



# SANTA ROSA COUNTY BOARD OF COMMISSIONERS

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TONY GOMILLION, County Administrator  
ROY V. ANDREWS, County Attorney  
JAYNE BELL, OMB Director

## MEMORANDUM

TO: Board of Commissioners  
FROM: Tony Gomillion, County Administrator  
DATE: October 4, 2016  
SUBJECT: Infrastructure Surtax Citizen Committee

### **BACKGROUND**

During the surtax referendum initiative discussions, the Board approved the formation of a citizen committee. The Board subsequently determined that the committee structure would be made of two appointees by each Board member and that at least one of those appointees would reside within the respective district. Due to Commissioner-Elect Parker not being seated until November 15<sup>th</sup>, the first opportunity for the full Board to submit and approve the committee membership will be the December meeting.

In addition, the Board will need to discuss and provide policy guidance on the manner in which projects or projects list will be reviewed by the Board and referred to the committee for review. Staff has reviewed the process in several other Counties, and has not found a good example that depicts the same starting point that we are currently at. In the cases of a couple of other Counties they utilized a committee that had been involved in a more long range financial and strategic planning function and thus their knowledge base and starting point is different. It would seem advisable that the Board would want to discuss this topic at length in a January workshop in order to more clearly define and adopt a process.

Other pertinent information concerning the sales tax:

- Collections begin January 2017
- First anticipated remittance from the State April 2017
- Estimated receipts in 2017 approximately 5 million
- Maximum tax for a single purchase \$25 (1<sup>st</sup> \$5000.00 of purchase amount)
- Funds can only be utilized for capital purchases and the funds will be segregated into a capital account

### **ACTIONS FOR BOARD TO CONSIDER**

- 1) Establish the December meeting as the target date for committee appointments.
- 2) Plan for a January workshop to further discuss and define the current capital needs list as well as defining the charge of the committee.