

**CITY OF ARCATA  
SPECIAL CITY COUNCIL MEETING**

COUNCIL CHAMBER  
736 F Street, Arcata

JUNE 22, 2022  
Wednesday, 6:00 PM

**AGENDA**

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

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

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

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

**COVID-19 Notice**

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

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

**Observe:**

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

**Public Comment Participation in Person and on Zoom:**

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

1. Join from a PC, Mac, iPad, iPhone or Android device: Please use this URL:  
<https://us06web.zoom.us/j/86991986533>

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

Or join by phone:

1. \*67 1-669-900-6833
2. Enter Meeting ID: 869 9198 6533
3. If you are accessing the meeting via telephone and want to comment during the public comment portion of any item, press **star (\*) 9** on your phone. This will raise your hand. When it is time for public comment on the item on which you wish to speak, the Clerk will unmute your phone. You will hear a prompt that will indicate your phone is unmuted. You will have 3 minutes to comment (2 minutes for Early Oral Communications), subject to the Mayor's discretion.

**I. FLAG SALUTE**

**II. CALL TO ORDER**

**III. CEREMONIAL MATTERS**

**A. Recognition of Former City Council Member and Three-Term Mayor Jim Test.**

**IV. REPORT BY COMMISSION/COMMITTEE**

**A. Annual Report from the Forest Management Committee.**

**V. EARLY ORAL COMMUNICATIONS**

This 15-minute time period is provided for people to address the Council on matters not on the agenda. At the conclusion of all oral communications the Council may respond to statements. Any request that requires Council action will be set by the Council for a future agenda or referred to staff. Speakers addressing the Council at this time may be limited to two minutes. All other Oral and Written Communications will be heard at this meeting under Agenda Item XI.

**VI. N/A**



## **VII. CONSENT CALENDAR**

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

- A. Approve the Minutes of the City Council Meeting of May 18, 2022.**
- B. Bi-Weekly Report on General Warrants.**
- C. Declare a Continuation of the Local Emergency Related to the Coronavirus Pandemic.**
- D. Award a Construction Contract for the Countywide Accelerated Cure Slurry Project 2022 to DRYCO, in the Amount of \$607,477.28; Authorize the City Engineer to Increase the Contract Amount by up to \$121,495.46 (20 Percent, for a Total of \$728,972.74) to Allow for Any Unforeseen Contingencies and Additional Work as Necessary; and Authorize the City Manager to Execute All Applicable Documents.**
- E. Award a Contract for the 2022 Timber Harvest (Logging & Log Hauling) to Redwood Forest Products in the Amount of \$247/Thousand Board Feet (MBF) for Logging, \$65.25/MBF for Trucking Redwood Logs to Arcata, California, \$87/MBF for Trucking Douglas Fir Logs to Korb, California, and an Option for \$2,000 to Install Four Temporary Road Crossings; and Authorize the City Manager to Execute All Applicable Documents.**
- F. Award a Contract for the Arcata Public Safety Radio System Upgrade to Day Wireless Systems in the Amount of \$1,057,716; Authorize the City Manager to Increase the Contract Amount by up to Five Percent (5%) (\$52,886) for Contingencies; and Authorize the City Manager to Execute All Necessary Documents.**
- G. Approve the Purchase of a Body Worn Camera System in the Amount of \$108,261.00 and Authorize the City Manager to Execute All Applicable Documents.**
- H. Accept \$7,300 in Donations for Commemorative Benches in the Arcata Community Forest.**

- I. Adopt Resolution No. 212-73, A Resolution of the City Council of the City of Arcata Amending the Class and Pay Resolution—Compensation & Benefits for Hourly Rated Part-Time, Temporary, and Seasonal Personnel (to Add Administrative Aide Classification).**
- J. Approve a Memorandum of Understanding between the City of Arcata and Full Cycle Compost to Enable Compost Operations at the Bayside Park Farm, and Authorize the City Manager to Execute All Applicable Documents.**
- K. Adopt Resolution No. 212-74 Approving an Application for Grant Funds from the California Coastal Commission’s LCP Local Assistance Grant Program for Conducting a Sea Level Rise Vulnerability Assessment and Hazard Scenario Planning for Coastal Resiliency.**
- L. Adopt Resolution No. 212-70 Authorizing Application for the Regional Early Action Planning Grant in the Amount of \$33,000.**
- M. Approve Amendment No. 3 to the Memorandum of Understanding (MOU) between the City of Arcata and Humboldt Trails Council to Add a New Section Regarding Shared Use of a Flail Mower, and Authorize the City Manager to Execute All Applicable Documents.**

**VIII. ITEMS REMOVED FROM CONSENT CALENDAR**

Items removed from the Consent Calendar will be heard under this section.

**IX. OLD BUSINESS**

**A. Consider Initiating Amendments to the Short Stay Vacation Rental Program.**

The City Council adopted a permit program to regulate vacation rentals on May 5, 2021. Staff now has about one year’s worth of experience running the program. Staff would like to provide the Council with a report on what we’ve learned implementing the program. Council may direct staff to initiate any amendments deemed necessary related to the program.

**RECOMMENDATION:**

Staff recommends the Council consider an update on the Short Stay Vacation Rental Program and provide direction to staff to initiate any amendments deemed necessary.

**B. Consider Draft General Plan Engagement Report and General Plan Update Review Process.**

The City has been working on General Plan updates in earnest for the last three years, starting with the Housing Element adopted in 2019, the Infill Market Study adopted in

early 2020, and the release of various elements of the General Plan, starting with the Gateway Area Plan, in 2021. The Housing Element and Infill Market Study each included a summary of engagement. The current phase of General Plan updates will also include an engagement report. This item provides the draft General Plan Engagement Report and a review of the engagement and decision-making process.

**RECOMMENDATION:**

Staff recommends the Council review the draft report, consider the review process, and provide direction as necessary.

**X. NEW BUSINESS**

**A. Public Hearing on Proposed Master Fee Schedule for Fiscal Year 2022/23, Public Hearing on Proposed Appropriations Limit for Fiscal Year 2022/23, Consideration of Adopting Both Resolution No. 223-02 Updating the City of Arcata Master Fee Schedule and Resolution No. 223-01 Adopting the City Budget for Fiscal Year 2022/23.**

The City conducted a budget study session on June 7, 2022. Based on Council input at that meeting, a final budget draft has been developed for adoption. The adoption of the budget includes the City Council Goals and Priority Projects, the projected revenue and expenditure projections, the City's Capital Improvement Program projects, the FY 2022/23 Master Fee Schedule and the FY 2022/23 appropriations limit.

**RECOMMENDATION:**

It is recommended that the Council:

- 1) Open the public hearing to receive public comment regarding the proposed master fee schedule for Fiscal Year 2022/23;
- 2) Adopt Resolution No. 223-02, A Resolution of the City Council of the City of Arcata Updating the Master Fee Schedule for Various Fees and Service Charges for the Fiscal Year 2022/23;
- 3) Open the public hearing to receive public comment regarding the appropriations limit for Fiscal Year 2022/23; and
- 4) Adopt Resolution No. 223-01, A Resolution of the City Council of the City of Arcata Adopting the Annual Budget for the Fiscal Year Beginning on July 1, 2022.
- 5) Should General Fund Reserves net revenues exceed the FY2021-2022 estimates of \$611,162, allocate any amount above that (up to \$617,000 maximum) to fund both the City's Radio Replacement Project and Terrace Ave road repair.  
Recommended Motion: 1) Adopt Resolution No. 223-02, A Resolution of the City Council of the City of Arcata Updating the Master Fee Schedule for Various Fees and Service Charges for the Fiscal Year 2022/23; and 2) Adopt Resolution No. 223-01, A Resolution of the City Council of the City of Arcata Adopting the Annual Budget for the Fiscal Year Beginning on July 1, 2022; and 3) Should General Fund Reserves net revenues exceed the FY2021-2022

estimates of \$611,162, allocate any amount above that (up to \$617,000 maximum) to fund both the City's Radio Replacement Project and Terrace Ave road repair.

**B. Accept the Certification of the Verification of Sufficient Signatures on the Petition for the "Initiative to Enact Ordinance Requiring That Earth Flag is Flown at Top of Flagpole" for the November 2022 Election Ballot, Adopt the Ordinance or Refer it to the Ballot for a Vote, and Determine if the City Council Wishes to File Arguments.**

Section 9114 of the California Elections Code requires that petitions submitted to place an initiative on a ballot be signed by the requisite number of voters. The City Clerk's office has determined that the petition for the *Initiative to Enact Ordinance Requiring That Earth Flag is Flown at Top of Flagpole* has qualified for the November 8, 2022, ballot. Now that the petition has qualified, the City Council has two options: 1) Adopt the ordinance outright without alteration; or 2) Submit the ordinance to the voters of Arcata.

**RECOMMENDATION:**

It is recommended that the Council:

- 1) Accept the certification of the verification of sufficient signatures on the petition for the *Initiative to Enact Ordinance Requiring That Earth Flag is Flown at Top of Flagpole*, and, additionally, take action to do one of the following:
  - a) Adopt the ordinance (initiative) without alteration; or
  - b) Submit the ordinance to the voters of Arcata at the general municipal election to be held on November 8, 2022.

If the Council orders the measure to be submitted to the voters, it should determine if it would like to submit an argument against the initiative and possible rebuttal argument. If so, it is recommended that the Council:

- 2) Appoint a subcommittee of two Councilmembers to draft a primary argument against the ballot measure and bring it to the Council's July 20, 2022, regular meeting for approval; and, if a rebuttal argument is necessary, authorize the subcommittee to draft it, and schedule a special meeting before August 2, 2022, to approve it.

**C. Adopt Resolution No. 212-72 Calling for a General Municipal Election to be Held November 8, 2022, and Consider Appointing a Subcommittee to Draft Arguments in Favor of the Utility Users Tax (UUT) Measure.**

The Elections Code of the State of California provides that the local governing body shall establish policies concerning the conduct of municipal elections. Resolution No. 212-72 specifies those policies and requests the general municipal election be consolidated with the statewide general election to be held on November 8, 2022.

Arguments may be submitted for or against ballot measures, and this is the opportunity

for the Council to decide if it wishes to submit an argument in favor of the Utility Users Tax measure.

**RECOMMENDATION:**

It is recommended that the City Council:

- 1) Adopt Resolution No. 212-72, A Resolution of the City Council of the City of Arcata Calling for a General Municipal Election to be Held November 8, 2022, Requesting the Humboldt County Board of Supervisors Consolidate the Election with the Statewide General Election, Establishing Policies for the Election, and Requesting the Humboldt County Office of Elections Conduct Said Election. [Note: If the Council has chosen to adopt the *Ordinance Requiring that Earth Flag is Flown at the Top of Flagpole* without submitting it to the voters, it should remove paragraphs 5 and 6 from Resolution No. 212-72 before adoption]; and
- 2) Appoint a subcommittee of two Councilmembers to draft a primary argument in favor of the Utility Users Tax ballot measure and bring it to the Council's July 20, 2022, regular meeting for approval; and, if a rebuttal argument is necessary, authorize the subcommittee to draft it and schedule a special meeting before August 2, 2022, to approve it.

**XI. ORAL AND WRITTEN COMMUNICATIONS**

This time is provided for people to address the Council or submit written communications on matters not on the agenda. At the conclusion of all oral and written communications, the Council may respond to statements. Any request that requires Council action will be set by the Council for a future agenda or referred to staff. Speakers addressing the Council may be limited to three minutes, with a maximum of five minutes, and a time limit on the overall length of oral communications may be imposed.

**XII. COUNCIL AND STAFF REPORTS**

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

**A. Receive an Update from Emily Sinkhorn, Director of Environmental Services, on the City of Arcata's Wastewater and Water Infrastructure Planning.**

**B. Other Council and Staff Reports**

**XIII. DATES OF FUTURE MEETINGS**

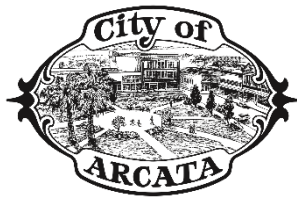
- A. Confirm the City Council Will Hold a Study Session with the Planning Commission to Discuss the Gateway Area Plan on Tuesday, July 12, 2022, at 6:00 p.m. in the Council Chamber and via Teleconference.**

**XIV. CLOSED SESSION**

**XV. CLOSED SESSION REPORTS**

**XVI. ADJOURNMENT**

Other than items continued or tabled to a date certain, the Council may, by majority vote, continue all matters not completed by 10:30 p.m. to the following Thursday at 6:00 p.m. in the Council Chamber. Should the Council vote to continue the meeting past 10:30 p.m., discussion on an item on the agenda that either requires or allows for public input may not begin without a unanimous vote of the City Council members present. (Closed Session items may begin later.) (Reference: Resolution No. 101-69)



## MEMORANDUM

Presented at the June 22, 2022, City Council meeting

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Date: June 8, 2022

To: Arcata City Council

From: Forest Management Committee (FMC)

Re: Forest Management Committee Annual Report to the Arcata City  
Council for 2021/22 Activities

### Forest Management Committee

Chair: Dennis Halligan,  
Vice Chair: Michael Furniss  
Danny Hagans  
Ken Hoffman  
Jack Naylor  
Erin Kelly  
Yana Valachovic  
Staff Liaison: Mike McDowall

*Community-based forestry is a participatory approach to forest management that strengthens communities' capacity to build vibrant local economies—while protecting and enhancing their local forest ecosystems. By integrating ecological, social, and economic strategies into cohesive approaches to forestry issues, community-based approaches give local residents both the opportunity and the responsibility to manage their natural resources effectively and to enjoy the benefits of that responsibility. -Aspen Institute*

### Introduction

The Forest Management Committee advises the City Council and City Commissioners on topics relating to forestry, ecology, and wildlife on City-owned forestland. In addition to making recommendations to the City Council on potential amendments to the City's Forest Management Plan, Committee members also review the City's timber harvest operations before they are filed with the California Department of Forestry and conduct a post-harvest field review when operations have been completed.

The following information is a summary of the various projects and activities that involved the Forest Management Committee (FMC) during fiscal year 2021/2022. The Committee meets every other month on the second Thursday at 7:00 am or at the call of the chair and also conducts public field trips and evening meetings or workshops on occasion. Due to the COVID-19 pandemic, the FMC met less frequently during 2021/22; however, the Committee's input on forest-related activities within the City remained robust and many goals were accomplished.

## General

- The City with guidance from the Forest Management Committee manages the Arcata Community Forest for the long-term goals of promoting a healthy, late seral forest ecosystem for wildlife and ecological benefits as well as providing quality of life resources (e.g. trails, access to natural areas) for community members. Management priorities include watershed restoration, wildlife habitat, recreation, carbon sequestration, and timber harvest revenue. The City of Arcata manages three separate tracts of Arcata Community Forest and Redwood Park that together comprise approximately 2,449 acres and include the Arcata Forest Tract (614 acres), Sunny Brae Tract (~336 acres), the Jacoby Creek Tract (~1,499 acres), and 25-acre Redwood Park.
- Timber harvests on City forestlands are developed to improve the health and ecological functioning of forest stands as well as to provide revenue for continued management of the forest and other priority projects such as land acquisition (both forestland and urban open space), road & trails upgrades, and new recreational opportunities. Approximately 25% of Arcata's Community Forest land base is situated in reserves that are mostly comprised of riparian areas, and sensitive habitats. Planned annual harvests are approximately one-half of the annual growth increment therefore, the forests are accruing volume, structural complexity, and age over time at a significantly faster rate than virtually all publicly owned and private timberlands in the western United States.
- This year the Committee celebrated the 30-year tenure of Russ Forsburg on the Forest Management Committee and wished him well in his next endeavors. The Council appointed a new member to the FMC, Dr. Erin Kelly, a forest policy and administration professor at Cal Poly Humboldt.
- A 2021 timber harvest was postponed for the Swaner Tract in the Jacoby Creek Forest. The Forest Fund reserves enabled the forest budget to weather the reduction in forest activity budget revenue this year.
- \$2,500 in local donations were received for the placement of one commemorative bench within the Community Forest. After purchase and installation costs, remaining funds support the City's Forest Fund. There are limited opportunities for placement of additional memorial benches in the community forest.
- Delivered 565 metric tonnes (mT) of forest carbon (as per Climate Action Reserve Tonnes) to various buyers.
- Continued to provide carbon offsets available for purchase by individuals and businesses.
- Provided input on the City's Gateway Area Plan, specifically on maintaining diversity of local larger diameter milling opportunities and support for relocation of existing businesses as part of potential rezoning of Barrel District.
- The Committee provided expertise for a Non-industrial Timber Management Plan (NTMP) amendment; a Substantial Deviation to amend the Swaner parcel and Kline-LaForge parcel into the City's existing NTMP.
- The Committee provided input on the Open Space, Parks and Trails Special Tax (Measure A) priorities in conjunction with the Parks and Recreation Committee and



Wetlands and Creeks Committee. Forest improvement priorities that were recommended to City Council for inclusion in Fiscal Year 2022-23 budget were:

- Margaret Lane Trailhead improvements for Arcata Community Forest Sunny Brae Tract
  - Alternate trail to Trail 9 in the Arcata Community Forest between Trail 3/3.5 and the Fickle Hill Road Trailhead
  - Forest road and culvert upgrades
- The Committee developed a 5-10 year priority list for the Arcata Community Forest and Forest Management Committee. City staff made corresponding maps to compliment the priority list

### Research and Monitoring

- Staff continued to monitor for various forest Species of Special Concern. City staff completed annual monitoring and surveys for northern spotted owls (*Strix occidentalis caurina*) and barred owls (*Strix varia*) on all City owned forestland. Northern spotted owl surveys in particular required a great deal of staff time with the bulk of surveys conducted between March and July. Owl survey information is shared annually with applicable adjacent landowners in a cooperative manner to help facilitate ongoing efforts for Spotted Owl recovery. Annual spotted owl survey information is also provided to State and Federal agencies as well as the California Natural Diversity Database.
- Staff initiated the City's 2<sup>nd</sup> measurement of carbon plots located in the Sunny Brae Forest tract. Plots are to be re-measured every 12 years. Re-measurement and modeling of the data is ongoing, and will continue into the 2022/2023 fiscal year. The SBF project is registered through Climate Action Reserve as Improved Forest Management Project CAR 575. The City maintains two other carbon projects also registered with Climate Action Reserve in Jacoby Creek Forest (CAR694 & CAR935). All City forest carbon projects were initially registered in 2012.

### Roads/Trails/Watershed/Vegetation

- Over 18 miles of roads and trails continue to be maintained at a high standard. The City improved signage within the forest to encourage use of Avenza maps for navigating the trail system and safe biking speeds.
- City staff completed work on the "Peanut Butter" Trail in the newly acquired Forsyth parcel of the Arcata Community Forest Tract. Redwood Coast Mountain Bike Association and the Humboldt High School Composite Mountain Bike Team provided volunteer assistance at frequent trail workdays. City staff also completed safety upgrades to the existing "Jump Trail" segment. The Committee recommended updates to the design of the lower "Jump Trail" which will include new features for mountain bikers and decommissioning of the old trail alignment/skid trail.
- Several community workdays involving hundreds of volunteer hours helped the city remove invasive plants, maintain and improve trails and assist with litter cleanup.

## 2022/2023 PLANNED ACTIVITIES

The Committee will:

- Conduct a field trip to visit the planned 2022 timber harvest in the JCF and/or other future proposed harvest areas.
- Continue to be involved in the Non-Industrial Timber Management Plan (NTMP) amendments.
- Continue involvement with completion of the Arcata Ridge Trail with a crossing of Fickle Hill and other identified trail priorities (e.g. Margaret Lane trailhead ramp, new trail alternative to Trail 9 and completion of the Jump Trail).
- Coordinate with other City advisory committees on matters of mutual interest such as the Redwood Park Master Plan and Open Space, Parks & Trails Special Tax expenditures oversight.
- Continue to strengthen cooperative partnerships with State and Federal agencies, Cal Poly Humboldt, USFS Redwood Sciences Lab and College of the Redwoods to involve students, faculty and scientists in additional forest research projects. Work with HSU on long-term upper Jacoby Creek Forest data sharing and planning.
- Continue to strengthen working relationships with the Wiyot Tribe for involvement in forest management planning and cultural use of forestlands.
- Obtain approval of a long-term northern spotted owl management plan with State agencies including CalFire and CDFW; (Spotted Owl Resource Plan [SORP]).
- Update forest carbon inventories on the Barnum (CAR935) and Lucchesi (CAR694) Climate Action Reserve Projects.
- Seek cost share funding from the California Forest Improvement Program (CFIP) or other grant sources for habitat, road and timber stand improvement work.
- Continued collaboration with adjacent landowners on corporative road use agreements and road improvements for City forestlands.

New memorial bench on Trail #5. (ACF)



Bicyclists enjoying the new Peanut Butter Trail (ACF)





City staff measuring trees for Sunny Brae carbon project (SBF)



Northern Spotted Owl during 2021 surveys (JCF)





Forest habitat during owl surveys (JCF)



Sunset in forest habitat during owl surveys (JCF)





## CITY OF ARCATA CITY COUNCIL MEETING

COUNCIL CHAMBER

MAY 18, 2022

A regular meeting of the City Council of the City of Arcata was held on the above date at 6:00 p.m. as a hybrid meeting, via teleconference and utilizing Zoom Video Communications, with Mayor Atkins-Salazar presiding. Notice of this meeting was posted on May 13, 2022. PRESENT: Atkins-Salazar, Schaefer, Matthews. ABSENT: Watson. STAFF PRESENT: City Manager Diemer, City Attorney Diamond, Assistant City Manager/Personnel Director Demello, Chief of Police Ahearn, Director of Community Development Loya, Finance Director Starzhevskiy, Director of Environmental Services Sinkhorn, City Engineer Khatri, Deputy Director of Environmental Services—Community Services Benvie, IT Manager Savage, City Clerk Dory.

### **FLAG SALUTE**

Mayor Atkins-Salazar led those present in the Pledge of Allegiance.

### **CEREMONIAL MATTERS**

#### **A. Proclamation in Honor of Kinetic Sculpture Racing, May 28, 2022.**

Councilmember Schaefer read the proclamation.

#### **B. Proclamation in Honor of Older Americans Month, May 2022.**

Councilmember Matthews read the proclamation and presented it to Maggie Kraft, from the Area 1 Agency on Aging.

### **EARLY ORAL COMMUNICATIONS**

Mayor Atkins-Salazar invited public comment.

Joanne McGary spoke of how Greta Thunberg had inspired her.

Patricia Cambianica said she hoped there would be public outreach in regard to the proposed J Street and K Street couplets. She spoke about the lack of public engagement for the Gateway Area Plan.

Carly Tambling, from Arcata Main Street, promoted the upcoming Oyster Festival being held from June 24 to 26, 2022. She noted it would be held at a location in the Creamery District.

Jim requested the Council direct staff to present a list of public engagement opportunities and committee input that had taken place to date on the Gateway Area Plan.

Mayor Atkins-Salazar closed early oral communications.

### **CONSENT CALENDAR**

Mayor Atkins-Salazar invited public comment. There was none. Mayor Atkins-Salazar closed the public comment period.

**ON MOTION BY MATTHEWS, SECONDED BY SCHAEFER, AND WITH A THREE-TO-ZERO VOICE VOTE WITH ONE ABSENCE, THE COUNCIL ADOPTED THE CONSENT CALENDAR FOR MAY 18, 2022, AS PRESENTED. AYES: ATKINS-SALAZAR,**

Minutes Acceptance: Minutes of May 18, 2022 6:00 PM (CONSENT CALENDAR)

May 18, 2022

**SCHAEFER, MATTHEWS. NOES: NONE. ABSENT: WATSON. ABSTENTIONS: NONE.**

- A. Approve the Minutes of the City Council Meeting of May 4, 2022.**
- B. Bi-Weekly Report on General Warrants.**
- C. Approve Amendment No. 1 to the Memorandum of Understanding (MOU) with the Yurok Indian Housing Authority No. 3, LLC, and Authorize the City Manager to Execute Necessary Documents.**

#### **OLD BUSINESS**

- A. Adopt Resolution No. 212-60 Establishing and Approving a Complete Streets Policy within the City of Arcata.**

City Engineer Khatri explained that the goal of the complete streets policy was to create balanced and equitable transportation for all users. He requested the Council approve the policy.

Mayor Atkins-Salazar invited public comment.

Oona Smith, from the Humboldt County Association of Governments (HCAOG), said that HCAOG fully supported complete streets policies, and she listed their top 10 benefits.

Colin Fiske, from the Coalition for Responsible Transportation Priorities, gave his support for the policy.

Matt Simmons, from the Redwood Coalition for Climate and Environmental Responsibility, spoke in support of adoption of the policy.

**MATTHEWS MOVED AND SCHAEFER SECONDED TO ADOPT RESOLUTION NO. 212-60 ESTABLISHING AND APPROVING A COMPLETE STREETS POLICY WITHIN THE CITY OF ARCATA.**

**MATTHEWS MOVED TO AMEND THE MOTION TO CHANGE THE TERMINOLOGY OF "DISADVANTAGED COMMUNITIES" TO "DISADVANTAGED NEIGHBORHOODS" WITHIN THE POLICY. SCHAEFER SECONDED THE AMENDMENT.**

**THE MOTION, AS AMENDED, PASSED ON A THREE-TO-ZERO VOICE VOTE WITH ONE ABSENCE. AYES: ATKINS-SALAZAR, SCHAEFER, MATTHEWS. NOES: NONE. ABSENT: WATSON. ABSTENTIONS: NONE.**

Minutes Acceptance: Minutes of May 18, 2022 6:00 PM (CONSENT CALENDAR)

May 18, 2022

**B. Receive an Update on the Regional Climate Action Plan and Support the County of Humboldt in Proceeding with Environmental Review.**

Deputy Director of Environmental Services—Community Services Benvie, with the assistance of Michael Richardson from Humboldt County Planning and Building, Katie Gurren and Jerome Karman from Environmental Indicator Accounting Services, and Aisha Cissna, from Redwood Coast Energy Authority, gave a presentation with an overview of the Regional Climate Action Plan and its current timeline.

Mayor Atkins-Salazar invited public comment.

Paul Hagan pointed out that the cities' and county's authority, in relation to the Climate Action Plan, is over land use. He reminded the City to remember to take into account factors outside its authority, but continue to lead.

Joanne McGarry said Arcata needed to be out in full force when talking about the climate reality because it would require huge changes to people's lives.

An unidentified speaker referred the Council to Florida's Center for Climate Strategies' Energy and Climate Change Action Plan which discussed how to reduce greenhouse gas emissions, but also discussed mitigation and adaptation strategies. She said it was one of the most comprehensive climate action plans written.

Matt Simmons, Redwood Coalition for Climate and Environmental Responsibility (RCCER), noted that it was not just about carbon, but that electrification produced less air pollution. He fully supported the process.

Colin Fiske, Coalition for Responsible Transportation Planning, said he felt the Plan provided a strong foundation for future action and he supported moving ahead with the California Environmental Quality Act process.

Patricia Cambianica voiced her support for the Qualified Climate Action Plan.

Mayor Atkins-Salazar closed the public comment period.

**ON MOTION BY SCHAEFER, SECONDED BY MATTHEWS, AND WITH A THREE-TO-ZERO VOICE VOTE WITH ONE ABSENCE, THE COUNCIL SUPPORTED HUMBOLDT COUNTY IN PROCEEDING WITH THE ENVIRONMENTAL REVIEW OF THE REGIONAL CLIMATE ACTION PLAN. AYES: ATKINS-SALAZAR, SCHAEFER, MATTHEWS. NOES: NONE. ABSENT: WATSON. ABSTENTIONS: NONE.**

Minutes Acceptance: Minutes of May 18, 2022 6:00 PM (CONSENT CALENDAR)



May 18, 2022

**NEW BUSINESS****A. Receive an Update from the Humboldt County Association of Governments on the Regional Early Action Planning Grant.**

Oona Smith, from the Humboldt County Association of Governments (HCAOG), updated the Council on the Regional Early Action Planning (REAP) grant program which provided money for housing planning activities to increase housing and accelerate production. She reviewed the budget and sub-allocations regionally for the grant.

Mayor Atkins-Salazar invited public comment. None was received. Mayor Atkins-Salazar closed the public comment period.

**B. Consider Resolution No. 212-67 Placing the Utility Users Tax Measure on the Ballot for the Election to be Held November 8, 2022.**

City Manager Diemer explained that adoption of Resolution No. 212-67 would place a Utility Users Tax measure on the November 8 ballot. She said there were two components to the current tax: a standard tax of three percent, which had been in place since 1996, and the Excessive Electricity Use tax. She said the two-part tax brought in approximately \$1 million for the City annually. She recommended the Council consider keeping the standard three percent and the Excessive Electricity Use tax with a suggested sunset clause at 12 years from 2024, when the current UUT expires, to 2036. She noted the tax supported parks, police, planning, streets, trails, and recreation.

Mayor Atkins-Salazar invited public comment. None was received. Mayor Atkins-Salazar closed the public comment period.

**ON MOTION BY SCHAEFER, SECONDED BY MATTHEWS, AND WITH A THREE-TO-ZERO VOICE VOTE WITH ONE ABSENCE, THE CITY COUNCIL ADOPTED RESOLUTION NO. 212-67 PLACING A UTILITY USERS TAX MEASURE ON THE BALLOT FOR THE ELECTION TO BE HELD NOVEMBER 8, 2022. AYES: ATKINS-SALAZAR, SCHAEFER, MATTHEWS. NOES: NONE. ABSENT: WATSON. ABSTENTIONS: NONE.**

**ORAL AND WRITTEN COMMUNICATIONS**

Mayor Atkins-Salazar invited public comment.

Joanne McGarry urged the City to pull back to the big picture when talking about the climate emergency.

Carly Tambling, President of the Entrepreneurs Club of Arcata, announced that the Entrepreneurs Club at Cal Poly Humboldt would be holding its Start-Up Weekend where projects were presented and voted on by the community. She said communications about the weekend could be directed to [arcatamainstreet@gmail.com](mailto:arcatamainstreet@gmail.com).

Mayor Atkins-Salazar Oral and Written Communications.

**COUNCIL AND STAFF REPORTS**

Minutes Acceptance: Minutes of May 18, 2022 6:00 PM (CONSENT CALENDAR)

May 18, 2022

Mayor Atkins-Salazar said there would be a meeting to discuss how the City was going to get the property in front of the Safe Parking Program site cleaned up. She further reported on the status of the program. She reported that a new position in the Arcata Police Department had been assigned to liaise to the homeless services program and provide direct street outreach, and support the Community Ambassador Program.

City Manager Diemer said the Community Ambassador job description was just finalized and recruitment would open in June.

### **DATES OF FUTURE MEETINGS**

- A. **Budget Overview Study Session, Wednesday, May 25, 2022, at 5:30 p.m., in the Council Chamber.**

**BY GENERAL CONSENSUS, THE COUNCIL CONFIRMED IT WOULD HOLD A BUDGET OVERVIEW STUDY SESSION ON WEDNESDAY, MAY 25, 2022, AT 5:30 P.M., IN THE COUNCIL CHAMBER.**

- B. **Study Session with Committee Chairs, Tuesday, May 31, 2022, at 6:00 p.m.**

**BY GENERAL CONSENSUS, THE COUNCIL CONFIRMED IT WOULD HOLD A STUDY SESSION WITH COMMITTEE CHAIRS ON TUESDAY, MAY 31, 2022, AT 6:00 P.M., IN THE COUNCIL CHAMBER.**

### **ADJOURNMENT**

The meeting was adjourned at 7:32 p.m.

Respectfully submitted,

Bridget Dory  
City Clerk

Minutes Acceptance: Minutes of May 18, 2022 6:00 PM (CONSENT CALENDAR)



## STAFF REPORT – CITY COUNCIL MEETING

June 22, 2022

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

**FROM:** Ondrea Starzhevskiy, Finance Director

**PREPARER:** Darcey Quinn, Finance Manager

**DATE:** June 13, 2022

**TITLE:** Bi-Weekly Report on General Warrants.

### RECOMMENDATION:

It is recommended that the Council approve the warrant listing for the period May 21, 2022, to June 10, 2022.

### INTRODUCTION:

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

### DISCUSSION:

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

### BUDGET/FISCAL IMPACT:

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

### ATTACHMENTS:

A. Warrant 052122-061022 (PDF)

## City of Arcata Warrant Listing 05/21/2022-06/10/2022

<u>Check No.</u>	<u>Vendor No.</u>	<u>Vendor Name</u>	<u>GL Account</u>	<u>Amount</u>	<u>Date</u>
310296	PAYROLL	Payroll	MISC	30.76	5/24/2022
246453	UB*05369	Doudna William	661-00-00-21000	16.26	5/27/2022
246454	UB*05366	Goulard Jesse	661-00-00-21000	23.30	5/27/2022
246455	UB*05368	Preston Estate of John	661-00-00-21000	26.68	5/27/2022
246456	AFLAC010	Aflac	101-00-00-22110	1,124.54	5/27/2022
246457	AFLAC015	AFLAC Group Insurance	101-00-00-22110	216.09	5/27/2022
246458	ALLIS999	Allison Willaim	101-00-00-23070	300.00	5/27/2022
246459	BASSE999	Bass Eugene L	101-10-03-51770	742.70	5/27/2022
246460	BOYDD998	Boyd David C	101-10-03-51770	930.20	5/27/2022
246461	BROWN986	Brown Brian J	101-10-03-51770	537.50	5/27/2022
246461	BROWN986	Brown Brian J	101-10-03-51770	442.70	5/27/2022
246462	DARRL999	Darr Luanne	101-00-00-23070	300.00	5/27/2022
246463	DELLA998	Dellabalma Rhonda	101-00-00-23070	500.00	5/27/2022
246464	FIDEL010	Fidelity National Title	259-30-14-58300	99,330.00	5/27/2022
246465	GLEN999	Glen Linda K	101-10-03-51770	442.70	5/27/2022
246466	GREENEDR	Greene Drew	661-50-63-51500	216.95	5/27/2022
246467	JAVIE999	Javier Lyn A	101-10-03-51770	442.70	5/27/2022
246468	LEAGU030	League of CA Cities- Redwood Empire Division	101-10-03-51600	100.00	5/27/2022
246469	MAGNUSON	Magnuson Seth	661-50-63-51500	250.00	5/27/2022
246470	NELLI999	Nellist Linda W	101-10-03-51770	204.01	5/27/2022
246470	NELLI999	Nellist Linda W	101-10-03-51770	325.00	5/27/2022
246470	NELLI999	Nellist Linda W	101-10-03-51770	442.69	5/27/2022
246470	NELLI999	Nellist Linda W	101-10-03-51770	280.75	5/27/2022
246471	NFP010	Alerity Group	224-30-13-50990	9.75	5/27/2022
246471	NFP010	Alerity Group	101-40-21-50990	(29.25)	5/27/2022
246471	NFP010	Alerity Group	101-00-00-22206	1,160.25	5/27/2022
246472	PACIF020	Pacific Gas & Electric Co	661-60-64-51100	4,914.50	5/27/2022
246472	PACIF020	Pacific Gas & Electric Co	101-50-41-51100	7,362.32	5/27/2022
246472	PACIF020	Pacific Gas & Electric Co	101-50-81-51100	1,064.69	5/27/2022
246472	PACIF020	Pacific Gas & Electric Co	666-60-51-51100	24.96	5/27/2022
246472	PACIF020	Pacific Gas & Electric Co	101-50-85-51100	11,719.86	5/27/2022
246472	PACIF020	Pacific Gas & Electric Co	663-50-91-51100	86.05	5/27/2022
246472	PACIF020	Pacific Gas & Electric Co	101-50-81-51100	228.80	5/27/2022
246472	PACIF020	Pacific Gas & Electric Co	662-60-67-51100	18,296.43	5/27/2022
246472	PACIF020	Pacific Gas & Electric Co	101-50-81-51100	11.31	5/27/2022
246473	QUINN997	Quinn Samantha	101-00-00-23070	50.00	5/27/2022
246474	REMIF010	R.E.M.I.F.	101-00-00-22203	148,898.00	5/27/2022
246474	REMIF010	R.E.M.I.F.	101-50-41-50990	0.91	5/27/2022
246474	REMIF010	R.E.M.I.F.	559-00-00-24059	192.19	5/27/2022
246474	REMIF010	R.E.M.I.F.	101-00-00-22204	572.21	5/27/2022
246474	REMIF010	R.E.M.I.F.	662-60-67-50990	2.73	5/27/2022
246474	REMIF010	R.E.M.I.F.	662-60-67-50990	21.48	5/27/2022
246474	REMIF010	R.E.M.I.F.	207-50-48-50990	108.55	5/27/2022
246474	REMIF010	R.E.M.I.F.	101-00-00-22203	(1,132.00)	5/27/2022
246474	REMIF010	R.E.M.I.F.	101-00-00-22203	35.80	5/27/2022
246474	REMIF010	R.E.M.I.F.	101-00-00-22205	3,188.08	5/27/2022
246474	REMIF010	R.E.M.I.F.	661-60-64-50990	0.91	5/27/2022
246474	REMIF010	R.E.M.I.F.	101-00-00-22203	35.80	5/27/2022
246474	REMIF010	R.E.M.I.F.	101-00-00-22205	18.20	5/27/2022
246474	REMIF010	R.E.M.I.F.	559-00-00-24059	15,989.37	5/27/2022
246474	REMIF010	R.E.M.I.F.	101-60-70-50990	325.65	5/27/2022
246474	REMIF010	R.E.M.I.F.	661-60-64-50990	7.16	5/27/2022
246474	REMIF010	R.E.M.I.F.	101-50-41-50990	108.55	5/27/2022
246474	REMIF010	R.E.M.I.F.	666-60-51-50990	5.46	5/27/2022
246474	REMIF010	R.E.M.I.F.	101-50-41-50990	7.16	5/27/2022
246474	REMIF010	R.E.M.I.F.	664-60-73-50990	35.80	5/27/2022

Attachment: A. Warrant 052122-061022 (3909 : Warrant Listing)

## City of Arcata Warrant Listing 05/21/2022-06/10/2022

<u>Check No.</u>	<u>Vendor No.</u>	<u>Vendor Name</u>	<u>GL Account</u>	<u>Amount</u>	<u>Date</u>
246474	REMIF010	R.E.M.I.F.	101-60-70-50990	2.73	5/27/2022
246474	REMIF010	R.E.M.I.F.	101-00-00-22203	35.80	5/27/2022
246474	REMIF010	R.E.M.I.F.	101-00-00-22203	4.55	5/27/2022
246474	REMIF010	R.E.M.I.F.	662-60-67-50990	325.65	5/27/2022
246474	REMIF010	R.E.M.I.F.	664-60-73-50990	4.55	5/27/2022
246474	REMIF010	R.E.M.I.F.	101-00-00-22205	11,275.32	5/27/2022
246474	REMIF010	R.E.M.I.F.	101-00-00-22205	96.20	5/27/2022
246474	REMIF010	R.E.M.I.F.	101-00-00-22203	4.55	5/27/2022
246474	REMIF010	R.E.M.I.F.	207-50-48-50990	7.16	5/27/2022
246474	REMIF010	R.E.M.I.F.	101-00-00-22203	7,787.63	5/27/2022
246474	REMIF010	R.E.M.I.F.	664-60-73-50990	542.75	5/27/2022
246474	REMIF010	R.E.M.I.F.	559-00-00-24059	875.12	5/27/2022
246474	REMIF010	R.E.M.I.F.	666-60-51-50990	651.30	5/27/2022
246474	REMIF010	R.E.M.I.F.	101-00-00-22204	2,065.70	5/27/2022
246474	REMIF010	R.E.M.I.F.	666-60-51-50990	42.96	5/27/2022
246474	REMIF010	R.E.M.I.F.	661-60-64-50990	108.55	5/27/2022
246474	REMIF010	R.E.M.I.F.	207-50-48-50990	0.91	5/27/2022
246474	REMIF010	R.E.M.I.F.	101-60-70-50990	21.48	5/27/2022
246475	REMIF010	R.E.M.I.F.	224-30-13-50990	2.84	5/27/2022
246475	REMIF010	R.E.M.I.F.	101-00-00-22206	374.88	5/27/2022
246476	ROSSE999	Rosser Joel	101-00-00-23070	50.00	5/27/2022
246476	ROSSE999	Rosser Joel	101-00-00-44210	40.00	5/27/2022
246477	SCURF999	Scurfield Solar & Heating	101-00-00-49900	154.01	5/27/2022
246478	STATE015	SWRCB	661-60-64-51600	160.00	5/27/2022
246479	STURG999	Sturgis Lynnette J	101-10-03-51770	911.45	5/27/2022
246480	UB*05353	Papstein Stephen	661-00-00-21000	34.76	5/27/2022
246481	VALLA999	Valladares Enedino	101-00-00-23070	500.00	5/27/2022
246482	WAGAR999	Wagar Naomi	101-00-00-46310	20.00	5/27/2022
246482	WAGAR999	Wagar Naomi	101-00-00-46365	2.00	5/27/2022
246483	WILLA999	Williams Andrew	101-00-00-23070	70.00	5/27/2022
246484	ALVES010	Alves Inc.	207-50-45-53800	52.30	5/27/2022
246484	ALVES010	Alves Inc.	207-50-45-53800	140.29	5/27/2022
246485	AMAZO010	Amazon Capital Services Inc	662-60-67-57800	3,054.15	5/27/2022
246486	ATTALNE	AT&T	101-40-21-52522	365.21	5/27/2022
246487	BESTB010	Best Best & Krieger	101-10-09-51773	150.00	5/27/2022
246488	BOBCA020	Bobcat of Chico	207-50-45-55300	503.48	5/27/2022
246488	BOBCA020	Bobcat of Chico	207-50-45-55300	923.16	5/27/2022
246489	CADEP040	CA Dep Of Justice	101-10-15-52524	637.00	5/27/2022
246489	CADEP040	CA Dep Of Justice	101-10-15-52524	588.00	5/27/2022
246490	EELRIO10	Eel River Transportation & Sal	101-40-23-51762	617.30	5/27/2022
246491	EUREK130	Eureka Ready Mix Concrete Co Inc	661-50-63-53800	328.00	5/27/2022
246492	FRONT010	Frontier Analytical Laboratory	662-60-67-51742	900.00	5/27/2022
246493	GHDIN010	GHD Inc.	219-50-45-57600	474.21	5/27/2022
246494	HACHC010	Hach Chemical Company	662-60-67-53500	473.26	5/27/2022
246495	HEAD010	Head Thomas William	207-50-45-51770	1,800.00	5/27/2022
246496	IBSOF010	IBS Of The Redwoods	771-50-57-54400	122.38	5/27/2022
246497	JMBOD010	J & M Body Shop/Towing	101-40-23-51762	130.00	5/27/2022
246498	LIEBE010	Liebert Cassidy Whitmore	101-10-09-51773	874.00	5/27/2022
246499	MANAG010	Management Partners Inc	101-10-03-51770	210.00	5/27/2022
246500	MISSION010	Mission Linen Ind.Inc.	771-50-57-51500	71.88	5/27/2022
246500	MISSION010	Mission Linen Ind.Inc.	771-50-57-51500	84.19	5/27/2022
246500	MISSION010	Mission Linen Ind.Inc.	661-60-64-51500	109.93	5/27/2022
246501	NORMA010	Norman's Dry Cleaners	101-40-21-51500	33.25	5/27/2022
246501	NORMA010	Norman's Dry Cleaners	101-40-21-51500	231.50	5/27/2022
246501	NORMA010	Norman's Dry Cleaners	101-40-21-51500	30.50	5/27/2022
246501	NORMA010	Norman's Dry Cleaners	101-40-21-51500	47.75	5/27/2022

Attachment: A. Warrant 052122-061022 (3909 : Warrant Listing)

## City of Arcata Warrant Listing 05/21/2022-06/10/2022

<u>Check No.</u>	<u>Vendor No.</u>	<u>Vendor Name</u>	<u>GL Account</u>	<u>Amount</u>	<u>Date</u>
246501	NORMA010	Norman's Dry Cleaners	101-40-21-51500	127.50	5/27/2022
246501	NORMA010	Norman's Dry Cleaners	101-40-21-51500	44.50	5/27/2022
246501	NORMA010	Norman's Dry Cleaners	101-40-21-51500	55.00	5/27/2022
246501	NORMA010	Norman's Dry Cleaners	101-40-21-51500	38.50	5/27/2022
246501	NORMA010	Norman's Dry Cleaners	101-40-21-51500	127.50	5/27/2022
246501	NORMA010	Norman's Dry Cleaners	101-40-21-51500	105.75	5/27/2022
246501	NORMA010	Norman's Dry Cleaners	101-40-21-51500	142.00	5/27/2022
246502	NORTH140	North Coast Journal Inc	101-10-15-51300	50.00	5/27/2022
246502	NORTH140	North Coast Journal Inc	101-10-15-51300	50.00	5/27/2022
246502	NORTH140	North Coast Journal Inc	101-10-15-51300	50.00	5/27/2022
246502	NORTH140	North Coast Journal Inc	101-10-15-51300	50.00	5/27/2022
246502	NORTH140	North Coast Journal Inc	101-10-15-51300	50.00	5/27/2022
246502	NORTH140	North Coast Journal Inc	101-10-15-51300	90.10	5/27/2022
246503	NORTH150	Northcoast Laboratories Inc	661-60-64-51742	135.00	5/27/2022
246503	NORTH150	Northcoast Laboratories Inc	662-60-67-51742	255.00	5/27/2022
246503	NORTH150	Northcoast Laboratories Inc	661-60-64-51742	55.00	5/27/2022
246503	NORTH150	Northcoast Laboratories Inc	662-60-67-51742	110.00	5/27/2022
246504	OCCUP020	American Hospital Management	101-10-15-51702	43.75	5/27/2022
246505	PHOEN010	Phoenix Group Information Systems	101-40-23-54200	295.00	5/27/2022
246506	PLANW010	Planwest Partners Inc	213-30-13-58001	8,519.50	5/27/2022
246507	REDWO015	Redwood Coast Fuels	662-60-67-54700	401.98	5/27/2022
246508	REESE010	Reese And Associates Inc.	101-30-11-51790	5,750.00	5/27/2022
246508	REESE010	Reese And Associates Inc.	101-30-11-51790	465.00	5/27/2022
246509	SCOTTCHA	Scott Chad	662-60-67-51400	131.00	5/27/2022
246510	SHRED020	Shred Aware LLC.	101-40-21-51770	117.42	5/27/2022
246511	STATE010	Statewide Traffic Safety & Signs Inc.	209-50-55-54200	5,133.83	5/27/2022
246511	STATE010	Statewide Traffic Safety & Signs Inc.	209-50-55-54200	607.39	5/27/2022
246511	STATE010	Statewide Traffic Safety & Signs Inc.	209-50-55-54200	2,012.00	5/27/2022
246512	TEHAM010	Tehama Tire	771-50-57-54600	53.99	5/27/2022
246513	USABL010	USA Blue Book	662-60-67-53500	0.95	5/27/2022
246513	USABL010	USA Blue Book	662-60-67-53500	136.30	5/27/2022
246513	USABL010	USA Blue Book	101-00-00-21090	(0.95)	5/27/2022
246514	VALLE030	Valley Pacific Petroleum Services Inc	771-50-57-54700	1,691.87	5/27/2022
246514	VALLE030	Valley Pacific Petroleum Services Inc	771-50-57-54700	2,284.84	5/27/2022
246514	VALLE030	Valley Pacific Petroleum Services Inc	771-50-57-54700	47.64	5/27/2022
246514	VALLE030	Valley Pacific Petroleum Services Inc	771-50-57-54700	593.62	5/27/2022
246514	VALLE030	Valley Pacific Petroleum Services Inc	771-50-57-54700	156.20	5/27/2022
246514	VALLE030	Valley Pacific Petroleum Services Inc	771-50-57-54700	507.04	5/27/2022
ACH	SUDDE010	Suddenlink	775-10-71-51210	317.16	5/27/2022
ACH	SUDDE010	Suddenlink	775-10-71-51210	30.87	5/27/2022
246515	BLASC999	Blasch Shirley	259-30-14-58300	50.58	5/31/2022
246516	BURNSCHA	Burns Charles	259-30-14-58300	80.50	5/31/2022
246517	CRAIG998	Craig Bernada	259-30-14-58300	13.47	5/31/2022
246518	FIHNS999	Fihn Susan	259-30-14-58300	88.59	5/31/2022
246519	SMITH898	Smith Tracee	259-30-14-58300	92.58	5/31/2022
246520	SUNCO010	Sun Communities Inc	259-30-14-58300	487.34	5/31/2022
246521	SUNCO010	Sun Communities Inc	259-30-14-58300	466.67	5/31/2022
246522	SUNCO010	Sun Communities Inc	259-30-14-58300	487.73	5/31/2022
246523	SUNCO010	Sun Communities Inc	259-30-14-58300	144.27	5/31/2022
246524	SUNCO010	Sun Communities Inc	259-30-14-58300	466.67	5/31/2022
246525	SUNCO010	Sun Communities Inc	259-30-14-58300	383.07	5/31/2022
246526	SUNCO010	Sun Communities Inc	259-30-14-58300	466.67	5/31/2022
246527	SUNCO010	Sun Communities Inc	259-30-14-58300	350.37	5/31/2022
246528	SUNCO010	Sun Communities Inc	259-30-14-58300	490.24	5/31/2022
246529	SUNCO010	Sun Communities Inc	259-30-14-58300	364.57	5/31/2022
246530	SUNCO010	Sun Communities Inc	259-30-14-58300	450.49	5/31/2022

Attachment: A. Warrant 052122-061022 (3909 : Warrant Listing)

## City of Arcata Warrant Listing 05/21/2022-06/10/2022

<u>Check No.</u>	<u>Vendor No.</u>	<u>Vendor Name</u>	<u>GL Account</u>	<u>Amount</u>	<u>Date</u>
246531	SUNCO010	Sun Communities Inc	259-30-14-58300	300.57	5/31/2022
246532	SUNCO010	Sun Communities Inc	259-30-14-58300	360.49	5/31/2022
246533	SUNCO010	Sun Communities Inc	259-30-14-58300	306.61	5/31/2022
246534	SUNCO010	Sun Communities Inc	259-30-14-58300	412.99	5/31/2022
246535	SUNCO010	Sun Communities Inc	259-30-14-58300	476.44	5/31/2022
246536	SUNCO010	Sun Communities Inc	259-30-14-58300	304.02	5/31/2022
246537	SUNCO010	Sun Communities Inc	259-30-14-58300	550.91	5/31/2022
246538	SUNCO010	Sun Communities Inc	259-30-14-58300	431.60	5/31/2022
310297	PAYROLL	Payroll	MISC	1,132.10	5/31/2022
246539	UB*05374	Dalsted Tyler	661-00-00-21000	13.06	6/3/2022
246540	UB*05370	Hernandez Angel	661-00-00-21000	12.44	6/3/2022
246541	UB*05371	Mignani Mary	661-00-00-21000	86.40	6/3/2022
246542	UB*05372	Russell Charles	661-00-00-21000	47.99	6/3/2022
246543	UB*05373	Simas Paul	661-00-00-21000	93.44	6/3/2022
246544	ALMQU010	Almquist Lumber Company	101-50-85-55400	42.95	6/3/2022
246544	ALMQU010	Almquist Lumber Company	101-50-85-55400	74.18	6/3/2022
246544	ALMQU010	Almquist Lumber Company	101-50-85-55400	0.51	6/3/2022
246544	ALMQU010	Almquist Lumber Company	101-00-00-21090	(0.51)	6/3/2022
246544	ALMQU010	Almquist Lumber Company	101-00-00-21090	(0.09)	6/3/2022
246544	ALMQU010	Almquist Lumber Company	101-50-85-55400	0.09	6/3/2022
246544	ALMQU010	Almquist Lumber Company	101-50-85-55400	10.86	6/3/2022
246545	ALTIZERK	Altizer Keith	204-40-21-51420	260.00	6/3/2022
246546	ARCAT620	Arcata Used Tire & Wheel	771-50-57-51770	10.00	6/3/2022
246546	ARCAT620	Arcata Used Tire & Wheel	771-50-57-51770	5.00	6/3/2022
246546	ARCAT620	Arcata Used Tire & Wheel	771-50-57-54600	136.20	6/3/2022
246546	ARCAT620	Arcata Used Tire & Wheel	771-50-57-51770	15.00	6/3/2022
246546	ARCAT620	Arcata Used Tire & Wheel	771-50-57-54600	40.00	6/3/2022
246546	ARCAT620	Arcata Used Tire & Wheel	771-50-57-54600	152.48	6/3/2022
246546	ARCAT620	Arcata Used Tire & Wheel	771-50-57-54600	20.00	6/3/2022
246546	ARCAT620	Arcata Used Tire & Wheel	771-50-57-51770	5.00	6/3/2022
246547	BEACO030	Beacon Athletics LLC	101-50-81-55400	921.18	6/3/2022
246548	BOBCA020	Bobcat of Chico	771-50-57-54400	9.44	6/3/2022
246549	BUDDY010	Buddy's Auto Center	101-40-23-51762	55.00	6/3/2022
246549	BUDDY010	Buddy's Auto Center	101-40-23-51762	300.00	6/3/2022
246549	BUDDY010	Buddy's Auto Center	101-40-23-51762	55.00	6/3/2022
246549	BUDDY010	Buddy's Auto Center	101-40-23-51762	55.00	6/3/2022
246549	BUDDY010	Buddy's Auto Center	101-40-23-51762	60.00	6/3/2022
246550	BUGPR010	Bug Press	101-40-21-53300	308.14	6/3/2022
246551	CADEP040	CA Dep Of Justice	101-40-21-51770	455.00	6/3/2022
246552	CUMMI020	Cummins Inc	771-50-57-55100	161.11	6/3/2022
246553	GEARH010	Gearheart Robert A	662-60-67-51728	6,600.00	6/3/2022
246554	GEVEK010	Geveko Markings Inc	209-50-55-54200	3,184.04	6/3/2022
246555	GRANI020	Granicus Inc.	101-10-05-51770	713.76	6/3/2022
246555	GRANI020	Granicus Inc.	101-10-77-51792	596.01	6/3/2022
246556	K&MIN010	K & M International	662-60-67-54200	(12.98)	6/3/2022
246556	K&MIN010	K & M International	662-60-67-54200	453.81	6/3/2022
246557	LIEBE010	Liebert Cassidy Whitmore	101-10-09-51773	3,040.00	6/3/2022
246557	LIEBE010	Liebert Cassidy Whitmore	101-10-09-51773	912.00	6/3/2022
246558	MILLE020	Miller Farms Nursery Inc	101-50-81-55400	2.53	6/3/2022
246558	MILLE020	Miller Farms Nursery Inc	101-00-00-21090	(2.53)	6/3/2022
246558	MILLE020	Miller Farms Nursery Inc	101-50-81-55400	363.59	6/3/2022
246558	MILLE020	Miller Farms Nursery Inc	101-50-81-55400	0.32	6/3/2022
246558	MILLE020	Miller Farms Nursery Inc	101-00-00-21090	(0.32)	6/3/2022
246558	MILLE020	Miller Farms Nursery Inc	101-50-81-55400	45.74	6/3/2022
246559	NORTH140	North Coast Journal Inc	101-10-15-51300	50.00	6/3/2022
246559	NORTH140	North Coast Journal Inc	101-10-15-51300	90.10	6/3/2022

Attachment: A. Warrant 052122-061022 (3909 : Warrant Listing)



## City of Arcata Warrant Listing 05/21/2022-06/10/2022

<u>Check No.</u>	<u>Vendor No.</u>	<u>Vendor Name</u>	<u>GL Account</u>	<u>Amount</u>	<u>Date</u>
246560	PAPE010	The Pape Group Inc	771-50-57-54400	38.08	6/3/2022
246561	TEHAM010	Tehama Tire	101-00-00-21090	(7.20)	6/3/2022
246561	TEHAM010	Tehama Tire	771-50-57-54600	7.20	6/3/2022
246561	TEHAM010	Tehama Tire	771-50-57-54600	2,434.75	6/3/2022
246562	VALLE030	Valley Pacific Petroleum Services Inc	771-50-57-54700	1,654.84	6/3/2022
246562	VALLE030	Valley Pacific Petroleum Services Inc	771-50-57-54700	1,885.47	6/3/2022
246562	VALLE030	Valley Pacific Petroleum Services Inc	771-50-57-54700	555.65	6/3/2022
246562	VALLE030	Valley Pacific Petroleum Services Inc	771-50-57-54700	363.85	6/3/2022
246563	VERMO010	Vermont Systems Inc.	101-60-89-55300	1,181.25	6/3/2022
246564	AGUIL997	Aguilar Joseph	570-00-00-24157	18.00	6/3/2022
246565	BISON999	Bisson Katie	101-00-00-46331	110.00	6/3/2022
246565	BISON999	Bisson Katie	101-00-00-46365	24.00	6/3/2022
246565	BISON999	Bisson Katie	101-00-00-46338	40.00	6/3/2022
246566	FINNJ999	Finn Jeffrey	101-00-00-46331	532.00	6/3/2022
246567	FRANC011	Franchise Tax Board	101-00-00-22109	333.00	6/3/2022
246567	FRANC011	Franchise Tax Board	101-00-00-22109	25.00	6/3/2022
246568	GOULA999	Goulart Ben	101-10-01-52105	2,000.00	6/3/2022
246569	GUIVE999	Guiver Robin	101-00-00-46335	50.00	6/3/2022
246570	HDSO010	HdL Software LLC	101-00-00-41600	38.76	6/3/2022
246571	JACOB020	Jacoby Creek Water Dist	661-00-00-46711	2,104.90	6/3/2022
246572	JOACH999	Joachim Scott	101-00-00-46365	600.00	6/3/2022
246572	JOACH999	Joachim Scott	101-00-00-46365	48.00	6/3/2022
246573	JONES799	Jones Amanda	101-00-00-23070	50.00	6/3/2022
246574	LEWIS996	Lewis Sukey	101-00-00-46365	266.00	6/3/2022
246574	LEWIS996	Lewis Sukey	101-00-00-46365	24.00	6/3/2022
246575	LUCAS999	Lucas Elizabeth	570-00-00-24157	8.00	6/3/2022
246576	NORTH140	North Coast Journal Inc	663-50-91-51300	105.00	6/3/2022
246577	NORTH899	North Pacific Cardiology	101-10-15-51702	45.00	6/3/2022
246578	OPERA010	Operating Engineers No 3	101-00-00-22113	1,972.00	6/3/2022
246579	PACIF020	Pacific Gas & Electric Co	101-50-81-51100	72.50	6/3/2022
246579	PACIF020	Pacific Gas & Electric Co	101-50-41-51100	8.07	6/3/2022
246579	PACIF020	Pacific Gas & Electric Co	101-50-41-51100	13.99	6/3/2022
246579	PACIF020	Pacific Gas & Electric Co	101-50-41-51100	15.10	6/3/2022
246579	PACIF020	Pacific Gas & Electric Co	212-30-11-55400	3,827.93	6/3/2022
246580	PERSLONG	PERS Long Term Care	101-00-00-22202	67.51	6/3/2022
246581	RAYMO010	Ray Morgan Company	101-40-21-53300	283.98	6/3/2022
246581	RAYMO010	Ray Morgan Company	775-10-71-53300	792.98	6/3/2022
246581	RAYMO010	Ray Morgan Company	101-20-07-53210	168.89	6/3/2022
246582	REDWO995	Redwood Empire Quilters Guild	101-00-00-23070	300.00	6/3/2022
246583	ROSEC998	Rose City Label	101-40-21-54200	73.00	6/3/2022
246584	SIDDI999	Siddiq Dan	101-00-00-46335	716.00	6/3/2022
246584	SIDDI999	Siddiq Dan	101-00-00-46365	84.00	6/3/2022
246584	SIDDI999	Siddiq Dan	101-00-00-46331	300.00	6/3/2022
246585	STATE020	Tax and Fee Administration California Department of	101-00-00-22109	197.92	6/3/2022
246586	TRAIN998	Trainor Michael	101-00-00-42800	50.00	6/3/2022
246587	VARGU999	Vargus Keanu	101-00-00-23070	50.00	6/3/2022
246588	ZIMINSKY	Ziminsky George	662-60-67-55400	24.22	6/3/2022
310298	PAYROLL	Payroll	MISC	607.21	6/3/2022
310299	PAYROLL	Payroll	MISC	592.97	6/3/2022
310300	PAYROLL	Payroll	MISC	933.50	6/3/2022
310301	PAYROLL	Payroll	MISC	295.72	6/3/2022
310302	PAYROLL	Payroll	MISC	277.95	6/3/2022
310303	PAYROLL	Payroll	MISC	435.82	6/3/2022
310304	PAYROLL	Payroll	MISC	1,449.38	6/3/2022
310305	PAYROLL	Payroll	MISC	634.45	6/3/2022
310306	PAYROLL	Payroll	MISC	858.05	6/3/2022

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<u>Check No.</u>	<u>Vendor No.</u>	<u>Vendor Name</u>	<u>GL Account</u>	<u>Amount</u>	<u>Date</u>
310307	PAYROLL	Payroll	MISC	1,434.15	6/3/2022
310308	PAYROLL	Payroll	MISC	519.63	6/3/2022
310309	PAYROLL	Payroll	MISC	1,440.50	6/3/2022
310310	PAYROLL	Payroll	MISC	1,080.53	6/3/2022
310311	PAYROLL	Payroll	MISC	571.29	6/3/2022
310312	PAYROLL	Payroll	MISC	37.51	6/3/2022
310313	PAYROLL	Payroll	MISC	130.71	6/3/2022
310314	PAYROLL	Payroll	MISC	45.01	6/3/2022
310315	PAYROLL	Payroll	MISC	37.51	6/3/2022
310316	PAYROLL	Payroll	MISC	130.71	6/3/2022
310317	PAYROLL	Payroll	MISC	205.43	6/3/2022
310318	PAYROLL	Payroll	MISC	141.87	6/3/2022
ACH PAYR010		Payroll Deductions ACH	MISC	110,186.53	6/3/2022
ACH PERS010		PERS	101-00-00-22202	61,250.49	6/3/2022
ACH PAYROLL		Payroll Direct Deposit	MISC	221,183.12	6/3/2022
246589	att030	A. T. & T.	775-10-71-51200	72.08	6/10/2022
246590	ATTALNE	AT&T	775-10-71-51200	642.08	6/10/2022
246590	ATTALNE	AT&T	101-40-21-51200	89.74	6/10/2022
246591	BAILE997	Bailey Malissa	101-00-00-46331	100.00	6/10/2022
246592	BROWNTAR	Brown Taron	101-40-21-51500	297.83	6/10/2022
246593	CHAND010	Chandler Asset Management	245-00-00-44100	311.39	6/10/2022
246593	CHAND010	Chandler Asset Management	101-00-00-44100	1,422.28	6/10/2022
246594	CLIFF999	Clifford Colleen	101-00-00-46335	150.00	6/10/2022
246595	COLAT010	Colantuono Highsmith & Whatley PC	101-10-09-51773	27.00	6/10/2022
246595	COLAT010	Colantuono Highsmith & Whatley PC	101-10-09-51773	53.41	6/10/2022
246596	DILOR999	DiLorenzo Lucius	101-00-00-46335	116.00	6/10/2022
246597	GARCI799	Garcia Neace	101-00-00-49102	42.00	6/10/2022
246597	GARCI799	Garcia Neace	101-00-00-23070	300.00	6/10/2022
246598	HANNA998	Hannah Sasha	101-00-00-42100	35.00	6/10/2022
246599	HDSO010	HdL Software LLC	101-00-00-41600	35.26	6/10/2022
246600	HINDE010	Hinderliter De Llamas & Associ	101-20-07-51778	50.93	6/10/2022
246600	HINDE010	Hinderliter De Llamas & Associ	101-20-07-51778	1,244.25	6/10/2022
246601	HUMB970	Humboldt County Office of Education	101-10-03-51770	27.57	6/10/2022
246602	JACOB995	Jacobs Molly	101-00-00-46331	712.00	6/10/2022
246603	JJACP010	JJACPA Inc.	101-10-01-51775	22,000.00	6/10/2022
246604	JOACH998	Joachim Natalie	101-00-00-46365	24.00	6/10/2022
246604	JOACH998	Joachim Natalie	101-00-00-46338	76.00	6/10/2022
246604	JOACH998	Joachim Natalie	101-00-00-46335	150.00	6/10/2022
246605	LEAGU030	League of CA Cities- Redwood Empire Division	101-10-01-51400	55.00	6/10/2022
246606	MENCH999	Menchinella Reba	101-00-00-23070	300.00	6/10/2022
246607	MENDE010	Mendes Supply Co	101-10-15-51430	99.48	6/10/2022
246608	MESSI999	Messinger Christine	101-00-00-46331	150.00	6/10/2022
246608	MESSI999	Messinger Christine	101-00-00-23075	510.00	6/10/2022
246609	MOTHE999	Motherlode Diagnostic Imaging	101-10-15-51702	29.00	6/10/2022
246610	PAPE010	The Pape Group Inc	663-50-91-57600	22,584.35	6/10/2022
246611	PEARS998	Pearson Angela	101-00-00-46331	600.00	6/10/2022
246611	PEARS998	Pearson Angela	101-00-00-46365	84.00	6/10/2022
246611	PEARS998	Pearson Angela	101-00-00-46335	450.00	6/10/2022
246612	RAYMO010	Ray Morgan Company	101-60-79-55300	2,170.00	6/10/2022
246613	STOCK997	Stockton Taffy	101-00-00-46365	24.00	6/10/2022
246613	STOCK997	Stockton Taffy	101-00-00-46331	300.00	6/10/2022
246614	TMOBI010	T-Mobile USA Inc.	101-40-21-51200	1,056.88	6/10/2022
246614	TMOBI010	T-Mobile USA Inc.	775-10-71-51200	1,713.47	6/10/2022
246615	TORKH999	Tork Heather	101-00-00-46335	100.00	6/10/2022
246615	TORKH999	Tork Heather	101-00-00-46331	100.00	6/10/2022
246616	USBAN003	US Bank Equipment Finance	775-10-71-53300	126.45	6/10/2022

Attachment: A. Warrant 052122-061022 (3909 : Warrant Listing)

## City of Arcata Warrant Listing 05/21/2022-06/10/2022

<u>Check No.</u>	<u>Vendor No.</u>	<u>Vendor Name</u>	<u>GL Account</u>	<u>Amount</u>	<u>Date</u>
246617	WITTE999	Witten Danielle	101-00-00-46335	100.00	6/10/2022
246617	WITTE999	Witten Danielle	101-00-00-46365	12.00	6/10/2022
246618	UB*05375	Brandi Nicholas	661-00-00-21000	7.58	6/10/2022
246619	ADVAN010	Advanced Security Systems	101-50-85-51770	259.66	6/10/2022
246620	ALLEN070	Allen's Commercial Appliance	101-50-85-51770	424.07	6/10/2022
246621	ARCAT340	Arcata House Partnership	211-30-13-58216	11,390.54	6/10/2022
246622	ARCAT580	Arcata Stationers	101-40-21-53300	38.22	6/10/2022
246622	ARCAT580	Arcata Stationers	101-50-81-53300	17.35	6/10/2022
246622	ARCAT580	Arcata Stationers	101-30-31-53300	79.16	6/10/2022
246622	ARCAT580	Arcata Stationers	101-10-03-53300	70.60	6/10/2022
246622	ARCAT580	Arcata Stationers	101-30-11-54200	588.36	6/10/2022
246622	ARCAT580	Arcata Stationers	101-30-11-54200	47.16	6/10/2022
246622	ARCAT580	Arcata Stationers	101-20-07-53300	590.24	6/10/2022
246622	ARCAT580	Arcata Stationers	101-30-11-54200	(50.56)	6/10/2022
246622	ARCAT580	Arcata Stationers	101-50-81-53300	37.77	6/10/2022
246622	ARCAT580	Arcata Stationers	101-30-31-53300	46.60	6/10/2022
246622	ARCAT580	Arcata Stationers	101-20-07-53300	322.28	6/10/2022
246622	ARCAT580	Arcata Stationers	101-20-07-53300	(214.31)	6/10/2022
246622	ARCAT580	Arcata Stationers	101-20-07-53300	130.17	6/10/2022
246622	ARCAT580	Arcata Stationers	101-30-11-54200	74.30	6/10/2022
246622	ARCAT580	Arcata Stationers	101-40-21-53300	821.19	6/10/2022
246622	ARCAT580	Arcata Stationers	101-40-21-53300	(52.04)	6/10/2022
246623	B&BPO010	B & B Portable Toilets	662-60-67-55400	164.64	6/10/2022
246623	B&BPO010	B & B Portable Toilets	662-60-67-55400	113.64	6/10/2022
246623	B&BPO010	B & B Portable Toilets	101-50-81-55600	422.19	6/10/2022
246623	B&BPO010	B & B Portable Toilets	101-50-81-55600	236.54	6/10/2022
246623	B&BPO010	B & B Portable Toilets	101-50-81-55600	400.37	6/10/2022
246623	B&BPO010	B & B Portable Toilets	662-60-67-55400	366.20	6/10/2022
246623	B&BPO010	B & B Portable Toilets	101-50-81-55600	225.94	6/10/2022
246623	B&BPO010	B & B Portable Toilets	101-50-81-55600	388.07	6/10/2022
246624	BUDDY010	Buddy's Auto Center	101-40-23-51762	55.00	6/10/2022
246624	BUDDY010	Buddy's Auto Center	101-40-23-51762	55.00	6/10/2022
246624	BUDDY010	Buddy's Auto Center	101-40-23-51762	55.00	6/10/2022
246624	BUDDY010	Buddy's Auto Center	101-40-23-51762	55.00	6/10/2022
246625	BUSIN005	Business Card	204-40-21-51420	320.70	6/10/2022
246625	BUSIN005	Business Card	204-40-21-51420	86.05	6/10/2022
246625	BUSIN005	Business Card	204-40-21-51420	336.03	6/10/2022
246626	DAVID020	Davidson Bros Lock & Safe	101-50-81-54200	393.30	6/10/2022
246626	DAVID020	Davidson Bros Lock & Safe	101-50-81-54200	419.52	6/10/2022
246627	EUREK130	Eureka Ready Mix Concrete Co Inc	662-50-65-53800	135.57	6/10/2022
246627	EUREK130	Eureka Ready Mix Concrete Co Inc	661-50-63-53800	192.76	6/10/2022
246627	EUREK130	Eureka Ready Mix Concrete Co Inc	662-50-65-53800	183.97	6/10/2022
246628	GCSEN010	GCS Environmental Equip	771-50-57-54400	688.17	6/10/2022
246629	GHDIN010	GHD Inc.	210-50-48-51770	758.18	6/10/2022
246630	HENSE010	Hensels Hardware	101-50-81-55400	9.75	6/10/2022
246630	HENSE010	Hensels Hardware	101-50-85-53600	11.91	6/10/2022
246630	HENSE010	Hensels Hardware	101-50-85-55400	17.54	6/10/2022
246630	HENSE010	Hensels Hardware	101-50-85-53600	21.69	6/10/2022
246630	HENSE010	Hensels Hardware	101-50-85-53600	3.50	6/10/2022
246630	HENSE010	Hensels Hardware	101-50-85-53600	34.69	6/10/2022
246630	HENSE010	Hensels Hardware	101-50-85-53600	3.50	6/10/2022
246630	HENSE010	Hensels Hardware	101-50-85-53600	28.18	6/10/2022
246630	HENSE010	Hensels Hardware	101-50-85-55400	15.18	6/10/2022
246630	HENSE010	Hensels Hardware	101-50-85-55400	21.45	6/10/2022
246630	HENSE010	Hensels Hardware	205-60-87-54200	88.95	6/10/2022
246630	HENSE010	Hensels Hardware	101-50-85-55400	8.64	6/10/2022

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## City of Arcata Warrant Listing 05/21/2022-06/10/2022

<u>Check No.</u>	<u>Vendor No.</u>	<u>Vendor Name</u>	<u>GL Account</u>	<u>Amount</u>	<u>Date</u>
246630	HENSE010	Hensels Hardware	101-50-81-55400	71.53	6/10/2022
246630	HENSE010	Hensels Hardware	101-50-81-55400	91.07	6/10/2022
246630	HENSE010	Hensels Hardware	101-50-81-55400	105.33	6/10/2022
246630	HENSE010	Hensels Hardware	101-50-81-55400	726.70	6/10/2022
246630	HENSE010	Hensels Hardware	101-50-81-55400	17.35	6/10/2022
246630	HENSE010	Hensels Hardware	666-60-51-55400	7.24	6/10/2022
246630	HENSE010	Hensels Hardware	101-50-81-54200	21.69	6/10/2022
246630	HENSE010	Hensels Hardware	662-60-67-55400	5.41	6/10/2022
246630	HENSE010	Hensels Hardware	101-50-81-55400	32.52	6/10/2022
246630	HENSE010	Hensels Hardware	101-50-81-54200	104.19	6/10/2022
246630	HENSE010	Hensels Hardware	101-50-85-55400	7.58	6/10/2022
246630	HENSE010	Hensels Hardware	101-50-85-55400	8.99	6/10/2022
246630	HENSE010	Hensels Hardware	101-50-85-55400	54.24	6/10/2022
246630	HENSE010	Hensels Hardware	101-50-81-55400	22.67	6/10/2022
246631	HUMBO010	Humboldt Bay Municipal Water District	661-60-64-54000	123,713.07	6/10/2022
246632	HUMBO060	Humboldt County Info Technolog	101-40-21-51200	5,000.00	6/10/2022
246633	JMBOD010	J & M Body Shop/Towing	101-40-23-51762	130.00	6/10/2022
246634	KERNE010	Kernen Construction	101-00-00-21090	(103.45)	6/10/2022
246634	KERNE010	Kernen Construction	101-00-00-21090	(9.18)	6/10/2022
246634	KERNE010	Kernen Construction	207-50-45-53800	1,318.86	6/10/2022
246634	KERNE010	Kernen Construction	207-50-45-53800	9.18	6/10/2022
246634	KERNE010	Kernen Construction	207-50-45-53800	14,862.45	6/10/2022
246634	KERNE010	Kernen Construction	207-50-45-53800	103.45	6/10/2022
246634	KERNE010	Kernen Construction	101-00-00-21090	(6.71)	6/10/2022
246634	KERNE010	Kernen Construction	662-50-65-53800	964.02	6/10/2022
246634	KERNE010	Kernen Construction	662-50-65-53800	6.71	6/10/2022
246635	KEYST010	Keystone Ridge Designs	101-00-00-21090	(588.51)	6/10/2022
246635	KEYST010	Keystone Ridge Designs	205-60-87-54200	7,512.11	6/10/2022
246636	LEXIS020	LexisNexis Risk Data Management Inc	101-40-21-52522	750.00	6/10/2022
246636	LEXIS020	LexisNexis Risk Data Management Inc	101-40-21-55300	50.00	6/10/2022
246637	LOSTC010	Lost Coast Communications Inc.	101-60-89-51300	104.00	6/10/2022
246637	LOSTC010	Lost Coast Communications Inc.	101-10-15-51300	120.00	6/10/2022
246638	MADRI060	Mad River Union	101-60-89-51300	300.00	6/10/2022
246638	MADRI060	Mad River Union	205-60-87-51770	144.00	6/10/2022
246639	MAPLE010	Maple Service Inc.	101-50-85-51770	1,175.00	6/10/2022
246640	MENDE010	Mendes Supply Co	101-50-85-51770	110.00	6/10/2022
246641	MILLY010	The Mill Yard	101-50-81-55400	45.50	6/10/2022
246641	MILLY010	The Mill Yard	101-50-81-55400	59.84	6/10/2022
246641	MILLY010	The Mill Yard	101-50-81-55400	46.73	6/10/2022
246641	MILLY010	The Mill Yard	101-50-81-55400	20.73	6/10/2022
246641	MILLY010	The Mill Yard	205-60-87-54200	97.51	6/10/2022
246641	MILLY010	The Mill Yard	101-50-81-55400	34.70	6/10/2022
246641	MILLY010	The Mill Yard	205-60-87-57600	824.03	6/10/2022
246641	MILLY010	The Mill Yard	101-10-01-52105	89.55	6/10/2022
246641	MILLY010	The Mill Yard	101-10-01-52105	33.71	6/10/2022
246641	MILLY010	The Mill Yard	205-60-87-57600	20.75	6/10/2022
246641	MILLY010	The Mill Yard	101-10-01-52105	50.55	6/10/2022
246642	MISSIO10	Mission Linen Ind.Inc.	771-50-57-51500	75.10	6/10/2022
246642	MISSIO10	Mission Linen Ind.Inc.	771-50-57-51500	75.10	6/10/2022
246643	MUNIC010	Municipal Maintenance Equipment Inc	662-50-65-55300	319.07	6/10/2022
246644	MUNIM010	Munimetrix Inc	101-10-05-51770	79.98	6/10/2022
246644	MUNIM010	Munimetrix Inc	101-10-05-51770	79.98	6/10/2022
246645	NORMA010	Norman's Dry Cleaners	101-40-21-51500	33.25	6/10/2022
246645	NORMA010	Norman's Dry Cleaners	101-40-21-51500	180.30	6/10/2022
246645	NORMA010	Norman's Dry Cleaners	101-40-21-51500	33.25	6/10/2022
246645	NORMA010	Norman's Dry Cleaners	101-40-21-51500	120.25	6/10/2022

Attachment: A. Warrant 052122-061022 (3909 : Warrant Listing)

## City of Arcata Warrant Listing 05/21/2022-06/10/2022

<u>Check No.</u>	<u>Vendor No.</u>	<u>Vendor Name</u>	<u>GL Account</u>	<u>Amount</u>	<u>Date</u>
246645	NORMA010	Norman's Dry Cleaners	101-40-21-51500	91.25	6/10/2022
246645	NORMA010	Norman's Dry Cleaners	101-40-21-51500	27.25	6/10/2022
246645	NORMA010	Norman's Dry Cleaners	101-40-21-51500	105.75	6/10/2022
246645	NORMA010	Norman's Dry Cleaners	101-40-21-51500	26.50	6/10/2022
246645	NORMA010	Norman's Dry Cleaners	101-40-21-51500	120.25	6/10/2022
246645	NORMA010	Norman's Dry Cleaners	101-40-21-51500	113.00	6/10/2022
246645	NORMA010	Norman's Dry Cleaners	101-40-21-51500	62.25	6/10/2022
246646	NORTH140	North Coast Journal Inc	101-10-15-51300	50.00	6/10/2022
246646	NORTH140	North Coast Journal Inc	101-10-15-51300	56.00	6/10/2022
246647	NORTH330	Northern Humboldt U.H.S.D	207-50-45-51770	494.81	6/10/2022
246647	NORTH330	Northern Humboldt U.H.S.D	662-60-67-51770	494.81	6/10/2022
246648	OCCUP020	American Hospital Management	101-10-15-51702	43.75	6/10/2022
246649	POWEL020	Powell Gerald	662-60-67-55400	1,048.25	6/10/2022
246650	REUSE010	Reuser Inc.	101-50-81-55400	4,168.85	6/10/2022
246650	REUSE010	Reuser Inc.	101-00-00-21090	(48.37)	6/10/2022
246650	REUSE010	Reuser Inc.	101-50-81-55400	48.37	6/10/2022
246651	SCHIL010	Schillinger Jakob	101-50-81-57613	520.00	6/10/2022
246652	SEQUO020	Sequoia LP Gas Corp.	207-50-45-54700	63.62	6/10/2022
246653	SHN010	SHN Consulting Engineers & Geo	662-60-67-57601	2,972.50	6/10/2022
246653	SHN010	SHN Consulting Engineers & Geo	211-30-13-58211	322.50	6/10/2022
246653	SHN010	SHN Consulting Engineers & Geo	101-50-61-57300	5,849.15	6/10/2022
246654	SPRIN030	Springbrook Holding Company LLC	662-60-67-53400	83.50	6/10/2022
246654	SPRIN030	Springbrook Holding Company LLC	661-60-64-53400	83.50	6/10/2022
246655	STERI010	Stericycle Inc.	662-60-67-51770	51.41	6/10/2022
246656	TETRA010	WN Tetrault & Co Inc	771-50-57-51770	104.00	6/10/2022
246657	TURFS010	Turf Star	771-50-57-54400	227.65	6/10/2022
246657	TURFS010	Turf Star	771-50-57-54400	203.21	6/10/2022
ACH	TRULL010	Smrt Company Trullion	101-20-07-57816	9,500.00	6/10/2022
310319	PAYROLL	Payroll	MISC	294.12	6/10/2022
				<u>1,112,771.97</u>	

Attachment: A. Warrant 052122-061022 (3909 : Warrant Listing)



## STAFF REPORT – CITY COUNCIL MEETING

June 22, 2022

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

**FROM:** Karen T. Diemer, City Manager

**PREPARER:** Karen T. Diemer, City Manager

**DATE:** June 13, 2022

**TITLE:** **Declare a Continuation of the Local Emergency Related to the Coronavirus Pandemic.**

### RECOMMENDATION:

It is recommended that the Council:

- 1) Continue the Local Emergency related to the Coronavirus (COVID-19) pandemic and provide direction to staff as necessary on steps to respond to the public health and safety emergency; and
- 2) Find that the COVID-19 state of emergency could continue to directly impact the ability of the Council and public to meet safely in person, and state or local officials continue to impose or recommend measures to promote social distancing.

### INTRODUCTION:

California Government Code section 8630 and Title II, Chapter 6—Emergency Operations and Functions, of the City of Arcata Municipal Code set forth the procedures to proclaim the existence or threatened existence of a local emergency when circumstances described therein exist. On April 1, 2020, the City Council adopted a resolution confirming the existence of a local emergency caused by the Coronavirus (COVID-19). The Arcata Municipal Code Title II, Chapter 6, requires the City Council to review and affirm the continuation of the Emergency proclamation every 40 days after the initial declaration.

### BACKGROUND/DISCUSSION:

The Humboldt County Health Officer's and the California Governor's Emergency Declaration are still in place.

In April State and local officials relaxed masking mandates. Since then Humboldt County has experienced several small surges in positive cases although hospitalization remains low. Public Health still urges residents to get vaccinated and boosted to protect themselves and the community. Those aged 5 and older are eligible to get vaccinated and anyone aged 16 and older is encouraged by Public Health to get a booster if it's been six months or more since the completion of their initial

vaccine series. Health officials remain confident that vaccination and booster shots can lessen the impacts of highly transmissible Omicron variant, including hospitalizations and deaths. Sixty-six percent (66%), of Humboldt County residents are fully vaccinated and another 6% are partially vaccinated.

The City continues to need and seek additional assistance, and a formal declaration of emergency allows additional resources to flow to the City in a timely fashion. The declaration of emergency also allows needed flexibility in staffing decisions and steps needed to continue to deliver essential services and to protect the City's residents. The declaration enables the City to more effectively respond to the outbreak, and potentially obtain reimbursement for the response.

### **Council, Commission and Committee Meetings:**

**COVID Modification:** Meetings may be accessed by the public via Zoom or in person. In person attendance will be allowed starting March 1, 2023. Current public health orders do not require attendees to be masked unless they are unvaccinated. Social distancing is strongly encouraged.

**City Council:** The City will allow access to meetings both online and in person. The City may return to Zoom platform meetings based on virus conditions in the community as needed. On September 19, 2021, Governor Newsom signed AB 361, amending the Brown Act effective October 1, 2021 until January 1, 2024.

AB 361 authorizes local agencies to continue meeting remotely without following the Brown Act's standard teleconferencing provisions, including the requirement that meetings be conducted in physical locations, if the meeting is held during a state of emergency proclaimed by the Governor and either of the following applies: (1) state or local officials have imposed or recommended measures to promote social distancing; or (2) the legislative body has already determined or is determining whether—as a result of the emergency—meeting in person would present imminent risks to the health or safety of attendees. In order to continue to conduct remote meetings without complying with the standard teleconference requirements, every 30 days the Council must make the following findings by majority vote: (1) the Council has reconsidered the circumstances of the state of emergency; and, (2) any of the following exist: (a) the state of emergency continues to directly impact the ability of the Council members to meet safely in person, or (b) state or local officials continue to impose or recommend measures to promote social distancing.

AB 361 adds new procedures and clarifies the requirements for conducting remote meetings, including the following:

- **Public Comment Opportunities in Real Time:** A legislative body that meets remotely pursuant to AB 361 must allow members of the public to access the meeting via a call-in option or an internet-based service option, and the agenda for the remote meeting must provide an opportunity for members of the public to directly address the body in real time. A legislative body cannot require public comments to be submitted in advance of the meeting.
- **No Action During Disruptions:** In the event of a disruption that prevents the local agency from broadcasting the remote meeting, or in the event of a disruption within the local agency's control that prevents members of the public from offering public comments using the call-in option or internet-based service option, AB 361 prohibits the legislative body from taking any further action on items appearing on the meeting agenda until public access to the meeting via the call-in or internet-based options is restored.
- **Periodic Findings:** To continue meeting remotely pursuant to AB 361, a legislative body must make periodic findings concerning the declared emergency and its effects. AB 361

will sunset on January 1, 2024. The continuation of this Declared Emergency locally is intended to satisfy this requirement for periodic findings.

Planning Commission: The Planning Commission has returned to in person /hybrid meetings operated similar to the Council meetings.

Committees: Meetings are scheduled to continue in teleconference/Zoom platform for April and May. As no true hybrid option is available this will be evaluated each month which the option is available. No hybrid option planned.

**POLICY IMPLICATIONS:**

The action of extending the emergency proclamation is consistent with Arcata Municipal Code Title II, Chapter 6.

**BUDGET/FISCAL IMPACT:**

While there will be costs associated with City's emergency response to COVID-19, continuation of the proclamation of a Local Emergency by the City Council has no direct cost impact. However, it may enable potential external sources for reimbursement to costs associated with the City's emergency response.



# STAFF REPORT – CITY COUNCIL MEETING

June 22, 2022

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

**FROM:** Netra Khatri, City Engineer

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

**DATE:** June 15, 2022

**TITLE:** **Award a Construction Contract for the Countywide Accelerated Cure Slurry Project 2022 to DRYCO, in the Amount of \$607,477.28; Authorize the City Engineer to Increase the Contract Amount by up to \$121,495.46 (20 Percent, for a Total of \$728,972.74) to Allow for Any Unforeseen Contingencies and Additional Work as Necessary; and Authorize the City Manager to Execute All Applicable Documents.**

## RECOMMENDATION:

It is recommended that the Council:

- 1) Award a construction contract for the Countywide Accelerated Cure Slurry Project to DRYCO, in the amount of \$607,477.28;
- 2) Authorize the City Engineer to increase the contract amount by up to \$121,495.46 (20 percent, for a total of \$728,972.74) to allow for any unforeseen contingencies and additional work as necessary; and
- 3) Authorize the City Manager to execute all applicable documents.

## INTRODUCTION:

This is the City's annual slurry seal project in which the City collaborates with local agencies (Humboldt County and the cities of Eureka, Trinidad and Fortuna) to create a larger project to attract out-of-the-area contractors. There are no local contractors equipped for slurry seal type projects. This year, the City of Arcata is leading (bidding) the project. The partnering agencies who participated this year (Fortuna, Rio Dell & Cal Poly) submitted their plans and letters of funding commitments for their portion of the work. As the awarding body, the City of Arcata will be responsible for payment to the contractor; however, the other agencies will be invoiced for their portion of work and will be reimbursing the City of Arcata.

The project plans and specifications were finished in May 2022 and bids were immediately advertised. The portion of the slurry work within the City of Arcata includes parts of Union St, 14<sup>th</sup> St, 13<sup>th</sup> St, 12<sup>th</sup> St, F St, and the City Hall/Library parking lot.

## DISCUSSION:

**Four sealed bids were received from Contractors as follows:**



No.	Name of the Contractor	Total
<b>1</b>	<b>VSS International</b>	<b>\$616,120.00</b>
<b>2</b>	<b>Doolittle Construction Co.</b>	<b>\$716,726.66</b>
<b>3</b>	<b>American Pavement Systems, Inc.</b>	<b>\$811,477.75</b>
<b>4</b>	<b>DRYCO</b>	<b>\$607,477.28</b>

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

Sealed bids were received until 11:00 am on June 9, 2022. Following the opening of bids, the bid range was evaluated for consistency.

If the Contract is awarded, work will commence on or after July 1, 2022 and should be completed within 45 working days after starting. Prior to issuing the Notice to Proceed to the Contractor, public notifications will be made by the City and the Contractor to potentially impacted residents to inform them of construction activities, the potential for traffic impacts and possible parking restrictions (that will be minimized to the extent possible).

#### ENVIRONMENTAL REVIEW (CEQA):

The California Environment Quality Act (CEQA) determination for the project is a categorical exemption pursuant to CEQA Guidelines Section 15301(c), for the restoring and rehabilitating of existing highways and streets, sidewalks, gutters, bicycle and pedestrian trails, and similar facilities, involving negligible or no expansion of use beyond that presently existing.

#### BUDGET/FISCAL IMPACT:

The contract bid amount is within the proposed budget for the 2022/2023 fiscal year. This project is budgeted as follows:

Account Number	Amount	Account Name
<b>101-50-45-57601</b>	<b>\$160,467.70</b>	<b>Measure G Improvements Fund</b>
<b>101-50-45-57601</b>	<b>\$32,093.54 (20% Contingency)</b>	<b>Measure G Improvements Fund</b>

Note: As described in the Introduction, the City of Arcata is the lead agency for the Countywide slurry project this year. As a result, the City will ultimately expend up to \$728,972.74; however, all but \$192,561.24 (\$160,467.70 + \$32,093.54 (20% contingency)) will be reimbursed by the other partnering agencies (Fortuna, Rio Dell and Cal Poly).

#### ATTACHMENTS:

BID SUMMARY\_2022 Countywide Slurry (PDF)

## Bid Summary

Agency: City of Arcata

Date of Bid Opening:

6/9/2022

Project: Countywide Accelerated Cure Slurry 2022

Time of Bid Opening:

5:00 PM

				VSS International		Doolittle Construcion Co.		American Pavement Systems, Inc.		DRYCO	
Item No.	Description	Quantity	Unit	Quote Price	Total	Quote Price	Total	Quote Price	Total	Quote Price	Total
Base Bid											
1	Mobilization & Demobilization	1	LS	\$36,375.00	\$36,375.00	\$121,004.06	\$121,004.06	\$44,725.00	\$44,725.00	\$48,250.00	\$48,250.00
2	Traffic Control	1	LS	\$49,668.43	\$49,668.43	\$130,000.00	\$130,000.00	\$78,250.00	\$78,250.00	\$91,607.00	\$91,607.00
3	Type II Accclerated Cure Slrruy Seal	109640	LS	\$3.78	\$414,439.20	\$3.00	\$328,920.00	\$4.59	\$503,247.60	\$3.22	\$353,040.80
4	Apply 6" Wide Yellow Centerline Thermostripe w/out Reflectors (Caltrans Detail 1)	7534	SY	\$0.96	\$7,232.64	\$1.15	\$8,664.10	\$2.20	\$16,574.80	\$0.95	\$7,157.30
5	Apply 6" Wide Solid Double Yellow Thermostripe w/out Reflectors (Caltrans Detail 21)	1460	LF	\$1.87	\$2,730.20	\$2.20	\$3,212.00	\$3.40	\$4,964.00	\$1.85	\$2,701.00
6	Apply 6" Wide Solid Double Yellow Thermostripe w/ Reflectors (Caltrans Detail 22)	910	LF	\$2.68	\$2,438.80	\$3.15	\$2,866.50	\$4.50	\$4,095.00	\$2.65	\$2,411.50
7	Apply 6" Wide Yellow Thermoplastic Two-Way Left Turn Lane (Caltrans Detail 32)	970	LF	\$4.28	\$4,151.60	\$5.00	\$4,850.00	\$4.20	\$4,074.00	\$4.24	\$4,112.80
8	Apply 8" Wide White Thermoplastic Stripe (Caltrans Detail 38A)	965	LF	\$2.14	\$2,065.10	\$2.50	\$2,412.50	\$2.35	\$2,267.75	\$2.12	\$2,045.80
9	Apply 6" Wide Solid White Thermoplastic Stripe (Caltrans Detail 39)	7305	LF	\$1.61	\$11,761.05	\$1.90	\$13,879.50	\$2.30	\$16,801.50	\$1.59	\$11,614.95
10	Apply 6" Wide White Thermoplastic Stripe (Caltrans Detail 39A)	780	LF	\$1.61	\$1,255.80	\$1.90	\$1,482.00	\$1.60	\$1,248.00	\$1.59	\$1,240.20
11	Apply 4" White Solid Thermoplastic parking lines	1350	LF	\$1.61	\$2,173.50	\$1.90	\$2,565.00	\$3.60	\$4,860.00	\$1.59	\$2,146.50
12	Apply White/Yellow Thermoplastic Pavement Markings	4396	SF	\$10.70	\$47,037.20	\$12.50	\$54,950.00	\$12.60	\$55,389.60	\$10.60	\$46,597.60
13	Remove and Replace Blue Raised Reflective Markers	28	EA	\$16.05	\$449.40	\$19.00	\$532.00	\$68.25	\$1,911.00	\$15.90	\$445.20
14	Remove Thermoplastic Striping and Reflectors	19409	LF	\$0.80	\$15,527.20	\$1.00	\$19,409.00	\$2.10	\$40,758.90	\$0.79	\$15,333.11
15	Remove Thermoplastic Markings	4396	SF	\$4.28	\$18,814.88	\$5.00	\$21,980.00	\$7.35	\$32,310.60	\$4.24	\$18,639.04
Base Bid Total					\$616,120.00		\$716,726.66		\$811,477.75		\$607,342.80

**TOTAL BASE BID AS SUBMITTED BY BIDDER:****\$ 616,120.00****\$ 716,726.66****\$ 811,477.75****\$ 607,477.75**

Attachment: BID SUMMARY\_2022 Countywide Slurry (3913 : Bid Award for the Countywide Accelerated



# STAFF REPORT – CITY COUNCIL MEETING

June 22, 2022

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

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

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

**DATE:** June 09, 2022

**TITLE:** Award a Contract for the 2022 Timber Harvest (Logging & Log Hauling) to Redwood Forest Products in the Amount of \$247/Thousand Board Feet (MBF) for Logging, \$65.25/MBF for Trucking Redwood Logs to Arcata, California, \$87/MBF for Trucking Douglas Fir Logs to Korbey, California, and an Option for \$2,000 to Install Four Temporary Road Crossings; and Authorize the City Manager to Execute All Applicable Documents.

## RECOMMENDATION:

It is recommended that the Council award a contract for the 2022 Timber Harvest (Logging & Log Hauling) to Redwood Forest Products in the amount of \$247/thousand board feet (MBF) for logging, \$65.25/MBF for trucking redwood logs to Arcata, California, \$87/MBF for trucking Douglas fir logs to Korbey, California, and an option for \$2,000 to install four temporary road crossings; and authorize the City Manager to execute all applicable documents.

## INTRODUCTION:

From May 25 to June 7, 2022, the City invited Licensed Timber Operators to bid on selection logging and trucking of approximately 330 thousand board feet (MBF) of timber from the City's Arcata Community Forest, Jacoby Creek Tract, Section 25, T5N, R1E HB&M.

## DISCUSSION:

On June 7, 2022 two (2) sealed bids were received from qualified Licensed Timber Operators (LTO's) as follows:

<b>Contractor Name:</b>	<b>Bid Amount: Logging</b>
Ford Logging, Inc. dba Pacific Earthscapes	\$411/MBF
Redwood Forest Products	\$247/MBF

<b>Contractor Name:</b>	<b>Bid Amount: Trucking</b>
Ford Logging, Inc. dba Pacific Earthscapes	\$84/ MBF to Arcata, CA; \$94/ MBF to Korb, CA
Redwood Forest Products	\$65.25/ MBF to Arcata, CA; \$87/ MBF to Korb, CA

<b>Contractor Name:</b>	<b>Bid Amount: Install 4 Temporary Road Crossings</b>
Ford Logging, Inc. dba Pacific Earthscapes	\$6,824.00
Redwood Forest Products	\$2,000.00

Redwood Forest Products is recommended for the project award. Redwood Forest Products has performed well for the City in the past and is familiar with the City's management goals. Based upon projected log volumes to be delivered to the various sawmills, the total logging contract cost is expected to be in the range of **\$105,695**. The City Council previously awarded the timber sale bids at the June 1, 2022, City Council meeting.

Log delivery destinations are determined by species. Two sawmill destinations are necessary for this year's operation. The logger will be required to sort logs on the landings by species not by diameter. Loggers are paid based on gross volume delivered scaled in thousand board feet or MBF units.

Execution of the contract will be contingent upon several factors common to timber harvest projects: 1) completion of a Notice of Timber Operations, 2) approval of the 2022 spotted owl report and Notice of Timber Operations, and 3) approval of a Substantial Deviation amending the area proposed for timber harvest into the City's Non-Industrial Timber Management Plan (NTMP) 1-99NTMP-033HUM. NTMP amendment approval is anticipated later this summer.

#### **POLICY IMPLICATIONS:**

The proposed timber harvest is consistent with the City's Forest Management Plan and is currently being amended into the City's Non-Industrial Timber Management Plan 1-99NTMP-033HUM. The operation covers approximately 35 acres within the Jacoby Creek Tract of the Arcata Community Forest. Logs will be hauled out of the Jacoby Creek Tract via Greenwood Heights Road. This operation will thin overly dense homogenous stands of young conifers setting the area on an accelerated trajectory towards older stand structure. The goal of the operation is to increase terrestrial carbon stocking over time and manage to create a resilient forest by thinning overstocked areas, removing excess fuels and growing larger trees. The operation also provides an opportunity to improve legacy erosion issues to reduce risk of sediment inputs to Jacoby Creek.

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

The Forest Management Committee has reviewed this proposed project.

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

The timber harvest is consistent with the City's Forest Management Plan. The area planned for timber harvest is currently being amended into the City's Non-Industrial Timber Management Plan (NTMP) 1-99NTMP-033HUM through a Substantial Deviation. NTMP amendment approval is anticipated later this summer. The Non-Industrial Timber Management Plan is the functional equivalent of an EIR.

**BUDGET/FISCAL IMPACT:**

The project bid price is below the budgeted amount in Activity #87. Additionally, timber harvest revenue from the prior timber sale award which is used to pay for the logging contract also exceeds budgeted revenue. Net revenue from timber harvest is anticipated to slightly exceed budget expectations.



# STAFF REPORT – CITY COUNCIL MEETING

June 22, 2022

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

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

**PREPARER:** Danielle Allred, Contracts and Special Projects Manager

**DATE:** May 25, 2022

**TITLE:** **Award a Contract for the Arcata Public Safety Radio System Upgrade to Day Wireless Systems in the Amount of \$1,057,716; Authorize the City Manager to Increase the Contract Amount by up to Five Percent (5%) (\$52,886) for Contingencies; and Authorize the City Manager to Execute All Necessary Documents.**

## RECOMMENDATION:

It is recommended that the Council:

- 1) Award a contract for the Arcata Public Safety Radio System Upgrade in the Amount of \$1,057,716;
- 2) Authorize the City Manager to increase the contract amount by up to five percent (5%) (\$52,886) for contingencies; and
- 3) Authorize the City Manager to execute all necessary documents.

## INTRODUCTION:

In response to a noticed, formal Request for Proposals (RFP) process, the City received one proposal for supplying equipment and services necessary to implement the Arcata Public Safety Radio System Upgrade Project, from Day Wireless Systems. A Selection Committee evaluated the proposal and found it to be responsive to fulfill the needs of the Project. Staff recommends the Council award the contract to Day Wireless Systems.

## BACKGROUND:

The City's current radio system has experienced coverage reductions due to the geography and narrow-banding, and does not provide adequate coverage for field users, particularly for handheld units used by the Arcata Police Department. The City would like to upgrade the equipment to allow for a mixed-mode operation (allowing both analog and digital subscribers on the same system).

## DISCUSSION:

The RFP for the Arcata Public Radio System Upgrade Project was issued on October 22, 2021 and closed on November 19, 2021. The City received one proposal from Day Wireless Systems. A

selection committee comprised of City staff evaluated the proposals and found Day Wireless System's proposal responsive to meet the requirements described in the RFP.

Staff continued discussion with Day Wireless Systems about the best plan for design and implementation for the City's remote sites (existing towers located at Hewitt Road in McKinleyville and at the Corporation Yard on South G Street) and determined that additional changes to the design and equipment would result in better long-term efficacy and redundancy, as well as an increase to the operational coverage area. The City intends to replace the radio infrastructure at all existing locations – including handheld and in-vehicle devices - with a hybrid system that is both digital and analog compatible. These improvements will increase coverage, reliability and resiliency of critical communications.

This proposal represents a complete replacement of the Police Department radio infrastructure, which will ensure the best compatibility with other local agencies and reduce equipment failure, since older hardware will be replaced instead of upgraded. Although the overall cost of the project increased from our initial estimates, City staff was able to leverage discounted equipment pricing through utilization of a cooperative purchasing contract with Motorola through Sourcewell (Contract #042021-MOT). Through negotiation, City staff worked with Day Wireless Systems to clarify the scope of work to greatly reduce the full replacement cost, making it a viable and preferred alternative to just an upgrade. This proposal will save the City time and additional resources over the lifespan of the new equipment.

**BUDGET/FISCAL IMPACT:**

1. \$161,349- Fund 101 General Fund, utilizing funds received from Humboldt County Drug Task Force (21/22 Budget)
2. \$300,000- \$542,000 Fund 101 General Fund fiscal year savings from fiscal year 2021-2022
3. \$225,000- Fund 224 ARPA (American Rescue Plan Act) funds
4. \$200,000- Fund 221 SLESF (Supplemental Law Enforcement Service) Grant Funding
5. If needed: \$242,000- Fund 221 SLESF, City to finance remaining amount, ranging from \$188,000-\$242,000 if contingency is used. This allows the City to manage cash flows annually and to explore potential grant funding options.

**ATTACHMENTS:**

Day Wireless Systems - Pricing Summary (PDF)

**DAY WIRELESS SYSTEMS  
COST PROPOSAL SUMMARY**

**REVISED**

	<u>Equipment (with options)</u>	<u>Service</u>	<u>Totals:</u>
Infrastructure	\$ 371,314.25	\$ 345,133.44	\$ 716,447.69
Subscriber	\$ 196,139.56	\$ 13,728.00	\$ 209,867.56
Support	\$ 131,400.00		\$ 131,400.00
<b>TOTAL</b>	<b>\$ 1,057,715.25</b>		

<u>SITE</u>	<u>EQUIPMENT</u>	<u>SERVICE</u>	
Hewitt Repeater	\$ 93,886.85	\$ 88,260.00	\$ 182,146.85
Arcata PD COMP	\$ 62,578.01	\$ 57,381.00	\$ 119,959.01
Arcata PD Repeater	\$ 93,886.85	\$ 101,260.00	\$ 195,146.85
Corp	\$ 111,658.69	\$ 98,232.44	\$ 209,891.13
SPARES	\$ 9,303.85	0	\$ 9,303.85
	\$ 371,314.25	\$ 345,133.44	\$ 716,447.69

**ORIGINAL**

	<u>Equipment (with options)</u>	<u>Service</u>	<u>Totals:</u>
Infrastructure	\$ 399,258.44	\$ 296,280.41	\$ 695,538.85
Subscriber	\$ 79,617.00	\$ 14,550.00	\$ 94,167.00
support	\$ 262,800.00		\$ 262,800.00
<b>TOTAL</b>	<b>\$ 1,052,505.85</b>		

<u>SITE</u>	<u>EQUIPMENT</u>	<u>SERVICE</u>	
Hewitt Repeater	\$ 109,689.54	\$ 62,549.83	
Arcata PD	\$ 74,822.20	\$ 71,674.64	
BSS	\$ 109,689.54	\$ 81,287.97	
CELL SITE	\$ 92,532.16	\$ 80,767.97	
SPARES	\$ 12,525.00		





## STAFF REPORT – CITY COUNCIL MEETING

June 22, 2022

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

**FROM:** Brian Ahearn, Chief of Police

**PREPARER:** Brian Ahearn, Chief of Police

**DATE:** June 08, 2022

**TITLE:** **Approve the Purchase of a Body Worn Camera System in the Amount of \$108,261.00 and Authorize the City Manager to Execute All Applicable Documents.**

### RECOMMENDATION:

It is recommended that the Council approve the purchase of a Watchguard body worn camera system, manufactured by Motorola, in the amount of \$108,261.00 and authorize the City Manager to execute all applicable documents.

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

**Approve the purchase of a Watchguard Body Worn Camera System, manufactured by Motorola, in the amount of \$108,261.00 and authorize the City Manager to execute all applicable documents.**

### INTRODUCTION:

Body worn cameras have become best practices equipment, an industry standard in the law enforcement profession and an essential piece of equipment for Arcata Police Department operations to continue to build trust and credibility as a community policing organization. The Arcata Police Department has utilized the Watchguard body worn camera system, manufactured by Motorola, since 2017. The system is in need of an upgrade with newer and more reliable technology.

### DISCUSSION:

APD's current body worn cameras were the first generation of BWC's utilized by APD and were first purchased in July 2017. The current BWC's and associated equipment and hardware are in need of repair on a more frequent basis and the battery life continues to diminish. Both of these conditions are exacerbated by several years of wear and tear on the Watchguard system which, while proven durable, has been deployed in very rugged conditions and is now starting to show its age. With new and emerging technologies and the importance of maintaining a trusted and reliable body worn camera system, it is imperative that the City of Arcata continues to invest in body worn camera technology.

The current system needs to be upgraded with newer and more durable technology to insure video images of Officer interactions with community members are captured and archived. This project will transition APD to secure unlimited cloud hosting and places the organization on a subscription based model for the body cameras moving forward. The benefits of the subscription model are a full 5 year warranty and maintenance on the new hardware/software, new and more efficient and user friendly devices and total replacement at no additional cost every third year of the agreement.

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

The total cost to replace the current system with a new 15 camera system is \$108,261.00. Upfront costs for hardware, accessories, implementation and subscription fees is \$50,966.00. The total replacement cost also includes four additional years of maintenance agreements at \$14,220.00 per year. For the remainder of FY '21-'22 there is \$13,000 already earmarked towards the current BWC system in need of replacement. This money will be credited towards the purchase price of the new system.

See attached quote for a full accounting of costs. Regarding the difference in pricing between the "List Price" and the cost to the City of Arcata under "Sale Price":

***The list price is for every state that isn't California. There are other stipulations and expenditures the company pays for in regard to California which are then passed along to the customer in the maintenance agreement.***

The cost of this new system will not impact general fund revenues. Rather, APD's Supplemental Law Enforcement Services Fund (SLESF) account balance can fund the entirety of this project. SLESF funds are derived from a percentage of vehicle licensing fees set aside to help fund front line law enforcement services previously funded by the state's general fund. SLESF monies help to fund the Citizens Option for Public Safety (COPS) program which provides grant funds to municipalities who provide law enforcement. Funds are allocated based on population with a minimum allocation of \$100,000.00 per year regardless of population size.

#### **ATTACHMENTS:**

Quote, Body Worn Cameras (PDF)



QUOTE-17646  
UPGRADE 15 VAAS BWC + 1  
CCE LI

Billing Address:  
ARCATA POLICE DEPT, CITY  
OF  
736 F ST  
ARCATA, CA 95521  
US

Shipping Address:  
ARCATA POLICE DEPT, CITY  
OF  
736 F ST  
ARCATA, CA 95521  
US

Quote Date:05/20/2022  
Expiration Date:08/18/2022  
Quote Created By:  
DeDe Summerville  
Regional Sales Manager  
DeDe.Summerville@  
motorolasolutions.com  
916-516-3671

End Customer:  
ARCATA POLICE DEPT, CITY OF  
Dillon Savage  
dsavage@cityofarcata.org  
707-825-2509

Incoterms:CIF  
Freight Terms:FREIGHT PREPAID  
Payment Terms:30 NET

## Summary:

Any sales transaction resulting from Motorola's quote is based on and subject to the applicable Motorola Standard Terms and Conditions, notwithstanding terms and conditions on purchase orders or other Customer ordering documents. Motorola Standard Terms and Conditions are found at [www.motorolasolutions.com/product-terms](http://www.motorolasolutions.com/product-terms).

Line #	Item Number	Description	Qty	Term	List Price	Sale Price	Ext. Sale Price	Refres Duratio
Video as a Service								
1	AAS-BWC-5YR-001	V300 BODY WORN CAMERA AND COMMAND CENTRAL EVIDENCE - 5 YEARS VIDEO-AS-A-SERVICE (\$49 PER MON)	15	5 YEAR	\$2,940.00	\$4,740.00	\$71,100.00	
2	SVC-ONS-400-AAS	VAAS MANAGED INSTAL,ONSITE,TRAIN, CONFIG	1		\$6,250.00	\$5,000.00	\$5,000.00	
3	SVC-MIG-EL4-ELC	EL4 TO ELC MIGRATION SERVICE, PER TB OF DATA	8		\$750.00	\$600.00	\$4,800.00	
4	SSV00S03094A	COMMANDCENTRAL EVIDENCE PLUS SUBSCRIPTION VAAS*	15	5 YEAR	Included	Included	Included	

Attachment: Quote, Body Worn Cameras (3901 : Approve the Purchase of a Body Worn Camera System)



Any sales transaction following Motorola's quote is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the "Underlying Agreement") that authorizes Customer to purchase equipment and/or services or license software (collectively "Products"). If no Underlying Agreement exists between Motorola and Customer, Motorola's Standard Terms of Use and Motorola's Standard Terms and Conditions of Sales and Supply shall govern the purchase of the Products.

Motorola Solutions, Inc.: 500 West Monroe, United States - 60661 ~ #: 36-1115800



QUOTE-17646  
UPGRADE 15 VAAS BWC + 15  
CCE LI

Line #	Item Number	Description	Qty	Term	List Price	Sale Price	Ext. Sale Price	Refres Duration
5	SSV00S03095A	COMMANDCENTRAL EVIDENCE UNLIMITED BODY WORN CAMERA STORAGE VAAS*	15	5 YEAR	Included	Included	Included	
6	BW-AAS-V3-TS	VIDEO EQUIPMENT,V300 XFER STATION, UNCONF (\$30 PER MON)	1		Included	Included	Included	
7	IV-ACK-BD-V3---	V300 IN-CAR WIFI BASE BUNDLE FOR 4RE	13		\$681.25	\$545.00	\$7,085.00	
8	BW-ACK-V3-TS	V300 TRANSFER STATION II	1		\$1,868.75	\$1,495.00	\$1,495.00	
9	VIS-300-BAT-RMV	V300, BATT, 3.8V, 4180MAH	15		\$123.75	\$99.00	\$1,485.00	
10	BW-V30-10--	V300 BODY WORN CAMERA, MAG CHEST MOUNT	15		Included	Included	Included	3 YEAR
11	WAR-300-CAM-NOF	V300 NO FAULT WRRANTY	15	5 YEAR	Included	Included	Included	
12	BWC-BLK-ROT-JKT	VIDEO EQUIPMENT,V300 JACKET CLIP MOUNT, BLACK	15		\$98.75	\$79.00	\$1,185.00	
	CommandCentral Evidence							
13	ISV00S01459A	DIGITAL EVIDENCE DELIVERY SERVICES	1		\$0.00	\$0.00	\$0.00	
14	PSV00S01454A	LMS ONBOARDING	13		\$0.00	\$0.00	\$0.00	
15	SSV00S02601A	COMMANDCENTRAL EVIDENCE PLUS*	1	1 YEAR	\$6,084.00	\$6,084.00	\$6,084.00	
16	SSV00S02604A	FIELD RESPONSE APPLICATION*	1	1 YEAR	Included	Included	Included	
17	SSV00S02605A	RECORDS MANAGEMENT*	1	1 YEAR	Included	Included	Included	

Attachment: Quote, Body Worn Cameras (3901 : Approve the Purchase of a Body Worn Camera System)



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QUOTE-17646  
UPGRADE 15 VAAS BWC + 15  
CCE LI

Line #	Item Number	Description	Qty	Term	List Price	Sale Price	Ext. Sale Price	Refres Duration
18	SSV00S02606A	OPTIMIZED DIGITAL EVIDENCE*	1	1 YEAR	Included	Included	Included	
19	SSV00S02785A	UNLIMITED CAR STORAGE*	13	1 YEAR	\$624.00	\$624.00	\$8,112.00	
20	WGC01013	VIRTUAL UPLOAD APPLIANCE*	1	1 YEAR	\$1,875.00	\$1,500.00	\$1,500.00	
21	SSV00S02782A	COMMUNITY INTERACTION TOOL*	1	1 YEAR	Included	Included	Included	

Subtotal \$107,846.00

Estimated Freight \$415.00

Grand Total **\$108,261.00(USD)**

### Pricing Metric :

Price is indicative of the following -  
# of Named users for CommandCentral Evidence - 13

### Pricing Summary

	List Price	Sale Price	Prorated Price
Upfront Costs for Hardware, Accessories and Implementation (if applicable), plus Subscription Fee	\$51,203.50	\$50,966.00	\$0.00
Year 2 Subscription Fee	\$8,820.00	\$14,220.00	\$0.00
Year 3 Subscription Fee	\$8,820.00	\$14,220.00	\$0.00
Year 4 Subscription Fee	\$8,820.00	\$14,220.00	\$0.00
Year 5 Subscription Fee	\$8,820.00	\$14,220.00	\$0.00
Grand Total System Price	\$86,483.50	\$107,846.00	\$0.00

### Notes:

- Additional information is required for one or more items on the quote for an order.



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QUOTE-17646  
UPGRADE 15 VAAS BWC + 15  
CCE LI

- This quote contains items with approved price exceptions applied against them.
- Unless otherwise noted, this quote excludes sales tax or other applicable taxes (such as Goods and Services Tax, sales tax, Value Added Tax and other taxes of a similar nature). Any tax the customer is subject to will be added to invoices.
- Unless otherwise noted in this quote / order, installation of equipment is not included.

Attachment: Quote, Body Worn Cameras (3901 : Approve the Purchase of a Body Worn Camera System)



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QUOTE-1764672  
UPGRADE 15 VAAS BWC + 15 ICV  
CCE LIC.

## VIDEO-AS-A-SERVICE OVERVIEW

Video-as-a-Service (VaaS) is a subscription-based solution that provides agencies with Motorola's industry-leading evidence collection and management tools. VaaS provides agencies access to high-definition camera systems and the industry's only fully end-to-end digital evidence management ecosystem. Included in this quote is access to CommandCentral Evidence, which includes several applications that enable a single, streamlined workflow.



When combined into a single solution, these tools enable officers in the field to easily capture, record, and upload evidence, as well as efficiently manage and share that evidentiary data. Because Video-as-a-Service requires no up-front purchase of equipment or software, it provides a simple way to quickly deploy and begin using a complete camera and evidence management solution for a per-device charge, billed quarterly.

Attachment: Quote, Body Worn Cameras (3901 : Approve the Purchase of a Body Worn Camera System)



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QUOTE-1764672  
UPGRADE 15 VAAS BWC + 15 ICV  
CCE LIC.

## V300 BODY-WORN CAMERA SOLUTION DESCRIPTION

The WatchGuard V300 HD Body-Worn Camera captures clear video and audio of every encounter from the user's perspective. Its continuous-operation capabilities allow constant recording, helping the user to capture every detail of each situation and create a reliable library of evidence for case-building and review.

The V300 is easy to operate, with four control buttons. Its built-in Record-After-the-Fact® (RATF) technology enables the device to capture important video evidence that can be retrieved hours or days after an incident occurs, even if a recording is not triggered by the user or sensor. With RATF, officers can prioritize response to immediate threats over manually activating their camera.



### KEY FEATURES OF THE V300

- **Detachable Battery** - The V300's detachable battery allows officers to switch to a fully-charged battery if their shift goes longer than expected. And since batteries can charge without being attached to a camera, they can be kept fully charged and ready to go in a dock for use. This feature is especially helpful for agencies that share cameras among multiple officers.
- **Wireless Uploading** - Recordings made by the V300 can be uploaded to your agency's evidence management system via WiFi or LTE networks. This enables easy transfer of critical recordings to headquarters for immediate review or long-term storage.
- **Data Encryption** - The V300 uses FIPS-140-2 compliant encryption at rest and in transit. This ensures that recordings made by your agency's officers are secure from unauthorized access.
- **Record-After-The-Fact®** - Our patented Record-After-the-Fact® technology records even when the recording function isn't engaged. These recordings are uploaded to the evidence management system and allow users to review important evidence that was captured days before.
- **Natural Field of View** - The V300 eliminates the fisheye effect from wide-angle lenses that warps video footage. Distortion correction ensures a clear and complete evidence review process.
- **SmartControl Application** - Motorola's SmartControl Application allows V300 users to tag and preview video, livestream from the camera to the app, adjust vertical field of view, and change camera settings. This application is available for iOS and Android.
- **In-Field Tagging** - The V300 enables easy in-field event tagging. It allows officers to view event tags and save them to the appropriate category directly from the camera or via smartphone application. This is made easier in conjunction with an integrated in-car video recording system.
- **Auto Activation** - Multiple paired V300 cameras and in-car systems can form a recording group, which can automatically start recording when one of the group devices starts a recording. They can be configured to initiate group recording using triggers like lights, sirens, doors, gun racks, and other auxiliary inputs. Up to eight V300 cameras can also collaborate on recordings without an in-car system, using similar triggers. Group recordings are uploaded and automatically linked in DEMS as part of one incident.

Attachment: Quote, Body Worn Cameras (3901 : Approve the Purchase of a Body Worn Camera System)



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QUOTE-1764672  
UPGRADE 15 VAAS BWC + 15 ICV  
CCE LIC.

## V300 AND IN-CAR VIDEO INTEGRATION

The V300 integrates seamlessly with the M500 and 4RE In-Car Video System, capturing video of an incident from multiple vantage points. With these in-car video systems, all critical functions are never more than three taps away. This integration includes the following features:

- **Distributed Multi-Peer Recording** - Multiple V300 cameras and in-car systems can form a recording group and, based on configuration, automatically start recording when one of the group devices begins recording. Group recordings are uploaded and automatically linked in DEMS as part of one incident.
- **Automatic Tag Pairing** - Recordings captured by integrated in-car systems and V300 cameras can be uploaded to DEMS with the same tags automatically. From the in-car system's display, the videos can be saved under the appropriate tag category. The tag is then automatically shared with the V300 video and is uploaded as part of one incident, along with the officer's name.
- **Evidence Management Software** - When body-worn and in-car cameras both record the same incident, Motorola's evidence management software automatically links those recordings based on officer name, date, and time overlap associated with the devices.
- **Additional Audio Source** - The V300 can serve as an additional audio source when integrated with the in-car video system. The V300 also provides an additional view of the incident and inherits the event properties of the in-car system's record, such as officer name, event category, and more, based on configuration.

## V300 AND APX RADIO INTEGRATION

Motorola's APX two-way radios and the V300 Body-Worn Cameras are able to work together to capture video evidence. When the APX's emergency mode button is pressed, the V300 is automatically triggered to capture video evidence. The recording will continue until stopped by the officer via the start/stop button on the V300 or group in-car video system.

## HOLSTER AWARE INTEGRATION

V300 integrates with Holster Aware, a holster sensor that automatically prompts the V300 to record the moment holstered equipment is drawn. All sensor and V300 associations can be managed within any DEMS. This sensor allows officers to record high-stress events as they unfold, without having to sacrifice situational awareness by manually activating the V300.

Attachment: Quote, Body Worn Cameras (3901 : Approve the Purchase of a Body Worn Camera System)



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QUOTE-1764672  
UPGRADE 15 VAAS BWC + 15 ICV  
CCE LIC.

## DOCKING STATIONS

The V300 has three docking options:



**Transfer Station** - The Transfer Station is built for large, multi-location agencies with large numbers of V300 cameras in service at any given time. It can charge up to eight fully assembled cameras or individual battery packs. Each of the eight docking slots includes an LED indication of battery charging status and upload status. While a V300 is being charged, the Transfer Station can automatically offload its recording to Evidence Management Solution via an integrated 10Gb/1Gb connection to the local area network (LAN). The Transfer Station connects directly to the local area network for fast offload of recorded events to storage while charging the camera battery. The Transfer Station supports comprehensive device management capabilities, such as camera configuration, checkout and officer assignment options; rapid checkout, kiosk, and individual camera checkout; automatic firmware and configuration updates.



**USB Base** - The USB Base charges the battery of a single V300 camera or a standalone battery pack. The USB Base can be mounted in a vehicle or attached to a desktop or Mobile Data Computer, with 12V or a USB connection for power. It has LED indications of battery charging status and upload, and an ambient light sensor for optimal LED brightness control, from the bright sunlight, to the dim interior of a patrol car. When connected to a laptop or desktop, the USB Base can be used to upload recordings to an evidence management system, receive firmware and configuration updates.



**Wi-Fi Base** - The Wi-Fi Base is mounted in the vehicle. It facilitates V300 upload of evidence to evidence management system, firmware updates, communication between V300 and in-car group devices, charges fully assembled V300 cameras or individual battery packs and more. It has LED indications of battery charging status and upload, and an ambient light sensor for optimal LED brightness control, from the bright sunlight, to the dim interior of a patrol car.

Attachment: Quote, Body Worn Cameras (3901 : Approve the Purchase of a Body Worn Camera System)



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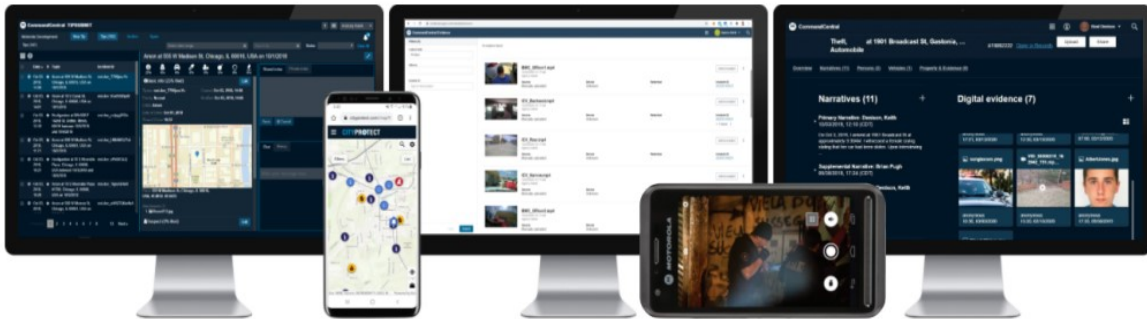


QUOTE-1764672  
UPGRADE 15 VAAS BWC +  
15 ICV CCE LIC.

## COMMANDCENTRAL EVIDENCE PLUS SOLUTION DESCRIPTION

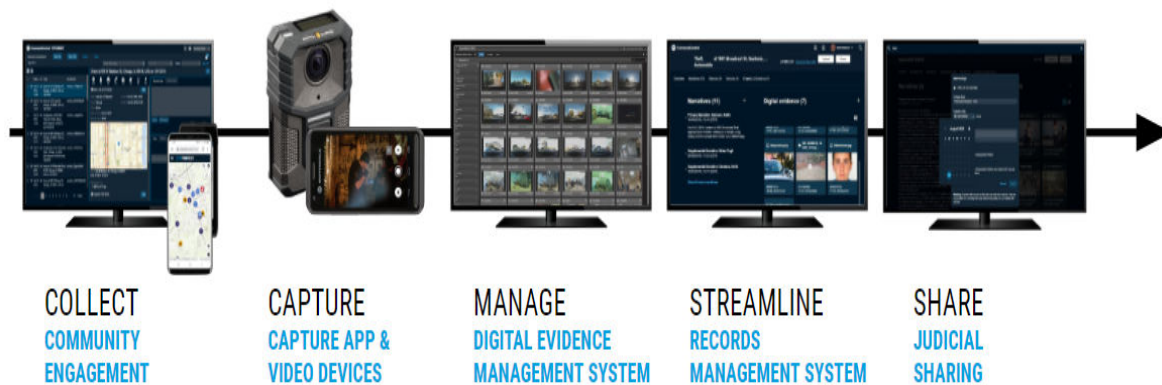
### OVERVIEW

CommandCentral Evidence provides a suite of digital evidence management tools that help users contain, organize, and act on large amounts of incoming multimedia. These tools streamline the collection, capture, storage, and sharing of data from a single location. By centralizing digital evidence storage and management, CommandCentral Evidence removes data silos and helps users get the most out of their critical information.



Users access all case content from a single, cloud-based location. Cases integrate records and evidence content, allowing users to view all media associated with a case. These cloud-based tools help users account for all evidence regardless of source. CommandCentral Evidence makes it easy to secure and share content with chain of custody intact to improve collaboration.

CommandCentral Evidence is available without any upfront investment. Monthly subscription service costs include the software and video storage. And CommandCentral Evidence uses the Azure GovCloud, securing data at rest and in transit to protect communications. This complies with CJIS guidelines and the NIST framework, audited annually against the Service Organization Control 1 and 2 reporting framework.



Attachment: Quote, Body Worn Cameras (3901 : Approve the Purchase of a Body Worn Camera System)



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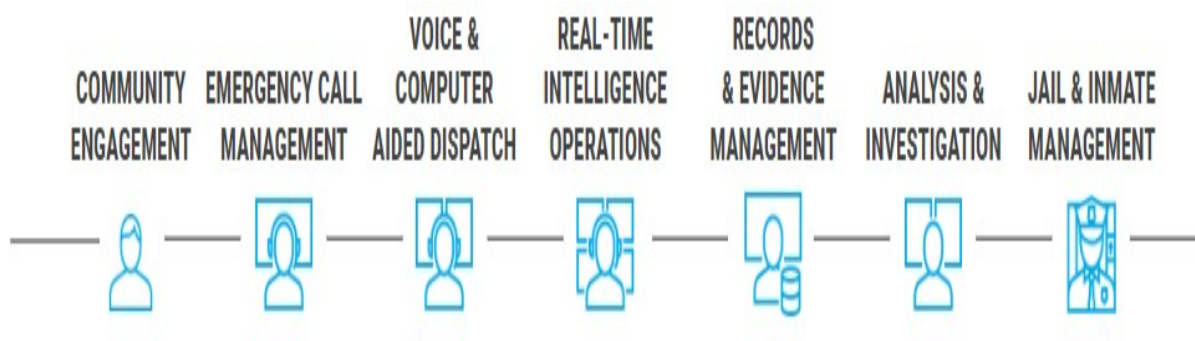


QUOTE-1764672  
UPGRADE 15 VAAS BWC +  
15 ICV CCE LIC.

## THE COMMANDCENTRAL PLATFORM

CommandCentral is an end-to-end platform of interconnected solutions that unify data and streamline public safety workflows from a tip or call to case closure. Through single sign-on capabilities, your personnel can access all CommandCentral software applications with one agency username and password for a more streamlined workflow. The CommandCentral platform puts your agency's data to better use, improves safety for critical personnel, and helps keep your focus on the communities you serve.

CommandCentral evolves over time, maximizing the value of existing investments while adopting new capabilities that better meet your personnel's growing needs. With cloud-based services and an agile development methodology through constant user feedback, Motorola Solutions can deliver new features and functionality in a more manageable, non-intrusive way.

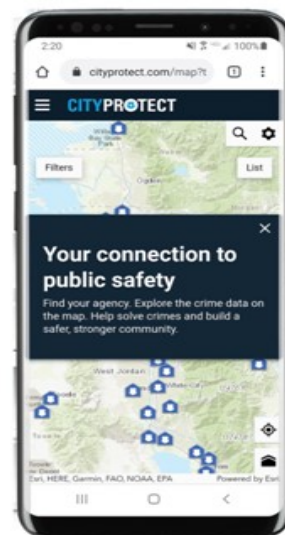


The CommandCentral End-to-End Platform

## Community Interaction Tools

CommandCentral Evidence provides a set of Community Interaction tools to enhance the partnership between your agency and the public. This solution is the foundation for transparent community engagement by streamlining the flow of data between your agency and the people you serve. The toolkit helps build public trust and increases the value of community intelligence. As a result, your agency gains new ways to connect with the public, building collaboration and transparency.

Community interaction centers around CityProtect.com. This mobile-friendly webpage offers citizens a centralized set of tools to contribute to public safety. The tools and forms within CityProtect enable you to create a dialogue with your community and promote the value of citizen intelligence. Sharing and receiving important data is streamlined to make engagement easier.



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## AGENCY PAGE

CommandCentral Evidence provides a dedicated, public-facing webpage for your agency. This customizable page offers a unique URL to serve as the hub for community interaction with access to the tools for the public to connect with your agency.

The agency page shows quick, rotating messages—bulletins (up to five 244-character messages)—to keep the public informed. Your agency will control the order, schedule, and expiration date of these bulletins. The page also integrates an agency's social media feeds to further unify communications.

## PUBLIC SUBMISSIONS

With CommandCentral Evidence, the public can submit information online with an easy-to-use interface. There are multiple self-service form options for online submissions, such as anonymous tips, public information requests, and non-emergency submissions. Your agency will decide which of these forms to deploy and how to personalize these forms with built-in form management tools. The public can submit tips using these forms on CityProtect, or via anonymous SMS communication. Together, these submissions help agencies build a more accurate operating picture. TipManager manages these submissions in a central location and saves digital content in CommandCentral Evidence. This streamlines public-provided content with officer-captured evidence in a single repository.

## DIGITAL EVIDENCE COLLECTION

CommandCentral Evidence's digital evidence collection features allows your agency to collect case-specific digital media from any source without needing a personal device or physical storage, such as CDs, USBs, or other devices checked into physical evidence stores. Digital files are automatically added and tagged within the application, making access to specific information easy and efficient.

## CRIME MAP

Crime Map is built into the CityProtect home page. Crime Map automatically publishes crime data and incident information from your CAD or RMS or CAD system to an interactive, online map. This map keeps the public informed of local crime activity and offers visibility into your operations. Crime Map also provides the following:

- Incident data display with up to hourly updates.
- Primary Agency shapefile.
- Sex offender listing options.
- Crime data download option and action link.

## CAMERA REGISTRATION

Camera Registration allows citizens to register their residential or commercial security cameras in CityProtect. Each community member can create a free CityProtect user account to manage their camera information. Your agency can then access the location of these cameras and contact the owner for potential video evidence. The data from these accounts is visualized in a variety of CommandCentral applications.



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## FIELD RESPONSE APPLICATION

CommandCentral Evidence features a mobile application that allows users to capture video, images, and audio from the field. The application provides advanced camera controls to help users control what is captured. Integrated metadata population and tagging provides immediate access of content in the Digital Evidence Management application. This isolation ensures evidence is not accessible by other apps and ensures an uncompromised chain of custody from the moment of capture.

This application is a capture source for officers, detectives, command staff, supervisors and other law enforcement personnel. The application's user interface exists in the same ecosystem as the Digital Evidence Management tool. The field response application is available on iOS and Android.

## RECORDS MANAGEMENT

CommandCentral Evidence's record management capabilities allow users to quickly and easily search video, audio, images, and other digital content. It then stores that data in a central cloud-based location, streamlining access and management across your organization to reduce the complexities of record management. As a result, this solution helps save your personnel valuable time and allows them to focus on critical tasks.

Records Management offers users the following features to benefit management workflows:

- Consolidated Record View – Enter and view incident data, officer narrative, and digital evidence with one user interface, allowing officers to spend more time in the field.
- Task Creation and Assignment – View, create, and assign tasks or projects for the day as part of the Insights Dashboard. This helps build and close cases faster by tracking progress and assigning ownership to activities.
- Unified Search – Find specific information faster by searching across all agency data.
- Master Indexes – Validate data on persons, vehicles, and organizations against the master indexes. For example, agencies can verify that an arrested person, person of interest, or suspect's information is accurate.
- Compliance Verification – Prompt officers for the information they need so you can check reports before submission and save response time.
- Record Quality Control – Keep data clean by identifying, merging, and de-duplicating records automatically.
- Trusted Agency Sharing – Remain in control of your data when you share case information with other agencies.
- Judicial Case Sharing – Share validated evidence items with trusted judicial partners for use in court, with a verifiable chain of custody.
- Crime Predictions in Dashboard – Monitor activity and set threshold alerts to identify and address crime trends.
- Data Insights Reporting – Access critical insight with pre-built reports and dashboards to make data-driven decisions.

## DIGITAL EVIDENCE MANAGEMENT

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CommandCentral Evidence's digital evidence management tools streamline collecting, securing, and managing multimedia evidence. These tools simplify how a secure digital evidence library is built by incorporating data from multiple sources into a unified evidence storage framework. Users can upload digital evidence from a variety of sources to quickly build cases. Evidence stored within the tool is easy to search, correlate, and review alongside other case-related information from your CAD or RMS database. Relevant content can be marked and intelligently sorted to quickly locate critical information from a central touchpoint. This unified storage framework allows personnel to make informed decisions from an organized and complete case evidence view, while offering an access control system to allow only authorized personnel to view sensitive information.

## STORE AND MANAGE

CommandCentral Evidence simplifies building a secure digital evidence library by incorporating data from multiple sources into a unified evidence storage framework. Users can upload digital evidence files from a variety of sources to build cases. Products from Motorola Solutions, such as body-worn cameras, in-car cameras, the mobile field response application, and other CommandCentral software, automatically transmit data to Digital Evidence Management. This saves the time and effort needed to manually upload files. Once the content is securely stored, content management is more efficient.

Digital Evidence Management streamlines content management workflows, with tags and metadata that make it easier to correlate, search, and manage evidence. The application automatically links evidence based on the tags and metadata attached to those files, helping users find additional contextual information on an incident and build cases quickly. Users can search and filter content to locate additional relevant data to link to a case or incident. To quickly access evidence items that they frequently need to reference, users can group or bookmark files within the interface.

CommandCentral Evidence provides unlimited storage for events captured by the WatchGuard video systems where the applied data retention period does not exceed one year for non-evidentiary recordings or 10 years for evidentiary recordings (recordings associated with a case). Additionally, the video recording policy must be event-based (policies that require officers to record their entire shift will not qualify for this plan). For non-camera data storage (data not captured by the body camera and/or in-car system), agencies receive 50GB of storage per device, per month, pooled across all devices in the program.

## INTERFACE SERVER REQUIREMENTS

A customer-provided virtual machine is required to support the interface. The virtual machine must meet the following minimum specifications:

- Access to Customer-Provided Internet.

The customer-provided virtual machine will allow CloudConnect to be installed to enable CommandCentral cloud applications to connect to on-premises applications, like CAD/RMS systems.

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## COMMANDCENTRAL EVIDENCE PLUS STATEMENT OF WORK

### OVERVIEW

The Statement of Work (SOW) defines the principal activities and responsibilities of Motorola Solutions, Inc. ("Motorola Solutions") and the Customer. Motorola Solutions and the Customer will work to complete their respective responsibilities in accordance with the mutually agreed upon governing schedule. Any changes to the governing schedule will be mutually agreed upon via the change provision of the Agreement.

### AGENCY AND USER SETUP

The Customer's agency(s) and CommandCentral users must be provisioned within the CommandCentral cloud platform using the CommandCentral Admin tool. The provisioning process allows the agency(s) to define the specific capabilities and permissions of each user.

#### Motorola Solutions Responsibilities

- Use the CommandCentral Admin tool to establish the Customer and the Customer's agency(s) within the CommandCentral cloud platform. This activity is completed during the order process.
- Provision agency's CommandCentral initial users and permissions.

#### Customer Responsibilities

- Identify a System Administrator(s).
- Ensure all System Administrators complete the CommandCentral Admin training.
- Use the CommandCentral Admin tool to setup CommandCentral administration and user passwords, and provision agency's CommandCentral users and permissions.

#### Completion Criteria

Initial agencies and users have been configured.

### COMMUNITY INTERACTION TOOL

Motorola Solutions enables the Community Interaction Tool during the order process.

#### Motorola Solutions Responsibilities

- Refer to Agency and User Setup section of SOW.
- Connect Customer incident data ingest.

#### Customer Responsibilities

- Provision policies and procedures, tags, retention periods, and user permissions.
- Configure Community Interaction Tool settings (location of agency pin, shape of agency, keywords, agency page, URL, which forms to deploy).
- Provide access to Motorola Solutions' team to connect incident data ingest.

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### Completion Criteria

Community Interaction Tool subscription enabled.

## RECORDS MANAGEMENT

This document describes the activities required to ensure access to the subscription software and the Customer's provisioning activities.

Records Management features preconfigured Incident Forms and standard Workflows. As a result, minimal configuration work is required prior to operation.

### Motorola Solutions Responsibilities

- Refer to the Agency and User Setup section of SOW.

### Customer Responsibilities

- Provision all required custom Offence Codes using the CommandCentral user interface.

### Completion Criteria

Records Management enabled and offence codes provisioned.

## DIGITAL EVIDENCE MANAGEMENT

Motorola Solutions will discuss industry best practices, current operations environment, and subsystem integration in order to determine the optimal configuration for Digital Evidence Management. Motorola Solutions enables the subscription during the order process.

Note that while Digital Evidence Management is capable of interfacing with a variety of data sources, any additional interfaces are not included in this implementation.

### Motorola Solutions Responsibilities

- Refer to the Agency and User Setup section of SOW.
- Connect Customer incident data ingest.
- If a hybrid on-premise and cloud solution is included, configure Evidence Library to Digital Evidence Management interface(s) to support the functionality described in the Solution Description.
- Integrate Records Management with Digital Evidence Management.

### Customer Responsibilities

- Provision policies, procedures, and user permissions.
- Configure Digital Evidence Management settings.
- Provide access to Motorola Solutions' team to connect incident data ingest.

### Completion Criteria

Digital Evidence Management subscription enabled. Configured to provide the end-to-end solution for the Customer.

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## FIELD RESPONSE APPLICATION

The Field Response Application provides Android / iOS multimedia capture allowing a smartphone to send data to Digital Evidence Management .

### Motorola Solutions Responsibilities

- None.

### Customer Responsibilities

- Download "CommandCentral Capture" Application from App Store.
- Determine if video can be uploaded to Digital Evidence Management via WiFi and cellular network or WiFi only.
- Set confirmation parameters in Digital Evidence Management Admin.
- Determine specific video resolution or a range of resolutions.

### Completion Criteria

Work is considered complete upon Customer successfully installing application. The Field Response Application is configured and data is being received in Digital Evidence Management.

## THIRD-PARTY INTERFACES

The delivery, installation, and integrations of interfaces may be an iterative series of activities depending upon access to third-party systems. If proposed, interfaces will be installed and configured in accordance with the schedule.

Connectivity will be established between CommandCentral systems and the external and/or third-parties to which they will interface. Motorola Solutions will configure CommandCentral systems to support each contracted interface. The Customer is responsible for engaging third-party vendors if and as required to facilitate connectivity and testing of the interface(s).

### Motorola Solutions Responsibilities

- Develop interface(s) in accordance with the Solution Description.
- Establish connectivity to external and third-party systems.
- Configure interface(s) to support the functionality described in the Solution Description.
- Perform functional validation to confirm each interface can transmit and or receive data in accordance with the Interface Feature Description (IFD).

### Customer Responsibilities

- Act as liaison between Motorola Solutions and third-party vendors or systems as required to establish connectivity with Digital Evidence Management.
- Provide personnel proficient with and authorized to make changes to the network and third-party systems to support Motorola Solutions' interface installation efforts.
- Provide network connectivity between Digital Evidence Management and the third-party systems.
- Provide requested information on API, SDKs, data schema, and any internal and third-party documents necessary to establish interfaces with all local and remote systems and facilities within 10 days of the Interface Engagement Meeting.
- Adhere to the requirements presented in the IFD.

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### Motorola Solutions Deliverables

Contracted Interface(s).

### Completion Criteria

Connectivity is established between CommandCentral systems and the external and/or third-parties using said interface.

Unknown circumstances, requirements, and anomalies at the time of initial design can present difficulties in interfacing CommandCentral Vault to some third-party applications. These difficulties could result in a poorly performing or even a non-functional interface. At such time that Motorola Solutions is provided with information and access to systems, we will be able to mitigate these difficulties. If Motorola Solutions mitigation requires additional third-party integration, application upgrades, API upgrades, and/or additional software licenses those costs will need to be addressed through the change provision of the contract.

## TRAINING

CommandCentral online training is made available to you via Motorola Solutions Software Enterprise Learning eXperience Portal (LXP). This subscription service provides you with continual access to our library of online learning content and allows your users the benefit of learning at times convenient to them. Content is added and updated on a regular basis to keep information current. All Motorola Solutions tasks are completed remotely and enable the Customer to engage in training when convenient to the user.

LXP Administrators are able to add/modify users, run reports, and add/modify groups within the panorama.

### Motorola Solutions Responsibilities

- Initial setup of Panorama and addition of administrators.
- Provide instruction to the Customer LXP Administrators on:
- Adding and maintaining users.
- Adding and maintaining Groups.
- Assign courses and Learning Paths.
- Running reports.

### Customer Responsibilities

- Go to <https://learningservices.motorolasolutions.com> and request access if you do not already have it.
- Complete LXP Administrator training.
- Advise users of the availability of the LXP.
- Add/modify users, run reports and add/modify groups.

### Completion Criteria

Work is considered complete upon conclusion of Motorola Solutions-provided LXP Administrator instruction.

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**Panorama** – A panorama is an individual instance of the LXP that provides autonomy to the agency utilizing.

**Groups** – A more granular segmentation of the LXP that are generally utilized to separate learners of like function (dispatchers, call takers, patrol, firefighter). These may also be referred to as clients within the LXP.

**Learning Path** – A collection of courses that follow a logical order, may or may not enforce linear progress.

### Customer Responsibilities

- Supply a suitably configured classroom with a workstation for the instructor and at least one workstation for every two students.
- Designate training representatives who will work with the Motorola Solutions trainers in the development and delivery of training.

### Motorola Solutions Deliverables

- Classroom Training Materials, Attendance Rosters.

### Completion Criteria

Work is considered complete upon conclusion of Motorola Solutions provided Train the Trainer training.

Motorola Solutions offers many training courses pertaining to the Customer's solution. Motorola Solutions will provide specific training courses in the welcome email provided after implementation.

## TRANSITION TO SUPPORT AND CUSTOMER SUCCESS

Following the completion of the activation of CommandCentral components, implementation activities are complete. The transition to the Motorola Solutions' support organization completes the implementation activities.

Customer Success is the main point of contact as you integrate this solution into your agency's business processes. Our team will work with you to ensure CommandCentral Evidence has met your expectations and that the solution satisfies your goals and objectives. Contact Customer Success at [CommandCentralCS@motorolasolutions.com](mailto:CommandCentralCS@motorolasolutions.com).

Our Customer Support team will be the point of contact for technical support concerns you might have and can be reached either by phone at 1-800-MSI-HELP (option x4, x4, x3) or by emailing [support-commandcentral@motorolasolutions.com](mailto:support-commandcentral@motorolasolutions.com).

### Motorola Solutions Responsibilities

- Provide the Customer with Motorola Solutions support engagement process and contact information.
- Gather contact information for the Customer users authorized to engage Motorola Solutions support.





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#### Customer Responsibilities

- Provide Motorola Solutions with specific contact information for those users authorized to engage Motorola Solutions' support.
- Engage the Motorola Solutions support organization as needed.

#### Completion Criteria

Conclusion of the handover to support and the implementation is complete.

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## VIDEO EVIDENCE STATEMENT OF WORK

### Overview

In accordance with the terms and conditions of the Agreement, this Statement of Work ("SOW") defines the principal activities and responsibilities of all parties for the delivery of the Motorola Solutions, Inc. ("Motorola") system as presented in this offer to the Customer (hereinafter referred to as "Customer"). For the purposes of this SOW, Motorola may include our affiliates, subcontractors, and third-party partners, as the case may be.

Deviations and changes to this SOW are subject to mutual agreement between Motorola and the Customer and will be addressed in accordance with the change provisions of the Agreement.

Unless specifically stated, Motorola work will be performed remotely. Customer will provide Motorola resources with direct network access sufficient to enable Motorola to fulfill its delivery obligations.

The number and type of software or subscription licenses, products, or services provided by or on behalf of Motorola are specifically listed in the Agreement and any reference within this SOW, as well as subcontractors' SOWs (if applicable), does not imply or convey a software or subscription license or service that is not explicitly listed in the Agreement.

### AWARD, ADMINISTRATION, AND PROJECT INITIATION

Project Initiation and Planning will begin following execution of the Agreement.

Following the conclusion of the Welcome/IT Call, Motorola project personnel will communicate additional project information via email, phone call, or additional ad-hoc meetings.

Motorola utilizes Google Meet as its teleconference tool. If Customer desires a different teleconference tool, Customer may provide a mutually agreeable alternate tool at Customer expense.

### PROJECT MANAGEMENT TERMS

The following project management terms are used in this SOW. Since these terms may be used differently in other settings, these definitions are provided for clarity.

**Deployment Date(s)** refers to any date or range of dates when implementation, configuration, and training will occur. The deployment date(s) is subject to change based on equipment or resource availability and Customer readiness.

### COMPLETION CRITERIA

Motorola Integration Services are complete upon Motorola performing the last task listed in a series of responsibilities or as specifically stated in the deployment checklist. Certain Customer tasks, such as hardware installation activities identified in Section 1.9 of this SOW, must be completed prior to Motorola commencing with its delivery obligations. Customer will provide Motorola written notification that it does not accept the completion of Motorola responsibilities or rejects a Motorola service deliverable within five business days of task completion or receipt of a deliverable, whichever may be applicable.

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Service completion will be acknowledged in accordance with the terms of the Agreement and the Service Completion Date will be memorialized by Motorola and Customer in a writing signed by both parties.

## PROJECT ROLES AND RESPONSIBILITIES OVERVIEW

### MOTOROLA PROJECT ROLES AND RESPONSIBILITIES

A Motorola team, made up of specialized personnel, will be assigned to the project under the direction of the Motorola Project Manager. Team members will be multi-disciplinary and may fill more than one role. Team members will be engaged in different phases of the project as necessary.

In order to maximize efficiencies, Motorola's project team will provide services remotely via teleconference, web-conference, or other remote method in fulfilling its commitments as outlined in this SOW.

The personnel role descriptions noted below provide an overview of typical project team members. One or more resources of the same type may be engaged as needed throughout the project. There may be other personnel engaged in the project at the discretion of and under the direction of the Project Manager.

Motorola's project management approach has been developed and refined based on lessons learned in the execution of hundreds of system implementations. Using experienced and dedicated people, industry-leading processes, and integrated software tools for effective project execution and control, we have developed and refined practices that support the design, production, and testing required to deliver a high-quality, feature-rich system.

#### Project Manager

A Motorola Project Manager will be assigned as the principal business representative and point of contact for Motorola. The Project Manager's responsibilities include the following:

- Host the Welcome/IT Call.
- Manage the Motorola responsibilities related to the delivery of the project.
- Coordinate schedules of the assigned Motorola personnel and applicable subcontractors/supplier resources.
- Manage the Change Order process per the Agreement.
- Maintain project communications with the Customer.
- Identify and manage project risks.
- Collaborative coordination of Customer resources to minimize and avoid project delays.
- Conduct remote status meetings on mutually agreed dates to discuss project status.
- Provide timely responses to issues related to project progress.

#### System Technologists

The Motorola System Technologists (ST) will work with the Customer project team on system provisioning. ST responsibilities include the following:

- Provide consultation services to the Customer regarding the provisioning and operation of the Motorola system.
- Provide provisioning and training to the Customer to set up and maintain the system.
- Complete the provisioning ownership handoff to the Customer.



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- Complete the project-defined tasks as defined in this SOW.
- Confirmation that the delivered technical elements meet contracted requirements.
- Engagement throughout the duration of the delivery.

### Technical Trainer / Instructor

The Motorola Technical Trainer / Instructor provides training either on-site or remote (virtual) depending on the training topic and deployment type purchased. Responsibilities include:

- Review the role of the Learning eXperience Portal ("LXP") in the delivery and provide Customer Username and Access Information.

## CUSTOMER PROJECT ROLES AND RESPONSIBILITIES OVERVIEW

The success of the project is dependent on early assignment of key Customer resources. In many cases, the Customer will provide project roles that correspond with Motorola's project roles. It is critical that these resources are empowered to make decisions based on the Customer's operational and administration needs. The Customer's project team should be engaged from project initiation through beneficial use of the system. The continued involvement in the project and use of the system will convey the required knowledge to maintain the system post-completion of the project. In some cases, one person may fill multiple project roles. The project team must be committed to participate in activities for a successful implementation. In the event the Customer is unable to provide the roles identified in this section, Motorola may be able to supplement Customer resources at an additional price.

### Project Manager

The Project Manager will act as the primary Customer point of contact for the duration of the project. The Project Manager is responsible for management of any third-party vendors that are the Customer's subcontractors. In the event the project involves multiple locations, Motorola will work exclusively with a single Customer-assigned Project Manager (the primary Project Manager). The Project Manager's responsibilities include the following:

- Communicate and coordinate with other project participants.
- Manage the Customer project team, including timely facilitation of efforts, tasks, and activities.
- Maintain project communications with the Motorola Project Manager.
- Identify the efforts required of Customer staff to meet the task requirements in this SOW and identified in the Welcome/IT Call.
- Consolidate all project-related questions and queries from Customer staff to present to the Motorola Project Manager.
- Approve a deployment date offered by Motorola.
- Monitor the project to ensure resources are available as required.
- Attend status meetings.
- Provide timely responses to issues related to project progress.
- Liaise and coordinate with other agencies, Customer vendors, contractors, and common carriers.
- Review and administer change control procedures, hardware and software certification, and all related project tasks required to meet the deployment date.
- Ensure Customer vendors' readiness ahead of the deployment date.
- Assign one or more personnel who will work with Motorola staff as needed for the duration of the project, including at least one Application Administrator for the system and one or more representative(s) from the IT department.

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- Identify the resource with authority to formally acknowledge and approve change orders, completion of work, and payments in a timely manner.
- Provide building access to Motorola personnel to all Customer facilities where system equipment is to be installed during the project. Temporary identification cards are to be issued to Motorola personnel, if required for access to facilities.
- Ensure remote network connectivity and access to Motorola resources.
- Provide reasonable care to prevent equipment exposure to contaminants that cause damage to the equipment or interruption of service.
- Ensure a safe work environment for Motorola personnel.
- Identify and manage project risks.
- Point of contact to work with the Motorola System Technologists to facilitate the training plan.

### IT Support Team

The IT Support Team (or Customer designee) manages the technical efforts and ongoing tasks and activities of their system. Manage the Customer-owned provisioning maintenance and provide required information related to LAN, WAN, wireless networks, server, and client infrastructure. They must also be familiar with connectivity to internal, external, and third-party systems to which the Motorola system will interface.

The IT Support Team responsibilities include the following:

- Participate in overall delivery and training activities to understand the software, interfaces, and functionality of the system.
- Participate with the Customer subject matter experts during the provisioning process and training.
- Authorize global provisioning choices and decisions, and be the point(s) of contact for reporting and verifying problems and maintaining provisioning.
- Obtain inputs from other user agency stakeholders related to business processes and provisioning.
- Implement changes to Customer owned and maintained infrastructure in support of the Evidence Management System installation.

### Subject Matter Experts

The Subject Matter Experts (SME or Super Users) are the core group of users involved with delivery analysis, training, and the provisioning process, including making global provisioning choices and decisions. These members should be experienced users in the working area(s) they represent (dispatch, patrol, etc.), and should be empowered to make decisions related to provisioning elements, workflows, and department policies related to the Evidence Management System.

### General Customer Responsibilities

In addition to the Customer Responsibilities stated elsewhere in this SOW, the Customer is responsible for the following:

- All Customer-provided equipment, including hardware and third-party software, necessary for delivery of the System not specifically listed as a Motorola deliverable. This will include end user workstations, network equipment, camera equipment and the like.
- Configuration, maintenance, testing, and supporting the third-party systems the Customer operates which will be interfaced to as part of this project.
- Communication between Motorola and Customer's third-party vendors, as required, to enable Motorola to perform its duties.



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Attachment: Quote, Body Worn Cameras (3901 : Approve the Purchase of a Body Worn Camera System)



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- Active participation of Customer SMEs in project delivery meetings and working sessions during the course of the project. Customer SMEs will possess requisite knowledge of Customer operations and legacy system(s) and possess skills and abilities to operate and manage the system.
- Electronic versions of any documentation associated with the business processes identified.
- Providing a facility with the required computer and audio-visual equipment for training and work sessions.
- Ability to participate in remote project meeting sessions using Google Meet or a mutually agreeable, Customer-provided, alternate remote conferencing solution.

## PROJECT PLANNING

A clear understanding of the needs and expectations of both Motorola and the Customer are critical to fostering a collaborative environment of trust and mutual respect. Project Planning requires the gathering of project-specific information in order to set clear project expectations and guidelines, and set the foundation for a successful implementation.

### WELCOME/IT CALL - TELECONFERENCE/WEB MEETING

A Project Planning Session teleconference will be scheduled after the Agreement has been executed. The agenda will include the following:

- Review the Agreement documents.
- Review project delivery requirements as described in this SOW.
- Provide shipping information for all purchased equipment.
- Discuss deployment date activities.
- Provide assigned technician information.
- Review IT questionnaire and customer infrastructure.
- Discuss which tasks will be conducted by Motorola resources.
- Discuss Customer involvement in provisioning and data gathering to confirm understanding of the scope and required time commitments.
- Review the initial project tasks and incorporate Customer feedback.
- Confirm CJIS background investigations and fingerprint requirements for Motorola employees and/or contractors. Required fingerprints will be submitted on Motorola provided FBI FD-258 Fingerprint cards.
- Review the On-line Training system role in project delivery and provide Customer User Name and Access Information.
- Discuss Motorola remote access requirements (24-hour access to a secured two-way Internet connection to the Motorola system firewalls for the purposes of deployment, maintenance, and monitoring).
- Discuss Customer obligation to manage change among the stakeholder and user communities.
- Review deployment completion criteria and the process for transitioning to support.

### Motorola Responsibilities

- Host Welcome/IT Call.
- Request the attendance of any additional Customer resources that are instrumental in the project's success, as needed.
- Review Motorola's delivery approach and its reliance on Customer-provided remote access.
- Provide Customers with steps to follow to register for Online Training.
- Request user information required to establish the Customer in the LXP.



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### Customer Responsibilities

Complete the Online Training registration form and provide it to Motorola within ten business days of the Project Planning Session.

- Review the received (as part of order) and completed IT questionnaire.
- Provide a customer point of contact for the project.
- Provide data for completing the policy validation form.
- Provide LXP user information as requested by Motorola.
- Verify Customer Administrator(s) have access to the LXP.

### Motorola Deliverables

- Welcome Call presentation and key meeting notes
- Send an email confirming deployment date and ST assigned email
- Communicate with the Customer via email confirming shipment and tracking information.
- Instruct the Customer on How to Register for Training email.
- Provide and review the Training Plan.

## SOLUTION PROVISIONING

Solution provisioning includes the configuration of user configurable parameters (unit names, personnel, and status codes). The system will be provisioned using Motorola standard provisioning parameters and will incorporate Customer-specific provisioning.

### IN-CAR VIDEO PROVISIONING SCENARIO

If in-car video is a part of the system, the Motorola Application Specialist will complete the following provisioning tasks.

#### Motorola Responsibilities

- Conduct a remote review of the standard provisioning database with the Customer prior to the start of provisioning.
- Provide and review the Provisioning Export Worksheets with the Customer.
- Conduct a conference call with the Customer to review the completeness of the Provisioning Export Worksheets prior to the start of provisioning.

### BODY WORN CAMERA PROVISIONING SCENARIO

If body worn cameras are a part of the system, the provisioning of the in-car system will generally follow the completion of the base in-car video provisioning.

#### Motorola Responsibilities

Configure transfer stations for connectivity to the evidence management server.

- Configure devices within the evidence management system.
- Check out devices and create a test recording.



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- Verify successful upload from devices after docking back into the transfer station or USB dock.

## SOFTWARE INSTALLATION

### ON-SITE SOFTWARE INSTALLATION

Client software will be installed on one workstations and up to 5 mobile devices to facilitate provisioning training to Customer personnel. Customer will complete software installation on the remaining workstations and cameras.

#### Motorola Responsibilities

- Verify system readiness.
- Request client software.
- Deliver the pre-installation preparation checklist.
- Provide instruction on client software installation and install client software on one workstation and up to five mobile devices.
- Total of training overview sessions shall not exceed 4 hours.
- Provide instruction on client software deployment utility.

#### Customer Responsibilities

- Provide and install workstation/mobile device hardware in accordance with specifications.
- Assign personnel to observe software installation training.
- Complete installation of client software on remaining workstations and mobile devices.
- Attend onsite deployment training sufficient to enable user proficiency.
- Complete online training.

#### Motorola Deliverables

- Provide a pre-installation preparation checklist.
- Provide installation guide.
- Provide training overviews on hardware/software and system administration for customers during deployment dates.

## INFRASTRUCTURE VALIDATION

Hardware will be installed on the network to facilitate provisioning, testing, and will be used to provide instruction to Customer personnel after the complete software installation.

#### Motorola Responsibilities

- Verify that the server is properly racked and connected to the network.
- Verify that access points are properly installed and connected to the network.
- Verify that transfer stations are connected to the network and configured.

#### Customer Responsibilities

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- Verify that the server network has access to the internet for software installation and updates.
- Verify that the network routing is correct for the transfer stations and access points to communicate with the server.
- Verify that the client computers can access the server on the required ports.

## HARDWARE INSTALLATION

Physical installation of hardware (i.e. servers, cameras, Access Points, WiFi docs, etc.) is not included in the standard scope of the solution. If a custom quote for installations is included in this purchase, Motorola will manage the subcontractor and their deliverables as part of this SOW. Customers who perform or procure their own installations assume all installation responsibilities including cost, oversight and risk.

## SYSTEM TRAINING

Motorola training consists of both computer-based (online) and instructor-led (on-site or remote). Training delivery methods vary depending on course content. Self-paced online training courses, additional live training, documentation, and resources can be accessed and registered for on the Motorola's LXP.

### ONLINE TRAINING

Online training is made available to the Customer via Motorola's LXP. This subscription service provides the Customer with continual access to our library of online learning content and allows users the benefit of learning at times convenient to them. Content is added and updated on a regular basis to keep information current. This training modality allows the Customer to engage in training when convenient.

A list of available online training courses can be found in the Training Plan.

### Motorola Responsibilities

- Designate a LXP Administrator to work with the Customer.
- Establish an accessible instance of the LXP for the Customer.
- Organize content to align with the Customer's selected technologies.
- Create initial Customer user accounts and a single Primary Administrator account.
- During on-boarding, assist the Customer with LXP usage by providing training and job aids as needed.
- Create and maintain user role Learning Paths defined by the Customer.
- Install security patches when available.
- Provide technical support for user account and access issues, base system functionality, and Motorola Solutions-managed content.
- Monitor the Learning Subscription server. Provide support for server incidents.

### Customer Responsibilities

- Provide user information for the initial creation of accounts.
- Provide network and internet connectivity for the Customer's users to access the LXP.
- The customer's primary LXP administrator should complete the following self-paced training: LXP Introduction online course (LXP0001), LXP Primary Site Administrator Overview online course (LXP0002), and LXP Group Administrator Overview (LXP0003)
- Advise agency learners of the availability of training via the LXP.
- Ensure users complete LXP training in accordance with the Project Schedule.

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- Order and maintain subscriptions to access Motorola's LXP.
- Contact Motorola Solutions to engage Technical Support when needed.

#### Motorola Deliverables

- LXP Enable

#### INSTRUCTOR-LED TRAINING (ONSITE AND REMOTE)

A list of Instructor-Led and Virtual Instructor-Led courses can be found in the Training Plan.

#### Motorola Responsibilities

- Deliver User Guides and training materials in electronic .PDF format.
- Perform training in accordance with the Training Plan.
- Provide Customer with training Attendance Rosters and summarize any pertinent observations that may impact end user training.

#### Customer Responsibilities

- Supply classrooms with a workstation for the instructor (if Onsite) and at least one workstation for every student based on the requirements listed in the Training Plan.
- Designate training representatives who will work with the Motorola trainers in the delivery of training.
- Conduct end user training in accordance with the Project Schedule.

#### Motorola Deliverables

- Electronic versions of User Guides and training materials.
- Attendance Rosters.
- Technical Training Catalog.

## FUNCTIONAL VALIDATION AND PROJECT CLOSURE

The objective of Functional Validation is to demonstrate the features and functions of the system in the Customer's provisioned environment. The functional demonstration may not exercise all functions of the system, if identified as not being applicable to the Customer's operations or for which the system has not been provisioned. The functional demonstration is a critical activity that must occur following the completion of provisioning.

#### Motorola Responsibilities

- Conduct a power on functional demonstration of the installed system per the deployment checklist
- Manage to resolution any documented punch list items noted on the deployment checklist.
- Provide trip report outlining all activities completed during the installation as well as outstanding follow up items
- Provide an overview of the support process and how to request support.
- Walk through support resources, web ticket entry and escalation procedures.
- Provide a customer survey upon closure of the project.

#### Customer Responsibilities

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- Witness the functional demonstration and acknowledge its completion via signature on the deployment checklist.
- Participate in prioritizing the punch list.
- Coordinate and manage Customer action as noted in the punch list.
- Provide signatory approval on the deployment checklist providing Motorola with final acceptance.
- Complete Customer Survey.

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Purchase Order Checklist
Marked as PO/ Contract/ Notice to Proceed on Company Letterhead (PO will not be processed without this)
PO Number/ Contract Number
PO Date
Vendor = Motorola Solutions, Inc.
Payment (Billing) Terms/ State Contract Number
Bill-To Name on PO must be equal to the <i>Legal</i> Bill-To Name
Bill-To Address
Ship-To Address (If we are shipping to a MR location, it must be documented on PO)
Ultimate Address (If the Ship-To address is the MR location then the Ultimate Destination address must be documented on PO )
PO Amount must be equal to or greater than Order Total
Non-Editable Format (Word/ Excel templates cannot be accepted)
Bill To Contact Name & Phone # and EMAIL for customer accounts payable dept
Ship To Contact Name & Phone #
Tax Exemption Status
Signatures (As required)

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## STAFF REPORT – CITY COUNCIL MEETING

June 22, 2022

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

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

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

**DATE:** May 31, 2022

**TITLE:** **Accept \$7,300 in Donations for Commemorative Benches in the Arcata Community Forest.**

### RECOMMENDATION:

It is recommended that the Council accept \$7,300 in donations for commemorative benches in the Arcata Community Forest.

### INTRODUCTION:

The City periodically receives donations of cash and/or materials. It is City policy to have the City Council formally accept donations greater than \$500. Additionally, the Council wishes to acknowledge and thank those individuals, businesses and organizations who contribute to making Arcata a better place to live, work and visit.

### BACKGROUND:

City staff have identified locations suitable and advantageous for commemorative bench placement in the Arcata Community Forest. Community donations towards commemorative benches provide an opportunity to honor loved ones, provide a valuable asset for community enjoyment of the community forest, and contribute to the Forest Fund. This past year three commemorative bench donations were received from the community.

### DISCUSSION:

The family of Gerri Ann Giacone donated \$2,500 for a commemorative bench with a plaque on trail no. 5 of the Arcata Community Forest. The family of Kevin Noah Howerton donated \$2,800 for a commemorative bench with a plaque on trail no. 9 of the Arcata Community Forest. The family of Jim Ely donated \$2,000 for a commemorative bench with a plaque on trail no. 10 of the Arcata Community Forest.

**POLICY IMPLICATIONS:**

Accepting donations for commemorative benches is consistent with Arcata's commemorative bench policy.

**COMMITTEE/COMMISSION REVIEW:**

The process for accepting commemorative bench donations was developed by staff and has been reviewed by the Parks and Recreation Committee.

**ENVIRONMENTAL REVIEW (CEQA):**

Accepting a donation from a private individual is not a Project as defined in CEQA Guidelines section 21065. Construction of memorial benches are categorically exempt from environmental review based on Sections 15303(e) (New Construction or Conversion of Small Structures) of the CEQA Statute & Guidelines handbook.

**BUDGET/FISCAL IMPACT:**

Revenue offsets expense associated with construction within Activity No. 87 Forest Management Activity. The \$7,300 donated by these families will be used to fund the creation, installation, inscription and upkeep of commemorative benches installed in the Community Forest. Any remaining funds will be kept as a donation to the City of Arcata Forest Fund.



# STAFF REPORT – CITY COUNCIL MEETING

June 22, 2022

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

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

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

**DATE:** June 15, 2022

**TITLE:** **Adopt Resolution No. 212-73, A Resolution of the City Council of the City of Arcata Amending the Class and Pay Resolution—Compensation & Benefits for Hourly Rated Part-Time, Temporary, and Seasonal Personnel (to Add Administrative Aide Classification).**

## RECOMMENDATION:

It is recommended that the Council adopt Resolution No. 212-73, A Resolution of the City Council of the City of Arcata Amending the Class and Pay Resolution—Compensation & Benefits for Hourly Rated Part-Time, Temporary, and Seasonal Personnel (to add Administrative Aide Classification).

Recommended Motion: Adopt Resolution No. 212-73, A Resolution of the City Council of the City of Arcata Amending the Class and Pay Resolution—Compensation & Benefits for Hourly Rated Part-Time, Temporary, and Seasonal Personnel (To Add Administrative Aide Classification).

## INTRODUCTION:

Chapter IV, Section 2, of the City's Personnel Rules & Regulations requires amendments or revisions to the Compensation Plan be adopted by resolution of the City Council. Staff is recommending placement of an Administrative Aide classification on the Hourly salary schedule.

## BACKGROUND/DISCUSSION:

The Administrative Aide classification was previously an active job description on the Hourly salary schedule. At that time it was a specific assignment within the old Public Works department, which was before the 2015 citywide restructure of departments and the allocation of a full-time administrative support position in the division the Administrative Aide (Public Works) was previously assigned.

Various City Departments/Divisions have identified a need to engage hourly administrative support assistance with duties and functions that are at a higher level and responsibility than the Office Assistant classification currently on the Hourly salary schedule. As such, the Administrative Aide



position has been modified slightly to allow for assignment within any City department rather than just Public Works.

The attached Resolution adds the position of Administrative Aide to the Hourly salary schedule at Salary Grade PT44 (\$17.334-\$19.134).

**BUDGET/FISCAL IMPACT:**

There is no Budget impact with this action. Departments hiring Hourly Administrative Aide positions will fund from their Part-time and Temporary Salaries budgets.

**ATTACHMENTS:**

- A: Resolution 212-73 Hourly Class & Pay (PDF)
- B: Administrative Aide Job Description (PDF)

**RESOLUTION OF THE CITY COUNCIL OF THE  
CITY OF ARCATA AMENDING THE CLASS AND PAY RESOLUTION**

***COMPENSATION & BENEFITS FOR HOURLY RATED PART-TIME, TEMPORARY, AND SEASONAL  
PERSONNEL***

*BE IT RESOLVED* by the City Council of the City of Arcata that hourly rated part-time, temporary, and seasonal employees in the listed classifications shall be compensated as follows. This resolution supersedes Resolution No. 212-68.

**Section 1. – SALARY SCHEDULE**

Classification	Salary Grade		Salary Steps				
			1	2 +2.5%	3 +2.5%	4 +2.5%	5 +2.5%
Gymnastics Assistant Recreation Leader	PT15	Hourly	\$15.00	\$15.375	\$15.759	\$16.153	\$16.557
Drafting Aide Video Aide	PT19	Hourly	\$15.302	\$15.685	\$16.007	\$16.479	\$16.891
Gymnastics Instructor Recreation Specialist	PT20	Hourly	\$15.379	\$15.763	\$16.157	\$16.561	\$16.975
Bus Driver Trainee Maintenance Trainee Water Meter Reader	PT22	Hourly	\$15.533	\$15.921	\$16.319	\$16.727	\$17.145
Office Assistant Racial Equity Intern	PT26	Hourly	\$15.846	\$16.242	\$16.648	\$17.064	\$17.491
Community Service Officer Parking Enforcement Officer	PT28	Hourly	\$16.005	\$16.405	\$16.815	\$17.235	\$17.666
Cashier/Finance Aide Environmental Programs Aide Program Supervisor	PT31	Hourly	\$16.246	\$16.652	\$17.069	\$17.495	\$17.933
Assistant Recreation Supervisor Community Ambassador GIS Technician Media Production Specialist Operator In Training Water/Wastewater	PT41	Hourly	\$17.077	\$17.504	\$17.941	\$18.390	\$18.850
Administrative Aide Engineering Aide	PT44	Hourly	\$17.334	\$17.768	\$18.212	\$18.667	\$19.134

Attachment: A: Resolution 212-73 Hourly Class & Pay (3912 : Reso. No. 212-73 Amending Class & Pay for Hourly Employees (Admin Adie))

Classification			Salary Grade		Salary Steps					7.1.a		
					1	2 +2.5%	3 +2.5%	4 +2.5%	5 +2.5%	Hourly Class & Pay (3912 : Reso. No. 212-73 Amending Class & Pay for Hourly Employees (Admin Adie))		
Forest Technician Sweeper Operator												
Heavy Equipment Operator Vehicle Abatement Officer					PT58	Hourly	\$18.588	\$19.053	\$19.529		\$20.017	\$20.518
Accounting Technician Communications Specialist Program Specialist Spanish Translator/Interpreter					PT65	Hourly	\$19.248	\$19.730	\$20.223		\$20.728	\$21.247
Building Inspector Trainee Lead Community Ambassador Police Officer Trainee (Academy Student)					PT79	Hourly	\$20.640	\$21.156	\$21.685		\$22.228	\$22.783
Bus Driver Equity Arcata Network Coordinator					PT98	Hourly	\$22.692	\$23.259	\$23.841		\$24.437	\$25.048
Special Projects Construction Inspector					PT139	Hourly	\$27.841	\$28.537	\$29.250		\$29.982	\$30.731
Recreation Specialist (Self-Supporting)					SelfSup	Per hour fee	\$15.000	\$17.000	\$19.000			
Sports Official					SportOff	Per Game	\$15.500	\$15.888	\$16.285	\$16.692	\$17.109	
Work Study Intern					WrkStdy	Per hour	\$15.00					

**Section 2.- DEFINITION OF PART-TIME STATUS**

Part-time personnel shall be defined as hourly employees who regularly work a minimum of 30 hours per pay period but never more than 1040 hours per year. Part-time employees who do not perform any work (including paid time off) over two consecutive pay periods or for more than 4 pay periods per fiscal year, will be separated from employment or changed to a Seasonal status, at the discretion of the Department Head.

Part-time personnel whose duties fall within a particular job classification shall be compensated at the hourly equivalent of an appropriate step in the salary range for this classification as determined by the City Manager. When it is in the best interest of the City, the City Manager may negotiate compensation rates for part-time positions involving difficult to obtain specialist skills and expected to be of limited duration.

Attachment: A: Resolution 212-73 Hourly Class & Pay (3912 : Reso. No. 212-73 Amending Class & Pay for Hourly Employees (Admin Adlie))

**Retirement System**

The City contracts with the California Public Employees' Retirement System (CalPERS) to provide an employee benefit package which includes service retirement, death, and disability benefits. Part-time, Hourly employees are excluded from CalPERS membership because the City of Arcata's contract with CalPERS excludes Hourly Employees.

**Sick Leave**

- A. Earned at a rate of 4 hours per month, pro-rated.
- B. The maximum allowed accrual of sick leave shall be 240 hours. Full-time City employees resigning from full-time employment and then accepting part-time employment will be subject to the 240-hour cap if they carry over their sick leave accrual.
- C. Sick leave can be used only for hours that the part-time employee was scheduled and expected to be at work.
- D. PERS annuitants are not eligible for this benefit, per Sections 21221(h) and 21224 of the Public Employees' Retirement Law (PERL), in which annuitants may not receive benefits, incentives, compensation in lieu of benefits, or other forms of compensation in addition to the hourly pay rate.

**Short-Term Disability**

Short-term disability benefits shall be paid in accordance with the City of Arcata Short-Term Disability Program. The basic monthly earnings for the short-term disability benefit for part-time employees shall be the average monthly earnings for the preceding six-month period.

PERS annuitants are not eligible for this benefit, per Sections 21221(h) and 21224 of the Public Employees' Retirement Law (PERL), in which annuitants may not receive benefits, incentives, compensation in lieu of benefits, or other forms of compensation in addition to the hourly pay rate.

**Holidays**

Five (5) holidays (Christmas Day, New Year's Day, Martin Luther King Day, Fourth of July, Thanksgiving Day) paid at four hours per day if work has been performed within the week the holiday falls in.

Part-time employees of the Police Department who are requested and agree to work on any of the holidays enumerated above shall receive time and a half for all hours worked on the holiday, in addition to the four (4) hours holiday pay at straight time. To further clarify, this additional time and one-half pay is for hours worked on the actual holiday (Christmas DAY, New Year's DAY, Martin Luther King DAY, 4<sup>th</sup> of July DAY, Thanksgiving DAY). If it is an "observed" holiday (for example Christmas DAY falls on a Saturday and the City is closed on Friday in observance of the holiday. The time and one-half pay would only apply when the employee actually works on that Saturday-Christmas DAY. If the employee works on Friday [the observed holiday], they will receive regular pay for all hours actually worked.

PERS annuitants are not eligible for this benefit, per Sections 21221(h) and 21224 of the Public Employees' Retirement Law (PERL), in which annuitants may not receive benefits, incentives, compensation in lieu of benefits, or other forms of compensation in addition to the hourly pay rate.

**Free Bus Service**

Part-time employees and their immediate families shall be entitled to free transportation on the Arcata and Mad River Transit System upon presentation of proper identification as determined by the Transit Manager with the approval of the City Manager.

PERS annuitants are not eligible for this benefit, per Sections 21221(h) and 21224 of the Public Employees' Retirement Law (PERL), in which annuitants may not receive benefits, incentives, compensation in lieu of benefits, or other forms of compensation in addition to the hourly pay rate.

### **Premium Pay**

- A. Applies to the following classifications:
  - Maintenance Trainee
  - Forest Technician
  - Hourly status of Operating Engineers classification of Maintenance Worker (Parks/Facilities/Natural Resources; Streets/Utilities)
- B. Premium pay may apply under the following conditions:
  1. Human Waste (shall apply to human feces) and Bodily Fluids (shall apply to blood, vomit, and used hypodermic syringe/needle). May apply when assigned to work directly with or directly pick up human waste or bodily fluids outside the collection system, treatment process, custodial work duties, or otherwise outside normal job duties.
  2. Dead Animal – when assigned dead animal pick-up for animals that are not trapped or disposed of as part of an employee's normal job duties.
- C. When premium pay is determined applicable, an employee shall be paid his/her regular hourly base rate, plus an additional \$12.00 per hour, for actual time performing the authorized duties and reasonable time for disinfection for performing the duties above. Actual time performing these duties shall be paid in quarter hour (.25) increments.
- D. Employee shall not be assigned these duties until there is documented training and/or certification to perform the duties.
- E. Final determination as to whether such activity is compensable under the intent of this Section shall be at the discretion of the Supervisor.

PERS annuitants are not eligible for this benefit, per Sections 21221(h) and 21224 of the Public Employees' Retirement Law (PERL), in which annuitants may not receive benefits, incentives, compensation in lieu of benefits, or other forms of compensation in addition to the hourly pay rate.

### **Quit Smoking Plan**

An employee who has been a smoker can sign up for the "Quit Smoking Plan". If employee does not smoke for twelve consecutive months from the time of sign-up and certifies that he/she has not smoked for one year at the end of twelve months, employee will receive \$200. This is a one-time benefit.

PERS annuitants are not eligible for this benefit, per Sections 21221(h) and 21224 of the Public Employees' Retirement Law (PERL), in which annuitants may not receive benefits, incentives, compensation in lieu of benefits, or other forms of compensation in addition to the hourly pay rate.

### **Section 4. - DEFINITION OF TEMPORARY AND SEASONAL STATUS**

**Temporary** personnel shall be defined as hourly employees who are employed for a limited time or a specific project. Employees can work unlimited hours for no more than twelve (12) months (measured forward from the first day of temporary employment). Employees will be classified as temporary only after documentation of the temporary assignment, and its expected duration, has been signed by both the department head and the employee. A break of at

least 18 consecutive months is required between temporary assignments for one individual in a particular position within the same department.

**Seasonal** personnel shall be defined as hourly employees who are employed on an intermittent basis not to exceed 1040 hours per calendar year. Seasonal employees who do not perform any work for two consecutive pay periods shall be separated from employment, and can be rehired, if necessary, as long as the 1040 hour limit is not exceeded within the calendar year.

Temporary or seasonal personnel whose duties fall within a particular job classification shall be compensated at the hourly equivalent of an appropriate step in the salary range for this classification as determined by the City Manager. When it is in the best interest of the City, the City Manager may negotiate compensation rates for temporary or seasonal positions involving difficult to obtain specialist skills and expected to be of limited duration. Recreation Specialists for self-supporting classes shall be compensated based on class fees.

## **Section 5. – TEMPORARY AND SEASONAL SUPPLEMENTAL COMPENSATION AND BENEFITS**

### **Retirement System**

The City contracts with the California Public Employees' Retirement System (CalPERS) to provide an employee benefit package which includes service retirement, death, and disability benefits. Temporary and Seasonal, Hourly employees are excluded from CalPERS membership because the City of Arcata's contract with CalPERS excludes Hourly Employees.

Temporary /Seasonal employees shall receive the following supplemental compensation and benefits:

### **Sick Leave**

Temporary/Seasonal employees shall receive sick leave as defined in the City's current *Paid Sick Leave for Hourly Employees* policy, established in compliance with the California Paid Sick Leave law (The Healthy Workplaces, Healthy Families Act of 2014 [AB 1522]).

### **Police Officer Trainee (Academy Student)**

Employees classified as Temporary Police Officer Trainee shall be covered under the medical/dental/vision plans, in the same manner as full-time employees, while attending the Police Academy.

### **Free Bus Service**

Temporary/Seasonal employees shall be entitled to free transportation on the Arcata and Mad River Transit System upon presentation of proper identification as determined by the Transit Manager with the approval of the City Manager.

PERS annuitants are not eligible for this benefit, per Sections 21221(h) and 21224 of the Public Employees' Retirement Law (PERL), in which annuitants may not receive benefits, incentives, compensation in lieu of benefits, or other forms of compensation in addition to the hourly pay rate.

### **Premium Pay**

#### **A. Applies to the following classifications:**

- Maintenance Trainee
- Forest Technician
- Hourly status of Operating Engineers classification of Maintenance Worker (Parks/Facilities/Natural Resources; Streets/Utilities)

#### **B. Premium pay may apply under the following conditions:**

1. Human Waste (shall apply to human feces) and Bodily Fluids (shall apply to blood, vomit, and used hypodermic syringe/needle). May apply when assigned to work directly with or directly pick up human



waste or bodily fluids outside the collection system, treatment process, custodial work duties, or other outside normal job duties.

2. Dead Animal – when assigned dead animal pick-up for animals that are not trapped or disposed of as part of an employee's normal job duties.
- C. When premium pay is determined applicable, an employee shall be paid his/her regular hourly base rate, plus an additional \$12.00 per hour, for actual time performing the authorized duties and reasonable time for disinfection for performing the duties above. Actual time performing these duties shall be paid in quarter hour (.25) increments.
- D. Employee shall not be assigned these duties until there is documented training and/or certification to perform the duties.
- E. Final determination as to whether such activity is compensable under the intent of this Section shall be at the discretion of the Supervisor.

PERS annuitants are not eligible for this benefit, per Sections 21221(h) and 21224 of the Public Employees' Retirement Law (PERL), in which annuitants may not receive benefits, incentives, compensation in lieu of benefits, or other forms of compensation in addition to the hourly pay rate.

#### **Section 6. Effective Date**

The effective date will be June 23, 2022.

DATED: June 22, 2022

ATTEST:

APPROVED:

\_\_\_\_\_  
CITY CLERK, CITY OF ARCATA

\_\_\_\_\_  
MAYOR, CITY OF ARCATA

#### **CLERK'S CERTIFICATE**

I hereby certify that the foregoing is a true and correct copy of Resolution No.212-73, passed and adopted at a special meeting of the City Council of the City of Arcata, Humboldt County, California, on the 22nd day of June 2022, by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

\_\_\_\_\_  
CITY CLERK, CITY OF ARCATA

## **ADMINISTRATIVE AIDE**

(Hourly)

### **DEFINITION**

Under the general supervision of higher level staff, provides clerical and administrative duties in support of a City department/division; prepares, processes and maintains a variety of department documents and/or records; and performs other related duties as assigned.

### **EXAMPLES OF DUTIES – duties may include, but are not limited to the following:**

- Assists in performing a variety of administrative and support duties and activities and special projects or programs related to the assigned area or responsibility.
- Assists in preparing and processing a variety of materials, including memos, letters, forms, reports related to assigned area of responsibility, including reviewing and verifying for completeness, accuracy and compliance with established regulations and procedures.
- Assists in compiling, preparing, and entering data into a computer from various sources; creates and maintains computer based tracking information and reports including assigned databases, records, and lists; creates standard spreadsheets; inputs corrections and updates; verifies data for accuracy and completeness; prepares and queries as needed for compliance and other reporting.
- Assists with assigned budget activities, including preparing requisitions and adjustments for purchase orders; processing and recording invoices for payment; tracking assigned budget accounts and preparing necessary adjustments; and reconciling invoices.
- Assists in maintaining accurate and up-to-date office files, records, and logs for assigned areas; develops, prepares, and monitors various logs, accounts, and files for current and accurate information, including various mandated and compliance related activities.
- Receives and screens visitors, telephone calls, email, and written correspondence providing information and assistance as appropriate; explains programs, policies, and activities related to specific program area of assignment; responds to complaints and requests for information relating to assigned responsibilities; refers caller or complaint to appropriate City staff for further assistance as needed or takes or recommends actions to resolve the complaint.
- Performs all other related duties as assigned.

### **REQUIREMENTS**

**Knowledge of:** Office procedures and practices; applicable codes, regulations, policies, technical processes and procedures related to assigned department; modern office equipment, including computer applications related to assigned works such as word processing, spreadsheet, database, and web design applications; research techniques, sources of information and methods of data collection and report preparation; principles and methods of office organization including filing and records management; proper English usage, including spelling, grammar, vocabulary, and punctuation; basic business arithmetic; techniques for dealing effectively with those contacted in the course of work, in person, on the telephone, and electronically.

**Ability to:** Perform assigned clerical and administrative support functions with accuracy and speed; organize and maintain departmental files and records; compose, prepare, and process a variety of

correspondence, reports, forms, and other documents, ensuring accuracy completeness, and compliance with policy and procedure; communicate clearly and effectively orally and in writing; read, understand, interpret and apply applicable departmental local, state, and federal codes, policies, and procedures; operate a computer, necessary software applications, and other applicable standard office equipment; maintain confidentiality as necessary; establish and maintain effective and cooperative working relationships with those contacted in the course of work.

### **OTHER REQUIREMENTS**

- May be required to possess a valid California Driver's License.
- A commitment to understand and support diversity and inclusion in the workplace.
- Willing and available to attend meetings after normal work hours; to travel for trainings and/or meetings; and to work extended hours as necessary to complete assigned tasks.

### **PHYSICAL REQUIREMENTS**

Work is generally performed in an office environment. Must be able to perform the physical aspects of the job, including prolonged sitting, standing, walking, kneeling, squatting and stooping; operating standard office equipment, including a computer; hearing and speech to communicate in person and over the telephone; lift, push, pull, and carry up to 25 lbs.; interact with a diverse range of people.

### **EXPERIENCE AND TRAINING**

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from high school, with supplemental training in administrative or office support skills and relevant computer software application programs; and at least one (1) year progressively responsible experience in a clerical/administrative support position.

06/2022



# STAFF REPORT – CITY COUNCIL MEETING

June 22, 2022

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

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

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

**DATE:** June 15, 2022

**TITLE:** **Approve a Memorandum of Understanding between the City of Arcata and Full Cycle Compost to Enable Compost Operations at the Bayside Park Farm, and Authorize the City Manager to Execute All Applicable Documents.**

## RECOMMENDATION:

Approve a Memorandum of Understanding between the City of Arcata and Full Cycle Compost to enable compost operations at the Bayside Park Farm, and authorize the City Manager to execute all applicable documents.

## INTRODUCTION:

Full Cycle Compost is a worker-owned, bicycle-powered compost operation dedicated to diverting organic waste, enriching local soil, and reducing greenhouse gas impacts through bicycle-powered compost collection and community compost site processing.

## BACKGROUND:

Full Cycle Compost (Full Cycle) is a project of Cooperation Humboldt and North Coast Small Business Development Center's Worker Owner Humboldt Program. Full Cycle provides community compost services at small farm sites.

## DISCUSSION:

Beginning in February 2019, the City collected and composted food waste from City-sponsored programs and City-owned facilities using its Earth Tubs located at the Bayside Park Farm. However, compost collection was discontinued in 2020 due to reductions in City staff and programs resulting from the impacts of COVID-19.

Both the City and Full Cycle Compost have shown a commitment to reducing food waste and greenhouse gas emissions generated by the City of Arcata and its residents. The City has demonstrated its commitment to reducing food waste and greenhouse gas emissions through creation and implementation of its Zero Waste Action Plan and Greenhouse Gas Reduction Plan. Full Cycle can provide the City labor assistance to collect food waste and operate the Bayside Park Farm Earth Tubs. The City can enable Full Cycle to expand its composting capacity through use of its Earth Tubs.

Formalizing this MOU will allow the City to restore food waste collection and composting services through a partnership with Full Cycle, in which Full Cycle will collect food waste from certain City facilities and programs and compost the collected food waste in addition to conducting Full Cycle's own composting operations, using the City's Earth Tubs at Bayside Park Farm. This MOU will also establish site access and communication protocols between the City and Full Cycle, as well as parameters for liability and insurance coverage.

**POLICY IMPLICATIONS:**

This MOU is consistent with the City's adopted Zero Waste Action Plan and Greenhouse Gas Reduction Plan.

**BUDGET/FISCAL IMPACT:**

Compost services from Full Cycle Compost outlined in the MOU will help reduce City costs associated with resuming its compost program.

**ATTACHMENTS:**

MOU with Full Cycle Compost for Composting Ops at Bayside Park Farm(PDF)

## **MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF ARCATA AND FULL CYCLE COMPOST FOR COMPOSTING OPERATIONS AT BAYSIDE PARK FARM**

This Memorandum of Understanding is hereby made and entered into by and between the City of Arcata, hereinafter referred to as “City,” and Full Cycle Compost Service Program, a worker-owned limited liability company, hereinafter referred to as “Full Cycle Compost.”

### **A. Purpose**

The purpose of this Memorandum of Understanding (MOU) is to formalize a partnership between the City and Full Cycle Compost for advancing composting efforts in Arcata, California. Full Cycle Compost is a worker-owner bicycle-powered compost service operating in Arcata, California, focused on preventing food waste from entering the landfill, enriching local soil, and reducing greenhouse gas emissions. Beginning in February 2019, the City collected and composted food waste from City-sponsored programs and City-owned facilities using its Earth Tubs located at the Bayside Park Farm. However, compost collection was discontinued in 2020 due to reductions in City staff and programs resulting from the impacts of COVID-19. Formalizing this MOU will allow the City to restore food waste collection and composting services through a partnership with Full Cycle Compost, in which Full Cycle Compost will collect food waste from certain City facilities and programs and compost the collected food waste in addition to conducting Full Cycle Compost’s own composting operations, using the City’s Earth Tubs at Bayside Park Farm. This MOU will also establish site access and communication protocols between the City and Full Cycle Compost, as well as parameters for liability and insurance coverage.

### **B. Statement of Mutual Benefit and Interest**

Both the City and Full Cycle Compost have shown a commitment to reducing food waste and greenhouse gas emissions generated by the City of Arcata and its residents. The City has demonstrated its commitment to reducing food waste and greenhouse gas emissions through creation and implementation of its Zero Waste Action Plan and Greenhouse Gas Reduction Plan. Full Cycle Compost can provide the City labor assistance to collect food waste and operate the Bayside Park Farm Earth Tubs. The City can enable Full Cycle Compost to expand its composting operational capacity through use of its Earth Tubs. Therefore, it is in the best interest of both parties to work together, creating a sustainable, operations- and maintenance-focused compost program that works effectively to expand landfill diversion efforts and overcome overextension of local municipal resources.

### **C. Full Cycle Compost SHALL**

1. Provide contact information for a primary point of contact with whom City staff may coordinate.



2. Limit hours of operation at the Bayside Park Farm from dawn until dusk.
3. Ensure the gate is locked after Earth Tub operation and/or compost drop-off.
4. Share the Bayside Park Farm lock combination ONLY with individuals who are affiliated with Full Cycle Compost.
5. Operate and maintain the Earth Tubs consistent with the Earth Tub Commercial-duty Compost System O&M Manual, attached and incorporated here in as **Appendix A**.
6. Perform the following tasks (additional tasks may be added by written mutual consent):
  - a. Compost collection and processing for Humboldt Senior Resource Center (HSRC) lunches at Arcata Community Center (ACC) at no charge. This includes:
    - i. Coordination with HSRC on appropriate collection protocols (i.e. pick-up day/time, acceptable materials);
    - ii. Provide collection containers;
    - iii. Ensure containers are returned empty and clean of food scraps and debris.
  - b. Compost collection and processing for Recreation Camps at ACC, at no charge, upon request between June 20 - August 19, 2022.
7. Provide the City's Foodworks Culinary Center tenants a 50% discount on compost collection services.
8. Provide additional compost collection services upon mutual agreement by both parties, and as approved by authorized signatories
9. Avoid compost drop-offs and/or Earth Tub operations during CSA pick-up times, unless approved by City designee.
10. Operate and maintain the two Earth Tub machines, any borrowed tools, and any storage spaces in an appropriate and cleanly manner.
11. Notify City immediately of any necessary maintenance or repair to Earth Tub facility

#### **D. City of Arcata SHALL**

1. Provide Full Cycle Compost the lock combination for Bayside Park Farm entrance gate.
2. Allow use of Community Garden shared tools or wheelbarrows used by Bayside Park Farm.
3. Allow storage of compost inputs (not including food scraps) behind the Earth Tub in the "dead zone" area.
4. Provide necessary maintenance and repair of Earth Tubs that was not caused by improper use of machines.
5. Allow use of City water, electricity, and restroom facilities onsite at the Bayside Park Farm for composting operations.

#### **E. Mutual Understandings and Agreements Between the City and Full Cycle Compost**

1. The City and Full Cycle Compost will communicate openly about any matters regarding the partnership.

2. Any change in this MOU or the protocols developed hereunder will require the joint approval of Full Cycle Compost and City authorized signatories.
3. Finished compost product will be used at the Bayside Park Farm, as deemed appropriate by the City. Excess finished compost product will be utilized at other Full Cycle Compost garden locations. Finished compost product produced at the Bayside Park Farm will not be sold.
4. It is the intention of Full Cycle Compost and the City that this partnership will continue through the remainder of the 2022 calendar year, though should it be deemed unsatisfactory, this MOU may be modified or be terminated for convenience by either party with sixty (60) days' written notice.
5. Either party may immediately terminate this MOU, upon written notice, in the event the other party materially defaults in performing any obligation under this MOU, or violates any local, state or federal law, regulation, policy, procedure, standard or other requirement applicable to its performance hereunder.
6. This MOU may be extended beyond 2022 upon mutual agreement from both parties.
7. It is the assumption that Full Cycle Compost will not infringe upon City's Franchise Agreement with Recology through Collection Services of Franchised Solid Waste or Franchised Recyclable Material.
8. The City and Full Cycle Compost will be named as partners on any promotional, outreach, or informational material regarding the parties' cooperative projects and programs.

#### **F. Mutual Indemnity**

To the fullest extent permitted by law, Full Cycle Compost agrees to indemnify, defend and hold harmless, the City of Arcata, and any and all boards, officers, employees, volunteers, and agents through legal counsel reasonably acceptable to the City, from and against any and all claims, losses, demand and expenses, including but not limited to, reasonable attorney's fees and cost of litigation, on account of bodily injury, including death, or property damage arising out of or in any way connected to the services performed by Full Cycle Compost under this agreement. Full Cycle Compost further agrees to investigate, handle, respond to, provide defense for and defend any such claims, etc., at Full Cycle Compost's sole expense and agrees to bear all other costs and expenses related thereto. Without affecting the rights of the City under any provision of this agreement, Full Cycle Compost shall not be required to indemnify and hold harmless City for liability attributable to the active negligence of the City, provided such active negligence is determined by agreement between the parties or by the findings of a court of competent jurisdiction.

To the fullest extent permitted by law, the City agrees to indemnify, defend and hold harmless, Full Cycle Compost, and any and all boards, officers, employees, assigns and successors in interest through legal counsel reasonably acceptable to Full Cycle Compost, from and against any and all claims, losses, demand and expenses, including but not limited to, reasonable attorney's fees and cost of litigation, on account of bodily injury, including death, or property

damage arising out of or in any way connected to the services performed by the City under this agreement. The City further agrees to investigate, handle, respond to, provide defense for and defend any such claims, etc., at City's sole expense and agrees to bear all other costs and expenses related thereto. Without affecting the rights of Full Cycle Compost under any provision of this agreement, City shall not be required to indemnify and hold harmless Full Cycle Compost for liability attributable to the active negligence of Full Cycle Compost, provided such active negligence is determined by agreement between the parties or by the findings of a court of competent jurisdiction.

## **G. Insurance**

Full Cycle Compost shall maintain throughout the duration of the Agreement insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of work hereunder by Full Cycle Compost, its agents, representatives, employees or subcontractors.

Coverage shall be at least as broad as:

1. *Commercial General Liability* (CGL): Insurance Services Office "Commercial General Liability" policy form CG 00 01 or the exact equivalent on an "occurrence" basis. There shall be no cross-liability exclusion for claims or suits by one insured against another. Limits shall be no less than \$2,000,000 per occurrence for all covered losses and no less than \$2,000,000 general aggregate. Additional insured coverage for the City shall not be limited to its vicarious liability. Defense costs must be paid in addition to limits. Full Cycle Compost's policy shall contain no endorsements limiting coverage beyond the basic policy coverage granted.
2. *Automobile Liability*: ISO Form Number CA 00 01, covering Code 1 (Any Auto) or if Full Cycle Compost has no owned autos, Code 8 (hired) and 9 (non-owned). Limits are subject to review, but in no event to be less than \$2,000,000 per accident for bodily injury and property damage. If City approves Full Cycle Compost or Full Cycle Compost's employees use of personal autos on this project, Full Cycle Compost shall provide evidence of personal auto liability coverage for each such person.
3. *Workers Compensation Insurance*: covering all employees and volunteers as required by the State of California on a state-approved policy form, and Employer's Liability insurance with a limit of no less than \$1,000,000 per accident for bodily injury or disease.
4. *General Conditions Pertaining to Insurance*: The insurance policies are to contain, or be endorsed to contain, the following provisions:
  - a. The City, its officers, officials, employees, and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of Full Cycle Compost including materials, parts, or equipment furnished in connection with such work or operations.

- i. General liability coverage can be provided in the form of an endorsement to the Full Cycle Compost's insurance at least as broad as one of the following ISO ongoing operations Forms: CG 20 10 or CG 20 26 or CG 20 33 (not allowed from subcontractors), or CG 20 38; and one of the following ISO completed operations Forms: CG 20 37, 2039 (not allowed from subcontractors), or CG 20 40.
- b. It is a requirement under this agreement that any available insurance proceeds broader than or in excess of the specified minimum insurance coverage and/or limits required in this section shall be available to the City as an additional insured. Furthermore, the requirements for coverage and limits shall be (1) the minimum coverage and limits specified in this agreement, or (2) the broader coverage and maximum limits of coverage of any insurance policy or proceeds available to the named insured, whichever is greater.
- c. For any claims related to this contract, Full Cycle Compost's insurance coverage shall be primary insurance coverage at least as broad as ISO CG 20 01 04 13 as respects the City, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the City, its officers, officials, employees, or volunteers shall be excess of Full Cycle Compost's insurance and shall not contribute with it.
- d. All self-insured retentions (SIR) must be disclosed to the City for approval and shall not reduce the limits of liability. Policies containing any SIR shall provide or be endorsed to provide that the SIR may be satisfied by either the named insured or the City.
- e. The City reserves the right to obtain a full certified copy of any insurance policy and any endorsement. Failure to exercise this right shall not constitute a waiver of the City's right.
- f. Full Cycle Compost shall provide immediate written notice if (1) any of the required insurance policies is terminated; (2) the limits of any of the required policies are reduced; (3) or the deductible or self-insured retention is increased. In the event of any cancellation or reduction in coverage or limits of any insurance, Full Cycle Compost shall forthwith obtain and submit proof of substitute insurance.
- g. Full Cycle Compost hereby grants to City a waiver of any right to subrogation which any insurer of said Full Cycle Compost may acquire against the City by virtue of the payment of any loss under such insurance. Full Cycle Compost agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the City has received a waiver of subrogation endorsement from the insurer. However, the Workers' Compensation policy shall be endorsed with a waiver of subrogation in

favor of the City for all work performed by Full Cycle Compost, its employees, agents and subcontractors. Full Cycle Compost agrees to require that all subcontractors and sub-subcontractors do likewise.

- h. Proof of compliance with these insurance requirements, consisting of certificates of insurance evidencing all required coverages and an additional insured endorsement to Full Cycle Compost's general liability policy, shall be delivered to the City at or prior to the execution of the Agreement.
- i. All coverage types and limits required are subject to approval, modification and additional requirements by the City, as the need arises. Full Cycle Compost shall not make any reductions in scope of coverage (e.g. elimination of contractual liability or reduction of discovery period) that may affect the City's protection without the City's prior written consent.

## H. Principal Contacts

### City of Arcata:

Karen Diemer  
City Manager  
736 F Street  
Arcata, CA 95521  
Phone: (707) 822-8184  
Fax: (707) 822-8018  
E-mail: [kdiemer@cityofarcata.org](mailto:kdiemer@cityofarcata.org)

### Full Cycle Compost:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_

## I. Authorized Representatives and Duration

This MOU becomes effective upon signature by both parties, and can be modified or terminated at any time by mutual consent. The signatories will evaluate annually whether this MOU should be amended or expanded to meet the needs of both parties. Either party may terminate this agreement by written notice as established herein.

By signing below, the cooperating parties certify that the individuals listed in this document as representatives of the cooperating parties and are authorized to act in their respective areas for matters related to this agreement.

*(Signatures on the following page.)*

The parties hereto have executed this instrument:

**CITY OF ARCATA:**

\_\_\_\_\_  
Karen Diemer,  
City Manager

\_\_\_\_\_  
Date

**FULL CYCLE COMPOST:**

\_\_\_\_\_  
Name:  
Title:

\_\_\_\_\_  
Date

Attachment: MOU with Full Cycle Compost for Composting Ops at Bayside Park Farm (3914 : Full Cycle Compost MOU)

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## Appendix A

# Earth Tub™ Compost System

## Operations And Maintenance Manual

Prepared By:

**Green Mountain Technologies**

Copyright 2014

Revised September 2014

**Green Mountain Technologies, Inc.**

5350 McDonald Ave

Bainbridge Island, WA 98110

PH: (800) 610-7291

FX: (802) 368-7313

Attachment: MOU with Full Cycle Compost for Composting Ops at Bayside Park Farm (3914 : Full Cycle Compost MOU)



Green Mountain Technologies, Inc.  
Earth Tub™ ET9 O & M Manual  
©2014



### ***About This Manual***

Congratulations on your purchase of the Earth Tub™. For more than 10 years, the Earth Tub has been the most popular on-site system in the United States. This manual has been designed to assist you in the installation and operation of the Earth Tub™. This manual contains a general overview of composting. Its purpose is to guide the users of the Earth Tub™ in the proper installation, operation, and maintenance procedures necessary to ensure successful composting, trouble-free operation and maximum equipment life. The Troubleshooting section of this manual provides a quick reference for equipment malfunctions and common composting problems.

### ***WARNING***

Always replace the loading hatch in the cover before starting the auger motor. Disconnect the electrical power to the auger motor before performing any maintenance or repairs inside the Earth Tub. **NEVER** reach your hands into the Earth Tub™ vessel through any opening during operation of the mixing auger. Keep all loose clothing clear of the spinning auger at all times, but particularly during loading and unloading procedures. Before reaching into the vessel with a hand, tool, or any other object make sure that electricity to the auger is disconnected.

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 Earth Tub™ ET9 O & M Manual  
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## Composting Basics

Composting is the natural process of decomposition and recycling of organic material into a humus-rich soil amendment. Versions of composting have been happening naturally on forest floors for millions of years. In scientific terms, composting is a microbe-based, aerobic, self-heating process. The compost mix consists of organic material (your food scraps), which serves as a source of nutrients for the microbes, which do the work, and a porous woody material for gas exchange, and thermal insulation. Owing to the insulating properties of the material and container, heat that is generated metabolically during composting is conserved within the system. This has the effect of raising the temperature to as high as 160 degrees F and speeding up the decomposition process accordingly. As the compost-able materials are used up, temperatures decline and eventually return to room temperature. The initial waste is biologically converted to carbon dioxide gas, water and a stabilized, nutrient-rich byproduct -- *humus*.

The microbes responsible for composting are various species of beneficial bacteria and fungi that are widespread in the environment. These are indigenous to such materials as soil, dust, vegetable matter, and wastes of all sorts. Special organisms are not required, though often one finds other soil organisms such as worms and sow bugs working their way into a compost system and contributing to the process. Optimal composting requires control of five primary factors that constrain the process of organic decomposition as detailed below.

### **Moisture Content**

Food scraps are 80-90% water by weight. Therefore, addition of food scraps is also the addition of moisture to the compost mix. Composting requires a moisture content of 40-65% for optimal decomposition. Food scraps alone do not compost quickly in large part because they are too wet. Dry porous materials such as wood shavings or wood chips (bulking agents) must be added to absorb the moisture from the food. The operator must recognize a proper moisture range in the compost and add bulking agent to dry out the mix or food/water to moisten the mix. The simplest test is to squeeze some compost in your hand. If water streams out when you simply pick-up a handful, then the mix is too wet. If no moisture comes out when you squeeze a handful, then the compost is too dry. If a small amount of water trickles or drips out when you squeeze a handful, this is the appropriate amount of moisture. The safest way to add moisture is to increase the amount of high moisture food waste in the mix.

### **Mixing**

Mixing incorporates the added food scraps into the compost mass. Mixing performs several other critical functions. Once the food is incorporated into the hot composting mass, it softens and cooks the food and releases water. The mixing auger will then smear the softened food onto the bulking agent. Mixing also fluffs the compost, increasing porosity and homogenizing the mix.

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### ***Carbon to Nitrogen Ratio***

Organic carbon and nitrogen are microbial nutrients and are required by compost bacteria in a specific ratio -- approximately 30 parts carbon to one part nitrogen (or 30:1). Carbon acts as an energy source and is burnt off as CO<sub>2</sub> gas, while nitrogen is a building block of bacterial cell growth. If there is inadequate carbon in the compost mix then nitrogen will escape, as ammonia gas and the system will smell sour & putrid. If there is inadequate nitrogen the decomposition process will simply slow down. Food scraps typically have a C to N ratio of roughly 10:1, too high in nitrogen to compost properly. The C to N ratio and the water content of the compost are maintained through the addition of bulking agent: a dry, high carbon material such as saw dust, shavings, wood chips, brown paper, small pieces of cardboard, etc. (See the Operating Instructions).

### ***Aeration***

Aeration refers to the movement of air through a porous compost mix. Supplying sufficient air maintains an aerobic environment in the compost, which minimizes odors and cools the compost. Oxygen is necessary for aerobic bacteria to decompose the food. Particle size of the input material and bulking agent are important factors in good aeration. A smaller particle size will increase the surface area available to the microbes. However, a small particle size also decreases the amount of free air space between the particles. Composting requires a minimum 30% free air space in order to maintain good aerobic conditions. Air moves through the free air space in the compost largely by convection due to the elevated temperatures. As the air moves through the compost, oxygen is exchanged with carbon dioxide and moisture to maintain an aerobic environment.

### ***Temperature***

Proper temperature maintenance is critical to rapid composting. Heat is generated by microbial decomposition. Temperatures in the range of 50-60°C (120°-140°F) are optimal. Temperatures below this slow the process down, and temperatures above 60°C (140°F) decrease microbial populations and increase odors. In the Earth Tub™, temperature is controlled through the blower aeration system. The blower operates continuously to provide odor control and keep the head space inside the tub under negative pressure. The more air that is drawn off the head space the more rapidly the compost will cool down due to convection gradient drawing air up through the compost pile.



## Earth Tub™ Description

The Earth Tub™ is a self-contained aeration and mixing system for composting food waste. The system operates as a continuous batch process where you add more material to each batch until the tub is full. The simplest configuration is to have two tubs so that the food waste can continue to compost in one unit while adding new material to the second tub. Many single Earth Tub installations allow curing during breaks in facility use such as school vacations. The insulated vessel holds in the heat generated by composting to allow all-season composting. The heat is generated by the decomposing food waste except for cold weather installations which can have an optional electric heater.

### System Components

The Earth Tub is comprised of four major components necessary for successful composting. The primary components are described in detail below.

#### Composting Vessel

The Earth Tub has a 3 cubic yard capacity and is made of UV stabilized polyethylene plastic. The vessel, doors and lid are custom-molded double-wall construction and fully insulated to retain heat generated by composting. Each unit is equipped with two removable side doors for removal of the compost product. The walls are sloped to aid in the unloading of the compost. The lid of the Earth Tub rotates to allow the eccentrically mounted auger to mix all portions of the compost. A 30" square well is molded in the base of the vessel and covered by a perforated stainless steel plate for leachate collection and aeration.

#### Mixing Auger Assembly

The Earth Tub contains a vertically mounted stainless steel auger attached to the rotating lid. A 2 hp electric gear motor powers the 12" stainless steel auger. The auger lifts the compost from the base of the vessel and lifts it up mixing and aerating the compost. Knives mounted on the auger help to break up the food waste as it decomposes. The motor and auger are attached to a slide assembly that moves in and out on the top of the lid. The operator, pushing on the handles, rotates the lid, which moves the auger and mixes all the compost inside of the Earth Tub. The slide can be positioned to mix the center or outer areas of the container by turning the hand crank on the mixing assembly. Two full rotations of the cover are required to mix the entire contents of the Earth Tub (see the Operating Instructions for more details).

#### Aeration System

The aeration system consists of a perforated center post which allows air into the base of the compost and the bio-filter blower which creates negative pressure at the top of the tub. Turning on the bio-filter blower reduces the pressure and the temperature in the head space, thereby increasing the aeration rate. Exhaust gasses are drawn from the

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head space between the lid and the compost and are piped to the bio-filter. Using a temperature reading from the stem thermometer, the operator can determine the average temperature of the compost.

If the compost is too hot (above 140°F), run the blower continuously to remove heat and odors. If the temperature is below 130°F, then it might be helpful to operate the blower on a cycle timer, shutting off the blower during the night time hours to retain heat. During winter operation, the blower should be used sparingly to prevent overcooling the compost.

### Bio-filter

Bio-filters are absorbent beds of porous organic materials containing microorganisms that break down odorous compounds. Smells generated in the Earth Tub™ compost unit are blown through the bio-filter, which absorbs and degrades the odorous compounds. Bio-filters are a popular odor control mechanism because: 1) they remove a broad spectrum of chemicals at various concentrations; 2) they tolerate neglect; 3) their media components, such as mature leaf compost, brush compost, and wood chips, are readily available; and 4) they are resilient in various environmental conditions, such as snow and rain. **Their effectiveness quickly diminishes with drying out, however.** Under average to best management, the filters are highly effective at removing odors and are fairly effective even under the worst management. The Earth Tub bio-filter has been designed to require minimal maintenance, as described in the operations section.

## Earth Tub Site Selection

### Locating the Earth Tub

The Earth Tub is designed to operate outdoors and provide year-round composting capabilities, even in cold climates. That said, we highly recommend installing your Earth Tub(s) in a shaded or covered location. There are several reasons for this:

- The Earth Tub employs a plastic vessel. Solar radiation affects all plastic overtime. Prolonged sun exposure can cause plastic to move, distort, fade and pit on the surface. By installing the Earth Tub in a shady or covered area, you can greatly extend the lifespan of your system.
- In cold or wet climates, the cover provides a protected area for loading and operating the Earth Tub in winter or rainy conditions. The cover keeps the area dry and prevents a build-up of snow and ice on the Tub and surrounding area. This prevents slippery conditions that could lead to an accident.
- It is easier to mount the overhead electrical service to the Earth Tub if there is an adjacent structure or overhead roof.

Good site locations for Earth Tubs are:

- Under a shed roof (walls are not necessary)
- Under the eaves or overhang of a building

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- Directly adjacent to a building
- In a shaded or partially shaded area (such as near trees or on north side of a building)

Choose a site near access to power that is also convenient for loading food scraps. Allow an area at least 12'x12' for the Earth Tub. A minimum of 24" clearance is recommended on all sides of the Earth Tub. Allow an area of at least 3'x3' for the Bio-filter (e.g., this might fit in the corner of the 12'x12' space). The surface must be stable, level and well-drained. A gravel, asphalt or concrete surface is recommended. The surface must be able to support a full Earth Tub (weighing approximately 4000 lbs.) without appreciably sinking or sagging out of level. Make sure that the site is smooth with no rocks or roots protruding into the tub base. Position the Earth Tub so that the discharge door is easily accessible for unloading. *Do not load food waste into the Earth Tub until all of the assembly steps are complete and wood chips have been poured onto the floor of the Tub.*

#### Three Phase Electrical Service

Contact your local electrician to make sure you have adequate electrical service within 100 feet of the Earth Tub™ site. The auger is powered by a 2hp 3 phase motor and draws 7 amps at 208-230V three-phase. If three phase power is not available, see the next section.

#### Single Phase Electrical Service

If 3 phase power is not available, 220V single phase power may be converted to 3 phase by use of the optional variable frequency drive (VFD) supplied by GMT. The VFD requires 15 amps 220V single phase breaker within 100 feet of the panel location.

The blower, heater and air pump requires a standard 120V outlet and draws 150 watts when they are all running.

## Earth Tub Delivery

**Important Note:** The Earth Tub weighs about 800 pounds, so a **forklift, loading dock or lift gate** is required to remove the unit from the delivery truck.

Upon delivery, immediately inspect the exterior of the tub so that any damage may be identified and documented with the driver. In the event of damage, inform the freight company and contact GMT @ 206/319-7102.

Remove the packing material and stretch wrap.

The Earth Tub comes packaged with several components inside the Tub.



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Remove and inspect the following items:

- 1 Bio-filter Container (remove by climbing on the Earth Tub lid and lifting out the container which weighs approximately 40 pounds)
- 1 Blower kit with aeration piping and components
- 1 Hardcopy O&M manual
- 1 Probe Thermometer
- 1 Travel car slot cover
- 1 Travel car crank handle
- 1 Motor Cover (install immediately to prevent water damage to motor)
- PAS line w/ barbed fitting(not pictured)
- 1 Unistrut support and 2" PVC clamp
- 1 1" threaded to barb fitting for the drain off system of the tub

### Initial Damage Inspection Checklist

Complete this inspection immediately after delivery:

- Ensure that there is no visible damage to the exterior of the tub and lid, the auger motor housing, and hatch.
- Check that the center post inside the tub is installed in the socket in the underside of the lid and the tub floor (not unattached and laying on the floor of the tub).
- Check that the push handles for the lid fold out straight and are undamaged.
- Check that travel car slides and auger are undamaged and travel smoothly. Attach the crank handle for the travel car (see Assembly Instructions below). Wind the crank handle to make sure the travel car travels smoothly throughout its range of motion. The threaded rod for the crank handle should be straight.

If any components are damaged or missing, contact GMT at (802) 368-7291.

### Earth Tub™ Installation/Assembly

In order to prevent damage during shipping, there are a few components that need to be assembled and installed on your Earth Tub once it arrives at your site.

The following installation/assembly steps will be needed at your Earth Tub site:



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- 1.) Crank handle installation
- 2.) Aeration piping connection between tub base and bio-filter
- 3.) Bio-filter prep
- 4.) Electrical wiring for auger motor\*

\* The blower motor simply plugs into 120V service

**Tools needed:** Hacksaw, PVC pipe glue, straight screw driver, 9/16" wrench and tape measure.

*Do not load material into the Earth Tub until all of the assembly steps are complete.*

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### **1) Crank Handle Installation**

Thread the crank handle fully onto the crankshaft. Using a 9/16" or an adjustable wrench, back the nut up against the crank handle and tighten it against the handle until they are snug against one another to lock the crank handle on the shaft.



### **2) Aeration Piping Connection**

#### **Above Ground Installation**

There are two ways to install the piping between the bio-filter and the tub: above ground or below ground. These instructions address above ground installation of the bio-filter aeration piping. Below ground installation is another option to avoid the trip hazard and protects the piping from damage. To install below ground, it is necessary to add 8-12" to the length of vertical pipes depending on the depth of the trench.

#### **Tub to Bio-filter Aeration Piping – Single Earth Tub™ Installations**

Set up the tub and place the bio-filter in the general location where it will be sited when the aeration ductwork is installed. We recommend loosely assembling all of the components first to ensure good fit. Once all of the piping is assembled, it can be pulled apart, trimmed to length, glued and reinstalled using PVC pipe glue to secure the joints. Also, remember to tighten the stainless steel bands on the rubber elbow using a screw driver or 5/16" drive chuck.

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**Piping Assembly Sequence:** Start attaching piping at the Earth Tub™ and work towards the bio-filter.

1. Insert the small PVC pipe assembly with the integrated screen through the port hole near the rim of the Earth Tub. Insert the assembly from the inside of the tub so that the screen faces the interior of the tub and the gray end protrudes through the hole to the exterior of the Earth Tub.

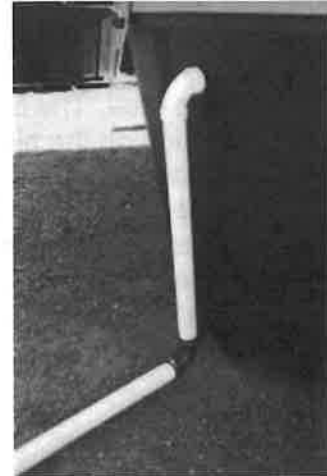


2. Attach the white PVC elbow (female on both ends) onto the gray adapter protruding from the hole.

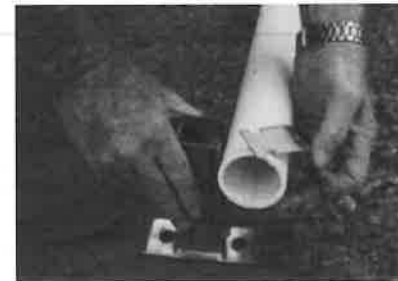


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3. Connect the 31" pipe to the down side of the white elbow so that this pipe is in a vertical orientation.
4. Attach rubber elbow to the lower end of the 31" pipe.
5. Position the stainless steel bands on the rubber elbow.
6. Connect the 45" PVC pipe to the other side of the rubber elbow so that it is in a horizontal orientation.



7. Assemble and snug the pipe support bracket (wherever appropriate along the length of the 45" horizontal pipe).



8. Thread the white fitting to the port on the bio-filter.

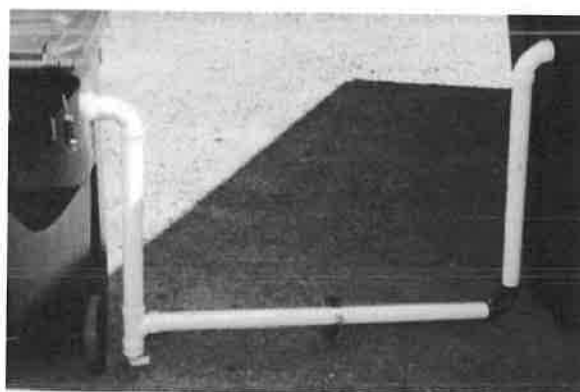


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9. Connect the white PVC elbow (male/female) to the port at the top of the bio-filter. The male end attaches to the fitting on the bio-filter. The female end points down.
10. Connect the 23" PVC pipe to the white PVC elbow (male/female).
11. Connect the Y-reducer to the bottom of the 23" PVC pipe so the pipe is in a vertical orientation.



12. Connect the Y-reducer to the bio-filter end of the 45" horizontal pipe. Disassemble and reassemble the piping with pipe glue and ensure all fittings are fully secured.



#### Tub to Bio-filter Aeration Piping – Double Earth Tub™ Installations

When two tubs are installed at the same location, they can share a bio-filter. Working from the Earth Tubs to the bio-filter, layout the aeration piping as described for a single tub installation (up to the 45" horizontal pipe on each tub). Then follow these instructions:

1. Connect PVC Elbows (female/female) to each 45" pipe so that the unattached ends of the elbows point towards each other.
2. Connect a 30" PVC pipe onto each elbow. These pipes should also point toward each other.
3. Connect ball valves to each 30" PVC pipe.
4. Connect each ball valve to a central tee.
5. Connect a 12" PVC pipe to the central tee.
6. Connect the Y-reducer to the 12" pipe.
7. Connect the 23" PVC pipe to the top of the Y-reducer such that it is in a vertical orientation.



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8. Connect the PVC elbow (male/female) to the port at the top of the bio-filter. The male end threads into the bio-filter. The female end points down.
9. Connect the white PVC elbow (male/female) to the top of the 23" PVC pipe.
10. Install the two pipe support brackets wherever appropriate along the lengths of the horizontal pipes.

#### Connect the Condensate and Bio-filter Drains

The condensate/bio-filter drains collect clear water that is not odorous. There are two condensate drains, one at the bottom of the bio-filter and the other for condensate in the bio-filter aeration line. Both drains are fitted for 1" ID hose. Both drains can be connected to 1" black pipe or flexible hose to direct the liquid to a catchment drain or a sub-surface soak away.

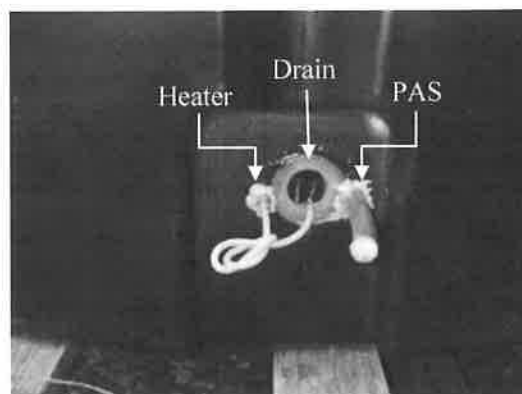
### **3) Bio-filter Prep**

Be sure that the perforated aeration pipe is securely attached inside the bio-filter to the blower. The bio-filter will require three or four bags (3 cubic feet) of bark nuggets. Bark nuggets are preferred because they have fewer fines to block the flow of air. Add the bark nuggets to the bio-filter until the bark is just under the blower motor. Soak the bark nuggets with water and ensure that the bark nuggets remain damp over time.

### **4) Positive Aeration System (PAS)**

The positive aeration system helps to speed the compost process and reduces odors and increases drying. The Earth Tub™ has a perforated tube attached to the inside perimeter of the tub base for forced aeration of the compost. The tube is connected to the 20 watt air pump inside the bio-filter by a flexible hose connected to a T-fitting. In order to connect the PAS complete the following steps:

Exterior View of Earth Tub – PAS Detail.  
Upon arrival your Earth Tub should look like this. (Note: If the optional heater is installed, the Earth Tub will be shipped with the excess heater cable fed through the drain port and stored in the Earth Tub for safe travel.)





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### Interior View of Earth Tub - Detail of Positive Aeration System.

1. Locate the PAS aeration line in the cardboard box.
2. Use a plumber's torch or other heat source to heat up the end of the red PAS tube. Takes about 5 seconds with a torch.
3. Once the red tube is hot and flexible, immediately insert one end of the PAS line with the reducing barbed connector onto the red PAS tube protruding from the base of the tub.
4. Feed the other end of the PAS line into the aeration port on the bio-filter.
5. Secure the PAS line to the PVC pipe with zip ties.



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6. Attach the other end of PAS line to PAS pump as shown.
7. Plug in PAS pump to turn on the system.
8. Plug in heater (if installed).



### **5) Electrical Service for Auger Motor**

The Brother gear motor is a 3 phase 2 hp motor manufactured in Japan which meets UL and European standards for electrical equipment. The operations manual for the gear motor is attached at the end of this manual. It will be necessary to have an electrician connect the motor per local electrical codes. **The motor will require an overload protected motor starter to turn on and off the motor mounted near the Earth Tub™. The cord will need to have a twist lock plug installed next to the motor to provide a disconnect.**

#### **Installation with Three Phase Service**

Typically, a 10 amp 3 pole breaker will be installed in the main breaker panel. A start/stop switch with overload protection will need to be installed within 15' of the Earth Tub.

We do not advise the use of high voltage power for the motor.

The amperage draw for the 208-230V 3hp installation is 6.7 amps. Make sure the wires T4, T5, T6 are in a separate wire not and not connected to the leads.

#### **Auger Motor Rotation Direction**

The auger is designed to rotate in a **clockwise direction** as you look down the shaft so it will pull material up from the bottom of the vessel. By changing the line connection a three-phase motor rotation can be reversed. If the motor starts in the wrong direction, switch the L1 and L2 connections until the auger is rotating clockwise. If the lid is banging or jumping up and down during mixing, then the direction of the auger rotation is incorrect.

#### **Installation with Single Phase Service with GMT VFD Package**

If only single phase power is available at the site, GMT can provide a variable frequency drive (VFD) for converting 220V single phase power to three phase power. The VFD also will act as a starter switch for the motor.

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#### Retracting Black Electrical Cable and Twist Lock Plugs

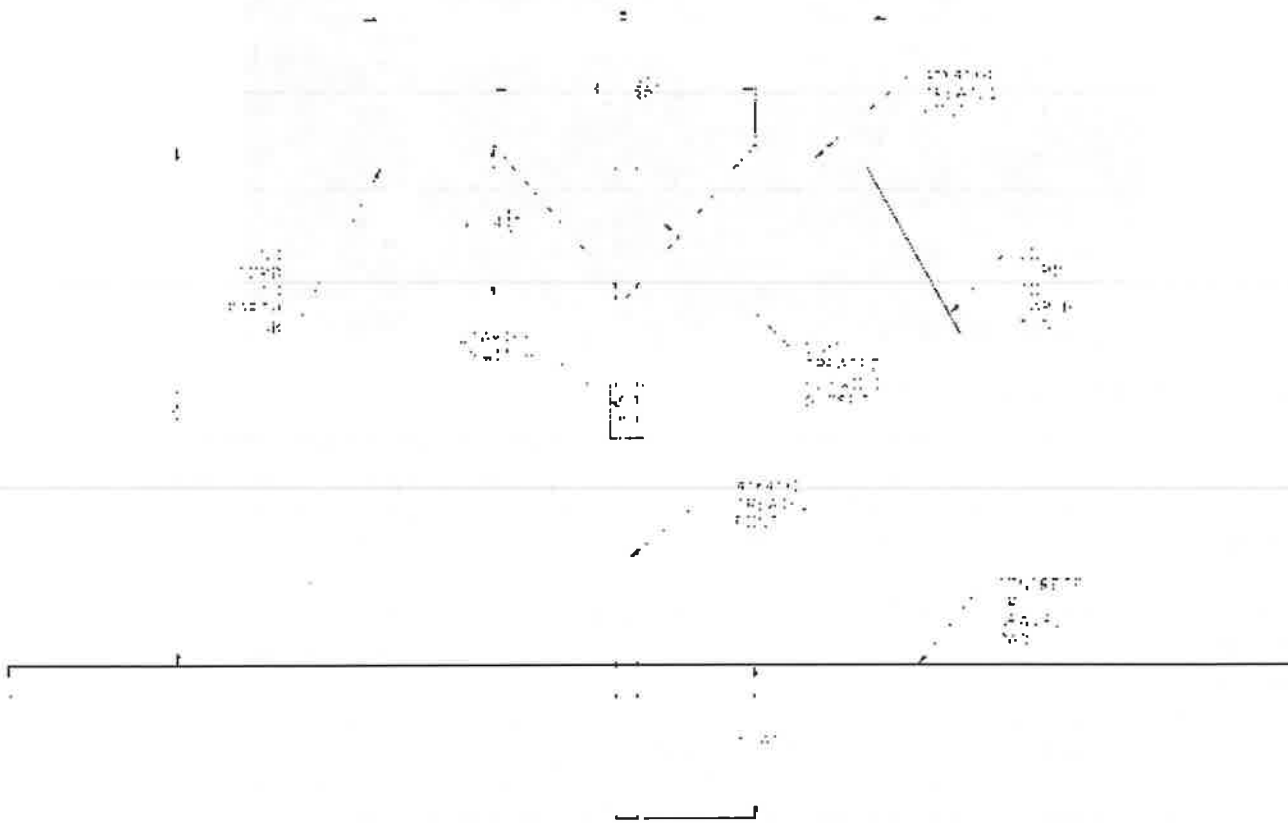
GMT supplies a 16/4 SJO curly extending cable with the twist lock fittings for connection from the motor to the overhead junction box. The cable allows the motor to move around the tub without dragging on the lid and avoid snagging the cable. Protect the cord by using a strain relief device to connect to a weatherproof terminal box attached to the overhead support.

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#### Supporting the Electrical Cable

The electrical cord needs to hang down from a minimum height of 7 feet over the center of the tub. Many sites install a wall bracket to hang the electrical cable above the center of the Earth Tub™. If the Tub is installed under a roof, then the cord can hang from the rafters.

The following diagram is one design for a cross bracket that supports the electrical connections for two tubs and provides a centrally located switch for operating the motors. Refer to the drawing below for design dimensions of the cross bracket. Other sites have used a simple metal bracket attached to an adjacent wall or hung the wiring off the roof of a simple enclosure.



Earth Tub Electrical Cross-Bracket (not included) diagram

## Earth Tub™ Operations



### Composting in the Earth Tub

The Earth Tub is a very effective tool for optimizing thermophilic (hot) composting. However, for the Earth Tub to be effective, it must be operated properly. Please follow these operating instructions in order to ensure your Earth Tub is generating fast, quality compost without odor, pest or maintenance problems.

### Key Success Factors for Effective Composting with the Earth Tub

Based on our experience, these key practices help ensure composting success with your Earth Tub:

- **Dedicated Operator.** Every Earth Tub needs someone to have bottom-line responsibility for ensuring the Tub is being operated correctly. Though the oversight requirements for an Earth Tub are minimal (typically 5-15 minutes per day), it does require someone to provide consistent supervision.
- **Addition of Bulking Agent.** The most common mistake with the Earth Tub is to neglect to add bulking agent on a regular basis. Food scraps will not compost quickly or effectively by themselves, they will quickly become anaerobic and emit sour odors. Regular additions of bulking agent are critical to success. On-site storage of bulking agent is helpful to ensure a steady and adequate supply.
- **Regular Mixing.** The second most common mistake is to neglect to mix the Earth Tub regularly. This means that new food scraps tend to stay on top of the compost pile and not get mixed in. These exposed food scraps are very attractive



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to insects and prone to odors. Daily mixing of the Earth Tub™ helps discourage insects and prevent odors.

- **Regular Monitoring of Temperatures.** A big success factor for the Earth Tub is regular temperature measurement and tracking. "Taking the temperature" of your compost pile is a great way to understand how well the compost process is proceeding. By recording and tracking temperature measurements overtime, you can measure and ensure success and prevent trouble. Thermophilic (i.e., hot) composting occurs in the range of 40-60°C (100-140°F).
- **Optimizing Moisture Content.** Composting microorganisms require water in order to live, eat, travel and multiply. However, they also require air and oxygen. Too much water floods the air spaces and prevents the aerobic bacteria from surviving. Too little water also prevents the beneficial microorganisms from living and slows the composting process. Maintaining appropriate moisture content is a key to success (see section on Monitoring Moisture Content below).

## Loading the Earth Tub

### Opening the Loading Hatch and Loading

**To open the hatch, rotate the handle to the left (about the 8 o'clock position while facing the loading hatch). To close and lock the hatch, rotate the handle to the right (about the 2 o'clock position).**

Lift the loading hatch into an open position. The loading port is approximately 4 feet off the ground. If the material is delivered by truck in large containers, back the truck up to the lid and tilt the container, dumping the organics through the loading port. If you are loading larger containers of material manually, it might be helpful to use 2 people to lift the container.



Hatch Handle – Open Position



Hatch Handle – Closed Position

### ***Important: Start with Bulking Agent!***

Before adding any food scraps to the Earth Tub, the base of the tub should be filled between 1/3 and 1/2 full with bulking agent (mulch, wood chips or other porous carbon-based material). At an absolute minimum, fill the tub with wood chips at least to the bottom of the discharge door (6" above the floor). This is critical as a base to receive the

food scraps. Otherwise food scraps tend to stick directly to the floor of the Earth Tub™ and create anaerobic conditions/sour odors.

A great tip for easy composting is to fill the tub half full with bulking agent to get started. That way, if bulking agent is neglected later in the batch, there will already be adequate bulking agent in the tub to allow for effective hot composting.

### Bulking Agents

Bulking agents are a dry, porous, high-carbon material added to mix with food scraps to produce a recipe that will compost quickly and efficiently. **Because food scraps are wet, it is critical to add a dry bulking agent to keep the mix from getting too wet.** Therefore, the bulking agent should be kept as dry as possible. The bulking agent also provides available carbon to balance the nitrogen in the food. The best bulking agents are ranked below:

1. Wood Shavings
2. Wood Chips
3. Sawdust
4. Paper Products (max about 10% of mix)
5. Dry Leaves/Short Weeds (avoid long fibrous weeds)
6. Chopped Straw or Hay (must be less than 4" in length)

Do not put any long, fibrous materials such as tall weeds, branches, twigs, twine, string or large pieces of cloth into the Earth Tub. These materials can become wrapped around the auger, interfere with operations and possibly overload the auger motor.

Do not use pressure treated wood shavings or chipped particleboard for composting. Minimize the use of mahogany, cedar, teak or other high resin woods, which do not easily degrade. If the wood species rots easily, then it is a good bulking agent. Generally, softwood is better than hardwood.

### Food Scrap Collection

The first step is to make sure that the right material is sorted and collected for composting with as little contamination from plastics etc. as possible. A separate container should be used for collection of the food scraps (organics) in the kitchen. The size of the container should depend on how the material is loaded and the volume generated. A five-gallon bucket is a good size for organics collection. A five-gallon bucket weighs 15-25 pounds when full. Rubbermaid manufactures a 10-gallon container (part# 58011WX), which can be manually loaded by a single person. Larger containers are available, but they are not recommended for manual loading by a single person.

### Acceptable Kitchen Materials for Composting

- Kitchen Prep/Food Waste
- Post-consumer plate scrapings



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- Napkins or absorbing paper products
- Confetti-style shredded paper or cardboard (avoid shredded paper that is cut into long strands)
- Any yard waste from the grounds

The kitchen staff should be trained for sorting out the prep waste acceptable for composting. In general, material should be 2" or less in diameter. The auger will break down whole oranges, melons or other soft fruit. Hard foods such as pineapples, corncobs, whole loaves of bread, etc. should be chopped up to 2" or less prior to loading. Meats, cheese and other fatty foods should be kept below 10% of total waste input. Avoid adding large pieces of meat trimmings, fats or oils to the system.

#### Desired Recipe for the Earth Tub™

The desired, approximate ratio of food scraps to bulking agent (also called the "recipe") in the Earth Tub is 1:1 by volume (1 part bulking agent to 1 part food scraps). For example, for each full 5-gallon bucket of food scraps, add a full 5-gallon bucket of bulking agent. This is a rough, rule of thumb and the exact recipe can be fine-tuned depending on the characteristics of the food scraps, the bulking material, the weather, etc.



It is generally best to add the food scraps first then add the bulking agent second in order to cover the food scraps.

Here's a good, general principle: when in doubt, add more bulking agent. It is difficult to add too much bulking agent to your recipe. Recipes of 3:1 or 4:1 (bulking agent to food waste) by volume will compost effectively nearly as well as a 1:1 or 2:1 recipe.

#### Monitoring Moisture Content

To compost quickly and effectively, the compost should be evenly moist. There should be water in the compost but it shouldn't be completely saturated. At the microscopic level, the particles of bulking agent should be covered with a layer of water, not floating submerged underwater. In other words, the microbes should be "swimming not drowning". Microbes are animals that need both water and air. To compost effectively, the compost should have a moisture content of 40-65%. This is roughly equivalent to a damp but mildly wrung out sponge. Check the moisture content using the 'wrung out sponge' test:

1. If you squeeze a handful of compost, the compost should hold together and a small amount of moisture should drip or trickle out. The compost should be evenly moist and glistening. This indicates an appropriate amount of moisture.
2. If water comes out when you simply pick-up a handful without squeezing, your mix is too wet. It shouldn't feel/look like "wet slop", nor should it look or feel like porridge, slurry or pancake batter. This compost is too wet. Bulking agent should be added and mixed in to provide air space and reduce the effective moisture content.
3. If no moisture comes out when you squeeze a handful or if the compost crumbles and falls apart, this indicates that your compost is too dry. Add food waste or water to increase the moisture content.

As you become more experienced, you will be able to determine by eye, the moisture balance of the compost.

### **Monitoring Compost Temperature**

We recommend checking compost temperature as often as possible, ideally, on a daily basis. It is also really important to track compost temperatures over time. This gives you a history of the compost performance and helps you better manage your compost pile. It is recommended to check the compost temperature consistently before mixing. Mixing generates heat and can rapidly raise the temperature of the compost but then the temperatures drop off again.

If you wish, you can also check the temperature before and after mixing.

Check the temperature of the compost using a stem thermometer (included). Optimal composting takes place at 50-60°C (120-140°F). If temperatures are consistently out of this range, consult the Troubleshooting section at the end of this manual.

### **Mixing the Earth Tub™**

Once food scraps are added, the auger is used to incorporate the food into the composting mass. Operation of the auger should be done following the procedures outlined below:

*CAUTION: Never try to rotate the cover or turn the hand crank unless the auger motor is running.*

*Note: When mixing the Earth Tub, we recommend the use of appropriate safety equipment such as gloves and safety glasses.*

1. Attach the power cord to the motor. Turn on the power to the motor. Ensure that the auger has been moved to the outer edge of the Tub so that the perimeter of the Tub will be mixed first.
2. Flip down the push handle nearest you. Slowly turn the auger/lid assembly in a **counter-clockwise direction** for one entire rotation. ***Let the auger do the***

**work.** Slow, steady pressure will work best. A complete rotation should take a couple of minutes with a filled vessel.

3. With the auger still turning, use the hand crank to bring the auger to the center of the vessel. Again, rotate the lid around the unit, this time in a **clockwise direction** to prevent twisting the cord. Be mindful of the final positioning of the lid so that the next loading of food scraps is in the desired part of the mix.
4. Using the hand crank, return the auger to the outer edge of the Tub so it is ready for the next mixing.
5. Shut off the motor.

### **Mixing Frequency**

When new food scraps are added to the Earth Tub™, they should be mixed into the compost as soon as possible. Incorporating the food promptly will cause the process of decomposition to begin more quickly. Plus, this will keep insects from having a chance to access the food and reproduce.

If organics are added to the Tub on a daily basis, it is recommended to mix the Earth Tub on a daily basis, in order to incorporate the new food scraps.

If organics are added to a unit infrequently, it is still beneficial to mix the compost periodically. If, for instance, food scraps were added only once a week, mixing once in between loadings would help to aerate the compost and break down food scraps into smaller pieces. If the mix is well composted and no more food scraps are to be added, but the compost is left in the tub to mature, it is beneficial to mix the unit once or twice a week to assist the maturation process.

### **When is the Compost Cycle Complete?**

The following characteristics indicate that the thermophilic phase of the composting cycle is complete and the compost is ready to exit the Earth Tub:

- Compost turns consistently dark/black in color.
- Compost temperatures drop consistently below 40°C (100°F) and these temperatures are not affected by mixing/aeration or tweaks to the recipe.
- No visible food scraps remain (more durable materials such as eggshells, bones, avocado pits or wood chips may remain).
- Material has a crumbly consistency.
- Compost has a good earthy smell, like rich soil.

Note: An additional 1-2 months of curing time is recommended in order for the compost to be completely stabilized into humus. The overall waste to compost reduction rate by volume is 40-60% and the waste to compost reduction rate by weight is 35-55%. This reduction includes removal of course materials and contaminants in the screening process.

### Unloading Compost from the Earth Tub

**Warning! NEVER reach into the Earth Tub through the discharge door while the auger is running!**

1. Place a container or tarp beneath the discharge door for compost collection.
2. Remove the discharge door by rotating the handle to the right (in a 3 o'clock position) and then tip top of the door outwards and lift. **Clear and secure the area around the open discharge door to ensure no one will come close to the rotating auger during discharge.**
3. Turn the motor on and rotate the lid so that the auger is to the left side of the open discharge door. Rotate the cover so the auger passes in front of the doorway. Compost will fall out of the opening as the auger pulls the compost along the wall. Rotate the cover, slowly, back and forth so the auger passes by the door to continue removing compost.
4. Once the auger has pushed out the bulk of compost, it may be necessary to shovel out additional compost. Be sure to turn-off and lock out the auger motor prior to shoveling material out the Earth Tub™.

Note that during normal operation, the vessel does not need to be completely emptied of compost, as some is helpful to inoculate the next cycle.

### Curing Compost from the Earth Tub

After exiting the Earth Tub, compost should be left to cure in a static pile for 1-2 months prior to use. It is best if the compost can be covered with a tarp or other cover to retain its moisture and vitality. Alternately, the compost can be immediately be used as a top mulch for mature plants (such as trees or bushes) or worked into the soil to cure if no new plants will be placed into the soil for at least a month.

Prior to use, it may be helpful or even necessary to screen the compost to remove larger particles or non-biodegradable contaminants. The recommended screen gauge is generally between 0.375-0.5". The gauge necessary to screen will vary based on what you are screening.

## **Loading Schedules**

### Double Earth Tub Operations

Operators using multiple units will want to run the systems on a rotating schedule. If two Earth Tubs are being used at the same site, it is helpful to load food scraps into one Earth Tub while the other Earth Tub is "cooking".

If the composting process proceeds at a good speed, the recommended residency time for any piece of compost in an Earth Tub is about 20 or 21 days (approximately 3 weeks).

Here is an example of a Double Earth Tub Loading Schedule with two Tubs:



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## Tub A and Tub B.

We begin on Day 1 by loading Tub A, so Tub A begins its loading phase. If the Earth Tubs are being loaded at capacity (200 lbs. total biodegradables per day), Tub A would be expected to be full in approximately 20 days. Tub A would then enter into a cooking phase of approximately 20 days. At this time, Tub B would then begin its loading phase. At the end of this second 20 days, Tub A would be ready to discharge compost, while Tub B would begin its cooking phase. Tub A would then be completely emptied and prepped for the next loading (by adding wood chips/bulking agent on the bottom of the Tub).

At this stage, the contents of Tub A have a residency time of between 20-40 days. This schedule ensures that all contents have a residency time of at least 20 days.

This is just one example of a coherent loading schedule for a double Earth Tub™ set-up. If the composting process is slow and adequate temperatures are sporadic, this will not be enough time. If high temperatures are maintained, this should be adequate retention time.

Note: it is always recommended to load fresh food scraps on the opposite side of the tub from the discharge door. This helps ensure that the freshest food scraps are farthest away from the discharge door.

### Single Earth Tub Operations

For single Earth Tub installations, the following are general suggestions for operations and loading schedule.

***Always load food scraps on the side of the tub opposite the discharge door.*** The auger will slowly work materials around to the discharge side of the vessel. Once the Earth Tub is full, check to see if the compost on the discharge side of the vessel has completed its thermophilic phase (see Section above *When is the Compost Cycle Complete?*). If so, remove that portion of the Earth Tub compost that is complete. Then remix the tub and repeat.

Single Earth Tub operations work best if there is less than 100 lbs. per day being added to the Tub. This is because the desired residency time for compost in the Earth Tub is at least 20 days. For example:

- If 50 lbs. total biodegradables are added to the Tub per day, the Tub will take at least 60 days to fill. Therefore, after 60 days, at least 66% of the compost in the Tub will have a residency time of more than 20 days. So, it will be likely that at least 2/3 of the compost in the Tub will be ready to discharge.
- If 100 lbs. is added to the Tub per day, the Tub will take about 30-40 days to fill. In this case, only 33-50% of the compost in the Tub will have a residency time of more than 20 days. At this point, it will be likely that only about 1/3-1/2 of the compost in the Tub will be ready to discharge.

- If 150 lbs. is added to the Tub per day, the Tub will take about 25-30 days to fill. In this case, not much of the compost in the Tub will have a residency time of more than 20 days. At this point, it will be likely that almost nothing in the Tub will be ready to discharge. It would be necessary to stockpile food waste elsewhere for at least a week so that a substantial portion of the Earth Tub would be ready to remove. Thus, you can see that single tub operation is difficult when the tub is run at above maximum capacity (i.e., 150 lbs. per day).

Schools and universities may find it efficient and beneficial to align Earth Tub™ discharges with academic breaks. Academic breaks allow additional time for the compost to finish its thermophilic phase. The compost can then be discharged and the Earth Tub cleaned and prepped prior to the start of the next term.

## Earth Tub Inspection & Maintenance

### Weekly Inspection and Maintenance

The following functions should be performed on a weekly basis. As you become familiar with your Earth Tub you can adjust the frequency of these tasks as you best see fit.

1. Check the hoses and pipes around the tub and bio-filter to make sure all connections are secure and clear for the passage of air. Check to make sure the blower is operational.
2. Check the bio-filter for dampness. The bio-filter needs to be kept damp. Add water as required with a hose or watering can.
3. Hose down the area around the Earth Tub to keep the site clean and odor free.

### Periodic or Seasonal Inspection and Maintenance

1. Every month, add a small amount of grease into the grease fitting located behind the gearbox. Use a grease gun.
2. Check the bio-filter material. The useful life of bio-filter medium is generally expected to be one to two years. An exhausted medium might be characterized by lack of porosity and poor removal of odors. Use a pitchfork or shovel to "fluff" the bio-filter and add more material to fill up the container. (See the Bio-filter media section above) Check the pH of the bio-filter. If the pH is high, then replace the filter media. Worn out bio-filter material can be screened and used as mature compost.
3. You may brush off the exterior and wipe it down as needed to remove debris from the Earth Tub. Mild detergent and water may be used, if needed. If you use a hose, be careful not to get the motor wet. Refrain from using harsh chemicals to clean your tub.

### Winter Operations

If the weather is consistently below freezing, the blower should be disconnected to prevent freezing. During colder weather, adequate aeration can be provided by convection due to the greater difference between the outside temperature and the temperature of the compost. Monitor the temperature of the compost more frequently to make sure that the mass is well above freezing.

***Do not operate the auger if the material appears to be frozen!*** In the event that compost is frozen, add two gallons of hot water to the compost. Place a drop light inside the loading hatch to heat the air. Make sure the bulb is not touching any flammable materials. Let the compost sit for several days to see if the biological process restarts. GMT offers a floor heater for sites, which operate under winter conditions, which are consistently below 10F. Call GMT for more details.



## Earth Tub Troubleshooting

### ***Odor Problems***

Odor in the compost material is generally due to a lack of porosity and excessive moisture. Add dry bulking agent such as shavings or sawdust. The biggest source of odor is liquids produced during composting of wet food materials. Make sure that all the drains are working properly and that no liquid is leaking on the ground and exposed to air.

### ***Check the Blower***

Check to see if the blower is operating. If it is not operating when it is plugged in, unplug the unit, disconnect the 2" elbow from the bio-filter and spin the black rubber knob that is visible through the blower air intake hole. This can free the blower wheel if it is stuck. If the impeller of the blower is frozen, try and free it up. Plug the blower in and see if the blower is functional again. If you cannot free the impeller, then unbolt the blower from the bio-filter and try again. If the impeller spins freely but the blower does not run, contact GMT for information about receiving a replacement blower.

### ***Inadequate Temperatures***

Turn the blower off for 24 hours and see if temperatures rise. The compost may be too dry or too wet. Adjust moisture accordingly. Check the pH of the compost and see if the compost has built up organic acids. Add lime if the pH is low typically 10-20 pounds of lime for a full tub.

### ***High Temperatures***

Temperatures should average no more than 140°F. Check to make sure that all ducting to the Earth Tub is clear and not blocked by condensate or compost. Make sure that the aeration floor has been checked and cleaned on a regular maintenance schedule. Clear all obstructions to the aeration system. Check to make sure the blower is operational.

### ***Excessive Leachate***

Odorous leachate can be a sign of excessive food waste being put into the system. If you are adding a high volume of materials that are very wet or contain a lot of moisture (i.e. leafy green vegetables, soups) you can expect to have more leachate in the system. Check the drain line on the side of the bio-filter as described in *Weekly Operations* above.

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## Quick Troubleshooting Chart

Problem	Cause	Remedy
Auger won't turn but Motor runs	Shear pin has broken	Drive out old pin and replace
Auger motor does not work	Fuse or breaker blown Gearbox locked up Motor burned out	Check fuses or overloads Try to turn auger with wrench Call GMT
Lid is hard to rotate	Stuck rollers Dense compost Center post dislocated Tub out of round	Check and repair as needed Add some bulking material Lift lid and replace post Shim base of tub or replace side rollers with smaller version
Lid Bounces	Auger rotating in wrong direction Aeration floor damaged	Reverse polarity of motor Empty tub and inspect floor
Auger hits tub	Tub out of round Aeration floor damaged Auger bent	Shim base of tub Empty tub and inspect floor Bend back lighting
Anaerobic conditions (lack of oxygen)	Excessive moisture, compaction of material Blocked drain	Add dry bulking agent, mix compost
Ammonia odor	Too nitrogen rich, food to wood chip ratio too high	Not necessarily a problem. Add dry bulking agent, mix compost
Attracts flies	Food exposed on surface Low temperatures	Mix thoroughly with auger Turn off blower for 24 hrs to build heat to kill fly eggs
Odors	Aeration pipe blocked Bio-filter not working Incorrect mix Low pH	Remove aeration pipe and clear Moisten and fluff bio-filter Add bulking material Add lime
Compost won't heat up	Too wet or dry Too much aeration Low porosity Insufficient food Low pH	Adjust with food waste/water/bulking agent Disconnect blower for 48 hours Add bulking agent Add food or sugar for energy Add 10# of lime

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## BROTHER INTERNATIONAL CORPORATION GENERAL INSTRUCTION MANUAL INSTALLATION, OPERATION and MAINTENANCE

“GTR” SERIES INTEGRAL GEARMOTORS AND BRAKE GEARMOTORS

**PLEASE READ AND SAVE THIS MANUAL**



**IMPORTANT NOTICE:** BE SURE TO INSTALL AND OPERATE BROTHER GEARMOTORS IN ACCORDANCE WITH ALL APPLICABLE LOCAL AND NATIONAL SAFETY CODES.

Because of the possible danger to people and/or property resulting from improper use of power transmission products, it is important that these products be properly installed, maintained and operated within the limits of speed, torque and other load and environmental conditions as specified in the catalog and this instruction manual. Periodic inspections should be made to insure safe operation under the prevailing conditions. Proper guards and other suitable safety devices or procedures may be required but are neither provided by nor are they the responsibility of Brother International Corporation.

### BROTHER INTERNATIONAL CORPORATION

GEARMOTOR / OEM DIVISION  
 200 COTTONTAIL LANE  
 SOMERSET, NEW JERSEY, 08875-6714  
 TEL(908)356-8890 FAX(908)469-4840

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Thank you for purchasing this Brother gearmotor.

Please carefully read the following instructions for proper installation, operation and maintenance of your Brother "GTR" gearmotor.

Following these simple guidelines will help insure the years of trouble free operation designed into your unit.

### 1. Initial Checks

- 1) Unpack and verify that the nameplate information (model number, type, ratio (output speed), motor power, voltage, frequency, etc.) is correct for your application. If you ordered a brake motor, the DC power source (rectifier) should be included in your shipment. Single phases motors should include the appropriate capacitor.

If there are any discrepancies, please contact us immediately with relevant details including your ordering information.

- 2) Check for damage that might have occurred during shipping. If found, contact the delivering carrier.

### 2. Environmental Considerations

The normal operating conditions are:

- |                        |   |
|------------------------|---|
| A. Ambient Temperature | 10° to + 40 °C(+14° to 104°F)   |
| B. Ambient Humidity    | less than 85%   |
| C. Altitude            | less than 3300 feet   |
| D. Atmosphere          | No corrosive gas, explosive gas, steam, or excessive dust, and with good ventilation. |
| E. Locations           | Indoor (For outdoor use, proper protection must be provided).                         |

### 3. Mounting

- 1) Secure the gearmotor with the proper size bolts in all 4 mounting holes to a flat and vibration free mounting surface. (The mounting surface should be flat within 0.011 inches or 0.3 mm).
- 2) Because the gearmotor is grease filled and sealed it can be mounted at ANY ANGLE.
- 3) If you are using a brake motor, protection to avoid intrusion of water or dust must be provided as the brake portion is not totally enclosed.

### 4. Shaft Connections

- 1) Clean all machined shaft areas before attempting to mount components.
- 2) Be careful not to hammer or bang on the shaft(s) as this can cause damage to the bearings.
- 3) In the gearmotor is connected to the driven machine through a coupling, align the shafts as accurately as possible and use a flexible coupling.
- 4) If the gearmotor is connected with belts or chains, insure the shafts are parallel and that the sprocket or pulley is mounted on the gearmotor shaft(s) as close to the housing as possible. It also must be in line with the component mounted on the driven machine.

- 1 -

This alignment can be checked with a string or straight-edge across the faces of the mounted components.

Insure that the belts or chains are neither too tight nor too loose but are tensioned correctly.

## 5. LUBRICATION-MAINTENANCE FREE

All models of the Brother GTR geemotors are shipped with the correct quantity of high quality synthetic grease. Under normal operating conditions and for the life of the drive, no additional grease or grease change is required.

## 6. ELECTRICAL CONNECTIONS

### Note:

All wiring connections, including grounding must be made in accordance with all local and national safety codes.

Long wire runs may cause reduced voltage at the motor. Voltage drops in excess of 2% may reduce the starting torque of the geemotor.

Wiring Diagrams for Motors & Brake motors

Motor HP	Supply Voltage	Motor Only	Brake motor (Normal Brake Action Reaction Time: 100ms ± 10ms)	Brake motor (Fast Brake Action Reaction Time: 10ms)
1/50 or 1/30 or 1/20 or 1/15 or 1/10 or 1/6	Single Phase 115			
	Three Phase 208/230			
Three Phase 480				

• Single Phase Motors with rated voltages above 200V have a "Brown" lead in place of the "Blue" lead



Motor HP	Supply Voltage	Motor Only	Brake motor Normal Brake Action Reaction Time: 100ms ± 10ms	Brake motor Fast Brake Action Reaction Time: 10ms
1/4 or 1/2 or 1	Three Phase 208/230			
	Three Phase 480			

The standard brake utilized in the Brother GTR gearmotor is a **SPRING SET/POWER RELEASE** type usually referred to as a "Fail Safe Type". The brake engages and holds loads under power OFF conditions and automatically releases when power is applied.

The above figures show two methods for wiring the brake and motor for either single or 3 phase power sources. Please note the difference in the "Brake Reaction Time" and choose the method best suited to your application.

**Caution: For single phase Brakemotors**

All Brother 115 volt single phase 1/50, 1/30, 1/20, 1/15, 1/10 and 1/6 HP motors, including brakemotors, are supplied with an internal automatic resetting thermal overload switch.

Should this internal overload switch be activated stopping current flow through the motor windings (and thus stopping the motor), current flow continues to the rectifier and to the brake coil.

This condition has the following consequences:

- 1) The brake will not "set" so the motor will coast and/or the load may backdrive through the gearmotor.
- 2) The brake coil may overheat because the motor fan no longer provides a cooling air flow.

It is strongly recommended that you supply and install a current sensing auxiliary contactor in the brake coil wiring circuit.

Please consult the factory if more information is desired.

**Note:**

- 1) (M): Motor, (B): Brake, (C): Capacitor, (M. S.): Magnetic Switch, (R. S.): Reversing Switch.
- 2) Caution: The DC power supply utilizes diodes and can instantly be damaged if incorrectly wired. Before energizing the system, insure the wiring is correct according to the proper wiring diagram as shown in this manual.
- 3) Brake Reaction Time refers only to the delay between switching and brake activation. It does not include the actual braking time.
- 4) For elevator or hoist type applications, "Fast Reaction Time" wiring method **MUST** be used.



## FOR SAFE OPERATION

**Before Initial Power-Up, Check the following:**

- 1) The driven load requirements and Overhung Load (OHL) are less than the allowable values shown in the catalogs...
- 2) The Wiring is Correct...
- 3) Proper fusing and/or thermal relays are installed...
- 4) Proper Grounding of the electrical components...
- 5) Proper and secure mounting of the geomotor to its mounting structure...
- 6) Proper installation and alignment of all shaft components...

After confirming the above, switch on the power at light load levels, gradually increasing to full load, while inspecting for abnormal noise, vibration, temperature rise, etc. Should any of these be present, immediately shut-down the drive and correct the problem.

## OTHER CAUTIONARY NOTES

- 1) The motor surface temperature should not exceed 80°C (176 °F).
- 2) DO NOT "PLUG" REVERSE The Unit.  
The motor should be allowed to come to a full stop before energizing for the opposite direction of rotation.

### Troubleshooting Chart Geomotor

Symptom	Possible Cause(s)	Corrective Action
Unit fails to operate at no load	No power	Check power supply and contact power company
	Blown fuse or open circuit breaker	Replace fuse or reset circuit breaker
	Loose connections	Make connections secure
	Defective switch	Repair or replace
	Stator winding is broken	Repair at an authorized location
	Single phase supply is connected to three phase motor or vice versa	Check terminal voltage and phases
	Capacitor is NOT connected (Single phase motor)	Connect capacitor correctly
Unit fails to operate at some load	Defective gear assembly, shafts or bearings	Repair at an authorized location
	Reduced voltage at motor	Check wiring length and size
	Overload operation	Reduce load
	Gears are worn	Repair at an authorized location

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Symptom	Possible Cause(s)	Corrective Action
Unit runs hot	Overload operation	Reduce load
	Operation starts and stops too often	Reduce frequency of starting and stopping
	Voltage is too high or too low	Check voltage
	Defective bearings	Repair or replace
Excessive noise	Excess belt or chain tension	Adjust tension
	Excess overhung load	Reduce overhung load
	Continuous noise -- defective gears or bearing wear	Repair at an authorized location
	Intermittent noise -- defective tooth surface or gear catches foreign matter	Repair at an authorized location
Too much vibration	Incorrect installation or bolts are loose	Tighten bolts
	Gearing or bearing wear	Repair at an authorized location
Grease leaks	Housing bolts are loose	Tighten bolts
	Defective or damaged oil seals	Replace seals

#### Gearmotor with Brake

Symptom	Possible Cause(s)	Corrective Action
Brake does NOT work	Incorrect wiring	Check wiring
	Defective switch	Repair or replace
Brake does not work well or Braking time is too long	Foreign matter (oil, dust and so on) on friction disc	Clean thoroughly
	Friction disc is worn	Adjust or replace
	Load inertia is too large	Reduce load inertia
	Using "NORMAL" switching (100 ± 10ms)	Wire for "FAST" switching (10ms)
Motor won't run Motor won't run at full speed Motor runs too hot Thermal relay works Abnormal braking noise	Wrong brake or motor wiring	Check wiring
	Brake gap is too wide	Adjust brake gap
	Damaged rectifier	Replace
	Snapping or short in brake coil	Replace at an authorized location
	Incorrect wiring of switch	Check Wiring
Unit runs too hot	Brake cycles too often Load torque or load inertia is too large	Reduce frequency of braking or Reduce load

DATA SHEET D-810

## KBAC SERIES

### ADJUSTABLE FREQUENCY DRIVES

#### For 3-Phase AC Motors

#### NEMA-4X/IP-65

Models KBAC-24D, 27D, 29, 45, 48  
Washdown and Watertight for Indoor and Outdoor Use  
Rated for 208-230 and 400/460 Volt 50 & 60 Hz  
3-Phase AC Induction Motors from Subfractional thru 5 HP  
Operates from 115, 208/230, and 400/460 Volt 50/60 Hz AC Line

#### TYPICAL APPLICATIONS

- Conveyors • Packaging Equipment • Door & Gate Openers
- HVAC • Indexers • Portable Equipment used with GFCIs<sup>1</sup>



#### STANDARD FEATURES

- Industrial Duty Die-Cast Aluminum Case with Hinged Cover – Available in black finish or FDA approved white finish.
- Simple to Operate – Does not require programming. Uses trim pots and jumpers, which are factory set for most applications.
- Motor HP Selection Jumper – Allows the drive to be used on a wide range of motor horsepower without recalibration.
- Diagnostic LEDs – Power on (POWER) and drive status (STATUS).
- Run/Fault Relay Output Contacts – Can be used to turn on or off equipment or to signal a warning if the drive is put into the Stop Mode or a fault has occurred.
- Start/Stop Switch – Provides electronic start and stop functions.
- Barrier Terminal Block – Facilitates wiring of motor, AC line, and Run/Fault Relay Output Contacts.
- Jumper Selection of Drive Output Frequency – Increases the motor speed up to two times the rated RPM.
- Compatible with GFCIs (with optional software).

#### PERFORMANCE FEATURES

- Power Start™ – Provides more than 200% starting torque which ensures startup of high frictional loads.
- Slip Compensation with Static Auto-Tune and Boost – Provides excellent load regulation over a wide speed range.
- Speed Range – 60:1

#### PROTECTION FEATURES

- Motor Overload (I<sup>2</sup>t) with RMS Current Limit – Provides motor overload protection which prevents motor burnout and eliminates nuisance trips.<sup>2</sup>
- Electronic Inrush Current Limit (EICL™) – Eliminates harmful inrush AC line current during startup.
- Short Circuit – Shuts down the drive if a short circuit occurs at the motor (phase-to-phase).
- Regeneration – Eliminates tripping due to bus overvoltage caused by rapid deceleration of high inertial loads.
- Undervoltage and Overvoltage – Shuts down the drive if the AC line input voltage goes above or below the operating range.
- MOV Input Transient Suppression.
- Microcontroller Self Monitoring and Auto-Reboot.

<sup>1</sup>Requires CE approved RFI filter. See AC Line Filters, in Optional Accessories.

<sup>2</sup>Notes: 1. Requires optional software. 2. UL approved as an electronic overload protector for motors. 3. When the drive is set for DC Injection Braking, the DECEL trim pot is used to adjust the braking intensity and time.



KBAC-48  
P/N 9540 (black)  
P/N 9541 (white)

KBAC-24D  
P/N 9987 (black)  
P/N 9988 (white)

#### DESCRIPTION

The KBAC Adjustable Frequency Drives are variable speed controls housed in a NEMA-4X / IP-65 washdown and watertight enclosure. They are designed to operate 208-230 and 400/460 Volt 50 & 60 Hz 3-phase AC induction motors from subfractional thru 5 HP. The sine wave coded Pulse Width Modulated (PWM) output operates at a carrier frequency of 18 kHz which provides high motor efficiency and low noise. Adjustable Linear Acceleration and Deceleration make the drive suitable for soft-start applications.

Due to its user-friendly design, the KBAC is easy to install and operate. Tailoring to specific applications is accomplished with selectable jumpers and trim pots, which eliminate the computer-like programming required on other drives. However, for most applications no adjustments are necessary. For more advanced programming, PC based Drive-Link™ software is available.

Main features include adjustable RMS Current Limit and P1 Motor Overload Protection.<sup>2</sup> In addition, Adjustable Slip Compensation with Static Auto-Tune and Boost provides high torque and excellent load regulation over a wide speed range. Power Start™ delivers over 200% motor torque to ensure startup of high frictional loads. Electronic Inrush Current Limit (EICL™) eliminates harmful AC line inrush current. A Run/Fault Relay is provided, which can be used to turn on or off equipment or to signal a warning if the drive is put into the Stop Mode or a fault has occurred. The drive is suitable for machine or variable torque (HVAC) applications. Also, a jumper is provided for selection of Regenerative or DC Injection Braking.

Standard front panel features include diagnostic LEDs for power on and drive status, a Start/Stop Switch, and a Main Speed Potentiometer. Other features include a Barrier Terminal Block to facilitate wiring of the AC line and motor, adjustable trim pots (MIN, MAX, ACCEL, DECEL, COMP, CL, JOG, BOOST), customer selectable jumpers (Line Voltage (dual voltage models only), Motor Horsepower, Automatic or Manual Start/Reset, Motor Frequency, Frequency Multiplier, Fixed/Adjustable Boost, Regenerative/Injection Braking, "Run" or "Fault" Output Relay Operation, NO/NC Stop Contact, Constant/Variable Torque, Factory Assignable Function).

Optional accessories include: Forward-Stop-Reverse Switch, On/Off AC Line Switch, Run-Stop-Jog Switch, Signal Isolator, Auto/Manual Switch, Class "A" AC Line Filter, Multi-Speed Board, Programming Kit, Modbus Communication Module, and Liquidtight Fittings. A connector is provided for easy installation of accessories.

#### TRIMPOT ADJUSTMENTS

- Minimum Speed (MIN)
- Acceleration (ACC)
- Slip Compensation (COMP)
- Boost (BOOST)
- Maximum Speed (MAX)
- Deceleration (DECEL)<sup>2</sup>
- Slip Compensation (COMP)
- Jog (JOG)

**PENTA KE POWER**  
A Complete Line of Motor Drives

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DATA SHEET D-810.

TABLE 1 – GENERAL PERFORMANCE SPECIFICATIONS

Description	Specification	Factory Setting
115 Volt AC Line Input Voltage Operating Range (Volts AC)	115 (±15%)	—
208/230 Volt AC Line Input Voltage Operating Range (Volts AC)	208 (±15%) / 230 (±15%)	—
400/460 Volt AC Line Input Voltage Operating Range (Volts AC)	380 (±15%) - 460 (±15%)	—
Maximum Load (% Current Overload for 2 Minutes)	150	—
Carrier, Switching Frequency (kHz)	16, 8	—
Signal Following Input Voltage Range <sup>1</sup> (Volts DC)	0 - 5	—
Output Frequency Resolution (Bits, Hz)	10, 06	—
Minimum Speed Trippot (MIN) Range (% Frequency Setting)	0 - 40	0
Maximum Speed Trippot (MAX) Range (% Frequency Setting)	70 - 110	100
Acceleration Trippot (ACCEL) and Deceleration Trippot (DECEL) Range (Seconds)	.3 - 20	1.5
Boost Trippot (BOOST) Range (50 Hz Only) (Volts/Hz)	0 - 30	5
Slip Compensation Trippot (COMP) Range at Drive Rating (Volts/Hz)	-0 - 3	1.5
Current Limit Trippot (CL) Range (% Full Load)	0 - 200	160
Jog Trippot (JOG) Range (% Frequency Setting)	0 - 100	35
Motor Frequency Setting (Hz) (Jumper J5)	50, 60	60
Output Frequency Multiplier (1X, 2X) (Jumper J4) <sup>2</sup>	1, 2	1
Minimum Operating Frequency at Motor (Hz)	1	—
Speed Range (Ratio)	60:1	—
Speed Regulation (30:1 Speed Range, 0 - Full Load) (% Base Speed) <sup>3</sup>	2.5	—
Overload Protector Trip Time for Stalled Motor (Seconds)	6	—
Undervoltage/Overvoltage Trip Points for 115 Volt AC Line Input (±5%) (Volts AC) <sup>4</sup>	76 - 141	—
Undervoltage/Overvoltage Trip Points for 208/230 Volt AC Line Input (±5%) (Volts AC) <sup>4</sup>	151 - 282	—
Undervoltage/Overvoltage Trip Points for 400/460 Volt AC Line Input (±5%) (Volts AC) <sup>4</sup>	302 - 567	—
Run/Fault Relay Output Contact Rating (Amps at 30 Volts DC, 125 Volts AC, 250 Volts AC)	1, 0.5, 0.25	—
Operating Temperature Range (°C)	0 - 45	—

Notes: 1. Requires an isolated signal. If a non-isolated signal voltage is used, install the SIAC - Signal Isolator (Part No. 9407). 2. Allows the motor to operate up to two times the rated RPM. Constant horsepower will result when operating the drive in the "X2" mode. 3. Dependent on motor performance. 4. Do not operate the drive outside the specified AC line input voltage operating range.

TABLE 2 – ELECTRICAL RATINGS &amp; FEATURES

Model	Part No.		AC Line Input			Output			Motor Horsepower Selection <sup>2</sup> (Jumper J2)					Net Wt.	
	Black	White <sup>1</sup>	Volts AC (50/60 Hz)	Phase (#)	Maximum Current (Amps AC)	Volt Range (Volts AC)	Maximum Continuous Load Current (RMS Amps/Phase)	Maximum Horsepower (HP (kW))						lbs	kg
KBAC-24D	9987	9988	115	1	16	0-230	3.6	1 (75)	1	3/4	1/2	1/4	1/8	5.9	2.7
			208/230	1	10	0-230									
KBAC-27D	9520	9521	115	1	22	0-230	5.5	1½ (1.13)	—	1½	1	3/4	1/2	10.3	4.7
			208/230	1	15	0-230									
KBAC-29	9528	9529	208/230	1	15	0-230	6.7	2 (1.5)	—	2	1½	1	3/4	10.3	4.7
				3	10.8	0-230									
KBAC-45 <sup>3</sup>	9530	9531	400/460	3	5.3	0-400/460	4.6	3 (2.25)	3	2	1½	1	3/4	10.3	4.7
KBAC-48 <sup>3</sup>	9540	9541	400/460	3	9.6	0-400/460	8.3	5 (3.75)	5	3	2	1½	1	10.3	4.7

Notes: 1. White FDA approved finish. 2. Jumper J2 on Models KBAC-29, 45, 48 is labeled "A", "B", "C", "D", "E". Red indicates factory setting. 3. Models KBAC-45, 48 are rated 0 - 400 Volts AC for 50 Hz motor operation and 0 - 460 Volts AC for 60 Hz motor operation.

TABLE 3 – JUMPER SELECTABLE FEATURES

Description (bold indicates factory setting)	Designation	KBAC-24D	KBAC-27D	KBAC-29	KBAC-45	KBAC-48
AC Line Input Voltage (115, 230)	J1	✓	✓	✓	✓	✓
Motor Horsepower (see Table 2)	J2	✓	✓	✓	✓	✓
Automatic or Manual Start (A, M) <sup>*</sup>	J3	✓	✓	✓	✓	✓
Frequency Multiplier (1X, 2X)	J4	✓	✓	✓	✓	✓
Motor Frequency (50Hz, 60Hz)	J5	✓	✓	✓	✓	✓
Fixed or Adjustable Boost (FIX, ADJ)	J6	✓	✓	✓	✓	✓
Regenerative or DC Injection Braking (RG, INJ)	J7	✓	✓	✓	✓	✓
"Run" or "Fault" Output Relay Operation (R, F)	J8	✓	✓	✓	✓	✓
Normally Open or Closed Stop Contact (NO, NC)	J9	✓	✓	✓	✓	✓
Constant or Variable Torque (VT, CT)	J10	**	✓	✓	✓	✓
Factory Assignable Function (1, 2)	J11	**	✓	✓	✓	✓

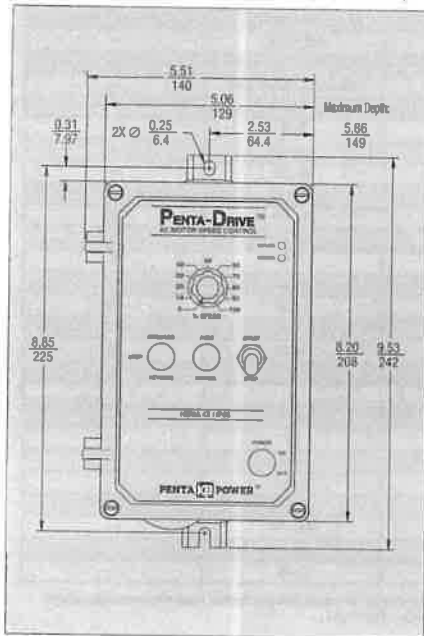
\* In Auto Mode, the drive will automatically restart due to a momentary power loss of less than 5 seconds. \*\* Feature available 3rd Qtr 2005.

KB Electronics, Inc. 2



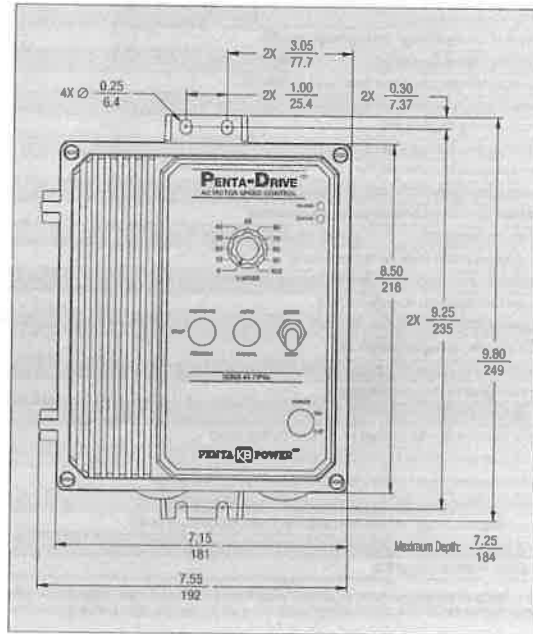
Green Mountain Technologies, Inc.  
Earth Tub™ ET9 O & M Manual  
©2014

FIGURE 1 – MODELS KBAC-24D  
MECHANICAL SPECIFICATIONS (Inches/mm)



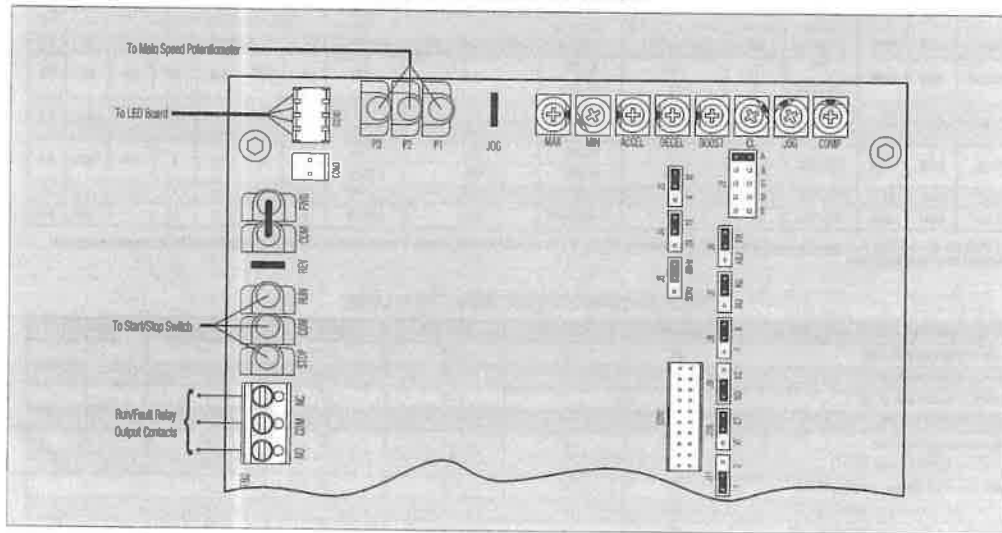
Contains 2 mounting holes for standard 1/2" liquidtight fittings.

FIGURE 2 – MODELS KBAC-27D, 29, 45, 48  
MECHANICAL SPECIFICATIONS (Inches/mm)



Contains 2 mounting holes for standard 1/2" liquidtight fittings and 1 mounting hole for standard 3/4" liquidtight fitting.

FIGURE 3 – CONTROL LAYOUT\*



\* Layout of Model KBAC-24D wires slightly.

KB Electronics, Inc. 3

FIGURE 4 – MODELS KBAC-24D, 27D  
MOTOR & AC LINE INPUT CONNECTIONS

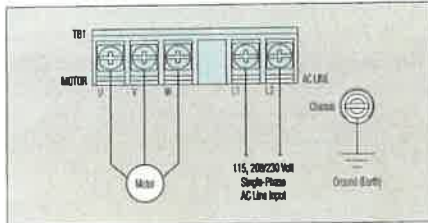
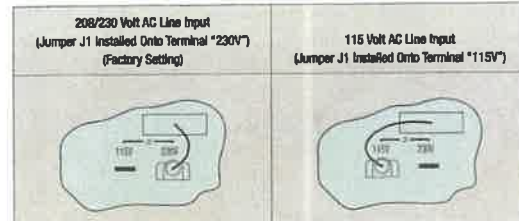


FIGURE 5 – MODELS KBAC-24D\*, 27D  
AC LINE INPUT VOLTAGE SELECTION



\* Layout of Model KBAC-24D varies slightly.

FIGURE 6 – MODELS KBAC-29, 45, 48 MOTOR & AC LINE INPUT CONNECTIONS

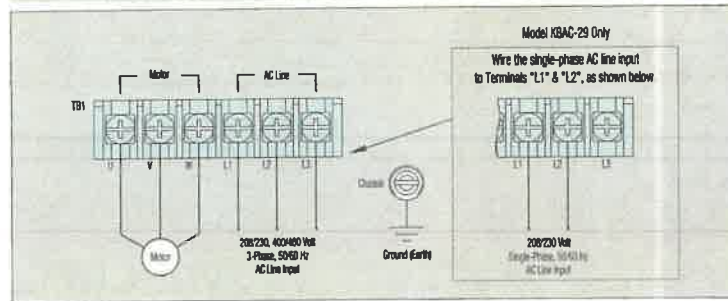


TABLE 4 – OPTIONAL ACCESSORIES

Description	Model KBAC-24D	Model KBAC-27D	Model KBAC-29	Model KBAC-45	Model KBAC-48
Forward-Stop-Reverse Switch – Provides motor reversing and stop functions. Mounts on the enclosure cover and is supplied with a switch seal to maintain liquidtight integrity.	9480	9480	9480	9480	9480
On/Off AC Line Switch – Disconnects the AC line. Mounts on the enclosure cover and is supplied with a switch seal to maintain liquidtight integrity.	9482	9523	9532	9532	9532
Run-Stop-Jog Switch – Selects speed setting from either the Main Speed Potentiometer or the JOG Trimpot. Mounts on the enclosure cover and is supplied with a switch seal to maintain liquidtight integrity.	9488	9488	9488	9488	9488
Signal Isolator – Provides isolation between a non-isolated signal voltage source and the drive. Mounts on the drive's PC board with four snap-ins.	9467*	9467*	9467*	9467*	9467*
Auto/Manual Switch – When used with the Signal Isolator, it selects remote process signal or the Main Speed Potentiometer. Mounts on the enclosure cover and is supplied with a switch seal to maintain liquidtight integrity.	9481	9481	9481	9481	9481
AC Line Filter <sup>1</sup> – Provides Class A RFI (EMI) suppression. Installs onto the drive's PC board with quick-connect terminals. Suffix "S": Filter must be used with built-in On/Off AC Line Switch. Suffix "NS": Filter must be used without On/Off AC Line Switch.	Suffix "S"	9516	9512	9479	9479
	Suffix "NS"	9507	9513	9515	9515
Multi-Speed Board – Provides multi-speed operation using external contacts or a PLC. Mounts on the drive's PC board with four snap-ins.	9489	9489	9489	9489	9489
Programming Kit <sup>2</sup> – Includes DownLoad Module™ (DLM) handheld programming device which uploads and downloads drive programs, PC to DLM serial communication cable, DLM to drive communication cable, and PC Windows® based Drive-Link™ communication software.	9582	9582	9582	9582	9582
Modbus Communication Module – Allows direct communication between drive and Modbus <sup>3</sup> protocol.	9517	9517	9517	9517	9517
Liquidtight Fittings – Provide a liquidtight seal for wiring the drive. Kit includes two 1/2" and one 3/4" liquidtight fittings.	9526	9526	9526	9526	9526

Notes: 1. Complies with CE Council Directive 39/36/EEC Industrial Standard. 2. If a USB communication cable is required, purchase Part No. 19008. 3. Other protocols available, contact our Sales Department.

⚠ Warning! It is highly recommended that a Signal Isolator be installed when using the drive with external control signals.



KB ELECTRONICS, INC.  
12095 NW 39th Street, Coral Springs, FL 33065 2516 • (954) 346-4900 • FAX (954) 346-3377  
Outside Florida Call Toll Free (800) 221-6570 • info@kbelectronics.com  
www.kbelectronics.com

(A42103) – Rev. B – 5/2005  
Print Code



7' Com. roller



# STAFF REPORT – CITY COUNCIL MEETING

June 22, 2022

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

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

**PREPARER:** Morguine Sefcik, Environmental Programs Manager

**DATE:** June 15, 2022

**TITLE:** **Adopt Resolution No. 212-74 Approving an Application for Grant Funds from the California Coastal Commission's LCP Local Assistance Grant Program for Conducting a Sea Level Rise Vulnerability Assessment and Hazard Scenario Planning for Coastal Resiliency.**

## RECOMMENDATION:

It is recommended that the Council adopt Resolution No. 212-74 approving an application for grant funds from the California Coastal Commission's Local Coastal Program (LCP) Local Assistance Grant Program for coastal resiliency planning along Arcata's shoreline through a vulnerability assessment and hazard scenario planning.

## INTRODUCTION:

The Environmental Services Department proposes to request grant funds to help fund coastal resiliency planning along Arcata's shoreline, including a vulnerability assessment, hazard scenario planning, and development of an adaptation plan for capital improvement projects.

## BACKGROUND:

The California Coastal Commission's LCP Local Assistance Grant Program offers rolling grant funding to support local government coastal resiliency efforts. Approximately \$31 million is available. The grant program is intended to provide assistance to local governments responsible for developing and amending LCPs. Funds may be used for projects that are designed to assist local governments in assessing impacts and planning for coastal resiliency, including adapting to the impacts of climate change and sea level rise, and which contain an LCP planning component. The Environmental Services Department will submit a grant application for this round of funding, as well as the Community Development Department. City staff have received confirmation from the Coastal Commission that multiple proposals from a jurisdiction will be considered.

## DISCUSSION:

The Environmental Services Department plans to request the maximum grant amount of \$100,000 to better understand vulnerabilities to sea level rise and flooding along Arcata's shoreline and develop adaptation strategies that reduce or accommodate the flooding and erosion associated with sea level

rise. The planned study will involve more detailed hydraulic modeling than has previously been conducted for the Arcata shoreline, considering sea level rise, as well as the compounding effects of potential wave action, rainfall, and stormwater flows. The study area will be between McDaniel Slough to Brainard Slough. The project will include the following tasks: 1) Develop hydraulic model of the study area, 2) Conduct coastal exposures and vulnerability assessment considering potential flooding from tidal still water, wave action and rainfall, 3) Develop an adaptation plan for capital improvement projects (CIP), and 4) Public and stakeholder outreach. The adaptation strategies developed will inform the City's LCP update and planned CIP improvements in the study area. The adaptation strategies will consider both the location of assets as well as the condition, age, and proximity to other natural and built landscapes at risk to determine if there are opportunities for multi-benefit strategies that address both climate adaptation as well as long term capital planning.

#### **POLICY IMPLICATIONS:**

This action is consistent with the City's Sea Level Rise Chapter of the draft Local Coastal Element, the Council's Priority Projects for 2022/2023 under 8.f. Climate Change and Climate Adaptation—Continue sea level rise adaptation planning and implementation strategies including research, analysis, and project implementation and strategic property acquisition to support long term climate change adaptation.

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

The Wetlands and Creeks Committee and Planning Commission have expressed support for sea level rise adaptation planning.

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

This grant proposal is for a planning-level study only and exempt from CEQA, as it does not meet the definition of a project.

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

The grant request for funding will be the maximum allowed, \$100,000. If funded, a budget adjustment would be completed to add the funds into the 2022/2023 budget.

#### **ATTACHMENTS:**

A. Resolution Number 212-74 Local Coastal Program Grant - Sea Level Rise (PDF)

**RESOLUTION NO. 212-74****A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ARCATA TO APPLY FOR AND ACCEPT CALIFORNIA COASTAL COMMISSION ROLLING LOCAL COASTAL PROGRAM PLANNING GRANT FUNDS TO CONDUCT A SEA LEVEL RISE VULNERABILITY ASSESSMENT AND HAZARD SCENARIO PLANNING FOR COASTAL RESILIENCY**

**WHEREAS**, the Budget Act of 2021 provides up to \$31 million to support the Coastal Commission's LCP Local Assistance Grant Program which awards grants to local governments to support coastal resiliency and updates to Local Coastal Programs (LCPs); and

**WHEREAS**, the California Coastal Commission, under the authority of the California Coastal Act, may provide financial assistance to support coastal planning and has approved a grant program to provide such financial assistance for LCP planning; and

**WHEREAS**, the goal of the grant program is to develop new or updated LCPs in conformance with the California Coastal Act and to promote coastal resiliency and address the effects of climate change; and

**WHEREAS**, grant proposals submitted under this grant program must complete Local Coastal Program (LCP) planning work with special emphasis on coastal resiliency and addressing the effects of climate change and sea-level rise; and

**WHEREAS**, the City of Arcata has an effectively certified LCP; and

**WHEREAS**, the City of Arcata, desires to pursue a project that would result in the completion and submittal for certification by the California Coastal Commission of an Amendment to the LCP in whole; and

**WHEREAS**, the City of Arcata commits to and agrees to fully support a planning effort intended to complete a certified LCP pursuant to the provisions of the California Coastal Act, with full public participation and coordination with the Coastal Commission staff.

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council, of the City of Arcata, hereby:

1. Directs the Environmental Services Director to submit the grant application package to the California Coastal Commission to provide financial and planning assistance, under authority of the California Coastal Act, in the amount of \$100,000.00 to fund the City of Arcata's proposal to conduct a vulnerability assessment and hazard scenario planning for coastal resiliency.

2. Authorizes the City Manager, of the City of Arcata, to execute, in the name of the City of Arcata, all necessary applications, contracts and agreements and amendments thereto to implement and carry out the grant application package attached hereto and any project approved through approval of the grant application in the name of the City of Arcata.

**DATED:** June 22, 2022

**ATTEST:**

**APPROVED:**

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

\_\_\_\_\_  
Mayor, City of Arcata

#### **CLERK'S CERTIFICATE**

I hereby certify that the foregoing is a true and correct copy of Resolution No. 212-74, passed and adopted at a regular meeting of the City Council of the City of Arcata, County of Humboldt, State of California, held on the 22nd day of June, 2022, by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

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



# STAFF REPORT – CITY COUNCIL MEETING

June 22, 2022

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

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

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

**DATE:** June 07, 2022

**TITLE:** **Adopt Resolution No. 212-70 Authorizing Application for the Regional Early Action Planning Grant in the Amount of \$33,000.**

---

## RECOMMENDATION:

Staff recommends Council Adopt Resolution No. 212-70 Authorizing Application for the Regional Early Action Planning Grant in the Amount of \$33,000.

## INTRODUCTION:

The City is currently in the process of developing General Plan updates and new codes to implement them, including the Gateway Area Plan and its corresponding Form-Based Code. This effort has been largely bootstrapped and funded by a wide variety of state grant sources. The Regional Early Action Planning Grants program is administered by the Humboldt County Association of Governments (HCAoG). A portion of the funds will be allocated as a grant program to local jurisdictions to stimulate housing production. This action would authorize application to the HCAoG for a grant amount of \$33,000 to continue the Gateway planning efforts.

## DISCUSSION:

The grant program will provide much needed assistance to the City's long-range planning efforts. The City has continuously sought additional revenue to complete the long-range planning efforts. The funds will be used to complete additional work on the gateway plan. Importantly, these funds will fund contracts for in dept racial equity and social justice review of the General Plan as well as additional community design work on the Gateway Plan.

## POLICY IMPLICATIONS:

The grant will assist the City's housing and economic development goals.

## COMMITTEE/COMMISSION REVIEW:

None



**ENVIRONMENTAL REVIEW (CEQA):**

The adoption of the plans will be subject to environmental review. A full Environmental Impact Report is being developed for the plans.

**BUDGET/FISCAL IMPACT:**

This will add \$25,000 to the budget for the Gateway Area Plan.

**ATTACHMENTS:**

A. Resolution 212-70 REAP Grant (DOCX)

**RESOLUTION NO. 212-70****A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ARCATA AUTHORIZING  
APPLICATION FOR REGIONAL EARLY ACTION PLANNING GRANT**

**WHEREAS**, the Humboldt County Association of Governments (HCAoG) is administering the Regional Early Action Planning Grant (REAP); and

**WHEREAS**, the City may apply for grant funds and technical assistance to support planning efforts that will stimulate housing production; and

**WHEREAS**, the City's efforts on the Gateway Area Plan meet the objectives of the REAP Program; and

**WHEREAS**, amending the City's accessory dwelling unit zoning ordinance would streamline review of permits for this housing type; and

**WHEREAS**, the environmental effects of the General Plan updates and all subsequent zoning ordinances will be considered in an Environmental Impact Report;

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council of the City of Arcata hereby:

1. Directs staff to submit an application for a REAP Grant in the amount of up to \$33,000 for the Gateway Area Plan and General Plan updates engagement work; and
2. Authorizes the City Manager, of the City of Arcata, to accept the award of grant funding and to execute and submit all documents including, but not limited to, applications, agreements, payment requests, and so on, which may be necessary.

Dated: \_\_\_\_\_, 2022

ATTEST:

APPROVED:

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

\_\_\_\_\_  
Mayor, City of Arcata

Attachment: A. Resolution 212-70 REAP Grant [Revision 1] (3900 : REAP Grant)

**CLERK'S CERTIFICATE**

I hereby certify that the foregoing is a true and correct copy of Resolution No. 212-70, passed and adopted at a regular meeting of the City Council of the City of Arcata, County of Humboldt, State of California, held on the \_\_\_\_ day of \_\_\_\_\_, 2022, by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

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City Clerk, City of Arcata



## STAFF REPORT – CITY COUNCIL MEETING

June 22, 2022

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

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

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

**DATE:** June 06, 2022

**TITLE:** **Approve Amendment No. 3 to the Memorandum of Understanding (MOU) between the City of Arcata and Humboldt Trails Council to Add a New Section Regarding Shared Use of a Flail Mower, and Authorize the City Manager to Execute All Applicable Documents.**

### RECOMMENDATION:

It is recommended that the Council approve Amendment No. 3 to the MOU between the City of Arcata and Humboldt Trails Council to add an additional section regarding shared use of a Kubota Flail Mower and authorize the City Manager to execute all applicable documents.

### INTRODUCTION:

In 2013, the City partnered with Humboldt Trails Council (HTC) to expand HTC's Volunteer Trail Stewards (VTS) program to the Arcata trail system. The partnership provides Arcata's trails with maintenance support, trail monitoring and reporting, and assistance with special projects. The partnership includes an MOU to outline the expectations and duties to be performed by both the City and the HTC.

### BACKGROUND:

In 2013, Staff worked with members of the Humboldt Trails Council (HTC) to develop a Memorandum of Understanding (MOU) to enable the HTC's Volunteer Trails Stewards (VTS) to provide volunteer support to the City for trail maintenance needs. The MOU provides many support activities to the City's trail system, including removal of litter, debris, and invasive species, vegetation trimming, re-stocking Doggi-pots, removal of graffiti, inspecting and reporting on facility conditions and damage, and working with the City on trail improvement projects.

This MOU was amended in 2018 and 2020 to include support for a Volunteer Coordinator position located at the Arcata Marsh Interpretive Center and to be paid by the HTC, to help promote, recruit and coordinate volunteer efforts for the Humboldt Bay Trail.

### DISCUSSION:

The current amendment creates an additional section outlining the applicable use, operation schedule and operator responsibilities of a jointly purchased Kubota Flail Mower. HTC approached the City

of Arcata, County of Humboldt, City of Eureka and McKinleyville Community Services District about the opportunity to fundraise for a flail mower that could be utilized across jurisdictions to maintain our regional trails system. Staff from all four jurisdictions and HTC have been meeting for several months to discuss the opportunity and outline maintenance and use responsibilities for the shared equipment.

The mower has been purchased and each jurisdiction is contributing \$3,000 towards the purchase. Humboldt Trails Council has fundraised for the remaining portion. The flail mower will be shared across the cities of Arcata and Eureka, the County and the McKinleyville Community Service District. The County will conduct regular maintenance on the mower, and parks supervisors across jurisdictions will coordinate to schedule transport and use of the mower. The mower will enable more efficient maintenance of our expanding regional trail system.

**POLICY IMPLICATIONS:**

This action is consistent with the City Council's Facilities & Infrastructure goal to improve transportation and circulation systems, its Environmental Leadership goal to support open space and ecosystem functions, and its Citizen & Community Health goal of supporting healthy eating and active living programs and providing recreation opportunities for all citizens.

**COMMITTEE/COMMISSION REVIEW:**

N/A

**ENVIRONMENTAL REVIEW (CEQA):**

This action does not require environmental review under the California Environmental Quality Act (CEQA).

**BUDGET/FISCAL IMPACT:**

The City's contribution of \$3,000 is feasible through our Parks 81 activity budget in this current fiscal year. Staff expect a greater than \$3,000 savings in staff time associated with trail maintenance from the assistance that will be provided through the jointly purchased flail mower.

**ATTACHMENTS:**

Humboldt Trails Council MOU Amendment 3 (PDF)

**AMENDMENT NO. 3 TO THE  
MEMORANDUM OF UNDERSTANDING BETWEEN  
HUMBOLDT TRAILS COUNCIL AND CITY OF ARCATA**

This is an Amendment to that certain Memorandum of Understanding (MOU) by and between the City of Arcata, a municipal corporation (hereinafter referred to as "CITY") and the Humboldt Trails Council, a California 501(c)(3) non-profit (hereinafter referred to as "HTC"), Entered into on June 13, 2013, and amended on November 5, 2018 and on January 1, 2021. This Amendment No. 3 to said MOU is effective as of \_\_\_\_\_.

WHEREAS, the Parties entered into a MOU to formalize the partnership between HTC's Volunteer Trail Stewards Program (VTS) and the CITY, whereby HTC through VTS agreed to provide certain trail maintenance services to the CITY; and

WHEREAS, the Parties now desire to amend the term of the MOU,

NOW THEREFORE, the Parties mutually agree that the MOU shall be amended as set forth below:

1. A new section, "J" shall be added to the MOU as Amendment No. 3 which states:

**J. KUBOTA MOWER**

1. Ownership and Shared Use of Mower. HTC will purchase one Kubota Flail Mower. Humboldt County Parks, City of Eureka, City of Arcata, and McKinleyville Community Services District will have shared access to the Kubota Flail Mower in order to maintain the trails in Humboldt County.

2. Release of Liability – Applicable to Use of Kubota Flail Mower Only:

CITY shall indemnify and hold harmless HTC and each of its employees, board members and volunteers from any liability or responsibility for accidents, loss or damage to persons or property arising from work done by CITY employees or representatives while operating the Kubota Flail Mower. CITY shall, at its own expense, cost, and risk, defend any and all actions, suits, or other legal proceedings that may be rendered against HTC and its employees, board members and volunteers in any such action, suit, or legal proceedings arising from the work done by CITY employees in the operation of the Kubota Flail Mower.

This paragraph does not replace the indemnification provisions contained in Section F of the MOU or the Insurance Requirements contained in Section G of the MOU. It is only applicable to the use of the Kubota Flail Mower by CITY.

3. Operation Schedule and Operator Responsibilities:

The Kubota Flail Mower schedule will be determined by agreement of the Parks Supervisors of County of Humboldt, City of Eureka, City of Arcata, and McKinleyville Community Services District. The Kubota Flail Mower will rotate between the four agencies every two weeks unless longer periods of time are needed. Requests and plans will be made by the Parks Supervisors. The transportation of the Kubota Flail



Mower between the agencies will be communicated between the giving and receiving agencies every two weeks. The fuel tank will be filled before the receiving agency takes possession of the mower. Humboldt County Parks will take on the role of standard annual maintenance of the Kubota Flail Mower, such as oil changes, filter changes, fuel filters, and greasing.

If CITY is operating the Kubota Flail Mower and damage results, CITY will be responsible for the full cost of the repairs and for arranging for the repairs to be implemented. CITY agrees to be responsible for one-fourth of the cost of long-term wear and damage to the Mower. A Log Book for the Mower will be maintained by CITY showing the date and hours of operations, and what trail it was operated on.

In all other respects, the MOU remains unchanged.

IN WITNESS WHEREOF, the Parties hereto have executed this Amendment as of the first date written above.

HUMBOLDT TRAILS COUNCIL:

By: \_\_\_\_\_ Date: \_\_\_\_\_

Name: Michael Proulx, President

CITY OF ARCATA:

BY: \_\_\_\_\_ Date: \_\_\_\_\_

Karen Diemer, City Manager



# STAFF REPORT – CITY COUNCIL MEETING

June 22, 2022

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

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

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

**DATE:** June 15, 2022

**TITLE:** Consider Initiating Amendments to the Short Stay Vacation Rental Program.

## RECOMMENDATION:

Staff recommends the Council consider an update on the Short Stay Vacation Rental Program and provide direction to staff to initiate any amendments deemed necessary.

## INTRODUCTION:

The City Council adopted a permit program to regulate vacation rentals on May 5, 2021. Staff now has about one year's worth of experience running the program. Staff would like to provide the Council with a report on what we've learned implementing the program. Council may direct staff to initiate any amendments deemed necessary related to the program.

## BACKGROUND:

Between 2019 and 2020, the Council discussed adopting a vacation rental program (Attachment A). The Council considered an ordinance in November 2019. Due to public input at that meeting, and the concern from existing operators, the Council held for additional meetings before introducing Ordinance 1545, which was adopted on May 5, 2021. The Short Stay Vacation Rental Ordinance incorporated several concessions that appealed primarily to operators that lived on the property that they also leased as short stay rentals.

During the year that the program has been in operation, staff has learned a lot about operating the program. This item provides the opportunity for the Council and the public to discuss the program and make any amendments that seem necessary.

## DISCUSSION:

The program was designed with a few key goals. First, the primary intent was to put a limit on the total number of housing units that could be converted to commercial use as vacation rentals. Each unit removed from the long-term tenancy housing stock is one fewer home for residents. But the Council also recognized the importance of these short stay units providing for tourism and transient workers. Second, the program needed to be simple to manage. Many in the community were concerned about the cost of the permits. Yet the revenue from the permits pays to process them. The Council adopted a fee that weighted cost to operators over a complex program that would require

significant allocation of staff time. Lastly, the program was intended to be largely self-regulating. Requirements for posting a 24/7 phone number and identifying the units as vacation rentals.

The program was designed to be simplistic. The ordinance did not include features like separation minimums, size minimums or maximums, number of units on a single parcel, number of permits held by one individual or entity. These and other regulations are included in some vacation rental ordinances throughout the state. While more complex, these standards are intended to ameliorate the potential negative impacts of converting housing to commercial uses.

Staff will provide an oral report on the following topics and seek direction for amendments to the program:

1. Limitation on number per parcel. Some owners have converted most of the units on their property to vacation rentals. At least one owner has converted several units in an apartment complex to vacation rentals. While the Council specifically decided to regulate only the total number of units in Ordinance 1545, conversion of multiple units on one property was not contemplated.
2. Limitation on distance between units. A very few operators own multiple properties in a single neighborhood, some of which are next door to one another. This could have a disproportionate impact on the neighborhood.
3. Complaints. One concern of the Council and community during the adoption process was whether vacation rentals would negatively impact neighborhoods with parties and the like from visitors that did not have a stake in the community. Staff has received very few complaints. Complaints were intended to be focused on the owner first. They were required by the ordinance to post notice of a 24/7 phone number. Not all operators have done so. The Council should consider whether to enforce this provision of the ordinance or remove it.
4. Exemption. The Council built in a permit cap of 100, but they allowed an exemption for operators that live on the property or rent it to long-term tenants, as well as operating a vacation rental. This exemption has caused administrative confusion and required several iterations during application processing to “prove” tenancy. The total number of vacation rentals in operation now, including exempt and non-exempt units, is 141. This is approximately 1.6% of the City’s total housing stock. The Council should consider eliminating the exemption and making the cap 150 units.

#### **POLICY IMPLICATIONS:**

The current program is working well enough to preserve housing

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

None

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

Not applicable to this decision.

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

An amendment would require noticing and staff time that would be reimbursed through program permit fees.

**ATTACHMENTS:**

A. Ord 1545 (PDF)

## ORDINANCE NO. 1545

### AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ARCATA AMENDING ARTICLE 3 IN CHAPTER 2, TITLE VI OF THE ARCATA MUNICIPAL CODE TO REGULATE SHORT-STAY AND VACATION RENTALS

The City Council of the City of Arcata does ordain as follows:

Section 1: Article 3 is hereby amended in Chapter 2 (*Business Regulation*) of Title VI (*Business, Professions and Trades*), amended by the revisions as shown in the following strike through and bold double underscore text:

#### TITLE VI—BUSINESS, PROFESSIONS AND TRADES CHAPTER 2—BUSINESS REGULATION ARTICLE 3—SHORT-STAY AND VACATION RENTALS

#### SEC. 6300. Purpose.

This Article establishes permit requirements, including a limit on the total number of permits that may be active at any time, and other regulations intended to ensure the safe and orderly conduct of short-stay, vacation, and other similar businesses in the City of Arcata. These regulations are also intended to ensure that only a limited proportion of the City's housing stock, which would otherwise be used for long-term residency, is converted to short-stay use.

#### SEC. 6301. Definitions.

"Accessory Dwelling Unit" shall have the same meaning as defined in the Land Use Code, Title IX, Sec. 9.100.

"Active Permit" shall mean a Vacation Rental permit that has not expired and the Vacation Rental was occupied for more than 29 days within the fiscal year the permit was in effect.

"Dwelling Unit" shall have the same meaning as defined in the Land Use Code, Title IX, Sec. 9.100, and includes both Primary Dwelling Units and Accessory Dwelling Units.

"Good Standing" shall mean that all Vacation Rental permit requirements are met, all City fees, charges and taxes, including Transient Occupancy Tax, are paid timely.

"Lot" shall have the same meaning as defined in the Land Use Code, Title IX, Sec. 9.100.

"Owner" shall mean the entity, person, or persons holding fee title to the property on which a Vacation Rental is operated.

“Operator” shall mean the entity, person, or persons engaged in the leasing, subleasing, or otherwise agreeing to allow a property under its control to be operated as a Vacation Rental. This could be, without limitation, the Owner, a tenant, any property management company responsible for the daily operations and emergency call response, or a third party rental service.

“Primary Dwelling Unit” shall have the same meaning as “Single-Family Dwelling” defined in the Land Use Code, Title IX, Sec. 9.100.

“Vacation Rental” shall mean any Dwelling Unit or portion thereof leased for transient occupancy or other temporary occupancy of one or more persons for up to 29 days at a time. Vacation Rental shall include any short-stay temporary occupancy-for-fee living arrangement regardless of its title or its means of advertisement.

#### **SEC. 6302. Permit Required.**

- A. General. The Operator of any Dwelling Unit, or portion thereof, that is used as a Vacation Rental shall obtain a permit prior to operation.
- B. Permits are Non-exclusive. The Operator of a Vacation Rental shall obtain any and all other permits and satisfy all other requirements of federal, state, or local law, including obtaining a Business License, and complying with Transient Occupancy Tax provisions of the Arcata Municipal Code, Title VI, Chapters 1 and 3, respectively.
- C. Limitation of Permits. The total number of Vacation Rental permits that may be issued by the City at any one time is limited to 100, which shall be issued on a first-come, first-served basis until the permit limit is reached.
- D. Exemptions from Limitation. The following Vacation Rental types shall not be counted towards the limitation stated in Section 6302.C, but the Operator of any such Vacation Rental shall obtain a Vacation Rental permit prior to operation, and operation shall be subject to all other requirements of this Article:
  1. A Dwelling Unit that is operated as a Vacation Rental for fewer than 30-days total in any fiscal year, whether consecutive days or not;
  2. A Dwelling Unit operated as a Vacation Rental which is on a lot also occupied by either the Owner or a tenant with month-to-month or longer term tenancy;
- E. Permit Limitation Grace Period. During the first six months after enactment of this Short-stay and Vacation Rentals Ordinance, any Operator who demonstrates receipt of income from operating a Vacation Rental during the prior 12-month period 2020 may apply for a Vacation Rental permit for that Dwelling Unit irrespective of the number of Vacation Rental permits then issued by the City and the Vacation Rental permit limitation. Any Operator who does not file an application within this six-month period is not eligible for a Vacation Rental permit limitation exception. If this grace period results in the issuance of more than 100



Vacation Rental permits, no new Vacation Rental permits will be issued until the total number of issued Vacation Rental permits falls below 100. If Vacation Rental operations had been discontinued during the prior 12-month period 2020 due to the COVID-19 pandemic, the Operator may demonstrate Vacation Rental operating income from activity occurring during 2019 in order to qualify for the limitation exemption.

- F. Permit Term. Vacation Rental permits shall be issued for one year terms on an annual fiscal year basis.

#### **SEC. 6303. Permit Issuance, Requirements.**

- A. Zoning Clearance. Upon receiving an application for a Vacation Rental permit and prior to the issuance of an initial Vacation Rental permit, the City Manager may require the Operator to obtain clearance from Community Development Department to establish that use of the property satisfies zoning standards ("Zoning Clearance"). Generally, the Zoning Clearance will be completed during Community Development Department Business License review; however Zoning Clearance may occur at other times as warranted by the circumstances. Reissuance of a Vacation Rental permit will not require a new Zoning Clearance unless the site conditions, uses, or zoning are altered, changed or amended subsequent to issuance of the initial Vacation Rental permit.
- B. Emergency Contact. Operators shall post contact information for a 24-hour emergency contact at each Vacation Rental. Signage shall be visible from the public right-of-way facing the front of the property and posted within 10 feet of the back of walk or edge of street. Signage shall be no larger than 12"x16". The point of contact shall be a person with authority to immediately address emergencies and/or neighborhood impacts.
- C. Inspection. The Building Official shall conduct a building code inspection of the Dwelling Unit at the time of initial Vacation Rental permit application if the Building Official reasonably believes that health and safety violations may exist on the property. Vacation Rental permits will not be issued for a Dwelling Unit that fails to meet applicable building code requirements. A Vacation Rental permit may be revoked at any time if the Building Official subsequently determines that building code violations exist.
- D. Permit Reissuance.
1. An Operator holding an Active Permit in Good Standing may apply for and receive a reissued Vacation Rental permit provided that the application is made no sooner than 90 days and no later than 30 days prior to expiration of the Vacation Rental permit.
  2. Upon receiving a request for permit reissuance, the City Manager or its designee shall determine whether a permit is an Active Permit and in Good Standing. The Operator shall submit to the City Manager or designee Transient Occupancy Tax and other records deemed pertinent by the City Manager or designee to make these determinations.
- E. Permit Fee. The fee for administration and permit issuance shall be established by resolution

of the City Council and shall be separate from and additional to all other fees that may be required by the City for operation of a Vacation Rental.

- F. Permit Transfer. A Vacation Rental permit may not be transferred to a different Dwelling Unit.
- G. Change in Ownership. The Operator shall notify the City at least 30 days prior to a change in Ownership of the Dwelling Unit.
- H. The City Manager may establish administrative procedures to implement this Chapter.

#### **SEC. 6304. Administrative Enforcement Remedies**

- A. General. When the City Manager finds that a permittee has violated or continues to violate any provision in this Article, the permit, or applicable State or local law, the City Manager may suspend or revoke the permit, and may impose administrative penalties in accordance with Title I, Chapter 3 of the Arcata Municipal Code.
- B. Permit Suspension. The City Manager may immediately, without prior notice or hearing, suspend a Vacation Rental permit after informal notice to the permittee whenever such suspension is necessary to stop an actual or threatened activity that reasonably appears to violate any applicable City law, regulation, rule or order. Any permittee notified of a suspension of its permit shall immediately discontinue operating the Vacation Rental.
- C. Permit Revocation. The City Manager may revoke a Vacation Rental permit for good cause, including, but not limited to, the following reasons:
  - 1. Failure to timely address neighborhood impacts and police call-outs to the Vacation Rental;
  - 2. Failure to pay any fees, taxes, charges, or fines associated with or incurred by operation of the Vacation Rental;
  - 3. Violation of any Vacation Rental permit condition, term, or any provisions of this Article or any other applicable state or local law.
- D. Reconsideration. Any permittee affected by any administrative enforcement action made by the City Manager may file with the City Manager a written request for reconsideration within ten (10) days of such decision, action, or determination, setting forth in detail the facts supporting the permittee's request for reconsideration. The City Manager shall schedule a meeting with the permittee to consider the reconsideration request, and shall make a final determination within fifteen (15) days after the meeting. The City Manager's decision, action, or determination shall remain in effect during such period of reconsideration.
- E. City Council Appeal. The City Manager's reconsideration determination may be appealed by the affected permittee to the City Council by submitting a written request for appeal to the City Manager no later than ten (10) days after notification of the City Manager's

reconsideration decision. The written appeal shall be heard by the City Council within sixty (60) days from the date of filing. The City Manager's decision, action, or determination shall remain in effect during such period of appeal.

- F. Automatic Permit Termination. Permits shall be voidable upon non-use, upon cessation of the activity, upon change of ownership of the Dwelling Unit, or upon such other cause as set forth in regulations adopted by resolution of the City Council.

#### **SEC. 6305. Judicial Remedies.**

- A. Injunctive Relief, Penalties. When the City Manager finds that an Operator has violated any Vacation Rental permit condition, the provisions of this Article, or any other applicable City, County, or State law, the City through its City Attorney may petition the Humboldt County Superior Court for the issuance of a temporary restraining order, preliminary, and/or permanent injunction as may be appropriate to restrain the continuance of the activity. The City may also seek such other action as is appropriate for legal and/or equitable relief. A petition for injunctive relief shall not be a bar against, or a prerequisite for, taking any other action against an Operator.
- B. Criminal Prosecution. Any violation of this Chapter may be prosecuted by the City Attorney and charged in the discretion of the City Attorney as either a misdemeanor or an infraction.

#### **SEC. 6307. Remedies Nonexclusive.**

- A. The remedies in this Article are not exclusive. The City may take any, all, or any combination of these actions against a noncompliant permittee.

Section 2: Severability. If any section, subsection, sentence, clause or phrase of this Ordinance is for any reason held to be invalid or unconstitutional, the decision shall not affect the validity of the remaining portions of the Ordinance. The City Council hereby declares that it would have passed this Ordinance, and each section, subsection, sentence, clause and phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases be declared invalid under law.

Section 3: California Environmental Quality Act – This ordinance creates a regulatory framework to ensure that the leasing of short-stay vacation rentals of existing housing stock does not negatively impact residential neighborhoods or the availability of existing or new housing stock. The primary effect of the program is to limit the expansion of the activity to its current level, and thereby establishes a limit on a current condition. Consequently, it can be seen with certainty that there is no possibility that enactment of this ordinance will have a significant impact on the environment.

Section 4: Effective Date: This Ordinance shall be effective 30 days after adoption.

**DATE:** May 5, 2021

**ATTEST:**

**APPROVED:**



City Clerk, City of Arcata



Vice Mayor, City of Arcata

**CLERK'S CERTIFICATE**

I hereby certify that the foregoing is a true and correct copy of Ordinance No. 1545, passed and adopted at a regular meeting of the City Council of the City of Arcata, Humboldt County, California, held on the 5<sup>th</sup> day of May, 2021, by the following roll call vote:

**AYES: WATSON, ATKINS-SALAZAR, GOLDSTEIN, SCHAEFER**

**NOES: NONE**

**ABSENT: PEREIRA**

**ABSTENTIONS: NONE**



City Clerk, City of Arcata

Attachment: A. Ord 1545 [Revision 1] (3916 : Short Stay Vacation Rental Ord Review)



# STAFF REPORT – CITY COUNCIL MEETING

June 22, 2022

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

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

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

**DATE:** June 15, 2022

**TITLE:** **Consider Draft General Plan Engagement Report and General Plan Update Review Process.**

## RECOMMENDATION:

Staff recommends the Council review the draft report, consider the review process, and provide direction as necessary.

## INTRODUCTION:

The City has been working on General Plan updates in earnest for the last three years, starting with the Housing Element adopted in 2019, the Infill Market Study adopted in early 2020, and the release of various elements of the General Plan, starting with the Gateway Area Plan, in 2021. The Housing Element and Infill Market Study each included a summary of engagement. The current phase of General Plan updates will also include an engagement report. This item provides the draft General Plan Engagement Report and a review of the engagement and decision-making process.

## DISCUSSION:

The General Plan update process has involved several different engagement strategies to ensure broad participation. The engagement is ongoing, so this is the initial draft report and a final report will be completed at the end of the process. This working draft (Attachment A) collates engagement efforts and input to date. This document, along with a report of the recommendations, will inform the decision makers before adopting the General Plan updates.

The process of obtaining input (Attachment B) provides an efficient method of reviewing the draft documents by the City Committees and Planning Commission. In short, the process includes concurrent review of the draft Elements among the various recommending bodies. The recommendations will be compiled in a report, which will be presented to the City. This will likely require a series of special meetings to work through the proposed changes.

This process leverages the hard work the Committees, Commission, and Council put into the General Plan 2020. Many of the elements and the policy they contain are relevant today and will only receive minor revisions (Table 1). The proposed process preserves the timelines adopted in the certified Housing Element and the Grants that are largely funding this work. Lastly, the proposed

process strives to avoid iterative, conflicting revisions that may arise from the various review bodies' and the public engagement input.

**ATTACHMENTS:**

A. SIRP Engagement Rpt 06.07.22 (PDF)

B. SIRP Review 2022.06.15 (PDF)

**STRATEGIC INFILL REDEVELOPMENT  
PROGRAM  
COMMUNITY ENGAGEMENT  
REPORT  
(DRAFT)**

Attachment: A. SIRP Engagement Rpt 06.07.22 [Revision 1] (3915 : General Plan Engagement Update)





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## Executive Summary

*To be developed prior to finalizing report: Finalized summary of engagement themes, findings, and staff recommendations for how to apply community feedback on the draft Gateway Area Plan and other current work product associated with the Strategic Infill Redevelopment Program. This summary may include staff recommended modifications to existing draft Gateway Area Plan and other General Plan Elements currently under development.*

- Some members of the public had concerns about environmental review, sea level rise, liquefaction and other geologic matters, parking, building height and compatibility with the Arcata aesthetic, displacement of businesses and residents, solar shading, wastewater treatment capacity, converting L Street to a southbound one-way, housing affordability, the ministerial permit process associated with the Form-Based Code, and growth in general.
- Common comments in support of elements of the plan focused on the emphasis on complete streets, alternative transportation infrastructure, the L Street conversion, emphasizing higher density, housing affordability, ministerial Form-Based Code, the environmental sustainability measures, sea level rise response, and the focus on trails.

## Engagement Summary

### Overview

This Community Engagement Report summarizes themes from public engagement undertaken in Phase 2 of the City's development of its Strategic Infill Redevelopment Program (SIRP). Phase 1 started in 2017 and covered engagement leading up to and associated with the City's 6th Cycle Housing Element (adopted December 2019) and its Infill Market Study (adopted February 2021). These adopted plans each have an engagement report. This report incorporates those separate engagement reports by reference.

The Strategic Infill Redevelopment Program (SIRP) is intended to:

- Create a new vision statement for the City and a new set of strategic programs to implement over the next 20 years.
- Create a well-balanced housing infill development program that meets Arcata's current and future housing needs.
- Ensure the continued preservation of working forest land to the east and agricultural bottomlands to the west of the City by concentrating development in and around Arcata's developed neighborhoods.

Key outcomes of this Program include:

- Updated elements of the General Plan.
- Form-based code for high-density, medium-scale development that allows mixed-use, mixed-tenure, market-rate affordable housing as well as increased and economic opportunities.
- Area-based policy implemented with that sets codes and standards to allow projects that meet them to move forward without discretionary review.
- Revised zoning code based on General Plan Updates, including Gateway Area Plan.

This report is structured as a set of nested information on the engagement conducted throughout Phase 2. The information is summarized, and major themes are highlighted for the community and decision makers in the Engagement Summary. The data are compiled in this section across all events. The next section includes summaries and themes from individual events. The next subset takes the information provided by the public at various events and collates the comments received. Then finally, the raw data are provided. The nesting allows the reader to quickly understand the community priorities, while retaining the full granularity of specific comments for transparency.

The engagement report is not a full catalog of all input received on the SIRP. Public comment that was directed to decision makers that was included in their packets is not replicated here. Public comment received on the EIR is contained in the EIR per state law and is not replicated here. Comments will be both compiled in this report, and forwarded verbatim to decision makers, if it comes in the form of written submitted comment. The findings contained in this report will be used as the basis for crafting recommendations to the Planning Commission and City Council regarding proposed updates to the Gateway Area Plan and various General Plan Elements. A finalized engagement report will be provided with the Gateway Area Plan when it is brought forward for adoption in late 2022/early 2023.

## Phase 1 Engagement Summary

City staff and the consultant team has worked hard over the past few years to build on the direction set by Council in the City's 6<sup>th</sup> Cycle Housing Element and engage the Arcata community through a variety of methods in order to ensure that engagement was both wide-reaching and COVID-safe. Staff has worked to engage a wide variety of community stakeholders in current planning efforts, with an emphasis on bringing new people to the table and engaging a diverse array of current and future residents, including Cal Poly students and local organizations. Given the City's interest in reaching a variety of community members—including both those who currently live inside Arcata's city limits as well as those that do not but would like to—staff used a multi-pronged engagement approach to gain insight into people's experiences with housing and provide various opportunities to offer input into the housing plans under development. To this end, City staff and consultants have provided several means of engagement with this work throughout the process of developing and reviewing draft documents, with a focus on equity and inclusion.

Beginning in late 2020, the City initiated an extensive community engagement program on the development of the Gateway Area Plan specifically (rather than the General Plan updates, or the SIRP as a whole effort). Early public engagement on the infill program in 2020 was undertaken in partnership with the Institute for Local Government (ILG), as the City of Arcata was chosen as a BOOST community in 2019, which was intended to provide additional, targeted support to select jurisdictions leading the way on climate action. The Institute for Local Government is the nonprofit 501c3 research and education affiliate of the League of California Cities, the California State Association of Counties and the California Special Districts Association. ILG's mission is to promote good government at the local level with practical, impartial, and easy-to-use resources for California Communities. The City's ILG team assisted staff in setting a preliminary course for engagement on the Gateway Plan, including drafting a "community landscape" list to identify community partners, and assisting with facilitating our first visioning session in 2020; and supported the City in securing millions of dollars in grant funding for parks and infrastructure improvements associated with infill housing development.

Development of the Gateway Plan has synthesized public input from its earliest stages. Multiple public walking tours of the Plan Area were also hosted by City staff. Overall—including study sessions with various City committees/commissions—the City hosted over 25 public engagement events and activities throughout the development of the Gateway Area Plan's first draft. In addition, an online survey was open to the public from February-December 2021. The following is a chronological summary of engagement following Phase 1 of SIRP development. Generally speaking, the City's strategy has been to re-evaluate the overarching community vision first, then bring in committees to review the general framework proposed for the Gateway Area Plan, then targeted community review of the draft Plan upon its release.

Community input throughout the development of the City's 6<sup>th</sup> Cycle Housing Element and Infill Market Study established the foundational intentions of the SIRP in several important ways. Most crucially, both engagement processes underscored the severity of Arcata's housing shortage. For example, the Infill Market Study found that in 2019, about half (50%) of 600 participants were paying over 30% of their annual income for housing each year, 31% were paying over 50%, and 14% reported that their monthly payments for housing over a year cost more than their annual income. Phase 1 engagement reflected an

urgent need for increased access to safe, affordable housing for a variety of community members, including students from Humboldt State University, artists, and seniors, among others. Furthermore, that engagement pre-dates the steep increase in Humboldt County housing prices that the community has witnessed since the beginning of the COVID-19 pandemic.

A second primary takeaway from Phase 1 engagement is that existing inequities in Arcata negatively impact one's ability to find housing. Once again using the example of Infill Market Study survey participants, almost half (44.65%) who identified as a person of color were renters. Almost half of the participants (41.44%) who identified as white were homeowners. In comparison, about 27.04% of participants who identified as a person of color were homeowners. In this way, Phase 1 engagement reinforced the need for equitable access to housing across various groups, irrespective of race, age, or socioeconomic status. Understanding this need, the SIRP has been developed with a focus on equity.

Phase 1 engagement activities also underscored the Arcata community's interests in climate change preparation, environmental stewardship, prioritization of infill development rather than sprawl, and careful planning for future infrastructure needs. This opposition to developing the City's green belt has formed the basis for the decision to prioritize infill as a way to meet Arcata's current and future housing needs.

Finally, stakeholders in Phase 1 engagement expressed an interest in streamlining housing production processes, understanding that City procedure and requirements often stand in the way of necessary growth and development. Participants stressed collaborating with existing artists and community partners to guide the design of structures and open space in ways that reinforce Arcata's unique feel and aesthetic.

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### Building on Previous Data

City staff made a point to build on previous engagement efforts undertaken by elected officials, community members, and Humboldt State University, particularly in light of challenges with meeting in person at the beginning of the City's engagement program. In addition to the Infill Market Study and the Housing Element, the sources below helped staff in understanding the general framework of community needs and desires prior to undertaking SIRP-specific engagement. All sources listed below can be reviewed on the "Additional Resources" tab of the SIRP webpage, available at: <https://www.cityofarcata.org/928/Related-SIRP-Materials>.

- "Policy Grid" Amenity Interviews (2018/2019)
- Existing City Policy (2000-present)
- Council Goal-setting Sessions (2020)
- HSU 5-Year Visioning (2019)
- HSU Student Climate Forum (2019)
- Equity arcata "Draft Solution Set" (2015)
- "Creamery District" initial Visioning (2012)

Cumulatively, these documents assisted in finalizing the structure and goals of the City's Strategic Infill Redevelopment Program (SIRP). The City aligned the community needs and priorities reflected within these documents with the resources available and determined that Arcata's housing and economic development needs—present and future—will best be met by prioritizing infill development.



### Engagement Summary At-a-Glance

Overall—including study sessions with various City committees/commissions—the City hosted over twenty-five public engagement events and activities throughout the development of the Plan’s first draft. After release of the draft, the City hosted over fifty opportunities for learning about the draft and providing comment to staff, various committees, the Planning Commission, and the City Council.

Virtual, recorded sessions are available for review on the City’s YouTube page. A SIRP playlist has been created and is accessible via this link:

<https://youtube.com/playlist?list=PL7tMq3MmkA5qJHW0ypCUBOfCJCtLuxZjD>

### **Infill Program Engagement Community Engagement- prior to draft Gateway Plan release and immediately after**

1. 12/17/20 Community Visioning and Listening Session (virtual)
2. 1/21/21 City Council Special Study Session: Strategic Infill Redevelopment Program Report
3. 2/1/21-12/31/21 Visioning Survey (on-line; English and Spanish versions)
4. 2/21/21 HSU Associated Students Board Strategic Infill Redevelopment Program presentation
5. 2/25/20 Community Visioning and Listening Session (virtual)
6. 4/20/21 Community Lecture hosted by HSU (virtual) (Victor Schuab Lecture Series)
7. 6/4/21 Gateway Area Walking Tour with Arcata High School (in-person)
8. 6/19/21 Gateway Area Public Walking Tours (in-person)
9. 6/24/21 City Council and Planning Commission Special Study Session: Strategic Infill Redevelopment Program Report
10. 7/6/21 Economic Development Committee: Discussion of the Gateway Area Plan (virtual)
11. 7/14/21 Parks and Recreation Committee: Discussion of the 2020 General Plan Update and the Gateway Area Plan (virtual)
12. 7/15/21 Historic Landmarks Committee: Discussion of the Gateway Area Plan (virtual)
13. 7/19/21 Energy Committee: Discussion of the General Plan Update and the Gateway Area Plan (virtual)
14. 7/20/21 Traffic Safety Committee: Discussion of the General Plan Update and the Gateway Area Plan
15. 7/20/21 Wetlands and Creeks Committee: Discussion of the General Plan Update and the Gateway Area Plan
16. 8/10/21 Planning Commission: Study Session for the Strategic Infill Redevelopment Program, including the Gateway Area Plan (virtual)
17. 8/17/21 Traffic Safety Committee: Discussion of the Gateway Area Plan (virtual)
18. 8/30/21 Letter mailed to all property owners within Gateway Area encouraging outreach to City staff with questions regarding pending plan
19. 9/14/21 Planning Commission Walking Tour (in-person)
20. 9/21/21 City Council Special Study Session Walking Tour (in-person)
21. 10/15/21 Public Walking Tour (in-person)
22. 10/16/21 Public Walking Tour (in-person)
23. 12/9/21 Public Workshop (virtual)
24. 12/11/21 Public Walking Tour (in-person)
25. 12/14/21 Planning Commission (virtual)
26. 12/15/21 City Council: Report of Public Draft Document (virtual)

## Infill Program Engagement Community Engagement- after Gateway Plan release to present

City staff planned additional community engagement January-April, including an in-person “Open House” style meeting with COVID protocols; additional zoom Town Halls and study sessions with more opportunities for engagement on proposed circulation and building height and scale; and a variety of opportunities to weigh in on area-wide amenities in partnership with various City committees. City committees and the Planning Commission have performed additional review at public hearings throughout the first and second quarters of 2022. In particular, the Planning Commission has made it a priority to go through the draft Gateway Area Plan, chapter by chapter, through the spring and summer, with the intent of broadening opportunities for public feedback, and increasing access to the decisionmakers.

### January 2022

1. Jan 3 HSU Executive Team presentation
2. Jan 4 Eco News Report interview
3. Jan 6 Local Banker Gateway Area walking tour
4. Jan 11 Planning Commission Meeting
5. Jan 13 Dishgamu Humboldt/COOP Hum
6. Jan 14 KEET TV Interview
7. Jan 18 Transportation Safety Committee regular meeting
8. Jan 19 Bear River and Blue Lake Rancheria THPO Meeting
9. Jan 20 Wiyot THPO Meeting
10. Jan 20 Historic Landmarks Committee Meeting
11. Jan 20 CRTP Meeting
12. Jan 21 Open House
13. Jan 22 Farmer’s Market Tabling
14. Jan 22 Open House
15. Jan 24 North Coast Health Leadership Team
16. Jan 25 Attendance and answering Qs at Artists in Action
17. Jan 29 North Arcata Gateway Walking Tour
18. Jan 31 El Centro Open House Tabling

### February 2022

1. Feb 1 Economic Development Committee presentation
2. Feb 4 Skating Event at HSU
3. Feb 8 Planning Commission Meeting
4. Feb 12 Farmer’s Market Tabling
5. Feb 15 ESM 360 Walking Tour
6. Feb 15 Parks and Rec Committee Meeting
7. Feb 17 “We’ll Come to You” session-HSU Community Psychology Course
8. Feb 17 Tabling at HSU Quad
9. Feb 24 Tabling at HSU Quad
10. Feb 24 “We’ll Come to You” session- HSU Research Methods course
11. Feb 24 “We’ll Come to You” session-Humboldt 350
12. Feb 24 HSU Tabling

- 13. Feb 26 Farmer's Market Tabling
- 14. Feb 28 Timber Heritage Society

#### March 2022

- 1. March 1 Artist "We'll Come to You" Session
- 2. March 2 "We'll Come to You" session-HSU Conflict Resolution Class
- 3. March 8 North Coast News Interview
- 4. March 9 Parks and Recreation Committee Meeting
- 5. March 10 Forest Management Committee
- 6. March 10 SIRP EIR NOP Scoping Meeting
- 7. March 12 Farmer's Market tabling
- 8. March 15 Creeks and Wetlands Committee
- 9. March 16 Greenway WC2U
- 10. March 21 Energy Committee
- 11. March 21 Architect's Meeting
- 12. March 23 WC2U Local Government Commission
- 13. March 24 Student Forum w/ Housing Liaison-1 pm, in person on campus
- 14. March 26 Farmer's Market tabling
- 15. March 28 OLLI Presentation
- 16. March 30 KINS Interview

#### April 2022

- 1. April 3 "Humboldt Holding Up" podcast
- 2. April 8 HSU AS Board "We'll Come to You"
- 3. April 10 Universalist Fellowship Climate Action Campaign
- 4. April 12 Planning Commission hearing
- 5. April 14 Spanish Language Gateway Meeting
- 6. April 21 True North "We'll Come to You"
- 7. April 25 HSU Environmental-"We'll Come to You"
- 8. April 26 Planning Commission Meeting

#### May 2022

- 1. May 10 Planning Commission Meeting
- 2. May 12 Economic Development Committee Plan review
- 3. May 19 Historic Landmarks Committee Meeting
- 4. May 24 Planning Commission Meeting

#### June 2022

- 1. June 1 City Council engagement update
- 2. June 10 Housing Professionals "We'll Come to You"
- 3. June 14 Planning Commission Meeting
- 4. June 16 Historic Landmarks Committee Meeting
- 5. June 28 Planning Commission Meeting
- 6. June 29 Form-Based Code educational Town Hall (proposed)

## Community Vision

Broadly, community visioning involves five key steps to determine:

Step	Which Delivers...
Where are we now?	An inventory of current assets, opportunities, and challenges
Where are we going?	Future scenarios based on current assets, opportunities, and challenges
Where do we want to be?	Preferred future, based on shared values and aspirations
How do we get there?	Decisions and actions required to make the vision possible, with clear indicators and measurements
Are we making progress?	An overview of performance (through monitoring and reporting) and opportunity to recalibrate as necessary

Our primary questions have been:

- 1) How do we retain what makes Arcata special, and also provide opportunities and space for new people, balancing conservation and inclusivity?
- 2) How do we continue to effectively regulate growth (regulate meaning maintain the balance of appropriately *encouraging* and *discouraging* growth in a way that aligns with community values & priorities)?





## Dates/structure

### “Town Hall” Zoom Meetings

The City held two meetings where we asked the public what updates to our current policy makes sense in order to strengthen our community, combat and adapt to climate change, and increase opportunity for everyone to live, work, and play in Arcata.

The second of the two sessions focused on four main areas of focus as identified through outreach to date: 1) growth and development, 2) neighborhoods and urban form, 3) environment and sustainability, and 4) community and health. These topics encompass all elements of the general plan that staff will be updating through 2023.

### “Meeting-in-a-Box” Sessions

City staff prepared targeted packets for further outreach that can be easily used both by staff and members of the community, further broadening our ability to connect and capture information from a variety of community stakeholders, through a “Meeting in a Box” process. A “Meeting-in-a-Box” is a self-guided meeting format that will be available on the city’s website. This meeting in a box format will allow community members to dig into topics that are most interesting to them and submit ideas to city staff. The meeting in a box format was available to the public for the entirety of 2021 in order to ensure maximum reach of engagement.

### Online survey

The City released a survey on the City’s website that aligned with the questions asked at the Town Hall sessions, in an effort to bring along members of the community who cannot attend our meetings, but still want to engage in our processes. The survey was released concurrently with the public meetings where similar topics were discussed in late 2020/early 2021, and the survey remained open for over a year, officially closing April 1 of 2022.

### Listening Session/Community Vision Session 1 (December 2020)

On December 17th, 2020 at 5:30 PM, City staff conducted a public meeting over zoom in partnership with the City's BOOST team, who are partnering Institution for Local Government Program staff. There were roughly 40-50 participants at the meeting, many of whom stayed for the full hour-and-a-half meeting and took part in the small group breakout sessions. The meeting started with a 2020 report out from Arcata City Manager Karen Diemer, then transitioned to a variety of polling questions, then transitioned to breakout group sessions. The meeting ended with a short overview of upcoming City planning efforts and upcoming opportunities for future engagement.

Watch the recorded video here:

<https://www.youtube.com/watch?v=A8LfsJLLZxU>

We held our first visioning session in December 2020, and started with basic questions meant to spur big ideas about Arcata's future.

Results focused on many of the topics reflected in our current vision statement that was completed in the year 2000, including the environment and climate change, the importance of community engagement, and the city's physical and structural connections to Humboldt State University. But some new themes are beginning to emerge as well that didn't make it into the city's vision from 20 years ago.



New themes include more intensive preparations for climate change and sea level rise, addressing mental health and homelessness, reconnecting with Humboldt's Indigenous communities, addressing racial disparities in Arcata, incorporating art into all elements of city life and governance, and focusing energy and investment into geographical areas of the city outside the plaza, particularly Valley West.

At this first visioning meeting, COVID relief and basic needs such as shelter and jobs were identified as high-priority concerns to focus on in the next year, followed by an interest in working on connections to Humboldt State University. When asked, "how do you envision Arcata in 2021 and beyond", Arcata was primarily envisioned as community oriented, equitable, and inclusive. We also asked participants to define equity in their own words, and overwhelmingly the response was "opportunity". Finally, when asked what makes Arcata special, the majority of participants at the December 2020 meeting identified "community" as being a key value, and by extension something to protect and support.



### Common Themes

**Sustainability** - We need to work to protect the environment and ensure our ongoing continued use and stewardship of natural resources.

**Climate change and Sea level rise** - We need to prepare for a changing climate and sea level rise. What can we do to both prepare, and not decrease quality of life for residents, but instead improve it through collaboration and innovation?

**Reconnecting with Indigenous people** - We need to connect and reconnect with our local Indigenous communities and look to them for guidance on how to navigate a path forward in partnership.

**Engagement/Civics/Reconnecting with our community** - We need to work to connect, and to reconnect, with neighborhoods, decentralize decision-making, engage youth civic leadership programs, and more in light of COVID-19 and beyond.

**Valley West**- We need to focus more on Valley West and allocate more resources to it and other under-served areas of the City (communities gardens, more resources for families, expansion, need study, recreation, trash cans)

**Art** - We need to incorporate art into the streets and community life, art for health, economic frameworks that support art

**Racial Equity and Arcata for all** – We need to provide help to the most vulnerable; a trickle-up effect, undocumented community members are left out (suggestion - city sponsorship program) - making Arcata is a place for all, economic development so people can thrive; healthy Arcata (health leads to housing, climate, art (spiritual health)

**Youth Engagement** - We need to make our political structures accessible and inclusive; HSU is a huge draw; youth leadership program and structure for civic engagement

**Humboldt State University (HSU)** - We acknowledge HSU is a huge draw; education opportunities/collaboration: Humboldt was being built on resources that are here, in the community. How can we reconnect with HSU?

**Thoughtful City Growth** - We need to be mindful of growth patterns; maintaining what Arcata is and expanding with sustainability; controlled growth

**Accessibility and Mobility** – We need to focus on basic infrastructure, more transportation access

**Economic development** – We need to build economic frameworks that support art, economic development so people can thrive

### Community Vision Session 2 (February 2021)

On February 25th at 5:30 PM, City staff conducted a public meeting over zoom. There were roughly 40 participants at the meeting, many of whom stayed for the full hour-and-a-half meeting and took part in the small group breakout sessions. This meeting diverged from the December 2020 meeting by focusing on four main themes that spoke to both feedback received in December, and connected to the Elements of the General Plan that will be updated over the next two years. The four topics were:

- 1) Growth/development;
- 2) Community/health;
- 3) Neighborhoods/urban form; and
- 4) Environment/sustainability.

The meeting started with a variety of polling questions and an introduction from Community Development Director David Loya, then moved on to a summary of results from the December 17th meeting, then transitioned to breakout group sessions with notes taken by participants. The meeting ended with a short overview of upcoming City planning efforts and upcoming opportunities for future engagement.

Questions asked: *What are your big/innovative ideas for improvement and change in the topics of community & health? What does success look like moving into the future? How do we measure our success along the way? What are we doing well that we should build on?*

Watch the recorded video here:

<https://www.youtube.com/watch?v=3R7xkTqfLjQ>

### Common Themes

**Engagement/Civics/Reconnecting with our community** - We need to work to connect, and to reconnect, with neighborhoods, decentralize decision-making, delegate decision making power, engage youth civic leadership programs, and more in light of COVID-19 and beyond. Focus on community health and community connections.

**Prioritize Infill and increased density in core of City**-Create much-needed housing and strategically locate it to make services and transportation alternatives pencil. Frame Infill as a two-sided coin, involving both growth, and protection of greenspace and City periphery. Focus on investing in more bike/pedestrian infrastructure to support infill development.

**Valley West**- We need to focus more on Valley West and allocate more resources to it and other under-served areas of the City (communities gardens, more resources for families, expansion, need study, recreation, trash cans)

**Art** - We need to incorporate art into the streets and community life, art for health, economic frameworks that support art

**Racial Equity and Arcata for all** –We need to provide help to the most vulnerable; a trickle-up effect, undocumented community members are left out - making Arcata is a place for all, economic

development so people can thrive. Focus on community healing and health related to past racial injustice/reconciliation.

**Reconnecting with Indigenous people** - We need to connect and reconnect with our local Indigenous communities and look to them for guidance on how to navigate a path forward in partnership.

**Youth Engagement** - We need to make our political structures accessible and inclusive; HSU is a huge draw; youth leadership program and structure for civic engagement

**Focus on individual/physical health** - Mental health and services, particularly for Arcata's unhoused population; focusing on physical health, youth health, and increasing feeling of physical safety

**Focusing on "human-centered" design** (physically, politically/structurally)- examples from groups included walkable/bike able streets safe for children, gathering places filled with art, parks and green spaces, edible landscaping.

**More representation from diverse range of people**- diversity of demographics is needed, and staff should work to engage a truly representative sample across age, race, and income. The following groups/individuals were identified as representing people staff should work harder to reach:

- Child care operators
- Schools
- Younger community members
- Latinx population
- Local tribal members
- Hmong population
- Black Humboldt
- HSU students, including the Associated Students Board and the African American Center for Academic Excellence
- Mad river hospital and open door clinics
- Humboldt County Black Music and Arts
- True North

### “Meeting in a Box” Sessions

In addition to the City-led community meetings and Citywide vision survey, four organizations chose to run small-group community vision discussions and submitted the information to staff for compilation into the larger visioning results. This meeting in a box format allowed community members to dig into topics that are most interesting to them and submit ideas to city staff. The following organizations took part in a meeting in a box session:

- Cooperation Humboldt Study Group
- Equity Arcata Design Team
- Arcata High School Students
- Cal Poly Humboldt Office of Diversity, Equity and Inclusion

### Meeting in a Box Themes

**What are the things that make Arcata a great place for you to live, work and play? (In other words, what is most precious to you about this community that you want to see retained or built upon over the next 20 years?)**

- Proximity to family, nature, beaches; Arcata feels cohesive, tangible sense of community, young people/leftists yet small; relatively bikeable and walkable
- Culture, dense culturally for size, intellectual academic atmosphere;
- Appreciate green areas like redwood park, marsh, shay park, creeks; identity humanist and enviro friendly
- Large public spaces and parks, accessible, plaza; community spaces
- Mixture of uses of the space; not huge industrial areas, next to farmland; likes bikeability not car friendly
- Natural beauty, trees, and weather
- Local food, events and art, the Arcata Playhouse, that there are no big box stores
- “the unexplainable magic that it has”
- City’s commitment to developing racial equity through its many programs—“The sentiment that so many people are interested in environmental and social justice; more and more BIPOC and LGBTQ people standing up and making themselves heard and seen in the area”-- “the diversity, Arcata as a judgement-free zone, never been in a city before where everyone has a voice and everyone is respected—everyone is welcome, all come-ers are welcome—we want you as you want to be”

**In what ways might you like to see Arcata grow and change over the next twenty years?**

- A Future Focus – additional emphasis on long term consequences for actions and how our actions will affect future generations (like gen z's grandchildren) – Climate change as center of decisions
- Edible/Native Plantings – More edible and/or native plants planted in parks and school yards and other public lands.

- Planning for Growth – More density and infrastructure in built up areas, interspersed with green areas like the redwood park, the marsh, and shay park – “ keep these green lungs and clean spaces, densify those spaces that are not green. Turn old unused industrial sites to mixed use commercial and residential with high density housing/commercial space and regenerative green spaces.” “Probably grow as a city, becoming more modern.”
- Housing–More affordable housing is needed to accommodate the future of newcomers and residents. Also development of a community shelter and housing for the unhoused and transient populations. Housing that allows pets; whatever can be done to support smaller houses or alternative modes of ownership; more investment in services for homelessness everyone deserves food, laundry, shelter
- Tribal Collaboration and Arcata for All – Repatriation of valuable lands for Wiyot, stakeholder in government. Mostly in racial and social equity and being welcoming to everyone.
- All-ages spaces – Creative places for youth so young adults and adolescents have something to do– “I feel like in Humboldt many kids feel like they don't have a lot of places to really be themselves and be accepted so I feel like a lot of local kids turn to drugs when maybe they could have been supported by the community.”
- Local food access – Better access to local food and growing food without expensive charges, more community gardens
- Alternative Transportation – “I would love it to be less centered around vehicles for transportation.less car roads more people roads” ; “I would like to see Arcata become more bike friendly”; -more bikeable, more trails – “reallocating right of way, taking space away from cars, reclaiming roads as public space”; “extend public transport and make car free zones/streets, expand bikeability and walkability by making more separate bike lines and closing of car parking access downtown, make a park and ride outside of the city to keep cars out of downtown.”
- More welcoming integration between Arcata and HSU – “Explore and develop opportunities to hang onto more HSU grads, City to develop stronger ties with HSU, City to develop more housing opportunities in line with sustainable, walkable neighborhoods, City to strengthen equity awareness within the City”

**The city is committed to using a racial equity lens in planning and policy development. From where you sit, what racial or other social inequities do we need to address as a city? (for example, in housing, transportation, education, etc.)**

- Repatriating non nominal lands to the Wiyot tribe. Local Indigenous people have not been in the room in these conversations; local Indigenous people are a huge resource, some way of bringing them into the conversation/into more peoples’ lives/more support for Indigenous people doing amazing things in our community
- Offer bike support - bike kitchens, more public transportation with clean energy busses. Defund the police - put money into social services. Participatory Budgeting and direct democratic influence on policy.
- Less racial discrimination in the renting and housing markets. There are stories about residents and students being denied housing due to their race, sexuality and gender identities. Better and more housing options for students.

- Humboldt State being considered to become a polytech university, STEM faculty will be needed, they will only move here if we have housing—housing is a basic need; strategic housing development is urgent to support the recruitment & retention of HSU’s BIPOC students and employees, non-BIPOC individuals without inherited wealth as well who are struggling to house themselves
- A true story of who we are/what our community history is taught in schools; more equity training for teachers, less incidents of racism & microaggressions by teachers
- City finding more ways to provide funding to BIPOC community members—business grants, housing grants/loans; recognizing Indigenous culture & cultural history through City policy so we have a true sense of what we’ve taken, who we are, and hopefully where we could go with that; Job training and more employment opportunities for BIPOC community members, resources for low-income families and for those that are living in poverty

**What are your “big ideas” for the future of Arcata’s built, natural, human and economic environment?**

- Biogas facility/Sustainable infrastructure
- Edible and/or native green spaces throughout the city
- Direct democracy and Participatory Budgeting
- Artist housing
- Tax on unused buildings in the downtown
- Percent for art tax
- Maintenance of existing public spaces, perhaps through citizen task forces for things like trash & gardening
- HSU faculty & staff hotel/housing venture—state of the art housing close to the campus (there is a building just up from the D St Neighborhood Center that is empty; owned by HSU?)—there should be a landing place for people to come so that they do not have to float while looking for permanent housing
- Large and sustained community conversations & events centering race, racism, and racial equity and other diversity-related pain points (homelessness, poverty, etc.—other pain points of inequity more broadly)—businesses, families, individuals invited to sign a pledge of accountability to equity and inclusion—can be placed in windows—BIPOC community members breathe more easily seeing Black Lives Matter signs
- Support hiring and retention of BIPOC faculty in STEM fields at HSU
- Education K-12—curriculum change, focused more on where we are/who we are/the true version of us—kids can take this into their homes, kids may have parents that do not go to workshops/equity trainings
- Housing equity and resources – Also working to fix the housing issue – integrated housing with students and non-students and families
- Business development, encouraging the entrepreneurial spirit that we are know for in this region—sad to see people that have left the area because there are no opportunities; we are losing talent/creatives that wants to stay—it is important to be inspired; we do not have the infrastructure in place to support a community of creatives

- Walking trails everywhere—connecting all cities in Humboldt/around Arcata safely for those community members that want to get places by walking/biking
- Not everyone who lives here has easy access to the forest, beach, etc.—programs or projects that make our natural wonders accessible to all; free shuttles to the beach on weekends—very simple things that help us all to inhabit our spaces
- How do we actually get to zero waste as a community—including restaurants; green growth & development, green businesses
- More gardens so that people can grow their food—public spaces that are resources for everyone
- Financing for low-income people—making an effort to finance businesses, housing, education etc.
- More affordable housing for new residents and potential students and a living space/shelter for the unhoused population. Dive more into connecting with the long forgotten minority communities.
- Is there a way to make the process of getting a house less complicated? A process that streamlines it, so that students and people aren't applying to these places & putting in application fees etc. without all of the hoopla—maybe a partnership between City and HSU
- youth resource center, preserving natural resources, helping the homeless, and having more equity in the community by building housing in areas that would benefit and by offering aid to low income families whose homes need repair from mold or weather damage.
- Home away from home, attending the HSU Games (NCAA and Club sports), festivals
- other ethnic communities and cuisine, supporting small business, better transportation, knowledge of more community events, better medical support, and childcare
- A renewed focus on bringing students into the community rather than shunning them. It pays to have these students come in and help because they could very well be new community members. They could even be community leaders if given enough love and acceptance by the community.
- more infrastructure, night events
- health resources; emphasis on eco-friendly transportation/having a walkable town; continuing to strengthen bond between HSU and the city; strengthening the connection between Downtown Arcata and the rest of the city; dealing with influx of new people, housing, and what to do as it becomes harder to maintain the "reclusive small town charm" while also increasing quality of life for residents
- Tours of nature locally as well as more free sports facilities (soccer fields, outdoor basketball courts, etc.)
- Working towards more community engagement opportunities.
- I believe healthcare for students and young people, as well as food resources, are the two biggest struggles aside from housing issues. There are a lot of food initiatives promoted to students (CalFresh!), but they are not always able to actually provide for students. I do not have any ideas on how to fix these issues currently.
- More big, noticeable, and free community gardens that have all kinds of fruits, vegetables, and herbs.
- Covered and accessible bike paths that protect against rain and are easy to ride on.



- A nicer rock climbing gym in town that includes rope climbing (not just bouldering) that would encourage exercise and be more accessible to folks who can't rock climb outside.

## Online Community Vision Survey

An online survey regarding the community vision was released in tandem with the community vision meetings (February 2021) and remained live through April 2022. The first two questions were required; all other responses were optional. Question 5 was added September 2021 to assist the City's Racial Equity/Social Justice Policy Review Working Group in gathering relevant data.

Themes generally reinforced feedback captured at the community visioning town halls: need for more high quality housing accessible to a variety of users; commitments to sustainability, community, and equity; concerns regarding climate change, desire for more accessible and diverse alternative transportation opportunities.



### Are you an Arcata resident? (490 responses)

Yes – 67%

No – 33%

**Have you attended a City workshop related to recent City visioning (either December 17th 2020 meeting, February 25th 2021 meeting, or meetings related to the Housing Element, adopted in 2019)? (490 responses)**

Yes – 12%

No – 86 %

Attended other related City event -- 2%

**What are the current characteristics of our community that make Arcata a great place for you to live, work and play? (please limit to your top 3) (487 responses)**

1. Natural Beauty and Weather (317 responses; 65%)
2. Humboldt State University (269 responses; 55%)
3. Playgrounds, trails, other public lands and parks (239 responses; 49%)

**In your opinion, what are Arcata's core values? (397 responses)**

Top results: community, sustainability, environmentalism, equity and diversity, innovation, “small town” values

**The City of Arcata is committed to using a racial equity lens in planning and policy development. From where you sit, what racial or other social inequities do we need to address as a city? (for example, in housing, transportation, education, etc.) (256 responses)**

Common Themes: housing, transportation and infrastructure, community services, tribal partnerships and indigenous rights, relationships to Cal Poly Humboldt, racial equity education and training

**As our community grows, what are the most important factors to consider in its planning? (please limit your top 3) (483 responses)**

1. A mix of housing types/affordability (217 responses; 44%)
2. Thoughtful City Growth-both infill development and resource protection (170 responses; 35%)
3. Climate Change/Sea Level Rise Protection (146 responses; 30%)

**What are your "big ideas" for Arcata that will strengthen Arcata to be a better place to live, work or play in the next 20 year? (369 responses)**

Top results: community events, cleaner streetscape, limit growth/concerns regarding building height, concerns with homeless population, more housing, more and improved alternative transportation options, dog park, innovative appropriate technologies, mental health services, economic development, spaces/places for young people, sea level rise preparation and climate adaptation, improvements to plaza, improvements to Valley West neighborhood

**Housing “big ideas”:**

- limited equity housing cooperatives
- tiny house villages
- housing for people with pets
- more ADU creation
- CR's tiny house program
- Transitional housing programs
- Earth ships
- "Housing first" models
- Eco-villages
- First time homebuyer program
- Limit vacation rentals
- Community land trusts
- Rent control
- More "starter" home development
- More single family home development
- Use appropriate technology (CCAT on campus as example)
- Micro-housing

#### Transportation "big ideas"

- Make the Plaza car-free
- Downtown parking garages
- Trolleys
- More bus routes
- More bike lanes/walking paths
- Safe routes to school
- EV charging stations
- Free bike library
- Free bus in the downtown
- Shuttles to HSU and downtown
- Online available micro-transit

#### What's missing or outdated from our current vision statement? (214 responses)

Common Themes: Wiyot land recognition, statement regarding embracing diversity and promoting racial equity, focus on gathering spaces beyond the plaza, rephrase/delete "We'll Grow, but on Our Own Terms", note climate change/climate crisis

#### If you live in the City of Arcata, do you own or rent your home? (475 responses)

Own -- 43%

Rent -- 23%

N/A -- 34%

#### What generation best represents you? (478 responses)

Pre-Baby Boomer – 5%

Baby Boomer – 33%

Generation X – 23%

Generation Y – 23%

Generation Z – 13%

**What race best represents you (based on US census definitions)? (460 responses)**

Race Category	Survey Results	Citywide Demographics (2021 census data)
White	387 (84%)	75%
Two or more races	71 (15%)	9%
Asian	19 (4%)	4%
Black or African American	11 (2%)	2.5%
American Indian or Alaska Native	8 (1%)	3%
Native Hawaiian and other Pacific Islander	1 (0.2%)	1%

**For this survey, Hispanic ethnicity is separated from race. Which of the following categories best represents you? (patterned after 2010 census categories)? (444 responses)**

Not of Hispanic, Latino, or Spanish origin – 372 responses; 88%

Yes, Mexican, Mexican American, Chicano – 38 responses; 8%

Hispanic, Latino, or Spanish Origin-Not Mexican, Mexican American, or Chicano – 21 responses; 4 %

**What is the primary language spoken in your home? (479 responses)**

English – 469 responses; 97%

Spanish – 4 responses; 0.8%

Other – 6 responses; 1%

**What income bracket best represents you? (465 responses)**

Level 1 – 64 responses; 13%

Level 2 – 58 responses; 12%

Level 3 – 51 responses; 11%

Level 4 – 47 responses; 10%

Level 5 – 57 responses; 12%

Level 6 – 178 responses; 38%

NA – 10 responses; 2%

**Are you currently an enrolled HSU student? (480 responses)**

Yes – 76 responses (15%)

No – 404 responses (84%)

**Have you ever been an enrolled HSU student? (478 responses)**

Yes – 314 responses (65%)

No – 164 responses (34%)

**BONUS QUESTION: If you have the time and interest, is there anything else you would like us to know about you and your place in the fabric of Arcata's community? (229 responses)**

Common themes: challenges finding and keeping housing; desire for more opportunities for community connection; need for medical/mental health services; concerns regarding homelessness; concerns regarding Gateway Plan, specifically 8-story buildings

## Themes Translated to Updates to Community Vision Statement

- Healthy communities and neighborhoods matter to Arcata residents.
- The City looks to artists and the arts to create and support healthy communities and neighborhoods.
- Connection matters here. “Community” is important to Arcata. Community is exhibited in things like running into people you know on the street, the CO-OP, the Farmer’s Market, locally produced goods, local businesses (“Mom and Pop shops”)
- Racial equity and “Arcata for All” is important to Arcata residents, providing opportunity for residents to choose Arcata regardless of race, ability, income
- Recognition that the City of Arcata lies Wiyot Tribal lands and supporting collaboration between the City and the Wiyot Tribe, as well as other local tribes, as well as recognition of historic injustices to indigenous people
- Arcata’s focus is on creating human-centered spaces that are well-designed and enjoyable to exist in, with a focus on future development that will encourage both livability and “thrivability”

### Proposed to remove:

- graphics (McKinley statue, Godwit Days)
- Language regarding *“we’ll grow, but on our own terms”*

## Committee/Commission Review (2019-2022)

### Dates/structure

The presentations and exercises were part of the Community Development Department's own "Committee Roadshow." The intent of the first round of committee engagement was 1) to get the word out to a variety of local stakeholders with an invested interest in the future development of the City; 2) to provide additional opportunities for public engagement and comment on the concept of the Gateway Plan and associated development "amenities", which could be used as part of an approval process for large-scale development projects that would otherwise not be allowed through a streamlined approval process. Amenity options brought forward by staff varied by Committee, and were informed by a series of interviews conducted by Community Development Specialist Karin Roscoe and AED Economics through the process of the Infill Market Study development. Interviews were held with Gateway Area businesses and property owners, as well as local real estate and development professionals.

Six out of the City's nine committees were engaged in this work between July and September 2021, prior to release of the draft Gateway Plan in December 2021.

Each City Committee:

- Received a PowerPoint presentation by Community Development staff on the conceptual draft Gateway Area Plan (which was still in development at that time);
- Received a list of implementation measures tailored to its expertise and purview;
- Participated in an exercise to prioritize and customize its top choices to be incorporated into the draft Plan and/or the proposed Form-Based Code, as appropriate.

### 2021 Dates & Committees:

- 7/6: Economic Development Committee
- 7/14: Parks and Recreation Committee
- 7/15: Historic Landmarks Committee
- 7/19 & 9/20: Energy Committee
- 7/20 & 8/17: Transportation Safety Committee
- 7/20: Wetlands & Creeks Committee

### City Committee Prioritized Implementation Measures

#### Economic Development Committee

- Alternative Transportation/Connectivity/Trails.
- Low-Income/Mixed-Income Housing.
- Mixed-Use Development.
- Beautification.
- Job Creation "(50+ Jobs, etc.)."--per screenshot/Minutes discussion
- Community Support Services.



### Energy Committee

- “Enhancements” bus stop amenities, secure bike parking, park and ride lots, textured sidewalks, trail lighting, contribution to an all electric bus, etc.
- Encourage design features which reinforce linkage to nature and use of alternative transportation for properties being developed adjacent to trails and greenbelts (adopt a trail, windows facing greenbelt, creek daylighting, native plant landscaping, retail/dining access facing trail, edible and/or native landscaping, etc.).
- Development that provides needed services such as low-cost health/dental providers, substance abuse treatment, mental health counseling, childcare services, teen or youth centers, emergency shelter, job training support, senior care/services, support services for the disabled, foster youth support, etc. “(SOCIAL AND SUPPORT SERVICES NEEDS Broaden this.)”--per screenshot
- Prioritizing all electric development.

### Historic Landmarks Committee

- Blight reduction and adaptive reuse of existing structures (emphasis on residential? Commercial?).
- Development of potentially significant historic structures mapped as in need of
- repair/rehabilitation (perhaps measured by code enforcement records and/or APD calls for service?).
- Rehabilitation of existing housing.
- Conserve the many examples of early residential building styles found in the city’s older neighborhoods, from Bayside to Arcata Heights.
- Assure that new construction and additions to existing historically designated buildings maintain the character and livability of the historic neighborhoods.

### Parks and Recreation Committee

- Improved access to alternative transportation (including bike route enhancements, bus stop amenities, secure bike parking, park-and-ride lots, textured sidewalks, trail maintenance and lighting, etc.
- Concentrate particularly on trail enhancement and associated public space.
- Contribution of an area-wide beautification fund which would be used for public art, landscaping streets and buffers, sidewalk or entry mosaics, information kiosks, street trees, furniture in public places, park amenities, parklets, etc.
- Easements provided to the city for links to parks, open space, or natural areas.
- Additional park in-lieu fees (community wide?).
- Contributing to community (“activity” per screenshot) programming in tandem with Arcata Main Street or with developments (e.g., Plaza Point) closer to downtown.

### Transportation Safety Committee

- Increase secure and weather-proof bike storage.
- Offer bike parking and/or bus passes as well as vehicle parking for residents.
- Trail connectivity.
- New bike lanes and trails.
- Encourage mixed-use construction with businesses and residences.

### Wetlands & Creeks Committee

- Habitat “stepping stones” (patches of plants/trees; chains of small wetlands across property).
- Develop a stormwater management bank for Jolly Giant Creek water quality improvements to be applied within the stormwater watershed area.
- Improving passage and habitat conditions for migrating anadromous salmonids (e.g. invasive vegetation management).
- Maximize geomorphic restoration (alteration and/or daylighting of disturbed streams so their form and behavior emulate those of undisturbed streams).
- Easement for drainage and other public uses of floodplains, where desirable to maintain stream courses in a natural state or daylight new sections of Jolly Giant Creek.
- Easement or payment towards “wetland banking” to restore habitat in southern portion of Area (directly north of Samoa Blvd).
- Low-impact development including site-design strategies to reduce runoff generation and bioretention and infiltration practices (e.g. rain gardens, bioswales and artificial wetlands, catchment systems pervious pavement)-part of Low Impact Development.

### Themes

Throughout Committee engagement, there were themes that spanned multiple decision-making bodies. These themes are generally related to the development of safe and attractive alternative modes of transportation; investment in blight reduction and neighborhood beautification; and providing access to housing and services for community members in need of assistance.

### Alternative transportation Connectivity/trails

- Alternative transportation Connectivity/trails (*Economic Development Committee*)
- Improved access for alternative transportation (including: bike route enhancements, bus-stop amenities, secure bike parking, park-and-ride lots, textured sidewalks, trail maintenance and lighting etc.) (*Parks and Recreation Committee*)
- Concentrate particularly on trail enhancement and associated public space (*Parks and Recreation Committee*)

- Enhancements, bus-stop amenities, secure bike parking, park-and-ride lots, textured sidewalks, trail lighting, contribution to an all-electric bus, etc.) (*Energy Committee*)
- Offer bike parking and/or bus passes as well as vehicle parking for residents. (*Transportation Safety Committee*)
- Trail connectivity. (*Transportation Safety Committee*)
- New bike lanes and trails. (*Transportation Safety Committee*)

#### Beautification/Investment

- Contribution to an Area-wide Beautification Fund which could be used for: public art, landscaping streets and buffers, sidewalk or entry mosaics, information kiosks, street trees, furniture in public places, park amenities, park-lets, etc. (*Parks and Recreation Committee*)
- Blight Reduction and Adaptive reuse of existing structures (*Historic Landmarks Committee*)
- Beautification (*Economic Development Committee*)

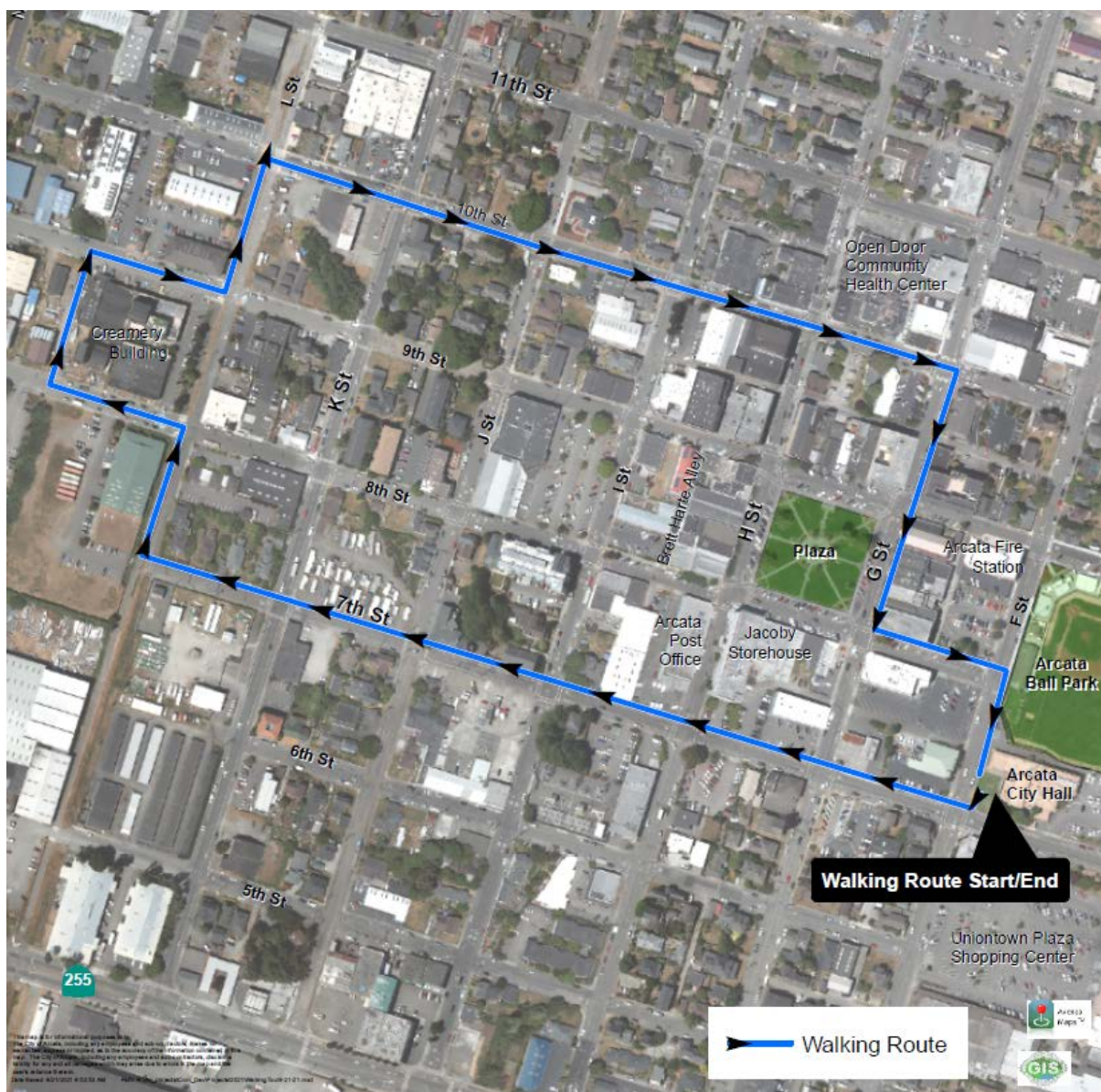
#### Housing and Community Services

- Development that provides needed services such as; low-cost health/dental providers, substance abuse treatment, mental health counseling, childcare services, teen or youth centers, emergency shelter, job training support, senior care/services, support services for the disabled, foster youth support, etc. (*Energy Committee*)
- Housing development that includes a percentage of units set-aside for low-income households (rental or purchase) (*Energy Committee*)
- Community support services (*Economic Development Committee*)

## Walking Tours (June 2021-February 2022)

City staff held a variety of walking tours of the Gateway Area over the course of roughly nine months, both before and after the release of the draft Gateway Area Plan. Meetings have been held with K-12 and Cal Poly Humboldt students; local businesses; the Planning Commission and the City Council; and the general public. Community Development staff, including Director David Loya as well as Senior Planners Delo Freitas and Joe Mateer, cumulatively held fifteen tours over this time period. Roughly 20 community members attended each tour, and some tours had as many as fifty attendees. Although some community members attended multiple tours, it is estimated that the walking tours engaged between 250 and 300 individual community members.

The figure below showcases a typical walking route, though various tours focused on other areas of the Gateway as well.





### Dates/structure

- 6/4/21 Gateway Area Walking Tour with Arcata High School
- 6/19/21 Public Walking Tours (three tours)
- 9/14/21 Planning Commission Walking Tour
- 9/21/21 City Council Special Study Session Walking Tour
- 10/15/21 Public Walking Tour
- 10/16/21 Public Walking Tour
- 11/21/21 Public Walking Tour
- 12/07/21 Redwood Coast Montessori Walking Tour
- 12/11/21 Public Walking Tours (two tours)
- 01/06/22 Local Banker Walking Tour
- 01/29/22 North Gateway Area Walking Tour
- 02/15/22 “Introduction to Environmental Planning Methods” Walking Tour



### Themes

- General consensus is that the Gateway Area could benefit from more street-level activity, art, lighting, community gathering spaces, and a mix of urban spaces and greenery. The current mix of uses, activity, and “feel” of the area are assets that should be built upon, not replaced.
- Following the example of the Creamery District, height and massing concerns were tied to the Creamery District losing its distinctiveness, which could be mitigated through attractive and thoughtful design, articulation techniques such as big windows, landscaping, and art.

- More urban uses should be prioritized over parking in the core downtown, but parking and outdoor space should be balanced in the Gateway Area. Parking was frequently noted as a concern, with some community members concerned about the impact of traffic in the Area and others about the appearance of parking lots.
- Many participants supported protecting the history of the area and buildings are evocative of that history, but agreed with staff's approach to identify and protect only the most excellent examples of historic architecture

Although walking tours were held with a variety of groups by multiple staff members, similar themes presented throughout each. Several tours included instant polling at the end of the tour, which asked questions related to general impressions of the district, desired future amenities, and areas of concern regarding future development and growth. General identified impressions of the Gateway Area viewed during the walk included:

- Needs maintenance/investment
- Lacks cohesion
- Untapped Potential
- Good "bones" (trail, Creamery, natural areas/creek)

General identified amenity desires:

- Lighting
- Landscaping/trees/greenery
- Repainting + art/murals
- More/bigger sidewalks
- Human-scale activity
- More people on street/events/diversity of uses and businesses
- Connectivity to Plaza with bike/pedestrian priority



## Polling Results

## Main Impressions fo the District so far (key words)

duration: 00:01:04

## Participant Input

- not cohesive
- Old
- some parts are run down
- a lil rundown, but has a ton of potential
- run down
- it's pretty random
- Not maintained
- Dirty but very artsy
- Needs to be repainted, like local art
- Has potential, buildings needs to be cleaned up
- buildings don't blend together
- needs refurbishment, some nice buildings, made more local

## What are your main impressions of the District so far?

duration: 00:02:33

## Participant Input

- Great opportunity for infill development?
- Creamery district improvements are great. Rest of district would benefit from higher density housing
- Posirive
- Untapped potential
- Cool , an informative walk
- Underutilized
- Good tour, guide, participants. Nice area potential.
- Potential for "painting" from a reasonably flexible canvas
- Great walking and bicycling
- Love the greenbelt and creek, would be great with a trail
- Great place to live
- Lots of potential. Needs balance of green oriented development (outdoor orientation with env sustainable visioning) & historic preservatio
- Green green green



## Main Impressions of this site (key words) (Creamery Building)

duration: 00:01:16

### Participant Input

- Cool
- nice on da eyes
- artsy, renovated, narrow road, large sidewalk
- Good vibes
- Cute, could be renovated
- aesthetic
- Historic
- The lights are pretty
- reminds me of europe
- charming, needs more around it, good restaurant
- Artsy
- cool buildings complemented by pretty greeny, good vibes like the lights
- Food

## What could make the District feel safer?

duration: 00:00:53

### Participant Input

- Lighting
- more lights
- lights and less homeless
- Lights, more visibility
- street lamps
- more lights, more resources for homeless people so they're not on the trails
- more people
- lighting maybe with the hsu safety button tower
- More lights
- Lights, more population, help buttons, more patrol of the area
- More streetlights
- Security cams
- more lighting on the streets, people

## What could help make the District feel "cohesive"-like a neighborhood?

duration: 00:01:29

### Participant Input

- new paint, more landscaping
- more community events
- More homes in the city area
- keep building in the historic style, add parks
- Similar aesthetic looking, well kept, landscaped
- street lamps
- overlapping landscaping and repaint
- more local art
- More community projects, flowers, new painting
- Sidewalks and light
- Bigger sidewalks
- make some buildings better, new paint, landscaping that is cohesive and ties together the buildings
- flower baskets on street lamps

## What would make the Gateway area feel more cohesive?

duration: 00:01:26

### Participant Input

- Great sidewalks
- Walkways between areas
- Good paths, benches, lighting
- Yeah, walkability.
- Connected trails, trees.
- Carry lines /style of creamery building
- Trees
- Walkable options bike parking safe
- Murals
- Lighting
- Is the city planning for the planting of trees?
- More greenery in general.
- Pedestrian bicycles moped to zip Thru town with
- Good lighting.

## What would make the Gateway area feel more cohesive?

duration: 00:01:28

### Participant Input

- A food market, more housing, public spaces
- Walking bicycling corridor/promenade
- Pronounced entry way
- Emphasis on public spaces
- An actual gateway , room for walking and bicycles
- Green belts/paths/creek binding areas, place based events/festivals
- Gussy up existing structures
- Safe streets, crossings, trails and paths, lighting
- Linking Plaza the Gateway
- More pedestrian priority

## If you lived here, what would you want to experience here?

duration: 00:01:38

### Participant Input

- Car free lifestyle
- Public events, plaza-like gathering space, bike paths and parking
- The Playhouse in the Creamery building
- Great cafe, natural light, greenery, community gardens, bike paths/parking
- Walkability, nature, bikeability,
- Mixed uses
- Art center with safe housing enviro, parking structure for residents and connection to plaza
- Ways to walk safely to the Plaza
- Park, Green way, bike trails, safe housing
- Greenery
- The ability to have needs met near my home so I wouldn't have to drive
- Diversity of business and housing and community



## What other ideas/priorities do you have regarding Gateway Area redevelopment?

duration: 05:44:16

### Participant Input

- Art
- Murals
- More robust public engagement opportunities
- Meet the RHNA goals for Arcata. Get those units!
- 5 story tops, keep it green
- Ways to honor and give back to the Wiyot tribe.
- Think 5-6 stories seem like a good top height
- As a musician, I'd like this area to be encouraging of indoor and outdoor performances.
- More mixed use, 3 stories
- Home ownership options
- Limit building heights
- Tall unique buildings incorporating commercial on the street level. 8 stories
- Performance venues!
- Mixed use
- Thank you!

## If you lived here, what would you want to experience here?

duration: 00:01:21

### Participant Input

- Public transportation, no cars
- Bus stop, nightlife, art, murals, green space
- Good public transportation
- Art
- Outdoor places to play. Garden spots. Sustainably built homes.
- More Housing and nightlife/restaurants
- Art and culture
- Night life
- Safe bike and ped options
- Walking and Biking priority
- Art
- Creamery Bldg events

## Gateway Area Plan Community Review



### Dates/structure

To date, the City has held three opportunities for general public comment on the draft Gateway Area Plan in an open format, in addition to several committee hearings and roughly ten “We’ll Come to You” sessions. These sessions have been open to the general public and have not been limited in speaking time to three minutes, as is typical for City Committee, Commission, and Council meetings. Between the Open House days 1 and 2, and the zoom Town Hall, roughly 200 people participated (40 people at the zoom town hall and 170 at the Open House, with some overlap assumed).

- Zoom meeting (December 9, 2021)
- Open House (January 21st and 22nd, 2022)

### Zoom Town Hall

The City kicked off review of the draft Gateway Area Plan on December 9, 2021. The meeting was held via zoom, and roughly forty community participants were in attendance. The session was held in a



similar format to the City's second community visioning session, with a presentation by staff held at the beginning of the meeting, and then two rounds of breakout group discussion afterwards, organized by Plan topic area. There were four topic groups in total, facilitated by City staff and relevant members of the consultant team. Topics included:

- 1) Housing, growth, and development
- 2) Community amenities and design standards
- 3) Mobility, infrastructure, and streetscape
- 4) Conservation/Open Space, Arts, and Historic Preservation

Public comments by topic are summarized below. The meeting ended with an open Q & A session. Multiple commenters noted an interest in holding a more open-form meeting not refined by topics, which led to staff's decision to hold an in-person Open House in early 2022. The meeting recording can be viewed here:

<https://www.youtube.com/watch?v=-O8-3oQvM50&list=PL7tMq3MmkA5qJHW0ypCUBOfCJCtLuxZjD&index=10>

Group 1: Housing, Growth, and Development (staffed by David Loya, City of Arcata, and Vanessa Blodgett, Planwest Partners)

Session 1

- Housing is a primary importance to the community and needed to bring in employees (especially for Open Door)
- Eminent domain concerns-City's response is City has never used it, City does not plan to
- Racial equity and social justice, who is the City already working with, and what does that mean to the City? City's response is City is working with a racial equity working group. The City's goals are to create policy that are anti-racist.
- Underbuilding parking? What does that mean? What is privately owned public open space?
- Community benefits and amenities – some are things that should be required for all new development (i.e. bike parking, solar panels, etc.) Are those tables in the plan?
- How did you come up with 3,500 units? City response-calculation of total build out if every parcel was developed to full capacity.
- Some think that the plan build out could be realistic (how do we know it's not going to happen given the current conditions related the climate, housing market, Covid, HSU polytechnic, etc.)
- Arcata infrastructure is failing, how will the plan accommodate this? Where is the money going to come from to make necessary infrastructure improvements? How will we know what is needed? Especially WWTF. Timing of when that will be evaluated? Concern related to infill large building; Fire Dept. is small – what's the plan for emergency access in such a dense area. City no longer has a ladder truck
  - City response- Marsh WWTF will need to be improved to address SLR and population growth will be addressed in EIR and in other City plans that are currently being developed (WWTF planning)



- Will City help property owners find the grants and money needed to develop to what is in this plan?
- Some can't imagine what 7 or 8 stories would look like. Don't think that is necessarily the direction we should be going. Concern over 8 stories. Like the idea of higher density housing in Arcata.
- How can individuals develop their property? What fees would they have to pay? M Street high voltage lines?
- Look at maps to evaluate specific site constraints?
- 4-subareas – put total acres for each sub area on the map
- Can non-conforming uses stay, or will they be required to move?

Group 2: Community Amenities and Design Standards (staffed by Rob Holmlund, Planwest Partners, and Gillen Martin, City of Arcata)

- A question was asked by an M Street resident in Gateway Hub as to why their neighborhood was not considered Gateway Neighborhood (single family homes have been there since the 40s/50s, there are 6 households in the area—why isn't it classified as a neighborhood?)
- How can current residents take advantage of community amenities program as a smaller property owner to ensure continued high quality of life in area?
- A question was asked regarding whether or not the community amenities would be vetted by City Committees or just “rubberstamped”; response was amenities would have been pre-approved—if this plan continues to move forward, committees will be setting precise standards for amenities. How many points amenities should count for within the point system is still part of the conversation/something the City is hoping to get input on in the coming months
- It was voiced that a presentation on community amenities specifically would be helpful; the roadshow went to 6 committees to rank amenities, would be nice to have more of the information fleshed out for the public
- Will there be an order/sequence to the development/what will be constructed?
- Will this impact wetlands?
- A question was asked as to whether this will come with any additional property taxes/a unique property tax district—response is this Plan is not proposing anything along those lines
- If we have a lot of rentals in the district, who is going to manage those rentals?

Group 3-Mobility, Infrastructure, and Streetscape (hosted by Netra Khatri, City of Arcata, and Rosanna Souther and Todd Tregenza, GHD Inc.)

Group facilitators explained that the goal of road reconfiguration is not to increase traffic, but to promote a car-free lifestyle

- Benefits of couplet:
  - Existing congestion around 11<sup>th</sup>/K Street
  - Simplify intersection, less spillback
  - Can Add more ped/bike amenities
- City did consider Q Street – environmental constraints (wetlands/Coastal Zone)

- “L Street return” is concern to some attendees, 11<sup>th</sup> Street – Consider turn pocket from 11<sup>th</sup> to L Street
- K/L couplets raise concerns for nearby residents, questions regarding why Q Street was not considered for the one-way instead of L Street. Concerns about Trees removed on L Street at Creamery
- Stoplights along K and L brought forward as ways to safely get pedestrians across busy one-way streets
- Some attendees pleased with overall bike/ped priority, recommended not referring to these as “alternate modes”
- Would like to see car-sharing, designated spaces (ZipCar)
- 8<sup>th</sup>/9<sup>th</sup> – need to make sure school buses can stop
- Resident near gateway project; concerned about parking for residents. College students – can we have them require no car
- A question was asked as to parking spaces
  - There will be parallel spaces on some streets and angled in on others—angled in allows for a net zero loss in many areas
  - The plan does not prohibit off-street parking on private properties; new developments, it is on the developers to plan for parking
- Concerned about people traveling the wrong way on one-way streets
- Consider right-of-way at railroad tracks at Alliance and other locations; start planning for future acquisition/Rail banking needs

Group 4: Conservation/Open Space, Arts, and Historic Preservation (Hosted by Emily Sinkhorn, City of Arcata, and Delo Freitas, City of Arcata)

- Use Wiyot naming for parks, open spaces in Gateway Area in partnership with local tribes
- Ensure perspective and character of historic resources is retained, especially with the context of historic structures. Look to Emeryville for inspiration.
- Ensure safety for pedestrians/recreational users accessing parks on foot—Allow kids, families to live in those areas. Allows access to the marsh. If we have so much development—having safe crossings for children to get to the marsh.
- Encourage native plants...vine maples, native trees.
- Ensure there is a maintenance plan for greenspaces and trees. Residents love having trees, but there are concerns around maintenance leaves covering stormwater drains, street sweeping
- Concern was raised that the L Street turnaround will affect open space/recreation; it was answered that the trail/recreation opportunity will remain unchanged, but the street will run alongside—the individual does not have desire to run/bike alongside cars
- Plan for dogs/companion animals, provide open spaces for companion animals
- Concern regarding concept of privately owned/publicly accessible parks, and how private ownerships of public land may affect free speech
- Retain the character of the Creamery District. Making a one-way street may change the character. Don’t compromise the space.
- Example of Emeryville—allowed very tall buildings but they’ve now eliminated that. Now 3-4 stories with parking included.

- Appreciation of requirement that in some places there is art required.
- Encourage street furniture, places to sit, places to eat. Standards support that, but sidewalk width may not be wide enough for vibrant zone and clear path of travel, so ensure sidewalks are wide enough

General Comments received not related to topic areas/comments from Q and A portion of meeting:

- Timing of Council and Planning Commission review clarification
- Appreciate what the City is doing to address housing needs
- Make information as available as possible (QR Codes may not be that helpful to everyone), consider the needs of people who may not have ways to participate
- Reach out to Wiyot tribe, how are they involved
- Timeframe for development of the units – how will that progress?
- Acknowledge that this plan is the most pedestrian friendly and environmentally friendly plan in the County
- Opportunity for car share should be part of the plan
- Infrastructure needs to be addressed (fire, water, sewer, etc.)
- Ensure the Mobility diagram is accurate and covers only the area within the public right-of-way, not private property.
- Concerns about shading to other's gardens. Then people can't grow food.
- Concerns over two story building minimum.
- Concerns over reduction in parking ratios and how lack of parking may affect users who can't walk or bike (families with children, seniors)

## Community Open House

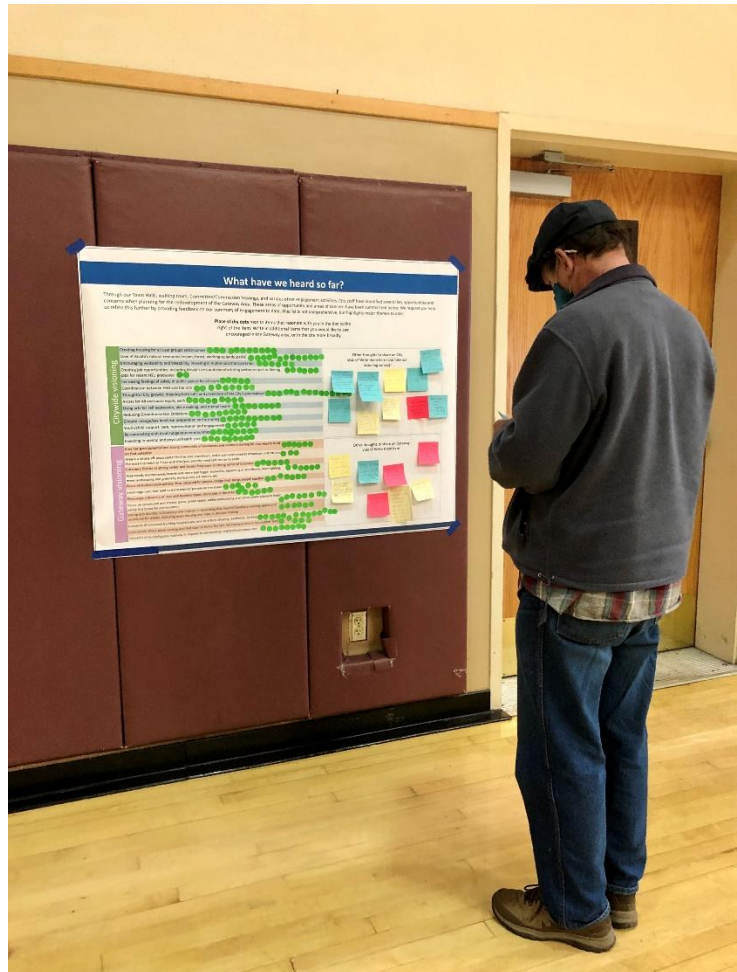
The City held a two-day Community Open House at the Arcata Community Center on January 21st and 22nd. Approximately 170 people attended the two day event. The Open House was an opportunity for community members to provide feedback on the draft Gateway Area Plan. Staff from the Community Development Department were available on both days to answer questions and discuss the plan.

There were a total of 16 stations available for participants to interact with and provide feedback on. Participants used sticky notes and colored dots for posters at each station.

The topics included:

- Built environment and architecture
- Arts, culture, and sense of place
- Equitable housing
- Mobility/alternative transportation
- Draft Amenities
- General Plan updates
- CEQA next steps and potential impacts

A summary of Open House data is included below and represents major themes from multiple commenters. Many comments received were note specific to the underlying poster content, so staff determined this approach to be the clearest and most representative way to showcase the data. High-resolution images for the original posters and feedback are included as an attachment to this report.



## Open House Themes

**Feedback on Community Vision Priorities (Citywide)**

Topic	Number of Votes
Love of Arcata's natural resources (ocean, forest, working ag lands, parks)	47
Thoughtful growth-both infill and greenspace protection	39
Encouraging walkability/bikeability investing in multimodal transportation	32
Creating housing for all user groups and incomes	28
"Arcata for All" and racial equity work	25
Re-connecting with local Indigenous communities	24
Climate change/sea level rise preparation and armoring	22
Increasing feelings of safety in public spaces for all users	22
Investing in mental and physical health care	19
Reducing greenhouse gas emissions	19
Investing in mental and physical health care	19
Creating job opportunities, including arts/manufacturing/jobs for recent grads	17
Coordination between HSU and the City	16
Using the arts for self-expression, place making, and mental health	15
Youth/child support, care, representation, engagement	10

**Feedback on Gateway Area Community Priorities (Area-Specific)**

Topic	Number of Votes
Area has good potential and a strong community of businesses and residents looking for new ways to build on that potential	7
Area is a strong off-Plaza center for the core downtown, and is well-positioned to downtown, nature, and the ocean-connect to Plaza with bike/ped priority-need safe routes to parks	6
Creamery District as strong center and Arcata Playhouse as strong center of Creamery	13
Area needs maintenance/investment-more and bigger sidewalks, repainting of storefronts, more lighting, more landscaping and greenery, more public art-murals, etc.	14

Focus on human-scale activity- flow designed for people, design that brings people together	11
Encourage uses that lead to more events/people on the street	11
Encourage a diversity of uses and business types, more jobs in the Area	10
Focus on communal and shared space, green space, edible landscaping and native plants- places to linger safely in a beautiful environment	18
strong arts identity in Creamery and interest in expanding that beyond Creamery-creating spaces and structures for artists, including artist housing and roles in decision making	13
Concerns of proposed building height/scale, and its effects-shading, aesthetics, parking	32
Incorporate Wiyot place naming and find ways to honor the fact the Gateway Area is on unceded land	12
Concerns of reconfigured roadway in impacts to surrounding neighborhood-more cars	20

### Concerns w/ Elements of Plan

- Concerns of 5+ story buildings –aesthetics of tall buildings (5+ stores), loss of “charm”, being like LA, “8 story buildings become ghettos over time”-concerns that City’s plans will result in ugly, undesirable development
- Many participants advocated for 4 stores as max (very common)
- Concerns over relocation of businesses/artists and current residents
- Concerns over growing “too much too fast”
- Concerns over infrastructure, particularly AWTF capacity (very common)
- Concerns over reconfigured roadway/circulation, parking and continued use of cars as being necessary
- Concerns over environmental impacts of GAP:
  - Infrastructure/services capacity
  - Gateway Area soil suitability/contamination
  - SLR/hazard vulnerability
  - Wetlands/wildlife

Concerns voiced regarding development

Topic	Number of Votes
Building heights	17
Unit count/density	7

Parking	6
Big developers making profit	3
Impact to existing jobs	3
Shading	2
Noise	1
SLR/flood hazard	1
Maintenance of public space	1
Loss of discretionary process	1

### Appreciated Elements of Plan

- Need for more housing-both own/rent and different affordability levels.
- Need for “thoughtful City growth”, meaning infill and protection of greenspaces
- Encouraging walkability/bikeability
- Incorporation of arts identity in Creamery, beautification, communal and shared space, edible and native landscaping
- Mixed use, adding commercial and residential together

### Things to generally encourage/keep up the good work on Citywide

- Arcata’s unique aesthetic character/architecture
- Appreciation for Arcata’s walkability/bikeability
- Appreciation for mixed types of housing-small/large, affordable/market rate
- Appreciation for Arcata’s existing natural resources and open spaces

### Recommendations

- Use art/beautification to encourage livability
- More open space/light/greenspace
- More/better transit Citywide, car share, bike share, free bus routes
- Consider enforcing theme of creating housing for all abilities, ADA, seniors

### Beautification and Art

*How could this plan help strengthen the artistic identity of the creamery district, or spread that energy to new parts of the gateway area?*

Primarily, build upon past planning efforts to create the Creamery Arts & Culture District and honor the well-established entrepreneurial spirit and powerful identity that has been nurtured and organically cultured for years, and promote, prioritize, integrate, and incentivize housing integrated with or nearby workspaces for artists.



- Hire local artists to create art and sculptures... Also landscaping native
- Fund the Playhouse and creamery Shoshana - Jackie bring community together through art, all while paying artists a living wage also! Win-win!
- Bring back the creamery district name and boundaries.
- Percentage for the arts into plan.
- Attractive lighted path to creamery district from the Plaza
- Roving group of folks/volunteers to pick up trash, clean graffiti, connect with street people to get them services
- Hygiene and cleanliness - the city ignores this
- Working with Arcata Playhouse, Playhouse Arts as local arts agency along with dance community at Redwood rocks collective and kinetic Lab and all established arts and culture lovers of creamery district to help with funding of programs, development of spaces with access and support of art and culture as prominent, showcased, primary and celebrated to keep arcade is artistic identity pulsing vibrantly across the gateway and beyond +

## **Architecture/multifamily housing**

### **Number of Stories**

- A limit of 3 – 4 stories
- Limit height of building based on shadow criteria for small communities.
- Duplexes, triplexes, and 4-plexes with yards and common open space

### **Style**

- Unique styles – same look and feel as existing.
- Higher-rise buildings not attractive.
- Design Review over 8,000 SF.

### **Parking**

- Parking availability desired.

### **Open Spaces / Light**

- Green space, open space, unobstructed light preferred.
- Shared garden.
- Small gardens, parks, benches desired.

### **Safety**

- Decreased safety with less visibility and alleyways.

### **Other Comments**

- Underground utilities will make taller buildings less attractive.
- Encourage home ownership.

## Architecture/multifamily housing

### Public Art

- Public art, including child-friendly sculptures.
- We currently have some good public art.

### Spaces / Style / Look

- Strong desire for natural areas like the forest, Shay Park, and the Marsh; areas for vegetable gardens.
- Lawns are not as desirable as natural areas, native plants, and biodiversity.
- Rural feel desirable.
- Downtown spaces without cars.
- Public Loos.
- More public seating and trash receptacles.
- Limit one-way and unnecessary roads for cars; add pedestrian and bike paths; add linear parks.

### Other Priorities

- Take care of what the City currently has before building something new, particularly keeping it clean.
- Discuss what City housing values are and whether jobs and economic growth fit with those values.
- It would be good to have a way to report on changes that are made.

### Other Comments

- Focus on businesses with high-paying jobs.
- Concern about houseless persons and flower beds that are rocked in.
- Make buildings as tall as they need to be to meet housing unit targets.
- More community space and less capitalism? Housing

Most support for providing for mixed-income neighborhoods with housing options available for all income groups by including deed-restricted affordable units in addition to other low and market rate units. Mandating affordability was strongly supported. In terms of types of housing, the majority of feedback revolved around building height, with an emphasis on 3-4 stories. Outreach to BIPOC and Indigenous communities was recommended as well to promote racial equity in access to housing in the Gateway Area and throughout the City. Current positive features of housing in Arcata were notably not related to the quality or quantity of housing (top votes tied between “open space/trees and gardens” and “walkable and bike-able neighborhoods”). Largest challenge was identified as unaffordability of both rentals and homeownership opportunities. Top recommendation for what to change about housing in Arcata was creating more affordable rentals.

## Amenities

What else may we be missing?

- Parking, underground, parking garages, offsite parking (+3)
- Art, murals, outdoor event venues, (+4)
- Well maintained sidewalks and bus stops
- Creek daylighting (+5)
- Parks, social areas, pocket parks, access to open space, dog park (+7)
- Give incentive to renters who don't have cars
- Set higher buildings back from sidewalk
- Encourage native plants (+2)

Amenity Categories	
Green Building and Sustainability	(+12)
Active and Alternative Transportation	(+8)
Retail and Job Creation	(+2)
Housing Creation	(+6)
Arts and Culture	(+6)
Open Space	(16)
Enhanced Architectural Features and Exterior Design	(+5)

Some commenters noted many proposed amenities listed on the posters may be more appropriate as mandated development standards.

## Draft Gateway Area Plan Targeted Review

In the months following the release of the draft Gateway Area Plan, City staff partnered with Heather Equinoss, the City's consultant facilitator, to present the draft Plan to various community groups. These sessions were intended to share information and answer questions, encourage people to get involved, and source public feedback to share with elected officials. From January to April 2022, City staff and Equinoss consulting collaborated on a series of ten of these "We'll Come to You" sessions--reaching a variety of groups and stakeholders within the city. These sessions were in addition to more informal presentations, such as news interviews, etc. A full list of engagement opportunities related to the draft Gateway Area Plan after its release can be found on page 8 of this report.

The "We'll Come to You" sessions were also intended to extend the reach of the City's engagement to new community members--beyond those engaged in the Open House sessions and Gateway Area Town Hall. Each meeting included a brief presentation of the history, intent, and contents of the draft Gateway Area Plan. Following a presentation by staff, Heather Equinoss guided participants through a series of polling and discussion questions on the draft Plan as well as future City growth and development. Questions generally spoke to things people love about Arcata and would like to see strengthened over the coming years. Conversation in these sessions also explored community perspectives regarding population growth, traffic circulation, and building height.

### "We'll Come to You" Sessions

- HSU Community Psychology Course
- ESM 360 Walking Tour
- HSU Research Methods course
- "Artists in Action"
- HSU Conflict Resolution Class
- Greenway Partners and other residents, businesses
- Local Architect's Meeting
- Local Government Commission
- HSU Associated Students Board
- True North

### Additional Open Houses/Tabling

4. Spanish Language Open House
5. HSU Student Forum 1 in partnership with CalPoly Humboldt Housing liaison
6. HSU Student Forum 2 in partnership with Environmental Studies intern
7. Farmer's Market Tabling (January 22, February 12, February 26, March 12, March 26)



## Themes

The following summary of themes reflects feedback heard across multiple groups polled by the City through the “We’ll Come to You” sessions and other various engagements. Quotes from participants are included where appropriate.

### **Maintain the small town, friendly feeling of Arcata and the principles that have led to community**

- “The people!”
- “Small town, small community” - “Sense of community, free events, THE LOVE” – “Connection among community members”
- “I love that the community is generally eco-conscious and open minded.”
- “I also just love Saturdays in the plaza!!”
- “My friends go to the farmers market and grab lattes every weekend”
- “Quiet is valued here”
- Historic built environment - “we’re not anywhere America. We’re unique, historic preservation”
- Walkability and Bikeability
- Wetlands, Marsh, ag lands, community forest, “The trees 😊”
- “The vibrant art and sustainability community along with the family-centered community (events, housing, etc)”
- Robust small and local businesses-“Everything I need I can buy locally”-“Small businesses being a top priority. No big business culture in Arcata.”

### **Encourage Whimsical, artistic aesthetics and discourage “cookie cutter” development**

- Strong desire to keep the area alive and rich with arts, outdoor gathering spaces
- Keep the area “funky” and grandmother in the things that make the Creamery District feel like you are entering a different space, e.g. meandering pedestrian pathways, whimsical design
- Concern that a form based code would mean the district takes a ‘cookie cutter’ design approach and will lose its whimsy, folks don’t want all the buildings to all look the same
- Concern that growth could ruin the small town feel-“I don’t want construction and progress to act as an eye sore.”
- Wants a community that is beyond “livable,” want a place that is “thrivable”
- “Seeing only rows of housing would be upsetting, I value the nature especially coming from SoCal where we don’t have nature. I don’t believe in disrupting animals that lived here before we did.”

### **Concerns over Gentrification that pushes out artists, renters and businesses**

- Artistic placemaking is what makes the district unique, and desirable.
- With increased development and potential for landowners to sell when the market peaks, it could become unaffordable for the people who make the space a place thats desirable to live and work. This is a pattern that many artistic communities across the country has experienced and needs to be avoided
- Desire for more information regarding what industrial businesses currently operating in the business would be encouraged or discouraged moving forward

### **General Support of prioritizing multi-modal safe transit through and around what will become a higher-density area**

- “It would be nice to have protected lanes for bikes and scooters on the roadways that are separate from the sidewalks”

- Bike and pedestrian safety and limited public transportation options-“more ramps for bikers, more security for bike storage”-“expand the biking lanes”
- “Expand public transportation”
- “We barely have a parking inconvenience. But we do have a housing crisis. Even if we build housing that creates a parking inconvenience, we should. These things are not equal”
- “The bus! It was ok prior to COVID and now its bad so that needs to function better”

**General support of Increased density inside the city to preserve resource lands in the county and meet our carbon reduction goals and support for mixed use**

- The current draft plan means we’re not annexing into the ag lands or encouraging sprawl between Arcata, Eureka, McKinleyville
- Increasing housing stock is critical if we don’t want to have people commuting to work/school in Arcata from afar
- Living closer together is essential to maintaining habitat and conservation
- The point of having incorporated cities was for development. The point of county land was to maintain resources.
- If Arcata doesn’t plan for growth, it will happen through other mechanisms, e.g. sprawl between Arcata and Eureka on resource lands; via Cal Poly Humboldt, etc.
- The planning related to preservation of the land is on a different path/timeframe from the housing development planning. It’s created a disconnect...when in fact they are deeply connected.
- Having a mix of businesses is good, e.g. having a muffler shop and Brio on the plaza

**General Support of Well-designed multi story (2-4 story) housing that creates community, and opens up existing housing**

- Community is built through relationships; cities (large and small) around the world live [in multistory housing]. With good design, people can and will build relationships and community in taller buildings
- If other kinds of housing available, single people could move out of their single family homes and into high-rise housing. Right now, we have no other place to go. This is about opening up existing housing too!
- There’s a younger generation that need to find places to live. And right now, it takes connections to people. It’s hard for newcomers to be welcomed
- Need to figure out how to develop condos. They are an important part of the housing ecosystem and a good opportunity for younger people to build equity. Need to work through the liability issues

**Building height**

- Most people in support of 4-5 story buildings, others were in support of 6 stories and below; support generally dropped off after 5 or 6 stories with smaller portion of participants supporting 7 or 8 stories-“Want housing that is 5 stories high with rooftop community gardens” -“More solar panels, ease on local housing laws to allow multistory housing”
- Like the idea that highest destiny would unlock amenities, leading to a density bonus. The city could also have a portion of that money go to a fund for affordable housing
- For very tall buildings, there should be a set back, spacing between structures, no more than a few in the Gateway Area and all should be balanced with open space
- Need design standards that prioritize solar access and light along with other values. And this

should be designed so as not to become a tool to oppose development

- For south sides of streets, push the buildings up and preserve the sunny space in the backs for parks and playgrounds. For setbacks, consider the sunlight for north vs. south sides of the street and differentiate requirements accordingly

#### **Design Review for taller buildings/larger projects**

- Having sketches that illustrate Form Based Code would be helpful
- The city should require architects to design buildings over a certain height/project size to ensure they align with building code
- The bigger the building, the greater scrutiny it should get, e.g. anything over 5 stories should trigger a Design Review
- There could be special cases for towers, requiring open space and a Design Review

#### **Supported amenities to unlock higher densities**

- Deed restricted affordable housing, housing for houseless folks, or seniors
- Exceptional design that adds to Arcata's viewshed, similar to sculpture
- Payment into funds for beautification/art
- Payment into funds for open space/recreational maintenance and expansion

#### **Public health and safety, and healthcare access concerns from students**

- "I wish I felt safer walking around Arcata off campus"
- "Want a safe off-campus environment"
- "Fewer cars getting broken into or homeless people fighting in Arcata square"
- "We need to care for our homeless population more effectively"
- "Make resources more readily available for homeless and clean up the trash that litters the streets"
- Health care accessibility. Difficult to find off campus resources--"Better access to public health resources...it's really hard to get any kind of local appointments, especially in your own insurance plans, including medi-Cal"



## City Committee Targeted Review

### Dates/structure

After release of the draft Gateway Plan, City staff sourced input on the document from various City Committees. The intent of the first round of committee engagement was 1) to get the word out to a variety of local stakeholders with an invested interest in the future development of the City; 2) to provide additional opportunities for public engagement and comment on the draft Gateway Plan.

Seven out of the City's nine committees were engaged in this work between January and May 2022. Committees were presented sections of the draft relevant to their committees. At this point, no committee has chosen to formally recommend changes to the document or forward the Plan to the Planning Commission for adoption as drafted.

Each City Committee:

- Received a PowerPoint presentation by Community Development staff on draft Gateway Area Plan chapters applicable to their purview.
- Participated in a discussion of general areas of support or and concern. May committee members individually suggested modifications to be incorporated into the draft Plan and/or the proposed Form-Based Code, as appropriate. No committee has yet taken formal action of the draft.

### 2022 Dates & Committees (no formal recommendations yet made):

- **02/01 and 05/12: Economic Development Committee**
- **02/15 and 03/09: Parks and Recreation Committee**
- **01/20, 02/15, 04/21: Historic Landmarks Committee**
- **03/21: Energy Committee**
- **01/18: Transportation Safety Committee**
- **03/15: Wetlands & Creeks Committee**
- **03/10 Forest Management Committee**

## Racial Equity Policy Review

The City of Arcata believes that planning through a lens of equity--meaning with both an understanding of present inequity and a vision for future equity--is necessary to ensure that policy serves all members of the community equally irrespective of race, gender, religion, language, income, sexual orientation, or any other aspect of identity. As policy is used to prioritize projects and investment of City staff time and resources, it shapes individual and collective experiences of the Arcata community. Furthermore, because the process of creating policy begins with public engagement, limited engagement of a non-diverse set of local stakeholders has the potential to result in policies and projects that do not reflect the full community's needs, desires, and vision of itself. Policies that do not represent the full Arcata community will not be able to set the correct direction for future development of Arcata.

Historically, policy established by cities nationwide has been wielded to disadvantage and exclude groups of people. Moving from this understanding, the City has been investing time and energy into improving racial outcomes for Arcata residents, particularly through the work of the equity arcata collective.

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. equity arcata's story begins in 2016 when the tri-sector equity alliance was founded by leaders representing the City and Cal Poly Humboldt. This informal group met regularly over the course of 2017 with members of the Arcata business community to address racism and topics including diversity, inclusion, policing concerns, and challenges expressed by undocumented members of the community. After Cal Poly Humboldt students of color shared their experiences and asked City officials and other leaders to work on solutions, the tri-sector equity alliance sponsored a workshop where 65 participants from different sectors of the community took part in a day-long planning session. Attendees brought their experiences, opinions, and questions to the table. In breakout sessions, groups confronted a wide range of challenges--such as housing discrimination and cultural diversity in the tk-12 school curriculum. Based on the work accomplished during this session, equity arcata was officially established in 2017. Notes from the working session were compiled into "Equity Arcata: A Draft Solution Set," which became a foundational document racial equity work in Arcata and has guided City staff's thinking in creating a strategy for policy review through an equity lens.

The City has determined a need for including racial equity analysis as a key part of the Infill Program's work. Through the Draft Solution Set, equity arcata's work over the past five years, feedback from City visioning meetings held in February 2021 and December 2022, and vision survey comments, the Arcata community has provided staff with a general direction for the equity analysis. Staff is working with community partners to bring together a review group of racial equity stakeholders, drawing especially from the expertise of equity arcata's "Ongoing Learning" group, to undertake the analysis.

The Draft Solution Set specifically identified many areas of focus that overlap with themes from public engagement throughout the City's General Plan update, including housing, policing, and City connections to both Cal Poly Humboldt and local Indigenous Communities. It will serve as a guiding foundation for the City's racial equity review group, which will analyze which aspects of the Solution Set remain accurate and which may need to be updated/modified. More general questions that will be

asked of the group include 1) “How may the policy, initiative, program, or budget ensure safety and improve health outcomes for vulnerable populations, including people with disabilities?” and 2) “How may the policy, initiative, or budget decrease inequality in race, income, or wealth?”

### Racial Equity Themes/Data from Community Vision Town Halls

**Racial Equity and Arcata for all** – The City should provide support & services to the community’s most vulnerable; by doing so, Arcata will witness a “trickle-up effect.” Undocumented community members are oftentimes left out. - Make Arcata a place for all, focus on economic development so people can thrive, and prioritize the physical/spiritual health of the community.

Question asked: *In three words or less, what does the term “equity” mean to you?*

- Opportunities for all
- Facilitating access
- Guaranteed housing
- Opportunity
- Access resource justice
- Helping others balance out
- The same opportunity
- Equality
- Open opportunity
- Access to uplifting services
- Sustainable resources for all
- Equitable resource distribution
- Housing at all income levels
- Access to resources
- Opportunity and assistance
- Leveled playing field
- Inclusion of all voices
- Opportunities for all
- Empowering, access, opportunity
- Safe, inclusive
- Diversity
- Fairness acceptance inclusion
- Minimum acceptable outcomes
- Openness, compassion, diversity
- Dismantling systems of oppression
- Sharing space
- inclusion to all voices
- All can thrive
- Supportive resources
- fairness, empowerment, diversity

## Racial Equity From Open House Data

Question asked: *What strategies can the City use to promote racial equity in access to housing in the Gateway Area and throughout the City? What strategies can the City use to promote racial equity in access to housing in the Gateway Area and throughout the City?*

- Outreach to BIPOC and Indigenous communities (7 votes)
- Low-income artist housing (2 votes)
- Rent-Control
- Inclusionary zoning
- Pocket neighborhoods
- Diversity of housing types/affordability levels in different areas
- Encourage affordable housing development

Question asked: *What strategies can the City use to promote racial equity and access to public art and cultural activities in the Gateway Area and throughout the city?*

- Focus support/funding on and creating queer and BIPOC safe spaces for local artists
- Center arts events on giving BIPOC folks space to even the playing field from white established artist
- Preserve L St. Build on the linear park and dynamic place it is becoming
- Queer bars shops safe places
- In planning groups, meetings use language that is inclusive of everyone or colors genders gender identity
- Outreach to local university and colleges for input, NAACP, Latino groups, indigenous
- Creating more BIPOC collective and festivals with black Humboldt, HC black music and arts and other BIPOC organizations

## Summary of Racial Equity Themes from Community Vision Survey

Question asked: *The City of Arcata is committed to using a racial equity lens in planning and policy development. From where you sit, what racial or other social inequities do we need to address as a city? (for example, in housing, transportation, education, etc.)*

When surveyed about racial and social inequity in Arcata, respondents spoke most frequently to needed improvements in critical service provision. The responses suggest that the largest inequity Arcata needs to address are the racial and economic discrepancies that dictate access to basic necessities; housing and transportation were mentioned in the majority of the comments (perhaps because they were provided as examples were provided within the question, although education was rarely mentioned). Over half of the comments received centered on housing, housing equity, and homelessness.

This focus on ensuring residents' access to basic necessities reveals that Arcata community members see a strong link between racial equity and quality social services. In addition to transportation and housing, respondents cited health services, food security, trash collection & public beatification, support for the

arts, support for small businesses, and the creation of more jobs that pay living wages as necessary areas of focus. Although there was often consensus in naming these focus areas, there were differing opinions regarding what the City of Arcata's priority should be within each.

Beyond the interrelated issues of housing, transportation, and services, respondents requested more racial equity trainings/work in the community, calling for Arcata to become "more welcoming" (a commonly used phrase) toward Black, Indigenous, and People of Color (BIPOC). A smaller subset of respondents disapproved of the City's focus on racial equity, interpreting it as planning privileging a select group.

Many respondents also voiced direct asks for government—such as increased partnership with local tribes, more integration with Humboldt State University (HSU) and greater support for students, and affirmative action measures in elections/hiring practices.

Each of these primary themes is elaborated on in further detail below, with prior community feedback/context from the "Draft Solution Set".

### **Housing & housing equity**

The overwhelming majority of respondents commenting on housing seemed to agree we need more developed; however, community members had differing opinions on what the City's focus should be in terms of housing development. For example, some thought that the focus on affordable housing should be shifted and/or broadened to allow for production of more middle and higher-income housing; some called for more "urban developments," while others spoke to ensuring that BIPOC residents benefit from more single-family focused housing programs (like first-time homebuyer). Still others thought that the focus should be planning to mitigate sprawl and addressing environmental inequities relating to flood and sea level rise hazards.

Many respondents noted racial inequities in renting, some even calling for investigation into local landlords/property management companies that may be operating in racially discriminatory ways. Some respondents specifically named HSU students and students of color as populations discriminated against. Housing discrimination was noted as a "system-level insight" in the Draft Solution Set, with a community member sharing the experience of landlords not returning calls after seeing the name on an application.

Many respondents also noted the need for improved mental health and homelessness services and streamlined service provision: "simplifying the bureaucracy and red tape that people on the street have to deal with to get help, as well as providing for people with complex needs." Ideas included:

- More affordable housing for students and low income folks
- Accessibility to housing for students of color
- "Equal access to quality housing and services for all people. Delivery of services should be done in a way that serves all races as well as those who experience social inequity."

## Transportation & infrastructure

Besides housing, transportation & infrastructure were the most commonly cited concerns. Regarding public transportation, respondents called for more frequent bus pick-ups, longer bussing hours, and more bus routes—as well as increased attention to bike and pedestrian pathways.

- More frequent bus pick-ups and longer bussing hours.
- Walking/biking safe pathways
- More city lights for people who walk

## Other needed community services

Beyond housing and transportation, respondents most frequently noted the need for improved health services (medical, mental, and dental). Ideas included:

Along with support for physically healthy lifestyles, comments also recognized support for the arts and Arcata's small business community as important for community wellbeing. Respondents specifically noted the importance of racial diversity within these aspects of the community by requesting support for BIPOC-owned small businesses and more diverse cultural events.

Finally in the vein of community necessities, respondents called for better and more varied types of jobs—noting Arcata's "unrealized economic potential" and inability to recruit businesses that pay a living wage. Ideas included:

- The access of food insecurity
- Support for small businesses started by marginalized groups
- Education, access to arts, increase in public awareness for groups/environments for racial minorities within the city
- "One of the most affordable areas of the city (Valley West) is poorly connected to the rest and underserved"

## Partnership with tribes & Indigenous rights

A significant number of comments received called for greater collaboration with local tribes and support for Indigenous rights. Some respondents believe in the land back movement, and that local governments should hold seats on Council and/or positions in departments for Indigenous representatives. Ideas included:

- Give back land to Wiyot Tribe
- Consider the needs & services of the tribal communities as paramount. Consider several different council seats as required members for targeted groups for input into the city council decisions.
- Local tribes in planning and decoration of local events
- Tribal representatives in all departments

### **Relationship to HSU/CalPoly Humboldt**

Respondents noted the impact of racism on HSU's ability to recruit and maintain diverse students, faculty, and staff in the Arcata community. The word "welcoming" was used in four different comments regarding how the city should grow to be toward students and potential BIPOC community members. It was also noted that HSU should invest more in Arcata, and specifically in equity work within the community.

The Arcata's community's relationship to HSU was noted as a place for growth in the 2017 Draft Solution Set. Students shared that they do not feel connected or welcome in the community, or seen as a threat. Ideas included:

- Make downtown Arcata more welcoming to students, create safety corridors for students, pay student escorts

### **Racial equity education & equity work more generally**

The vast majority of comments received imply that the respondent believes that Arcata has deep issues of racial and socioeconomic inequity that must be addressed. Many had specific asks for equity work—from holding forums on racism to implementing policy toward greater racial equity to increasing support for Arcata's elderly and disabled residents.

However, a small segment of comments received, about one in ten, do not see present inequities and/or disapproved of the City's focus on racial equity in planning. Some disputed that race is a factor affecting quality of life outcomes, or stated the belief that centering race in planning ends up being discriminatory. The 2017 Draft Solution Set also found that many people in the Arcata community "do not understand whiteness and unconscious white privilege". Ideas included:

- Keep building on equity arcata's work
- Hold forums to combat racism in the community.
- Support and representation for BIPOC children
- "Arcata has traditionally given very little attention to those with disabilities and generally does not seem to value the opinions/contributions of this group. People with disabilities comprise the largest minority and I feel the city needs to apply more resources to understanding and addressing the many ways improvements could raise the overall quality of life for all."
- "What needs to be addressed in planning and policy is to engage at least every couple of years a broad spectrum of citizens in gathering information on emerging issues and needs as they relate to human rights and intergroup relations. In terms of policies, measures and practices to bring about social and racial equity and a greater inclusion for all who live, work, or visit Arcata."



## Engagement Themes and Conclusions

Staff have heard consistent through lines in the community priorities and needs shared in Phase 2 engagement on the City's Strategic Infill Redevelopment Program (SIRP) so far. These themes have been found consistent in a variety of settings citywide. For example, residents place very high priority on Arcata's natural resources. Residents identify more housing, available for all user groups at accessible costs, as a top priority. Development of additional infrastructure to support alternative transportation is a priority. And infill development, as opposed to sprawl, is strongly supported. Community priorities regarding development are listed in the "Encourage" section of the table below.

These perspectives lead to the conclusion that the proposed outcomes of the SIRP are aligned with the Arcata community's vision for housing solutions. However, public engagement through Phase 2 has also made clear that Arcata community members have apprehensions regarding some aspects of the SIRP (and the draft Gateway Area Plan specifically). These include building height, population growth, increased demands on transportation and water/wastewater infrastructure, and the role of developers in housing production. Aspects of community concern can be found in the "Discourage" section of the table below.

Regarding racial equity in upcoming General Plan revision, the most prominent themes throughout engagement to date were housing and transportation, but new themes presented as well. These include the need for additional community services, increased connections to Cal Poly Humboldt, and relationship building with local Indigenous stakeholders and tribal councils.

A notable feature of engagement was the consistency in responses regarding what made Arcata special and what people wanted to see retained into the future. City staff consistently asked the question "What makes Arcata a good place to live, work and play" or simply "What do you love about Arcata?" answers were remarkably consistent across groups, regardless of age, race, or economic status.

### **Favorite things about Arcata:**

- Plaza
- mild climate and natural beauty (creeks, forest, ocean)
- good food and local food
- Redwood Park/community forest
- Small scale-close proximity to everything, walkability and bikeability
- Bay and the Ocean
- Forest/trees
- Marsh
- Isolated, small, places to find solitude
- Friends and tight knit community
- the Farmers market
- HSU/ CalPoly Humboldt
- Quirkiness of the community - sense of character and freedom of expression
- Arts, music. Community events and festivals
- Strong small business community



## Themes regarding proposed development vision of the Infill Program

- Vision and philosophy of current General Plan is still supported and considered representative of community priorities (infill, alt transportation, greenspace/resource protection, encouraging high quality design)
- Infill/densification within core of City as opposed to sprawl/annexation is supported
- Housing creation for a variety of users and needs is supported and is identified as a major community need
- Strong interest in building homeownership/home equity opportunities through community land trusts, housing cooperatives, etc.
- Mobility and multi-modal investment (bike/pedestrian/bus) is supported and is identified as a major community need
- Appreciation of existing parks and trails systems and desire for expansion of system
- Racial equity/Arcata for all including accessibility needs
- Re-connecting with local Indigenous communities
- Climate change/sea level rise, preparation and armoring, reducing GHGs
- Youth/child support, care, representation, engagement, safe spaces to gather and connect
- Economic development, including HSU student pipeline, housing affordability, job support and training
- Services and support for houseless population
- Connections to Cal Poly Humboldt
- Community mental and physical health
- Art as community beautifier and tool for healing and creative expression
- Improvements to Valley West
- Desire for additional process regarding building and street design
- Population growth concerns: infrastructure capacity, parking, changes to “small town” character
- GAP concerns: buildings over 4 stories in height, parking, artists and business owners concern re: potential displacement
- Concerns over environmental impacts of GAP:
  - Infrastructure/services capacity
  - Gateway Area soil suitability/contamination
  - SLR/hazard vulnerability

- Wetlands/wildlife

ENCOURAGE	DISCOURAGE
Small business growth and development	Large developers making profit off of housing
Home ownership/equity opportunities	Structures that block views of Bay or Hillside
High quality design that adds to the streetscape	Lots of 8 story buildings
Housing and transit options	
Walkability and bikeability	
Homeless services and support	

**Many community members expressed concerns over:**

- Homelessness/mental health-some students had stories of being accosted or hearing of other young people who had been accosted
- Lack of upkeep/dirtiness/blight
- Need investment in health/mental health/additional resources
- Need places that stay open past 8 PM and are all ages (e.g. movie in the park), all-ages activities that are reliable year after year
- Needs good jobs
- Not enough cultural diversity and students of color leave HSU

**Design Priorities from Community Engagement to Date**

- Don't make Arcata look like "Everywhere USA"
- Support the unique, funky, "small town" vibe of Arcata
- Protect historic resources
- Support Creamery District's identity and guidance from existing stakeholders (see Infill Market Study Community Engagement Report)
- 6 stories max supported by many; 4 stories is preferred

**Questions for Next Phase of Community Engagement**

- How to ensure excellent quality of design through Form Based Code?
- Design Guidelines/Objectives (ie, what vibe of neighborhood should we design for? How can we ensure cohesion and connectedness of the Gateway Area community, current and future? How can we design a City is that "thrive-able" not just "livable")
- What amenities should warrant height bonus? How should amenities be paired/applied?
- Design standards (what will be required, vs. what will be optional?)
- Address solar access, building siting/design on various sides of city blocks

## ATTACHMENTS

- Vision Meeting Notes by group - Still under development
- Walking Tour Poll Results - Still uinder development
- Open House Poster photos - Attached
- Survey results-Open Answer Questions - Draft Attached

## Open House Posters

# The California Environmental Quality Act (CEQA)

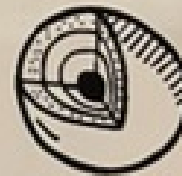
## What is it?

CEQA is a process that requires government agencies to consider the environmental consequences of their actions before approving plans and policies or committing to a course of action on a project. It was first signed into law in 1970 shortly after the National Environmental Policy Act (NEPA) was enacted. CEQA asks agencies to identify potential environmental impacts and provide actions (mitigation measures) that can help reduce the level of impacts where possible.

## What environmental topics are considered?

Through the CEQA process, a total of 20 different topics are reviewed in detail in addition to consideration of Mandatory Findings of Significance. Areas that may have a potentially significant impact will include mitigation measures to help reduce the level of impact.

- Aesthetics
- Agriculture & Forestry Resources
- Air Quality
- Biological Resources
- Cultural Resources
- Energy
- Geology & Soils
- Greenhouse Gas Emissions
- Hazardous Materials
- History & Water Quality
- Land Use & Planning
- Mineral Resources
- Noise
- Population & Housing
- Public Services
- Recreation
- Transportation
- Tribal Cultural Resources
- Utilities & Service Systems
- Wildlife



## Different Levels of Review

Within CEQA there are several types of review that can take place. For the General Plan and Gateway Area Plan, the City will be utilizing the Environmental Impact Report (EIR) Process which is the most extensive review under CEQA.



## EIR Process

There are several steps in the EIR process to help ensure there is maximum consideration for potential effects and ample time for public input. Listed below are the major steps in the process along with an anticipated timeline for the General Plan and Gateway Area Plan EIR:

EIR Step	Timeline
<b>Notice of Preparation</b> This lets the public know that the process is starting and to be on the look out for more information.	January 2022
<b>Document Scoping</b> During this step, the City will collect specific concerns and topics from various agencies that they would like reviewed in the document.	February 2022
<b>Technical Studies and Analysis</b> Various studies will be conducted covering air quality, biological resources, transportation, and more that will be used to write the EIR.	Summer 2022
<b>Public Review Draft EIR</b> The public will be able to review the complete document and provide comments to the City.	Fall 2022
<b>Final EIR and Adoption</b> Comments received during public review will be incorporated into the final document where appropriate before the City considers final adoption.	Winter 2022

# Housing Need and Related Law in California

## The 2018 California Statewide Housing Assessment

Home is the foundation for life. It's where we raise families, feed, safe and secure, rest and recharge. Our options for where we live have far-reaching impacts in our lives – from our job opportunities to our physical and mental health, from our children's success in school to our environmental footprint.

California's Housing Future: Challenges and Opportunities, provides in-depth research into California's far-reaching housing challenges (copy on the table below).

### California's Housing Future

annually over the last 10 years, and ongoing production continues to fall far below the projected need of 185,000 additional homes annually. Lack of supply and rising costs are compounding growing inequality for younger Californians.

- One-third of renters pay more than 50% of income toward rent.
- Homeownership rates are at their lowest in California since the 1940s.
- California accounts for a disproportionate 22% of the nation's homeless population.
- Continued sprawl will decrease affordability and quality of life while increasing combined housing and transportation costs for residents.

## Based on housing need, the California legislature continues to pass more aggressive legislation to allow for housing to Arcata and shape the future of housing.

**SB 2 Building Jobs and Homes Act**  
Requires a city or county to identify additional low-income housing that is near existing low-income housing in its jurisdiction.

**SB 2**

**SB 9 Housing Development: Allowance**  
Allows most homeowners to build two homes or a duplex on a plot zoned for a single house, and in some cases, split the lot and build two additional homes, starting in Jan. 1. The total number of units on a single lot is limited to two.

**SB 9**

**SB 10 Planning and zoning, Affordable Housing**  
Establishes minimum, streamlined process for cities to zone for multi-unit housing — making it easier and faster to construct housing.

**SB**

**SB 11 Planning and zoning, Affordable Housing**  
Creates a streamlined approval process for developments in locations that have not yet met their housing targets, provided that the development is an affordable housing project. Participating developments must provide at least 20 percent of units for lower-income families.

**SB 35**

**SB 166 No Net Loss**  
Requires a city or county to identify additional low-income housing that is near existing low-income housing in its jurisdiction.

**SB 166**

**SB 478 Planning and zoning, Affordable Housing**  
Requires a local agency that is imposing specified zoning requirements on a multi-family housing development to determine the project is consistent with the local agency's adopted housing element.

**SB 478**

**AB 72 Housing Element Law**  
Authorizes HUD to file a jurisdiction out of compliance with state housing element law at any time (instead of the current year 1990 period), and after any violation of state housing element law to the Attorney General if it is determined the action is inconsistent with the local agency's adopted housing element.

**AB 72**

**AB 215 Planning and zoning, Affordable Housing**  
The bill prohibits the state housing department from reviewing a city's local housing element revision until the city has made the bill available for public comment for at least 30 days and the state of local housing element to consider and respond to the comments.

**AB 215**

**AB 678 Housing Accountability Act**  
Requires the Housing Accountability Act by increasing the minimum density and the standard of proof required for a local agency to apply denial to deny or to moderate housing element projects, and requiring more to require a vote of 10/100 or more percent of local agencies that fail to fully address their portion of an affordable housing development project.

**AB 678**

**AB 1397 Housing Element Law**  
Requires a local agency that is imposing specified zoning requirements on a multi-family housing development to determine the project is consistent with the local agency's adopted housing element.

**AB 1397**

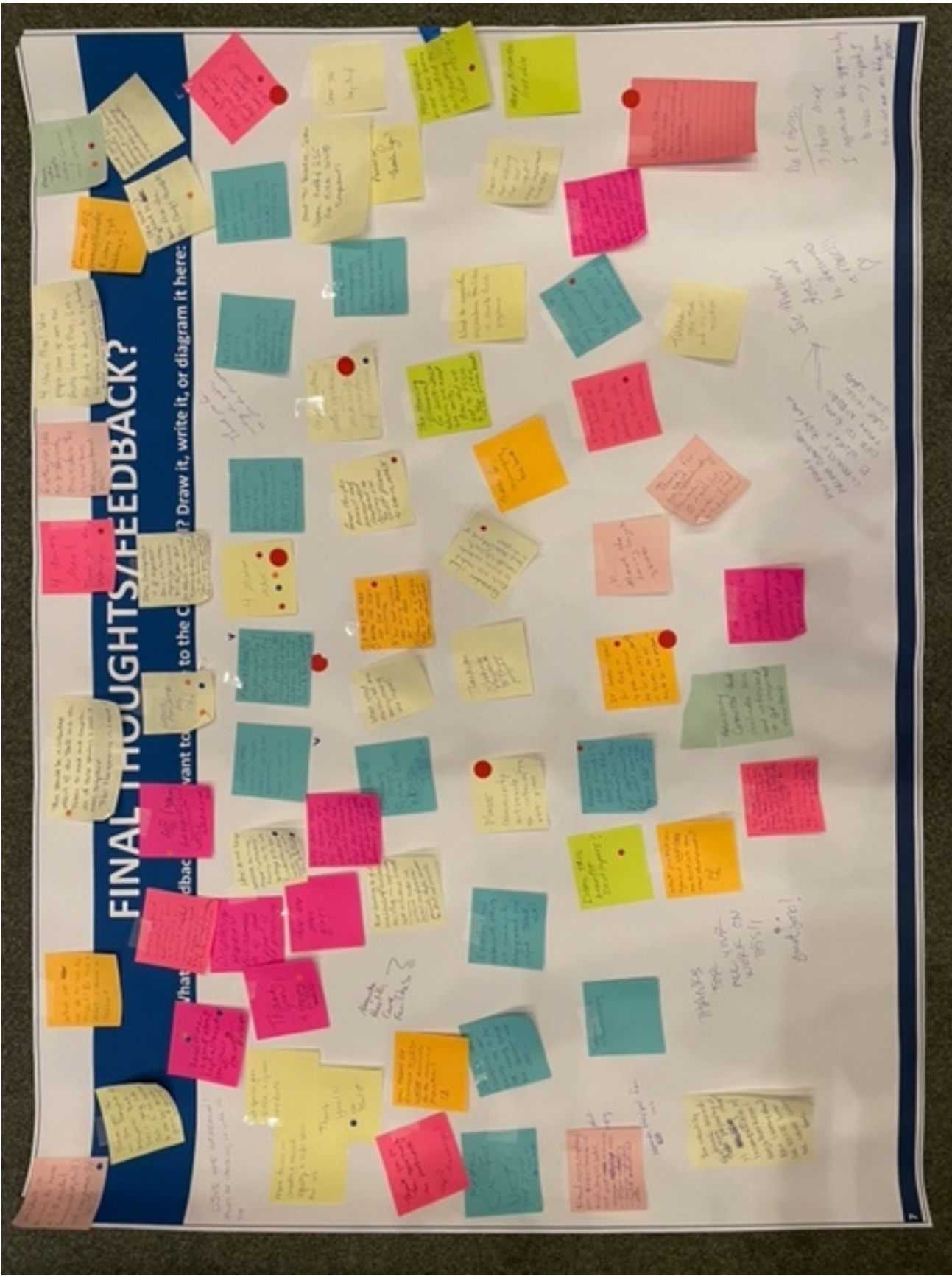
**AB 1584 Housing Element Law**  
This bill prohibits any ordinance, regulation, or condition contained in any local law, ordinance, or regulation that prohibits or unreasonably restricts the development of an accessory dwelling unit or junior accessory dwelling unit in a lot zoned for single-family residential use.

**AB 1584**

**AB 2162 Housing and zoning, Affordable Housing**  
The bill requires the reviewing of those identified in the inventory of housing sites by specific deadlines where the inventory does not identify adequate sites to accommodate the need for all households in the county. The bill further requires the reviewing to approximate 10% of the housing needs for each low and moderate income household.

**AB 2162**





# Mobility and Alt Transportation

**Summary: A realigned roadway network offers more efficient vehicular circulation, while simultaneously providing more extensive bicycle, pedestrian, and transit facilities. The transportation needs of residents can be fully met via pedestrian and bicycle infrastructure that connects seamlessly to key destinations throughout the City to allow truly car-free lifestyles.**

## Guiding Principles

- Modify and update the circulation system to expand availability of safe and comfortable bicycle and pedestrian facilities, while managing vehicular travel to minimize adverse impacts from traffic noise and congestion.
- Reduce vehicle trips and parking demand from other parts of the City by creating convenient and safe pedestrian and bicycle corridors that draw residents and visitors into the Plan Area via means other than motorized vehicles.
- Connect Gateway Area to the Downtown/Plaza core with safe and attractive walking and bicycling routes suitable for all ages and abilities, incorporating wayfinding, public art, and street lighting, furniture, and amenities.
- Fulfill the potential of the Rail-to-Trail project by planning for expanded perpendicular connections that invite exploration and draw recreational cyclists, runners, and pedestrians from beyond the Plan Area.
- Where appropriate, close gaps in street blocks with bicycle and pedestrian trails accessible to people of all ages and abilities. For community cohesion and public safety purposes, maintain lines of sight for visual clarity. Whenever vehicular roadways are eliminated, be sure to retain the pedestrian and bicycle paths to avoid creating new gaps for non-vehicular travel.
- Be enhanced ADA accessible and universal accessibility designs when possible.

## Gateway Plan Strategy

- Provide a comprehensive transportation network throughout the Plan Area that encourages walking and biking and allows for a car-free lifestyle.
- Throughout the entire Plan Area, the presence of on-street parking may be eliminated in favor of adding or enhancing non-motorized facilities, such as sidewalks, bike lanes, landscaping, Class I trails, etc.
- Discourage the development of non-motorized campus layouts for areas with incomplete block patterns as the Rural District.
- Increase pedestrian safety through several measures including shortening pedestrian facilities, installing curb extensions, widening sidewalks, and installing lighting.
- Qualify the placement of parking lots along street frontages in the interest of maintaining continuous building frontages along the primary commercial streets and improving walkability.
- Ensure that adequate transportation facilities exist to accommodate the planned growth of 3,500 residents within the District.

What would motivate you to walk or bike to or from the District?

What strategies can the City use to promote racial equity in access to transportation and to destinations in the Gateway Area and throughout the City?

Let us hear your experience with key intersections in the Gateway Area! Write them in here or use sticky notes to mark the maps provided.

# Built Environment and Architecture

**Summary: When development is taller and denser, buildings in past decades reflect the architectural values, livability, and aesthetic expectations of the community.**

## Goals

- Establish ministerial permitting options and streamlined development processes for projects that provide designated community amenities or otherwise facilitate the guiding principles.
- In uses, with targeted limitations on land uses that do not contribute to the Gateway Area.
- Promote walkable design standards that allow high-density, multi-story buildings while simultaneously requiring a vibrant, community-oriented, street-facing built environment designed to fit a "human-centered" scale.
- Plan for custom development standards along key gateway segments and nodes, particularly along E Street and 11th Street, with the objective of generating a more welcoming and vibrant "gateway" into the City.

## Plan Strategy

- Create walkable and bikeable streets by providing space and regular bike facilities.
- Incorporate green infrastructure including trees and planting strips to aid in stormwater collection.
- Maintain block pattern for easy navigation and cohesion with downtown area.
- All buildings, whatever the use, to feature pedestrian-friendly and human-scale design.
- Maximize vehicle parking requirements and maximize walk, bike, and transit infrastructure.
- Locate buildings and entrances next to sidewalks and limit parking to sides and backs of buildings as needed.

In your opinion, what is your current expectation of new development Arcata?

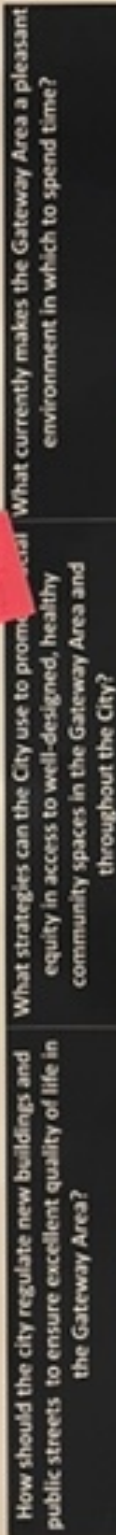
What strategies can the City use to promote racial equity in designing architectural standards in the Gateway Area and throughout the City?

In your opinion, what should be the Gateway Area's architectural values? Where would you draw inspiration from?



## What is a "street scape"?

In this way, public spaces designed for public interaction promote meaningful spaces and encourage community use. Streetscapes in the Gateway Area are designed as places for neighbors to meet, events to occur, where visitors most experience the City, and where the Gateway community is truly made.



**How should the city regulate new buildings and public streets to ensure excellent quality of life in the Gateway Area?**

What strategies can the City use to promote equity in access to well-designed, healthy community spaces in the Gateway Area and throughout the City?

currently makes the Gateway Area a pleasant environment in which to spend time?

# Arts, Culture, and Sense of Place

**Summary:** Vibrant, authentic, and diverse public art and performing art spaces complement a distinctive and attractive sense of place that is built through creative placemaking. Artist and entrepreneurs prosper.

## Guiding Principles

- Build upon past planning efforts to create the Creamery Arts & Culture District and honor the well-established entrepreneurial spirit and powerful identity that has been nurtured and organically cultured for years.
- Incentivize the integration of all forms of art into new development, including murals, sculptures, performing art spaces, and anything that is funky, eye-catching, or creative.
- Promote, prioritize, integrate, and incentivize housing integrated with or nearby workplaces for artists.
- Identify opportunities to integrate arts and cultural amenities into streetscape designs and open space plans.

## Gateway Plan Strategy

- Incentivize the arts and artist housing as community amenities through the community benefit program.
- Develop outdoor spaces for informal artistic and cultural activities open to the public.
- Principally permitting arts and entertainment.
- Support formal and informal temporary artistic and cultural events.
- Encourage new development to incorporate public art that both is creative and reflects identity and history of the community.
- Specifically encourage development of public art that uplifts and supports BIPOC artists and narratives.

**How could we use art/forms of expression to maintain an excellent quality of life in Arcata as we add more population?**

**What strategies can the City use to promote racial equity in access to public art and cultural activities in the Gateway Area and throughout the City?**

**How could this Plan help strengthen the artistic identity of the Creamery District, or spread that energy to new parts of the Gateway Area?**





## How We Heard Your Feedback So Far?

The City has hosted engagement events and activities for throughout plan development. In addition, an on-line survey was open to the public from February 2021 and will be available until April 1, 2022.

The following is a chronological summary of the participation opportunities that were available to the public. For related public engagement activities prior to December 2020, see the City's Housing Element and the and the "Arcata Infill Market Study Community Engagement Report".

- 12/17/20: Community Visioning and Strategic Infill Redevelopment Program
- 1/21/21: City Council Special Study Report
- 2/17/21 through present: Visioning Survey presentation
- 2/23/21: HSU Associated Students Board Strategic Infill Redevelopment Program presentation
- 2/25/20: Community Visioning and Listening Session
- 4/20/21: Community Lecture hosted by HSU
- 6/4/21: Walking Tour with Arcata High School
- 7/19/21: Public Walking Tours
- 8/24/21: City Council and Planning Commission Special Study Session: Strategic Infill Redevelopment Program Report
- 7/6/21: Economic Development Committee (virtual): Discussion of the Gateway Area Plan
- 7/14/21: Parks and Recreation Committee: Discussion of the General Plan Update and the Gateway Area Plan
- 7/15/21: Historic Landmarks Committee: Discussion of the Gateway Area Plan
- 7/19/21: Energy Committee: Discussion of the General Plan Update and the Gateway Area Plan
- 7/20/21: Traffic Safety Committee Meeting: Discussion of the General Plan Update and the Gateway Area Plan
- 7/20/21: Wetlands and Creeks Committee meeting: Discussion of the General Plan Update and the Gateway Area Plan
- 8/10/21: Planning Commission: Study Session for the Strategic Infill Redevelopment Program (including Gateway Area Plan)
- 8/17/21: Traffic Safety Committee: Discussion of the Gateway Area Plan
- 8/30/21: Letter mailed to all property owners within Gateway Area encouraging outreach to City staff with questions regarding pending plan
- 9/14/21: Planning Commission Walking Tour • 9/21/21: City Council Special Study Session Walking Tour
- 10/15/21: Public Walking Tour
- 10/16/21: Public Walking Tour
- 12/9/21: Public Workshop
- 12/11/21: Public Walking Tour
- 12/14/22: Planning Commission
- 12/15/21: City Council: Report of Public Draft Document
- 1/4/22: Eco news report interview
- 1/11/22: Planning Commission Meeting
- 1/14/22: KEET TV interview
- 1/18/22: Transportation Safety Committee Meeting
- 1/20/22: Historic Landmarks Committee Meeting
- 1/21/22-1-22/22: Gateway Plan Open House
- 1/22/22: Farmer's Market Tabling

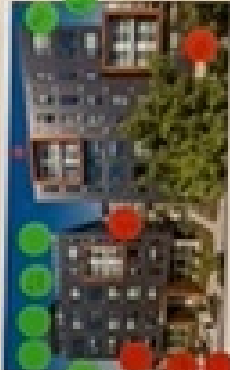
coming: North Gateway Walking Tour on Saturday, January 29 at 10:00 a.m. - Meet at the intersection of M & Alliance. ☺

Sign up for e-notifications now stay up to date on upcoming engagement opportunities by signing up for Long-Range Planning & Community Visioning" listserv at <https://www.cityofarcata.org/list.aspx>





100



## Arcata is Growing....Planning for Growth Helps Manage It

Arcata's population increased by **9.4%** in the last 10 years—more growth than any other community in Humboldt County. (2020 Census)

- In 2021, Humboldt County's housing market ranked **15<sup>th</sup> in the nation** on the Wall Street Journal's Emerging Housing Market Index. (Wall Street Journal)
- Humboldt State University predicts that the number of enrolled students will **double by Fall of 2028**, which means an additional **5,445** students and **143** new faculty and staff moving to the area over the next 5-6 years. (Polytechnic Prospectus)
- Humboldt County has been identified as a **climate refuge**, meaning that those fleeing areas prone to the impacts of climate change (flooding, or drought) are increasingly relocating here.
- **COVID-19** has allowed Americans more flexibility to work from home, as well as further revealed the beauty and benefits of life in more rural areas with easy access to nature, which has led residents of larger cities to move to our community without leaving their existing jobs (Bloomberg, 2021)

Our region is experiencing **exciting new economic developments** that will create new jobs and draw new community members; these include Nordic AquaFarms fish farm, the Humboldt Wind Energy Project, and the world's longest fiber optic cable landing in Eureka.

As we sit, what are the challenges and opportunities of future growth in Arcata?

much growth could lead to...

Not enough growth could lead to...

## Full list of Plan topics

Based on feedback so far, not every topic is being showcased here in detail.

The following is a full list of plan topics. If you have read the Plan and have feedback for the City Council, write it in here. If you have not read the Plan and have questions, write them in here, or visit our FAQ table. You can find copies of the Plan at this Open House, on the City's website, and staff has prepared a 60-minute video reviewing the plan page by page, which can be viewed in the Senior Room down the hall.

Land Use

Community Benefits

Housing

Employment

Open Space

Mobility

Street Design

Community Design

Resources

Infrastructure

Other thoughts to share: write them down here ↑



Attachment: A: SIKF Engagement KPI 06.07.22 [Ken]

## What have we heard so far:

Through our Town Halls, walking tours, Committee/Commission hearings, and various other engagement activities, City staff have identified several key concerns when planning for the redevelopment of the Gateway Area. These areas of opportunity and areas of concern have been summarized below. We hope you help us refine this further by providing feedback on our summary of engagement to date. This list is not comprehensive, but highlights major themes to date.

Use sticky dots next to items that resonate with you in the box to the right of the item. Write in additional items that you would like to see encouraged in the Gateway area, or in the city more broadly.

### Citywide visioning

- Creating housing for all user groups and incomes
- Love of Arcata's natural resources (ocean, forest, working ag lands, parks)
- Encouraging walkability and bikeability, investing in multimodal transportation
- Creating job opportunities, including Arcata's arts and manufacturing sectors as well as finding jobs for recent HSU graduates
- Increasing feelings of safety in public spaces for all users
- Coordination between HSU and the City
- Thoughtful City growth, meaning both infill and protection of the City's preexisting
- Arcata for All and racial equity work
- Using arts for self expression, place making, and mental health
- Reducing Greenhouse Gas Emissions
- Climate change/sea level rise preparation and mitigation
- Youth/child support, care, representation and engagement
- Re-connecting with local indigenous community
- Investing in mental and physical health care
- Area has good potential and strong community of businesses and residents looking for new ways to build on that potential
- Area is a strong off-plaza center for the core downtown, and is well-positioned to downtown, return, and the ocean-connect to Plaza with bike/ped priority-need safe routes to parks
- Creamery District as strong center and Arcata Playhouse as strong center of Creamery
- Area needs maintenance/investment more and bigger sidewalks, repaving of sidewalks, more landscaping and greenery, more public art-murals, etc.
- Focus on human-scale activity: flow designed for people, design that brings people together
- Encourage users that lead to more events/people on the street
- Encourage a diversity of uses and business types, more jobs in the Area
- Focus on communal and shared space, green space, edible landscaping and native plants/plants to bring safety in a beautiful environment
- Strong arts identity in Creamery and interest in expanding that beyond Creamery (art studios and structures for artists, including artist housing and roles in decision making)
- Concerns of proposed building height/look, and its effects shading, aesthetics, etc.
- Incorporate why/what place naming and find ways to honor the fact the Gateway Area is an unincorporated land
- Concerns of re-configured roadway in impacts to surrounding neighborhood more cars

### Gateway visioning

- Other things to share with them here!



## Gateway Area Amenities

Take sticky dots and pick your top 10 amenities, and rank how many points you think each should receive. Please try to not cover up other people's dots ☺ Come find a planner if you have questions!

Amenity	How important is this?
High-density housing	
Small units (750 sf or less)	
Family units (3 or more bedrooms)	
Owner-occupied units	
Single room occupancy	
Preserving existing affordable housing	
Creating new affordable housing (seesd restricted units)	
Creation of new mixed income housing	

Amenity	How important is this?
Creation of public art or related infrastructure	
Live performance space	
Art & culture for program	
Artist live/work housing	
Community building infrastructure (space, art, etc.)	
Trail, drinking fountains, tree-free libraries, etc.)	
Contributions towards partnership with Arcata Main Street or community connectivity events between Plaza/Gateway	

Amenity	How important is this?
LEED Gold or higher, all electric development	
Mass Timber Construction	
Renewable energy generation	
Contamination remediation	
Stormwater runoff management in addition to state requirements	
Light pollution reduction	
Highly rated Creek water quality improvements	
Improving fish passage for salmon	
Watershed banking for habitat restoration	

Amenity	How important is this?
Trail/redevelopment, new bike and pedestrian trails	
Contribution to area beautification fund	
Expenditures dedicated to City for parkland or creek daylighting	
Contribution to parkland fund	
Creek daylighting	
Street trees	
Community gardens	
Ecological/native landscaping	

# Gateway Area Amenities

Take sticky dots and pick your top 10 amenities, and rank how many points you think each should have. Please try to not cover up other people's dots. Or add your own! Come find a planner if you have questions!

Amenity	How important is this?	How important is this?
EV charging stations	●●●●●●●●●●	●●●●●●●●●●
Employee showers	●●●●●●●●●●	●●●●●●●●●●
On site bike parking/storage in addition to what is required in form based code	●●●●●●●●●●	●●●●●●●●●●
Bus benches for residents	●●●●●●●●●●	●●●●●●●●●●
Bus parking for transit use	●●●●●●●●●●	●●●●●●●●●●
Landscaping	●●●●●●●●●●	●●●●●●●●●●
Access to all-electric bus	●●●●●●●●●●	●●●●●●●●●●
Trail lighting and aesthetic improvements	●●●●●●●●●●	●●●●●●●●●●
Park and ride lots	●●●●●●●●●●	●●●●●●●●●●

Amenity	How important is this?	How important is this?
Ground-floor retail/food use developments	●●●●●●●●●●	●●●●●●●●●●
Outdoor dining	●●●●●●●●●●	●●●●●●●●●●
Food/drink dining	●●●●●●●●●●	●●●●●●●●●●
Owner-occupied units	●●●●●●●●●●	●●●●●●●●●●
Creation of 50+ jobs	●●●●●●●●●●	●●●●●●●●●●
Community health/support services	●●●●●●●●●●	●●●●●●●●●●



## Gateway Area Development Review Process

### How would the Gateway Plan Development Review Process Work?

The Gateway Area Plan integrates community driven planning to promote quality reinvestment in the Gateway Area. It provides a district wide vision for future provide housing and economic opportunity for our community in two primary ways:

- #1, by expanding allowed uses in the Area to accommodate a wider range of allowed uses, particularly housing, which is not currently an allowed use in the existing Light Industrial Zone; and
- #2, by incorporating detailed design specifications for streetscapes, buildings, recreational areas, restoration, and other community amenities that add to our quality of life.

Existing uses would be allowed to continue indefinitely and are not required to comply with the new regulation. New uses and development would be subject to the regulations developed through this community design process. Your input will help define the standards and amenities that new development will contribute to the Gateway Area. Development approval will be streamlined when it matches the community vision and:

1. Proposes an allowed use;
2. Meets the design requirements developed through this process; and
3. Provides a range of community amenities.

Projects that do not meet the plan criteria may still be approved through a planning permit process. But projects that our community embraces as meeting our values and goals for a quality mixed-use neighborhood will be supported by streamlined approval.

#### "Amenities" defined

Gateway "Amenities" are project elements that future projects can choose from when proposing a new development in the Gateway. Once the list is approved, developers will be required to choose amenities from a range of categories that support the goals of the Gateway Plan. Help us build out the list! Here is what we have so far:

- Green Building and Sustainability
- Active and Alternative Transportation
- Retail and Job Creation
- Housing Creation
- Arts and Culture
- Open Space
- Enhanced Architectural Features and Exterior Design
- What else may we be missing?

oughts to share? We want them here ↓

# Equitable Housing

**Summary:** The Gateway Area provides a substantial solution to the City's unmet and future housing needs, with thousands of housing units that are environmentally sustainable and affordable to people in all income ranges. Residents live within a broad range of housing densities and types, including rental and owner-occupied options, in a vibrant, walkable, near-downtown neighborhood.

## Guiding Principles

- Plan for up to 3,500 new residential units with the Gateway Area that are available to a wide range of income levels and that include a balance of renters and owners.
- Discourage a wide range of affordable and equitable housing types, including affordable-by-design studios, student housing, mixed tenure condominiums, and housing for low-income families.
- Discourage the creation of market-rate units for singles and families as well as upper income units, such as luxury penthouses. Promote the benefits of truly mixed income neighborhoods.
- Require that all new development requires at least some minimum quantity of housing units.

## Gateway Plan Strategy

- Encourage a range of unit sizes from micro units to three or more bedrooms.
- Employ multiple strategies to promote the creation of affordable housing, including affordable-by-design studios, student housing, deed-restricted affordable housing, single room occupancies, and housing for low-income families.
- Provide for mixed-income neighborhoods with housing options available for all income groups by including deed-restricted affordable units in addition to other low and market rate units.
- Support the re-housing of existing residents displaced by the redevelopment of properties containing existing dwelling units.

What types of housing would you like to see in the Gateway Area?

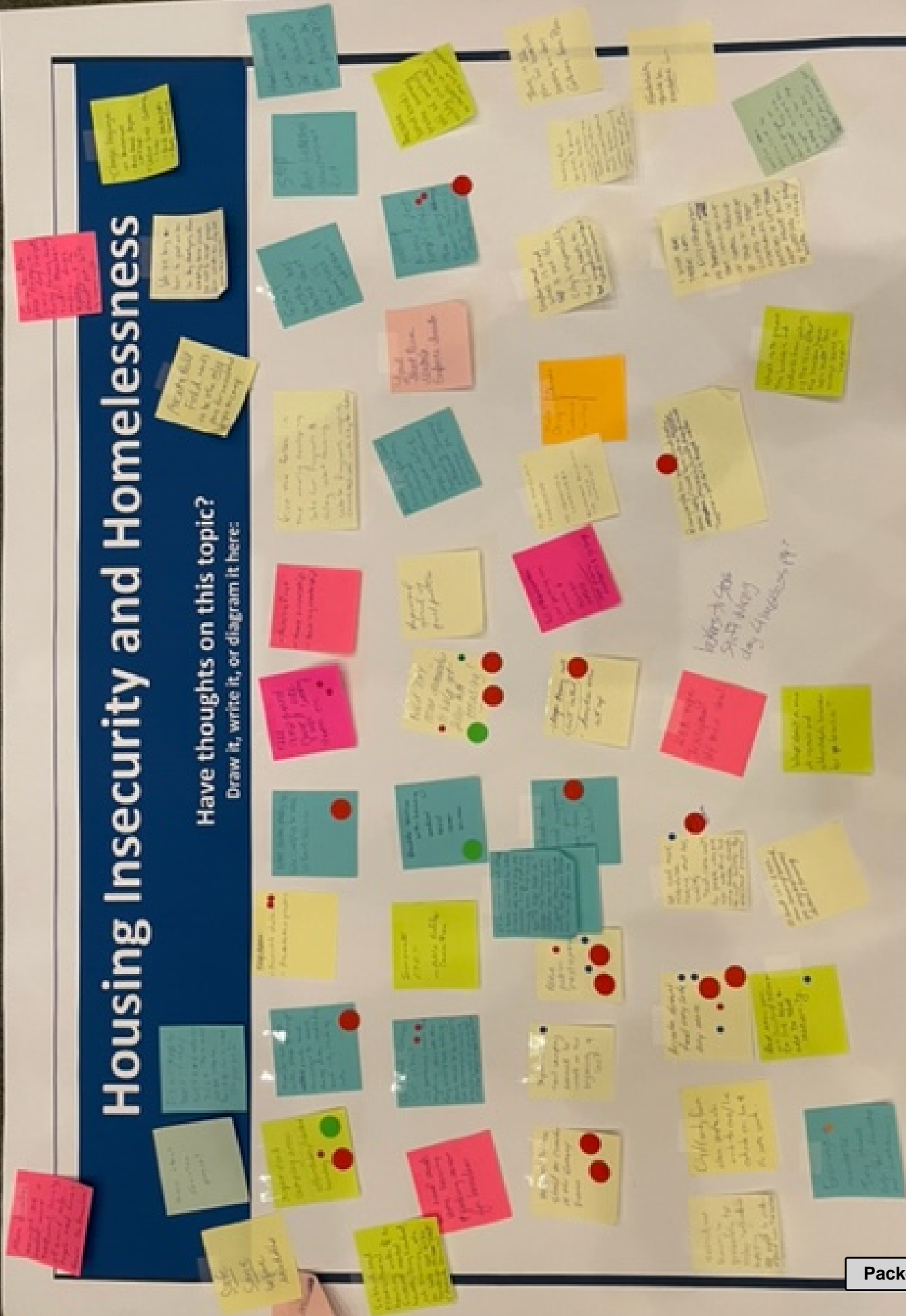
What strategies can the City use to promote racial equity in access to housing in the Gateway Area and throughout the City?

What strategies could the City use to create housing opportunities for a wide range of new and existing residents? In the Gateway Area?

# Housing Insecurity and Homelessness

Have thoughts on this topic?

Draw it, write it, or diagram it here:







# The California Environmental Quality Act (CEQA)

## What is it?

CEQA is a process that requires government agencies to consider the environmental consequences of their actions before approving plans and policies or committing to a course of action on a project. It was first signed into law in 1970 shortly after the National Environmental Policy Act (NEPA) was enacted. CEQA asks agencies to identify potential environmental impacts and provide actions (mitigation measures) that can help reduce the level of impacts where possible.

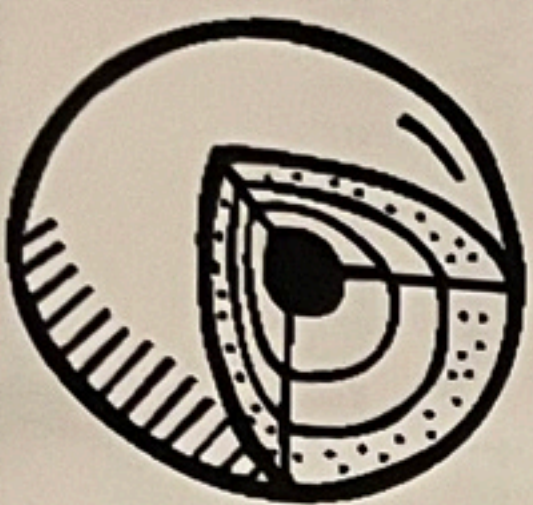
## What environmental topics are considered?

Through the CEQA process, a total of 20 different topics are reviewed in detail in addition to consideration of Mandatory Findings of Significance. Specific areas that may have a potentially significant impact will include mitigation measures to help reduce the level of impact.

- Land Use & Planning
- Mineral Resources
- Noise
- Population & Housing
- Public Services
- Recreation
- Transportation
- Tribal Cultural Resources
- Utilities & Service Systems
- Wildfire
- Aesthetics
- Agriculture & Forestry Resources
- Cultural Resources
- Energy
- Geology & Soils
- Greenhouse Gas Emissions
- Hazardous Materials
- Hydrology & Water Quality

Is it possible to CEQA up down?

Growth selection

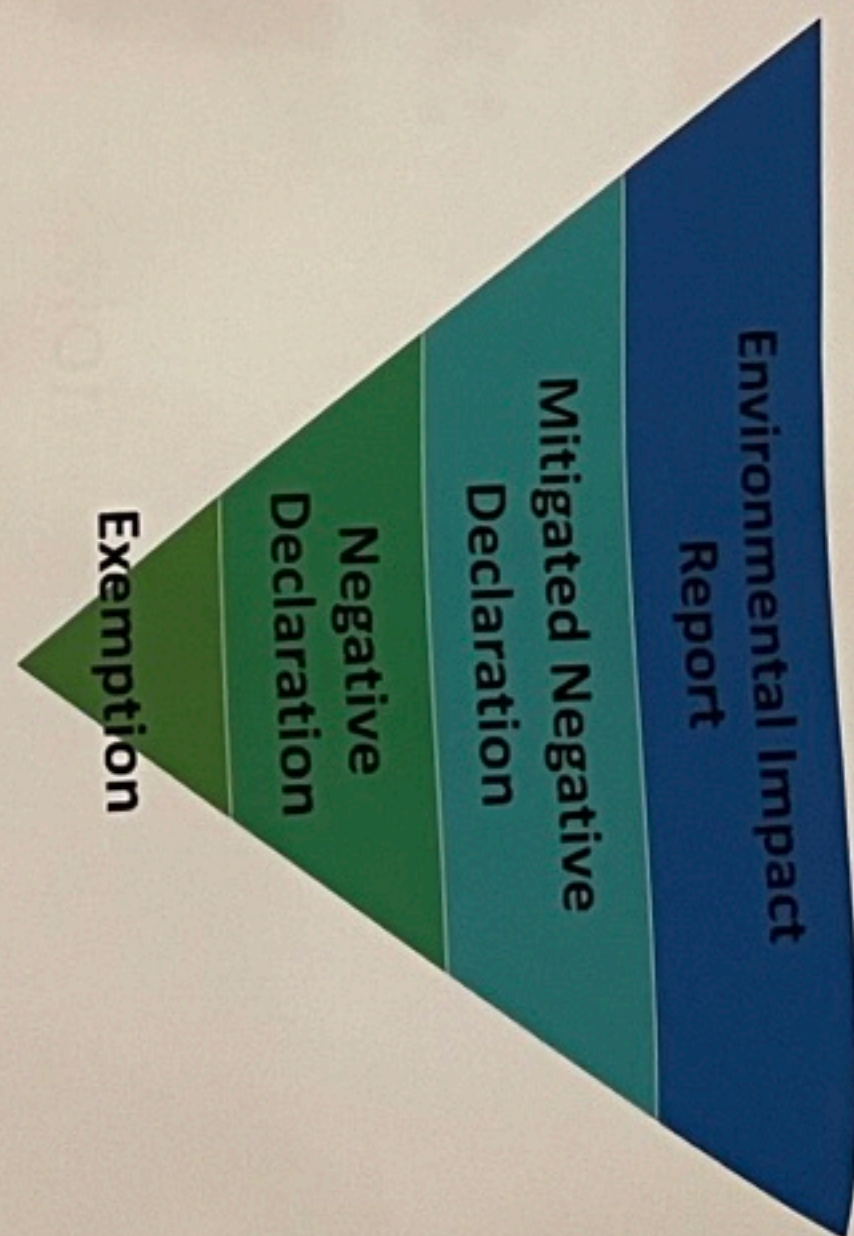


## Different Levels of Review

Within CEQA there are several types of review that can take place. For the General Plan and Gateway Area Plan, the City will be utilizing the Environmental Impact Report (EIR) Process which is the most extensive review under CEQA.

## EIR Process

There are several steps in the EIR process to help ensure there is maximum consideration for potential effects and ample time for public input. Listed below are the major steps in the process along with an anticipated timeline for the General Plan and Gateway Area Plan EIR:



EIR Step	Timeline
<b>Notice of Preparation</b> This lets the public know that the process is starting and to be on the look out for more information.	January 2022
<b>Document Scoping</b> During this step, the City will collect specific concerns and topics from various agencies that they would like reviewed in the document.	February 2022
<b>Technical Studies and Analysis</b> Various studies will be conducted covering air quality, biological resources, transportation, and more that will be used to write the EIR.	Summer 2022
<b>Public Review Draft EIR</b> The public will be able to review the complete document and provide comments to the City.	Fall 2022
<b>Final EIR and Adoption</b> Comments received during public review will be incorporated into the final document where appropriate before the City considers final adoption.	Winter 2022



# Housing Need and Related Law in California

## The 2018 California Statewide Housing Assessment

Home is the foundation for life. It's where we raise families, feel safe and secure, rest and recharge. Our options for where we live have far-reaching impacts in our lives – from our job opportunities to our physical and mental health, from our children's success in school to our environmental footprint.

California's Housing Future: Challenges and Opportunities", provides in depth research into California's far reaching housing challenges (copy on the table below), production averaged less than 80,000 additional homes annually over the last 10 years, and ongoing production continues to fall far below the projected need of 180,000 additional homes annually.

### California's Housing Future

- One-third of renters pay more than 50% of income toward rent.
- Homeownership rates are at their lowest in California since the 1940s.
- California accounts for a disproportionate 22% of the nation's homeless population.

Based on housing need, the California legislature continues to pass more aggressive legislation to allow for housing production. All of these laws Arcata and shape the future of housing

<b>SB 2 Building Jobs and Homes Act</b> Imposes a fee on recording of real estate documents excluding sales for the purposes of funding affordable housing.	<b>SB 2</b>	<b>SB 166 No Net Loss</b> Requires a city or county to identify additional low-income housing sites in their Housing Element when market-rate housing is developed on a site currently identified for low-income housing.	<b>SB 166</b>
<b>SB 9 Housing Development: Approvals</b> Allows most homeowners to build two homes or a duplex on a plot zoned for a single house, and in some cases, split their lot and build two additional homes, starting on Jan. 1. The total number of units on a single lot is limited to two.	<b>SB 9</b>	<b>SB 478 Planning and Zoning Law: housing development projects</b> his bill prohibits a local agency from imposing specified lot area ratio standards, lot coverage, and minimum lot sizes on a multi-family housing development projects.	<b>SB 478</b>
<b>SB 10 Planning and zoning: housing development: density</b> Establishes voluntary, streamlined process for cities to zone for multi-unit housing — making it easier and faster to construct housing.	<b>SB 10</b>	<b>AB 72 Enforce Housing Element Law</b> Authorizes HUD to find a jurisdiction out of compliance with State housing element law at any time (instead of the current 8-year time period), and refer any violations of State housing element law to the Attorney General if it is determined the action is inconsistent with the locality's adopted housing element.	<b>AB 72</b>
<b>SB 35 Planning and Zoning: Affordable Housing: Streamline Approval Process</b> Creates a streamlined approval process for developments in localities that have not yet met their housing targets, provided that the development is on an infill site and complies with existing residential and mixed use zoning. Participating developments must provide at least 10 percent of units for lower-income families.	<b>SB 35</b>	<b>AB 215 Planning and Zoning Law: housing elements: violations</b> The bill prohibits the state housing department from reviewing a City's first draft housing element revision until the City has made the draft available for public comment for at least 30 days and has taken at least 10 business days to consider and incorporate the comments.	<b>AB 215</b>
<b>AB 678 Strengthen the Housing Accountability Act</b> Strengthens the Housing Accountability Act by increasing the documentation necessary and the standard of proof required for a local agency to legally defend its denial of low-to-moderate-income housing development projects, and requiring courts to impose a fine of \$10,000 or more per unit on local agencies that fail to legally defend their rejection of an affordable housing development project.	<b>AB 678</b>	<b>AB 1397 (Low) Adequate Housing Element Sites</b> Directed cities to zone more appropriately for their share of regional housing needs and in certain circumstances require by-right development on identified sites. Requires stronger justification when non-vacant sites are used to meet housing needs, particularly for lower income housing.	<b>AB 1397</b>
<b>AB 1584 Housing omnibus</b> This bill voids any covenant, restriction, or condition contained in any deed, in real property that prohibits or unreasonably restricts the development of an accessory dwelling unit or junior accessory dwelling unit on a lot zoned for single-family residential use.	<b>AB 1584</b>	<b>AB 2162 Planning and zoning: housing development: supportive housing</b> The Law requires the rezoning of sites identified in the inventory of housing sites by specific deadlines where the inventory does not identify adequate sites to accommodate the need for all household income levels. That law further requires the rezoning to accommodate 100% of the housing needs for very low and low-income households.	<b>AB 2162</b>



What dbac want to to the C? Draw it, write it, or diagram it here:

3 steps max.  
I appreciate the opportunity  
to voice my input I  
think that as on the same  
page.



# Mobility and Alt Transportation

**Summary: A realigned roadway network offers more efficient vehicular circulation, while simultaneously providing more extensive bicycle, pedestrian, and transit facilities. The transportation needs of residents can be fully met via pedestrian and bicycle infrastructure that connects seamlessly to key destinations throughout the City to allow truly car-free lifestyles.**

Guiding Principles	Gateway Plan Strategy
<ul style="list-style-type: none"> <li>• Modify and update the circulation system to expand availability of safe and comfortable bicycle and pedestrian facilities, while managing vehicular travel to minimize adverse impacts from traffic noise and congestion.</li> <li>• Reduce vehicle trips and parking demand from other parts of the City by creating convenient and safe pedestrian and bicycle corridors that draw residents and visitors into the Plan Area via means other than motorized vehicles.</li> <li>• Connect Gateway Area to the Downtown/Plaza core with safe and attractive walking and bicycling routes suitable for all ages and abilities, incorporating wayfinding, public art, and street lighting, furniture, and amenities.</li> <li>• Fulfill the potential of the Rail-to-Trail project by planning for expanded perpendicular connections that invite exploration and draw recreational cyclists, runners, and pedestrians from beyond the Plan Area.</li> <li>• Where appropriate, close gaps in street blocks with bicycle and pedestrian trails accessible to people of all ages and abilities. For community cohesion and public safety purposes, maintain lines of-sight for visual continuity. Whenever vehicular roadways are eliminated, be sure to retain the pedestrian and bicycle facilities to avoid creating new gaps for non-vehicular travel.</li> <li>• Provide enhanced ADA accessible and universal accessibility designs when possible.</li> </ul>	<ul style="list-style-type: none"> <li>• Provide a comprehensive transportation network throughout the Plan Area that encourages walking and biking and allows for a car-free lifestyle.</li> <li>• Throughout the entire Plan Area, the presence of on-street parking may be eliminated in favor of adding or enhancing non-motorized facilities, such as sidewalks, bike lanes, landscaping, Class I trails, etc.</li> <li>• Encourage the development of non-motorized campus layouts for areas with incomplete block pattern as the Barrel District.</li> <li>• Increase pedestrian safety through several measures including shortening pedestrian facilities, installing curb extensions, widening sidewalks, and installing lighting.</li> <li>• Disallow the placement of parking lots along street frontages in the interest of maintaining continuous building frontages along the primary commercial streets and improving walkability.</li> <li>• Ensure that adequate transportation facilities exist to accommodate the planned growth of 3,500 residents within the District.</li> </ul>

**What would motivate you to walk or bike to or from the District?**

**What strategies can the City use to promote racial equity in access to transportation and to destinations in the Gateway Area and throughout the City?**

**Tell us your experience with key intersections in the Gateway Area! Write them in here or use sticky notes to mark the maps provided.**

*More buses en route for larger service by They limit local transportation + are park*

*We need more parking for cars + more bicycle walking friendly off street trails. Thank you to Rails to Trails with more please.*

*We need to get people out of cars before introduced housing.*

*More enforcement for speeding in Arista! 25 mph! I walk + bike all over Arista.*

*If the City plans for better campus, how will they insure less cars so they don't crowd all over the street?*

*If traffic is slow enough, you don't need bike lanes.*

*Where are 3500 residents supposed to park?*

*Need a parking plan, not rely on chaos. Don't put on this need. Parking spaces on campus + allow parking + walking access + avoid cars downtown!*

*What would motivate you to walk or bike to or from the District?*

- Better lighting, more bike lanes*
- Clearer sidewalks + well maintained landscaping*
- Carb are not going away. Cars are going electric - what are voters + residents opinion on this topic?*
- Electric cars I are still cars!*
- Class IV bike trails, secure bike parking*
- Smooth uncracked sidewalks overall lit streets*
- Secure bike structures. The outdoor racks make it easy to steal. I don't want to leave my bike in a rack that is not secure.*
- If the Green Smaller lanes regularly with cars moved to ensure less broken glass*
- Public Transportation - need more routes around the city and to keep it affordable.*
- How about equal access for elderly + disabled people who can't walk and need to drive around*
- What about weather? Who wants to walk or bike in the rain? Cars are a reality now and in the future.*
- And from walking and biking will any other form of transportation be improved like being better buses or maybe even a train?*
- Bid collective bike share program to connect community groups - better local bike share - for free. Rahr or similar.*
- Wider sidewalks I like this idea*
- Bicycles FIRST - WELL - AND WALKING*
- The 2-way intersection on K St. are scary in a car. Transferring a bike or on foot.*
- 11th & Q Put a stop sign on 11th St. when going down.*
- 11th + Train is scary for foot users*
- 11th + Train is scary for foot users*
- Completely separated from cars. Green paint is not enough. Separate bike from cars.*
- Love bike shed. Feel safe + empowered to ride.*
- o we need housing, o we don't need to sprawl, o sprawl impacts daytime parking more than residential use*
- Fence at the Data Center on M and 11th obstructs our view!*
- Keep L St a bike lane only if no parallel car lane*
- Sumner + J and Sumner + I are terrible!*



# Built Environment and Architecture

**Summary:** When development is taller and denser than in past decades, new buildings reflect the architectural values, livability, and aesthetic expectations of the community.

MAXIMUM  
4 STORNEY BUILDINGS  
PLEASE - NO HIGHER.  
AMPLE PARKING FOR  
SPECIAL EVENTS +  
RESIDENCES

YES TO WALKING  
PATHS + BIKE TRAILS

WE NEED SUPPORT FOR  
MIDDLE INCOME PEOPLE TO  
BE ABLE TO BUY IN  
TO HOME OWNERSHIP.  
CAN WE HAVE A 1ST-TIME  
BUYER PROGRAM?

WE NEED  
architectural  
values -  
including a  
nod to our  
history

Limit to  
(4) Stories  
For Community  
Sustainability  
Quality of Life

What do I  
think so?

Let's design  
by zoning rules

2-5 stories  
good for  
urban  
planning  
higher is  
a problem  
isolating  
shadows...

How about  
Bike only streets?  
Shouldn't try  
"Bike lanes" also.  
What about a bike  
connection to Eugene?  
We call it 20 years.

This will  
bring our  
local village  
feel as we  
move to be  
more unified

Parking should  
be designed as  
not expected  
will work itself  
out

MINIMIZE  
Maintenance Costs  
Consider SW  
facilities to reduce

How are you going  
to do this?  
What is the plan?

Teicho  
Shore  
Parking

We still need cars to  
get to Eugene and beyond  
Many of us live close to  
access outdoor recreation  
which requires cars  
Don't do it alone  
conference attendees do  
silly on availability

BIG APARTMENT BUILDINGS NEED BICYCLE TRAILS  
THE TREND ACROSS THE  
COUNTRY IS TO MAKE RENTALS  
A COMMODITY OWNED BY  
REAL ESTATE INVESTMENT FIRMS.  
THEY BUY AND DEVELOP RENTALS  
AND CAN SET RENT RATES, THOSE  
AND BIG CORPORATIONS, CONTROL THEM

- Establish ministerial permitting options and streamlined development processes for projects that provide designated community amenities or otherwise facilitate the guiding principles.
- Create form-based design standards that allow high-density multi-story buildings while simultaneously requiring a vibrant, community-oriented, street-facing built environment designed to fit a "human-centered" scale.
- Plan for custom development standards along key gateway segments and nodes, particularly along K Street and 11th Street, with the objective of generating a more welcoming and vibrant "gateway" into the City.
- Create walkable and bikeable streets by providing a mix of space and regular bike facilities.
- Incorporate green infrastructure including trees and planting strips to aid in stormwater collection.
- Maintain block pattern for easy navigation and cohesion with downtown area.
- All buildings, whatever the use, to feature pedestrian-friendly and human-scale design.
- Minimize vehicle parking requirements and maximize walk, bike, and transit infrastructure.
- Locate buildings and entrances next to sidewalks and limit parking to sides and backs of buildings if needed.

sustainable  
buildings  
3-4 stories  
max  
w/ green  
space

Open Space  
more community  
green space  
designing places  
along public and  
private spaces  
for others!

Don't make us  
Cookie cutter  
allow uniqueness  
to continue

In your opinion, what is your aesthetic expectation of new development Arcata?

What strategies can the City use to promote racial equity in designing architectural standards in the Gateway Area and throughout the City?

In your opinion, what should be the Gateway Area's architectural values? Where would you draw inspiration from?

Please keep it @ 3-4 stories max, if no simple box design. We have a vibrant architectural community & sustainability is key.  
Please make it 3 stories maximum, mostly 2-3 stories

The new current  
designs are  
anywhere USA  
not aesthetic, no  
homage to the  
beautiful woodwork  
in stories to this  
area

Form meets function  
aesthetically pleasing  
+ multifunctional  
buildings live/work  
spaces courtyards,  
community kitchens

Aesthetic  
priority -  
built to last  
and appreciate

Open Space -  
Sunlight  
barriers

Landscaping  
Public Art  
TREES!  
NOT TOO TALL!  
4-STORIES MAX

Murals are created -  
maintained by BIPOC  
artists + art groups

SPEAK  
to the native  
communities  
on their hopes  
for racial equity  
on the stolen land

Embracing culturally  
diverse community  
oriented housing  
complexes  
Affordable, accessible  
homes

Reach out to  
residents better  
have min  
thresholds of  
public feedback

Equitable  
housing would  
mean this is  
throughout  
arcata

Partner with  
West and  
other tribes

I think that is  
a stretch to  
use racial equity  
as a selling point

the green spaces  
left around them  
showcased +  
enhanced/preserved

Public opinion  
- Victorian style  
villages

Concerned  
about access  
to direct  
sunlight  
Please include  
benches for  
children

Wiyot-  
inspired  
design &  
building

The landscape  
The industry  
Not a theme  
park.  
Use Architects  
Demand Design Rule

From the  
neighborhood!!

Stronger in  
micro-use  
not all  
housing

The new  
Dante building  
are no aesthetic  
+ don't blend in  
they look like  
container buildings

Use good  
Local  
architects  
we have  
Gaudy

This is  
all out of  
step w/  
our small  
city it  
will ruin it

Yes use local  
architects who are  
intimate w/ this  
city  
Julian Berg

Require solar +  
gray-water reuse  
conduits built into  
design

How about  
plans in  
Glass will Area?  
Build out there?

4 stories  
max,  
please!

3-4 stories  
attractive and  
well maintained  
w/ solar & high  
efficiency.



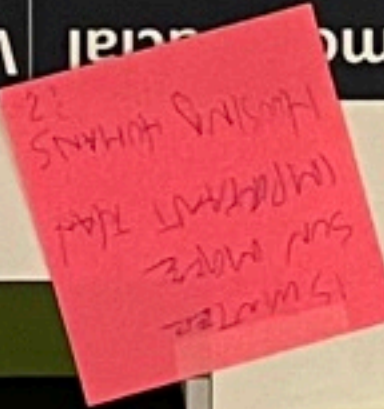
I have the money  
local 202 202 my  
407 375, please  
employ you to  
keep friends,  
Aracata.

A Common Spice

- Should Inactive
- Major (alcohol good)
- Using Spice
- Probably used as spice
- Suggest from Afghanistan
- (Lipid rich)

In this way, public spaces designed for public interaction promote meaningful spaces and encourage and community use. Streetcapes in the Gateway Area are designed as places for neighbors to meet, events to occur, where visitors most experience the City, and where the Gateway community is

truly made.



What strategies can the City use to promote equity in access to well-designed, healthy community spaces in the Gateway Area and throughout the City?

The precipitation  
is not uniform,  
it is in the  
rainforest today  
to the west  
on every day and  
on almost  
every day of the  
year it is in the  
forest 3500 m  
high and rain  
it

Main + in a  
Maximum Building  
Height of 4 stories  
as prescribed in the  
General Plan

Abandon  
this  
whole  
project

Don't  
Mediterranean  
the need for  
people to write  
by 5:30; get me

Handwritten note on a yellow sticky note:

Handwritten note on a yellow sticky note:  
Hill Top  
Street, like G +  
lane, no traffic  
lane, like G +

Rain Water  
Catchment!

new regulations  
the new book  
tense on m st  
(sogly + does not  
follow (if correct  
regulations)

well maintained  
side walk  
bus stop

No building  
right up to the  
sidewalk, please  
set buildings  
back!

all day  
park  
at the center  
from 10 hours  
for part 15  
continually next up

Handwritten notes on sticky notes:

- Yellow note: "In - salt solubility / distillation w/ tapping"
- Orange note: "Good space when using / Solubility"

No buildings 74  
Stores, keep  
them close to plaza  
Transition to 2  
Stores as you  
go south/west  
of plaza

Bigger  
Side walls  
and  
walls

Gray  
water  
for  
landscapes

Encourage home  
ownership, not  
renting by large  
rich developers

Creek District  
running between  
that near the  
original locations  
of the District  
lands

Festival + Open  
house history  
month events  
to honor the  
~~important times~~  
in history for  
minorities

people  
(ie: Black history  
month)  
(Asian Change Day)

Quora  
Bass  
and safe  
spaces

Lead of  
dance  
lesson!

Consistent with  
most studies  
historically inconsistent  
with theory

Opt Space 1  
Sunlight Industrial  
wire 1 (brite part)  
trees 1 (sk line)  
wire 2 (brite part)  
Glowing of pink

The Creamery Buildings -  
have open air courtyard. The Pub,  
the cafe, + glass, the street market,  
highly yeasty shop manufacturing -  
wider commercial + art places.



Make  
the dye  
our official  
color

## Gateway Plan Strategy

- Rose  
 Mona  
 Public Art  
 Murals

**How could this Plan help strengthen the artistic identity of the Creamery District, or spread that energy to new parts of the Gateway Area?**

Rolling Group of  
f/14s / volunteers  
to fix up trash,  
clean graffiti,  
invest in street  
people to help  
them get services



NE

No had  
to 'don'  
HIS has been  
a Gastrostomy  
as far as  
out reach as  
HIS been will

I think  
this is  
false.  
Plains 120  
pages. Dipped  
on people in  
December

## Update and the Gateway Area Plan

I've heard a lot  
about it since 2020.  
On live - Muller, Warren  
for all the people who  
harvest local poultry  
where do they get  
them about local processing

Keep it up -  
good criticism.

I live in  
Algeria + received  
one apr &  
worth of: Hope  
to learn a lot  
fast to have a voice!

If there's  
some enjoyment  
did we help  
in the east  
were not yet  
most grateful  
means from us  
year spent attend



I have rarely  
seen more  
proactive effort

I live in  
Algeria + received  
one apr &  
worth of: Hope  
to learn a lot  
fast to have a voice!

I have rarely  
seen more  
proactive effort  
to engage  
community input

one - 1  
month ago: Hope  
to learn a lot  
fast to have a voice!

Abundant but rarely  
true

Abundant but rarely  
true

writing it down  
by a friend  
usually add a  
"to a friend"

writing it down  
a lot of letters  
usually add a  
20 a book's  
the two hundred  
it is the top  
months

1997

Thank you  
forward to the  
your

<https://www.cityofarcata.org/list.aspx>

<https://www.cityofarcata.org/list.aspx>



Please see the businesses with high parking needs?

Self-facing courtyard with an open yard!

Library & sidewalk garden

PLAY VOUCHER NAME SPACE TRUCKS

Arcata's future public spaces should look...

= More like this

Please see the businesses with high parking needs?

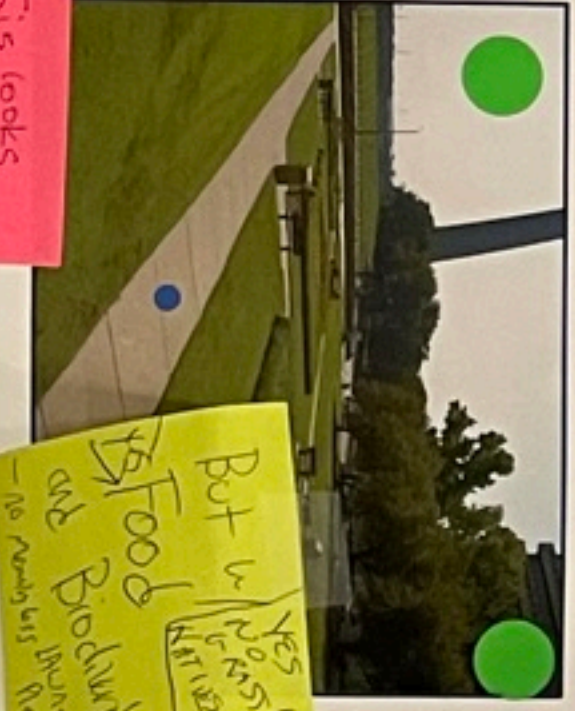
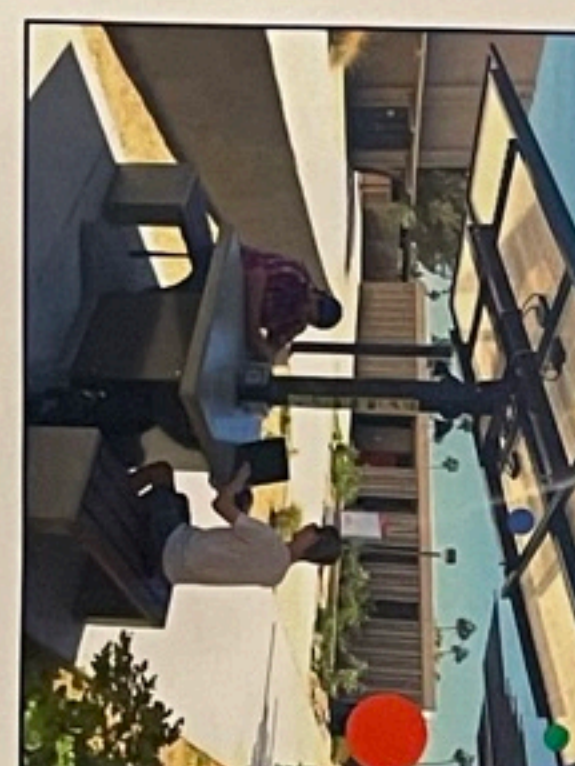
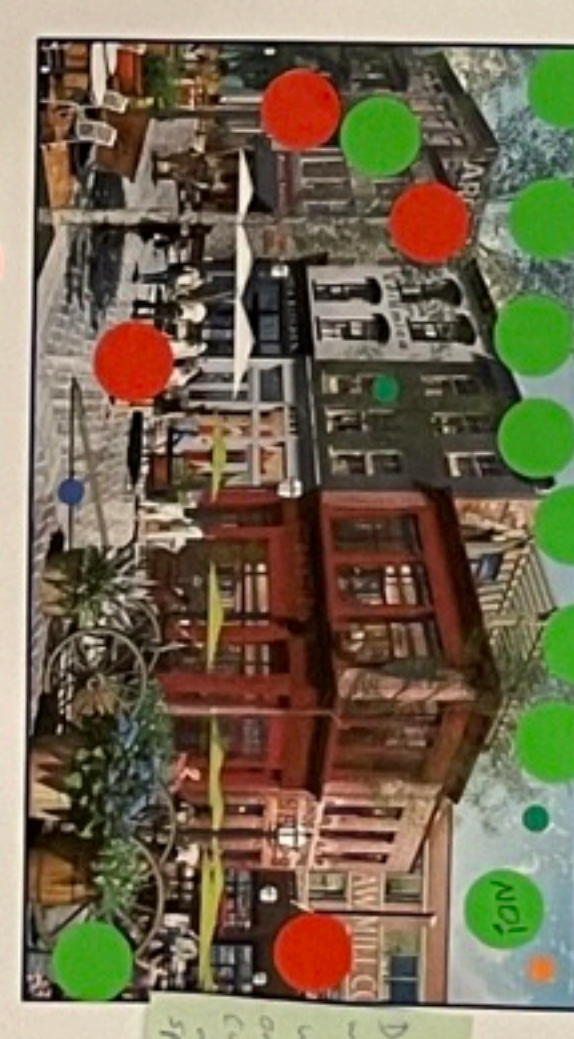
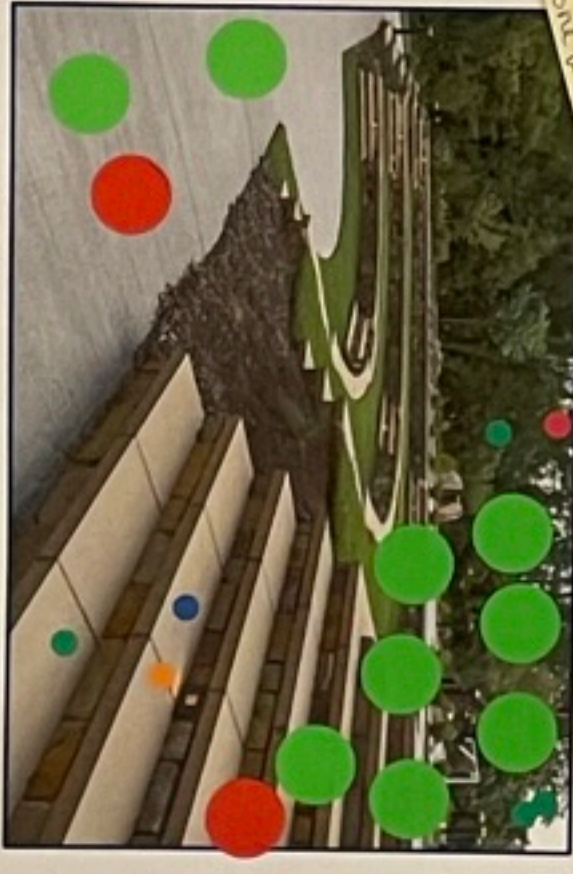
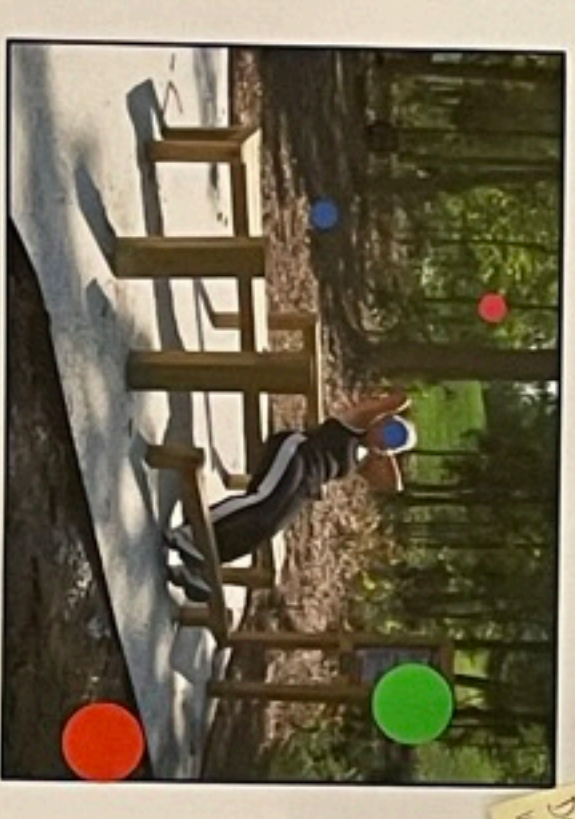
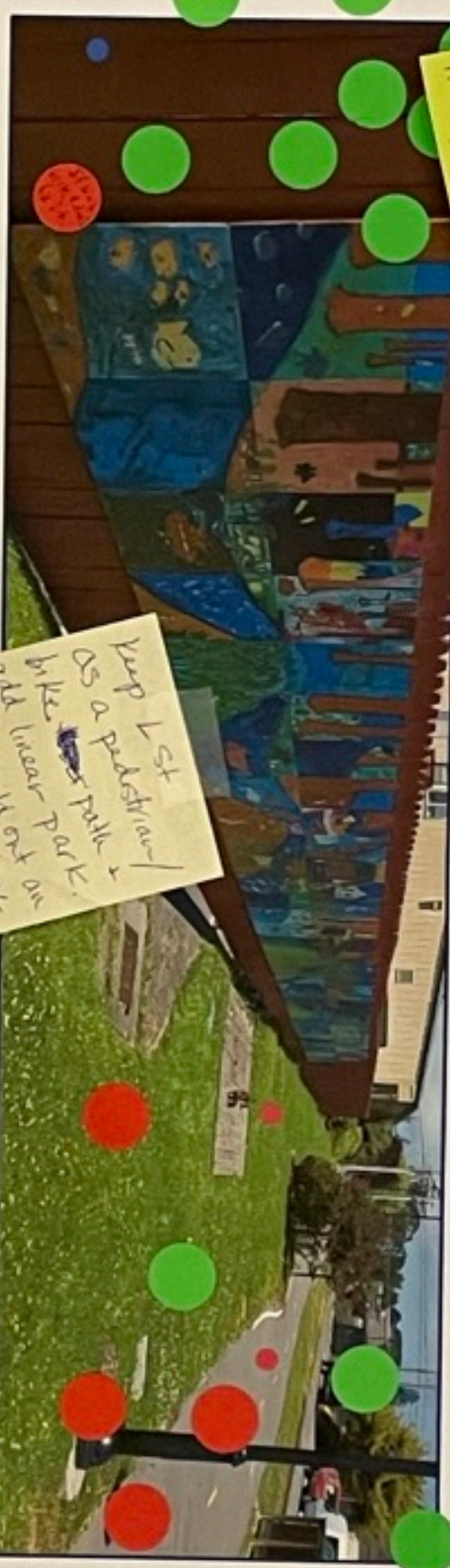
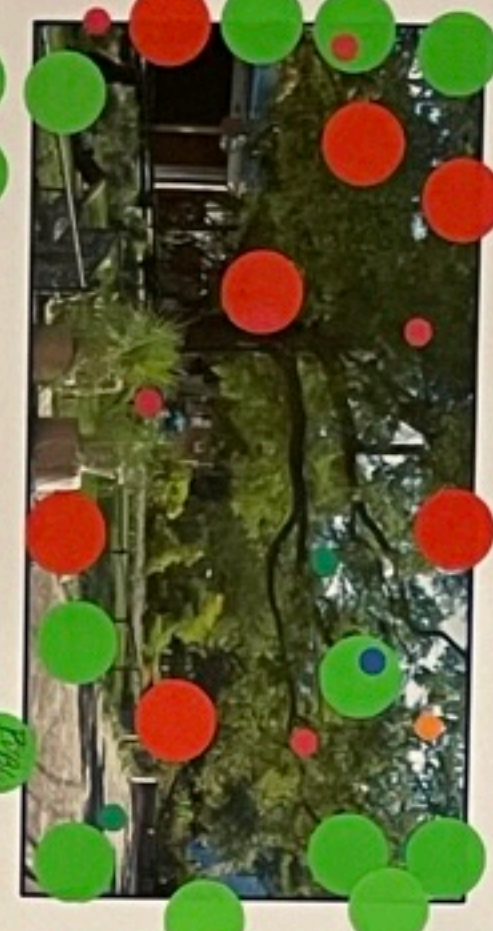
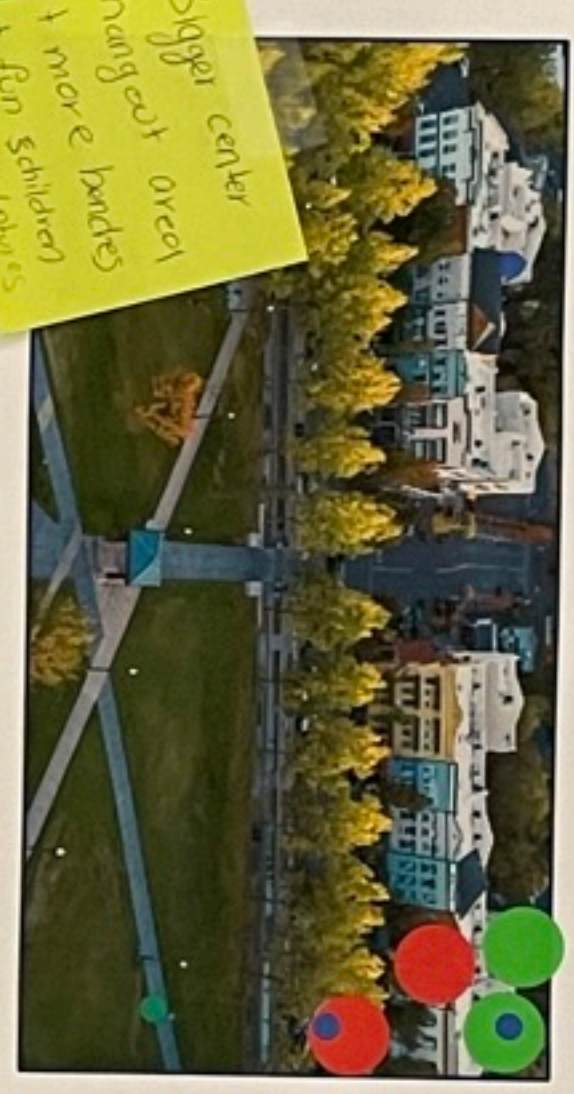
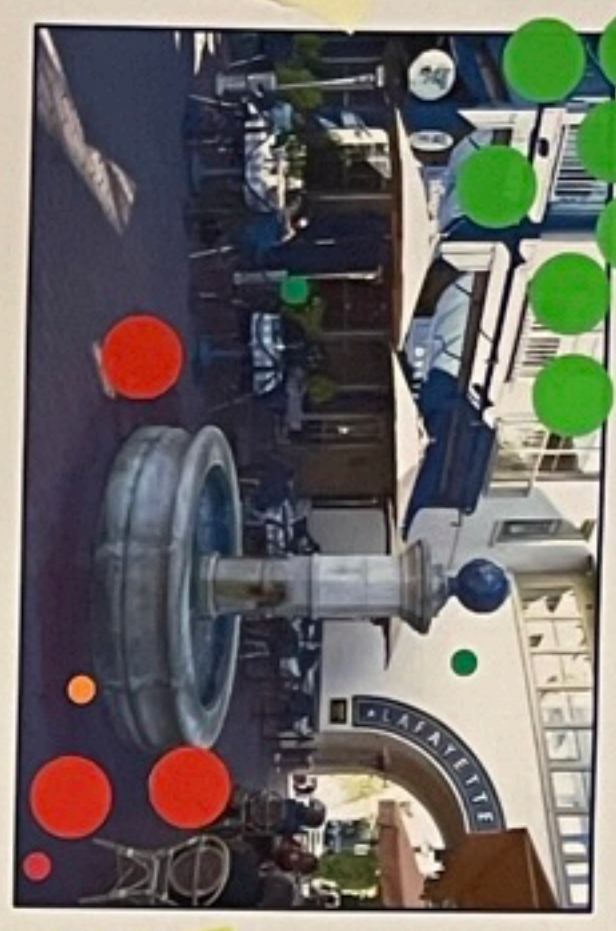
I like the idea of having a large open space for people to hang out and relax. It's a great idea for a community space.

More like this. I like the idea of having a large open space for people to hang out and relax. It's a great idea for a community space.

More like this. I like the idea of having a large open space for people to hang out and relax. It's a great idea for a community space.

More like this. I like the idea of having a large open space for people to hang out and relax. It's a great idea for a community space.

More like this. I like the idea of having a large open space for people to hang out and relax. It's a great idea for a community space.



Visual Preference - 1

This looks terrible! I wouldn't want to walk there.

But it's a good idea. I like the idea of having a large open space for people to hang out and relax. It's a great idea for a community space.

Meet the housing unit - they're making a lot of progress.

Love the current one.

We are not making a lot of progress.

Don't know if you're going to like this. I like the idea of having a large open space for people to hang out and relax. It's a great idea for a community space.

Stella found a great place for a building - look!



Arcata's future multi-family housing developments should look... = More like this

**Arcata's future multi-family housing developments should look...**

**= More like this**

These all have underground  
utilities. It will look much  
different with our water above  
ground utilities

*(Handwritten notes on pink paper)*

Apples  
Grapes  
Mango  
Lemon  
Pineapple  
Orange

Unsafe -

Let me start  
by saying that  
I was indeed  
lucky to find  
this photo of  
my father.

3 to 4  
Story  
Max - the  
Saw and Seal  
look at our  
turn

Limit in  
 printing material  
 should be  
 small convenient  
 enough to  
 make it possible  
 to use in  
 the same way  
 as the  
 other

EACH should  
have its own  
unique style!  
4 Elements is optimal  
Many options are

I have to admit the  
necessity of a  
new building and are  
ready to imagine an  
ideal of a new  
past of a new  
admission to a new  
and to a new  
and to a new

2-4 stories  
fallen (4) near  
Plaza, smaller (2)  
as you get further  
away.

I DON'T  
WANT TO  
LIVE IN  
DRAKE  
COUNTY!

Like the shaded  
garden spaces

Uo are  
ut  
orange  
londly!

Need to encourage  
time ownership  
to travel  
as owned  
it

4 story max  
interiors with  
small gardens &  
patios, balconies

Don't miss this chance to  
get in on the ground floor  
of a new business opportunity.  
We're looking for people who  
want to start their own business  
and are willing to invest in themselves.  
This is a rare opportunity to  
join a team that's growing  
fast and has a lot of potential.  
If you're ready to take the next  
step in your career, this is the  
time to do it. Contact us today  
to learn more about this exciting  
opportunity.

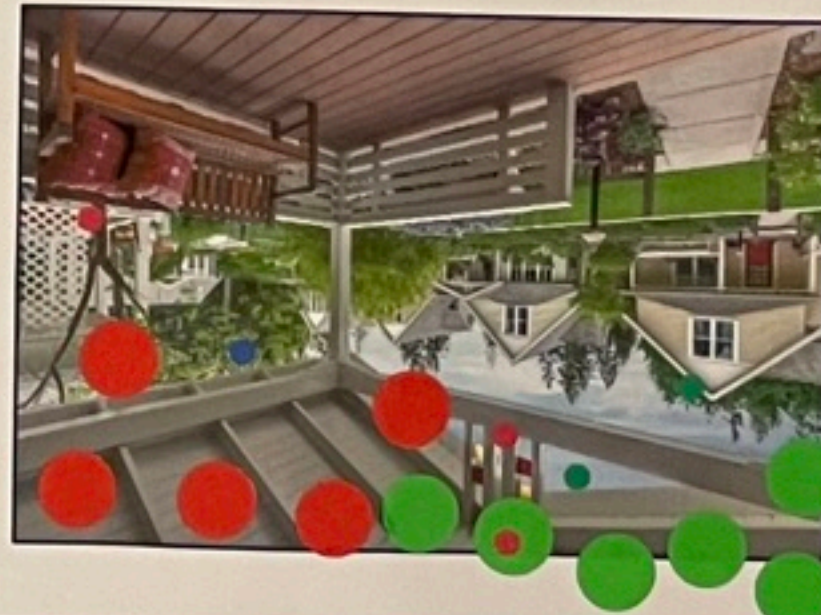
4th floor

Batter - look up  
4-story buildings  
with open space

4 stories  
May 1994

Where do the cars park?  
Really!

5 stones  
too much





PLEASE got  
more loads right  
out enough fills  
leave. 4 streets  
Max/min ...

I try to keep  
it will be hard for  
real people like me  
to work

I've been very tough to hear that  
HIV's growth projections before. It  
is currently a couple thousand less adults  
here than when I was a student  
20 years ago. Everet's population  
is declining in the Census data. Some  
researchers and public health officials  
are worried about the effects of  
HIV/AIDS on the population.

why a lot of  
not challenging  
the status quo  
[unclear]

Gravel may  
be profitable  
but how much?  
and what's left  
we want people to  
have more liquor  
cheap

Humboldt County has been identified as a **climate refuge**, meaning that those fleeing areas prone to the impacts of climate change, such as fires, drought, and sea level rise, will find a more hospitable place to live.

●**COVID-19** has allowed Americans more flexibility to work from home, as well as further revealed the beauty and benefits of life in more rural areas, with easy access to nature, which has led residents of larger cities to move to our community without leaving their existing jobs (Bloomberg, 2021)

What about  
the empty hallway  
(Gate of horses)  
in Arcadia

What are you  
planning for the  
1558 a day circle  
2000 units near  
sun valley?  
Don't reference  
to it as your  
map.

[illegible]

Accrete  
Shell spread  
as development  
through out the  
city.

HAVING COSTS ALONG  
 ROAD, RAIL, AIRPORT  
 ISSUES WITH TRAFFIC  
 PARKING, CLOSURE OF  
 VARIOUS AREAS, AND  
 CROWD CONTROL/SAFETY  
 ISSUES - AT/ALMAY  
 10/28/5

It's not about  
too much - it's  
about how we  
grow -  
consider all variables  
like outlets,  
community,  
small business  
Home ownership

Stragant & limited  
economic growth

unfundersent  
for well now

we have  
business can  
park in for  
but our  
ranges down  
farms with  
+ events  
no parking

more goods equals  
more money  
for the 29 dollars  
locally

Let's be  
creative why  
are we trying  
to be like  
everyone else?  
the badging to hell.

- Quality of life
- problems
- traffic

Infective  
Failure  
Overpopulation  
for small  
local force.

Traffic  
Parking  
Sewage  
Need More  
arks for  
use  
people

Why put so many down in one neighborhood especially with

A  
B  
C  
D  
E  
F  
G  
H  
I  
J  
K  
L  
M  
N  
O  
P  
Q  
R  
S  
T  
U  
V  
W  
X  
Y  
Z

we spent  
the year  
in the  
country, of  
the  
Donna

building in  
our forest,  
grass-land

Leading  
Nuclei  
is a  
specific  
pure

YES!  
Urban in  
city but  
SP is +  
best place

117 e


took much time to  
 be dedicated to  
 mending climate  
 change - occurs in  
 - always filling up  
 - bridge - instead  
 - foot from road  
 - very close to  
 - the house out  
 - the house out

420

Die Gesamtzahl  
Transportation ist  
unendlich und wächst  
mit der Größe  
des Systems.

Heating and cooling  
market spending  
with two options


keep us feeling  
more human  
in Valley West  
It will bring  
order there



8 story buildings  
become 9 letters

Heart's small  
charm"  
ready to  
be the  
whole  
love-

they can't see past  
the ~~face~~ cast before  
the hood. It's made  
to prevent children  
from seeing things  
and put on  
the hood.

[illegible]

Arctic has grown by 50% in the last 10 years

part

Packet Pg. 260



# Full list of Plan topics

Based on feedback so far, not every topic is being showcased here in detail.

The following is a full list of plan topics. If you have read the Plan and have feedback for the City Council, write it in here.

If you have not read the Plan and have questions, write them in here, or visit our FAQ table. You can find copies of the Plan at this Open House, on the City's website, and staff has prepared a 60-minute video reviewing the plan page by page, which can be viewed in the Senior Room down the hall.

## Land Use

## Community Benefits

## Housing

## Employment

## Open Space

## Mobility

## Street Design

## Community Design

## Resources

## Infrastructure

Other thoughts to share? write them down here ↑







Through our Town Halls, walking tours, Committee/Commission hearings, and various other engagement activities, City staff have identified several key concerns when planning for the redevelopment of the Gateway Area. These areas of opportunity and areas of concern have been summarized below. We encourage you to add to this list as you think about the Gateway Area. We will use your input to refine this further for providing feedback on our summary of engagement to date. This list is not comprehensive, but highlights major themes to date.

**ce sticky dots** next to items that resonate with you in the box to the right of the item. Write in additional items that you would like to see encouraged in the Gateway area, or in the city more broadly.

## Gateway visioning

Creating housing for all user groups and incomes

Love of Arcata's natural resources (ocean, forest, working ag lands, parks)

Encouraging walkability and bikeability, investing in multimodal transportation

Creating job opportunities, including Arcata's arts and manufacturing sectors as well as finding jobs for recent HSU graduates

Increasing feelings of safety in public spaces for all users

Coordination between HSU and the City

Thoughtful City growth, meaning both infill and protection of the City's greenspaces

Arcata for All and racial equity work

Using arts for self expression, place making, and mental health

Reducing Greenhouse Gas Emissions

Climate change/sea level rise preparation and armor

Youth/child support, care, representation and engagement

Re-connecting with local indigenous community

Investing in mental and physical health care

Area has good potential and strong community of businesses and residents looking for new ways to build on that potential

Area is a strong off-plaza center for the core downtown, and is well-positioned to downtown, nature, and the ocean-connect to Plaza with bike/ped priority-need safe routes to parks

Creamery District as strong center and Arcata Playhouse as strong center of Creamery

Area needs maintenance/investment-more and bigger sidewalks, repainting of storefronts, more lighting, more landscaping and greenery, more public art-murals, etc.

Focus on human-scale activity- flow designed for people, design that brings people together

Encourage uses that lead to more events/ people on the street

Encourage a diversity of uses and business types, more jobs in the Area

Focus on communal and shared space, green space, edible landscaping and native plants-places to linger safely in a beautiful environment

strong arts identity in Creamery and interest in expanding that beyond Creamery-creating spaces and structures for artists, including artist housing and roles in decision making

Concerns of proposed building height/scale, and its effects-shading, aesthetics, parking

Incorporate Wyot place naming and find ways to honor the fact the Gateway Area is on unceded land

Concerns of re-configured roadway in impacts to surrounding neighborhood-more cars

to share a way

Other MINIMA 3 to share away

[illegible]



## Packet Pg. 264

*[Handwritten notes on sticky note:]*

MIL B UNIT D  
UNIT 7  
THAT'S ABOUT IT  
THATS A LOT.

*[Another handwritten note below it:]*

CENTRIC UNIFORMS  
ON VA STOPS  
SIGN TALK AGAIN  
WARS

2) All of the above

There should be  
reassurances (quantity)  
not quantities

All electric is  
good LEED adds  
cost and not  
necessarily  
value

Have lots of  
lighting in diff.  
forms & intensity  
Well lit areas on  
cave walls.

What about off  
areas for youth  
sports. This will  
affect young families  
that would be  
financially invested  
in our community.



# Gateway Area Amenities

Take sticky dots and pick your top 10 amenities, and rank how many points you think each should have. Please try to not cover up other people's dots 😊 Or add your own! Come find a planner if you have questions!

MANDATE  
Affordability

Transportation	Amenity	How important is this?
	EV charging stations	
	Employee showers	
	On site bike parking/storage in addition to what is required in form based code	
	Bus passes for residents	
	Long parcel frontage for transportation use	
	Undergrounding	
	Transition to all-electric bus	
Mobility	Trail lighting and aesthetic improvements	
	Park and ride lots	
	A PARKING SPACE FOR EACH NEW RESIDENCE BUILT	

Retail and Job Creation	Amenity	How important is this?
	Ground-floor retail/mixed use developments	
	Outdoor dining	
	Rooftop dining	
	Owner-occupied units	
	Creation of 50+ jobs	
	Community health/support services	

Enhanced Architecture/Design	Amenity	How important is this?
	Roof form variation	
	Architectural detail, ornamentation, articulation in addition to what is required in form based code	
	Cantilevered upper floors	
	Retail/dining facing trail or creek	
	Rehab and adaptive reuse of existing historic structures	

Other ideas?	Amenity	How important is this?
	PUBLIC ART - sculpture - murals - fountains - benches	
	Campground	
	Outdoor picnic area	
	Habitat-for native wild life	

If you build it, they will ride.

Secure bike parking - covered. Outdoor racks in this weather not encouraging. Also not secure.

Sight lines - Lighting - CCTV

CITY SPONSORED BIKES SHOPS PROGRAM. SHOP RESTORATIONS. WE DON'T NEED COOLS. DESIGN CONSIDERS TO BE RURAL.

Recreation facilities for new residents i.e. Tennis Court, Basketball Courts, Soccer/Basketball fields

Need a transport plan for people that work in Area but don't live there, and vice versa. 300 units with little parking is unrealistic and not workable.

Necessities + requirements (not amenities) absolutely!

MAINTENANCE over long term!! Shabby paint, siding, balconies turn into slums!

Fire!

Maintain Light Industrial Space for Service work Businesses

No more than 4 stories. Put taller buildings on south side of block to avoid blocking sun on neighboring buildings

We cannot keep businesses open on one Plaza. Why add more retail space nearby?

What about architecture that fits in with architecture in neighborhood?

3 stories is too high - max 3 or 4. Will change character of small blocks. NO STUCCO

Mandates Not Necessities! Yes please

Have happened to The Log Cabin. The Fiber optic center?

Solar panel covered picnic tables. Yes! Generic CSU style

Solar outdoor durable lighting

The plan needs more public space as opposed to privately owned public space

Don't let landlords buy up properties to jack up rents

Where are the higher paying service/light industrial options? STIM businesses that support H&M policy??

This plan proposes to allow windowed walls erected adjacent to the bird sanctuary and up the riparian corridor. According to Sibley Guides and Audubon groups, windows are the highest factor for bird mortality.



# Gateway Area Development Review Process

## How would the Gateway Plan Development Review Process Work?

The Gateway Area Plan integrates community driven planning to promote quality reinvestment in the Gateway Area. It provides a district wide vision for future provide housing and economic opportunity for our community in two primary ways:

- #1, by expanding allowed uses in the Area to accommodate a wider range of allowed uses, particularly housing, which is not currently an allowed use in the existing Light-Industrial Zone; and
- #2, by incorporating detailed design specifications for streetscapes, buildings, recreational areas, restoration, and other community amenities that add to our quality of life.

Existing uses would be allowed to continue indefinitely and are not required to comply with the new regulation. New uses and development would be subject to the regulations developed through this community design process. Your input will help define the standards and amenities that new development will contribute to the Gateway Area. Development approval will be streamlined when it matches the community vision and:

1. Proposes an allowed use;
2. Meets the design requirements developed through this process; and
3. Provides a range of community amenities.

Projects that do not meet the plan criteria may still be approved through a planning permit process. But projects that our community embraces as meeting our values and goals for a quality mixed-use neighborhood will be supported by streamlined approval.

### "Amenities" defined

Gateway "Amenities" are project elements that future projects can choose from when proposing a new development in the Gateway. Once the list is approved, developers will be required to choose amenities from a range of categories that support the goals of the Gateway Plan. Help us build out the list! Here is what we have so far.

- Green Building and Sustainability
- Active and Alternative Transportation
- Retail and Job Creation
- Housing Creation
- Arts and Culture
- Open Space
- Enhanced Architectural Features and Exterior Design
- What else may we be missing?

oughts to share? W - them here ↑

All Area residents should know. Most all info? More input = team work. It takes a village.

Get it down together with every project. Use the same tools.

Given size of development project building alone many local amenities best for large projects would primarily be already there.

Better communication with Gateway People & Neighbors

Do NOT 'streamline' public input

Streamlined process is code for making it more developer friendly. Excludes public input.

MIX OF HOME LOTS! yes!!

Encourage Cooperative and Commercial living

Grey water. Solar Water. Green Tech

Amenities - More talk about an off-site parking option. LT parking

I'm concerned about what the City will give with the approval of this streamlined process.

DO NOT Remove Public Input. No matter what the amenities streamline -> ok. Public input -> No!! Public Planning Department

HEIGHT!!!

SLOW DOWN! What's the rush to push this through?

Quality construction that is maintained & does not become eyesore over time. Not cheap materials & finishes. Requires "policies"

Maintain public review for developments that are greater than 3 stories. YES!

Benefits to the large developer for what should be a requirement is missing.

A paid parking structure is not an amenity. (Unless maybe it's for the order of the structure!)

Stormwater management + creek restoration + access to open space

Most of what you have as amenities should be MANDATED

Daylight the creek! Pocket parks for kids to play. Concrete benches in sunny spots. Access to sunlight.

Yes! Pocket Parks covered bandstand water features Art! Sculpture

Okay but how many must do we need and are they worth a half of century behavior?

Set high standards for sidewalk safety. Safe walking policy. Overseeing. More outdoor music. More outdoor music. A variety of shops & eating establishments.

Please it as a Specific Use Plan. It's not simply a list of amenities & provided.

incubates to renters who do not have cars

Create a social area in a warm place - South facing

Creek Daylighting

Exploring hope in housing. More housing is bad.

Yes Art! Sculpture - murals. Water features. Fountains

Build parking garage below apartment buildings! For at least 75% of occupants!

Missing for monitoring & cleaning what exists now

Your amenities are really requirements of the code or a decent planning process.

Encourage native plantings: Red Alder & Oregon vine maple. Native berries. Encourage native plants to be in this area.

If you change the zoning to allow only residential, maybe commercial in a place where not a business is not a business.

TRIBAL/NATIVE INPUT

Side walks & Bus Stops well maintained



# Equitable Housing

**Summary: The Gateway Area provides a substantial solution to the City's unmet and future housing needs, with thousands of housing units that are environmentally sustainable and affordable to people in all income ranges. Residents live within a broad range of housing densities and types, including rental and owner-occupied options, in a vibrant, walkable, near-downtown neighborhood.**

## Guiding Principles

- Plan for up to 3,500 new residential units with the Gateway Area that are available to a wide range of income levels and that include a balance of renters and owners.
- Incentivize a wide range of affordable and equitable housing types, including affordable-by-design studios, student housing, mixed-tenure condominiums, and housing for low-income families.
- Encourage the creation of market-rate units for singles and families as well as upper income units, such as luxury penthouses. Promote the benefits of truly mixed income neighborhoods.
- Require that all new development requires at least some minimum quantity of housing units.

## Gateway Plan Strategy

- Establish minimum residential density levels but no maximum in order to allow for a wide range of housing options and styles.
- Encourage a range of unit sizes from micro units to three or more bedrooms.
- Employ multiple strategies to promote the creation of affordable housing, including affordable-by-design studios, student housing, deed-restricted affordable housing, single room occupancies, and housing for low-income families.
- Provide for mixed-income neighborhoods with housing options available for all income groups by including deed-restricted affordable units in addition to other low and market rate units.
- Support the re-housing of existing residents displaced by the redevelopment of properties containing existing dwelling units.

## What types of housing would you like to see in the Gateway Area?

## What strategies can the City use to promote racial equity in access to housing in the Gateway Area and throughout the City?

## What strategies could the City use to create housing opportunities for a wide range of income levels for new and existing residents? In the Gateway Area and citywide?

*Handwritten notes and sticky notes on the board:*

- Guiding Principles:**
  - perhaps half this amount
  - AREA DOES NOT HAVE TO PROVIDE HOUSING FOR EVERYBODY
  - What is the incentive for privately developing? Subsidy to build affordable housing?
- Gateway Plan Strategy:**
  - Minimum density force larger structures. The property owner should have the option not to build over 25 units.
  - Options where the labeling and impact and incentives are clear. Mixed-use, high-density, high-rise.
  - Like these strategies -
- What types of housing would you like to see in the Gateway Area?**
  - not 8 story buildings. Gateway is a good mix of a mix of a mix.
  - low impact tiny homes
  - Mix of singles + duplex + townhouses + apts
  - Three story walk-up houses - not too many - variety of multiple unit size units
  - live/work
  - Studio 1 Bedroom 2 2 Bedroom units with laundry facilities with adequate off-street parking
  - LEVEL MAXIMUM
  - 1-2 bedroom townhouses/corridors that people can buy, not just rent from developers
  - 4 story maximum
  - Green building Energy efficiency (more than passive designs)
  - Pocket neighborhoods
- What strategies can the City use to promote racial equity in access to housing in the Gateway Area and throughout the City?**
  - Income limitations on affordable housing units
  - Rent control
  - Humblot Community has the highest artist pop cap in more West Coast. Housing for low-income artist.
  - More Public Feedback + Specific groups input
  - Maybe the City should plan to create people of color into dissimilar housing in the industrial lands?
  - Make Area a safe for POCs
  - ALL NEW Ground-level buildings should include RAMPS. Res as Barriers
  - WORKING WITH INDIGENOUS COMMUNITIES
- What strategies could the City use to create housing opportunities for a wide range of income levels for new and existing residents? In the Gateway Area and citywide?**
  - Income limitations on housing. Priority for locally employed residents.
  - Racial Equity Audit on living spaces. Holding priority but still meeting requirements.
  - Limit Airbnbs
  - no airbnbs!
  - Prioritize Home ownership + Quality of life housing
  - Elders need ground floor dwellings. Emphasis on accessibility is crucial.
  - Encourage Housing Co-ops
  - What is deed restricted affordable? Not a...?
  - Most Humboldtians are already PRICED OUT
  - Corps offer another type of living
  - LOBBY GROUPS FOR LOW INCOME HOUSING. NEEDS AFTER LANDLORDS



**Draw it, write it, or diagram it here:**

What is to prevent  
The builders and  
landlords from jacking  
up the rent after  
the houses have  
been built? This  
always seems to  
happen!



# In the space below, write answer to the questions about housing Arcata...

What is good about housing in Arcata?

Older homes mid of sidewalk -  
Simple step-artistic -  
Innovative unique beautiful housing

garage space around homes  
Better for animals bird waterways

Established trees/gardens  
Well cared property neighborhoods

The potential for community -  
not yet overutilizing  
- Good people  
- Home ownership

Arcata has unique homes, in amazing environments. Please keep the character interesting, and the surrounding areas accessible with parks, Art, sculpture, trails, fountains.

We are not an urban metropolis and should not aspire to become one. Go someplace else for that!

Retain local scale, walkable, small community feel. - little

Victorian & Craftsman style housing! Its ok to want aesthetics

Neighborhoods are walkable ya!

I am buying my home thanks to the City of Arcata. One Time Homeowners Program. Thanks to you all for this.

That there are not 4-5 stories buildings in housing

It has been built with the wisdom of past City staff, council members, and community members laid out in the General Plan. This Plan should be fully in our current states and methods.

Variety trees + gardens

IT IS MIXED

Small homes w/ yard for gardening + animals, etc. art, play

Already have bikeable walkable community. But it could be better.

Small & big houses. Beautiful. This is why people move here.

This plan will solve some existing problems. Higher density to protect open space

Access to Sun, Green Space

I appreciate low income housing by coop + the trees nearby built (though not fond of dark colors. I don't imagine our buildings taller than that.

What are the biggest challenges about housing in Arcata? From where you sit, are there racial inequities the City should consider in policy updates?

Not enough/very costly

Financial inequities, difficult for new home ownership unless you bring bay area \$

Racial bias in housing from non-HSU student transfers must end. More landlord racial responsibility for the growing community

Costly housing - not enough help for the reality of the homeless.

By plan for the homeless to have the right of the homeless.

And YES by more review sector in act-discrimination policies barriers

Inflation keeps rising!! 200,000 plus per sq ft applying for first time renters and contractors - very slow - to

CORPORATE AND ABSENTEE LANDLORDS - AND "VACATION" RENTALS

Need more affordable housing for purchase - Creaming Road is excellent Example

Pro managers need to proactively recruit better tenants

Accommodating low cost/cheap housing

Home ownership - cost of homes Rent all multi-family homes in gr.

Too expensive - need more supply

Land prices too high through out California & Humboldt County

Too many Airbnb's

Unaffordable L/Buy program

Well paid/professionals who can afford homes, can't out pace out of town cash buyers for single family homes.

Many houses are 1 bedroom/1 bath houses that don't fit families or extend of family units. We need more 2-3 bedroom/2 bath houses w/ mother-in-law units.

Need more small unit, handicapped accessible housing. Hard to find ADA housing

Micro-aggressions that minorities experience because of no community respecting minority honoring policy + events.

Absentee and irresponsible landlords!

There a percentage cap on apartments?

Share item rental industry is not appropriately regulated

What are the top two things you would change about housing in Arcata? From where you sit, are there racial inequities the City should consider in policy updates?

More affordable-subsidized housing - apartment buildings

We need much more infill if we are to avoid losing our agricultural open spaces + riparian. We must go up otherwise only billionaires will be able to live here. House prices are ridiculously high and rising.

City require minimum thresholds for public feed back

more community based housing Affordable housing

Make Co-Housing a goal

I would ask HUMANITY TO DEAL WITH OVERPOPULATION - SO WE COULD END OUR EVER-INCREASING "HOUSING PROBLEM"

Design/creativity needed

Senior needs: Access / Safety / Mobility. Don't forget US!

Keep producing infill housing, but keep it in scale with the existing town

More outreach for houseless people more people more regularly for housing

More affordable rentals

Affordability for renters

Housing Subsidies that encourages home ownership to people, not further enriching large developers

A lot of money is people coming to make money in California NO commitment to the area



## Vision Survey Results Summary

*Survey results February 2021-April 2022. Please note percentages were truncated to nearest whole number. The first two questions were required; all other responses were optional. Question 5 was added September 2021 to assist the City's Racial Equity/Social Justice Policy Review Working Group in gathering relevant data.*

1. Are you an Arcata resident? (490 responses)

Yes – 67%

No – 33%

2. Have you attended a City workshop related to recent City visioning (either December 17th 2020 meeting, February 25th 2021 meeting, or meetings related to the Housing Element, adopted in 2019)? (490 responses)

Yes – 12%

No – 86 %

Attended other related City event -- 2%

3. What are the current characteristics of our community that make Arcata a great place for you to live, work and play? (please limit to your top 3) (487 responses)

1. Natural Beauty and Weather (317 responses; 65%)

2. Humboldt State University (269 responses; 55%)

3. Playgrounds, trails, other public lands and parks (239 responses; 49%)

4. In your opinion, what are Arcata's core values? (397 responses)

Top results: community, sustainability, environmentalism, equity and diversity, innovation, "small town" values

5. The City of Arcata is committed to using a racial equity lens in planning and policy development. From where you sit, what racial or other social inequities do we need to address as a city? (for example, in housing, transportation, education, etc.) (256 responses)

Common Themes: housing, transportation and infrastructure, community services, tribal partnerships and indigenous rights, relationships to Cal Poly Humboldt, racial equity education and training

6. As our community grows, what are the most important factors to consider in its planning? (please limit your top 3) (483 responses)

1. A mix of housing types/affordability (217 responses; 44%)



2. Thoughtful City Growth-both infill development and resource protection (170 responses; 35%)
  3. Climate Change/Sea Level Rise Protection (146 responses; 30%)
7. What are your "big ideas" for Arcata that will strengthen Arcata to be a better place to live, work or play in the next 20 year? (369 responses)

Top results: community events, cleaner streetscape, limit growth/concerns regarding building height, concerns with homeless population, more housing, more and improved alternative transportation options, dog park, innovative appropriate technologies, mental health services, economic development, spaces/places for young people, sea level rise preparation and climate adaptation, improvements to plaza, improvements to Valley West neighborhood

**Housing "big ideas":**

- limited equity housing cooperatives
- tiny house villages
- housing for people with pets
- more ADU creation
- CR's tiny house program
- Transitional housing programs
- Earth ships
- "Housing first" models
- Eco-villages
- First time homebuyer program
- Limit vacation rentals
- Community land trusts
- Rent control
- More "starter" home development
- More single family home development
- Use appropriate technology (CCAT on campus as example)
- Micro-housing

**Transportation "big ideas"**

- Make the Plaza car-free
- Downtown parking garages
- Trolleys
- More bus routes
- More bike lanes/walking paths
- Safe routes to school
- EV charging stations
- Free bike library
- Free bus in the downtown
- Shuttles to HSU and downtown
- Online available micro-transit

8. What's missing or outdated from our current vision statement? (214 responses)

**Common Themes:** Wiyot land recognition, statement regarding embracing diversity and promoting racial equity, focus on gathering spaces beyond the plaza, rephrase/delete “We’ll Grow, but on Our Own Terms”, note climate change/climate crisis

9. If you live in the City of Arcata, do you own or rent your home? (475 responses)

Own -- 43%

Rent -- 23%

N/A -- 34%

10. What generation best represents you? (478 responses)

Pre-Baby Boomer – 05%

Baby Boomer – 33%

Generation X – 23%

Generation Y – 23%

Generation Z – 13%

11. What race best represents you (based on US census definitions)? (460 responses)

Race Category	Survey Results	Citywide Demographics (2021 census data)
White	387 (84%)	75%
Two or more races	71 (15%)	9%
Asian	19 (4%)	4%
Black or African American	11 (2%)	2.5%
American Indian or Alaska Native	8 (1%)	3%
Native Hawaiian and other Pacific Islander	1 (0.2%)	1%

12. For this survey, Hispanic ethnicity is separated from race. Which of the following categories best represents you? (patterned after 2010 census categories)? (444 responses)

Not of Hispanic, Latino, or Spanish origin – 372 responses; 88%

Yes, Mexican, Mexican American, Chicano – 38 responses; 8%

Hispanic, Latino, or Spanish Origin-Not Mexican, Mexican American, or Chicano – 21 responses; 4 %

13. What is the primary language spoken in your home? (479 responses)

English – 469 responses; 97%

Spanish – 4 responses; 0.8%

Other – 6 responses; 1%



14. What income bracket best represents you? (465 responses)

Level 1 – 64 responses; 13%

Level 2 – 58 responses; 12%

Level 3 – 51 responses; 11%

Level 4 – 47 responses; 10%

Level 5 – 57 responses; 12%

Level 6 – 178 responses; 38%

NA – 10 responses; 2%

15. Are you currently an enrolled HSU student? (480 responses)

Yes – 76 responses (15%)

No – 404 responses (84%)

16. Have you ever been an enrolled HSU student? (478 responses)

Yes – 314 responses (65%)

No – 164 responses (34%)

**BONUS QUESTION:** If you have the time and interest, is there anything else you would like us to know about you and your place in the fabric of Arcata's community? (229 responses)

Common themes: challenges finding and keeping housing; desire for more opportunities for community connection; need for medical/mental health services; concerns regarding homelessness; concerns regarding Gateway Plan and 8-story buildings

## Strategic Infill Redevelopment Program Review Process

### Working Outline

June 15, 2022

- A. Decision Process Overview
  - 1. Draft Elements released over 2022.
  - 2. Engagement from Committees, community events, and Planning Commission meetings run concurrently.
  - 3. Engagement provided to Council in Engagement Report and recommendation framework to Council.
  - 4. Council makes decisions regarding which recommendations to adopt.
  - 5. Staff incorporates Council directed amendments.
  - 6. PC and Committees review final General Plan as updated and provide formal recommendation.
  - 7. Council adopts.
- B. PC and Committee Review Process
  - 1. Elements and Chapters considered in turn at public meetings (PC and Committee meetings run concurrently).
  - 2. Commissioners provide comments in advance in writing or orally at meeting.
  - 3. Commissioners consider public input at meetings.
  - 4. Deliberations result in straw poll recommendations for amendments.
  - 5. Recommendations will be presented to Council for decision at step A.4.
- C. PC/Committee Meeting Workflow
  - 1. PC/Committee to receive brief staff report.
  - 2. PC/Committee to ask clarifying questions.
  - 3. PC/Committee to receive public comment (may not open for public comment at every meeting).
  - 4. PC/Committee to ask staff to address any questions and/or deliberate.
  - 5. PC/Committee to take straw poll action on recommendations as necessary.
  - 6. PC/Committee input added to recommendations framework for Council decision.
- D. City Council Review
  - 1. Council will consider the framework of recommendations.
  - 2. Council may choose to set a series of special meetings to review the recommendations.
  - 3. Council will direct changes to be incorporated.
  - 4. Staff and/or consultants will revise the Elements according to Council direction.
- E. Second Review and Recommendation
  - 1. The Planning Commission and/or the Committees may consider the final version of the Elements and make a formal recommendation for adoption or modification to the Council
  - 2. Council to adopt the General Plan updates



## Strategic Infill Redevelopment Program Review Process

### Detail

June 15, 2022

#### Purpose

This report describes the process for review and comment on the General Plan updates. The process is designed to provide efficient early review of the General Plan updates, as well as a method for reviewing, assessing and ultimately recommending changes to be incorporated into the drafts. The process includes necessary iterative review, but avoids multiple iterations or circular feedback loops. This process will provide a transparent, efficient, and effective recommendation to the City Council on the General Plan update.

#### Relationship Among Recommending and Decision-Making Bodies

The process incorporates both the formal decision-making structure long-established for legislative actions, as well as the informal and ad-hoc processes developed to ensure in depth engagement. The formal processes are codified in state and local law. The informal and public processes are also defined in state law, but generally, these laws regulate the minimum engagement required for decision making. The City established a multi-faceted, lengthy engagement process that far exceeds the minimums established in law. These formal and informal processes are used together to inform the City Council.

Amending the General Plan, and the ordinances to implement it, is a legislative action since it involves making laws. The General Plan amendment is also a policy statement by the Council as to how it will approach the state mandated Elements, as well as the optional Elements the City chooses to adopt. The legislative process defines the relationship among the City's recommending and decision-making bodies. The City has several standing Committees that act as advisory to the Council. The Planning Commission also acts as in an advisory role to the Council on legislative actions. The Council is the decision-maker for legislative and policy actions.

Each of the Committee Members and Commissioners brings knowledge and experience unique to their respective bodies' scope of review. The Creeks and Wetland Committee Members, for example, each have experience in wetlands, natural habitats, the environmental impacts on natural systems, and so forth. The Commission's expertise is broad and covers a range of topic areas. Commissioners are appointed by the Council to maintain diversity of skills, knowledge, and abilities. The Commission can provide invaluable insights into the policy decisions based on their broad knowledge. The Committees, Commission, and Council also rely on their professional staff for recommendations on policy and legislative decisions.

The public at large have a role in making recommendations through the engagement and formal public comment venues. The public input compiled to date is included in the Engagement Report. The Report will be updated as new input and recommendations until the Council makes a decision.

Staff is responsible for providing the Council the compiled myriad recommendations and a formal staff recommendation. The recommendation will include an analysis of each proposed change, the degree to which it meets the goals and objectives, and the policy trade-offs.



The Council is ultimately the decision-making body. The Council will weigh the recommendations included in the framework, provide direction to staff for which revisions to include, and adopt the final version of the General Plan.

### **Framework**

To efficiently review the recommendations, staff will provide decision makers and reviewers a framework for review. Proposed changes may be grammatical or substantive. Grammatical or clarifying changes that do not alter the draft policy will be incorporated into the underline/strikethrough text of the draft elements. These updates will occur periodically during the review process. These changes will not be highlighted to reduce visual clutter and to draw attention to substantive changes.

The substantive changes may alter existing policy, proposed policy, or suggest new policy. Recommendations may conflict with one another, or they may amplify one another. Proposed substantive changes that do not have conflicting recommendations will be incorporated into the element and will be identified with underline/strikethrough text, highlighted, and annotated by source. Changes that have conflicting recommendations or do not comport with the goals and objectives of the Element will be summarized in a spreadsheet with a staff recommendation and policy balancing analysis.

### **Concurrent Review**

The Public, Committees, and Planning Commission will review the Elements concurrently as they are published. While this does not afford the Planning Commission's first review the benefit of seeing a recommendation based on the expertise of the Committees, they will have the recommendation of the City's professional staff, the consultant team, and background engagement conducted over the past five years. The concurrent review significantly reduces the time necessary to bring recommendations to the City Council for its decision and is the most efficient way to consider and decide among the different recommendations. Committee and Commission recommendations will be incorporated into the framework.

### **Time Certain Review**

The engagement and review outlined by staff has a time certain period for review. This period is designed to maintain conformity with the Housing Element and the Grant timelines. Maintaining this timeline will require Committees and the Planning Commission to commit to providing recommendations within the timeframe. This may be accomplished through special meetings, subcommittees, joint study sessions, or a variety of other means to expedite review.

### **Decision**

After considering the framework, the Council will provide staff direction to amend the Elements. The Elements will have additional public and environmental review prior to adoption. The City Council will adopt ordinances and/or resolutions to codify the final amended General Plan after adopting an Environmental Impact Report. Committees and the Commission will provide a final recommendation on the amended General Plan prior to adoption.





# STAFF REPORT – CITY COUNCIL MEETING

June 22, 2022

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

**FROM:** Ondrea Starzhevskiy, Finance Director

**PREPARER:** Ondrea Starzhevskiy, Finance Director

**DATE:** June 14, 2022

**TITLE:** **Public Hearing on Proposed Master Fee Schedule for Fiscal Year 2022/23, Public Hearing on Proposed Appropriations Limit for Fiscal Year 2022/23, Consideration of Adopting Both Resolution No. 223-02 Updating the City of Arcata Master Fee Schedule and Resolution No. 223-01 Adopting the City Budget for Fiscal Year 2022/23.**

## RECOMMENDATION:

It is recommended that the Council:

- 1) Open the public hearing to receive public comment regarding the proposed master fee schedule for Fiscal Year 2022/23;
- 2) Adopt Resolution No. 223-02, A Resolution of the City Council of the City of Arcata Updating the Master Fee Schedule for Various Fees and Service Charges for the Fiscal Year 2022/23;
- 3) Open the public hearing to receive public comment regarding the appropriations limit for Fiscal Year 2022/23; and
- 4) Adopt Resolution No. 223-01, A Resolution of the City Council of the City of Arcata Adopting the Annual Budget for the Fiscal Year Beginning on July 1, 2022.
- 5) Should General Fund Reserves net revenues exceed the FY2021-2022 estimates of \$611,162, allocate any amount above that (up to \$617,000 maximum) to fund both the City's Radio Replacement Project and Terrace Ave road repair.

Recommended Motion: 1) Adopt Resolution No. 223-02, A Resolution of the City Council of the City of Arcata Updating the Master Fee Schedule for Various Fees and Service Charges for the Fiscal Year 2022/23; and 2) Adopt Resolution No. 223-01, A Resolution of the City Council of the City of Arcata Adopting the Annual Budget for the Fiscal Year Beginning on July 1, 2022; and 3) Should General Fund Reserves net revenues exceed the FY2021-2022 estimates of \$611,162, allocate any amount above that (up to \$617,000 maximum) to fund both the City's Radio Replacement Project and Terrace Ave road repair.



## INTRODUCTION:

The City conducted a budget study session on June 7, 2022. Based on Council input at that meeting, a final budget draft has been developed for adoption. The adoption of the budget includes the City Council Goals and Priority Projects, the projected revenue and expenditure projections, the City's Capital Improvement Program projects, the FY 2022/23 Master Fee Schedule and the FY 2022/23 appropriations limit.

## DISCUSSION:

### Gann Limit:

Proposition 4, approved by California voters in 1979, requires cities to calculate and establish an appropriations limit every year. The limit is based on actual appropriations in the 1978-79 fiscal year and is allowed to increase each year to the extent of population growth and inflation. The Gann Limit restricts the amount revenue which can be appropriated in a fiscal year. The appropriations limit is calculated and adopted each year as part of the proposed annual budget (Attachment C). Input factors and additional detail are available for review in Attachment D.

The California Department of Finance provides price and population change data for local jurisdictions to calculate their appropriations limit.

The appropriations spending limit is calculated using the following formula:

1. Population percentage (City or County) x price increase/decrease factor= ratio of change
2. Ratio of change x FY2021-22 spending limit = FY2022-23 spending limit.

The FY 2021-22 Appropriations Limit was \$16,663,326. For FY 2022-23's Appropriation Limit calculation, the data used for the Arcata's population increase was 2.42% and the Per Capita Cost of Living Change as reported by the California Department of Finance was 7.55%. Based on the above formula, the Appropriations limit for FY2022-23 is calculated as follows:

1. Population percentage (City or County) x price increase/decrease factor= ratio of change

$$1.0242 \times 1.0755 = 1.1015271$$

2. Ratio of change x FY2021-22 spending limit = FY2022-23 spending limit.

$$1.1015271 \times \$16,663,326 = \$18,355,105$$

### Annual Budget:

The annual budget for the City of Arcata for the fiscal year beginning July 1, 2022, has been presented by the Finance Director, City Manager and City Department Heads; and reviewed, studied and revised as necessary by the City Council in a study session held on June 7, 2022. Revisions to



the initially proposed budget document are included in Attachment E- Resolutions and Supplemental section.

The following schedule summarizes estimated revenues and City Manager-recommended appropriations for the fiscal year 2022/23. Additional details can be found in the proposed budget document (Attachment E).

<b>2022/23 Budget Summary</b>				
<b>CITY MANAGER RECOMMENDED APPROPRIATIONS</b>				
<b>Comparison to Prior Year Adopted Budget</b>				
	<b>Proposed Budget 2022/23</b>	<b>Adopted Budget 2021/22</b>	<b>Dollar Difference</b>	<b>Percent Difference</b>
Legislative	570,449	440,907	129,542	29%
Executive	1,026,460	736,422	290,039	39%
Legal	236,800	197,730	39,070	20%
Finance	964,831	723,043	241,788	33%
Police	7,405,674	6,304,503	1,101,171	17%
Public Works	2,486,133	742,009	1,744,124	235%
Parks & Recreation	1,693,739	1,746,591	(52,852)	-3%
Planning & Development	1,320,722	637,412	683,309	107%
Non-Departmental	1,365,318	1,445,633	(80,316)	-6%
Debt Service	73,131	73,300	(169)	0%
Total General Fund	17,143,256	13,047,551	4,095,705	31%
Legislative	239,500	-	239,500	0%
Police	726,546	35,000	691,546	1976%
Public Works	5,437,352	1,704,155	3,733,197	219%
Parks & Recreation	2,208,985	348,479	1,860,506	534%
Planning & Development	2,955,502	6,656,988	(3,701,486)	-56%
Enterprise Funds:				
Water	10,559,487	4,705,264	5,854,223	124%
Wastewater	20,680,901	18,686,058	1,994,843	11%
Solid Waste	557,325	496,049	61,275	12%
Transportation	3,471,589	1,114,593	2,356,995	211%
Stormwater	798,604	766,003	32,602	4%
Internal Service Funds:				
Central Garage	1,435,157	865,792	569,364	66%
IT Services & Maintenance	577,375	346,429	230,946	67%
Non-Departmental	171,426	-	171,426	0%
Total Other Funds	49,819,748	35,724,810	14,094,938	39%
Total City Funds	66,963,005	48,772,361	18,190,643	37%

### Master Fee Schedule:

The City has incorporated one small change to the proposed 2023 Fee Schedule since our June 7, 2022 study session. The update is included in Section 34-Arcata & Mad River Transit System-Passenger Fares:

Dial-A-Ride/Single Zone Ticket Books should be listed at \$18.00/6 rides vs. \$21.00/6 rides.



Revisions to the initially proposed budget document are included in Attachment E- Resolutions and Supplemental section.

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

The City Manager-recommended budget will establish the framework for all City activities for the fiscal year 2022/23. The City's FY2023 appropriations are within the required Gann Limit at proposed amount of \$17,143,256. The proposed master fee schedule will establish City-wide fees for the fiscal year 2022/23.

At the end of the current fiscal year (FY2021/2022) staff estimates adding \$611,162 of net revenue into the General Fund Reserves. Additional savings that are captured above the \$611,162 are recommended for approval to be spent on the following projects:

Radio Replacement Project: up to \$542,000 to pay off the project implementation

Terrace Ave: up to \$75,000 to complete the road repair.

#### **ATTACHMENTS:**

- A. Resolution No. 223-02 Master Fee Schedule (PDF)
- B. Master Fee Schedule (PDF)
- C. Resolution No. 223-01 Budget Adoption (PDF)
- D. Appropriations Limit (PDF)
- E. City of Arcata Fiscal Year 2022/23 Annual Budget (PDF)



**RESOLUTION NO. 223-02**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ARCATA  
 UPDATING THE MASTER FEE SCHEDULE FOR  
 VARIOUS FEES AND SERVICE CHARGES FOR FISCAL YEAR 2022/23**

**WHEREAS**, pursuant to the provisions of the California Constitution, the laws of the State of California, and City ordinances, the City of Arcata is authorized to adopt and implement rates, fees and charges for certain municipal services, provided the same do not exceed the estimated reasonable cost of providing such services; and

**WHEREAS**, for the convenience of the public, it is desirable to gather in a single document, identified as the Master Fee Schedule, a comprehensive list of various fees and service charges imposed by the City; and

**WHEREAS**, on June 22, 2022 the City Council of the City of Arcata reviewed and updated the Master Fee Schedule as necessary to reflect increases in costs to provide said services; and

**WHEREAS**, the attached “Attachment B” details the additions or revisions to the Master Fee Schedule for fiscal year 2022/23.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Arcata hereby set, adjust and approve the various fees and service charges for certain City services and facilities, as set forth in the attached “Attachment B”

DATED:

ATTEST:

APPROVED:

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

\_\_\_\_\_  
 Mayor, City of Arcata

Attachment: A. Resolution No. 223-02 Master Fee Schedule (3911 : Adopt Budget For 2022/23)



**CLERK'S CERTIFICATE**

I hereby certify that the foregoing is a true and correct copy of Resolution No. 223-02, passed and adopted at a special meeting of the City Council of the City of Arcata, County of Humboldt, California, held on the 22<sup>nd</sup> day of June, 2022 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

---

City Clerk, City of Arcata





**CITY OF ARCATA**

**MASTER FEE SCHEDULE**

**FOR VARIOUS FEES, SERVICE CHARGES AND TAXES**

(Revised 06/22/2022 Resolution 223-02)

Attachment: B. Master Fee Schedule (3911 : Adopt Budget For 2022/23)



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**CITY OF ARCATA  
MASTER FEES SCHEDULE  
FOR VARIOUS FEES, SERVICE CHARGES AND TAXES**

**SECTION 1. BUSINESS LICENSE TAXES**

The following taxes shall be applicable to all new business licenses issued after the effective date of this resolution. There shall be a fee of \$5.00 to transfer a business license in accordance with Section 6012 of the Arcata Municipal Code and a fee of \$5.00 to issue a duplicate license in accordance with Section 6011 of the Arcata Municipal Code. Qualified non-profit organizations are exempt from paying license fees.

(a) **LICENSE FEES - GENERAL, INSIDE CITY**

Every person conducting or carrying on a business consisting of selling any goods, wares, and merchandise or commodities or services, or conducting or carrying on any profession, trade, occupation, calling or business not otherwise specifically licensed by other subdivisions of this resolution, shall pay an annual or semi-annual license tax of \$40.00 per annum plus \$10.00 per annum for each full-time equivalent employee for the first nineteen (19) employees in excess of one (1) plus \$5.00 per annum for each employee in excess of nineteen (19); provided, however, that no additional license tax shall be levied for employees in excess of a total of seventy (70).

(b) **LICENSE FEES - GENERAL, OUTSIDE CITY**

Every person not having a fixed place of business within the City of Arcata who delivers goods, wares, or merchandise of any kind or performs services within the City (other than those services specifically exempted by the Arcata Municipal Code or State law) shall pay a license tax of \$40.00 per annum.

(c) **SPECIAL SALES, BANKRUPT SALES, SOLICITORS, ETC.**

Every person conducting or carrying on the business of owning, operating, opening, establishing, managing or having charge of any temporary location or place of business of any kind for the sale of any insolvent, bankrupt, fire damaged, or other similar goods, wares or merchandise, and every itinerant or transient merchant having a temporary place of business, but not having any continuous or permanent place of business in the City who sells or offers for sale any insolvent, bankrupt, fire damaged or any other goods, wares, or merchandise, shall pay a license tax of \$50.00 per day.

(d) **MULTIPLE SMALL BUSINESSES OPERATED BY THE SAME OWNER**

If two or more businesses are conducted on the same premises by the same person and such businesses are subject to tax on a per employee basis, then only one license shall be required based upon the total number of employees employed.

(e) **AUTOMOBILE PARKING**

Every person conducting or carrying on the business of automobile storage or parking in or on any lot or parcel of land, but maintaining no building or other structure upon such lot or parcel of land in which are kept or stored any such automobile, shall pay an annual license tax of \$25.00 where there are less than 25 parking spaces, \$50.00 where there are more than 25 but less than 50 spaces; and \$75.00 where there are 50 or more parking spaces.

(f) **CARDROOMS**

Every person conducting or carrying on the business of operating a cardroom shall pay a license tax of \$100.00 per annum for each table.

(g) **CIRCUSES AND CARNIVALS**

Every person conducting or carrying on the business of owning, maintaining, conducting or presenting a carnival or circus, having first obtained a permit to do so, shall pay a license tax of \$50.00 per day. For any circus or carnival presented within the City where all or a portion of the proceeds to go the benefits of a non-profit or charitable cause, the above license fee may be modified or waived entirely, at the discretion of the City Council.

(h) GOLF COURSES, RIFLE RANGES, AND SIMILAR FACILITIES

Every person conducting or carrying on the business of operating a golf course, rifle range, miniature golf course, golf driving range, archery range or similar facility shall pay a license tax of \$50.00 per annum.

(i) INSURANCE AGENTS

A business license is required for all insurance agents. However, an exemption is allowed for those agents who pay State in-lieu tax. In order to claim this exemption, insurance agents must provide proof of paying State in-lieu tax.

(j) OUTDOOR ADVERTISING

Every person conducting or carrying on the business of erecting, installing, maintaining or operating outdoor advertising, advertising structures, billboards, signboards, or similar devices shall pay a license tax of \$100 per annum, plus \$5.00 for each billboard, signboard or similar device in excess of 20 billboards, signboards or similar devices.

(k) POOL HALLS OR BILLIARD PARLORS

Every person conducting or carrying on the business of operating a pool hall or billiard parlor shall pay a license tax of \$10.00 per annum for each table, with a minimum charge of \$40.00 per annum.

(l) APARTMENTS

Every owner of three (3) or more residential units shall obtain a business license. The license tax shall be \$40.00 per annum and \$5.00 for each unit over three per annum. This section shall be deemed and construed as applying to every owner of residences or apartments, having a possessory right thereto, notwithstanding such persons may not be vested with the fee to land upon which said residences and apartments are built.

(m) ROOMING AND RENTAL HOUSES

Every owner of a house who is renting to five (5) or more unrelated tenants shall obtain a business license. The license tax shall be \$40.00 per annum and \$2.00 per annum for each tenant in excess of five.

(n) MINI STORAGE

Every person conducting or carrying on the business of mini storage shall pay annual license tax of \$40.00 for less than 20 units, \$50.00 for 21 to 40 units; \$75.00 for more than 40 units.

(o) HOTELS, MOTELS, MOBILE HOME PARKS

Every person conducting, operating, or carrying on the business of a hotel, motel or mobile home park, having four or more units, shall pay annual license tax of \$40.00 plus \$2.00 per annum for each unit or space in excess of four.

(p) VEHICLES FOR HIRE

The owner or lessee of any vehicle having a permit under Title VI, Chapter 2, Article 1 of the Municipal Code shall pay an annual vehicle license fee of \$50.00 for each vehicle operated. This fee is payable on or before the first day of January each year.

The initial driver's permit fee is \$75.00, plus the fee charged by the Department of Justice for the processing of the fingerprints. Thereafter, on or before the first day of January of each year, the driver's permit must be renewed for an annual renewal fee of \$30.00. Failure to renew driver's and/or vehicle permits by February 1 shall result in a penalty of 100 percent of the fees due.

All drivers operating a vehicle for hire within the City of Arcata are required to possess a valid Driver's Permit, with the exception of any public transit authority or those quasi-public agencies that have a Department of Transportation program. Drivers operating without a valid driver's permit will be required to obtain said permit and fees shall be doubled.



(q) PEDICAB

The owner of any Pedit cab having a permit under Title VI, Chapter 2, Article 2 of the Municipal Code shall pay an annual vehicle license fee of \$50.00 for each vehicle operated. This fee is payable on or before the first day of January each year.

The initial operator's permit fee is \$50.00, plus the fee charged by the Department of Justice for the processing of the fingerprints. Thereafter, on or before the first day of January of each year, the operator's permit must be renewed for an annual renewal fee of \$25.00. Failure to renew operator's and/or owner's permits by February 1 shall result in a penalty of 100 percent of the fees due.

All driver's operating a Pedit cab in such a manner as to engage in the business of carrying passengers for hire within the City of Arcata, are required to possess a valid operator's permit. Person's operating without a valid operator's permit will be required to obtain said permit and fees shall be doubled.

In addition to the license tax noted above, there shall be a planning compliance fee of \$20.00 for each new application and a fee of \$10.00 for each renewal, in accordance with Resolution No. 167-52. Furthermore, there shall be a fee of \$10.00 for the review and approval of each new application and a fee of \$5.00 for each renewal, to cover the administration cost.

(r) CONTRACTORS AND SUBCONTRACTORS

All licensed contractors and subcontractors who perform business within the City, whether or not they have a fixed place of business within the City, are required to obtain a City business license prior to performing any work within the City.

The license tax for contractors shall be \$50 per annum. Subcontractors shall pay \$50 per annum or \$10 per job, not to exceed \$50 per annum.

(s) FARMERS' MARKET VENDORS; VENDOR OF FIREWORKS, CHRISTMAS TREES OR OTHER SEASONAL ITEMS; OTHER MISCELLANEOUS VENDORS OR CRAFT SALES

Every person conducting or carrying on the business of selling items at a local farmers' market, fireworks, Christmas trees, or other seasonal items, all miscellaneous vendors or craft sales shall pay a license tax of \$40.00 per annum.

(t) FOURTH OF JULY, NORTH COUNTRY FAIR, OYSTER FESTIVAL, AND ALL OTHER EVENTS WITH BOOTHSALES

A business license is required for each booth. The license tax shall be \$20 per booth. Holders of a current City of Arcata business license shall not be required to obtain a booth license. The umbrella organization shall be responsible for this business license requirement.

## SECTION 2. CHARGES FOR PHOTOCOPYING, MAILING OF PRINTED MATERIAL, MAPS, DOCUMENTS AND REPORTS

The following charges are hereby established for the photocopying and mailing of printed material (n applicable to news media and not applicable to allied agencies in case of police reports for investigative purposes):

### 1. COPYING (Non-Police)

- |   |                                 |
|---|---------------------------------|
| a) 1 or more Copies                         | \$ 0.10 each                    |
| b) Plot Engineering/Scan Drawing (24"x 36") | \$ 5.10 /sheet plus labor costs |
| Plot Engineering/Scan Drawing (11"x17")     | \$ 0.20/sheet                   |
| c) Disk copy of Electronic Data             | \$ 6.50 /disc plus labor costs  |
| d) DVD copies                               | \$ 5.15 /disc                   |

### 2. POLICE REPORTS, VERIFICATIONS, COPYING (Not applicable to California law enforcement agencies for investigative purposes)

- |                                 |                                 |
|---------------------------------|---------------------------------|
| a) Traffic Accident Reports     |                                 |
| i) Current                      | \$15.00 /report                 |
| ii) Archived                    | \$20.00 /report                 |
| b) Police Reports               |                                 |
| i) Current                      | \$0.10 /page (\$15.00 minimum)  |
| ii) Archived                    | \$0.10 /page (\$20.00 minimum)  |
| c) Copies of Tapes, Photos, CDs | \$15.00 plus labor costs        |
| d) Records Research             | \$15.00 plus labor costs        |
| e) Incident Verification        | \$15.00 /incident               |
| f) Clearance Letters            | \$15.00 plus labor costs        |
| g) Records Checks               | \$15.00                         |
| h) Subpoenaed Reports           | \$22.00 /hour plus \$0.10 /page |

### 3. ENVELOPES

- |                 |             |
|-----------------|-------------|
| a) Letter Size  | \$0.12 each |
| b) Large Manila | \$0.25 each |

### 4. BUSINESS LICENSE MAILING LIST

- |  |               |
|--|---------------|
| a) Standard List on Paper                                | \$51.00 /list |
| b) Standard List Electronically Submitted or CD/Diskette | \$13.25 /list |
| c) Customized List on CD/Diskette                        | \$26.50 /list |



d) Customized Electronically Transmitted	\$26.50 /list
<b>5. MAPS, DOCUMENTS AND REPORTS</b>	
a) LUDG/LUC	\$30.00
b) State of the City	\$ 5.92
c) City of Arcata Street Map	\$ 1.00
d) General Plan Without Maps	\$40.00
e) General Plan Maps	\$ 3.75
f) Forest Management Plan	\$10.63
g) Electronic and Computer Data	\$3.35 /page plus labor costs
h) GIS Special Requests	Labor plus material costs
i) Color Zoning Map (24"x36")	\$ 22.53 /sheet
j) Color zoning Map (11" x 17")	\$ 3.23 /sheet
k) Other	\$ 0.12 /page plus labor costs
l) City Map	\$ 1.00
m) Color Copy	\$ 0.20 /page
6. COUNCIL, SUCCESSOR AGENCY, OVERSIGHT BOARD AGENDA, MAILED	\$30.00 /year
7. PLANNING COMMISSION AGENDAS, MAILED	\$31.66 /year
8. AUDIO CD COPY OF COMMISSION OR COMMITTEE MEETING	\$7.50 /copy
9. BUDGET BOOK	\$31.00 /copy
<b>10. BOOKS</b>	
Bird Guides (Retail)	\$5.00 each plus tax
Bird Guides (Wholesale)	\$2.50 /copy

### SECTION 3. PREFERENTIAL PARKING PERMITS

Preferential parking permits are issued in accordance with Ordinance No. 1159 and Resolution No. 890-54. The cost per address for preferential parking permit decals shall be as follows:

	<u>Residential</u>	<u>Commercial</u>
First and Second Permit	\$ 0	\$ 0
Third Permit	\$ 15	\$ 15
Fourth Permit	\$ 20	\$ 20
**5 + Permits	\$ 25 for each additional	\$ 25 for each additional
Guest Permits	\$ 15	
First Caretaker Permit	\$ 0	N/A
Additional Caretaker Permits	\$ 15	N/A

Property Owner Permit

\$ 15

N/A

\*\* Written justification for five (5) or more permits shall be submitted to the Police Department for approval.

Preferential parking permits can be obtained at the Police Department, City of Arcata. The cost for replacement preferential parking permits for commercial businesses shall be \$5.00.

#### **SECTION 4. TEMPORARY PARKING EXEMPTIONS**

Individuals or businesses may apply at the Building & Engineering Department for a temporary parking exemption for timed or metered zones. Requests are reviewed on a case-by-case basis and are only granted if there is sufficient demonstration of necessity, including issuance of a valid Encroachment Permit or Building Permit. If an exemption is granted, a fee of \$5 per day per vehicle will be charged.

For permits granted for a duration of one month or more, a reduced fee of \$4.00 per day per vehicle will be charged.

#### **SECTION 5. BINGO PERMIT FEE (AMC Section 4159)**

Bingo permit application fees shall be \$50. If the application for a permit is denied, one-half of the fee paid shall be refunded to the organization applying.

#### **SECTION 6. RETURNED CHECKS**

A \$25.00 fee shall be charged on any check returned from the bank for any reason. If turned over for collection, the city shall charge a fee totaling three-times the amount of check, not less than \$100 or more than \$1,500.

#### **SECTION 7. NOTARY PUBLIC SERVICES**

A notary public service fee of \$10 shall be charged for each acknowledgement signature, or oath, or affirmation of jurat performed by a City of Arcata Notary Public.

#### **SECTION 8. CREDIT CARD SURCHARGE**

A fee of 3% shall be imposed on all non-utility credit card transactions in excess of \$500 to cover the costs incurred by the City.

#### **SECTION 9. WASTEWATER COLLECTION SYSTEM CONNECTION FEES**

The following connection fees and other conditions are applicable to the City of Arcata community wastewater collection system. These fees shall be paid and/or conditions shall be met prior to issuance of any connection permits. The wastewater collection system connection fees below are comprised of two principle charges: 1) the charge to make the physical connection to the City's sewer collection system or required improvement by City forces or those made by a City approved contractor and; 2) the Sewer Capital Connection Fee (SCCF) is a fee which the City will assess for the establishment of any new sewer connections or expansion resulting in the increase of existing wastewater discharges to the wastewater treatment plant.

Installation of a new gravity lateral sewer up to 25' and clean-out from an existing community sewer shall be made by City forces to the property line (PL) with the following fees assessed:

A.	<u>Sewer Connection Only (No Sewer Capital Connection Fee included)</u>	<u>Fee:</u>
	Typical Residential/Commercial installation plus sewer cleanout up to 6" diameter	\$4,598
	Additional charges to above Typical Installation charge may include:	
	Charge for deeper excavations, greater than 5' which require trench shoring:	\$1,530



Installation/replacement of sidewalk (30 sq. ft.) for new sewer cleanout at PL.

\$931

**B. Sewer Capital Connection Fee:**

The SCCF for all development is a base fee of \$3,563 for the first 18 fixture units and an additional charge of \$3,563 per every additional 18 fixture units, or fraction thereof, beyond the initial 18 base fixture units. Fixture units shall be calculated using the most current UPC Table 7-3 or by a licensed engineer or architect.

The SCCF for accessory dwellings, secondary dwellings, and commercial installations will be assessed an additional charge of \$3,563 per every 18 fixture units, or fraction thereof, beyond the initial 18 base fixture units.

All sewer applications will expire after two (2) years from the date of payment. An extension may be granted if the applicant pays the difference between previous and current fees. Payment must be made within six (6) months of expiration.

**C. Other Sewer Connection Charges:**

- (a) Installation of a new sewer cleanout (SCO) at the property line, where none exists, may be made in the case of an existing sewer connection. The work may be performed by City forces or approved Contractor. An assessment of the existing lower lateral (sewer pipe between property line and City sewer mainline) will be required and made at the time of SCO installation. If the lower lateral shows evidence of leaking or poor pipe condition it must be replaced at the time the new cleanout is installed and paid for by the applicant. The cost of a new sewer cleanout installation (\$2,448) will be assessed in a deposit equal to the typical sewer lateral fee above (\$4,598) before work will commence. If the lower lateral is not required to be replaced following assessment, a refund in the amount of \$2,148 will be made to the applicant.

- (b) If the concrete sidewalk must be replaced as part of the SCO installation (up to 30 sq. ft.), an additional fee of \$931 shall be applied.

When a sanitary sewer and lateral is installed by a developer/contractor and are in place, a capital connection fee of \$3,480 shall be assessed for the first 18 fixture units and an additional charge of \$3,563 per every 18 fixture units or fraction thereof beyond the initial 18 base fixture units. Typical engineering fees for inspection shall be collected for all private Contractor work performed within the right-of-way.

If a parcel was previously connected to sanitary sewer, but lateral was abandoned and a new lateral is required with work performed by City forces, the typical installation fees above shall be required and no new SCCF for any single family residential shall be required.

- (c) When the City conducts a private sewer lateral video at the request of the property owner, a fee of \$314 will be charged.

**SECTION 10. PRIVATE SEWAGE DISPOSAL SYSTEM INSPECTION FEES**

A fee of \$1,367 shall be paid to the City for reviewing plans and specifications, issuing a permit and inspecting the installation of a private sewage disposal system.

**SECTION 11. DISCHARGE OF HOLDING TANK WASTES**

Discharge of Holding tank wastes shall be charged the following:

**Septage:** The following fees shall be assessed for dumping of septage: \$1,094.75 per 1,000 gallons, prorated dump cost to tank size if larger or smaller than 1,000 gallons, but not less than

\$275. In no case shall septage hauled from outside the City's service boundaries be accepted.

**Mobile and Self-haul:** The following fees shall be assessed for dumping Food Service Establishment (FSE) mobile holding tank or hydro mechanical grease trap self-cleaning wastewater:

\$ 34.75 per month for not more than one (1) use per day of the City operated dump station located at the Corporation Yard in accordance with the use limitations. Each use of the dump station is limited to volumes equal to or less than 100 gallons

## SECTION 12. WASTEWATER USER CHARGES

The following definition shall apply with regard to the schedule of wastewater user charges set forth later in this section:

1. Residential - Residential users are those utility customers whose water consumption is primarily for residential purposes only. This class of users includes single-family residences, duplexes, triplexes, and other multi-family residential structures such as apartments, condominiums, etc. This class of user also includes mobile home parks, but does not include any other commercial, industrial or educational users. Wastewater strength characteristics from this user class shall not exceed 250 ppm BOD and/or 200 ppmSS.
2. Low Strength Commercial - Strength characteristics from this user class may not exceed 150 ppm BOD and/or 150 ppm SS. This user group is composed of businesses such as, but not limited to: car wash, church, department stores, laundromats, professional offices, realtors, retail stores, schools/universities, and theaters.
3. Medium-Strength Commercial - Strength characteristics from this user class may not exceed 350 ppm BOD and/or 350 ppm SS. This user group is composed of businesses such as, but not limited to: bars without dining facilities, convalescent homes, hair shops, hospitals, hotels without dining facilities, repair shops, service stations and markets without garbage disposals.
4. High-Strength Commercial - Strength characteristics from this user class may not exceed 700 ppm BOD and/or 700 ppm SS. This user group is composed of businesses such as, but not limited to: auto steam cleaning, bakeries, commercial laundries, dairies, hotels with dining facilities, laboratories, markets with garbage disposals, mortuaries, and restaurants.
5. Significant Commercial User -Strength characteristics from this user class exceed 700 ppm BOD and 700 ppm SS Discharges that fall into this category might include, but are not limited to, domestic septic tank/portable restroom discharges, industrial laundry services, and alcohol beverage manufacturing (brewery, wineries, and distilleries). Equitable and proportional allocation of costs on a per pound basis for Biochemical Oxygen Demand (BOD), Total Suspended Solids (TSS),
6. Industrial - An industrial user is a user which may, from time to time, or continuously discharge effluent into the wastewater collection system and/or the wastewater treatment plant which requires treatment procedures not normally utilized by other user classes. Wastewater charges shall be in accordance with those for commercial users.
7. Remediated Groundwater – Remediated groundwater is treated contaminated groundwater resulting from a groundwater treatment system.
  - a) One-time discharge is defined as remediated groundwater discharged on a one-time basis, not to exceed 48 hours, in the amount less than 25,000 gallons.
  - b) Continuous discharge is defined as remediated groundwater discharged for a period to be approved by the Director of Environmental Services.

The monthly schedule of wastewater user charges is hereby adopted as follows, effective July 1<sup>st</sup>, 2022:

1. Residential - A base charge of \$66.54 per month for the first 400 cubic feet of water consumption. All remaining water consumption is \$9.73 per 100 cubic feet. Excess sewer consumption charges will be waived for customers who provide a written statement from a medical doctor indicating the medical necessity for excess



water use.

2. Low Strength Commercial - A base charge of \$69.49 per month for the first 400 cubic feet of water consumption. All remaining water consumption is \$8.47 per 100 cubic feet.
3. Medium-Strength Commercial - A base charge of \$69.49 per month for the first 400 cubic feet of water consumption. All remaining water consumption is \$10.30 per 100 cubic feet.
4. High-Strength Commercial - A base charge of \$69.49 per month for the first 400 cubic feet of water consumption. All remaining water consumption is \$17.27 per 100 cubic feet.
5. Significant Commercial User- a unit rate of \$2.75 per 100 cubic feet of water consumption. For discharges over 700 ppm, a charge of \$1.61 per lb. of BOD and \$1.61 per lb. of TSS.
6. All Water Use Base Charge - All water users within the City limits shall be charged the monthly user charges for the applicable user class if they are not connected to the wastewater collection system. This user charge shall only be implemented if a property owner fails to connect to the wastewater collection system within 90 days of receipt of notices to do so in accordance with the Arcata Municipal Code.
7. Irrigation Allowance - For all single-family residences, a winter averaging allowance will be made for irrigation purposes for all billing periods whose billing dates fall within the period of June 1 through September 30. This allowance will be computed based on average usage for the previous February through April period. Single family residences are all residential connections with a one (1) inch meter or less and two (2) situs points or less.
8. Pretreatment Permit - For all commercial and industrial users requiring a pretreatment permit, the permit charges shall be \$472 for processing the application and permit. The report charges shall be \$128 for each report required by the permit.
9. Service Charges - A service charge of \$15.00 for turn-on, reconnection, change of service, or other service call related to wastewater accounts will be charged.
10. Remediated Groundwater
  - a) One-time discharger shall be charged an application/permit processing fee of \$360.00 and an associated discharge fee of \$7.00 per 1,000 gallons or part thereof.
  - b) Continuous discharger shall be charged an application/permit processing fee of \$360.00, an associated discharge fee of \$7.00 per 1,000 gallons or part thereof, and a reporting fee (each) of \$170.00.
11. Grease Trap or Grease Interceptor Pollution Prevention - All Food Service Establishments (FSE) with a grease trap or grease interceptor will be inspected at least annually and a Pollution Prevention Permit will be issued. FSE permits will specify the trap interceptor cleaning frequency. An annual permit fee of \$108.00 will be assessed.

### SECTION 13. WATER SYSTEM CONNECTION FEES

Charges within and without the corporate limits of the City, payable in advance, for the installation of new services and meters, when work is performed by City forces, shall be as follows:

#### 1. Within and Outside City Limits:

5/8" x 3/4" meter installed	\$4,718 + \$2,711 *	
3/4" x 3/4" meter installed	\$4,784 + \$2,711 *	(Badger, Model 35)
1" meter installed	\$5,014 + \$3,478 *	
1-1/2" meter installed	\$5,299 + \$4,886 *	
2" meter installed	\$5,480 + \$5,033 *	

In addition to the above, where additional 5/8 by 3/4" services are requested of any size water line, an additional \$316 plus capital connection fee per additional service shall be added to the base consumption charge.

\* Capital connection fee for 18 fixture units. Secondary dwelling units' additional charge assessed of \$2,711 for capital connection for 18 fixture units or fraction thereof beyond the initial 18 base fixture units, based on UPC Table 7-3. More than four (4) meters within City right of way per parcel shall be installed with radio read functionality per City of Arcata specifications. All commercial irrigation will require separate meter for irrigation use only for 5,000 square feet of irrigated area per California Water Code Section 535.

In the case of installations where the meter box and connections are made by the subdivider, the following fees apply:

1. Within and Outside the City Limits:

5/8" x 3/4" meter	\$ 317 + \$2,711 *
3/4" x 3/4" meter	\$ 522 + \$2,711 * (Badger, Model 35)
1" meter	\$ 585 + \$3,478 *
1-1/2" meter	\$ 706^ + \$4,886
2" meter	\$ 1,142 + \$5,033*

^including coupling

All water applications will expire after two (2) years from date of payment. An extension may be granted if applicant pays difference between previous and current fees. Payment must be made within six (6) months of expiration of permit.

#### SECTION 14. SPLITTING/RELOCATING/ABANDONING WATER AND SEWER SERVICE

The charge for splitting/relocating/abandoning an existing water or sewer service shall be actual charge for material, labor and equipment. The deposit will be equal to the cost of a new service installation.

#### SECTION 15. PRIVATE FIRE PROTECTION SERVICE CHARGES

The rates for fire service and water consumed by private unmetered fire lines used exclusively for fire protection, whether such lines be connected with automatic sprinkler systems, fire hydrants, or to other types of hose attachments, shall be as follows (Note: Meters are required):

<u>Line Size</u>	<u>Monthly Rates</u>
2"	\$ 11.75
4"	\$ 25.75
6"	\$ 37.75
8"	\$ 59.25
10"	\$ 83.00

In addition, a consumption charge of \$13.25 per 100 cubic feet. No charge will be made for water used for fighting accidental fires and for testing the fire prevention system.

For private fire protection installed outside of the City limits, an additional \$161.75 shall be levied.

Install 2-inch fire line to back of walk	\$ 4,998.25
Install 4-inch fire line to back of walk	\$ 7,880.50



Install 6-inch fire line to back of walk

\$ 8,499.75

**SECTION 16. WATER SERVICE CHARGES**

The following monthly stand-by and consumption (quantity) charges for water service constitute the current water service charges for the City of Arcata, effective July 1, 2022:

## 1. Meter Rental Charges

<u>Meter Size</u>	<u>Inside City Rate</u>	<u>Outside City Rate</u>
5/8"	\$ 11.87	\$ 17.81
3/4"	\$ 11.87	\$ 17.81
1"	\$ 19.83	\$ 29.74
1 ½"	\$ 39.53	\$ 59.30
2"	\$ 63.28	\$ 94.92
3"	\$ 118.72	\$ 178.08
4"	\$ 197.91	\$ 296.86
6"	\$ 395.69	\$ 593.54
8"	\$ 633.13	\$ 949.70
10"	\$ 910.22	\$ 1,365.34

## 2. Consumption Charges – All Customers

<u>Inside City Rate</u>	<u>Outside City Rate</u>
\$ 6.94/100 cubic ft	\$ 6.94/100 cubic ft

Excess water consumption charges will be waived for customers who provide a written statement from a medical doctor indicating the medical necessity for excess water use.

## 3. Service Charges

- a) A service charge of \$50 for turn-on, reconnection, change of service or other service call- related to water accounts will be charged during normal working hours.
- b) Temporary water/wastewater services for the purpose of clean and show will be charged in the amount of \$50 for a two week period. Limit of two clean and shows per 12 months.
- c) A service charge of \$50.00 will be charged for reconnection of water service after service has been disconnected for non-payment. Additionally, a service charge of \$150 will be charged for resuming water service after hours after a disconnection for non-payment.
- d) A service charge of \$216 will be charged to reinstall water meter.
- e) A service charge of \$303 will be charged for turn-on, or other service calls related to water accounts (aside from resuming after discontinuation for non-payment) performed outside of the City's usual business hours (evenings, weekends and holidays).
- f) A tampering fee of \$303 will be charged for the unauthorized operation of any City owned curb stops, corporation stops, valves; or any interference with meters, their connections, or other parts of the City's water system.

## 4. Water/Wastewater Deposits

A deposit is required at the time a customer signs in for water/wastewater service. The deposit amount is based on the size of the meter.

<u>Meter Size</u>	<u>Deposit</u>
5/8"	\$ 100
3/4"	\$ 100

1"	\$ 100
1 ½"	\$ 500
2"	\$ 1,500
3" – 10"	\$ 3,000

Deposits will be held for one year or until service is disconnected, whichever is shorter, unless the customer has incurred a late penalty, door tag, or lock off. For those customers with a history of more than one late penalty, the deposit will be held an additional year beginning with the date of the last penalty. The deposit is applied to the current water bill, and carried forward until the deposit is exhausted or the service is discontinued.

A fee of \$107.00 shall be charged to customers who request to have the meter serving his premises tested.

5. A penalty of 10% of the delinquent amount shall be applied for failure of the customer to pay water service charges within 30 days of due date or failure to comply with water regulations.
6. Fees for data logging radio frequency water meter upgrade is \$357.00 for the increased cost of compatible meter parts plus standard service call for installation.

## SECTION 17. TEMPORARY AND HYDRANT WATER SERVICE

The water rates for temporary service shall be in accordance with rates for regular service. The minimum charge for water shall be \$44.31. Temporary water service shall mean water service and facilities rendered for construction work and other uses of limited duration, and the water available therefore.

Any person desiring service from a fire hydrant shall pay the following fees:

- A deposit, in advance of use, of \$2,013 for the meter.
- A one-time service charge of \$172 per service for delivering, connecting, and retrieving the meter.
- Additional service charges may be applied for relocating the meter.
- For meter use less than one year in duration, there will be a meter rental charge of \$5.68 per day.
- For meter use exceeding one year in duration, there will be a meter rental charge of \$8.51 per day.

Any monies due City shall be billed to the user in the customary manner together with the water bill. If the charges do not exceed the \$2,013 deposit, the user shall be given a refund.

## SECTION 18. BACKFLOW PREVENTION DEVICES

If a property line has a fire line, it is required to have an approved backflow device with a detector check assembly and meter. All cross-contamination devices must be testable. New backflow prevention devices shall be charged a deposit by size of line, as follows:

<u>Meter Size</u>	<u>Deposit</u>
Residential	\$ 803.00
Up to 2"	\$ 3,353.00
4"	\$ 5,246.00
6"	\$ 7,140.00
8"	\$ 9,620.00

The monthly charge for annual testing, repairs, and/or replacement of residential backflow prevention devices shall be \$9.00 per month.



The charge for annual testing of commercial/industrial backflow prevention devices shall be \$7.82 per month or \$93.75 per year if the City tests the device.

#### **SECTION 19. CHARGES FOR BULK COMPOST AND COMPOST BINS**

The charge for sale of bulk compost to wholesale commercial customers only shall be \$25.00 per cubic yard. The charge for compost bins for Arcata residents shall be \$35.00 while supplies last.

#### **SECTION 20. STORMWATER DRAINAGE MAINTENANCE FEES**

Flat rate fee: \$ 12.95 every 6 months.

Rate per square foot of impervious surface area: \$0.00515 every 6 months.

#### **SECTION 21. DRAINAGE DEVELOPMENT FEES AND NEW IMPERVIOUS SURFACES**

A drainage development fee of \$0.120 per square foot shall be paid for all new impervious surfaces; said fee shall be paid before any permits are issued.

#### **SECTION 22. ENVIRONMENTAL REVIEW FEES**

The following fees shall apply for Environmental Services Department services:

- |   |  |
|---|--|
| 1. General Environmental Review and/or Inspection Fees                    | \$ 58.00 per hour  |
| 2. Wetland Mitigation Plan Review (Wetland and Creeks Review)             | \$ 112.00 per hour   |
| 3. Tree Removal Permit Review by Professional Forester calculated         | \$ 106.00 per hour   |
| 4. GIS Natural Diversity Database Records Check and GIS Analysis          | \$ 56.00 per hour  |
| 5. GIS/GPS Creek Zone Mapping for Wetland Creek Combining Zone Compliance | \$ 105.00 minimum fee or fully burdened rates, whichever is higher |
| 6. Stormwater Best Management Practices Review/Inspection                 | \$ 61.00 per hour  |

If the Environmental Services Department is unable to offer these services and a consultant is used, the consultant fees will be paid for by the applicant.

**SECTION 23. BUILDING AND OTHER RELATED PERMIT FEES AND FINES****1. PERMIT FEES - GENERAL**

The Building Division shall collect the following fees at the time of issuance for all building permits:

**BUILDING, GRADING, AND MISCELLANEOUS PERMIT FEES**

Service	2022-23
Minimum Permit Fee	\$136.56
Permit Issuance	\$72.28
Building Permit Fee (Under \$500 Valuation*)	\$72.28
Building Permit Fee (\$501-\$2,000 Valuation)	\$72.28 + \$5.09 for each \$100 over \$500
Building Permit Fee (\$2,001-\$25,000 Valuation)	\$149.12 + \$23.47 for each \$1,000 over \$2,000
Building Permit Fee (\$25,001-\$50,000 Valuation)	\$689.66 + \$15.89 for each \$1,000 over \$25,000
Building Permit Fee (\$50,001-\$100,000 Valuation)	\$1,088.18 + \$10.70 for each \$1,000 over \$50,000
Building Permit Fee (\$100,001-\$500,000 Valuation)	\$1,624.37 + \$8.32 for each \$1,000 over \$100,000
Building Permit Fee (\$500,001-\$1,000,000 Valuation)	\$4,962.99 + \$7.20 for each \$1,000 over \$500,000
Building Permit Fee (Over \$1,000,000 Valuation)	\$8,586.18 + \$5.56 for each \$1,000 over \$1,000,000
Plan Review - collected at time of application	65% of Building Permit Fee
SMIP fee, Commercial	(Valuation x \$0.00021) or \$0.50, whichever is greater
SMIP fee, Residential	(Valuation x \$0.0001) or \$0.50, whichever is greater
BSC Administration Fund	\$1.00 per \$25,000 Valuation
ES Waste Diversion Fee	4% of Building Permit Fee
CASp Cost Recovery Fee (Commercial Projects Only)	Valuation x \$0.00062
Building Database Management Fee	\$11.87

*\*The valuation shall be determined by a licensed Engineer, Architect or Contractor and be based on the submitted complete project permit application. Per CBC, the final building permit valuation shall be set by the building official.*

GRADING PERMITS	
Service	2022-23
Minimum Permit Fee	\$136.56
Permit Issuance	\$65.72
50 Cubic Yards or Less	\$65.72
51-100 Cubic Yards	\$103.44
101-1,000 Cubic Yards	\$103.44 + \$26.99 for each 100 CY over 100 CY
1,001-10,000 Cubic Yards	\$343.93 + \$22.10 for each 1,000 CY over 1,000 CY
10,001-100,000 Cubic Yards	\$542.92 + \$100.69 for each 10,000 CY over 10,000 CY
100,000 Cubic Yards or More	\$1,490.66 + \$55.70 for each 10,000 CY over 100,000 CY
Plan Review - collected at time of application	65% of Grading Permit Fee



<b>SOLAR PV / BATTERY / EV CHARGER FEES</b>	
<b>Service</b>	<b>2022-23</b>
Residential PV/Battery/EV System –less than 5 kW	\$314.10
Residential PV/Battery/EV System – over 5 kW	\$471.15 plus \$15.89 per kW above 5 kW
Commercial PV/Battery/EV System – less than 50 kw	\$1,059.88
Commercial PV/Battery/EV System – over 50 kw	\$1,059.88 plus \$7.42 per kW b/w 51kW and 250kW and \$5.30 per kW above 250kW

<b>MISCELLANEOUS FEES</b>	
<b>Service</b>	<b>2022-23</b>
Re-inspection fee, or inspections for which no fee is specifically indicated (billed per half hour)	\$136.56
Additional plan review costs required by use of consultant, or changes, additions, or revisions to plans	Actual costs
Code compliance/re-inspection fee	\$136.56
Investigation fees or work without permit	The investigation fee (work without permit fee) shall be equal to the sum of the permit issuance fee, plan review fee and inspection fee, in addition to total permit fees.
Expedited plan review	150% of regular Plan Review Fee
Permit or plan review renewal fee: to renew an expired permit or plan review when the same construction codes remain in effect	50% of original fee
Refunds	The Building Official may authorize the refund of permit and/or plan review fees of up to 80% if the plan review has not been initiated and the permit not acted on and has not been expired
Inspection Services for First Time Home Buyer	\$136.56

## 2. OTHER PLANNING AND ADMINISTRATION FEES

The following fees shall be assessed and collected on behalf of the Planning Division:

- a. A fee of 4% of all building permit fees established in Subsection 1 above shall be assessed and collected for the purpose of administering and implementing the General Plan, including updates to the various elements.
- b. A Planning Division review fee of \$53.55 shall be assessed to all building permit applications, with the exception of over the counter permits, to consider zoning and General Plan consistency of proposed plans.

## 3. HOUSE MOVING

A permit fee of \$807 shall be charged in addition to utility abandonment fees, if necessary.

## 4. INFORMATION RETRIEVAL

When the time to retrieve information (i.e. plans or specifications) or from computer programs (i.e. database) exceeds 15 minutes, a charge of \$84 will be assessed per half hour or fraction thereof.

## 5. BUSINESS LICENSE INSPECTION FEE

Business licenses application or renewal. When a business starts up in an older existing building, the Building Official will determine if an inspection will be required to ensure life-safety and compliance with the building codes. The fee charged for this inspection is \$42 per half hour inspection. (This inspection may be required whether or not the proposed business use differs substantially from the previous use.)

## 6. BUILDING PERMIT ADMINISTRATIVE REVIEW

In addition to the fee established in item 1 of this Section, the following plan check fee shall be collected for all permits if the application is required to be reviewed by the Building Regulation Division.

(a)	Environmental Services Plan Check	\$ 103
(b)	Police Department Plan Check	\$ 55
(c)	Engineering Plan Check	\$ 277
(d)	Environmental Services Pretreatment Plan Check	\$ 561
(e)	Environmental Services Stormwater Plan Check	\$ 205
(f)	Community Development Plan Check (Small)	\$ 218
(g)	Community Development Plan Check (Large)	\$ 489

## 7. ADMINISTRATIVE FEE CITATIONS PER ORDINANCE NO. 1498 AND RESOLUTION NO. 189-40.

The following are fees for non-compliance with the Building code and other Sections of the City's Municipal Code. Additional Muni-code Sections may be adopted under separate Resolutions annually



## ADMINISTRATIVE PENALTY FEE SCHEDULE

City Municipal Code Section	City Municipal Code Section	City Municipal Code Section	Description of Violation	Penalty Amount
Title VIII Building Regulations, Chapter 1 Building Codes	Title VII Public Works, Chapter 5 Stormwater Management	Title VII, Chapter 2 Sewers	A fine for the first (1 <sup>st</sup> ) violation	\$108/day
Title VIII Building Regulations, Chapter 1 Building Codes	Title VII Public Works, Chapter 5 Stormwater Management	Title VII, Chapter 2 Sewers	A fine for the second (2 <sup>nd</sup> ) violation of the same ordinance within one year	\$539/day
Title VIII Building Regulations, Chapter 1 Building Codes	Title VII Public Works, Chapter 5 Stormwater Management	Title VII, Chapter 2 Sewers	A fine not exceeding \$1,080 for each additional violation of the same ordinance within one year of the first violation	\$1,080/day

City Municipal Code Section	Description of Violation	Penalty Amount
Chapter III Solid Waste Management	A fine for the first (1 <sup>st</sup> ) violation	\$26/day
Chapter III Solid Waste Management	A fine for the second (2 <sup>nd</sup> ) violation of the same ordinance within one year.	\$52/day
Chapter III Solid Waste Management	A fine not exceeding \$100 for each additional violation of the same ordinance within one year of the first violation	\$105/day

## SECTION 24. COMMERCIAL CANNABIS ACTIVITY PERMIT FEES

Applications for Commercial Cannabis Activity Permits (CCAP) will be processed upon receipt of an initial application fee of \$2,865.16 and an annual operating fee of \$4,583.37 (a total initial cost of \$7,448.53).

For CCAP permit renewals, a renewal application fee of \$344.75 is required as well as the annual operating fee of \$4,583.37 (a total renewal cost of \$4,928.12).

The following administrative fees apply to CCAP permit modifications:

- |     |                               |           |
|-----|-------------------------------|-----------|
| (a) | Transfer of Ownership         | \$ 573.04 |
| (b) | Change in Ownership Structure | \$ 114.59 |
| (c) | Change of Contact Information | \$ 114.59 |

(d)	Change of Mailing Address	\$ 57.35
(e)	Change of Trade Name	\$ 114.59
(f)	Modification to Premises and/or Equipment	\$ 344.75
(g)	Change of Permit Type	\$ 344.75
(h)	Transport Only Add-On	\$ 573.04

The operating fee may be refunded if the City denies the application. All other fees are nonrefundable. At the discretion of the Community Development Director, a fee based on time and materials may be charged in lieu of the initial application fee for very small projects that do not require other permits and/or minimal staff review.

## SECTION 25. LAND USE DEVELOPMENT FEES

### 1. PERMIT FEES - GENERAL

A non-refundable deposit is required at application for most land use development permits issued by the City of Arcata. At the discretion of the Community Development Director, in lieu of the required deposit, a fee based on time and materials may be charged for very small projects or land use projects that do not have a permit associated with them. In addition to the deposit, with the exception of Permit Types designated as "Fixed Fee," all actual costs beyond the deposit, based on fully burdened rates and all third-party costs, shall be paid prior to any Building Permit Certificate of Occupancy.

Permit Type	Deposit
Administrative Actions	\$ 220.99
Zoning Administrator / Director Actions	\$ 442.03
Zoning Administrator with Hearing	\$ 1,767.94
Planning Commission	\$ 4,419.84
City Council	\$ 8,287.20
Appeal to Planning Commission or City Council (Fixed Fee)	\$ 1,867.38
New Business License Zoning Compliance Review (Fixed Fee)	\$ 22.10
Business License Renewal Zoning Compliance Review (Fixed Fee)	\$ 11.05
Design Review – Standalone Permit	\$ 662.98
Environmental Impact Report	\$ 6,629.76
General Plan Consistency	\$ 828.72
Historic Designation / Historic Landmark / Mills Act	\$ 1,657.44
Preliminary Review	\$ 386.74

A fee of \$11.50 shall be assessed to all planning permits for the update and maintenance of the permit database and software.

### 2. GENERAL PLAN UPDATE FEE

A fee of 10% of all planning deposits established in the Planning Fees Resolution referenced above, including fixed fee permits, shall be assessed and collected for the purpose of administering and implementing the General Plan, including updates to the various elements.

### 3. LAND USE DEVELOPMENT PLAN CHECK FEES

The following plan check fees shall be allocated from the deposit collected for all permits if the application is required to be reviewed by another City Department.

1.	Zoning Administrator Review	
(a)	Environmental Services	\$ 61.87
(b)	Engineering	\$ 98.35
2.	Planning Commission Review	
(a)	Environmental Services	\$ 197.79



(b)	Police Department	\$ 56.35
(c)	Engineering	\$ 289.50
3.	City Council Review	
(a)	Environmental Services	\$ 308.29
(b)	Police Department	\$ 114.92
(c)	Engineering	\$ 289.50
(d)	City Manager	\$ 170.17
(e)	City Attorney	\$ 226.19
4.	Tree Removal Permit	
(a)	Environmental Services	\$ 50.95

## SECTION 26. SURVEYING FEES

Any time that a record map prepared by a licensed civil engineer or surveyor requires review by the City, the following fee shall apply; and no such map shall be considered until said fee shall have first been paid.

Map Check Fee \$372 plus \$125/lot

## SECTION 27. ENGINEERING FEES

The following fees shall apply for Department of Building & Engineering services:

1. Subdivider's or Improvements Agreement, if prepared by applicant \$489 (deposit)
2. Subdivider's or Improvements Agreement, if prepared by City \$1,223 (deposit)
3. Flood Elevation Certificate or LOMR-F Review \$255 (deposit)
4. Flood Plain Ordinance Certification Mobile/Manufactured Homes \$134
5. Subdivision Improvement, Plan Review, Construction Inspection and Materials Inspection Fees must be paid prior to commencement of **any** construction. This fee shall be based on the estimated cost of construction.

Minimum Fee	\$2,408 Plus
a) + First \$20,000	4.0%
b) + Next \$30,000	3.5%
c) + Next \$50,000	2.5%
d) + Balance over \$100,000	1.5%

Plans requiring extensive engineering oversight during the plan review and construction inspection process may require an additional fee to equal the costs to the City for such services. Additional fees will be required for retesting of materials.

6. General Engineering Review and/or Inspection Fees Outside of Typical Encroachments.

Plan check and inspection fees for activities, which do not fall within the encroachment category or other categories, shall be calculated at the rate of \$97 per hour. A deposit of \$193 is required for review. Any unused permit fees shall be returned to the permittee upon completion of the work. Any additional work will be charged at fully burdened rates.

7. Curbs - New Painting of Requests for Residences/Businesses
  - a. Up to 50 linear feet \$130
  - b. Greater than 50 linear feet \$130 + \$0.37/linear feet
- Parking Lot Construction Permit Fees [LUDG Section 1-0303.2(h)] (Disabled Parking Compliance Fee)
- c. Permit Fees - The fee shall accompany each application for a permit; and no application shall be considered until said fee has been paid.

<u>Disabled Stalls Required</u>	<u>Fee</u>
1 – 2 Parking Spaces	\$117
3 – 5 Parking Spaces	\$175

For existing non-conforming commercial parking lots, an engineered plan will be required to show compliance with ADA & Title 24 requirements.

- d. Penalties for Non-Compliance - In the event that activities or work commences prior to the issuance of a valid permit, a fee of \$290 will be charged for the first violation and a fee of \$583 will be charged for each subsequent violation.
8. Sewer Lateral Certification Program, in accordance with Ordinance 1461.
  - a. Records check for verification that existing sewer lateral is less than 25 years old, or has been repaired/replaced within that time. A certificate will be issued by the City Engineer for a fee of \$50.
  - b. Records check & inspection/testing for installation or replacement of building sewer lateral between house/building cleanout & existing street cleanout. A certificate will be issued by the City Engineer for a fee of \$195. \*Note: when a new cleanout is installed in the public right-of-way, the certificate will not be issued until the lower lateral assessment is complete [see Section 9.C (a)].
  - c. Refundable deposit for time extension certificate. A time extension of 365 days will be granted for sewer lateral compliance upon receipt of an application and deposit in the amount of \$5,174 (or the total amount of estimated work). For sewer cleanout installation only, the deposit amount required is \$2,874 (or estimated cost of work). This deposit will be refunded to the designated party once compliance is achieved.

## **SECTION 28. ENCROACHMENT PERMIT FEES (AMC Section 7105)**

1. Permit Issuance Fee - An encroachment permit issuance fee of \$151 shall accompany each application for a permit; and no application shall be considered until said fee shall have been paid.
2. Plan Check and Inspection Fees - Plan check and inspection fees shall be paid prior to the issuance of an encroachment permit as follows:

a)	Sidewalk, Curb and Gutter; (up to 100 lf) Including Driveways	\$98.57 plus \$0.80 for each additional foot
b)	Sidewalk, Curb and Gutter; (Repair 100 lf)	\$63.65 plus \$0.65 for each additional foot
c)	Sidewalk infill, 100 lf w/curb & gutter	\$48.54 plus \$0.49 for each additional foot
d)	Driveway curb cut only	\$79.81
e)	Monitoring wells Borings (each)	\$48.54
f)	Paving, Less Than 1000 Square Feet	\$60.41 plus \$0.06 for each additional foot
g)	Accessible Ramps, each Location	\$98.20
h)	Per Storage Container Drainage Inlet/Drain Pipe	\$63.65
i)	Utility, Less than 300 Lineal Feet	\$60.41 + \$0.06 for each additional foot
j)	Install Sidewalk Obstruction, each location	\$48.54/month
k)	Dumpster Placement	\$48.54/month
l)	Grease Bin Placement	\$12.93/month, billed quarterly



m)	Job Trailer, each location	\$48.54/month
n)	Pedestrian Protection,(canopy type each)	\$102.68
o)	Pedestrian Protection, (railing type each)	\$63.65
p)	Street Obstruction (to be renewed every 30 days – billed monthly)	
	(i) Up to 500 sq. ft.	\$145.63/month
	(ii) Greater than 500 sq. ft	\$139.09 + \$0.42/sq ft
	(iii) One Day (24 hours only)	\$48.54
q)	Sidewalk Underdrain	\$48.54
r)	House moving, each section	\$48.54
s)	Street Repair 500 sq. ft.	\$61.47
t)	Temp Parking Permit (Tour Buses & Trailers)	\$48.54/day
u)	Six-month Encroachment Permit	\$1,326.12

3. Reinspection Fees - In the event that the work fails to meet standards upon the initial inspection, a reinspection fee shall be estimated at the rate of \$98.20 per hour. Reinspection shall not be scheduled until the reinspection fee has been paid.
4. Penalties for Non-Compliance - In the event of failure to obtain permit or if activities or work commences prior to the issuance of a valid encroachment permit, the permit issuance, plan check and inspection fees shall be tripled.
5. All encroachment permits will expire after two (2) years from date of payment. An extension may be granted if applicant pays the difference between the previous fee and the current fee plus a reissuance fee. Payments must be made within six months of expiration.

## SECTION 29. MINOR SIDEWALK REPAIR BY CITY FORCES

At the City's discretion, City forces will perform sidewalk repairs up to 30 square feet or 25 linear feet grinding with property owner pre-paying a fee to the City a minimum of \$942 in advance for such repairs.

## SECTION 30. RECREATION FEE FOR NEW CONSTRUCTION

A fee is levied on Construction of Residential, Commercial and Industrial building for the purposes of acquisition, improvement, expansion and maintenance of public parks, playgrounds and recreational facilities pursuant to Section 9.70.750 of the Land Use Code. The fee is calculated as follows: Residential = 1% on the valuation of the unit(s) being constructed; Commercial / Industrial = 0.25% on the valuation of the facility being constructed.

The valuation shall be determined by a licensed Engineer, Architect or Contractor and be based on the submitted plans and specifications of the project. Alternatively, a means cost estimate for the construction project shall be submitted for review and approval by the Director of Environmental Service.

## SECTION 31. FEES IN LIEU OF PARKLAND DEDICATION

Where a fee is required to be paid in lieu of parkland dedication for a subdivision, the amount of such fee shall be based upon the current fair market value of the amount of land which would otherwise be required to be dedicated pursuant to Section 9.86.030 (E) of the Land Use Code.

## SECTION 32. FEES FOR USE OF PUBLIC BUILDINGS, GROUNDS, SPORTS FIELDS, SPECIAL EVENTS AND PHOTOGRAPHY / MOTION PICTURES

The use of public buildings and grounds except Sports Fields shall be free to agencies of the federal, state, and County of Humboldt governments for official use of limited duration, to offices and departments of the City government, and to organizations conducting recreational and educational activities under the auspices of the City's recreational program, provided, however, that whenever admission fees are charged or contributions are solicited and the net receipts are not payable to the City or expended for a public purpose approved by the City Council, the fees and charges established pursuant to this Resolution shall be charged. Waiver of fees and charges in all other cases shall be made upon approval of the City Council provided, however, that the City Manager may adjust or waive such fees and charges in cases of Emergency or other unusual circumstances. Insurance is required for all uses unless special provisions apply.

The fee schedules governing the use of public buildings and grounds are as follows:

### Fees for Use of Public Buildings

#### A. Public Buildings/Grounds

	Hourly Rate	Meeting Rate (up to 3 hours)	Half Day Rate (up to 5 hours)	Full Day Rate (> 5 hours)
D Street Neighborhood Center		\$ 169.50	\$ 429.75	\$ 566.00
D Street Neighborhood Kitchen	\$ 39.75			
Redwood Lodge		\$ 141.35	\$ 282.75	\$ 396.25
Redwood Lounge	\$ 33.75		\$ 169.50	\$ 226.50
Marsh Interpretive Center	\$ 33.75	\$ 123.50	\$ 181.25	\$ 237.75
Redwood Park Stage Area			\$ 42.00	\$ 52.25
Community and Special Use Parks Picnic Areas, and Arcata Marsh Amphitheater			\$ 42.00	\$ 52.25
City Hall Council Chambers		\$ 79.00	\$ 84.75	\$ 147.00
Library Conference Room	\$ 33.75			
Community Parks			\$ 28.25	

1. **City Hall Council Chambers:** Fee schedule for the City Hall Council Chambers may be waived by the City Manager for meetings of civic nature that the public at large is invited to attend.
2. **Discounts for above listed Buildings and Grounds**
  - **Non-Profit Agencies 20%Discount**  
Non-profits must supply federal tax-exempt identification number. 100% of the proceeds from the event must be used to benefit the non-profit agency renting the facility. School districts within Arcata must have joint use agreements on file with the City in order to receive any rate discount.



**3. Deposits:**

- Community and Special Use Parks Picnic or Stage Area: \$50
- All other Buildings Listed: \$300
- Deposits are due at the time of application. Reservation dates will not be held without deposit.
- Deposits are refundable provided there is no damage to the facility and the facility is left clean.
- Rental fees are due 14 days prior to the event
- Changes made to *Facility Use Permit* less than 30 days prior to event are subject to City approval and may require additional charges.
- i. A \$25 cancellation fee will be deducted from the deposit if the reservation is cancelled.

**B. Arcata Community Center**

Room	Capacity Full/ Dining	Commercial hourly rate	Non-Commercial hourly rate	Non-Commercial 3 hour rate	Non-Commercial 5 hour rate	Non-Commercial all day	Optional Clean-up
Multi-Purpose Room	999/600	\$243.50		\$566.00	\$679.25	\$963.25	\$679.25
Multi-Purpose Room with Kitchen		\$294.25		\$735.75	\$877.50	\$1,131.75	\$792.50
Senior Dining Room	122/96	\$135.75		\$254.75	\$368.00	\$452.75	\$226.25
Senior Dining Room with Kitchen		\$169.50		\$311.25	\$452.75	\$566.00	\$339.25
Conference Room	25	\$50.75	\$39.75	\$62.25	\$79.00	\$101.75	\$113.25
Arts and Craft Room	50	\$79.50	\$62.25	\$147.00	\$170.00	\$226.75	\$113.25
Teen Room	30	\$79.50	\$62.25	\$135.75	\$159.75	\$215.25	\$112.00
Kitchen	30	\$90.50	\$73.50			\$198.00 for Community Park	
Gymnasium CourtSpace		\$141.50	\$56.50				
Indoor Restrooms						\$141.50	
Gymnastic s Room- (Division approval required)			\$68.00				
Entire Facility		\$384.75		\$905.50	\$1,075.25	\$1,981.00	\$1,131.75
Entire Facility – Concert Rate (No discount available)						\$2,575.25	\$1,698.00

Attachment: B. Master Fee Schedule (3911 : Adopt Budget For 2022/23)

**1. Lift Use Rates:**

- \$160.25 for up to 4 hours use and \$37.25 per each additional hour over 4 hours.

**2. Discounts:**

- Non-Profit Agencies – 20% Discount

Non-profits must supply federal tax-exempt identification number. 100% of proceeds from event must be used to benefit the non-profit agency renting the facility. School districts within Arcata must have joint us agreements on file with the City in order to receive any rate discount. Discounts do not apply to the Conc Rate or to actual labor costs for site preparations specific to rentals/events.

**3. Deposits:**

- \$500 deposit is required for the Arcata Community Center
- \$1,600 deposit is required for all concerts
- Deposits are due at the time of application. Reservation dates will not be held without deposit
- Deposits will not be refunded if the reservation is cancelled less than 3 months prior to event. However, if City is able to rebook the facility, ½ of the deposit will be refunded. All cancellations are also subject to a \$25 cancellation processing fee.
- Rental fees are due 30 days prior to the event.
- All Day Rate includes hours between 8 am to 1 am, including clean-up time. Requests for extended hours are subject to City approval and additional costs.
- Changes made to *Facility Use Permit* less than 30 days prior to event are subject to City approval and may require additional charges.
- Staff will be required if City audio equipment is being used and will be charged at the fully burdened rate.

4. Rental Agreements may create a Possessory Interest and require the renting party to pay the required Humboldt County Property Tax for the time that the renting party has exclusive rights to City tax-exempt facilities.

**Fees for Special Events and Event Banners**

Processing of Major Special Event Application Fee	\$ 181.25
Processing of Photography/Motion Picture Application Fee	\$ 181.25
Processing of Minor (under 50) Special Event Application Fee	\$ 113.25
Processing of Expressive Event Application Fee	\$ 113.25
Traffic Control Plan Approval Fee (Engineering)	\$ 95.75 Barricade
Weekday Drop-off Fee	\$ 288.75
Electrical Service Fee	\$ 28.25
Water Quick Coupler Deposit	\$ 113.25
Banner Set-up/Take down	\$ 418.75
Required Police Personnel Costs for Special Events that include alcohol sales	Fully Burdened Hourly Overtime Rate (triple time on City holidays)
<u>Plaza/Redwood Park Use Fee (Plaza, Redwood Park)</u>	
Less than 100 people	\$ 78.50 /day
101 to 500 people	\$ 282.75 /day
501 to 1,000 people	\$ 397.75 /day
1,001 & over	\$ 510 /day
<u>Arcata Ballpark or Arcata Community Park Use Fee</u>	
Less than 100 people	\$ 78.50 /day
101 to 500 people	\$ 282.75 /day
501 to 1,000 people	\$ 397.75 /day
1,001 & over	\$ 510 /day
(Sports events receive priority scheduling)	
Outdoor Special Event Deposit	\$556 - \$1,780
Loo Use Fee	\$113/ day



1. **Additional Charges:** Special event charges may also include charges for the following: portable restrooms, dumpsters, business license, key deposit and bus service. The charges are made according to the needs of the special event contained in the executed Special Activity Permit Application.

**Film/Motion Picture Permit Requirements:** A City of Arcata Film/Motion Picture permit is required for use of City parks, buildings or grounds for the staging or shooting of commercial motion or television pictures or photography. Activities exempt from the permit requirement include local business advertisements supporting businesses having an office, commercial, manufacturing or retail space within the city limits of the City of Arcata, and tourism productions that promote the City of Arcata, unless these activities are otherwise subject to permit requirements under Arcata Municipal Code section 10006. Non-commercial filming activities that are not required to obtain permits include activities such as news broadcasts, charitable films, private or family photography; however, these activities may also be otherwise subject to permit requirements under AMC section 10006.

2. **Recurring Events Discount:** Events scheduled to recur more than 10 times on the Plaza, which do not conflict with other uses, may request a 90% discount of the applicable per day Use Fee for each day the event is held. The discount will only apply if a recurring event has the same setup and maintenance requirements. Additional Charges associated with the event are not eligible for this discount.

**A. Arcata Ball Park or Arcata Community Park for Concert Events and all Other Events with less than 1,000**

**1. Deposit and Fees**

- \$2,500 per day rental rate plus per hour light fees as applicable
- \$2,000 deposit is required
- Deposits are due at the time of application. Reservation dates will not be held without a deposit.
- Deposits are refundable provided there is no damage to the facility and the facility is left clean.
- Deposits will not be refunded if the reservation is cancelled less than 1 month prior to the event. All cancellations are also subject to a \$25 cancellation processing fee.
- Rental fees are due 30 days prior to the event.

2. **Activities over 500 people** may require chemical toilets and additional services. Users will be responsible for charges and delivery arrangements.

**B. Arcata Ball Park or Arcata Community Park for Concert Events and all Other Events with 1,000 or more Attendees**

**1. Deposit and Fees**

- \$5,500 per day rental rate plus per hour light fees as applicable
- \$2,000 deposit is required
- Deposits are due at the time of application. Reservation dates will not be held without a deposit.
- Deposits are refundable provided there is no damage to the facility and the facility is left clean.
- Deposits will not be refunded if the reservation is cancelled less than 1 month prior to the event. All cancellations are also subject to a \$25 cancellation processing fee.
- Rental fees are due 30 days prior to the event.

2. **Activities over 500 people** may require chemical toilets and additional services. Users will be responsible for charges and delivery arrangements.

**C. Use of City Sports Fields****1. Hourly Rate for Use of City Sports Fields and Courts** – includes daily field preparation and lines

Arcata Ball Park	\$ 32.25/hour
Arcata Ball Park Batting Cages	\$ 15.75/hour (Team use only, discounts do not apply)
Arcata Sports Complex – per field	\$ 32.25/hour
Pacific Union – per field	\$ 32.25/hour
Larson Park Tennis – per court	\$ 29.25/hour
Larson Park Bocce – per court	\$ 22.50/2 hours
Bocce Equipment Rental	\$ 5.25/24 hours \$16.75/per weekend

**D. Lights-Per Field:**

Sports Complex – Softball	\$ 29.25/hour
Ball Park – Baseball/Softball	\$ 47.00/hour

**E. Concessions:** \$79.00 per day or 6% gross sales, whichever is greater. (\$100 deposit is required- against sales)**F. Arcata Ballpark:** Twenty-five percent (25%) of overall revenue (including in-kind) generated by Humboldt Crabs Sponsorship/Advertisement signs.**G. Supervisory Personnel** or Extra Field Preparation (as required): Actual Labor Costs**H. Activities over 200 people** may require chemical toilets and additional dumpsters. Field users will be responsible for charges and delivery arrangements**I. Deposits:**

1. \$250 deposit is required per field
2. Deposits are due at the time of application. Reservation dates will not be held without a deposit
3. Deposits are refundable provided there is no damage to the facility and the facility is left clean.
  - Fifty percent (50%) of deposit will be forfeited if field reservation is cancelled with less than 24 hours' notice. All cancellations are also subject to a \$25 cancellation processing fee.

**J. Discounts:**

School districts within Arcata must have joint use agreements on file with the City in order to receive any rate discount. Discount does not apply to light, concession fees or actual labor costs for event preparation.

**Non-Profit Organizations – 20%**

Non-profits must supply federal tax-exempt identification number. 100% of proceeds from event must be used to benefit the non-profit agency renting the facility. School districts within Arcata must have joint use agreements on file with the City in order to receive any rate discount. Discounts do not apply to the Concert Rate or to actual labor costs for site preparations specific to rentals/events.



**A. Fees for Food Truck**

- |  |   |
|--|---|
| 1. Processing of Annual Vending Application                                      | \$ 85.00                                  |
| 2. Livescan Fee  | <i>To be paid by applicant</i>            |
| 3. Arcata Community Park/D St. Neighborhood Center/Carlson Park/Aldergrove Marsh | \$ 46.00 per day per vendor or \$131/week |

**B. Fees for Rental of Portable PA System**

1. Includes 2 speakers with amps, speaker stands, mixer, 4 mics and stands \$111.25 per day
2. Discounts:
  - Non-Profit Agencies – 20% Discount

Non-profits must supply federal tax-exempt identification number. 100% of proceeds from event must be used to benefit the non-profit agency renting the facility. School districts within Arcata must have joint use agreements on file with the City in order to receive any rate discount.

3. Deposit \$100 deposit is required
  - Deposits are due at the time of application. Reservation dates will not be held without a deposit
  - Deposits are refundable provided there is no damage to the facility and the facility is left clean.
  - Fifty percent (50%) of deposit will be forfeited if reservation is cancelled with less than 24 hours' notice.
4. **Fees for Storage:**
  - User Groups that are renting space with the City of Arcata and would like to store items such as equipment, supplies, gear, food, furniture, and/or appliances in a City facility/venue may do so if the City determines that it has available storage space. Cost of storage shall be \$0.15 per square foot.

**SECTION 33. RECREATION PROGRAMS**

1. For all contract classes, an administrative fee of 40% of the class fees collected will be assessed
2. For programs other than drop-in activities, a fee of \$12.50 per activity, in addition to the regular program fee, will be assessed for all non-residents.
3. For summer and break camps a \$20 fee will be assessed for all cancellations. For contract classes and non-camp programs other than drop-in and contract class activities, a \$10 fee will be assessed for cancellations.
4. Annually the Recreation Department will assess program fees. The Department will determine fees based on the cost of offering the program.

**SECTION 34. ARCATA & MAD RIVER TRANSIT SYSTEM – PASSENGER FARES**

<b><u>Regular Cash Fare</u></b>	\$ 1.75/ride
<b><u>Reduced Cash Fare</u></b> (Senior - 62 and Older, Disabled, and Children 3 - 17)	\$ 1.25/ride
<b><u>Children - Age 3 and Under</u></b> (When Accompanied by Fare-Paying Passenger)	Free
<b><u>Reduced Fare Value Cards</u></b> (valid on Arcata, Eureka and Redwood Transit systems)  The following reduced fares will be deducted for each ride: Regular Passenger Reduced Passenger	\$10.00 and \$20.00 amounts  \$ 1.25 \$ 1.00
<b><u>Bus Passes</u></b>	
Daily Bus Pass Regular Reduced	\$ 2.50 \$ 1.50
Monthly Bus Pass Regular Reduced	\$ 30.00 \$ 25.00
Dial-A-Ride/Single Zone Ticket Books	\$ 18.00/6 rides

**SECTION 35. BAGGAGE STORAGE/LOCKER FEE/PRINTING OF ON-LINE GREYHOUND TICKETS**

Bicycle Locker Fee: Bicycle lockers may be rented for \$3.05 per month. A \$20.35 cleaning/key deposit is required. Lockers may only be used for bicycles. All bicycles must have a valid California Bicycle License.

Printing of On-Line Greyhound Tickets: An additional \$5.05 will be charged to passengers who select the Print-at-Home option when buying tickets on-line and fail to print or present their ticket.

**SECTION 36. ARCATA & MAD RIVER TRANSIT SYSTEM – CHARTER RATES/IN BUS ADVERTISING**

Buses may be chartered, two weeks in advance, for the hours when they are not used for fixed route service. Basic charter rate charge is as follows:

Vans	\$ 204/hour per vehicle for a minimum of 2 hours \$ 87 for each additional hour
Buses	\$ 234 per vehicle for a minimum of 2 hours \$ 102 for each additional hour

Interior Bus Advertising Standard Size (17" x 11") = \$41 per month

Double Size (34" x 11") = \$61 per month

Additional rules governing the Arcata & Mad River Transit System are described in Resolution No. 745-33



## **SECTION 37. FEES FOR DOGS**

### **A. LICENSE**

The owner of every dog within the incorporated area of the City shall pay annually a license fee as follows:

1. A first-time license fee of \$50.00 (or \$15.00 for spayed or neutered dogs/\$10 for spayed or neutered dogs owned by a senior citizen age 65 and over).
2. Annual renewal fee of \$50.00 (or \$15.00 for spayed or neutered dogs/\$10 for spayed or neutered dogs owned by a senior citizen age 65 and over). For failure to pay a license fee when due, a penalty of \$15.00 in addition to the regular license fee.
3. A duplicate of a lost tag may be procured upon exhibition of the original license and payment of \$5.00
4. No license fee or registration fee is required for any qualified service dog. The owner or person having custody or control of any such service dog shall present to the Police Chief (or designee) satisfactory written proof that such dog has been trained as a service dog to do work or perform tasks for the benefit of a disabled person.

### **B. IMPOUNDMENT**

A dog or cat impounded for the first time within a 12-month period and redeemed prior to the animal being transported to the Humboldt County Animal Shelter shall be redeemed upon payment of an impound fee in the sum of \$45.00 (plus a State fee of \$35.00 if unaltered). The fee will increase to \$90 (plus a State fee of \$50.00 if unaltered) for the second release within a 12-month period and \$135 (plus a State fee of \$100.00 if unaltered) for the third and subsequent releases within a 12-month period. The State fees are to be used to promote and fund spaying and neutering of dogs and cats within the City. In addition to the impound and State fees, a care and feeding charge of \$14.00 (\$17.00 for quarantine) will be charged for each day the animal has been impounded. Once an animal has been transported to the Humboldt County Animal Shelter, animals will be redeemed upon payment of fees as set by the County of Humboldt.

## **SECTION 38. CHARGES FOR FINGERPRINTING SERVICES**

For all fingerprinting services performed by employees of the Arcata Police Department, other than those related to fees set forth in the Arcata Municipal Code (ambulance permits, etc.), or those services where a fee is not applicable (bookings, etc.), a fee of \$35.00 for up to two rolled print cards or a live scan print, plus the amount charged to the applicant by the California Department of Justice for processing, shall be assessed. Each additional rolled print card will be charged a fee of \$5.00.

## **SECTION 39. APPLICATION FOR PERMITS FOR CARDROOMS (AMC Sect 4159, Ord No.913)**

The fee to process an application for a permit for a cardroom operator or cardroom dealer shall be \$85, plus the amount charged by the California Department of Justice for processing the fingerprints.

## **SECTION 40. APPLICATION FOR DANCE PERMITS**

The fee to obtain a dance permit shall be \$15.00 for a single event or \$150.00 for an annual permit to hold multiple events.

## **SECTION 41. DISTURBANCE SERVICE FEES**

A charge of \$1.71/minute per officer plus a \$10 dispatch/clerical fee will be levied for the cost of personnel and equipment expended during a second or subsequent police response to a "loud party" or other disturbance location during a twenty-four (24) hour time span.

## SECTION 42. FALSE ALARMS

An annual charge of \$20.00 will be levied for all alarm permits. It is incumbent upon the subscriber to insure that the permit does not expire, and that the renewal application questionnaire is completed and returned to the Police Department in a timely fashion. If the Police Department responds to an alarm activation at a location that does not have a valid alarm permit on file, the responsible party will be notified of the need to obtain an alarm permit and will be assessed a late application fee of \$100 if the permit is not obtained within 30 days of the notification.

Additionally, a charge of \$75.00 will be levied for all false alarms in excess of the guidelines set forth in the alarm ordinance. A charge of \$250.00 will be levied for the reinstatement of any alarm permit previously revoked by the Chief of Police.

## SECTION 43. PARKING METER CHARGES

The cost for parking any vehicle, except those displaying a valid disabled persons insignia, shall be seventy-five cents (\$.75) per hour during time of operations.

## SECTION 44. PARKING PENALTIES

Parking penalties are due upon receipt of notice of parking violation. Parking penalties become delinquent on the twenty-second day after the mailing of the notice of illegal parking.

<u>Section</u>	<u>Description</u>	<u>Penalty</u>	<u>Delinquent Penalty</u>
3501(a) AMC	72-Hour Parking	\$ 43.00	\$ 86.00
3501(c) AMC	72-Hour Parking RV	48.00	96.00
3502(1) AMC	Vehicle for Sale on Street	43.00	86.00
3502(2) AMC	Wash/Repairing Vehicle	43.00	86.00
3503(b) AMC	Narrow Street	40.00	80.00
3504(1) AMC	Parking 25 Feet of Intersection/Business District	40.00	80.00
3504(2) AMC	Parking 25 Feet of Signal, Boulevard, Stop Sign	40.00	80.00
3504(3) AMC	No Parking-Other-Sign Required	40.00	80.00
3505(b) AMC	No Parking-Emergency Park Signs	40.00	80.00
3506 AMC	Beyond Designated Lines	40.00	80.00
3508 AMC	4-Hour Limit Parking-On Street	40.00	80.00
3509 AMC	4-Hour Limit Parking-Off Street	40.00	80.00
3510 AMC	Private Property Contrary to Signs	40.00	80.00
3754 AMC	Preferential Permit Required	40.00	80.00
3512 AMC	Expired Meter	40.00	80.00
3513 AMC	4-Hour Limit Parking-Preferential Area	40.00	80.00
3521(1) AMC	Red Curb Zone Parking	40.00	80.00
3521(2) AMC	Yellow Curb Zone Parking	40.00	80.00
3521(5) AMC	Blue Curb Zone Parking	338.00	341.00
3523 AMC	Yellow Zone Load/Unload Only	40.00	80.00
3521(3) AMC	White Curb Zone Parking	40.00	80.00
3521(4) AMC	Green Curb zone Parking	40.00	80.00



3525 AMC	Alley Parking Load/Unload Only	40.00	80 .00
3526(e) AMC	Bus Zone Parking	303.00	306 .00
3542 AMC	1-Hour Limit Parking-Business District	40.00	80 .00
3543 AMC	1-Hour Limit Parking-Streets	40.00	80 .00
3544 AMC	8-Hour Limit Parking-Off Street	40.00	80 .00
3545(a) AMC	No Parking-3:00 am to 6:00 am as signed	40.00	80 .00
3545(b) AMC	No Parking on Plaza During Farmer's Market	203.00	206 .00
3546 AMC	2-Hour Limit Parking-Streets	40.00	80 .00
3547 AMC	2-Hour Limit Parking-Off Street	40.00	80 .00
3548 AMC	No Parking Zone-Streets	40.00	80 .00
3549(a) AMC	City Hall Lot Contrary to Signs	40.00	80 .00
3549(b) AMC	Community Center Contrary to Signs	40.00	80 .00
3549(c) AMC	Arcata Pool Lot Contrary to Signs	40.00	80 .00
3549(d) AMC	Transit Center Lot Contrary to Signs	40.00	80 .00
3552 AMC	Obstructing Employee/CSO/Police Office of Enforcement of AMC	63.00	126 .00
3553 AMC	Permit Parking-Street/Off Street	40.00	80 .00
3561 AMC	No Parking for Trucks Over 5 Tons	58.00	116 .00
5204(a) VC	Improper Registration Tab	40.00	80 .00
5204(a) VC	Improper Registration Tab w/ Proof of Correction	10.00	20 .00
10014 AMC	No Overnight Parking in Redwood Park	53.00	106 .00
10605 AMC	No Parking Midnight – 4 am Wildlife Sanctuary	53.00	106 .00
21211(b) VC	Obstruction of Bicycle Lane	48.00	96 .00
22500(a) VC	Parked in Intersection	40.00	80 .00
22500(b) VC	Parked in Crosswalk	40.00	80 .00
22500(d) VC	Parking in 15' of Driveway-Fire Station	40.00	80 .00
22500(e) VC	Blocking Driveway	40.00	80 .00
22500(f) VC	Parked on Sidewalk	40.00	80 .00
22500(g) VC	Obstructing Traffic-Excavation	40.00	80 .00
22500(h) VC	Double Parked	40.00	80 .00
22500(i) VC	Bus Loading/Unloading Zone	303.00	306 .00
22500(k) VC	Parked on Bridge	40.00	80 .00
22500(l) VC	Blocking Wheelchair Access-Ramp	303.00	306 .00
22500.1 VC	No Parking-Fire Lane-Sign Required	48.00	96 .00
22502(a) VC	18" from Curb/Wrong Way Parking	40.00	80 .00
22507.8(a) VC	Handicap Parking-Stall/Space	338.00	341 .00
22507.8(b) VC	Handicap Parking-Block Access	338.00	341 .00
22514 VC	Parking 15 Feet from Hydrant	48.00	96 .00
22515 VC	Not Setting Brake-Unattended	40.00	80 .00
22521 VC	Parking 7.5 Feet from Railroad Tracks	40.00	80 .00
22522 VC	Blocking Sidewalk Access Ramp	303.00	306 .00
22523(a) VC	Abandoned Vehicle-Street Highway	48.00	96 .00
22523(b) VC	Abandoned Vehicle-Off Street	48.00	96 .00
All Other Vehicle	Code Sections Not Listed	40.00	80 .00

#### SECTION 45. EMERGENCY RESPONSE COST RECOVERY FEES

A charge of \$1.71/minute per officer, plus the jail booking fee established by the County and applicable medical/lab testing fees, along with a \$10 dispatch/clerical fee will be levied for providing emergency response services for the purpose of recovering the cost of the City's emergency services necessitated by a person's intentionally wrongful conduct or person negligently operating a motor vehicle, or a boat or vessel, or a civil aircraft under the influence of alcohol and/or drugs.

#### **SECTION 46. HAZARDOUS MATERIALS INCIDENTS/CITY FORCES CLEAN-UP**

When the County Hazardous Materials Team charges the City for response to a hazardous materials spill or to investigate an unknown substance, the City will pass on those direct costs to the party determined to have caused the incident or situation. If that party cannot be identified, the charges shall be billed to the business owner or property owner.

When City forces respond to a spill to clean-up or contain a hazardous or controlled substance, the party(ies) responsible for allowing/creating the release shall be billed by the City of Arcata for services rendered.

#### **SECTION 47. YOUTH AND FAMILY SERVICES FEES**

- A. A fee based on a sliding scale of \$5 to \$60 per hour will be charged for counseling services conducted by the licensed staff of the Youth and Family Services Division.
- B. A fee of based on a sliding scale of \$5 to \$60 per hour will be charged for consultation and facilitation services conducted by the staff of the Youth and Family Services Division.
- C. Each participant in any psychoeducational course conducted by the staff of the Youth and Family Services Division will be charged a fee of \$35.
- D. A fee of \$35 will be charged for each Diversion Agreement entered into by a juvenile cited to the Youth and Family Services Division.

#### **SECTION 48. FEES FOR BICYCLE LICENSES**

Every person desiring a bicycle license shall pay to the Police Department of the City of Arcata a license fee of \$4.00 per year for the remainder of the then current licensing period, payable in advance at the time application for such license is made.

A penalty of \$5.00, in addition to any license fee, shall be imposed upon any bicycle owner who fails to comply with Section 3701(a) within fifteen (15) days after said person becomes subject to the provisions of this article.

Every person desiring to renew a current bicycle license issued by the City of Arcata shall pay to the Police Department a license renewal fee of \$2.00 per year for the remainder of the then current licensing period, payable in advance at the time application for such renewal is made.

Every person desiring a replacement bicycle license for a lost, damaged or stolen bicycle license issued by the City of Arcata shall pay to the Police Department a fee of \$2.00 for such replacement bicycle license.

Every person desiring to transfer registration of a bicycle with a current license by the City of Arcata shall submit a properly completed "Transfer of Ownership" form and pay to the Police Department a registration transfer fee of \$2.00.

#### **SECTION 49. FEES FOR RETAIL FIREARMS DEALERS LICENSE**

Every person engaged in the retail sale of firearms shall pay to the Police Department of the City of Arcata an annual license fee of \$25.00 for a Retail Firearms Dealers License payable in advance at the time application/renewal for such license is made.

#### **SECTION 50. FEES FOR SECONDHAND DEALERS**

Every person, co-partnership, firm, or corporation whose business includes buying, selling, trading, taking in pawn, accepting for sale on consignment, accepting for auction or auctioning secondhand tangible personal property shall pay to the Police Department of the City of Arcata an initial license fee of \$75.00 and an annual renewal fee of \$25.00.

In addition to the City fees, the applicant must also pay the fees charged by the State of California, Department of Justice, for licensing and fingerprint processing. As used in this section, tangible personal property includes the property defined in Section 21627 of the Business and Professions Code.



A secondhand dealer does not include a coin dealer. For purposes of this section, a coin dealer means any person, firm, partnership, or corporation whose principal business is buying, selling, and trading of coins, monetized bullion, or commercial grade ingots of gold, or silver, or other precious metals.

#### **SECTION 51. RECORD REVIEWS**

Members of the public will be charged a fee of \$15 (plus labor costs) to review their own local criminal offender record information.

#### **SECTION 52. RECORD SEALINGS**

A person who petitions for an order to seal a record may be ordered by the Court to reimburse the City for the actual cost of services rendered, whether or not the petition is granted and the records are sealed or expunged. When such an order is issued, the City will charge \$16 per hour, not to exceed one hundred twenty dollars (\$120).

#### **SECTION 53. CIVIL COURT APPEARANCES AND SUBPOENAS FOR RECORDS**

A deposit of \$150 must accompany any subpoena requiring an officer's appearance in a civil case. After the appearance has been made, the costs incurred by the City (officer's time, mileage, etc.) will be charged against the deposit and either a refund check or additional bill will be generated.

#### **SECTION 54. RELEASE OF STORED OR IMPOUNDED VEHICLES**

A fee of \$75.00 will be charged for the release of any vehicle stored as a result of abandonment, or being left unattended in a manner which presents traffic or safety hazards, or having expired registration.

A fee of \$125 will be charged for the release of any vehicle impounded as a result of the driver's actions (i.e. driver arrested, driving without a valid license, etc.).

#### **SECTION 55. RELEASE OF IMMOBILIZED VEHICLES**

A fee of \$75.00 will be charged for the release of a vehicle which has been immobilized resulting from unpaid parking penalties.

#### **SECTION 56. REPOSSESSED VEHICLE**

A fee equal to that required by State law will be charged for the release of any vehicle which has been repossessed by the legal owner.

#### **SECTION 57. ABANDONED VEHICLE REMOVAL FROM PRIVATE PROPERTY**

A minimum fee of \$150 per vehicle will be charged for any abandoned vehicle removed by the City from public or private property. Additional fees charged to the City by the towing/dismantling agencies, which includes but is not limited to charges for oversized vehicles, excessive trash, and hazardous materials removal will be added to the minimum fee.

The last known owner of the vehicle will be billed for a vehicle removed from public property. The property owner will be billed, in advance, for a vehicle removed from private property.

#### **SECTION 58. EQUIPMENT VIOLATION CORRECTION VALIDATIONS AND V. I. N. NUMBERS**

A fee of \$15 will be charged for verifying vehicle identification numbers on Department of Motor Vehicle forms. No fee will be charged for validating corrections on equipment violation citations.

**SECTION 59. ACCOUNTS TURNED OVER TO A COLLECTION AGENCY OR SMALL CLAIMS COURT FILINGS**

For those accounts turned over to a collection agency for failure to pay, the collection fee charged to the City shall be added to the amounts owed the City of Arcata.

A \$25.00 fee shall be charged to each account for which the City files a Small Claims Action in Superior Court.

**SECTION 60. SHOPPING CART RECOVERY FEE**

A fee of \$15.00 shall be charged to a business for each abandoned shopping cart returned to it by City Personnel

**SECTION 61. SHORT-STAY AND VACATION RENTAL PERMIT FEE**

A fee of \$150.00 shall be charged for each Short-stay and Vacation Rental Permit initial application. A fee of \$100.00 shall be charged for each Short-stay and Vacation Rental Permit renewal application. A fee of \$20.00 shall be charged for each Short-stay and Vacation Rental Permit waitlist application. The fees shall be assessed for each property with a permitted unit. If permit review time exceeds one hour, the City may charge for full cost recovery based on fully burdened rate.



**RESOLUTION NO. 223-02****A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ARCATA  
UPDATING THE MASTER FEE SCHEDULE FOR  
VARIOUS FEES AND SERVICE CHARGES FOR FISCAL YEAR 2022/23**

**WHEREAS**, pursuant to the provisions of the California Constitution, the laws of the State of California, and City ordinances, the City of Arcata is authorized to adopt and implement rates, fees and charges for certain municipal services, provided the same do not exceed the estimated reasonable cost of providing such services; and

**WHEREAS**, for the convenience of the public, it is desirable to gather in a single document, identified as the Master Fee Schedule, a comprehensive list of various fees and service charges imposed by the City; and

**WHEREAS**, on June 22, 2022 the City Council of the City of Arcata reviewed and updated the Master Fee Schedule as necessary to reflect increases in costs to provide said services; and

**WHEREAS**, the attached "Attachment B" details the additions or revisions to the Master Fee Schedule for fiscal year 2022/23.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Arcata hereby set, adjust and approve the various fees and service charges for certain City services and facilities, as set forth in the attached "Attachment B"

DATED:

ATTEST:

APPROVED:

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

\_\_\_\_\_  
Mayor, City of Arcata

Attachment: C. Resolution No. 223-01 Budget Adoption (3911 : Adopt Budget For 2022/23)

**CLERK'S CERTIFICATE**

I hereby certify that the foregoing is a true and correct copy of Resolution No. 223-02, passed and adopted at a special meeting of the City Council of the City of Arcata, County of Humboldt, California, held on the 22<sup>nd</sup> day of June, 2022 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

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City Clerk, City of Arcata



**City of Arcata**  
**Gann Appropriations Limit Schedule**

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**FY 2022/2023**

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Appropriations limit for the fiscal year ended June 30, 2022 **\$16,663,326**

Calculation Factors:

1. Population Increase %	1.02420
2. Inflation %	1.07550
3. Total adjustment factor	<hr/> 1.10153

Annual Adjustment Increase **\$1,691,779**

Appropriations limit for the fiscal year ending June 30, 2023 **\$18,355,105**

Attachment: D. Appropriations Limit (3911 : Adopt Budget For 2022/23)

City of Arcata  
 Gann Limit Calculation  
 Manager Recommended Budget 2022/23

	Total	Proceeds
City of Arcata Appropriations Subject to Limit <b>For the fiscal year ending 6/30/2023</b>		
Total Appropriations (per final budget)		17,143,256
LESS:		
1) Non Proceeds of Taxes		3,589,637
2) Debt Service Appropriations		0
Subtotal		3,589,637
Appropriations Subject to Limit		13,553,619
Appropriations Limit		18,355,105

GANN LIMIT CALCULATION  
 2022/23

		RATIO
CPI	7.55	1.075500
POPULATION:		
CITY:	2.4200	1.024200
OR		
COUNTY:	(0.230)	0.997700
FACTOR:		
1.075500 * 1.024200	1.101527	
OR		
1.075500 * 1.024200 * 9.216000	10.151674	
GANN LIMIT:		
16,663,326 * 1.101527	18,355,105	
OR		
1,808,060 * 10.151674	18,354,835	

Revised Appropriations Limit fye 6/30/22	16,663,326
Calculation Factors:	
Population Increase %	1.02420000
Inflation %	1.07550000
Total adjustment Factor	1.10152710
Annual Adjustment Increase (Decrease)	1,691,779
Appropriations Limit fye 6/30/23	18,355,105

Attachment: D. Appropriations Limit (3911 : Adopt Budget For 2022/23)



City of Arcata  
Gann Limit Calculation  
Manager Recommended Budget 2022/23

Amount

		Total	Proceeds	Non Proceeds	Partial Proceeds	Non Proceeds
101-00-00-41100	Secured Property Taxes	1,650,000	1,650,000			
101-00-00-41150	Unsecured Property Taxes	60,000	60,000			
101-00-00-41160	Supplemental Roll	20,000	20,000			
101-00-00-41200	Timber Yield Tax	25	25.00			
101-00-00-41300	Sales Tax	2,923,000	2,923,000			
101-00-00-41310	Transactions & Use Tax	2,747,000	2,747,000			
101-00-00-41350	Utility Users Tax	880,000	880,000			
101-00-00-41360	Excessive Utility Users tax	120,000	120,000			
101-00-00-41400	Transient Occupancy Taxes	1,400,000	1,400,000			
101-00-00-41410	TOT HCTBID	3,500	3,500			
101-00-00-41500	Franchise Fee Revenue	275,000	275,000			
101-00-00-41600	Business License Tax	137,000	137,000			
101-00-00-41700	Real Property Transfer Tax	40,000	40,000			
101-00-00-42100	Animal Licenses	10,000			10,000	
101-00-00-42250	Parking Meters	14,000			14,000	
101-00-00-42300	Building Permits	400,000			400,000	
101-00-00-42310	Reinspection Fees	100,000			100,000	
101-00-00-42420	CCAP Fees	275,000			275,000	
101-00-00-43200	Parking Fines	100,000				100,000
101-00-00-44100	Investment Earnings	(110,000)			(110,000)	
101-00-00-44210	Rents & Leases - Buildings	65,000			65,000	
101-00-00-44220	Rents & Leases - City Parks	75,000			75,000	
101-00-00-44230	Rents & Leases - Cmty Park	9,000			9,000	
101-00-00-45100	Motor Vehicle In Lieu Tax	1,931,000	1,931,000			
101-00-00-45120	Homeowners Prop Tax Rel	10,000	10,000			
	Coastal Commission Grant	-		-		
101-00-00-45335	State Realignment Funds	-		-		
101-00-00-45340	Booking Fees Rebursemnt	2,000		2,000		
101-00-00-45360	Abandoned Vehicle Abate	12,000		12,000		
101-00-00-45380	HAF Emmerson Endowment	-		-		
101-00-00-45390	Other Police Grants	2,896		2,896		
101-00-00-45810	Park Bond Funds	177,952		177,952		
101-00-00-45880	Other Parks Grants	-		-		
101-00-00-45890	Other Recreation Grants	28,000		28,000		
101-00-00-45985	SB 90 State Mandated Costs	9,000		9,000		
101-00-00-46100	Planning & Zoning Fees	45,000		45,000		
101-00-00-46105	Gen Plan/Hsg Update	43,745		43,745		
101-00-00-46110	Plan Check Fees - Planning	20,000		20,000		
101-00-00-46120	Planning Fees - Consultants	-		-		
101-00-00-46130	Public Works Inspections	50,000		50,000		
101-00-00-46140	Map Check Fees	5,000		5,000		
101-00-00-46150	Plan Check Fee - In-House	-		-		
101-00-00-46160	Plan Check Fee - Consultant	-		-		
101-00-00-46170	Subdivision Inspect Fees	1,000		1,000		
101-00-00-46180	Building Regulation Pass Thru	-		-		
101-00-00-46200	Special Police Services	250		250		
101-00-00-46220	Vehicle Release Fees	12,500		12,500		
101-00-00-46230	Parking Decal Sales	4,500		4,500		
101-00-00-46240	Alarm Fees	14,500		14,500		
101-00-00-46250	Fingerprinting Services	90,000		90,000		
101-00-00-46302	Gymnastics	20,000		20,000		
101-00-00-46305	Youth Basketball	55,000		55,000		
101-00-00-46310	Teen Programs	2,500		2,500		
101-00-00-46315	Recreation Play Center	-		-		
101-00-00-46318	Arcata Break Camps	17,500		17,500		

Attachment: D. Appropriations Limit (3911 : Adopt Budget For 2022/23)

City of Arcata  
Gann Limit Calculation  
Manager Recommended Budget 2022/23

Amount

		Total	Proceeds	Non Proceeds	Partial Proceeds	Non Proceeds
101-00-00-46320	Drop-in Activities	-		-		
101-00-00-46324	Ropes Course	5,000		5,000		
101-00-00-46331	Redwood Day Camp	120,000		120,000		
101-00-00-46335	Sports/Adventure Camps	60,000		60,000		
101-00-00-46338	Art/Theater Camps	24,000		24,000		
101-00-00-46339	City Arts	2,500		2,500		
101-00-00-46341	Science Camps	18,000		18,000		
101-00-00-46345	Orchestra	-		-		
101-00-00-46350	Community Events	-		-		
101-00-00-46352	Bayside Park	2,500		2,500		
101-00-00-46353	Bayside Park Farm Shares	57,000		57,000		
101-00-00-46355	Special Event Permits	5,000		5,000		
101-00-00-46360	Recreation - Contract Classes	3,000		3,000		
101-00-00-46365	Recreation - Non-Resident Fees	20,000		20,000		
101-00-00-46382	Recreation - Misc Sales	100		100		
101-00-00-46990	Interfund Revenue - Admin	1,540,460		1,540,460		
101-00-00-46991	Interfund Revenue - Insurance	-		-		
101-00-00-46992	Office Srvcs Photocopy	5,000		5,000		
101-00-00-46993	Office Srvcs Mail Room	9,000		9,000		
101-00-00-49101	Public Works Reimb Revenue	686,412		686,412		
101-00-00-49102	Parks Reimb Revenue	11,000		11,000		
101-00-00-49220	Police Misc Revenue	5,000		5,000		
101-00-00-49230	Police Auction Revenue	1,200		1,200		
101-00-00-49240	D U I Recovery	-		-		
101-00-00-49260	Hmb. Cnty Drug Task Force	169,000		169,000		
101-00-00-49810	Donations	-		-		
101-00-00-49881	Sale of GIS Maps	100		100		
101-00-00-49882	Sale of Promotional Video	-		-		
101-00-00-49883	Bird Guide Sales	-		-		
101-00-00-49884	Shellfish Lease	-		-		
101-00-00-49885	Emergency Preparedness Grants	-		-		
101-00-00-49886	Equity Arcata	25,000		25,000		
101-00-00-49900	Other Revenue	-		-		
101-00-00-45325	Excluded	290,763		290,763		
101-00-00-49960	Excluded	(362,650)		(362,650)		
<b>Revenue Total</b>		<b>16,445,253</b>	<b>12,196,525</b>	<b>3,310,728</b>	<b>838,000</b>	<b>100,000</b>
			<u>0.7865</u>	<u>0.2135</u>	<u>659,091</u>	<u>Proceeds</u>
			12,196,525	3,310,728	<u>178,909</u>	Non Proceeds
			<u>659,091</u>	<u>278,909</u>	<u>838,000</u>	
			<u>12,855,616</u>	<u>3,589,637</u>		
			16,445,253		TOTAL INTEREST	
					<u>659,091</u>	<u>278,909</u>

Attachment: D. Appropriations Limit (3911 : Adopt Budget For 2022/23)



May 2022

Dear Fiscal Officer:

**Subject: Price Factor and Population Information**

**Appropriations Limit**

California Revenue and Taxation Code section 2227 requires the Department of Finance to transmit an estimate of the percentage change in population to local governments. Each local jurisdiction must use their percentage change in population factor for January 1, 2022, in conjunction with a change in the cost of living, or price factor, to calculate their appropriations limit for fiscal year 2022-23. Attachment A provides the change in California's per capita personal income and an example for utilizing the price factor and population percentage change factor to calculate the 2022-23 appropriations limit. Attachment B provides the city and unincorporated county population percentage change. Attachment C provides the population percentage change for counties and their summed incorporated areas. The population percentage change data excludes federal and state institutionalized populations and military populations.

**Population Percent Change for Special Districts**

Some special districts must establish an annual appropriations limit. California Revenue and Taxation Code section 2228 provides additional information regarding the appropriations limit. Article XIII B, section 9(C) of the California Constitution exempts certain special districts from the appropriations limit calculation mandate. The code section and the California Constitution can be accessed at the following website: <http://leginfo.ca.gov/faces/codes.xhtml>.

Special districts required by law to calculate their appropriations limit must present the calculation as part of their annual audit. Any questions special districts have on this requirement should be directed to their county, district legal counsel, or the law itself. No state agency reviews the local appropriations limits.

**Population Certification**

The population certification program applies only to cities and counties. California Revenue and Taxation Code section 11005.6 mandates Finance to automatically certify any population estimate that exceeds the current certified population with the State Controller's Office. **Finance will certify the higher estimate to the State Controller by June 1, 2022.**

**Please Note:** The prior year's city population estimates may be revised. The per capita personal income change is based on historical data.

If you have any questions regarding this data, please contact the Demographic Research Unit at (916) 323-4086.

KEELY MARTIN BOSLER  
Director  
By:

ERIKA LI  
Chief Deputy Director

Attachment

Attachment: D. Appropriations Limit (3911 : Adopt Budget For 2022/23)

- A. **Price Factor:** Article XIII B specifies that local jurisdictions select their cost of living factor to compute their appropriation limit by a vote of their governing body. The cost of living factor provided here is per capita personal income. If the percentage change in per capita personal income is selected, the percentage change to be used in setting the fiscal year 2022-23 appropriation limit is:

Per Capita Personal Income

Fiscal Year (FY)	Percentage change over prior year
2022-23	7.55

- B. Following is an example using sample population change and the change in California per capita personal income as growth factors in computing a 2022-23 appropriation limit.

**2022-23:**

Per Capita Cost of Living Change = 7.55 percent

Population Change = -0.30 percent

Per Capita Cost of Living converted to a ratio:  $\frac{7.55 + 100}{100} = 1.0755$

Population converted to a ratio:  $\frac{-0.30 + 100}{100} = 0.997$

Calculation of factor for FY 2022-23:  $1.0755 \times 0.997 = 1.0723$



Fiscal Year 2022-23

**Attachment B**  
**Annual Percent Change in Population Minus Exclusions\***  
**January 1, 2021 to January 1, 2022 and Total Population, January 1, 2022**

<b>County City</b>	<b><u>Percent Change</u></b>	<b><u>--- Population Minus Exclusions ---</u></b>		<b><u>Total Population</u></b>
	<b>2021-2022</b>	<b>1-1-21</b>	<b>1-1-22</b>	<b>1-1-2022</b>
Humboldt				
Arcata	2.42	17,633	18,059	18,059
Blue Lake	-1.20	1,165	1,151	1,151
Eureka	-1.35	27,134	26,768	26,768
Ferndale	-0.65	1,376	1,367	1,367
Fortuna	-0.73	12,523	12,432	12,432
Rio Dell	-1.12	3,380	3,342	3,342
Trinidad	-1.33	300	296	296
Unincorporated	-0.29	71,953	71,743	71,753
County Total	-0.23	135,464	135,158	135,168

\*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.

Attachment: D. Appropriations Limit (3911 : Adopt Budget For 2022/23)

Fiscal Year 2022-23

**Attachment C**  
**Annual Percent Change in Population Minus Exclusions\***  
**January 1, 2021 to January 1, 2022**

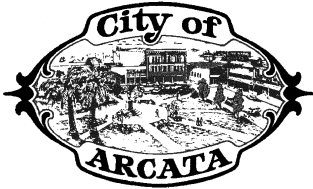
<b>County</b>	<b><u>Percent Change</u></b> <b>2021-22</b>	<b><u>--- Population Minus Exclusions ---</u></b> <b>1-1-21</b>	<b>1-1-22</b>
Fresno			
Incorporated	0.37	843,814	846,968
County Total	0.19	1,003,895	1,005,767
Glenn			
Incorporated	0.20	14,664	14,694
County Total	-0.13	28,788	28,750
Humboldt			
Incorporated	-0.15	63,511	63,415
County Total	-0.23	135,464	135,158
Imperial			
Incorporated	0.35	142,240	142,737
County Total	0.07	173,157	173,278
Inyo			
Incorporated	0.03	3,868	3,869
County Total	-0.04	18,926	18,919
Kern			
Incorporated	0.53	584,219	587,304
County Total	0.05	889,874	890,340
Kings			
Incorporated	-0.54	108,760	108,177
County Total	-0.63	133,978	133,138
Lake			
Incorporated	-0.28	21,569	21,508
County Total	-0.33	67,585	67,365
Lassen			
Incorporated	1.06	9,677	9,780
County Total	0.49	25,227	25,351

\*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.

**Attachment: D. Appropriations Limit (3911 : Adopt Budget For 2022/23)**



# BUDGET OVERVIEW



# MEMORANDUM

**Date:** May 28<sup>th</sup>, 2022  
**To:** Honorable Mayor and Members of the City Council  
**From:** Ondrea Starzhevskiy, Finance Director  
 Karen T. Diemer, City Manager  
**Re:** Proposed City Budget for Fiscal Year 2022/2023

## **BUDGET OVERVIEW**

The 2022/2023 Proposed Budget is a \$63 Million one-year package of services, programs, and projects for the benefit of the Arcata community. This extensive, detailed, and balanced Budget continues the City Council's priorities to protect General Fund reserves while restoring normal operational services in the wake of the COVID-19 pandemic and provides a \$27.5 million Capital Improvement Program (CIP) of one-time expenses towards improving City assets and infrastructure.

This 2022/2023 Proposed Budget reflects a continued recovery period in the wake of the pandemic and transition into an endemic state. The City has regularly reevaluated the financial status of the City this past year and has worked to restore five positions to bring back service levels in streets, police, parks, recreation and community development. This budget reflects continued cautious optimism, consistent with the conservative financial assumptions used to develop the FY 2022 Adopted Budget.

As recognized in the FY 2021 and FY 2022 budgets, the service reductions necessary to address the significant financial disruptions of the pandemic and other challenges were operationally unsustainable. These prior budgets reflected the proactive organizational repositioning needed for emergency conditions. Since then, however, additional conditions have continued to challenge the City's recovery. Supply chain delays, as well as the significant employee vacancies, institutional knowledge loss and disruption of the Great Resignation, have impacted the capacity of the organization and its ability to deliver priority services and projects. These challenges were highlighted in FY 2022 Mid-Year Budget Report to the Council and in the regular COVID updates. Although the City's fiscal recovery outlook remains cautiously optimistic, the City's long-term fiscal health requires new sustainable revenue to meet community service priorities in the future. With the rising cost of services in a period of significant inflation and workforce competition, coupled with the services reduced over the prior two years, long-term sustainability is not achieved with existing revenue sources alone. This Proposed Budget reflects a transitional budget as the City contemplates long-term changes needed to fund programs and services.

Recommendations in this budget apply forecasted revenues to the best extent possible and proposes one-time funds from the American Rescue Plan Act Stimulus funds, and 2022-year savings for priority service restorations and projects.

The restrictions from COVID-19 shelter-in-place orders are largely lifted. Businesses have been reopened for a majority of the past fiscal year, we are seeing restoration of sporting and outdoor entertainment and continue to see strong tourism. Schools have fully returned to in person instruction, Summer and Fall student



enrollment at CalPoly Humboldt is increased over pre-pandemic levels and on-campus housing already has a waiting list.

During this past year, we have seen the strength of our community and our City organization. As difficult as the lingering pandemic has been, the community's collective effort has kept our local residents fed, many of the most vulnerable in our community with shelter and increasing support for local businesses through a commitment from the community to purchase local and enjoy in-person restaurant dining again.

**Looking Forward to 2022/2023:** We are pleased to present the City Council with a budget primarily balanced with local revenues and modest reliance on American Rescue Plan Act Stimulus funds. The proposed budget presents a General Fund expenditures of \$16.3 million. The City remains fiscally solvent, and progress is being made to rebuild City services.

### **KEY BUDGET PRINCIPLES**

The 2022/2023 budget is based on policies that govern the stewardship of public funds and reflect the City's commitment to balanced financial planning, while acknowledging the time required to rebuild from the fiscal effects of COVID-19. These include the following:

- The budget will balance expenditures with revenues
- The employees have inherent value in their knowledge, experience, and dedication that far exceeds their monetary cost; and minimizing layoffs limits the impact to both the organization and the services provided to the community
- 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 and conservative levels using the most current data

City program and service review considers the following factors:

- A. **Mandated to provide the program:** The City is required to provide this program under
  - a. federal, state, county law
  - b. contractual obligation without the ability to terminate
- B. **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.
- C. **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.
- D. **Demand for the program:** Programs demonstrating high levels of current or anticipated demand or usage vs. programs that show little demand or usage.
- E. **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 has carefully considered the budget requests proposed by each department in conjunction with the City Council goals and objectives.

### **SUMMARY OF REVENUES**

**Sales Tax and Transactions and Use Tax (TUT):** Sales Tax and TUT continue to be the largest two sources of General Fund revenues and comprises approximately 36% of the Fund total. A summary of Sales

and TUT Tax estimates is provided below in Table 1: Sales Tax, Transactions Use Tax and Transient Occupancy Tax.

Sales tax revenues were higher than projected in last year's conservative budget in part from the return to in-restaurant dining and increased online sales.

**TABLE 1**

	20/21 Fiscal Year	21/22 Estimate	22/23 Budget
<b>Sales Tax Estimate</b>	\$2,946,963	\$3,079,599	\$2,923,000
Percent Change		+4.3%	-4.5%
	20/21 Fiscal Year	21/22 Estimate	22/23 Estimate
<b>Transactions and Use Tax Estimate</b>	\$2,694,215	\$2,887,128	\$2,747,000
Percent Change		+7 %	-4.9%
	20/21 Fiscal Year	21/22 Estimate	22/23 Estimate
<b>Transient Occupancy Tax (TOT / Hotel Tax)</b>	\$1,638,280	1,457,500	\$1,400,000
Percent Change		-11%	-4%

### Property Tax Revenue

Property taxes are based on assessed value as determined on January 1 of the prior year. This tax is anticipated to increase slightly from \$1,575,000 to \$1,650,000, representing an \$75,000 or 5 % increase from prior year. The recent housing price increases and sales may ultimately yield additional increases in 2022/2023 fiscal year as those sales prices are recorded and new tax assessment are finalized. Staff has worked closely with the Tax Assessors office on payment timelines and reductions.

**Utility Users Taxes (UUT)** revenue is expected to remain level and generate approximately \$1,000,000, or nearly 6.7% of total General Fund revenue.

**Business License Tax** revenue is expected to remain level generating \$137,000. Our City receives income in May and June related to renewals as of July 1, 2022. This is revenue received in 2021/2022 but recognized in the next fiscal year.

**School Resource Officer Grant Funds** – The City will likely be awarded a grant from the County which is funded by Measure Z funds for one School Resource Officer and two Juvenile Diversion Counselors. This amounts to \$290,763 for 2022/2023. This grant is subject to Board of Supervisors approval in June.

### CITY SPECIAL REVENUE FUNDS

#### Forest Fund

The forest revenues are supported this year by higher timber values. Total timber sales are estimated at \$338,000.



**Street and Gas Tax Funds**

Street fund revenues associated with Gas Tax and SB1 fees are expected to increase by approximately 2.5% from \$806,187 to \$827,322. The City will update projections accordingly once the Governor's Office finalizes allocation changes for Gas Tax and SB-1.

**Other Special Revenue Funds**

The decrease in revenues is related to the close out of several grant funds for SB2, SALC, and IIG grant fund programs.

**CITY ENTERPRISE FUNDS****Water Fund**

Service charges and fees for the City's water funds will increase approximately 1.5% based on water rate increases approved on July 1, 2020. 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 10% based on wastewater rate increases approved on July 15, 2020. This will provide a revenue stream for debt service costs related to the financing of critical infrastructure improvement projects, including the City's future Wastewater Treatment Plant Upgrade.

**OTHER FUNDS****Central Garage Fund**

In fiscal year 2022/2023 the Central Garage Fund will be partially funded, covering all operating costs, but reducing replacement costs as they relate to the General Fund. Additionally, several vehicle purchases have been delayed.

**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.

**2022/23 Programs**

Even with a modest transitional budget there are still several projects and programs that will be delivered to Arcata Community. A few highlights of the proposed budget for FY2022/23 includes:

1. Work to forward the Council's Priority Projects (included herein)
2. Initiate the Community Ambassador Program
3. Support the Operating Safe Parking Program
4. Open two new housing projects converting the Red Roof Inn and Days Inn to Housing
5. Adopt and implement Citywide Rental Inspection Program
6. Install an improved boating access dock on South I Street into Arcata Bay
7. Implement the CalRecycle illegal dumping grant at Carlson Park with support from Teen Challenge
8. Complete the Public Art Improvements along the Green and Gold Corridor

9. Continue to work with the MIST clinicians to offer street outreach social services to those who are in need
10. Complete the General Fund Update including the Strategic Infill Redevelopment Program, Gateway Area Plan. Local Coastal Plan and Citywide zoning amendments
11. Support Community building in Valley West through, Carlson Park improvements, CUNA activities and recreation programs
12. Seek funding for and initiate update to the City's Economic Development Strategic Plan
13. Implement the EPA Clean-up Grant for Little Lakes site.
14. Expand the City's IT support division to add an IT Technician
15. Expand the reach of the Tenant Based Rental Assistance program
16. Replace the Street Trees and Repair the sidewalk on the West Side of the Plaza
17. Adopt an All Electric Initiative Ordinance to phase out natural gas in new construction
18. Support Implementation of the Climate Action Plan
19. Replace the Redwood Park Lodge roof and Lounge heater
20. Support planning and design for improvements to the Sunset Ave. and L K Wood Blvd. intersection.
21. Evaluate current preferential parking zones and determine if a fourth zone is needed
22. Design and coordinate racial equity plans and activities to advance diversity, equity and inclusion across the organization
23. Implement organics recycling in compliance with SB 1383
24. Complete the radio replacement program
25. Conduct education and enforcement in support of greater pedestrian and bicycle safety
26. Re-start programming delayed due to the pandemic, such as youth basketball, drop-in sports, the challenge course and special events
27. Complete the Arcata Ridge Trail and Fickle Hill Road crossing
28. Initiate Construction to rehabilitate the wastewater treatment plant
29. Complete grant improvements to Shay Park including installation of outdoor exercise equipment
30. Install Tank 1C adding vital water storage to the City water distribution system
31. Install TESLA battery back-up systems at several City facilities
32. Remove the old water tank #8 on Panorama Drive
33. Update the City's Aerial Imagery for City GIS mapping and infrastructure planning
34. Finalize design and bid documents for the Old Arcata Road Rehabilitation Project
35. Complete annual paving and sidewalk project (Measure G, Gas Tax and SB-1 funds)
36. Complete public engagement and design planning for improvements to 8<sup>th</sup> and 9<sup>th</sup> streets
37. Support the General Municipal Election in November 2022
38. Launch Online Building Permit software
39. Initiate design for the next inflow and infiltration reduction project
40. Improve bicycle parking infrastructure in the downtown and other key locations
41. Secure funding to support free bus service in the summer and for new housing projects
42. Adopt an update to the Arcata Community Forest Management Plan

### **Department Organization Changes Included in the Proposed Budget**

IT Division: The only new full-time position proposed for the 2022/2023 Fiscal Year is an IT Technician. The City has operated on a single IT Manager for over 10 years. Under the IT Manager's leadership, the City has developed a complex network of servers, computers, field tablets, landline/cell phones, and copier equipment, has transitioned financial, program registration, and many city services to cloud-based systems for customer ease, maintained cyber security systems, managed the significant technology requirements of the pandemic, supervised the City's communication and marketing efforts and supported the IT needs of the



SCADA water and wastewater systems. Having this level of dependency on one individual has required the single staff member to be available literally every hour of everyday and will overtime leave the system vulnerable to periods of shutdown, delayed implementation of updates and more. This modest growth will increase the classification of the IT Manager and build in the support position as well as additional oversight of the City's infrastructure computer systems.

Environmental Services Department: After a year of settling the leadership staff transition of the Environmental Services Department the Department has identified critical task assignment changes within current department positions.

Natural Resources Technician: This position has traditionally worked under the City's registered Professional Forester. With the retirement of the City's forester, much of the work has been transitioned to the Natural Resources Technician. There will be a few aspects of timber management that will require a contract registered professional forester but the majority of the responsibility for regulatory monitoring, reporting and analysis can be managed by an in-house staff position.

Deputy Director of Utilities: This position currently is required to carry all the State of California Licenses required for the both the City's water and wastewater system. With a pending retirement in this position, this budget proposes shifting the State Wastewater Operating Certificates to a revised Environmental Compliance Officer position and required duplicate licensing in the Wastewater Water Supervisor position.

Transit: The City transit system continues to be challenged to recruit and retain bus drivers. The City has operated the Arcata Mad River Transit (AMRTS) system exclusively with part-time drivers for many years in an effort to keep operating costs low. Transit funds will allow the City to combine a couple of part-time positions into one 0.75% position in the upcoming fiscal year in an effort to bring stability to staffing in the Transit Division.

## **RESERVES**

Prudent fiscal management and the City's reserve policy requires that the unappropriated fund balance of the City's General Fund and working capital balance (non-capital outlay reserves) of the City's Funds be maintained at a minimum of 25 percent. These reserve funds are a tool the City uses to aid in financial stabilization, particularly during times of unforeseen emergencies and economic downturns. Estimates of the City's Fund Balance at the end of this Fiscal Year June 30<sup>th</sup>, 2023 are included in this packet. The proposed budget projects a 35 percent reserve.

## **CONCLUSION**

This 2022/2023 Proposed Budget reflects the continuing effort by the Mayor and City Council to have the City of Arcata engage in sound budget discipline and deliberate decision-making, even during this challenging economic period. The recommendations included in this document take steps to ensure that critical functions are restored and minimizes workforce impacts by leveraging available revenues and American Rescue Plan Act stimulus.

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 through the rise and fall of COVID 19 case outbreaks. During a time when many employees were afforded a work from home option the majority of our staff reported to their worksites and worked throughout the community every day to ensure a continuity of critical services. 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.

## **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. The proposed budget is submitted to the Council by the first meeting in May.

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 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**

1. The City will maintain fund balances or working capital balances of at least twenty percent (25%) of operating expenditures in the General Fund and all Enterprise Funds and Internal Service Funds. This is considered the minimum level necessary to maintain the City's credit worthiness and to adequately provide for -
  - a. Economic uncertainties and other financial hardships or downturns in the local or national economy.
  - b. Local disasters or catastrophic events
  - c. Contingencies for unseen operating or capital needs.
  - d. Cash flow requirements.
2. 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.

# COUNCIL GOALS



# City of Arcata

## CITY COUNCIL GOALS

10.A.e



### Facilities and Infrastructure

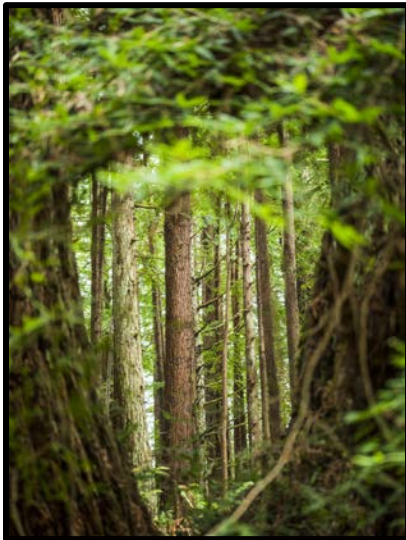
#### *Enhance Appearance, Public Safety and Livability of the City*

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

#### *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 opportunity 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.



Attachment: E. City of Arcata Fiscal Year 2022/23 Annual Budget (3911 : Adopt Budget For 2022/23)

# City Council Policy Objectives

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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.



## Arcata City Council Priority Projects for 2022/2023 Fiscal Year

### 1. Develop a 2-3 year Homelessness Reduction Strategy framework identifying initial priority benchmarks to provide for or continue to shelter those who are or may become homeless.

- Identify an ongoing funding stream (i.e. sales tax, property tax), and prepare a ballot initiative for voters to consider in 2024.
- Support/Collaborate on strategies to create safe spaces for those without shelter, including a safe parking program, cold weather shelter, emergency warming stations and safe camping opportunities.
- Continue support for Arcata House Partnership and the Home-Key II projects.
- Long term: Develop a cooperative housing model that includes onsite services and peer to peer mentoring support, creating holistic support for individuals.

### 2. Valley West Improvements

- Develop beautification priorities for Valley West collaborating with the Chamber, Main Street and Arcata House Partnership such as trash pick-up/cans, murals, planters, flower baskets and better lighting.
- Continue the planning for a Valley West community center to offer recreational and learning opportunities, resource services and a general gathering space. Support the Cal Poly Humboldt student project to complete initial visioning.
- Prioritize Improvements to Carlson Park; picnic tables, bathrooms, cleanup efforts, play space and river access.
- Focus public safety on neighborhood meeting priorities of trespassing/loitering, narcotic activity, vacant properties and encampments and coordinate enforcement of nuisance properties.

### 3. Mental Health and Social Services

- Continue to support and expand the Mobile Intervention Services Team (MIST) and access to support services. Seek out long term funding strategies and 24-hour emergency crisis response team for adults and youth. Standardize a quarterly update to the City Council.
- Look for opportunities to collaborate with Humboldt County and local jurisdictions/non-profits to increase mental health and social services.

### 4. Infrastructure

- Support Plaza Improvement Task Force recommendations: Complete design and community engagement to consider expanding one way travel and diagonal parking along 8<sup>th</sup> and 9<sup>th</sup> Streets between I and K Streets.
- Support the annual projects of the City's Capital Improvement Program.
- H Street: Beautify and replant the planter(s)
- Support the Community Ambassador Program starting with a pilot program on the Plaza and downtown.

### 5. Economic Recovery Strategies

- Beautification and maintenance: Cal Poly Humboldt footbridge, Plaza and Valley West.
- Work with the Economic Development Committee to create an updated Economic Development Strategic Plan.
- Maintain the Economic Recovery Collaborative with Main Street, the Chamber of Commerce, and Cal Poly Humboldt Expand discussions to efforts city-wide.
- Promote business and tourism: Advertise Arcata as a safe place to shop; support visitarcata.com and regional marketing around student alumni successes locally.

**6. Prioritize Future Planning**

- a. Continue outreach and engagement surrounding the Strategic Infill Plan, Gateway Draft Plan, and general Plan updates. Provide the public with opportunities to engage with these plans to create land use codes that reflects the wants and needs of the community while meeting regional housing and transit goals focusing on walkability, bike/pedestrian safety, varied and affordable housing options, and mixed use communities.

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

- a. Focus this year on the mural honoring David Josiah Lawson and beautification to the pedestrian overpass bridge in collaboration with Cal Poly Humboldt.

**8. Climate Change and Climate Adaptation**

- a. Determine a preferred implementation plan for SB 1383 - Short-lived Climate Pollutants (SLCP): Organic Waste Reductions.
- b. Adopt an All Electric Ordinance to phase out natural gas in new construction.
- c. Finalize, adopt and begin implementation of the Climate Action Plan.
- d. Finalize and monitor American Rescue Plan Act (ARPA) funds set aside for Climate Change and local Emission Reduction measures.
- e. Update the City Green Fleet Policy and create goals for conversion to an emission free fleet.
- f. 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.
- g. Consider a ban on the sale of disposable vaporizers.

**9. Parks Improvements**

- a. Complete Improvements to Shay Park.
- b. Complete conceptual plan, preliminary design and seek funding for implementation of Redwood Park improvements and finalize the bike pump track plans.
- c. Finalize Environmental and Design plans to construct the Annie Mary Trail (A&M).

**10. 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. Work with the Transportation Safety Committee (TSC) to finalize the Local Road Safety plan and prioritize projects that can be initiated in both the short and long term

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

- a. Continue to support equity arcata.
- b. Maintain regular communication with Cal Poly Humboldt through quarterly liaison meetings (reporting back to the whole Council) 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, banners, street/sidewalk and other art
  - Build out of the Green and Gold Corridor (G and H Streets)
  - Improvements to the connecting footbridge
  - Consider a town hall style meeting or summit to hear from students and the community on town/gown intersections.



12. Explore options to expand City Council office meeting space.

13. Develop a policy on public meeting recording retention.

14. Work to Improve Government Relationships with local Tribal Governments. Continue to support finalizing language with the Wiyot Tribe on local land acknowledgement(s).

# CAPITAL IMPROVEMENT PROGRAM



CITY OF ARCATA  
 Capital Improvement Program Summary of Projects  
 Fiscal Year 2022-2023  
 5/30/2022

Proj ID #	Project	Proposed for FY 2022/23	Description	Duration (year)
11-0002	EPA Brownfields Grant Project and Little Lakes	\$ 30,000.00	Sampling and additional site locations for Phase I	2
21-003	APD Radio Upgrade	\$ 161,349.00	Replace analog radio with digital radio to be compatible with regional emergency services agencies.	2
45-0001	Old Arcata Road	\$ 492,029.00	Total cost \$4M: \$2.38 M from STIP, \$841K from HIP, Remainder Measure G	3
45-0002	Annual Striping	\$ 50,000.00	Annual Striping	1
45-0002	Annual Pavement Management	\$ 1,700,000.00	Annual Paving - Overlay, Grind out - Inlay and micro surfacing	1
45-0010	Sunset - LK Wood Improvements	\$ 650,000.00	Project Study Report for future funding	2
45-0012	8th and 9th Improvements	\$ 955,000.00	Bicycle and Pedestrian Enhancements and Street Beautification	1
48-0001	Annual Sidewalk and Accessible Ramps	\$ 120,000.00	Annual - Ongoing	1
48-0007	Rails with Trails: Annie & Mary Trail	\$ 250,000.00	Environmental and final Design;	4
48-0021	Isackson Sustainable Transportation Infrastructure - Design/Permit	\$ 509,175.00	City of Arcata Isaacson's Affordable Housing STI Project. Project includes: sidewalk improvements, crossing signal, signage improvements, pedestrian signal, transit signal, street furniture, bike share at the affordable housing site, stormwater improvements, landscaping, and bulbouts, bus stop improvements	3
63-0004	Waterline Improvements: Citywide steel line replacement	\$ 2,500,000.00	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).	3
63-0006	Plunkett Waterline Improvements	\$ 250,000.00	Design and permitting: Potential 75% of the project cost funded by CalOES Grant Fund and remainder using City funds. Save \$ for 25% match funding	4
64-0001	Water Storage Zone 1	\$ 2,700,000.00	Construction will last for 2 years, however will need to create a PO in 21-22	3
64-0016	Heindon Well	\$ 15,000.00	Well maintenance	1
65-0004	1st Street Pumps and Motors	\$ 325,000.00	Pump upgrades	2
65-0012	Manhole Rehab/Sewer Collection System	\$ 150,000.00	Annual Manhole and sewer line replacement Project	2
67-0001	WWTP Reconfiguration: UV Procurement and Design	\$ 2,338,400.00	New UV. Portion of WWTP upgrade project	
67-0004	WWTP Reconfiguration: Construction	\$ 10,500,000.00	This is for the construction of phase 1 of the WWTP project. Construction will last for 3 plus years.	3
67-00036	WWTP Reconfiguration: Phase 2 design	\$ -	Design of second phase of WWTP project	2
67-0038	I Street Dock & Vault Toilet	\$ 539,662.00	Project to improve/replace I Street Boat Ramp and install vault toilet.	2
67-0039a	Relocate NR/Police to Parks Maintenance Area - Plan	\$ 50,000.00	design/building installation and fencing	5
81-0004	Carlson - Mad River Park-Trail	\$ 5,000.00	Will augment once grant funds are awarded	1
81-0007	Redwood Park Improvements	\$ 787,308.00	Grant award \$660,000, \$150 for design in 21-22 and construction in 22-23	3
81-0023	Shay Park Phase 2	\$ 313,168.00	This is for the park equipment's and minor construction	3

Attachment: E. City of Arcata Fiscal Year 2022/23 Annual Budget (3911 : Adopt Budget For 2022/23)

CITY OF ARCATA  
 Capital Improvement Program Summary of Projects  
 Fiscal Year 2022-2023  
 5/30/2022

Proj ID #	Project	Proposed for FY 2022/23	Description	Duration (year)
81-0029	Irrigation Well for Sports Complex	\$ 80,000.00	Need to ascertain additional cost to plum into existing irrigation system and determine annual costs of well vs city potable water supply	1
85-0013	PSPS Generators	\$ 169,500.00	To Install an Emergency Backup Generator at City Facilities	1
87-0002	Arcata Ridge Trail Development	\$ 150,000.00	This is for pedestrian crossing and trail improvements	1
91-004	Two New Electrical Bus for Transit	\$ 1,782,058.00	Additional fund this year is for New Bus through ASHG (Issackson)	3
65-0012	Sewer Inflow & Infiltration Reduction (I & I)	\$ 50,000	Citywide sewer infrastructure (sewer lines and manholes) Improvements	3
81-0027	Bloomfield Park	\$ 64,000	Install new recreational equipment that meets the needs of the neighborhood	2
85-0031	Arcata Community Center Facility Upgrades	\$ 50,000	Implement facility upgrades at the Arcata Community Center	3
51-0013	Land acquisition for sea level rise adaptation	\$ 5,000	Acquire land adjacent to Arcata Marsh and Wildlife Sanctuary for projects in line with the City's sea level rise adaptation strategy	2
45-0015	Lighting improvements	\$ 250,000	Install new street lights throughout the city at various locations	2
		\$ 27,991,649.00		

Attachment: E. City of Arcata Fiscal Year 2022/23 Annual Budget (3911 : Adopt Budget For 2022/23)



# FUND OVERVIEW

# CITY OF ARCATA

## Fund/Department/Activity

<u>FUND</u>		<u>DEPARTMENT / ACTIVITY</u>
<u>Number</u>	<u>Name</u>	<u>Number</u> <u>Activity</u>
101	<b>General</b>	01   City Council
		03   City Manager
		05   City Clerk
		07   Finance
		09   City Attorney
		11   Planning
		15   Personnel
		17   General Insurance
		21   Public Safety
		23   Parking Control
		25   Animal Control
		31   Building Regulation
		41   Engineering
		45   Streets
		61   Corporation Yard
		70   Energy Management
		77   Communications
		79   Geographic Information System
		81   Parks
		85   Government Buildings
		89   Recreation
<b>Special Revenue Funds:</b>		
202	Open Space, Parks, Trails	81   Parks
		87   Forest Management
203	Bicycle Registration	45   Streets
204	P.O.S.T.	21   Police
205	Forest	87   Forest Management
207	Gas Tax – Sections 2103, 2106, 2107, 2107.5	45   Streets
		48   Alternative Transportation
208	SB-1 (Road Maintenance and Rehabilitation)	45   Streets
209	Traffic	55   Traffic Control
210	STIP Funds	45   Streets
		48   Alternative Transportation
211	HCD Block Grants	13   Grant Funded Programs
212	Industrial Park – Aldergrove	11   Planning and Other
213	Community Development Grants	13   Grant Funded Programs
214	Construction Tax	
215	Parkland-In-Lieu	
216	Parking-In-Lieu	
218	Proposition 172	21   Public Safety
219	ISTEA	45   Streets
220	FEMA/OES	Various   Various
221	Citizen's Option for Public Safety	21   Public Safety
224	American Rescue Plan Act (ARPA)	Various   Various
231	Infill Infrastructure Grant Program (IIG)	Various   Various

Attachment: E. City of Arcata Fiscal Year 2022/23 Annual Budget (3911 : Adopt Budget For 2022/23)



# CITY OF ARCATA

## Fund/Department/Activity

<u>FUND</u>		<u>DEPARTMENT / ACTIVITY</u>	
232	Yurok Housing Authority MOU	45	Streets
		91	Arcata & Mad River Transit
233	Affordable Housing and Sustainable Communities Program (AHSC)		Various
234	HOME Program Grants	13	Grant Funded Programs
244	Housing Improvement Projects	35	Housing & Public Improvement Projects
245	Public Improvement Projects	35	Housing & Public Improvement Projects
250	Basic RLF	14	Revolving Loan Funds
255	CDBG Program Income RLF	14	Revolving Loan Funds
259	HOME Program Income RLF	14	Revolving Loan Funds
296	Utility Users Tax		
297	PERS Phase-In		
298	HealthSPORT Note		
299	Undergrounding Reserves		
<b>Capital Improvement Funds:</b>			
350	Capital Improvement Fund	Various	Various
<b>Special Assessment District Funds:</b>			
442	Mad River Parkway	Various	Special Assessment
445	Curtis Heights	Various	Special Assessment
447	Janes Creek	Various	Special Assessment
490	Windsong	Various	Special Assessment
<b>Trust Funds:</b>			
520	AFLAC Trust	Various	Various
550	Seismic Fees	31	Building Regulation
551	Drug Task Force	21	Public Safety
552	Community Trust	Various	Various
553	D.A.R.E.	21	Public Safety
555	Replacement Reserve ASC	11	Planning
556	CERT	21	Public Safety
557	K-9 Dog Program	21	Public Safety
558	Habitat Loans	Various	Various
559	OPEB Trust	Various	Various
561	Equity Arcata Trust	03	City Manager
570	APD Evidence Funds	21	Police
590	General Plan/Housing Update	11	Planning

# CITY OF ARCATA

## Fund/Department/Activity

FUNDDEPARTMENT / ACTIVITY**Enterprise Funds:**

661	Water	63	Water System Maintenance
		64	Water Treatment & Distribution
662	Wastewater	65	Wastewater Collection
		67	Wastewater Treatment
663	A&MRTS	91	Arcata & Mad River Transit
		92	Dial-A-Ride
		93	Greyhound
664	Waste	73	Solid Waste
666	Stormwater Drainage	51	Stormwater Management
		52	Confined Drainage Ways

**Internal Service Fund:**

771	Central Garage	57	Central Garage
775	IT Services	71	IT Services & Maintenance

**Successor Agency:**

880	Administrative	12	Successor Agency
881	Debt Service	12	Successor Agency



## **CITY OF ARCATA**

### **Fund Descriptions**

The basic budgeting and accounting entity for the City is a fund. A fund is "an independent fiscal and accounting entity used to record all financial transactions related to the specific purpose for which the fund was created." Funds are established for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.

#### **General Fund:**

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

#### **Special Revenue Funds:**

These funds are used to account for proceeds of specific revenue sources that are legally restricted to expenditures for specific purposes.

- 202 Open Space, Parks, Trails: Annual special parcel taxes are accumulated in this fund for acquisition, improvements and maintenance of City parks, trails, forest, and open spaces.
- 203 Bicycle Registration Fund: Bicycle license fees are accumulated in this fund for the implementation and improvement of bicycle safety programs and bicycle routes.
- 204 POST Fund: Peace Officers Standards and Training (POST) funds are accumulated by the State from criminal fines. The City is paid by POST for Police Officers who attend POST-certified courses.
- 205 Forest Fund: The Forest Fund was established to manage the City of Arcata's two forests. When timber is harvested, the revenues are accumulated for future forest needs.
- 207 Gas Tax Funds: These funds are used to account for monies received and expended from the State Gas Tax allocations. These monies are specified for work on street projects within the City.
- 208 SB-1 (RMRA): Fund used to account for monies received and expended from the State's Road Maintenance and Rehabilitation Account for respective street projects.
- 209 Traffic Fund: The City's portion of vehicle license fines are deposited into this fund and are used for traffic control expenditures.
- 210 STIP Grant Fund: Grant funds from State Transportation Improvement Program are accounted for in this fund.
- 211 Housing and Community Development Block Grant Fund: Grants from the Community Development Block Grant Fund that the City applies for and receives are budgeted and accounted for in this fund.

- 212 Industrial Park Fund – Aldergrove: All activities including maintenance and capital expenditures related to the City’s Foodworks building, and the sale of land in the City's Aldergrove Industrial Park are accounted for in this fund.
- 213 Community Development Grants: Non CDBG or HOME Community Development Grants that the City applies for and receives are budgeted and accounted for in this fund.
- 214 Construction Tax Fund: This fund is used to accumulate a fee charged with the building permit for construction of multi-family structures. The funds are used for acquisition, improvement, and maintenance of public parks.
- 215 Parkland-In-Lieu Fund: The Parkland-In-Lieu fund accounts for funds paid by the developer of a subdivision in-lieu of dedicating parkland. The fees collected are used to acquire, develop, and/or rehabilitate parks.
- 216 Parking-In-Lieu Fund: At one time, developers in the Central Business District and Landmark and Historic District were required to pay a fee in-lieu of providing off-street parking. These fees were accumulated in this fund for the acquisition and development of off-street parking and/or alternative transportation.
- 218 Proposition 172 Fund: Public safety funds from sales taxes are deposited into this fund.
- 219 ISTEAFund: Streets and transit allocations of Federal Intermodal Surface Transportation Efficiency Act funds.
- 220 State OES Funding: Fund required for the deposit of OES and FEMA disaster assistance reimbursements.
- 221 COPS SLESF Funds: This fund is used to account for the expenditure of Citizens Option for Public Safety Supplemental Law Enforcement Services funding which is received from the County of Humboldt.
- 224 ARPA Fund: Funds received related to the American Rescue Plan Act to support local governments in their response to and recovery from the COVID-19 public health emergency.
- 231 Infill Infrastructure Grant Program (IIG): Grants from the Federal IIG Program that the City applies for and receives are budgeted and accounted for in this fund.
- 232 Yurok Housing Authority MOU: Reimbursement funds from our memorandum of understanding with the YHA for construction of the 30<sup>th</sup> Street Commons Project are budgeted and accounted for in this fund.
- 233 Affordable Housing and Sustainable Communities Program (AHSC): Grants from the Federal AHSC Program that the City applies for and receives are budgeted and accounted for in this fund.
- 234 HOME Program Grant Fund: Grants from the Federal HOME Program that the City applies for and receives are budgeted and accounted for in this fund.
- 244 Housing Improvement Fund: These funds were transferred to the City from the Arcata Community Development Agency and are comprised primarily of tax increment revenue. Funds are restricted for expenditure on low-income housing projects.



- 245 Public Improvement Fund: These funds were transferred to the City from the Arcata Community Development Agency and are comprised primarily of bond proceeds and tax increment. All expenditures must be in compliance with the bond indenture and redevelopment law.
- 250-259 Revolving Loan Funds: These funds are used to account for the activity in the City's various revolving loan programs, i.e., Basic, CDBG and HOME.
- 296 Utility Users Tax Fund: This fund was previously used to hold Utility Users Taxes collected in prior years which may have to be refunded pending the outcome of court decisions.
- 297 PERS Phase-In Funds: Special funds set aside for future PERS payments.
- 298 HealthSPORT Note: This fund is used to accumulate payments on note.
- 299 Undergrounding Reserve Fund: These funds have been accumulated and are being held for the purpose of future undergrounding projects.

### **Capital Project Funds:**

- 350 Capital Improvement Fund: These funds have been accumulated and are being held for the purpose of future capital improvements.

### **Special Assessment Funds:**

These funds are used for the financing of public improvements and services deemed to benefit the special properties against which special assessments are levied. Assessment bonds used to finance improvements in special assessment districts are secured by liens against the assessed properties. Activities financed through assessment include utilities and other general infrastructure improvements. The City only has three active Special Assessment funds. These are:

- 442 Mad River Business Park Assessment District
- 447 Janes Creek Meadows Assessment District
- 490 Windsong Landscape Assessment District

### **Trust Funds:**

- 520 AFLAC Trust Fund: Funds set aside for payment of various employee benefits
- 550 Seismic Fees: Fund used for accumulating seismic fees prior to payment to the state.
- 551 Drug Task Force Fund: The City of Arcata participates in the Humboldt County Drug Task Force. Money generated from drug-related property forfeitures is divided among participating agencies. The funds can be used to enhance drug-related law enforcement.
- 552 Arcata Community Trust Fund: Funds are held by the City in this fund for non-City programs.

- 553 D.A.R.E.: Funds accumulated from donations to Drug Abuse Resistance and Education Program.
- 555 Replacement Reserve Arcata Service Center: Pursuant to a lease agreement, these funds are set aside for repair and replacement of fixed assets.
- 556 CERT: Funds accumulated from donations to the our Community Emergency Response Team.
- 557 K-9 Program: Funds accumulated from donations to K-9 program.
- 559 OPEB Trust Fund: Funds accumulated through payroll expenditure for payment of retiree insurance benefits.
- 561 Equity Arcata Trust Fund: Funds accumulated for reimbursements and donations to operate Equity Arcata
- 570 APD Evidence Fund: Money confiscated as evidence is required to be kept segregated from other funds.
- 590 General Plan/Housing Update: Funds accumulated through permit processing to go towards update of General Plan or Housing Update.

#### **Enterprise Funds:**

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

- 661 Water Fund: This fund is used to account for all income and expenses related to the operation and maintenance of the City's water system, including water system maintenance, and water treatment and distribution.
- 662 Wastewater Fund: This fund is used to account for all income and expenses related to the operation and maintenance of the City's wastewater system, including wastewater collection, and wastewater treatment.
- 663 Transit Fund: This fund is used to account for all income and expenses related to the operation and maintenance of the City's transit system.
- 664 Solid Waste Fund: This fund is used to account for all income and expenses related to the City's solid waste programs.
- 666 Stormwater Drainage Fund: This fund is used to account for all income and expenses related to the City's stormwater drainage system, including confined drainage and stormwater management.



**Internal Service Funds:**

The Internal Service Fund is used to account for services and commodities furnished to user departments within the City.

- 771 Central Garage Fund: The Central Garage Fund accounts for all activities of the City's central garage operations, the costs of which are distributed among designated user departments.
- 775 IT Services Fund: The IT Services Fund accounts for all activities of the City's computer networks, the costs of which are distributed among user departments using equitable formulas.

**Successor Agency Funds:**

- 880 Administration Fund: This fund is used to account for all of the administration expenditures related to the Successor Agency to the Arcata Community Development Agency.
- 881 Debt Service Fund: This fund is used to account for receipt of tax increment funds for the payment of amounts included on the Recognized Obligation Payment Schedule.

City of Arcata  
June 30, 2022  
Estimated Fund Balances

		2021-2022						
		Fund Balance 6/30/2021	Revenue	Transfers In	Expenditure Appropriation	Transfers Out	Estimated Available Fund Balance 6/30/2022	Estimated Change in Net Position
<b>General Fund:</b>								
101	General	\$ 5,892,159	\$ 14,904,852	\$ 1,175,944	(14,532,634)	\$ (937,000)	\$ 6,503,321	\$ 611,162
<b>Special Revenue Funds:</b>								
202	Open Spaces, Parks, Trails	-	173,000	-	-	(162,500)	10,500	10,500
203	Bicycle Registration	3,550	50	-	-	-	3,600	50
204	POST	7,236	28,000	7,000	(35,000)	-	7,236	-
205	Forest	732,219	7,400	150,000	(364,129)	-	525,489	(206,729)
207	State Gas Tax 2107	354,396	1,019,369	337,000	(1,953,197)	-	(242,431)	(596,828)
208	SB-1	368,440	353,329		(350,000)		371,769	3,329
209	Traffic Safety	170,713	80,000	190,000	(291,217)	-	149,495	(21,217)
210	SB 45 STIP Grant Funds	10,164	300,000	5,000	(278,000)	(177,000)	(139,836)	(150,000)
211	HCD Block Grant	42,657	3,055,923	-	(981,755)	(2,338,400)	(221,575)	(264,232)
212	Industrial Park	60,975	245,000	-	(246,695)	-	59,280	(1,695)
213	Community Development Grants	175	445,000	-	(481,940)	(10,000)	(46,765)	(46,940)
214	Residential Contruction Tax	384,993	50,000	-	-	(20,000)	414,993	30,000
215	Parkland in Lieu	197,734	10,000	-	-	(20,000)	187,734	(10,000)
216	Parking in Lieu	283,847	15,000	-	-	-	298,847	15,000
218	Proposition 172	148,948	100,000	-	-	(100,000)	148,948	-
219	ISTEA	520,127	202,269	-	(202,269)	-	520,127	-
220	FEMA/OES Fund	341,111	281,500	-	-	(281,500)	341,111	-
221	SLESF Grant Funds	436,098	100,000	-	-	(100,000)	436,098	-
224	ARPA	-	511,460		511,460			-
231	IIG	-	2,328,200	-	(2,328,200)	-	-	-
232	YHA MOU	3,405	2,080,000	-	(2,080,000)	-	3,405	-
233	AHSC	-	934,175	-	(993,575)	-	(59,400)	(59,400)
234	First-time Homebuyers Pgm	31,781	-	-	-	-	31,781	-
244	Housing Improvement Projects	293,278	92,000	-	(252,298)	-	132,980	(160,298)
245	Public Improvement Projects	3,518,751	105,000	-	(104)	-	3,623,647	104,896
250	Revolving Loans - Basic	1,275,373	25,000	-	(100,000)	-	1,200,373	(75,000)
255	Revolving Loans - CDBG	711,680	422,000	-	(347,234)	-	786,447	74,766
259	Revolving Loans - HOME	269,082	396,000	-	(372,500)	-	292,582	23,500
296	Utility User's Tax	140,446	-	-	-	(140,000)	446	(140,000)
297	PERS Phase-in	282,191	-	-	-	(141,000)	141,191	(141,000)
298	HealthSport Note	42,317	-	-	-	(20,000)	22,317	(20,000)
<b>Total Special Revenue Funds:</b>		\$ 10,631,686	\$ 13,359,675	\$ 689,000	\$ (11,146,653)	\$ (3,510,400)	\$ 9,000,387	\$ (1,631,299)



City of Arcata  
June 30, 2022  
Estimated Fund Balances

		2021-2022						
		Fund Balance 6/30/2021	Revenue	Transfers In	Expenditure Appropriation	Transfers Out	Estimated Available Fund Balance 6/30/2022	Estimated Change in Net Position
<b>Capital Improvement Fund:</b>								
350	Capital Improvements Fund	\$ 174,137	\$ 7,200	\$ -	\$ -	\$ -	\$ 181,337	\$ 7,200
<b>Special Assessment District Funds:</b>								
442	Mad River Business Park	6,158	5,000	-	-	(5,000)	6,158	-
445	Curtis Heights	1,231	-	-	-	-	1,231	-
447	Janes Creek Meadows	15,766	16,000	-	-	(16,000)	15,766	-
490	Windsong	6,735	14,850	-	-	(14,850)	6,735	-
<b>Total Special Assesment District Funds:</b>		<b>\$ 29,891</b>	<b>\$ 35,850</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (35,850)</b>	<b>\$ 29,891</b>	<b>\$ -</b>
<b>Trust Funds:</b>								
500	City Trust Accounts	-	-	-	-	(205,094)	(205,094)	(205,094)
		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>(205,094)</b>	<b>(205,094)</b>	<b>(205,094)</b>
<b>Enterprise Funds:</b>								
661	Water	8,276,485	5,725,800	-	(5,073,757)	(90,000)	8,838,528	562,043
662	Wastewater	11,516,032	7,893,431	133,840	(8,699,290)	(90,000)	10,754,013	(762,019)
663	A&MRTS	200,343	2,123,580	-	(2,215,549)	(10,000)	98,374	(101,969)
664	Solid Waste	484,583	517,851	-	(525,990)	-	476,444	(8,139)
666	Storm Drainage	317,136	393,599	155,000	(635,584)	-	230,152	(86,984)
<b>Total Enterprise Funds:</b>		<b>\$ 20,794,579</b>	<b>\$ 16,654,262</b>	<b>\$ 288,840</b>	<b>\$ (17,150,169)</b>	<b>\$ (190,000)</b>	<b>\$ 20,397,511</b>	<b>\$ (397,068)</b>
<b>Internal Service Fund:</b>								
771	Central Garage	1,426,472	1,207,647	-	(1,359,223)	-	1,274,896	(151,576)
775	IT Services & Maintenance	(143,184)	405,633	-	(438,094)	-	(175,645)	(32,461)
<b>Total Internal Service Funds:</b>		<b>\$ 1,283,288</b>	<b>\$ 1,613,280</b>	<b>\$ -</b>	<b>\$ (1,797,316)</b>	<b>\$ -</b>	<b>\$ 1,099,252</b>	<b>\$ (184,036)</b>
<b>Successor Agency:</b>								
880	Successor Agency - Admin	(204,310)	-	-	-	-	(204,310)	-
881	Successor Agency - Debt Service	(4,280,996)	304,091	-	(292,476)	-	(4,269,381)	11,615
885	Successor - Project Fund	(179,512)	-	-	-	-		179,512
<b>Total Successor Agency Funds:</b>		<b>\$ (4,664,817)</b>	<b>\$ 304,091</b>	<b>\$ -</b>	<b>\$ (292,476)</b>	<b>\$ -</b>	<b>\$ (4,473,690)</b>	<b>\$ 191,127</b>
<b>Grand Total All Funds:</b>		<b>\$ 34,140,924</b>	<b>\$ 46,879,209</b>	<b>\$ 2,153,784</b>	<b>\$ (44,919,249)</b>	<b>\$ (4,878,344)</b>	<b>\$ 32,532,915</b>	<b>\$ (1,608,009)</b>

City of Arcata  
June 30, 2023  
Estimated Fund Balances

		2022-2023 Year End Proposed							
		Estimated Available Fund Balance 6/30/2022	Revenue	Transfers In	Expenditure Appropriation	Transfers Out	Other	Estimated Available Fund Balance 6/30/2023	Estimated Change in Net Position
<b>General Fund:</b>									
101	General	\$ 6,503,321	\$ 16,811,903	\$ 892,350	\$ (17,143,256)	\$ (1,255,000)	\$ 695,000	\$ 6,504,317	\$ 997
		-							
<b>Special Revenue Funds:</b>									
202	Open Spaces, Parks, Trails	10,500	150,000	-	-	(135,000)	-	25,500	15,000
203	Bicycle Registration	3,600	-	-	-	-	-	3,600	-
204	POST	7,236	28,000	7,000	(35,000)	-	-	7,236	-
205	Forest	525,489	353,500	45,000	(584,719)	-	-	339,270	(186,219)
207	State Gas Tax 2107	(242,431)	515,953	1,035,000	(1,550,332)	-	-	(241,811)	621
208	SB-1	371,769	392,775	-	(392,000)	-	-	372,544	775
209	Traffic Safety	149,495	40,000	283,000	(314,534)	-	-	157,962	8,466
210	SB 45 STIP Grant Funds	(139,836)	1,295,229	-	(1,274,029)	-	-	(118,636)	21,200
211	HCD Block Grant	(221,575)	3,133,722	(2,387,752)	(993,357)	-	-	(468,962)	(247,387)
212	Industrial Park	59,280	245,000	-	(277,196)	-	-	27,084	(32,196)
213	Community Development Grants	(46,765)	141,423	-	(141,423)	-	-	(46,765)	-
214	Residential Contruction Tax	414,993	30,000	-	-	(20,000)	-	424,993	10,000
215	Parkland in Lieu	187,734	10,000	-	-	(20,000)	-	177,734	(10,000)
216	Parking in Lieu	298,847	-	-	-	-	-	298,847	-
218	Proposition 172	148,948	110,000	-	-	(110,000)	-	148,948	-
219	ISTEA	520,127	120,000	-	(115,000)	-	-	525,127	5,000
220	FEMA/OES Fund	341,111	531,500	-	-	(531,500)	-	341,111	-
221	SLESF Grant Funds	436,098	100,000	-	-	(360,000)	-	176,098	(260,000)
224	ARPA	-	2,625,576	-	(2,957,576)	-	-	-	-
231	IIG	-	2,992,780	-	(2,992,780)	-	-	-	-
232	YHA MOU	3,405	770,000	-	(770,000)	-	-	3,405	-
233	AHSC	(59,400)	934,175	-	(934,175)	-	-	(59,400)	-
234	First-time Homebuyers Pgm	31,781	105,000	-	(105,000)	-	-	31,781	-
244	Housing Improvement Projects	132,980	27,000	-	(11,856)	-	-	148,124	15,144
245	Public Improvement Projects	3,623,647	45,000	-	(160,000)	-	-	3,508,647	(115,000)
250	Revolving Loans - Basic	1,200,373	25,000	-	(25,000)	-	-	1,200,373	-
255	Revolving Loans - CDBG	786,447	300,000	-	(138,235)	-	-	948,212	161,765
259	Revolving Loans - HOME	292,582	115,000	-	(105,000)	-	-	302,582	10,000
296	Utility User's Tax	446	-	-	-	-	-	446	-
297	PERS Phase-in	141,191	-	-	-	-	-	141,191	-
298	HealthSport Note	22,317	-	-	-	-	-	22,317	-
<b>Total Special Revenue Funds:</b>		<b>\$ 9,000,387</b>	<b>\$ 15,136,633</b>	<b>\$ (1,017,752)</b>	<b>\$ (13,877,210)</b>	<b>\$ (1,176,500)</b>	<b>\$ -</b>	<b>\$ 8,397,558</b>	<b>\$ (602,830)</b>

Attachment: E. City of Arcata Fiscal Year 2022/23 Annual Budget (3911 : Adopt Budget For 2022/23)



City of Arcata  
June 30, 2023  
Estimated Fund Balances

		2022-2023 Year End Proposed							
		Estimated Available Fund Balance 6/30/2022	Revenue	Transfers In	Expenditure Appropriation	Transfers Out	Other	Estimated Available Fund Balance 6/30/2023	Estimated Change in Net Position
<b>Capital Improvement Fund:</b>									
350	Capital Improvements Fund	\$ 181,337	\$ 6,000	\$ -	\$ -	\$ -	\$ -	\$ 375,025	\$ 193,687
		-							
<b>Special Assessment District Funds:</b>									
442	Mad River Business Park	6,158	6,522	-	-	(5,000)	-	7,681	1,522
445	Curtis Heights	1,231	-	-	-	-	-	1,231	-
447	Janes Creek Meadows	15,766	16,080	-	-	(16,000)	-	15,846	80
490	Windsong	6,735	14,850	-	-	(14,850)	-	6,735	-
<b>Total Special Assesment District Funds:</b>		\$ 29,891	\$ 37,452	\$ -	\$ -	\$ (35,850)	\$ -	\$ 31,494	\$ 1,602
		\$ -							
<b>Trust Funds:</b>									
500	City Trust Accounts	-	-	-	-	-	-	-	-
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Enterprise Funds:</b>									
661	Water	8,838,528	7,973,000	250,000	(9,470,721)	(90,000)	-	7,500,807	(1,337,721)
662	Wastewater	10,754,013	18,556,900	2,387,752	(20,550,996)	(223,347)	-	10,924,322	170,309
663	A&MRTS	98,374	2,249,191	-	(2,269,589)	-	-	77,977	(20,398)
664	Solid Waste	476,444	480,804	-	(554,436)	-	-	402,812	(73,632)
666	Storm Drainage	230,152	366,699	75,000	(790,943)	-	-	(119,092)	(349,244)
<b>Total Enterprise Funds:</b>		\$ 20,397,511	\$ 29,626,594	\$ 2,712,752	\$ (33,636,685)	\$ (313,347)	\$ -	\$ 18,786,825	\$ (1,610,686)
		-							
<b>Internal Service Fund:</b>									
771	Central Garage	1,274,896	1,143,576	193,347	(1,435,157)	-	-	1,176,663	(98,234)
775	IT Services & Maintenance	(175,645)	579,716	-	(577,375)	-	-	(173,303)	2,341
<b>Total Internal Service Funds:</b>		\$ 1,099,252	\$ 1,723,292	\$ 193,347	\$ (2,012,532)	\$ -	\$ -	\$ 1,003,359	\$ (95,893)
		-							
<b>Successor Agency:</b>									
880	Successor Agency - Admin	(204,310)	-	-	-	-	-	(204,310)	-
881	Successor Agency - Debt Service	(4,269,381)	306,900	-	(293,332)	-	-	(4,255,813)	13,568
885	Successor - Project Fund	-	-	-	-	-	-	-	-
<b>Total Successor Agency Funds:</b>		\$ (4,473,690)	\$ 306,900	\$ -	\$ (293,332)	\$ -	\$ -	\$ (4,460,122)	\$ 13,568
		-							
<b>Grand Total All Funds:</b>		\$ 32,738,009	\$ 63,648,774	\$ 2,780,697	\$ (66,963,015)	\$ (2,780,697)	\$ 695,000	\$ 30,638,456	\$ (2,099,553)
		-							

Attachment: E. City of Arcata Fiscal Year 2022/23 Annual Budget (3911 : Adopt Budget For 2022/23)

# REVENUE



## CITY OF ARCATA 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.

**Off-Highway Motor Vehicle License Fee** The state off-highway motor vehicle license is distributed to the City of Arcata from the State of California.

**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.



<b><u>Planning and Zoning Fees</u></b>	Fees collected to cover City expenses in processing land use application.
<b><u>Plan Check Fees</u></b>	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.
<b><u>Special Police Services</u></b>	Special police service is revenue received from a variety of sources; for example, loud party fees.
<b><u>Bicycle Safety/Awareness</u></b>	Bicycle traffic violation fees are to be used to fund a bicycle safety program.
<b><u>Decal Sales</u></b>	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.
<b><u>Alarm Fees</u></b>	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.
<b><u>Recreation Programs - Other</u></b>	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.
<b><u>Recreation Program Fees – Self Supporting</u></b>	Fee charged for contract leisure classes.
<b><u>Recreation Program Fees – Non-Resident Fees</u></b>	Non-resident fees are charged to those who do not live, own property or a business within the city limits of Arcata.
<b><u>Police Reimbursement Revenue</u></b>	Police reimbursement revenue is money that is paid by private citizens for damage to police property.
<b><u>Humboldt County Drug Task Force</u></b>	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.
<b><u>Bicycle Licenses</u></b>	Bicycle license fees are collected by the City through the sale of bicycle licenses.
<b><u>Sidewalk Repairs</u></b>	Sidewalk repairs are fees charged to the property owner by the City for repairs.

<b><u>Parks/Open Space Tax</u></b>	\$37 annual special parcel tax to fund acquisition, improvements and maintenance of the City's parks, trails, forest and open spaces.
<b><u>P.O.S.T. Reimbursement</u></b>	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.
<b><u>Forest Revenue-Timber Sales</u></b>	Funds received for logs harvested from City-owned forest properties, such as the Arcata Community Forest and the Jacoby Creek Community Forest.
<b><u>State Gas Tax</u></b>	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.
<b><u>State Gas Tax 2106-Construction</u></b>	This money is available for any street or road purpose.
<b><u>State Gas Tax 2107-Maintenance</u></b>	These funds may be used for any street construction or maintenance purposes.
<b><u>State Gas Tax 2107.5-Engineering</u></b>	This money is available for engineering costs and administrative expenses.
<b><u>State Gas Tax 2105-Street Maintenance</u></b>	This money is available for any street or road purpose.
<b><u>State Gas Tax 2103</u></b>	This money is available for any street or road purpose.
<b><u>Vehicle Code Fines</u></b>	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.
<b><u>HCD Block Grant</u></b>	These funds are received as grants from the State Department of Housing and Community Development, which grants money for specific projects.
<b><u>Industrial Park Rentals</u></b>	Rental charges for land rented from the City in the Industrial Park.
<b><u>Residential Construction Tax</u></b>	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.
<b><u>Parkland-In-Lieu</u></b>	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.



**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.

**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.

<b><u>Passenger Fares – Dial-A-Ride/Dial-A-Lift</u></b>	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.
<b><u>Bus Advertising</u></b>	Revenues are received from persons/businesses advertising on the interior of A&MRTS buses.
<b><u>Integrated Waste Management - AB 939</u></b>	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.
<b><u>Solid Waste Service Charges</u></b>	User charges for garbage pick-up service.
<b><u>Central Garage</u></b>	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.
<b><u>Drainage Fees</u></b>	Drainage Fees are collected with building permits to finance the construction, maintenance, improvement and enhancement of erosions control and drainage facilities.
<b><u>Stormwater Drainage Fees</u></b>	Fees charged to property owners based on the square footage of impermeable surface. Fees collected are to be used for stormwater management.
<b><u>Successor Agency / Redevelopment</u></b>	<p>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.</p> <p>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.</p> <p>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.</p>
<b><u>Successor Housing Agency</u></b>	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, Jane 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.

## 2022/23 Proposed Revenue Budget

General Ledger Line	Description	2020/2021 Actuals	2021/2022 Budget	2022/2023 Department Requested	City Manager Adjustments	2022/2023 Proposed Total
101-00-00-41100	Secured Property Taxes	(1,678,310)	(1,575,000)	(1,600,000)	(50,000)	(1,650,000)
101-00-00-41150	Unsecured Property Taxes	(68,744)	(62,000)	(60,000)		(60,000)
101-00-00-41160	Supplemental Roll	(26,084)	(20,000)	(20,000)		(20,000)
101-00-00-41200	Timber Yield Tax	(47)	-	(25)		(25)
101-00-00-41300	Sales Tax	(2,946,963)	(2,693,714)	(2,598,000)	(325,000)	(2,923,000)
101-00-00-41310	Transactions & Use Tax	(2,694,215)	(2,549,451)	(2,442,000)	(305,000)	(2,747,000)
101-00-00-41350	Utility Users Tax	(1,130,348)	(880,000)	(850,000)	(30,000)	(880,000)
101-00-00-41360	Excessive Electricity Use Tax	(222,773)	(160,000)	(120,000)		(120,000)
101-00-00-41400	Transient Occupancy Taxes	(1,638,280)	(1,457,500)	(1,300,000)	(100,000)	(1,400,000)
101-00-00-41410	TOT HCTBID	(3,674)	(3,500)	(3,500)		(3,500)
101-00-00-41500	Franchise Fee Revenue	(279,072)	(260,000)	(275,000)		(275,000)
101-00-00-41600	Business License Tax	(130,700)	(136,500)	(137,000)		(137,000)
101-00-00-41700	Real Property Transfer Tax	(56,587)	(34,500)	(40,000)		(40,000)
101-00-00-42100	Animal Licenses	(12,690)	(11,000)	(10,000)		(10,000)
101-00-00-42250	Parking Meters	(6,309)	(13,000)	(14,000)		(14,000)
101-00-00-42300	Building Permits	(566,712)	(375,000)	(375,000)	(25,000)	(400,000)
101-00-00-42310	Reinspection Fees	-	(88,564)	(100,000)		(100,000)
101-00-00-42420	CCAP Permit Fees	(295,094)	(300,000)	(250,000)	(25,000)	(275,000)
101-00-00-42800	Short Term Rental Permits	(3,660)	(3,000)	(4,000)		(4,000)
101-00-00-43200	Parking Fines	(145,799)	(94,700)	(100,000)		(100,000)
101-00-00-44100	Investment Earnings	(19,571)	(90,000)	150,000	(40,000)	110,000
101-00-00-44210	Rents & Leases - Buildings	(7,771)	(40,000)	(65,000)		(65,000)
101-00-00-44220	Rents & Leases - City Parks	(5,887)	(50,000)	(75,000)		(75,000)
101-00-00-44230	Rents & Leases - Cmty Park	(6,950)	(9,500)	(9,000)		(9,000)
101-00-00-45100	Motor Vehicle In Lieu Tax	(1,878,807)	(1,918,060)	(1,931,000)		(1,931,000)
101-00-00-45120	Homeowners Prop Tax Rel	(18,554)	(10,000)	(10,000)		(10,000)
101-00-00-45221	CARES Act	(221,792)	-	-		-
101-00-00-45315	ABC Grant	-	-	-		-
101-00-00-45325	School Resource Officer Grant	(282,294)	(290,763)	(290,763)		(290,763)
101-00-00-45335	State Realignment Funds	-	(14,317)	-		-
101-00-00-45340	Booking Fees Reimbursemt	(1,933)	(2,000)	(2,000)		(2,000)
101-00-00-45360	Abandoned Vehicle Abate	(22,464)	(16,000)	(12,000)		(12,000)
101-00-00-45380	HAF Emmerson Endowment	-	-	-		-
101-00-00-45390	Other Police Grants	(9,549)	(2,986)	(2,896)		(2,896)
101-00-00-45600	Energy Management Grants	(3,651)	-	-		-
101-00-00-45810	Park Bond Funds	-	-	(177,952)		(177,952)
101-00-00-45880	Other Parks Grants	(104,615)	-	-		-
101-00-00-45890	Other Recreation Grants	(39,289)	(20,000)	(28,000)		(28,000)
101-00-00-45985	SB 90 State Mandated Costs	(11,300)	-	(9,000)		(9,000)
101-00-00-46100	Planning & Zoning Fees	(62,212)	(55,000)	(45,000)		(45,000)
101-00-00-46105	Gen Plan / Hsg Update Fees	-	-	-	(43,745)	(43,745)
101-00-00-46110	Plan Check Fees - Planning	(18,924)	(20,000)	(20,000)	-	(20,000)
101-00-00-46120	Planning Fees - Consultants	(128)	-	-		-
101-00-00-46130	Public Works Inspections	(112,142)	(55,000)	(50,000)		(50,000)
101-00-00-46140	Map Check Fees	(18,849)	(15,000)	(5,000)		(5,000)
101-00-00-46160	Plan Check Fee - Consultant	(23,335)	(50,000)	-		-
101-00-00-46170	Subdivision Inspect Fees	-	(1,000)	(1,000)		(1,000)

Attachment: E. City of Arcata Fiscal Year 2022/23 Annual Budget (3911 : Adopt Budget For 2022/23)



## 2022/23 Proposed Revenue Budget

General Ledger Line	Description	2020/2021 Actuals	2021/2022 Budget	2022/2023 Department Requested	City Manager Adjustments	2022/2023 Proposed Total
101-00-00-46200	Special Police Services	(943)	(750)	(250)		(250)
101-00-00-46220	Vehicle Release Fees	(24,485)	(15,500)	(12,500)		(12,500)
101-00-00-46230	Parking Decal Sales	(3,813)	(4,500)	(4,500)		(4,500)
101-00-00-46240	Alarm Fees	(14,625)	(18,200)	(14,500)		(14,500)
101-00-00-46250	Fingerprinting Services	(42,848)	(124,000)	(90,000)		(90,000)
101-00-00-46302	Gymnastics	(2,271)	(10,500)	(20,000)		(20,000)
101-00-00-46305	Youth Basketball	-	-	(55,000)		(55,000)
101-00-00-46310	Teen Programs	(2,451)	(2,300)	(2,500)		(2,500)
101-00-00-46315	Recreation Play Center	-	(750)	-		-
101-00-00-46318	Break Camps	(355)	(6,750)	(17,500)		(17,500)
101-00-00-46320	Drop-in Activities	(18)	(3,000)	-		-
101-00-00-46324	Challenge Course	-	-	(5,000)		(5,000)
101-00-00-46331	Redwood Day Camp	(57,947)	(32,107)	(120,000)		(120,000)
101-00-00-46335	Adventure/Skate Camps	(81,411)	(81,230)	(60,000)		(60,000)
101-00-00-46337	AMIC Programs	-	-	-		-
101-00-00-46338	Art Camps	(17,903)	(14,228)	(24,000)		(24,000)
101-00-00-46339	City Arts	(1,260)	(2,500)	(2,500)		(2,500)
101-00-00-46341	Science Camps	(21,023)	(24,045)	(18,000)		(18,000)
101-00-00-46345	Orchestra	-	-	-		-
101-00-00-46350	Community Events	-	(1,000)	-		-
101-00-00-46352	Bayside Park	(2,372)	(2,500)	(2,500)		(2,500)
101-00-00-46353	Bayside Park Farm Shares	(57,060)	(51,596)	(57,000)		(57,000)
101-00-00-46355	Special Event Permits	(2,820)	(3,000)	(5,000)		(5,000)
101-00-00-46360	Recreation - Contract Classes	(15)	(3,000)	(3,000)		(3,000)
101-00-00-46365	Recreation - Non-Resident Fees	(9,639)	(15,000)	(20,000)		(20,000)
101-00-00-46382	Sale of Merchandise	(571)	-	(100)		(100)
101-00-00-46990	Interfund Revenue - Admin	(1,311,640)	(1,350,760)	(1,540,460)		(1,540,460)
101-00-00-46991	Interfund Revenue - Insurance	-	-	-		-
101-00-00-46992	Office Srvces Photocopy	(5,652)	(4,500)	(5,000)		(5,000)
101-00-00-46993	Office Srvces Mail Room	(7,050)	(9,000)	(9,000)		(9,000)
101-00-00-49101	Public Works Reimb Revenue	6,232	(50,000)	(150,000)	(536,412)	(686,412)
101-00-00-49102	Parks Reimb Revenue	(19,680)	(18,000)	(11,000)		(11,000)
101-00-00-49103	Streetlight Project Revenue	-	-	-		-
101-00-00-49104	Sidewalk Project Revenue	-	-	-		-
101-00-00-49220	Police Misc Revenue	(8,560)	(5,000)	(5,000)		(5,000)
101-00-00-49230	Police Auction Revenue	(1,478)	(2,000)	(1,200)		(1,200)
101-00-00-49240	D U I Recovery	-	-	-		-
101-00-00-49260	Hmb. Cnty Drug Task Force	(33,601)	(172,032)	-	(169,000)	(169,000)

Attachment: E. City of Arcata Fiscal Year 2022/23 Annual Budget (3911 : Adopt Budget For 2022/23)

## 2022/23 Proposed Revenue Budget

General Ledger Line	Description	2020/2021 Actuals	2021/2022 Budget	2022/2023 Department Requested	City Manager Adjustments	2022/2023 Proposed Total
101-00-00-49810	Donations	-	-	-		-
101-00-00-49881	Sale of GIS Maps	(69)	(100)	(100)		(100)
101-00-00-49883	Bird Guide Sales	-	-	-		-
101-00-00-49885	Emergency Preparedness Grants	-	(5,000)	-		-
101-00-00-49886	Equity Arcata	(35,500)	(19,949)	(25,000)		(25,000)
101-00-00-49900	Other Revenue	(29,579)	-	-		-
101-00-00-49960	Operating Transfers	1,181,330	(238,944)	362,650		362,650
	<b>General</b>	<b>(15,385,156)</b>	<b>(15,668,796)</b>	<b>(14,800,096)</b>	<b>(1,649,157)</b>	<b>(16,449,253)</b>
202-00-00-41100	Open Space Property Tax	-	(173,000)	(150,000)		(150,000)
202-00-00-49960	Operating Transfers	-	162,500	135,000		135,000
	<b>Open Spaces, Parks, Trails</b>	<b>-</b>	<b>(10,500)</b>	<b>(15,000)</b>	<b>-</b>	<b>(15,000)</b>
203-00-00-42200	Bicycle Licenses	(60)	(50)	-		-
203-00-00-44100	Investment Earnings	(1)	-	-		-
	<b>Bicycle Registration</b>	<b>(61)</b>	<b>(50)</b>	<b>-</b>	<b>-</b>	<b>-</b>
204-00-00-44100	Investment Earnings	25	-	-		-
204-00-00-45350	P.O.S.T. Reimbursements.	(11,028)	(28,000)	(28,000)		(28,000)
204-00-00-49960	Operating Transfers	(20,000)	(7,000)	(7,000)		(7,000)
	<b>P. O. S. T.</b>	<b>(31,003)</b>	<b>(35,000)</b>	<b>(35,000)</b>	<b>-</b>	<b>(35,000)</b>
205-00-00-44100	Investment Earnings	(176)	-	-		-
205-00-00-44500	Sale of Timber	(303,990)	-	(338,000)		(338,000)
205-00-00-44600	Sale Of Carbon Credits	(45,858)	(6,900)	(5,000)		(5,000)
205-00-00-45450	Other State Grants	37,808	-	-		-
205-00-00-49810	Donations	-	(500)	(500)		(500)
205-00-00-49900	Other Revenue	(59,488)	-	(10,000)		(10,000)
205-00-00-49960	Operating Transfers	-	(150,000)	(45,000)		(45,000)
	<b>Forest Management</b>	<b>(371,704)</b>	<b>(157,400)</b>	<b>(398,500)</b>	<b>-</b>	<b>(398,500)</b>
207-00-00-44100	Investment Earnings	(632)	-	-		-
207-00-00-45710	St Hwy Users Tax Sec 2106	(67,290)	(73,808)	(85,903)		(85,903)
207-00-00-45715	St Hwy Users Tax Sec 2107.5	(4,000)	(4,000)	(4,000)		(4,000)
207-00-00-45720	St Hwy Users Tax Section 2105	(91,515)	(104,061)	(117,097)		(117,097)
207-00-00-45730	St Hwy Users Tax Sec 2107	(123,836)	(132,425)	(153,123)		(153,123)
207-00-00-45745	St Hwy Users Tax Sec 2103	(119,844)	(159,699)	(155,830)		(155,830)
207-00-00-45747	SB1 / Prop 1B Bond Funds	(333,008)	-	-		-
207-00-00-45780	Safe Routes to School	(45,924)	-	-		-
207-00-00-45782	Annie and Mary Trail Revenue	-	-	-		-
207-00-00-49800	Reimbursement Revenue	(4,833)	(18,000)	-		-
207-00-00-49801	Bike Share Program	(17,971)	-	-		-
207-00-00-49900	Other Revenue	(27,786)	(19,786)	-		-
207-00-00-49960	Operating Transfers	(1,403,299)	(844,590)	(1,035,000)		(1,035,000)
	<b>State Gas Tax Fund 2107</b>	<b>(2,239,938)</b>	<b>(1,356,369)</b>	<b>(1,550,953)</b>	<b>-</b>	<b>(1,550,953)</b>
208-00-00-45700	SB1 / Prop 1B Bond Funds	-	(353,329)	(392,775)		(392,775)
	<b>SB-1</b>	<b>-</b>	<b>(353,329)</b>	<b>(392,775)</b>	<b>-</b>	<b>(392,775)</b>
209-00-00-43100	Vehicle Fines Non-Parking	(39,189)	(80,000)	(40,000)		(40,000)
209-00-00-44100	Investment Earnings	3	-	-		-
209-00-00-49960	Operating Transfers	(252,381)	(190,000)	(283,000)		(283,000)
	<b>Traffic Safety</b>	<b>(291,567)</b>	<b>(270,000)</b>	<b>(323,000)</b>	<b>-</b>	<b>(323,000)</b>

Attachment: E. City of Arcata Fiscal Year 2022/23 Annual Budget (3911 : Adopt Budget For 2022/23)



## 2022/23 Proposed Revenue Budget

General Ledger Line	Description	2020/2021 Actuals	2021/2022 Budget	2022/2023 Department Requested	City Manager Adjustments	2022/2023 Proposed Total
210-00-00-44100	Investment Earnings	-	-	-		-
210-00-00-45750	STIP Funds	-	-	(500,000)		(500,000)
210-00-00-45752	HSIP Funds	-	(206,000)	(492,029)		(492,029)
210-00-00-45753	LSRP Funds	(10,164)	(27,000)	(13,000)		(13,000)
210-00-00-45782	CalTrans BTA Grant	-	(67,000)	(250,000)		(250,000)
210-00-00-49800	Reimbursement Revenue	-	-	-		-
210-00-00-49801	Bike Share Program	-	-	(3,000)		(3,000)
210-00-00-49900	Other Revenue	-	-	(37,200)		(37,200)
210-00-00-49960	Operating Transfers	-	172,000	-		-
	<b>STIP Project</b>	<b>(10,164)</b>	<b>(128,000)</b>	<b>(1,295,229)</b>	<b>-</b>	<b>(1,295,229)</b>
211-00-00-44100	Investment Earnings	452	-	-		-
211-00-00-45211	2017 EPA Brownfields Grant	(83,946)	(49,385)	(27,970)		(27,970)
211-00-00-45212	17-CDBG-12017	(1,670,226)	(2,500,000)	(2,687,752)		(2,687,752)
211-00-00-45213	Coastal Commission LCP-18-01	(26,775)	(36,000)	-		-
211-00-00-45214	20-CDBG-CV1-00012-MIST	(26,141)	(54,698)	-		-
211-00-00-45215	20-CDBG-CV1-00089-AHP-BOYD	-	(65,757)	-		-
211-00-00-45216	20-CDBG-CV2-3-00213 AHP	-	(289,351)	(375,000)		(375,000)
211-00-00-45217	20-CDBG-CV2-3-Outdoor Events	-	(60,731)	(43,000)		(43,000)
211-00-00-49960	Operating Transfers	-	2,338,400	2,387,752		2,387,752
	<b>HCD Block Grant</b>	<b>(1,806,636)</b>	<b>(717,523)</b>	<b>(745,970)</b>	<b>-</b>	<b>(745,970)</b>
212-00-00-44100	Investment Earnings	(4)	-	-		-
212-00-00-44280	Industrial Park Rental	(255,561)	(245,000)	(245,000)		(245,000)
212-00-00-49960	Operating Transfers	-	-	-		-
	<b>Industrial Park</b>	<b>(255,566)</b>	<b>(245,000)</b>	<b>(245,000)</b>	<b>-</b>	<b>(245,000)</b>
213-00-00-45001	SB2 19-PGP-13272	(34,739)	(150,000)	(19,000)	19,000	-
213-00-00-45002	SALC 3019-905	-	(230,000)	(100,000)	(19,000)	(119,000)
213-00-00-45003	HEAP	(400,000)	-	-		-
213-00-00-45004	20-LEAP-15634	-	(65,000)	(22,423)		(22,423)
213-00-00-49960	Operating Transfers	-	10,000	-		-
	<b>Community Dev Grants</b>	<b>(434,739)</b>	<b>(435,000)</b>	<b>(141,423)</b>	<b>-</b>	<b>(141,423)</b>
214-00-00-41800	Recreation Fee for New Constr.	(85,930)	(50,000)	(30,000)		(30,000)
214-00-00-44100	Investment Earnings	(19)	-	-		-
214-00-00-49960	Operating Transfers	25,000	20,000	20,000		20,000
	<b>Residential Construction Tax</b>	<b>(60,949)</b>	<b>(30,000)</b>	<b>(10,000)</b>	<b>-</b>	<b>(10,000)</b>
215-00-00-41900	Parkland In Lieu Fees	(25,328)	(10,000)	(10,000)		(10,000)
215-00-00-44100	Investment Earnings	(60)	-	-		-
215-00-00-49960	Operating Transfers	20,000	20,000	20,000		20,000
	<b>Parkland in lieu</b>	<b>(5,388)</b>	<b>10,000</b>	<b>10,000</b>	<b>-</b>	<b>10,000</b>
216-00-00-41910	Parking In Lieu Fees	-	(15,000)	-		-
216-00-00-44100	Investment Earnings	(64)	-	-		-
	<b>Parking in lieu</b>	<b>(64)</b>	<b>(15,000)</b>	<b>-</b>	<b>-</b>	<b>-</b>
218-00-00-41300	Sales Tax	(111,086)	(100,000)	(110,000)		(110,000)
218-00-00-44100	Investment Earnings	(46)	-	-		-
218-00-00-49960	Operating Transfers	90,000	100,000	110,000		110,000
	<b>Public Safety Tax</b>	<b>(21,132)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
219-00-00-44100	Investment Earnings	(250)	-	-		-
219-00-00-45740	Roads & Streets TEA	(238,658)	(115,000)	(120,000)		(120,000)
219-00-00-45741	CRRSAA	-	(87,269)	-		-
219-00-00-49960	Operating Transfers	110,000	-	-		-
	<b>TEA RSTA</b>	<b>(128,908)</b>	<b>(202,269)</b>	<b>(120,000)</b>	<b>-</b>	<b>(120,000)</b>
220-00-00-44100	Investment Earnings	(85)	-	-		-
220-00-00-45910	FEMA/OES Reimbursement	(117,750)	(281,500)	(531,500)		(531,500)
220-00-00-45911	FEMA/OES Advance	(281,500)	-	-		-
220-00-00-49960	Operating Transfers	58,224	281,500	531,500		531,500
	<b>FEMA/OES</b>	<b>(341,111)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

Attachment: E. City of Arcata Fiscal Year 2022/23 Annual Budget (3911 : Adopt Budget For 2022/23)

## 2022/23 Proposed Revenue Budget

General Ledger Line	Description	2020/2021 Actuals	2021/2022 Budget	2022/2023 Department Requested	City Manager Adjustments	2022/2023 Proposed Total
221-00-00-44100	Investment Earnings	16	-	-		-
221-00-00-45310	SLESF Cops Grant Funding	(155,222)	(100,000)	(100,000)		(100,000)
221-00-00-49960	Operating Transfers	155,000	100,000	360,000		360,000
	<b>SLESF</b>	<b>(206)</b>	<b>-</b>	<b>260,000</b>	<b>-</b>	<b>260,000</b>
224-00-00-44100	Investment Earnings	-	-	-		-
224-00-00-45001	ARPA Funds	-	(516,524)	(2,625,576)		(2,625,576)
	<b>ARPA</b>	<b>-</b>	<b>(516,524)</b>	<b>(2,625,576)</b>	<b>-</b>	<b>(2,625,576)</b>
231-00-00-45001	19-IIG-14663	-	(2,328,200)	(2,992,780)		(2,992,780)
	<b>IIG</b>	<b>-</b>	<b>(2,328,200)</b>	<b>(2,992,780)</b>	<b>-</b>	<b>(2,992,780)</b>
232-00-00-45001	YHA MOU Reimbursements	(6,500)	(2,080,000)	(770,000)		(770,000)
	<b>YHA MOU</b>	<b>(6,500)</b>	<b>(2,080,000)</b>	<b>(770,000)</b>	<b>-</b>	<b>(770,000)</b>
233-00-00-45001	19-AHSC-12771	-	(934,175)	(934,175)		(934,175)
	<b>AHSC</b>	<b>-</b>	<b>(934,175)</b>	<b>(934,175)</b>	<b>-</b>	<b>(934,175)</b>
234-00-00-44100	Investment Earnings	-	-	-		-
234-00-00-45251	16-HOME-11386	(107,517)	-	-		-
234-00-00-45252	19-HOME-14962	-	(27,000)	(105,000)		(105,000)
	<b>HOME Grants</b>	<b>(107,517)</b>	<b>(27,000)</b>	<b>(105,000)</b>	<b>-</b>	<b>(105,000)</b>
244-00-00-44100	Investment Earnings	(63,475)	(70,000)	-		-
244-00-00-44200	Principle Collections	(11,573)	(12,000)	(12,000)		(12,000)
244-00-00-49820	Land Sales	-	-	-		-
244-00-00-49900	Other Revenue	(22,430)	(10,000)	(15,000)		(15,000)
	<b>Housing Improvement Projects</b>	<b>(97,479)</b>	<b>(92,000)</b>	<b>(27,000)</b>	<b>-</b>	<b>(27,000)</b>
245-00-00-44100	Investment Earnings	4,647	(20,000)	-		-
245-00-00-44200	Principal Collections	(23,441)	(60,000)	(20,000)		(20,000)
245-00-00-44210	Rental & Leases	(50,143)	(25,000)	(25,000)		(25,000)
	<b>Public Improvement Projects</b>	<b>(68,937)</b>	<b>(105,000)</b>	<b>(45,000)</b>	<b>-</b>	<b>(45,000)</b>
250-00-00-44100	Investment Earnings	(2,411)	(5,000)	-		-
250-00-00-44200	Principal Collections	(12,974)	(20,000)	(25,000)		(25,000)
250-00-00-44210	Rents & Leases - Buildings	-	-	-		-
	<b>Basic RLF</b>	<b>(15,384)</b>	<b>(25,000)</b>	<b>(25,000)</b>	<b>-</b>	<b>(25,000)</b>
255-00-00-44100	Investment Earnings	(145,783)	(122,000)	-		-
255-00-00-44200	Principal Collections	(304,886)	(300,000)	(300,000)		(300,000)
	<b>CDBG Program Income RLF</b>	<b>(450,669)</b>	<b>(422,000)</b>	<b>(300,000)</b>	<b>-</b>	<b>(300,000)</b>
259-00-00-44100	Investment Earnings	(20,696)	(30,000)	-		-
259-00-00-44200	Principal Collections	(251,631)	(366,000)	(115,000)		(115,000)
259-00-00-49900	Other Revenue	-	-	-		-
	<b>HOME Program Income RLF</b>	<b>(272,327)</b>	<b>(396,000)</b>	<b>(115,000)</b>	<b>-</b>	<b>(115,000)</b>
296-00-00-44100	Investment Earnings	(32)	-	-		-
296-00-00-49960	Operating Transfers	-	140,000	-		-
	<b>Utility Users Tax</b>	<b>(32)</b>	<b>140,000</b>	<b>-</b>	<b>-</b>	<b>-</b>
297-00-00-44100	Investment Earnings	(64)	-	-		-
297-00-00-49960	Operating Transfers	-	141,000	-		-
	<b>PERS Phase-in</b>	<b>(64)</b>	<b>141,000</b>	<b>-</b>	<b>-</b>	<b>-</b>
298-00-00-44100	Investment Earnings	(10)	-	-		-
298-00-00-49960	Operating Transfers	-	20,000	-		-
	<b>HealthSport Note</b>	<b>(10)</b>	<b>20,000</b>	<b>-</b>	<b>-</b>	<b>-</b>
350-00-00-44100	Investment Earnings	(27)	-	-		-
350-00-00-44210	Rents & Leases	(9,500)	(7,200)	(6,000)		(6,000)
	<b>Capital Improvements</b>	<b>(9,527)</b>	<b>(7,200)</b>	<b>(6,000)</b>	<b>-</b>	<b>(6,000)</b>

Attachment: E. City of Arcata Fiscal Year 2022/23 Annual Budget (3911 : Adopt Budget For 2022/23)



## 2022/23 Proposed Revenue Budget

General Ledger Line	Description	2020/2021 Actuals	2021/2022 Budget	2022/2023 Department Requested	City Manager Adjustments	2022/2023 Proposed Total
442-00-00-41190	Special Assessment Revenue	(5,404)	(5,000)	(6,522)		(6,522)
442-00-00-44100	Investment Earnings	(2)	-	-		-
442-00-00-49960	Operating Transfers	6,000	5,000	5,000		5,000
	<b>Mad River Parkway Assess Dist</b>	<b>594</b>	<b>-</b>	<b>(1,522)</b>	<b>-</b>	<b>(1,522)</b>
445-00-00-44100	Investment Earnings	(0)	-	-		-
	<b>Curtis Heights Special Assess</b>	<b>(0)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
447-00-00-41190	Special Assessment Revenue	(15,800)	(16,000)	(16,080)		(16,080)
447-00-00-44100	Investment Earnings	(13)	-	-		-
447-00-00-49960	Operating Transfers	16,000	16,000	16,000		16,000
	<b>Janes Creek Special Assess</b>	<b>187</b>	<b>-</b>	<b>(80)</b>	<b>-</b>	<b>(80)</b>
490-00-00-41190	Special Assessment Revenue	(14,768)	(14,850)	(14,850)		(14,850)
490-00-00-44100	Investment Earnings	(11)	-	-		-
490-00-00-49960	Operating Transfers	14,850	14,850	14,850		14,850
	<b>Windsong Special Assess</b>	<b>71</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
661-00-00-44100	Investment Earnings	(1,798)	(50,000)	-		-
661-00-00-45450	Other State Grants	-	-	(2,500,000)		(2,500,000)
661-00-00-46710	Water Service Charges	(5,310,539)	(5,400,000)	(5,200,000)		(5,200,000)
661-00-00-46711	Water Service - Jacoby Creek	329	(3,700)	(7,000)		(7,000)
661-00-00-46715	Non Payment Penalty	24	-	(21,000)		(21,000)
661-00-00-46720	Change of Service Charges	(68,290)	(70,000)	(65,000)		(65,000)
661-00-00-46730	Connection Fees	(274,262)	(230,000)	(120,000)		(120,000)
661-00-00-46740	Double-check Valve	(30,289)	(28,000)	(30,000)		(30,000)
661-00-00-46750	Private Fire Protection	(30,061)	(30,100)	(30,000)		(30,000)
661-00-00-49800	Reimbursement Revenue	(172)	(1,000)	-		-
661-00-00-49960	Operating Transfers	39,276	87,000	(160,000)		(160,000)
	<b>Water</b>	<b>(5,675,781)</b>	<b>(5,725,800)</b>	<b>(8,133,000)</b>	<b>-</b>	<b>(8,133,000)</b>
662-00-00-44100	Investment Earnings	(121)	(50,000)	-		-
662-00-00-45450	Other State Grants	(54,176)	(483,391)	(487,400)		(487,400)
662-00-00-45460	SRF Grant (SWRCB)-8127	(1,554,903)	-	-		-
662-00-00-45461	SRF Grant (SWRCB)-8272	896,671	-	(11,545,000)		(11,545,000)
662-00-00-46810	Wastewater Service Charge	(6,108,465)	(6,700,000)	(6,200,000)		(6,200,000)
662-00-00-46815	Non Payment Penalty	71	-	(28,000)		(28,000)
662-00-00-46820	Sewer Repair Fee	(335,417)	(339,000)	(140,000)		(140,000)
662-00-00-46830	Connection Fees	(308,915)	(280,000)	(120,000)		(120,000)
662-00-00-46840	FOG Pollution Prevention	(7,538)	-	(8,000)		(8,000)
662-00-00-46860	Pretreatment Permit Fee	(2,351)	(2,200)	(2,000)		(2,000)
662-00-00-46870	Other Sewer Revenue	(169)	(500)	-		-
662-00-00-49800	Reimbursement Revenue	(12,025)	(6,750)	(4,000)		(4,000)
662-00-00-49810	Donations	(1,955)	(8,500)	(10,000)		(10,000)
662-00-00-49830	Interpretive Center Sales	(839)	(12,500)	(12,500)		(12,500)
662-00-00-49960	Operating Transfers	90,000	(2,258,990)	(2,164,405)		(2,164,405)
	<b>Wastewater</b>	<b>(7,400,132)</b>	<b>(10,141,831)</b>	<b>(20,721,305)</b>	<b>-</b>	<b>(20,721,305)</b>

Attachment: E. City of Arcata Fiscal Year 2022/23 Annual Budget (3911 : Adopt Budget For 2022/23)

## 2022/23 Proposed Revenue Budget

General Ledger Line	Description	2020/2021 Actuals	2021/2022 Budget	2022/2023 Department Requested	City Manager Adjustments	2022/2023 Proposed Total
663-00-00-44100	Investment Earnings	(136)	-	-		-
663-00-00-45450	Other State Grants	-	(160,677)	(162,741)		(162,741)
663-00-00-45451	CARES Act Revenues	(165,849)	(265,849)	(100,000)		(100,000)
663-00-00-45747	SGR	(65,464)	(19,245)	(32,263)		(32,263)
663-00-00-45760	LTF	(294,911)	(1,205,852)	(1,250,655)		(1,250,655)
663-00-00-45768	Dept Of Trans 5311 Fund	-	-	-		-
663-00-00-45770	S.T.A.F.	(327,423)	(168,257)	(355,997)		(355,997)
663-00-00-46560	Passenger Fares	(7,214)	(4,000)	(20,000)		(20,000)
663-00-00-46561	Special Transit Fare HSU	(139,664)	(140,000)	(164,035)		(164,035)
663-00-00-46565	Bus Tickets	(7,851)	-	-		-
663-00-00-46566	D.A.R.-Ticket Sales	(2,176)	(50)	(500)		(500)
663-00-00-46575	Charter Service Revenues	-	(500)	(2,500)		(2,500)
663-00-00-46579	Vending Machine Revenue	-	(150)	-		-
663-00-00-49598	Greyhound Ticket Sales	319	(2,000)	(500)		(500)
663-00-00-49599	Greyhound Commission	(8,740)	(7,000)	(7,500)		(7,500)
663-00-00-49900	Other Revenue	(1,411)	(150,000)	(152,500)		(152,500)
663-00-00-49960	Operating Transfers	-	10,000	-		-
	<b>Transit</b>	<b>(1,020,520)</b>	<b>(2,113,580)</b>	<b>(2,249,191)</b>	<b>-</b>	<b>(2,249,191)</b>
664-00-00-41500	Franchise Fee Revenue	(415,414)	(410,000)	(410,000)		(410,000)
664-00-00-44100	Investment Earnings	(241)	-	-		-
664-00-00-45454	State Recycling Grant Beverage	-	(10,000)	(5,000)		(5,000)
664-00-00-45455	Calrecycle Food Waste Grant	(87,781)	(61,551)	(41,804)		(41,804)
664-00-00-45915	Integrated Waste Mgmt Grant	(16,485)	(8,300)	(8,000)		(8,000)
664-00-00-46450	Solid Waste Service Charges	(6,108)	(8,000)	(6,000)		(6,000)
664-00-00-46455	Recyclable Revenue	-	-	-		-
664-00-00-46459	Other Revenue	(27,967)	(20,000)	(10,000)		(10,000)
664-00-00-49960	Operating Transfers	25,000	-	-		-
	<b>Solid Waste</b>	<b>(528,997)</b>	<b>(517,851)</b>	<b>(480,804)</b>	<b>-</b>	<b>(480,804)</b>
666-00-00-42800	Drainage Fees - Building	(21,689)	(11,000)	(5,000)		(5,000)
666-00-00-44100	Investment Earnings	(88)	-	-		-
666-00-00-44210	Rents & Leases - Buildings	(86,710)	(82,800)	(84,339)		(84,339)
666-00-00-45609	USFWS Grants	(98,658)	(67,799)	(40,360)		(40,360)
666-00-00-45614	State Coastal Conservancy	(150,169)	-	-		-
666-00-00-45683	NOAA Grant	-	-	-		-
666-00-00-46650	Stormwater Fees	(232,083)	(230,000)	(235,000)		(235,000)
666-00-00-49900	Other Revenue	(4,348)	(2,000)	(2,000)		(2,000)
666-00-00-49960	Operating Transfers	(155,000)	(155,000)	(75,000)		(75,000)
	<b>Stormwater</b>	<b>(748,744)</b>	<b>(548,599)</b>	<b>(441,699)</b>	<b>-</b>	<b>(441,699)</b>
771-00-00-44100	Investment Earnings	(141)	-	-		-
771-00-00-46950	Central Garage Charges	(925,671)	(1,107,647)	(1,133,576)		(1,133,576)
771-00-00-49821	Sale Of Used Vehicles/Equipmnt	(4,500)	(100,000)	(10,000)		(10,000)
771-00-00-49960	Operating Transfers	-	-	(193,347)		(193,347)
	<b>Central Garage</b>	<b>(930,312)</b>	<b>(1,207,647)</b>	<b>(1,336,923)</b>	<b>-</b>	<b>(1,336,923)</b>
775-00-00-44100	Investment Earnings	7	-	-		-
775-00-00-46960	IT Service Charges	(374,025)	(404,453)	(579,716)		(579,716)
775-00-00-49960	Operating Transfers	-	(1,180)	-		-
	<b>IT Services</b>	<b>(374,018)</b>	<b>(405,633)</b>	<b>(579,716)</b>	<b>-</b>	<b>(579,716)</b>
880-00-00-44100	Investment Earnings	6	-	-		-
880-00-00-49960	Operating Transfers	-	-	-		-
	<b>Successor Agency Admin</b>	<b>6</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
881-00-00-41110	Tax Increment Funds	(305,187)	(304,031)	(306,900)		(306,900)
881-00-00-44100	Investment Earnings	(23)	(60)	-		-
881-00-00-49960	Operating Transfers	-	-	-		-
	<b>Successor Agency Debt Service</b>	<b>(305,210)</b>	<b>(304,091)</b>	<b>(306,900)</b>	<b>-</b>	<b>(306,900)</b>
	<b>Grand Total</b>	<b>(39,395,596)</b>	<b>(47,211,367)</b>	<b>(61,999,617)</b>	<b>(1,649,157)</b>	<b>(63,648,774)</b>

Attachment: E. City of Arcata Fiscal Year 2022/23 Annual Budget (3911 : Adopt Budget For 2022/23)

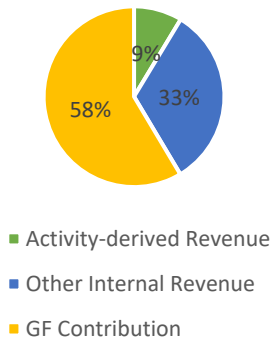


# WORKPLANS & ACTIVITY BUDGETS

# Administrative & Financial Operations

*City Council; City Manager; City Clerk; Finance; Attorney; Personnel; General Insurance Activities: 1; 3; 5; 7; 9; 15; 17*

Funding Sources



FUNDING SOURCES

	Activity-derived Revenues	Contributory Revenue from Other Activities	General Fund Contribution	TOTALS:
<b>FY 20/21</b>	-	844,489	1,875,659	<b>\$2,720,148</b>
<b>FY 21/22</b>	20,274	914,942	1,393,727	<b>\$2,328,943</b>
<b>FY 22/23</b>	278,500	1,057,711	1,887,813	<b>\$3,224,024</b>

APPROPRIATIONS

	Personnel	Materials & Services	Capital Projects	Debt Services	Interfund/Intergovt Payments	TOTALS:
<b>FY 20/21</b>	1,494,118	724,447	11,850	864	56,984	<b>\$2,288,263</b>
<b>FY 21/22</b>	1,669,227	893,893	7,500	1,200	58,124	<b>\$2,629,944</b>
<b>FY 22/23</b>	1,945,171	1,179,587	5,000	1,200	93,066	<b>\$3,224,024</b>

## Budgeted Projects and Programs FY 22/23:

### 01 & 03 – City Council and City Manager

- Oversee the overall implementation of the City Council Goals and Priority Projects identified for the current Fiscal Year.
- Identify an ongoing funding stream (i.e. sales tax, parcel tax, TOT), and prepare a ballot initiative aimed at Homelessness Reduction Strategies for voters to consider in 2024. (*Council Priority Project 1.a*)
- Continue to support and expand the Mobile Intervention Services Team (MIST), including seek long-term funding strategies and 24-hour emergency crisis response team for adults and youth. (*Council Priority Project 3.a*)
- Look for opportunities to collaborate with County of Humboldt and local jurisdictions/non-profits to increase mental health and social services. (*Council Priority Project 3.b*)
- Support the annual projects of the City's Capital Improvement Program. (*Council Priority Project 4.b.*)
- Support the Community Ambassador Program, starting with a pilot program on the Plaza and downtown areas. (*Council Priority Project 4.d.*)
- Support the City's contract with Arcata House Partnership for implementing the Safe Parking Pilot Program, including maintaining the City's lease agreement for utilizing the Samoa Blvd. location.
- Maintain the Economic Recovery Collaborative with Main Street, Arcata Chamber of Commerce and Cal Poly Humboldt, expanding discussions to efforts city-wide. (*Council Priority Project 5.c*)
- Promote business and tourism: Advertise Arcata as a safe place to shop; support visitarcata.com and regional marketing around student alumni successes locally. (*Council Priority Project 5.d*)



- Finalize and monitor American Rescue Plan Act (ARPA) funds set aside for Climate Change and local Emission Reduction measures. (*Council Priority Project 8.d.*)
- Maintain strong partnerships with Cal Poly Humboldt, including providing continued support for equity arcata, and working collaboratively through quarterly liaison meetings to better understand the needs of the student population, particularly in regards to housing and transportation (*Council Priority Project 11*)
- Expand office and meeting space for City Council members. (*Council Priority Project 12*)
- Develop a policy on public meeting recording retention. (*Council Priority Project 13*).
- Coordinate and assist in competitive bid processes and contract compliance procedures for purchase of equipment, supplies and services for the City. Ensure compliance with local, State, and federal procurement regulations.
- Coordinate risk management activities, including:
  - Ensuring and maintaining adequate and appropriate insurance coverage for City owned property, vehicles, and general liability; and ensuring contractual liability insurance and risk transference with hired contractors, consultants and vendors.
  - Maintaining and updating employee safety policies and training programs.
  - Assisting compliance with the California Tort Claims Act as it pertains to claims for damages against the City.

#### 05 – City Clerk

- Manage the California Statements of Economic Interest (FPPC Form 700) for all Council members, identified staff and City Committee/Commission members.
- Ensure compliance with California Government Code section 53235 for biennial ethics training for City Council members, Planning Commissioners, and identified staff and committee members.
- Prepare and distribute all City Council meeting agendas in hard copy and electronic formats; assist with Committee/Commission agenda compliance; and help ensure compliance with the Ralph M. Brown Act.
- Serve as record keeper/historian regarding the City's Council meeting minutes, resolutions, ordinances, deeds and updates to the Arcata Municipal Code.
- Manage responses to requests for information in compliance with the California Public Records Act.
- Facilitate citywide annual records destruction.
- Administer Recruitments/Appointments/Resignations for City Commissions and Committees
- Perform required tasks for the General Municipal Election 2022.

#### 07 – Finance

- Oversee the City's financial analysis and reporting functions.
- Review, update, and implement necessary accounting policies and procedures.
- Maintain City-wide accounting systems which include departmental subledgers.
- Manage City-wide revenue collection. This includes weekly Utility Billing and respective customer service.
- With oversight from the City Manager and Council, prepare and monitor the City's annual budget.
- Oversee debt issuance and debt payments

#### 09 – City Attorney

The City Attorney provides legal advice and training on a broad range of public agency topics. In addition to standard legal review and defense the City Attorney drafts and reviews numerous documents including contracts, leases, easements, deeds, right of entry agreements, hold harmless agreements and releases. The City Attorney often reviews Public Records Act requests, subpoenas and claims for review and/or response.

The City Attorney drafts resolutions, ordinances and associated staff reports as requested by Department Directors, the City Manager and/or the City Council. Periodic reviews of City policies and ordinances are conducted to determine if amendments are needed to comply with current law. Reports (written and/or verbal) are provided to staff and the City Council on a regular basis to report on recent developments in statutory or case law so that the City will proactively address new issues and legal requirements.

15 - Personnel

- Manage City's Personnel Rules & Regulations (including Classification and Compensation programs, grievance procedures, discipline, leaves, and recruitment); fringe benefit plans/programs; employee performance evaluation program; and overall centralized human resources functions.
- Manage City Employment Recruitment, Volunteer, and Student Internship programs.
- Streamline hiring and onboarding of staff utilizing new digital hiring platform; and streamline volunteer and hourly staffing processes.
- Engage available resources and hiring branding to increase applicant pools for all City positions, including implementation of a "New Hire Buddy Program" to increase employee retention.
- Implement staff hiring training to include, application screening, reference checking, probationary evaluations, and the value of diversity questions during the interview process.
- Continue work with National League of Cities (NLC), Racial Equity and Leadership (REAL) program to help design, coordinate and organize an internal City racial equity plan and activities to advance diversity, equity and inclusion across the organization and within its various operations, policies and programs.
- Review, update or create mandated and/or necessary policies & procedures, such as Anti-Harassment/Discrimination, Drug & Alcohol, Violence in the Workplace, and various Cal-OSHA Safety policies

17 – General Insurance

- The City participates in an intergovernmental arrangement (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. This activity supports the member contributions (i.e. premium costs) for the various types of insurance liability coverages, including: General, Property (including Automobiles), Boiler/Machinery, Flood, Pollution/Environmental, Cyber, Earthquake (DIC), Employer Practices, and Workers Compensation. It does not include employee health coverages. Coverages, for Medical, Dental, Vision, Employee Assistance Program (EAP), and Life Insurance are included in the Employee Benefit line items for the respective Activities.



## 2022/23 Proposed Expenditures Budget

General Ledger Line	Activity	Account	Description	2020/2021 Actuals	2021/2022 Budget	2022/2023 Department Requested	City Manager Adjustments	2022/2023 Proposed Total
101-10-01-50100	01	50100	Regular Salaries	54,511	44,130	46,335		46,335
101-10-01-50200	01	50200	Overtime Wages	-	-	-		-
101-10-01-50300	01	50300	Part-time & Temporary Salaries	-	-	-		-
101-10-01-50990	01	50990	Other Employee Benefits	31,304	30,558	65,493		65,493
101-10-01-51200	01	51200	Communications	-	-	-		-
101-10-01-51300	01	51300	Advertising	-	-	-		-
101-10-01-51400	01	51400	Training, Conf, & Special Proj	589	8,680	10,130		10,130
101-10-01-51600	01	51600	Memberships & Dues	7,105	7,393	7,541		7,541
101-10-01-51770	01	51770	Other Professional Services	-	-	-		-
101-10-01-51775	01	51775	Audit Services	12,835	36,750	36,750	250	37,000
101-10-01-52101	01	52101	Chamber Of Commerce	5,000	8,470	28,470		28,470
101-10-01-52102	01	52102	R.S.V.P.	-	-	-		-
101-10-01-52103	01	52103	Arcata Main Street	2,710	5,882	15,882	(15,882)	-
101-10-01-52104	01	52104	Community Based Budgeting	-	15,000	150,000	(125,000)	25,000
101-10-01-52105	01	52105	Visitors Bureau	-	15,000	-		-
101-10-01-52106	01	52106	Film/Digital Commission	3,000	4,553	4,553		4,553
101-10-01-52108	01	52108	Other Support Payments	-	10,000	-		-
101-10-01-52109	01	52109	City Hall Art Display	-	300	300		300
101-10-01-53100	01	53100	Postage	51	75	75		75
101-10-01-53200	01	53200	Photocopy	3,326	2,700	3,000		3,000
101-10-01-53300	01	53300	Office Supplies	-	-	-		-
101-10-01-54200	01	54200	Other Department Supplies	625	1,250	1,000	(200)	800
101-10-01-55800	01	55800	IT Services & Maintenance	10,353	1,268	2,268		2,268
101-10-01-57800	01	57800	Capital - Furniture & Equipmen	-	4,000	1,500		1,500
224-10-01-52103	01	52103	Arcata Main Street	-	-	200,000		200,000
224-10-01-52106	01	52106	Film/Digital Commission	-	-	4,500		4,500
224-10-01-52108	01	52108	Other Support Payments	-	-	35,000		35,000
<b>01 Total</b>				<b>131,409</b>	<b>196,009</b>	<b>612,797</b>	<b>(140,832)</b>	<b>471,965</b>
<b>City Council</b>								
101-10-03-50100	03	50100	Regular Salaries	217,703	226,744	241,330		241,330
101-10-03-50200	03	50200	Overtime Wages	-	-	-		-
101-10-03-50300	03	50300	Part-time & Temporary Salaries	19,133	57,420	66,560		66,560
101-10-03-50990	03	50990	Other Employee Benefits	130,169	182,067	203,803		203,803
101-10-03-51200	03	51200	Communications	-	-	-		-
101-10-03-51300	03	51300	Advertising	-	-	-		-
101-10-03-51400	03	51400	Training & Conferences	355	3,600	4,900		4,900
101-10-03-51600	03	51600	Memberships & Dues	650	1,238	2,493		2,493
101-10-03-51770	03	51770	Other Professional Services	22,660	76,436	18,350	(1,000)	17,350
101-10-03-53100	03	53100	Postage	126	350	350		350
101-10-03-53200	03	53200	Photocopy	158	600	600		600
101-10-03-53300	03	53300	Office Supplies	1,458	1,500	1,750		1,750
101-10-03-54200	03	54200	Other Department Supplies	1,891	2,900	2,900		2,900
101-10-03-55300	03	55300	Equipment Maintenance	-	-	-		-
101-10-03-55500	03	55500	Central Garage Charges	-	-	-		-
101-10-03-55800	03	55800	IT Services & Maintenance	18,694	19,985	28,365		28,365
101-10-03-57800	03	57800	Capital - Furniture & Equipmen	-	-	-		-
<b>03 Total</b>				<b>412,996</b>	<b>572,839</b>	<b>571,401</b>	<b>(1,000)</b>	<b>570,401</b>
<b>City Manager</b>								

Attachment: E. City of Arcata Fiscal Year 2022/23 Annual Budget (3911 : Adopt Budget For 2022/23)

## 2022/23 Proposed Expenditures Budget

General Ledger Line	Activity	Account	Description	2020/2021 Actuals	2021/2022 Budget	2022/2023 Department Requested	City Manager Adjustments	2022/2023 Proposed Total
101-10-05-50100	05	50100	Regular Salaries	121,430	125,279	134,965		134,965
101-10-05-50200	05	50200	Overtime Wages	-	-	-		-
101-10-05-50300	05	50300	Part-time & Temporary Salaries	-	-	-		-
101-10-05-50990	05	50990	Other Employee Benefits	91,555	114,659	131,464		131,464
101-10-05-51200	05	51200	Communications	-	-	-		-
101-10-05-51300	05	51300	Advertising	1,232	1,675	1,675		1,675
101-10-05-51400	05	51400	Training & Conferences	300	1,164	2,900	(300)	2,600
101-10-05-51600	05	51600	Memberships & Dues	465	690	690		690
101-10-05-51770	05	51770	Other Professional Services	11,966	13,026	13,026		13,026
101-10-05-52501	05	52501	Elections	26,678	66	36,134		36,134
101-10-05-53100	05	53100	Postage	131	150	200		200
101-10-05-53200	05	53200	Photocopy	899	1,200	1,200		1,200
101-10-05-53300	05	53300	Office Supplies	-	-	-		-
101-10-05-54200	05	54200	Other Department Supplies	648	800	1,000		1,000
101-10-05-55500	05	55500	Central Garage Charges	-	-	-		-
101-10-05-55800	05	55800	IT Services & Maintenance	5,827	8,753	15,031		15,031
101-10-05-57800	05	57800	Capital - Furniture & Equipmen	-	-	-		-
<b>05 Total</b>			<b>City Clerk</b>	<b>261,130</b>	<b>267,462</b>	<b>338,284</b>	<b>(300)</b>	<b>337,984</b>
101-20-07-50100	07	50100	Regular Salaries	398,206	420,604	445,191		445,191
101-20-07-50200	07	50200	Overtime Wages	-	1,000	1,000		1,000
101-20-07-50300	07	50300	Part-time & Temporary Salaries	1,186	11,161	57,000		57,000
101-20-07-50990	07	50990	Other Employee Benefits	160,672	173,442	219,689		219,689
101-20-07-51200	07	51200	Communications	-	-	-		-
101-20-07-51300	07	51300	Advertising	-	-	-		-
101-20-07-51400	07	51400	Training & Conferences	864	4,000	5,000		5,000
101-20-07-51600	07	51600	Memberships & Dues	685	945	945		945
101-20-07-51770	07	51770	Other Professional Services	13,571	21,300	43,375		43,375
101-20-07-51778	07	51778	Tax Consulting Services	-	19,600	19,600		19,600
101-20-07-51779	07	51779	SB90 Cost Claims	4,500	5,000	5,000		5,000
101-20-07-52502	07	52502	County Tax Administration	20,972	22,000	22,000		22,000
101-20-07-53110	07	53110	Postage Expense	19,510	16,000	16,000		16,000
101-20-07-53120	07	53120	Postage Maintenance	139	500	500		500
101-20-07-53210	07	53210	Photocopy Maintenance	1,855	3,000	3,000		3,000
101-20-07-53220	07	53220	Photocopy Paper	2,170	3,000	3,000		3,000
101-20-07-53300	07	53300	Office Supplies	6,293	4,000	7,000	(1,500)	5,500
101-20-07-53400	07	53400	Bank Service Charges	3,821	34,100	5,000	(1,000)	4,000
101-20-07-54200	07	54200	Other Department Supplies	3,664	6,000	6,000	(1,000)	5,000
101-20-07-55300	07	55300	Equipment Maintenance	51,460	58,708	70,500		70,500
101-20-07-55710	07	55710	Storage	1,620	1,800	1,800		1,800
101-20-07-55800	07	55800	IT Services & Maintenance	16,198	19,301	32,031		32,031
101-20-07-56505	07	56505	Lease Payments - Postage	864	1,200	1,200		1,200
101-20-07-57800	07	57800	Capital - Furniture & Equipmen	-	4,339	3,500		3,500
101-20-07-57816	07	57816	Financial System Upgrade	8,350	12,000	-		-
<b>07 Total</b>			<b>Finance</b>	<b>716,600</b>	<b>843,000</b>	<b>968,331</b>	<b>(3,500)</b>	<b>964,831</b>
101-10-09-51771	09	51771	Legal Consultations	198,152	211,200	211,200		211,200
101-10-09-51772	09	51772	Litigation	1,436	5,000	5,000		5,000
101-10-09-51773	09	51773	Other Legal Services	6,964	46,914	20,000		20,000
101-10-09-54200	09	54200	Other Department Supplies	681	850	600		600
<b>09 Total</b>			<b>City Attorney</b>	<b>207,233</b>	<b>263,964</b>	<b>236,800</b>	<b>-</b>	<b>236,800</b>

Attachment: E. City of Arcata Fiscal Year 2022/23 Annual Budget (3911 : Adopt Budget For 2022/23)



## 2022/23 Proposed Expenditures Budget

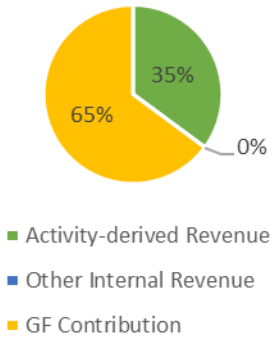
General Ledger Line	Activity	Account	Description	2020/2021 Actuals	2021/2022 Budget	2022/2023 Department Requested	City Manager Adjustments	2022/2023 Proposed Total
101-10-15-50100	15	50100	Regular Salaries	144,094	150,637	160,589		160,589
101-10-15-50200	15	50200	Overtime Wages	-	-	-		-
101-10-15-50300	15	50300	Part-time & Temporary Salaries	-	-	7,285		7,285
101-10-15-50990	15	50990	Other Employee Benefits	119,446	152,394	164,468		164,468
101-10-15-51200	15	51200	Communications	-	-	-		-
101-10-15-51300	15	51300	Advertising	12,810	15,000	15,000		15,000
101-10-15-51400	15	51400	Training & Conferences	-	1,750	6,000		6,000
101-10-15-51430	15	51430	Training - Employee Groups	1,064	31,595	58,500	(5,000)	53,500
101-10-15-51600	15	51600	Memberships & Dues	1,157	1,587	2,017		2,017
101-10-15-51702	15	51702	Medical Examinations	13,683	15,000	13,000		13,000
101-10-15-51703	15	51703	Psychology Examinations	1,574	5,150	3,875		3,875
101-10-15-51704	15	51704	Background Check	-	-	-		-
101-10-15-51705	15	51705	Other Examinations	1,600	2,000	2,000		2,000
101-10-15-51770	15	51770	Other Professional Services	444	15,317	11,354	(3,100)	8,254
101-10-15-52524	15	52524	Fingerprinting Services	1,470	2,000	2,000		2,000
101-10-15-53100	15	53100	Postage	789	600	600		600
101-10-15-53200	15	53200	Photocopy	369	700	700		700
101-10-15-53300	15	53300	Office Supplies	-	-	-		-
101-10-15-54200	15	54200	Other Department Supplies	728	1,250	1,900	(500)	1,400
101-10-15-55300	15	55300	Equipment Maintenance	2,358	-	-		-
101-10-15-55800	15	55800	IT Services & Maintenance	5,912	8,817	15,371		15,371
101-10-15-57800	15	57800	Capital - Furniture & Equipmen	3,500	-	-		-
<b>15 Total</b>			<b>Personnel</b>	<b>310,997</b>	<b>403,797</b>	<b>464,659</b>	<b>(8,600)</b>	<b>456,059</b>
101-10-17-52010	17	52010	General Liab. & Prop Dam	140,356	242,000	1,149,274	(975,790)	173,484
101-10-17-52011	17	52011	Deductibles	36,799	17,000	12,500		12,500
101-10-17-52040	17	52040	Workers Comp Premiums	-	1,407	573,762	(573,762)	-
101-10-17-52041	17	52041	Workers Comp Deductibles	-	-	33,590	(33,590)	-
101-10-17-52050	17	52050	Supp Disability Uninsured	-	-	-		-
101-10-17-52060	17	52060	Unemployment Insurance	-	-	-		-
<b>17 Total</b>			<b>Insurance</b>	<b>177,156</b>	<b>260,407</b>	<b>1,769,126</b>	<b>(1,583,142)</b>	<b>185,984</b>

Attachment: E. City of Arcata Fiscal Year 2022/23 Annual Budget (3911 : Adopt Budget For 2022/23)

## Community Development – Planning & CCAP Services

*Planning & Commercial Cannabis Activity  
Permitting Activity: 11*

Funding Sources



FUNDING SOURCES				
	Activity-derived Revenues	Contributory Revenue from Other Activities	General Fund Contribution	TOTALS:
<b>FY 20/21</b>	218,000	-	82,322	<b>\$300,322</b>
<b>FY 21/22</b>	265,000	43,745	309,617	<b>\$618,362</b>
<b>FY 22/23</b>	250,245	-	462,216	<b>\$712,461</b>

APPROPRIATIONS						
	Personnel	Materials & Services	Capital Projects	Debt Services	Interfund/Intergovt Payments	TOTALS:
<b>FY 20/21</b>	251,037	18,770	1,012	-	22,426	<b>\$293,246</b>
<b>FY 21/22</b>	512,025	67,645	18,212	-	20,480	<b>\$618,362</b>
<b>FY 22/23</b>	593,092	91,059	-	-	28,310	<b>\$712,461</b>

### Budgeted Projects and Programs FY 22/23:

#### Planning

- Plan check, planning permits, planning enforcement, and development consultation/coordination (Current Planning)
- Adopt Local Coastal Program update.
- Continue regional planning collaboratives; consider sea level rise/climate adaptation, housing, and economic development as regional planning issues.
- Commercial Cannabis Activity Permits – review and issue new and renewal permits.
- Continue to advise the state Office of Planning and Research Integrated Climate Adaptation and Resiliency Program with appointment to the Technical Advisory Council.
- Develop and adopt zoning ordinances to implement the General Plan 2045 updates.



## 2022/23 Proposed Expenditures Budget

General Ledger Line	Activity	Account	Description	2020/2021 Actuals	2021/2022 Budget	2022/2023 Department Requested	City Manager Adjustments	2022/2023 Proposed Total
101-30-11-50100	11	50100	Regular Salaries	134,283	283,473	312,334		312,334
101-30-11-50200	11	50200	Overtime Wages	-	-	-		-
101-30-11-50300	11	50300	Part time & Temporary Salaries	-	5,500	11,800	(11,800)	-
101-30-11-50990	11	50990	Other Employee Benefits	116,076	236,496	280,758		280,758
101-30-11-51200	11	51200	Communications	-	-	-		-
101-30-11-51300	11	51300	Advertising	847	3,900	4,000		4,000
101-30-11-51400	11	51400	Training & Conferences	-	1,500	4,125		4,125
101-30-11-51600	11	51600	Memberships & Dues	-	-	4,964		4,964
101-30-11-51770	11	51770	Other Professional Services	-	-	-		-
101-30-11-51780	11	51780	Other Planning Services	1,893	2,000	2,000		2,000
101-30-11-51790	11	51790	Geological Peer Review	-	6,000	-		-
101-30-11-51782	11	51782	General Plan / LUC Update	-	43,745	43,745		43,745
101-30-11-51900	11	51900	Taxes & Other Fees	-	-	-		-
101-30-11-52540	11	52540	LAFCO Services	11,827	12,000	14,325		14,325
101-30-11-53100	11	53100	Postage	1,077	2,500	1,000		1,000
101-30-11-53200	11	53200	Photocopy	487	1,000	1,000		1,000
101-30-11-53300	11	53300	Office Supplies	-	-	-		-
101-30-11-53400	11	53400	Bank Service Charges	13,824	13,400	-	13,400	13,400
101-30-11-54200	11	54200	Other Department Supplies	1,099	2,500	2,500		2,500
101-30-11-55300	11	55300	Equipment Maintenance	-	-	-		-
101-30-11-55500	11	55500	Central Garage Charges	-	-	-		-
101-30-11-55800	11	55800	IT Services & Maintenance	22,426	20,480	28,310		28,310
101-30-11-57800	11	57800	Capital - Furniture & Equipmen	1,012	18,212	18,212	(18,212)	-
<b>11 Total</b>			<b>Planning</b>	<b>304,851</b>	<b>652,706</b>	<b>729,073</b>	<b>(16,612)</b>	<b>712,461</b>

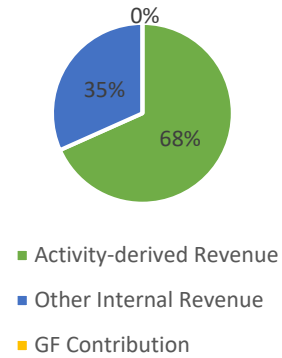
Attachment: E. City of Arcata Fiscal Year 2022/23 Annual Budget (3911 : Adopt Budget For 2022/23)

# Community Development – Housing, Economic Development & Foodworks

*Successor Agency; Grant Funded Programs;  
Revolving Loan Funds; and Improvement  
Projects Activities: 11; 12; 13; 14; and 35.*



Funding Sources



FUNDING SOURCES				
	Activity-derived Revenues	Contributory Revenue from Other Activities	General Fund Contribution	TOTALS:
<b>FY 20/21</b>	7,558,675	-	-	<b>\$7,558,675</b>
<b>FY 21/22</b>	4,402,848	(2,348,400)		<b>\$2,054,448</b>
<b>FY 22/23</b>	5,149,149	(2,387,752)		<b>\$2,761,397</b>

APPROPRIATIONS							
	Personnel	Materials & Services	Capital Projects	Debt Services	Other Programs	Interfund/ Intergovt Payments	TOTALS:
<b>FY 20/21</b>	319,062	93,807	9,521	155,698	2,114,785	493,221	<b>\$3,186,094</b>
<b>FY 21/22</b>	706,973	147,000	18,000	292,476	1,322,343	492,529	<b>\$2,979,321</b>
<b>FY 22/23</b>	602,848	902,500	18,000	293,332	456,048	682,774	<b>\$2,955,502</b>



## Budgeted Projects and Programs FY 22/23:

### Economic Development

- Complete the Strategic Infill Redevelopment Program planning adopting the Gateway Area Plan and General Plan updates.
- Expand and enhance the Business Loan Programs: Business Assistance; Microenterprise; Job Retention.
- Seek funding for and update the City's Economic Development Strategic Plan.
- Work with Environmental Services to continue the planning for a Valley West community center.
- Continue Foodworks Culinary Center Management and seek funding for an expansion project.
- Happy Valley and Little Lake - gaining clearance for development.
- Implement the EPA Clean-up Grant for Little Lakes site and being redevelopment.
- Continue the Targeted Brownfield Assessment Program with private landowners.

### Housing

- Complete the Strategic Infill Redevelopment Program planning adopting the Gateway Area Plan and General Plan updates.
- Work with City Manager's Office to identify ongoing funding to address homelessness and housing needs of extremely low-income residents.
- Support and collaborate on strategies to create safe spaces for those without shelter, including a safe parking program.
- Continue support of Arcata House Partnership and regional partners
- Tenant Based Rental Assistance Program – Rent Subsidies for Lower-income households (HOME)
- Homebuyers' Assistance - Continue to operate program as needed and as funded.

### Grants Programs

- Close out SB2, LEAP, and SALC Grants for Strategic Infill Redevelopment Program;
- Finalize Infill Infrastructure and Affordable Housing Sustainable Communities Grants – related to Sorrel Place.
- Closeout 2017 and apply for 2022 Community Development Block Grant.
- EPA site assessment grant work coordination and reporting – finalize Little Lake site investigation.
- Home Investment Partnership Program (HOME)
- Continue to manage HOME and CDBG Program Income for maximum community benefit and financial sustainability

## 2022/23 Proposed Expenditures Budget

General Ledger Line	Activity	Account	Description	2020/2021 Actuals	2021/2022 Budget	2022/2023 Department Requested	City Manager Adjustments	2022/2023 Proposed Total
212-30-11-50100	11	50100	Regular Salaries	16,569	62,385	88,045		88,045
212-30-11-50300	11	50300	Part-time & Temporary Salaries	27,821	2,650	-		-
212-30-11-50990	11	50990	Other Employee Benefits	13,299	49,141	53,970		53,970
212-30-11-51100	11	51100	Utilities	12,450	16,000	16,000		16,000
212-30-11-51200	11	51200	Communications	-	-	-		-
212-30-11-51400	11	51400	Training & Conferences	-	1,000	1,000		1,000
212-30-11-51900	11	51900	Taxes & Other Fees	837	-	-		-
212-30-11-54200	11	54200	Other Department Supplies	450	-	500		500
212-30-11-55400	11	55400	Building/Ground Maintenance	68,712	95,000	95,000		95,000
212-30-11-55800	11	55800	IT Services & Maintenance	3,264	2,520	4,681		4,681
212-30-11-57300	11	57300	Capital - Buildings & Structures	8,147	13,000	13,000		13,000
212-30-11-57800	11	57800	Capital - Furniture & Equipment	1,375	5,000	5,000		5,000
<b>11 Total</b>			<b>Foodworks</b>	<b>152,923</b>	<b>246,695</b>	<b>277,196</b>	<b>-</b>	<b>277,196</b>
880-30-12-50990	12	50990	Other Employee Benefits	-	-	-		-
880-30-12-51775	12	51775	Audit Services	-	-	-		-
880-30-12-53100	12	53100	Postage	7	-	-		-
880-30-12-53200	12	53200	Photocopy	4	-	-		-
881-30-12-56110	12	56110	2015 Bonds - Principal	-	144,103	149,793		149,793
881-30-12-56210	12	56210	2015 Bonds - Interest	154,398	148,373	143,539		143,539
881-30-12-56310	12	56310	2015 Bonds - Fiscal Agent	1,300	-	-		-
<b>12 Total</b>			<b>Redevelopment</b>	<b>155,709</b>	<b>292,476</b>	<b>293,332</b>	<b>-</b>	<b>293,332</b>

Attachment: E. City of Arcata Fiscal Year 2022/23 Annual Budget (3911 : Adopt Budget For 2022/23)



## 2022/23 Proposed Expenditures Budget

General Ledger Line	Activity	Account	Description	2020/2021 Actuals	2021/2022 Budget	2022/2023 Department Requested	City Manager Adjustments	2022/2023 Proposed Total
211-30-13-50100	13	50100	Regular Salaries	258	140,850	144,759		144,759
211-30-13-50300	13	50300	Part-time & Temporary Salaries	6,028	28,400	35,400	(11,800)	23,600
211-30-13-50990	13	50990	Other Employee Benefits	18,527	94,983	75,949		75,949
211-30-13-58211	13	58211	2017 EPA Brownfields Grant	67,441	49,385	31,048		31,048
211-30-13-58212	13	58212	17-CDBG-12017	1,537,180	161,600	300,000		300,000
211-30-13-58213	13	58213	Coastal Commission LCP-18-01	19,800	36,000	-		-
211-30-13-58214	13	58214	20-CDBG-CV1-00012-MIST	26,141	54,698	-		-
211-30-13-58215	13	58215	20-CDBG-CV1-00089-AHP-BOYD	-	65,757	-		-
211-30-13-58216	13	58216	20-CDBG-CV2-3-00213 AHP	-	289,351	375,000		375,000
211-30-13-58217	13	58217	20-CDBG-CV2-3-Outdoor Events	-	60,731	43,000		43,000
213-30-13-50100	13	50100	Regular Salaries	-	28,976	-		-
213-30-13-50990	13	50990	Other Employee Benefits	-	7,964	-		-
213-30-13-58001	13	58001	SB2 19-PGP-13272	34,739	150,000	19,000	(19,000)	-
213-30-13-58002	13	58002	SALC 3019-905	-	230,000	100,000	19,000	119,000
213-30-13-58003	13	58003	HEAP	399,825	-	-		-
213-30-13-58004	13	58004	20-LEAP-15634	-	65,000	22,423		22,423
224-30-13-50100	13	50100	Regular Salaries	-	17,197	53,652		53,652
224-30-13-50990	13	50990	Other Employee Benefits	-	13,843	41,452		41,452
224-30-13-51770	13	51770	Other Professional Services	-	240,000	550,000		550,000
224-30-13-55700	13	55700	Facilities Rental	-	26,000	60,000		60,000
233-30-13-58001	13	58001	19-AHSC-12771	-	59,400	-		-
234-30-13-58251	13	58251	2016-HOME-11386	25,267	-	-		-
234-30-13-58252	13	58252	19-HOME-14962	-	-	105,000		105,000
<b>13 Total</b>			<b>CDBG/HOME Grants</b>	<b>2,135,206</b>	<b>1,820,135</b>	<b>1,956,684</b>	<b>(11,800)</b>	<b>1,944,884</b>
250-30-14-51770	14	51770	Other Professional Services	420	-	-		-
250-30-14-58300	14	58300	Programs	(481,654)	100,000	25,000		25,000
255-30-14-50100	14	50100	Regular Salaries	61,793	76,583	77,725		77,725
255-30-14-50200	14	50200	Overtime Wages	43	-	-		-
255-30-14-50300	14	50300	Part-time & Temporary Salaries	6,210	13,200	-		-
255-30-14-50990	14	50990	Other Employee Benefits	50,356	46,577	43,695		43,695
255-30-14-51770	14	51770	Other Professional Services	7,724	30,000	15,000		15,000
255-30-14-55800	14	55800	IT Services & Maintenance	4,590	1,130	1,814		1,814
255-30-14-58300	14	58300	Programs	85,787	450,000	-		-
255-30-14-58500	14	58500	Projects	613,799	(270,257)	-		-
259-30-14-50100	14	50100	Regular Salaries	21,715	10,000	-		-
259-30-14-50990	14	50990	Other Employee Benefits	19,527	4,500	-		-
259-30-14-51770	14	51770	Other Professional Services	4,386	5,000	5,000		5,000
259-30-14-55800	14	55800	IT Services & Maintenance	-	-	-		-
259-30-14-58300	14	58300	Programs	157,592	353,000	100,000		100,000
<b>14 Total</b>			<b>Revolving Loan Funds</b>	<b>552,288</b>	<b>819,734</b>	<b>268,235</b>	<b>-</b>	<b>268,235</b>

Attachment: E. City of Arcata Fiscal Year 2022/23 Annual Budget (3911 : Adopt Budget For 2022/23)

## 2022/23 Proposed Expenditures Budget

General Ledger Line	Activity	Account	Description	2020/2021 Actuals	2021/2022 Budget	2022/2023 Department Requested	City Manager Adjustments	2022/2023 Proposed Total
244-30-35-50100	35	50100	Regular Salaries	30,311	22,634	-		-
244-30-35-50990	35	50990	Other Employee Benefits	20,676	22,542	-		-
244-30-35-51900	35	51900	Taxes & Other Fees	81	-	-		-
244-30-35-54200	35	54200	Other Department Supplies	349	-	-		-
244-30-35-55800	35	55800	IT Services & Maintenance	3,890	7,122	11,856		11,856
244-30-35-58300	35	58300	Programs	125,000	200,000	-		-
245-30-35-50100	35	50100	Regular Salaries	-	-	-		-
245-30-35-50990	35	50990	Other Employee Benefits	-	-	-		-
245-30-35-51771	35	51771	Legal Consultations	-	-	10,000		10,000
245-30-35-51790	35	51790	Other Consulting Services	-	-	150,000		150,000
245-30-35-51900	35	51900	Taxes & Other Fees	54	104	-		-
245-30-35-54200	35	54200	Other Department Supplies	203	-	-		-
245-30-35-58300	35	58300	Programs	9,641	-	-		-
<b>35 Total</b>			<b>Public Improvement Projects</b>	<b>190,205</b>	<b>252,402</b>	<b>171,856</b>	<b>-</b>	<b>171,856</b>

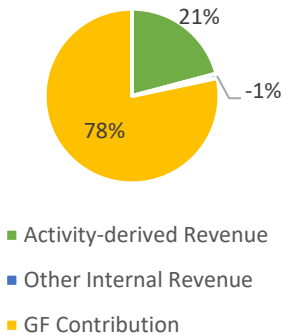
Attachment: E. City of Arcata Fiscal Year 2022/23 Annual Budget (3911 : Adopt Budget For 2022/23)



# Law Enforcement, Public Safety, & Emergency Services

*Public Safety; Parking Control; Animal Control Activities: 21; 23; 25*

Funding Sources



FUNDING SOURCES				
	Activity-derived Revenues	Contributory Revenue from Other Activities	General Fund Contribution	TOTALS:
<b>FY 20/21</b>	803,895	205,110	5,330,498	<b>\$6,339,503</b>
<b>FY 21/22</b>	1,218,261	(7,000)	5,876,145	<b>\$7,087,406</b>
<b>FY 22/23</b>	1,667,155	(67,000)	6,257,566	<b>\$7,857,721</b>

APPROPRIATIONS						
	Personnel	Materials & Services	Capital Projects	Debt Services	Interfund/Intergovt Payments	TOTALS:
<b>FY 20/21</b>	5,647,902	272,143	33,601	-	318,802	<b>\$6,272,449</b>
<b>FY 21/22</b>	6,155,609	434,094	161,349	-	336,304	<b>\$7,087,356</b>
<b>FY 22/23</b>	6,671,957	439,572	589,849	-	376,842	<b>\$8,132,220</b>

## Budgeted Projects and Programs FY 22/23:

### Public Safety (21)

- 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.
- Establish a homeless outreach unit that works with the unsheltered to link them with services that support individualized plans to improve their quality of life.
- Assist with guiding the implementation of the Plaza Improvement Task Force's public safety recommendations.
- Foster public safety as a continual City priority.
- Foster safer conditions for pedestrian and bicycle traffic between Cal Poly Humboldt and other areas of Arcata.
- Identify the key components of a Safe Arcata Strategic Plan.
- Review the nuisance abatement process to ensure that it is transparent and meets current need.
- Work with community partners to establish the Community Ambassador Pilot Program.
- Conduct education and enforcement in support of greater traffic safety.
- Complete the Arcata Public Safety Radio System Upgrade project to increase critical communications coverage and resiliency.
- Continue to work with Mobile Intervention Services Team (MIST) clinicians to offer social services to those who are in need and work to identify sustainable funding for the MIST program.
- Dedicate more resources for recruiting and hiring to support a more fully staffed department.

**Parking Control (23)**

- Parking Enforcement
- Abandoned Vehicle Abatement
- Work with Engineering on evaluating current preferential parking zones and determine if a fourth zone is needed.

**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 Center (EOC) with updated supply list resulting from the Emergency Plan Review.



## 2022/23 Proposed Expenditures Budget

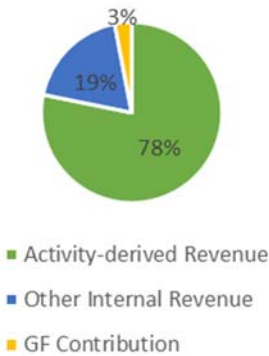
General Ledger Line	Activity	Account	Description	2020/2021 Actuals	2021/2022 Budget	2022/2023 Department Requested	City Manager Adjustments	2022/2023 Proposed Total
101-40-21-50100	21	50100	Regular Salaries	2,675,425	2,980,278	3,067,621		3,067,621
101-40-21-50200	21	50200	Overtime Wages	425,445	442,000	384,500		384,500
101-40-21-50300	21	50300	Part-time & Temporary Salaries	34,082	48,223	123,890	(78,250)	45,640
101-40-21-50990	21	50990	Other Employee Benefits	2,272,392	2,566,978	2,504,615		2,504,615
101-40-21-51200	21	51200	Communications	37,075	37,665	31,226		31,226
101-40-21-51300	21	51300	Advertising	330	29,400	7,950	(2,500)	5,450
101-40-21-51400	21	51400	Training & Conferences	798	41,625	40,225	(2,000)	38,225
101-40-21-51500	21	51500	Clothing & Personal Expenses	26,676	42,325	40,325	(3,000)	37,325
101-40-21-51600	21	51600	Memberships & Dues	1,851	2,125	10,325		10,325
101-40-21-51770	21	51770	Other Professional Services	20,001	33,210	47,160	(4,000)	43,160
101-40-21-52522	21	52522	CAD/RMS Services	38,926	82,026	61,026		61,026
101-40-21-52524	21	52524	Fingerprinting Services	19,261	35,000	35,000		35,000
101-40-21-52526	21	52526	Haz Mat Response Team	1,700	1,420	1,420		1,420
101-40-21-53100	21	53100	Postage	4,791	4,000	4,000		4,000
101-40-21-53200	21	53200	Photocopy	-	100	100		100
101-40-21-53300	21	53300	Office Supplies	15,614	20,550	22,849	(2,000)	20,849
101-40-21-53400	21	53400	Bank Service Charges	12,842	13,000	-	13,000	13,000
101-40-21-54200	21	54200	Other Department Supplies	36,454	35,075	44,575	(4,000)	40,575
101-40-21-54300	21	54300	Small Tools	72	-	-		-
101-40-21-54400	21	54400	Juvenile Diversion Supplies	2,615	4,740	4,900		4,900
101-40-21-55300	21	55300	Equipment Maintenance	35,456	47,069	71,601		71,601
101-40-21-55500	21	55500	Central Garage Charges	190,877	218,083	213,543		213,543
101-40-21-55600	21	55600	Equipment Rental	-	6,300	6,300		6,300
101-40-21-55800	21	55800	IT Services & Maintenance	59,886	50,033	83,903		83,903
101-40-21-57800	21	57800	Capital - Furniture & Equipment	33,601	161,349	364,849		364,849
204-40-21-51420	21	51420	Post Certified Courses	17,156	35,000	35,000		35,000
224-40-21-50100	21	50100	Regular Salaries	-	34,167	161,567		161,567
224-40-21-50300	21	50300	Part-time & Temporary Salaries	-	-	130,500		130,500
224-40-21-50990	21	50990	Other Employee Benefits	-	24,324	169,929		169,929
224-40-21-51500	21	51500	Clothing & Personal Expenses	-	-	1,950		1,950
224-40-21-51770	21	51770	Other Professional Services	-	30,000	-		-
224-40-21-54200	21	54200	Other Department Supplies	-	-	2,600		2,600
224-40-21-57800	21	57800	Capital - Furniture & Equipment	-	-	225,000		225,000
<b>21 Total</b>			<b>Police</b>	<b>5,963,326</b>	<b>7,026,065</b>	<b>7,898,449</b>	<b>(82,750)</b>	<b>7,815,699</b>
101-40-23-50100	23	50100	Regular Salaries	82,747	98,676	61,577		61,577
101-40-23-50200	23	50200	Overtime Wages	1,280	2,500	2,500		2,500
101-40-23-50300	23	50300	Part-time & Temporary Salaries	1,601	22,476	27,876		27,876
101-40-23-50990	23	50990	Other Employee Benefits	97,039	109,314	67,431		67,431
101-40-23-51400	23	51400	Training & Conferences	-	-	1,200		1,200
101-40-23-51500	23	51500	Clothing & Personal Expenses	-	500	500		500
101-40-23-51600	23	51600	Memberships & Dues	-	150	150		150
101-40-23-51762	23	51762	Abandoned Vehicle Removal	8,776	16,000	20,000		20,000
101-40-23-53400	23	53400	Bank Service Charges	1,417	1,500	-	1,500	1,500
101-40-23-54200	23	54200	Other Department Supplies	2,620	13,090	7,690	(1,500)	6,190
101-40-23-55500	23	55500	Central Garage Charges	13,688	13,974	19,705		19,705
101-40-23-55800	23	55800	IT Services & Maintenance	3,889	1,974	4,535		4,535
<b>23 Total</b>			<b>Parking</b>	<b>213,055</b>	<b>280,154</b>	<b>213,165</b>	<b>-</b>	<b>213,165</b>
101-40-25-50100	25	50100	Regular Salaries	27,875	28,672	31,299		31,299
101-40-25-50990	25	50990	Other Employee Benefits	15,926	16,704	16,902		16,902
101-40-25-52528	25	52528	County Animal Control	50,462	52,240	55,156		55,156
101-40-25-54200	25	54200	Other Department Supplies	190	-	-		-
101-40-25-55500	25	55500	Central Garage Charges	-	-	-		-
<b>25 Total</b>			<b>Animal Control</b>	<b>94,454</b>	<b>97,616</b>	<b>103,357</b>	<b>-</b>	<b>103,357</b>

Attachment: E. City of Arcata Fiscal Year 2022/23 Annual Budget (3911 : Adopt Budget For 2022/23)

## Building & Engineering Services

*Building; Public Works Engineering  
Activities: 31; 41*

Funding Sources



FUNDING SOURCES				
	Activity-derived Revenues	Contributory Revenue from Other Activities	General Fund Contribution	TOTALS:
<b>FY 20/21</b>	503,000	210,239	-	<b>\$713,239</b>
<b>FY 21/22</b>	822,000	31,957	165,974	<b>\$1,019,931</b>
<b>FY 22/23</b>	847,500	203,857	32,714	<b>\$1,084,071</b>

APPROPRIATIONS						
	Personnel	Materials & Services	Capital Projects	Debt Services	Interfund/Intergovt Payments	TOTALS:
<b>FY 20/21</b>	390,886	207,825	43,509	-	127,784	<b>\$770,005</b>
<b>FY 21/22</b>	614,689	197,950	52,000	-	155,292	<b>\$1,019,930</b>
<b>FY 22/23</b>	646,468	216,350	41,500	-	179,753	<b>\$1,084,071</b>

### Budgeted Projects and Programs FY 22/23:

#### 31- Building Division

- Implement online building permitting Software OpenGov
- Continue to support and strengthen in-house plan check and permit issuance processes.
- Continue timely inspections to keep projects on efficient schedules.
- Allocate time for additional Code Enforcement and nuisance abatement.
- Finalize public input and present to the City Council a Citywide Rental Inspection Program.

#### 41 – Engineering Division

- Manage the City's Capital Improvement Program.
- Plan and complete annual paving and sidewalk project (Measure G, Gas Tax and SB-1 funds).
- Plan and complete the grind out & inlay and local street paving work.
- Work with Cal Poly Humboldt to plan pedestrian improvements between campus and downtown.
- Design development and installation of improved lighting on L K Wood Blvd. north of Granite Ave. and D St. between 7<sup>th</sup> and 14<sup>th</sup> Streets.
- Complete design of citywide water line and tank construction projects, secure funds and begin construction.
- Continue streetlight replacement and maintenance.
- Continue to implement sewer lateral compliance and bike share programs.
- Continue to prioritize and implement traffic calming improvements throughout the city, including sidewalks, pedestrian crossings and bicycle improvements.
- Secure funds and begin design for phase 2 of the Plunkett Waterline Improvement Project.



- Complete Local Road Safety Program.
- Begin planning and design of 8th and 9th Streets Improvements.
- Begin Preliminary Design and Environmental Document for the Sunset Avenue and L K Wood Boulevard Improvements.
- Finalize Plans, Specifications and Estimate (PS&E) for the Old Arcata Road improvements.

In partnership with other departments:

1. Finalize plans for Shay Park – Phase 2, and begin construction.
2. Finalize plans for Redwood Park Improvements, including a bike pump track, and secure funds for construction.
3. Begin construction of Phase 1 of Arcata Wastewater Treatment Facility Upgrade Project.
4. Begin planning and design for Inflow and Infiltration Reduction Project.
5. Improve bicycle parking infrastructure in the Downtown Plaza area and other key locations.

## 2022/23 Proposed Expenditures Budget

General Ledger Line	Activity	Account	Description	2020/2021 Actuals	2021/2022 Budget	2022/2023 Department Requested	City Manager Adjustments	2022/2023 Proposed Total
101-30-31-50100	31	50100	Regular Salaries	159,901	245,216	266,304		266,304
101-30-31-50200	31	50200	Overtime Wages	167	1,000	1,000		1,000
101-30-31-50300	31	50300	Part-time & Temporary Salaries	4,991	40,000	7,000	(5,000)	2,000
101-30-31-50990	31	50990	Other Employee Benefits	66,588	120,597	144,802		144,802
101-30-31-51200	31	51200	Communications	-	-	-		-
101-30-31-51400	31	51400	Training & Conferences	1,405	4,000	7,000	(1,500)	5,500
101-30-31-51500	31	51500	Clothing & Personal Expenses	287	300	400		400
101-30-31-51600	31	51600	Memberships & Dues	-	400	400		400
101-30-31-51722	31	51722	Plan Check Services	95,187	50,000	50,000		50,000
101-30-31-51770	31	51770	Other Professional Services	1,969	5,000	5,000	(2,500)	2,500
101-30-31-53100	31	53100	Postage	162	500	1,000	(500)	500
101-30-31-53200	31	53200	Photocopy	-	-	-		-
101-30-31-53300	31	53300	Office Supplies	583	1,500	1,500		1,500
101-30-31-53400	31	53400	Bank Service Charges	6,018	6,100	-	6,100	6,100
101-30-31-54200	31	54200	Other Department Supplies	167	1,000	1,000	(500)	500
101-30-31-54300	31	54300	Small Tools	87	1,500	1,500	(500)	1,000
101-30-31-55500	31	55500	Central Garage Charges	5,097	5,544	4,578		4,578
101-30-31-55800	31	55800	IT Services & Maintenance	11,679	8,776	12,797		12,797
101-30-31-55900	31	55900	Overhead	71,510	84,680	87,380		87,380
101-30-31-57800	31	57800	Capital - Furniture & Equipmen	28,381	98,293	31,000	(10,000)	21,000
<b>31 Total</b>			<b>Building Regulation</b>	<b>454,178</b>	<b>674,406</b>	<b>622,660</b>	<b>(14,400)</b>	<b>608,260</b>
101-50-41-50100	41	50100	Regular Salaries	101,959	124,148	141,730		141,730
101-50-41-50200	41	50200	Overtime Wages	251	2,500	2,600		2,600
101-50-41-50300	41	50300	Part-time & Temporary Salaries	12,549	28,750	34,500	(10,000)	24,500
101-50-41-50990	41	50990	Other Employee Benefits	43,145	69,999	63,532		63,532
101-50-41-51100	41	51100	Utilities	75,587	85,000	85,000		85,000
101-50-41-51200	41	51200	Communications	-	-	-		-
101-50-41-51400	41	51400	Training & Conferences	940	10,500	9,000	(2,000)	7,000
101-50-41-51500	41	51500	Clothing & Personal Expenses	601	1,000	1,500	(500)	1,000
101-50-41-51600	41	51600	Memberships & Dues	390	550	550		550
101-50-41-51770	41	51770	Other Professional Services	3,023	5,500	21,500	(20,000)	1,500
101-50-41-53100	41	53100	Postage	369	1,500	1,500	(500)	1,000
101-50-41-53200	41	53200	Photocopy	11	-	-		-
101-50-41-53300	41	53300	Office Supplies	1,000	1,200	1,400		1,400
101-50-41-53400	41	53400	Bank Service Charges	761	1,000	-	1,000	1,000
101-50-41-54200	41	54200	Other Department Supplies	1,007	3,500	3,000		3,000
101-50-41-54300	41	54300	Small Tools	869	1,500	17,000		17,000
101-50-41-55300	41	55300	Equipment Maintenance	5,500	6,500	8,500		8,500
101-50-41-55310	41	55310	Street Lights Maintenance	13,612	17,000	21,000		21,000
101-50-41-55500	41	55500	Central Garage Charges	21,084	36,554	43,491		43,491
101-50-41-55800	41	55800	IT Services & Maintenance	18,414	19,738	31,507		31,507
101-50-41-57610	41	57610	Capital - Street Light Replace	14,790	15,000	10,000		10,000
101-50-41-57800	41	57800	Capital - Furniture & Equipmen	338	1,000	1,500		1,500
233-50-41-57610	41	57610	Capital- Street Light Replace	-	9,000	9,000		9,000
<b>41 Total</b>			<b>Engineering</b>	<b>316,200</b>	<b>441,439</b>	<b>507,811</b>	<b>(32,000)</b>	<b>475,811</b>

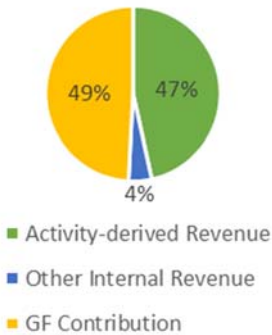
Attachment: E. City of Arcata Fiscal Year 2022/23 Annual Budget (3911 : Adopt Budget For 2022/23)



## Environmental Services – Fleet & Streets Services

*Street Construction & Maintenance; Alternative Transportation; Traffic Control; Vehicle Maintenance; Corp Yard Activities: 45; 48; 55; 57; 61*

Funding Sources



FUNDING SOURCES				
	Activity-derived Revenues	Contributory Revenue from Other Activities	General Fund Contribution	TOTALS:
<b>FY 20/21</b>	2,117,228	(75,000)	948,682	<b>\$2,990,910</b>
<b>FY 21/22</b>	4,348,430	159,987	1,889,861	<b>\$6,398,278</b>
<b>FY 22/23</b>	4,106,761	377,028	4,366,870	<b>\$8,820,659</b>

### APPROPRIATIONS

	Personnel	Materials & Services	Capital Projects	Debt Services	Interfund/Intergovt Payments	TOTALS:
<b>FY 20/21</b>	1,075,171	536,465	1,706,898	-	388,823	<b>\$3,707,357</b>
<b>FY 21/22</b>	1,152,261	1,494,886	4,079,375	-	450,665	<b>\$7,177,187</b>
<b>FY 22/23</b>	1,366,966	2,665,681	4,496,532	-	353,653	<b>\$8,882,831</b>

### Budgeted Projects and Programs FY 22/23:

- (45) 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.  
This year's projects in partnership with other departments include:
  - Complete designs for the Old Arcata Road Project.
  - Support planning and design for improvements to the Sunset Ave. and L K Wood Blvd. intersection.
  - Implement the Streetlight Improvement Project on D Street.
  - Complete design and community engagement for 8<sup>th</sup> and 9<sup>th</sup> Streets Improvements Project, to consider expanding one-way travel along 8<sup>th</sup> and 9<sup>th</sup> Street between I and K Streets per recommendations from the Plaza Improvement Task Force.
  - Advance annual complete streets and paving priorities including Boyd Road, H and G Streets and West End Road.
  - Install additional radar speed feedback signs.
- (48) Enhance the City's Alternative Transportation Network to support safe walking and biking.
  - 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
- Install new bike share docking stations and continue to maintain the bike share program in conjunction with Cal Poly Humboldt.
- Complete annual sidewalk improvements and regular maintenance of on-street active transportation infrastructure. Improve sidewalks on the west side of the Plaza.
- Implement secure bike parking facilities at City Hall.
- (55) 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.
- (57) Vehicle Maintenance - 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 City will also seek to replace or upgrade key fleet vehicles when budget allows to ensure delivery of core services. Support conversion to emission-free fleet vehicles, where feasible.
- (61) Corp Yard – Maintenance of City facilities at the corporation yard to support the Streets and Utilities Division. Continue shifting of equipment to alternative corporation yard site, ahead of construction of the AWTF Upgrade Project, Phase I.



*New two-stage turn queue bike box at a G St intersection.*



## 2022/23 Proposed Expenditures Budget

General Ledger Line	Activity	Account	Description	2020/2021 Actuals	2021/2022 Budget	2022/2023 Department Requested	City Manager Adjustments	2022/2023 Proposed Total
101-50-45-51770	45	51770	Other Professional Services	3,177	150,000	150,000		150,000
101-50-45-57601	45	57601	Capital - Pavement Master Plan	375,000	1,150,000	2,321,412	(650,000)	1,671,412
207-50-45-50100	45	50100	Regular Salaries	249,638	263,907	305,708		305,708
207-50-45-50200	45	50200	Overtime Wages	5,635	5,000	6,000	(1,000)	5,000
207-50-45-50300	45	50300	Part-time & Temporary Salaries	9,675	9,030	19,876	-	19,876
207-50-45-50990	45	50990	Other Employee Benefits	183,957	219,293	245,571		245,571
207-50-45-51200	45	51200	Communications	-	-	-		-
207-50-45-51400	45	51400	Training & Conferences	3,917	10,300	20,300	(5,000)	15,300
207-50-45-51500	45	51500	Clothing & Personal Expenses	4,948	8,900	8,900	(2,000)	6,900
207-50-45-51600	45	51600	Memberships & Dues	139	400	400		400
207-50-45-51770	45	51770	Other Professional Services	167	60,200	105,700	(50,000)	55,700
207-50-45-51900	45	51900	Taxes & Other Fees	108	208	208		208
207-50-45-53300	45	53300	Office Supplies	919	410	1,000	(300)	700
207-50-45-53600	45	53600	Janitorial & Household Supplie	847	1,292	1,500	(200)	1,300
207-50-45-53800	45	53800	Cement Gravel Sand & Asphalt	110,990	192,000	271,500	(21,000)	250,500
207-50-45-54200	45	54200	Other Department Supplies	9,820	14,500	11,000		11,000
207-50-45-54300	45	54300	Small Tools	5,895	6,000	15,500	(5,000)	10,500
207-50-45-54700	45	54700	Fuels & Lubricants	175	1,200	3,100		3,100
207-50-45-55300	45	55300	Equipment Maintenance	1,327	3,500	2,500		2,500
207-50-45-55500	45	55500	Central Garage Charges	93,407	140,776	92,936		92,936
207-50-45-55600	45	55600	Equipment Rental	3,133	35,000	65,000	(20,000)	45,000
207-50-45-55800	45	55800	IT Services & Maintenance	7,827	10,830	15,826		15,826
207-50-45-55900	45	55900	Overhead	55,680	58,600	65,930		65,930
207-50-45-57600	45	57600	Capital - Other Improvements	940,475	557,000	125,000	(75,000)	50,000
207-50-45-57800	45	57800	Capital - Furniture & Equipmen	13,042	8,500	5,000	(1,000)	4,000
208-50-45-57600	45	57600	Capital - Other Improvements	-	350,000	392,000		392,000
210-50-45-51770	45	51770	Other Professional Services	-	206,000	992,029		992,029
219-50-45-57600	45	57600	Capital - Other Improvements	234,456	202,269	115,000		115,000
224-50-45-50100	45	50100	Regular Salaries	-	12,375	30,888		30,888
224-50-45-50990	45	50990	Other Employee Benefits	-	9,898	23,704		23,704
224-50-45-51770	45	51770	Other Professional Services	-	-	50,000		50,000
224-50-45-57601	45	57601	Capital - Pavement Master Plan	-	-	350,000		350,000
231-50-45-51770	45	51770	Other Professional Services	-	50,000	50,000		50,000
231-50-45-57600	45	57600	Capital- Other Improvements	-	-	705,000		705,000
232-50-45-57600	45	57600	Capital- Other Improvements	3,095	1,400,000	-		-
233-50-45-57600	45	57600	Capital- Other Improvements	-	32,500	90,000		90,000
<b>45 Total</b>			<b>Streets</b>	<b>2,317,449</b>	<b>5,169,888</b>	<b>6,658,487</b>	<b>(830,500)</b>	<b>5,827,987</b>
207-50-48-50100	48	50100	Regular Salaries	89,607	79,966	77,208		77,208
207-50-48-50200	48	50200	Overtime Wages	854	1,000	1,000		1,000
207-50-48-50300	48	50300	Part-time & Temporary Salaries	1,661	28,350	28,210		28,210
207-50-48-50990	48	50990	Other Employee Benefits	43,802	49,917	52,715		52,715
207-50-48-51200	48	51200	Communications	2	-	-		-
207-50-48-51770	48	51770	Other Professional Services	47,367	51,486	5,700		5,700
207-50-48-53100	48	53100	Postage	-	500	-		-
207-50-48-53800	48	53800	Cement Gravel Sand & Asphalt	4,000	5,000	10,000		10,000
207-50-48-54200	48	54200	Other Department Supplies	1,478	1,100	21,100	(10,000)	11,100
207-50-48-55300	48	55300	Equipment Maintenance	-	600	600		600
207-50-48-55500	48	55500	Central Garage Charges	21,307	22,816	14,685		14,685
207-50-48-55800	48	55800	IT Services & Maintenance	4,357	7,616	13,160		13,160
207-50-48-57600	48	57600	Capital - Other Improvements	120,431	98,000	178,000	(50,000)	128,000
207-50-48-57800	48	57800	Capital - Furniture & Equipmen	-	-	20,000	(20,000)	-
210-50-48-51770	48	51770	Other Professional Services	-	72,000	282,000		282,000
224-50-48-50100	48	50100	Regular Salaries	-	1,086	2,710		2,710
224-50-48-50990	48	50990	Other Employee Benefits	-	869	2,079		2,079
224-50-48-57600	48	57600	Capital - Other Improvements	-	-	50,000		50,000
224-50-48-57800	48	57800	Capital - Furniture & Equipmen	-	-	20,000		20,000
233-50-48-51770	48	51770	Other Professional Services	-	178,500	171,500		171,500
233-50-48-57600	48	57600	Capital- Other Improvements	-	231,675	231,675		231,675
<b>48 Total</b>			<b>Alternative Transportation</b>	<b>334,866</b>	<b>830,480</b>	<b>1,182,342</b>	<b>(80,000)</b>	<b>1,102,342</b>

Attachment: E. City of Arcata Fiscal Year 2022/23 Annual Budget (3911 : Adopt Budget For 2022/23)

## 2022/23 Proposed Expenditures Budget

General Ledger Line	Activity	Account	Description	2020/2021 Actuals	2021/2022 Budget	2022/2023 Department Requested	City Manager Adjustments	2022/2023 Proposed Total
209-50-55-50100	55	50100	Regular Salaries	87,054	90,616	95,722		95,722
209-50-55-50200	55	50200	Overtime Wages	2,130	2,500	2,500		2,500
209-50-55-50300	55	50300	Part-time & Temporary Salaries	-	4,870	5,955	(1,000)	4,955
209-50-55-50990	55	50990	Other Employee Benefits	89,104	95,048	108,507		108,507
209-50-55-51200	55	51200	Communications	-	-	-		-
209-50-55-51400	55	51400	Training & Conferences	-	300	300		300
209-50-55-51770	55	51770	Other Professional Services	800	15,000	16,500	(1,000)	15,500
209-50-55-53500	55	53500	Chemicals & Lab Supplies	145	-	-		-
209-50-55-54200	55	54200	Other Department Supplies	45,940	44,400	51,400	(5,000)	46,400
209-50-55-54300	55	54300	Small Tools	297	500	500		500
209-50-55-55300	55	55300	Equipment Maintenance	940	1,300	1,300		1,300
209-50-55-55320	55	55320	Parking Meter Maintenance	3,995	7,200	7,200	(1,000)	6,200
209-50-55-55400	55	55400	Building/Grounds Maintenance	46	500	1,000		1,000
209-50-55-55500	55	55500	Central Garage Charges	20,521	19,421	16,502		16,502
209-50-55-55800	55	55800	IT Services & Maintenance	6,912	9,563	15,148		15,148
209-50-55-57800	55	57800	Capital - Furniture & Equipmen	11,400	-	-		-
224-50-55-50100	55	50100	Regular Salaries	-	1,086	2,814		2,814
224-50-55-50990	55	50990	Other Employee Benefits	-	869	2,087		2,087
<b>55 Total</b>			<b>Traffic Control</b>	<b>269,284</b>	<b>293,172</b>	<b>327,435</b>	<b>(8,000)</b>	<b>319,435</b>
771-50-57-50100	57	50100	Regular Salaries	135,482	147,034	150,609		150,609
771-50-57-50200	57	50200	Overtime Wages	977	750	750		750
771-50-57-50300	57	50300	Part-time & Temporary Salaries	-	6,416	13,131		13,131
771-50-57-50990	57	50990	Other Employee Benefits	132,668	142,379	151,983		151,983
771-50-57-51200	57	51200	Communications	-	-	-		-
771-50-57-51400	57	51400	Training & Conferences	-	2,300	3,500		3,500
771-50-57-51500	57	51500	Clothing & Personal Expenses	4,281	5,000	6,000		6,000
771-50-57-51770	57	51770	Other Professional Services	16,392	19,800	27,150	(5,000)	22,150
771-50-57-51900	57	51900	Taxes & Other Fees	-	5,705	-		-
771-50-57-52000	57	52000	Insurance	125,680	127,395	127,395		127,395
771-50-57-53300	57	53300	Office Supplies	938	1,000	1,000	(500)	500
771-50-57-53500	57	53500	Chemicals & Lab Supplies	2,247	2,500	3,000		3,000
771-50-57-53600	57	53600	Janitorial & Household Supplie	254	400	500		500
771-50-57-54200	57	54200	Other Department Supplies	3,563	2,000	2,000		2,000
771-50-57-54300	57	54300	Small Tools	1,500	1,500	1,500		1,500
771-50-57-54400	57	54400	Vehicle & Mobile Equip Parts	63,177	64,500	80,000	(5,000)	75,000
771-50-57-54600	57	54600	Tires & Tubes	20,324	25,000	28,000		28,000
771-50-57-54700	57	54700	Fuels & Lubricants	144,201	215,000	300,000		300,000
771-50-57-55100	57	55100	Vehicle Repair & Maintenance	27,182	42,000	70,000	(15,000)	55,000
771-50-57-55300	57	55300	Equipment Maintenance	1,510	1,500	1,500		1,500
771-50-57-55500	57	55500	Central Garage Charges	39,670	38,766	-		-
771-50-57-55800	57	55800	IT Services & Maintenance	4,123	2,136	1,194		1,194
771-50-57-57800	57	57800	Capital - Furniture & Equipmen	8,999	20,700	18,250		18,250
771-50-57-57900	57	57900	Capital - Vehicles	-	485,442	1,512,995	(1,039,800)	473,195
<b>57 Total</b>			<b>Vehicle Maintenance</b>	<b>733,167</b>	<b>1,359,223</b>	<b>2,500,457</b>	<b>(1,065,300)</b>	<b>1,435,157</b>
101-50-61-50100	61	50100	Regular Salaries	23,795	13,414	21,889		21,889
101-50-61-50200	61	50200	Overtime Wages	784	800	800		800
101-50-61-50300	61	50300	Part-time & Temporary Salaries	2,285	3,500	-		-
101-50-61-50990	61	50990	Other Employee Benefits	13,112	11,234	16,551		16,551
101-50-61-51900	61	51900	Taxes & Other Fees	324	810	-		-
101-50-61-54200	61	54200	Other Department Supplies	753	-	-		-
101-50-61-55400	61	55400	Building/Grounds Maintenance	3,965	1,190	5,000	(1,500)	3,500
101-50-61-55500	61	55500	Central Garage Charges	5,327	5,704	7,057		7,057
101-50-61-55800	61	55800	IT Services & Maintenance	3,579	1,338	113		113
101-50-61-57300	61	57300	Capital - Buildings & Structur	-	72,000	51,000	(15,000)	36,000
101-50-61-57800	61	57800	Capital - Furniture & Equipmen	-	112,000	112,000		112,000
<b>61 Total</b>			<b>Corporation Yard</b>	<b>53,923</b>	<b>221,990</b>	<b>214,410</b>	<b>(16,500)</b>	<b>197,910</b>

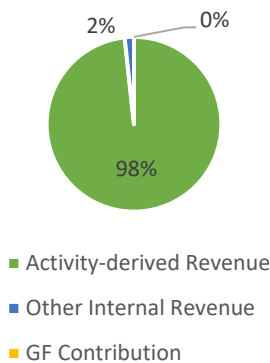
Attachment: E. City of Arcata Fiscal Year 2022/23 Annual Budget (3911 : Adopt Budget For 2022/23)



## Environmental Services – Natural Resources & Sustainability Programs

*Stormwater; Confined Drainage Ways; Energy;  
Solid Waste; Forest Management  
Activities: 51; 52; 70; 73; 87*

Funding Sources



FUNDING SOURCES				
	Activity-derived Revenues	Contributory Revenue from Other Activities	General Fund Contribution	TOTALS:
<b>FY 20/21</b>	1,534,969	130,000	28,430	<b>\$1,693,399</b>
<b>FY 21/22</b>	1,214,080	424,189	125,000	<b>\$1,763,269</b>
<b>FY 22/23</b>	1,435,053	25,000	-	<b>\$1,460,053</b>

APPROPRIATIONS						
	Personnel	Materials & Services	Capital Projects	Other Programs	Interfund/Inter govt Payments	TOTALS:
<b>FY 20/21</b>	686,589	244,897	95,235	-	372,418	<b>\$1,399,139</b>
<b>FY 21/22</b>	735,391	375,211	278,892	-	401,622	<b>\$1,791,117</b>
<b>FY 22/23</b>	805,139	427,588	386,860	49,718	384,590	<b>\$2,053,895</b>

### Budgeted Projects and Programs FY 22/23:

- 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.
- Sustainability programs and policies: implementation of the Zero Waste Action Plan, Municipal Separate Storm Sewer System Permit Program, Forest Management Plan, and the Greenhouse Gas Reduction Plan. PT employees staff the Arcata Marsh Interpretive Center and assist with implementation of Zero Waste and Energy programs as well as food waste prevention, recycling, habitat and stormwater (drainage) related grant funding.
- Significant efforts planned for this year include:
  - Determine a preferred implementation plan for SB 1383 – Short-lived Climate Pollutants (SLCP) and organic waste reductions.
  - Finalize, adopt, and begin implementation of the regional Climate Action Plan.
  - Adopt an All-Electric Ordinance to phase out natural gas in new construction.
  - Complete the Arcata Ridge Trail and Fickle Hill Road crossing, improvements to the Margaret Lane trailhead and an alternative trail to Trail 9.
  - Manage USFWS grants for Aldergrove Marsh Restoration, North Jacoby Planting and Beith Livestock Crossing.
  - Pursue monitoring and project planning for Janes Creek to advance multi-benefit habitat enhancement and stormwater management projects.
  - Adopt an update to the Arcata Community Forest Management Plan.

*Janes Creek and Alliance Fish Passage improvement project*



*Memorial Bench freshly installed on Trail 5 by NR crew*





## 2022/23 Proposed Expenditures Budget

General Ledger Line	Activity	Account	Description	2020/2021 Actuals	2021/2022 Budget	2022/2023 Department Requested	City Manager Adjustments	2022/2023 Proposed Total
233-60-51-57600	51	57600	Capital- Other Improvements	-	57,500	-		-
666-60-51-50100	51	50100	Regular Salaries	125,945	119,171	121,713		121,713
666-60-51-50200	51	50200	Overtime Wages	82	300	300		300
666-60-51-50300	51	50300	Part-time & Temporary Salaries	20,903	23,179	26,949		26,949
666-60-51-50990	51	50990	Other Employee Benefits	79,653	87,711	90,764		90,764
666-60-51-51100	51	51100	Utilities	279	1,550	250		250
666-60-51-51200	51	51200	Communications	-	-	-		-
666-60-51-51400	51	51400	Training & Conferences	512	800	1,600		1,600
666-60-51-51500	51	51500	Clothing & Personal Expenses	(67)	550	550		550
666-60-51-51600	51	51600	Memberships & Dues	-	660	660		660
666-60-51-51770	51	51770	Other Professional Services	-	9,600	62,900		62,900
666-60-51-51900	51	51900	Taxes & Other Fees	2,138	21,177	23,995		23,995
666-60-51-52000	51	52000	Insurance	17,734	12,074	30,677		30,677
666-60-51-53100	51	53100	Postage	83	350	350		350
666-60-51-53200	51	53200	Photocopy	10	150	150		150
666-60-51-53300	51	53300	Office Supplies	11	400	400		400
666-60-51-54200	51	54200	Other Department Supplies	2,359	5,600	5,600		5,600
666-60-51-54300	51	54300	Small Tools	330	450	450		450
666-60-51-54700	51	54700	Fuels & Lubricants	-	200	200		200
666-60-51-55300	51	55300	Equipment Maintenance	299	250	250		250
666-60-51-55400	51	55400	Building/Grounds Maintenance	47	2,600	10,600		10,600
666-60-51-55500	51	55500	Central Garage Charges	23,844	26,462	46,603		46,603
666-60-51-55600	51	55600	Equipment Rental	-	2,000	2,000		2,000
666-60-51-55800	51	55800	IT Services & Maintenance	6,274	8,617	8,617	(8,617)	-
666-60-51-55900	51	55900	Overhead	-	-	-		-
666-60-51-57200	51	57200	Capital - Property Acquisition	-	-	5,000		5,000
666-60-51-57300	51	57300	Capital - Buildings & Structures	-	1,000	1,000		1,000
666-60-51-57400	51	57400	Capital - ROW & Easements	1,905	3,000	3,000		3,000
666-60-51-57600	51	57600	Capital - Other Improvements	35,668	-	30,000		30,000
666-60-51-57601	51	57601	Capital- USFWS Aldergrove	-	15,738	8,360		8,360
666-60-51-57602	51	57602	Capital- USFWS Batini Culvert	-	20,196	-		-
666-60-51-57603	51	57603	Capital- USFWS Beith	-	-	19,000		19,000
666-60-51-57605	51	57605	Capital- USFWS Janes at Allian	-	15,468	-		-
666-60-51-57606	51	57606	Capital- USFWS North Jacoby	-	9,000	7,500		7,500
<b>51 Total</b>			<b>Stormwater Management</b>	<b>318,008</b>	<b>445,753</b>	<b>509,439</b>	<b>(8,617)</b>	<b>500,822</b>

Attachment: E. City of Arcata Fiscal Year 2022/23 Annual Budget (3911 : Adopt Budget For 2022/23)

## 2022/23 Proposed Expenditures Budget

General Ledger Line	Activity	Account	Description	2020/2021 Actuals	2021/2022 Budget	2022/2023 Department Requested	City Manager Adjustments	2022/2023 Proposed Total
224-50-52-50100	52	50100	Regular Salaries		1,737	4,335		4,335
224-50-52-50990	52	50990	Other Employee Benefits		1,390	3,326		3,326
666-50-52-50100	52	50100	Regular Salaries	56,691	57,279	56,578		56,578
666-50-52-50200	52	50200	Overtime Wages	1,089	1,000	1,000		1,000
666-50-52-50300	52	50300	Part-time & Temporary Salaries	-	-	-		-
666-50-52-50990	52	50990	Other Employee Benefits	47,541	54,579	49,869		49,869
666-50-52-51200	52	51200	Communications	-	-	-		-
666-50-52-51500	52	51500	Clothing & Personal Expenses	-	300	500		500
666-50-52-51770	52	51770	Other Professional Services	1,009	1,000	1,000		1,000
666-50-52-52000	52	52000	Insurance	9,458	6,037	9,304		9,304.00
666-50-52-53300	52	53300	Office Supplies	195	200	200		200
666-50-52-53800	52	53800	Cement Gravel Sand & Asphalt	-	2,250	3,000		3,000
666-50-52-53900	52	53900	Pipes Valves & Fittings	2,268	6,500	12,500	(2,000)	10,500
666-50-52-54200	52	54200	Other Department Supplies	894	7,250	9,250	(1,000)	8,250
666-50-52-54300	52	54300	Small Tools	152	400	500		500
666-50-52-55500	52	55500	Central Garage Charges	56,828	78,612	55,920		55,920.00
666-50-52-55600	52	55600	Equipment Rental	-	1,000	1,000	(500)	500
666-50-52-55800	52	55800	IT Services & Maintenance	4,875	7,923	-		-
666-50-52-55900	52	55900	Overhead	28,390	-	-		-
666-50-52-57200	52	57200	Capital - Property Acquisition	-	500	500		500
666-50-52-57300	52	57300	Capital - Buildings & Structur	-	1,500	1,500		1,500
666-50-52-57400	52	57400	Capital - ROW & Easements	-	3,500	3,500		3,500
666-50-52-57500	52	57500	Capital - Underground Faciliti	16,236	16,500	86,500		86,500
666-50-52-57600	52	57600	Capital - Other Improvements	-	1,000	1,000		1,000
<b>52 Total</b>			<b>Confined Drainage Ways</b>	<b>225,625</b>	<b>250,458</b>	<b>301,282</b>	<b>(3,500)</b>	<b>297,782</b>

Attachment: E. City of Arcata Fiscal Year 2022/23 Annual Budget (3911 : Adopt Budget For 2022/23)



## 2022/23 Proposed Expenditures Budget

General Ledger Line	Activity	Account	Description	2020/2021 Actuals	2021/2022 Budget	2022/2023 Department Requested	City Manager Adjustments	2022/2023 Proposed Total
101-60-70-50100	70	50100	Regular Salaries	44,758	35,039	36,672		36,672
101-60-70-50300	70	50300	Part-time & Temporary Salaries	2,835	5,119	5,293		5,293
101-60-70-50990	70	50990	Other Employee Benefits	21,598	19,890	23,294		23,294
101-60-70-51200	70	51200	Communications	-	-	-		-
101-60-70-51400	70	51400	Training & Conferences	-	500	500		500
101-60-70-51600	70	51600	Memberships & Dues	500	-	500		500
101-60-70-51770	70	51770	Other Professional Services	-	5,000	5,000	(5,000)	-
101-60-70-53100	70	53100	Postage	1	150	6,150		6,150
101-60-70-53200	70	53200	Photocopy	30	150	150		150
101-60-70-53300	70	53300	Office Supplies	197	470	300		300
101-60-70-54200	70	54200	Other Department Supplies	-	1,100	1,500		1,500
101-60-70-55300	70	55300	Equipment Maintenance	-	200	200		200
101-60-70-55500	70	55500	Central Garage Charges	2,981	1,508	2,517		2,517
101-60-70-55800	70	55800	IT Services & Maintenance	4,891	7,630	13,671		13,671
101-60-70-57800	70	57800	Capital - Furniture & Equipment	3,701	-	10,000	(10,000)	-
224-60-70-51770	70	51770	Other Prof. Services	-	-	12,500		12,500
224-60-70-57800	70	57800	Capital - Furniture & Equipment	-	-	10,000		10,000
661-60-70-54200	70	54200	Other Department Supplies	191	-	-		-
<b>70 Total</b>			<b>Energy Management</b>	<b>81,682</b>	<b>76,757</b>	<b>128,248</b>	<b>(15,000)</b>	<b>113,248</b>
224-60-73-50100	73	50100	Regular Salaries	-	801	1,904		1,904
224-60-73-50990	73	50990	Other Employee Benefits	-	795	985		985
664-60-73-50100	73	50100	Regular Salaries	118,341	109,155	120,525		120,525
664-60-73-50200	73	50200	Overtime Wages	79	-	-		-
664-60-73-50300	73	50300	Part-time & Temporary Salaries	23,372	58,085	66,485		66,485
664-60-73-50990	73	50990	Other Employee Benefits	70,561	73,208	78,765		78,765
664-60-73-51100	73	51100	Utilities	1	-	-		-
664-60-73-51200	73	51200	Communications	-	-	-		-
664-60-73-51300	73	51300	Advertising	139	1,000	1,000		1,000
664-60-73-51400	73	51400	Training & Conferences	-	500	500		500
664-60-73-51500	73	51500	Clothing & Personal Expenses	-	250	250		250
664-60-73-51752	73	51752	Delinq. Acct Pmts to Recology	6,108	7,000	-		-
664-60-73-51754	73	51754	Compost/Brush Chipping	68,133	88,000	80,000		80,000
664-60-73-51770	73	51770	Other Professional Services	2,362	20,000	10,000		10,000
664-60-73-52000	73	52000	Insurance	9,458	12,076	30,683		30,683.00
664-60-73-52526	73	52526	Haz Mat Response Team	619	700	700		700
664-60-73-53100	73	53100	Postage	359	1,000	1,000		1,000
664-60-73-53200	73	53200	Photocopy	67	500	500		500
664-60-73-53300	73	53300	Office Supplies	206	250	250		250
664-60-73-54200	73	54200	Other Department Supplies	2,835	10,911	10,000		10,000
664-60-73-54300	73	54300	Small Tools	42	250	250		250
664-60-73-54453	73	54453	State Recycling Grants Oil Exp	3,800	-	-		-
664-60-73-54454	73	54454	State Recycling Grants Bev Exp	-	10,000	10,000		10,000
664-60-73-54455	73	54455	Food Waste Grant Expenditures	79,651	61,551	39,718		39,718
664-60-73-55500	73	55500	Central Garage Charges	5,961	6,616	8,749		8,749.00
664-60-73-55800	73	55800	IT Services & Maintenance	6,765	9,108	16,141		16,140.73
664-60-73-55900	73	55900	Overhead	50,310	55,830	58,920		58,920.00
664-60-73-57600	73	57600	Capital - Other Improvements	-	-	20,000		20,000
<b>73 Total</b>			<b>Solid Waste</b>	<b>449,169</b>	<b>527,586</b>	<b>557,325</b>	<b>-</b>	<b>557,325</b>

Attachment: E. City of Arcata Fiscal Year 2022/23 Annual Budget (3911 : Adopt Budget For 2022/23)

## 2022/23 Proposed Expenditures Budget

General Ledger Line	Activity	Account	Description	2020/2021 Actuals	2021/2022 Budget	2022/2023 Department Requested	City Manager Adjustments	2022/2023 Proposed Total
205-60-87-50100	87	50100	Regular Salaries	26,383	28,397	42,804		42,804
205-60-87-50200	87	50200	Overtime Wages	1,749	-	-		-
205-60-87-50300	87	50300	Part-time & Temporary Salaries	12,554	37,773	34,169		34,169
205-60-87-50990	87	50990	Other Employee Benefits	30,466	31,786	39,408		39,408
205-60-87-51200	87	51200	Communications	-	-	-		-
205-60-87-51400	87	51400	Training & Conferences	479	600	600		600
205-60-87-51500	87	51500	Clothing & Personal Expenses	1	800	500		500
205-60-87-51600	87	51600	Memberships & Dues	353	400	400		400
205-60-87-51720	87	51720	Other Technical Services	5,150	15,000	6,940		6,940
205-60-87-51736	87	51736	Carbon Survey/Verification	2,650	3,500	8,000		8,000
205-60-87-51765	87	51765	Logging Contractor	125,599	-	129,000		129,000
205-60-87-51770	87	51770	Other Professional Services	1,231	5,200	1,300		1,300
205-60-87-51771	87	51771	Legal Consultations	1,011	2,000	1,000		1,000
205-60-87-51900	87	51900	Taxes & Other Fees	7,794	5,761	9,409		9,409
205-60-87-51910	87	51910	Certification Fee	126	500	520		520
205-60-87-52000	87	52000	Insurance	9,458	12,076	30,607		30,607
205-60-87-52020	87	52020	CDF Fire Insurance	-	350	-		-
205-60-87-53100	87	53100	Postage	75	350	100		100
205-60-87-53200	87	53200	Photocopy	141	350	100		100
205-60-87-54200	87	54200	Other Department Supplies	20,645	22,300	25,500		25,500
205-60-87-54300	87	54300	Small Tools	382	1,350	1,000		1,000
205-60-87-55300	87	55300	Equipment Maintenance	-	1,370	300		300
205-60-87-55500	87	55500	Central Garage Charges	11,091	12,062	32,141		32,141
205-60-87-55800	87	55800	IT Services & Maintenance	5,581	1,614	4,963	(4,964)	(4,964)
205-60-87-55900	87	55900	Overhead	25,010	30,590	60,920	(30,000)	30,920
205-60-87-57200	87	57200	Capital - Property Acquisition	-	-	-		-
205-60-87-57400	87	57400	Capital - ROW & Easements	1,165	-	-		-
205-60-87-57600	87	57600	Capital - Other Improvements	36,560	150,000	190,000		190,000
<b>87 Total</b>			<b>Forest Management</b>	<b>325,654</b>	<b>364,129</b>	<b>619,682</b>	<b>(34,964)</b>	<b>584,718</b>

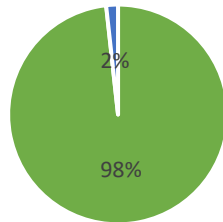
Attachment: E. City of Arcata Fiscal Year 2022/23 Annual Budget (3911 : Adopt Budget For 2022/23)



## Environmental Services – Water Services

*Water Distribution Maintenance and Water  
Treatment & Distribution  
Activities: 63 and 64*

Funding Sources



■ Activity-derived Revenue  
■ Other Internal Revenue

FUNDING SOURCES				
	Activity- derived Revenues	Contributory Revenue from Other Activities	General Fund Contribution	TOTALS:
<b>FY 20/21</b>	6,023,387	(90,000)	-	<b>\$5,933,387</b>
<b>FY 21/22</b>	7,048,000	(90,000)	-	<b>\$6,958,000</b>
<b>FY 22/23</b>	9,061,766	160,000	-	<b>\$9,221,766</b>

APPROPRIATIONS						
	Personnel	Materials & Services	Capital Projects	Debt Services	Interfund/Intergovt Payments	TOTALS:
<b>FY 20/21</b>	1,322,006	1,708,011	91,413	63,195	822,676	<b>\$4,007,301</b>
<b>FY 21/22</b>	1,414,416	1,849,371	4,374,080	134,157	940,407	<b>\$8,712,430</b>
<b>FY 22/23</b>	1,446,834	2,186,623	5,744,500	135,815	1,045,715	<b>\$10,559,487</b>

### Budgeted Projects and Programs FY 22/23:

- 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.
- Complete Arcata Storage Tank-1C Project, construction a new one-million-gallon steel water tank at Happy Valley.
- Continue to replace aging water lines (in part, with State funds).
- Advance Phase 2 the Plunkett Road Waterline Retrofit Project; finalize designs and land acquisition/easement and right-of-way work. Project funded through a phased Cal OES grant.
- Remove the old water Tank #8 on Panorama Drive.
- Complete refurbishment of the Heindon Well as a groundwater source for the City.



*Utilities Crew working to remove roots affecting distribution lines*



*Crew installing new lines on G St*



## 2022/23 Proposed Expenditures Budget

General Ledger Line	Activity	Account	Description	2020/2021 Actuals	2021/2022 Budget	2022/2023 Department Requested	City Manager Adjustments	2022/2023 Proposed Total
224-50-63-50100	63	50100	Regular Salaries		1,737	4,335		4,335
224-50-63-50990	63	50990	Other Employee Benefits		1,390	3,326		3,326
661-50-63-50100	63	50100	Regular Salaries	320,072	331,131	408,732		408,732
661-50-63-50200	63	50200	Overtime Wages	5,555	5,000	5,000		5,000
661-50-63-50300	63	50300	Part-time & Temporary Salaries	9,960	23,453	21,040		21,040
661-50-63-50990	63	50990	Other Employee Benefits	206,283	250,860	273,663		273,663
661-50-63-51200	63	51200	Communications	-	-	-		-
661-50-63-51400	63	51400	Training & Conferences	996	4,500	4,000		4,000
661-50-63-51500	63	51500	Clothing & Personal Expenses	1,357	1,600	1,700		1,700
661-50-63-51600	63	51600	Memberships & Dues	661	1,000	5,730		5,730
661-50-63-51770	63	51770	Other Professional Services	4,017	13,800	25,050	(5,000)	20,050
661-50-63-52000	63	52000	Insurance	82,758	111,696	172,094		172,094
661-50-63-53300	63	53300	Office Supplies	205	600	700		700
661-50-63-53400	63	53400	Bank Fees			1,500		1,500
661-50-63-53600	63	53600	Janitorial & Household Supplie	183	450	500		500
661-50-63-53800	63	53800	Cement Gravel Sand & Asphalt	11,648	28,000	51,000	(10,000)	41,000
661-50-63-53900	63	53900	Pipes Valves & Fittings	28,872	75,000	80,000		80,000
661-50-63-54200	63	54200	Other Department Supplies	8,156	7,800	8,600	(500)	8,100
661-50-63-54300	63	54300	Small Tools	4,338	4,500	5,500		5,500
661-50-63-55300	63	55300	Equipment Maintenance	3,555	6,800	9,050	(1,000)	8,050
661-50-63-55500	63	55500	Central Garage Charges	78,562	82,644	107,641		107,641
661-50-63-55600	63	55600	Equipment Rental	-	1,000	1,000		1,000
661-50-63-55800	63	55800	IT Services & Maintenance	11,236	14,822	22,368		22,368
661-50-63-55900	63	55900	Overhead	151,030	167,510	181,060		181,060
661-50-63-56100	63	56100	Interest Expense	-	-	-		-
661-50-63-56105	63	56105	1998 COP Refinance Principal	-	76,700	79,950		79,950
661-50-63-56205	63	56205	1998 COP Refinance Interest	63,195	57,457	55,865		55,865
661-50-63-57500	63	57500	Capital - Underground Faciliti	10,200	2,705,866	2,900,000		2,900,000
661-50-63-57800	63	57800	Capital - Furniture & Equipmen	3,340	21,103	6,500		6,500
<b>63 Total</b>			<b>Water Distribution Maintenance</b>	<b>1,006,180</b>	<b>3,996,419</b>	<b>4,435,903</b>	<b>(16,500)</b>	<b>4,419,403</b>

Attachment: E. City of Arcata Fiscal Year 2022/23 Annual Budget (3911 : Adopt Budget For 2022/23)

## 2022/23 Proposed Expenditures Budget

General Ledger Line	Activity	Account	Description	2020/2021 Actuals	2021/2022 Budget	2022/2023 Department Requested	City Manager Adjustments	2022/2023 Proposed Total
224-60-64-50100	64	50100	Regular Salaries	-	1,520	3,939		3,939
224-60-64-50990	64	50990	Other Employee Benefits	-	1,216	2,922		2,922
231-60-64-57500	64	57500	Capital- Underground Faciliti	-	1,285,200	1,074,244		1,074,244
661-60-64-50100	64	50100	Regular Salaries	454,451	448,989	389,562		389,562
661-60-64-50200	64	50200	Overtime Wages	10,009	8,500	9,000		9,000
661-60-64-50300	64	50300	Part-time & Temporary Salaries	9,637	34,668	35,644		35,644
661-60-64-50990	64	50990	Other Employee Benefits	302,052	348,448	289,672		289,672
661-60-64-51100	64	51100	Utilities	55,667	74,000	74,000		74,000
661-60-64-51200	64	51200	Communications	-	-	-		-
661-60-64-51300	64	51300	Advertising	-	100	100		100
661-60-64-51400	64	51400	Training & Conferences	1,929	7,860	6,600		6,600
661-60-64-51500	64	51500	Clothing & Personal Expenses	7,057	9,000	9,000	(1,000)	8,000
661-60-64-51600	64	51600	Memberships & Dues	3,302	3,550	3,550		3,550
661-60-64-51742	64	51742	Lab Testing & Analysis	6,642	8,045	7,045		7,045
661-60-64-51770	64	51770	Other Professional Services	41,035	65,475	76,200		76,200
661-60-64-51780	64	51780	Other Planning Services	23	2,000	2,000		2,000
661-60-64-51900	64	51900	Taxes & Other Fees	32,327	29,800	33,040		33,040
661-60-64-52000	64	52000	Insurance	70,935	96,604	148,838		148,838
661-60-64-52526	64	52526	Haz Mat Response Team	2,300	2,350	2,350		2,350
661-60-64-53100	64	53100	Postage	13,705	16,700	17,200		17,200
661-60-64-53200	64	53200	Photocopy	0	1,400	1,400		1,400
661-60-64-53300	64	53300	Office Supplies	466	2,750	2,750		2,750
661-60-64-53400	64	53400	Bank Service Charges	52,127	53,000	-	53,000	53,000
661-60-64-53500	64	53500	Chemicals & Lab Supplies	22,219	27,091	32,591		32,591
661-60-64-53600	64	53600	Janitorial & Household Supplie	967	1,750	1,750		1,750
661-60-64-54000	64	54000	Purchase Of Water	1,436,533	1,425,000	1,507,366		1,507,366
661-60-64-54200	64	54200	Other Department Supplies	2,583	10,000	12,000		12,000
661-60-64-54300	64	54300	Small Tools	342	4,000	4,000		4,000
661-60-64-54700	64	54700	Fuels & Lubricants	-	250	250		250
661-60-64-55300	64	55300	Equipment Maintenance	5,820	26,000	49,000		49,000
661-60-64-55400	64	55400	Building/Grounds Maintenance	754	11,500	36,500		36,500
661-60-64-55500	64	55500	Central Garage Charges	26,348	29,593	38,793		38,793
661-60-64-55600	64	55600	Equipment Rental	1,215	3,500	3,500		3,500
661-60-64-55800	64	55800	IT Services & Maintenance	17,090	18,877	27,042		27,042
661-60-64-55900	64	55900	Overhead	352,390	390,860	422,480		422,480
661-60-64-57200	64	57200	Capital - Property Acquisition	-	-	-		-
661-60-64-57300	64	57300	Capital - Buildings & Structur	22,001	36,000	10,000		10,000
661-60-64-57500	64	57500	Capital - Underground Faciliti	35,103	50,000	50,000		50,000
661-60-64-57600	64	57600	Capital - Other Improvements	16,384	312,805	1,683,756		1,683,756
661-60-64-57800	64	57800	Capital - Furniture & Equipmen	4,385	20,000	20,000		20,000
<b>64 Total</b>			<b>Water Treatment</b>	<b>3,007,797</b>	<b>4,868,401</b>	<b>6,088,083</b>	<b>52,000</b>	<b>6,140,083</b>

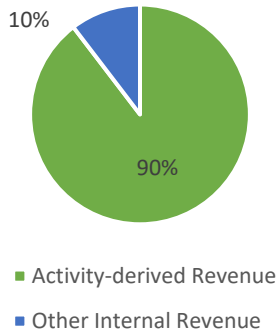
Attachment: E. City of Arcata Fiscal Year 2022/23 Annual Budget (3911 : Adopt Budget For 2022/23)



## Environmental Services – Wastewater & AMWS/AMIC Services

*Wastewater Collection and Wastewater Treatment  
Activities: 65 and 67*

Funding Sources



FUNDING SOURCES				
	Activity-derived Revenues	Contributory Revenue from Other Activities	General Fund Contribution	TOTALS:
<b>FY 20/21</b>	22,286,498	(90,000)	-	<b>\$22,196,498</b>
<b>FY 21/22</b>	7,820,341	2,248,400	-	<b>\$10,068,741</b>
<b>FY 22/23</b>	18,686,815	2,164,405	-	<b>\$20,851,220</b>

APPROPRIATIONS						
	Personnel	Materials & Services	Capital Projects	Debt Services	Interfund/Intergovt Payments	TOTALS:
<b>FY 20/21</b>	1,716,181	883,077	192,253	14,403	989,898	<b>\$3,795,812</b>
<b>FY 21/22</b>	1,861,423	1,117,256	13,095,441	180,280	1,108,709	<b>\$17,363,109</b>
<b>FY 22/23</b>	1,906,891	1,267,956	15,884,844	229,433	1,391,787	<b>\$20,680,911</b>

### Budgeted Projects and Programs FY 22/23:

- 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.

#### Construction Projects

- Initiate construction of the AWTF Upgrade Project, Phase I.
- Complete environmental documentation and preliminary engineering for a new Inflow & Infiltration project to reduce stormwater inflow and groundwater infiltration into the wastewater collection system.
- Replace and add pump/motor redundancy to the First Street Wastewater Lift Station.

### **Arcata Marsh and Wildlife Sanctuary**

- Construct new boat launch facility improvements at the end of South I Street, with a California Boating and Waterways Grant.
- Improve South I Street for walking and biking, with funding from a Humboldt Area Foundation grant.
- Support public stewardship of the Arcata Marsh and Wildlife Sanctuary.



*Arcata Wastewater Treatment Facility*



*Arcata Marsh Interpretive Center's Native Plant Garden renovation in progress*



## 2022/23 Proposed Expenditures Budget

General Ledger Line	Activity	Account	Description	2020/2021 Actuals	2021/2022 Budget	2022/2023 Department Requested	City Manager Adjustments	2022/2023 Proposed Total
224-50-65-50100	65	50100	Regular Salaries	-	1,954	5,732		5,732
224-50-65-50990	65	50990	Other Employee Benefits	-	1,563	4,184		4,184
662-50-65-50100	65	50100	Regular Salaries	318,605	356,535	400,263		400,263
662-50-65-50200	65	50200	Overtime Wages	4,579	6,000	6,000		6,000
662-50-65-50300	65	50300	Part-time & Temporary Salaries	21,143	37,589	40,936		40,936
662-50-65-50990	65	50990	Other Employee Benefits	200,322	255,765	292,156		292,156
662-50-65-51200	65	51200	Communications	-	-	-		-
662-50-65-51400	65	51400	Training & Conferences	2,917	8,900	10,000		10,000
662-50-65-51500	65	51500	Clothing & Personal Expenses	1,621	5,750	6,000		6,000
662-50-65-51600	65	51600	Memberships & Dues	295	550	4,550		4,550
662-50-65-51720	65	51720	Other Technical Services	-	2,500	18,650		18,650
662-50-65-51770	65	51770	Other Professional Services	6,917	24,600	68,250		68,250
662-50-65-52000	65	52000	Insurance	82,758	105,659	162,792		162,792
662-50-65-53800	65	53800	Cement Gravel Sand & Asphalt	10,867	35,000	49,500		49,500
662-50-65-53900	65	53900	Pipes Valves & Fittings	23,150	24,000	24,000		24,000
662-50-65-54200	65	54200	Other Department Supplies	6,181	12,000	9,500		9,500
662-50-65-54300	65	54300	Small Tools	2,121	3,000	3,500		3,500
662-50-65-55300	65	55300	Equipment Maintenance	19,014	10,343	27,500		27,500
662-50-65-55500	65	55500	Central Garage Charges	183,351	188,716	261,222		261,222
662-50-65-55600	65	55600	Equipment Rental	2,067	7,000	5,000		5,000
662-50-65-55800	65	55800	IT Services & Maintenance	10,013	13,657	20,943		20,943
662-50-65-55900	65	55900	Overhead	212,050	234,430	254,080		254,080
662-50-65-56102	65	56102	1997 Revenue Bonds	-	142,680	145,960		145,960
662-50-65-56103	65	56103	SWRCB (I&I) Principal	-	1,140,152	29,402		29,402
662-50-65-56202	65	56202	1997 Revenue Bonds	11,810	5,150	1,730		1,730
662-50-65-56203	65	56203	2021 SWRCB (I&I) Interest	-	14,309	19,922		19,922
662-50-65-57500	65	57500	Capital - Underground Faciliti	744	167,650	200,000		200,000
662-50-65-57800	65	57800	Capital - Furniture & Equipmen	10,016	244,657	4,000		4,000
<b>65 Total</b>			<b>Wastewater Collection</b>	<b>1,130,542</b>	<b>3,050,109</b>	<b>2,075,770</b>	<b>-</b>	<b>2,075,770</b>

Attachment: E. City of Arcata Fiscal Year 2022/23 Annual Budget (3911 : Adopt Budget For 2022/23)

## 2022/23 Proposed Expenditures Budget

General Ledger Line	Activity	Account	Description	2020/2021 Actuals	2021/2022 Budget	2022/2023 Department Requested	City Manager Adjustments	2022/2023 Proposed Total
224-60-67-50100	67	50100	Regular Salaries	-	218	-		-
224-60-67-50990	67	50990	Other Employee Benefits	-	174	-		-
224-60-67-57602	67	57602	Capital - South I ST Dock/Vault	-	-	120,000		120,000
662-60-67-50100	67	50100	Regular Salaries	667,530	615,091	587,616		587,616
662-60-67-50200	67	50200	Overtime Wages	10,189	9,000	9,000		9,000
662-60-67-50300	67	50300	Part-time & Temporary Salaries	38,817	131,020	142,502		142,502
662-60-67-50990	67	50990	Other Employee Benefits	449,903	475,863	418,504		418,504
662-60-67-51100	67	51100	Utilities	194,367	190,000	250,000		250,000
662-60-67-51200	67	51200	Communications	-	-	-		-
662-60-67-51400	67	51400	Training & Conferences	6,526	8,800	7,350		7,350
662-60-67-51500	67	51500	Clothing & Personal Expenses	12,048	12,500	12,500		12,500
662-60-67-51600	67	51600	Memberships & Dues	1,273	3,050	3,050		3,050
662-60-67-51720	67	51720	Other Technical Services	-	-	4,500		4,500
662-60-67-51728	67	51728	Engineering Services	52,850	85,000	70,000		70,000
662-60-67-51742	67	51742	Lab Testing & Analysis	54,160	66,968	63,968		63,968
662-60-67-51754	67	51754	Compost/Brush Chipping	62,367	85,500	85,500		85,500
662-60-67-51770	67	51770	Other Professional Services	82,281	106,684	115,584		115,584
662-60-67-51771	67	51771	Legal Consultations	-	2,060	2,060		2,060
662-60-67-51780	67	51780	Other Planning Services	10,781	11,200	11,200		11,200
662-60-67-51790	67	51790	Other Consulting Services	59,874	-	-		-
662-60-67-51900	67	51900	Taxes & Other Fees	203,597	141,999	78,456		78,456
662-60-67-52000	67	52000	Insurance	70,935	90,565	139,536		139,536
662-60-67-52526	67	52526	Haz Mat Response Team	2,300	2,769	2,369		2,369
662-60-67-53100	67	53100	Postage	20,392	24,200	24,200		24,200
662-60-67-53200	67	53200	Photocopy	73	1,400	1,400		1,400
662-60-67-53300	67	53300	Office Supplies	1,829	2,225	4,315		4,315
662-60-67-53400	67	53400	Bank Service Charges	53,862	56,635	46,635	10,000	56,635
662-60-67-53500	67	53500	Chemicals & Lab Supplies	130,958	177,900	149,900		149,900
662-60-67-53600	67	53600	Janitorial & Household Supplies	1,083	2,700	2,700		2,700
662-60-67-54200	67	54200	Other Department Supplies	7,230	23,100	18,600		18,600
662-60-67-54300	67	54300	Small Tools	428	4,000	4,000		4,000
662-60-67-54700	67	54700	Fuels & Lubricants	1,933	2,575	2,575		2,575
662-60-67-55300	67	55300	Equipment Maintenance	50,910	95,600	96,600		96,600
662-60-67-55400	67	55400	Building/Grounds Maintenance	10,091	53,000	48,000		48,000
662-60-67-55500	67	55500	Central Garage Charges	61,479	69,050	90,518		90,518
662-60-67-55600	67	55600	Equipment Rental	1,342	9,500	4,500		4,500
662-60-67-55800	67	55800	IT Services & Maintenance	24,345	26,416	34,770		34,770
662-60-67-55900	67	55900	Overhead	291,370	323,940	349,470		349,470
662-60-67-56102	67	56102	1997 Revenue Bonds	-	31,320	32,040		32,040
662-60-67-56202	67	56202	1997 Revenue Bonds	2,593	1,130	380		380
662-60-67-57200	67	57200	Capital - Property Acquisition	-	15,000	-		-
662-60-67-57300	67	57300	Capital - Buildings & Structures	4,909	47,000	56,000		56,000
662-60-67-57500	67	57500	Capital - Underground Facilities	-	-	47,430		47,430
662-60-67-57600	67	57600	Capital - Other Improvements	18,211	14,990	10,000		10,000
662-60-67-57601	67	57601	WWTP	135,906	11,710,725	14,482,752		14,482,752
662-60-67-57602	67	57602	Capital- South I ST Dock/Vault	-	483,391	539,662		539,662
662-60-67-57603	67	57603	Capital- NR/PD Move	-	10,000	50,000		50,000
662-60-67-57604	67	57604	Capital- 1 St Pump	-	325,000	325,000		325,000
662-60-67-57800	67	57800	Capital - Furniture & Equipment	22,468	103,832	50,000		50,000
<b>67 Total</b>			<b>Wastewater Treatment</b>	<b>2,821,210</b>	<b>15,653,090</b>	<b>18,595,141</b>	<b>10,000</b>	<b>18,605,141</b>

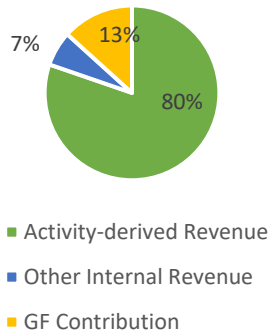
Attachment: E. City of Arcata Fiscal Year 2022/23 Annual Budget (3911 : Adopt Budget For 2022/23)



## Technological Capabilities (IT Services, Communications & GIS)

*IT Services & Maintenance; Communications & GIS; Activities: 71; 77; 79*

Funding Sources



FUNDING SOURCES				
	Activity-derived Revenues	Contributory Revenue from Other Activities	General Fund Contribution	TOTALS:
<b>FY 20/21</b>	5,800	140,722	339,785	<b>\$486,308</b>
<b>FY 21/22</b>	419,553	47,352	111,603	<b>\$578,508</b>
<b>FY 22/23</b>	592,816	47,546	98,163	<b>\$738,525</b>

APPROPRIATIONS						
	Personnel	Materials & Services	Capital Projects	Debt Services	Interfund/Intergovt Payments	TOTALS:
<b>FY 20/21</b>	288,964	145,391	22,417	-	26,092	<b>\$482,865</b>
<b>FY 21/22</b>	339,818	157,504	44,200	-	31,126	<b>\$582,648</b>
<b>FY 22/23</b>	425,430	221,249	57,700	-	31,804	<b>\$736,183</b>

### Budgeted Projects and Programs FY 22/23:

#### 71 – IT Services

- Provide the overall maintenance, enhancement and systematic replacement of the City's overall computer network structure, landline and cell phones, and main copier equipment.
- Ongoing training of staff on general computer use and software.
- Upgrade/replace older computers and hardware throughout the organization.
- Continue updates to the IT Resource and Disaster Recovery Manual.
- Continue major upgrade of the City's core server and network environment.

#### 77 – Communications

- Produce videos of upcoming and existing City projects, including a video on the City's Wastewater Treatment Plant Upgrade Project, Phase I.
- Run the technical equipment in broadcasting public meetings; including remote and hybrid meeting capabilities.

- Continue centralized production of all City Press Releases and management of City social media platforms.
- Maintain the City's website, work with community partners on the VisitArcata website, and develop media/marketing videos for City projects, as well as business/economic highlights and promotion of Arcata events and activities.
- Continue implementation of a citywide social media policy.

#### 79-GIS

- The Geographic Information System (GIS) provides digital geographic information analysis and mapping support for a variety of City functions. The GIS provides services to the public and other jurisdictions and features a public access GIS. The GIS program also maintains and updates a variety of City databases and records, including but not limited to: parcel ownership, easements, building activity, stormwater utility information, wetlands, zoning, historical sites, and water quality information.



## 2022/23 Proposed Expenditures Budget

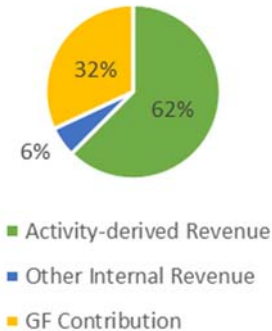
General Ledger Line	Activity	Account	Description	2020/2021 Actuals	2021/2022 Budget	2022/2023 Department Requested	City Manager Adjustments	2022/2023 Proposed Total
775-10-71-50100	71	50100	Regular Salaries	105,827	108,577	156,797		156,797
775-10-71-50990	71	50990	Other Employee Benefits	95,131	118,623	168,254		168,254
775-10-71-51200	71	51200	Communications	53,945	47,045	41,100		41,100
775-10-71-51210	71	51210	Internet & DSL	18,319	15,384	19,014		19,014
775-10-71-51400	71	51400	Training & Conferences	-	626	2,750		2,750
775-10-71-51600	71	51600	Memberships & Dues	130	360	360		360
775-10-71-51770	71	51770	Other Professional Services	14,250	28,780	37,273		37,273
775-10-71-51790	71	51790	Other Consulting Services	4,466	8,924	60,227		60,227
775-10-71-53300	71	53300	Office Supplies	19,902	17,800	15,550		15,550
775-10-71-54200	71	54200	Other Department Supplies	1,596	250	250		250
775-10-71-55300	71	55300	Equipment Maintenance	7,496	7,500	7,500		7,500
775-10-71-55800	71	55800	IT Services & Maintenance	2,961	720	-		-
775-10-71-55900	71	55900	Overhead	8,860	11,080	10,600		10,600
775-10-71-57800	71	57800	Capital - Furniture & Equipmen	22,417	72,425	57,700		57,700
<b>71 Total</b>			<b>IT Services</b>	<b>355,301</b>	<b>438,094</b>	<b>577,375</b>	<b>-</b>	<b>577,375</b>
101-10-77-50100	77	50100	Regular Salaries	27,196	28,365	42,455		42,455
101-10-77-50200	77	50200	Overtime Wages	-	-	-		-
101-10-77-50300	77	50300	Part-time & Temporary Salaries	23,250	55,093	31,984	(22,545)	9,439
101-10-77-50990	77	50990	Other Employee Benefits	22,454	25,394	37,979		37,979
101-10-77-51200	77	51200	Communications	-	-	-		-
101-10-77-51790	77	51790	Other Consulting Services	7,710	8,130	8,690		8,690
101-10-77-51791	77	51791	Consulting - Cable Franchise	4,860	4,860	4,860		4,860
101-10-77-51792	77	51792	Consulting - Video Streaming	7,152	7,200	7,200		7,200
101-10-77-54200	77	54200	Other Department Supplies	474	425	1,175		1,175
101-10-77-55800	77	55800	IT Services & Maintenance	7,439	9,923	17,187		17,187
101-10-77-57800	77	57800	Capital - Furniture & Equipmen	-	6,000	-		-
<b>77 Total</b>			<b>Communications</b>	<b>100,534</b>	<b>145,389</b>	<b>151,530</b>	<b>(22,545)</b>	<b>128,985</b>
101-60-79-50100	79	50100	Regular Salaries	9,740	5,191	5,952		5,952
101-60-79-50300	79	50300	Part-time & Temporary Salaries	1,381	2,571	2,629		2,629
101-60-79-50990	79	50990	Other Employee Benefits	3,271	1,692	1,925		1,925
101-60-79-51400	79	51400	Training & Conferences	-	800	800		800
101-60-79-51770	79	51770	Other Professional Services	-	-	8,000	(8,000)	-
101-60-79-53100	79	53100	Postage	1	50	50		50
101-60-79-53200	79	53200	Photocopy	-	200	200		200
101-60-79-53300	79	53300	Office Supplies	-	1,050	350		350
101-60-79-54200	79	54200	Other Department Supplies	316	800	200		200
101-60-79-55300	79	55300	Equipment Maintenance	5,700	8,500	5,700		5,700
101-60-79-55500	79	55500	Central Garage Charges	1,386	1,508	4,017		4,017
101-60-79-55800	79	55800	IT Services & Maintenance	5,446	7,895	20,270	(20,270)	-
224-60-79-51770	79	51770	Other Professional Services	-	-	8,000		8,000
<b>79 Total</b>			<b>GIS</b>	<b>27,241</b>	<b>30,257</b>	<b>58,093</b>	<b>(28,270)</b>	<b>29,823</b>

Attachment: E. City of Arcata Fiscal Year 2022/23 Annual Budget (3911 : Adopt Budget For 2022/23)

## Environmental Services – Parks, Facilities & Recreation Services

*Parks; Facilities, Recreation  
Activities: 81; 85; 89*

Funding Sources



FUNDING SOURCES				
	Activity-derived Revenues	Contributory Revenue from Other Activities	General Fund Contribution	TOTALS:
<b>FY 20/21</b>	938,125	223,242	1,259,364	<b>\$2,420,731</b>
<b>FY 21/22</b>	1,575,696	405,216	1,456,802	<b>\$3,437,714</b>
<b>FY 22/23</b>	2,796,197	249,894	1,431,352	<b>\$4,477,442</b>

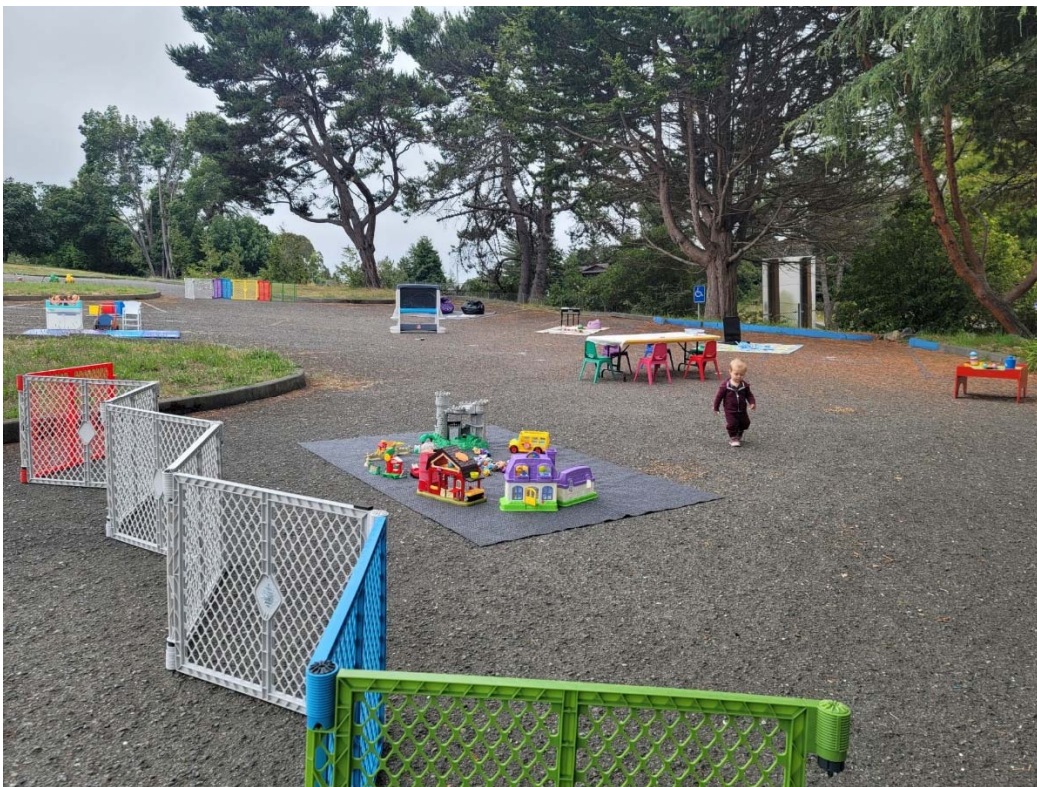
APPROPRIATIONS						
	Personnel	Materials & Services	Capital Projects	Debt Services	Interfund/Intergovt Payments	TOTALS:
<b>FY 20/21</b>	1,224,110	300,509	289,486	72,523	104,575	<b>\$1,991,204</b>
<b>FY 21/22</b>	1,458,889	500,315	1,272,500	57,198	111,613	<b>\$3,400,515</b>
<b>FY 22/23</b>	1,550,934	738,319	1,930,988	73,131	176,467	<b>\$4,469,839</b>

### Budgeted Projects and Programs FY 22/23:

- 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. Projects included in this year's budget are grant and development fee funded.
  - Finalize designs for the Carlson Park Improvement and Mad River Access Project with neighborhood input and secure funding for implementation. Prioritize improvements to Carlson Park, cleanup efforts, play space and river access.
  - Construct the Shay Park Phase II Project, including installation of outdoor fitness equipment.
  - Complete designs for Redwood Park improvements, seek input on playground features and theme, and finalize the bike pump track plans.
  - Beautify Downtown through public art installations and the Green and Gold Corridor connecting the downtown to the Cal Poly Humboldt campus.
  - Develop a plan with the neighborhood and community for Bloomfield Park, to replace park equipment and meet community needs.
  - Continue to advance beautification and community connectivity priorities for Valley West area.
  - Replace the scoreboard at the north field of the Sports Complex.



- The Facilities Division maintains the City's 15 buildings totaling over 100,000 square feet. This includes working to complete energy efficiency upgrades and deferred maintenance needs for all government buildings. This year's projects include:
  1. Advance fuel switching and energy efficiency upgrades for the Arcata Community Center to reduce greenhouse emissions and demonstrate facility electrification.
  2. Complete the installation of back-up generators at City facilities.
  3. Construct meeting & office space for City Council members.
  4. Re-roof the Redwood Lounge.
  5. Routine maintenance and miscellaneous repairs throughout facilities, as needed.
- 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. 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. Reopen drop-in recreation programming and classes following current health guidance.
  4. Support the re-opening of public events and private rentals at City facilities.
  5. Re-start programming delayed due to the pandemic, such as youth basketball and the challenge course.
  6. Continue planning for a Valley West community center to offer recreational and learning opportunities, resource services, and a general gathering space.
  7. Support the update of the Parks and Recreation Element of the General Plan.
  8. 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.



*Play Center @ D St. Community Center Ready for Play Outside*



*Larson Park Tennis Courts resurfaced*



*Ball Park ready for 2021 Crabs season*



## 2022/23 Proposed Expenditures Budget

General Ledger Line	Activity	Account	Description	2020/2021 Actuals	2021/2022 Budget	2022/2023 Department Requested	City Manager Adjustments	2022/2023 Proposed Total
101-50-81-50100	81	50100	Regular Salaries	200,515	273,795	233,453		233,453
101-50-81-50200	81	50200	Overtime Wages	966	-	-		-
101-50-81-50300	81	50300	Part-time & Temporary Salaries	38,769	88,258	93,604		93,604
101-50-81-50990	81	50990	Other Employee Benefits	116,561	183,533	124,808		124,808
101-50-81-51100	81	51100	Utilities	44,177	70,000	70,000		70,000
101-50-81-51200	81	51200	Communications	-	-	-		-
101-50-81-51400	81	51400	Training & Conferences	441	3,860	6,860		6,860
101-50-81-51500	81	51500	Clothing & Personal Expenses	1,340	4,700	4,700		4,700
101-50-81-51600	81	51600	Memberships & Dues	178	765	765		765
101-50-81-51770	81	51770	Other Professional Services	274	7,900	14,900	(3,000)	11,900
101-50-81-51790	81	51790	Other Consulting Services	-	-	-		-
101-50-81-51900	81	51900	Taxes & Other Fees	2,153	4,852	5,000		5,000
101-50-81-53200	81	53200	Photocopy	53	150	150		150
101-50-81-53300	81	53300	Office Supplies	411	1,500	1,500		1,500
101-50-81-53500	81	53500	Chemicals & Lab Supplies	20,344	14,860	16,360		16,360
101-50-81-53600	81	53600	Janitorial & Household Supplie	194	1,000	1,000		1,000
101-50-81-53800	81	53800	Cement Gravel Sand & Asphalt	151	10,300	10,300		10,300
101-50-81-53900	81	53900	Pipes Valves & Fittings	1,026	3,950	3,950		3,950
101-50-81-54200	81	54200	Other Department Supplies	4,979	10,288	12,890	(2,000)	10,890
101-50-81-54300	81	54300	Small Tools	2,080	3,000	3,000		3,000
101-50-81-55300	81	55300	Equipment Maintenance	2,037	9,840	9,840		9,840
101-50-81-55400	81	55400	Building/Grounds Maintenance	15,681	41,925	43,125	(5,000)	38,125
101-50-81-55500	81	55500	Central Garage Charges	40,860	45,671	73,398		73,398
101-50-81-55600	81	55600	Equipment Rental	17,665	21,000	21,000		21,000
101-50-81-55800	81	55800	IT Services & Maintenance	7,747	10,886	16,129		16,129
101-50-81-57600	81	57600	Capital - Other Improvements	3,609	-	177,952		177,952
101-50-81-57611	81	57611	Capital - Neighborhood Parks	147,123	-	85,000		85,000
101-50-81-57612	81	57612	Capital - Community Parks	68,586	115,000	115,000	(80,000)	35,000
101-50-81-57613	81	57613	Capital - Special Use Parks	-	5,000	2,000		2,000
101-50-81-57614	81	57614	Capital - Linear Parks	164	-	-		-
101-50-81-57800	81	57800	Capital - Furniture & Equipmen	-	-	-		-
224-50-81-50100	81	50100	Regular Salaries	-	12,012	35,566		35,566
224-50-81-57600	81	57600	Capital - Other Improvements	-	-	175,000		175,000
224-50-81-50990	81	50990	Other Employee Benefits	-	11,920	18,065		18,065
224-60-81-51770	81	51770	Other Professional Services	-	55,000	95,000		95,000
224-60-81-55400	81	55400	Building/Grounds Maintenance	-	5,000	100,000		100,000
231-50-81-51770	81	51770	Other Professional Services	-	35,000	38,000		38,000
231-50-81-57600	81	57600	Capital- Other Improvements	-	958,000	1,125,536		1,125,536
<b>81 Total</b>			<b>Parks</b>	<b>738,081</b>	<b>2,008,965</b>	<b>2,733,850</b>	<b>(90,000)</b>	<b>2,643,850</b>

Attachment: E. City of Arcata Fiscal Year 2022/23 Annual Budget (3911 : Adopt Budget For 2022/23)

## 2022/23 Proposed Expenditures Budget

General Ledger Line	Activity	Account	Description	2020/2021 Actuals	2021/2022 Budget	2022/2023 Department Requested	City Manager Adjustments	2022/2023 Proposed Total
101-50-85-50100	85	50100	Regular Salaries	229,408	222,025	243,527		243,527
101-50-85-50200	85	50200	Overtime Wages	723	750	750		750
101-50-85-50300	85	50300	Part-time & Temporary Salaries	-	7,500	18,635		18,635
101-50-85-50990	85	50990	Other Employee Benefits	166,091	168,970	164,295		164,295
101-50-85-51100	85	51100	Utilities	112,632	118,200	130,000		130,000
101-50-85-51200	85	51200	Communications	-	-	-		-
101-50-85-51400	85	51400	Training & Conferences	-	2,300	1,100		1,100
101-50-85-51500	85	51500	Clothing & Personal Expenses	1,057	2,400	2,900		2,900
101-50-85-51600	85	51600	Memberships & Dues	-	-	-		-
101-50-85-51770	85	51770	Other Professional Services	12,031	32,716	35,000	(3,000)	32,000
101-50-85-51900	85	51900	Taxes & Other Fees	891	2,184	2,184		2,184
101-50-85-53600	85	53600	Janitorial & Household Supplies	17,765	27,000	30,000		30,000
101-50-85-54200	85	54200	Other Department Supplies	1,459	2,800	2,500		2,500
101-50-85-55300	85	55300	Equipment Maintenance	1,120	6,225	11,575		11,575
101-50-85-55400	85	55400	Building/Grounds Maintenance	18,977	25,600	26,600		26,600
101-50-85-55500	85	55500	Central Garage Charges	22,002	24,800	39,522		39,522
101-50-85-55800	85	55800	IT Services & Maintenance	13,959	10,169	11,689		11,689
101-50-85-56105	85	56105	1998 COP Refinance Principal	39,900	41,300	43,050		43,050
101-50-85-56205	85	56205	1998 COP Refinance Interest	32,623	15,898	30,081		30,081
101-50-85-57300	85	57300	Capital - Buildings & Structures	69,704	34,500	50,000	(40,000)	10,000
101-50-85-57800	85	57800	Capital - Furniture & Equipment	301	179,500	220,500	(10,000)	210,500
224-50-85-50100	85	50100	Regular Salaries	-	3,204	21,040		21,040
224-50-85-50990	85	50990	Other Employee Benefits	-	3,179	9,886		9,886
224-50-85-57300	85	57300	Capital - Buildings & Structures	-	-	100,000		100,000
224-50-85-57800	85	57800	Capital - Furniture & Equipment	-	-	10,000		10,000
<b>85 Total</b>			<b>Government Buildings</b>	<b>740,642</b>	<b>931,219</b>	<b>1,204,835</b>	<b>(53,000)</b>	<b>1,151,835</b>
224-60-89-50100	89	50100	Regular Salaries	-	-	25,549		25,549
224-60-89-50990	89	50990	Other Employee Benefits	-	-	11,551		11,551
101-60-89-50100	89	50100	Regular Salaries	166,969	170,632	152,182		152,182
101-60-89-50200	89	50200	Overtime Wages	294	-	-		-
101-60-89-50300	89	50300	Part-time & Temporary Salaries	102,953	127,877	235,386		235,386
101-60-89-50990	89	50990	Other Employee Benefits	197,819	183,896	162,637		162,637
101-60-89-51200	89	51200	Communications	-	-	-		-
101-60-89-51300	89	51300	Advertising	1,486	2,300	3,550		3,550
101-60-89-51400	89	51400	Training & Conferences	95	700	1,500		1,500
101-60-89-51500	89	51500	Clothing & Personal Expenses	263	1,670	2,002		2,002
101-60-89-51600	89	51600	Memberships & Dues	730	905	1,180		1,180
101-60-89-51710	89	51710	Contract Classes	-	1,800	4,000		4,000
101-60-89-51770	89	51770	Other Professional Services	-	1,500	500		500
101-60-89-52524	89	52524	Fingerprinting Services	1,274	2,500	2,500		2,500
101-60-89-53100	89	53100	Postage	222	500	500		500
101-60-89-53200	89	53200	Photocopy	16	400	400		400
101-60-89-53300	89	53300	Office Supplies	500	700	700		700
101-60-89-53400	89	53400	Bank Service Charges	7,048	6,000	-	6,000	6,000
101-60-89-54200	89	54200	Other Department Supplies	13,219	16,460	26,070	(1,500)	24,570
101-60-89-55300	89	55300	Equipment Maintenance	3,600	10,000	8,402		8,402
101-60-89-55700	89	55700	Facilities Rental	20	2,500	2,500		2,500
101-60-89-55800	89	55800	IT Services & Maintenance	16,964	17,137	28,545		28,545
101-60-89-57800	89	57800	Capital - Furniture & Equipment	-	-	-		-
<b>89 Total</b>			<b>Recreation</b>	<b>513,472</b>	<b>547,477</b>	<b>669,655</b>	<b>4,500</b>	<b>674,155</b>

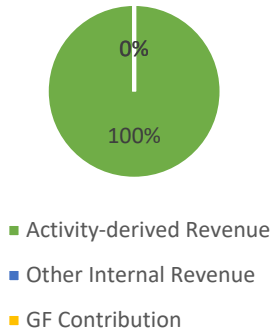
Attachment: E. City of Arcata Fiscal Year 2022/23 Annual Budget (3911 : Adopt Budget For 2022/23)



# Public Transportation Services

*Public Transportation; Dial-a-Ride; Greyhound Services Activities: 91; 92; 93*

Funding Sources



FUNDING SOURCES				
	Activity-derived Revenues	Contributory Revenue from Other Activities	General Fund Contribution	TOTALS:
<b>FY 20/21</b>	1,159,664	-	-	<b>\$1,159,664</b>
<b>FY 21/22</b>	3,048,580	(10,000)	-	<b>\$3,038,580</b>
<b>FY 22/23</b>	3,451,191	-	-	<b>\$3,451,191</b>

## APPROPRIATIONS

	Personnel	Materials & Services	Capital Projects	Debt Services	Interfund/Intergovt Payments	TOTALS:
<b>FY 20/21</b>	358,017	469,017	1,036	-	159,599	<b>\$987,670</b>
<b>FY 21/22</b>	464,430	565,100	1,830,454	-	178,759	<b>\$3,038,744</b>
<b>FY 22/23</b>	564,603	588,645	2,126,321	-	192,020	<b>\$3,471,589</b>

## Budgeted Projects and Programs FY22/23:

- Complete an analysis of the Transit system to include:
  - Review of current bus line efficiency internally and as it connects to regional transit.
  - Review a shuttle line (green line) between Cal Poly Humboldt and Downtown, as well as local park & ride options.
  - Coordinate the alternative transportation improvements from the Downtown affordable housing units with the Transit system.
  - Review unmet transit needs of the City.
  - Develop a list of one-, three-, and five-year priorities for the Transit system.
- Institute a dependable driver training program for PT bus drivers for AMRTS.
- Investigate options and feasibility for an on-demand transit system / para-transit system.
- Secure funding to support free bus service in the summer months, and for new housing projects.
- Continue to support the bike share program in partnership with Cal Poly Humboldt.
- Install an emergency back-up generator at the Transit Building location.
- Manage the City's contract for Dial-a-Ride (extended paratransit) services.
- Manage Greyhound services available through the Transit system.
- Sponsor 1-2 educational bus rides a year (such as historical, sea level rise, etc.)

## 2022/23 Proposed Expenditures Budget

General Ledger Line	Activity	Account	Description	2020/2021 Actuals	2021/2022 Budget	2022/2023 Department Requested	City Manager Adjustments	2022/2023 Proposed Total
232-50-91-51770	91	51770	Other Professional Services	-	40,000	40,000		40,000
232-50-91-57800	91	57800	Capital- Furniture & Equipment	-	140,000	640,000		640,000
232-50-91-57900	91	57900	Capital- Vehicles	-	500,000	90,000		90,000
233-50-91-51770	91	51770	Other Professional Services	-	75,000	-		-
233-50-91-57900	91	57900	Capital- Vehicles	-	350,000	432,000		432,000
663-50-91-50100	91	50100	Regular Salaries	133,995	164,680	212,065		212,065
663-50-91-50200	91	50200	Overtime Wages	1,151	1,600	1,000		1,000
663-50-91-50300	91	50300	Part-time & Temporary Salaries	91,512	161,000	161,000		161,000
663-50-91-50990	91	50990	Other Employee Benefits	100,473	121,744	166,033		166,033
663-50-91-51100	91	51100	Utilities	1,583	600	1,750		1,750
663-50-91-51200	91	51200	Communications	-	-	-		-
663-50-91-51300	91	51300	Advertising	1,095	1,500	1,500		1,500
663-50-91-51400	91	51400	Training & Conferences	185	20,000	20,000		20,000
663-50-91-51500	91	51500	Clothing & Personal Expenses	90	600	600		600
663-50-91-51600	91	51600	Memberships & Dues	-	-	-		-
663-50-91-51900	91	51900	Taxes & Other Fees	324	1,700	500		500
663-50-91-52000	91	52000	Insurance	55,012	72,660	74,304		74,304
663-50-91-52451	91	52451	CARES Act Expenditures	19,743	-	-		-
663-50-91-52560	91	52560	JPA Agreements	236,682	250,000	243,783		243,783
663-50-91-53100	91	53100	Postage	-	100	100		100
663-50-91-53200	91	53200	Photocopy	-	100	100		100
663-50-91-53300	91	53300	Office Supplies	180	1,500	1,500		1,500
663-50-91-54200	91	54200	Other Department Supplies	2,084	2,000	500		500
663-50-91-54300	91	54300	Small Tools	-	100	500		500
663-50-91-54700	91	54700	Fuels & Lubricants	-	-	60,000		60,000
663-50-91-55300	91	55300	Equipment Maintenance	177,154	207,500	135,000		135,000
663-50-91-55800	91	55800	IT Services & Maintenance	12,033	12,941	25,390		25,390
663-50-91-55900	91	55900	Overhead	64,940	77,920	79,630		79,630
663-50-91-57600	91	57600	Capital - Other Improvements	-	-	-		-
663-50-91-57800	91	57800	Capital - Furniture & Equipment	1,036	19,245	32,263		32,263
663-50-91-57900	91	57900	Capital - Vehicles	-	978,257	932,058		932,058
<b>91 Total</b>			<b>A&amp;MRTS</b>	<b>899,272</b>	<b>3,200,748</b>	<b>3,351,576</b>	<b>-</b>	<b>3,351,576</b>
663-50-92-50100	92	50100	Regular Salaries	6,328	6,853	7,440		7,440
663-50-92-50200	92	50200	Overtime Wages	83	100	-		-
663-50-92-50990	92	50990	Other Employee Benefits	5,025	5,328	6,174		6,174
663-50-92-51300	92	51300	Advertising	-	100	-		-
663-50-92-51400	92	51400	Training & Conferences	-	500	-		-
663-50-92-52560	92	52560	JPA Agreements	79,281	80,000	83,312		83,312
663-50-92-55800	92	55800	IT Services & Maintenance	3,657	7,051	12,196		12,196
<b>92 Total</b>			<b>DAR</b>	<b>94,374</b>	<b>99,932</b>	<b>109,122</b>	<b>-</b>	<b>109,122</b>
663-50-93-50100	93	50100	Regular Salaries	10,185	6,853	5,951		5,951
663-50-93-50200	93	50200	Overtime Wages	196	-	-		-
663-50-93-50990	93	50990	Other Employee Benefits	8,325	5,328	4,940		4,940
663-50-93-55800	93	55800	IT Services & Maintenance	3,890	7,687	-		-
<b>93 Total</b>			<b>Greyhound</b>	<b>22,596</b>	<b>19,868</b>	<b>10,891</b>	<b>-</b>	<b>10,891</b>

Attachment: E. City of Arcata Fiscal Year 2022/23 Annual Budget (3911 : Adopt Budget For 2022/23)



# RESOLUTIONS & SUPPLEMENTAL INFORMATION

## City of Arcata American Rescue Plan Act Project List

#	Project Title	Lead Department	Description	Funding Allocation
			Beginning Balance	<b>\$4,490,087</b>
1	Valley West Neighborhood Support	Environmental Services	3 years support to expand on the grassroots work of Comunidad Unida del Norte de Arcata (CUNA)	<b>\$217,500</b>
2	Re-fund staff positions frozen during pandemic	Finance/ Personnel	Maintenance Crew Leader (Streets) \$91,380 Maintenance Worker Park (2) \$149,622 Recreation Position \$83,730 Community Dev. Specialist \$91,498 Police Officers (1) \$104,018	<b>\$520,248</b>
3	Arcata Economic Recovery	Environmental Services	<p>Beautifying the G and H street corridor connecting Cal Poly Humboldt to the Plaza.</p> <ol style="list-style-type: none"> <li>1. Green and Gold Corridor along G Street with Cal Poly Humboldt \$20,000</li> <li>2. Encourage property owners/ businesses along G and H Streets to join the City and HSU in making beautification improvements to the corridor \$500</li> <li>3. Public Art: Develop a utility box art program with stipends for artists. Partnership for additional murals with willing property owners. \$25,000</li> <li>4. Remove the two in-street planters on H Street between 11th and 9th and replace with feature that is able to be sustainably maintained and enhances the character of H Street. \$40,000</li> <li>5. Beautify the corner of H and Samoa with fencing or other infrastructure improvements to reduce recurring solid waste issues. \$34,500</li> <li>6. Enhance City side of footbridge across 101 at 17th Street by supporting art installation and other improvements. ~20,000 per remainder</li> </ol>	<b>\$200,000</b>
			7. Replace Street Trees on West Side of Plaza	<b>\$50,000</b>
4	Mobile Intervention Services Teams (MIST) and Street Outreach	Police	These funds would ensure 3 additional years of MIST service and fund a supervisory support position for MIST and Community Ambassador.	<b>\$570,000</b>
5	Community Ambassador Project	Police	This will fund 2 years of community ambassadors.	<b>\$260,000</b>
6	Safe Parking Program	City Manager's	Provide individuals and families with vehicles a safe place to park overnight while working towards a transition to permanent housing.	<b>\$685,000</b>



## City of Arcata American Rescue Plan Act Project List

#	Project Title	Lead Department	Description	Funding Allocation
7	Compensation for essential City staff during the pandemic	Finance	Recognition for the dedication of City staff who provided continuity of essential City services throughout the duration of the pandemic and ensured the continuation of health and safety of residents and visitors.	\$285,000
8	Council Chamber upgrades	IT	Hybrid Council Meeting Capital Equipment Investment (Council Chamber)	\$16,000
9	Climate Change Adaptation Measures	Environmental Services	1. Facility upgrades to reduce energy use and greenhouse gas emissions from use of City facilities. (\$365,000) 2. An Arcata All Electric Initiative grant program, rebate, incentive or other administrative process to support low income households in upgrading to electric, energy efficient appliances. Ensuring equitable opportunities to phase out fossil fuels in our energy mix.(\$20,000) 3. Funding, proportional by jurisdiction population, to support a CAP Coordinator position at RCEA to monitor progress of goals and targets outlined in the CAP. (\$45,000) 4. Bike Lockers & Bike Racks (\$45,000) 5. Redwood Park Lounge Heater (\$10,000) 6. Battery Back up Equipment Support (\$10,000) 7. Energy analysis to decarb facilities (\$5,000)	\$500,000
10	Suggested 2022/2023 Budget Projects		1. Wiyot Tribal Partnership 2. Redwood Park Lodge Roof 3. Radio System Partial Payment 4. 2022/23 Paving 5. South I Street Boat Launch 6. Ariel Imagery 7. Redwood Park Improvements 8. Main Street / Chamber Support 9. Film Commission 10. Arcata Pool Request	\$10,000 \$40,000 \$225,000 \$350,000 \$120,000 \$8,000 \$175,000 \$200,000 \$4,500 \$25,000
			Subtotal	\$4,411,248
			Total Remaining to Allocate	\$78,839

Attachment: E. City of Arcata Fiscal Year 2022/23 Annual Budget (3911 : Adopt Budget For 2022/23)

City of Arcata Budget Updates  
Post 6.7.2022 Budget Study Session Meeting

General Ledger line			2022/2023 Proposed	2022/2023 Adjusted	2022/2023 Council Proposed
101-00-00-41400	Investment Earnings	Investment Earnings	150,000	(40,000)	110,000
			<b>150,000</b>	<b>(40,000)</b>	<b>110,000</b>
101-20-07-53400	Bank Service Charges	Bank Service Charges	5,000	(1,000)	4,000
101-30-11-53400	Bank Service Charges	Bank Service Charges	-	13,400	13,400
101-40-21-53400	Bank Service Charges	Bank Service Charges	-	13,000	13,000
101-40-23-53400	Bank Service Charges	Bank Service Charges	-	1,500	1,500
101-30-31-53400	Bank Service Charges	Bank Service Charges	-	6,100	6,100
101-50-41-53400	Bank Service Charges	Bank Service Charges	-	1,000	1,000
101-60-89-53400	Bank Service Charges	Bank Service Charges	-	6,000	6,000
			<b>5,000</b>	<b>40,000</b>	<b>45,000</b>
101-00-00-49101	Public Works Reimb Revenue	Countywide Slurry Project 2022	150,000	536,412	686,412
			<b>150,000</b>	<b>536,412</b>	<b>686,412</b>
101-50-45-57601	Capital - Pavement Master Plan	Countywide Slurry Project 2022	1,135,000	536,412	1,671,412
			<b>1,135,000</b>	<b>536,412</b>	<b>1,671,412</b>
101-00-00-49960	Operating Transfers	Transfer SLESF funds to General fund for Radio Project	562,650	(200,000)	362,650
			<b>562,650</b>	<b>(200,000)</b>	<b>362,650</b>
101-40-21-57800	Capital- Furniture & Equipment	Radio Project	164,849	200,000	364,849
			<b>164,849</b>	<b>200,000</b>	<b>364,849</b>
221-00-00-49960	Operating Transfers	Transfer SLESF funds to General fund for Radio Project	160,000	200,000	360,000
			<b>160,000</b>	<b>200,000</b>	<b>360,000</b>
224-10-01-52103	Arcata Main Street	Main Street Support	-	(200,000)	(200,000)
224-10-01-52106	Film/Digital Commission	Film Commission Support	-	(4,500)	(4,500)
224-10-01-52108	Other Support Payments	Wiyot Tribe Support	-	(10,000)	(10,000)
224-10-01-52108	Other Support Payments	Arcata Community Pool Support	-	(25,000)	(25,000)
				<b>(239,500)</b>	<b>(239,500)</b>
224-50-81-57600	Capital- Other Improvements	IIG Redwood Park Design	213,000	(38,000)	175,000
			<b>213,000</b>	<b>(38,000)</b>	<b>175,000</b>
661-60-64-53400	Bank Service Charges	Bank Service Charges	-	53,000	53,000
			<b>-</b>	<b>53,000</b>	<b>53,000</b>
662-60-67-53400	Bank Service Charges	Bank Service Charges	46,635	10,000	56,635
			<b>46,635</b>	<b>10,000</b>	<b>56,635</b>



**SECTION 34. ARCATA & MAD RIVER TRANSIT SYSTEM – PASSENGER FARES**

<b><u>Regular Cash Fare</u></b>	\$ 1.75/ride
<b><u>Reduced Cash Fare</u></b> (Senior - 62 and Older, Disabled, and Children 3 - 17)	\$ 1.25/ride
<b><u>Children - Age 3 and Under</u></b> (When Accompanied by Fare-Paying Passenger)	Free
<b><u>Reduced Fare Value Cards</u></b> (valid on Arcata, Eureka and Redwood Transit systems)  The following reduced fares will be deducted for each ride: Regular Passenger Reduced Passenger	\$10.00 and \$20.00 amounts  \$ 1.25 \$ 1.00
<b><u>Bus Passes</u></b>	
Daily Bus Pass Regular Reduced	\$ 2.50 \$ 1.50
Monthly Bus Pass Regular Reduced	\$ 30.00 \$ 25.00
<b>Dial-A-Ride/Single Zone Ticket Books</b>	<b>\$ <del>24</del>18.00/6 rides</b>

**SECTION 35. BAGGAGE STORAGE/LOCKER FEE/PRINTING OF ON-LINE GREYHOUND TICKETS**

Bicycle Locker Fee: Bicycle lockers may be rented for \$3.05 per month. A \$20.35 cleaning/key deposit is required. Lockers may only be used for bicycles. All bicycles must have a valid California Bicycle License.

Printing of On-Line Greyhound Tickets: An additional \$5.05 will be charged to passengers who select the Print-at-Home option when buying tickets on-line and fail to print or present their ticket.

**SECTION 36. ARCATA & MAD RIVER TRANSIT SYSTEM – CHARTER RATES/IN BUS ADVERTISING**

Buses may be chartered, two weeks in advance, for the hours when they are not used for fixed route service. Basic charter rate charge is as follows:

Vans	\$ 204/hour per vehicle for a minimum of 2 hours \$ 87 for each additional hour
Buses	\$ 234 per vehicle for a minimum of 2 hours \$ 102 for each additional hour

Interior Bus Advertising Standard Size (17" x 11") = \$41 per month

# APPENDIX



## CITY OF ARCATA

### Glossary of Budget Terms

<b><u>Appropriation</u></b>	An authorization by the City Council to expend funds for a specific purpose within the budget year, July 1 through June 30.
<b><u>Audit</u></b>	An examination and review of the City's financial accounts by an independent auditing firm.
<b><u>Budget</u></b>	A plan of financial operation listing an estimate of proposed applications and expenditures and the proposed means of financing them for a particular time period.
<b><u>Capital Improvement</u></b>	An addition to the City's assets, including the design, construction, or purchase of land, buildings, or facilities.
<b><u>Debt Service</u></b>	Payment of the principal and interest on an obligations resulting from the issuance of bonds, notes, or Certificates of Participation (COP's).
<b><u>Department</u></b>	An organizational unit comprised of divisions or programs.
<b><u>Encumbrances</u></b>	A legal obligation to pay funds for which the expenditure has not yet occurred. They cease to be encumbrances when the obligations are paid or otherwise terminated.
<b><u>Enterprise Fund</u></b>	A type of fund established for the total costs of those governmental facilities and services which are operated in a manner similar to private enterprises. These programs are entirely or predominately self-supporting
<b><u>Expenditure</u></b>	The actual spending of funds set aside by an appropriation.
<b><u>Fiscal Year</u></b>	A twelve-month period of time to which a budget applies. In the City of Arcata, it is July 1 through June 30.
<b><u>Fund</u></b>	An independent fiscal and accounting entity used to record all financial transactions related to the specific purpose for which the fund was created.
<b><u>Fund Balance</u></b>	The amount of financial resources available for use. Generally, this represents the detail of all the operating surpluses and deficits since the fund's inception.
<b><u>General Fund</u></b>	The primary fund of the City used to account for all revenues and expenditures not legally restricted as to use. Examples of departments financed by the General Fund include the City Council, Police, Administration and others.

<b><u>Grant</u></b>	Contributions, gifts of cash, or other assets from another governmental entity to be used or expended for a specific purpose, activity, or facility. An example is the Community Development Block Grant provided by the Federal Government.
<b><u>Internal Service Fund</u></b>	An Internal Service Fund provides services to other City departments and charges the various other funds for services rendered.
<b><u>Materials, Supplies and Services</u></b>	Expenditures for materials, supplies and services which are ordinarily consumed within a fiscal year.
<b><u>Municipal Code</u></b>	A book that contains the City Council-approved ordinances currently in effect.
<b><u>Operating Budget</u></b>	Annual appropriation of funds for on-going program costs, including salaries and benefits, services and supplies, debt service, capital outlay and capital improvements.
<b><u>Revenues</u></b>	Amount received for taxes, fees, permits, license, interest, intergovernmental sources, and other sources during the fiscal year.
<b><u>Salaries and Benefits</u></b>	A budget category which generally accounts for full-time and temporary employees, overtime expenses, and all employee benefits, such as medical, dental, and retirement.
<b><u>Special Revenue Funds</u></b>	This fund type collects revenues that are restricted by the City, State or Federal Government as to how the City might spend them.
<b><u>Transfers</u></b>	Monies transferred from one fund to another. Such money is transferred to finance the operations of another fund or to reimburse the fund for certain expenditures.
<b><u>User Fees</u></b>	The payment of a fee for receipt of a public service by the party benefiting from the service.





# STAFF REPORT – CITY COUNCIL MEETING

June 22, 2022

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

**FROM:** Bridget Dory, City Clerk

**PREPARER:** Bridget Dory, City Clerk

**DATE:** June 14, 2022

**TITLE:** **Accept the Certification of the Verification of Sufficient Signatures on the Petition for the "Initiative to Enact Ordinance Requiring That Earth Flag is Flown at Top of Flagpole" for the November 2022 Election Ballot, Adopt the Ordinance or Refer it to the Ballot for a Vote, and Determine if the City Council Wishes to File Arguments.**

## RECOMMENDATION:

It is recommended that the Council:

- 1) Accept the certification of the verification of sufficient signatures on the petition for the *Initiative to Enact Ordinance Requiring That Earth Flag is Flown at Top of Flagpole*, and, additionally, take action to do one of the following:
  - a) Adopt the ordinance (initiative) without alteration; or
  - b) Submit the ordinance to the voters of Arcata at the general municipal election to be held on November 8, 2022.

If the Council orders the measure to be submitted to the voters, it should determine if it would like to submit an argument against the initiative and possible rebuttal argument. If so, it is recommended that the Council:

- 2) Appoint a subcommittee of two Councilmembers to draft a primary argument against the ballot measure and bring it to the Council's July 20, 2022, regular meeting for approval; and, if a rebuttal argument is necessary, authorize the subcommittee to draft it, and schedule a special meeting before August 2, 2022, to approve it.

## INTRODUCTION:

Section 9114 of the California Elections Code requires that petitions submitted to place an initiative on a ballot be signed by the requisite number of voters. The City Clerk's office has determined that the petition for the *Initiative to Enact Ordinance Requiring That Earth Flag is Flown at Top of Flagpole* has qualified for the November 8, 2022, ballot. Now that the petition has qualified, the City Council has two options: 1) Adopt the ordinance outright without alteration; or 2) Submit the ordinance to the voters of Arcata.

## DISCUSSION:

On April 26, 2022, a signed petition was submitted to the City Clerk for a measure, *Initiative to Enact Ordinance Requiring That Earth Flag is Flown at Top of Flagpole* to be included on the November 2022 general municipal election ballot. The number of signatures submitted was 1,870. According to section 9215 of the California Elections Code, the number of signatures required to place a measure on the ballot is 10 percent of the registered voters of the City of Arcata at the time of publication of the proponent's Notice of Intention to Circulate Petition. As of March 3, 2022, the official voter registration for Arcata reported to the Secretary of State's office by the Humboldt County Office of Elections was 11,367. The number of valid signatures required for the petition to be found sufficient to place the measure on the November ballot is 1,137.

As of Tuesday, May 24, 2022, the total number of signatures validated for this petition was 1,381. The petition for the *Initiative to Enact Ordinance Requiring That Earth Flag is Flown at Top of Flagpole* has been found to be sufficient for placement on the November 8, 2022, general municipal election ballot.

The City Council now has the following options:

- A. Adopt the ordinance without alteration, at the meeting at which the certification of the petition is presented or within 10 days; or
- B. Direct the City Clerk to submit the initiative, without alteration, to the voters at the City's next regular election.

### Option A

If the City Council selects option A, the measure will not be put forth to the voters. The Council will have to adopt the measure as an ordinance this evening or hold a special meeting within 10 days to do so.

### Option B

If the Council selects option B, the measure will be placed on the November 2022 ballot.

### Ballot Measure Arguments

Arguments for and against ballot measures may be filed by the proponents of a measure, the City Council, a registered voter of Arcata, a bona fide association of citizens, or a combination of voters and associations.

No primary argument may exceed 300 words in length, and rebuttal arguments are limited to 250 words. A ballot argument must be accompanied by the printed name and signature of the author(s) submitting it, or, if submitted on behalf of an organization, the printed name and signature of at least one of its principal officers. No more than five signatures are allowed on an argument.

The deadlines to file arguments are: July 22, 2022, for primary arguments and August 2, 2022, for rebuttal arguments. The City Council should decide if it wants to submit an argument against this measure or not, and, if so, it should appoint a subcommittee of two Councilmembers to draft a primary argument and bring it to the Council's July 20, 2022, regular meeting for approval. If a rebuttal argument is necessary, the Council shall schedule a special meeting before August 2, 2022, to approve its wording.



**ENVIRONMENTAL REVIEW (CEQA):**

Submittal of a qualified initiative measure to the voters, as well as adoption by the Council of such a measure, are not considered “projects” under the California Environmental Quality Act (CEQA) and are therefore exempt. (14 Cal. Code Regs § 15378(b); *Tuolumne Jobs & Small Business Alliance* (2014) 59 Cal.4th 1029.)

**BUDGET/FISCAL IMPACT:**

In the past, elections have cost the City from \$5,600 to \$35,000. The election in November 2020, which consisted of three Council positions and two measures, cost \$28,034. The cost of an election cannot be foretold because it depends entirely on how many items are on the ballot and how much it costs the County to conduct the election overall. The fiscal year 2022/2023 budget includes \$36,134 in Activity 05, Account No. 101-10-05-52501, for the November 22 General Municipal Election.

**ATTACHMENTS:**

- A. Certificate of Prima Facie Signature Count for Measure (PDF)
- B. Office of Elections Signature Verification Certificate (PDF)
- C. Measure to Fly Earth Flag at Top of Flagpole (PDF)
- D. Impartial Ballot Title and Summary, Earth Flag (PDF)

## ***CERTIFICATE OF PRIMA FACIE EXAMINATION OF PETITION SIGNATURES***

**Initiative Petition entitled *Initiative to Enact Ordinance Requiring that Earth Flag is Flown at Top of Flag Pole*, which proposes to make it the official policy and practice of the City of Arcata to fly the Earth flag at the top of all city-owned flagpoles, above the flag of the United States of America and the California flag, and any other flags that the City may choose to display.**

**I, BRIDGET DORY, CITY CLERK OF THE CITY OF ARCATA, CALIFORNIA, DO HEREBY CERTIFY THAT THE PRIMA FACIE COUNT OF PETITION SIGNATURES IS SUFFICIENT FOR THE FOLLOWING REASONS:**

- 1. The number of registered voters in the City of Arcata at the time the Notice of Intention was published, according to the Humboldt County Registrar of Voters most recent report to the Secretary of State, was 11,367.**
- 2. The number of signatures needed to qualify this proposed initiative for a general municipal election was at least 10 percent of the registered voters, or 1,137.**
- 3. The results of the prima facie signature count by the City Clerk's Office of the City of Arcata is as follows:**

◇ Number of signatures filed	<b>1,870</b>
◇ Number of signatures required	<b>1,137</b>

**IN WITNESS WHEREOF, I HAVE HEREUNTO SET MY HAND AND AFFIXED THE OFFICIAL THE SEAL OF THE CITY OF ARCATA, CALIFORNIA, THIS 26<sup>th</sup> DAY OF APRIL 2022.**

/s/ Bridget Dory



# SIGNATURE VERIFICATION CERTIFICATE

## County of Humboldt

I, **Kelly E. Sanders**, Clerk, Recorder, and Registrar of Voters of the County of Humboldt, State of California, hereby certify:

That Initiative Referendum **to Enact Ordinance Requiring that the Earth Flag is Flown at the Top of the Flag Pole** has been filed with this office on **April 26, 2022**.

That each section contains signatures purporting to be signatures of qualified electors of this county;

That, attached to this petition at the time it was filed, was an affidavit purporting to be the affidavit of the person who solicited the signatures, and containing the dates between which the purported qualified electors signed this petition;

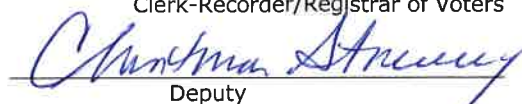
That the affiant stated his or her own qualification, that he or she had solicited the signatures upon that section, that all the signatures were made in his or her presence, and that to the best of his or her own knowledge and belief, each signature to that section was the genuine signature of the person whose name it purports to be;

That after the proponent filed this petition, I verified the required number of signatures by examining the records of registration in this county, current and in effect at the respective purported dates of such signing, to determine what number of qualified electors signed the petition, and from that examination I have determined the following facts regarding this petition:

1. Number of unverified signatures filed by proponent (raw count) .....	1,797
2. Number of signatures verified .....	1,797
Number of signatures found SUFFICIENT .....	1,381
Number of signatures found INSUFFICIENT .....	416
INSUFFICIENT because of DUPLICATE .....	21

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal this  
**24<sup>th</sup> of May 2022.**

KELLY E. SANDERS  
Clerk-Recorder/Registrar of Voters

By:   
Deputy

Attachment: B. Office of Elections Signature Verification Certificate (3910 : Verification of Petition Sufficiency--Earth Flag)

## Full Text of Measure \_\_\_\_\_

Notice is hereby given by the persons whose names appear hereon of their intention to circulate the petition with the City of Arcata for the purpose of enacting an ordinance which states that:

It shall be the official policy and practice of the City of Arcata to fly the Earth flag at the top of all city-owned flagpoles, above the flag of the United States of America and the California flag, and any other flags that the city may choose to display.

A statement of the reasons of the proposed action as contemplated in the petition is as follows:

### Findings

#### Logic and Symbolism

The Earth flag currently flies on the Arcata Plaza, but the plaza flagpole order is not logical. The American flag flies at the top, the California flag beneath it and the Earth flag at the bottom. Doesn't the Earth encompass all nations and all states? Isn't the well-being of the Earth essential to all life? Aren't global issues more important to our healthy survival than nationalism? It's time to recognize the primacy of the Earth over nations and states when we fly their symbols on our town square. We cannot have a healthy nation without a healthy Earth. It is time to "Put the Earth on Top."

#### Patriotism

Some may think that flying anything above the American Flag is unpatriotic. The image on the Earth flag is known as The Blue Marble, taken Dec. 7, 1972, by the *Apollo 17* spacecraft crew, and is among the most reproduced images in history, now celebrating its 50th anniversary. The Earth flag should fly above the flag of any nation. Flying the Earth flag above the Stars and Stripes does not disrespect the United States.

#### Legality

But, isn't it illegal to fly any flag above the Stars and Stripes? The United States Flag Code does state that the American flag should fly at the top of a flagpole, but regarding the enforceability and application of the code, Wikipedia states:

"The United States Flag Code establishes advisory rules for display and care of the national flag of the United States of America ... This is a U.S. federal law, but only suggests voluntary customs for handling of the American flag and was never intended to be enforceable. The code uses non-binding language like 'should' and 'custom' throughout and does not prescribe any penalties for failure to follow the guidelines."

#### Priorities

Global warming and nuclear war are the greatest threats to our survival today. Stabilizing the climate and advancing peace require that we meet in good faith with other nations and develop a positive plan of action. We can proudly negotiate as Americans, but we must prioritize the overall well-being of our planet and be willing to make political and economic concessions.



Human-caused climate change and its product of global warming will make the Earth uninhabitable within the lifetimes of our children and grandchildren unless people agree to drastically cut CO2 emissions.

Nuclear war, inflamed by our new cold war with Russia and China, could destroy all life on Earth in just a couple of years with the onset of nuclear winter.. The only path away from the brink is for nations to put aside their political posturing and agree to join the Treaty on the Prohibition of Nuclear Weapons, pledge no first-use and use true diplomacy to resolve conflicts.

Once again, the focus must be shifted from national interests to the safety and health of our planet Earth.

Put the Earth on top.

#### Enacting Clause

The people of the City of Arcata do ordain as follows:

It shall be the official policy and practice of the City of Arcata to fly the Earth flag at the top of all city-owned flagpoles, above the flag of the United States of America and the California flag, and any other flags that the city may choose to display.

For the purpose of this measure, the Earth Flag shall be defined as the blue flag featuring the “Blue Marble” image of the Earth, photographed from the Apollo 17 spacecraft, in 1972.

/s/ David Meserve

Dated this 16<sup>th</sup> day of February, 2022

CITY ATTORNEY IMPARTIAL BALLOT TITLE AND SUMMARY  
PURSUANT TO ELECTIONS CODE SECTION 9203

Ballot Title: **INITIATIVE TO ENACT ORDINANCE REQUIRING THAT EARTH FLAG  
IS FLOWN AT TOP OF FLAG POLE**

Impartial Summary:

If adopted by the voters, this initiative would require the City of Arcata to fly the “Earth flag” above all other flags, including the official flags of the United States of America and State of California, at the top of all City-owned flag poles. The Earth flag is defined in the initiative to be the flag that features a photographic image of the Earth taken from the Apollo 17 spacecraft on December 7, 1972. This image is often called the “Blue Marble.”

Respectfully submitted to City Clerk,  
By Nancy Diamond, City Attorney  
February 23, 2022





# STAFF REPORT – CITY COUNCIL MEETING

June 22, 2022

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

**FROM:** Bridget Dory, City Clerk

**PREPARER:** Bridget Dory, City Clerk

**DATE:** June 10, 2022

**TITLE:** **Adopt Resolution No. 212-72 Calling for a General Municipal Election to be Held November 8, 2022, and Consider Appointing a Subcommittee to Draft Arguments in Favor of the Utility Users Tax (UUT) Measure.**

## RECOMMENDATION:

It is recommended that the City Council:

- 1) Adopt Resolution No. 212-72, A Resolution of the City Council of the City of Arcata Calling for a General Municipal Election to be Held November 8, 2022, Requesting the Humboldt County Board of Supervisors Consolidate the Election with the Statewide General Election, Establishing Policies for the Election, and Requesting the Humboldt County Office of Elections Conduct Said Election. [Note: If the Council has chosen to adopt the *Ordinance Requiring that Earth Flag is Flown at the Top of Flagpole* without submitting it to the voters, it should remove paragraphs 5 and 6 from Resolution No. 212-72 before adoption]; and
- 2) Appoint a subcommittee of two Councilmembers to draft a primary argument in favor of the Utility Users Tax ballot measure and bring it to the Council's July 20, 2022, regular meeting for approval; and, if a rebuttal argument is necessary, authorize the subcommittee to draft it and schedule a special meeting before August 2, 2022, to approve it.

## INTRODUCTION:

The Elections Code of the State of California provides that the local governing body shall establish policies concerning the conduct of municipal elections. Resolution No. 212-72 specifies those policies and requests the general municipal election be consolidated with the statewide general election to be held on November 8, 2022.

Arguments may be submitted for or against ballot measures, and this is the opportunity for the Council to decide if it wishes to submit an argument in favor of the Utility Users Tax measure.

## DISCUSSION:

By adopting Resolution No. 212-72, the City Council calls for a general municipal election to be held in the City of Arcata on the 8<sup>th</sup> day of November, 2022, and requests the election be consolidated with the Statewide General Election and be conducted by the Humboldt County Office

of Elections. The purpose of the election is to elect two City Council members, each for a full term of four years, and to submit ballot measures to the registered voters of Arcata.

#### Ballot Measure Arguments

Arguments for and against ballot measures may be filed by the proponents of a measure, the City Council, a registered voter of Arcata, a bona fide association of citizens, or a combination of voters and associations. No more than five signatures are allowed on an argument. Primary arguments are limited to 300 words with rebuttal arguments limited to 250 words. Further requirements for submitting arguments are laid out in Attachment B to this staff report.

Primary arguments are due July 22, with rebuttal arguments due August 2, 2022. If it so wishes, the Council may appoint a subcommittee of two Councilmembers to draft primary and rebuttal arguments in favor of the UUT ballot measure. The primary argument's wording shall be brought to the Council at its July 20 regular meeting for approval. If a rebuttal argument is necessary, the Council shall schedule a special meeting before August 2, 2022, to approve its wording.

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

In the past, elections have cost the City from \$5,600 to \$35,000. The election in November 2020, which consisted of three Council positions and two measures cost \$28,034. The cost of an election cannot be precisely foretold because it depends entirely on how many items are on the ballot and how much it costs the County to conduct the election overall. The fiscal year 2022/2023 budget includes \$36,134 in Activity 05, Account No. 101-10-05-52501, for the November 2022 General Municipal Election.

#### **ATTACHMENTS:**

- |  |        |
|--|--------|
| A. Resolution No. 212-72 Calling for Election  | (DOC)  |
| B. Instructions for City Council for Arguments | (DOCX) |



**RESOLUTION NO. 212-72**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ARCATA  
CALLING FOR A GENERAL MUNICIPAL ELECTION TO BE HELD  
NOVEMBER 8, 2022, REQUESTING THE HUMBOLDT COUNTY BOARD OF  
SUPERVISORS CONSOLIDATE THE ELECTION WITH THE STATEWIDE  
GENERAL ELECTION, ESTABLISHING POLICIES FOR THE ELECTION,  
AND REQUESTING THE HUMBOLDT COUNTY OFFICE OF ELECTIONS  
CONDUCT SAID ELECTION**

**WHEREAS**, the Elections Code of the State of California provides that the local governing body shall establish policies concerning the conduct of municipal elections; and

**WHEREAS**, the following policies are solely at the discretion of the City Council of the City of Arcata; and

**WHEREAS**, the City Council of the City of Arcata desires that the Humboldt County Office of Elections conduct the municipal election to be held on November 8, 2022, including the publishing of all election materials, the mailing of sample ballots, the hiring of election officers, and conducting the election.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Arcata does order as follows:

1. That there is called and ordered to be held in the City of Arcata, California, a General Municipal Election on the 8<sup>th</sup> day of November, 2022.
2. That pursuant to the requirements of Elections Code section 10403, the Board of Supervisors of the County of Humboldt is hereby requested to consent to the consolidation of the General Municipal Election with the Statewide Direct General Election on the 8<sup>th</sup> day of November, 2022, for the purpose of electing two (2) City Councilmembers, each for a full term of four (4) years.
3. That the City Council hereby places the following measure before the voters of Arcata at the election to be held on the 8<sup>th</sup> day of November, 2022:

Shall the City of Arcata continue to impose a three percent (3%) utility users tax on the ordinary use of utility services in the City, including gas, electric, water, wastewater, and communications services; and, continue to impose an electricity users tax at the rate of 45% on residential customers whose electricity usage exceeds 600% over the established Baseline Allowance with a sole exemption for households receiving an extended Medical Baseline from the electricity service supplier; automatically terminating in 14 years on November 30, 2036?	Yes
	No

4. That the proposed complete text of the measure can be found in Resolution No. 212-67 of the City Council of the City of Arcata adopted May 18, 2022.
5. That the City Council hereby places the following qualified measure before the voters of Arcata at the election to be held on the 8<sup>th</sup> day of November, 2022:

Shall the City of Arcata enact the proposed ordinance entitled: Initiative to Enact Ordinance Requiring That Earth Flag Is Flown at Top of Flagpole? If adopted, this initiative would require the City of Arcata to fly the “Earth flag” above all other flags, including the official flags of the United States of America and the State of California, at the top of all City-owned flagpoles.	Yes
	No

6. That the proposed complete text of the measure is attached as Exhibit A.
7. That the Arcata City Council, or any member or members of the City Council authorized by the City Council, or any individual voter who is eligible to vote on the Utility Users Tax measure and the measure to Fly the Earth Flag at the Top of the Flagpole, or bona fide association of citizens, or any combination of voters and association, may file written arguments for or against said measures. No argument shall exceed 300 words in length. No more than five signatures shall appear with any argument submitted. Printed arguments submitted to voters shall be titled either “Argument in Favor of Measure \_\_\_\_\_” or “Argument against Measure \_\_\_\_\_.”
8. That the City Clerk of the City of Arcata shall transmit to the Humboldt County Office of Elections such measures, arguments for and against, rebuttal arguments and impartial analyses by the City Attorney to be included in the November 8, 2022, municipal election Sample Ballot and Voter Information Guide.



9. That the Humboldt County Office of Elections is hereby requested to perform and render all services associated with the conduct of the Arcata General Municipal Election to be held on November 8, 2022, in the manner prescribed in Elections Code section 10418, including the publishing of all election materials, the mailing of sample ballots, the hiring of election officers, and conducting of the election.
10. That the polls shall be open continuously from 7:00 a.m. to 8:00 p.m. on Election Day.
11. That polling places shall be established by the Humboldt County Office of Elections.
12. That the City Clerk of the City of Arcata shall distribute and receive all nomination papers from candidates for said election during the nomination period from July 18 to August 12, 2022. There shall be no filing fee for nomination papers. Candidates may submit statements to be submitted to voters concerning their qualifications for office in accordance with Section 13307 of the California Elections Code except that the City Council hereby determines that such statements shall not exceed 200 words in length. Further, in accordance with Section 13307(c), each candidate is required to pay in advance to the City a deposit of the full price for printing a single candidate's statement as a condition of having his or her statement included in the Sample Ballot and Voter Information Guide. The City Clerk will refund to the candidate any overpayment for the Candidate's Statement upon receipt of the final bill for conducting the election from the Humboldt County Office of Elections.
13. That, in the instance in which two or more persons receive an equal and the highest number of votes for the second seat on the City Council, the tie shall be resolved by special runoff election in accordance with section 15651(b) of the California Elections Code.
14. That the City Clerk is directed to establish the deadlines for receipt of all arguments for and against ballot measures, and all rebuttals.
15. That the City Attorney is directed to prepare impartial analyses of the ballot measures regarding the Utility Users Tax measure and the measure to Fly the Earth Flag at the Top of the Flagpole showing the effect of the measures on existing law and the operation of the measures.
16. That, in all particulars not recited in this resolution, the election shall be held and conducted as provided by law for holding municipal elections.

Exhibit A: Full text of measure.

**DATED:** June 22, 2022

**ATTEST:**

**APPROVED:**

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

\_\_\_\_\_  
Vice Mayor, City of Arcata

### CLERK'S CERTIFICATE

I hereby certify that the foregoing is a true and correct copy of **Resolution No. 212-72** passed and adopted at a special meeting of the City Council of the City of Arcata, County of Humboldt, State of California, on the 22<sup>nd</sup> day of June, 2022, by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

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

Attachment: A. Resolution No. 212-72 Calling for Election (3907 : Calling for Election 2022)



## Exhibit A

## Full Text of Measure \_\_\_\_\_

Notice is hereby given by the persons whose names appear hereon of their intention to circulate the petition with the City of Arcata for the purpose of enacting an ordinance which states that:

It shall be the official policy and practice of the City of Arcata to fly the Earth flag at the top of all city-owned flagpoles, above the flag of the United States of America and the California flag, and any other flags that the city may choose to display.

A statement of the reasons of the proposed action as contemplated in the petition is as follows:

FindingsLogic and Symbolism

The Earth flag currently flies on the Arcata Plaza, but the plaza flagpole order is not logical. The American flag flies at the top, the California flag beneath it and the Earth flag at the bottom. Doesn't the Earth encompass all nations and all states? Isn't the well-being of the Earth essential to all life? Aren't global issues more important to our healthy survival than nationalism? It's time to recognize the primacy of the Earth over nations and states when we fly their symbols on our town square. We cannot have a healthy nation without a healthy Earth. It is time to "Put the Earth on Top."

Patriotism

Some may think that flying anything above the American Flag is unpatriotic. The image on the Earth flag is known as The Blue Marble, taken Dec. 7, 1972, by the *Apollo 17* spacecraft crew, and is among the most reproduced images in history, now celebrating its 50th anniversary. The Earth flag should fly above the flag of any nation. Flying the Earth flag above the Stars and Stripes does not disrespect the United States.

Legality

But, isn't it illegal to fly any flag above the Stars and Stripes? The United States Flag Code does state that the American flag should fly at the top of a flagpole, but regarding the enforceability and application of the code, Wikipedia states:

"The United States Flag Code establishes advisory rules for display and care of the [national flag](#) of the [United States of America](#) ... This is a U.S. federal law, but only suggests voluntary customs for handling of the American flag and was never intended to be enforceable. The code uses non-binding language like 'should' and 'custom' throughout and does not prescribe any penalties for failure to follow the guidelines."

Priorities

Global warming and nuclear war are the greatest threats to our survival today. Stabilizing the climate and advancing peace require that we meet in good faith with other nations and develop a positive plan of action. We can proudly negotiate as Americans, but we must prioritize the overall well-being of our planet and be willing to make political and economic concessions.

Human-caused climate change and its product of global warming will make the Earth uninhabitable within the lifetimes of our children and grandchildren unless people agree to drastically cut CO2 emissions.

Nuclear war, inflamed by our new cold war with Russia and China, could destroy all life on Earth in just a couple of years with the onset of nuclear winter.. The only path away from the brink is for nations to put aside their political posturing and agree to join the Treaty on the Prohibition of Nuclear Weapons, pledge no first-use and use true diplomacy to resolve conflicts.

Once again, the focus must be shifted from national interests to the safety and health of our planet Earth.

Put the Earth on top.

Enacting Clause

The people of the City of Arcata do ordain as follows:

It shall be the official policy and practice of the City of Arcata to fly the Earth flag at the top of all city-owned flagpoles, above the flag of the United States of America and the California flag, and any other flags that the city may choose to display.

For the purpose of this measure, the Earth Flag shall be defined as the blue flag featuring the “Blue Marble” image of the Earth, photographed from the Apollo 17 spacecraft, in 1972.

/s/ David Meserve

Dated this 16<sup>th</sup> day of February, 2022



## Arguments and Rebuttal Arguments for or Against a Ballot Measure (Elections Code §§ 9282, 9283, 9285, 9286, 9287, 9600, 9601)

### **City Council to Determine Who May File the Arguments on Behalf of the City**

Who may submit an argument:

1. The City Council;
2. Member or members of the City Council authorized by the City Council;
3. Individual voter;
4. Bona fide association of citizens; or
5. Combination of voters and associations.

### **Length of Arguments**

Primary argument no more than 300 words.

Rebuttal argument no more than 250 words.

### **Heading of Argument (by City Clerk)**

“Arguments in support or opposition of the proposed laws are the opinions of the authors.”

### **Title of Argument(s)**

“Argument in Favor of Measure \_\_\_\_\_” or “Argument against Measure \_\_\_\_\_.” Fill in the blank spaces with the letter or number designating the measure.

### **Printed Name and Signature**

A ballot argument must have:

1. Printed name and signature of the author(s) submitting it.
2. If submitted by an organization, the name of the organization and printed name and signature of at least one principal officer.
3. No more than **five (5)** signatures

### **Rebuttal Arguments**

1. Author or majority of authors of an argument may prepare and submit a rebuttal argument
2. Author or majority of authors may authorize **in writing** another person to prepare, submit, and sign the rebuttal argument.
3. Filed no later than 10 days after final filing date for primary arguments.
4. Signed by no more than **five (5)** persons.

**Statement to Accompany Arguments (may be on separate page)**

This statement must be signed by each proponent **and** by each author, if author is different than proponent.

The undersigned proponent(s) or author(s) of the argument [*in favor or against*] ballot proposition [*name or number*] at the [*general or special municipal*] election for the City of Arcata to be held on [*date of election*] hereby state that this argument is true and correct to the best of (his/her/their) knowledge and belief.

Signed: _____	Date: _____
_____	_____
_____	_____
_____	_____

**Withdrawal of Arguments**

Arguments may be withdrawn up to and including final filing date.

**City Clerk (Elections Official)**

1. Determine final filing dates of arguments.
2. If more than one argument submitted for or against a measure, Elections Official to choose one.