



736 F Street
Arcata CA 95521

City Manager
707-822-5953

Environmental Services
707-822-8184

Police
707-822-2428

Recreation
707-822-7091

Community Development
707-822-5955

Finance
707-822-5951

Engineering
707-825-2128

Transportation
707-822-3775

January 4, 2023

Tom Matson
Public Works Director
Humboldt County Public Works
1106 Second Street
Eureka, CA 95501

Subject: Cost Share Commitment for Humboldt County Edible Food Recovery Program Manager

Dear Tom,

This letter serves to document our agreement with Humboldt County Public Works staff regarding Arcata’s participation in the Edible Food Recovery. Arcata agrees to contribute \$16,546.53 to be used by the County towards the Edible Food Recovery Program Manager position released by the County through a Request for Proposals.

Humboldt County Public Works will serve as the lead for project administration and coordination, with assistance from the following Arcata Environmental Services: Environmental Programs Manager, Environmental Services Deputy Director Community Services, and Environmental Services Director. The designated Humboldt County Public Works representative will be the Director, or her/his designee. As tasks are completed, Humboldt County will invoice the City for their share of cost for the completed work. Humboldt County agrees to provide task reports completed by the consultant with each invoice. Invoices should be sent to:

City of Arcata
Environmental Services
Attention: Emily Benvie
736 F Street
Arcata, CA 95521

Arcata’s portion of this project will not exceed the amounts listed in the attached funding contribution summary. Arcata will pay for actual costs incurred up to the consultant’s total proposal. Should Arcata request specific, or extra work that falls outside the work plan, Arcata will be responsible for 100% of the cost for that work. Please respond indicating that you concur with this understanding.

Sincerely,

Karen Diemer
City Manager

ATTACHMENT 1
Funding Contribution Summary

Jurisdiction	Population	Cost Share
Eureka	26,278	\$23,403.30
Fortuna	12,195	\$10,860.92
Arcata	18,579	\$16,546.53
Humboldt	71,444	\$63,628.32
Rio Dell	3,325	\$2,961.26
Ferndale	1,339	\$1,192.52
Blue Lake	1,233	\$1,098.11
Trinidad	347	\$309.04
Total Pop	134,740	
Cost of Position	\$120,000	
Cost per person	\$0.89	

Funding contribution amounts were determined based on participating jurisdictions populations. Jurisdictions will pay approximately \$0.89 per person to fund an annual position amount not to exceed \$120,000.