



### 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: Humboldt County Administrative Office

Mailing Address: 825 5<sup>th</sup> Street, Rm 112

Contact Person: Elishia Hayes

Telephone: 707-445-7266

Title: County Administrative Officer

E-mail address: cao@co.humboldt.ca.us

RECEIVED

FEB 17 2022

CAO

1. AMOUNT OF MEASURE Z FUNDING REQUESTED FOR FY 2022-2023: \$106,981.92

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?

This proposal fits the intent of Measure Z in several ways:

**Provide funds to maintain public safety and essential services**

Administrative support provides the information, revenue projections and expenditure reports upon which the committee relies to make sound recommendations. It also ensures that the community remains informed of committee business and the programs funded through Measure Z by maintaining and enhancing transparency.



**Investigate violent crimes, including rape and domestic violence**

Indigent defendants are constitutionally afforded the right to have an attorney represent them in court, and without that defense investigations of violent crimes cannot proceed in court. The County Administrative Office recently was assigned the responsibility to contracting with private attorneys to represent clients in cases where the public defender has a conflict and legally cannot provide representation. Ensuring defendants have proper attorneys allows the prosecution and defense to investigate violent crimes, and place defendants in state- and locally funded drug treatment programs.

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

The Humboldt County Administrative Office (CAO) has provided administrative support to the Measure Z Citizens' Advisory Committee and the related funding program with existing staff since Measure Z's inception in 2014. This workload has included leading all committee meetings, administering more than 80 contracts with local agencies, financial reporting and forecasting, ensuring a Measure Z audit and corrective actions, tracking and reporting on committee business, providing public information including the Measure Z web pages, communication and liaison responsibilities with funding awardees, as well as the review and processing of quarterly invoices and narrative reports.

The Administrative Analyst would provide critical support to the Measure Z committee by carrying out the year-round actions stated above. In addition, this staff would improve the county's ability to investigate violent crimes, including rape and domestic violence by administering the county's private attorney indigent defense program, which is a new program of the CAO's office. The position would also assist in processing public records act requests, which have more than doubled in just the last 3 years from just over 400 received in FY 2017-2018 to more than 900 in FY 2020-2021.

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?

This position would be solely funded by Measure Z and likely eliminated if Measure Z is ended by voters. However, by administering the private indigent defense program, this staff could be eligible to receive public safety-related grant 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?

The CAO's Office is currently providing this service. However, since 2014 the county's budget has nearly doubled and financial reporting requirements have grown considerably in recent years. Existing staff can no longer provide the same level of support the committee has received and the community has come to expect due to increased workload.



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

There may be additional capacity to seek public safety-related funding to help administer the indigent defense program if this position is funded.

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.

It would not require a new activity, but this position would exist primarily to support the Measure Z Committee.

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:

Salary and benefits costs of 1.0 full time equivalent Administrative Analyst and staff support costs such as training, computer, office equipment and software are included. In addition, the proposal includes costs to enhance public information of Measure Z through creation and distribution of printed materials such as brochures and signage, web site and social media enhancement, and other activities.

## REQUIRED ATTACHMENTS

Humboldt County Measure Z Advisory Committee • Fiscal Year 2022-23 Application for Funding





Provide 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

**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.

**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: 2/17/21

SIGNATURE: \_\_\_\_\_

**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

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## EXHIBIT F

### Exhibit F - Measure Z - Proposed Invoice

<b>Agency Name:</b>
<b>Coordinator/Contact:</b>
<b>Address:</b>
<b>Phone:</b>

Invoice Date: \_\_\_\_\_

Invoice # MZ- \_\_\_\_\_

Invoice Period: \_\_\_\_\_

Description	Cost	Total Amount Due
Personnel Costs (Wages and Benefits)	\$96,981.92	
Operational Costs (Rent, Utilities, Phones, etc.)	\$0.00	
Consumables/Supplies (Supplies and Consumables should be separate)	\$10,000.00	
Transportation/Travel (Local and out of county should be separate)	\$0.00	
Other (Indirect Costs, Contracts, etc.)	\$0.00	
		<b>\$106,981.92</b>

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

# Exhibit E

## PROPOSED BUDGET

<b>Agency Name: Humboldt County Administrative Office</b>
<b>Coordinator/Contact: Elishia Hayes</b>
<b>Address: 825 5th St., #112, Eureka CA 95501</b>
<b>Phone: 707-445-7266</b>

Descriptions	Costs	Requested Budget	Remaining Balance
<b>A. Personnel Costs</b>			
Title: Administrative Analyst			
Salary and Benefits	96,981.92	96,981.92	0
Duties Description: Administer MZ grants, committee support indigent defense			
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:			
<b>Total Personnel:</b>	<b>96,981.92</b>	<b>96,981.92</b>	<b>0.00</b>
<b>B. Operational Costs (Rent, Utilities, Phones, etc.)</b>			
Title:			
Description:			
Title:			
Description:			
Title:			
Description:			
Title:			
Description:			
<b>Total Operating Costs:</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>C. Consumables/Supplies (Supplies and Consumables should be separate)</b>			
Title: Support materials			
Description: Computer, office equipment	5000	5000	
Title: Training, public information materials, software			
Description: Employee training, signage/public information materials	5000	5000	
Title:			
Description:			
Title:			
Description:			
<b>Total Consumable/Supplies:</b>	<b>10000</b>	<b>10000</b>	<b>0</b>
<b>D. Transportation/Travel (Local and Out-of-County should be separate)</b>			
Title:			
Description:			
Title:			
Description:			
Title:			
Description:			
<b>Total Transportation/Travel Costs:</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>E. Fixed Assets</b>			
Title:			
Description:			
Title:			
Description:			
Title:			
Description:			
Title:			
Description:			
<b>Total Other Costs:</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Budget Total:</b>	<b>106,981.92</b>		