

Humboldt County Board of Supervisors  
825 5th St, Eureka, CA 95501

June 1, 2022

Dear Chairwoman Bass and Members of the Board,

On behalf of the McKinleyville Municipal Advisory Committee, and as a member of the community of McKinleyville, I thank you for your continued support of the MMAC. In particular I thank you for your commitment to support us financially as needed to carry out our mission of gathering input from our community on County services and issues related to the McKinleyville Community Planning Area as well as providing advisory recommendations to the Planning Commission and Board of Supervisors on these issues.

As outlined in our recently updated and approved ***Rules, Regulations and Procedures for Operation of the McKinleyville Municipal Advisory Committee*** :

*“Dedicated funding will be provided to cover materials, supplies, online meeting expenses and expenses related to MMAC hosted special meetings and events. Budgetary commitments of County Staff and resources to the MMAC are at the discretion of the Board of Supervisors and shall be set by the Board of Supervisors in their annual budget process.”*

The MMAC requests that you continue to designate funds for support of their work in your upcoming 2022 / 2023 Fiscal Year Budget. We request that you consider designating funds up to \$5000 to support the work of the MMAC. We also request that any unused funds from this budgeted item from the 2021 / 2022 Fiscal Year be carried over and added to our dedicated McKinleyville Municipal Advisory Committee reimbursement fund. A draft budget to support this request is attached.

On April 27, 2022 the MMAC held our first hybrid In-Person and Zoom meeting at McKinleyville Community Services District’s Azalea Hall in McKinleyville. MCSD also provided Parks and Recreation staff for setup and take down of the meeting equipment and technical staff support during the meeting. The total MCSD support cost per meeting is approximately \$700.00. (See the attached Budget worksheet.) MCSD has approved a total of up to \$3000 of in-kind services support for the MMAC in their yearly budget, enough to support a total of four hybrid meetings. They have requested that we ask the Board of Supervisors to support or reimburse the costs for any hybrid MMAC meetings beyond that. Because of their proximity and because they provide our physical meeting space, MMAC recommends that MCSD continue to be our setup and technical support for future hybrid meetings and send invoices to the Clerk of the Board for reimbursement out of the MMAC’s designated funds.

Our MMAC meetings continue to have good attendance, often over 30 community members, and we foresee having significant issues ahead of us that will engage a good number of attendees. Multiple community members have requested that we continue to have the Zoom option for joining our meetings. We, the McKinleyville Municipal Advisory Committee also recognize that consistency of meeting format and location is an important part of our accessibility to the McKinleyville Community.

Thank you for considering our budget related request. If you require any further explanation or information do not hesitate to ask.

Sincerely,

*Bonnie L. Oliver*

Bonnie Oliver, Chair  
McKinleyville Municipal Advisory Committee

**McKinleyville Municipal Advisory Committee Budget for the Fiscal Year 2022 /2023**

**Projected Expenditures**

Hybrid In-Person & Zoom Meetings	12 meetings at \$700 per meeting (approx., see breakdown below)	\$ 8400.00
Copies of documents for meetings and public posting	12 meetings at \$25 per meeting	\$ 300.00
Special meeting costs, including refreshments, advertising, etc.	1 meeting at \$1000 per meeting	\$ 1000.00
	Total Projected Yearly Expenditures	\$ 9700.00

**Breakdown of Hybrid In-Person/Zoom Meeting costs:**

(Information provided by MCSD General Manager Patrick Kaspari)

Non-profit rental fee for Azalea Hall = 3 hrs x \$50.50/hr = \$ 151.50  
 Parks & Rec Staff setup & take down = 5 hrs x \$45.75/hr = \$ 228.75  
 Tech Support staff during meetings = 4.5 hrs x \$44.94/hr x 1.5 = \$ 303.35  
 (overtime rate required)  
 Total per meeting = \$ 683.60

**Projected Financial Support to MMAC**

Pledged in-kind support from McKinleyville Community Services District: \$ 3000.00  
 Requested support from the Humboldt County Board of Supervisors: \$ 5000.00  
 Total available support: \$ 8000.00

It is our hope that carrying over unspent funds from the previous year will help to cover any MMAC expenses beyond the \$8000.00 designated financial support.