



Citizens' Advisory Committee
on
Measure Z Expenditures
Humboldt County

AGENDA

**HUMBOLDT COUNTY COURTHOUSE
BOARD OF SUPERVISORS' CHAMBERS
825 FIFTH STREET
EUREKA, CALIFORNIA**

**Thursday, Oct. 24, 2022
Time 2:00 PM**

- A. **SALUTE TO THE FLAG**
- B. **MODIFICATIONS TO THE AGENDA**
- C. **PUBLIC COMMENT ON NON-AGENDA ITEMS**
- D. **DISCUSSION ITEMS**
 - D.1. **Introduction Of New Member, Other Updates To Measure Z Roster**

Supervisor Madrone on June 28, 2022 appointed Darcy Miller to serve as his appointee for the 5th District. Ms. Miller replaces Scott Binder. Ms. Miller will fill the remainder of the current term with an expiration date of Jan. 20, 2025.

Supervisor Bushnell on Sept. 27, 2022 appointed Tami Trent to serve as her appointee for the 2nd District. Ms. Trent replaces Ernie Branscomb. Ms. Trent previously served

as an alternate (non-voting member) and will be filling the remainder of the term as a voting member with an expiration date of Jan. 20, 2023, at which time she can be reappointed to an additional term.

The Citizens' Advisory Committee thanks Mr. Binder and Mr. Branscomb for their service to the committee and Humboldt County.

The Board of Supervisors on Sept. 27, 2022 published a notice of vacancy for the alternate position, selected by a majority of the Board, and is currently accepting applications. Individuals interested in the position should [fill out the attached application](#) and return it to the Clerk of the Board.

Documents:

[Staff Report - Darcy Miller.pdf](#)
[Staff Report and Letter - Binder.pdf](#)
[Staff Report - Tami Trent.pdf](#)
[Staff Report and Letter - Branscomb.pdf](#)
[Application to Serve on Measure Z Citizen Advisory Committee.pdf](#)

D.2. **Approval Of March 24, 2022 Action Summary**

Documents:

[Action Summary for 032422.pdf](#)

D.3. **Selection Of Chair And Vice Chair**

Per Section 6 of the Resolution Establishing the Citizens' Advisory Committee on Measure Z Expenditures, the committee shall select a Chair and Vice Chair. Currently, Glen Ziemer is the Chair and Justin Robbins is the Vice Chair. The duties are as follows:

The The Chair shall preside at all meetings and shall provide the agenda for such meetings. The Vice Chair shall preside in the absence of the Chair and shall assist the Chair in the conduct of his/her office.

Additionally, a staff member designated by the County Administrative Officer shall serve as secretary to the committee and shall keep the minutes of all meetings, prepare correspondence under the direction of the Chair or Vice Chair, send notices of meetings, maintain membership lists, and maintain the files of the committee. This staff member shall not be a member of the committee and shall have no vote on any item to come before the committee.

The terms of the Chair and Vice Chair are not specified in the resolution. However, the committee typically selects a Chair and Vice Chair during its meeting in the fall or January. Your Committee appointed Ziemer and Robbins to their positions at the Jan. 13, 2022 meeting.

Documents:

D.4. County Administrative Office Updates

D.5. Proposed FY 2023-24 Meeting Schedule

Below are meeting dates from prior years, and the proposed schedule for the coming year. Please note the Nov. 10 meeting, which is being provided as needed by your committee. This potential meeting could be reserved for additional reports from agencies receiving Measure Z funding.

2019	2020	2021	2022	2023*
Jan. 31	Jan. 23	Jan. 7	Jan. 13	Jan. 12
March 7	March 5	March 4	March 3	March 2
March 14	March 12	March 11	March 10	March 9
March 21	Oct. 8	March 18	March 24	March 16 (if needed)
March 28		March 25	Oct. 20 (rescheduled to Oct. 26)	March 24 (if needed)
Sept. 12		Oct. 28	Nov. 10* (if needed)	Oct. 26

*=Proposed schedule

D.6. Application Updates

D.6.a. Salary Component Determination

Documents:

[Item 5.a - Salary Component Determination.pdf](#)

D.6.b. Other Application Updates/Changes

Documents:

[MZ Funding Application 2022-2023.pdf](#)
[Measure Z Proposed Budget Template - FY 2022-23.pdf](#)

D.7. Updates On Measure Z Recipients

Documents:

[Board Final Measure Z Budget.pdf](#)

E. ADJOURNMENT



COUNTY OF HUMBOLDT

For the meeting of: 6/28/2022

File #: 22-844

To: Board of Supervisors

From: Supervisor Steve Madrone

Agenda Section: Consent

SUBJECT:

Appoint Darcy Miller to the Citizen's Advisory Committee on Measure Z Expenditures Representing the Fifth District (Supervisor Steve Madrone)

RECOMMENDATION(S):

That the Board of Supervisors:

1. Receive and file the report.

SOURCE OF FUNDING:

None

DISCUSSION:

Supervisor Madrone is announcing the appointment of Darcy Miller to the Citizen's Advisory Committee on Measure Z Expenditures representing the Fifth District. Darcy Miller will fill the remainder of the current term with an expiration date of 01/20/25.

FINANCIAL IMPACT:

None

STRATEGIC FRAMEWORK:

This action supports your Board's Strategic Framework by providing community-appropriate levels of service

OTHER AGENCY INVOLVEMENT:

None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

None

ATTACHMENTS:

Updated Roster

File #: 22-844

PREVIOUS ACTION/REFERRAL:

Board Order No.: N/A

Meeting of: N/A

File No.: N/A



COUNTY OF HUMBOLDT

For the meeting of: 6/28/2022

File #: 22-843

To: Board of Supervisors

From: Supervisor Steve Madrone

Agenda Section: Consent

SUBJECT:

Letter of Appreciation to Scott Binder for His Service on the Citizens' Advisory Committee on Measure Z Expenditures (Measure Z Committee) (Supervisor Steve Madrone)

RECOMMENDATION(S):

That the Board of Supervisors:

1. Authorize the Chair to sign the letter of appreciation.

SOURCE OF FUNDING:

N/A

DISCUSSION:

Supervisor Madrone would like to recognize and thank Mr. Scott Binder for his service on the Measure Z Committee. Mr. Binder served for two years as the 5th District appointee.

FINANCIAL IMPACT:

N/A

STRATEGIC FRAMEWORK:

This action supports your Board's Strategic Framework by providing community-appropriate levels of service

OTHER AGENCY INVOLVEMENT:

None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

None

ATTACHMENTS:

Letter of Appreciation

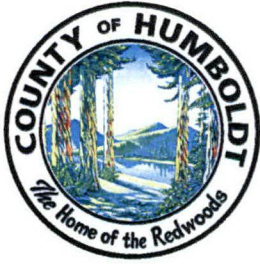
File #: 22-843

PREVIOUS ACTION/REFERRAL:

Board Order No.: N/A

Meeting of: N/A

File No.: N/A



BOARD OF SUPERVISORS
COUNTY OF HUMBOLDT

825 5TH STREET, ROOM 111
EUREKA, CALIFORNIA 95501 PHONE: (707) 476-2390

June 28, 2022

Scott Binder
Kapone@Kapone.net

Re: Citizens' Advisory Committee on Measure Z Expenditures

Dear Mr. Binder,

On behalf of the Humboldt County Board of Supervisors, thank you for your service on the Measure Z Citizens' Advisory Committee. Your dedication and participation over the past two years are greatly appreciated.

We wish you success in your future endeavors.

Sincerely,

Virginia Bass, Chair
Humboldt County Board of Supervisors



COUNTY OF HUMBOLDT

For the meeting of: 9/27/2022

File #: 22-1287

To: Board of Supervisors

From: Supervisor Michelle Bushnell

Agenda Section: Consent

SUBJECT:

Appointment of Tami Trent to the Citizens' Advisory Committee on Measure Z Expenditures (Measure Z) as the Second District Representative. (Supervisor Michelle Bushnell)

RECOMMENDATION(S):

That the Board of Supervisors:

1. Receive and file the appointment

SOURCE OF FUNDING:

General Fund (1100)

DISCUSSION:

Supervisor Michelle Bushnell is announcing her appointment of Tami Trent to represent the second district on the Measure Z committee. Tami has been serving as the alternate member since March 2021. A vacancy for the alternate appointment will fall under an additional agenda item. Ms. Trent will be filling the remainder of the term with an expiration date of January 20, 2023, at which time Ms. Trent can be reappointment to an additional term.

FINANCIAL IMPACT:

There is no financial impact for an appointment.

STRATEGIC FRAMEWORK:

This action supports your Board's Strategic Framework by providing community-appropriate levels of service

OTHER AGENCY INVOLVEMENT:

None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

None

File #: 22-1287

ATTACHMENTS:

Updated Roster

PREVIOUS ACTION/REFERRAL:

Board Order No.: N/A

Meeting of: N/A

File No.: N/A



COUNTY OF HUMBOLDT

For the meeting of: 9/27/2022

File #: 22-1286

To: Board of Supervisors

From: Supervisor Michelle Bushnell

Agenda Section: Consent

SUBJECT:

Letter of Appreciation to Ernie Branscomb for his Service on the Citizens' Advisory Committee on Measure Z Expenditures Committee (Measure Z) as the Second District Appointment. (Supervisor Michelle Bushnell)

RECOMMENDATION(S):

That the Board of Supervisors:

1. Authorize the Chair to sign the letter of appreciation.

SOURCE OF FUNDING:

General Fund (1100)

DISCUSSION:

Supervisor Bushnell would like to recognize and thank Mr. Branscomb for his service as the District Two appointment to the Measure Z Committee. Mr. Branscomb has served since January 2018 and has decided to pursue other interests.

FINANCIAL IMPACT:

There is no financial impact for thanking Mr. Branscomb for his many years of service. However, it should be recognized that Measure Z funding has had a significant impact on Humboldt County.

STRATEGIC FRAMEWORK:

This action supports your Board's Strategic Framework by providing community-appropriate levels of service

OTHER AGENCY INVOLVEMENT:

None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

Board discretion

File #: 22-1286

ATTACHMENTS:

Letter of Appreciation

PREVIOUS ACTION/REFERRAL:

Board Order No.: N/A

Meeting of: N/A

File No.: N/A



BOARD OF SUPERVISORS
COUNTY OF HUMBOLDT

825 5TH STREET, ROOM 111
EUREKA, CALIFORNIA 95501 PHONE: (707) 476-2390

September 27, 2022

Ernie Branscomb
ernie@branscombcenter.com

Re: Citizens' Advisory Committee on Measure Z Expenditures

Dear Mr. Branscomb,

On behalf of the Humboldt County Board of Supervisors, thank you for your service on the Measure Z Citizens' Advisory Committee as the Second District appointment. Your dedication and participation over the past four years are greatly appreciated.

We wish you success in your future endeavors.

Sincerely,

Virginia Bass, Chair
Humboldt County Board of Supervisors



**BOARD OF SUPERVISORS
COUNTY OF HUMBOLDT**

825 5th Street, Suite 111, Eureka, CA 95501-1153

Telephone (707) 476-2390 Fax (707) 445-7299

APPLICATION TO SERVE ON THE HUMBOLDT COUNTY

**CITIZENS' ADVISORY COMMITTEE ON MEASURE Z
EXPENDITURES**

APPLICANT NAME: _____

MAILING ADDRESS: _____

TELEPHONE: Home: _____ Work: _____ Mobile: _____

E-MAIL ADDRESS: _____

OCCUPATION: _____

ARE YOU A CURRENT EMPLOYEE OF OR VOLUNTEER FOR THE COUNTY OR ANY AGENCY

LIKELY TO APPLY FOR MEASURE Z FUNDS? NO YES

IF YES, WHAT AGENCY OR DEPARTMENT? _____

PERSONAL REFERENCES:

(1) _____ PHONE: _____

(2) _____ PHONE: _____

PRIOR ADVISORY BOARD OR BOARD OF DIRECTORS EXPERIENCE? NO YES

ON THE BACK OF THIS PAGE OR A SEPARATE SHEET OF PAPER, PLEASE ANSWER THE FOLLOWING QUESTIONS:

1. WHAT IS YOUR FAMILIARITY WITH PUBLIC AGENCY BUDGETING?
2. DESCRIBE YOUR EXPERIENCE WITH COUNTY GOVERNMENT.
3. WHY ARE YOU INTERESTED IN SERVING ON THE **CITIZENS' ADVISORY COMMITTEE ON MEASURE Z EXPENDITURES?**

PLEASE ATTACH A CURRENT RESUME.

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, Clerk of the Board, 825 Fifth Street, Suite 111, Eureka, CA 95501-1153.

DATE TO SUPERVISOR _____ DATE APPROVED _____ NOT APPROVED _____



Citizens' Advisory Committee
on
Measure Z Expenditures
Humboldt County
AGENDA

Thursday March 24, 2022 • 2:00 PM- 5:00PM (or until ended by the committee)

In accordance with Executive Order N-29-20 meetings of the Citizens' Advisory Committee on Measure Z Expenditures will be held virtually until further notice.
Instructions for Listening and Participation can be found at the end of this agenda.

- A. **SALUTE TO THE FLAG**
- B. **MODIFICATIONS TO THE AGENDA**
- C. **PUBLIC COMMENT ON NON-AGENDA ITEMS**
- D. **DISCUSSION ITEMS**
 - 1. **Approval of 03-17-2022 Action Summary**
Robbins motion to approve
Bronkall seconded

Passes 9-0
 - 2. **County Administrative Office Updates**
No action taken
 - 3. **Finalize Initial Rankings**
Robertson motion to approve rankings
Honsal seconded

Passes 9-0
 - 4. **Applications for Fiscal Year 2022-23**
 - i. **Distribute Letters of Support**
Letters of support for Redwood Parks Conservancy
 - ii. **Distribute Responses to Committee Questions**
 - iii. **Request additional information from applicants, if necessary**

5. Rank Applications

Bob motion to approve final rankings
Honsal second

Passes 9-0

E. ADJOURNMENT

The County of Humboldt is committed to providing equal access to all county programs, services and activities through the provision of accommodations for individuals with disabilities as required under the Americans with Disabilities Act (ADA). With 72 hours prior notice, a request for reasonable accommodation or modification can be made. Please contact the County Administrative Office at 707-445-7266 or by email cao@co.humboldt.ca.us or the ADA Coordinator at 844-365-0352 or by email at ada@co.humboldt.ca.us

You may access the live stream of the meeting in two ways:

1. Via Web:

<https://us02web.zoom.us/j/81040601290?pwd=QzJYOEZoSklNDUFBRGtoMFRVVC9qUT09>
Passcode: 233242

2. Via Phone:

Dial: +1 669 900 9128
Webinar ID: 810 4060 1290
Passcode: 233242

TO SHARE PUBLIC COMMENT DURING THE MEETING:

Participate in the public comment period of the meeting in the following two ways:

1. Via Zoom:

“Raise your hand” by clicking the Raise Hand icon/button on the bottom of the Zoom window. When you click the Raise Hand icon, a hand icon will appear next to your name that will notify the host your hand is raised. You will also see the hand button turn green. When you want to lower your hand, you can click the hand icon/button again and your hand will be lowered. When you are called upon to speak the Zoom platform will ask you for permission to unmute your mic. If you encounter any issues, please use the call-in option below.

2. Via Phone:

Join the meeting as listed above. When the Commission Chair starts to discuss the item you wish to comment on, Press *9 to raise your hand. When you are called upon to speak, you will be prompted to unmute your mic. Follow those instructions and begin your comment.

TO SUBMIT PUBLIC COMMENT IN ADVANCE:

To submit public comment to the Redistricting Advisory Commission in advance of a meeting, please email cao@co.humboldt.ca.us and provide your name, the agenda item number(s) and/or topic on which you wish to make comment. If you do not have access to email, a voicemail may be left at 707 445-7266. Be sure to include the details listed for emailed public comments. All public comment submitted after the agenda has been published will be included with the administrative record after the fact.



COUNTY OF HUMBOLDT

AGENDA ITEM NO.
C-7

For the meeting of: December 16, 2014

Date: December 5, 2014
To: Board of Supervisors
From: Phillip Smith-Hanes, County Administrative Officer *PSH*
Subject: Resolution Establishing a Citizens' Advisory Committee on Measure Z Expenditures

RECOMMENDATION(S):

That the Board of Supervisors adopt the attached Resolution establishing a Citizens' Advisory Committee on Measure Z Expenditures.

SOURCE OF FUNDING: General Fund (Local Sales Tax Measure)

DISCUSSION:

In July, your Board voted to place before the voters of Humboldt County the question of imposing a countywide local sales tax. On November 4, the voters approved this question (Measure Z on the ballot), adopting Humboldt County Code Sections 718-1 through 718-18. On November 14, your Board discussed a number of options concerning the advisory committee called for in Section 718-17 "that will make recommendations to the Board of Supervisors as to expenditure of funds derived from this tax." Staff returned to your Board on December 2 to receive additional direction on the composition of the committee. The attached Resolution (Attachment 1) conforms to your Board's direction. Also attached (Attachment 2) is a revised application form which incorporates suggestions made by Board members on December 2.

Prepared by Phillip Smith-Hanes CAO Approval *Amy Olson*
REVIEW: Auditor _____ County Counsel *wbl* Human Resources _____ Other _____

TYPE OF ITEM:
 Consent
 Departmental
 Public Hearing
 Other _____

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT
Upon motion of Supervisor *Sundberg* Seconded by Supervisor *Fennell*
Ayes *Sundberg, Lovelace, Bohn, Fennell, Bass*
Nays _____
Abstain _____
Absent _____

PREVIOUS ACTION/REFERRAL:

Board Order No. H-4, H-6

Meeting of: 11/14/14, 12/2/14

and carried by those members present, the Board hereby approves the recommended action contained in this Board report.

Dated: *Dec. 11, 2014*
By: *Kathy Hayes*
Kathy Hayes, Clerk of the Board

FINANCIAL IMPACT:

There is no financial impact to establishing the advisory committee.

This action conforms to your Board's Strategic Framework as a new initiative that makes a proactive decision to partner to promote quality services through fostering transparent, accessible, welcoming and user friendly services.

OTHER AGENCY INVOLVEMENT:

Any agency eligible to receive funding from the County's General Fund is potentially affected.

ALTERNATIVES TO STAFF RECOMMENDATIONS: Board discretion.

ATTACHMENTS:

1. Resolution Establishing a Citizens' Advisory Committee on Measure Z Expenditures
2. Application Form

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT, STATE OF CALIFORNIA

Certified copy of portion of proceedings, Meeting of December 16, 2014

RESOLUTION NO. 14-106

RESOLUTION ESTABLISHING A CITIZENS' ADVISORY COMMITTEE ON MEASURE Z EXPENDITURES

WHEREAS, on November 4, 2014, the voters of Humboldt County adopted a countywide local transactions and use tax ("sales tax") through an affirmative vote on a local measure known as Measure Z; and

WHEREAS, the citizens of Humboldt County have a strong interest in transparency and accountability for expenditure of funds derived from this countywide local sales tax; and

WHEREAS, Ordinance No. 2517, by which the Board of Supervisors placed Measure Z before the voters of this county, calls for an advisory committee "that will make recommendations to the Board of Supervisors as to expenditure of funds derived from this tax"; and

WHEREAS, the Board of Supervisors may appoint commissions or committees of citizens to study problems of general or special interest to the board and to make reports and recommendations to the board pursuant to Government Code §31000.1; and

WHEREAS, the Board of Supervisors desires to establish a Citizens' Advisory Committee to study problems of general interest regarding expenditure needs for funds derived from the countywide local sales tax imposed pursuant to Measure Z;

NOW, THEREFORE, the Board of Supervisors of the County of Humboldt resolves as follows:

1. Committee

The Humboldt County Citizens' Advisory Committee on Measure Z Expenditures is hereby established.

2. Purpose

The purpose of the Citizens' Advisory Committee on Measure Z Expenditures is to assist the Board of Supervisors in taking public input on the expenditure of funds derived from the countywide local sales tax imposed pursuant to Measure Z. Purposes may include:

- a. Solicit applications for funding from County departments and outside agencies.
- b. Conduct public hearings to examine the various proposals received in response to the solicitation of applications and weigh the value of the various proposals.
- c. Make recommendations as to the proposals that should be funded given the projected amount of revenue to be derived from the countywide local sales tax.
- d. Provide those recommendations to the County Administrative Office for transmittal to the Board of Supervisors as part of the annual budget process.

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT, STATE OF CALIFORNIA

Certified copy of portion of proceedings, Meeting of December 16, 2014

RESOLUTION NO. 14-106

3. Duties

The duties of the Citizens' Advisory Committee on Measure Z Expenditures shall include:

- a. Becoming familiar with current and projected County revenues and expenditures.
- b. Providing a forum for public expression of desires regarding expenditure of funds derived from the countywide local sales tax.
- c. Working with the County Administrative Office and members of the public to address potential public concerns about expenditure of funds derived from the countywide local sales tax.
- d. Providing an annual report of recommended expenditures to the County Administrative Office for inclusion in the annual budget.

4. Membership

The Citizens' Advisory Committee on Measure Z Expenditures shall be composed of nine (9) voting members and two (2) alternates, who shall be appointed by the Board of Supervisors as follows:

One member from each Supervisorial District, appointed by the Supervisor thereof with notice to his/her fellow Supervisors.

Two voting members and two alternates to be appointed by majority vote of the Board of Supervisors.

One member to be appointed by the Board of Supervisors upon nomination of the Humboldt County Fire Chiefs' Association.

One member to be appointed by the Board of Supervisors upon nomination of the Humboldt County Sheriff.

5. Term of Office

All appointments shall be for a term of four (4) years, except that at the first meeting of the committee four members shall be randomly selected to serve for only two (2) years so that appointments will thereafter be staggered.

Members appointed by individual Supervisors shall serve at the pleasure of their appointing Supervisor; the remaining four members shall serve at the pleasure of a majority of the Board of Supervisors. There shall be no restrictions on reappointment of members to successive terms.

6. Officers and Their Duties

The members of the Citizens' Advisory Committee on Measure Z Expenditures shall select a Chair and a Vice Chair. The Chair shall preside at all meetings and shall provide the agenda for such meetings. The Vice Chair shall preside in the absence of the Chair and shall assist the Chair in the conduct of his/her office.

A staff member designated by the County Administrative Officer shall serve as secretary to the committee and shall keep the minutes of all meetings, prepare correspondence under the direction of the

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT, STATE OF CALIFORNIA

Certified copy of portion of proceedings, Meeting of December 16, 2014

RESOLUTION NO. 14-106

Chair or Vice Chair, send notices of meetings, maintain membership lists, and maintain the files of the committee. This staff member shall not be a member of the committee and shall have no vote on any item to come before the committee.

7. Meetings

The Citizens' Advisory Committee on Measure Z Expenditures shall hold regular meetings at such time and place as shall be agreed upon by the committee and such other special meetings as shall be required from time to time. Special meetings shall be called by the Chair or, in his/her absence from the County, by the Vice Chair. Special meetings shall be effective for the transaction of business only if notice has been given to each member at least forty-eight (48) hours in advance of the special meeting, and the notice shall contain the subject of the special meeting. No action taken at either regular or special meetings shall be valid unless approved by a majority of the members of the committee present and voting, and unless a quorum is present.

A quorum shall consist of six members of the committee. In the event that fewer than six of the designated voting members of the committee are present, either or both of the alternates may be counted in determining the presence of a quorum. In any case in which an alternate is used to determine the presence of a quorum, he/she shall have a vote on any business to come before the committee until he/she is no longer needed to determine a quorum.

8. Removal of Members for Failure to Attend Meetings

In the event that any member of the Citizens' Advisory Committee on Measure Z Expenditures shall absent himself/herself from three (3) consecutive regular meetings of the committee without showing good cause therefor to the Chair, at the fourth such consecutive regular meeting from which he/she is absent his/her place shall automatically become vacant. Such vacancy shall be reported to the Board of Supervisors, and the appropriate appointing authority (individual Board member, majority vote of Board, Board upon nomination by Fire Chiefs/Sheriff) shall appoint another member for the unexpired term of the member whose absence gave rise to the vacancy.

9. Open Meeting Requirement

Citizens' Advisory Committee on Measure Z Expenditures meetings shall be open to the public and subject to the Ralph M. Brown Act (Government Code commencing with Section 54950). The Citizens' Advisory Committee on Measure Z Expenditures shall carry out its functions in accordance with procedures established by the Board of Supervisors, or in the absence of such procedures, shall establish its own procedures consistent with State and local law and Robert's Rules of Order. The committee shall obtain input and advice from appropriate County staff in carrying out its duties.

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT, STATE OF CALIFORNIA

Certified copy of portion of proceedings, Meeting of December 16, 2014

RESOLUTION NO. 14-106

10. Conflict of Interest Code

The Citizens' Advisory Committee on Measure Z Expenditures shall comply with all applicable laws regarding conflict of interest, including the Political Reform Act (Government Code commencing with Section 81000) and the Humboldt County Conflict of Interest Code.

11. Effective Date

This Resolution shall take effect thirty (30) days from and after its date of adoption.

Dated: December 16, 2014




REX BOHN, Chair
Humboldt County Board of Supervisors

Adopted on motion by Supervisor Sundberg, seconded by Supervisor Fennell, and the following vote:

AYES:	Supervisors	Sundberg, Lovelace, Bohn, Fennell, Bass
NAYS:	Supervisors	--
ABSENT:	Supervisors	--
ABSTAIN:	Supervisors	--
STATE OF CALIFORNIA)	
County of Humboldt)	

I, KATHY HAYES, Clerk of the Board of Supervisors, County of Humboldt, State of California, do hereby certify the foregoing to be a full, true, and correct copy of the original made in the above-entitled matter by said Board of Supervisors at a meeting held in Eureka, California as the same now appears of record in my Office.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Seal of said Board of Supervisors.



By ANA HARTWELL
Deputy Clerk of the Board of Supervisors of the
County of Humboldt, State of California



CLERK OF THE BOARD DIVISION
OF THE BOARD OF SUPERVISORS' OFFICE

COUNTY OF HUMBOLDT

825 FIFTH STREET
EUREKA, CALIF. 95501-1153

PHONE (707) 476-2384; 445-7299 (FAX)

APPLICATION TO SERVE ON THE HUMBOLDT COUNTY CITIZENS' ADVISORY COMMITTEE ON MEASURE Z EXPENDITURES

APPLICANT NAME: _____

MAILING ADDRESS: _____

TELEPHONE: Home: _____ Work: _____ Mobile: _____

E-MAIL ADDRESS: _____

OCCUPATION: _____

ARE YOU A CURRENT EMPLOYEE OF OR VOLUNTEER FOR THE COUNTY OR ANY AGENCY

LIKELY TO APPLY FOR MEASURE Z FUNDS? _____ NO _____ YES

IF YES, WHAT AGENCY OR DEPARTMENT? _____

PERSONAL REFERENCES:

(1) _____ PHONE: _____

(2) _____ PHONE: _____

PRIOR ADVISORY BOARD OR BOARD OF DIRECTORS EXPERIENCE? _____ NO _____ YES

ON THE BACK OF THIS PAGE OR A SEPARATE SHEET OF PAPER, PLEASE ANSWER THE FOLLOWING QUESTIONS:

1. WHAT IS YOUR FAMILIARITY WITH PUBLIC AGENCY BUDGETING?
2. DESCRIBE YOUR EXPERIENCE WITH COUNTY GOVERNMENT.
3. WHY ARE YOU INTERESTED IN SERVING ON THE **CITIZENS' ADVISORY COMMITTEE ON MEASURE Z EXPENDITURES?**

PLEASE ATTACH A CURRENT RESUME.

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, Clerk of the Board,
825 Fifth Street, Suite 111, Eureka, CA 95501-1153.

DATE TO SUPERVISOR _____ DATE APPROVED _____ NOT APPROVED _____

Measure Z Committee
Agenda Item Summary
October 27th, 2022

Salary Component Determination

Issue: The Measure Z Committee has never provided explicit directions to applicants regarding the determination of what constitutes a legitimate salary item for reimbursement by the Fund. As a result, different applicants have included a wide array of elements in their salary costs, resulting in wide variance in the level of fund reimbursement.

Discussion: The current practice of the committee allows applicants to specify their position salary costs without specific direction. Many of the funded positions are guided by MOU's that include highly specified elements as additions to base salary that are included in the applicant's characterization of the position salary. This is especially true in the public safety sector, where salary additions are common for items such as shift differential, assignment specific pay grades, additions for certifications, or educational elements, and many others. Without guidance, applicants typically include these items in their identification of the salary level.

There is also inconsistency in the salary roll up costs and benefits.

Proposal: The chair is proposing that the committee determine the specific elements that will be allowable for reimbursement and communicate this determination to the applicants prior to receipt of applications, and provide a salary and roll up cost and allowable benefit worksheet for applicant submission at the time of application.

As a starting point for discussion the chair proposes that the following costs be allowable for funding:

- 1) Base Salary
- 2) Retirement-
 - For PERS Entities- Normal Cost only- Employer share only
 - For non PERS entities- IRS recognized retirement investment programs (i.e., 401k, SEP plans etc.)
 - Social Security Employer share
 - Medicare Employer share
- 3) Health Insurance including Vision and Hearing or HRA or HSA contributions
- 4) Unemployment Insurance
- 5) Workers Compensation Insurance
- 6) SDI where applicable

Potential Issues of the Proposal :

- 1) Increase in staff time to develop the salary worksheet and review submissions of applicants.
- 2) The limitation of Retirement costs of PERS applicants to the Normal cost component will have a significant effect on these applicants since it is common for the mandated Unfunded Actuarial Cost to be almost equal to the retirement Normal Cost. This will be especially true for the County personnel funded by Measure Z.

GLENN ZIEMER, Chair – First District
ERNIE BRANSCOMB, Second District
GINGER CAMPBELL, Third District
NICHOLAS KOHL, Fourth District
SCOTT BINDER, Fifth District



JUSTIN ROBBINS, Vice-Chair, At Large
BOB BRONKALL, At-Large
SEAN ROBERTSON, Fire Chiefs Assoc.
WILLIAM HONSAL, Sheriff's Office
EDDIE MORGAN, Alternate
TAMI TRENT, 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, is a half-cent sales tax, passed by the voters of Humboldt County during 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;
- 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.org, or by contacting the Humboldt County Administrative Office, (707) 445-7266.

Applications for funding must be filed with the county administrative office BY 5:00 P.M. ON FEBRUARY 18, 2022. Postmarks are not acceptable for meeting this deadline.

Glenn Ziemer
Committee Chair

Justin Robbins
Committee Vice Chair



CITIZENS' ADVISORY COMMITTEE ON *MEASURE Z* EXPENDITURES

The Advisory Committee meets on each Wednesday in March to review applications and will make recommendations to the Humboldt County Board of Supervisors in April.

APPLICATION FOR FUNDING

Agency Name: _____

Mailing Address: _____

Contact Person: _____ Title: _____

Telephone: _____ E-mail address: _____

1. AMOUNT OF MEASURE Z FUNDING REQUESTED FOR FY 2022-2023: \$ _____

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, Describe: _____

3. Is this application a renewal or related to a project that has been funded by *Measure Z* in the past?
(check one) Yes No

4. Describe how the scope of your proposal fits the intent of *Measure Z*. Specifically, how will it maintain and improve public safety and essential services, as described on the previous page?

5. Please provide a brief description of the proposal for which you are seeking funding.



6. How have you developed a plan for sustainability, including diversification of funding sources, for your proposal to carry on without reliance on future *Measure Z* funds?

7. 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?

8. If you are awarded *Measure Z* funds, how do you plan to leverage these funds to secure additional grants, contributions or community support?

9. Will this proposal require new or expanded activity on the part of another entity to be fully functional and effective? If so, name that entity and describe what that participation would look like.

10. Are there recurring expenses associated with this application, such as personnel cost? Please check yes or no: Yes No

If you checked yes, detail those expenses here:



REQUIRED ATTACHMENTS

Include the following with your application, making sure to **limit your responses to one page, per section**. Responses longer than the maximum, may not be read by committee members or considered as part of your application

Proposal Narrative: Brief description of your request for Measure Z funds – Please explain how it is an essential service or improves 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: Please utilize the template provided on the following pages. This will need to be updated if your agency is approved for funding. You may also download this as an excel using this link: <https://humboldt.gov.org/DocumentCenter/View/102873/Measure-Z-Proposed-Budget-Template---FY-2022-23>

DATE: _____ SIGNATURE: _____

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

SUBMIT YOUR COMPLETE APPLICATION TO:

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

Exhibit E

PROPOSED BUDGET

Agency Name:
Coordinator/Contact:
Address:
Phone:

Descriptions	Costs	Requested Budget	Remaining Balance
A. Personnel Costs			
Title:			
Salary and Benefits			0
Duties Description:			
Title:			
Salary and Benefits			0
Duties Description:			
Title:			
Salary and Benefits			0
Duties Description:			
Title:			
Salary and Benefits			0
Duties Description:			
Title:			
Salary and Benefits			0
Duties Description:			
Total Personnel:		0.00	0.00
B. Operational Costs (Rent, Utilities, Phones, etc.)			
Title:			
Description:			
Title:			
Description:			
Title:			
Description:			
Title:			
Description:			
Total Operating Costs:		0	0
C. Consumables/Supplies (Supplies and Consumables should be separate)			
Title:			
Description:			
Title:			
Description:			
Title:			
Description:			
Title:			
Description:			
Total Consumable/Supplies:		0	0
D. Transportation/Travel (Local and Out-of-County should be separate)			
Title:			
Description:			
Title:			
Description:			
Title:			
Description:			
Total Transportation/Travel Costs:		0	0
E. Fixed Assets			
Title:			
Description:			
Title:			
Description:			
Title:			
Description:			
Title:			
Description:			
Total Other Costs:		0	0
Budget Total:		0.00	

EXHIBIT F

Exhibit F - Measure Z - Proposed Invoice

Agency Name:
Coordinator/Contact:
Address:
Phone:

Invoice Date: _____

Invoice # MZ- _____

Invoice Period: _____

Description	Cost	Total Amount Due
Personnel Costs (Wages and Benefits)	\$0.00	
Operational Costs (Rent, Utilities, Phones, etc.)	\$0.00	
Consumables/Supplies (Supplies and Consumables should be separate)	\$0.00	
Transportation/Travel (Local and out of county should be separate)	\$0.00	
Other (Indirect Costs, Contracts, etc.)	\$0.00	
		\$0.00

I certify that the information provided above is, to the best of my knowledge, complete and accurate; the expenditures are in accordance with the approved Agreement cited for services provided under the provision of that agreement. Full justification and backup records for the expenditures are maintained in our office at the address indicated.

Signature: _____ Date: _____

Print Name: _____ Title: _____

Approved by County Administrative Office: _____ Date: _____

Humboldt County Administrative Office
 825 Fifth Street, Room 112
 Eureka Ca 95501



cao@co.humboldt.ca.us
 (707) 445-7266

Notes on using the budget and invoice template

- 1 We prefer this form over others but other formats may be used as long as all requested information is provided
- 2 Complete the Budget tab first, the Invoice tab will auto-populate the appropriate fields based on this data.
- 3 Be sure to sign the invoice and budget documents before submitting
- 4 All invoice categories and items should match the approved project budget

NOTE: The worksheet has been created to assist in the completion of the invoice. The worksheet will self populate the invoice except on highlighted cells. The worksheet is a tool to use to insure that all expenditures are accurately represented.

Exhibit E

PROPOSED BUDGET

Agency Name:
Coordinator/Contact:
Address:
Phone:

Descriptions	Costs	Requested Budget	Remaining Balance
A. Personnel Costs			
Title: Salary and Benefits Duties Description:			0
Title: Salary and Benefits Duties Description:			0
Title: Salary and Benefits Duties Description:			0
Title: Salary and Benefits Duties Description:			0
Title: Salary and Benefits Duties Description:			0
Total Personnel:	0.00	0.00	0.00
B. Operational Costs (Rent, Utilities, Phones, etc.)			
Title: Description:			
Title: Description:			
Title: Description:			
Title: Description:			
Total Operating Costs:	0	0	0
C. Consumables/Supplies (Supplies and Consumables should be separate)			
Title: Description:			
Title: Description:			
Title: Description:			
Title: Description:			
Total Consumable/Supplies:	0	0	0
D. Transportation/Travel (Local and Out-of-County should be separate)			
Title: Description:			
Title: Description:			
Title: Description:			
Total Transportation/Travel Costs:	0	0	0
E. Fixed Assets			
Title: Description:			
Title: Description:			
Title: Description:			
Title: Description:			
Total Other Costs:	0	0	0
Budget Total:	0.00		

EXHIBIT F

Exhibit F - Measure Z - Proposed Invoice

Agency Name:
Coordinator/Contact:
Address:
Phone:

Invoice Date: _____

Invoice # MZ- _____

Invoice Period: _____

Description	Cost	Total Amount Due
Personnel Costs (Wages and Benefits)	\$0.00	
Operational Costs (Rent, Utilities, Phones, etc.)	\$0.00	
Consumables/Supplies (Supplies and Consumables should be separate)	\$0.00	
Transportation/Travel (Local and out of county should be separate)	\$0.00	
Other (Indirect Costs, Contracts, etc.)	\$0.00	
		\$0.00

I certify that the information provided above is, to the best of my knowledge, complete and accurate; the expenditures are in accordance with the approved Agreement cited for services provided under the provision of that agreement. Full justification and backup records for the expenditures are maintained in our office at the address indicated.

Signature: _____ Date: _____

Print Name: _____ Title: _____

Approved by County Administrative Office: _____ Date: _____

Humboldt County Administrative Office
 825 Fifth Street, Room 112
 Eureka Ca 95501



cao@co.humboldt.ca.us
 (707) 445-7266

Notes on using the budget and invoice template

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- 4 All invoice categories and items should match the approved project budget

NOTE: The worksheet has been created to assist in the completion of the invoice. The worksheet will self populate the invoice except on highlighted cells. The worksheet is a tool to use to insure that all expenditures are accurately represented.

FY 2022-23 Measure Z Requests

Available Funding	\$	9,006,214.00
Board Recommended	\$	9,006,214.00
Funding Available (Over)	\$	-

Agency and Project	Revised Budgets	Board Recommended
Public Works - Brush & Tree Removal.	\$ 1,236,000.00	\$ 1,236,000.00
Humboldt County Fire Chief's Association	\$ 2,732,609.15	\$ 2,732,610.00
Humboldt County Sheriff's Office/Public works/CAO - Repeaters Improvements	\$ 795,062.31	\$ 795,062.00
Kimaw Medical Center - Ambulance Service.	\$ 443,435.00	\$ 443,435.00
City of Fortuna PD - School Resource Officer	\$ 203,901.77	\$ 203,902.00
Public Works - Repair on Roads.	\$ 880,000.00	\$ 720,000.00
Public Works - Hazardous Waste	\$ 80,000.00	\$ 80,000.00
Eureka Police Dept. - UPLIFT- CSET-MIST	\$ 499,000.00	\$ 499,000.00
Southern Trinity Area Rescue - STAR	\$ 158,785.00	\$ 158,785.00
City of Fortuna PD - Drug Task Force	\$ 203,901.77	\$ 203,902.00
Rio Dell Police Dept - Office Clerk	\$ 34,518.00	\$ 34,518.00
Adult Protective Services & District Attorneys Office - EVAST	\$ 5,000.00	\$ 5,000.00
Arcata Police Dept - School Resource Officer and Juvenile Diversion Officer	\$ 350,756.00	\$ 350,756.00
County Administrative Office - Indigent Defense Coordinator, Measure Z Administration	\$ 101,981.92	\$ 101,981.00
Humboldt County Sheriff's Office - Dispatch	\$ 132,337.00	\$ 132,337.00
Redwood Parks Conservancy - Lifeguard	\$ 31,460.00	\$ 31,460.00

FY 2022-23 Measure Z Requests

Available Funding	\$	9,006,214.00
Board Recommended	\$	9,006,214.00
Funding Available (Over)	\$	-

Agency and Project	Revised Budgets	Board Recommended
DHHS-Behavioral Health & Humboldt County Sheriff - MIST Expansion	\$ 806,418.75	\$ 806,419.00
Yurok Tribe of the Tribal Prosecutor - Investigator	\$ 118,539.00	\$ 118,539.00
Eureka City Schools - Resource Officer	\$ 79,000.00	\$ 79,000.00
Humboldt County District Attorney - 3 Crime Analysts/IT Technician/WIFI/Access to RIMS	\$ 429,471.00	\$ 273,508.00
Planning & Building, Code Enforcement - Abatements	\$ 435,000.00	\$ -
Humboldt County Sheriff's Office - Major Crimes - DNA Processing	\$ 10,000.00	\$ -
Humboldt County Sheriff's Office - Major Crimes - 3D Scanner	\$ 90,295.00	\$ -
City of Fortuna PD - K-9	\$ 40,000.00	\$ -
People of New Direction - Safety Protective Gear	\$ 20,000.00	\$ -
College of the Redwoods - Humboldt COAD	\$ 16,600.00	\$ -
City of Fortuna PD - Vehicle	\$ 60,000.00	\$ -
Humboldt County Sheriff - Compliance/Training Coordinator	\$ 94,257.00	\$ -
Humboldt County Sheriff's Office - Body Worn Cameras- Staff & Software	\$ -	\$ -
TOTAL	\$ 10,088,328.67	\$ 9,006,214.00

**Yellow indicates applicant reduced their original request*

FY 2022-23 Measure Z Funding Summary

22-23 Estimated Revenue \$ 14,383,388.00

FY 2022-23 Measure Z Requests

Available Funding	\$	9,006,214.00
Board Recommended	\$	9,006,214.00
Funding Available (Over)	\$	-

Agency and Project	Revised Budgets	Board Recommended
Other Sources Use of Fund Balance	\$ 5,532,340.00	
TOTAL REVENUE	\$ 19,915,728.00	
Ongoing Expenditures	\$ 10,909,514.00	
Board Approved Allocations	\$ 9,006,214.00	
TOTAL EXPENDITURES	\$ 19,915,728.00	