

**ATTACHMENT 1
QUARTERLY AND FINAL SUMMARY REPORT**



**COUNTY OF HUMBOLDT – MEASURE Z
Report Form**

Organization Name: CITY OF RIO DELL **Report Date:** June 30, 2016

Contact Name: Brooke Woodcox **Phone:** (707) 764-3532

Please attach a narrative report addressing the items outlined in section I below. Feel free to attach any other relevant materials or reports.

I. QUARTERLY NARRATIVE (please attach a maximum of 1 page, exclusive of attachments)

4th Quarter Narrative Attached

II. FINAL SUMMARY REPORT (please attach a maximum of 2 pages, exclusive of attachments)

A. Lessons Learned

1. Describe what you learned based on the results/outcomes you reported in Section A above and what, if any, changes you will make based on your results/outcomes.

Measure Z funding has led to a more efficient Police Department by allowing it to keep the doors open during hours that normally an officer would have been out on patrol. Prior to measure Z funding oftentimes citizens would have to use the "Emergency Phone" outside the Police Department door in order to summon law enforcement during regular business hours. Distressed citizens would have to wait until a uniformed officer arrived to assist them. Now, the Police Department is open reliably seven (7) hours per day four days per week. The Measure Z funded position allows for clerical staff to quickly assist walk in traffic and reach officers in a timelier and less confusing manner, especially for a victim of crime.

During the first three quarters (July 2015 through March 2016) an already employed staff person was providing clerical services to the Police Department paid through Measure Z funds. The decision to utilize already employed staff was made due to the strained budget that the City has been under for the past three years. However, it was determined that an additional employee would better serve the Police Department

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QUARTERLY AND FINAL SUMMARY REPORT

and community by providing consistent hours. The decision to hire a part-time employee has made a significant difference towards that end for walk in traffic. In addition code enforcement activities are now generally seen through to completion, which overall makes a difference by softening the impacts of nuisances in many neighborhoods. This serves to potentially ease tensions in those neighborhoods where noise, blight, and other nuisances have been observed.

Overall and despite that budget constraints still remain, management staff developed a better foundation of providing services by solving its financial shortfalls in other ways and putting community first and upfront in its duties to the citizens. As a local government it is imperative that limited funds be used as wisely as possible in order to serve the members of the Rio Dell community. Local governments' underlying foundation is to provide necessary services in the most effective ways possible with the use of its scarce resources. Measure Z is utilized as such.

2. What overall public safety improvements has your organization seen as a result of receiving Measure Z funding?

As noted above, victims of crime and those in need of immediate assistance often had to use the telephone outside the police department in order to summon assistance. The Measure Z clerical position allows for an additional and reliable 28 hours per week that citizens can count on the doors being open. This serves to mitigate additional trauma for victims of crime. Moreover, in those instances where citizens need services unrelated to crime, such as dog licensing, clerical staff is on hand. Under such circumstances the "Emergency Phone" wouldn't have been picked up which meant that a customer would be underserved and unable to take care of necessary business that serves the interests of a law-abiding society. With the Measure Z funded position whether it's a victim of crime or a law-abiding citizen needing assistance, the Police Department is there to serve the community by being able to have its doors open, and therefore, open to serve.

COUNTY OF HUMBOLDT – MEASURE Z
Quarterly Narrative Report Form

Organization Name: CITY OF RIO DELL Report Date: June 30, 2016

Contact Name: Brooke Woodcox Phone: 707.764.3532

1. Please describe the Measure Z activities completed and/or total numbers served or reached.

The City of Rio Dell has filled a part-time clerical position in the Police Department four days a week, 7 hours per day. The duties of this position are mainly general administrative, nuisance abatement and code enforcement.

General administrative tasks completed include answering the phone, waiting on the public, issuing animal licenses, processing records request and scanning and filing documents into a paperless storage system.

Nuisance abatement and code enforcement is driven by written complaints from citizens, or as directed by the Nuisance Committee. Following is a log which summarizes the abatement/code enforcement cases for the 2015/2016 year:

2015/2016 Fiscal Year End			
	Open Cases	Closed Cases	Total Cases
Quarter 1	13	24	37
Quarter 2	16	11	14
Quarter 3	15	19	12
Quarter 4	15	9	15
Total Year End	15	63	78

2. What difference did Measure Z funding make in the Community and for the population you are serving?

The four day a week clerical position has allowed the Police Officers to spend more time in the field responding to calls for service and actively patrolling the City. Also, customer service has been enhanced due to the office being available to the public all day long, instead of having to be locked up when the officers are on patrol.

By actively responding to complaints and facilitating abatement, the City is enhancing the housing inventory and improving property values in the City of Rio Dell.

3. Describe any unanticipated impacts of receiving Measure Z funding, positive or negative, not already described above.

During the 1st through 3rd quarters of 2015/16 the Measure Z funded position was filled by City staff. After determining how to best utilize and make for more efficient processes in the Police Department a part-time employee was hired. This has allowed for a more consistent schedule in the Police Department and better serves the community overall by having the Police Department open for the same hours each week. This has also made code enforcement more efficient by addressing problems in the community on a consistent basis.

Measure Z - Invoice

CITY OF RIO DELL
Brooke Woodcox, Finance Director
675 Wildwood Ave.
(707) 764-3532

Invoice Date: 6/30/2016

Invoice # MZ- 4

Invoice Period: Apr - June 2016

Description	Cost	Total Amount Due
Personnel Costs (Wages and Benefits)	\$9,918.00	
Operational Costs (Rent, Utilities, Phones, etc.)	\$0.00	
Consumables/Supplies (Supplies and Consumables should be separate)	\$0.00	
Transportation/Travel (Local and out of county should be separate)	\$0.00	
Other (Indirect Costs, Contracts, etc.)	\$0.00	
		\$9,918.00

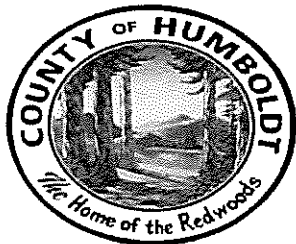
I certify that the information provided above is, to the best of my knowledge, complete and accurate; the expenditures are in accordance with the approved Agreement cited for services provided under the provision of that agreement. Full justification and backup records for the expenditures are maintained in our office at the address indicated.

Signature and date: Brooke Woodcox 7/29/16

Print Name and Title: BROOKE WOODCOX, FINANCE DIRECTOR

Send invoice to:

COUNTY OF HUMBOLDT
 County Administrative Office
 825 Fifth Street, Room 112
 Eureka Ca 95501



Date

Date

(707) 445-7266

Budget
CITY OF RIO DELL

Invoice Date: 6/30/16

Invoice # MZ- 4

Invoice Period: Apr - June 2016

Descriptions	Amounts	Approved Budget	Remaining Balance
A. Personnel Costs			
Title: Code Enforcement/Clerical Assistant			
Salary and Benefits Calculation: 348 hrs @ 28.50	9,918.00	35,569.00	1,054.08
Letter writing, follow up phone calls, create new forms, code research, Nuisance Committee Meeting/Answer the phone, wait on the public, issue animal licenses, process vehicle release payments, process Duties Description: records requests, scan & file documents into paperless filing system.			
Total Personnel:	9,918.00	35,569.00	1,054.08
B. Operational Costs (Rent, Utilities, Phones, etc.)			
Title:			
Description:			
Total Operating Costs:	0	0	0
C. Consumables/Supplies (Supplies and Consumables should be separate)			
Title:			
Description:			
Total Consumable/Supplies:	0	0	0
D. Transportation/Travel (Local and Out-of-County should be separate)			
Title:			
Description:			
Total Transportation/Travel Costs:	0	0	0
E. Fixed Assets			
Title:			
Description:			
Total Other Costs:	0	0	0
Invoice Total:	9,918.00		