



RECEIVED

By Kaylie Harpin at 9:43 am, Feb 18, 2022

#19

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: Police Chief

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

1. AMOUNT OF MEASURE Z FUNDING REQUESTED FOR FY 2022-2023: \$34,518

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?

The primary purpose of the Rio Dell Police Department's clerical support position is to facilitate communication between the police department and the community. This allows the officers to concentrate on law enforcement activities and spend less time on routine matters. The officers spend significantly more of their time on patrol rather than in the station and, consequently, to proactively seek out violators. This in turn, allows the department to enforce traffic laws and attempt to interdict the drug trafficking that occurs in our jurisdiction.



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

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 position has been funded by Measure Z during the since the 2016-2017 fiscal year. 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 police department headquarters to remain open when officers are out on patrol. Currently, the Rio Dell Police Department is staffed by five (5) full-time sworn officers, one (1) part-time officer, one (1) community services officer, and one (1) part-time clerical assistant (funded through Measure Z).

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 City has set aside lands for cannabis-related businesses and adopted a tax on the production/sales of cannabis products. This has produced a new revenue stream for the City, but the amount of income fluctuates based on factors outside of the City's control. The City has also set aside funds for economic development including a façade improvement program that should bring additional businesses to our down-town district. As the revenue from these two sources begins to accumulate, it will be possible to fund this position from the General Fund as was done for a portion of fiscal year 2020-2021s when Measure Z funds were unavailable.

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 2021-2022 has been provided through Measure Z funding. Without Measure Z, the Police Department would have to fund this position through the City's General Fund, which would divert monies allocated for law enforcement and road repair. Both of these activities have historically been emphasized by the Measure Z Committee.

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.

No, this proposal does not require any activity on the part of another entity. It is believed the additional support to our officers will ultimately lower levels of crime in the City and subsequently lower the level of activity required of allied agencies and partners.



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

Include 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 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 16, 2022

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

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



February 16, 2022

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 since FY 2016-2017. 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:

\$34,518 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."

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



February 16, 2022

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.

In November of 2020, the Rio Dell Police Department hired a full-time community services officer to handle code enforcement and animal control issues for the City. Consequently, those responsibilities were transferred from the records technician. As mentioned elsewhere, the primary duty of the position is to facilitate communication between the department and the community. This is accomplished by dispatching non-911 calls to the officers; answering a wide variety of questions, both in person and over the phone; conducting record searches for other departments; and a host of other tasks necessary to keep a police department functioning. It is difficult to quantify her value to the department, but I will attempt to do so by using the number of officer-initiated calls for service. These would be significantly reduced if sworn law enforcement were required to perform all of the tasks associated with this position.

The three most common type of officer initiated calls for service are traffic stops, field interviews, and vehicle investigations.

Year	Traffic Stops	Field Interviews	Vehicle Investigations	Total
2019	656	453	195	1304
2020	630	692	313	1635
2021	871	629	376	1876

There are a multitude of reasons for changes in the number of officer-initiated calls for service, including staffing levels, officer's personalities, and the weather. But it is my belief that these numbers would be significantly reduced if we did not have clerical support.

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: _____

Invoice # MZ- _____

Invoice Period: _____

Descriptions	Amounts	Approved Budget	Remaining Balance
A. Personnel Costs			
Title: Police Records Technician Salary and Benefits Calculation: 1,456 hours at \$20.44 per hour plus \$3.27 per hour additional payroll costs Performs a variety of general, clerical and customer service duties involved in the maintenance, processing, and distribution of police Duties Description: records; serves as a call-taker and/or assists in dispatching units.	34,518.00		(34,518.00)
Title: Salary and Benefits Calculation:			0
Duties Description:			
Title: Salary and Benefits Calculation:			0
Duties Description:			
Title: Salary and Benefits Calculation:			0
Duties Description:			
Total Personnel:	34,518.00	0.00	(34,518.00)
B. Operational Costs (Rent, Utilities, Phones, etc.)			
Title: Operational Costs Description: Variable operational costs related to the addition of a part-time Police Records Technician			0.00
Description:			
Title:			
Description:			
Title:			
Description:			
Title:			
Description:			
Total Operating Costs:	0	0	0.00
C. Consumables/Supplies (Supplies and Consumables should be separate)			
Description:			
Title:			
Description:			
Title:			
Description:			
Title:			
Description:			
Title:			
Description:			
Total Consumable/Supplies:	0	0	0

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

Invoice Date: _____

Invoice # MZ- _____

Invoice Period: _____

Descriptions	Amounts	Approved Budget	Remaining Balance
D. Transportation/Travel (Local and Out-of-County should be separate)			
Title: Out of County Travel for Training			0.00
Description: Travel costs related to training for Police Records Technician			
Title:			
Description:			
Title:			
Description:			
Total Transportation/Travel Costs:	0	0	0.00
E. Fixed Assets			
Title:			
Description:			
Title:			
Description:			
Total Other Costs:	0	0	0
Invoice Total:	34,518.00		