

*CITY OF ARCATA*

# Municipal Service Review



January 2009

Prepared by:



**HUMBOLDT**  
*Local Agency Formation Commission*

For Updating the Sphere of Influence Report

# TABLE OF CONTENTS

	Page
Introduction .....	1
Agency Profile	
Governance Structure and Administration .....	3
Population and Land Use .....	5
Services Provided .....	6
Current and Future Development .....	17
Budget.....	15
Determinations .....	19
References.....	23

## LIST of TABLES and FIGURES

Boundary and Sphere of Influence Figure.....	2
City Organizational Chart .....	4
Agency Profile Table.....	5
Current and Planned Water Supplies.....	9
Budget Summary Table FY 2008/09 .....	16
Water and Wastewater Service Charges Table .....	17
Proposed Sphere of Influence Figure.....	22

# **LOCAL AGENCY FORMATION COMMISSION AUTHORITY**

---

## **Latent Powers, Enabling Legislation and Empowered Services**

The fundamental role of the Local Agency Formation Commission (LAFCo) is to implement the Cortese-Knox-Hertzberg Act (The Act) consistent with local conditions and circumstances. The Act guides LAFCo's decisions. The major goals of LAFCo as established by The Act are to:

- Encourage orderly growth and development;
- Promote orderly development;
- Discourage urban sprawl;
- Preserve open-space and prime agricultural lands by guiding minimizing resource loss;
- Exercise its authority to ensure that affected populations receive efficient services;
- Promote logical formation and boundary modifications that direct the burdens and benefits of additional growth to those local agencies that are best suited to provide services;
- Make studies and obtain and furnish information which will contribute to the logical and reasonable development of local agencies to provide for present and future needs;
- Establish priorities by assessing and balancing community service needs with financial resources available to secure and provide community services and to encourage government structures that reflect local circumstances, conditions and financial resources;
- Determine whether new or existing agencies can feasibly provide needed services in a more efficient or accountable manner and, where deemed necessary,

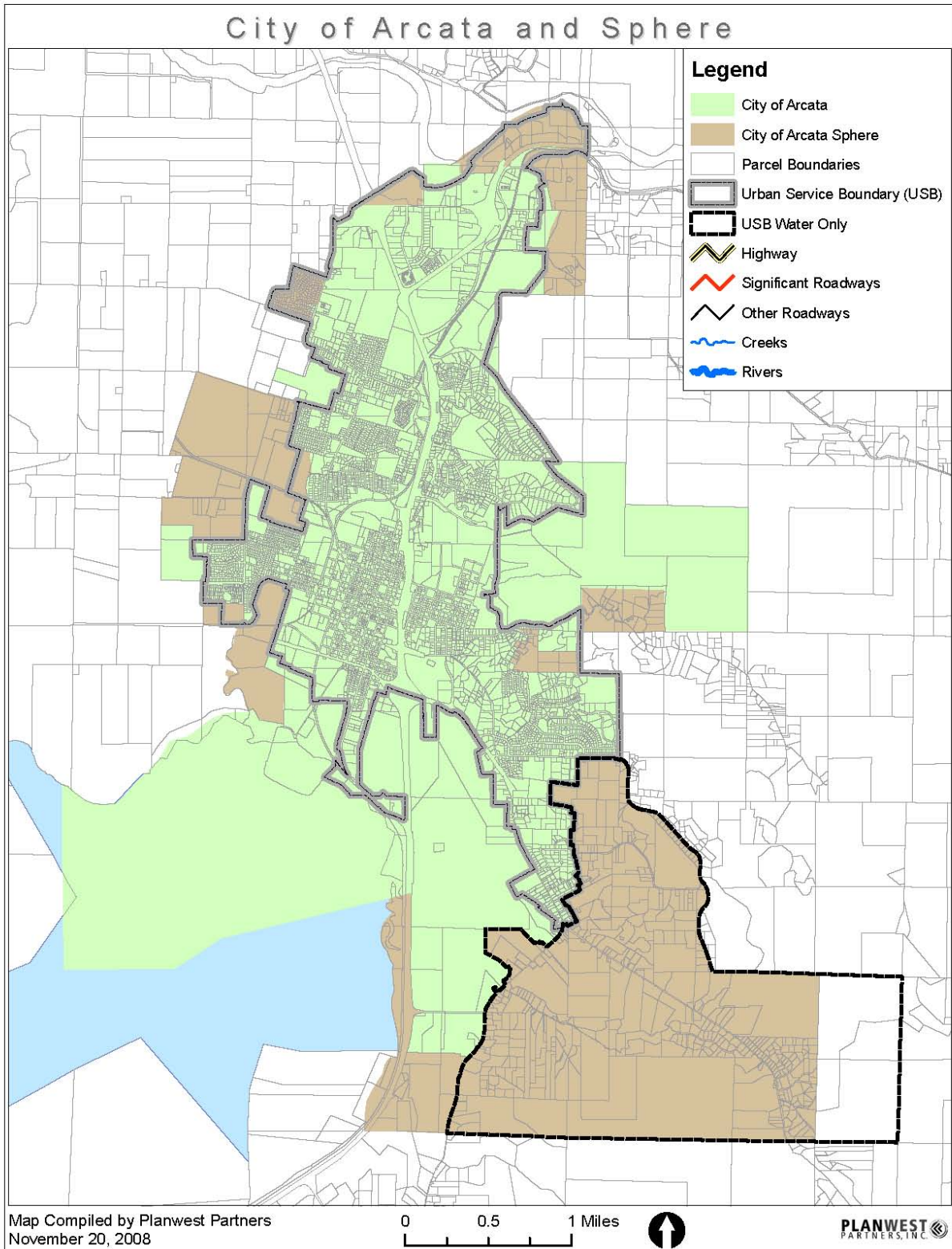
As set forth in § 56425 (g) of The Act, on or before January 1, 2008, and every five years thereafter, Humboldt LAFCo shall review and update each Sphere of Influence (SOI).

Additionally, an MSR shall be conducted with, or in conjunction with the action to establish or to update a SOI pursuant to The Act. Together, the SOI and MSR documents analyze the District's ability to serve existing and future residents.

In order to prepare and to update Spheres of Influence in accordance with § 56425, Humboldt LAFCo shall conduct a service review of the municipal services provided in the Arcata Fire Protection District (FPD). The commission shall include in the designated for service review area any other geographic area as is appropriate for an analysis of the services to be reviewed, and shall prepare a written statement of determinations with respect to the following:

- (1) Growth and population projections for the affected area;
- (2) Present and planned capacity of public facilities and adequacy of public services, including infrastructure needs or deficiencies;
- (3) Financing ability of agencies to provide services;
- (4) Status of and, opportunities for, shared facilities;
- (5) Accountability for community service needs, including governmental structure and operational efficiencies;
- (6) Any other matter related to effective or efficient service delivery, as required by commission policy.

Figure 1. Boundary and Sphere of Influence



## AGENCY PROFILE

---

### Governance Structure and Administration

The City of Arcata was incorporated in 1858 and is located in the north coastal region of California in Humboldt County. Arcata straddles Highway 101 (approximately eight miles north of the City of Eureka) and the northeastern border of the Arcata Bay. The City of San Francisco is approximately 275 miles to the south, the City of Blue Lake is approximately five miles to the northeast, and the Oregon/California border is approximately 80 miles to the north.

The City and its Sphere of Influence (SOI) are bordered by the Humboldt Bay to the south, the Fickle Hill Ridge to the east, county agricultural lands to the west, and the Mad River Valley to the north. The City is approximately 11 square miles and the SOI encompasses areas beyond the city limits and coterminous with present City boundaries. Figure 1 (above) shows the City limits, SOI, and urban service boundary (USB).

Arcata is a general law city with a Council-Manager form of government. The five City Council members are locally elected by Arcata voting residents. The council members in turn elect one of their own members to serve as Mayor and another to serve as Vice Mayor. The City of Arcata employs a city manager who is responsible for administering and implementing the policies set by the City Council.

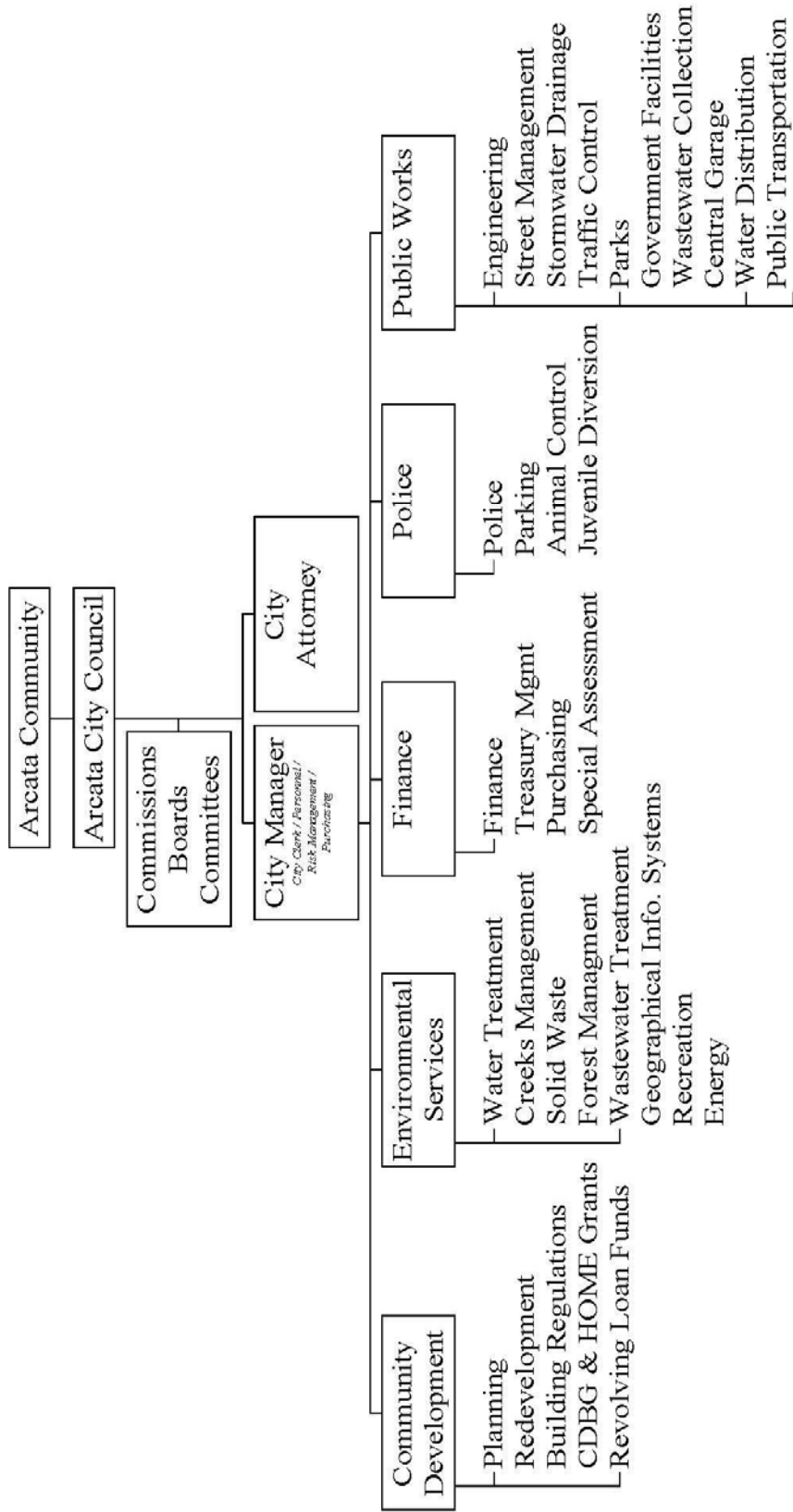
During the 2006-2007 Fiscal Year, the city employed a total of 116 full-time employees. The City also employs part-time and seasonal employees. The Arcata City Hall and administrative offices are located at 736 F Street.

The City Council appoints more than 80 community members to the various Committees, Commissions, Boards and Task Forces. With the exception of the Boards of Permit and Handicapped Access Appeals, Commissions, Committees & Task Forces provide advice and/or recommendations to the Council, with final action the responsibility of the City Council. The Planning Commission and Historic & Design Review Commission do have decision-making authority, which can be appealed to the City Council. A staff liaison is appointed by the City Manager to assist each of the advisory bodies in carrying out their roles and in ensuring compliance with protocol.

The City Council meets at 6:00 PM on the first and third Monday of each month. Meetings are noticed, open to the public and held in the Council Chamber at the Arcata City Hall. The Planning Commission has regularly scheduled meetings at 7:00 PM at City Hall on the 2nd and 4th Tuesday of each month. The city's website includes information on city services, city departments and contact information, as well as City Council and Commission and Committee meeting agendas, and the city's municipal code.

Figure 2 City Organizational Chart

**City of Arcata  
2007/08  
Organizational Chart**



## Agency Profile Table

Agency Name	Date of Formation	Enabling Legislation
City of Arcata	Incorporated 1858	General Law
Contact Person	Contact Title	Email/Website
Michael Hackett	City Manager	<a href="http://cityofarcata.com">http://cityofarcata.com</a>
Mailing Address	Physical Address	Phone/Fax
736 F Street Arcata, CA 95521	736 F Street Arcata, CA 95521	Phone: (707) 822-5951 Fax: (707) 822-8018

## Population and Land Use

Arcata is one of seven cities in Humboldt County; according to the most recent census and expected growth rates, the total population in Humboldt County is 132,821<sup>1</sup>. Based on a Department of Finance (DOF) estimated annual population growth rate of 0.60% (607 persons per year), DOF projects that the County's population will reach 145,858 by 2025. The Building Communities Report for the Humboldt County General Plan Update includes a complete discussion of County Population Trends.

Arcata has an estimated population of 17,558<sup>2</sup>. The City of Arcata General Plan projects "low population growth, to a planned population of 20,000 persons by the year 2020." Arcata's land use is a mix of residential, commercial, industrial, public facilities, agricultural and natural resource/open space areas. The predominate land use is residential, followed by agriculture and natural resource.

As of January 2003 there were 7,614 housing units in the City<sup>3</sup>. The Regional Housing Needs Plan for Humboldt County allocated a total of 643 new housing units for the City from 2001-2008<sup>4</sup>. Between 1990 and 2000 the City's housing stock increased by 970 housing units, approximately 15.4%. In 2000 the average household size for Arcata was 2.16 persons per household<sup>5</sup>.

The City of Arcata's General Plan: 2020 was adopted on October 4, 2000 and was amended in October 2008. Arcata city policies encourage infill development; focusing development efforts on existing residentially zoned lands within the City. The City is currently considering annexation of the Creekside Homes area, which is within the City's SOI AND urban services boundary.

## Planning and Zoning

The land use designations of parcels within the City's jurisdiction were adopted in the Arcata General Plan 2020. The land use designations for those areas adjacent to the City and within the adopted sphere are in the Humboldt Bay Local Coastal Plan and Jacoby Creek Community Plan.

## Services Provided

---

The City of Arcata provides the following services:

- Water Supply
- Wastewater Collection and Treatment
- Storm Drainage
- Street Improvements, Maintenance and Lighting
- Parks and Recreation Facilities
- Solid Waste Collection and Recycling (franchised)
- Law Enforcement
- Transit
- Planning, Zoning and Building

The City of Arcata is responsible for the operation and maintenance of the water, wastewater and drainage systems throughout the City. The water supply for the City of Arcata is provided primarily by the Humboldt Bay Municipal Water District (HBMWD). The wastewater system provides collection, treatment, and disposal to the Arcata Marsh. The Arcata Public Works Department corporation yard is located at the city water/wastewater facility. The City's Public Works Department is responsible for City Engineers, Streets, Sewer and Water Distribution, Confined Drainage Ways, Public Transportation, Traffic Control, Parks and Government Buildings.

### Water Supply

The City has approximately 6,000 existing water service connections and also supplies water to the Jacoby Creek Water District <sup>6</sup>. The City's 2005 Urban Water Management Plan defines water sources, conservation measures, usage, projections, and shortage contingencies.

### Water Source

The City of Arcata has two water sources. Primary water is purchased from Humboldt Bay Municipal Water District (HBMWD) and delivered to the Alliance Transfer Station. The City owned Heindon Well is available as an auxiliary domestic water source. Approximately 25% of the City's supply comes from this groundwater source. HBMWD draws water from wells located in the bed of the Mad River and pumps, treats and sells the water to the City. See the table below for the City's current and planned water supplies.



### Current and Planned Water Supplies<sup>7</sup>

Water Supply Sources	2005	2010	2015	2020	2025	2030
Purchased from HBMWD	2118	2226	2339	2459	2582	2714
City Produced Heindon Well	542	542	542	542	542	542
<b>Total</b>	<b>2660</b>	<b>2768</b>	<b>2881</b>	<b>3001</b>	<b>3124</b>	<b>3256</b>
Units of Measure: Acre Feet/ Year						

#### **Water Storage, Distribution, and Demand**

The City uses a system of trunk lines and mains, above ground water tanks, and booster pumps to deliver domestic water to residents, businesses, industry, and other facilities within the City's urban services boundary<sup>8</sup>. Water is delivered through 76.5 miles of water distribution mains and storage reservoirs located throughout the community. The City has approximately 4.4 million gallons of storage capacity spread over 17 tanks ranging in size from 15,000 gallons to 1.5 million gallons<sup>9</sup>.

According to 2005/2006 HBMWD records, the City of Arcata's average daily use was 1.825 MGD and peak daily use was 3.405 MGD. Peak daily use of HBMWD water for the City (3.405 MGD in 2005/2006) currently exceeds their peak rate allocation of 3.25 MGD set in contract with HBMWD on July 1, 2006<sup>10</sup>. However, the City has an additional, approximate 0.5 MGD available from the Heindon well. The City delivered over 676 million gallons of HBMWD water in fiscal year 2005/2006<sup>11</sup>.

The City of Arcata's water system is in good condition overall. The City of Arcata's water system is not limited by either source or treatment capacity with respect to its availability of connections. HBMWD has sufficient water supply to meet City demands.

#### **Infrastructure Deficiencies**

The City's main deficiency with respect to its water system is the lack of adequate storage within some pressure zones. Seventy-five percent of Arcata's customers are serviced from Zone I where the City has 2.2 million gallons of storage. This 2.2 million gallons then feeds a series of upper tanks to make up the additional 2.4 million gallons<sup>12</sup>. Because of the low storage to demand ratio, the system calls on HBMWD to fill tanks on a much more frequent basis causing excess wear on pumps, filters and valves and the inability to control energy use. The City's lack of storage requires HBMWD to pump during times of peak power usage, thereby increasing operational costs for the District and its other wholesale customers<sup>13</sup>.

#### **Planned Improvements**

The City plans on installing additional storage capacity. Plans for approximately one million gallons of storage within the new Sunnybrae tract of the Arcata Community Forest are underway. An additional four million gallons of storage are planned for Zone 1<sup>14</sup>. The City is also looking into a second connection with HBMWD.

The City has not developed a Capital Improvement Plan (CIP) to date that covers costs and schedules for improvements to its water system. However, the City had the following water system goals for the 2007/08 fiscal year<sup>15</sup>:

- Develop a 5-year capital improvement program for water distribution improvements and maintenance;
- Continue to reduce unaccounted system losses through repair of substandard transmission lines and perform a water audit (ongoing);
- Continue to improve GIS accuracy and implement valve exercise program;
- Continue to train staff to meet State requirements for water distribution system;
- Install Humboldt Bay Municipal Water District tie-in at Aldergrove Road; and
- Locate suitable water storage tank sites in Zone 1.

## **Wastewater**

Wastewater service provided by the City includes wastewater collection, treatment, and disposal for customers, administrative services, operation and maintenance of the wastewater system, wastewater system testing, billing, and financial and influent/effluent quality reporting. The City regulates wastewater disposal through Chapter 2, Title VII of the Arcata Municipal Code. The City's existing wastewater treatment facility (WWTF) is the Arcata Marsh located at the south end of G Street.

There are currently 6,388 wastewater service connections. The City also provides wastewater services to a portion of the residential connections in the Fieldbrook Glendale Community Services District through contract<sup>16</sup>.

## **Wastewater Collection, Treatment, and Disposal**

The City maintains 11 lift stations and 61 miles of collection sewers<sup>17</sup>. Wastewater is collected from individual sources through the City's collection system. Wastewater flows by gravity to the City's WWTF, where conventional primary treatment occurs in a series of clarifiers. Primary treatment is limited to 5 MGD<sup>18</sup>. Any flows in excess of this bypass clarification and are routed straight to the oxidation ponds. Effluent from the clarifiers flows through a series of oxidation ponds and into the Arcata Marsh and Wildlife Sanctuary (AMWS) where the wastewater is further treated to post-secondary standards and re-used for wetlands, ponds, and related wildlife habitat. Wastewater treatment includes the following steps<sup>19</sup>:

- Primary treatment using clarifiers (settling tanks) to remove solids and organic matter
- Secondary treatment using oxidation ponds to remove additional organic matter
- Additional organic matter and nutrient removal using treatment marshes
- Mixing with outflow from the marshes at the Arcata Marsh and Wildlife Sanctuary
- Chlorination to kill disease organisms, followed by removal of the chlorine

Under normal conditions, about half of the treated wastewater is discharged to Arcata Bay and the remainder flows through the Arcata Marsh. About half of the Arcata Marsh outflow is returned to the treatment plant for mixing, and the rest is discharged into Arcata Bay. During high flows, the primary clarifiers and treatment marshes may be partly bypassed<sup>20</sup>.

The City conducts routine flushing of the collection system every two years. In addition, preventative maintenance is provided on a regular basis for older portions of the system. Pipeline video inspection is done routinely to further assess the system's condition. Identified trouble spots are then scheduled for repair. At this time, the City has only a few minor industrial discharges and maintains a set of requirements for pretreatment for these facilities<sup>21</sup>.

### **Capacity and Demand for Service**

According to the City's discharge permit, the system has an average dry weather design flow of 2.3 MGD. Considering the City's average dry weather flows are currently around 1.3 MGD, this would indicate the City is operating at 59% of capacity<sup>22</sup>. However, the City is currently having difficulty meeting their discharge requirements as evidenced by a recent Administrative Civil Liability Order (ACLO) in 2006 and an Administrative Civil Liability Complaint (ACLC) in 2007, which indicates the facilities' treatment capacity is being exceeded. Therefore, available capacity is estimated to be near zero until these problems are resolved.

With improvements to the treatment system and reduction in inflow and infiltration (I&I), the City's wastewater system could likely realize its full dry weather capacity, allowing for 4,439 additional connections<sup>23</sup>.

Peak wet weather flows totaled approximately 12 MGD in 2006<sup>24</sup>. The City is preparing to embark on a Capital Improvement Plan to rehabilitate sewer lines, and manholes identified as structurally unsound or subject to I&I. It is anticipated that this will be an ongoing program and will need to be expanded to include replacement or rehabilitation of the sewer laterals that exist on private property.

### **Ability to Meet Regulations and Permit Requirements**

Arcata's wastewater system is a public system, including publicly owned treatment works (POTW), and must meet the requirements of the Federal Clean Water Act and California Water Code. The City of Arcata's wastewater system is in fair condition overall, but has had increasing difficulties meeting its discharge requirements as set forth by the NCRWQCB in recent years. As mentioned above, the City was issued both an ACLO in 2006 and an ACLC in 2007 for effluent limit violations from its treatment and disposal system and for sanitary sewer overflows from its collection system. These legislations implementing minimum mandatory penalties have resulted in enforcement actions that have required the City to request changes in the NPDES permit and encourage the City to continue to implement system upgrades.

The cited reason for the ACLO is due to the City's failure to meet 85% removal requirements included in their discharge permit during wet weather conditions in the past. The City's I&I contributes to this increased flow condition. A good portion of the violations were under a discharge permit that expired in 2004. The new discharge permit adopted since then has better incorporated wet weather flows into the permit<sup>25</sup>.

### **Infrastructure Deficiencies**

Significant portions of the City's collection system are in severe need of repair and/or replacement due to I&I. The City is aware of the problem and in the process of finalizing a

Capital Improvement Plan for its wastewater system. A good portion of the plan will focus on the collection system<sup>26</sup>.

### Storm Drainage

The City manages a stormwater drainage system, and has a Drainage Master Plan to guide management practices. The Plan includes a hydrological analysis, drainage management alternatives, a capital improvement program, needs assessment and financial summary, and a recommended operational plan. The Plan's objectives are: to identify and quantify the existing stormwater and drainage system, including channels, wetlands, creeks, culverts and pipes; to determine the available capacity of the system; and to identify design, maintenance, and repair alternatives to improve the capability of the system<sup>27</sup>.

The City operates and maintains a municipal storm drainage system that consists of miles of pipe, open drainage ditches and detention basins. The detention basins have water quality features incorporated into them<sup>28</sup>. Currently, there is no regular program for cleaning the storm drain system, including pipelines, catch basins, and drop inlets. Minor maintenance is conducted by hand, prior to the rainy season each year, to remove fallen leaves and other debris collected in the system. For the most part, the storm drain system operates without blockages, and therefore maintenance is on an as-needed basis<sup>29</sup>.

The Master Plan used GIS as a tool to set policies to discourage the creation of impervious surface. The City implemented a utility fee which is calculated based upon actual square footage of impervious surface for each parcel. This stormwater utility fee funds the following programs: easement acquisition, remedial maintenance, public education, Adopt-A-Creek program and habitat/riparian restoration, monitoring and sampling, routine maintenance, utility billing and administration, interim capital improvement projects and master planning.

A fee waiver or reduction provision is available on a case-by- case basis for landowners wishing to build and maintain on-site detention/retention facilities. This incentive can help to incrementally improve water quality and decrease peak flows in urban streams if properly applied and planned with consideration of the entire drainage system.

The City's storm water quality program has been derived from the City Stormwater Master Plan, Creeks Management Plan, Adopt-a-Creek Program, Erosion and Sediment Control Ordinance, City BMP Manual, Stormwater Ordinance, and Storm Water Management Program

## Street Improvements

Public roadways in Arcata include three State routes (101, 255, and 299) and a street system made up of arterial, collector, and local streets. The Arcata General Plan includes proposed street improvements, traffic calming measures, and use of roundabouts to maintain acceptable levels of service.

Level of Service (LOS) is a qualitative indicator of the relative ease or congestion of traffic movement; with Level 'A' representing free flow conditions and Level 'F' representing conditions where traffic is at or over roadway capacity. The General Plan identifies existing and projected service levels at two signalized and twenty-one unsignalized key intersections within the City. At the time of the General Plan traffic analysis, all of the intersections operated at a LOS C or better except for the intersection of K Street and Samoa Boulevard, which operated at LOS F. Since the traffic analysis was completed, this intersection has been signalized and now operates at an improved LOS.

At General Plan buildout the intersections of G and H Streets and Samoa Boulevard would continue to operate well under capacity at LOS A. Several of the City's unsignalized intersections were projected to operate at LOS D or below, and have since been improved with roundabouts or a signal including: Giuntoli Lane/ US 101 southbound and northbound ramps, Union Street/ Samoa Boulevard, and K street and Samoa Boulevard. All of the remaining unsignalized intersections are projected to operate at LOS C or better<sup>30</sup>.

## Parks and Recreation

The City's Parks Division maintains a network of parks and open spaces that are distributed throughout the City. The City's Environmental Services Department manages several open space areas including Aldergrove Marsh, Arcata Marsh and Wildlife Sanctuary and Shay Park<sup>31</sup>. The following parks are located Arcata:

Arcata Rotary Park	D street Linear Park	Stewert Park
Arcata Ballpark	Ennes Park	Sunny Brae Park
Arcata Skate Park	Greenview Park	Valley West Park
Arcata Community Park	Larson Park	Vinum Park
Bayside Park	Mountain View Park	Westwood Manor Park
Bloomfield Park	Pacific Union Park	Windsong Park
Cahill Park	Redwood Park	
Chevret-Vassaide Park	Shay Park	
City Plaza	Arcata Marsh and Wildlife Sanctuary	

The City is completing an update of the Parks and Recreation Master Plan. The purpose of the Parks and Recreation Master Plan is to create a clear set of goals, policies and objectives that will provide direction to City staff, Parks and Recreation Committee, the Planning Commission and the City Council for development, re-development and enhancement of the City's parks system, open space, trails and recreation facilities for the next 10 years. Developers of residential projects are required to either provide parks or pay in lieu fees.

Arcata's other recreational and civic facilities include:

Arcata- Mad River Transit Center  
Community Center  
Ballpark  
City Hall  
Redwood Park Lodge and Lounge

Arcata Marsh Interpretive Center  
D Street Neighborhood Center  
Arcata Marsh Information Center  
Community Pool

### **Solid Waste Collection and Disposal**

Solid waste collection and disposal in the County is provided by franchised contractors, in Arcata service is provided by the Arcata Garbage Company. Arcata Garbage Co. offers weekly curbside garbage and dual stream recycling pick-up. The City's integrated waste management goals include:

- Reduce the quantity of waste generated
- Educate Arcata Residents to reduce, re-use, repair, compost and recycle.
- Maximize public involvement.
- Minimize negative environmental impacts of solid waste management.
- Increase economic incentives for source reduction, re-use, repair, composting, and recycling.
- Improve measurement and standardize accounting of source reduction, re-use, repair, composting, recycling, waste hauling, and disposal activities to increase knowledge and create a database for long term use.
- Integrate source reduction, re-use, repair, composting, and recycling programs into all City activities.

The Arcata Source Reduction and Recycling Element includes components for source reduction, recycling, composting, special waste, education, disposal facility capacity, funding, and integration.

### **Law Enforcement**

Law enforcement services are provided by the Arcata Police Department (APD), Humboldt State University Police Department (UPD), and the California Highway Patrol (CHP). APD operates out of its main station located in City Hall. UPD operates out of Student and Business Services Building on the HSU campus. Mutual cooperative agreements exist between the APD and UPD.

The CHP holds primary responsibility for law enforcement on State and Federal Highways. CHP also assist APD with technical traffic assistance and officer backup. The CHP operates out of its main station office complex at 255 East Samoa Boulevard<sup>32</sup>.

ADP was comprised of the following personnel in the year 2000: one chief, one lieutenant, five sergeants, fifteen officers, one parking officer, one abatement officer, one licensed marriage,

family and child counselor, one record supervisor, one administrative aide, five dispatchers, one lead community service officers (CSO), and numerous part-time CSO's. This yields a ratio of 1.34 officers per 1,000 residents<sup>33</sup>.

APD Officers provide patrol coverage 24 hours-a-day/365 days-a-year. Patrol officers respond to approximately 30,000 calls for service a year. Nearly 40% of those calls occur within the downtown area of Arcata<sup>34</sup>.

## Transit

The Arcata and Mad River Transit System (A&MRTS) provides fixed route transit service within the Arcata city limits. A&MRTS was initiated by the Arcata City Council in 1975, to provide an alternative form of transportation, with the objectives of saving energy and serving groups such as college students, senior citizens, young people, and others without automobile transportation.

A&MRTS is operated by the City of Arcata Public Works Department. The Public Works department employs a Transportation Superintendent, who functions as Transit Manager and oversees all transit operations, planning and support services, which includes the Arcata Transit center. A&MRTS vehicle maintenance is contracted out to the HTA. The cost of the system is offset by fares (25 percent) and revenues obtained from a portion of the state sales tax on gasoline (75 percent). Humboldt State University student ridership rates, including the Jackpass, are subsidized by the university.

The A&MRTS fleet consists of eight vehicles that are equipped with wheelchair lifts and bicycle racks. Table PT3 provides a summary of the A&MRTS vehicle fleet by fuel type.

**Table PT3 A&MRTS Fleet Information**

Vehicle Make	Fuel Type	Vehicle Year
Gillig	Diesel	2002
Gillig	Diesel	2002
Gillig	Diesel	1995
Gillig	Diesel	1995
Ford	Diesel	2001
Ford	Diesel	2001

A&MRTS hours of operation vary by the Humboldt State University's (HSU) academic calendar. A&MRTS operates two fixed routes (Red and Gold) year round which covers the City of Arcata's five square miles and adds an additional route (Express Route), eight months out of the year, when HSU is in session.

Over the past 33 years, A&MRTS has modified service to maximize current resources. A&MRTS plans to replace its older buses as needed to comply with California Air Resource Board mandates<sup>35</sup>.

## **Planning, Zoning and Building**

City development is guided by the Arcata General Plan 2020 which defines the City Limits, Urban Services Boundary, and Sphere of Influence. The City of Arcata develops and implements planning ordinances through its Community Development Department (CDD). The CDD's Planning Division administers the City's current development related ordinances and is responsible for development review and permitting. The City recently adopted (in 2008) a Comprehensive Land Use Code that replaces the Land Use and Development Guide<sup>36</sup>.

The City of Arcata's Planning Commission has authority to approve or recommend to the City Council on Planning and Development matters. The Commission was established by the adoption of Ordinance No. 447 by statute in State Government Code Title 7 Planning and Land Use. The seven-member board holds public meetings on the 2<sup>nd</sup> and 4<sup>th</sup> Tuesdays of each month at 7:00 pm, in the Council Chambers<sup>37</sup>.

The CDD's Building Division regulates the construction, use, and occupancy of buildings through the application of standardized model building codes. This is carried out through plan review, permit issuance, and on-site inspections. The City has a five-member Building Code Board of Appeals that hears appeals to decisions made by the building official. The Board makes decisions by applying and interpreting the Uniform Building Code. Board members are qualified by experience and training pertaining to building construction<sup>38</sup>.

## **Services Provided by Others**

---

### **Libraries**

There are two public library facilities in Arcata, the Arcata Library located at 500 7<sup>th</sup> Street and the Humboldt State University Library.

### **Schools**

There are four school districts within the city including Arcata Elementary, Jacoby Creek, Pacific Union, and Northern Humboldt Union High School District. In addition there are several private and charter schools in Arcata. Humboldt State University is also located in the City.



## Fire Protection

Fire protection, rescue, and emergency medical services are provided by the Arcata Fire Protection District (FPD), which is responsible for providing fire protection services for the City of Arcata and the unincorporated communities of McKinleyville, Manila, Jacoby Creek, and parts of Glendale and Fieldbrook. The Arcata FPD has three fire stations: the District Headquarters (631 9<sup>th</sup> Street, Arcata), the Mad River Fire Station (3295 Janes Road, Arcata) and the McKinleyville Fire Station (2149 Central Avenue, McKinleyville). The Arcata FPD's staff consists of one part time and nineteen full time employees, and thirty-three volunteers. See the Arcata FPD Municipal Service review for more information.

## Budget

---

According to the adopted City budget for FY 2008/2009, funding for general government, administration, police, public works, parks, recreation, and community development come from the General Fund. Other funds include street works and traffic, water, wastewater, transit, solid waste, storm drainage, central garage, and forest funds. See the City of Arcata Budget Summary table below.

Overall, General Fund revenues were anticipated to increase 3.4% in 2006/07, from an estimated \$7,632,900 to \$7,894,408. Not including one-time grant revenues, the increase amounts to approximately 10% over 2005/06. This increase in revenue was the result of higher sales tax revenue and slight increases in Transient Occupancy Tax revenue and Vehicle License Fee revenue. The following are the major General Fund revenue sources anticipated for 2007/08: sales tax revenue, motor vehicle license fees, utility users tax revenue, transient occupancy tax revenue, and other general fund revenues.

## City of Arcata Budget Summary FY 2008/09

<b>General Fund</b>		
General Government	\$	225,084
Administration		863,349
Police		4,373,497
Public Works		724,157
Parks		1,265,343
Recreation		577,647
Community Development		1,023,357
Other		<u>119,712</u>
	\$	<u>9,172,146</u>
CDBG & HOME Grants		3,819,401
Other Special Revenue Funds		695,200
Street Works and Traffic Funds		2,219,492
Water Fund		3,081,589
Wastewater Fund		6,214,319
Arcata & Mad River Transit Fund		1,792,522
Solid Waste Fund		691,112
Storm Drainage Fund		2,113,642
Central Garage Fund		871,647
Forest Fund		<u>238,053</u>
		<u>21,736,977</u>
Total		<u><u>\$ 30,909,123</u></u>

The majority of income for water system operation is from service charges, but funding also comes from property taxes, interest revenue, connection fees, and other smaller sources. Replacement or depreciation funds are not accumulated through revenues. The majority of income for wastewater system operation is from service charges, interest revenue, connection fees, and other smaller sources. Replacement or depreciation funds are not accumulated through revenues.

The City will be developing a Capital Improvement Plan, and they currently have approximately \$230,000 in built-up reserves. The City's CIP will be completed in 2008 and will cover costs and schedules of improvements to its wastewater system. At this time, the City estimates \$2 million will be invested in its collection system and \$1 million will be invested in its treatment system over the next five years<sup>39</sup>.

In October 1996 the City Council approved a bond to pay for capital improvements in wastewater collections system. This bond is being repaid by the collection of a "Sewer Repair Fee" collected monthly on each sewer connection billed by the City. The initial payment was \$1 per month starting in February 1997. The fee increased by \$1 each year until the fee reached \$5 per month in February 2001. The fee will continue at \$5 per month for 20 years until the bond is paid<sup>40</sup>.

## Current and Future Development

The Arcata General Plan indicates that the urban services boundary is the area where urban development may occur during the General Plan's twenty-year time frame (by 2020). It is likely that certain areas within the USB would be annexed and developed within the General Plan period. Because the Pacific Manor subdivision is already built-out, annexation to the City may be more difficult. The City's established development standards may make this annexation more difficult as well. These homes would likely be better served by the City's wastewater system rather than the existing on-site septic systems. However, individual homeowners or the developers would be responsible for installing service laterals and certain portions of the collection system in order to connect to the City wastewater system. Additional improvements to ensure adequate capacity could also be required by the City<sup>41</sup>.

## Service Rates

The City of Arcata normally adopts new rates starting with the new fiscal year on July 1st. Notices of proposed fee increases are mailed in April with a public hearing scheduled in June.

All customers receive a 10% sewer consumption allowance for irrigation. Residential customers receive a 30% allowance for irrigation during the summer months. Residential Customers who believe that their irrigation use exceeds the 30% adjustment may request a manual adjustment of their July to October bills based on their winter consumption.

**CITY OF ARCATA  
Water/Sewer Service Fact Sheet  
2008/2009 Fiscal Year**

**Service Charges:**

Water or Water/Sewer .....	\$27.80
Sewer only account.....	\$8.00
Reconnection charges.....;	\$27.80

## WATER SERVICE CHARGES (2008-2009)

<b>Meter Rental Charges:</b>			
<u>Meter Size</u>	<u>Monthly Inside City Rate</u>	<u>Monthly Outside City Rate</u>	<u>Deposit</u>
5/8"	\$5.35	\$10.30	\$128.75
3/4"	5.35	10.30	128.75
1"	11.70	18.10	252.35
1 1/2"	16.10	23.10	494.40
2"	20.10	30.40	978.50
3"	116.00	172.80	2394.75
4"	146.50	206.25	2394.75
6"	206.25	320.50	2394.75
8"	288.20	428.70	2394.75
10"	345.70	536.30	2394.75

### Consumption Charges:

Single Family Residential Dwelling Units:

<u>Quantity</u>	<u>Inside City Rate</u>	<u>Outside City Rate</u>
0-400 cubic feet	\$1.48 per 100 cubic feet	\$1.64 per 100 cubic feet
401 cubic feet & up	2.88 per 100 cubic feet	3.95 per 100 cubic feet

All Customers except Single Family Residential Dwelling Units:

<u>Quantity</u>	<u>Inside City Rate</u>	<u>Outside City Rate</u>
1 & up	\$2.88 per 100 cubic feet	\$3.95 per 100 cubic feet

Service charge for turn-on, reconnection, or other service call	\$ 27.80
Service charge to reinstall water meter	113.30
Water meter testing	61.80
Tampering fee (unauthorized operation of City owned meter, valves etc.)	160.00

## WASTEWATER CHARGES

<u>Customer Type</u>	<u>Base Charge</u>	<u>Allowance</u>	<u>Charge per 100 cubic feet over allowance</u>
Residential	\$23.20	450 cubic feet	\$3.20
Low Strength Commercial	23.20	550 cubic feet	3.20
Medium Strength Commercial	23.20	400 cubic feet	3.75
High Strength Commercial	23.20	250 cubic feet	6.20
Universities and Schools	12.05	0	3.10

## **MSR DETERMINATIONS**

---

### **Growth and population projections for the affected area**

Arcata's estimated 2008 population is 17,558 and is proposed to reach 20,000 by the year 2020. Arcata city policies encourage infill development; focusing development efforts on existing residentially zoned lands within the City. The map on page 3 shows Arcata's Urban Services Boundary (USB). There are very limited city services provided outside the USB, such as water service provided to the Jacoby Creek area and wastewater accepted from the Glendale area per an existing agreement.

### **Present and planned capacity of public facilities and adequacy of public services, including infrastructure needs or deficiencies**

The City's main deficiency with respect to its water system is the lack of adequate storage within some pressure zones. The City of Arcata's water system is in good condition overall. The City of Arcata's water system is not limited by either source or treatment capacity with respect to its availability of connections. HBMWD has sufficient water supply to meet City demands. The City plans on installing additional storage capacity. Plans for approximately one million gallons of storage within the new Sunnybrae tract of the Arcata Community Forest are underway. An additional four million gallons of storage are planned for Zone 1<sup>42</sup>. The City is also looking into a second connection with HBMWD.

The City's wastewater collection system experiences significant I&I flow increases during winter months. Older neighborhoods, such as Sunnybrae, contribute the most seasonal I&I flow. The City is in the process of developing a Capital Improvement Plan to address shortfalls within their wastewater collection and treatment systems. The City is poised to invest significant effort and resources to reduce I&I within their collection system and improve efficiencies within the treatment system.

The City of Arcata's stormwater and drainage system improvements will be guided by the Master Drainage Plan. The Arcata General Plan has a Transportation Element to guide street improvements. The City has a Parks and Recreation Master Plan that guides development and improvements to City parks, open space, and recreation facilities. Arcata's Solid Waste Collection and Disposal Service is guided by the City's integrated waste management goals.

### **Financing ability of agencies to provide services**

For the 2008/09 FY, the City of Arcata's adopted budget is \$30,909,123. The 2007/08 FY adopted Budget was \$28,886,420. According to the adopted 2007/08 budget the total revue was anticipated to be \$28,012,553. Overall, General Fund revenues were anticipated to increase 3.4% in 2006/07, from an estimated \$7,632,900 to \$7,894,408. Not including one-time grant revenues, the increase amounts to approximately 10% over 2005/06. This increase in revenue was the result of higher sales tax revenue and slight increases in Transient Occupancy Tax revenue and Vehicle License Fee revenue.

City staff considers all of the budget requests proposed by each department in conjunction with the implementation of City Council goals and objectives. In order to present a balanced budget, staff was required to weigh all of the demands on the General and Enterprise Fund resources against the need to provide adequate funding for current service levels of service, capital outlay and other special requests.

On November 4, 2008, the citizens of Arcata passed a 3/4 cent Transactions and Use Tax. The sales tax will go into effect beginning April 1, 2009. Arcata's Finance Department staff estimates that the tax will generate \$1.5 million per year to be deposited in the City's general fund<sup>43</sup>. The City Council intends to fund law enforcement and public works improvements with this additional tax revenue. A Citizens' Oversight Committee will conduct annual audits of expenditures to ensure fiscal accountability and public participation.

### **Status of and, opportunities for, shared facilities**

The City of Arcata supplies water to the Jacoby Creek Water District through direct transfers. The main water transmission line for HBMWD crosses through the City of Arcata on its way towards Eureka. The City is looking into a second connection with HBMWD. The City of Arcata provides wastewater services to a portion of the residential connections in the Fieldbrook Glendale Community Services District through a wastewater treatment agreement with the CSD. The Arcata FPD provides fire protection services for the City of Arcata and the unincorporated communities of McKinleyville, Manila, Jacoby Creek, and parts of Glendale and Fieldbrook. Two of the three FPD's fire stations, including headquarters, are located in the City of Arcata.

### **Accountability for community service needs, including governmental structure and operational efficiencies**

Arcata is a general law city with a Council-Manager form of government. The five City Council members are locally elected by Arcata voting residents. The council members in turn elect one of their own members to serve as Mayor and another to serve as Vice Mayor. The City of Arcata employs a City Manager who is responsible for administering and implementing the policies set by the City Council. The City Council holds public meetings in accordance with the Brown Act.

Arcata has a well planned organizational structure that results in efficient city operations. Management is divided into five departments with authority in the following realms of city management: Finance, Law Enforcement, Public Works, Environmental Services, and Community Development. The Director of each department reports to the City Manager and City Council on matters related to their operation.

The City of Arcata actively encourages public input on community needs and desires. The City Council appoints over 80 citizens to various Committees, Commissions, and Task Forces. These advisory committees provide a supportive role to the City Council by researching and gathering public input on specific community issues, then making recommendations to the Council based on their findings.

## Any other matter related to effective or efficient service delivery, as required by commission policy

In conducting a service review, the commission shall comprehensively review all of the agencies that provide the identified service or services within the designated geographic area.

### SOI STATUS

The current City of Arcata SOI includes the following areas that are outside the existing USB:

- 1) an area adjacent to the northeastern city boundary
- 2) an area south of the community forest
- 3) an area southwest of the city boundary along highway 101
- 4) an area adjacent to the western city boundary
- 5) an area west of the Arcata Marsh.

The Cortese Knox Hertzberg Local Government Reorganization Act defines a SOI as a plan for the probable physical boundaries and service area of a local agency, as determined by the commission. The areas of Arcata referenced above are included in the City's SOI but do not receive services from the City. During the preparation of this Report, staff recommended that Arcata's SOI be updated to be coterminous with the urban services boundary.

During the March 17, 2010 Humboldt LAFCo Public Hearing, the City opposed the recommended changes, stating that they were not consistent with the City's current, and recently adopted, General Plan: 2020. The City has been very successful in regards to restoration activities and may potentially have plans to annex some of these lands within the timeframe of this MSR, not for service extension and development, but instead to provide for restoration, conservation, working lands, and/or open space purposes. At the March 17, 2010 Humboldt LAFCo Meeting, the Commission adopted this MSR *without* a SOI amendment.

- 
- <sup>1</sup> State of California, Department of Finance, E-1 Population Estimates for Cities, Counties and the State with Annual Percent Change — January 1, 2007 and 2008. Sacramento, California, May 2008.
- <sup>2</sup> *ibid*
- <sup>3</sup> City of Arcata 2003 Housing Element. Adopted March 17, 2004.
- <sup>4</sup> *ibid*
- <sup>5</sup> *ibid*
- <sup>6</sup> City of Arcata Urban Water Management Plan 2005.
- <sup>7</sup> *ibid*
- <sup>8</sup> City of Arcata General Plan: 2020. Adopted October 4, 2000. Amended October 2008.
- <sup>9</sup> Community Infrastructure and Services Technical Report, Humboldt County General Plan Update. July 2008.  
<http://co.humboldt.ca.us/planning/gp/gpdemo/GPU-TOC-Demo3.htm#ch7>
- <sup>10</sup> *ibid*
- <sup>11</sup> *ibid*
- <sup>12</sup> *ibid*
- <sup>13</sup> *ibid*
- <sup>14</sup> *ibid*
- <sup>15</sup> *ibid*
- <sup>16</sup> *ibid*
- <sup>17</sup> City of Arcata Storm Water Management Program, October 2003. Revised March 2004.
- <sup>18</sup> Community Infrastructure and Services Technical Report, Humboldt County General Plan Update. July 2008.  
<http://co.humboldt.ca.us/planning/gp/gpdemo/GPU-TOC-Demo3.htm#ch7>
- <sup>19</sup> City of Arcata General Plan: 2020. Adopted October 4, 2000. Amended October 2008.
- <sup>20</sup> *ibid*
- <sup>21</sup> City of Arcata Storm Water Management Program, October 2003. Revised March 2004.
- <sup>22</sup> Community Infrastructure and Services Technical Report, Humboldt County General Plan Update. July 2008.  
<http://co.humboldt.ca.us/planning/gp/gpdemo/GPU-TOC-Demo3.htm#ch7>
- <sup>23</sup> *ibid*
- <sup>24</sup> *ibid*
- <sup>25</sup> *ibid*
- <sup>26</sup> *ibid*
- <sup>27</sup> City of Arcata General Plan: 2020. Adopted October 4, 2000. Amended October 2008.
- <sup>28</sup> City of Arcata Storm Water Management Program, October 2003. Revised March 2004.
- <sup>29</sup> *ibid*
- <sup>30</sup> City of Arcata General Plan: 2020. Draft Final Program EIR. June 2000.
- <sup>31</sup> *ibid*
- <sup>32</sup> *ibid*
- <sup>33</sup> *ibid*
- <sup>34</sup> City of Arcata, 2007.  
[http://www.cityofarcata.org/index.php?option=com\\_content&task=view&id=144&Itemid=188](http://www.cityofarcata.org/index.php?option=com_content&task=view&id=144&Itemid=188)  
Updated June 15, 2007.
- <sup>35</sup> Humboldt County 2008 Regional Transportation Plan Update. August 2008. HCAOG.  
<http://hcaog.net/docs/RTP.2008/pdf/5%20Public%20Transit%20Service%20Element%20June%202008.pdf>
- <sup>36</sup> City of Arcata. Accessed on December 23, 2008.  
<http://www.cityofarcata.org/index.php?option=content&task=view&id=127&Itemid=187>
- <sup>37</sup> *ibid*
- <sup>38</sup> *ibid*
- <sup>39</sup> Community Infrastructure and Services Technical Report, Humboldt County General Plan Update. July 2008.  
<http://co.humboldt.ca.us/planning/gp/gpdemo/GPU-TOC-Demo3.htm#ch7>
- <sup>40</sup> City of Arcata Water/Sewer Service Fact Sheet, 2008/2009 Fiscal Year.
- <sup>41</sup> Community Infrastructure and Services Technical Report, Humboldt County General Plan Update. July 2008.  
<http://co.humboldt.ca.us/planning/gp/gpdemo/GPU-TOC-Demo3.htm#ch7>
- <sup>42</sup> *ibid*



---

<sup>43</sup> Phone interview with Janet Luzzi, Finance Director, City of Arcata. January 6, 2009.