



AGENDA ITEM NO.  
**C-7**

# COUNTY OF HUMBOLDT

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 Olsen*  
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: *An Huntwell*  
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.

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**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

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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.

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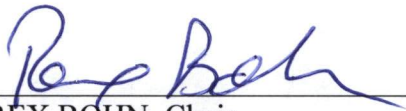
**10. Conflict of Interest Code**

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 \_\_\_\_\_