

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

COUNCIL CHAMBER
736 F Street, Arcata

AUGUST 02, 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.

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

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 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/84572699540>
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: 845 7269 9540
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

5:00 p.m.

1. **ROLL CALL**
2. **PUBLIC COMMENT**
3. **CLOSED SESSION**
 - A. **Public Employee Appointment, Pursuant to Government Code Section 54957(b)(1): City Attorney.**
4. **COMMISSION INTERVIEWS**
 - A. **Interview Two Candidates for One Vacancy on the Planning Commission for a Term Expiring March 31, 2027.**
5. **CLOSED SESSION REPORTS**
 - A. **Public Employee Appointment, Pursuant to Government Code Section 54957(b)(1): City Attorney.**
6. **ADJOURNMENT**

REGULAR MEETING

6:00 p.m.

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

V. REPORT BY COMMISSION/COMMITTEE

A. Annual Report from the Energy 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 July 19, 2023.**
- B. Bi-Weekly Report on Disbursements.**
- C. Approve the Response to the 2022-2023 Grand Jury Report, "The Humboldt County Child Abuse Services Team," Authorize the Police Chief to Sign the Response, and Direct Staff to Forward the Response to the Presiding Judge of the Humboldt County Superior Court.**
- D. Approve the Annual Military Equipment Report per Assembly Bill No. 481.**
- E. Approve the Purchase of One Equipment Trailer (\$50,982.15, Including Tax and Freight) and Award Purchase Contract to Felling Trailers, Inc.; Approve the Purchase of One CB2.7 Utility Compactor/Roller (\$75,556.02, Including Tax and Freight) and Award Purchase Contract to Peterson CAT; Approve the Purchase of One Lely Broadcast Spreader (\$5,647.18, Including Tax and Freight) and Award Purchase Contract to Turf Star Western; and Authorize the City Manager to Execute All Applicable Documents.**
- F. Establish an Ad Hoc Revenue Advisory Committee.**

IX. ITEMS REMOVED FROM CONSENT CALENDAR

X. OLD BUSINESS

XI. NEW BUSINESS

A. Appoint One New Member to the Planning Commission for a Term Expiring March 31, 2027.

B. Approve Modification to the Design for the 2023 Arcata Annual Paving Project; and Authorize the City Engineer to Make Those Edits.

This is the City's annual paving project and includes street improvements on H Street from Sunset Avenue to 11th Street, G Street from 5th to 7th Streets, and West End Road from Giuntoli Lane to the City limits. The project plans were approved, and the contract was awarded to the contractor on June 21, 2023. During the same meeting, the Council directed the staff to investigate an option to incorporate a bike lane on H street between 17th and 18th Streets. The approved plans depict sharrows instead of a bike lane due to lack of available width, and to accommodate existing parking.

RECOMMENDATION:

It is recommended that the Council approve modification to the design for the 2023 Arcata Annual Paving Project; and authorize the City Engineer to make those edits.

XII. ORAL AND WRITTEN COMMUNICATIONS

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.

A. Receive a Report from City Attorney Nancy Diamond and Environmental Services Staff on the Status of the City's Electrification Ordinance Draft.

B. Receive a Report from City Engineer Netra B. Khatri on Adding a New Transit Route to the City's Transit System.

C. Other Council and Staff Reports.

XIV. DATES OF FUTURE MEETINGS

A. Confirm a Study Session with the Planning Commission on Tuesday, August 22, 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, AUGUST 2, 2023, 5:30 P.M.

PLANNING COMMISSION	
One Vacancy—Live or Work in the Planning Area	
TWO APPLICANTS	
Planning Area	Ethan Lawton
Resident	Abigail Strickland
APPOINTMENTS	
Term ends March 31, 2027	

Communication: Interview Two Candidates for One Vacancy on the Planning Commission for a Term Expiring March 31, 2027. (COMMISSION

**City of Arcata Energy Committee
2022 Annual Report to the City Council
For Presentation to the City Council on August 2, 2023**

The Energy Committee meets on the third Monday of odd-numbered months and serves in an advisory capacity to the City Council, City Manager and City staff in energy matters related to policies, management, and projects. The Committee held four regular meetings and one special meeting during 2022.

2022 Committee Members:

George Williamson, Chair	Gwelen Paliaga
Andrea Alstone, Vice-Chair	Michael Winkler
Carisse Geronimo	Jim Zoellick
Mike Kowalski	

Committee Staff Liaisons:

Emily Benvie, Deputy Director - Community Services, Environmental Services Department
Morguine Sefcik, Environmental Programs Manager, Environmental Services Department

I. ACCOMPLISHMENTS

The Energy Committee was involved in the following activities in 2022:

George Williamson served as Chair and Andrea Alstone served as Vice-Chair in 2022. The Committee confirmed their meeting schedule, in which they hold regular meetings on odd-numbered months only. The committee meetings were held via zoom throughout 2022.

Arcata All Electric Initiative

The Committee continued work on the All-Electric Initiative. This initiative includes decarbonization and electrification of City and privately-owned buildings using a range of options, including enacting a municipal ordinance gas ban, decarbonizing City facilities, and investigating options to increase equity and affordability of electrification.

- The Energy Committee and the Electrification Subcommittee supported the electrification ordinance throughout the year and as proposed at the November 28, 2022 meeting. The Committee anticipated beginning outreach regarding this ordinance in Spring of 2023, however recent court rulings have delayed progress on the ordinance.
- The Committee received regular updates and provided input on decarbonization of City facilities. Specific examples included:
 - Supporting an application for an Energy Conservation Assistance Act loan to provide energy efficiency upgrades and install rooftop solar at the Arcata Community Center
 - Supporting Electric Vehicle Charging Station planning efforts for future Carlson Park development in coordination with Redwood Coast Energy Authority (RCEA)
 - Supporting water heater replacement from a gas to electric water heater at Arcata Community Center
 - Providing input on potential uses for American Rescue Plan Act (ARPA) climate change allocations

Collaboration

The Committee continues to consult and work collaboratively with RCEA, 350 Humboldt, Redwood Coalition for Climate and Environmental Responsibility (RCCER), and Redwood Energy on energy and climate-related issues. The Committee collaborated with the City Council during the City Council/Committee Chair Study Session in Spring 2022.

Gateway Area Plan

Over multiple meetings, the Committee received updates on the Gateway Area Plan and prioritized energy-related implementation measures to be included in the draft Plan, ultimately leading to recommended measures to include with the draft Plan.

Regional Climate Action Plan

The Committee received updates on the status of the Regional Climate Action Plan. At their May meeting, the Committee received a presentation on the draft Climate Action Plan and recommended approval of the draft Climate Action Plan (to be used in development of CEQA analysis).

II. GOALS FOR COMING YEAR

Furthermore, in pursuit of the following goals for FY 2023/2024, the Energy Committee committed to furthering energy-related Environmental Justice and Social Equity.

- 1) **Arcata Greenhouse Gas Reduction Plan/Climate Action Plan** – Continue to work with the County to adopt and implement a regional Climate Action Plan.
- 2) **Transportation Mode Shift** - Consistent with the Climate Action Plan - continue support staff with work related to shifting transportation toward walking, biking, public transportation, and electric modes of transport.
- 3) **Arcata All Electric Initiative** - Continue work to decarbonize and electrify city and privately-owned buildings using a range of options, enact a municipal ordinance gas ban, and investigate options to increase equity and affordability of electrification.
- 4) Support Staff to **explore low carbon options for community resiliency** - Including the benefit of solar with battery backup options, “connected communities”.
- 5) **Identify significant changes to 2022 Title 24 Energy Code**
- 6) **Explore Waste to Energy Projects** -- Support projects that generate energy from diversion of organic waste (including food scraps, yard trimmings, and agricultural waste) and can be demonstrated to provide GHG emissions reductions and meet air quality emission standards.

**CITY OF ARCATA
CITY COUNCIL MEETING**

COUNCIL CHAMBER

JULY 19, 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 July 14, 2023. PRESENT: Schaefer, Matthews, Atkins-Salazar, Stillman, White. ABSENT: None. STAFF PRESENT: City Manager Diemer, City Engineer Khatri, Director of Community Development Loya, Deputy Director of Community Development Dart, Deputy Director of Environmental Services--Community Services Benvie.

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 July 2023 as *Parks and Recreation Month*.

Councilmember Matthews read the proclamation and presented it to Sheldon Heath, Chairperson of the Parks and Recreation Committee.

B. Proclamation in Support of the Protection of the Southern Resident Orcas and Their Ecosystem.

Mayor Schaefer read the proclamation and presented it to Isabelle (Izzy) Shirah who thanked the Council and spoke about the critically endangered Southern Resident Orcas.

REPORT BY COMMISSION/COMMITTEE

A. Annual Report from the Parks and Recreation Committee.

Sheldon Heath, Chairperson of the Parks and Recreation Committee, gave an oral version of the Committee's Annual Report.

EARLY ORAL COMMUNICATIONS

Mayor Schaefer invited public comment.

James Becker spoke in favor of making the L Street corridor a linear park.

Pat Carr asked the Council to send a letter to Assemblymember Jim Wood asking him to support SB 252 which would require CalSTRS and CalPERS to stop investing in fossil fuel projects.

Joanne McGarry said Arcata could do so much more to thwart the climate emergency, including not using gas-powered landscaping tools.

Fred Weis reported on a community meeting at the Arcata Playhouse, stating there would be subsequent meetings on the first Tuesday of every month beginning in September.

July 19, 2023

An unidentified member of the audience spoke in favor of creating a linear park on L Street.

Mayor Schaefer closed Early Oral Communications.

CONSENT CALENDAR

Mayor Schaefer invited public comment. No one came forward to speak. Mayor Schaefer closed the public comment period.

ON MOTION BY STILLMAN, SECONDED BY ATKINS-SALAZAR, AND WITH A UNANIMOUS VOICE VOTE, THE COUNCIL ADOPTED THE CONSENT CALENDAR FOR JULY 19, 2023, AS PRESENTED. AYES: SCHAEFER, MATTHEWS, ATKINS-SALAZAR, STILLMAN, WHITE. NOES: NONE. ABSENT: NONE. ABSTENTIONS: NONE.

- A. Approve the Minutes of the City Council Meeting of June 21, 2023.**
- B. Bi-Weekly Report on Disbursements.**
- C. Approve a Memorandum of Understanding between Humboldt County and the City of Arcata for a Regional Edible Food Recovery Program Manager Position; and Authorize the City Manager to Execute All Applicable Documents.**
- D. Award a Contract in the Amount of \$217,900.00 to SHN for Engineering Design & Construction Management Services for the Arcata Ball Park Improvement Project; Authorize the City Manager to Increase the Contract Amount by up to \$10,895.00 (5 Percent, for a Total of \$228,795.00); and Authorize the City Manager to Execute All Applicable Documents**
- E. Approve the Project Plans and Award a Construction Contract for the Bloomfield Park Improvement Project to Hooven & Co., Inc., in the Amount of \$39,037.00; Authorize the City Engineer to Increase the Contract Amount by up to \$3,903.70, (10 Percent, for a Total Amount Not to Exceed \$42,940.70) to Allow for Any Unforeseen Contingencies; and Authorize the City Manager to Execute All Applicable Documents.**
- F. Amend the Contract in the Amount of \$30,960.73 to GHD, Inc., for Professional Services for the Environmental Documents, Design, Plans, Specifications, and Estimate for the Old Arcata Road Improvements Project; and Authorize the City Manager to Execute All Applicable Documents.**

NEW BUSINESS

- A. Conduct a Public Hearing to Hear Objections or Protests from Landowners Listed on the Report of 2022 Lien Letter Recipients of Delinquent Garbage Account Fees; and Make Revisions or Corrections to the Report as the Council Deems Just; After Which, Adopt Resolution No. 234-02 Confirming the Report of 2022 Delinquent Garbage Account Fees for Lien.**

Deputy Director of Environmental Services—Community Services Benvie explained the process in regard to delinquent garbage bills stating that if not paid, the amounts due would become liens on the properties and be collected by the County with property taxes.

Minutes Acceptance: Minutes of Jul 19, 2023 6:00 PM (CONSENT CALENDAR)

July 19, 2023

Mayor Schaefer opened the public hearing. No one came forward to speak. Mayor Schaefer closed the public hearing.

ON MOTION BY ATKINS-SALAZAR, SECONDED BY STILLMAN, AND WITH A UNANIMOUS VOICE VOTE THE COUNCIL ADOPTED RESOLUTION NO. 234-02 CONFIRMING THE REPORT OF 2022 DELINQUENT GARBAGE ACCOUNT FEES FOR LIEN. AYES: SCHAEFER, MATTHEWS, ATKINS-SALAZAR, STILLMAN, WHITE. NOES: NONE. ABSENT: NONE. ABSTENTIONS: NONE.

B. Public Hearing for Closeout of Arcata's Community Development Block Grant (CDBG) 17-CDBG-12017: Accomplishments, Disencumbrance, and Acceptance of Two Planning Only Activity Reports.

Director Loya explained that this item was the report out on the 2017 Community Development Block Grant.

Mayor Schaefer opened the public hearing.

Fred Weis suggested the Housing Element undergo an informal review because a lot had changed in Arcata in the last 3-1/2 years.

Mayor Schaefer closed the public hearing.

ON MOTION BY MATTHEWS, SECONDED BY ATKINS-SALAZAR, AND WITH A UNANIMOUS VOICE VOTE, THE COUNCIL ADOPTED RESOLUTION NO. 234-01 ACCEPTING THE ANALYSIS AND INFILL MARKET STUDY WITH APPENDIX REPORT AND ANALYSIS AND CITY OF ARCATA HOUSING ELEMENT SIXTH CYCLE REPORT, DIRECTED STAFF TO DISENCUMBER THE UNUSED GRANT FUNDS, AND AUTHORIZED THE CITY MANAGER TO SIGN THE CLOSEOUT CERTIFICATION AND SUBMIT THE FINAL REPORTS AND CLOSEOUT PACKAGE TO THE CALIFORNIA HOUSING AND COMMUNITY DEVELOPMENT CDBG DIVISION. SCHAEFER, MATTHEWS, ATKINS-SALAZAR, STILLMAN, WHITE. NOES: NONE. ABSENT: NONE. ABSTENTIONS: NONE.

C. Receive a Verbal Report from the Planning Commission Chairperson on the Planning Commission's Recommendations for the City's General Plan Updates.

Planning Commission Chairperson Scott Davies gave an update on the Planning Commission's review of the General Plan, Gateway Area Plan and the associated Gateway Code. He said the Commission was recommending the June 27, 2023, draft General Plan 2045 for the Council's consideration. He described the major issues the Commission grappled with during review such as the housing crisis, pressure from the state to meet its mandated housing goals, the threat that the state would approve projects on its own, agricultural resource preservation, Craftsman's Mall infill opportunity zone, parking, racial equity and social justice. He said the Commission's recommendations weighed all the input from the public and the City's committees.

Director of Community Development Loya reviewed the timeline leading up to adoption of the General Plan 2045. He then reviewed the outstanding work product.

Minutes Acceptance: Minutes of Jul 19, 2023 6:00 PM (CONSENT CALENDAR)

July 19, 2023

Councilmembers Atkins-Salazar and Stillman recused themselves from the discussion on the Gateway Area Plan because they owned property in close proximity to the Gateway Area. They left the Chamber at 7:22 p.m.

Chairperson Davies said the Gateway Area Plan provided policy framework to develop the Gateway Area. He said the Gateway Code was the form-based code that implemented the Gateway Area Plan. He said the Planning Commission would be doing further work on the Gateway Code. He stated that the Commission appreciated and incorporated all the City's Committees' recommendations with the exception of one. He said the Planning Commission was recommending building heights for each of the Gateway Districts: Barrel District (7 stories), Gateway Hub (6 stories), Gateway Corridor (5 stories), and Gateway Neighborhood (4 stories). He said the Commission wanted City Council input on building heights. Chairperson Davies explained that the Planning Commission retained the K and L Streets one-way couplet (northbound on K Street and southbound on L Street) because it felt the couplet provided a significantly superior alternative for bike and pedestrian safety than the other options considered. He said the Plan included retaining the L Street trail and enhancing the linear park. He said there were several other topics vetted by the Commission, which included fire protection services, geologic factors (including earthquakes and liquefaction), sea level rise, noise issues, affordable housing and gentrification, and feasibility. He said the Commission had made its recommendation in light of, and not in spite of, its review and vetting of these topics.

Chair Davies read the Commission's recommendation: "The Commission recommends the policy in the draft General Plan 2045 dated June 27, 2023, including the Gateway Area Plan and Gateway Code dated July 11, 2023, as amended. This is the Commission's working version for City Council review and consideration. The Commission has determined these versions incorporate policy guidance and implementation that will thoughtfully guide the City's development while balancing resource preservation, public safety, racial equity and health. The Commission will continue to undertake more specific and detailed review of the Gateway Code and is able at this time to provide policy guidance on key focus areas as noted in the July 11, 2023, adopted Discussion Guide and Other Considerations Table. The Commission will provide a formal recommendation on the final draft versions of the General Plan 2045 and the Gateway Code, along with the program Environmental Impact Report, that incorporates all further revision, and editorial and organizational refinement in early 2024. Thank you for your careful consideration of our recommendation and thank you for your decision to provide a recording of our upcoming study sessions. The Commission and the community appreciate you."

Councilmember Matthews said she would like the K and L Street couplet to be one of the first items discussed at the study sessions. She would also like to discuss opportunities for home ownership, condominiums, Regional Housing Needs Allocation numbers, very low income to low income to moderate income housing, and parking.

Councilmember White said she wanted to talk more about inclusionary zoning at the study sessions.

Councilmembers Atkins-Salazar and Stillman returned to the Chamber at 7:40 p.m.

July 19, 2023

Mayor Schaefer invited public comment.

Gil Friedman spoke in favor of a linear park on L Street and against the K and L Street couplet.

An unidentified member of the audience spoke in favor of converting L Street to a linear park.

Laurel Krause spoke against eight-story buildings. She expressed concern about liquefaction zone and tsunami zone. She asked how the sewage would be handled. She asked where the shadows would fall. She asked that parking be considered.

Alan Ringer spoke in support of retaining the L Street corridor as a pedestrian and bicycle pathway.

Jillian spoke in favor of the L Street corridor as a linear park.

Aaron spoke in favor of retaining the L Street corridor as a linear park and capping building height at four stories.

Finn spoke in favor of the bike path on L Street.

Ann Anderson spoke against the conversion of L Street into a one-way street.

An unidentified member of the audience spoke against eight-story buildings.

Fred Weis spoke against making the L Street corridor a one-way truck route.

Joanne McGarry said we were spending too much time dealing with cars and the future would not be about cars. She recommended the City and university work more closely together.

James Becker spoke against an L Street/K Street couplet and asked that the L Street corridor become a linear park. He asked the Council to revisit solar shading.

Jane Woodward said the L Street pathway was a gem.

Mayor Schaefer closed the public comment period.

ORAL AND WRITTEN COMMUNICATIONS

Mayor Schaefer invited public comment.

Fred Weis stated that the votes taken at the Planning Commission level were a 3-3 basis and it had been hoped there would be more of a consensus.

Jane Woodward thanked staff for all the work they had done.

Mayor Schaefer closed Oral and Written Communications.

July 19, 2023

COUNCIL AND STAFF REPORTS

Councilmember Stillman suggested that City-owned parking lots be considered as available for housing. She suggested Arcata have another Sister City perhaps in Australia where Charles Darwin University is located. Councilmember Stillman stated that I Street was not great as a Bicycle Boulevard.

Councilmember White reported on: CUNA's Tianguis; her attendance at a meeting of the Housing and Homelessness Working Group; her attendance at a meeting of the Redwood Region Economic Development Commission; Our Space's Arts Night; CUNA's neighborhood cleanup on July 3, 2023; and her attendance at the Fourth of July Jubilee. She said she would be attending a meeting of the Board of Directors of Arcata House Partnership on July 20, 2023. She announced a walk audit with Dan Burden on Saturday, July 22, 2023, and a memorial for Jessica McGuinty at the Humboldt Bay Social Club on Friday, July 21, 2023.

Mayor Schaefer reported on a meeting of the Redwood Coast Energy Authority and on her attendance at the Fourth of July Jubilee.

Councilmember Matthews reminded everyone of the Friday Night Markets in Eureka.

Councilmember Atkins-Salazar announced the walk audit with Dan Burden on Walkable Communities to take place on Saturday, July 22, 2023, and the Summer Music and Art Series on the Plaza on Sunday, July 23, 2023.

DATES OF FUTURE MEETINGS

Mayor Schaefer announced the Council would hold a study session with the Planning Commission on Tuesday, August 22, 2023.

ADJOURNMENT

The meeting was adjourned at 8:26 p.m.

Respectfully submitted,

Bridget Dory
City Clerk

Minutes Acceptance: Minutes of Jul 19, 2023 6:00 PM (CONSENT CALENDAR)



STAFF REPORT – CITY COUNCIL MEETING

August 02, 2023

TO: Honorable Mayor and City Council Members

FROM: Tabatha Miller, Finance Director

PREPARER: Matthew Morgan, Finance Office Manager

DATE: July 25, 2023

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

RECOMMENDATION:

It is recommended that the Council approve the disbursements listing for the period July 8, 2023, through July 21, 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--July 8-21, 2023. (PDF)

City of Arcata Bi-Weekly Report on Cash Distributions 7/8/2023-7/21/2023

<u>Check No.</u>	<u>Vendor No.</u>	<u>Vendor Name</u>	<u>GL Account</u>	<u>Amount</u>	<u>Date</u>
250794	DIAMO010	Diamond Nancy	101-10-09-54200	89.20	7/14/2023
250794	DIAMO010	Diamond Nancy	101-10-09-51772	1,178.00	7/14/2023
250794	DIAMO010	Diamond Nancy	101-10-09-51771	8,274.00	7/14/2023
250795	DONLE999	Donley Jonathan	234-30-13-58252	1,755.00	7/14/2023
250796	FRANC011	Franchise Tax Board	101-00-00-22109	409.44	7/14/2023
250797	FRANC012	Franchise Tax Board	101-00-00-22109	62.91	7/14/2023
250798	HUMBO108	Humboldt County Sheriff	101-00-00-22109	1,186.87	7/14/2023
250799	LINCO010	The Lincoln National Life Insurance Company	101-00-00-22206	1,025.50	7/14/2023
250800	NATIO040	Badger Meter Inc	661-60-64-51770	36.00	7/14/2023
250801	OPERA010	Operating Engineers No 3	101-00-00-22113	1,769.00	7/14/2023
250802	PERSLONG	PERS Long Term Care	101-00-00-22202	84.38	7/14/2023
250803	SOKOL998	Sokolowski Sasha	101-00-00-46331	300.00	7/14/2023
250804	UB*05540	Matteo Patrick	661-00-00-21000	35.73	7/14/2023
250805	UB*05541	Borge Angela	661-00-00-21000	33.63	7/14/2023
250806	UB*05542	McCave Kievan	661-00-00-21000	80.32	7/14/2023
250807	UB*05543	Tilzey Ragen	661-00-00-21000	39.89	7/14/2023
250808	UB*05544	Gittleman Sierra	661-00-00-21000	63.07	7/14/2023
250809	USBAN005	US Bank	101-10-15-51300	300.00	7/20/2023
250809	USBAN005	US Bank	101-10-15-51600	60.00	7/20/2023
250809	USBAN005	US Bank	101-50-81-54200	279.46	7/20/2023
250809	USBAN005	US Bank	662-60-67-54200	21.68	7/20/2023
250809	USBAN005	US Bank	209-50-55-54200	960.88	7/20/2023
250809	USBAN005	US Bank	101-40-21-51500	24.76	7/20/2023
250809	USBAN005	US Bank	775-10-71-51770	52.02	7/20/2023
250809	USBAN005	US Bank	101-20-07-57800	34.34	7/20/2023
250809	USBAN005	US Bank	775-10-71-51790	391.25	7/20/2023
250809	USBAN005	US Bank	207-50-45-57600	1,058.54	7/20/2023
250809	USBAN005	US Bank	101-50-61-55400	104.14	7/20/2023
250809	USBAN005	US Bank	101-60-89-53300	7.77	7/20/2023
250809	USBAN005	US Bank	662-60-67-51500	30.92	7/20/2023
250809	USBAN005	US Bank	662-50-65-53900	98.69	7/20/2023
250809	USBAN005	US Bank	661-60-64-55400	65.44	7/20/2023
250809	USBAN005	US Bank	101-50-81-54200	145.77	7/20/2023
250809	USBAN005	US Bank	662-50-65-54300	127.57	7/20/2023
250809	USBAN005	US Bank	771-50-57-55300	229.04	7/20/2023
250809	USBAN005	US Bank	662-60-67-55300	14.08	7/20/2023
250809	USBAN005	US Bank	207-50-45-55300	38.50	7/20/2023
250809	USBAN005	US Bank	101-50-41-54200	23.06	7/20/2023
250809	USBAN005	US Bank	661-50-63-54300	37.96	7/20/2023
250809	USBAN005	US Bank	101-40-21-54200	52.04	7/20/2023
250809	USBAN005	US Bank	101-40-21-51200	69.95	7/20/2023
250809	USBAN005	US Bank	101-40-21-54200	130.18	7/20/2023
250809	USBAN005	US Bank	662-50-65-51500	149.12	7/20/2023
250809	USBAN005	US Bank	775-10-71-51770	15.18	7/20/2023
250809	USBAN005	US Bank	101-30-11-54200	33.41	7/20/2023
250809	USBAN005	US Bank	771-50-57-55300	61.86	7/20/2023
250809	USBAN005	US Bank	255-30-14-51770	19.80	7/20/2023
250809	USBAN005	US Bank	207-50-45-53600	163.05	7/20/2023
250809	USBAN005	US Bank	662-50-65-51500	84.51	7/20/2023
250809	USBAN005	US Bank	207-50-45-53600	93.45	7/20/2023
250809	USBAN005	US Bank	101-50-61-55400	75.94	7/20/2023
250809	USBAN005	US Bank	775-10-71-51200	112.49	7/20/2023
250809	USBAN005	US Bank	101-10-01-54200	112.59	7/20/2023
250809	USBAN005	US Bank	661-50-63-54300	251.61	7/20/2023
250809	USBAN005	US Bank	662-60-67-57300	2,117.09	7/20/2023
250809	USBAN005	US Bank	101-60-89-55700	11.92	7/20/2023
250809	USBAN005	US Bank	662-60-67-53500	16.80	7/20/2023
250809	USBAN005	US Bank	666-60-51-53300	14.79	7/20/2023
250809	USBAN005	US Bank	101-10-03-51600	51.85	7/20/2023
250809	USBAN005	US Bank	661-60-64-55400	1,058.55	7/20/2023

Attachment: A. Cash Disbursements--July 8-21, 2023. (4228 : Disbursements Listing)

City of Arcata Bi-Weekly Report on Cash Distributions 7/8/2023-7/21/2023

<u>Check No.</u>	<u>Vendor No.</u>	<u>Vendor Name</u>	<u>GL Account</u>	<u>Amount</u>	<u>Date</u>
250809	USBAN005	US Bank	662-60-67-53500	65.08	7/20/2023
250809	USBAN005	US Bank	101-60-89-54200	32.28	7/20/2023
250809	USBAN005	US Bank	661-50-63-54300	54.22	7/20/2023
250809	USBAN005	US Bank	662-60-67-53300	12.56	7/20/2023
250809	USBAN005	US Bank	661-60-64-54300	688.70	7/20/2023
250809	USBAN005	US Bank	101-40-21-51500	86.80	7/20/2023
250809	USBAN005	US Bank	101-40-21-54200	84.48	7/20/2023
250809	USBAN005	US Bank	101-50-61-57300	880.19	7/20/2023
250809	USBAN005	US Bank	101-10-15-51430	(33.60)	7/20/2023
250809	USBAN005	US Bank	661-60-64-54300	75.92	7/20/2023
250809	USBAN005	US Bank	101-40-21-51500	1,239.98	7/20/2023
250809	USBAN005	US Bank	101-50-85-54200	42.21	7/20/2023
250809	USBAN005	US Bank	771-50-57-54300	108.45	7/20/2023
250809	USBAN005	US Bank	101-40-21-51500	143.19	7/20/2023
250809	USBAN005	US Bank	662-50-65-51500	98.31	7/20/2023
250809	USBAN005	US Bank	101-50-41-51400	79.00	7/20/2023
250809	USBAN005	US Bank	101-60-70-51400	181.57	7/20/2023
250809	USBAN005	US Bank	101-50-61-55400	31.45	7/20/2023
250809	USBAN005	US Bank	207-50-45-54700	131.34	7/20/2023
250809	USBAN005	US Bank	662-60-67-51728	109.17	7/20/2023
250809	USBAN005	US Bank	662-60-67-57800	378.00	7/20/2023
250809	USBAN005	US Bank	207-50-45-54300	31.45	7/20/2023
250809	USBAN005	US Bank	101-40-21-54200	47.70	7/20/2023
250809	USBAN005	US Bank	775-10-71-51770	263.66	7/20/2023
250809	USBAN005	US Bank	771-50-57-54400	5.38	7/20/2023
250809	USBAN005	US Bank	101-20-07-51400	200.00	7/20/2023
250809	USBAN005	US Bank	771-50-57-54400	35.72	7/20/2023
250809	USBAN005	US Bank	101-10-15-51300	225.00	7/20/2023
250809	USBAN005	US Bank	101-40-21-51300	48.11	7/20/2023
250809	USBAN005	US Bank	771-50-57-54400	409.29	7/20/2023
250809	USBAN005	US Bank	101-40-21-51500	87.39	7/20/2023
250809	USBAN005	US Bank	101-60-89-54200	1,510.00	7/20/2023
250809	USBAN005	US Bank	101-50-85-51500	124.22	7/20/2023
250809	USBAN005	US Bank	661-50-63-54300	247.17	7/20/2023
250809	USBAN005	US Bank	662-60-67-55300	142.43	7/20/2023
250809	USBAN005	US Bank	662-50-65-51500	85.61	7/20/2023
250809	USBAN005	US Bank	661-50-63-54300	130.19	7/20/2023
250809	USBAN005	US Bank	101-50-85-57800	325.98	7/20/2023
250809	USBAN005	US Bank	662-60-67-51600	179.99	7/20/2023
250809	USBAN005	US Bank	771-50-57-54700	28.19	7/20/2023
250809	USBAN005	US Bank	662-50-65-51500	243.48	7/20/2023
250809	USBAN005	US Bank	101-10-03-51400	103.39	7/20/2023
250809	USBAN005	US Bank	101-10-15-51300	300.00	7/20/2023
250809	USBAN005	US Bank	101-60-89-54200	45.00	7/20/2023
250809	USBAN005	US Bank	661-50-63-54300	164.71	7/20/2023
250809	USBAN005	US Bank	101-40-21-51500	26.03	7/20/2023
250809	USBAN005	US Bank	775-10-71-51210	60.00	7/20/2023
250809	USBAN005	US Bank	212-30-11-55400	55.00	7/20/2023
250809	USBAN005	US Bank	101-10-05-51400	384.50	7/20/2023
250809	USBAN005	US Bank	207-50-45-54200	154.76	7/20/2023
250809	USBAN005	US Bank	771-50-57-54400	686.95	7/20/2023
250809	USBAN005	US Bank	661-60-64-55300	2.81	7/20/2023
250809	USBAN005	US Bank	101-50-41-51400	79.00	7/20/2023
250809	USBAN005	US Bank	224-40-21-54200	65.04	7/20/2023
250809	USBAN005	US Bank	661-60-64-54200	34.69	7/20/2023
250809	USBAN005	US Bank	771-50-57-54300	37.93	7/20/2023
250809	USBAN005	US Bank	101-20-07-57800	77.25	7/20/2023
250809	USBAN005	US Bank	662-60-67-55300	31.22	7/20/2023
250809	USBAN005	US Bank	207-50-45-51500	32.61	7/20/2023
250809	USBAN005	US Bank	775-10-71-51770	270.17	7/20/2023

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City of Arcata Bi-Weekly Report on Cash Distributions 7/8/2023-7/21/2023

<u>Check No.</u>	<u>Vendor No.</u>	<u>Vendor Name</u>	<u>GL Account</u>	<u>Amount</u>	<u>Date</u>
250809	USBAN005	US Bank	662-60-67-55300	268.00	7/20/2023
250809	USBAN005	US Bank	101-50-85-57800	295.04	7/20/2023
250809	USBAN005	US Bank	207-50-45-54200	17.14	7/20/2023
250809	USBAN005	US Bank	101-20-07-57800	90.49	7/20/2023
250809	USBAN005	US Bank	661-50-63-53600	163.05	7/20/2023
250809	USBAN005	US Bank	101-50-85-54200	11.36	7/20/2023
250809	USBAN005	US Bank	662-50-65-54300	68.29	7/20/2023
250809	USBAN005	US Bank	775-10-71-51200	49.00	7/20/2023
250809	USBAN005	US Bank	661-50-63-54300	194.80	7/20/2023
250809	USBAN005	US Bank	101-50-61-55400	21.16	7/20/2023
250809	USBAN005	US Bank	101-50-61-55400	33.41	7/20/2023
250809	USBAN005	US Bank	101-60-89-54200	1,641.21	7/20/2023
250809	USBAN005	US Bank	101-50-85-57800	74.06	7/20/2023
250809	USBAN005	US Bank	101-50-85-55400	70.82	7/20/2023
250809	USBAN005	US Bank	771-50-57-51770	978.33	7/20/2023
250809	USBAN005	US Bank	101-40-21-54200	97.62	7/20/2023
250809	USBAN005	US Bank	101-40-21-51500	149.34	7/20/2023
250809	USBAN005	US Bank	207-50-45-51770	557.40	7/20/2023
250809	USBAN005	US Bank	207-50-45-51770	65.06	7/20/2023
250809	USBAN005	US Bank	101-10-77-54200	390.00	7/20/2023
250809	USBAN005	US Bank	771-50-57-54400	104.77	7/20/2023
250809	USBAN005	US Bank	771-50-57-55100	152.05	7/20/2023
250809	USBAN005	US Bank	101-50-85-57800	1,005.14	7/20/2023
250809	USBAN005	US Bank	207-50-45-54700	50.49	7/20/2023
250809	USBAN005	US Bank	666-50-52-54200	144.93	7/20/2023
250809	USBAN005	US Bank	101-10-77-51790	194.10	7/20/2023
250809	USBAN005	US Bank	771-50-57-53300	21.84	7/20/2023
250809	USBAN005	US Bank	662-60-67-55300	19.71	7/20/2023
250809	USBAN005	US Bank	101-50-61-55400	69.90	7/20/2023
250809	USBAN005	US Bank	207-50-45-54200	40.76	7/20/2023
250809	USBAN005	US Bank	101-50-85-55400	65.04	7/20/2023
250809	USBAN005	US Bank	101-60-79-55300	120.00	7/20/2023
250809	USBAN005	US Bank	662-60-67-54200	139.39	7/20/2023
250809	USBAN005	US Bank	207-50-45-54300	954.00	7/20/2023
250809	USBAN005	US Bank	101-40-21-51600	310.00	7/20/2023
250809	USBAN005	US Bank	101-10-03-54200	20.22	7/20/2023
250809	USBAN005	US Bank	662-50-65-54300	390.27	7/20/2023
250809	USBAN005	US Bank	101-40-21-51770	84.60	7/20/2023
250809	USBAN005	US Bank	101-40-21-51500	26.03	7/20/2023
250809	USBAN005	US Bank	101-10-03-54200	52.66	7/20/2023
250809	USBAN005	US Bank	662-60-67-53500	7.04	7/20/2023
250809	USBAN005	US Bank	101-10-03-53300	70.69	7/20/2023
250809	USBAN005	US Bank	101-10-03-51770	19.00	7/20/2023
250809	USBAN005	US Bank	101-50-85-57800	1,200.01	7/20/2023
250809	USBAN005	US Bank	661-50-63-53300	0.99	7/20/2023
250809	USBAN005	US Bank	101-50-61-57800	4,234.18	7/20/2023
250809	USBAN005	US Bank	101-30-11-51782	52.80	7/20/2023
250809	USBAN005	US Bank	101-40-21-51500	37.19	7/20/2023
250809	USBAN005	US Bank	207-50-45-51500	59.68	7/20/2023
250809	USBAN005	US Bank	662-60-67-53500	40.26	7/20/2023
250809	USBAN005	US Bank	661-60-64-55300	12.13	7/20/2023
250809	USBAN005	US Bank	771-50-57-53500	289.70	7/20/2023
250809	USBAN005	US Bank	101-40-21-51200	984.28	7/20/2023
250809	USBAN005	US Bank	101-40-21-54200	120.60	7/20/2023
250809	USBAN005	US Bank	101-40-21-51500	37.19	7/20/2023
250809	USBAN005	US Bank	101-40-21-51300	51.00	7/20/2023
250809	USBAN005	US Bank	666-60-51-53300	32.28	7/20/2023
250809	USBAN005	US Bank	101-50-41-51400	79.00	7/20/2023
250809	USBAN005	US Bank	662-60-67-55400	2,117.09	7/20/2023
250809	USBAN005	US Bank	101-50-85-57800	665.66	7/20/2023

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City of Arcata Bi-Weekly Report on Cash Distributions 7/8/2023-7/21/2023

<u>Check No.</u>	<u>Vendor No.</u>	<u>Vendor Name</u>	<u>GL Account</u>	<u>Amount</u>	<u>Date</u>
250809	USBAN005	US Bank	101-40-21-54200	109.32	7/20/2023
250809	USBAN005	US Bank	101-60-89-54200	430.03	7/20/2023
250809	USBAN005	US Bank	666-60-51-53300	45.00	7/20/2023
250809	USBAN005	US Bank	101-10-15-51300	175.00	7/20/2023
250809	USBAN005	US Bank	666-50-52-54200	21.16	7/20/2023
250809	USBAN005	US Bank	771-50-57-55100	112.49	7/20/2023
250809	USBAN005	US Bank	101-40-21-51500	226.35	7/20/2023
250809	USBAN005	US Bank	101-50-45-57601	570.00	7/20/2023
250809	USBAN005	US Bank	101-50-85-57800	295.04	7/20/2023
250809	USBAN005	US Bank	101-30-31-53300	0.99	7/20/2023
250809	USBAN005	US Bank	207-50-45-54700	307.37	7/20/2023
250809	USBAN005	US Bank	101-60-89-54200	14.79	7/20/2023
250809	USBAN005	US Bank	101-40-21-54200	138.22	7/20/2023
250809	USBAN005	US Bank	207-50-45-55300	134.55	7/20/2023
250809	USBAN005	US Bank	101-20-07-54200	19.99	7/20/2023
250809	USBAN005	US Bank	101-10-15-54200	19.27	7/20/2023
250809	USBAN005	US Bank	775-10-71-51770	21.67	7/20/2023
250809	USBAN005	US Bank	662-50-65-51500	273.10	7/20/2023
250809	USBAN005	US Bank	207-50-45-54200	35.72	7/20/2023
250809	USBAN005	US Bank	101-40-21-54200	0.99	7/20/2023
250809	USBAN005	US Bank	207-50-45-54200	105.21	7/20/2023
250809	USBAN005	US Bank	207-50-45-55300	30.40	7/20/2023
250809	USBAN005	US Bank	101-50-85-57800	282.09	7/20/2023
250814	ADVANO10	Advanced Security Systems	662-60-67-51770	180.00	7/21/2023
250815	ALLREDDA	Allred Danielle	552-00-00-24022	28.27	7/21/2023
250816	ALLSE999	All Seasons Orchestra	101-00-00-23070	300.00	7/21/2023
250817	AMWIN010	AmWINS Group Benefits Inc./REMIF	101-00-00-22203	1,416.00	7/21/2023
250818	BOSS020	Business Oriented Software Solutions Inc	775-10-71-51770	2,076.00	7/21/2023
250819	BOWEL999	Bowles-Martinez Jessica	101-00-00-46331	150.00	7/21/2023
250819	BOWEL999	Bowles-Martinez Jessica	101-00-00-46365	12.50	7/21/2023
250820	CORBE998	Corbett Danielle	101-00-00-46331	300.00	7/21/2023
250821	CULPE999	Culp Elizabeth	101-00-00-46365	12.50	7/21/2023
250821	CULPE999	Culp Elizabeth	101-00-00-46335	150.00	7/21/2023
250822	CWEAI010	CWEA	661-60-64-51600	319.00	7/21/2023
250822	CWEAI010	CWEA	662-60-67-51600	113.00	7/21/2023
250823	DAMONTE	Damonte Darius	662-60-67-51500	142.03	7/21/2023
250824	DEANM999	Dean Maegan	101-00-00-46335	100.00	7/21/2023
250825	DORYBRID	Dory Bridget	552-00-00-24022	74.19	7/21/2023
250826	INTER020	International Institute of Municipal Clerks	101-10-05-51600	185.00	7/21/2023
250827	JUDYS010	Judy's Stuff	101-40-21-51500	197.50	7/21/2023
250827	JUDYS010	Judy's Stuff	101-40-21-51500	30.00	7/21/2023
250828	KARTA999	Kartaltepe Cesar	661-50-63-51400	89.00	7/21/2023
250829	LEIME999	Leimer Layla	101-00-00-46338	100.00	7/21/2023
250830	LINCO010	The Lincoln National Life Insurance Company	101-00-00-22206	1,051.75	7/21/2023
250831	MARGE998	Margell Steven	101-00-00-46341	50.00	7/21/2023
250832	MCCAU999	McCaughey Sarah	101-00-00-23070	50.00	7/21/2023
250833	NORTH320	North Humboldt Recreation & Parks District	224-30-13-51770	25,000.00	7/21/2023
250834	OPENG010	OpenGov Inc	101-30-31-57800	176,221.46	7/21/2023
250834	OPENG010	OpenGov Inc	662-50-65-57800	13,622.48	7/21/2023
250834	OPENG010	OpenGov Inc	661-50-63-57800	6,601.06	7/21/2023
250835	ORTEGACH	Ortega Chris	101-40-21-51500	350.00	7/21/2023
250836	PACHE999	Pacheco Moises	101-00-00-23070	300.00	7/21/2023
250837	PACIF020	Pacific Gas & Electric Co	101-50-81-51100	51.41	7/21/2023
250837	PACIF020	Pacific Gas & Electric Co	662-60-67-51100	41.97	7/21/2023
250837	PACIF020	Pacific Gas & Electric Co	101-50-41-51100	56.66	7/21/2023
250837	PACIF020	Pacific Gas & Electric Co	101-50-41-51100	32.22	7/21/2023
250838	PACIF024	PG&E Cfm/Ppc Department	101-50-81-57613	4,365.16	7/21/2023
250839	PAGEF999	Page Freezer Software Inc	101-10-77-51790	2,448.60	7/21/2023
250840	PLOCHERR	Plocher Russell	101-50-81-51500	250.00	7/21/2023
250841	PRAMP999	Prampin David	101-00-00-46341	40.00	7/21/2023

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250841	PRAMP999	Prampin David	101-00-00-46338	110.00	7/21/2023
250841	PRAMP999	Prampin David	101-00-00-46335	150.00	7/21/2023
250842	PRESS999	Pressley Todd	570-00-00-24157	91.00	7/21/2023
250843	REEDL999	Reed Lindsey	101-00-00-46365	12.50	7/21/2023
250843	REEDL999	Reed Lindsey	101-00-00-46338	100.00	7/21/2023
250844	REMIF010	R.E.M.I.F.	101-00-00-22206	372.04	7/21/2023
250845	SINNOTTS	Sinnott Scott	661-60-64-51500	217.00	7/21/2023
250846	SUDEE010	Optimum	775-10-71-51210	32.51	7/21/2023
250846	SUDEE010	Optimum	775-10-71-51210	337.64	7/21/2023
250847	USABLO10	USA Blue Book	661-60-64-54300	297.51	7/21/2023
250848	USBANKTR	US Bank Trust N.A.	881-30-12-56210	69,870.43	7/21/2023
250848	USBANKTR	US Bank Trust N.A.	881-30-12-56110	78,230.00	7/21/2023
250849	VAREL999	Varela Carrie	101-00-00-46341	50.00	7/21/2023
250849	VAREL999	Varela Carrie	101-00-00-46365	12.50	7/21/2023
250850	B&BPO010	B & B Portable Toilets	101-50-81-55600	28.16	7/21/2023
250851	CENTRO40	Centro Del Pueblo Movimiento Indigena Migrante	101-10-01-52104	5,000.00	7/21/2023
250852	CHAND010	Chandler Asset Management	245-00-00-44100	295.32	7/21/2023
250852	CHAND010	Chandler Asset Management	101-00-00-44100	2,222.12	7/21/2023
250853	HDL0010	HdL Software LLC	101-00-00-41600	216.26	7/21/2023
250854	JOHNN010	Johnny's Selected Seeds	101-50-81-55400	1,104.12	7/21/2023
250855	MCDOWALL	McDowall Michael	205-60-87-54200	25.00	7/21/2023
250856	NORTH899	North Pacific Cardiology	101-10-15-51702	45.00	7/21/2023
250857	SCOWN999	Scown Luke	101-40-21-51500	6.88	7/21/2023
250857	SCOWN999	Scown Luke	101-40-21-51500	80.95	7/21/2023
250857	SCOWN999	Scown Luke	101-00-00-21090	(6.88)	7/21/2023
250858	THOMA005	Thomas & Associates	662-60-67-55400	105.18	7/21/2023
250859	WHITE996	White Kimberley	101-10-01-51400	82.91	7/21/2023
250864	AEDC0010	A.E.D.C.	255-30-14-51770	630.00	7/21/2023
250865	ALLEN070	Allen's Commercial Appliance	101-50-85-51770	223.64	7/21/2023
250866	ALVES010	Alves Inc.	207-50-45-55600	3,712.50	7/21/2023
250867	AMSCH010	Amschl-Meiriss Melissa Ann	101-10-03-51770	750.00	7/21/2023
250868	ARCAT100	Arcata Chamber Of Commerce	101-10-01-52101	7,117.50	7/21/2023
250869	ARCAT320	Recology Arcata	212-30-11-55400	221.04	7/21/2023
250870	ARCAT340	Arcata House Partnership	211-30-13-58216	28,722.39	7/21/2023
250870	ARCAT340	Arcata House Partnership	211-30-13-58216	25,994.50	7/21/2023
250870	ARCAT340	Arcata House Partnership	224-30-13-51770	15,301.00	7/21/2023
250871	ARCAT620	Arcata Used Tire & Wheel	771-50-57-54600	60.00	7/21/2023
250871	ARCAT620	Arcata Used Tire & Wheel	771-50-57-54600	120.00	7/21/2023
250872	ATTCAINE	AT&T	101-40-21-52522	338.53	7/21/2023
250873	B&BPO010	B & B Portable Toilets	101-50-81-55600	744.01	7/21/2023
250873	B&BPO010	B & B Portable Toilets	662-60-67-55400	119.53	7/21/2023
250873	B&BPO010	B & B Portable Toilets	101-50-81-55600	243.69	7/21/2023
250873	B&BPO010	B & B Portable Toilets	662-60-67-55400	361.56	7/21/2023
250873	B&BPO010	B & B Portable Toilets	662-60-67-55400	159.59	7/21/2023
250873	B&BPO010	B & B Portable Toilets	101-50-81-55600	226.69	7/21/2023
250873	B&BPO010	B & B Portable Toilets	101-50-81-55600	382.85	7/21/2023
250873	B&BPO010	B & B Portable Toilets	101-50-81-55600	382.03	7/21/2023
250874	BELL&010	Bell & Associates Inc	664-60-73-51770	6,608.98	7/21/2023
250875	BPRCO010	BPR Consulting Group LLC	101-30-31-51722	135.00	7/21/2023
250875	BPRCO010	BPR Consulting Group LLC	101-30-31-51722	2,523.75	7/21/2023
250875	BPRCO010	BPR Consulting Group LLC	101-30-31-51722	1,162.50	7/21/2023
250876	BUDDY010	Buddy's Auto Center	101-40-23-51762	55.00	7/21/2023
250876	BUDDY010	Buddy's Auto Center	101-40-23-51762	55.00	7/21/2023
250877	BUSIN005	Business Card	101-50-81-51400	1,113.65	7/21/2023
250877	BUSIN005	Business Card	101-40-21-51400	1,477.26	7/21/2023
250878	CADEP040	CA Dep Of Justice	101-40-21-52524	49.00	7/21/2023
250878	CADEP040	CA Dep Of Justice	101-40-21-52522	1,876.98	7/21/2023
250878	CADEP040	CA Dep Of Justice	101-60-89-52524	15.00	7/21/2023
250878	CADEP040	CA Dep Of Justice	101-40-21-52524	1,066.00	7/21/2023
250878	CADEP040	CA Dep Of Justice	101-10-15-52524	245.00	7/21/2023

Attachment: A. Cash Disbursements--July 8-21, 2023. (4228 : Disbursements Listing)

City of Arcata Bi-Weekly Report on Cash Distributions 7/8/2023-7/21/2023

<u>Check No.</u>	<u>Vendor No.</u>	<u>Vendor Name</u>	<u>GL Account</u>	<u>Amount</u>	<u>Date</u>
250879	CALTE010	Caltest Analytical Lab	662-60-67-51742	815.20	7/21/2023
250879	CALTE010	Caltest Analytical Lab	662-60-67-51742	815.20	7/21/2023
250880	COMMU020	Community Reinvestment Fund Inc.	255-30-14-51770	275.00	7/21/2023
250880	COMMU020	Community Reinvestment Fund Inc.	259-30-14-51770	275.00	7/21/2023
250881	CSGCO010	CSG Consultants Inc	664-60-73-51770	4,600.00	7/21/2023
250882	DAYWI010	Day Management Corporation	101-40-21-57800	31,667.68	7/21/2023
250883	EMBLE020	The Emblem Authority	101-40-21-51500	726.00	7/21/2023
250883	EMBLE020	The Emblem Authority	101-40-21-51500	61.71	7/21/2023
250883	EMBLE020	The Emblem Authority	101-00-00-21090	(61.71)	7/21/2023
250884	ENGLU010	ENGLUND MARINE & INDUSTRIAL SUPPLY	661-60-64-55300	1,946.55	7/21/2023
250885	ENOVE010	Enoven of Redding Inc	771-50-57-57800	16.87	7/21/2023
250885	ENOVE010	Enoven of Redding Inc	101-00-00-21090	(16.87)	7/21/2023
250885	ENOVE010	Enoven of Redding Inc	771-50-57-57800	97.88	7/21/2023
250885	ENOVE010	Enoven of Redding Inc	771-50-57-57800	1,350.00	7/21/2023
250886	EUREK100	Eureka Oxygen Company	212-30-11-55400	128.50	7/21/2023
250887	EUREK130	Eureka Ready Mix Concrete Co Inc	662-50-65-53800	368.90	7/21/2023
250887	EUREK130	Eureka Ready Mix Concrete Co Inc	662-50-65-53800	164.45	7/21/2023
250888	FEDER010	Fedex	662-60-67-53100	873.54	7/21/2023
250889	FLEET010	Fleetpride	771-50-57-54400	49.89	7/21/2023
250890	GHDIN010	GHD Inc.	662-60-67-57601	7,105.49	7/21/2023
250891	HACHC010	Hach Chemical Company	662-60-67-53500	605.38	7/21/2023
250892	HARPE010	Harper Ford Country	771-50-57-54400	135.90	7/21/2023
250893	HENSE010	Hensels Hardware	101-50-81-55400	43.36	7/21/2023
250893	HENSE010	Hensels Hardware	101-50-85-55300	2.60	7/21/2023
250893	HENSE010	Hensels Hardware	101-50-85-55300	24.26	7/21/2023
250893	HENSE010	Hensels Hardware	101-50-81-55400	94.15	7/21/2023
250893	HENSE010	Hensels Hardware	101-50-85-55300	21.16	7/21/2023
250893	HENSE010	Hensels Hardware	101-50-81-55400	19.07	7/21/2023
250893	HENSE010	Hensels Hardware	101-50-85-55400	45.55	7/21/2023
250893	HENSE010	Hensels Hardware	101-50-85-55300	24.93	7/21/2023
250893	HENSE010	Hensels Hardware	101-50-85-55300	59.60	7/21/2023
250893	HENSE010	Hensels Hardware	101-50-85-55300	44.08	7/21/2023
250893	HENSE010	Hensels Hardware	101-50-85-55400	29.28	7/21/2023
250893	HENSE010	Hensels Hardware	101-50-85-55300	90.39	7/21/2023
250893	HENSE010	Hensels Hardware	101-50-85-55300	10.84	7/21/2023
250893	HENSE010	Hensels Hardware	101-50-85-55300	(21.69)	7/21/2023
250893	HENSE010	Hensels Hardware	101-50-85-55300	15.18	7/21/2023
250893	HENSE010	Hensels Hardware	101-50-85-55300	4.09	7/21/2023
250893	HENSE010	Hensels Hardware	101-50-85-55300	32.54	7/21/2023
250893	HENSE010	Hensels Hardware	101-50-85-55400	18.43	7/21/2023
250893	HENSE010	Hensels Hardware	101-50-81-54200	18.43	7/21/2023
250893	HENSE010	Hensels Hardware	101-50-85-53600	17.89	7/21/2023
250893	HENSE010	Hensels Hardware	101-50-81-54200	8.67	7/21/2023
250893	HENSE010	Hensels Hardware	101-50-85-55400	15.17	7/21/2023
250893	HENSE010	Hensels Hardware	101-50-85-55400	29.05	7/21/2023
250893	HENSE010	Hensels Hardware	101-50-81-54200	20.79	7/21/2023
250893	HENSE010	Hensels Hardware	101-50-85-55300	27.09	7/21/2023
250893	HENSE010	Hensels Hardware	101-50-85-55300	(32.54)	7/21/2023
250893	HENSE010	Hensels Hardware	101-50-85-55300	17.34	7/21/2023
250893	HENSE010	Hensels Hardware	101-50-81-54200	65.05	7/21/2023
250893	HENSE010	Hensels Hardware	101-50-81-54200	21.68	7/21/2023
250893	HENSE010	Hensels Hardware	101-50-85-55300	12.87	7/21/2023
250893	HENSE010	Hensels Hardware	101-50-81-55400	47.70	7/21/2023
250893	HENSE010	Hensels Hardware	101-50-81-55400	20.02	7/21/2023
250893	HENSE010	Hensels Hardware	101-50-81-55400	98.33	7/21/2023
250893	HENSE010	Hensels Hardware	101-50-81-55400	43.39	7/21/2023
250893	HENSE010	Hensels Hardware	101-50-85-55300	54.23	7/21/2023
250893	HENSE010	Hensels Hardware	101-50-85-55400	1,136.48	7/21/2023
250893	HENSE010	Hensels Hardware	101-50-81-54200	154.04	7/21/2023
250893	HENSE010	Hensels Hardware	101-50-85-55300	28.72	7/21/2023

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City of Arcata Bi-Weekly Report on Cash Distributions 7/8/2023-7/21/2023

Check No.	Vendor No.	Vendor Name	GL Account	Amount	Date
250893	HENSE010	Hensels Hardware	101-50-85-55300	27.10	7/21/2023
250893	HENSE010	Hensels Hardware	101-50-81-54200	(40.12)	7/21/2023
250893	HENSE010	Hensels Hardware	101-50-81-54200	207.07	7/21/2023
250893	HENSE010	Hensels Hardware	101-50-81-54200	228.00	7/21/2023
250893	HENSE010	Hensels Hardware	101-50-81-55400	29.28	7/21/2023
250894	HUMBO010	Humboldt Bay Municipal Water District	661-60-64-54000	123,594.30	7/21/2023
250895	HUMBO205	Humboldt Towing Inc.	101-40-23-51762	2,275.00	7/21/2023
250896	IBSOF010	IBS Of The Redwoods	771-50-57-54400	146.25	7/21/2023
250896	IBSOF010	IBS Of The Redwoods	771-50-57-54400	407.51	7/21/2023
250896	IBSOF010	IBS Of The Redwoods	771-50-57-54400	151.68	7/21/2023
250897	JIFFY010	Jiffy's Truck School LLC	207-50-45-51770	3,655.00	7/21/2023
250897	JIFFY010	Jiffy's Truck School LLC	207-50-45-51770	3,655.00	7/21/2023
250898	KEENA010	Keenan Supply	662-60-67-55300	213.79	7/21/2023
250898	KEENA010	Keenan Supply	662-60-67-57800	500.00	7/21/2023
250899	KERNE010	Kernen Construction	207-50-45-53800	48,353.67	7/21/2023
250899	KERNE010	Kernen Construction	101-00-00-21090	(336.57)	7/21/2023
250899	KERNE010	Kernen Construction	207-50-45-53800	45.10	7/21/2023
250899	KERNE010	Kernen Construction	207-50-45-53800	6,479.44	7/21/2023
250899	KERNE010	Kernen Construction	101-00-00-21090	(45.10)	7/21/2023
250899	KERNE010	Kernen Construction	207-50-45-53800	336.57	7/21/2023
250900	LEXIS020	LexisNexis Risk Data Management Inc	101-40-21-55300	50.00	7/21/2023
250900	LEXIS020	LexisNexis Risk Data Management Inc	101-40-21-52522	750.00	7/21/2023
250901	LOSTC010	Lost Coast Communications Inc.	101-10-15-51300	300.00	7/21/2023
250902	MANAG010	Baker Tilly US LLP	101-10-15-51770	1,675.00	7/21/2023
250903	MAPLE010	Maple Service Inc.	212-30-11-55400	336.30	7/21/2023
250904	MCKIN040	McKinleyville Community Servic	661-60-64-54000	1,283.25	7/21/2023
250905	MEND010	Boyd Sarah	661-60-64-51500	535.00	7/21/2023
250906	MENDE010	Mendes Supply Co	101-50-85-53600	179.34	7/21/2023
250906	MENDE010	Mendes Supply Co	101-50-85-53600	409.16	7/21/2023
250906	MENDE010	Mendes Supply Co	101-50-85-55300	128.55	7/21/2023
250906	MENDE010	Mendes Supply Co	212-30-11-55400	161.27	7/21/2023
250906	MENDE010	Mendes Supply Co	212-30-11-55400	57.55	7/21/2023
250907	MILLE020	Miller Farms Nursery Inc	101-50-81-55400	373.25	7/21/2023
250907	MILLE020	Miller Farms Nursery Inc	101-00-00-21090	(1.93)	7/21/2023
250907	MILLE020	Miller Farms Nursery Inc	101-50-81-55400	1.93	7/21/2023
250907	MILLE020	Miller Farms Nursery Inc	101-50-81-55400	0.32	7/21/2023
250907	MILLE020	Miller Farms Nursery Inc	101-50-81-55400	46.52	7/21/2023
250907	MILLE020	Miller Farms Nursery Inc	101-00-00-21090	(0.32)	7/21/2023
250907	MILLE020	Miller Farms Nursery Inc	101-50-81-55400	15.51	7/21/2023
250907	MILLE020	Miller Farms Nursery Inc	101-00-00-21090	(0.10)	7/21/2023
250907	MILLE020	Miller Farms Nursery Inc	101-50-81-55400	0.10	7/21/2023
250908	MILLY010	The Mill Yard	101-50-81-55400	25.75	7/21/2023
250909	MISSI010	Mission Linen Ind.Inc.	771-50-57-51500	76.92	7/21/2023
250909	MISSI010	Mission Linen Ind.Inc.	661-50-63-51770	10.85	7/21/2023
250909	MISSI010	Mission Linen Ind.Inc.	771-50-57-51500	80.17	7/21/2023
250909	MISSI010	Mission Linen Ind.Inc.	662-60-67-51500	1,048.11	7/21/2023
250909	MISSI010	Mission Linen Ind.Inc.	661-60-64-51500	113.89	7/21/2023
250909	MISSI010	Mission Linen Ind.Inc.	207-50-45-51770	10.85	7/21/2023
250909	MISSI010	Mission Linen Ind.Inc.	662-60-67-54200	10.85	7/21/2023
250909	MISSI010	Mission Linen Ind.Inc.	212-30-11-55400	85.31	7/21/2023
250910	MOTOR010	Motorola Solutions Inc	101-40-21-55300	1,122.98	7/21/2023
250911	MUNIM010	Munimetrix Inc	101-10-05-51770	79.98	7/21/2023
250912	NORMA010	Norman's Dry Cleaners	101-40-21-51500	57.45	7/21/2023
250912	NORMA010	Norman's Dry Cleaners	101-40-21-51500	42.95	7/21/2023
250912	NORMA010	Norman's Dry Cleaners	101-40-21-51500	267.65	7/21/2023
250912	NORMA010	Norman's Dry Cleaners	101-40-21-51500	102.45	7/21/2023
250912	NORMA010	Norman's Dry Cleaners	101-40-21-51500	63.45	7/21/2023
250912	NORMA010	Norman's Dry Cleaners	101-40-21-51500	149.85	7/21/2023
250912	NORMA010	Norman's Dry Cleaners	101-40-21-51500	24.45	7/21/2023
250913	NORTH140	North Coast Journal Inc	101-10-15-51300	50.00	7/21/2023

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<u>Check No.</u>	<u>Vendor No.</u>	<u>Vendor Name</u>	<u>GL Account</u>	<u>Amount</u>	<u>Date</u>
250913	NORTH140	North Coast Journal Inc	101-10-15-51300	42.50	7/21/2023
250913	NORTH140	North Coast Journal Inc	101-10-15-51300	25.00	7/21/2023
250913	NORTH140	North Coast Journal Inc	101-10-15-51300	138.50	7/21/2023
250914	NORTH150	Northcoast Laboratories Inc	662-60-67-51742	480.00	7/21/2023
250914	NORTH150	Northcoast Laboratories Inc	662-60-67-51742	300.00	7/21/2023
250914	NORTH150	Northcoast Laboratories Inc	662-60-67-51742	350.00	7/21/2023
250914	NORTH150	Northcoast Laboratories Inc	662-60-67-51742	162.00	7/21/2023
250915	NORTH330	Northern Humboldt U.H.S.D	664-60-73-51770	91.06	7/21/2023
250915	NORTH330	Northern Humboldt U.H.S.D	207-50-45-51770	91.07	7/21/2023
250915	NORTH330	Northern Humboldt U.H.S.D	662-60-67-51770	91.06	7/21/2023
250916	OCCUP020	American Hospital Management	101-10-15-51702	616.06	7/21/2023
250916	OCCUP020	American Hospital Management	101-10-15-51702	685.00	7/21/2023
250916	OCCUP020	American Hospital Management	101-10-15-51702	341.25	7/21/2023
250916	OCCUP020	American Hospital Management	101-10-15-51702	709.78	7/21/2023
250916	OCCUP020	American Hospital Management	101-10-15-51702	709.78	7/21/2023
250916	OCCUP020	American Hospital Management	101-10-15-51702	1,419.48	7/21/2023
250916	OCCUP020	American Hospital Management	101-10-15-51702	618.36	7/21/2023
250916	OCCUP020	American Hospital Management	101-10-15-51702	1,419.48	7/21/2023
250916	OCCUP020	American Hospital Management	101-10-15-51702	685.00	7/21/2023
250917	PETER030	Peterson Collision Repair	771-50-57-55100	3,075.18	7/21/2023
250917	PETER030	Peterson Collision Repair	771-50-57-55100	1,995.67	7/21/2023
250918	PHOEN010	Phoenix Group Information Systems	101-40-23-54200	280.00	7/21/2023
250919	PITNE010	Pitney Bowes Postage By	101-20-07-53110	3,045.00	7/21/2023
250920	REDWO015	Redwood Coast Fuels	662-60-67-54700	479.18	7/21/2023
250921	REDWO040	Redwood Teen Challenge	245-30-35-58500	425.00	7/21/2023
250921	REDWO040	Redwood Teen Challenge	245-30-35-58500	281.25	7/21/2023
250922	REDWO090	Humboldt-Del Norte Film Commission	101-10-01-52106	26.50	7/21/2023
250922	REDWO090	Humboldt-Del Norte Film Commission	224-10-01-52106	2,236.75	7/21/2023
250922	REDWO090	Humboldt-Del Norte Film Commission	224-10-01-52106	2,263.25	7/21/2023
250923	RICHW010	Rich Well Drilling & Pump Serv	661-60-64-57600	15,800.00	7/21/2023
250924	SCHIR010	NAPA Auto Parts of Arcata	771-50-57-54400	125.96	7/21/2023
250924	SCHIR010	NAPA Auto Parts of Arcata	771-50-57-54400	147.12	7/21/2023
250924	SCHIR010	NAPA Auto Parts of Arcata	771-50-57-54400	120.25	7/21/2023
250924	SCHIR010	NAPA Auto Parts of Arcata	771-50-57-54400	624.40	7/21/2023
250924	SCHIR010	NAPA Auto Parts of Arcata	771-50-57-54400	100.57	7/21/2023
250924	SCHIR010	NAPA Auto Parts of Arcata	771-50-57-54400	117.46	7/21/2023
250924	SCHIR010	NAPA Auto Parts of Arcata	771-50-57-54400	53.78	7/21/2023
250924	SCHIR010	NAPA Auto Parts of Arcata	771-50-57-54400	11.71	7/21/2023
250924	SCHIR010	NAPA Auto Parts of Arcata	771-50-57-54400	49.79	7/21/2023
250924	SCHIR010	NAPA Auto Parts of Arcata	771-50-57-54400	22.45	7/21/2023
250924	SCHIR010	NAPA Auto Parts of Arcata	771-50-57-54400	68.34	7/21/2023
250924	SCHIR010	NAPA Auto Parts of Arcata	771-50-57-54400	31.71	7/21/2023
250924	SCHIR010	NAPA Auto Parts of Arcata	771-50-57-54400	152.18	7/21/2023
250924	SCHIR010	NAPA Auto Parts of Arcata	771-50-57-54400	14.15	7/21/2023
250924	SCHIR010	NAPA Auto Parts of Arcata	771-50-57-54400	68.33	7/21/2023
250924	SCHIR010	NAPA Auto Parts of Arcata	771-50-57-54400	287.62	7/21/2023
250924	SCHIR010	NAPA Auto Parts of Arcata	771-50-57-54400	5.10	7/21/2023
250924	SCHIR010	NAPA Auto Parts of Arcata	771-50-57-54400	202.44	7/21/2023
250924	SCHIR010	NAPA Auto Parts of Arcata	771-50-57-54400	43.40	7/21/2023
250924	SCHIR010	NAPA Auto Parts of Arcata	771-50-57-54400	(71.61)	7/21/2023
250925	SOLOS010	Kees Amber LK	661-60-64-51500	220.00	7/21/2023
250926	SPRIN030	Springbrook Holding Company LLC	662-60-67-53400	74.00	7/21/2023
250926	SPRIN030	Springbrook Holding Company LLC	661-60-64-53400	74.00	7/21/2023
250927	STATE010	Statewide Traffic Safety & Signs Inc.	209-50-55-51770	1,750.00	7/21/2023
250928	STJOS010	St Joseph Hospital	101-40-21-51770	1,212.00	7/21/2023
250929	TEHAM010	Tehama Tire	771-50-57-54600	2,187.08	7/21/2023
250929	TEHAM010	Tehama Tire	771-50-57-54600	832.09	7/21/2023
250930	TETRA010	WN Tetrault & Co Inc	771-50-57-51770	153.00	7/21/2023
250931	THRIF010	Thrifty Supply Company	661-50-63-53900	1,768.99	7/21/2023
250932	UNITE080	United Rentals Inc	661-50-63-54300	1,433.27	7/21/2023

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City of Arcata Bi-Weekly Report on Cash Distributions 7/8/2023-7/21/2023

Check No.	Vendor No.	Vendor Name	GL Account	Amount	Date
250933	USABL010	USA Blue Book	662-60-67-51728	(1.05)	7/21/2023
250933	USABL010	USA Blue Book	662-60-67-51728	(0.56)	7/21/2023
250933	USABL010	USA Blue Book	662-60-67-51728	(1.68)	7/21/2023
250933	USABL010	USA Blue Book	662-60-67-51728	704.44	7/21/2023
250933	USABL010	USA Blue Book	662-60-67-53500	133.21	7/21/2023
250933	USABL010	USA Blue Book	662-60-67-51728	30.65	7/21/2023
250933	USABL010	USA Blue Book	662-60-67-53500	30.38	7/21/2023
250933	USABL010	USA Blue Book	662-60-67-53500	368.71	7/21/2023
250933	USABL010	USA Blue Book	661-60-64-53500	489.81	7/21/2023
250933	USABL010	USA Blue Book	662-60-67-53500	243.36	7/21/2023
250933	USABL010	USA Blue Book	662-60-67-51728	534.96	7/21/2023
250934	VALLE030	Valley Pacific Petroleum Services Inc	771-50-57-54700	49.61	7/21/2023
250934	VALLE030	Valley Pacific Petroleum Services Inc	771-50-57-54700	1,330.51	7/21/2023
250934	VALLE030	Valley Pacific Petroleum Services Inc	771-50-57-54700	487.77	7/21/2023
250934	VALLE030	Valley Pacific Petroleum Services Inc	771-50-57-54700	656.17	7/21/2023
250934	VALLE030	Valley Pacific Petroleum Services Inc	771-50-57-54700	703.97	7/21/2023
250934	VALLE030	Valley Pacific Petroleum Services Inc	771-50-57-54700	38.57	7/21/2023
250934	VALLE030	Valley Pacific Petroleum Services Inc	771-50-57-54700	328.01	7/21/2023
250934	VALLE030	Valley Pacific Petroleum Services Inc	771-50-57-54700	97.31	7/21/2023
250934	VALLE030	Valley Pacific Petroleum Services Inc	771-50-57-54700	1,190.78	7/21/2023
250934	VALLE030	Valley Pacific Petroleum Services Inc	771-50-57-54700	815.53	7/21/2023
250935	ACCES010	Access Humboldt	101-10-77-51791	1,215.00	7/21/2023
250936	AMERIO70	American Water Works Associati	661-60-64-51600	311.00	7/21/2023
250937	BUDDY010	Buddy's Auto Center	101-40-23-51762	55.00	7/21/2023
250937	BUDDY010	Buddy's Auto Center	101-40-23-51762	55.00	7/21/2023
250938	CARURO10	California Rural Water Association	661-60-64-51600	1,507.00	7/21/2023
250939	CELLE010	Cellebrite Inc.	101-40-21-51600	6,618.50	7/21/2023
250940	COMPL020	Compliance Associates Inc	207-50-45-51400	300.00	7/21/2023
250941	EUREK120	Eureka Rubber Stamp	101-40-21-51500	35.62	7/21/2023
250942	GRANIO20	Granicus Inc.	101-10-05-51770	713.76	7/21/2023
250942	GRANIO20	Granicus Inc.	101-10-77-51792	596.01	7/21/2023
250943	HUMBO107	Humboldt County Sheriff	101-40-25-52528	4,726.00	7/21/2023
250944	HUMBO205	Humboldt Towing Inc.	101-40-23-51762	125.00	7/21/2023
250945	MADRI060	Mad River Union	255-30-14-51770	200.00	7/21/2023
250945	MADRI060	Mad River Union	255-30-14-51770	210.00	7/21/2023
250946	PACES010	Pace Supply Corp	661-50-63-53900	55.34	7/21/2023
250946	PACES010	Pace Supply Corp	661-50-63-53900	479.14	7/21/2023
250947	SHRED020	Shred Aware LLC.	101-40-21-51770	120.93	7/21/2023
250948	STATE010	Statewide Traffic Safety & Signs Inc.	207-50-45-51770	875.00	7/21/2023
250948	STATE010	Statewide Traffic Safety & Signs Inc.	661-50-63-51770	875.00	7/21/2023
310948	Payroll	Payroll	Misc	2,719.71	7/14/2023
310949	Payroll	Payroll	Misc	188.45	7/14/2023
310950	Payroll	Payroll	Misc	1,382.05	7/14/2023
310951	Payroll	Payroll	Misc	276.19	7/14/2023
310952	Payroll	Payroll	Misc	1,419.60	7/14/2023
310953	Payroll	Payroll	Misc	606.70	7/14/2023
310954	Payroll	Payroll	Misc	661.94	7/14/2023
310955	Payroll	Payroll	Misc	981.23	7/14/2023
310956	Payroll	Payroll	Misc	1,610.83	7/14/2023
310957	Payroll	Payroll	Misc	422.16	7/14/2023
310958	Payroll	Payroll	Misc	422.16	7/14/2023
310959	Payroll	Payroll	Misc	598.20	7/14/2023
310960	Payroll	Payroll	Misc	743.92	7/14/2023
310961	Payroll	Payroll	Misc	1,123.23	7/14/2023
310962	Payroll	Payroll	Misc	171.65	7/14/2023
310963	Payroll	Payroll	Misc	1,240.31	7/14/2023
310964	Payroll	Payroll	Misc	1,278.69	7/14/2023
310965	Payroll	Payroll	Misc	940.40	7/14/2023
310966	Payroll	Payroll	Misc	480.61	7/14/2023
310967	Payroll	Payroll	Misc	479.98	7/14/2023

Attachment: A. Cash Disbursements--July 8-21, 2023. (4228 : Disbursements Listing)

City of Arcata Bi-Weekly Report on Cash Distributions 7/8/2023-7/21/2023

<u>Check No.</u>	<u>Vendor No.</u>	<u>Vendor Name</u>	<u>GL Account</u>	<u>Amount</u>	<u>Date</u>
310968	Payroll	Payroll	Misc	73.38	7/14/2023
310969	Payroll	Payroll	Misc	703.29	7/14/2023
310970	Payroll	Payroll	Misc	258.22	7/14/2023
310971	Payroll	Payroll	Misc	877.81	7/14/2023
310972	Payroll	Payroll	Misc	557.14	7/14/2023
310973	Payroll	Payroll	Misc	178.29	7/14/2023
ACH	PAYR010	Payroll Deductions ACH	Misc	148,776.53	7/14/2023
ACH	PERS010	PERS	Misc	70,478.49	7/14/2023
ACH	PERS020	CalPERS	Misc	1,966,627.00	7/14/2023
ACH	Payroll	Payroll	Misc	290,052.29	7/14/2023
			Total	3,385,534.70	

Attachment: A. Cash Disbursements--July 8-21, 2023. (4228 : Disbursements Listing)



STAFF REPORT – CITY COUNCIL MEETING

August 02, 2023

TO: Honorable Mayor and City Council Members

FROM: Brian Ahearn, Chief of Police

PREPARER: Brian Ahearn, Chief of Police

DATE: July 14, 2023

TITLE: **Approve the Response to the 2022-2023 Grand Jury Report, "The Humboldt County Child Abuse Services Team," Authorize the Police Chief to Sign the Response, and Direct Staff to Forward the Response to the Presiding Judge of the Humboldt County Superior Court.**

RECOMMENDATION:

It is recommended that the Council approve the Response to the 2022-2023 Grand Jury Report, “The Humboldt County Child Abuse Services Team,” authorize the Police Chief to sign the Response, and direct staff to forward the response to the Presiding Judge of the Humboldt County Superior Court.

It is also recommended that the Council consider the following motion:

Approve the Response to the 2022-2023 Grand Jury Report, “The Humboldt County Child Abuse Services Team,” Authorize the Police Chief to Sign the Response, and Direct Staff to Forward the Response to the Presiding Judge of the Humboldt County Superior Court.

INTRODUCTION:

On July 9, 2023, the Humboldt County Civil Grand Jury released to the Police Department a report entitled, “The Humboldt County Child Abuse Services Team,” and requested the Police Chief respond to findings and recommendations.

DISCUSSION:

The Civil Grand Jury is authorized by Penal Code 925 and 925a to, among other things, “investigate and report on the operations, accounts, and records of the officers, departments, functions and the method or system of performing the duties of any such” county or city. Furthermore, Penal Code 925a authorizes the Grand Jury to “make such recommendations as it may deem proper and fit.” The governing body of the public agency subject to the Grand Jury’s authority is required to respond to the presiding judge of the superior court on the Grand Jury’s findings and recommendations. The 2022-2023 Grand Jury report “The Humboldt County Child Abuse Services Team” (attached) concerns the Grand Jury’s review of the Child Abuse Services Team, also known as CAST. During the review the Grand Jury, “...while investigating a complaint that involved a juvenile discovered

that CAST was a little-known and even less understood organization...” The Grand Jury “...also discovered that some of the front-line responders to child abuse situations would benefit from additional training...” Proposed Police Chief responses are attached for City Council review.

COMMITTEE/COMMISSION REVIEW:

None

ENVIRONMENTAL REVIEW (CEQA):

Not applicable

BUDGET/FISCAL IMPACT:

None

ATTACHMENTS:

- A. HCCGJ CAST Report and edits 6-20-23 (PDF)
- B. Civil Grand Jury Letter, CAST (DOCX)

THE HUMBOLDT COUNTY CHILD ABUSE SERVICES TEAM

Released June 29, 2023

SUMMARY

Children are the most vulnerable members of our society. When they are subjected to abuse, be it sexual, physical, or emotional, there is a team who come from a variety of agencies here in Humboldt County that works to minimize trauma and hold criminal offenders responsible for their actions. This is the Humboldt County Child Abuse Services Team, more commonly referred to as CAST.

In the 1980's it was recognized that the investigation of child abuse cases could cause additional trauma to the involved children by subjecting them to multiple interviews and could lead to improper prosecutions due to interviews that led the child's testimony in a particular direction. This led to the country-wide creation of Multi-Disciplinary Investigation Teams (MDIT) for such cases. Humboldt County's version of an MDIT, CAST, was created in 1996, consisting primarily of employees of the District Attorney's Office, Child Welfare Services, law enforcement agencies, and the Sexual Assault Response Team. Other important support organizations such as Court Appointed Special Advocates and the North Coast Rape Crisis Team can also be involved in CAST.

The Humboldt County Civil Grand Jury, while investigating a complaint that involved a juvenile, discovered that CAST was a little-known and even less understood organization. We investigated Humboldt County's CAST, learning that this complicated system involves many players. We found dedicated, hard-working professionals focused on protecting children, and a system that for the most part functions well. We also discovered that some of the front-line responders to child abuse situations would benefit from additional training, and that an issue common to most governmental agencies in Humboldt County - understaffing - makes accomplishing the already difficult mission of CAST more difficult than it could be.

BACKGROUND

The long-term effects resulting from the trauma of child abuse are well documented. The initial trauma cannot be erased, but we can minimize if not eliminate any secondary trauma caused by the aftermath of a horrific event. This means creating a delicate balance between the need to hold offenders accountable for their crimes and the need to protect children as much as possible from further trauma.

In 2020 Humboldt County had 77.8 reported incidents of child abuse or neglect per 1,000 children.¹ Only nine of California's fifty-eight counties had higher rates, with the state average being 43.5 incidences per 1,000 children. Members of Humboldt County's CAST can provide the services needed to minimize the continuation of trauma. The importance of this work cannot be overestimated. When the system works well, it can be exactly what the child and family need as they try to move forward after the abuse stops.

A key goal of the Child Abuse Services Team (CAST) is to minimize or bypass the questioning of a child once a family member or a mandated reporter has filed a report concerning abuse. When everything goes as planned, the child will be brought to what is known as a forensic interview with a specially trained interviewer. This is the time when a child is given the chance to provide the prosecutor and other officials with a recorded description of what happened, and who abused them. The skilled interviewer avoids asking leading questions and carefully invites the child to provide their personal narrative, using their own words, in their own way, sometimes using a visual depiction on paper. This evidentiary testimony becomes the basis for a prosecution. It is often the best evidence that can be provided during a trial.

CAST is about more than prosecuting a criminal. The well-being of the child and the family is of paramount importance to the professionals on the team. When everything goes as planned, the child is protected from further harm. The child and family have their needs addressed by caring social workers. Over time, the hope is that the child gains the resilience necessary to move forward without further trauma and that the child gradually learns how to develop healthy and meaningful relationships, without their traumatic past continually resurfacing.

METHODOLOGY

The Humboldt County Civil Grand Jury's investigation included but was not limited to:

- Interviewing numerous people involved in child welfare services, victim witness advocacy, rape crisis, law enforcement, and criminal prosecution
- Reviewing, and studying documents on:
 - CAST procedures
 - Policies and Procedure manuals from various law enforcement, child welfare, and other governmental agencies
 - Previous Grand Jury reports, both local and from other counties
 - State law regarding crimes against juveniles
 - Articles and journals dedicated to forensic interviewing, forming Multi-Disciplinary Investigative Teams, disclosure of confidential records, and mandated reporting

¹ <https://ccwip.berkeley.edu/childwelfare/index/r> Original data source: CWS/CMS 2022 Quarter 4 Extract. The number of children involved is likely lower, as there can be multiple incidents and reports for the same child.

- Training materials provided to Child Welfare Services workers and law enforcement personnel

All of the subjects interviewed were helpful and informative, and demonstrated an authentic desire to be part of the solution. They provided open and honest evaluations of their interactions with and perceptions of working with other agencies in the CAST system. We thank the interview subjects for their cooperation.

GLOSSARY

- CANRA Child Abuse and Neglect Reporting Act
- CASA Court Appointed Special Advocates
- CAST Child Abuse Services Team
- CWS Child Welfare Services
- DA District Attorney
- DHHS Department of Health and Human Services
- HCCGJ Humboldt County Civil Grand Jury
- HCSO Humboldt County Sheriff's Office
- HDVS Humboldt Domestic Violence Services
- MDIT Multi-Disciplinary Investigation Team
- MOU Memorandum of Understanding
- NCRCT North Coast Rape Crisis Team
- SART Sexual Abuse Response Team
- VWAP Victim Witness Assistance Program

DISCUSSION

THE CHILD ABUSE SERVICES TEAM

In the simplest of terms, the Child Abuse Services Team (CAST) is a multi-disciplinary group of professionals and volunteers who come together when incidents of abuse are identified. There is no separate entity that calls itself “CAST” – rather, it is a team that brings together a group of providers, investigators, and prosecutors who are appropriate to each individual incident.

Prior to more enlightened investigation techniques and a greater understanding of trauma, child victims of physical, sexual, or emotional abuse might be subjected to multiple interviews by law enforcement, various investigators, social workers, and interactions with others, such as members of the Victim Witness Assistance Program (VWAP), the North Coast Rape Crisis Team (NCRCT), and the Sexual Assault Response Team (SART). Each interview added to the trauma the child had already suffered. Often, through no fault of the child, information and recollections changed during these redundant interviews. Facts vital to the prosecution often became unclear, sometimes leading to the child being placed back in an unsafe situation, and a perpetrator not being prosecuted for their crimes. To the detriment of the children, the system wasn’t working very well.

In light of this, in 1996 the Humboldt County Child Abuse Services Team was created, with the mission of enhancing services in our community by bringing existing resources together in a coordinated effort to more effectively and efficiently respond to and resolve child abuse cases.

Organizations involved in CAST can include:

- The Humboldt County District Attorney’s Office
 - Prosecutors
 - Investigators
 - Victim Witness Assistance
- The Humboldt County Department of Health and Human Services
 - Behavioral Health Branch
 - Child Welfare Services
- Law Enforcement:
 - Arcata Police Department
 - Blue Lake Police Department (services provided by Sheriff’s Department)
 - Eureka Police Department
 - Ferndale Police Department
 - Fortuna Police Department
 - Hoopa Valley Tribal Police Department
 - Humboldt County Sheriff’s Office

- Rio Dell Police Department
- Trinidad Police Department (services provided by Sheriff’s Department)
- Tribal Governments
 - Bear River Band of the Rohnerville Rancheria
 - Big Lagoon Rancheria
 - Blue Lake Rancheria
 - Hoopa Valley Tribe
 - Karuk Tribe of California
 - Table Bluff Reservation of the Wiyot Tribe
 - Trinidad Rancheria
 - Yurok Tribe of California
- Non-Governmental Organizations
 - Providence St. Joseph’s Hospital – Sexual Assault Response Team
 - Humboldt County Court Appointed Special Advocates
 - North Coast Rape Crisis Team
 - Humboldt Domestic Violence Services

THE ORIGINS OF A CHILD ABUSE SERVICES TEAM CASE

Law enforcement agencies are usually the first to respond to allegations of child abuse. They must determine two key facts: (1) is there reasonable suspicion that a crime has occurred that requires further investigation, and (2) does the incident meet the standards of the state Child Abuse and Neglect Reporting Act (CANRA). It is under CANRA that the term “mandated reporter” comes into play. To determine the above, the investigating officer often needs to speak with the family and, sometimes, the child survivor. In the past an interview with the child was often long and invasive – following modern CAST guidelines it is done only if necessary. It is as brief as possible, is done in a safe environment removed from the area where the trauma occurred and is conducted away from anyone believed to be responsible for the trauma.

Sometimes Social Workers from the Child Welfare Services Emergency Response Team will be called to determine whether it is safe for the child to remain in the home. If the home is not deemed safe the child is temporarily placed with relatives or, as a last resort, a foster family. If the child is a member of a federally recognized Native American tribe, the tribe is notified, and may assist in placing the child with a culturally appropriate Native family.

Typically, at this point a preliminary report by law enforcement is filed with the District Attorney's Office, which serves as the CAST Coordinator. Child Welfare Services is contacted, and a forensic interview is requested. Allegations of child abuse don't always originate with law enforcement. Family members, friends, schools, social workers, and medical personnel, some of whom are mandated reporters, may also initiate the process, though law enforcement and CWS will get involved shortly after that initiation.

The importance of an informed and cautious approach to the child by law enforcement cannot be overstated. They become involved when the event is fresh in the mind of the child, who may be in the same place the event happened, with the same people who are responsible for the event. There is very specific training that officers can and should receive before handling these types of situations. During our investigation, we discovered that many of our local law enforcement officers have had no training in these procedures beyond their initial academy training.

THE CHILD ABUSE SERVICES TEAM PROCESS

There are two primary objectives of a CAST interview: to minimize any additional damage to the child while also obtaining as much information as possible so the abuser or abusers can be brought to justice. These objectives may seem to be at odds with each other, since discussing abuse with the child can, in and of itself, be traumatic. This is why a Forensic Interviewer is such a valuable resource.

It is important to understand what a Forensic Interviewer does. They are responsible for conducting culturally appropriate, developmentally sensitive, legally defensible forensic interviews of children and adolescents when an allegation of abuse has been made or a traumatic event witnessed. The Forensic Interviewer is someone with significant, specific, and ongoing training, including that provided by the National Children's Advocacy Center, and is almost always someone who has worked in the field of child welfare for many years, gaining invaluable experience before becoming a Forensic Interviewer.

Once a CAST forensic interview is scheduled, a team of multidisciplinary personnel is assembled by the District Attorney's Office. Typically, this includes an investigator from the law enforcement agency that originated the case, an investigator, attorney, and Victim Witness Assistance Program advocate from the District Attorney's Office, a Child Welfare Services Social Worker, and the Child Welfare Services Forensic Interviewer. Other services may be included as needed or requested, such as rape crisis, domestic violence services, Court Appointed Special Advocates (CASA), or tribal child welfare staff.

This CAST group meets before any forensic interview to discuss the allegations and determine what facts they require. After this conference the Forensic Interviewer and the victim witness advocate meet with the family and the interview subject. This is to help alleviate any fears and

to explain the interview process. Prior to the forensic interview the victim witness advocate guides the parents to the lobby. The child is then taken to the forensic interview room.

Other key members of the CAST group are in a nearby room, listening to and viewing the proceedings by means of an unobtrusive camera and microphone. Audio and video recordings of all interviews, which are confidential, are made. The Forensic Interviewer has an ear bud so the observers can request clarifications or have specific questions asked. The space for the interview is well appointed and comfortable and can accommodate children from age 4 to 17. The Forensic Interviewer is soft spoken and attentive and adjusts their approach as appropriate to the age and perceived mental capacity of the child.

After the interview is completed, the CAST group meets to discuss the interview they have witnessed and what next steps should be taken. Sometimes the interview identifies further required investigation, sometimes it confirms what law enforcement already suspects, and sometimes it exonerates the suspect in the case. The goal of a CAST interview is not to make the interview match any particular evidence or theory – it is to obtain the truth as the child knows it in the least traumatizing and most accurate way possible.

There are prosecutors and investigators who specialize in child abuse cases, but due to limited resources none of them are assigned solely to such cases. Child Welfare Services, which handles all manner of child abuse cases, does not have Social Workers entirely dedicated to these cases. As of March 2023, they have two Forensic Interviewers, with another in training.

CAST holds monthly peer review sessions, discussing specific cases and collaboratively seeking to improve their performance in the future. Our interviews indicated that all participants found these meetings helpful and constructive. CAST members from the various disciplines found the meetings facilitated the furthering of mutual understanding and cooperation.

The interviews we held indicated that CAST is an essential program and works well to lessen the trauma a child may suffer from sexual or physical assault. However, it is dependent on all the functioning parts working well together. When there is a disruption in the process due to understaffing, inexperience, or overwork, the system doesn't work at peak efficiency, causing delays and frustration, and potentially compromising positive outcomes. According to our interviews, CAST scheduled 100 CAST interviews in the year 2022 for 68 investigations leading to five criminal court case convictions. Of those 68 investigations, 28 are pending further investigation or final filing determination. All the people we spoke to would like to see the rate of prosecutions improve, as appropriate, to make sure no offenders slip through the system.

OTHER KEY COLLABORATORS

Aside from the government agencies involved in CAST, a few other important organizations should be recognized.

North Coast Rape Crisis Team

The North Coast Rape Crisis Team does not only work with adult rape issues, they also work with sexually abused children. They may respond to CAST interviews and collaborative meetings and are seen as a valuable part of CAST. Rape Crisis counselors must be certified by the state of California and are not mandated reporters. They do not have to divulge statements by children aged 12 to 17 to parents if the child requests confidentiality. If a child is 11 or under the parents must be notified. Confidentiality can be very important, especially if family members are involved in the abuse. Rape Crisis is a stand-alone service and is not contingent on law enforcement involvement. They have a 24-hour hotline and will assign a counselor if requested. The rape crisis team's mission is to provide validation and to serve as an advocate for the survivor and family. Law enforcement officers are required to inform a child that they are entitled to an advocate. The North Coast Rape Crisis Team may serve as that advocate.

Humboldt Domestic Violence Services

Humboldt Domestic Violence Services (HDVS) provides services to survivors of domestic violence with individual counseling, restraining order assistance, help with court appearances, providing emergency shelter, and hosting healing support groups. While these services are primarily for adults, the children of families involved in domestic violence can also receive protection. HDVS may be involved in the CAST process as appropriate.

Sexual Response Assault Team

The Sexual Response Assault Team (SART) is made up of medical professionals, generally specifically trained nurses, and provides forensic medical examinations for survivors of sexualized abuse. They play a vital part in the successful prosecution of offenders by obtaining biological evidence and examining and recording the survivors' injuries. While these examinations are unpleasant and potentially traumatizing, the evidence obtained can be vital in criminal prosecutions, and may be conclusive enough that the child doesn't need to testify in court or participate in additional interviews.

CHILD ABUSE SERVICES TEAM DOCUMENTATION

The Humboldt County Civil Grand Jury reviewed a memorandum dated August 30, 2005, addressed to the Humboldt County Board of Supervisors, from the Director of the Humboldt County Department of Health and Human Services (DHHS). It is a request that a Memorandum of Understanding (MOU) between DHHS and the Humboldt County District Attorney's Office

(DA) be approved. The MOU is an agreement in which DHHS monetarily compensates the DA for their management of CAST. The MOU covers a period of one year.

This MOU states that the agreement will automatically be renewed each year unless one of the parties provides written notice to terminate. We could find no evidence that this document has been updated or reviewed in the intervening eighteen years. This is the only documentation of an existing MOU that we could find.

We could find no evidence that a more wide-ranging MOU involving all CAST participants exists.

The Humboldt County Board of Supervisors has received sporadic Annual Reports from CAST. We discovered a report from the year 2000, which refers to the “signing members” of CAST and which provides a then-current list of involved agencies. We could find no evidence that such a report has been presented for at least fifteen years, nor any evidence that such a report is required.

The Humboldt County Civil Grand Jury believes that an entity as significant as CAST should have more distinct documentation. A current MOU involving all CAST participants should be publicly available and be updated as appropriate. An annual report to the Humboldt County Board of Supervisors detailing the challenges and accomplishments of CAST should be required.

CONCLUSION

The Humboldt County Child Abuse Services Team is an important component, not just of the criminal justice and child welfare systems, but of the very fabric of our community. It is a sad fact that we cannot always protect our children, but when they have been the victims of sexual, physical, or emotional abuse, or neglect, the CAST team is there to help minimize the damage and hold offenders accountable. This benefits our entire community. The CAST system works well – it can, and should, work better.

FINDINGS

The Humboldt County Civil Grand Jury finds that:

- **F1:** The Child Abuse Services Team provides a needed service to the residents of Humboldt County.
- **F2:** The members of the Child Abuse Services Team are dedicated to keeping children safe and minimizing further trauma to the child.
- **F3:** The late provision of services may harm the effective prosecution of alleged child abuse cases and the recovery of the survivor(s).
- **F4:** Most if not all of the government agencies that participate in the Child Abuse Services Team are understaffed. This can result in delayed or incomplete responses and delivery of services in critical child abuse situations.
- **F5:** Law enforcement personnel are typically the first to respond to allegations of child abuse. Some members of law enforcement do not possess the most current training in effective ways to respond to such calls, which can result in missed opportunities for prosecutions and subject children to further unneeded trauma.
- **F6:** Some law enforcement agencies do not regularly request the services of Child Welfare Services Social Workers for all investigations of suspected child abuse, instead requesting these services for only the most acute situations. Traumatized children in all abuse situations benefit from having these services provided as soon as possible.
- **F7:** The Humboldt County Sheriff's Office, the largest law enforcement agency in Humboldt County, does not have a specific investigator assigned as a representative to the Child Abuse Services Team, which can result in incomplete case information and negatively affect prosecutions.
- **F8:** A Memorandum of Understanding between the agencies participating in CAST either does not exist or is not publicly available. This results in a lack of clarity about the relationships and responsibilities of the participating agencies.
- **F9:** We could find no evidence that regular annual reports to the Humboldt County Board of Supervisors about the activities of the Child Abuse Services Team exist, nor that they are required. Having such reports would give the Board of Supervisors and the public information on the depth, breadth, and response to child abuse in our community.

RECOMMENDATIONS

The Humboldt County Civil Grand Jury recommends that:

- **R1:** The District Attorney, in collaboration with all local law enforcement agencies, Child Welfare Services, and local Tribal governments, lead the development of training in culturally appropriate best practices for first responders to situations of alleged child abuse. This training program is to be created no later than April 1, 2024. **(F3, F5, F6)**
- **R2:** All Humboldt County law enforcement agencies receive the training described in R1 no later than December 31, 2024. **(F3, F5, F6)**
- **R3:** The Humboldt County Sheriff's Office assign an investigator as their primary representative to the Child Abuse Services Team by March 31, 2024. **(F7)**
- **R4:** By April 1, 2024 all law enforcement agencies who are members of the Child Abuse Services Team designate at least a primary and secondary officer to respond to allegations of child abuse and provide those officers with advanced training in handling such cases. **(F3, F4, F5, and F6)**
- **R5:** By April 1, 2024, the Department of Health and Human Services/Child Welfare Services assign additional Social Workers trained in responding to incidents of child sexual abuse to accompany local law enforcement personnel on the initial contact with a child whenever possible. **(F3 and F6)**
- **R6:** The District Attorney lead in the creation of a detailed Memorandum of Understanding between all agencies involved in the Child Abuse Services Team, to be completed no later than January 1, 2024 and to be made available via the public websites of all involved agencies. **(F8)**
- **R7:** The Memorandum of Understanding described in R6 mandates that, as CAST Coordinator, the District Attorney create an annual report to the Humboldt County Board of Supervisors on the accomplishments of and challenges to the Child Abuse Services Team. **(F9)**
 - Funding recommendation: The Humboldt County Civil Grand Jury recommends that the Department of Health and Human Services/ Child Welfare Services, the Humboldt County Sheriff's Office, and the Office of the District Attorney provide funding for **R1** and **R2**, with appropriations for the current fiscal year. If current appropriations are not sufficient, the Humboldt County Civil Grand Jury recommends that the above-named agencies at their earliest convenience pursue additional funding from the Humboldt County Board of Supervisors to fund the above recommendation.

REQUEST FOR RESPONSES

Pursuant to California Penal Code sections 933 and 933.05, the Grand Jury requests each entity or individual named below to respond to the enumerated Findings and Recommendations within specific statutory guidelines.

Responses to Findings shall be either:

- The respondent agrees with the finding
- The respondent disagrees wholly or partially with the finding, in which case the response shall specify the portion of the finding that is disputed and shall include an explanation of the reasons therefore

Responses to Recommendations shall be one of the following:

- The recommendation has been implemented, with a summary regarding the implemented action
- The recommendation has not yet been implemented, but will be implemented in the future, with a time frame for implementation
- The recommendation requires further analysis, with an explanation and the scope and parameters of an analysis or study, and a time frame for the matter to be prepared for discussion by the officer or head of the agency or department being investigated or reviewed, including the governing body of the public agency where applicable. This time frame shall not exceed six months from the date of the publication of the Grand Jury report
- The recommendation will not be implemented because it is not warranted or is not reasonable, with an explanation therefore.

REQUIRED RESPONSE – Within 90 days

Humboldt County Board of Supervisors
(F9) and (R7)

REQUIRED RESPONSES – Within 60 days

The Humboldt County Sheriff
(F4, F5, F6, F7, F8, and F9) and (R1, R2, R3, and R4)

The Humboldt County District Attorney
(F4, F5, F6, F8, and F9) and (R1, R2, R6, and R7)

INVITED RESPONSES

Humboldt County Department of Health and Human Services
(F3, F4, F5, F6, F8, and F9) and (R1, R2, R4, R5 and R6)

Chief of Police, Arcata Police Dept
(F4, F5, F6, F8, and F9) and (R1, R2, R4, R5, and R6)

Chief of Police, Eureka Police Department
(F4, F5, F6, F8, and F9) and (R1, R2, R4, R5, and R6)

Chief of Police, Ferndale Police Department
(F4, F5, F6, F8, and F9) and (R1, R2, R4, R5, and R6)

Chief of Police, Fortuna Police Department
(F4, F5, F6, F8, and F9) and (R1, R2, R4, R5, and R6)

Chief of Police, Hoopa Valley Tribal Police Department
(F4, F5, F6, F8, and F9) and (R1, R2, R4, R5, and R6)

Chief of Police, Rio Dell Police Department
(F4, F5, F6, F8, and F9) and (R1, R2, R4, R5, and R6)

Tribal Council, Bear River Band of the Rohnerville Rancheria
(F5, F6, F8, and F9) and (R1, R2, R5, and R6)

Tribal Council, Big Lagoon Rancheria
(F5, F6, F8, and F9) and (R1, R2, R5, and R6)

Tribal Council, Blue Lake Rancheria
(F5, F6, F8, and F9) and (R1, R2, R5, and R6)

Tribal Council, Hoopa Valley Tribe
(F5, F6, F8, and F9) and (R1, R2, R5, and R6)

Tribal Council, Karuk Tribe of California
(F5, F6, F8, and F9) and (R1, R2, R5, and R6)

Tribal Council, Table Bluff Reservation of the Wiyot Tribe
(F5, F6, F8, and F9) and (R1, R2, R5, and R6)

Tribal Council, Trinidad Rancheria
(F5, F6, F8, and F9) and (R1, R2, R5, and R6)

Tribal Council, Yurok Tribe of California
(F5, F6, F8, and F9) and (R1, R2, R5, and R6)

Reports issued by the Grand Jury do not identify individuals interviewed. Penal Code section 929 requires that reports of the Grand Jury not contain the name of any person or facts leading to the identity of any person who provides information to the Grand Jury.

Responses are to be sent to:

The Honorable Judge Neel
Humboldt County Superior Court
825 5th Street, Eureka, CA 95501

2022-23 Humboldt County Civil Grand Jury
825 5th Street, Eureka, CA 95501

Attachment: A. HCCGJ CAST Report and edits 6-20-23 (4225 : Approve the Response to a 2022-2023 Grand Jury Report.)

ARCATA POLICE DEPARTMENT

July 14, 2023



Honorable Kelly Neel, Presiding Judge
Humboldt County Superior Court
825 Fifth Street
Eureka, CA 95501

Please find below the City of Arcata Police Chief's requested response to the Humboldt County Civil Grand Jury's report The Humboldt County Child Abuse Services Team. The requested responses from the Arcata Police Chief are below:

FINDINGS

F4. Most if not all of the government agencies that participate in the Child Abuse Services Team are understaffed. This can result in delayed or incomplete responses and delivery of services in critical child abuse situations.

Police Chief Response: The respondent disagrees partially with the finding in that they do not have the requisite information in which to assess the resource capacity of other government agencies relative to CAST responses.

F5. Law enforcement personnel are typically the first to respond to allegations of child abuse. Some members of law enforcement do not possess the most current training in effective ways to respond to such calls, which can result in missed opportunities for prosecution and subject children to further unneeded trauma.

Police Chief Response: The respondent disagrees partially with the finding in that while some members of law enforcement may not have the most current training it is unclear if any link has been established between training lapses and response lapses in child abuse incidents. Between the initial call taker in Dispatch, the investigating Officer, the Watch Commander Sergeant, the Investigations Division, the Operations Lieutenant and the Chief of Police there are many layers of review and checks and balances to safeguard appropriate responses to child abuse incidents.

F6. Some law enforcement agencies do not regularly request the services of Child Welfare Services Social Workers for all investigations of suspected child abuse, instead requesting these services for only the most acute situations. Traumatized children in all abuse situations benefit from having these services provided as soon as possible.

Police Chief Response: The respondent agrees with this finding understanding there are finite resources available and when incident triage best practices are utilized law enforcement

Attachment: B. Civil Grand Jury Letter, CAST (4225 : Approve the Response to a 2022-2023 Grand Jury Report.)

agencies can determine the most appropriate level of response based on current availability of resources.

- F8. A Memorandum of Understanding between the agencies participating in CAST either does not exist or is not publicly available. This results in a lack of clarity about the relationships and responsibilities of the participating agencies.

Police Chief Response: The respondent agrees with the finding.

- F9. We could find no evidence of regular annual reports to the Humboldt County Board of Supervisors about the activities of the Child Abuse Services Team exist, nor that they are required. Having such reports would give the Board of Supervisors and the public information on the depth, breadth and response to child abuse in our community.

Police Chief Response: The respondent agrees with the finding.

RECOMMENDATIONS

- R1. The District Attorney, in collaboration with all local law enforcement agencies, Child Welfare Services, and local Tribal governments, lead the development of training in culturally appropriate best practices for first responders to situations of alleged child abuse. This training program is to be created no later than April 1, 2024.

Police Chief Response: This recommendation has not yet been implemented but will be implemented in the future with the goal of meeting the April 1, 2024 timeline.

- R2. All Humboldt County law enforcement agencies receive the training described in R1 no later than December 31, 2024.

Police Chief Response: This recommendation has not yet been implemented but will be implemented in the future with the goal of meeting the December 31, 2024 timeline.

- R4. By April 1, 2024, all law enforcement agencies who are members of the Child Abuse Services Team designate at least a primary and secondary officer to respond to allegations of child abuse and provide those officers with advanced training in handling such cases.

Police Chief Response: This recommendation will not be implemented because it is not reasonable. Arcata PD is a small rural Police Department that does not have the resource capacity to meet this recommendation. However, during a Department restructuring in which an Investigations Division was established, four positions were imbedded within one division that specializes in conducting complex and sophisticated investigations to include allegations of child abuse. Those positions are a Detective Sergeant, two Detectives and one Evidence Technician, all of whom work together alongside APD Patrol Officers to investigate complex child abuse cases. Investigations staff have attended specialized investigative training including Homicide Investigations, Sexual

Assault Investigations, Criminal Investigations and Interview and Interrogation, all of which are applicable in different degrees to child abuse investigations depending on the criminal allegations and scope of the investigation. In addition, APD's Detective Sergeant has been a member of CAST for many years and is currently the chair of this regional collaborative. It should also be noted that APD deploys two Juvenile Diversion Counselors who strategize on how best to guide juvenile offenders away from the criminal justice system when appropriate. Many of the youth the JDC's work with have been exposed to many of the same traumas associated with incidents of child abuse. This program has been funded through Measure Z up until FY 2023/2024 when not enough support was garnered through the county to continue funding these two positions. The City of Arcata and the Arcata Police Department chose to continue to fund these critical counselors who work tirelessly to advocate for children and their families. APD has, and will continue to be, heavily invested in establishing best practices for child abuse investigations and in working with our regional partners to advocate for victims and witnesses and to hold offenders accountable.

- R5. By April 1, 2024, the Department of Health and Human Services/Child Welfare Services assign additional Social Workers trained in responding to incidents of child sexual abuse to accompany local law enforcement personnel on the initial contact with a child whenever possible.

Police Chief Response: This recommendation has not yet been implemented. The Department of Health and Human Services/Child Welfare Services will determine if this recommendation can be implemented in the future with the goal of meeting the April 1, 2024 timeline.

- R6. The District Attorney lead in the creation of a detailed Memorandum of Understanding between all agencies involved in the Child Abuse Services Team, to be completed no later than January 1, 2024 and to be made available via the public websites of all involved agencies.

Police Chief Response: This recommendation has not yet been implemented. The Office of the District Attorney will determine if this recommendation can be implemented in the future with the goal of meeting the January 1, 2024 timeline.

Sincerely,

Brian Ahearn, Chief of Police



STAFF REPORT – CITY COUNCIL MEETING

August 02, 2023

TO: Honorable Mayor and City Council Members

FROM: Brian Ahearn, Chief of Police
Todd Dokweiler, Police Lieutenant

PREPARER: Todd Dokweiler, Police Lieutenant

DATE: July 11, 2023

TITLE: **Approve the Annual Military Equipment Report per Assembly Bill No. 481.**

RECOMMENDATION:

It is recommended that the Council approve the Annual Military Equipment Report per Assembly Bill No. 481.

INTRODUCTION:

On August 3, 2022, the City Council adopted Ordinance No. 1556, Title III, Chapter 7, Military Equipment Use Policy pursuant to Assembly Bill 481 (“AB 481”). In accordance with AB 481 and the Policy, a military equipment report must be submitted to the City Council annually for each type of military equipment approved within one year of approval, and annually thereafter for as long as the military equipment is available for use. In compliance with AB 481, outlined below is the 2023 Annual Military Equipment Report and attached is the updated Policy.

BACKGROUND:

On September 30, 2021, Assembly Bill 481 (“AB 481”) required law enforcement agencies to adopt a military equipment use policy (“Policy”), by ordinance, no later than May 1, 2022. The Police Department complied with AB 481 and adopted Ordinance No. 1556 approving the Policy.

AB 481 also requires law enforcement agencies to submit to the City Council an annual military equipment report (“Report”) on the use of the equipment, any complaint(s) or concern(s) regarding the use of the equipment, results of any internal audits on the use of the equipment, the annual costs for the equipment, the quantity possessed by the agency and the intention to purchase additional equipment in the following year. In addition, within 30 days of submitting and publicly releasing the Report, a well-publicized and conveniently located, community engagement meeting must be held to allow for public comments.

DISCUSSION:

To meet the requirements of the Report pursuant to AB 481 a review was conducted of the Police Department’s military equipment and the findings are reported below.

Military Equipment, Use, Amount of Usage, and Annual Cost

Item	Military Equipment Usage	Amount of Usage	Annual Cost
Mobile Command Vehicle	Field Deployment	0	\$2700.00
Beanbag Shotguns	Training	15	N/A
12 Gauge Bean Bag Munition	Training	30	None Purchased fiscal year 2022/2023
Pepper Ball Launchers	Training	20	N/A
Pepper Ball Munitions	Training	120	None Purchased fiscal year 2022/2023
Patrol Rifles	Training	20	N/A
.223 Caliber or 5.56mm Rifle Ammunition	Training	350	None Purchased fiscal year 2022/2023

New Military Equipment Purchased

During this reporting period one new patrol rifle was purchased at a cost of \$1888.83. This purchase was made in compliance with AB 481 and is included in the updated Policy.

Complaints or Concerns

Staff reviewed department records and determined there were no complaints or concerns reported on the use of the equipment in 2022.

Internal Audit

The Department conducted an internal audit and determined that there were no violations of the military equipment use policy in 2022.

Intention to Purchase Additional Equipment in 2023

The Department does not intend to purchase any additional equipment in the 2023/2024 fiscal year.

In compliance with the requirements of AB 481, this staff report, which includes the annual Report, and the updated Policy were published on the Department’s website as of August 1, 2023, which meets the required 30-day publishing period. In addition, a Public Hearing

Notice was posted 10 days prior to this meeting.

POLICY IMPLICATIONS:

This recommended action is consistent with the policy recommendations provided to the Arcata Police Department by Lexipol Corporation. APD Policy 710 has been updated to reflect all relevant 2023 changes.

COMMITTEE/COMMISSION REVIEW:

This report was not reviewed by any committee or commission.

ENVIRONMENTAL REVIEW (CEQA):

This report is exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines section 15061(b)(3) as it is covered by the commonsense exemption that CEQA applies only to projects which have the potential for causing a significant effect on the environment. This Report/Ordinance/Policy codifies, pursuant to statutory requirements, the continued use of existing military equipment. If the use policy adopted changes or additional military equipment is acquired, the potential for significant impacts on the environment will be analyzed under CEQA at such time.

BUDGET/FISCAL IMPACT:

There is no fiscal impact related to this annual report.

ATTACHMENTS:

- A. Military Equipment List Staff Report 2023 (PDF)
- B. Military_Equipment Policy 2023 staff report (PDF)

Military Equipment Types/Descriptions/Guidelines for Use/Fiscal Impact

Arcata Police Department

Subject: Military Equipment Types/Descriptions/Guidelines for Use/Fiscal Impact

Attachment “A” Date 04/01/2022

PURPOSE

This Department attachment establishes guidelines for the use, training, approval, and procurement of existing military equipment and future military equipment acquisitions in accordance with California Assembly Bill 481 (AB-481), codified in California Government Code sections 7070-7075. Additionally, this attachment outlines the specific descriptions of existing military equipment within the Department’s inventory.

BACKGROUND

On September 30, 2021, the Governor of the State of California approved AB-481 requiring law enforcement agencies to obtain approval of the applicable governing body (Mayor and City Council), by adoption of a military equipment use policy. The Department is required to seek City Council approval of this military equipment use procedure by resolution at a regular open meeting prior to taking certain actions relating to the funding, acquisition, or use of military equipment, as defined. The bill allows the governing body to approve the funding, acquisition, or use of military equipment within its jurisdiction only if it determines that the military equipment meets specified standards. The resolution is subject to annual City Council review to determine whether, based on an annual military equipment report, the standards set forth in the approving ordinance have been met.

Command and Control Vehicles

Mobile Command Vehicle: Completely self-contained command post designed to provide the Incident Commander with a mobile base of operation.

Capability: As a mobile base of operation, these vehicles contain specialized command, control, and communications equipment to assist with this mission.

Usage: Mobile Command Vehicles are to be utilized as an Incident Command Post for planned or unplanned events.

Training Requirements: Operators must possess a California Class “B” driver’s license and complete a familiarization course with the Police Vehicle Maintenance Supervisor.

The Department currently possesses (1) Mobile Command Vehicle. The vehicle is a regional asset that can be deployed anywhere in Humboldt County at the request of any public safety agency.

Manufacture: MBF Industries

Attachment: A. Military Equipment List Staff Report 2023 (4218 : Military Equipment Annual Report)

Military Equipment Types/Descriptions/Guidelines for Use/Fiscal Impact

Manufacturer Description: MBF Industries, Inc. is located in Sanford, FL by the I-4 / 417 corridor off Rinehart Road. Our place consists of several in-house departments such as office personnel, engineers, integration, mechanical installation, body, electrical, cabinetry, upholstery, and installation.

For decades, MBF Industries has pioneered the development of specialty vehicles tailored to the needs of our customer's specifications. MBF is dedicated to maintaining a high level of quality through the research, design, and development of every vehicle we produce. Our global enterprise focuses on the development of homeland security vehicles in response to post 911 incidents and disaster recovery vehicles.

Purchase Cost: \$245,408

Expected Life Span: 25 Years

Fiscal Impact: The annual fiscal impact for the Mobile Command Vehicle is calculated as annual maintenance costs at \$2700 and \$6288 for storage for a total annual fiscal impact of \$8988.

Beanbag Shotguns

Beanbag Shotguns: Standard Remington Model 870, 12- gauge shotgun that has been modified with an orange stock and fore-end.

Capability: Beanbag shotguns are capable of firing a 12-gauge beanbag round with a maximum effective range of sixty (60) feet.

Usage: Beanbag shotguns utilized with beanbag rounds may be deployed to impact subjects demonstrating assaultive behavior or life-threatening behavior, as defined in Department Policy 308, Control Devices and Techniques.

Only department-approved kinetic energy munitions shall be carried and deployed. Approved munitions may be used to compel an individual to cease his/her actions when such munitions present a reasonable option.

Officers are not required or compelled to use approved munitions in lieu of other reasonable tactics if the involved officer determines that deployment of these munitions cannot be done safely. The safety of hostages, innocent persons and officers takes priority over the safety of subjects engaged in criminal or suicidal behavior.

- a. Circumstances appropriate for deployment include, but are not limited to, situations in which:
 - The suspect is armed with a weapon and the tactical circumstances allow for the safe application of approved munitions.
- b. The suspect has made credible threats to harm him/herself or others.
- c. The suspect is engaged in riotous behavior or is throwing rocks, bottles or other dangerous projectiles at people and/or officers.
- d. There is probable cause to believe that the suspect has already committed a crime of violence and is refusing to comply with lawful orders.

Before discharging projectiles, the officer should consider such factors as:

Military Equipment Types/Descriptions/Guidelines for Use/Fiscal Impact

- a. Distance and angle to target.
- b. Type of munitions employed.
- c. Type and thickness of subject's clothing.
- d. The subject's proximity to others.
- e. The location of the subject.
- f. Whether the subject's actions dictate the need for an immediate response and the use of control devices appears appropriate.

A verbal warning of the intended use of the device should precede its application unless it would otherwise endanger the safety of officers or when it is not practicable due to the circumstances. The purpose of the warning is to give the individual a reasonable opportunity to voluntarily comply and to warn other officers and individuals that the device is being deployed.

Officers should keep in mind the manufacturer's recommendations and their training regarding effective distances and target areas. However, officers are not restricted solely to use according to manufacturer recommendations. Each situation must be evaluated on the totality of circumstances at the time of deployment.

The need to immediately incapacitate the subject must be weighed against the risk of causing serious injury or death. The head and neck should not be intentionally targeted, except when the officer reasonably believes the suspect poses an imminent threat of serious bodily injury or death to the officer or others.

Training Requirement: All personnel who are authorized to carry a control device must be properly trained and certified to carry the specific control device and are retrained or recertified annually. The training consists of a two-hour classroom and live fire exercise. Proficiency training shall be monitored and documented by a certified, control-device weapons or tactics instructor. All training and proficiency for control devices will be documented in the officer's training file. Officers who fail to demonstrate proficiency with the control device or knowledge of this agency's Use of Force Policy will be provided remedial training. If an officer cannot demonstrate proficiency with a control device or knowledge of this agency's Use of Force Policy after remedial training, the officer will be restricted from carrying the control device and may be subject to discipline.

The department currently possesses (12) beanbag shotguns.

Manufacture: Remington Arms LLC

Manufacturer Description: The Remington Model 870 is a pump-action shotgun manufactured by Remington Arms Company, LLC. The 870 features a bottom-loading, side ejecting receiver and a tubular magazine under the barrel. It has dual action bars, internal hammer, and a bolt which locks into an extension in the barrel.

Purchase Cost: \$379.00 each.

Expected Lifespan: Beanbag shotguns have an expected life span of 25 years.

Fiscal Impact: No annual cost.

12 Gauge Beanbag Munition

Military Equipment Types/Descriptions/Guidelines for Use/Fiscal Impact

12 Gauge Beanbag Munition: 12-gauge beanbag munition is manufactured specifically for shotguns chambered in 12 gauge. Currently there is one type of 12-gauge Beanbag Shotgun munition in use operationally by the Department.

Capability: 12-gauge beanbag munition used in conjunction with a Beanbag Shotgun provides officers the ability to impact subjects demonstrating assaultive behavior or life-threatening behavior, as defined in Department Policy 308, Control Devices and Techniques. Beanbag shotguns utilized with beanbag rounds may also be used to control an actively resistive subject reasonably believed to possess or have immediate access to a deadly weapon, within the force guidelines of Department Policy 300, Use of Force. The main objectives that officers attempt to achieve in using a beanbag on a subject exhibiting any of the aforementioned criteria are to effect an investigative detention or arrest; control a subject who is in lawful custody; prevent an escape; or protect the officer, the subject, or another person from injury or death.

Beanbag shotguns combined with beanbag munitions are authorized to be used by any officer that has been trained in their use and maintains current qualifications.

Usage: Beanbag shotguns utilized with beanbag rounds may be deployed to impact subjects demonstrating assaultive behavior or life-threatening behavior, as defined in Department Policy 308, Control Devices and Techniques.

Only department-approved kinetic energy munitions shall be carried and deployed. Approved munitions may be used to compel an individual to cease his/her actions when such munitions present a reasonable option.

Officers are not required or compelled to use approved munitions in lieu of other reasonable tactics if the involved officer determines that deployment of these munitions cannot be done safely. The safety of hostages, innocent persons and officers takes priority over the safety of subjects engaged in criminal or suicidal behavior.

- a. Circumstances appropriate for deployment include, but are not limited to, situations in which: The suspect is armed with a weapon and the tactical circumstances allow for the safe application of approved munitions.
- b. The suspect has made credible threats to harm him/herself or others.
- c. The suspect is engaged in riotous behavior or is throwing rocks, bottles, or other dangerous projectiles at people and/or officers.
- d. There is probable cause to believe that the suspect has already committed a crime of violence and is refusing to comply with lawful orders.

Before discharging projectiles, the officer should consider such factors as:

- a. Distance and angle to target.
- b. Type of munitions employed.
- c. Type and thickness of subject's clothing.
- d. The subject's proximity to others.
- e. The location of the subject.
- f. Whether the subject's actions dictate the need for an immediate response and the use of control devices appears appropriate.

A verbal warning of the intended use of the device should precede its application, unless it would otherwise endanger the safety of officers or when it is not practicable due to the circumstances. The purpose of the warning is to give the individual a reasonable opportunity to voluntarily comply and to warn other officers and individuals that the device is being deployed.

Military Equipment Types/Descriptions/Guidelines for Use/Fiscal Impact

Officers should keep in mind the manufacturer’s recommendations and their training regarding effective distances and target areas. However, officers are not restricted solely to use according to manufacturer recommendations. Each situation must be evaluated on the totality of circumstances at the time of deployment.

The need to immediately incapacitate the subject must be weighed against the risk of causing serious injury or death. The head and neck should not be intentionally targeted, except when the officer reasonably believes the suspect poses an imminent threat of serious bodily injury or death to the officer or others.

Training Requirements: All personnel who are authorized to carry a control device must be properly trained and certified to carry the specific control device and are retrained or recertified annually. The training consists of a two-hour classroom and live fire exercise. Proficiency training shall be monitored and documented by a certified, control-device weapons or tactics instructor. All training and proficiency for control devices will be documented in the officer’s training file. Officers who fail to demonstrate proficiency with the control device or knowledge of this agency’s Use of Force Policy will be provided remedial training. If an officer cannot demonstrate proficiency with a control device or knowledge of this agency’s Use of Force Policy after remedial training, the officer will be restricted from carrying the control device and may be subject to discipline.

Manufacturer: CTS

Manufacturers Description: The Model 2581 Super-Sock® is in its deployed state immediately upon exiting the barrel. It does not require a minimum range to “unfold” or “stabilize.” The Super-Sock® is an aerodynamic projectile and its accuracy is relative to the shotgun, barrel length, environmental conditions, and the operator. The Super-Sock® is first in its class providing the point control accuracy and consistent energy to momentarily incapacitate violent, non-compliant subjects. Effective range is 75ft.

Expected Lifespan: CTS Super-Sock® Beanbag munition has an expected life span of 5 years.

Purchase Cost: \$35.50 per 5 rounds.

Fiscal Impact: CTS Super-Sock® Beanbag munition – approximately \$950 annually.

Patrol Rifle

Patrol Rifles: A semi-automatic shoulder-fired long rifle that fires a rifle caliber cartridge. The Department-approved AR-15 style weapon system is designed to fire a .223/5.56 caliber projectile.

Capability: The rifle caliber carbine provides officers the ability to engage hostile suspects at distances generally greater than the effective distance of their handguns. Additionally, patrol rifles offer advantages over handguns, such as increased accuracy potential and the ability to defeat soft body armor but are not appropriate for every situation.

Usage: Members may deploy the patrol rifle in any circumstance where the member can articulate a reasonable expectation that the rifle may be needed. Examples of some general guidelines for deploying the patrol rifle may include but are not limited to:

- a. Situations where the member reasonably anticipates an armed encounter.

Military Equipment Types/Descriptions/Guidelines for Use/Fiscal Impact

- b. When a member is faced with a situation that may require accurate and effective fire at long range.
- c. Situations where a member reasonably expects the need to meet or exceed a suspect's firepower.
- d. When a member reasonably believes that there may be a need to fire on a barricaded person or a person with a hostage.
- e. When a member reasonably believes that a suspect may be wearing body armor.
- f. When authorized or requested by a supervisor.
- g. When needed to euthanize an animal.

When not deployed, the patrol rifle shall be properly secured consistent with department training in a locking weapons rack in the patrol vehicle.

Training Requirements: All members who carry a firearm while on duty are required to successfully complete training quarterly with their duty firearms, including the patrol rifle. Members will qualify with off-duty and secondary firearms at least twice a year. Training and qualifications must be on an approved range course. At least annually, all members carrying a firearm should receive practical training designed to simulate field situations including low-light shooting.

The Department currently possesses (13) Patrol Rifles.

Purchase Cost: \$1750.00 each.

Expected Lifespan: Patrol Rifles have an expected life span of 25 years.

Fiscal Impact: No annual cost.

.223 Caliber or 5.56mm Rifle Ammunition

.223 Caliber or 5.56mm Rifle Ammunition: Rifle ammunition manufactured specifically for rifles chambered in 5.56mm or .223 Remington. Currently there is one type of .223/5.56mm caliber rifle ammunition in use operationally by the Department.

Capability: .223 caliber or 5.56mm rifle ammunition used in conjunction with an AR-15 type patrol rifle provides officers the ability to engage hostile suspects at distances generally greater than the effective distance of their handguns. Rifle ammunition fired from patrol rifles offer advantages over handguns, such as increased accuracy potential and the ability to defeat soft body armor but are not appropriate for every situation.

Usage: Members may deploy the patrol rifle utilizing .223 caliber/5.56 mm rifle munitions in any circumstance where the member can articulate a reasonable expectation that the rifle may be needed. Examples of some general guidelines for deploying the patrol rifle may include but are not limited to:

- a. Situations where the member reasonably anticipates an armed encounter.
- b. When a member is faced with a situation that may require accurate and effective fire at long range.
- c. Situations where a member reasonably expects the need to meet or exceed a suspect's firepower.
- d. When a member reasonably believes that there may be a need to fire on a barricaded person or a person with a hostage.

Military Equipment Types/Descriptions/Guidelines for Use/Fiscal Impact

- e. When a member reasonably believes that a suspect may be wearing body armor.
- f. When authorized or requested by a supervisor.
- g. When needed to euthanize an animal.

When not deployed, the patrol rifle shall be properly secured consistent with department training in a locking weapons rack in the patrol vehicle.

Training Requirements: All members who carry a firearm while on-duty are required to successfully complete training quarterly with their duty firearms, including the patrol rifle. Members will qualify with off-duty and secondary firearms at least twice a year. Training and qualifications must be on an approved range course. At least annually, all members carrying a firearm should receive practical training designed to simulate field situations including low-light shooting.

Manufacturer: Winchester 55 grain full metal jacket rifle ammunition.

Manufacturer Description: Backed by generations of legendary excellence, Winchester "USA White Box" stands for consistent performance and outstanding value, offering high-quality ammunition to suit a wide range of hunter's and shooter's needs.

Purchase Cost: \$12.99 per 20 rounds

Expected Lifespan: .223/5.56 mm ammunition has an expected life span of 5 years.

Fiscal Impact: .223/5.56 mm ammunition has an annual cost of \$650.

Pepper Ball Launchers

Pepper Ball Launchers and Pepper Ball Munitions: A non-lethal munitions system that employs paint ball type launchers to fire "pepper balls" that contain powdered oleoresin capsicum (OC) in place of the paint. The pepper ball delivery system combines chemical agent exposure with kinetic energy impact to aid in its effectiveness in addressing armed and/or violent individuals or crowds.

Capability: Pepper ball launchers give officers the ability to address an armed and/or violent suspect(s) with a non-lethal munition that delivers both chemical agent and kinetic energy impact. This combination can be extremely effective in gaining compliance or reducing threat potential with an armed and/or violent suspect(s). Due to its design, pepper balls can be delivered from a larger standoff distance allowing for an added degree of officer safety. Its high round capability and accuracy allow for its use in a wide variety of operational environments.

Usage: Only department-approved kinetic energy devices shall be carried and deployed. Approved munitions may be used to compel an individual to cease his/her actions when such munitions present a reasonable option.

Officers are not required or compelled to use approved munitions in lieu of other reasonable tactics if the involved officer determines that deployment of these munitions cannot be done safely. The safety of hostages, innocent persons and officers takes priority over the safety of subjects engaged in criminal or suicidal behavior.

Military Equipment Types/Descriptions/Guidelines for Use/Fiscal Impact

- a. Circumstances appropriate for deployment include, but are not limited to, situations in which: The suspect is armed with a weapon and the tactical circumstances allow for the safe application of approved munitions.
- b. The suspect has made credible threats to harm him/herself or others.
- c. The suspect is engaged in riotous behavior or is throwing rocks, bottles or other dangerous projectiles at people and/or officers.
- d. There is probable cause to believe that the suspect has already committed a crime of violence and is refusing to comply with lawful orders.

Before discharging projectiles, the officer should consider such factors as:

- a. Distance and angle to target.
- b. Type of munitions employed.
- c. Type and thickness of subject's clothing.
- d. The subject's proximity to others.
- e. The location of the subject.
- f. Whether the subject's actions dictate the need for an immediate response and the use of control devices appears appropriate.

A verbal warning of the intended use of the device should precede its application unless it would otherwise endanger the safety of officers or when it is not practicable due to the circumstances. The purpose of the warning is to give the individual a reasonable opportunity to voluntarily comply and to warn other officers and individuals that the device is being deployed.

Officers should keep in mind the manufacturer's recommendations and their training regarding effective distances and target areas. However, officers are not restricted solely to use according to manufacturer recommendations. Each situation must be evaluated on the totality of circumstances at the time of deployment.

The need to immediately incapacitate the subject must be weighed against the risk of causing serious injury or death. The head and neck should not be intentionally targeted, except when the officer reasonably believes the suspect poses an imminent threat of serious bodily injury or death to the officer or others.

Training Requirements: Officers that have been trained in the use of the pepper ball launcher undergo a 4-hour classroom and live fire training course. Additionally, officers trained in the use of the pepper ball launcher must pass annual qualification to maintain proficiency.

The Department currently possesses the following types of pepper ball launchers:

(4) Pepper Ball VKS pepper ball launcher:

Manufacturer: Pepper Ball USA

Manufacturer Description: A Variable Kinetic System, multi-payload, long-range, semi-automatic launcher with adjustable kinetics. Manufactured by Pepper Ball USA.

Purchase Cost: \$1350 each.

Expected Lifespan: Pepper ball VKS pepper ball launchers have an expected life span of 15 years.

Military Equipment Types/Descriptions/Guidelines for Use/Fiscal Impact

Fiscal Impact: Pepper ball VKS pepper ball launchers have no annual cost.

Pepper Ball Munitions

Pepper Ball Live-X – Projectile Pepper Ball Munition

Pepper Ball Munition: Pepper projectiles are plastic spheres that are filled with a derivative of OC powder. Because the compressed gas launcher delivers the projectiles with enough force to burst the projectiles on impact and release the OC powder, the potential exists for the projectiles to inflict injury if they strike the head, neck, spine, or groin. Therefore, personnel using a pepper projectile system should not intentionally target those areas, except when the officer reasonably believes the suspect poses an imminent threat of serious bodily injury or death to the officer or others.

Capability: Pepper ball munitions used in conjunction with a pepper ball launcher give officers the ability to address an armed and/or violent suspect(s) with a non-lethal munition that delivers both chemical agent and kinetic energy impact. This combination can be extremely effective in gaining compliance or reducing threat potential with an armed and/or violent suspect(s). Due to its design, pepper balls can be delivered from a larger standoff distance allowing for an added degree of officer safety. Its high round capability and accuracy allow for its use in a wide variety of operational environments.

Usage: Only department-approved kinetic energy munitions shall be carried and deployed. Approved munitions may be used to compel an individual to cease his/her actions when such munitions present a reasonable option.

Officers are not required or compelled to use approved munitions in lieu of other reasonable tactics if the involved officer determines that deployment of these munitions cannot be done safely. The safety of hostages, innocent persons and officers takes priority over the safety of subjects engaged in criminal or suicidal behavior.

- a. Circumstances appropriate for deployment include, but are not limited to, situations in which:
 - The suspect is armed with a weapon and the tactical circumstances allow for the safe application of approved munitions.
- b. The suspect has made credible threats to harm him/herself or others.
- c. The suspect is engaged in riotous behavior or is throwing rocks, bottles, or other dangerous projectiles at people and/or officers.
- d. There is probable cause to believe that the suspect has already committed a crime of violence and is refusing to comply with lawful orders.

Before discharging projectiles, the officer should consider such factors as:

- a. Distance and angle to target.
- b. Type of munitions employed.
- c. Type and thickness of subject's clothing.
- d. The subject's proximity to others.
- e. The location of the subject.

Military Equipment Types/Descriptions/Guidelines for Use/Fiscal Impact

- f. Whether the subject's actions dictate the need for an immediate response and the use of control devices appears appropriate.

A verbal warning of the intended use of the device should precede its application unless it would otherwise endanger the safety of officers or when it is not practicable due to the circumstances. The purpose of the warning is to give the individual a reasonable opportunity to voluntarily comply and to warn other officers and individuals that the device is being deployed.

Officers should keep in mind the manufacturer's recommendations and their training regarding effective distances and target areas. However, officers are not restricted solely to use according to manufacturer recommendations. Each situation must be evaluated on the totality of circumstances at the time of deployment.

The need to immediately incapacitate the subject must be weighed against the risk of causing serious injury or death. The head and neck should not be intentionally targeted, except when the officer reasonably believes the suspect poses an imminent threat of serious bodily injury or death to the officer or others.

Training Requirements: Officers that have been trained in the use of the pepper ball launcher and pepper ball munitions undergo a 4-hour classroom and live fire training course. Additionally, officers trained in the use of the pepper ball launcher must pass annual qualification to maintain proficiency.

The Department currently possesses the following types of pepper munitions:

Pepper Ball Live-X Pepper Ball Munition

Manufacturer: PepperBall USA

Manufacturer Description: Our most potent and powerful concentration of PAVA pepper powder. One round of LIVE-X contains the equivalent to 10 regular Pepper Ball rounds.

Purchase Cost: \$44.95 per 10 rounds

Expected Lifespan: Pepper ball Live-X – Projectile Pepper Ball Munition have an expected life span of 5 years.

Fiscal Impact: Pepper ball Live-X – Projectile Pepper Ball Munition have an approximate annual cost of \$500.

Pepper Ball Inert – Projectile Pepper Ball Munition

[*NOTE: This projectile is utilized for training purposes only and contains no chemical agent.]

Manufacturer: Pepper Ball USA

Manufacturer Description: Containing a harmless, scented powder, this projectile is best suited for training, qualifications, and direct impact when chemical exposure is not desired.

Purchase Cost: \$79.95 per 90 rounds

Expected Lifespan: Pepper ball Inert Projectile Pepper Ball Munition have an expected life span of 5 years.

Fiscal Impact: Pepper ball Inert Projectile Pepper Ball Munition have an approximate annual cost of

Military Equipment Types/Descriptions/Guidelines for Use/Fiscal Impact

\$240.

Military Equipment

710.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the approval, acquisition, and reporting requirements of military equipment (Government Code § 7070; Government Code § 7071; Government Code § 7072).

710.1.1 DEFINITIONS

Definitions related to this policy include (Government Code § 7070):

Governing body – The elected or appointed body that oversees the Department.

Military equipment – Includes but is not limited to the following:

- Unmanned, remotely piloted, powered aerial or ground vehicles.
- Mine-resistant ambush-protected (MRAP) vehicles or armored personnel carriers.
- High mobility multipurpose wheeled vehicles (HMMWV), two-and-one-half-ton trucks, five-ton trucks, or wheeled vehicles that have a breaching or entry apparatus attached.
- Tracked armored vehicles that provide ballistic protection to their occupants.
- Command and control vehicles that are either built or modified to facilitate the operational control and direction of public safety units.
- Weaponized aircraft, vessels, or vehicles of any kind.
- Battering rams, slugs, and breaching apparatuses that are explosive in nature. This does not include a handheld, one-person ram.
- Firearms and ammunition of .50 caliber or greater, excluding standard-issue shotguns and standard-issue shotgun ammunition.
- Specialized firearms and ammunition of less than .50 caliber, including firearms and accessories identified as assault weapons in Penal Code § 30510 and Penal Code § 30515, with the exception of standard-issue firearms.
- Any firearm or firearm accessory that is designed to launch explosive projectiles.
- Noise-flash diversionary devices and explosive breaching tools.
- Munitions containing tear gas or OC, excluding standard, service-issued handheld pepper spray.
- TASER® Shockwave, microwave weapons, water cannons, and long-range acoustic devices (LRADs).
- Kinetic energy weapons and munitions.
- Any other equipment as determined by a governing body or a state agency to require additional oversight.

Military Equipment

710.2 POLICY

It is the policy of the Arcata Police Department that members of this department comply with the provisions of Government Code § 7071 with respect to military equipment.

710.3 MILITARY EQUIPMENT COORDINATOR

The Investigations Commander shall act as the military equipment coordinator. The responsibilities of the military equipment coordinator include but are not limited to:

- (a) Acting as liaison to the governing body for matters related to the requirements of this policy.
- (b) Identifying department equipment that qualifies as military equipment in the current possession of the Department, or the equipment the Department intends to acquire that requires approval by the governing body.
- (c) Conducting an inventory of all military equipment at least annually.
- (d) Collaborating with any allied agency that may use military equipment within the jurisdiction of Arcata Police Department (Government Code § 7071).
- (e) Preparing for, scheduling, and coordinating the annual community engagement meeting to include:
 1. Publicizing the details of the meeting.
 2. Preparing for public questions regarding the department's funding, acquisition, and use of equipment.
- (f) Preparing the annual military equipment report for submission to the Chief of Police and ensuring that the report is made available on the department website (Government Code § 7072).
- (g) Establishing the procedure for a person to register a complaint or concern, or how that person may submit a question about the use of a type of military equipment, and how the Department will respond in a timely manner.

710.4 MILITARY EQUIPMENT INVENTORY

The following constitutes a list of qualifying equipment for the Department: [See attachment: Military Equipment List Staff Report 2023.pdf](#)

710.5 APPROVAL

The Chief of Police or the authorized designee shall obtain approval from the governing body by way of a resolution adopting the military equipment policy. As part of the approval process, the Chief of Police or the authorized designee shall ensure the proposed military equipment policy is submitted to the governing body and is available on the department website at least 30 days prior to any public hearing concerning the military equipment at issue (Government Code § 7071). The military equipment policy must be approved by the governing body prior to engaging in any of the following (Government Code § 7071):

Military Equipment

- (a) Requesting military equipment made available pursuant to 10 USC § 2576a.
- (b) Seeking funds for military equipment, including but not limited to applying for a grant, soliciting or accepting private, local, state, or federal funds, in-kind donations, or other donations or transfers.
- (c) Acquiring military equipment either permanently or temporarily, including by borrowing or leasing.
- (d) Collaborating with another law enforcement agency in the deployment or other use of military equipment within the jurisdiction of this department.
- (e) Using any new or existing military equipment for a purpose, in a manner, or by a person not previously approved by the governing body.
- (f) Soliciting or responding to a proposal for, or entering into an agreement with, any other person or entity to seek funds for, apply to receive, acquire, use, or collaborate in the use of military equipment.
- (g) Acquiring military equipment through any means not provided above.

710.6 COORDINATION WITH OTHER JURISDICTIONS

Military equipment should not be used by any other law enforcement agency or member in this jurisdiction unless the military equipment is approved for use in accordance with this policy.

710.7 ANNUAL REPORT

Upon approval of a military equipment policy, the Chief of Police or the authorized designee should submit a military equipment report to the governing body for each type of military equipment approved within one year of approval, and annually thereafter for as long as the military equipment is available for use (Government Code § 7072).

The Chief of Police or the authorized designee should also make each annual military equipment report publicly available on the department website for as long as the military equipment is available for use. The report shall include all information required by Government Code § 7072 for the preceding calendar year for each type of military equipment in department inventory.

710.8 COMMUNITY ENGAGEMENT

Within 30 days of submitting and publicly releasing the annual report, the Department shall hold at least one well-publicized and conveniently located community engagement meeting, at which the Department should discuss the report and respond to public questions regarding the funding, acquisition, or use of military equipment.

Attachments



STAFF REPORT – CITY COUNCIL MEETING

August 02, 2023

TO: Honorable Mayor and City Council Members

FROM: Emily Sinkhorn, Director of Environmental Services

PREPARER: Brigitte Price, Administrative Specialist

DATE: July 26, 2023

TITLE: **Approve the Purchase of One Equipment Trailer (\$50,982.15, Including Tax and Freight) and Award Purchase Contract to Felling Trailers, Inc.; Approve the Purchase of One CB2.7 Utility Compactor/Roller (\$75,556.02, Including Tax and Freight) and Award Purchase Contract to Peterson CAT; Approve the Purchase of One Lely Broadcast Spreader (\$5,647.18, Including Tax and Freight) and Award Purchase Contract to Turf Star Western; and Authorize the City Manager to Execute All Applicable Documents.**

RECOMMENDATION:

It is recommended that the Council:

- 1) Approve the purchase of one equipment trailer (\$50,982.15, including tax and freight) and award purchase contract to Felling Trailers, Inc.;
- 2) Approve the purchase of one CB2.7 Utility Compactor/Roller (\$75,556.02, including tax and freight) and award purchase contract to Peterson CAT;
- 3) Approve the purchase of one Lely broadcast spreader (\$5,647.18, including tax and freight) and award purchase contract to Turf Star Western and;
- 4) Authorize the City Manager to execute all applicable documents.

INTRODUCTION:

The FY 2023/2024 budget for the Central Garage Fund prioritizes an investment in vehicle and heavy equipment replacements to ensure continuity of services throughout the City's departments. The Central Garage budget includes purchases of a new equipment trailer, utility compactor/roller and broadcast spreader. Purchase of these vehicles will not require any additional budget request.

BACKGROUND/DISCUSSION:

The FY 2023-24 budget for the Central Garage Fund prioritizes accumulated reserves to fund much needed replacement vehicles and heavy equipment. Additionally, the City is restoring funding levels to rebuild the replacement cost reserves for future vehicle and equipment purchases. This equipment

purchase request is the first of several planned for FY 2023-24 to ensure we are replacing aging equipment and fleet vehicles and can ensure continuity of essential services throughout the community.

The City used Sourcewell cooperative purchasing contract no. 092922-FTS for the equipment trailer and secured a quote from Felling Trailers, Inc. The City's existing equipment trailer has aged and is in need of replacement and is essential for many projects conducted by the Streets & Utilities Division. For the CB2.7- MB Paving and Compaction Roller, the City used Sourcewell cooperative purchasing contract no. 032119-CAT and secured a quote from Peterson CAT. A roller is essential for in-house paving projects and completing utility repairs. For the 010-HR 3 pt. broadcast spreader, a quote was obtained from Turf Star Western directly, quote no. 637105-00. The broadcast spreader will be utilized within the Parks Division to support the City's many ball fields and parks. All quotes are attached in the order listed above.

BUDGET/FISCAL IMPACT:

These equipment purchase costs were budgeted within the Vehicle Maintenance activity (#57) for fiscal year 2023/24. The total cost for the trailer, spreader and roller is \$132,185.35 and is available in the Vehicle Capital account 771-50-57-57900 New/Used Vehicles.

ATTACHMENTS:

- A. Equipment Quotes—Trailer, Compactor-Roller, and Broadcast Spreader (PDF)

ATTENTION:

Sourcewell Quote Valid for 60 Days

Reference No: 248062MGW

Ship To:
City of Arcata

Phone:
FAX:

Bill to:
City of Arcata

Customer Unit/Stock:
Phone:
FAX:

PO#
Quote Date 04/10/2023
Order Date
Order Status Quote

Sales Person Michael Wilwerding
Sourcewell Discount 12%
Addtl Disc/Terms 0%
Net Due 30 Days

Appx Completion Other Charge **78 (weeks)**
Dealer Off-Load, Set Up, and Doc Fees
Product ID FT-40-2 LP Deck Over - Ramp
Serial No

Shipping Notes:

Drawing No: OVL Length: 35

Notes: City of Arcata Member# 2093 / Contact: Scott Lackey @ slackey@cityofarcata.org /Sourcewell - Contract #092922-FTS / QREF# 34436

Copy No:
Part No:
MRP No:
Smart No: 5.32335
Appx Wgt +/-: 9,700 lbs

Item Type	Options	Description	Add Qty	Unit	Total Qty	Total Amt
Base Trailer		FT-40-2 LP		Each	0	\$30,447.00
Deck Length	✓	Add Deck Length	3	Opt	23	\$1,623.00
Frame Type		Engineered Fabricated Hi-Tensile Grade 80 Main Frame Beams with Grade 80 Jr-I Cross-Members		Std	1	\$0.00
Beavertail	✓	Wood Inlaid Beavertail (ILO Self Cleaning Angle Iron)		Feet	5	\$138.00
Beavertail, Acc	✓	Double Incline		Opt	1	\$384.00
Deck Type		White Oak 2" Nom		Std	1	\$0.00
Ramps, Rear	✓	6' X 45" Plus Tapered Approach (81" OAL) Wood Inlaid, Air Operated w/Bolt on Legs		Pair	1	\$4,579.00
Ramps, Acc	✓	Additional Large Air Tank - For Air Ramps		Opt	1	\$330.00
Ramps, Acc	✓	Safety Chains for ramps in transport position		Pair	1	\$82.00
Appx Deck Height		33" Loaded, 35" Unloaded		Inches	1	\$0.00
Width		102" OD	3	Feet	28	\$0.00
Tie Downs	✓	D-Rings, 1" ** Straight ** (One Set Centered on BVT)	2	Each	14	\$100.00
Tie Downs	✓	**Custom** Rub Rail & Stake Pockets First 5' Of Main Deck To Accept Attachment Rack		Opt	5	\$474.00
Brakes		Air, ABS 2S/1M, Meritor WABCO (Parking brakes on all axles)		Std	1	\$0.00
Axles		25K Oil Bath		Std	2	\$0.00
Suspension		49" Spread (Spring), 9700 Hutch		Std	1	\$0.00
Tires & Wheels	✓	235/75R 17.5 J, 8 Bolt [17.5 x 6.75] Hub Pilot		Each	8	\$728.00
Hitch Length		Center of Coupler to Headboard, Appx		Std	5.3	\$0.00
Hitch Type		3" Adjustable Lunette Eye/Pintle, [C] 66,000 lb Plate Mount (3/4" Bolt)		Std	1	\$0.00
Jack	✓	140,000 lb Twin 2 Speed (39,000 lb Lift Capacity)		Pair	1	\$484.00
Plug		7 Pole Semi		Each	1	\$0.00
Lights		LED Lights (Peterson), Sealed Wiring Harness (Sealco)		Std	1	\$0.00
Trailer Color		Felling Black # CCA945378 (White Felling Decal)		Std	1	\$0.00
Stripe Color		White		Std	1	\$0.00
Standard		Toolbox, with Lockable Cover		Std	1	\$0.00
Standard		2 Steps, 1 on the Standard Hitch and 1 in front of Axles on Roadside		Std	2	\$0.00

Attachment: A. Equipment Quotes—Trailer, Compactor-Roller, and Broadcast Spreader (4233 : New Vehicle Purchases: Trailer,

Item Type	Options	Description	Add Qty	Unit	Total Qty	Total Amt
Standard		1/2" Safety Chains, Grade 70		Std	1	\$0.00
Standard		Document Holder		Std	1	\$0.00
Option	✓	Printed Owner's Manual		Opt	1	\$0.00
Option	✓	**Custom** - Attachment Rack (Removable)-54" Deck height, full width of deck (ID of uprights is OD of stationary), angle lip up w/rub & stake front and sides (Black w/std decking unless otherwise optioned) **2,500 lb Max Capacity*		Feet	5	\$3,264.00
GVWR	✓	49,200 lbs		Opt	1	\$0.00



**MSO's are not released until
 Payment Received**



****FOB IF NO FREIGHT charged****

** FET Tax may apply on 26,000 lb GVWR
 and above **

**State and Local taxes may not be
 reflected in quoted price**

Please sign and date your acceptance of this quote:

Standard List Price:	\$42,633.00
Sourcewell Discount:	\$5,115.96
Sub Total:	\$37,517.04
Net Cost:	\$37,517.04

Sourcewell Freight:	\$4,347.00
Material Surcharge:	\$0.00
Other Charge (see above):	\$899.00
Sales Tax:	\$3,656.11
License Fees:	\$250.00
FET TAX (Less Tire Deduct):	\$4,502.04
TOTAL U.S.D.	\$50,982.15

Attachment: A. Equipment Quotes—Trailer, Compactor-Roller, and Broadcast Spreader (4233 : New Vehicle Purchases: Trailer,



Jul 14, 2023

CITY OF ARCATA
PUBLIC WORKS-ATT MEGAN
736 F STREET
ARCATA
California
95521

Attention: NICK PURCELL

RE: Quote 217164-01

Dear Sir,

We would like to thank you for your interest in our company and our products. We are pleased to quote the following for your consideration.

One (1) New Caterpillar Model: CB2.7-MB Paving and Compaction

MACHINE SPECIFICATIONS

Table with 2 columns: Machine Specification and Price. Includes items like CB2.7 03A UTILITY COMPACTOR, ENGINE, CAT C1.7T, LIGHTS, WORKING, LED, etc.

Attachment: A. Equipment Quotes—Trailer, Compactor-Roller, and Broadcast Spreader (4233 : New Vehicle Purchases: Trailer,

MATS, COCOA	456-9432
CANOPY, FLD	600-9428
ROLL ON-ROLL OFF	0G-0044

STANDARD EQUIPMENT

POWERTRAIN -CAT inline three-cylinder diesel engine -with glow-plug heater -Fuel filter/water separator/electronic -priming pump and electronic water -indicator -Dual element air cleaner with dust -ejection -Hydrostatic transmission -Service and parking brakes - spring -applied hydraulically released

ELECTRICAL -Engine start switch with auto preheat -12-volt starting and charging system -85-ampere alternator -Maintenance free battery -Backup alarm and front facing warning -horn -Product Link ready -Beacon ready

OPERATOR ENVIRONMENT -Gauge Cluster: --Fuel level gauge --Hour meter --Engine Coolant Temperature Gauge -Emergency stop switch -Operator warning system indicators: --Parking brake engaged --Hydraulic oil temperature high --Engine oil low pressure --Electrical system voltage low --Low fuel --Engine preheat --High/low vibe frequency --Beacon status -Lockable, vandalism guard for -instrument panel -Travel control, single lever -Retractable seatbelt -2 platform handrails / single guardrail -Steering wheel spinner -12-volt power point -Sealed storage compartment -Isolated operator platform -Vibration reducing, diesel resistant -rubber floormat -

DRUMS -Two smooth drums: 1200 mm (47") -wide x 720 mm (28") diameter -Single amplitude with dual frequency -vibratory system -Pressurized drum watering system with -selectable continuous or intermittent -flow -

FLUIDS -Premixed 50% concentration of extended -life coolant with freeze protection -to -37C (-35F) -

OTHER STANDARD EQUIPMENT -Lockable engine enclosure with safety -hold open latch -Sealed for life hitch bearings -Sight gauges: --Hydraulic tank level --Engine Coolant -Lockable hydraulic tank cap -Articulated frame with safety lock -3 point hitch -4 transport tie-down and 4 lift points -Quick connect hydraulic pressure -test ports + 1 SOS port -Caterpillar o-ring face-seals couplings -Offset hitch with 50 mm (2") of -manual adjustment -Ecology drains: --Hydraulic Tank --Radiator --Engine Oil -

SELL PRICE	\$69,636.88
SOURCEWELL MEMBER DISCOUNT AT 19 % OF CAT CONTENT	(\$6,634.87)
NET BALANCE DUE	\$69,636.88
SALES TAX (8.5%)	\$5,919.14
AFTER TAX BALANCE	\$75,556.02

Attachment: A. Equipment Quotes—Trailer, Compactor-Roller, and Broadcast Spreader (4233 : New Vehicle Purchases: Trailer,

WARRANTY

Standard Warranty: 12 Month, Unlimited Hours Standard Warranty

F.O.B/TERMS: Arcata

ADDITIONAL CONSIDERATIONS

- Quoted as per Sourcewell Contract# 032119-CAT

Accepted by _____ on _____

Signature

This Quote is valid for 30 days, after which time we reserve the right to re-quote. If there are any questions, please do not hesitate to contact me.

Sincerely,

Mathew Durlinger
Machine Sales Representative
Peterson CAT
(510) 254-1203
MDDurlinger@petersoncat.com

Attachment: A. Equipment Quotes—Trailer, Compactor-Roller, and Broadcast Spreader (4233 : New Vehicle Purchases: Trailer,



Date: July 11, 2023

Quotation for City of Arcata

Quote No:637105-00

Prepared For: Nick Purcell	Quote No: 637105-00
City of Arcata	iQuote No: 130117
736 F STREET	Sales Person: Tim McCoy
ARCATA, CA 95521	tim.mccoy@turfstar.com (916) 709-7124

Summary

Configuration Name	Qty	Unit Price	Sub Total	Sales Tax	Total
010- HR 3 pt. LELY BROADCASTER	1	\$4,797.00	\$4,797.00	\$407.77	\$5,204.7
Totals:			\$4,797.00	\$407.77	\$5,204.7

Attachment: A. Equipment Quotes—Trailer, Compactor-Roller, and Broadcast Spreader (4233 : New Vehicle Purchases: Trailer,



Date: July 11, 2023

Quotation for City of Arcata

Quote No:637105-00

Configuration Product Details 010- HR 3 pt. LELY BROADCASTER

Model	Product Description	Qty	Unit Price	Extended	Sales Tax	Total
HR	LELY BROADCASTER	1	\$4,497.00	\$4,497.00	\$382.25	\$4,879.25
FSD1	Setup	1	\$150.00	\$150.00	\$12.76	\$162.76
FSD2	Delivery	1	\$150.00	\$150.00	\$12.76	\$162.76
Totals:						\$5,204.77

Sales Tax (8.5%) = \$442.41

Total = \$5,647.18

Attachment: A. Equipment Quotes—Trailer, Compactor-Roller, and Broadcast Spreader (4233 : New Vehicle Purchases: Trailer,



Quotation for City of Arcata

Quote No:637105-00

Standard Terms and Conditions

Prices including all finance options are subject to change based on Turf Star Western's receipt of product and estimated shipments. Currently, product availability is a minimum of 6-18 months. Your Final Price will be determined at time of shipment. Delivery is FOB point of origin unless otherwise stated.

Office Locations

Northern California:

3928 N.Blattela Lane
Fresno, CA 93727
Fax: (559) 277-7123

2438 Radley Court
Hayward, CA 94545
Fax: (510) 785-3576

11373 Sunrise Gold Circle
Rancho Cordova, CA 95742
Fax: (800) 241-1997

Southern California:

79-253 Country Club Drive
Bermuda Dunes, CA 92203
Fax: (760) 345-4297

955 Beacon Street
Brea, CA 92821
Fax: (800) 775-8873

2110 La Mirada Ste 100
Vista, CA 92083
Fax: (760) 734-4285

Pacific Northwest:

1750 Industrial Dr.NE
Salem, OR 97301
Ph: (503) 691-0250

5869 South 194th
Kent, WA 98032
Fax: (253) 872-6942

2824 East Garland
Spokane, WA 99207
Fax: (509) 483-7563



WARNING:

Cancer and Reproductive Harm-<http://www.P65Warnings.ca.gov>
For more information, please visit <http://www.tcoCAProp65.com>

CALIFORNIA SPARK ARRESTER WARNING

Operation of this equipment in the State of California may create sparks that can start fires around dry vegetation. A spark arrestor may be required. The operator should contact local fire agencies for laws or regulations relating to fire prevention requirements.

Attachment: A. Equipment Quotes—Trailer, Compactor-Roller, and Broadcast Spreader (4233 : New Vehicle Purchases: Trailer,

LELY

Broadcast Spreaders



Accuracy and Dependability





Unmatched in versatility and dependability

Lely broadcast spreaders are the world's most popular machines used today.

- World famous Force Feed Spreading Mechanism
- Unique Lely spreading pattern of sloping towards the outside
- Unequaled spreading accuracy up to 52 feet wide (16 meters)
- 3-point hitch mounted (Cat. 1, 2), PTO operated and ground drive
- Oil bath gearbox standard on all spreaders

These precision single-disc fertilizer spreaders excel because of their accurate broadcasting of fertilizer, seed, granular chemicals and sand. This unique system of spreading has created many satisfied customers throughout the world. Lely broadcasters are easy to operate, easy to clean and provide years of service. They are dependable, we stand behind every spreader with a 2-year limited warranty.

The unique Lely spreading system

The Feeding is key to the precise metering of any material, regardless of shape and density. Lely fertilizer spreaders are unrivaled because of their outstanding accuracy of material spread to the center or side. The bottom plate carries the fertilizer in a rotating movement. As a result, the fertilizer material is pushed past the feeding openings.

Available in 3 sizes:

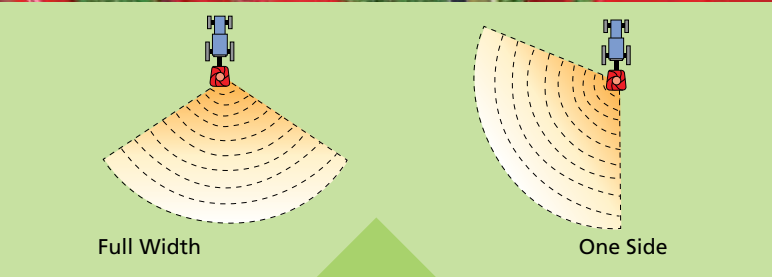
- Small Seed – Turf Seeds, Grains
- Standard – Fertilizer, Lime & General Use
- Mass Output – Sand/Salt

A remote mechanical rope on/off control is standard equipment for Lely's single-disc spreaders. A hydraulic remote control option is available. All of Lely's single-disc spreaders are equipped with a simple, adjustable device for spreading to just one side.

Dynamic design

The 33" diameter Ejector Disc is the hub of the world-famous Force Feed Spreading Mechanism. Extensive research was conducted and resulted in the special size of the ejector disc with the long spoons.

- The dynamically-designed ejector disc, ensures an accurate spreading pattern up to 52'
- The Disc rotates over 2,000 times per minute
- Spoons made of stainless steel work in conjunction with the feeding assembly



Full Width

One Side

Spreading System

The spreading pattern adjustment plate, with section indication, provides a variety of settings for maintaining simple operation.



Dynamic design

The six dynamically-designed spoons direct a metered quantity of material to the field. A constant and precise material feeding from the disc to the spoons are ensured.



WFR/WGR

Land wheel driven, the W broadcast spreader utilizes the same patented ejector disc technology as all PTO units. A unique wheel gear system lets the tires drive independently for uniform application, even on turns!

- Hopper capacity of 800 lbs/350 kgs
- Forward speed of 4.5 mph/7.2 km/h gives an effective spreading width of 52'/(16m)
- Disengagement for towing, remote rope feed control and side spreading adjustment is standard

The spreader is used for spreading fertilizer on golf courses, sports fields, parks or green areas. It is accurate for the application of lime, turf seed, grains and sand. Land wheels are fitted with tractor profile (WGR), or lawn flotation (WFR shown) tires.

Sand and salt

This trailed broadcast spreader can also do an excellent job spreading sand (top dressing) or salt (snow and ice). For sand/salt, a special ejector disc with short spoons gives a spreading width of up to 18' (6 m).

HR

Well known throughout the world, the model H has a long history in the family of Lely broadcast fertilizer spreaders. It is relatively small for those who require it.

- 3-point hitch and PTO driven
- Hopper capacity of 800 lbs/350 kgs
- Accurate for up to 52'/(16m) center or side applications

One latch releases the hopper so all moving parts can be easily cleaned. An optional hopper extension increases capacity by 200 lbs/90kgs.



Easy to clean

All Lely broadcast spreaders have hoppers that can be removed or tilted up by one or two latches. This makes for easy and quick cleaning of the critical feeding assembly area and ejector disk. This ensures a long life for your spreader.

L1250

The L1250 is ideally suited for somewhat larger applications. Not just fertilizers, but lime, turf seeds and grains can also be spread with this type of spreader.

- Mounted by 3 point hitch / PTO driven, Class I or II
- Hopper capacity of 1,323 lbs/625 kgs of material
- Will handle bulk bagged fertilizers

Changing the feeding assembly is quick and easy because of the hopper pivots. For sand top dressing, a mass feeding assembly option is available.

L1500

Lely's L1500 fertilizer spreader was developed specifically for larger turf areas. It is perfect for applying fertilizers or granular chemicals in bulk, either from bulk bags, a tipping trailer or from a silo.

- 3-point hitch and easy attach PTO drive, Class II
- Capacity of 1,650 lbs/775 kgs
- Low center of gravity and profile

The hopper can be tilted backward by unhooking two simple latches on the side. This enables the spreading mechanism to be cleaned very quickly and easily.

L2010

The largest in the range of single-disc fertilizer spreaders from Lely, the L2010 is particularly suitable for large turf operations, holding one ton of material.

- 3-point hitch and easy attach PTO drive, Class II
- Capacity of 2,275 lbs/1,000 kgs
- Dump type hopper with 2 latches for easy cleaning

The feed assembly can be adjusted by means of a graduated scale. This allows the amount of spread to be accurately regulated. This spreader will go anywhere your tractor goes.




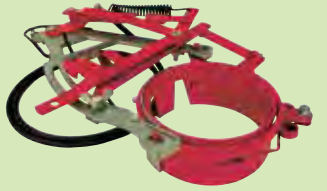
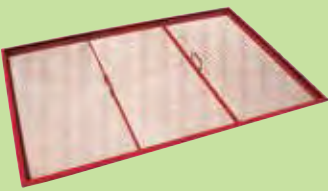





L Carrier

Pulling a spreader is a benefit in wet conditions, because the risk of soil structure damage by tractor wheeling can be virtually eliminated. Two 11L x 15 tires come standard. A flotation tire option is available (shown).

- Converts both the L1500 and the L2010 to a trailer broadcast spreader
- Fertilizer, chemical or topdressing spreading can be carried out with smaller tractors

The spreader is PTO-driven, remote rope control feeding and side-spreading, thus retaining all the advantages of a 3-point machine.



<p>Standard Ejector Disc</p> <p>The 33" (84 cm) diameter disc with a winged center directs material through the feeding. The six dynamically-designed, stainless steel spoons supply a metered quantity of material to the field.</p>			<p>Standard Feeding</p> <p>For use with almost all product applications. Provides precise measurement of material regardless of shape and density. Remote rope control for easy open and close action from your seat.</p>
<p>Sand or Salt Ejector Disc</p> <p>The ejector disc is set up with short, stainless steel spoons giving a spreading width of up to 18' (6 m). The trailed WFR or PTO driven single-disc spreaders can do an excellent job spreading sand, salt or both.</p>			<p>Hydraulic Feeding</p> <p>Lets the operator open and close the feeding using a switch connected to the tractor hydraulic system. This ensures proper application rates when turning around or moving to a new location.</p>
<p>Mesh Grid H Screen</p> <p>For use on the HR, WFR and L1250 models, the screen prohibits solid masses of material from entering the feeding area and clogging the system. A larger size is available for the L1500 & L2010.</p>			<p>Mass Feeding</p> <p>Mass output feeding for application of sand, salt or a volume application. For use on all models.</p>
<p>Spreader Covers</p> <p>Available on all models. Keep fertilizer from bouncing out onto the turf. Keep light moisture off fertilizer during brief showers. Made of nylon pack and urethane has an elastic fit and viewing window.</p>			<p>Hopper Extension</p> <p>Used on the H and W series of spreaders. The extension increases hopper capacity by approximately 200 lbs (91 kgs).</p>
<p>Turf Marker</p> <p>A foam marking system designed to keep accurate track of overlap while doing long runs of product application. Comes complete as shown.</p>			<p>Agitator</p> <p>Available on all models, the agitator aids in the spreading powdery/clumpy fertilizers, lime or sand. The agitator eliminates the risk of material bridging.</p>

Attachment: A. Equipment Quotes—Trailer, Compactor-Roller, and Broadcast Spreader (4233 : New Vehicle Purchases: Trailer,

2-Year Limited Warranty

Lely USA, Inc. stands behind its products. We are so confident in the quality and craftsmanship of our fertilizer spreaders that a 2-YEAR LIMITED WARRANTY comes standard.

Lely warrants all single disc broadcast spreaders for a period of two years from the date delivered to the original purchaser against defective materials and/or workmanship.

Any part, or parts, of the equipment that in the company's judgment shows evidence of such defects, will be repaired or replaced as the company elects, without charge for parts and labor if the defect appears within the stated time.

Contact Lely USA, Inc. for full details and restrictions of this warranty.



WFR

HR

L1250

L1500

L2010

Known worldwide for accuracy and dependability

Unmatched in versatility and dependability, Lely broadcast spreaders meet the demanding needs of turf management professionals around the globe. All Lely precision single-disc fertilizer spreaders excel because they deliver precision accuracy, are easy to operate and easy to clean. Plus, every Lely spreader is covered by a 2-year limited warranty. Upgrade your equipment for your next applications.

SINGLE-DISC BROADCAST SPREADER TECHNICAL SPECIFICATIONS									
Model	Type	HOPPER CAPACITY*		Empty Weight	Length	Height	Width	Tire	Maximum Spread Width
		CU. FT.	LBS.						
WFR	Trail, Ground Drive Flotation Tires	11.5	805	428	79"	48"	64"	Flotation 18x9.50x81up	up to 52'
WGR	Trail, Ground Drive Ground Grip Tires	11.5	805	410	79"	49"	50"	Ground 4.00x12	up to 52'
HR	3-pt. hitch p.t.o driven	11.5	805	320	38"	43"	51"	—	up to 52'
1250	3-pt. hitch p.t.o driven	18.9	1,323	375	53"	51"	62"	—	up to 52'
1500	3-pt. hitch p.t.o driven	23.6	1,650	420	50"	44"	77"	—	up to 52'
2010	3-pt. hitch p.t.o driven	32.5	2,275	452	48"	49"	79"	—	up to 52'



Lely USA, Inc.
 P.O. Box 437, Pella, Iowa 50219
 1-888-245-4684 (U.S.A. only) Fax: 1-800-752-8249

DEALER NETWORK

Lely USA, Inc. has a dealer network to serve you.
 To find the dealer nearest you, please go to our website:
www.lelyturf.com Click the Dealer Locator tab.

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STAFF REPORT – CITY COUNCIL MEETING

August 02, 2023

TO: Honorable Mayor and City Council Members

FROM: Tabatha Miller, Finance Director

PREPARER: Tabatha Miller, Finance Director

DATE: July 25, 2023

TITLE: **Establish an Ad Hoc Revenue Advisory Committee.**

RECOMMENDATION:

It is recommended that the Council:

- 1) Establish an ad hoc committee to review potential City tax revenues and make a recommendation to the City Council on possible new sources to present to the Arcata city voters next calendar year; and
- 2) Direct staff to solicit interested community members for possible appointment by the City Council to the ad hoc committee to review potential City tax revenues.

INTRODUCTION:

The Arcata City Council requested that the Transactions and Use Tax Oversight Committee (TUTOC) review potential tax revenues and make recommendations to the City Council. The TUTOC declined the request at its July 20, 2023, meeting because members felt it was not consistent with the purpose of the TUTOC—which is to review prior year general fund support of activities for public works (streets) and public safety activities and make recommendations for the following fiscal year budgets (City of Arcata Municipal Code Section 2271).

BACKGROUND/DISCUSSION:

As part of the Fiscal Year (FY) 2023-24 Budget review and adoption, the City Council requested that the Transactions and Use Tax Oversight Committee (TUTOC) review potential tax revenues and make recommendations to the City Council on possible new source(s) to potentially present to the City voters next calendar year. The additional revenue is necessary for the City to continue current services and programs that are only possible because of one-time revenues including grants, American Rescue Plan Act (ARPA) funds, salary savings from staff vacancies and the post-pandemic bump in spending as reflected in the higher-than-expected FY 2021 and 2022 sales tax revenues.

Programs that have had success in our community but do not have an ongoing funding source include:

1. Community Ambassador Program—estimated annual cost \$150,000;
2. Safe Parking Program—estimated annual cost \$685,000;
3. Juvenile Diversion Counselors—estimated annual cost \$290,000;
4. Mobile Intervention Services Teams (MIST) and Street Outreach Programs (including dedicated Sergeant) —estimated annual cost \$265,000;
5. Valley West Neighborhood Support—estimated annual cost \$75,000;
6. Extreme Weather Shelter—estimated annual cost \$30,000-\$50,000, depending on severity and length of extreme weather events;
7. Recruitment and retention efforts for Police Officers—estimated annual cost \$225,000;
8. Increased street striping, overlay and pedestrian improvements—estimated bi-annual cost \$350,00; and
9. Valley West Community Center/Police Office Space (Woodsman Building Lease)—estimated annual cost \$150,000 to \$200,000.

Under the City Council’s FY 2023-24 Priority Project to develop a Homelessness Reduction Strategy, the City Council includes identifying an ongoing funding Stream (i.e., sales tax, property tax), and preparing a ballot initiative for voters to consider in calendar year 2024.

At its July 20, 2023, meeting the TUTOC considered the City Council’s request under New Business and concluded that the committee members were not comfortable with the requested assignment because it was outside the scope of a tax oversight committee and more specifically, extended beyond the TUTOC’s stated purpose to review prior year general fund support of activity budgets for public works (streets) and public safety on historical data and need and make recommendations for general fund expenditures for the following fiscal year in the public works and public safety activity budgets (Arcata Municipal City Code Section 2271). Although, the City’s Municipal Code does provide that the City Council may direct the TUTOC to review other general fund matters, committee members voiced concern over reaching a consensus on this request based on differing opinions on recommending a City tax increase in the current economic and political climate.

Several TUTOC members indicated a willingness to consider participating in a separate committee with the narrower purpose and staff recommends appointing up to three (less than a quorum and majority) interested members of the TUTOC to the proposed ad hoc committee to review potential City tax revenues. Staff further recommends soliciting and appointing up to a total of seven committee members to the proposed Revenue Advisory Ad Hoc Committee.

ATTACHMENTS:

- A. 7-20-2023 TUTOC Meeting Staff Report (PDF)



MEMORANDUM

Date: July 7, 2023
 To: Transaction and Use Tax Oversight Committee
 From: Tabatha Miller, Director of Finance
 Subject: Review and Recommendations on Potential Tax Revenue Sources

The Arcata City Council has requested that the Transaction and Use Tax Oversight Committee (TUTOC) review potential tax revenues and make recommendations to the City Council on possible new source(s) to potentially present to the Arcata City Voters next calendar year. The additional revenue is necessary for the City to continue current services and programs that are only possible because of one-time revenues including grants, American Rescue Plan Act (ARPA) funds, salary savings from staff vacancies and the post-pandemic bump in spending as reflected in FY 2021 and 2022 sales tax revenues.

Programs that have had success in our community but do not have an ongoing funding source include:

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5. Valley West Neighborhood Support - estimated annual cost \$75,000;
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7. Recruitment and retention efforts for Police Officers - estimated annual cost \$225,000;
8. Increased street striping, overlay and pedestrian improvements - estimated bi-annual cost \$350,00; and
9. Valley West Community Center/Police Office Space (Woodsman Building Lease) - estimated annual cost \$150,000 to \$200,000.

The majority of the programs set forth above, are housed within our Police Department as they build capacity to provide alternate response options. These are non-sworn options to improve community health and safety through proactive relationship such as the community ambassadors

or safe parking programs or through non-sworn field response such as MIST and Juvenile Diversion Counselors.

Correspondingly, elected officials and staff continue to receive increased requests for officer presence in neighborhoods and business districts to make residents, students, visitors and the public at large feel safe. California cities, including Arcata, continue to struggle with the impacts and needs of those struggling to find and/or remain housed, and individuals struggling with mental health and/or addiction. The public continues to ask government at all levels to solve or at the very least better manage these issues.

The City, like many agencies, businesses and families, continues to struggle to keep up with increasing costs, particularly labor costs. Police shortages are impacting staffing capacity across the nation and Arcata continues to struggle with adequate levels of staff resources. Pension costs have been and are continuing to increase at rates well above inflation. The City's employee pension expenditures have increased an average of 11% per year for the last five years and are projected to jump by 40% in FY 2024-25, as the result of significant losses from California Public Employees' Retirement System (CalPERS) investments.

Arcata's current .75% Transaction and Use Tax (TUT) can support any general fund program but was passed by the voters and is monitored by this committee to maintain, when possible, support for streets and public safety, with approximately two-thirds of the revenue dedicated to streets expenditures and one-third to the police department operations. In fiscal year 2022-23, the City is estimated to spend \$3.4 million on street maintenance and improvements and \$8.1 million on police services, including \$1.1 million on improvements to the police department's radio system. In FY 2021-22, the City spent \$4.2 million on street maintenance and improvements and just under \$6 million for the police department operations. As set forth below the TUT is estimated to contribute \$2.65 million towards those expenses in FY 2023-24.

Potential Sources of Additional Tax Revenue

Although there are other opportunities for increasing revenue for the City, taxes provide a stable source with the potential to generate sufficient dollars to fund the more expensive programs that support the City Council and community priorities such as an effective Homelessness Reduction Strategy, which includes providing temporary emergency shelter, long-term housing, and wrap-around services and support. Potential tax revenue sources for consideration by the TUTOC are discussed below.

To provide background information, the actual and budgeted tax revenues for Arcata for the Fiscal Years 2021 to 2024 are set forth in the chart on the next page. Tax revenues in total reached a peak in FY 2021-22, are projected to dip down in FY 2022-23, and remain flat in FY 2023-24. Very modest growth in tax revenue is projected for the next several years.

Description	FY 2021 Actuals	FY 2022 Actuals	FY 2023 Estimated Actuals	FY 2024 Adopted Budget
Sales Tax (State Bradley Burns)	\$ 2,946,963	\$ 3,083,415	\$ 2,975,000	\$ 2,950,000
Transactions & Use Tax (2)	2,694,215	2,826,138	2,655,000	2,656,000
Property Taxes	1,773,138	1,711,716	2,006,226	1,889,000
Transient Occupancy Taxes (2)	1,638,280	2,029,499	1,525,000	1,575,000
Utility Users Tax (2)	1,130,348	1,030,498	1,100,000	1,155,000
Franchise Fee Revenue (Solid Waste) (1)	415,414	446,904	410,000	492,000
Franchise Fee Revenue	279,072	282,624	275,000	278,000
Open Space Parcel Tax (1)	-	168,165	168,700	168,000
Excessive Electricity Use Tax (2)	222,773	204,979	120,000	140,000
Business License Tax (2)	130,700	139,928	75,000	116,000
Real Property Transfer Tax	56,587	66,461	43,300	45,000
Special Assessment Revenue (1, 2)	35,973	36,436	37,452	37,970
Recreation Fee for New Constr.(1)	82,930	46,444	95,000	30,000
Parkland In Lieu Fees (1)	29,608	3,496	13,000	14,000
Total Tax Revenues	\$ 11,436,002	\$ 12,076,703	\$ 11,498,678	\$ 11,545,970
<i>(1) Revenue sources are special revenues that must be used for stated purposes only</i>				
<i>(2) Revenue sources may be increased or expanded although most require voter or stakeholder approval.</i>				

Local Transaction and Use Tax

The City's local Transaction and Use Tax (TUT) rate is currently .75% or three-quarters of a cent for every dollar spent. "Measure G"¹ generates approximately \$2.65 million a year. The Transaction and Use Tax Oversight Committee was created with the stated purpose to review the "Measure G" public works (streets) and public safety activity annually and in November each year to make recommendations to the City Council on expenditures for the following year.

Although the TUTOC monitors spending on streets and public safety and the tax was and continues to be committed to this purpose, it was presented and passed by the voters as a "general tax", which only requires a simple majority (50% plus one) and is not legally restricted to that purpose. A "special tax", as opposed to a "general tax", is legally restricted for a specific use and requires a super majority or two-thirds voter approval to pass. The difference in votes required between the simple majority and super majority is often the reason municipalities place general tax measures instead of special tax measures on the ballot.

Local municipalities (Cities and County combined) are limited to 2.0% additional tax above the state's base rate of 7.25%.² Arcata's .75% Measure G plus the County's .50% "Measure Z" tax, leaves up to .75% capacity for a new or increased Arcata TUT tax. Local TUT taxes may be established or increased in 1/8th or .125% increments.

¹ Measure G was the name of the original ballot question when TUT was first voted on in 2008.

² Some municipalities have sought authority to exceed the 2.0% additional tax limit by receiving permission from the State Legislature. Humboldt County has indicated that they will be seeking permission to exceed the limit in order to propose a TUT that would be collected in both the incorporated city limits and the unincorporated county (like Measure Z) to fund county roads in the unincorporated county. This is likely motivated by the fact that the tax rate in Eureka is already at the cap of 9.25% and without the additional sales tax capacity, the County could not collect the new tax (if passed) in Eureka, where more than 50% of the sales tax for the whole county originates.

Every additional .125% increment in TUT for Arcata would generate approximately \$425,000.

Transient Occupancy Tax

The City's current Transient Occupancy Tax ("TOT" - sometimes referred to as Bed or Hotel tax) rate is 10% with an additional 2% collected as a Business Improvement District (BID) assessment which is remitted to the Humboldt County Tourism Business Improvement District. Unlike TUT, TOT rates are set at the discretion of the City and are not subject to a cap on amount. The most common rate for California cities is 10%, but a few cities, including Anaheim and Palo Alto have rates at or above 15%.³ In June 2022, Humboldt County (in unincorporated portions of the county) and Trinidad successfully increased their TOT rate to 12%. At its peak in FY 2022, TOT generated just over \$2 million for Arcata. The revenue has and will continue to decline as a result of converting two hotels to Project Homekey housing and the use of hotel rooms by Cal Poly Humboldt to subsidize student housing needs.

Based on current revenue projections, every 1% increase in Arcata's TOT would generate \$150,000.

Utility Users Tax

Arcata's current Utility User Tax (UUT) rate is 3%, excluding the 45% tax on excessive electric usage and in November of 2022, was renewed by Arcata voters to November 30, 2036. The UUT applies to water, wastewater, electric, gas and communication services in Arcata. Like the TOT, there is no legal cap on UUT, so the amount is at the discretion of the City and its voters. Rates in California range from 1% to 11% with the most common rate at 5%.⁴

Based on current revenue projections, every 1% increase in UUT would generate approximately \$375,000 for the City of Arcata.

Parcel Tax

The City approved a flat \$37 per parcel special revenue tax in November of 2020 that must be used to protect, preserve, maintain and expand Arcata's parks, trails and open spaces. Because of the limitations placed on property taxes based on value by Proposition 13, parcel taxes are either a flat per-parcel tax or based on use, size or number of units on each parcel. Constitutional limits placed on Parcel taxes require that they must be special taxes.

Based on current revenue projections, every \$25 per parcel tax would generate approximately \$110,000.

Other Tax Sources

There are a number of other tax sources potentially available to the City, provided the voters support them. Those include Business Operations Taxes, which is a tax on the privilege of conducting business in the City. This tax can be a percent on gross receipts, a flat amount, or a

³ The California Municipal Revenue Sources Handbook, Fifth Edition, Michael Colman League of California Cities 2019

⁴ *Id.*

payroll tax. Documentary transfer taxes are imposed on documents exchanged in the transfer of interest in real estate. Admissions tax is a tax on the privilege of attending a show, performance, display or exhibition based on a flat rate or a percent of the price of the ticket. Parking taxes are imposed on the owner or operator of paid parking facilities. Construction/Development taxes are a tax on the privilege or activity of development and/or the availability or use of municipal services. Construction/development taxes are different than development fees. Development fees are used to mitigate or offset the impact of development and unlike development taxes cannot exceed the costs of providing services or facilities.

While these other tax sources, may be additional options to explore, at first review they did not appear to provide sufficient revenues to support the City Councils priorities without a significant impact on narrower groups of potential taxpayers.

General Tax versus Special Tax

This memo refers to general and special taxes and distinguishing differences. Proposition 13 created the distinction between a “general tax” and a “special tax” and Proposition 218 in 1996 further developed the procedures for establishing general taxes. Key differences to consider in developing recommendations are outlined below.

	General Tax	Special Tax
Use of Revenues	Unrestricted	Restricted
City Council Approval	Two-thirds (66.67%)	Majority (50% + 1)
Voter Approval	Majority (50% + 1)	Two-thirds (66.67%)
Other Rules	A general tax election must be consolidated with a regularly scheduled general election of the City Council unless an emergency is unanimously declared by City Council.	Special taxes must be deposited in a separate account and the City must publish an annual report including tax rate, amount of revenue collected and expended, and status of projects funded by the tax.

Current Challenges

City staff and the City Council understand that asking the voters to approve a tax increase in the current economic environment is a big ask. The same fiscal challenges the City is facing are being felt by local business, families, individuals, students and visitors. Each proposed new or increased tax option will impact groups of the public and voters differently – and this will need to be considered. Likewise, figuring out what services and programs are important enough for voters to fund is crucial.

Considerations

The City Council has asked for a recommendation from the TUTOC as to what tax source(s) would be best received by the Arcata voters, what is an appropriate amount, what services should be tied to the new revenue source(s) and if applicable whether the tax should be presented to the voters as a general or special tax. Additionally, the TUTOC may want to consider a recommendation on whether the City Council should consider hiring a consulting firm to research public perceptions on different tax options and the level of importance placed on the various service programs.

CANDIDATE LIST
WEDNESDAY, AUGUST 2, 2023, 5:30 P.M.

PLANNING COMMISSION	
One Vacancy—Live or Work in the Planning Area	
TWO APPLICANTS	
Planning Area	Ethan Lawton
Resident	Abigail Strickland
APPOINTMENTS	
Term ends March 31, 2027	

Communication: Appoint One New Member to the Planning Commission for a Term Expiring March 31, 2027. (NEW BUSINESS)



STAFF REPORT – CITY COUNCIL MEETING

August 02, 2023

TO: Honorable Mayor and City Council Members

FROM: Netra Khatri, City Engineer

PREPARER: Netra Khatri, City Engineer

DATE: July 25, 2023

TITLE: **Approve Modification to the Design for the 2023 Arcata Annual Paving Project; and Authorize the City Engineer to Make Those Edits.**

RECOMMENDATION:

It is recommended that the Council approve modification to the design for the 2023 Arcata Annual Paving Project; and authorize the City Engineer to make those edits.

INTRODUCTION:

This is the City's annual paving project and includes street improvements on H Street from Sunset Avenue to 11th Street, G Street from 5th to 7th Streets, and West End Road from Giuntoli Lane to the City limits. The project plans were approved, and the contract was awarded to the contractor on June 21, 2023. During the same meeting, the Council directed the staff to investigate an option to incorporate a bike lane on H street between 17th and 18th Streets. The approved plans depict sharrows instead of a bike lane due to lack of available width, and to accommodate existing parking.

DISCUSSION:

Immediately after the Council meeting, City staff scheduled a special Transportation Safety Committee (TSC) meeting for July 11, 2023, to discuss this item, staff contacted the property owners along the H street via phone and invited them to the meeting. At the TSC meeting two options to include bicycle facilities were discussed and the TSC recommended elimination of the parking on the west side of H street to include a bike lane for the section of H Street between 17th and 18th Streets. The original and recommended striping plans are depicted on Attachment A. As there was not a lot of public participation at the TSC meeting, staff contacted the residents in that block and informed them about the proposed changes. The responses received to date are positive and staff have not received a strong opposition to the proposal yet.

ENVIRONMENTAL REVIEW (CEQA):

The California Environment Quality Act (CEQA) determination for the sidewalk and paving portion of the project is a categorical exemption pursuant to CEQA Guidelines Section 15301(c), for the restoring and rehabilitating of existing highways and streets, sidewalks, gutters, bicycle and

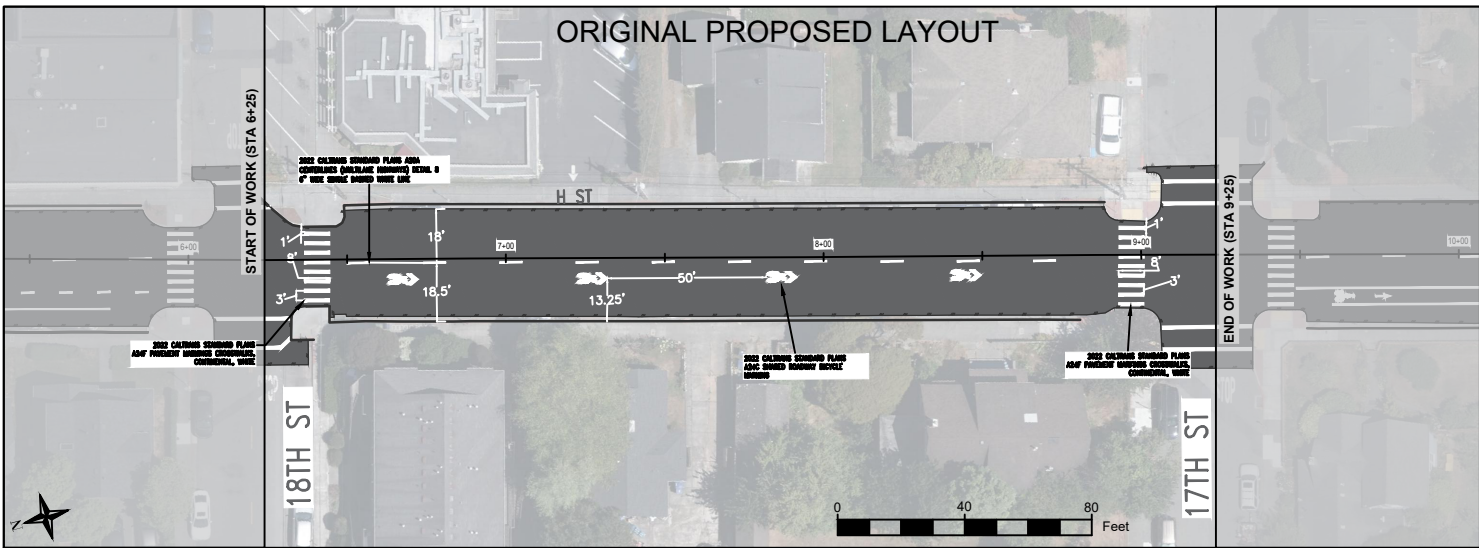
pedestrian trails, and similar facilities, involving negligible or no expansion of use beyond that presently existing.

BUDGET/FISCAL IMPACT:

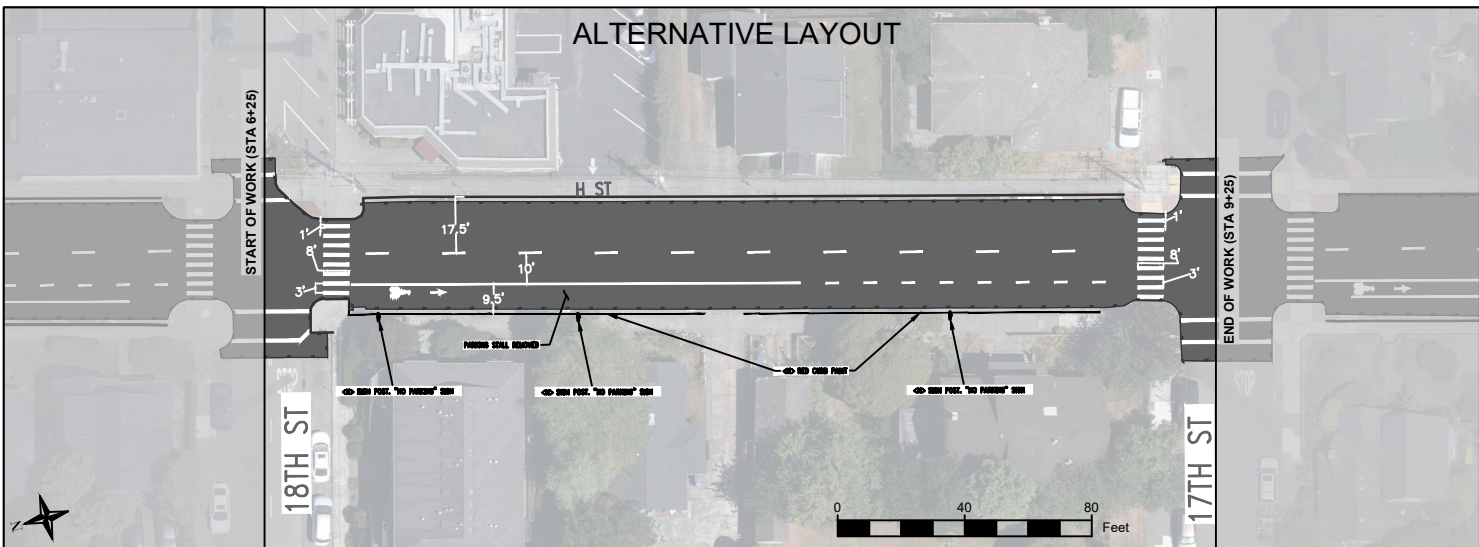
No additional budget warranted as the approved contract amount has sufficient contingency to cover the cost of striping and additional work necessary.

ATTACHMENTS:

A. Alternative Layout with Bike Lane (PDF)



H STREET, STA 6+25 to 9+25



H STREET, STA 6+25 to 9+25

PRELIMINARY
(NOT FOR
CONSTRUCTION)

No.	Revision/Issue



H STREET
FROM 18TH STREET TO 17TH STREET

Project Address
VARIOUS LOCALITIES

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 Drawn by JONATHAN A. KIF
 Checked by DAVID CAIS
 Approved by NETRA B. KIF

Date MAY 2023
 Scale 1:20

Attachment: A. Alternative Layout with Bike Lane on H Street b/w 17th and 18th Streets