



**ARCATA**  
CALIFORNIA

# Proposed Fiscal Year 2024-25 Budget

June 12, 2024





**ARCATA**  
California

# CITY OFFICIALS

JULY 1, 2024

## **CITY COUNCIL**

Meredith Matthews, Mayor

Alex Stillman, Vice Mayor

Stacy Atkins-Salazar, Councilmember

Sarah Schaefer, Councilmember

Kimberly White, Councilmember

## **CITY MANAGER**

Karen T. Deimer

Chief of Police ..... Bart Silvers  
City Engineer ..... Netra Khatri  
Director of Community Development ..... David Loya  
Director of Environmental Services..... Emily Sinkhorn  
Director of Finance..... Tabatha Miller  
H/R-Administrative Services Director ..... Keira Vink



**ARCATA**  
CALIFORNIA

# Citywide Budget

Fiscal Year 2024-25 Proposed Budget

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# Transmittal Letter

**Date:** June 12, 2024  
**To:** Honorable Mayor and Members of the City Council  
**From:** Tabatha Miller, Finance Director  
Karen T. Diemer, City Manager  
**Re:** Proposed City Budget for Fiscal Year 2024-2025

## **BUDGET OVERVIEW**

The Fiscal Year (FY) 2024-25 Proposed Budget is an \$87.6 million one-year package of services, programs, and projects for the benefit of the Arcata community. This extensive and detailed Budget continues the City Council's priorities with a focus on protecting General Fund reserves and completing the substantial Capital Improvement Program (CIP) investment of \$39.8 million to improve City assets and infrastructure in FY 2024-25.

Pressure from continued inflation and higher interest rates is an ongoing challenge in developing this year's budget. Like many local families and businesses, the City is facing costs that are increasing at higher rates than revenue is growing. Further, the additional funds available to local governments from the American Rescue Plan Act (ARPA) and other post-pandemic programs have been nearly spent and the federal, state and county governments are facing similar if not more difficult fiscal challenges with rising costs and stagnant or even reduced revenue sources.

While challenging, the current economic conditions are not surprising. As staff and the City Council developed the current FY 2023-24 budget, staff discussed the anticipated impact of growing pension costs, the impact of natural disasters on liability and property insurances rates, challenges in hiring experienced and qualified staff, in particular police officers, the anticipated spend down of the ARPA funds and the increased costs associated with addressing homelessness, alternative policing programs, transitioning the

City's fleet to electric vehicles and equipment, and implementing the complete streets policy.

In response, during the budget process last year, the Council increased its minimum fund balance and reserve balance requirement to 30% of operating expenditures (excluding capital projects) in the General Fund, Water and Wastewater Enterprise Funds. For FY 2024-25, the General Fund 30% minimum required fund balance is \$5.9 million. However, the total fund balance with both reserved and unreserved fund balances is just above \$15.8 million. Based on an annual General Fund operating expenditure budget of \$19.3 million the total fund balance is equal to approximately 299 days of operating expenditures.

Furthermore, the Council approved additional payments towards the City's outstanding pension liability of \$7.5 million in last year's budget and approved an ongoing Pension Funding Policy, which commits 25% of any annual operating surplus in the General Fund to the 115 Pension Trust Fund or Additional Discretionary Payments to CalPERS and an annual review of the Funding Policy during development of the budget.

While the City's fiscal outlook remains stable next year, the City's long-term fiscal health requires new sustainable revenue to meet community service priorities in the future. Long-term sustainability is not achieved at existing services levels with existing revenue sources alone. The City Council provided direction in the last fiscal year to explore a new revenue source to fund many of the programs funded with and expiring sources such as ARPA funds, COVID-19 CDBG grants, state grants and the County's Measure Z Public Safety/Essential Services grant program.

Staff anticipates that the City Council will adopt Resolution 234-52, which places a 3/4th of a cent General Transactions and Use Tax Measure on the November 5, 2024, Election Ballot. If approved by a majority (50% + 1) of the voters, the TUT Measure would generate an estimated \$2.6 million annually. The funds would allow the City to continue programs funded with one-time monies such as the Community Ambassador Program, Juvenile Diversion Counselors, Mobile Intervention Services Team (MIST) and Street Outreach Programs (including the Outreach dedicated Sergeant), Extreme Weather Shelter, Valley West Community Support and Center, electrification of the City's Fleet and equipment, the Complete Streets Program, and increase infrastructure maintenance and improvements of City streets, trails, parks and community facilities.

**Looking Forward to 2024-25:** We are pleased to present the City Council with a budget balanced with local revenues and modest reliance on remaining and carryforward ARPA funds and previously set aside reserves for capital expenditures. The proposed budget

presents General Fund expenditures of \$24.4 million. The City remains fiscally solvent, and progress is being made to continue City services, fund long-term pension obligations, and complete a number of capital projects.

## **KEY BUDGET PRINCIPLES**

The 2024-25 budget is based on policies that govern the stewardship of public funds and reflect the City's commitment to balanced financial planning. These include the following:

- The budget will balance ongoing expenditures with ongoing revenues
- The employees have inherent value in their knowledge, experience, and dedication that far exceeds their monetary cost
- The budget will ensure reserve balances are maintained as set by the City Council to respond to unexpected issues and emergencies
- Revenues will be estimated at probable levels using the most current data
- The City is working to reduce the Pension Unfunded Accrued Liability (UAL) in order to realize cost savings for future years and stabilize the funding status of the City's CalPERS pension program.

City program and service review considers the following factors:

1. **Mandated to provide the program:** The City is required to provide this program under federal, state, county law, or contractual obligation without the ability to terminate.
2. **Community reliance on the City to provide the program:** Programs for which residents, businesses and visitors can look only to the City to obtain the service vs. programs that may be similarly obtained from another intergovernmental agency or a private business.
3. **Cost recovery of the program:** Programs that demonstrate the ability to "pay for themselves" through user fees, intergovernmental grants or other specifically dedicated revenues vs. programs that generate limited or no funding to cover their cost.
4. **Demand for the program:** Programs demonstrating high levels of current or anticipated demand or usage vs. programs that show little demand or usage.
5. **Portion of the community served:** Programs that benefit or serve a larger segment of the City's residents, businesses and/or visitors vs. programs that benefit or serve only a small segment of these populations while being mindful of vulnerable and underserved communities in our City.

City staff have carefully considered the budget requests proposed by each department in conjunction with the City Council goals and objectives. Because the fate of the TUT ballot

measure is unknown and the fiscal pressure of inflation on expenditures and tepid growth in existing revenue sources, requests for new positions and programs were held with just a few exceptions. Included in the proposed FY 2024-25 budget is a full-time equity arcata coordinator position, which is mostly funded with outside grant funds and an Economic Development Strategy, which is funded with Public Improvement Fund dollars.

Based on prior City Council Direction, the remaining ARPA funds, which must be committed by December 31, 2024 and fully spent by December 31, 2026, are proposed to fund the annual salary of the Outreach Sergeant's salary and Mobile Intervention Services Team (MIST), the Community Ambassador Program, a Valley West Community Center, the remaining term of the CUNA contract, completion of already allocated climate change projects, arts programs and other facilities upgrades. Staff anticipates these expenditures will deplete or nearly deplete any remaining ARPA funds by the end of FY 2024-25.

## **SUMMARY OF REVENUES**

### **GENERAL FUND**

**Sales Tax and Transactions and Use Tax (TUT):** Sales Tax and TUT continue to be the two largest ongoing sources of General Fund revenues and comprise approximately 26.5% of the fund total in FY 2024-25, down from 29% in FY 2023-24.

Sales tax revenues are projected to be just slightly higher than last year's actuals. This followed a small decrease in sales tax revenue in FY 2022-23.

### **Transient Occupancy Tax (TOT)**

The City transitioned two hotels in 2022 and 2023 to permanent housing units, which is the primary reason for the revenue drop from FY 2021-22 to FY 2022-23. Cal Poly Humboldt contracted to take a third hotel offline for temporary student housing this last fiscal year. The University and the City have worked together to ensure that the City's loss in TOT from student housing is repaid through the University. The University is currently constructing student housing that is expected to come online in 2025 and house up to 1,000 students. TOT accounts for 7.5% of the total General Fund revenue.

### **Property Tax Revenue**

Property taxes are based on assessed value as determined on January 1 of the prior year. This tax is anticipated to remain relatively flat with estimated revenue at \$1,905,000 in FY 2023-24 and \$1,900,000 in FY 2024-25. Property taxes have been positively impacted from rising real property values in Arcata and Humboldt County. From 2022-23 to 2023-24 overall taxable values grew by 6.5%. That trend is expected to slow as interest rates

remain relatively high and sales and purchases of property have slowed in the last two years. Secured Property taxes account for 8.7% of the total General Fund revenue.

**Utility Users Taxes (UUT)** revenue is expected to increase modestly as the result of increases in the City's water and wastewater rates (1.5% and 8.0%, respectively), and anticipated increases in the cost of local electric and gas utilities. The revenue is projected to generate approximately \$1,250,000 – an increase of 4.0% from Estimated FY 2023-24 revenue and accounts for 6% of total General Fund revenue.

**Business License Tax** revenue is expected to remain steady generating \$139,000. Our City receives most of this income in May and June related to renewals as of July 1, 2024. This is revenue received in FY 2023-24 but recognized in the next fiscal year.

**Measure Z Funds** – The City was not awarded funds from the County's Measure Z in FY 2023-24 and only received \$45,665 towards the \$300,000 Juvenile Diversion Counselor program in FY 2024-25. Future funding for the Juvenile Diversion Counselors will likely be dependent on the success of the City's TUT ballot measure on November 5, 2024.

## **CITY SPECIAL REVENUE FUNDS**

### **Forest Fund**

The forest revenues are supported this year by higher timber values. Total timber sales are estimated at \$650,000.

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

Street fund revenues associated with Gas Tax and SB1 fees are expected to increase by 6.0% from \$999,300 to \$1,005,279, based on projections from the State Department of Finance. Gas Tax rates are a per gallon charge, so the recent increases in gas prices do not impact these revenues. Starting July 1, 2020, the Road Maintenance and Rehabilitation Account per gallon tax is adjusted annually by the California CPI and is partially responsible for the small increase in revenue. Similarly, starting July 1, 2021, the Transportation Improvement Fee is adjusted annually by the California CPI.

### **Other Special Revenue Funds**

Many of the City's Special Revenue Funds are supported from grants and other intergovernmental revenue sources. While some of these revenue sources are recurring, many are one-time or support one-time or limited programs. As a result, these funds can vary significantly from year to year. Excluding the Forest, and Street and Gas Tax Funds discussed above, special revenue fund revenues are projected to increase from \$11.2 million to \$12.0 million in FY 2024-25 over the prior year. The largest increase in special revenue fund revenue was in State Transportation Improvement Program (STIP) funds to

support the Old Arcata Road Improvement Project, the Sunset LK Wood Safety Transportation Project and the Rails with Trails – Annie & Mary Trail.

## **CITY ENTERPRISE FUNDS**

### **Water Fund**

Service charges and fees for the City’s water fund will increase approximately 1.5% based on final water rate increases originally approved on July 1, 2020, and effective July 1, 2024. This increase will provide a revenue stream for both operations and debt financing of critical infrastructure improvement projects.

### **Wastewater Fund**

Service charges and fees for the City’s wastewater fund will increase 8% based on wastewater rate increases based on final wastewater rate increases originally approved on July 1, 2020, and effective July 1, 2024. This will provide a revenue stream for financing of critical infrastructure improvement projects, including the future phases of the Wastewater Treatment Plant Upgrade.

### **Stormwater Fund**

The Stormwater Fund, which maintains stormwater drainage systems to prevent local flooding and ensure water quality meets the State’s MS4 Program permit, receives its largest base revenue in the form of a special assessment, added to property tax bills. Those fees, plus grants, rents from property and miscellaneous revenues are not sufficient to meet the expense of maintaining and operating the stormwater system. As a result, the fund has operated at a budget deficit for several years, which has become a structural deficit – that will need to be addressed. In FY 2023-24, the City initiated a Stormwater Rate Study to determine the necessary level of fees and revenues needed to operate the system and comply with the MS4 permit requirement. Staff anticipates presenting the Council with the results of that study and proposed solution(s) in the late 2024.

## **OTHER FUNDS**

### **Central Garage Fund**

In FY 2024-25 the Central Garage Fund will utilize accumulated reserves to fund replacement vehicle purchases, including additional police detective vehicles and streets and parks trucks and other heavy equipment. Many of the vehicles ordered in FY 2023-24 will not be received until FY 2024-25, or even later. This is particularly true of orders for electric vehicles, equipment and trucks.

### **Redevelopment Funds**

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

## **FY 2024-25 PROGRAMS**

Even with the modest budget there are a good number of projects and programs that will be delivered to the Arcata Community. A few highlights of the proposed budget for FY 2024-25 includes:

- Work to forward the Council's Priority Projects (included herein in draft format subject to the Council's adoption).
- Hiring a full-time equity arcata coordinator to support additional efforts and programs including the Arcata China Town Project and to create long-term stability for the program. Equity arcata is a partnership between the City of Arcata, Cal Poly Humboldt, local businesses and members of the community working to make Arcata a more inclusive and welcoming environment for People of Color.
- Create an Economic Development Strategic Plan to support and create economic well-being and quality of life for the Arcata Community.
- Completion and opening of Carlson Park in Valley West in order to provide this underserved neighborhood with improved outdoor recreation opportunities.
- Finalize the Design and right-of way plans to construct the Annie Mary Trail (A&M), adding alternative pedestrian access to the City.
- Continue to support implementation of the county-wide Climate Action Plan (CAP).
- Complete Phase I of the Old Arcata Road Rehabilitation from Buttermilk Lane to Jacoby Creek School to provide a safer and more community minded City transportation system.
- Continue the work of the Outreach Sergeant and with the MIST clinicians by connecting street outreach social services to those who are in need. This position has been instrumental in making progress in connecting and assisting those in need in the community while simultaneously supporting businesses.
- Implement the 2024 Call for Art and beautification projects throughout the City.
- Offer full Recreation programs including Summer Camps (Art, TEAM, Marsh, Skate, Adventure) gymnastics, basketball, community classes, drop-in activities, play center and special events.
- Adopt the General Fund Update including the Strategic Infill Redevelopment Program, Gateway Area Plan. Local Coastal Plan and Citywide zoning amendments.
- Finalize redevelopment planning and Surplus Land Act process for Happy Valley and Little Lakes Properties.
- Work with CUNA, the Chamber of Commerce and Valley West merchants and residents to complete improvements in Valley West such as flower baskets; planted street

- medians; community gardens, trees and art along Valley West/East Boulevard.
- Work with the community to build programming for the Valley West community center and complete the long-term operational planning considering this and other sites.
  - Focus Valley West public safety on the neighborhood meeting priorities of trespassing/loitering, narcotic activity, vacant properties and encampments and coordinate enforcement of nuisance properties. Consider flashing crosswalk(s).
  - Facility Maintenance: Complete Solar and electrical upgrades to the Arcata Community Center and replace the roof at the Annex.
  - Development of tenant protection policies and regulations for the Council's consideration.
  - Complete planning and design for improvements to the Sunset Ave. and L K Wood Blvd. intersection.
  - Continue the vulnerability analysis for Sea Level Rise.
  - Implement organics recycling in compliance with SB 1383.
  - Through collaboration with the Humboldt Crabs, Arcata High School and Cal Poly Humboldt, complete the upgrades to the Arcata Ball Park.
  - Initiate construction on Phase II inflow and infiltration reduction project.
  - Secure funding to support free bus service, to encourage reduced single occupancy automobile traffic and reduce the associated greenhouse gas emissions.
  - Prioritize traffic calming measures for K and 11<sup>th</sup> Streets.
  - Consider a Parking Study to review paid parking kiosks for City lots/Downtown and other high impact street areas.
  - Begin planning and design for the reconnecting communities grant program along Highway 101, Valley West and Samoa Blvd.
  - Maintain regular communication with Cal Poly Humboldt through quarterly liaison meetings to create a sense of community surrounding local public art, clean ups, events and better understanding of the needs of the student population in regard to housing and transportation.
  - Increase patrol in the downtown and Valley West regions.
  - Implement a Dog Park/off-lease dog area at Valley West Park, Larson Park and Little Lakes Property.
  - Consider areas for increased public access to garbage and recycling cans and sharps disposal within City properties.
  - Develop and consider options for an ordinance restricting overnight camping in specific environmental spaces and business districts.
  - Update the Green Fleet Policy and create goals for conversion to an emission free fleet.
  - Continue sea level rise adaptation planning and implementation strategies including research, analysis, project implementation and strategic property acquisition to support long term climate change adaptation.

## **DEPARTMENT AND CITY-WIDE UPDATES**

**City-wide Department Collaboration:** During budget discussions with department managers and directors, the management team prioritized two city-wide programs - **Grant management and Economic development** – the team believes would benefit not just departments but the overall fiscal health of the entire City.

The City has a strong history of applying for and receiving grant funding to supplement city services, including community support, affordable housing, new infrastructure, planning and needs assessments, outreach and public safety. However, effectively managing the grant application process and reporting requirements is a skill set that no single employee has the time to achieve a master level. The grant process is managed by individual departments without a cohesive city-wide policy or focus. Additionally, there are areas in which the staff support to apply for and manage grants does not exist and as a result the City may be missing out on opportunities. The team respectfully requests that the City Council consider incorporating this potential program into its priority projects.

Economic Development is the process by which the economic well-being of a nation, region, local community or even an individual is improved through targeted goals and objectives. It can be focused on key measurable factors such as level of gross domestic product (GDP), reduced poverty rates, increased profits or per capital income. The term can also incorporate quality of life and living standards. In simple terms, it is the process to better the well-being of a community. The City has included funding for development of an Economic Development Strategy in this year's budget, but the team felt strongly that for any plan to be successful, an investment must be made to support and implement it.

**Engineering Division:** The Engineering Division continues to take on larger projects as reflected in the City's Capital Improvement Program's (CIP) annual \$40+ million budgets over the past few years. The Division continues to actively apply for and receive grants to fund large-scale projects including Reconnect Arcata – a new California State pilot program to transform and reconnect underserved communities historically divided by the construction of highways. Arcata was just one of three communities selected.

Additionally, the Division continues work to complete phase one of the \$67 million Wastewater Treatment Facilities Improvement Project, replacement of the City's old water lines with new pipes, phase 2 of the Sewer Inflow and & Infiltration Reduction project, US 101 and Sunset Avenue Interchange Project, South Arcata Multimodal Safety Improvements Project, and design of 3 miles of the Rails with Trails: Annie & Mary Trail.

New projects for FY 2024-25 include the traffic calming improvements for 11<sup>th</sup> and K Street, Water Tank 4 Rehabilitation, new recreational equipment for Mountain View Park, and

replacing the culvert under Frank Martin Ct. Many of the Division's grants allow for reimbursement of staff costs and the Division has upgraded the two Project Manager positions to Senior Project Managers to recruit staff with experience to manage the more complex larger scale projects. The Engineering Division has voiced support for and need of additional resources for managing its large-scale grant programs.

**Police Department:**

Over the last several years, the Police Department has struggled to maintain staffing levels that allow the department to meet the basic service levels. Last year, the City Council approved a lateral hiring bonus of \$50,000, and a \$7,500 annual retention bonus to retain the experienced and trained officers the City already employed. To date, 5 officers have qualified for and received a portion of the \$50,000 hiring bonus, paid out over 2.5 years. The retention bonuses are budgeted to continue in FY 2024-25.

The hiring incentives, outreach efforts, investment in facility upgrades, department leadership and recent opportunities for growth and promotion are a success. The department is fully staffed with 28 sworn officers (including 1 over-hire) and as a result has been able to dedicate an officer to patrol the downtown area, including bike and foot patrol, assign an officer to the Valley West neighborhood and third officer to focus on the Marsh area and other parks within City limits.

**Pension Liability:**

Last year's budget included a substantial investment to reduce the City's pension debt, estimated at \$29.6 million. In August of 2023, the City Council adopted a Pension Funding Policy that prioritized early payment of this substantial liability and set forth certain commitments including additional annual funding by pledging 25% of any year's General Fund operating surplus and an annual review of the liability as part of the budget process. For the FY 2022-23 year, the City's General Fund realized a \$1.9 surplus or increase in fund balance. The Pension Funding Policy was adopted in FY 2023-24, so technically the pledge of 25% was not policy for FY 2022-23. However, staff recommends that the City Council budget the 25% of surplus or \$484,000 contribution to the Pension 115 Trust Fund, in FY 2024-25.

If the Council concurs, Staff will schedule an agenda item for August to review the status of the City's CalPERS pension obligation.

**Online Budget Development:**

On May 17, 2023, the Council approved a contract amendment with OpenGov to add several modules, including Budget & Planning, to the City's existing OpenGov software system. The [FY 2023-24 interactive online Budget Document](#) was produced and is

available on the City’s website. The second phase of the operating budget implementation was development of the FY 2024-25 budget using the OpenGov system instead of complicated Excel spreadsheets and Word documents. The product of that development process is the [FY 2024-25 Proposed Budget Document](#).

## **STRUCTURAL DEFICIT**

A government “budget deficit” occurs when a government spends more than it receives in tax revenue. A “structural deficit” is when a budget deficit persists for some time, whether the economy is performing well or not. Structural deficits eventually pose a problem for governments, which must find ways to reduce expenses, which generally require some level of service reductions, and/or ways to increase revenue.

Like many other local governments, a pending structural deficit is not a new challenge. Prior to the pandemic, Arcata’s long-term projections predicted that expenses, based on the current service levels, would exceed revenues. The increase in ARPA funding and other pandemic relief from the federal and state government, along with short-term savings realized as Arcata temporarily cut back expenses in response to the pandemic, delayed the onset of a structural deficit. Rising inflation and interest rates have also hastened the impact of this imbalance of revenues versus expenses.

The financial projections for the City’s General Fund assume no new staff positions, no new programs and no new revenue sources over the five-year period. Even so, the General Fund is projected to have a “budget deficit” (expenditures exceed revenues) for all years presented, which will reduce unreserved fund balance to a negative figure by the end of FY 2029.

Although the City Council is expected to approved placing a 3/4<sup>th</sup> of one cent Transactions and Use Tax (TUT) measure on the November 5, 2024, ballot, the Proposed 2024-25 Budget does not assume any new tax revenue sources. If the measure is successful, those additional funds can be included in the FY 2025-26 budget planning process. On the other hand, if the proposed TUT measure is not successful in November, staff will likely recommend during the FY 2024-25 Mid-Year Budget Review, that the City Council consider reducing or eliminating programs funded with ARPA and other one-time funding and consider other cost saving measures.

## **CONCLUSION**

Like many other local municipalities, Arcata grapples with the challenge of providing essential services, programs and offerings that provide the community with a higher quality of life. This budget addresses community priorities and continues robust City

services that the community expects. The proposed budget continues to make solid progress towards addressing Council priorities. This requires a balance of investment in infrastructure and the assets of the community and programs and services that meet the current needs of the City's businesses and residents.

In closing, we want to express appreciation for our extremely dedicated and talented staff who have worked tirelessly this year to provide services to the community. The accomplishments of this past year and our ability to bring a balanced budget forward for this next year are a direct reflection of their commitment to our residents, businesses, visitors, and each other.

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736 F Street  
Arcata, CA 95521  
(707) 822-5951

[cityofarcata.org](http://cityofarcata.org)

# Budget Process and Policies

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

## **BUDGET PROCESS**

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

Departmental requests are consolidated and the budget team composed of the City Manager and Finance Director discuss each departmental request with the applicable department head. Adjustments are made as appropriate and required to meet the City Council's goals and objectives.

The next step in the budget process involves preparation of the budget document. The Finance Department prepares the final proposed revenue and expenditure pages for each

department covering all funds and other supplemental material. The manager prepares the budget message and narrative. Council study session(s) is (are) held before the required public meetings. The budget is scheduled for adoption in June.

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

### **Budget Policies**

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

#### Operating Budget – General

The operating budget will be based on the principle that current operating expenditures shall be funded with current revenues. Unappropriated fund balances/working capital in enterprise funds may be used by the City Council to meet one-time special project/program expenses. The operating expenses of the City will be supported by recurring revenues and will not be funded through long-term debt. The enterprise expenses will be funded through current revenues excluding interest income. Expenditures shall include funding adequate maintenance and replacement of capital and operating assets.

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

### **General Revenue Management**

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

1. The City will strive to maintain a diversified and stable revenue system to shelter the government from short-term fluctuations in any revenue source and to ensure its ability to provide ongoing services.
2. The City will make all current expenditures with current revenues, avoiding procedures that balance current budgets by postponing needed expenditures, accruing future revenues, or rolling over short-term debt.

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

### **Appropriations**

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

### **Appropriations Limitation**

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

## **FISCAL POLICIES**

### **Financial Reserve Policy**

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

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

The City will maintain fund balances or working capital balances of at least thirty percent (30%) of operating expenditures in the General Fund and Water and Wastewater Enterprise Funds . This is considered the minimum level necessary to maintain the City’s credit worthiness and to adequately provide for -

1. Economic uncertainties and other financial hardships or downturns in the local or national economy.
2. Local disasters or catastrophic events
3. Contingencies for unseen operating or capital needs.
4. Cash flow requirements.

In order to assure that the City Council has some discretion in their financial decision making options, these reserve may be reduced with a majority City Council vote in order to fund unforeseeable financial conditions such as one-time expenditures, or as transition funding in a recessionary economy, or other budget shortfall stop gap measure of a temporary nature.

## **Service Level Policy**

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

## **Investment Policy**

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

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

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

### **Debt Policy**

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

### **Pension Funding Policy**

It is the policy of the City to fulfill its obligation to its residents and employees to maintain fiscally responsible management practices and to ensure that promised retirement benefits are funded. To achieve these obligations the City will meet its pension funding obligations as follows:

- 1. Actuarially Determined Contributions** - Each fiscal year, the City will contribute to CalPERS the amount determined by CalPERS actuaries to be the minimum required employer contribution for that year. The minimum contribution consists of two components, normal cost and unfunded accrued liability (UAL). The normal cost is expressed as a rate that is applied to pensionable payroll costs and reflects the cost of pension benefits earned by employees in the current fiscal year. The UAL payment is a flat dollar amount that represents a portion of the cost of past benefits earned by employees, but for which, because of deviations in actual experience and changes in assumptions about investment performance, the normal cost rates established for those prior years has been determined to be insufficient to provide the promised retirement benefit. The CalPERS actuaries recalculate the total UAL each year and an updated multi-year amortization schedule is provided to show the projected annual minimum payments.
- 2. Annual UAL Prepayment** - CalPERS offers the option to make monthly payments on the UAL or prepay the entire annual amount at a discounted level by the end of July. As such, the City will make every effort to prepay its annual obligation each year to achieve budgetary savings. By prepaying the FY 2023-24 UAL by July 31, the City saved \$66,865.
- 3. Section 115 Pension Trust** - The City will establish and maintain a pension stabilization fund in the form of a Section 115 Pension Trust. The initial funding level is \$2,500,000

as included in the City's Adopted FY 2023-24 budget. Assets in the Section 115 Pension Trust may be used only for pension related costs and at the direction of the City Council. The City will consider contributions to or use of the Section 115 Pension Trust funds as part of developing the annual operating budget and in consideration of other reserve levels and budgetary requirements.

4. **Targeted Funding Level** - The City's goal is to achieve and maintain a funded status for each of its plans of between 90% and 100%. A funded status of 100% signifies that the City's pension assets with CalPERS match its accrued liabilities.
5. **Additional Discretionary Payments** - CalPERS allows member agencies to make additional discretionary payments (ADPs) at any time and in any amount, which would serve to reduce the UAL and future required contributions. The City Council has provided for ADPs in the FY 2023-24 Adopted budget in the amount of \$5,000,000. The City will consider this option as part of developing the annual operating budget and in consideration of evaluating reserve levels and its other budgetary requirements.
6. **Funding Commitment** - Going forward, the City Council policy will be that twenty-five percent (25%) of any surplus in the General Fund at year-end will be used to reduce the current UAL, either by funding the City's Section 115 Pension Trust Fund or making ADPs.
7. **Transparency and Reporting** - Funding of the City's pension plans should be transparent to vested parties including plan participants, annuitants, the City Council and Arcata residents.
8. **Pension Obligation Bonds (POBs)** - POBs or a similar debt issuance such as Lease Revenue Bonds (LRBs) used to make payments towards the City's UAL are tools that can be used to provide an additional discretionary payment to CalPERS upon the determination that the cost to borrow the funds for the payment is less than continuing to make the projected prescribed UAL payments at the current discount rate.
9. **Maturity of POBs or LRBs** - As the annual required lease payments on the Series 2015 Refunding Lease Obligation (CalPERS Refinancing Project) decrease as the debt comes closer to final maturity in 2029, staff will present a plan to reallocate all or a portion of annual debt service payments to reduce the current UAL, either by funding the City's Section 115 Pension Trust Fund or making ADPs.
10. **Review of Funding Policy** - Funding a defined pension plan requires a long-term horizon and regular review to ensure that it continues to further the City's commitments as it applies to pension obligations. The City will review this policy at least once a year during development of its annual budget to ensure it is complying with this policy and to determine if changes to the policy are needed to ensure adequate resources are funding the UAL.



ARGATA  
CALIFORNIA

# Organizational Chart





**ARCATA**  
CALIFORNIA

# Authorized Positions

## FY 2024-25 Authorized Full-time Positions

Department	Position	Grade	Labor	Number
CITY MGR	City Clerk	M142	MGT	1.00
CITY MGR	equity arcata Coordinator - <b>NEW FY 2025</b>	M158	MGT	1.00
CITY MGR	City Manager	CM100	MGT	1.00
CITY MGR	Contracts & Special Projects Manager	M152	MGT	1.00
CITY MGR	Deputy Director Information Technology	M198	MGT	1.00
CITY MGR	Executive Assistant/Deputy City Clerk	C177	MGT	1.00
CITY MGR	HR/Administrative Services Director	M232	MGT	1.00
CITY MGR	Information Technology and Digital Media Specialist	C158	MGT	1.00
CITY MGR	Payroll/Personnel Specialist	C185	MGT	2.00
<b>Total Reporting Department Positions</b>				<b>10.00</b>
COMM DEV	Administrative Specialist	G185	OE3	1.00
COMM DEV	Community Development Specialist I/II	G170	OE3	2.00
COMM DEV	Deputy Director Community Development	M198	MGT	1.00
COMM DEV	Director of Community Development	M232	MGT	1.00
COMM DEV	Facilities Maintenance Technician	G160	OE3	

	(Foodworks)			1.00
COMM DEV	Senior Planner	M152	MGT	2.00
	<b>Total Reporting Department Positions</b>			<b>8.00</b>
COUNCIL	Council Member	CC100	CC	5.00
	<b>Total Reporting Department Positions</b>			<b>5.00</b>
ENG/BUILD	Transit Operations Assistant	G171	OE3	1.00
ENG/BUILD	Administrative Specialist	G185	OE3	1.00
ENG/BUILD	Assistant City Engineer	M198	MGT	1.00
ENG/BUILD	Building Inspector I/II	G199/G223	OE3	1.00
ENG/BUILD	Building Official	M185	MGT	1.00
ENG/BUILD	City Engineer	M232	MGT	1.00
ENG/BUILD	Code Compliance/Permit Technician	G209	OE3	1.00
ENG/BUILD	Engineering Technician I/II	G199/G223	OE3	3.00
ENG/BUILD	Project and Grant Manager	M152	MGT	1.00
ENG/BUILD	Senior Project Manager	M185	MGT	1.00
	<b>Total Reporting Department Positions</b>			<b>12.00</b>
ENV SER	Environmental Programs Manager	M152	MGT	1.00
ENV SER	GIS Coordinator	G223	OE3	1.00
ENV SER	Maintenance Crew Leader (grandfathered-Natural Resources Class A license)	G191	OE3	1.00
ENV SER	Maintenance Worker/Senior (Natural Resources)	G141/G161	OE3	1.00
ENV SER	Maintenance Worker/Senior (Streets/Utilities)	G142/G162	OE3	6.00

ENV SER	Natural Resources Specialist	G223	OE3	1.00
ENV SER	Administrative Specialist	G185	OE3	1.00
ENV SER	Deputy Director Environmental Services (Community Services)	M198	MGT	1.00
ENV SER	Deputy Director Environmental Services (Utilities/Streets)	M198	MGT	1.00
ENV SER	Director of Environmental Services	M232	MGT	1.00
ENV SER	Administrative Assistant - Yard	G170	OE3	1.00
ENV SER	Environmental Compliance Technician	G165	OE3	1.00
ENV SER	Lead Water/Wastewater Mechanic	G191	OE3	1.00
ENV SER	Plant Operations Supervisor	G233	OE3	1.00
ENV SER	SCADA Systems Manager	M152	MGT	1.00
ENV SER	Wastewater Operations and Compliance Manager	M152	MGT	1.00
ENV SER	Water Meter Technician	G150	OE3	1.00
ENV SER	Water/Wastewater Mechanic I/II	G160	OE3	1.75
ENV SER	Water/Wastewater Operator I/II (underfill OIT)	G179/G189	OE3	4.00
ENV SER	Construction Specialist/Senior (Community Services Division)	G199	OE3	1.00
ENV SER	Maintenance Crew Leader (Parks/Facilities)	G189	OE3	1.00
ENV SER	Maintenance Worker/Senior (Parks/Facilities)	G140/G160	OE3	6.00
ENV SER	Parks/Facilities/Natural Resources Supervisor	G233	OE3	1.00
ENV SER	Administrative Assistant - Yard	G170	OE3	1.00
ENV SER	Collection System Operator I/II	G172	OE3	1.00
ENV SER	Construction Specialist/Senior (Streets/Utilities Division)	G199	OE3	1.00

ENV SER	Equipment Operator	G172	OE3	2.00
ENV SER	Lead Collection System Operator	G191	OE3	1.00
ENV SER	Lead Mechanic	G191	OE3	1.00
ENV SER	Maintenance Crew Leader (Streets/Utilities)	G191	OE3	2.00
ENV SER	Mechanic	G172	OE3	1.00
ENV SER	Streets/Fleet Supervisor	G233	OE3	1.00
ENV SER	Traffic Control Technician	G172	OE3	1.00
ENV SER	Utilities Supervisor	G233	OE3	1.00
ENV SER	Administrative Assistant - Recreation	G170	OE3	1.00
ENV SER	Recreation Supervisor	G189	OE3	3.00
	<b>Total Reporting Department Positions</b>			<b>53.75</b>
FINANCE	Finance Director	M232	MGT	1.00
FINANCE	Finance Manager	M152	MGT	1.00
FINANCE	Finance Specialist	G170	OE3	3.00
	<b>Total Reporting Department Positions</b>			<b>5.00</b>
POLICE	Chief of Police	MS232	MGT	1.00
POLICE	Dispatch/Records Supervisor	PN171	APA	1.00
POLICE	Dispatcher/Senior	PN121/PN131	APA	6.00
POLICE	Juvenile Diversion Counselor I/II	M142/M170	MGT	2.00
POLICE	Lead Parking Officer	PN110	APA	1.00
POLICE	Police Business Manager	M152	MGT	1.00

POLICE	Police Evidence & Property Technician I/II	PN121/PN131	APA	1.00
POLICE	Police Lieutenant	MS198	MGT	2.00
POLICE	Police Officer	PS151	APA	18.00
POLICE	Police Sergeant	PS181	APA	6.00
POLICE	Police Service Officer	PN121	APA	1.00
POLICE	Police Services Assistant	PN115	APA	1.75
<b>Total Reporting Department Positions</b>				<b>41.75</b>
<b>Total City-wide Authorized Full-Time Positions</b>				<b>135.50</b>



# City Council Goals

## Facilities and Infrastructure



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

- Improve infrastructure and facilities.
- improve transportation and circulation systems.
- Provide services for residents' safety and comfort.
- Encourage community beautification and public art.

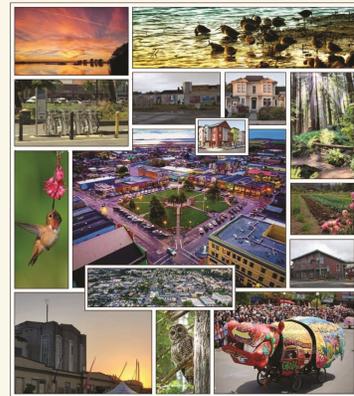
## Environmental Leadership



### *Provide Leadership in Environmental Stewardship and Climate Change Preparedness*

- Increase local energy independence.
- Strive to achieve zero waste.
- Develop non-motorized transportation routes.
- Support open space and ecosystem functions.
- Improve water resource management.

## Sustainable Development



**Arcata General Plan 2045**

*Adopted xx, 2024*

### *Improve Local Economy through Business Support*

- Improve community services for business development.
- Improve linkage between energy needs and resources.
- Support a living wage and encourage investment in workforce satisfaction.

## Public Service



### *Improve the Quality of Service to the Public*

- Respond to the needs of our residents.
- Increase opportunities for community engagement.
- Improve technological capabilities of the City.

## Resident and Community Health



### *Support Community Creative and Cultural Life*

- Support healthy eating and active living programs.
- Provide recreation opportunities for all residents.
- Support diverse housing opportunities.
- Support essential human services, as applicable.

## Prepare for Future Needs



### *Provide Educational Opportunities for Residents and Staff*

- Provide leadership developing strategies for climate change.
- Use best available science for future planning.

## City Council Policy Objectives

1. Develop policies and support community organizations that provide services that improve the quality of life in Arcata and events that promote Arcata as a “livable community.”
2. Maintain benefits, labor standards, and improve workplace safety and conditions for City Employees.
3. Promote an energy efficient and pedestrian friendly transportation web between neighborhoods emphasizing pedestrian, bicycle, and alternative modes of transportation.

4. Promote efficient use of energy and use of renewable energy in buildings, facilities and infrastructure in Arcata.
5. Implement the Capital Improvements Program to City infrastructure.
6. Strengthen partnerships with Humboldt State University, College of the Redwoods, local schools, civic and professional organizations.
7. Address expanding land management needs including updating Forest Management Plan and Non-Industrial Timber Management Plan.
8. Develop strategies in response to the changing needs of youth, teens, students, families and seniors.
9. Maximize opportunities for public participation and civic engagement.
10. Collaborate with other jurisdictions and non-profits to maximize regional effectiveness and increase funding opportunities.
11. Maintain contacts and open communication with representatives at various State and Federal levels.
12. Incorporate smart growth technology, design, principles and practices in the advancement of a sustainable city.



# City Council Priority Projects for FY 2024-25

## Arcata City Council Priority Projects for 2024-25 Fiscal Year

**1. Coordinate a regional Homelessness Reduction Strategy framework identifying initial priority benchmarks to provide or continue to shelter those who are or may become homeless.**

- a. Identify an ongoing funding stream (i.e., sales tax, property tax), and prepare a ballot initiative for voters to consider in 2024.
- b. Support/Collaborate on strategies to create safe spaces for those without shelter, including a cold weather shelter / warming station(s) and safe camping opportunities. Collaborate with neighboring agencies (City of Eureka; Humboldt County) to leverage resources and not duplicate services.
- c. Continue support for Arcata House Partnership and their Boyd Road tiny house project.
- d. Long term: Develop a cooperative housing model (on City and/or private/partner owned properties) that includes onsite services and peer to peer mentoring support, creating holistic support for individuals.
- e. Consider tenant protection policies and regulations, working with Legal Services and other resources. Collaborate with equity arcata and Cal Poly Humboldt housing and student groups to inform students about housing resources and rights.

### **2. Valley West Improvements**

- a. Work with CUNA, the Chamber of Commerce and Valley West merchants and residents to complete improvements in Valley West such as flower baskets; planted street medians; community gardens, trees and art along Valley West/East Boulevard.

- b. Work with the community to build programming for the Valley West community center and complete the long-term operational planning considering this and other sites.
- c. Focus public safety on the neighborhood meeting priorities of trespassing/loitering, narcotic activity, vacant properties and encampments and coordinate enforcement of nuisance properties. Consider flashing crosswalk(s).

### **3. Look for opportunities to collaborate with Humboldt County and local jurisdictions/non-profits to increase mental health and social services.**

#### **4. Public Safety**

- a. Continue to support and expand alternative response programs including the Community Ambassador Program (Plaza and Downtown Pilot), Mobile Intervention Services Team (MIST) and access to support services. Seek long term funding strategies and 24-hour emergency crisis response for adults and youth.
- b. Increase patrol in the downtown and Valley West regions.

### **5. Continue Government Relationship growth with local Tribal Governments including consideration of renaming spaces such as the D Street Neighborhood Center to honor and build awareness of Wiyot history and language.**

#### **6. Economic Development Strategies**

- a. Support the update/creation of an Economic Development Strategic Plan.
- b. Promote business and tourism: Advertise Arcata as a great place to shop; support [visitarcata.com](http://visitarcata.com) and regional marketing around student alumni successes locally. Collaborate with the Chamber, Humboldt Made, Cal Poly Humboldt (staff and student interns) and other local tourism organizations.

#### **7. Prioritize Future Planning**

- a. Complete the Local Coastal Plan.
- b. Finalize redevelopment planning and Surplus Land Act process for Happy Valley and Little Lakes Properties.

### **8. Implement the Arcata Arts Strategic Plan by working with existing arts efforts established in the community.**

- a. Continued engagement with the arts and culture community to complete the second call for arts in the Arts around Arcata program. Prioritize the utility boxes on G and H Streets at Samoa. Encourage private property owners who own the fence along Alliance Road to participate in a neighborhood mural.

#### **9. Climate Change and Climate Adaptation**

- a. Finalize, adopt and begin implementation of the Climate Action Plan.
- b. Update the Green Fleet Policy and create goals for conversion to an emission free fleet.

- c. Continue sea level rise adaptation planning and implementation strategies including research, analysis, project implementation and strategic property acquisition to support long term climate change adaptation.
- d. Consider coordinating with County and City of Eureka re: a ban on the sale of disposable vaporizers and enforcement.

### **10. Parks Improvements**

- a. Finalize the Design and right-of way plans to construct the Annie Mary Trail (A&M).
- c. Implement a Dog Park/off-lease dog area at Valley West Park, Larson Park and Little Lakes Property.
- d. Consider areas for increased public access to garbage and recycling cans and sharps disposal within City properties.
- e. Develop and consider options for an ordinance restricting overnight camping in specific environmental spaces and business districts.
- f. Complete improvements to Carlson Park.

### **11. Safe Streets: Transit and Alternative Transportation Systems**

- a. Work with the Transportation Safety Committee (TSC) and Humboldt County Office of Governments (HCAOG) to review and develop specific strategies that the City can take to support the Regional Transportation Plan.
- b. Prioritize traffic calming measures for K and 11<sup>th</sup> Streets.
- c. Consider a Parking Study to review paid parking kiosks for City lots/Downtown and other high impact street areas.
- d. Initiate reconnecting communities grant program along Highway 101, Valley West and Samoa Blvd.

### **12. Proactively maintain a strong partnership with Cal Poly Humboldt focused this year on:**

Maintain regular communication with Cal Poly Humboldt through quarterly liaison meetings to create a sense of community surrounding local public art, clean ups, events and better understanding of the needs of the student population in regard to housing and transportation.

Specific goals this year include:

- Lighting, street/sidewalk and other art
- Build out the Green and Gold Corridor (G & H St); consider extending to Valley West
- Improvements to the connecting footbridge
- Work with the University to schedule quarterly University updates at City Council meetings on topics of mutual interest.

### **13. Explore options to support Spanish translation of Council meetings including agendas as needed.**

#### **14. Diversity, Equity and Inclusion**

- a. Continue to support Equity Arcata and seek funding for a full-time diversity, equity and inclusion position at the City of Arcata to support this work.
- c. Coordinate efforts of the Arcata Chinatown Project.

#### **15. Support the annual projects of the City's Capital Improvement Program**



# City-wide Budget Summary

FY2024-25 Proposed Operating Budget

## All Funds - Revenues and Expenses by Type

	2022 - 23 Actual	2022 - 23 Revised Budget	2023 - 24 Revised Budget	2024-25 Proposed Budget
<b>Revenues</b>				
Intergovernmental Revenue	\$24,409,437	\$42,773,463	\$38,583,896	\$45,249,176
Charges for Services	\$15,032,659	\$14,393,403	\$15,591,400	\$15,924,096
Taxes	\$12,451,507	\$11,596,877	\$12,344,883	\$12,765,030
Interfund Charges	\$3,400,227	\$3,399,282	\$4,276,351	\$5,137,593
Use of Money & Property	\$1,810,011	\$1,384,386	\$2,589,309	\$3,024,615
Other Revenue	\$2,056,890	\$1,197,212	\$765,529	\$1,322,256
Licenses & Permits	\$833,473	\$813,000	\$862,000	\$910,612
Fines & Forfeitures	\$213,481	\$180,000	\$225,000	\$169,000
<b>REVENUES TOTAL</b>	<b>\$60,207,684</b>	<b>\$75,737,624</b>	<b>\$75,238,368</b>	<b>\$84,502,378</b>
<b>Expenses</b>				
Capital Outlay	\$4,594,044	\$33,828,447	\$46,536,930	\$42,098,464
Personnel Services	\$15,916,618	\$18,413,068	\$19,490,374	\$20,822,113
Materials & Services	\$11,402,324	\$14,868,552	\$14,658,590	\$17,162,467
Interfund/Intergovt payments	\$11,854,848	\$13,366,881	\$5,510,914	\$6,125,009
Debt Service	\$305,047	\$732,911	\$5,672,857	\$837,207
Other Expenditures	\$926,397	\$357,284	\$1,106,500	\$561,500
Depreciation	\$1,278,561	\$0	\$0	\$0
<b>EXPENSES TOTAL</b>	<b>\$46,277,838</b>	<b>\$81,567,143</b>	<b>\$92,976,166</b>	<b>\$87,606,760</b>
<b>REVENUES LESS EXPENSES</b>	<b>\$13,929,846</b>	<b>-\$5,829,519</b>	<b>-\$17,737,797</b>	<b>-\$3,104,382</b>

## All Funds - Expenses by Fund

	2022 - 23 Actual	2022 - 23 Revised Budget	2023 - 24 Revised Budget	2024-25 Proposed Budget
<b>Enterprise</b>	\$12,302,868	\$35,390,356	\$45,522,258	\$43,006,127
<b>General</b>	\$15,244,127	\$18,301,629	\$25,418,686	\$24,417,506
<b>Special Revenue</b>	\$17,295,438	\$24,792,431	\$18,010,286	\$15,301,422
<b>Internal Service</b>	\$1,290,366	\$2,789,394	\$3,440,392	\$3,912,864
<b>Successor Agency</b>	\$145,039	\$293,332	\$489,714	\$626,476
<b>Capital Improvement</b>	\$0	\$0	\$94,829	\$342,365
<b>TOTAL</b>	<b>\$46,277,838</b>	<b>\$81,567,143</b>	<b>\$92,976,166</b>	<b>\$87,606,760</b>



# Citywide Budget Transfers

FY2024-25 Proposed Operating Budget

## Citywide Transfers

### Operating Transfers

	2022 - 23 Actual	2022 - 23 Revised Budget	2023 - 24 Revised Budget	2024-25 Proposed Budget
<b>Enterprise</b>	-\$732,088	\$1,950,664	-\$170,000	\$1,228,000
<b>Internal Service</b>	\$960,275	\$960,275	\$0	\$0
<b>General</b>	-\$856,754	-\$680,837	\$1,432,890	\$624,960
<b>Successor Agency</b>	\$0	\$0	\$0	\$0
<b>Special Assessment</b>	-\$35,850	-\$35,850	-\$37,890	-\$39,700
<b>Capital Improvement</b>	\$0	\$0	\$0	-\$200,000
<b>Special Revenue</b>	\$641,910	-\$2,194,252	-\$1,205,000	-\$1,493,260
<b>TOTAL</b>	<b>-\$22,507</b>	<b>\$0</b>	<b>\$20,000</b>	<b>\$120,000</b>



# Summary of Funds

FY2024-25 Proposed Operating Budget

**City of Arcata  
Individual Fund Summary  
FY 2024-25 Proposed Budget**

Fund #	Fund Name	Estimated	Beginning Fund		Difference	Estimated Ending
		Balance	Revenue Budget	Expense Budget		Fund Balance
101	General	9,650,513	21,890,805	24,417,506	(2,526,701)	7,123,812
202	Open Space, Parks, Trails	256,438	173,550	210,000	(36,450)	219,988
203	Bicycle Registration	7,081	187	-	187	7,268
204	P. O. S. T.	70,000	34,996	60,000	(25,004)	44,996
205	Forest Management	688,885	682,100	894,655	(212,555)	476,330
207	State Gas Tax Fund 2107	(178,620)	1,546,172	1,787,364	(241,192)	(419,812)
208	SB1 (RMRA)	1,084,266	495,670	882,869	(387,199)	697,067
209	Traffic Safety	24,662	(5,000)	285,614	(290,614)	(265,952)
210	STIP Project	(244,396)	5,064,602	4,838,866	225,736	(18,660)
211	HCD Block Grant	1,473,525	1,217,893	1,200,424	17,469	1,490,994
212	Industrial Park	234,619	275,000	277,873	(2,873)	231,746
213	Community Development Grants	35,933	413,485	507,037	(93,552)	(57,619)
214	Residential Construction Tax	118,848	(38,200)	-	(38,200)	80,648
215	Parkland in lieu	19,682	6,800	-	6,800	26,482
216	Parking in lieu	9,218	8,700	-	8,700	17,918
218	Public Safety Tax	65,904	36,600	-	36,600	102,504
219	TEA RSTA	296,831	261,666	210,000	51,666	348,497
220	FEMA/OES	90,642	(84,334)	-	(84,334)	6,308
221	SLESF	200,983	(40,000)	-	(40,000)	160,983
224	ARPA	(17,747)	925,000	907,253	17,747	-
230	Home Key Grant	47,643	-	-	-	47,643
231	Infill Infrastructure Grant	-	365,484	365,484	-	-
232	30th Street (MOU with YHA)	(23,607)	-	-	-	(23,607)
233	AHSC	(100)	1,009,597	1,009,497	100	-
234	HOME Grants	236,260	455,900	455,900	-	236,260
235	Perm Local House Allocate PLHA	-	479,434	479,434	-	-
244	Housing Improvement Projects	237,997	102,000	114,744	(12,744)	225,253
245	Public Improvement Projects	3,617,452	160,000	338,286	(178,286)	3,439,166
250	Basic RLF	1,434,452	53,500	146,243	(92,743)	1,341,709
255	CDBG Program Income RLF	911,764	381,000	274,879	106,121	1,017,885
259	HOME Program Income RLF	283,063	7,400	55,000	(47,600)	235,463
265	Federal Grants	-	-	-	-	-
297	PERS Phase-in	141,893	(141,893)	-	(141,893)	-
298	HealthSport Note	22,033	(22,033)	-	(22,033)	-
350	Capital Improvements	328,514	150,000	342,365	(192,365)	136,149
442	Mad River Parkway Assess Dist.	8,360	66	-	66	8,426
447	Janes Creek Special Assess	16,908	130	-	130	17,038
490	Windsong Special Assess	7,552	80	-	80	7,632
661	Water	7,044,023	11,204,237	11,120,608	83,629	7,127,652
662	Wastewater	5,237,194	31,047,000	28,698,392	2,348,608	7,585,802
663	Transit	(181,942)	1,481,450	1,566,203	(84,753)	(266,695)
664	Solid Waste	662,651	643,600	656,754	(13,154)	649,497
666	Stormwater	(460,598)	516,467	964,170	(447,703)	(908,301)
Total		33,458,779	80,759,111	83,067,420	(2,308,309)	31,150,470

Funds presented here exclude Internal Services Funds (IT and Central Garage) and Redevelopment Agencies.



# General Fund

FY2024-25 Proposed Operating Budget

## Fund Overview

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

### General Fund Revenue and Expenditures – by Type

	2022 - 23 Actual	2022 - 23 Revised Budget	2023 - 24 Revised Budget	2024-25 Proposed Budget
<b>Revenues</b>				
Charges for Services	\$621,927	\$630,903	\$625,600	\$531,796
Fines & Forfeitures	\$192,471	\$150,000	\$210,000	\$160,000
Interfund Charges	\$1,686,935	\$1,685,990	\$2,066,370	\$2,123,340
Intergovernmental Revenue	\$2,445,130	\$2,823,460	\$5,075,893	\$5,121,253
Licenses & Permits	\$724,258	\$778,000	\$817,000	\$825,500
Other Revenue	-\$153,675	\$221,175	\$1,563,119	\$1,329,116
Taxes	\$11,319,226	\$10,558,525	\$11,044,000	\$11,302,500
Use of Money & Property	\$232,795	\$51,000	\$456,200	\$497,300
<b>REVENUES TOTAL</b>	<b>\$17,069,066</b>	<b>\$16,899,053</b>	<b>\$21,858,182</b>	<b>\$21,890,805</b>
<b>Expenses</b>				
Capital Outlay	\$1,857,145	\$3,440,735	\$6,587,804	\$6,914,820
Debt Service	\$73,005	\$74,331	\$2,574,395	\$74,536
Interfund/Intergovt payments	\$470,215	\$479,385	\$704,716	\$651,321
Materials & Services	\$2,840,912	\$3,345,629	\$3,402,824	\$3,494,824
Personnel Services	\$10,002,849	\$10,961,549	\$12,148,947	\$13,282,005
<b>EXPENSES TOTAL</b>	<b>\$15,244,127</b>	<b>\$18,301,629</b>	<b>\$25,418,686</b>	<b>\$24,417,506</b>
<b>REVENUES LESS EXPENSES</b>	<b>\$1,824,939</b>	<b>-\$1,402,577</b>	<b>-\$3,560,505</b>	<b>-\$2,526,701</b>

## Expenditures by Activity

### General Fund Expenses - Activities

	2022 - 23 Actual	2022 - 23 Revised Budget	2023 - 24 Revised Budget	2024-25 Proposed Budget
<b>Information Technology</b>	\$32,154	\$34,593	\$37,225	\$42,702
<b>Executive</b>				
City Manager	\$485,240	\$518,952	\$537,816	\$635,494
Personnel	\$473,577	\$529,686	\$648,682	\$642,209
Communications	\$119,010	\$129,446	\$133,462	\$111,371
Insurance	\$166,004	\$175,984	\$189,087	\$241,985
<b>EXECUTIVE TOTAL</b>	<b>\$1,243,831</b>	<b>\$1,354,068</b>	<b>\$1,509,047</b>	<b>\$1,631,059</b>
<b>Finance</b>				

	2022 - 23 Actual	2022 - 23 Revised Budget	2023 - 24 Revised Budget	2024-25 Proposed Budget
Finance	\$818,861	\$919,642	\$1,220,026	\$1,062,756
Pension Allocation	\$0	\$0	\$2,500,000	\$0
<b>FINANCE TOTAL</b>	<b>\$818,861</b>	<b>\$919,642</b>	<b>\$3,720,026</b>	<b>\$1,062,756</b>
<b>Legal</b>				
City Attorney	\$151,401	\$186,018	\$325,600	\$371,000
<b>LEGAL TOTAL</b>	<b>\$151,401</b>	<b>\$186,018</b>	<b>\$325,600</b>	<b>\$371,000</b>
<b>Legislative</b>				
City Clerk	\$297,127	\$331,520	\$302,737	\$256,419
City Council	\$222,687	\$307,062	\$329,857	\$382,048
<b>LEGISLATIVE TOTAL</b>	<b>\$519,814</b>	<b>\$638,582</b>	<b>\$632,594</b>	<b>\$638,467</b>
<b>Facilities</b>	<b>\$858,148</b>	<b>\$1,015,950</b>	<b>\$981,806</b>	<b>\$1,923,345</b>
<b>Energy</b>	<b>\$82,784</b>	<b>\$90,748</b>	<b>\$93,804</b>	<b>\$89,736</b>
<b>Parks</b>				
Parks	\$893,652	\$1,281,009	\$4,416,203	\$3,141,505
<b>PARKS TOTAL</b>	<b>\$893,652</b>	<b>\$1,281,009</b>	<b>\$4,416,203</b>	<b>\$3,141,505</b>
<b>Recreation</b>	<b>\$635,193</b>	<b>\$702,109</b>	<b>\$598,643</b>	<b>\$716,253</b>
<b>Engineering &amp; Building</b>	<b>\$1,093,017</b>	<b>\$1,103,754</b>	<b>\$1,419,744</b>	<b>\$1,424,392</b>
<b>Planning, Housing, Development and Grants</b>				
Planning	\$872,833	\$945,028	\$979,199	\$885,796
<b>PLANNING, HOUSING, DEVELOPMENT AND GRANTS TOTAL</b>	<b>\$872,833</b>	<b>\$945,028</b>	<b>\$979,199</b>	<b>\$885,796</b>
<b>Police</b>				
Animal Control	\$80,776	\$108,808	\$57,712	\$61,500
Parking	\$296,890	\$319,280	\$286,505	\$304,343
Police	\$6,619,294	\$7,565,908	\$7,667,149	\$8,159,601
<b>POLICE TOTAL</b>	<b>\$6,996,960</b>	<b>\$7,993,996</b>	<b>\$8,011,366</b>	<b>\$8,525,444</b>
<b>Streets &amp; Transportation</b>				
Corporation Yard	\$164,986	\$214,720	\$142,839	\$1,730,320
Streets	\$880,493	\$1,821,412	\$2,550,592	\$2,234,731
<b>STREETS &amp; TRANSPORTATION TOTAL</b>	<b>\$1,045,479</b>	<b>\$2,036,132</b>	<b>\$2,693,431</b>	<b>\$3,965,051</b>
<b>TOTAL</b>	<b>\$15,244,127</b>	<b>\$18,301,629</b>	<b>\$25,418,686</b>	<b>\$24,417,506</b>



# Enterprise Funds

FY2024-25 Proposed Operating Budgets

## Funding Overview

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

## Funds included:

- Solid Waste
- Stormwater
- Transit
- Wastewater
- Water

## Expenditure Funds Summary

### Enterprise Fund Expenses

	2022 - 23 Actual	2022 - 23 Revised Budget	2023 - 24 Revised Budget	2024-25 Proposed Budget
<b>Wastewater</b>	\$4,964,060	\$20,967,206	\$30,061,603	\$28,698,392
<b>Water</b>	\$4,775,859	\$10,772,913	\$12,460,725	\$11,120,608
<b>Transit</b>	\$1,457,979	\$2,247,558	\$1,497,116	\$1,566,203
<b>Stormwater</b>	\$571,090	\$779,978	\$935,152	\$964,170
<b>Solid Waste</b>	\$533,880	\$622,701	\$567,662	\$656,754
<b>TOTAL</b>	<b>\$12,302,868</b>	<b>\$35,390,356</b>	<b>\$45,522,258</b>	<b>\$43,006,127</b>

## Enterprise Funds Summary

### Enterprise Expenses by Type

	2022 - 23 Actual	2022 - 23 Revised Budget	2023 - 24 Revised Budget	2024-25 Proposed Budget
<b>Capital Outlay</b>	\$94,997	\$22,694,060	\$29,265,034	\$28,013,037
<b>Materials &amp; Services</b>	\$5,783,841	\$6,215,106	\$7,475,865	\$8,199,308
<b>Personnel Services</b>	\$3,642,593	\$4,538,374	\$4,542,528	\$4,642,380
<b>Interfund/Intergovt payments</b>	\$1,477,864	\$1,529,910	\$1,593,083	\$1,937,707
<b>Debt Service</b>	\$62,971	\$365,248	\$2,635,748	\$136,195
<b>Depreciation</b>	\$1,213,601	\$0	\$0	\$0
<b>Other Expenditures</b>	\$27,001	\$47,659	\$10,000	\$77,500
<b>TOTAL</b>	<b>\$12,302,868</b>	<b>\$35,390,356</b>	<b>\$45,522,258</b>	<b>\$43,006,127</b>



# Solid Waste Fund

FY2024-25 Proposed Operating Budget

## Fund Overview

The Solid Waste Fund accounts for all income, including franchise fees, and expenses associated with the City's solid waste programs.

The Solid Waste fund support a broad variety of City staff, projects, and programs. It supports staff in routine servicing of garbage and recycling bins and special clean-ups, as well as community-led clean-up events. This fund also provides the revenue that allows for no-cost greenwaste drop-off services to Arcata residents. In addition to solid waste servicing, this fund supports regulatory compliance, education, outreach, and waste prevention and reuse projects and programs.

Significant efforts planned for this year include:

- Adopt a new franchise agreement for organics recycling collection and continue to advance compliance with SB 1383

- Implement Calrecycle Local Assistance Grant to advance SB1383 implementation and planning for in-County organics processing

- Continue to implement and provide education for ordinance 1527, pertaining to reduction of single use plastic food-ware, bottles, etc.

- Continue to support no-cost greenwaste drop-off programs for Arcata residents

- Continue to support community clean-up events throughout the City

Enterprise Fund - Solid Waste Management Revenues vs. Exp...

	2022 - 23 Actual	2022 - 23 Revised Budget	2023 - 24 Revised Budget	2024-25 Proposed Budget
<b>Revenues</b>				
Taxes	\$467,721	\$410,000	\$492,000	\$500,000
Intergovernmental Revenue	\$50,251	\$54,804	\$22,000	\$102,000
Charges for Services	\$30,085	\$20,500	\$29,500	\$23,000
Use of Money & Property	\$3,380	\$0	\$0	\$18,600
Other Revenue	-\$75,000	-\$75,000	\$0	\$0
<b>REVENUES TOTAL</b>	<b>\$476,437</b>	<b>\$410,304</b>	<b>\$543,500</b>	<b>\$643,600</b>
<b>Expenses</b>				
Materials & Services	\$272,555	\$302,822	\$235,710	\$222,670
Personnel Services	\$201,605	\$239,720	\$285,315	\$306,047

	2022 - 23 Actual	2022 - 23 Revised Budget	2023 - 24 Revised Budget	2024-25 Proposed Budget
Other Expenditures	\$27,001	\$47,659	\$10,000	\$77,500
Interfund/Intergovt payments	\$25,606	\$25,606	\$26,637	\$30,537
Capital Outlay	\$6,894	\$6,894	\$10,000	\$20,000
Depreciation	\$219	\$0	\$0	\$0
<b>EXPENSES TOTAL</b>	<b>\$533,880</b>	<b>\$622,701</b>	<b>\$567,662</b>	<b>\$656,754</b>
<b>REVENUES LESS EXPENSES</b>	<b>-\$57,443</b>	<b>-\$212,397</b>	<b>-\$24,162</b>	<b>-\$13,154</b>



## Fund Overview

The Stormwater Fund is used to account for all income and expenses related to the City's stormwater drainage system, including confined drainage and stormwater management.

Stormwater is rain that does not get absorbed into the ground. It flows into storm drainage systems and is washed directly into local bodies of water such as creeks and rivers. The stormwater funds supports the City's ability to ensure high water quality, maintain stormwater conveyance systems throughout the City (for example, drainage ditches and stormwater basins), complete multi-benefit project planning and implementation, comply with regulatory requirements, and complete important fish and water quality monitoring projects. To help set goals and prioritize projects to be funded by the Stormwater activity fund, the Wetlands & Creeks Committee serves in an advisory capacity to the City Council, Commissions and City Staff in matters relating to the policies affecting creeks, riparian areas, wetland and tideland resources of Arcata.

## Programs & Projects

### Projects for this year:

1. Design improvements for the Beverly Drive/Grotzman Creek culvert trash rack.
2. Replace drainage culvert at LK Wood and California
3. Implement watershed improvement projects with USFWS small grants partnership.
4. Advance culvert replacement at Frank Martin Court and drainage maintenance throughout the City.
5. Seek grant funding and project partners for multi-benefit, green infrastructure projects that combine flood control with habitat enhancement, particularly for Janes Creek along West End Road.
6. Continue to implement grant-funded efforts planning for sea level rise adaptation
7. Continue to support regional partnerships in multi-benefit project planning within the Jacoby Creek Watershed
8. Implement fish and water quality monitoring in urban creeks
9. Advance planning for Jolly Giant Creek rehabilitation
10. Implement recommendations of stormwater rate study to ensure adequate revenue for stormwater expenses
11. Replace the failing roof on the historic Monroe Barn on the South Jacoby lease area



#### Enterprise Fund - Stormwater

	2022 - 23 Actual	2022 - 23 Revised Budget	2023 - 24 Revised Budget	2024-25 Proposed Budget
<b>Revenues</b>				
Charges for Services	\$251,847	\$235,000	\$253,800	\$253,800
Intergovernmental Revenue	\$14,243	\$40,360	\$221,264	\$112,000

	2022 - 23 Actual	2022 - 23 Revised Budget	2023 - 24 Revised Budget	2024-25 Proposed Budget
Use of Money & Property	\$88,327	\$84,339	\$78,509	\$99,167
Other Revenue	\$15,905	\$42,000	\$31,800	\$41,500
Licenses & Permits	\$12,528	\$5,000	\$12,000	\$10,000
<b>REVENUES TOTAL</b>	<b>\$382,850</b>	<b>\$406,699</b>	<b>\$597,373</b>	<b>\$516,467</b>
<b>Expenses</b>				
Personnel Services	\$296,326	\$346,866	\$382,977	\$383,831
Interfund/Intergovt payments	\$123,801	\$166,499	\$203,861	\$267,421
Materials & Services	\$39,963	\$99,445	\$294,377	\$185,418
Capital Outlay	\$41,293	\$167,168	\$53,937	\$127,500
Depreciation	\$69,707	\$0	\$0	\$0
<b>EXPENSES TOTAL</b>	<b>\$571,090</b>	<b>\$779,978</b>	<b>\$935,152</b>	<b>\$964,170</b>
<b>REVENUES LESS EXPENSES</b>	<b>-\$188,240</b>	<b>-\$373,279</b>	<b>-\$337,779</b>	<b>-\$447,703</b>



# Transit Fund

FY2024-25 Proposed Operating Budget

## Fund Overview

The Transit Fund is used to account for all income and expenses related to the operation and maintenance of the City's transit system.

### Enterprise - Transit Revenues vs. Expenses

	2022 - 23 Actual	2022 - 23 Revised Budget	2023 - 24 Revised Budget	2024-25 Proposed Budget
<b>Revenues</b>				
Intergovernmental Revenue	\$1,368,919	\$1,949,640	\$1,055,017	\$1,093,750
Charges for Services	\$257,277	\$234,500	\$394,500	\$378,100
Other Revenue	\$278,126	\$160,500	\$140,000	\$2,400
Use of Money & Property	\$230	\$0	\$0	\$7,200
<b>REVENUES TOTAL</b>	<b>\$1,904,552</b>	<b>\$2,344,640</b>	<b>\$1,589,517</b>	<b>\$1,481,450</b>
<b>Expenses</b>				
Materials & Services	\$703,957	\$702,520	\$1,220,300	\$1,310,920
Capital Outlay	\$0	\$1,046,429	\$42,000	\$18,000
Personnel Services	\$333,675	\$426,353	\$160,508	\$148,261
Depreciation	\$348,091	\$0	\$0	\$0
Interfund/Intergovt payments	\$72,256	\$72,256	\$74,308	\$89,022
<b>EXPENSES TOTAL</b>	<b>\$1,457,979</b>	<b>\$2,247,558</b>	<b>\$1,497,116</b>	<b>\$1,566,203</b>
<b>REVENUES LESS EXPENSES</b>	<b>\$446,574</b>	<b>\$97,081</b>	<b>\$92,401</b>	<b>-\$84,753</b>



# Wastewater Enterprise Fund

FY2024-25 Proposed Operating Budget

## Fund Overview

The Wastewater Enterprise Fund is used to account for all income and expenses related to the operation and maintenance of the City's wastewater collection and wastewater treatment.

Comprehensive maintenance and repairs the City's wastewater collection and wastewater treatment systems including: 61 miles of wastewater collection network, all main and service lateral sewer lines, clean-outs, and manholes; and the wastewater treatment plant, 11 wastewater pump stations, oxidation ponds and treatment/enhancement marshes.

Comprehensive monitoring as required by the California State Water Resources Control Board and the U.S. EPA, including:

Water quality testing for: chlorine, coliform, biochemical oxygen demand, digester solids, pH, heavy metals, oil and grease, settleable solids, sulfur dioxide, suspended solids and toxicity. These tests can occur on a daily, weekly, monthly, quarterly, semi-annual and annual basis.

Management of the City's wastewater solids composition program.

Beneficial Uses of the Arcata Marsh and Wildlife Sanctuary (AMWS) as they relate to wastewater discharge permitting.

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



**Enterprise - Wastewater**

	2022 - 23 Actual	2022 - 23 Revised Budget	2023 - 24 Revised Budget	2024-25 Proposed Budget
<b>Revenues</b>				
Intergovernmental Revenue	\$4,282,679	\$12,032,400	\$18,012,661	\$22,100,000
Charges for Services	\$8,066,626	\$7,628,500	\$8,160,000	\$8,805,200
Other Revenue	-\$481,829	\$1,911,765	-\$70,500	-\$62,000
Use of Money & Property	\$55,257	\$0	\$200,000	\$203,800
<b>REVENUES TOTAL</b>	<b>\$11,922,733</b>	<b>\$21,572,665</b>	<b>\$26,302,161</b>	<b>\$31,047,000</b>
<b>Expenses</b>				
Capital Outlay	\$10,283	\$15,738,705	\$23,199,514	\$22,942,500
Materials & Services	\$2,051,438	\$2,311,065	\$2,546,534	\$2,808,810
Personnel Services	\$1,521,875	\$1,931,856	\$2,066,916	\$2,066,124
Interfund/Intergovt payments	\$753,208	\$756,147	\$748,639	\$880,958
Debt Service	\$6,155	\$229,433	\$1,500,000	\$0
Depreciation	\$621,101	\$0	\$0	\$0
<b>EXPENSES TOTAL</b>	<b>\$4,964,060</b>	<b>\$20,967,206</b>	<b>\$30,061,603</b>	<b>\$28,698,392</b>
<b>REVENUES LESS EXPENSES</b>	<b>\$6,958,673</b>	<b>\$605,459</b>	<b>-\$3,759,442</b>	<b>\$2,348,608</b>



# Water Enterprise Fund

FY2024-25 Proposed Operating Budget

## Fund Overview

The Water Enterprise Fund is used to account for all income and expenses related to the operation and maintenance of the City's water system, including water system maintenance, water treatment and water distribution.

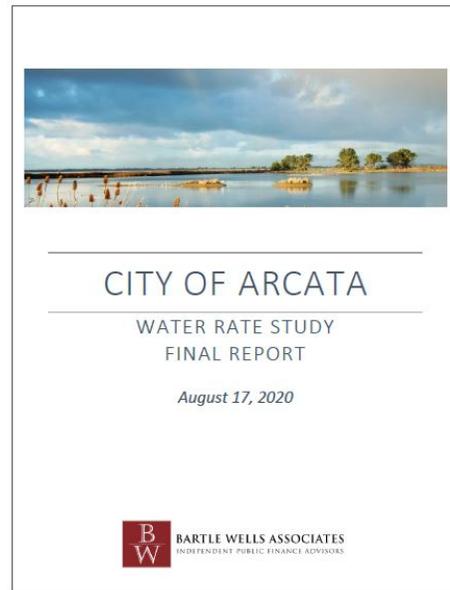
The Water Operation is responsible for the management and maintenance of 77+ miles of water distribution mains, water service lines, water valves and fire hydrants. Monthly reading, repairing, replacing and testing of approximately 6,000 water meters, from 3/4" to 10" in service size. Annual testing of 500 back-flow prevention devices, and fire service leak detector check devices.

Comprehensive monitoring, as required by The State of California Department of Public Health and the US EPA, including:

Water quality testing for: pH, coliform, chlorine, fluoride, iron, lead and copper, temperature, trihalomethanes, and turbidity. Testing occurs on a daily, weekly, monthly, quarterly, semi-annual and annual basis.

## Programs & Projects

1. Continue to replace aging water lines (in part, with State funds).
2. Complete construction of Tank 1C and cathodic protection.
3. Advance rehabilitation of Tank 4
4. Advance electrical upgrades at the Alliance Pump Station.
5. Continue to plan for implementation of remote read water meters across the City.



### Enterprise - Water

	2022 - 23 Actual	2022 - 23 Revised Budget	2023 - 24 Revised Budget	2024-25 Proposed Budget
<b>Revenues</b>				
Charges for Services	\$5,804,897	\$5,644,000	\$6,128,000	\$5,652,200
Intergovernmental Revenue	\$0	\$2,500,000	\$3,000,000	\$3,956,037
Other Revenue	\$763,854	\$105,899	-\$100,000	\$1,293,000
Use of Money & Property	\$44,699	\$0	\$300,000	\$303,000
<b>REVENUES TOTAL</b>	<b>\$6,613,449</b>	<b>\$8,249,899</b>	<b>\$9,328,000</b>	<b>\$11,204,237</b>
<b>Expenses</b>				
Capital Outlay	\$36,527	\$5,734,863	\$5,959,583	\$4,905,037
Materials & Services	\$2,715,928	\$2,799,253	\$3,178,944	\$3,671,490
Personnel Services	\$1,289,112	\$1,593,579	\$1,646,812	\$1,738,117
Interfund/Intergovt payments	\$502,993	\$509,403	\$539,638	\$669,769
Debt Service	\$56,815	\$135,815	\$1,135,748	\$136,195
Depreciation	\$174,483	\$0	\$0	\$0
<b>EXPENSES TOTAL</b>	<b>\$4,775,859</b>	<b>\$10,772,913</b>	<b>\$12,460,725</b>	<b>\$11,120,608</b>
<b>REVENUES LESS EXPENSES</b>	<b>\$1,837,591</b>	<b>-\$2,523,014</b>	<b>-\$3,132,725</b>	<b>\$83,629</b>



# Internal Service Fund - Central Garage (Fleet)

FY2024-25 Proposed Operating Budget

## Fund Overview

The Central Garage Fund accounts for all activities of the City's central garage (fleet) operations, the costs of which are distributed amount designated user departments.

Maintenance and repair of City’s fleet, including 6 vans, 8 sedans, 25 police vehicles, 12 pickups, 14 compact pickups, 7 utility trucks and flat beds, 5 dump trucks, 10 pieces of heavy construction equipment and approximately 40 miscellaneous small power tools. The Central Garage seek to replace or upgrade key fleet vehicles when budget allows to ensure delivery of core services and supports conversion to an emission-free fleet, where and when feasible.

### Internal Service Fund - Central Garage

	2022 - 23 Actual	2022 - 23 Revised Budget	2023 - 24 Revised Budget	2024-25 Proposed Budget
<b>Revenues</b>				
Interfund Charges	\$1,133,576	\$1,133,576	\$1,600,652	\$2,257,929
Other Revenue	\$777,071	\$785,275	\$0	\$15,000
Use of Money & Property	\$8,298	\$0	\$20,000	\$75,000
<b>REVENUES TOTAL</b>	<b>\$1,918,946</b>	<b>\$1,918,851</b>	<b>\$1,620,652</b>	<b>\$2,347,929</b>
<b>Expenses</b>				
Capital Outlay	\$9,144	\$1,211,937	\$1,825,061	\$1,978,091
Materials & Services	\$390,336	\$499,844	\$544,697	\$588,665
Personnel Services	\$248,241	\$316,473	\$314,068	\$316,553
Interfund/Intergovt payments	\$127,395	\$127,395	\$195,346	\$369,530
Depreciation	\$35,334	\$0	\$0	\$0
<b>EXPENSES TOTAL</b>	<b>\$810,449</b>	<b>\$2,155,650</b>	<b>\$2,879,172</b>	<b>\$3,252,839</b>
<b>REVENUES LESS EXPENSES</b>	<b>\$1,108,496</b>	<b>-\$236,799</b>	<b>-\$1,258,520</b>	<b>-\$904,910</b>



# Internal Service Fund - Information Technology (IT) Services

FY2024-25 Proposed Operating Budget

## Fund Overview

The IT Services Fund accounts for all activities of the City's computer networks and end user devices, the costs of which are distributed among user departments using equitable formulas.

Internal Service Fund - IT Services by Revenue vs. Expenses

	2022 - 23 Actual	2022 - 23 Revised Budget	2023 - 24 Revised Budget	2024-25 Proposed Budget
<b>Revenues</b>				
Interfund Charges	\$579,716	\$579,716	\$609,329	\$756,324
Other Revenue	\$185,000	\$185,000	\$0	\$0
Use of Money & Property	-\$138	\$0	\$0	\$6,000
<b>REVENUES TOTAL</b>	<b>\$764,579</b>	<b>\$764,716</b>	<b>\$609,329</b>	<b>\$762,324</b>
<b>Expenses</b>				
Personnel Services	\$200,004	\$325,051	\$293,985	\$313,212
Materials & Services	\$185,744	\$242,594	\$196,835	\$300,463
Capital Outlay	\$40,510	\$66,100	\$70,400	\$46,350
Depreciation	\$29,626	\$0	\$0	\$0
Debt Service	\$24,032	\$0	\$0	\$0
<b>EXPENSES TOTAL</b>	<b>\$479,917</b>	<b>\$633,745</b>	<b>\$561,220</b>	<b>\$660,025</b>
<b>REVENUES LESS EXPENSES</b>	<b>\$284,662</b>	<b>\$130,971</b>	<b>\$48,109</b>	<b>\$102,299</b>



# Successor Agency Funds Summary

FY2024-25 Proposed Operating Budget

## Funds included:

- Successor Agency Admin
- Successor Agency Debt Service

## Fund Type Overview

The Successor Agency Funds account for and manage the activities of the successor agency to the City's Redevelopment Agency, which was dissolved on February 1, 2012, by action of the California State Legislature.

## Funds Summary

Successor Agency Funds - Revenues vs. Expenses

	2022 - 23 Actual	2022 - 23 Revised Budget	2023 - 24 Revised Budget	2024-25 Proposed Budget
<b>Revenues</b>				
Taxes	\$304,031	\$306,900	\$471,913	\$635,574
Use of Money & Property	\$179	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0	\$0
<b>REVENUES TOTAL</b>	<b>\$304,210</b>	<b>\$306,900</b>	<b>\$471,913</b>	<b>\$635,574</b>
<b>Expenses</b>	\$145,039	\$293,332	\$489,714	\$626,476
<b>REVENUES LESS EXPENSES</b>	<b>\$159,171</b>	<b>\$13,568</b>	<b>-\$17,801</b>	<b>\$9,098</b>

## Expenses by Type

Successor Agency Fund Expenses by Type

	2022 - 23 Actual	2022 - 23 Revised Budget	2023 - 24 Revised Budget	2024-25 Proposed Budget
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	2022 - 23 Actual	2022 - 23 Revised Budget	2023 - 24 Revised Budget	2024-25 Proposed Budget
<b>Debt Service</b>	\$145,039	\$293,332	\$462,714	\$626,476
<b>Materials &amp; Services</b>	\$0	\$0	\$14,500	\$0
<b>Interfund/Intergovt payments</b>	\$0	\$0	\$12,500	\$0
<b>TOTAL</b>	<b>\$145,039</b>	<b>\$293,332</b>	<b>\$489,714</b>	<b>\$626,476</b>



# Successor Agency Funds - Administration

FY2024-25 Proposed Operating Budget

## Fund Overview

This fund is used to account for all of the administration expenditures related to the Successor Agency to the Arcata Community Development Agency.

### Successor Agency Admin

	2022 - 23 Actual	2022 - 23 Revised Budget	2023 - 24 Revised Budget	2024-25 Proposed Budget
<b>Revenues</b>	-\$18	\$0	\$0	\$0
<b>Expenses</b>				
Materials & Services				
Arbitrage Rebate Services	\$0	\$0	\$7,000	\$0
Tax Consulting Services	\$0	\$0	\$5,000	\$0
Audit Services	\$0	\$0	\$2,500	\$0
<b>MATERIALS &amp; SERVICES TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$14,500</b>	<b>\$0</b>
Interfund/Intergovt payments				
Taxes & Other Fees	\$0	\$0	\$12,500	\$0
<b>INTERFUND/INTERGOVT PAYMENTS TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$12,500</b>	<b>\$0</b>
<b>EXPENSES TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$27,000</b>	<b>\$0</b>
<b>REVENUES LESS EXPENSES</b>	<b>-\$18</b>	<b>\$0</b>	<b>-\$27,000</b>	<b>\$0</b>



# Successor Agency Fund - Debt Service

FY2024-25 Proposed Operating Budget

## Fund Overview

This fund is used to account for receipt of tax increment funds for the payment of amounts included on the Recognized Obligation Payment Schedule.

### Successor Agency Fund Debt Service

	2022 - 23 Actual	2022 - 23 Revised Budget	2023 - 24 Revised Budget	2024-25 Proposed Budget
<b>Revenues</b>				
Taxes	\$304,031	\$306,900	\$471,913	\$635,574
Use of Money & Property	\$179	\$0	\$0	\$0
Other Revenue	\$18	\$0	\$0	\$0
<b>REVENUES TOTAL</b>	<b>\$304,227</b>	<b>\$306,900</b>	<b>\$471,913</b>	<b>\$635,574</b>
<b>Expenses</b>				
Debt Service	\$145,039	\$293,332	\$462,714	\$626,476
<b>EXPENSES TOTAL</b>	<b>\$145,039</b>	<b>\$293,332</b>	<b>\$462,714</b>	<b>\$626,476</b>
<b>REVENUES LESS EXPENSES</b>	<b>\$159,189</b>	<b>\$13,568</b>	<b>\$9,199</b>	<b>\$9,098</b>



# Special Assessment Fund - Janes Creek

FY2024-25 Proposed Operating Budget

## Fund Overview

The Janes Creek District Fund is used for the finance of public improvements and services deemed to benefit the special properties against which the Janes Creek Assessment is levied.

### Special Assessment District - Janes Creek

	2022 - 23 Actual	2022 - 23 Revised Budget	2023 - 24 Revised Budget	2024-25 Proposed Budget
<b>Revenues</b>				
Taxes	\$16,121	\$16,080	\$16,080	\$16,080
Use of Money & Property	\$96	\$0	\$0	\$550
Other Revenue	-\$16,000	-\$16,000	-\$16,000	-\$16,500
<b>REVENUES TOTAL</b>	<b>\$218</b>	<b>\$80</b>	<b>\$80</b>	<b>\$130</b>
<b>REVENUES LESS EXPENSES</b>	<b>\$218</b>	<b>\$80</b>	<b>\$80</b>	<b>\$130</b>



# Special Assessment Fund - Mad River Parkway

FY2024-25 Proposed Operating Budget

## Fund Overview

The Mad River Assessment District Fund is used for the finance of public improvements and services deemed to benefit the special properties against which the Mad River Parkway Assessment is levied.

### Special Assessment District - Mad Review Parkway

	2022 - 23 Actual	2022 - 23 Revised Budget	2023 - 24 Revised Budget	2024-25 Proposed Budget
<b>Revenues</b>				
Taxes	\$6,527	\$6,522	\$7,040	\$8,026
Use of Money & Property	\$41	\$0	\$0	\$240
Other Revenue	-\$5,000	-\$5,000	-\$7,040	-\$8,200
<b>REVENUES TOTAL</b>	<b>\$1,567</b>	<b>\$1,522</b>	<b>\$0</b>	<b>\$66</b>
<b>REVENUES LESS EXPENSES</b>	<b>\$1,567</b>	<b>\$1,522</b>	<b>\$0</b>	<b>\$66</b>



# Special Assessment Fund - Windsong

FY2024-25 Proposed Operating Budget

## Fund Overview

The Windsong Landscape Assessment District Fund is used for the finance of public improvements and services deemed to benefit the special properties against which the Windsong Landscape Assessment is levied.

### Special Assessment - Windsong

	2022 - 23 Actual	2022 - 23 Revised Budget	2023 - 24 Revised Budget	2024-25 Proposed Budget
<b>Revenues</b>				
Taxes	\$14,923	\$14,850	\$14,850	\$14,850
Use of Money & Property	\$57	\$0	\$0	\$230
Other Revenue	-\$14,850	-\$14,850	-\$14,850	-\$15,000
<b>REVENUES TOTAL</b>	<b>\$130</b>	<b>\$0</b>	<b>\$0</b>	<b>\$80</b>
<b>REVENUES LESS EXPENSES</b>	<b>\$130</b>	<b>\$0</b>	<b>\$0</b>	<b>\$80</b>



# Special Revenue Funds Summary (SRF)

FY2024-25 Proposed Operating Budgets

## Funds Included

- 30th Street (MOU with YHA)
- AHSC
- ARPA
- Basic RLF
- Bicycle Registration
- CDBG Program Income RLF
- Community Development Grants
- FEMA/OES
- Forest Management
- HCD Block Grant
- HOME Grants
- Home Key Grant
- HOME Program Income RLF
- Housing Improvement Projects
- Industrial Park
- Infill Infrastructure Grant
- Open Space, Parks, Trails
- Parking in lieu
- Parkland in lieu
- P.O.S.T.
- Public Improvement Projects
- Public Safety Tax
- Residential Construction Tax
- SB1 (RMRA)
- SLESF
- State Gas Tax Fund 2107
- STIP Project
- TEA RSTA
- Traffic Safety

## Fund Overview

Special Revenue Funds are used to account for proceeds of specific revenue sources that are legally restricted to expenditures for specific purposes.

## Expenditure Summary By Fund (Table)

Special Revenue Fund (SRF) Expenses

	2022 - 23 Actual	2022 - 23 Revised Budget	2023 - 24 Revised Budget	2024-25 Proposed Budget
Home Key Grant	\$8,485,253	\$9,935,282	\$1,450,029	\$0
STIP Project	\$547,381	\$1,640,083	\$3,776,179	\$4,838,866
ARPA	\$1,358,642	\$2,957,575	\$2,369,229	\$907,253
Infill Infrastructure Grant	\$1,246,278	\$2,992,780	\$1,716,391	\$365,484
State Gas Tax Fund 2107	\$1,321,861	\$1,552,834	\$1,539,286	\$1,787,364
AHSC	\$438,761	\$992,375	\$1,893,781	\$1,009,497
HCD Block Grant	\$792,025	\$842,357	\$678,339	\$1,200,424

	2022 - 23 Actual	2022 - 23 Revised Budget	2023 - 24 Revised Budget	2024-25 Proposed Budget
Forest Management	\$311,574	\$740,499	\$768,002	\$894,655
SB1 (RMRA)	\$25,067	\$403,228	\$801,599	\$882,869
30th Street (MOU with YHA)	\$798,836	\$896,900	\$0	\$0
CDBG Program Income RLF	\$806,025	\$138,235	\$117,124	\$274,879
HOME Grants	\$248,133	\$280,000	\$290,000	\$455,900
Public Improvement Projects	\$4,633	\$165,885	\$698,158	\$338,286
Traffic Safety	\$304,394	\$314,534	\$280,838	\$285,614
Industrial Park	\$223,949	\$278,562	\$362,996	\$277,873
Community Development Grants	\$61,309	\$157,899	\$99,100	\$507,037
HOME Program Income RLF	\$94,114	\$170,000	\$403,500	\$55,000
Open Space, Parks, Trails	\$107,548	\$107,549	\$277,362	\$210,000
TEA RSTA	\$1,833	\$115,000	\$235,000	\$210,000
Perm Local House Allocate PLHA	\$0	\$0	\$0	\$479,434
Housing Improvement Projects	\$90,705	\$50,856	\$123,007	\$114,744
P. O. S. T.	\$27,116	\$35,000	\$55,000	\$60,000
Basic RLF	\$0	\$25,000	\$2,783	\$146,243
Federal Grants	\$0	\$0	\$72,585	\$0
<b>TOTAL</b>	<b>\$17,295,438</b>	<b>\$24,792,431</b>	<b>\$18,010,286</b>	<b>\$15,301,422</b>

## Special Revenue Funds by Type Summary

### Special Revenue Fund (SRF) Expenses by Type

	2022 - 23 Actual	2022 - 23 Revised Budget	2023 - 24 Revised Budget	2024-25 Proposed Budget
Interfund/Intergovt payments	\$9,779,374	\$11,230,191	\$3,005,269	\$3,166,451
Capital Outlay	\$2,592,248	\$6,415,615	\$8,788,631	\$5,146,166
Materials & Services	\$2,201,491	\$4,565,379	\$3,023,869	\$4,579,207
Personnel Services	\$1,822,930	\$2,271,621	\$2,096,017	\$1,925,598
Other Expenditures	\$899,395	\$309,625	\$1,096,500	\$484,000
<b>TOTAL</b>	<b>\$17,295,438</b>	<b>\$24,792,431</b>	<b>\$18,010,286</b>	<b>\$15,301,422</b>

## Workplan Highlights

### Council & City Manager:

- Supports implementation of the annual projects in the City's Capital Improvement Program
- Looks for opportunities to collaborate with the County of Humboldt and other local jurisdictions and non-profits to increase mental health and social services
- Continues to support the County DHHS's Mobile Intervention Services Team (MIST) operations in Arcata
- Continues to support and expand the Community Ambassador Program
- Supports efforts to extend the City's Contract with Arcata House Partnership for implementing the Safe Parking Program, including maintaining the City's lease agreement utilizing the Samoa Blvd. location
- Maintains strong partnerships with Cal Poly Humboldt, including providing continued support to equity arcata, and working collaboratively through quarterly liaison meetings to better understand the needs of the student population

### City Clerk:

- Manages the California Statements of Economic Interest (FPPC Form 700) for all Council Members, identified staff, and City committee/commission members.
- Ensures compliance with California Government Code Section 53235 for biennial ethics training for City Council members, Planning Commissioners, and identified staff and committee members.
- Prepares and distributes all City Council meeting agendas in hard copy and



electronic formats; assists with committee/commission agenda compliance; and helps ensure compliance with the Ralph M. Brown Act.

- Serves as record keeper/historian regarding the City's Council meeting minutes, resolutions, ordinances, deeds and updates to the Arcata Municipal Code.
- Fulfills requests for information in compliance with the California Public Records Act.
- Facilitates citywide annual records destruction.
- Administers recruitments/appointments/resignations for the City's Planning Commission and committees.

#### **Human Resources:**

- Manages City's Personnel Rules & Regulations
- Updates and Revises City's Personnel Rules & Regulations Policy Manual
- MOU Contract negotiations for each of the City's Employee groups
- Manages City Employment Recruitment, Volunteer, and Student Internship Programs
- Implements staff hiring training
- Reviews, updates, and creates mandated and/or necessary policies and procedures

#### **General Insurance:**

- The City participates in an intergovernmental arrangements (CIRA-JPA) through which a group of cities and towns comprising its members contribute to a shared fund that pays for liability and workers' compensation claims and provides risk management services.

**City Manager - Expenses By Type**

	2022 - 23 Actual	2022 - 23 Revised Budget	2023 - 24 Revised Budget	2024-25 Proposed Budget
<b>Personnel Services</b>				
Regular Salaries	\$800,293	\$807,376	\$940,254	\$965,305
Other Employee Benefits	\$508,640	\$680,315	\$625,304	\$652,794
Part-time & Temporary Salaries	\$54,584	\$57,700	\$69,801	\$124,900
Overtime Wages	\$4,221	\$4,221	\$7,800	\$8,500
<b>PERSONNEL SERVICES TOTAL</b>	<b>\$1,367,739</b>	<b>\$1,549,612</b>	<b>\$1,643,159</b>	<b>\$1,751,499</b>
<b>Materials &amp; Services</b>				
Legal Consultations	\$155,855	\$175,126	\$300,000	\$300,000
General Liab. & Prop Dam	\$153,930	\$158,484	\$171,587	\$196,985
Other Professional Services	\$113,360	\$137,447	\$151,523	\$109,398
Arcata Main Street	\$0	\$200,000	\$150,000	\$0
Other Consulting Services	\$25,240	\$68,023	\$77,217	\$163,754
IT Services & Maintenance	\$78,222	\$78,222	\$91,276	\$42,417
Training - Employee Groups	\$42,182	\$67,064	\$53,342	\$54,500
Other Support Payments	\$15,000	\$93,956	\$65,000	\$40,000
Communications	\$53,013	\$55,700	\$45,450	\$53,200
Medical Examinations	\$62,832	\$63,401	\$30,000	\$30,000
Audit Services	\$31,113	\$50,500	\$56,000	\$42,500
Annual Projects	\$5,000	\$20,000	\$25,000	\$110,000
Chamber Of Commerce	\$28,470	\$28,470	\$28,470	\$50,000
Training, Conf. & Special Proj	\$22,415	\$25,992	\$46,204	\$37,250
Advertising	\$22,766	\$23,175	\$21,375	\$17,600
Internet & DSL	\$15,557	\$19,014	\$20,900	\$21,350
Elections	\$6,346	\$35,741	\$11,862	\$20,500
Litigation	\$4,992	\$4,992	\$5,000	\$50,000
Office Supplies	\$17,001	\$17,800	\$13,933	\$14,500
Deductibles	\$7,073	\$12,500	\$12,500	\$20,000
Film/Digital Commission	\$9,053	\$9,053	\$24,600	\$7,500
Memberships & Dues	\$10,778	\$12,696	\$13,531	\$13,085
Other Department Supplies	\$16,159	\$16,234	\$6,825	\$7,098
Overhead	\$8,970	\$8,970	\$8,990	\$11,680
Other Legal Services	-\$10,200	\$4,800	\$20,000	\$20,000
Equipment Maintenance	\$7,494	\$7,500	\$7,500	\$7,500
Consulting - Video Streaming	\$7,152	\$7,200	\$7,403	\$8,000
Psychology Examinations	\$6,966	\$6,971	\$7,574	\$7,000
Workers Comp Deductibles	\$5,000	\$5,000	\$5,000	\$10,000
Photocopy	\$4,492	\$5,651	\$5,400	\$5,600
Consulting - Cable Franchise	\$3,645	\$4,860	\$4,860	\$4,860
Other Examinations	\$4,582	\$6,123	\$2,000	\$3,000
Unemployment Insurance	\$0	\$0	\$0	\$15,000
Fingerprinting Services	\$2,786	\$2,786	\$2,000	\$2,000
Postage	\$710	\$950	\$1,225	\$1,125
City Hall Art Display	\$0	\$300	\$300	\$300
Visitors Bureau	-\$400	\$0	\$0	\$0
<b>MATERIALS &amp; SERVICES TOTAL</b>	<b>\$937,555</b>	<b>\$1,434,701</b>	<b>\$1,493,847</b>	<b>\$1,497,702</b>
<b>Capital Outlay</b>				
Capital - Furniture & Equipmen	\$40,510	\$67,600	\$71,200	\$71,350
Telecommunication System	\$0	\$0	\$10,255	\$0
<b>CAPITAL OUTLAY TOTAL</b>	<b>\$40,510</b>	<b>\$67,600</b>	<b>\$81,455</b>	<b>\$71,350</b>
<b>Debt Service</b>	<b>\$24,032</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL</b>	<b>\$2,369,837</b>	<b>\$3,051,913</b>	<b>\$3,218,461</b>	<b>\$3,320,551</b>

**City Manager Dept - By Activity**

	2022 - 23 Actual	2022 - 23 Revised Budget	2023 - 24 Revised Budget	2024-25 Proposed Budget
<b>Executive</b>				
Personnel	\$473,577	\$529,686	\$648,682	\$642,209
City Manager	\$485,240	\$518,952	\$537,816	\$635,494
Insurance	\$166,004	\$175,984	\$189,087	\$241,985
Communications	\$119,010	\$129,446	\$133,462	\$111,371
<b>EXECUTIVE TOTAL</b>	<b>\$1,243,831</b>	<b>\$1,354,068</b>	<b>\$1,509,047</b>	<b>\$1,631,059</b>
<b>Legislative</b>				
City Council	\$227,187	\$546,562	\$519,857	\$402,048
City Clerk	\$297,127	\$331,520	\$302,737	\$256,419
<b>LEGISLATIVE TOTAL</b>	<b>\$524,314</b>	<b>\$878,082</b>	<b>\$822,594</b>	<b>\$658,467</b>
<b>Information Technology</b>	\$450,291	\$633,745	\$561,220	\$660,025
<b>Legal</b>				
City Attorney	\$151,401	\$186,018	\$325,600	\$371,000
<b>LEGAL TOTAL</b>	<b>\$151,401</b>	<b>\$186,018</b>	<b>\$325,600</b>	<b>\$371,000</b>
<b>TOTAL</b>	<b>\$2,369,837</b>	<b>\$3,051,913</b>	<b>\$3,218,461</b>	<b>\$3,320,551</b>



# Community Development

Proposed Budget FY2024-25

## About Us

The Community Development Department is responsible for Development Permits, Short and Long -Term Planning, Housing Programs, Economic Development assistance, planning and redevelopment and many of the City's grant programs including the Community Development Block Grants (CDBG).

The Community Development Department Planning Division is responsible for both long-range and current planning. Long-range planning includes developing policy and laws for land use; climate planning, including adaptation planning, and special studies that inform the long-term goals of the City. Current planning includes the actions the City takes to review projects and proposals for compliance with the policy and laws that have been adopted through our zoning ordinances. Current planning is applied during planning permit review, building permit review, and a range of special permits.

The Community Development Department Housing and Economic Development Division provides a broad range of services. While housing and economic development are the primary focus , the Division is called to support a variety of programs and projects that do not fit neatly in these two categories. For example, the Division secured funding for, and is leading the planning work on, a Valley West Community Center in partnership with Environmental Services. The Division has also secured several grants to characterize and clean up environmental contamination. Core economic development programs include a Business Loan Program, the Foodworks Culinary Center, planning, and other support activities. Housing activities include homeownership loans, mobilehome rehabilitation loans, rental assistance grants, and support for planning activities. The Division also provides grant funded loan support for affordable housing projects.

Most of these services are grant funded. The Division currently has over ten grant sources funding a wide array of projects and programs. There are grants to clean up contamination in the Arcata Marsh and Wildlife Sanctuary in partnership with the Environmental Services Department, to build alternative transportation infrastructure in partnership with the

Engineering Department, to fund mobilehome rehabilitation and replacement, and to make low-interest business loans to support job creation and retention in our community.

This Division also administers the City's Redevelopment Successor Agency and Housing Successor. These entities are primarily responsible for compatible and similar housing and economic activities. The Successor Agency is working on two City properties, Happy Valley and Little Lake, to reenter these properties into the private sector for economic projects and job growth. The Successor Agency is also responsible for winding down the affairs of the City's former Community Development Agency.

## Workplan Highlights

In Fiscal Year 2023/2024, the Division secured a number of grants that will be deployed in the current Fiscal Year. The Manufactured Housing Opportunity and Revitalization grant, which has the potential to assist 30-40 of the most vulnerable mobilehome owners to rehabilitate or replace their unit. The Division also secured grants to operate a moderate income first-time homebuyer program, clean up environmental contamination in the Marsh, and to finalize the comprehensive update of the Local Coastal Program. In addition, grant applications were submitted to continue the rental assistance grant program, to complete zoning amendments necessary to fully implement the new General Plan (including engagement and ordinance development for the Infill Opportunity Zones), an adaptation planning grant, and to build affordable housing.

The Division began work cleaning up environmental contamination on the City's Little Lake property. It also made two business loans to Arcata businesses, operated the rental assistance program assisting more than 50 households pay no more than 30% of their income on rent, completed efforts to support outdoor events and homeless assistance with community partners, and supported completion of the comprehensive General Plan and Zoning Code updates. The following are the primary programs and projects for Fiscal Year 2024/2025.

### Housing



Operate Cal Home and MORE Grants to support approximately 20 households with ownership and rehabilitation opportunities.

Use PLHA grant to increase affordable housing stock in Arcata

Operate rental assistance program - the HOME Partnership Program Tenant Based Rental Assistance Program funding terminates in November of 2024. Application is pending to secure a new grant to operate this program.

Support Council Goal 1.a-e regarding a Homelessness Reduction Strategy.

### **Economic Development**

Implement the Council's goal to develop an Economic Development Strategic Plan

Complete Little Lake remediation and initiate sale to fulfill the Long-Range Property Management Plan

Initiate planning, technical studies, and engineering on Happy Valley subdivision

Operate Business Loan Program with approximately two to four new loans totaling \$140,000

Seek funds to assist private landowners with environmental contamination cleanup efforts

### **Community Development**

Partner with Environmental Services on the Valley West Community Center and programming needs planning efforts with the Community Development Block Grant Planning and Technical Assistance Grant

Support the Local Coastal Program update

Support Environmental Services' implementation of the Strategic Arts Plan

Partner with Environmental Services to support adoption and implementation of the Climate Action Plan  
 Support efforts to collaborate with Humboldt County and other agencies to increase mental health, social services, and homeless services.  
 Implement Arcata Marsh environmental contamination cleanup efforts in partnership with Environmental Services.

**Community Development - Detailed Expenditures by Type**

	2022 - 23 Actual	2022 - 23 Revised Budget	2023 - 24 Revised Budget	2024-25 Proposed Budget
<b>Interfund/Intergovt payments</b>				
21-HK-17183 West Village	\$8,543,453	\$9,993,482	\$1,644,976	\$0
19-HOME-14962	\$248,133	\$280,000	\$290,000	\$443,000
20-CDBG-CV2-3-00213 AHP	\$302,330	\$325,000	\$172,766	\$0
17-CDBG-12017	\$380,904	\$200,000	\$0	\$0
Grant Expenditure	\$0	\$0	\$30,000	\$479,434
23-MORE-18070 Grant	\$0	\$0	\$0	\$500,000
22-CDBG-ED-30042 Expenditure	\$0	\$0	\$300,000	\$168,000
ECRG-2023-01733 Grant	\$0	\$0	\$0	\$399,235
22-CDBG-PL-20035 Grant	\$0	\$0	\$125,000	\$245,000
SALC 3019-905	\$34,769	\$105,476	\$44,503	\$0
20-CDBG-CV2-3-Outdoor Events	\$85,515	\$42,000	\$17,899	\$0
23-CALHOME-18016 Grant	\$0	\$0	\$0	\$139,593
2017 EPA Brownfields Grant	\$891	\$31,048	\$72,585	\$0
Coastal Commission LCP 22-04	\$0	\$0	\$9,000	\$91,000
REAP 2019	\$17,950	\$30,000	\$12,050	\$0
20-LEAP-15634	-\$1	\$22,423	\$0	\$6,650
Taxes & Other Fees	\$2,244	\$2,244	\$15,000	\$2,500
<b>INTERFUND/INTERGOVT PAYMENTS TOTAL</b>	<b>\$9,616,189</b>	<b>\$11,031,673</b>	<b>\$2,733,778</b>	<b>\$2,474,412</b>
<b>Personnel Services</b>				
Regular Salaries	\$519,431	\$676,515	\$720,855	\$683,493
Other Employee Benefits	\$389,273	\$479,948	\$477,828	\$489,566
Part-time & Temporary Salaries	\$513	\$23,600	\$24,780	\$51,200
Overtime Wages	\$125	\$119	\$500	\$0
<b>PERSONNEL SERVICES TOTAL</b>	<b>\$909,342</b>	<b>\$1,180,182</b>	<b>\$1,223,963</b>	<b>\$1,224,259</b>
<b>Materials &amp; Services</b>				
Other Professional Services	\$602,099	\$672,025	\$119,843	\$112,500
Other Consulting Services	\$0	\$150,000	\$150,000	\$250,000
Building/Grounds Maintenance	\$96,353	\$95,382	\$100,000	\$100,000
General Plan / LUC Update	\$116,350	\$153,745	\$45,000	\$0
IT Services & Maintenance	\$46,661	\$46,661	\$51,764	\$73,645
Facilities Rental	\$65,000	\$91,000	\$26,000	\$0
Utilities	\$18,227	\$16,000	\$20,000	\$25,000
Legal Consultations	\$0	\$10,000	\$10,000	\$30,000
LAFCO Services	\$11,356	\$14,325	\$12,500	\$11,000
Bank Service Charges	\$8,727	\$13,400	\$2,500	\$1,500
Training, Conf, & Special Proj	\$1,140	\$4,125	\$5,970	\$14,500
Postage	\$2,299	\$2,000	\$19,000	\$2,000
Photocopy	\$1,397	\$1,300	\$13,000	\$600
Other Planning Services	\$4,113	\$6,000	\$4,973	\$0

	2022 - 23 Actual	2022 - 23 Revised Budget	2023 - 24 Revised Budget	2024-25 Proposed Budget
Other Department Supplies	\$2,340	\$3,000	\$2,313	\$3,000
Arbitrage Rebate Services	\$0	\$0	\$7,000	\$0
Advertising	\$210	\$4,000	\$0	\$2,000
Tax Consulting Services	\$0	\$0	\$5,000	\$0
Memberships & Dues	\$0	\$4,964	\$0	\$0
Audit Services	\$0	\$0	\$2,500	\$0
Office Supplies	\$0	\$0	\$0	\$500
<b>MATERIALS &amp; SERVICES TOTAL</b>	<b>\$976,272</b>	<b>\$1,287,927</b>	<b>\$597,363</b>	<b>\$626,245</b>
<b>Other Expenditures</b>				
Programs	\$59,585	\$164,000	\$1,001,500	\$389,000
Projects	\$769,070	\$70,625	\$20,000	\$20,000
<b>OTHER EXPENDITURES TOTAL</b>	<b>\$828,655</b>	<b>\$234,625</b>	<b>\$1,021,500</b>	<b>\$409,000</b>
<b>Debt Service</b>				
2015 Bonds - Principal	\$0	\$149,793	\$322,783	\$500,213
2015 Bonds - Interest	\$143,539	\$143,539	\$138,431	\$124,763
2015 Bonds - Fiscal Agent	\$1,500	\$0	\$1,500	\$1,500
<b>DEBT SERVICE TOTAL</b>	<b>\$145,039</b>	<b>\$293,332</b>	<b>\$462,714</b>	<b>\$626,476</b>
<b>Capital Outlay</b>				
Capital -Buildings & Structure	\$0	\$13,000	\$80,000	\$0
Capital - Furniture & Equipmen	\$0	\$5,000	\$1,000	\$1,700
<b>CAPITAL OUTLAY TOTAL</b>	<b>\$0</b>	<b>\$18,000</b>	<b>\$81,000</b>	<b>\$1,700</b>
<b>TOTAL</b>	<b>\$12,475,497</b>	<b>\$14,045,739</b>	<b>\$6,120,318</b>	<b>\$5,362,092</b>

**Community Development Expenses by Activity**

	2022 - 23 Actual	2022 - 23 Revised Budget	2023 - 24 Revised Budget	2024-25 Proposed Budget
<b>CDBG/HOME Grants</b>	\$10,238,200	\$11,978,842	\$2,943,837	\$2,642,795
<b>Planning</b>	\$1,096,782	\$1,223,590	\$1,342,195	\$1,163,669
<b>Revolving Loan Funds</b>	\$900,139	\$333,235	\$523,407	\$476,122
<b>Public Improvement Projects</b>	\$95,337	\$216,741	\$821,165	\$453,030
<b>Redevelopment</b>	\$145,039	\$293,332	\$489,714	\$626,476
<b>Unassigned</b>	\$1,278,767	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$13,754,264</b>	<b>\$14,045,739</b>	<b>\$6,120,318</b>	<b>\$5,362,092</b>



# Engineering, Building and Transit

Proposed Budget FY2024-25

## About Us

**Building:** The Building Division ensures the health and welfare of the residents of Arcata by regulating the construction, alterations, use, and occupancy of buildings through the application of standardized building codes. The governmental regulation of building construction is a natural consequence arising from the experience of centuries of tragedies brought about by fire, collapse and panic.

A case in point is current seismic requirements which were developed following the Loma Prieta and Northridge earthquakes. The Arcata Building Division ensures that the standards set by these codes for construction are met through plan review, permit issuance and on-site inspections.

**Engineering:** Department of Engineering provides design assistance for the repair and improvement of the City's infrastructure. This infrastructure includes: roadways, curbs and gutters, sidewalks, street lights, bikeways, pedestrian routes, water distribution system, wastewater collection system, storm drains and drainage structures. The Engineering Division works with the other Public Works divisions to help provide for timely and responsive repairs to avoid unsafe conditions. The City is also in the process of becoming recognized as a Gold Level Bike Friendly Community by the League of American Bicyclists.

**Transit:** The Arcata & Mad River Transit System (AMRTS) is the public bus system that serves the City of Arcata. AMRTS offers several routes that run Monday through Friday, with limited Saturday service.

## Workplan Highlights

Building and Engineering: Promote and encourage team building through group activities within departments and with other departments.



### 31- Building Division

1. Continue to implement citywide residential inspection program for rental properties.
2. Continue to expand OpenGov to include new permit types, utilize for RRIP, parking and code enforcement.
3. Continue Develop and implement Earthquake Response Plan including SAP (Safety Assessment Program).
4. Continue to be the hub for coordinating all City code enforcements.
5. Continue to support and strengthen in-house plan check and permit issuance processes.
6. Continue to learn and seek training on latest industry standards via seminars or workshops.
7. Improve/update the City website.

### 41 – Engineering Division

1. Execute a contract with Drinking Water State Revolving Funds (DWSRF) for funding and begin construction for the City-wide steel water line replacement project.
2. Continue to monitor and implement construction of Phase I of the Wastewater Treatment Plant Design (WWTP).
3. Continue to finalize design for the next phase of Inflow and Infiltration project, execute a contract with Clean Water

- State Revolving Funds (CWSRF) for
4. Begin construction for the CALQES Grant project for Phase II of the Plunkett waterline replacement project.
  5. Complete the planning phase of the Levee Improvement Project.
  6. Complete the construction phase for the Old Arcata Road improvements.
  7. Complete design phase for the Sunset and L K Wood Improvements project, seek funding for construction phase.
  8. Begin the planning phase of the South Arcata Multi-Modal Safety Improvements Project (SAMSIP, Samoa 255 to improve connectivity from V street to Union Street , also includes South G street).
  9. Continue to prioritize and implement traffic calming improvements throughout the City including sidewalks, pedestrian crossings, bicycle improvements, and drainage improvements.
  10. Continue to work on citywide pavement management plan coordinating with other local agencies to achieve cost savings.
  11. Implement a new asset management program to better track and evaluate our infrastructure (water, sewer, sidewalks, etc.).
  12. Continue to review, upgrade ADA Transition Plan and implement improvements (ongoing).
  13. Secure Funding vis HSIP for the projects listed in the Local Road Safety Program.
  14. Finalize Plans, Specifications and Estimate (PS&E) and Right-of-Way for the Annie & Mary Trail Connectivity Project.
  15. Engage the community to develop short term improvements for all transportation modes along K and 11th Street.
  16. Continue to track implementation of

- Complete Street Policy and provide update to the Council
- 17 Continue to Implement Capital Improvement Program and continue to work with all other Departments in the design of projects and manage or assist in the management of all Capital Projects.
  - 18 Update/Renew outdated policies (Request for accessible Parking, etc.).
  - 19 Begin planning phase (public partnership) for the Reconnecting Arcata Project and secure funds for future phases.
  - 20 Continue to partner with HCAOG and local partners to implement SR2S program, bikeshare program ( 2% TDA) and regional connectivity.
  - 21 Continue to improve and update Engineering standard details for the City projects.
  - 22 Continue to learn and seek training on latest industry standards via seminars or workshops.

## **91 - Transit Division**

1. Extend contract with HTA to include driving services.
2. Secure funding for two Zero Emission Vehicles (bus).
3. Review and implement portion of approved 5 year Transit Development Plan (TDP).
4. Continue to improve connectivity for cyclists and pedestrians, between different areas within Arcata (Transportation Safety Committee):
  - o Sunny Brae/Bayside and the Plaza
  - o Improve/expand Bikeshare program
  - o Valley West and Northtown/Plaza
  - o New residential areas around Foster Ave., Cal Poly Humboldt, and the Plaza
  - o Install new bike parking facilities

- o Implement a pilot program for Arcata Plaza closure during the farmers market (once a month)

**Engineering and Building Expense Detail by Type**

	2022 - 23 Actual	2022 - 23 Revised Budget	2023 - 24 Revised Budget	2024-25 Proposed Budget
<b>Materials &amp; Services</b>				
Equipment Maintenance	\$208,830	\$208,953	\$733,894	\$774,554
JPA Agreements	\$327,095	\$327,095	\$345,154	\$387,527
Overhead	\$145,490	\$145,490	\$131,060	\$154,170
IT Services & Maintenance	\$85,491	\$81,891	\$54,073	\$115,220
Utilities	\$80,675	\$81,926	\$86,500	\$86,750
Fuels & Lubricants	\$55,147	\$55,500	\$80,000	\$80,000
Plan Check Services	\$67,052	\$70,000	\$50,000	\$50,000
Other Professional Services	\$47,386	\$49,241	\$16,500	\$25,500
Training, Conf, & Special Proj	\$18,451	\$18,956	\$13,750	\$26,050
Street Lights Maintenance	\$17,175	\$18,000	\$18,000	\$20,000
Small Tools	\$14,902	\$16,236	\$21,100	\$6,450
Other Department Supplies	\$3,984	\$6,330	\$3,700	\$4,500
Bank Service Charges	\$6,023	\$7,100	\$1,700	\$1,700
Clothing & Personal Expenses	\$4,058	\$4,569	\$3,137	\$2,887
Office Supplies	\$2,396	\$3,225	\$3,100	\$2,950
Postage	\$1,216	\$1,850	\$5,850	\$1,400
Memberships & Dues	\$520	\$950	\$1,000	\$1,575
Advertising	\$64	\$500	\$0	\$0
Photocopy	\$42	\$142	\$150	\$100
Engineering Services	\$1	\$0	\$0	\$0
<b>MATERIALS &amp; SERVICES TOTAL</b>	<b>\$1,085,996</b>	<b>\$1,097,955</b>	<b>\$1,568,668</b>	<b>\$1,741,333</b>
<b>Personnel Services</b>				
Regular Salaries	\$598,022	\$587,423	\$585,252	\$764,323
Other Employee Benefits	\$238,186	\$319,726	\$374,658	\$479,911
Part-time & Temporary Salaries	\$190,109	\$198,697	\$99,600	\$123,338
Overtime Wages	\$4,878	\$6,508	\$1,500	\$2,600
<b>PERSONNEL SERVICES TOTAL</b>	<b>\$1,031,195</b>	<b>\$1,112,353</b>	<b>\$1,061,010</b>	<b>\$1,370,172</b>
<b>Capital Outlay</b>				
Capital - Vehicles	\$850,000	\$1,518,751	\$0	\$0
Capital - Furniture & Equipmen	\$149,729	\$693,929	\$232,651	\$3,800
Capital - Street Light Replace	\$2,652	\$19,000	\$22,000	\$22,000
Capital -Buildings & Structure	\$0	\$0	\$0	\$18,000
<b>CAPITAL OUTLAY TOTAL</b>	<b>\$1,002,381</b>	<b>\$2,231,679</b>	<b>\$254,651</b>	<b>\$43,800</b>
<b>Interfund/Intergovt payments</b>				
Insurance	\$71,446	\$71,446	\$73,308	\$88,022
Central Garage Charges	\$48,069	\$48,069	\$53,052	\$88,633
Taxes & Other Fees	\$810	\$810	\$1,000	\$1,000
<b>INTERFUND/INTERGOVT PAYMENTS TOTAL</b>	<b>\$120,325</b>	<b>\$120,325</b>	<b>\$127,360</b>	<b>\$177,655</b>
<b>TOTAL</b>	<b>\$3,239,896</b>	<b>\$4,562,312</b>	<b>\$3,011,689</b>	<b>\$3,332,960</b>

**Engineering, Building & Transit Expenses by Activity**

	2022 - 23 Actual	2022 - 23 Revised Budget	2023 - 24 Revised Budget	2024-25 Proposed Budget
<b>Transit</b>	\$2,146,879	\$3,449,558	\$1,497,116	\$1,566,203
<b>Engineering &amp; Building</b>	\$1,093,018	\$1,112,754	\$1,514,573	\$1,766,757
<b>TOTAL</b>	<b>\$3,239,896</b>	<b>\$4,562,312</b>	<b>\$3,011,689</b>	<b>\$3,332,960</b>



# Environmental Services

Proposed Budget FY2024-25

## About Us

The Environmental Services Department is responsible for the Water System, Wastewater System, Solid Waste, Stormwater Drainage, Forest Management, Geographical Information Systems, Recreation, Energy, Streets/Traffic Control, Parks & Trails, and Government Facilities functions of the City.

## Workplan Highlights

The **Parks Division** manages and maintains 100 acres comprised of 30 community and neighborhood parks, sports fields, Bayside Park gardens & farm, tennis courts, trails through City parks, a skateboard facility and the Downtown Plaza, as well as maintaining landscaping at parking lots, pedestrian corridors, roadway and sound walls.

The **Recreation Division** provides enrichment for Arcata's children, adults, families, and the greater community through services, facilities and programs that improve the quality of life in Arcata. Programming serves all ages and interests, ranging from traditional and nontraditional athletics to arts, science, music and seasonal community events.

### Street Construction/Maintenance

personnel provide comprehensive street right-of-way maintenance and rehabilitation, including sweeping of 120 curb miles, and repair of roadways, underpasses, and overcrossings. Also, grades, cleans, and maintains unimproved roads, road shoulders, and medians to assure safe driving and parking conditions. This division administers maintenance of the City's annual vegetation management program for vegetation control/removal within the City right-of-way; monitors and responds to emergency storm conditions, such as street flooding, downed trees, and debris removal; and provides staff support and assistance in hazardous waste activities and recycling programs.



**Traffic Control** is responsible for all regulatory, warning, and parking signs, crosswalks, street name signs and speed zone legend painting. Coordinates installation of new, and the repainting of existing, striping, curbs and traffic messages on City roadways, and of reflective markers and parking control markings. Maintenance of 2,450 parking regulation signs, 1,000 regulatory signs, 500 warning signs, 300 "stop" signs, approximately 1,400 street name signs, and approximately 67 double head parking meters and 13 single head parking meters.

**Vehicle Maintenance** maintains and repairs the City's fleet, including 6 vans, 8 sedans, 25 police vehicles, 12 pickups, 14 compact pickups, 7 utility trucks and flat beds, 5 dump trucks, 10 pieces of heavy construction equipment and approximately 40 miscellaneous small power tools. Support conversion to emission-free fleet vehicles, where feasible.

**Corp Yard** maintains the City facilities at the corporation yard to support the Streets and Utilities Division.

**Natural Resources programs:** maintenance of City open space, forestlands and the Arcata Marsh & Wildlife Sanctuary (AMWS), including trails upkeep and construction, invasives control, habitat protection and enhancement, timber harvest and post-harvest clean-up, updating carbon inventories, as well as solid waste removal, reduction and landfill diversion.

**Wastewater Systems:** Comprehensive maintenance and repairs the City's

wastewater collection and wastewater treatment systems including: 61 miles of wastewater collection network, all main and service lateral sewer lines, clean-outs, and manholes; and the wastewater treatment plant, 11 wastewater pump stations, oxidation ponds and treatment/enhancement marshes. Comprehensive monitoring as required by the California State Water Resources Control Board and the U.S. EPA.

**Water System:** Management and Maintenance of 77+ miles of water distribution mains, water service lines, water valves and fire hydrants. Monthly reading, repairing, replacing and testing of approximately 6,000 water meters, from 3/4" to 10" in service size. Annual testing of 500 back-flow prevention devices, and fire service leak detector check devices. Comprehensive monitoring, as required by The State of California Department of Public Health and the US EPA.

**Environmental Services Expense Detail by Type**

	2022 - 23 Actual	2022 - 23 Revised Budget	2023 - 24 Revised Budget	2024-25 Proposed Budget
<b>Capital Outlay</b>				
Capital Projects	\$782,576	\$16,512,524	\$21,022,789	\$22,081,962
Capital - Other Improvements	\$1,457,098	\$7,245,631	\$11,245,046	\$6,644,206
Capital-Underground Facilities	\$19,468	\$3,299,376	\$7,353,099	\$6,131,037
Capital - Special Use Parks	\$115,469	\$199,441	\$2,296,863	\$990,000
Capital -Buildings & Structure	\$156,091	\$244,411	\$662,580	\$1,681,000
Capital - Property Acquisition	\$0	\$18,500	\$31,000	\$1,838,866
Capital -South I ST Dock/Vault	\$0	\$674,662	\$534,440	\$0
Capital - Furniture & Equipmen	\$217,041	\$483,525	\$320,032	\$118,400
Capital- 1st St Pump	\$3,082	\$238,500	\$91,693	\$325,000
Capital - Neighborhood Parks	\$104,791	\$161,513	\$96,500	\$43,500
Capital- NR/PD Move	\$2,482	\$69,000	\$61,546	\$50,000
Capital - Community Parks	\$22,930	\$35,000	\$30,000	\$10,000
Capital - Linear Parks	\$0	\$0	\$27,000	\$44,302
Capital- USFWS Janes at Allian	\$0	\$0	\$8,200	\$11,500
Capital- USFWS North Jacoby	\$7,690	\$7,808	\$0	\$0
Capital - ROW & Easements	\$145	\$6,500	\$200	\$750
Capital- South Jacoby	\$0	\$0	\$4,950	\$1,000
<b>CAPITAL OUTLAY TOTAL</b>	<b>\$2,888,863</b>	<b>\$29,196,391</b>	<b>\$43,785,938</b>	<b>\$39,971,523</b>

	2022 - 23 Actual	2022 - 23 Revised Budget	2023 - 24 Revised Budget	2024-25 Proposed Budget
<b>Materials &amp; Services</b>				
Other Professional Services	\$1,155,507	\$2,793,085	\$2,045,609	\$3,450,408
Overhead	\$1,517,530	\$1,517,530	\$1,837,120	\$1,943,790
Purchase Of Water	\$1,529,359	\$1,529,392	\$1,587,000	\$1,700,000
Utilities	\$817,850	\$823,201	\$888,250	\$850,178
Logging Contractor	\$104,080	\$342,456	\$461,750	\$602,000
Equipment Maintenance	\$167,167	\$255,203	\$341,538	\$385,577
Building/Grounds Maintenance	\$107,140	\$243,017	\$313,551	\$480,279
Cement Gravel Sand & Asphalt	\$271,223	\$347,130	\$89,500	\$392,000
IT Services & Maintenance	\$238,508	\$238,509	\$272,288	\$276,514
Other Department Supplies	\$205,895	\$217,799	\$201,917	\$262,250
Chemicals & Lab Supplies	\$237,073	\$284,101	\$182,390	\$142,009
Compost/Brush Chipping	\$211,947	\$228,080	\$160,500	\$170,000
Pipes Valves & Fittings	\$118,606	\$121,143	\$124,000	\$140,000
Bank Service Charges	\$147,048	\$142,025	\$109,500	\$48,000
Lab Testing & Analysis	\$58,725	\$70,818	\$134,726	\$122,162
Equipment Rental	\$50,631	\$83,500	\$69,774	\$82,354
Training, Conf, & Special Proj	\$54,403	\$66,420	\$75,000	\$82,128
Engineering Services	\$66,255	\$70,000	\$70,000	\$71,000
Rail Trail Design Consultant	\$0	\$0	\$155,000	\$78,000
Postage	\$42,860	\$50,101	\$40,850	\$54,695
Other Technical Services	\$26,214	\$44,029	\$66,250	\$45,200
Clothing & Personal Expenses	\$34,679	\$45,830	\$48,327	\$52,775
Memberships & Dues	\$13,177	\$20,709	\$57,925	\$60,162
Janitorial & Household Supplie	\$32,810	\$36,350	\$38,850	\$40,900
Small Tools	\$30,426	\$35,864	\$39,590	\$37,500
Other Consulting Services	\$0	\$0	\$0	\$100,000
Property Liability Expense	\$0	\$0	\$45,001	\$0
Office Supplies	\$7,945	\$11,505	\$9,850	\$9,500
Facilities Rental	\$24	\$2,500	\$14,500	\$21,700
Delinq. Acct Pmts to Recology	\$8,332	\$8,500	\$8,500	\$13,000
Haz Mat Response Team	\$5,809	\$5,809	\$5,450	\$6,100
Carbon Survey/Verification	\$330	\$4,992	\$9,520	\$8,000
Advertising	\$2,525	\$3,650	\$4,650	\$5,500
Fuels & Lubricants	\$1,962	\$6,125	\$3,058	\$2,750
Other Planning Services	\$0	\$9,200	\$2,000	\$2,000
Contract Classes	\$2,967	\$3,500	\$3,000	\$3,000
Photocopy	\$3,840	\$5,491	\$1,800	\$874
Fingerprinting Services	\$2,045	\$2,535	\$2,500	\$2,500
Legal Consultations	\$0	\$2,060	\$3,000	\$3,000
Parking Meter Maintenance	\$106	\$4,967	\$1,200	\$1,200
<b>MATERIALS &amp; SERVICES TOTAL</b>	<b>\$7,274,997</b>	<b>\$9,677,125</b>	<b>\$9,525,234</b>	<b>\$11,749,005</b>
<b>Personnel Services</b>				
Regular Salaries	\$3,353,445	\$3,594,099	\$3,700,749	\$3,866,338
Other Employee Benefits	\$1,903,309	\$2,601,499	\$2,656,279	\$2,741,551
Part-time & Temporary Salaries	\$542,910	\$673,071	\$729,492	\$829,241
Overtime Wages	\$47,220	\$52,748	\$36,650	\$41,800
<b>PERSONNEL SERVICES TOTAL</b>	<b>\$5,846,884</b>	<b>\$6,921,417</b>	<b>\$7,123,170</b>	<b>\$7,478,930</b>
<b>Interfund/Intergovt payments</b>				
Central Garage Charges	\$849,742	\$888,204	\$1,105,112	\$1,581,925
Insurance	\$696,887	\$736,445	\$772,263	\$986,347
Taxes & Other Fees	\$151,779	\$162,612	\$122,765	\$132,872
Certification Fee	\$500	\$520	\$550	\$550
<b>INTERFUND/INTERGOVT PAYMENTS TOTAL</b>	<b>\$1,698,908</b>	<b>\$1,787,781</b>	<b>\$2,000,690</b>	<b>\$2,701,694</b>
<b>Debt Service</b>				
1998 COP Refinance Principal	\$43,050	\$123,000	\$128,000	\$134,000
1998 COP Refinance Interest	\$86,003	\$85,946	\$80,843	\$75,531
1997 Revenue Bonds	\$0	\$178,000	\$0	\$0

	2022 - 23 Actual	2022 - 23 Revised Budget	2023 - 24 Revised Budget	2024-25 Proposed Budget
SWRCB (I&I) Principal	\$0	\$29,402	\$0	\$0
2021 SWRCB (I&I) Interest	\$0	\$19,922	\$0	\$0
1997 Revenue Bonds	\$6,155	\$2,109	\$0	\$0
<b>DEBT SERVICE TOTAL</b>	<b>\$135,209</b>	<b>\$438,379</b>	<b>\$208,843</b>	<b>\$209,531</b>
<b>Other Expenditures</b>				
Food Waste Grant Expenditures	\$21,759	\$37,659	\$0	\$67,500
State Recycling Grants Bev Exp	\$5,242	\$10,000	\$10,000	\$10,000
<b>OTHER EXPENDITURES TOTAL</b>	<b>\$27,001</b>	<b>\$47,659</b>	<b>\$10,000</b>	<b>\$77,500</b>
<b>TOTAL</b>	<b>\$17,871,863</b>	<b>\$48,068,752</b>	<b>\$62,653,875</b>	<b>\$62,188,183</b>

**Environmental Services by Activity 2**

	2022 - 23 Actual	2022 - 23 Revised Budget	2023 - 24 Revised Budget	2024-25 Proposed Budget
<b>Wastewater</b>	\$4,349,811	\$21,097,121	\$28,681,603	\$28,718,392
<b>Water</b>	\$5,519,267	\$11,861,678	\$11,627,144	\$11,120,608
<b>Streets &amp; Transportation</b>	\$3,539,185	\$7,971,167	\$12,148,571	\$13,364,745
<b>Parks</b>	\$1,384,206	\$2,975,725	\$5,773,199	\$3,390,325
<b>Facilities</b>	\$969,948	\$1,156,876	\$1,265,085	\$2,102,545
<b>Stormwater</b>	\$506,865	\$787,639	\$1,014,552	\$1,049,170
<b>Forest Management</b>	\$311,574	\$740,499	\$823,002	\$964,655
<b>Recreation</b>	\$670,607	\$739,209	\$642,903	\$716,253
<b>Solid Waste</b>	\$537,403	\$625,590	\$571,512	\$656,754
<b>Energy</b>	\$82,996	\$113,248	\$106,304	\$104,736
<b>TOTAL</b>	<b>\$17,871,863</b>	<b>\$48,068,752</b>	<b>\$62,653,875</b>	<b>\$62,188,183</b>



# Environmental Services - Energy Management

Proposed Budget FY2024-25

## About Us

The City of Arcata is committed to reducing the community's greenhouse gas emissions associated with global climate change. The amount of energy we use and the source of that energy has an important role in climate change, which is why a Regional Climate Action Plan is being developed. In addition to regional collaboration on the Climate Action Plan, the City seeks to implement energy conservation and greenhouse gas reduction within the City as much as possible. The City is committed to encouraging its community members to reduce their carbon footprint as well as decarbonizing City facilities, equipment, and fleet. The Energy Committee, which is made up of City Council-appointed community volunteers, provides its technical expertise to support staff and City Council in advancing energy and climate-related goals, projects, and programs.

# Workplan Highlights

Projects for this year:

1. Finalize the regional Climate Action Plan (CAP)
2. Implement LED and solar upgrades to the Arcata Community Center
3. Arcata All Electric Initiative:
4. Continue to decarbonize City Facilities, including fuel-switching, energy-efficiency upgrades, solar installation, and battery backup projects.
5. Explore electrification options for existing buildings including strategies to require and/or incentivize electrification.
6. Continue work related to shifting transportation toward walking, biking, public transportation, and electric modes of transport

# Humboldt Regional Climate Action Plan

*Public Review Draft*

April 7, 2022



### Environmental Services - Energy Management Expenses

	2024-25 Proposed Budget
<b>Personnel Services</b>	\$78,946
<b>Materials &amp; Services</b>	\$22,064
<b>Interfund/Intergovt payments</b>	\$3,526
<b>Capital Outlay</b>	\$200
<b>TOTAL</b>	<b>\$104,736</b>



# Environmental Services - Forest Management

Proposed Budget FY2024-25

## About Us

The Forest Management activity consists of funds for maintenance of the Arcata Community Forest Tract, Sunny Brae Forest Tract, and Jacoby Creek Forest Tract, including trails upkeep and construction, habitat protection and enhancement, timber harvest and post-harvest clean-up, updating carbon inventories, as well as invasives control.

## Workplan Highlights

Significant efforts planned for this year include:

- Implement an alternative trail to Trail 9 in the Arcata Community Forest between Trail 3/3.5 and the Fickle Hill Road trailhead.
- Complete improvements to Margaret Lane Trailhead in the Sunnybrae Forest to enhance access for all trail users.
- Complete forest thinning projects on the Swaner property and Section 30 property in the Jacoby Creek Forest
- Complete a Forest Fire Protection Exemption fuels reduction project in the upper Jacoby Creek Forest
- Inventory and implement upgrades to roads and culverts and a bridget in the Jacoby Creek Forest.
- Adopt an update to the Arcata Community Forest Management Plan.



### Forest Management by Expense Type

	2024-25 Proposed Budget
Materials & Services	\$765,079
Personnel Services	\$105,686
Interfund/Intergovt payments	\$68,140
Capital Outlay	\$25,750
<b>TOTAL</b>	<b>\$964,655</b>

# Environmental Services - Government Buildings

Proposed Budget FY2024-25

## About Us

The Facilities Division maintains the City's 16 buildings totaling over 100,000 square feet. This includes working to complete energy efficiency upgrades and maintenance needs for all government buildings.

## Workplan Highlights

This year's projects include:

1. Implement ADA upgrades to the library in partnership with the County of Humboldt and the Building Forward Grant.
2. Begin pilot public programming at the Valley West Community Center in collaboration with CUNA.
3. Advance solar installation and LED lighting upgrade at the Arcata Community Center and Parks Shop.
4. Implement battery backup and resiliency installations at critical facilities.
5. Continue to conduct routine maintenance and miscellaneous repairs throughout facilities, as needed.



**Environmental Services - Facilities Expenses by Type**

	<b>2024-25 Proposed Budget</b>
<b>Capital Outlay</b>	\$1,127,356
<b>Personnel Services</b>	\$480,581
<b>Materials &amp; Services</b>	\$367,345
<b>Debt Service</b>	\$73,336
<b>Interfund/Intergovt payments</b>	\$53,927
<b>TOTAL</b>	<b>\$2,102,545</b>

# Environmental Services - Parks

Proposed Budget FY2024-25

## About Us

The Parks Division manages and maintains 100 acres comprised of 30 community and neighborhood parks, sports fields, Bayside Park farm and community gardens, tennis courts, trails through City parks, a skateboard facility and the Downtown Plaza, as well as maintaining landscaping at parking lots, pedestrian corridors, roadway and sound walls.

## Workplan Highlights

Projects included in this year's budget are grant and development fee funded:

1. Continue construction of the Carlson Park Improvement Project to develop a new playground, pickleball courts, special event area and river access.
2. Implement the Call for Artists 2024 Project
3. Complete a neighborhood-scale dog park at Valley West Park.
4. Implement ADA, entrance and façade improvements of Arcata Ball Park.



<b>2024-25 Proposed Budget</b>	
<b>Capital Outlay</b>	<b>\$2,135,802</b>
<b>Personnel Services</b>	<b>\$664,295</b>
<b>Materials &amp; Services</b>	<b>\$492,457</b>
<b>Interfund/Intergovt payments</b>	<b>\$97,771</b>
<b>TOTAL</b>	<b>\$3,390,325</b>



# Environmental Services - Recreation Programs

Proposed Budget FY2024-25

## About Us

The Recreation Division provides enrichment for Arcata's children, adults, families, and the greater community through services, facilities and programs that improve the quality of life in Arcata. Programming serves all ages and interests, ranging from traditional and nontraditional athletics to arts, science, music and seasonal community events.

## Workplan Highlights

### Projects this year include:

1. Deliver high-quality recreational programming to meet community needs.
2. Continue to facilitate Arcata Play Center and other recreational programming to support families.
3. Continue to support drop-in recreation programming, contract classes and youth basketball
4. Plan for full-capacity summer camp programming, including continued summer camp options in Valley West
5. Support the growing number of public events and private rentals at City facilities.
6. Continue planning for a Valley West community center to offer recreational and learning opportunities, resource services, and a general gathering space.
7. Continue to identify and address priorities for all members of our community, including special needs persons and seniors, and coordinate with Cal Poly Humboldt and other local agencies.
8. Implement 2024 Call for Art and beautification projects throughout the City



#### Environmental Services - Energy Management Expenses

	2024-25 Proposed Budget
Personnel Services	\$78,946
Materials & Services	\$22,064
Interfund/Intergovt payments	\$3,526
Capital Outlay	\$200

	2024-25 Proposed Budget
TOTAL	\$104,736



# Environmental Services - Streets & Transportation

Proposed Budget FY2024-25

## About Us

Street Construction/Maintenance personnel provide comprehensive street right-of-way maintenance and rehabilitation, including sweeping of 120 curb miles, and repair of roadways, underpasses, and overcrossings. Also, grades, cleans, and maintains unimproved roads, road shoulders, and medians to assure safe driving and parking conditions. This division administers maintenance of the City's annual vegetation management program for vegetation control/removal within the City right-of-way; monitors and responds to emergency storm conditions, such as street flooding, downed trees, and debris removal; and provides staff support and assistance in hazardous waste activities and recycling programs.

Enhance the City's Alternative Transportation Network to support safe walking and biking.

Traffic Control - Responsible for all regulatory, warning, and parking signs, crosswalks, street name signs and speed zone legend painting. Coordinates installation of new, and the repainting of existing, striping, curbs and traffic messages on City roadways, and of reflective markers and parking control markings. Maintenance of 2,450 parking regulation signs, 1,000 regulatory signs, 500 warning signs, 300 "stop" signs, approximately 1,400 street name signs, and approximately 67 double head parking meters and 13 single head parking meters.

Corp Yard – Maintenance of City facilities at the corporation yard to support the Streets and Utilities Division.

## Workplan Highlights

### Streets Projects:

*This year's projects in partnership with other departments include:*

Construction on the Old Arcata Road Project.

Complete design for improvements to the Sunset Ave. and L K Wood Blvd. intersection.

Advance annual complete streets and paving priorities including G & H Streets and West End Road.

Implement short term improvements on K and 11th Streets



### Alternative Transportation Projects:

Complete designs for the Arcata Annie & Mary Trail Project, which will provide a separated, non-motorized transportation route from Valley West through north Arcata to connect to Downtown and the Humboldt Bay Trail North.

Implement walking and biking improvements to support the Sorrel Place project as part of the Affordable Housing and Sustainable Communities (AHSC) grant.

Continue to maintain the bike share program in conjunction with Cal Poly Humboldt.

Ensure regular maintenance of on-street active transportation infrastructure.

Implement secure bike parking facilities at City Hall and additional bike parking through the City.

Environmental Services - Streets & Transportation by Expe...

	2024-25 Proposed Budget
Capital Outlay	\$8,686,878
Materials & Services	\$3,034,525
Personnel Services	\$1,013,697
Interfund/Intergovt payments	\$629,645
<b>TOTAL</b>	<b>\$13,364,745</b>



# Finance

Proposed Budget FY2024-25

## About Us

The Finance Department oversees the City's financial analysis and reporting functions, manages City-wide revenue collections, including weekly utility billing and development of the City's annual budget.

# Workplan Highlights

- Implement OpenGov Business Licensing and Community Portal to create efficiencies, accountability, long-term planning models and more transparency into the City’s financial and budgeting processes.
- Continue a training and development program for newly hired department staff.
- Implement Project and Grant Tracking Systems.
- Update Utility Billing User Interface to streamline processes and provide customers with easier to use and expanded functionality.
- Work with Economic Development Team to fund implementation of Economic Development Strategic Plan.
- Update and add to City's Fiscal Policies and Standards.
- Expand 5-Year Long Range Plans and incorporate fiscal goals and plans for each fund to ensure sustainability and accountability.
- Update the City's Investment Policy to ensure it is current with state law and consistent with City Council goals and policies.



### Finance Expenses by Type

	2022 - 23 Actual	2022 - 23 Revised Budget	2023 - 24 Revised Budget	2024-25 Proposed Budget
<b>Debt Service</b>	\$767	\$1,200	\$5,001,300	\$1,200
<b>Personnel Services</b>				
Regular Salaries	\$407,104	\$436,191	\$385,912	\$423,811
Other Employee Benefits	\$148,243	\$173,298	\$475,037	\$263,157
Part-time & Temporary Salaries	\$50,037	\$54,000	\$55,000	\$55,000
Overtime Wages	\$14,202	\$14,202	\$8,000	\$4,500
<b>PERSONNEL SERVICES TOTAL</b>	<b>\$619,586</b>	<b>\$677,691</b>	<b>\$923,949</b>	<b>\$746,468</b>
<b>Materials &amp; Services</b>				

	2022 - 23 Actual	2022 - 23 Revised Budget	2023 - 24 Revised Budget	2024-25 Proposed Budget
Equipment Maintenance	\$62,348	\$70,500	\$72,000	\$74,000
Other Professional Services	\$24,371	\$39,726	\$35,000	\$45,000
Bank Service Charges	\$1,515	\$4,000	\$52,000	\$65,000
IT Services & Maintenance	\$32,031	\$32,031	\$36,232	\$18,488
County Tax Administration	\$21,147	\$22,000	\$23,000	\$24,000
Tax Consulting Services	\$17,184	\$19,600	\$20,000	\$22,000
Postage Expense	\$16,521	\$19,444	\$18,000	\$20,000
Training, Conf, & Special Proj	\$2,315	\$5,000	\$10,000	\$7,500
Office Supplies	\$5,429	\$5,500	\$6,000	\$5,500
SB90 Cost Claims	\$4,700	\$5,000	\$4,800	\$5,000
Other Department Supplies	\$2,909	\$5,000	\$5,000	\$2,000
Photocopy Paper	\$2,821	\$3,000	\$3,500	\$3,500
Photocopy Maintenance	\$2,027	\$3,000	\$2,500	\$2,500
Storage	\$810	\$1,800	\$1,800	\$1,800
Memberships & Dues	-\$455	\$945	\$945	\$800
Postage Maintenance	\$0	\$500	\$500	\$500
Advertising	\$205	\$205	\$0	\$500
<b>MATERIALS &amp; SERVICES TOTAL</b>	<b>\$195,877</b>	<b>\$237,251</b>	<b>\$291,277</b>	<b>\$298,088</b>
<b>Capital Outlay</b>				
Financial System Upgrade	\$0	\$0	\$0	\$15,000
Capital - Furniture & Equipmen	\$2,631	\$3,500	\$3,500	\$2,000
<b>CAPITAL OUTLAY TOTAL</b>	<b>\$2,631</b>	<b>\$3,500</b>	<b>\$3,500</b>	<b>\$17,000</b>
<b>TOTAL</b>	<b>\$818,861</b>	<b>\$919,642</b>	<b>\$6,220,026</b>	<b>\$1,062,756</b>

**Finance Dept By Activity Type**

	2022 - 23 Actual	2022 - 23 Revised Budget	2023 - 24 Revised Budget	2024-25 Proposed Budget
<b>Finance</b>				
Pension Allocation	\$0	\$0	\$5,000,000	\$0
Finance	\$818,861	\$919,642	\$1,220,026	\$1,062,756
<b>FINANCE TOTAL</b>	<b>\$818,861</b>	<b>\$919,642</b>	<b>\$6,220,026</b>	<b>\$1,062,756</b>
<b>TOTAL</b>	<b>\$818,861</b>	<b>\$919,642</b>	<b>\$6,220,026</b>	<b>\$1,062,756</b>



# Public Safety

Proposed Budget FY2024-25

## About Us

Public Safety provides core public safety service and proactive patrol to reduce crime and improve quality of life and includes the activities of 911, Dispatch, Patrol, Investigations and Records.

## Workplan Highlights

Provide core public safety service and proactive patrol to reduce crime and improve quality of life. This activity funds 911, Dispatch, Patrol, Investigations and Records.

1. Enhance the Community Outreach Team by adding two officers to the existing allocation of one sergeant. Continue to collaborate with MIST, other service providers and those in need to link them with services that support individualized plans to improve their quality of life.
2. Fully implement an employee wellness program for all Police Department employees.
3. Implement quarterly activity reports to the city council to enhance transparency and community access.
4. Continue to build relationships with Cal Poly Humboldt through their Office of Diversity Equity and Inclusion.
5. Foster public safety as a continual City priority.
6. Make pedestrian and bicycle traffic between Cal Poly Humboldt and Arcata safer.
7. Continue to work with stakeholders to support/expand the Community Ambassador Program.
8. Conduct education and enforcement in support of traffic safety.
9. Continue recruiting/retention campaign to increase and maintain staffing.
10. Continue providing Juvenile Diversion Services, including Parent Project and Loving Solutions Classes.

### Parking Control (23)

6/7/2024



- Parking Enforcement
- Abandoned Vehicle Abatement

### Animal Control (25)

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

### Emergency Preparedness

- Continue to re-stock the City Hall Emergency Operations CERT

#### Public Safety - Expenses by Type

	2022 - 23 Actual	2022 - 23 Revised Budget	2023 - 24 Revised Budget	2024-25 Proposed Budget
<b>Personnel Services</b>				
Regular Salaries	\$2,797,946	\$3,165,817	\$3,463,217	\$4,132,028
Other Employee Benefits	\$2,459,594	\$2,691,831	\$2,951,181	\$3,144,430
Overtime Wages	\$529,381	\$649,768	\$503,700	\$401,000
Part-time & Temporary Salaries	\$95,944	\$137,417	\$270,984	\$241,452
<b>PERSONNEL SERVICES TOTAL</b>	<b>\$5,882,865</b>	<b>\$6,644,833</b>	<b>\$7,189,082</b>	<b>\$7,918,910</b>
<b>Materials &amp; Services</b>				
IT Services & Maintenance	\$88,438	\$88,438	\$92,791	\$116,384
Equipment Maintenance	\$58,706	\$71,601	\$70,000	\$40,000
CAD/RMS Services	\$53,767	\$61,026	\$31,026	\$66,800
Other Professional Services	\$47,618	\$55,392	\$43,160	\$58,371
Other Department Supplies	\$36,433	\$49,578	\$54,100	\$47,200
Abandoned Vehicle Removal	\$33,846	\$38,500	\$57,000	\$50,000
Post Certified Courses	\$27,116	\$35,000	\$55,000	\$60,000
Clothing & Personal Expenses	\$31,863	\$39,775	\$45,900	\$44,000
Training, Conf, & Special Proj	\$33,391	\$39,041	\$38,225	\$40,250
Communications	\$34,593	\$34,593	\$31,200	\$15,200
Office Supplies	\$16,768	\$20,849	\$20,000	\$23,000
Fingerprinting Services	\$15,284	\$21,075	\$15,000	\$16,000
Vehicle & Mobile Equip Parts	\$3,467	\$4,900	\$4,900	\$31,500
Memberships & Dues	\$9,254	\$10,475	\$10,475	\$11,850
Bank Service Charges	\$18,165	\$18,165	\$2,800	\$0
Advertising	\$2,782	\$5,450	\$18,000	\$5,000
Equipment Rental	\$6,288	\$6,300	\$6,300	\$6,500
Postage	\$3,014	\$4,000	\$4,000	\$4,000
Haz Mat Response Team	\$1,420	\$1,420	\$1,420	\$1,420
Photocopy	\$0	\$100	\$100	\$100
<b>MATERIALS &amp; SERVICES TOTAL</b>	<b>\$522,213</b>	<b>\$605,678</b>	<b>\$601,397</b>	<b>\$637,575</b>
<b>Capital Outlay</b>				
Capital - Furniture & Equipmen	\$650,515	\$1,099,340	\$505,325	\$15,000
<b>CAPITAL OUTLAY TOTAL</b>	<b>\$650,515</b>	<b>\$1,099,340</b>	<b>\$505,325</b>	<b>\$15,000</b>

	2022 - 23 Actual	2022 - 23 Revised Budget	2023 - 24 Revised Budget	2024-25 Proposed Budget
<b>Interfund/Intergovt payments</b>				
Central Garage Charges	\$233,248	\$233,248	\$391,884	\$336,692
County Animal Control	\$56,265	\$62,443	\$57,712	\$61,500
<b>INTERFUND/INTERGOVT PAYMENTS TOTAL</b>	<b>\$289,513</b>	<b>\$295,691</b>	<b>\$449,596</b>	<b>\$398,192</b>
<b>Other Expenditures</b>	\$70,740	\$75,000	\$75,000	\$75,000
<b>TOTAL</b>	<b>\$7,415,847</b>	<b>\$8,720,541</b>	<b>\$8,820,400</b>	<b>\$9,044,677</b>

**Public Safety - By Activity**

	2022 - 23 Actual	2022 - 23 Revised Budget	2023 - 24 Revised Budget	2024-25 Proposed Budget
<b>Police</b>				
Police	\$7,038,181	\$8,292,454	\$8,476,183	\$8,678,834
Parking	\$296,890	\$319,280	\$286,505	\$304,343
Animal Control	\$80,776	\$108,808	\$57,712	\$61,500
<b>POLICE TOTAL</b>	<b>\$7,415,847</b>	<b>\$8,720,541</b>	<b>\$8,820,400</b>	<b>\$9,044,677</b>
<b>TOTAL</b>	<b>\$7,415,847</b>	<b>\$8,720,541</b>	<b>\$8,820,400</b>	<b>\$9,044,677</b>

# Capital Improvement Program (CIP) Summary

FY 2024-25 Proposed Budget

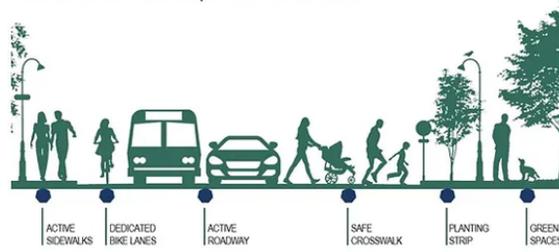
## Capital Improvement Program (CIP) Overview

The City of Arcata's Capital Improvement Program (CIP) is a long-term, multi-year planning tool used to identify the construction, repair, and replacement of major city assets. The CIP is both a fiscal and strategic device that allows for the financing, planning, scoping, and prioritization of all capital projects. The document provides cost estimates, funding sources, phases, and timing of each project. Although the CIP has been developed to forecast capital needs over a five-year term, only the first year will be adopted. Dollars in the first year of the CIP will be allocated for spending, while the remaining four years are provided for planning purposes. Variables such as tax base, grant availability, priorities and sometimes, changes in regulatory requirements/mandates, make it difficult to definitively plan too far into the future. For this reason, the CIP is considered a dynamic program that is continually changing and being edited; however, this document is updated only once annually (concurrently with the Budget) as part of a City-wide planning process based on current goals and available finances.

The primary purpose of the CIP is to assist in the orderly implementation of the broad and comprehensive goals of the City's Adopted General Plan. Prior to becoming a CIP project, each project is brought to the Planning Commission to verify consistency with policies found within the General Plan. As the foundation for the City of Arcata, the General Plan provides a vision of how the city will look, function, provide services and manage resources. The mechanism that the city uses to manage those assets and fulfill that vision, is the CIP.

The City of Arcata is constantly growing and developing and as a result, new assets are constructed each year. Over time, those assets begin to degrade resulting in the need for maintenance and/or repair. As one of the earliest cities in California, the city must continually work to replace its aging infrastructure. Although the CIP does not track the smaller day-to-day repairs, the larger repairs (or replacements) often make it into the CIP due to the amount of planning needed to finance larger capital improvement projects. For the purpose of planning and tracking however, future CIP's will include projects which total cost is \$100,000 or more.

## What is a Complete Street?



On May 18, 2022, the City Council adopted a Complete Streets Policy to create an equitable, balanced, and effective transportation system where every person can travel safely and comfortably to meet daily needs, and where sustainable transportation options such as walking, biking, rolling and using transit are accessible, safe, comfortable and convenient to everyone.

### CIP Expenses by Fund

	2024-25 Proposed Budget
<b>Enterprise</b>	
Wastewater	\$22,503,000
Water	\$4,991,037
<b>ENTERPRISE TOTAL</b>	<b>\$27,494,037</b>
<b>Special Revenue</b>	
STIP Project	\$4,838,866
AHSC	\$1,009,497
SB1 (RMRA)	\$782,869
Infill Infrastructure Grant	\$365,484
TEA RSTA	\$210,000
<b>SPECIAL REVENUE TOTAL</b>	<b>\$7,206,716</b>
<b>General</b>	
General	\$5,075,087
<b>GENERAL TOTAL</b>	<b>\$5,075,087</b>
<b>TOTAL</b>	<b>\$39,775,840</b>



# Capital Improvement Program (CIP) Projects Update

FY 2024-25 Proposed Budget

## Capital Improvement Program for FY 2024-25

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Project ID	Project Name	Project Description	Status
11-02	EPA Brownfields Grant Project and Little Lakes	Sampling and Cleanup of the Little Lake site	In Progress
41-01	Arcata Multi-Modal Accessibility and Safety Improvements Project	Bicycle and Pedestrian improvement on Samoan Blvd between F and Union Streets. Project may involve US 101 and Samoa Blvd Interchange reconfiguration.	In Progress
41-02	Safer Route to School: Fuente Nueva Charter School	Potential bicycle and sidewalk improvements on Foster Avenue and Janes Road near the school zone.	Starting Soon
45-01	Old Arcata Road	Approximately one mile of pavement rehabilitation, striping, shared walk walkway, new sidewalk, crossing and roundabout at the intersection of Old Arcata Road and Jacoby Creek Road	In Progress
45-02	Annual Striping	Annual Striping	In Progress
45-02	Annual Pavement Management	Annual Paving - Overlay, Grind out - Inlay and micro surfacing	In Progress

<b>Project ID</b>	<b>Project Name</b>	<b>Project Description</b>	<b>Status</b>
45-10	Sunset - LK Wood Safety	Planning and Environmental complete, design in progress	In Progress
45-12	8th and 9th Improvements	Bicycle and Pedestrian Enhancements and Street Beautification	Nearly Complete
45-15	Lighting Improvements	Install new streetlights throughout the city at various locations	On Hold
45-16 <b>(NEW)</b>	11 <sup>th</sup> and K St Improvements	Traffic Calming, Bicycle and Pedestrian improvement on 11 <sup>th</sup> St between Janes and Bayview and on K St between Samoa and 13th Street.	Starting Soon
45-17 <b>(NEW)</b>	Reconnecting Arcata	The Reconnecting Arcata Project seeks to address mobility and accessibility challenges caused by three state highways (US 101, SR 255, and SR 299) through comprehensive planning efforts.	Starting Soon
48-01	Annual Sidewalk and Accessible Ramps	Annual - Ongoing	Planned for FY 24-25
48-07	Rails with Trails: Annie & Mary Trail	Construction of approximately 3 miles of class I trail from Arcata Skate Park to Humboldt Bay Municipal Water district park. Environmental phase complete and final Design in progress	In Progress
48-21	Isackson Sustainable Transportation Infrastructure - Design/Permit (Phase 2)	City of Arcata Isaacson's Affordable Housing STI Project. Bicycle and Pedestrian Enhancements and Street Beautification (Additional sidewalk and bicycle improvements through the city)	In Progress
51-13	Land acquisition for sea level rise adaptation	Acquire land adjacent to Arcata Marsh and Wildlife Sanctuary for projects in line with the City's sea level rise adaptation strategy	In Progress
51-14 <b>(NEW)</b>	Frank Martin Culvert Replacement	Existing culvert replacement under Frank Martin Ct approximately 200' east of West End Road.	Starting Soon

<b>Project ID</b>	<b>Project Name</b>	<b>Project Description</b>	<b>Status</b>
63-04	Waterline Improvements: Citywide steel line replacement	Removal and replacement of steel, asbestos cement, cast iron, ductile iron, galvanized steel, and PVC waterline sections within the City of Arcata Water Service Area (WSA).	In Progress
63-06	Plunkett Waterline Improvements	Replacement of existing water line and booster pump station along Plunkett Road and Jacoby Creek Road.	In Progress
64-01	Water Storage Zone 1	Construction of 1million gallon storage tank	Nearly Complete
64-09	Water Meters and Registers	Annual – Ongoing	In Progress
64-16	Heindon Well	Well maintenance	Nearly Complete
64-18	SCADA- Water	Annual – Ongoing	In Progress
64-19 <b>(NEW)</b>	Tank 4 Rehab	Rehabilitation of the interior coating and cathodic protection system of existing water storage tank	Starting Soon
65-04	1 <sup>st</sup> Street Pumps and Motors	Pump upgrades	On Hold
65-12	Manhole Rehab/Sewer Collection System	Annual Manhole and sewer line replacement Project	In Progress
65-14	Sewer Inflow & Infiltration Reduction (I&I)	Replacement and rehabilitation of citywide sewer infrastructure (sewer mainlines, laterals and manholes).	In Progress
67-04	WWTP Reconfiguration: Construction	Construction and rehabilitation of City Wastewater Treatment Plant.	In Progress
67-36	WWTP Reconfiguration: Phase 2 design	Design of second phase of WWTP project	On Hold
67-39	Relocate NR/Police to Parks Maintenance Area – Plan	Design/building installation and fencing	On Hold
81-04	Carlson – Mad River Park-Trail	Will augment once grant funds are awarded	In Progress

<b>Project ID</b>	<b>Project Name</b>	<b>Project Description</b>	<b>Status</b>
81-07	Redwood Park Improvements (Phase 2)	Evaluate outcomes of Phase I improvements and plan for additional improvements under a Phase 2 which may include basketball court resurfacing, parking lot improvements, and/or outdoor performance space supports	Starting FY 24-25
81-29	Irrigation Well for Sports Complex	Need to ascertain additional cost to plum into existing irrigation system and determine annual costs of well vs city potable water supply	On Hold
81-30	Arcata Ball Park Improvement Project	Create an accessible, family-friendly left field grassy seating area and improve the entry plaza and façade to improve public safety and enhance the identity of the Arcata Ball Park.	In Progress
81-31 <b>(NEW)</b>	Mountain View Park	Install new recreational equipment that meets the needs of the neighborhood	Starting Soon
85-08	City Hall HVAC	Phase 2 of the City Hall HVAC system upgrade	On Hold
85-31	Arcata Community Center Facility Upgrades	Implement facility upgrades at the Arcata Community Center	In Progress
85-32	Arcata Library Accessibility Project	The Arcata Library Accessibility Project will ensure critical life safety and accessibility for the Arcata Library, a vibrant community resource hub for all ages serving a disadvantaged community. Project components include interior accessibility improvements including restrooms and exterior access enhancements to emergency exits.	In Progress
<b>COMPLETED PROJECTS</b>			
21-03	APD Radio Upgrade	Replace analog radio with digital radio to be compatible with regional emergency services agencies.	Completed
45-11	Terrace Ave Flat Car Installation	Rehabilitation of existing road and address failing culvert on Terrace Ave	Completed

<b>Project ID</b>	<b>Project Name</b>	<b>Project Description</b>	<b>Status</b>
45-13	30th Street Improvements	Reconstruction of 30th street east of Alliance Road and 140 ft. pedestrian bridge	Completed
48-21	Isackson Sustainable Transportation Infrastructure - Design/Permit (Phase 1)	City of Arcata Isaacson's Affordable Housing STI Project. Bicycle and Pedestrian Enhancements and Street Beautification (Phase 1 – Misc sidewalk and bicycle improvements through the city)	Completed
65-13	Wastewater/water to Eureka Ready Mix at Boyd Road	New sewer line and lift station at Boyd Road	Completed
67-01	WWTP Reconfiguration: UV Procurement and Design	New UV. Portion of WWTP upgrade project	Complete
67-38	I Street Dock & Vault Toilet	Project to improve/replace I Street Boat Ramp and install vault toilet.	Completed
81-07	Redwood Park Improvements (Phase 1)	C new playground equipment and pump track)	Completed
81-23	Shay Park Phase 2	This is for the park equipment's and minor construction	Completed
81-25	Larson Park Tennis Court Resurfacing	Capital Maintenance task	Completed
81-27	Bloomfield Park	Install new recreational equipment that meets the needs of the neighborhood	Completed
81-28	Plaza Improvement Task Force Recommendations	Planter Removal at the Plaza	Completed
85-13	PSPS Generators	To Install an Emergency Backup Generator at City Facilities	Completed
87-02	Arcata Ridge Trail Development	This is for pedestrian crossing and trail improvements in the Arcata Community Forest area.	Completed
91-04	Two New Electrical Bus for Transit	Purchase of two new electric buses	Completed

# Capital Improvement Program Projects Spotlight

FY 2024-25 Proposed Budget

Let the play begin...



## Capital Improvement Program Park Improvements

The draft 2024-25 budget includes several grant-funded capital improvement projects to both enhance and create new public park and recreation amenities in Arcata. The Redwood Park Phase I project to upgrade the playground, enhance accessibility and create the bicycle pump track will be completed this current fiscal year. City staff are planning a Phase II component in fiscal year 2024-25 to resurface the basketball court and consider parking upgrades and/or outdoor performance amenities. The Carlson Park Improvement Project construction is well underway and will be complete by fall 2024. Carlson Park is being transformed with the addition of a playground, special event and

picnic area, pickleball courts and non-motorized boating access. The Arcata Ball Park Improvement Project is anticipated to head to construction in late summer 2024 to modernize the façade, open up the entry plaza and provide an accessible path of travel to the left field seating area. The Arcata Library Improvement Project is also slated for construction in 2024-25 to enhance accessibility to this valuable community resource. Additionally, in 2024-25 City staff anticipate completing the design for the Arcata Annie & Mary Trail with construction anticipated for fiscal year 2025-26.

While grant funding has been obtained for the construction of new recreation amenities at Carlson and Redwood Parks and the anticipated 3.5 mile Arcata Annie & Mary Trail, grants do not support the ongoing operations and maintenance of these public facilities. These new and exciting park features and trail miles add to the already full duties of our Parks staff. With the growing maintenance burden of current and new facilities and without additional Parks/Facilities maintenance staff, the Environmental Services Department may not be able to sustain the current level of expectations in the community for park maintenance. As the General Fund supports approximately 90% of Parks and Facilities maintenance, additional revenue sources would benefit the City to ensure we can continue to meet the growing needs and interest throughout the community for accessible, family-friendly recreation spaces.



# Revenue Descriptions

## City Revenue Descriptions

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

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

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

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

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

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

**Utility Users Tax:** Utility Users Tax is a 3% tax on electricity, gas, water, wastewater, cable television, and telephone. This tax was first approved by voters in 1996.

More recently this was approved in 2012 and tax expires in November of 2024.

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

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

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

**Business Licenses:** Business licenses are issued for all businesses. License fees are intended solely to raise revenue and are not intended for regulation. The fees charged for

the business licenses are set by resolution of the City Council. Business license taxes are collected by the Finance Director.

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

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

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

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

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

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

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

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

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

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

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

**Planning and Zoning Fees:** Fees collected to cover City expenses in processing land use application.

**Plan Check Fees:** Plan check fees are to reimburse for checking plans for compliance with current planning and zoning regulations. Charges for current services are fees paid to the City by a prospective builder for plan check.

**Special Police Services:** Special police service is revenue received from a variety of sources; for example, loud party fees.

**Bicycle Safety/Awareness:** Bicycle traffic violation fees are to be used to fund a bicycle safety program.

**Decal Sales:** This is income from the sale of the second and third preferential parking permits for neighborhoods surrounding Humboldt State University. This money is collected by the Finance Department.

**Alarm Fees:** This is a fee collected from people who have alarm systems that, if triggered, will automatically dial the Police Department. This is a fee for false alarms charged to the owner of the property to defray costs of the police response to the false alarm. These fees are set by resolution of the City Council.

**Recreation Programs -Other:** These fees charged to persons who utilize the various recreation programs and/or facilities offered by the Recreation Department. Examples are: gymnastics, youth basketball and preschool.

**Recreation Program Fees – Self Supporting:** Fee charged for contract leisure classes.

**Recreation Program Fees – Non-Resident Fees:** Non-resident fees are charged to those who do not live, own property or a business within the city limits of Arcata.

**Police Reimbursement Revenue:** Police reimbursement revenue is money that is paid by private citizens for damage to police property.

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

**Bicycle Licenses:** Bicycle license fees are collected by the City through the sale of bicycle licenses.

**Sidewalk Repairs:** Sidewalk repairs are fees charged to the property owner by the City for repairs.

**Parks/Open:** Space Tax \$37 annual special parcel tax to fund acquisition, improvements and maintenance of the City's parks, trails, forest and open spaces.

**P.O.S.T. Reimbursement:** The Commission Peace Officer Standards and Training is a state fund accumulated from monies derived from a portion of fines paid by criminals. P.O.S.T. offers certified courses which are paid by P.O.S.T. funds. Arcata sends Police Officers to P.O.S.T. certified courses and receives full reimbursement of costs incurred.

**Forest Revenue-Timber Sales:** Funds received for logs harvested from City-owned forest properties, such as the Arcata Community Forest and the Jacoby Creek Community Forest.

**State Gas:** Tax The State Gas Tax is divided into a series of different categories which each have a specific purpose for which they are used. The Gas Tax is divided into three categories: construction funds, maintenance funds and engineering funds.

**State Gas Tax 2106-Construction:** This money is available for any street or road purpose.

**State Gas Tax 2107-Maintenance:** These funds may be used for any street construction or maintenance purposes.

**State Gas Tax 2107.5-Engineering:** This money is available for engineering costs and administrative expenses.

**State Gas Tax 2105-Street Maintenance:** This money is available for any street or road purpose.

**State Gas Tax 2103:** This money is available for any street or road purpose.

**Vehicle Code Fines:** Fines for traffic violations are allocated to the City of Arcata and to Humboldt County. The City portion is deposited into the traffic safety fund and be used for related expenditures.

**HCD Block Grant:** These funds are received as grants from the State Department of Housing and Community Development, which grants money for specific projects.

**Industrial Park Rentals:** Rental charges for land rented from the City in the Industrial Park.

**Residential Construction Tax:** A tax of 1% of the value of multi-family structures is levied as a residential construction tax for the purpose of acquisition, improvement, expansion and maintenance of City public parks.

**Parkland-In-Lieu:** The Parkland-In-Lieu fee is a fee collected from subdividers for the purpose of acquiring necessary land and developing new or rehabilitation of parks and recreational facilities reasonably related to serving the subdivision.

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

**Water Utility-Change of Service:** The change of service charges are set by the Fee Resolution.

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

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

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

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

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

**State Transit Assistance Funds (STAF):** State Transit Assistance Funds may be used for any transit purpose.

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

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

**Passenger Fares – Dial-A-Ride/Dial-A-Lift:** Dial-A-Ride services Arcata residents who qualify for door-to-door service because of disability or age and cannot use the public transit service. Dial-A-Lift is designed to complement the existing taxi Dial-A-Ride service with a vehicle equipped with a lift. This service vehicle also serves a feeder vehicle for wheelchair persons to the accessible transit buses.

**Bus Advertising:** Revenues are received from persons/businesses advertising on the interior of A&MRTS buses.

**Integrated Waste Management - AB 939:** The State of California, in Assembly Bill 939, mandated the City to manage solid waste within its jurisdiction. The City Council adopted this fee to pay for the management program.

**Solid Waste Service Charges:** User charges for garbage pick-up service.

**Central Garage:** The Central Garage is an internal service fund which is responsible for the purchase and maintenance of vehicles for the City. The Central Garage bills each of the City's departments for its services.

**Drainage Fees:** Drainage Fees are collected with building permits to finance the construction, maintenance, improvement and enhancement of erosions control and drainage facilities.

**Stormwater Drainage Fees:** Fees charged to property owners based on the square footage of impermeable surface. Fees collected are to be used for stormwater management.

**Successor Agency /Redevelopment:** The City's Redevelopment Agency was established in 1982 to fund redevelopment projects. The Redevelopment Agency is funded through tax increments. The tax increment is the property tax paid on the difference between the base year's assessed value (1982) and the present year's assessed value. The Redevelopment Agency receives approximately \$.60 of every \$1.00 of property tax increment revenue generated. The remaining \$.40 is apportioned to the County and other agencies.

The funds are used for redevelopment projects including rehabilitation, bond debt service, public improvements, major street improvements, planning and design. Redevelopment law requires the Agency to use 20% of its funds for low and moderate income housing needs.

Due to State actions, the Agency was eliminated by statute on June 27, 2011. The Successor Agency is tasked with winding down the affairs of the City's Redevelopment Agency. Successor Housing Agency The Housing activities of the former Redevelopment Agency have been transferred to the Successor Housing Fund for development of low and moderate income housing needs.

**Special Assessment Districts:** The City administers three active districts – Windsong Landscaping, Janes Creek Meadows Landscaping District, and Mad River Business Park

Landscaping District. These districts were formed to fund the installation and maintenance of open spaces in these subdivisions. Properties within the district are assessed amounts as an addition to the property tax bills.

# Budget Calendar - FY 2024-25

The Arcata Municipal Code requires that the City Council adopt an annual budget by July 1st of each fiscal year (FY). In order to meet that deadline, the Council and staff begin working on the next year's budget as early as late January.

<b>DUE DATE</b>	<b>TASK</b>
January 23 1:00 to 2:30pm	OpenGov End User Training via Zoom or Recorded Session
March 25	Recommended Fee Schedule distributed to departments for review and updates
March 25 – April 5	Meetings scheduled to discuss Vehicle, IT, Insurance requests/expectations
March 28	Department Budget Proposals and Worksheets available for completion in OpenGov
March 28	Optional OpenGov Follow-up Budget Training Session for Departments
April 2, 5:30pm	Council Goal Setting Session
April 3	FY 2025 Master Fee Schedule Updates due
April 16, 5:30pm	City Council Work Session, review preliminary revenue projections, potential tax ballot measures, CIP and follow up to Goal Setting
April 17	FY 2025 Master Fee Schedule City Council Public Hearing
April 26	OpenGov Budget Worksheets and Proposals due
April 29 to May 3	All hands-on meeting (if needed) for final

	changes/communicating out to departments or City Manager/Dept meetings to discuss proposed budgets
May 6	Last day for final proposed budget changes
May 10	Budget due to City Manager
May 21	Tentative Date for Study session on FY 2025 budget
June 12	Tentative Date for Public hearing on FY2025 budget. Adopt 2025 budget (includes Gann Limit)
July 1	New Fiscal Year Begins Updated Fees for FY 2025 Effective



736 F Street  
Arcata, CA 95521

[cityofarcata.org](http://cityofarcata.org)