



Citizens' Advisory Committee
on
Measure Z Expenditures

Humboldt County

AGENDA

**HUMBOLDT COUNTY COURTHOUSE
5TH FLOOR CONFERENCE ROOM
825 FIFTH STREET
EUREKA, CALIFORNIA**

**Thursday, Dec. 12, 2019
Time 1:00 - 3:00 PM**

County of Humboldt Web Site: <https://humboldt.gov/MeasureZ>

- A. **Salute To The Flag**
- B. **MODIFICATIONS TO THE AGENDA**
- C. **PUBLIC COMMENT ON NON-AGENDA ITEMS**
- D. **DISCUSSION ITEMS**
 - D.1. **Approval Of Sept. 12 Action Summary**
Documents:

[Action Summary for 091219.pdf](#)
 - D.2. **County Administrative Office Updates**
 - D.3. **Approval Of Carry Forward Policy**
Documents:

D.4. Review Of Letter Submitted To The Board Of Supervisors

Documents:

Measure Z ltr to bos 9 12 2019.pdf

D.5. Finalize Fiscal Year 2020-21 Funding Application

Documents:

Measure Z Funding Application.pdf

D.6. Review Of Future Committee Meetings

E. ADJOURNMENT

County of Humboldt Web Site: <http://www.humboldt.gov/MeasureZ>

Recording of 9/12/19 meeting: <https://youtu.be/IV6w85bCsdk>

Next Meeting January 30, 2020 - TENTATIVE



Citizens' Advisory Committee
on
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Humboldt County

AGENDA

**HUMBOLDT COUNTY COURTHOUSE
BOARD OF SUPERVISORS CHAMBERS
825 FIFTH STREET
Thursday September 12, 2019
2:00 PM- 4:00PM**

Committee members present: Rich Ames, Scott Binder, Ernie Branscomb, Ginger Campbell, Nicholas Kohl, Justin Robbins, Sean Robertson, Glenn Ziemer

- A. **SALUTE TO THE FLAG**
- B. **MODIFICATIONS TO THE AGENDA**
- C. **PUBLIC COMMENT ON NON-AGENDA ITEMS**
- D. **DISCUSSION ITEMS**

1. Approval of 03-28-2019 minutes

A motion was made by Robertson, seconded by Kohl, that the action summary be approved.

The motion carried by the following vote:

Aye: 6 – Ames, Branscomb, Campbell, Kohl, Robertson, Ziemer

Nay:

Abstain:

2. Update on FY 2018-19 actuals, FY 2019-20 adopted budget

No motion was made.

3. Review Salary & Benefits totals for FY 2015-16 through 2019-20

A motion was made by Robertson, seconded by Ames, that the chair draft a letter to BOS requesting a workshop with subcommittee of BOS to address concerns of rising costs of staffing prior to next application cycle.

The motion carried by the following vote:

Aye: 6 – Ames, Branscomb, Campbell, Kohl, Robertson, Ziemer

Nay:

Abstain:

A motion was made by Branscomb, seconded by Ames, that the Committee reconsider the motion to requesting a workshop with subcommittee of BOS to address concerns of rising costs of staffing prior to next application cycle.

Aye: 2 – Ames, Branscomb

Nay: 6 - Campbell, Kohl, Robertson, Ziemer

Abstain:

4. Review the FY 2020-21 application and recommendation process and consider any process changes needed

A motion was made by Robertson, seconded by Campbell, to table discussion of application process and any changes until after workshop with subcommittee of BOS.

The motion carried by the following vote:

Aye: 6 – Ames, Branscomb, Campbell, Kohl, Robertson, Ziemer

Nay:

Abstain:

5. Review option to set aside funds for a micro-grants program

No motion was made to entertain the option.

Aye: 6 – Ames, Branscomb, Campbell, Kohl, Robertson, Ziemer

Nay:

Abstain:

6. Proposed FY 2020-21 meeting schedule

A motion was made by Kohl, seconded by Robertson, that the proposed schedule be adopted to review mid-year totals on January 30, 2020, hold application review meetings each Thursday in March (5, 12, 19, 26) and a year-end meeting on September 10, 2020 at 2PM:

The motion carried by the following vote:

Aye: 6 – Ames, Branscomb, Campbell, Kohl, Robertson, Ziemer

Nay:

Abstain:

A motion was made by Ames, seconded by Kohl, that the proposed schedule be adopted, with the January and March meetings start at 1:00:

The motion carried by the following vote:

Aye: 6 – Ames, Branscomb, Campbell, Kohl, Robertson, Ziemer

Nay:

Abstain:

A motion was made by Robertson, seconded by Ames, that the proposed schedule be adopted, with the addition of a December 12 meeting to consider results of workshop with BOS starting at 1:00:

The motion carried by the following vote:

Aye: 6 – Ames, Branscomb, Campbell, Kohl, Robertson, Ziemer

Nay:


Abstain:

7. Establish protocol for Alternate Member voting procedures

The committee discussed implementing a random determination. No motion was made on a specific protocol.

E. **ADJOURNMENT**

F. County of Humboldt Web Site: <http://www.humboldt.gov/MeasureZ>

| | | |
|--|--|---|
| POLICY NUMBER: 19-XXXX | Measure Z Funding Carry Forward Policy |  |
| ORIGINAL ISSUE DATE: October 18, 2019 | | |
| REVISION DATE: 2019 | POLICY CONTACTS: County Administrative Office | |
| RELATED DOCUMENTS: | RELATED POLICIES: Not Applicable | |

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SECTION I – PURPOSE

Since voter approval in November 2014 and subsequent enactment in April 2015, the County of Humboldt has received and managed a half-cent (\$.05) local sales and use tax, known as “Measure Z.” Through an annual application process, Measure Z provides funding to internal departments and local organizations in order to maintain and improve public safety and essential services, such as law enforcement, emergency response, illegal cannabis cultivation enforcement and prevention, child abuse enforcement and prevention, crime investigation and prosecution, substance abuse rehabilitation, mental health treatment, rural fire protection, road repairs, and other services.

Measure Z funds are intended for use within the Fiscal Year (FY) for which they are awarded. The county recognizes that organizations may face unexpected challenges throughout the term of the FY that may inhibit them from spending down the awarded funds within the projected timeframe. Therefore, from time to time, county departments or outside organizations (Awardees) may be allowed to “carry forward” the total amount, or a portion, of the unused funding to the following year. The purpose of this policy is to ensure Awardees are aware of the requirements and limitations of all Measure Z funding carry forward requests.

SECTION II – APPLICABILITY

This policy applies to all Measure Z funding recipients.

SECTION III – DEFINITIONS

Measure Z: The local half-cent (\$.05) local sales and use tax measure, known as “Measure Z,” used to maintain and improve public safety and essential services which was passed by the voters of Humboldt County on November 4, 2014 and became operative on April 1, 2015

Carry Forward Requests: Requests to make available funds that have been awarded for use in one fiscal year available for use in subsequent fiscal years.

Awardee: A recipient of Measure Z funding

SECTION IV – POLICY

A. Criteria or Approval

1. All requests for Carry Forward must be submitted in writing to the County Administrative Office and must include a detailed description as to the need to Carry Forward funding. All requests must be submitted no later than April 30 of the fiscal year funds were originally awarded. This deadline aligns with the preparation of the recommended budget.
2. Approval for Carry Forward shall be granted by the County Administrative Officer (CAO), or designee. There will be no formal appeal process, however requesters are welcome to participate in the County Budget Process and attend public hearings on the budget, which take place not fewer than 10 days after the recommended budget documents are available.
3. Requested Carry Forward funds must be used for projects outlined within the Awardee's original approved Measure Z Funding Application and/or Memorandum of Understanding (MOU). Funds cannot be redirected to another project outside of the approved scope of work as outlined within the Measure Z Funding MOU.
4. Potentially allowable reasons for Carry Forward requests include unavoidable delays caused by vendors or contracted service providers, changes to construction timelines or other unavoidable delays in project timelines and/or equipment delivery, and other reasons deemed necessary by the CAO. Only unavoidable circumstances will be considered by the CAO for approval of Carry Forward fund requests.
5. Any unspent funding allocated for staffing will not be approved for Carry Forward. Should funding allocated for staffing remain unspent for any reason at the end of the fiscal year, those funds will be reallocated to the Measure Z Fund and budgeted in the next funding cycle.

B. Funding Threshold for Carry Forward Requests

1. Any Carry Forward request must be made in dollar amounts equal to or greater than \$5,000.00. No Carry Forward requests will be granted for fund amounts equaling less than \$5,000.00 at the end of the fiscal year for which it was granted.
2. Should funds remain unspent in dollar amounts less than \$5,000.00 at the end of the fiscal year, those funds will be reallocated to the Measure Z Fund and budgeted in the next funding cycle.

Board Approved:

Rex Bohn, Board Chair

Date

Pursuant to Board Order _____ Dated _____

September 12, 2019

Supervisor Rex Bohn
Chair, Humboldt County Board of Supervisors
825 5th Street,
Eureka, CA 95501

RE: Request for meeting of the Measure Z committee and a subcommittee of the Board of Supervisors

Dear Chair Bohn:

At the September 12, 2019 meeting of the Measure Z Advisory committee, the Committee Chair was directed by motion to communicate with the Chair of the BOS and request a meeting of the committee with an appointed subcommittee of the BOS.

The meeting is desired to address a developing financial trend where the inflationary increases to ongoing personnel costs are causing a significant decrease in the discretionary funding portion of the Measure Z revenue. The committee is concerned that this trend is accelerating at a pace that will result in the totality of the fund being allocated to ongoing personnel cost with no allocation to other applicants in the near future.

Please advise if the BOS is interested in having this discussion and if so please propose potential meeting dates that are prior to December 1, 2019.

Sincerely,

Glenn W Ziemer
Chair, Measure Z Advisory Committee

GLENN ZIEMER, Vice Chair – First District

ERNIE BRANSCOMB, Second District

GINGER CAMPBELL, Third District

NICHOLAS KOHL, Fourth District

VIVIENNA ORCUTT, Fifth District



LORA CANZONERI, At- Large

RICH AMES, At-Large

SEAN ROBERTSON, Fire Chiefs Assoc.

WILLIAM HONSAL, Sheriff's Department

JUSTIN ROBBINS, Alternate

SCOTT BINDER, Alternate

CITIZENS' ADVISORY COMMITTEE ON *MEASURE Z* EXPENDITURES

The Humboldt County Citizens' Advisory Committee on *Measure Z* Expenditures is now accepting applications for funding.

Measure Z, Humboldt County's Public Safety/Essential Services Measure, was passed by the voters of Humboldt County in the November 2014 general election.

Measure Z will provide funds to maintain and improve public safety and essential services, such as:

- Investigating violent crimes, including rape and domestic violence;
- Maintaining 911 emergency response times;
- Ensuring on-duty Sheriff's deputies;
- Providing drug treatment programs;
- Providing services for the victims of child abuse;
- Repairing roads;
- Maintaining rural fire protection and ambulance services; and
- Cleaning up environmentally-damaging marijuana farms and illegal dumping.

If you believe you provide public safety or essential services for Humboldt County, and would like to apply for *Measure Z* funding, an application for funding may be obtained on the County's website at www.humboldt.gov, or by contacting Elishia Hayes, in the Humboldt County Administrative Office at (707) 445-7266.

APPLICATIONS FOR FUNDING MUST BE FILED WITH THE COUNTY ADMINISTRATIVE OFFICE BY 5:00 P.M. ON February 25, 2019. POSTMARKS ARE NOT ACCEPTABLE FOR MEETING THIS DEADLINE. LATE APPLICATIONS WILL NOT BE CONSIDERED.

Glenn Ziemer

Committee Vice Chair



CITIZENS' ADVISORY COMMITTEE ON *MEASURE Z* EXPENDITURES

(Advisory Committee will make recommendations to the Humboldt County Board of Supervisors as to expenditure of funds derived from *Measure Z*.)

APPLICATION FOR FUNDING

Agency Name:

Mailing Address:

Contact Person:

Title:

Telephone:

E-mail address:

1. AMOUNT OF MEASURE Z FUNDING REQUESTED FOR FY 2019-20: \$

2. ENTITY TYPE -- Please check appropriate box.

- a. Humboldt County Department
- b. Contract Service Provider to Humboldt County
- c. Local Government Entity
- d. Private Service Provider
- e. Non-Profit Service Provider
- f. Other

3. Please provide brief description of proposal for which you are seeking funding.

4. How are you developing a plan for sustainability, including diversification of funding sources, in order for your proposal to carry on without reliance on future *Measure Z* funds?

5. If this request is for the continuation, or expansion, of an existing program/service, what is the current source of funding for that program/service?

6. If you are awarded *Measure Z* funds, how will you use them to leverage additional grants, contributions, or community support?

7. Will this proposal require new or expanded activity on the part of another entity to be fully functional and effective? If so, please describe.

8. Are there recurring expenses associated to this application, such as personnel costs? Please check yes or no and if so, please detail those expenses. Yes No

ATTACHMENTS—Please include the following with your application

Proposal Narrative: Brief description of your request for *Measure Z* funds – Please explain how it is an essential service or for public safety. (*one page maximum*)

Prior Year Results: *If your request is a continuation of a program funded with Measure Z in prior fiscal years, please provide the results of implementation. (one page maximum)*

Program Budget

I declare under penalty of perjury under the laws of the State of California that the above statements and all attachments are true and correct

DATE: _____

SIGNATURE: _____

SUBMIT THIS APPLICATION TO:

Humboldt County Citizens' Advisory Committee on *Measure Z* Expenditures
c/o County Administrative Office
825 Fifth Street, Room 112
Eureka, CA 95501-1153
