-73-52000	Waste	Enterprise	Exp	Interfund/Intergovt payments	Insurance		(14,769)	
664	664-60-73-55900	Waste	Enterprise	Exp	Interfund/Intergovt payments	Overhead		(5,370)	
								(20,664)	
						<b>Total Waste Fund</b>	<b>(73,000)</b>	<b>(20,664)</b>	<b>(52,336)</b>
666	666-00-00-49960	Stormwater	Enterprise	Rev	Transfers	Operating Transfers	(35,000)		
							(35,000)		
						<b>Total Stormwater</b>	<b>(35,000)</b>	<b>-</b>	<b>(35,000)</b>
771	771-00-00-49960	Central Garage	Internal Service	Rev	Transfers	Operating Transfers	265,000		
							265,000		
771	771-50-57-53600	Central Garage	Internal Service	Exp	Capital Outlay	Capital - Vehicles		355,000	
								355,000	
						<b>Total Central Garage Fund</b>	<b>265,000</b>	<b>355,000</b>	<b>(90,000)</b>
775	775-00-00-49960	IT Services	Internal Service	Rev	Transfers	Operating Transfers	185,000		
							185,000		
775	775-10-71-55900	IT Services	Internal Service	Exp	Interfund/Intergovt payments	Overhead		(1,630)	
								(1,630)	
						<b>Total IT Services Fund</b>	<b>185,000</b>	<b>(1,630)</b>	<b>186,630</b>

Attachment: B. Mid-Year Adjustments Exhibit Resolution No. 223-44 (4135 : Mid-Year Budget Review and



City of Arcata  
 June 30, 2023  
 Fund Balances - Estimated

Attachment 2

Estimated June 30, 2023 Fund Balance						
	Estimated Unreserved Fund Balance 6/30/2022	Estimated Revenue	Net Transfers	Estimated Expenditure	Estimated Available Fund Balance 6/30/2023	Change in Net Position
<b>General Fund:</b>						
101 General	\$ 6,740,726	\$ 17,570,379	\$ (680,837)	\$ (17,942,919)	\$ 5,687,349	(1,053,377)
<b>Special Revenue Funds:</b>						
202 Open Spaces, Parks, Trails	-	160,000	(135,000)	-	25,000	25,000
203 Bicycle Registration	3,550	42	-	-	3,592	42
204 POST	7,236	28,000	7,000	(35,000)	7,236	-
205 Forest	732,219	360,047	45,000	(570,108)	567,158	(165,061)
207 State Gas Tax 2107	354,396	486,686	1,035,000	(1,515,816)	360,266	5,870
208 SB1(RMRA)	368,440	403,228	-	(403,228)	368,440	-
209 Traffic Safety	170,713	30,000	283,000	(326,905)	156,808	(13,905)
210 SB 45 STIP Grant Funds	10,164	1,560,951	-	(1,555,300)	15,815	5,651
211 HCD Block Grant	42,657	2,078,344	(2,387,752)	(569,708)	(836,459)	(879,116)
212 Industrial Park	192,730	245,000	-	(254,181)	183,549	(9,181)
213 Community Development Grants	175	157,898	-	(157,898)	175	-
214 Residential Construction Tax	380,714	30,000	(20,000)	-	390,714	10,000
215 Parkland in Lieu	202,013	14,000	(20,000)	-	196,013	(6,000)
216 Parking in Lieu	283,847	-	-	-	283,847	-
218 Proposition 172	148,948	110,000	(110,000)	-	148,948	-
219 ISTE A	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	160,000	(360,000)	-	236,098	(200,000)
224 ARPA	-	2,625,575	-	(2,775,996)	(150,421)	(150,421)
230 HomeKey	9,935,282	-	-	(9,935,282)	-	(9,935,282)
231 IIG	-	2,992,780	-	(2,992,780)	-	-
232 YHA MOU	3,405	798,000	-	(798,000)	3,405	-
233 AHSC	-	934,175	-	(934,175)	-	-
234 HOME Program	-	180,000	-	(180,000)	-	-
244 Housing Improvement Projects	293,278	97,000	-	(53,056)	337,222	43,944
245 Public Improvement Projects	3,518,751	45,000	-	(55,260)	3,508,491	(10,260)
250 Revolving Loans - Basic	1,275,373	25,000	-	(25,000)	1,275,373	-
255 Revolving Loans - CDBG	711,680	360,000	-	(134,109)	937,571	225,891
259 Revolving Loans - HOME	300,862	118,000	-	(168,500)	250,362	(50,500)
296 Utility User's Tax	140,446	-	-	-	140,446	-
297 PERS Phase-in	282,191	-	-	-	282,191	-
298 HealthSport Note	42,317	-	-	-	42,317	-
<b>Total Special Revenue Funds:</b>	<b>\$ 20,698,723</b>	<b>\$ 14,651,226</b>	<b>\$ (2,194,252)</b>	<b>\$ (23,555,302)</b>	<b>\$ 9,600,395</b>	<b>\$ (11,098,328)</b>

Attachment: C: FY 2022-23 Projected Fund Balances (4135 : Mid-Year Budget Review and Resolution)

Estimated June 30, 2023 Fund Balance						
	Estimated Unreserved Fund Balance 6/30/2022	Estimated Revenue	Net Transfers	Estimated Expenditure	Estimated Available Fund Balance 6/30/2023	Change in Net Position
<b>Capital Improvement Fund:</b>						
350 Capital Improvements Fund	\$ 174,137	\$ 6,000	\$ -	\$ -	\$ 180,137	\$ 6,000
<b>Special Assessment District Funds:</b>						
442 Mad River Business Park	6,158	6,522	(5,000)	-	7,680	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>\$ 29,890</b>	<b>\$ 37,452</b>	<b>\$ (35,850)</b>	<b>\$ -</b>	<b>\$ 31,492</b>	<b>\$ 1,602</b>
<b>Trust Funds:</b>						
500 City Trust Accounts	-	-	-	-	-	-
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Enterprise Funds:</b>						
661 Water	2,794,696	10,872,754	105,899	(10,644,243)	3,129,106	334,410
662 Wastewater	13,492,513	19,684,900	1,879,765	(20,533,495)	14,523,683	1,031,170
663 A&MRTS	911,037	2,189,140	-	(2,147,085)	953,092	42,055
664 Solid Waste	443,201	485,304	(75,000)	(515,467)	338,038	(105,163)
666 Storm Drainage	532,361	368,860	40,000	(735,521)	205,700	(326,661)
<b>Total Enterprise Funds:</b>	<b>\$ 18,173,808</b>	<b>\$ 33,600,958</b>	<b>\$ 1,950,664</b>	<b>\$ (34,575,811)</b>	<b>\$ 19,149,619</b>	<b>\$ 975,811</b>
<b>Internal Service Fund:</b>						
771 Central Garage	999,519	1,143,576	775,275	(2,080,558)	837,812	(161,707)
775 IT Services & Maintenance	(195,496)	579,716	185,000	(561,953)	7,267	202,763
<b>Total Internal Service Funds:</b>	<b>\$ 804,023</b>	<b>\$ 1,723,292</b>	<b>\$ 960,275</b>	<b>\$ (2,642,511)</b>	<b>\$ 845,079</b>	<b>\$ 41,056</b>
<b>Successor Agency:</b>						
880 Successor Agency - Admin	(214,497)	-	-	-	(214,497)	-
881 Successor Agency - Debt Service	(4,280,996)	306,900	-	(293,332)	(4,267,428)	13,568
885 Successor - Project Fund	(179,512)	-	-	-	(179,512)	-
<b>Total Successor Agency Funds:</b>	<b>\$ (4,675,005)</b>	<b>\$ 306,900</b>	<b>\$ -</b>	<b>\$ (293,332)</b>	<b>\$ (4,661,437)</b>	<b>\$ 13,568</b>
<b>Grand Total All Funds:</b>	<b>\$ 41,946,302</b>	<b>\$ 67,896,207</b>	<b>\$ -</b>	<b>\$ (79,009,875)</b>	<b>\$ 30,832,634</b>	<b>\$ (11,113,668)</b>

Attachment: C: FY 2022-23 Projected Fund Balances (4135 : Mid-Year Budget Review and Resolution)



# STAFF REPORT – CITY COUNCIL MEETING

March 15, 2023

**TO:** Honorable Mayor and City Council Members

**FROM:** Emily Sinkhorn, Director of Environmental Services

**PREPARER:** Emily Benvie, Dep. Director of Environmental Services-Com. Svcs.

**DATE:** March 06, 2023

**TITLE:** **Approve Proposed Amendments to Humboldt Waste Management Authority's (HWMA) Joint Powers Agreement and Direct the Mayor to Execute the Restated and Amended Agreement.**

## RECOMMENDATION:

It is recommended that the Council:

- 1) Discuss and Approve Proposed Amendments to HWMA's Joint Powers Agreement; and
- 2) Direct the Mayor to Execute the Restated and Amended Agreement.

## INTRODUCTION:

To comply with provisions of SB1383, City staff have been working regionally as a member of the Solid Waste Local Task Force (LTF), as part of an SB1383 Ad-hoc Committee of the LTF, and as a member agency in collaboration with HWMA since December 2020.

There are several concurrent components of developing and implementing SB1383 programs. Adoption of Ordinance No. 1560 was the first 'decision-point' for the Arcata City Council, which occurred on December 21, 2022. The second 'decision-point' for the Arcata City Council is approval of the proposed amendments to HWMA's Joint Powers Agreement (JPA), which is a necessary step to establish regional processing of organics materials. The amendments to the JPA build on the letter of intent to support regional organics processing that the Council authorized on November 16, 2022.

## DISCUSSION

At their regular meeting held February 9, 2023, the HWMA Board of Directors unanimously approved proposed amendments to the Humboldt Waste Management Authority's Joint Powers Agreement and established an approval step process for Member Agencies to follow.

HWMA's original Joint Powers Agreement was approved in November 1999 by the cities of Arcata, Blue Lake, Eureka, Ferndale, Rio Dell and the County of Humboldt ("Member Agencies"). The cities of Fortuna and Trinidad are not members of HWMA. The primary purpose of HWMA is to secure and manage long-term agreements related to the disposal of Member Agency's solid waste and assumed responsibility for the closure/post-closure activities of the Cummings Road Landfill,

and related specified powers. Members are required to provide “Flow Control” of solid wastes and direct their franchise waste haulers to deliver solid waste to HWMA. HWMA also provides diversion services to its members including hazardous waste disposal, carpet and mattress recycling and other related diversion services.

Over the years, HWMA’s Joint Powers Agreement has been amended three times; two amendments were non-substantive and didn’t require approval of the Members, and one which was substantive requiring the approval of Member Agencies. With the exception of solid wastes, HWMA does not have Flow Control over other materials such as green waste, curbside collected recyclable or other materials unless specifically designated by a governing body through an agreement or memorandum of understanding.

In the Fall of 2022, Member Agency governing bodies submitted letters of interest that HWMA act in a regional capacity for managing the processing of curbside collected source separated organics for compliance with SB 1383 (Short Lived Climate Pollution Reduction Act). Because the State mandates compliance responsibility to individual jurisdictions, and local jurisdictions are interested in coordinating regionally, HWMA needs to amend the Joint Powers Agreement to incorporate the necessary powers to secure flow control of source-separated organic wastes to implement the new state mandated waste diversion and material management requirements

The HWMA Board approved the attached amendments to the Agreement, and requests that the governing body of each Member review and approve the Restated and Amended Agreement.

The amendments will enable HWMA to secure flow control of designated source separated materials at the future discretion of the Member’s governing body. Further, this amendment process presented an opportunity to update the Agreement, remove outdated artifacts and provide clarifications to the Agreement beyond the matter of source separated organics.

#### Approval Process

The HWMA Board of Directors approved the following process to amend the Agreement:

1. The HWMA Board consider and approve the draft amendment(s), with no less than 70% of the Directors of the Authority Board voting in support of proposed amendments. (Complete with unanimous support)
2. HWMA circulates the preliminary approved document to the governing boards of the Members for consideration and approval by no less than 70% of the Member governing boards.
3. Should Members raise any issues during their deliberation and consideration of the proposed amendments, it is requested that written concerns be addressed to HWMA’s Executive Director for immediate review and possible HWMA Board reconsideration and revision of the draft amendment.
4. After confirmation that all Members have received, considered and taken final action, HWMA will circulate a written instrument for execution by the Members. Once signatures have been received, a final executed copy will then be distributed to the Members.

Attached is the proposed restated and amended Joint Powers Agreement. Additionally, below is a detailed bullet list of the revisions, with rational explanations as identified.

Universal formatting revisions – Standardized the mixture of UPPER cased and Capitalized words, and made uniform use of bold headings for improved document readability.

- Spelling corrections throughout the document
- Inserted “**Amended and Restated**” language, as well as recitals.
- Remove artifact(s) that were in the original (e.g. Section 6.5 “Possible Future Responsibilities and”)
- Inserted missing Section labels (e.g. “Powers” and “Notices”)
- Removed “**Financial Assurances**” definition as the original purpose for the definition is now an artifact. Originally Members had to provide Financial Assurances when HWMA took out the first \$7 million bond to purchase the Transfer Station. That bond, and a subsequent one in 2005, were paid off in 2015 and there are no significant outlying long term debts.
- Addition of the term “**Flow Control**” and definition
- Addition of the term “**Household Hazardous Waste**” and definition. HWMA began providing HHW services in 2002 after the County transferred mobile collection responsibility to HWMA. Over the years HWMA constructed, improved and established the Permanent Household Hazardous Waste Collection Facility.
- Revised the term “**Indenture**” to be universal instead of the specific reference to a now-defunct trust used for the now complete construction closure costs of the Cummings Road Landfill.
- **Revenue Bonds** – expanded to include financing purposes to include “...*plant, site existing or planned...leased, and constructed, maintained...*”
- Updated the term “**Solid Waste**” per State approved revision in 2019 contained in CA Public Resources Code 40191
- Addition of the term “**Source Separated Materials**” which are designated to the Authority by an action of the governing member and the HWMA Board of Directors. Then inserted “Designated Source Separated Materials” where appropriate throughout the document. This broad term is inclusive of any source separated material including organics, recycling, green waste, hazardous waste or other materials to meet State diversion requirements, and the Member Agency retains discretion as to whether to designate to the Authority for management.
- Updated “**Transfer Facility**” definition
- Technical Assistance Committee – clarification that representatives are comprised of Integrated Waste Management staff of Members of the Authority – *not the AB 939 Integrated Waste Management Local Task Force.*
- **2.2 ”Additions”** – Revisions include:
  - Heading change to “**Member Additions**” to better explain the section purpose.
  - Proposed revision transfers authority to add members by a supermajority action of the HWMA Board of Directors following confirmation of convenances. This revision is consistent with existing Section 8.3 Voting (7) and Section 10 Withdrawal authority.
  - Revised to include timeline for prospective members applying so that HWMA can process and prepare/adopt fiscal year budgets and that new Members be assessed prorated share of assets and liabilities
- **Section 2.3** – This did not have a heading in the original JPA. “**Flow Control**” was added to clarify this section’s purpose.
- **Section 4.3 Board** – Added reference to the “Ralph M. Brown Act”.
- **Section 4.6 “Technical Advisory Committee”** clarifying edits. This is in addition to existing Section 8.2 “Officers and Committees” provision that the Board of Directors may establish ad hoc, standing, advisory committees at their discretion.

- **Section 6** – Added Section title “**Powers**”
  - Removed the “quarry” reference in original document. There was no “quarry” but an area where soil was removed for daily cover when the landfill was operational.
  - Added reference to the timber property purchased by HWMA in 2017.
- **6.4 “Noncompetition”** – Removed. This provision was specific to a request by the City of Arcata and the now defunct Arcata Community Recycling Center in 1999. Any facility proposed to be developed or operated outside of Hawthorne Street Transfer Station will require an action by the Board of Directors and concerns/objections could be raised through those processes.
- **New Section 6.4 “Possible Future Responsibilities”** added “...or expansion to a Regional Agency per PRC 40975”. The Regional Agency reference makes the JPA consistent with the approved “2013-2023 Strategic Plan”.
- **7.6 “Insurance”** Removed the original section in its entirety along with the detailed language specifying coverage levels. Once the JPA is amended, HWMA will present policy language for adoption into HWMA’s Policy Handbook, Section 1000. This will better enable regular review and updating as necessary without requiring amendment of insurance coverage requirements to all Members for approval. The proposed language provides umbrella verbiage addressing Insurance.
- **Section 8 “Code of Conduct”** replaced with “**Bylaws, Officers and Voting**” because that what the section actually addresses.
- **Section 9 “Term”** revised
- **Section 11.2 Revenue Bonds** – expanded to include “...or other instruments of indebtedness”. This will enable long-term or short term loans as necessary.
- **Section 12 “Amendments”** revised to include a clear process for the steps to amend the JPA and voting requirement of Directors and Members.
- **Section 14** – added heading “**Notices**” and removed each of the city/county names/ mailing addresses for brevity.
- **New Section 22 “Effective Date”** for the amended and restated Agreement.

#### **POLICY IMPLICATIONS:**

The proposed amendments to the Joint Powers Agreement are consistent with the City’s efforts to comply with SB1383.

#### **ENVIRONMENTAL REVIEW (CEQA):**

In 2019 CalRecycle adopted an EIR analyzing potential environmental impacts from the expected compliance responses of regulated entities, such as the City of Arcata, to the SB 1383 regulations. Amending the HWMA Joint Powers Agreement will enable the City to come into compliance with the state’s SB 1383 regulations, and potential environmental impacts from approval of the Joint Powers Agreement amendments are within the scope of CalRecycle’s adopted EIR for SB 1383 implementation.

#### **BUDGET/FISCAL IMPACT:**

This JPA Amendment will not have an immediate budget/fiscal impact to the City or rate paying customers. Future actions needed to develop organics processing infrastructure and services will have fiscal impacts, which will be evaluated when future actions are proposed.

#### **ATTACHMENTS:**

A. Proposed HWMA JPA Amendments February 9 2023 (PDF)

B. Letter of Commitment From the City of Arcata Dedicating Flow Control of Source Separated Organics (PDF)

**HUMBOLDT WASTE MANAGEMENT  
AUTHORITY**

**AMENDED AND RESTATED  
JOINT EXERCISE OF POWERS AGREEMENT**

Adopted November 17, 1999  
Amended April 8, 2002  
Amended July 12, 2012  
Amended November 10, 2016  
Amended and Restated [*date*] 2023



**HUMBOLDT WASTE MANAGEMENT AUTHORITY  
JOINT EXERCISE OF POWERS AGREEMENT**

**TABLE OF CONTENTS:**

**SECTION 1. DEFINITIONS** ..... 1

**SECTION 2. FORMATION, MEMBERSHIP**

    2.1 Humboldt Waste Management Authority . . . . . 4

    2.2 Member Additions. .... 4

    2.3 Authority Qualifications ..... 5

**SECTION 3. PURPOSE**

    3.1 General. .... 5

    3.2 Transfer Facility ..... 5

    3.3 Landfill Closure and Maintenance. .... 6

    3.4 Common and Additional Powers ..... 6

**SECTION 4. ORGANIZATION**

    4.1 Composition ..... 6

    4.2 Principal Office ..... 6

    4.3 Board ..... 6

    4.4 Directors ..... 6

    4.5 Executive Advisory Committee ..... 7

    4.6 Technical and Advisory Committees ..... 7

**SECTION 5. PERSONNEL AND ADMINISTRATION**

    5.1 Employees ..... 8

    5.2 Executive Director ..... 8

**SECTION 6. POWERS**

    6.1 Facilities ..... 8

    6.2 Approved Powers ..... 8

    6.3 Limitations ..... 10

    6.5 Possible Future Responsibilities and Duties ..... 10

    6.6 Individual Member Services ..... 10

    6.7 Local Governing Body ..... 10

**SECTION 7. FINANCE**

    7.1 Assets, Rights, Debts, Liabilities and Obligations ..... 10

    7.2 Budget ..... 11

    7.3 Rates ..... 12

    7.4 Financial Audit ..... 12

    7.5 Indemnity ..... 12

Attachment: A. Proposed HWMA JPA Amendments February 9 2023 (4133 : Approve HWMA JPA Amendments)

7.6 Insurance.....12

**SECTION 8. BY-LAWS, OFFICERS AND VOTING**

8.1 Bylaws..... 13

8.2 Officers and Committees ..... 13

8.3 Voting ..... 13

8.4 Quorum. .... 14

8.5 Disclosure of Closed Session Information ..... 14

**SECTION 9. TERM**.....14

**SECTION 10. WITHDRAWAL** .....15

**SECTION 11. DISSOLUTION**

11.1 Assets. .... 15

11.2 Revenue Bonds. .... 15

11.3 Effective..... 16

**SECTION 12. AMENDMENTS** .....16

**SECTION 13. FILING WITH THE SECRETARY OF STATE** .....16

**SECTION 14. NOTICES**.....17

**SECTION 15. SUCCESSORS AND ASSIGNS** .....17

**SECTION 16. SEVERABILITY** .....17

**SECTION 17. SECTION HEADINGS** .....17

**SECTION 18. ARBITRATION**.....17

**SECTION 19. LAW TO GOVERN**.....18

**SECTION 20. ENTIRETY**.....18

**SECTION 21. WAIVER**.....18

**SECTION 22. EFFECTIVE DATE** .....18

**AMENDED AND RESTATED  
HUMBOLDT WASTE MANAGEMENT AUTHORITY  
JOINT EXERCISE OF POWERS AGREEMENT**

**Adopted November 17, 1999**

**Amended April 8, 2002**

**Amended June 14, 2002**

**Amended November 10, 2016**

**Amended and Restated [date] 2023**

This Amended and Restated Joint Powers Agreement of the Humboldt Waste Management Authority is made and entered into pursuant to the provisions of California Government Code Section 6500 et seq., and supersedes the original Joint Powers Agreement first adopted on November 17, 1999, and amended on April 8, 2002, July 12, 2012, and November 10, 2016. This Amended and Restated Joint Powers Agreement (“Agreement”) is effective as of \_\_\_\_\_, 2023.

**RECITALS**

**WHEREAS**, the Cities of Arcata, Blue Lake, Eureka, Ferndale, and Rio Dell, and the County of Humboldt in 1999, entered into a Joint Powers Agreement to form the Humboldt Waste Management Authority for purposes of providing coordinated solid waste management services for the member agencies and their communities; and

**WHEREAS**, the Authority seeks to amend the Joint Powers Agreement to incorporate powers required to implement new state mandated waste diversion and material management requirements;

**WHEREAS**, the Authority believes it would be desirable and convenient to restate the Joint Powers Agreement in its entirety, including previous amendments, and amend said Joint Powers Agreement as recited herein.

**NOW, THEREFORE**, based on the mutual covenants, conditions and terms recited herein, which are made a material part of this Agreement, the undersigned public agencies, collectively referred to herein as the “Members,” enter into this Amended and Restated Joint Powers Agreement and agree as follows:

**AGREEMENT**

**SECTION 1. DEFINITIONS**

For purposes of this Agreement, the following terms have the respective definitions as set forth below:

“**ACT**” means the California Integrated Waste Management Act of 1989 (California Public Resources Code Sections 40000 et seq.) and all regulations adopted under that legislation, as that legislation and those regulations may be amended from time to time.

**"AGREEMENT"** means this joint exercise of powers agreement, first adopted on November 17, 1999, and amended on April 8, 2002, July 12, 2012, November 10, 2016, and on the effective date stated above, and as it may be amended in the future from time to time.

**"AUTHORITY"** means the Humboldt Waste Management Authority a joint exercise of powers authority created by the Members pursuant to this Agreement.

**"BOARD"** means the Board of Directors of The Authority.

**"CERCLA"** means the Comprehensive Environmental Response, Compensation and Liability Act (Public Law No. 96-510, 94 Stat.2767, as amended; 42 U.S.C. § 9601 et seq.).

**"DESIGNATED SOURCE SEPARATED MATERIAL(S)"** means Source Separated Material(s) over which a Member has obtained Flow Control and directs its franchised or contracted collection hauler to deliver to a facility that is owned by, operated by, or under the contractual obligation of the Authority for purposes of processing, recovering, transferring, transforming, energy production, or disposal, as required by the Authority Directors.

**"DIRECTOR"** means the representative appointee of a Member to the Board.

**"EXECUTIVE ADVISORY COMMITTEE"** means the committee which shall consist of the participating Agency City and County Managers, or their appointees or designees.

**"EXECUTIVE DIRECTOR"** means the person appointed by the Board as the Authority's administrative officer to manage the affairs of the Authority and to implement the policies of the Board.

**"FINANCIAL OBLIGATIONS"** means Indenture Obligations, Revenue Bonds and any other financial obligations or liabilities incurred by the Authority.

**"FISCAL YEAR"** means the period commencing on each July 1 and ending on the following June 30.

**"FLOW CONTROL"** means a system by which a Member, through ordinance, regulation or other official directive, compels its franchised or contracted collection hauler(s) to transport municipal solid waste, recyclables, or other Source Separated Material(s) from the place material is generated to a facility that is owned by, operated by, or under the contractual obligation of the Authority for purposes of processing, recovering, transferring, transforming, energy production or disposal.

**"INDENTURE"** means any indenture that secures a financial obligation of the Authority with revenues of the Authority.

**“INDENTURE OBLIGATIONS”** means bonds, parity obligations and similar instruments, including any Revenue Bonds, which evidence obligations of the Authority arising under and in respect of any Indenture.

**"GOVERNMENT CODE"** means Articles 1, 2 and 4 of Chapter 5 of Division 7 of Title 1 of the California Government Code (California Government Code Sections 6500 et seq.) and all regulations adopted under that legislation, as that legislation and those regulations may be amended from time to time.

**“HOUSEHOLD HAZARDOUS WASTE”** means those wastes resulting from products purchased by the general public for household use which, because of their quantity, concentration, physical, chemical or infectious characteristics, may pose a substantial known or potential hazard to human health or the environment when improperly treated, disposed or otherwise managed, as defined in the California Public Resources Code § 40141.

**"LANDFILL"** means the Cummings Road Landfill located at 5755 Cummings Road, Eureka, CA 95501.

**"MEMBER" or “MEMBERS”** means the City of Arcata, the City of Blue Lake, the City of Eureka, the City of Ferndale, the City of Rio Dell, the County of Humboldt, or any city located wholly or partly within Humboldt County which has joined the Authority pursuant to Section 2.2.

**“OUTSTANDING”** as of any particular date means (a) with respect to Indenture Obligations, the term shall have the meaning ascribed to it in the Indenture, (b) with respect to Revenue Bonds, means Revenue Bonds issued but not yet defeased or redeemed, and (c) with respect to other financial obligations and liabilities of the Authority, means those other financial obligations and liabilities which have been incurred but not yet paid in accordance with their terms.

**"PLEDGE OF REVENUES"** means a financial assurance mechanism as defined in 27 California Code of Regulations section 22200(jj) by which the Authority promises to make specified, identified future revenues of facilities under its ratemaking control available to pay future postclosure maintenance costs of a solid waste facility.

**"REVENUE BONDS"** means revenue bonds, notes, certificates of participation or any other instruments or evidences of indebtedness issued, executed, or delivered by the Authority from time to time pursuant to the Government Code or any other applicable law in order to finance any facility, plant, site, existing or planned, owned, leased, and constructed, maintained, and/or operated by the Authority, and/or any financial aspects of closed Landfill maintenance.

**"SERVICE AREA"** means those areas under the jurisdiction of Members from which the Authority receives Solid Waste for processing, transportation, and disposal. If and when any additional cities join the Authority pursuant to Section 2.2., the Service Area shall also

include all areas within the joining City or Cities.

**"SOLID WASTE"** means the type of wastes commonly collected by Members' franchised Solid Waste collectors including putrescible and nonputrescible solid, semisolid and liquid wastes including garbage, trash, refuse, paper, rubbish, ashes, industrial wastes, demolition, and construction wastes, abandoned vehicles and parts thereof, discarded home and industrial appliances, dewater, treated or chemically fixed sewage sludge which is not hazardous wastes, manure, vegetable or animal solid and semisolid wastes, and other discarded solid and semisolid wastes. Solid Waste does not include 1) hazardous wastes as defined in California Public Resources Code § 40141 or by federal law or regulation, 2) radioactive waste as defined and regulated, or 3) medical waste as defined and regulated, or 4) those Source Separated recyclable or compostable materials intended for collection as part of a Member's collection and/or recycling, reuse, reprocessing franchise.

**"SOURCE SEPARATED MATERIAL(S)"** means materials collected by a Member's franchised or contracted collection hauler that is separated, placed into a container by the generator and specifically intended for separate collection (e.g., curbside collected recyclables, and compostable materials).

**"TRANSFER FACILITY"** means any facility, plant, site, existing or planned, owned, leased, and constructed, maintained, operated, or used for purposes of performing under this Agreement and includes any future Transfer Facility accessory facilities related thereto, meeting the requirements of a "transfer or processing station" under Section 40200 of the California Public Resources Code, and for the receiving, processing, disposal, recycling and transportation of Solid Waste and the recovery of materials from Solid Waste and Designated Source Separated Material(s), that is owned by the Authority, by a Member, or by a private entity, but in all events is available for use by the Authority or its Members, such that the material is handled by the Authority's transport, processing and disposal system.

## **SECTION 2. FORMATION, MEMBERSHIP**

- 2.1 Humboldt Waste Management Authority.** Pursuant to the Government Code, the Members do hereby create, form and establish the Authority, a public entity to be known as the "Humboldt Waste Management Authority", it being understood that the Board shall be entitled to change the Authority's name from time to time if it so chooses. The Authority shall be a public entity separate and distinct from each of the Members.
- 2.2 Member Additions.** Any city or county in Humboldt County may apply to join the Authority as a Member. The prospective Member's application must be received by the Authority no later than January 1 for potential membership beginning with the following Authority Fiscal Year. Membership will be granted only upon the approval of at least 70% of the Directors. Such approval shall not be granted unless and until the jurisdiction shall have: (1) covenanted to direct all Solid Waste and Designated Source Separated Material(s)

collected by the jurisdiction (if such jurisdiction provides collection services directly to its constituents) to a Transfer Facility for processing, transportation, and disposal; (2) successfully entered into one or more agreements, satisfactory to the Authority, which direct its franchised or contracted collection hauler(s) to deliver all Solid Waste and Designated Source Separated Material(s) collected under such franchise(s) or contract(s) to a Transfer Facility for processing, transportation and disposal; or (3) made such other arrangement or covenant acceptable to the Authority for the delivery of Solid Waste to the Transfer Facility. Additionally, new Members will be assessed a prorated share of assets and liabilities held by the Authority such as the undesignated reserve fund and any existing Indenture Obligations.

**2.3** **Flow Control.** It is hereby understood that the intent of the Authority is to require all present and future Members to covenant to take all actions possible to direct Solid Waste and Designated Source Separated Material(s) to a Transfer Facility and to amend or revise any franchise collection agreements at the earliest possible date (which date may be the next renewal date for such franchise collection agreement) to provide the Member with the right to direct all Solid Waste and Designated Source Separated Material(s) collected under any franchise collection agreement to a Transfer Facility as specified by the Authority Directors.

**SECTION 3. PURPOSE**

**3.1** **General.** The Authority is formed to provide the economic coordination of Solid Waste and Designated Source Separated Material(s) management services and to efficiently and fairly assure against potential adverse effects of past Solid Waste management services within the Service Area. This Agreement is entered into by the Members in order: 1) that they shall jointly request proposals and contract for Solid Waste and Designated Source Separated Material(s) processing and disposal services; and 2) that they may jointly develop and fund programs to provide for the: A) siting, permitting, developing, constructing, maintaining, operating or contracting for the construction and/or operation of disposal sites, Transfer Facilities and equipment, materials recovery facilities, waste to energy facilities, and/or Solid Waste landfills; B) preparing of planning documents which meet the requirements of the Act and other state law and regulation; C) disposal, transfer, or processing of materials generated in the incorporated and unincorporated area of the County; and D) planning, implementing and supervising programs which serve all or most jurisdictions, including facilities (household hazardous waste, centralized composting and disposal), special wastes (tires, appliances, and construction/demolition wastes) and recycling market development.

**3.2** **Transfer Facility.** The general purpose **may** include, but is not limited to, the purpose of providing the economic coordination of processing, transfer and disposal services for Solid Waste and Designated Source Separated Material(s) generated within the Service Area, including but not limited to the acquisition, construction, financing, refinancing, maintaining, operating, rate setting, rate collection, and regulation of Transfer Facilities.

- 3.3 Landfill Closure and Maintenance.** The general purpose also includes, but is not limited to, establishment of pooled insurance and other financial or other mechanisms to provide, for the safe closure and long term postclosure maintenance of the closed Landfill serving part or all of the Service Area for the general purpose of protecting the health and safety of the public within the Service Area and the specific purpose of protecting the general funds of the Members against any possible "generator" liability under state or federal laws and regulations which might arise if such landfills are not properly closed and maintained. The purposes of the Authority may include ownership and/or management of the Landfill during the final stages of the Landfill's active life, during closure, and thereafter if such is deemed essential, in the discretion of the Board of Directors, for successful accomplishment of the primary purpose of safe closure and postclosure maintenance. This Section excludes all landfills closed prior to July 1, 1996.
- 3.4 Common and Additional Powers.** The Authority's purpose also includes the establishment of the Authority as an independent joint powers entity to enable the Members to jointly exercise the common powers of the Members set forth in Section 3.1 and for the exercise of such additional powers as are conferred under Section 6 or conferred by the Government Code upon all joint powers authorities.

#### **SECTION 4. ORGANIZATION**

- 4.1 Composition.** The Authority shall be composed of the City of Arcata, the City of Blue Lake, the City of Eureka, the City of Ferndale, the City of Rio Dell, any city within the Service Area which has joined pursuant to Section 2.2, and the County of Humboldt.
- 4.2 Principal Office.** The principal office of the AUTHORITY shall be established by the Board. The Board may change that principal office upon giving at least 15 days written notice to each Member.
- 4.3 Board** The Authority shall be governed by the Board Of Directors, which shall exercise or oversee the exercise of all powers and authority on behalf of the Authority. The Authority Board of Directors shall appoint at its first meeting a chairperson and a vice chairperson. Thereafter at its first meeting in each succeeding fiscal year, the Board shall appoint new officers. The appointment of the chairperson shall rotate among the Members of the Authority.
- 4.4 Directors.**
- (a) The Board shall consist of the same number of Directors as the number of Members. Each Member shall appoint one Director. Upon execution of this Agreement by a Member, the Member shall appoint its representative to the Board and at least one person as an alternate to serve in the case of absence or conflict on the part of the appointed Director. Thereafter, vacancies shall be filled by the appointing Member



within thirty (30) days of the occurrence thereof. Each Director and alternate shall be an elected official of the governing body of the Member that he or she represents. If a Director or alternate ceases holding any such elected position, he or she shall then cease to serve as a Director or alternate. The Authority and the Board shall be entitled to rely on a written notice from the City Clerk (in the case of city Members) and the Clerk of the Board of Supervisors (in the case of county Members) as conclusive evidence of the appointment and removal of the Directors and/or alternates representing that Member.

- (b) Each Director and alternate shall hold office from the first meeting of the Board after appointment by the Member, until his or her successor is selected by the Member that appointed that Director. Each Director and alternate shall serve at the pleasure of the Member that he or she represents and may be removed at any time, without cause, at the sole discretion of that Member.
- (c) No compensation shall be received by any Director or alternate unless expressly provided by resolution of the Board.

**4.5 Executive Advisory Committee.** There is hereby created an Executive Advisory Committee which shall consist of the Member City and County Managers, or their appointees or designees, to advise the Executive Director as specified below:

- a) Review and recommend an operating and capital budget, and review and comment on Authority goals and objectives.
- b) Provide assistance to the Board as requested in the recruitment and selection for the Authority's Executive Director.

The Executive Advisory Committee shall meet as necessary, but not less than annually, and as necessary as called by the Chairperson. The Executive Advisory Committee shall appoint a Chairperson and a Vice Chairperson. Thereafter at its first meeting in each succeeding Fiscal Year, the Executive Advisory Committee shall appoint new officers. The appointment of the Chairperson shall rotate among the Members of the Authority. A majority of all members of the Executive Advisory Committee shall be present to conduct business of the Executive Committee. The decision of the majority of the Executive Advisory Committee shall constitute the acts of the Committee.

**4.6 Technical Advisory Committee.** The existing County/City Integrated Waste Management staff comprised of Authority Members is designated to provide technical information for, make recommendations to, and otherwise advise, the Authority on relevant waste management issues.

**SECTION 5. PERSONNEL AND ADMINISTRATION**

- 5.1 Employees.** The Authority may have its own employees and/or may contract with a Member agency or firm for the furnishing of any necessary staff services associated with or required by the Authority. All employees shall report to the Executive Director.
- 5.2 Executive Director.** The Executive Director shall have all administrative powers necessary to implement Board direction, including purchasing, personnel, and finance powers. The Executive Director shall prepare an annual budget and annual rate schedule for the Board's consideration.

**SECTION 6. POWERS**

- 6.1 FACILITIES.** The Authority is empowered to acquire, construct, finance, refinance, operate, regulate, set rates for and maintain Transfer Facilities subject, however, to the conditions and restrictions contained in this Agreement. To ensure safe closure and postclosure maintenance of the Landfill, the Authority is empowered to acquire, operate, regulate, set rates for, close and provide postclosure maintenance for the Landfill and all facilities and properties related thereto in the manner required by law.
- 6.2 Approved Powers.** To the full extent permitted by applicable law (including specifically the Act and the Government Code), the Authority is authorized, in its own name, to do all acts necessary or convenient for the exercise of such powers enumerated in the Act or that each Member could exercise separately including, without limitation, any and all of the following:
- (a) to sue and be sued in its own name;
  - (b) to incur and discharge debts, liabilities and obligations;
  - (c) to issue Revenue Bonds, notes, certificates of participation and incur other forms of indebtedness and make associated covenants from time to time, for designated purposes in accordance with all applicable laws for the purpose of raising funds to finance or refinance the acquisition, construction, improvement, renovation, repair, operation, regulation or maintenance of the Transfer Facility and/or related facilities;
  - (d) to exercise the power of eminent domain for the acquisition of real and personal property for a Transfer Facility and access thereto or for the acquisition of a Transfer Facility itself;
  - (e) to acquire, improve, hold, lease and dispose of real and personal property of all types;
  - (f) to establish rates, tolls, tipping fees, other fees, rentals and other charges in connection with a Transfer Facility, any other facility owned or operated by the

Authority, and any other enterprise which the Authority is empowered by this Agreement to conduct, as well as any and all services and programs provided and/or implemented by the Authority, and to include in such rates and charges amounts necessary to carry out those purposes described in Section 3 of this Agreement;

- (g) to require the Members to use all best efforts to direct all Solid Waste and Designated Source Separated Material(s) generated within the Members' boundaries that are located within the Service Area to the Authority-specified Transfer Facility. To the extent legally permissible, Members shall:
  - (1) Direct all Solid Waste collected by Members' franchised garbage collectors to the Transfer Facility. Members shall also direct all other Solid Waste generated by Members to the Transfer Facility; provided, however, this subsection shall not apply to recyclables nor to Solid Waste generated by Members outside the Service Area; and
  - (2) Obtain and maintain Flow Control over Designated Source Separated Material(s);
- (h) to require Members to amend or revise any franchise collection agreement(s) at the earliest possible date, which shall not be later than the first renewal or extension date or the date of any amendment to such franchise agreement, to provide the Member with the right to direct all Solid Waste and Designated Source Separated Material(s) collected by the franchised hauler(s) to a Transfer Facility. Any Member currently not having the right to direct such materials under its franchise agreement(s) shall covenant to make such amendment in order to join the Authority;
- (i) to contract for the processing, transportation and/or disposal of Solid Waste and Designated Source Separated Material(s) delivered to a Transfer Facility;
- (j) to make and enter into contracts, including contracts with any Member or non-member entity, and to assume contracts made by any Member relating to the Transfer Facility;
- (k) to reimburse the Members for the costs of services provided to the Authority;
- (l) to hire agents and employees;
- (m) to employ or contract for the services of engineers, attorneys, accountants, planners, consultants, fiscal agents and other persons and entities;
- (n) to apply for and accept grants, advances and contributions;
- (o) to make plans and conduct studies;

- (p) to coordinate efforts with the established local, regional and state waste management agencies;
- (q) to make payments as necessary for closure and postclosure maintenance for the Landfill for the purposes set forth in Section 3.3 of this Agreement and, if the Landfill should become a Superfund site, to seek reimbursement for remediation costs from any person or entity (other than any Member) having a legal responsibility for such costs; and
- (r) to provide the financial assurances required by state and federal law for postclosure maintenance of the Landfill, including use of a Pledge Of Revenues based upon any or all of the revenue-producing enterprises owned and/or operated by the Authority.

**6.3 Limitations.** Such powers shall be exercised subject only to the limitations set forth in this Agreement, applicable law and such restrictions upon the manner of exercising such powers as are imposed by law upon the County of Humboldt in the exercise of similar powers.

**6.4 Possible Future Responsibilities.** Upon future approval and agreement by all of the Members, the Authority may conduct other related waste management responsibilities and duties, including but not limited to contracting with non-members to accept their Solid Waste at a Transfer Facility or expansion to a Regional Agency, as that term is defined in Public Resource Code § 40975.

**6.5 Individual Member Services.** Upon approval of the Board and the governing body of a Member, the Authority may contract to provide other related waste management responsibilities and duties, individually for that Member. These contracted services will be paid for solely by the contracting Member.

**6.6 Local Governing Body.** For the purposes of the Act the Authority will operate as a “Local Government Body” or “Local Governmental Agency” which has the authority to provide Solid Waste and other materials management and handling services.

## **SECTION 7. FINANCE**

### **7.1 Assets, Rights, Debts, Liabilities and Obligations.**

- (a) Except as provided in subsection (b), (c) and (d) below, the assets, rights, debts, liabilities and obligations of the Authority shall not constitute assets, rights, debts, liabilities or obligations of any of the Members. However, nothing in this Agreement shall prevent any Member from separately contracting for, or assuming responsibility for, specific debts, liabilities, or obligations of the Authority, provided that both the Board and that Member give prior approval to such contract or assumption.

- (b) The Members hereby agree that any defense against claims, as well as the cost of any judgments imposed for claims resulting from actions by the Authority or any of the officers, agents, employees, or contractors of the Authority in relation to the Transfer Facility, any Solid Waste facility owned and/or operated by the Authority or any other enterprise owned and/or operated by the Authority shall be the sole responsibility of the Authority. Such costs shall therefore be paid for ultimately through surcharges uniformly imposed on the rates charged to users of the Transfer Facility.
- (c) To the extent that Members are also held jointly and severally liable for such amounts by Government Code Section 895.2, if a Member provides for such defense of itself or the Authority, or pays all or part of such judgment, the Member shall be entitled to reimbursement in full from the Authority, provided the Member obtains prior approval from the Authority. Such reimbursement shall be paid over such time as is necessary for the collection of the corresponding reasonable user surcharges.
- (d) If Members are held responsible by third parties for tort or other claims as a result of activities of the Authority, pursuant to Government Code Section 895.2 or state or federal laws applicable to Solid Waste management facilities, and the Authority has ceased to exist and its assets have been fully distributed or consumed, or the Authority has ceased to operate and has no unencumbered assets capable of generating enough revenue to defend against and pay for such claims, each Member shall be entitled to seek reimbursement from the other Member(s) for the costs of providing the defense against such tort claims or payment of any judgments lawfully imposed in connection therewith to the extent that the amounts paid by the Member exceed that proportion of the total cost which exceeds the ratio of the tonnage of Solid Waste generated within the jurisdiction of the Member, including self-hauled Solid Waste, and processed by the Transfer Facility in the Fiscal Year of the occurrence of the incident giving rise to liability to the total tonnage processed by the Transfer Facility during said Fiscal Year.
- (e) Obligations for capital expenditures at an approved Transfer Facility shall be included in the service fee for such facility such that only its users contribute toward its capital expenditures. However, all Members shall contribute a reasonable amount toward all of the Authority's costs of administration.

**7.2 Budget.** A budget for the Authority shall be adopted by the Board for the ensuing Fiscal Year prior to June 30 of each year. The budget shall include sufficient detail to constitute an operating guideline. It shall also include the anticipated sources of funds, and the anticipated expenditures to be made for the operations of the Authority including, but not limited to, the acquisition or construction of a Transfer Facility and any other facility owned and/or operated by the Authority and related site improvements, administration, special projects, maintenance and operating costs. Approval of the budget by the Board shall constitute authority for the Executive Director to expend funds for the purposes outlined in the approved budget, but subject to the availability of funds on hand, provided

that this shall not be construed to limit the power of the Board to modify the budget in whatever manner it deems appropriate and instruct the Executive Director accordingly.

### 7.3 **Rates.**

- (a) The Board shall establish rates to be charged at the Transfer Facility in amounts sufficient to provide for the efficient operation, including administrative, processing, transportation and disposal costs, to discharge all indebtedness and liabilities (including, without limitation, any Revenue Bonds issued in connection therewith) to insure against future liabilities and of the Members resulting from "generator" status under state and federal laws and regulations relating to landfills experiencing illegal discharges of hazardous substances to the extent that status pertains to Solid Waste generated at any time within the Service Area, and to pay as yet unfounded costs of closure as well as those costs of postclosure maintenance for the Landfill which exceed net revenues from gas recovery and other ongoing Landfill site enterprises, as liability for such costs accrues, and to accommodate the planning and implementation of activities incidental thereto.
- (b) The Authority shall provide at least thirty (30) days advance written notice to its Members of any intent to increase or decrease rates to be charged at the Transfer Facility. To the extent possible, the Authority shall coordinate the effective date of rate increases or decreases with the annual garbage collection rate setting processes of the Members and other public entities having Solid Waste franchising jurisdiction within the Service Area.

7.4 **Financial Audit.** There shall be an audit of the accounts and records at least annually as prescribed by Sections 6505 and 6505.5 of the Government Code. The audit shall conform to generally accepted auditing standards. There shall be an annual audit of the services provided, measuring satisfaction with internal and external services.

7.5 **Indemnity.** The Authority shall indemnify, defend and hold harmless the Members hereto, their officers, officials, employees and volunteers from and against all liability, loss, damage, expense costs (including without limitation costs and fees of litigation), of every nature arising out of the Authority, described herein, or its failure to comply with any of its obligations contained in the Agreement, except such loss or damage which was caused by the sole negligence or willful misconduct of a Member.

### 7.6 **Insurance**

- (a) The Authority shall maintain general liability insurance, environmental insurance coverage, vehicle insurance coverage and workers compensation relating to its ownership and operation of the Transfer Facilities and properties.
- (b) The Authority shall, directly or indirectly, maintain liability insurance or self-insurance

relating to its contractual obligations pursuant to this agreement, covering its management, operation and administration of the Transfer Facilities and shall indemnify, protect, defend and hold harmless all other agencies from claims and suits arising for the operations of the Transfer Facilities. The indemnity herein shall include federal and state statutes and environmental laws directly relating to the operations of the Facilities.

- (c) Each Member shall maintain appropriate insurance covering the collection and transport of Solid Waste and Designated Source Separated materials from its jurisdiction to the Transfer Facilities, and shall indemnify, protect, defend and hold harmless the Authority from any and all losses arising therefrom, including losses from violations of federal, state, and local laws.

## **SECTION 8. BYLAWS, OFFICERS AND VOTING**

**8.1 Bylaws and Policies.** The Board, from time to time, may adopt bylaws and policies for the conduct of the Authority's affairs, provided that they are not inconsistent with this Agreement.

**8.2 Officers and Committees.** The Board may designate such officers and establish such committees as may be necessary or convenient to conduct the Authority's affairs, and is subject to provisions of the Ralph M. Brown Act (Sections 54950 et seq of the California Government Code) and other applicable laws of the State of California.

### **8.3 Voting.**

- (a) Each Director shall have one vote on all matters presented to the Board for a vote.
- (b) Except as provided in Section 8.3(c), the vote of a majority of the Directors shall constitute the act of the Board.
- (c) A vote of seventy percent (70%) all of the Directors shall be necessary in order to approve any of the following:
- (1) the construction budget for any Authority owned facility;
  - (2) the annual operating budget of the Authority in excess of debt service on Revenue Bonds
  - (3) the issuance, execution or delivery of Revenue Bonds;
  - (4) any change in a budget exceeding 10% of the total amount of that budget;
  - (5) any amendment to or the termination of this Agreement;

- (6) voting rules regarding the approval of contracts between the Authority and any one or more Members (it being understood that all such contracts must be approved pursuant to rules adopted in this manner);
- (7) the admission of an additional Member including by means of assignment; and
- (8) the purchase of a new Transfer Facility.

**8.4 Quorum.** A majority of the Directors shall constitute a quorum for the transaction of business of the Board except that if there is less than a quorum present, any Director who is present or the Executive Director may adjourn any meeting.

**8.5 Disclosure of Closed Session Information.** Pursuant to Government Code section 54956.96, the Board hereby authorizes each Director of the Board to disclose information received by the Board in closed session only in accordance with this section:

- (a) To any alternate Director appointed to the Board by a Member who is attending a properly noticed meeting of the Authority in lieu of the Member's regularly appointed Director to the Board.
- (b) All information received by a Member's governing body in closed session related to information presented to the Authority in closed session shall be confidential. However, a Member's appointed Director or alternate to the Authority Board may disclose information obtained in closed session that has direct financial or liability implications for a Member to the following individuals:
  - (1) Legal counsel for the Member for purposes of obtaining advice on whether the matter has direct financial or liability implications for the Member; and
  - (2) Other officials in the Member's governing body present in a closed session of the Member agency.
- (c) Upon adoption of this provision, the governing body of a Member agency, upon advice of its legal counsel, may conduct a closed session in order to receive, discuss, and take action concerning information obtained in a closed session of the Authority pursuant to section 8.5.

**SECTION 9. TERM**

This Agreement shall continue in full force and effect until amended pursuant to Section 12 or until dissolved pursuant to Section 11 of this Agreement. However, in no event shall the Authority be dissolved until all of the Authority's obligations and liabilities respecting all Revenue Bonds



are satisfied, discharged, or terminated or until the provisions of Section 11.2 are complied with.

## **SECTION 10. WITHDRAWAL**

A participating Member may withdraw upon no less than one year prior written notice to the Authority Board. The withdrawing Member shall continue to be financially responsible for its share of financial obligations and liabilities incurred prior to the withdrawal date. Upon such withdrawal, no withdrawing Member shall be entitled to any distribution or withdrawal of property or funds except as may be agreed to by the Board; however, such Member shall be entitled to participate in the return of surplus money and other surplus personal property upon the completion of the purpose of the Agreement according to the provisions of Section 11.

## **SECTION 11. DISSOLUTION**

### **11.1 Assets.**

- (a) Subject to the then-applicable requirements of the Government Code, upon dissolution of the Authority, the assets of the Authority remaining after payment of or adequate provision for all debts, liabilities and obligations of the Authority shall be divided among the Members in accordance with an unanimous agreement among them or, in the absence of such an agreement, in proportion to the total tonnage of Solid Waste and Designated Source Separated Material(s), (inclusive of Solid Waste delivered by self-haulers) each Member caused to be delivered to the Transfer Facility.
- (b) To ensure that "adequate provision" is made for all debts, liabilities and obligations of the Authority upon dissolution, any assets remaining after satisfaction of all debts known to exist as of the time of dissolution shall be placed in a trust account with the Humboldt County Auditor to be held in trust until expiration of the period of postclosure maintenance for the Landfill required by state and federal law. If the assets are not liquid, such assets shall first be sold at public auction and the net proceeds placed in the trust fund. While held in trust, such assets and/or any interest earned thereon shall be disbursed only to pay debts of the Authority arising after dissolution in consequence of actions of the Authority prior to dissolution, or to pay for costs of postclosure maintenance of, or hazardous waste release remediation at the Landfill. Any such disbursement from this dissolution trust fund shall be made by the Humboldt County Auditor only with the unanimous consent of the governing bodies of those agencies which were Members at the time of dissolution, or by order of a court of competent jurisdiction. Upon expiration of the period of postclosure maintenance, any remaining funds shall be distributed in the manner set forth in (a).

### **11.2 Revenue Bonds Or Other Instruments Of Indebtedness**

- (a) If any Revenue Bonds or other instruments of indebtedness are outstanding at the time of dissolution, the Members shall cause to be delivered to the Revenue Bond trustee(s):
  - (i) an opinion of nationally recognized bond counsel substantially to the effect that such dissolution will not cause the interest on the outstanding Revenue Bonds to be included in gross income for federal income tax purposes; and
  - (ii) evidence from each rating agency then rating the outstanding Revenue Bonds that such dissolution will not adversely affect the rating of such Revenue Bonds.
- (b) Approval of any request to dissolve shall not be unreasonably withheld; provided, however, that if any Revenue Bonds are outstanding at the time the request is made or acted upon, financial assurances are made by the Members that will assure continued payment of the Members' share of the outstanding indebtedness which is acceptable to the other Members, the Authority, and the Revenue Bond trustee(s) and their respective counsel. Approval of such financial assurances by an independent financial consultant selected by the Board shall be required.

**11.3 Effective.** No dissolution shall be effective unless and until the Authority and Members comply with any then-applicable requirements of the Government Code relating to changes in the composition of entities such as the Authority; and if and when they have Revenue Bonds issued by the Authority or other instruments of indebtedness outstanding, comply with all of the terms and conditions of all Revenue Bonds or other instruments of indebtedness and related documentation including, without limitation, indentures, trust agreements, resolutions and letter of credit agreements.

## **SECTION 12. AMENDMENTS**

This Agreement may be amended only after preliminary approval by no less than 70% of the Directors of the Authority Board, and thereafter by written instrument approved by no less than 70% of the governing boards of the Members. Any Amendment shall meet all requirements imposed by the terms or conditions of Revenue Bonds and related documentation, if any, including, without limitation, indentures, trust agreements, resolutions and letter of credit agreements. Notwithstanding the foregoing, no amendment shall require any Member to contribute any funds to the Authority or become directly or contingently liable for any debts, liabilities or obligations of the Authority without the consent of that Member evidenced in a written instrument signed by a duly authorized representative of that Member.

## **SECTION 13. FILING WITH THE SECRETARY OF STATE**

The Executive Director shall file all required notices with the Secretary of State in accordance with California Government Code Sections 6503.5 and 53051, as such may be amended from time to

time.

**SECTION 14. NOTICES**

All notices which any Member or the Authority may wish to give in connection with this Agreement shall be in writing and shall be served by personal or electronic mail delivery during usual business hours at the principal office of the Member or Authority, to an officer or person apparently in charge of that office, or by depositing the same in the United States mail, postage prepaid, and addressed to the Member or Authority at its principal office, or to such other address as the Authority or Member may designate from time to time by written notice given to the other Members in the manner specified in this Section. Service of notice pursuant to this Section shall be deemed complete on the day of service by personal delivery (but 24 hours after such delivery in the case of notices of special meetings of the Board) or three (3) days after mailing if deposited in the United States mail. Until changed by written notice to the Authority and the Members, notice shall be delivered to the respective City Manager and County Administrative Officer.

**SECTION 15. SUCCESSORS AND ASSIGNS**

This Agreement shall be binding upon and shall inure to the benefit of the permitted successors and assigns of the Members. However, no Member shall assign any of its rights under this Agreement except to a duly formed public entity organized and existing under the laws of the State of California and then only when approved in accordance with this Agreement. No assignment shall be effective unless and until the Authority, the Members and the proposed assignee comply with all then-applicable requirements of the Government Code relating to changes in the composition of entities such as the Authority and, if and when they have Revenue Bonds outstanding, in compliance with the terms and conditions of all Revenue Bonds and related documentation including, without limitation, indentures, trust agreements, resolutions and letter of credit agreements.

**SECTION 16. SEVERABILITY**

Should any part, term or provision of this Agreement be decided by a final judgment of a court or arbitrator to be illegal or in conflict with any law of the State of California or otherwise be unenforceable or ineffectual, the validity of its remaining parts, terms and provisions shall be not be affected.

**SECTION 17. SECTION HEADINGS**

All section headings contained in this Agreement are for convenience and reference. They are not intended to define or limit the scope of any provision of this Agreement.

**SECTION 18. ARBITRATION**

All disputes that arise in connection with the interpretation or performance of this Agreement shall

be resolved on an equitable basis by a single arbitrator under the commercial arbitration rules of the American Arbitration Association. The arbitrator's decision shall be final and binding on the Authority, all Members and all former Members involved or affected by the dispute. The Authority, any Member and any former Member that is party to the dispute may enforce any award, order or judgement of the arbitrator in any court of competent jurisdiction.

**SECTION 19.**            **LAW TO GOVERN**

It is understood and agreed by the parties that the law of the State of California shall govern the rights, obligations, duties and liabilities of the parties to this Agreement and shall govern the interpretation of this Agreement.

**SECTION 20.**            **ENTIRETY**

The Members agree that this Agreement represents the full and entire agreement between the MEMBERS hereto with respect to matters covered herein. This Agreement supersedes any and all other communications, representations, proposals, understandings or agreements, either written or oral, between the Members hereto with respect to such subject matter.

**SECTION 21.**            **WAIVER**

A waiver of any breach of any provision of this Agreement shall not constitute or operate as a waiver of any other breach of such provision or of any other provision, nor shall any failure to enforce any provision hereof operate as a waiver of such provision or of any other provision.

**SECTION 22.**            **EFFECTIVE DATE**

This Amended and Restated Joint Powers Agreement shall become effective at the time 70% of the Members' governing boards have duly approved this Amended and Restated Joint Powers Agreement.

**IN WITNESS WHEREOF**, the Members of the Humboldt Waste Management Authority have approved this Amended and Restated Joint Powers Agreement and execute this Agreement as of the dates written below.

SIGNATURES APPEAR ON FOLLOWING PAGES



736 F Street  
Arcata CA 95521

<i>City Manager</i> 707-822-5953	<i>Environmental Services</i> 707-822-8184	<i>Police</i> 707-822-2428	<i>Recreation</i> 707-822-7091
<i>Community Development</i> 707-822-5955	<i>Finance</i> 707-822-5951	<i>Engineering</i> 707-825-2128	<i>Transportation</i> 707-822-3775

November 16, 2022

Humboldt Waste Management Authority  
1059 W. Hawthorne Street  
Eureka, CA 95501

Subject: Letter of Commitment from the City of Arcata Dedicating Flow Control of Source Separated Organics

Dear Humboldt Waste Management Authority,

The City of Arcata is committed to flow control of source separated organic waste to Humboldt Waste Management Authority (HWMA). This commitment is intended to facilitate regional planning and infrastructure for the collection and processing of organic waste. A regional approach to implementing SB1383 requirements, including organics recycling, has been a collective goal of all members of the Solid Waste Local Taskforce (SWLTF) including the City of Arcata.

HWMA has diligently served our community since its formation in 1999. Since then, HWMA has operated a transfer station, recycling center, hazardous waste facility, e-waste facility, and other special diversion programs that have made waste reduction and diversion possible for Arcata. As waste programs and technology evolve, we are finding that organics recycling is not only a legal requirement by the state, but necessary to combat climate change and reduce methane emissions from the landfill.

Historically, Arcata and Humboldt County have lacked universal collection and drop-off of organics recycling, except for green waste. The 2021-2022 Waste Characterization by Cascadia reports that 27% of Arcata’s trash contains potentially compostable materials that is estimated to be 2,600 tons or 5,200,000 pounds of organic material per year. The City of Arcata recognizes that neighboring jurisdictions are also sending this material to the landfill, and face the same state requirements and concerns of climate change.

Attachment: B. Letter of Commitment From the City of Arcata Dedicating Flow Control of Source Separated Organics (4133 : Approve HWMA

For this reason, the City of Arcata supports HWMA acting in a regional capacity for the purpose of organics processing and supports an amendment to the Joint Powers Agreement (JPA) to secure control of source separated organic materials. Additionally, the City of Arcata strongly encourages non-members to consider joining or entering into an agreement with HWMA.

Our region is stronger and more effective together by teaming up to address this vital community need. HWMA has been a leader in waste management in our community and represents six out of eight jurisdictions in Humboldt County. We believe HWMA is best situated to develop the regional organics infrastructure needed to serve our cities and county.

Sincerely,



Stacy Atkins-Salazar  
Mayor, City of Arcata



# STAFF REPORT – CITY COUNCIL MEETING

March 15, 2023

**TO:** Honorable Mayor and City Council Members

**FROM:** David Loya, Director of Community Development

**PREPARER:** David Loya, Director of Community Development

**DATE:** March 08, 2023

**TITLE:** **Receive a Report on the Mad River Community Hospital's Special Considerations.**

## RECOMMENDATION:

Staff recommends the Council receive a report on the zoning and land use designations for the Mad River Community Hospital and provide direction as necessary.

## INTRODUCTION:

This report addresses the background on the Mad River Community Hospital’s special considerations in the City’s General Plan and Land Use Code. It also describes the process needed to amend the special considerations and/or rezone the property for other uses. This report came at the request of the Council.

## BACKGROUND:

The Mad River Community Hospital campus encompasses four parcels at 3800 Janes Road. The main campus is on Assessor’s Parcel Numbers 507-191-033 and -076. The other two parcels are largely vacant. The property is designated Public Facilities, and has a special consideration in the General Plan and Land Use Code (Attachment A, SCP 8). Central to the Special consideration is the requirement to conserve 50% of the total campus area in open space. There was an additional requirement that the Hospital obtain approval for a “master plan” demonstrating the 50% open space and developable areas. The Hospital received this approval in around 2014 (Attachment B).

Among other uses, the special consideration allows for residential uses consistent and compatible with hospital uses. Examples include workforce housing, long-term care, and other uses that could be expected in conjunction with hospital uses.

Council asked for a report on the current status and the process for adding other uses.

## DISCUSSION:

The requirements stated above are embedded in the General Plan, the Land Use Code. They may also be cited in the ordinance implementing the Planned Development Combining Zone on the property.

The master plan has been adopted by the City's Planning Commission. The master plan could be amended to reflect a revised placement of structures and open space to accommodate a revised planned build out. If the Hospital wishes to start development, the Zoning Administrator could find a newly revised master plan substantially consistent with the approved plan if it met the special consideration requirements.

If the Hospital wishes to amend or remove the special consideration, the process would require a General Plan amendment, a Land Use Code text amendment, and potentially a Planned Development amendment. These changes would need to be supported by environmental analysis, which could include up to an EIR. Staff will provide an update on this at the meeting.

**POLICY IMPLICATIONS:**

This item is exploratory and does not have policy implications. Any action may have implications that will be noted at such time they are concrete.

**COMMITTEE/COMMISSION REVIEW:**

None.

**ENVIRONMENTAL REVIEW (CEQA):**

This update is not a project pursuant to CEQA.

**BUDGET/FISCAL IMPACT:**

This action is a de minimus impact on the budget. Any amendments would require application and full cost recovery.

**ATTACHMENTS:**

- A. Arcata Municipal Code section 9.26.070 Special Consideration (PDF)
- B. Mad River Community Hospital master plan (PDF)



**9.26.070 Commercial, Industrial, and Public Facility Special Considerations**

Proposed development and new land uses on parcels within the SCC (Special Considerations - Commercial), SCI (Special Considerations - Industrial), or SCP (Special Considerations - Public Facility) combining zone shall comply with the following requirements, as applicable, in compliance with General Plan Table LU-5, Table LU-7 or LU-8.

SCC Zone	Area	SCC Zone Requirements
1a	Giuntoli Lane at Hwy. 101: Graham site	Commercial development should include consolidated access points, parking that is screened, and setbacks from the Mad River. This property is within the Urban Services Boundary, must be annexed, and has a Planned Development (:PD) overlay.
1b	2212 Jacoby Creek Road Assessor's Parcel Number: 501-011-006	In addition to the permitted uses allowed in the base zone, the following uses shall be considered as permitted uses: studio – art, dance, martial arts, music, etc.; fitness/health facility; meeting facility, public and private; school – elementary, middle, secondary; school – specialized; and theater, auditorium.  Future development shall provide special consideration to potential impacts to cultural and historical resources on the site as the property is listed on the National Register of Historic Places – National Register #85000353 and has had archaeological investigations and tribal consultation/monitoring.  Future development shall also not significantly diminish the school's historical structure, context or setting. The maximum percentage of site area to be occupied by structures, parking, driveways and pavement shall not exceed 60%.
SCI Zone	Area	SCI Zone Requirements
2	"K" Street Industrial area	Provide live-work spaces; revitalize older industrial uses.

Attachment: A. Arcata Municipal Code section 9.26.070 Special Consideration (4145 : update on Mad River Community Hospital)

3	West End Road Corridor	Promote more intensive industrial uses.
4	Aldergrove Industrial Park	Coordinated light industrial development, with increased landscaping.
5	Giuntoli Lane/Valley East Area: Zanzi site	Planned Development for entire property to minimize access points on Giuntoli, and coordinate land uses, interior circulation, shared parking, and overall building layout. Constraints include setback area along Mad River. APN 507-141-042 may allow for a public facility type use to accommodate a future City park along the Mad River. A special consideration for this parcel shall include dual (Industrial Limited [IL] and/or Public Facility [PF] land use activities.
6	Northcoast Hardwoods site	Planned Development for entire property to minimize access points on Samoa, and coordinate land uses, interior circulation, shared parking, and overall building layout.
7	Little Lake Industries (South I Street)	<p>Planned Development for the entire site shall include:</p> <ol style="list-style-type: none"> <li>1. An area not less than 25-feet wide adjacent and parallel to "I" Street shall be a landscape buffer between heavy manufacturing uses to the west and internal development on the site. Landscaping within the buffer strip shall include a dense planting of trees of species appropriate to the coastal environment.</li> <li>2. A multi-use coastal access pathway shall be included along the entire landscape buffer to connect the Samoa Boulevard area to the Arcata Marsh and bay shoreline.</li> <li>3. The former marsh areas at the southern portion of the property (south of the railroad tracks) shall be restored or recreated.</li> <li>4. A small portion of the site adjacent to the Marsh Commons area, or along Butcher Slough, may be suitable for limited residential development.</li> </ol>

Attachment: A. Arcata Municipal Code section 9.26.070 Special Consideration (4145 : update on Mad River Community Hospital)

		<p>5. A small portion of the site adjacent to the restored marsh area may be suitable as a site for an "eco-lodge" or other eco-tourism uses focused on coastal recreation.</p> <p>6. The northern portion of the site east of the landscape buffer may be developed as a "business park" with light industrial and business-service uses. Comprehensive development standards for the business park area, including sidewalks, landscaping, and building design, shall be included in the master plan for the site.</p> <p>7. A creekside conservation area shall be required parallel to the top of the bank of Butcher Slough.</p>
SCP	Area	SCP Zone Requirements
8	Mad River Hospital Area APN's 507-191-033, 507-191-076, 507-291-032 & 507-191-077	<p>Hospital development on APN's 507-191-077 and 507-291-032, in conjunction with an overall Master Site Plan, shall retain 50% contiguous open space, have adequate provisions for on site retention of stormwater, be compatible in scale with surrounding uses, provide permanent open space or conservation easements to the City of Arcata or a land trust, and limit extent of impervious surfaces (e.g. parking lots) as much as possible through a Planned Development. A conservation easement shall address provisions to: preserve prime agriculture soils; encourage limited agriculture activities; and promote trail systems, wellness gardens, and health related outdoor activities. On APN 507-291-032, north of Wiyot Way, a residential specific consideration shall be placed on this site that would allow for development of hospital related housing, including, but not limited to: life care facilities, assisted living facilities, medical related group quarters, medical services-extended care facilities, temporary housing for family members of hospital patients, or housing for doctors, nurses, and hospital staff per PC Resolution 08-11. If a Master Site Plan for the Mad River Hospital Area is not</p>

Attachment: A. Arcata Municipal Code section 9.26.070 Special Consideration (4145 : update on Mad River Community Hospital)

		approved by the year 2020 for a Public Facility (PF) Land Use Designated areas on APN's 507-191-077 and 507-291-032, then consideration should be given to reverting the PF designated lands back to an Agriculture Exclusive (A-E) designation.
9	Sunset Fire Station Site APN 505-121-030	Development of a fire station compatible with the proposed Foster Avenue extension shall be allowed on this Public Facilities (PF) designated parcel.
<b>:SCI Zone</b>	<b>Area</b>	<b>:SCI Zone Requirements</b>
10	Boyd Road Annexation (Portion) The following APNs 507-381-001, -004, -005 and -007 are zoned IL:SCI:SP (Note: the Flake Board property (-001) is developed only with a well and is not authorized to be further developed at this time)	507-381-004, -005, -007 – Eureka Ready Mix. The Special Considerations zone will allow the continued extraction, manufacture and processing of rock products, concrete and asphalt batch plant operations and other directly related ancillary equipment/structures. Existing uses on APNs -004, -005 and -007 may operate in perpetuity unless and until such time as the uses described above cease in entirety for a period of three years. Following the three-year period, any new use must conform to IL zoning.

(Ord. 1398, eff. 1/15/2010; Ord. 1428, eff. 5/1/2015; Ord. 1458, eff. 6/19/2015)

Attachment: A. Arcata Municipal Code section 9.26.070 Special Consideration (4145 : update on Mad River Community Hospital)

**FEATURES LEGEND:**

- ① CONNECTING TRAIL
- ② TRAIL ACCESS TO ADJACENT PROPERTY
- ③ COMMON RECREATION AREA
- ④ BARN
- ⑤ GRASS AMPHITHEATER
- ⑥ OUTDOOR EVENT AREA
- ⑦ EVENT AREA WOOD BRIDGE
- ⑧ ORGANIC GARDEN GREENHOUSE
- ⑨ NATIVE LANDSCAPING
- ⑩ LANDSCAPED BERM
- ⑪ EXISTING DRAINAGE
- ⑫ RAIN GARDEN (RUN-OFF FILTRATION)
- ⑬ OPEN SPACE EASEMENT
- ⑭ SOUTH ROOF FOR POTENTIAL SOLAR PANELS
- ⑮ VEHICULAR PULL-OUT
- ⑯ PERMEABLE PARKING
- ⑰ BIKE PARKING
- ⑱ ALTERNATIVE TRANS. PARKING
- ⑲ OVERFLOW AND GUEST PARKING
- ⑳ EXISTING HELICOPTER PAD
- ㉑ PROPOSED TREE ISLANDS AT EXISTING HOSPITAL PARKING
- ㉒ PROPOSED HOSPITAL MAIN ENTRY
- ㉓ HOSPITAL ER ENTRANCE
- ㉔ PROPOSED DAYCARE FACILITY

**PROPOSED USES FOR COMMON RECREATION AREA:**

- TENNIS
- BOCCIE BALL
- BASKETBALL
- BADMINTON

APN:  
507-191-077  
& 507-291-032



GRAPHIC SCALE MEASURES 1 INCH ON FULL-SIZE PLANS.



**LOT SUMMARY**

**LLA:**  
PUBLIC FACILITY - HOSPITAL EXPANSION  
2 STORY - 60 - 65,000 SQ. FT.

176 PARKING SPACES (APPROX. 1/369 SF)  
MIN. REQUIRED (1/500 SF) = 130 SPACES  
MAX. ALLOWED (1/300 SF) = 216 SPACES  
88 - BIKE PARKING SPACES REQUIRED  
9 - MOTORCYCLE PARKING SPACES REQUIRED

**LOT 1:**  
PUBLIC FACILITY - HEALTH CARE CLINIC  
2 STORY - 30 - 34,000 SQ. FT.

105 PARKING SPACES (APPROX. 1/324 SF)  
MIN. REQUIRED (1/500 SF) = 68 SPACES  
MAX. ALLOWED (1/300 SF) = 113 SPACES  
53 - BIKE PARKING SPACES REQUIRED  
5 - MOTORCYCLE PARKING SPACES REQUIRED

**LOT 2:**  
ASSISTED LIVING FACILITY  
2 STORY - 30,000 - 33,000 SQ. FT.  
W/ 60-75 ROOMS - VARIOUS SIZING & GROUPING

75 - EXTERIOR PARKING SPACES  
MIN. REQUIRED (75x.75) = 56 SPACES  
MAX. ALLOWED (75x1.5) = 113 SPACES  
38 - BIKE PARKING SPACES REQUIRED  
2 - MOTORCYCLE PARKING SPACES REQUIRED

**LOT 3:**  
PUBLIC FACILITY - HEALTH CARE RELATED  
2 STORY - 25 - 30,000 SQ. FT.

82 PARKING SPACES (APPROX. 1/366 SF)  
MIN. REQUIRED (1/500 SF) = 60 SPACES  
MAX. ALLOWED (1/300 SF) = 100 SPACES  
41 - BIKE PARKING SPACES REQUIRED  
4 - MOTORCYCLE PARKING SPACES REQUIRED

**LOT 4:**  
PUBLIC FACILITY - HEALTH CARE RELATED  
2 STORY - 25 - 28,000 SQ. FT.

60 PARKING SPACES (APPROX. 1/466 SF)  
MIN. REQUIRED (1/500 SF) = 56 SPACES  
MAX. ALLOWED (1/300 SF) = 93 SPACES  
30 - BIKE PARKING SPACES REQUIRED  
3 - MOTORCYCLE PARKING SPACES REQUIRED

**LOT 5 - ASSISTED LIVING FACILITY:**

**MAIN BUILDING:**  
2 STORY - 30 - 34,000 SQ. FT.  
W/ 75-80 ROOMS - VARIOUS SIZING & GROUPING

**COTTAGES:**  
12 - 20'X35' +/- 700 SQ FT  
1 STORY / 1 BEDROOM / 1 BATH W/ PORCH

**APARTMENTS OVER GARAGES:**  
6 - 24'X26' 624 SQ FT  
1 FLOOR / 1 BEDROOM / 1 BATH W/ BALCONY

**APARTMENTS:**  
2 - 24'X26' 624 SQ FT  
1 FLOOR / 1 BEDROOM / 1 BATH W/ BALCONY

**TOTAL PRIVATE RESIDENTIAL UNITS = 20**

**PARKING SUMMARY:**

12 - 14'X24' 1 CAR GARAGES  
8 - 10'X20' CARPORTS W/ STORAGE AREA  
89 - EXTERIOR PARKING SPACES  
= 109 TOTAL SPACES

MIN. REQUIRED (80x.75=60 FOR RES. UNITS) = 80 SPACES  
MAX. ALLOWED (80x1.5=120 +40 FOR RES. UNITS) = 160 SPACES

(20x1 = 20 SPACES MIN. SPACES REQUIRED FOR RES. UNITS)  
(20x2 = 40 SPACES MAX. SPACES ALLOWED FOR RES. UNITS)  
55 - BIKE PARKING SPACES REQUIRED  
5 - MOTORCYCLE PARKING SPACES REQUIRED

**LOT 6:**  
NORTH COAST PREPARATORY & PERFORMING ARTS & MEDICAL ACADEMY SCHOOL  
2 STORY - 25 - 30,000 SQ. FT.

73 PARKING SPACES (APPROX. 1/410 SF)  
MIN. REQUIRED (1/500 SF) = 60 SPACES  
MAX. ALLOWED (1/350 SF) = 86 SPACES  
37 - BIKE PARKING SPACES REQUIRED  
4 - MOTORCYCLE PARKING SPACES REQUIRED

**ADDITIONAL VISITOR PARKING:**

52 PARKING SPACES (WEST OF PROPOSED AMPHITHEATER)

\*BIKE PARKING - 50% OF VEHICLE SPACES  
\*COMPACT PARKING - UP TO 33% SPACES  
\*MOTORCYCLE PARKING - 1 FOR EVERY 20 SPACES

**PROPOSED  
PLANNED DEVELOPMENT for MAD RIVER PROPERTIES & HOSPITAL  
NORTH COAST WELLNESS MEDICAL CAMPUS**

APRIL 4, 2011

