



CITIZENS' ADVISORY COMMITTEE ON MEASURE Z EXPENDITURES

(Advisory Committee will make recommendations to the Humboldt County Board of Supervisors as to expenditure of funds derived from *Measure Z*.)

APPLICATION FOR FUNDING

RECEIVED
FEB 21 2018
CAO

Agency Name: **Rio Dell Police Department**

Mailing Address: **675 Wildwood Avenue**

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 2019-2020: \$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 ☐

3. Please provide brief description of 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 item was funded by Measure Z during the 2016-17, 2017-18, and 2018-19 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 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 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. How are you developing a plan for sustainability, including diversification of funding sources, in order 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.

5. 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 2018-2019 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.

6. If you are awarded *Measure Z* funds, how will you use them to leverage 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.

7. Will this proposal require new or expanded activity on the part of another entity to be fully functional and effective? If so, please describe.

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.

8. Are there recurring expenses associated to this application, such as personnel costs? Please check yes or no and if so, please detail those expenses. ■ Yes □ No

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.

ATTACHMENTS—Please 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 for 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

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: 2/21/2019

SIGNATURE: 

SUBMIT THIS APPLICATION TO:

Humboldt County Citizens' Advisory Committee on *Measure Z* Expenditures
c/o County Administrative Office
825 Fifth Street, Room 112
Eureka, CA 95501-1153



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

February 20, 2019

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, and 2018-2019. 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."



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

February 20, 2019

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, 2018) the Rio Dell Police Department had twenty-three (23) open code enforcement cases. Since that time, the department has opened an additional eighteen (18) cases and closed eight (8) for a total of thirty-three (33) open cases as of today's date. The department has also tagged forty-five (45) junk or inoperable vehicles and towed twenty-two (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 1853 calls for service in the 2018 calendar year. This compares with 1824 calls in 2016 and 1800 calls in 2015. This is despite the department being at 50% of staffing levels or less for more than half of the year. There are multiple reasons why the department has been able to maintain this level of service despite significant officer shortages, 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 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: 2/20/19

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:	33,488.00		

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

Invoice Date: 2/20/19

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 \$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
Total Personnel:		33,488.00	0.00 (33,488.00)
B. Operational Costs (Rent, Utilities, Phones, etc.)			
Title: Operational Costs Variable operational costs related to the addition of a part-time Police Records Technician Description:			0.00
Title: Description:			
Title: Description:			
Title: Description:			
Total Operating Costs:		0	0 0.00
C. Consumables/Supplies (Supplies and Consumables should be separate)			
Title: Description:			
Title: Description:			
Title: Description:			
Title: Description:			
Total Consumable/Supplies:		0	0 0