



### 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: Rio Dell Police Department

Mailing Address: 675 Wildwood Avenue, Rio Dell, California 95562

Contact Person: Jeff Conner Title: Chief of Police

Telephone: (707) 764-5642 E-mail address: connerj@cityofriodell.ca.gov

1. AMOUNT OF MEASURE Z FUNDING REQUESTED FOR FY 2020-2021: \$ \$33,488

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. 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?

The Rio Dell Police Department proposes the continued funding of a part-time, clerical support position in the Police Department. This position is currently budgeted for 28 hours per week and provides support for law enforcement services. This item was funded by Measure Z during the 2016-17, 2017-18, 2018-19 and 2019-20 grant cycles. This grant allows our officers to spend more time responding to calls for service and be on active patrol and is the only source of funding for clerical support. The position also allows for the police department office to remain open to the public when officers are out on patrol. Currently, the Rio Dell Police Department is staffed by five (5) full-time sworn officers and one (1) part-time clerical assistant (funded through Measure Z). The position also enables a consistent flow of paperwork on nuisance and code enforcement issues, helping to clean up the community and prevent neighborly discord from becoming a larger issue for sworn law enforcement.



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

We are proposing the funding of the part-time clerical position in the police department. This position is authorized for twenty-eight (28) hours per week. The City will provide the funding for all ancillary costs including supplies, equipment and training.

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?

The largest development proposals in the City's history have been approved by the Planning Commission, leading to over 50,000 square feet of new commercial and industrial development related to cannabis. The voters have approved a cannabis tax and those funds are just beginning to trickle into the City. As these projects continue to move forward, they will hopefully generate significant tax revenue for the City of Rio Dell to the degree that assistance from Measure Z will no longer be necessary. Measure Z funds represent an important bridge to helping public safety services survive until this new development creates additional tax revenues for the City.

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?

Clerical support for the Police Department for fiscal year 2019-2020 has been provided through Measure Z funding. Without Measure Z, the Police Department would not have the supportive assistance necessary to provide the enhanced customer and administrative services that are currently offered, which allows officers to remain in the field.

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

Community support comes from the community's reliance on our Police Department to quickly respond to public safety calls and concerns. The Police Records Specialist I is readily available to community members and victims of crime and can make direct contact with sworn personnel as well as refer them to additional resources. Currently, when officers are not present at the Police Department headquarters, victims of crime must use a call box to summon assistance. Measure Z funds would continue to help mitigate that experience, allowing community members to get immediate assistance and allow officers to be in the field more often where they are more effective in making the community safe.



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.

Not applicable

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:

Yes, personnel costs are ongoing for the part-time clerical position. The requested funds are to pay the salary of the part-time, clerical position. All other expenses related to this position are born by the City.

**REQUIRED ATTACHMENTS — Be sure to include the following with 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.

**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: FEBRUARY 13, 2020

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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*Rio Dell Police Department  
675 Wildwood Avenue  
Rio Dell, CA 95562-1597  
(707) 764-5642*

February 11, 2020

TO: Humboldt County Citizen's Advisory Committee on Measure Z Expenditures

FROM: Jeff Conner, Chief of Police

SUBJECT: **Proposal Narrative:** Measure Z and the City of Rio Dell's part-time clerical support position in the Police Department.

The City of Rio Dell respectfully submits this proposal narrative for your consideration for Measure Z funding. The proposal is connected to two very important objectives for the City of Rio Dell: Enhanced public safety services and economic development. We believe that public safety and economic development go hand in hand.

Public safety has been greatly enhanced with the addition of an administrative support staff person in the Police Department through Measure Z funding for FY 2016-2017, 2017-2018, 2018-2019, and 2019-2020. Our single staff member has enhanced our code enforcement efforts and made a significant positive impact at our front counter. This has allowed the department's sworn officers to be able to focus on the duties that their positions were intended for: public safety and lessening the deleterious effects of crime. An increase in public safety and a decrease in the crime rate will enhance our vision of building a safe, healthy, and economically viable city. We believe this also has a positive impact on the county as a whole, given our position along the US 101 corridor as a "gateway" to northern Humboldt as people travel from the south.

The City needs your help in solidifying this vision of creating a safer community and building economic sustainability. These objectives are the sole purpose for the City's proposal, which follows:

\$33,488 for a part-time Police Records Specialist I that will free up the valuable time of the City's five sworn officers

The continuation of this position in our Police Department is in direct line with the overall goals for which Measure Z was enacted: "To provide the funds necessary for expanding patrols, maintaining emergency response times, and making sure calls about violent or property crimes are responded to promptly."



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*Rio Dell Police Department  
675 Wildwood Avenue  
Rio Dell, CA 95562-1597  
(707) 764-5642*

February 11, 2020

TO: Humboldt County Citizen's Advisory Committee on Measure Z Expenditures

FROM: Jeff Conner, Chief of Police

SUBJECT: **Prior Year Results:** Measure Z and the City of Rio Dell's part-time clerical support position in the Police Department.

At the beginning of this funding cycle for Measure Z (July 1, 2020) the Rio Dell Police Department had sixty-five (65) open code enforcement cases. Since that time, the department has opened an additional fifteen (15) cases and closed twenty-five (25) for a total of fifty-five (55) open cases as of today's date. The department has also tagged twenty-one (21) junk or inoperable vehicles and towed ten (22) in the same time frame. We continue to increase our code enforcement expectations focusing on junk vehicles, other forms of blight, and illegal marijuana cultivation. The clerical support worker has been and will continue to be at the forefront of these enforcement actions.

More significantly officers in the field handled 3530 calls for service in the 2019 calendar year. This compares with 1853 calls in 2018 and 1824 calls in 2017. Part of the reason for the large increase is a change in case management systems that does a better job of tracking data. There are other reasons for the increased service to the public, including being closer to fully staffed, but one of them is the presence of our clerical support. She allows the officers to concentrate on law enforcement activities and not be stuck in the station answering the phone, replying to records inquiries, babysitting lost dogs, mailing letters or the myriad of other things that she does on a regular basis for the department.

While it is anecdotal rather than a statistical measurement, several citizens have commented on how pleased they were to see officers in the field as well as to have the Police Department open during business hours.

Budget for Part-Time Police Records Technician  
Rio Dell Police Department

Invoice Date: 2/11/20

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

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

Descriptions	Amounts	Approved Budget	Remaining Balance
<b>A. Personnel Costs</b>			
Title: Police Records Technician Salary and Benefits Calculation: 1,456 hours at \$19.40 per hour plus \$3.60 additional payroll costs Performs a variety of general, clerical and customer service duties involved in the maintenance, processing, and distribution of police records; serves as a call-taker and/or assists in dispatching units. Duties Description:	33,488.00		(33,488.00)
Title: Salary and Benefits Calculation: Duties Description:			0
Title: Salary and Benefits Calculation: Duties Description:			0
Title: Salary and Benefits Calculation: Duties Description:			0
<b>Total Personnel:</b>		33,488.00	0.00
<b>B. Operational Costs (Rent, Utilities, Phones, etc.)</b>			(33,488.00)
Title: Operational Costs Variable operational costs related to the addition of a part-time Police Description: Records Technician			0.00
Title: Description:			
Title: Description:			
Title: Description:			
<b>Total Operating Costs:</b>		0	0
<b>C. Consumables/Supplies (Supplies and Consumables should be separate)</b>			0.00
Title: Description:			
Title: Description:			
Title: Description:			
Title: Description:			
<b>Total Consumable/Supplies:</b>		0	0

Budget for Part-Time Police Records Technician  
Rio Dell Police Department

Invoice Date: 2/11/20

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

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

Descriptions	Amounts	Approved Budget	Remaining Balance
<b>D. Transportation/Travel (Local and Out-of-County should be separate)</b>			
Title: Out of County Travel for Training			0.00
Description: Travel costs related to training for Police Records Technician			
Title:			
Description:			
Title:			
Description:			
<b>Total Transportation/Travel Costs:</b>	<b>0</b>	<b>0</b>	<b>0.00</b>
<b>E. Fixed Assets</b>			
Title:			
Description:			
Title:			
Description:			
<b>Total Other Costs:</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Invoice Total:</b>	<b>33,488.00</b>		