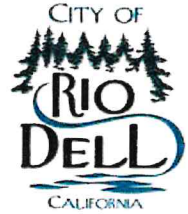

675 Wildwood Avenue
Rio Dell, CA 95562
(707) 764-3532
(707) 764-5480 (fax)



DATE: June 17, 2025

TO: Mayor and Members of the City Council

FROM: Travis Sanborn, Finance Director

THROUGH: Kyle Knopp, City Manager

SUBJECT: Authorization to Accept and Execute Measure Z Memorandum of Understanding with Humboldt County for Community Service Officer Position

IT IS RECOMMENDED THAT THE CITY COUNCIL:

- 1) Accept and approve the Measure Z Memorandum of Understanding (MOU) with Humboldt County for Fiscal Year 2025-2026; and
- 2) Authorize the Police Chief to execute the MOU on behalf of the City of Rio Dell.

BACKGROUND AND DISCUSSION

On February 4, 2025, the City Council authorized staff to submit a Measure Z funding application to Humboldt County requesting \$242,351 to support two critical public safety positions: one full-time Police Officer and one full-time Community Service Officer. This comprehensive application was successfully submitted on February 11, 2025.

The City has been awarded \$116,156 in Measure Z funding for the Community Service Officer position through June 30, 2026. This significant achievement demonstrates Humboldt County's confidence in our public safety initiatives and validates our strategic approach to community-oriented policing. The funded Community Service Officer position will significantly enhance our public safety capabilities through proactive community engagement, crime prevention programming, quality of life improvements, and data-driven policing initiatives. This position will serve as a vital liaison between the police department and residents, businesses, and community organizations.

The attached MOU establishes clear performance expectations and reporting requirements, including quarterly reports, maintenance of financial records, and cooperation with County recognition efforts. These obligations align with our commitment to transparency and accountability in the use of public funds.

This Measure Z funding provides \$116,156 with no direct impact on the City's General Fund during the grant period. Staff recommends that the City Council accept this MOU and authorize Police Chief Phinney to execute the agreement.

Attachments:

- Measure Z Memorandum of Understanding (MOU) for FY 2025-2026
- Original Measure Z Application

**MEMORANDUM OF UNDERSTANDING
BY AND BETWEEN
COUNTY OF HUMBOLDT
AND
CITY OF RIO DELL
FOR FISCAL YEAR 2025-2026**

This Memorandum of Understanding ("MOU"), entered into this ____ day of _____, 2025 by and between the County of Humboldt, a political subdivision of the State of California, hereinafter referred to as "COUNTY," and the City of Rio Dell, a municipal corporation, hereinafter referred to as "CITY," is made upon the following considerations:

WHEREAS, California Government Code Section 26227 provides that the board of supervisors of any county may appropriate and expend money from the county's general fund to finance programs deemed to be necessary to meet the social needs of the population of the county, including, without limitation, the areas of health, law enforcement and public safety; and

WHEREAS, COUNTY placed a one-half (0.5) cent local sales and use tax measure, known as "Measure Z," on the November 2014 ballot to maintain and improve essential services; and

WHEREAS, Measure Z was passed by the voters of Humboldt County on November 4, 2014 and became operative on April 1, 2015; and

WHEREAS, due to the passage of Measure Z, COUNTY has additional funding to maintain and improve essential services, including, without limitation: law enforcement services; emergency response services; illegal cannabis cultivation enforcement and prevention; child abuse enforcement and prevention; crime investigation and prosecution; substance abuse rehabilitation; mental health treatment; rural fire protection, road repairs; and other services relating to health, law enforcement and public safety; and

WHEREAS, COUNTY created a nine (9) member Citizens Advisory Committee to review Measure Z funding applications and make recommendations to the Humboldt County Board of Supervisors; and

WHEREAS, on February 11, 2025, CITY submitted a Measure Z application, which is attached hereto as Exhibit A – Application for Measure Z Funding and incorporated herein by reference as if set forth in full, to the Citizens' Advisory Committee requesting an allocation in the amount of Two Hundred Forty-Two Thousand Three Hundred Fifty-One Dollars (\$242,351.00) for the purpose of paying the costs and expenses associated with employing one (1) full-time equivalent police officer and one (1) full-time equivalent community service officer to perform various types of law enforcement services within the City of Rio Dell; and

WHEREAS, on April 22, 2025, the Humboldt County Board of Supervisors approved the Measure Z application submitted by CITY in the amount of One Hundred Sixteen Thousand One Hundred Fifty-Six Dollars (\$116,156.00) for the purpose of paying the costs and expenses associated with employing one (1) one (1) full-time equivalent community service officer through June 30, 2026; and

WHEREAS, COUNTY and CITY desire to enter into an agreement which sets forth each party's rights and responsibilities regarding the expenditure of Measure Z funds allocated to CITY.

NOW THEREFORE, in consideration of the foregoing, and of the mutual promises contained herein, the parties hereto mutually agree as follows:

////

1. COUNTY OBLIGATIONS:

COUNTY shall provide CITY with an amount not to exceed One Hundred Sixteen Thousand One Hundred Fifty-Six Dollars (\$116,156.00) for the purpose of paying the costs and expenses associated with employing one (1) full-time equivalent community service officer through June 30, 2026.

2. CITY OBLIGATIONS:

- A. Law Enforcement Services. CITY shall employ one (1) full-time equivalent community service officer to perform various community engagement, crime prevention, data analysis and other non-emergency law enforcement services within the City of Rio Dell.
- B. Quarterly and Final Reports. CITY shall provide quarterly and final reports to COUNTY as set forth in Exhibit B – Quarterly and Final Summary Reports, which is attached hereto and incorporated herein by reference as if set forth in full. Any and all quarterly and final reports required hereunder shall be prepared using COUNTY's standard Measure Z report form, which is attached hereto as Exhibit C – Quarterly and Final Report Form and incorporated herein by reference as if set forth in full.
- C. Social Media. CITY shall post summaries of the information contained in the quarterly and final reports submitted pursuant to the terms and conditions of this MOU on CITY-maintained social media accounts as set forth in Exhibit D – Social Media Reporting Requirements, which is attached hereto and incorporated herein by reference as if set forth in full. For purposes of this MOU, the term social media includes, without limitation, Facebook, Twitter and Instagram.
- D. Recognition of Measure Z Funding. CITY shall cooperate with COUNTY efforts to recognize Measure Z funding. Such recognition may take the form of press releases, photos and adhesives to equipment.

3. TERM:

This MOU shall begin on July 1, 2025 and shall remain in full force and effect until June 30, 2026, unless extended by a valid amendment hereto or sooner terminated as set forth herein.

4. TERMINATION:

- A. Termination for Cause. COUNTY may, in its sole discretion, immediately terminate this MOU, if CITY fails to adequately fulfill its obligations hereunder within the time limits specified herein, fails to comply with the terms or conditions set forth herein, or violates any local, state or federal law, regulation or standard applicable to its performance hereunder.
- B. Termination without Cause. COUNTY may terminate this MOU without cause upon thirty (30) days advance written notice which states the effective date of the termination.
- C. Termination due to Insufficient Funding. COUNTY's obligations hereunder are contingent upon the availability of local funding resulting from the sales and use tax established by Measure Z. In the event such funding is reduced or eliminated, COUNTY shall, in its sole discretion, determine whether this MOU shall be terminated. COUNTY shall provide CITY seven (7) days advance written notice of its intent to terminate this MOU due to insufficient funding.
- D. Compensation upon Termination. In the event this MOU is terminated, CITY shall be entitled to compensation for uncompensated costs and expenses incurred pursuant to the terms and

conditions set forth herein through and including the effective date of such termination. However, this provision shall not limit or reduce any damages owed to COUNTY due to a breach of this MOU by CITY.

5. COMPENSATION:

- A. Maximum Amount Payable. The maximum amount payable by COUNTY for any and all costs and expenses incurred pursuant to the terms and conditions of this MOU is One Hundred Sixteen Thousand One Hundred Fifty-Six Dollars (\$116,156.00). CITY hereby agrees to perform all of its obligations hereunder for an amount not to exceed such maximum dollar amount. However, if the allocation of local funding resulting from the sales and use tax established by Measure Z is reduced or eliminated, COUNTY may, by amendment, reduce the maximum amount payable hereunder, or terminate this MOU as set forth herein.
- B. Schedule of Rates. The specific rates and costs applicable to this MOU are set forth in Exhibit E – Schedule of Rates, which is attached hereto and incorporated herein by reference as if set forth in full.
- C. Additional Costs and Expenses. Any additional costs and expenses not otherwise set forth herein shall not be incurred by CITY, or compensated by COUNTY, without COUNTY's prior written consent. CITY shall be responsible for any and all unauthorized costs and expenses incurred above the maximum payable amount set forth herein. CITY shall notify COUNTY, in writing, at least six (6) weeks prior to the date on which the maximum payable amount will be reached.

6. PAYMENT:

CITY shall submit to COUNTY quarterly invoices substantiating the costs and expenses incurred pursuant to the terms and conditions of this MOU no later than thirty (30) days after the end of each calendar quarter. CITY shall submit a final undisputed invoice for payment within thirty (30) days following the expiration or termination of this MOU. Invoices shall be prepared using a format that is substantially similar to Exhibit F – Measure Z Invoice Form, which is attached hereto and incorporated herein by reference as if set forth in full. Payment for any and all costs and expenses incurred pursuant to the terms and conditions of this MOU shall be made within thirty (30) days after the receipt of approved invoices. Any and all invoices submitted pursuant to the terms and conditions of this MOU shall be sent to COUNTY at the following address:

COUNTY: Humboldt County Administrative Office
Attention: Sean Quincey, Deputy County Administrative Officer
825 Fifth Street, Room 112
Eureka, California 95501

7. NOTICES:

Any and all notices required pursuant to the terms and conditions of this Agreement shall be in writing and either served personally or sent by certified mail, return receipt requested, to the respective addresses set forth below. Notice shall be effective upon actual receipt or refusal as shown on the receipt obtained pursuant to the foregoing.

COUNTY: Humboldt County Administrative Office
Attention: Sean Quincey, Deputy County Administrative Officer
825 Fifth Street, Room 112
Eureka, California 95501

CITY: Rio Dell Police Department
Attention: Josh Phinney, Chief of Police
675 Wildwood Avenue
Rio Dell, California 95562

8. RECORD RETENTION AND INSPECTION:

- A. Maintenance and Preservation of Records. CITY hereby agrees to timely prepare accurate and complete financial, performance and payroll records, documents and other evidence relating to the costs and expenses incurred pursuant to the terms and conditions of this MOU, and to maintain and preserve said records for at least three (3) years from the date of final payment hereunder, except that if any litigation, claim, negotiation, audit or other action is pending, the records shall be retained until completion and resolution of all issues arising therefrom. Such records shall be original entry books with a general ledger itemizing any and all costs and expenses incurred pursuant to the terms and conditions of this MOU.
- B. Inspection of Records. Pursuant to California Government Code Section 8546.7, any and all records, documents, conditions and activities of CITY, and its subcontractors, related to the costs and expenses incurred pursuant to the terms and conditions of this MOU, shall be subject to the examination and audit of the California State Auditor and any other duly authorized agents of the State of California for a period of three (3) years after the date of final payment hereunder. CITY hereby agrees to make all such records available during normal business hours to inspection, audit and reproduction by COUNTY and any other duly authorized local, state and/or federal agencies. CITY further agrees to allow interviews of any of its employees who might reasonably have information related to such records by COUNTY and any other duly authorized local, state and/or federal agencies. Any and all examinations and audits conducted hereunder shall be strictly confined to those matters connected with the performance of this MOU, including, without limitation, the costs associated with the administration of this MOU.
- C. Audit Costs. In the event of an audit exception or exceptions related to the costs and expenses incurred pursuant to the terms and conditions of this MOU, the party responsible for not meeting the requirements set forth herein shall be responsible for the deficiency and for the cost of such audit. If the allowable expenditures cannot be determined because CITY's documentation is nonexistent or inadequate, according to generally accepted accounting practices, the questionable cost shall be disallowed by COUNTY.

9. MONITORING:

CITY hereby agrees that COUNTY has the right to monitor any and all activities related to this MOU, including, without limitation, the right to review and monitor CITY's records, policies, procedures and overall business operations, at any time, in order to ensure compliance with the terms and conditions of this MOU. CITY shall cooperate with a corrective action plan, if deficiencies in CITY's records, policies, procedures or overall performance hereunder are identified by COUNTY. However, COUNTY is not responsible, and shall not be held accountable, for overseeing or evaluating the adequacy of CITY's performance hereunder.

10. CONFIDENTIAL INFORMATION:

- A. Disclosure of Confidential Information. In the performance of this MOU, CITY may receive information that is confidential under local, state or federal law. CITY hereby agrees to protect all confidential information in accordance with any and all applicable local, state and federal laws, regulations, policies, procedures and standards, including, without limitation: California

Welfare and Institutions Code Sections 827, 5328, 10850 and 14100.2; California Health and Safety Code Sections 1280.15 and 1280.18; the California Information Practices Act of 1977; the California Confidentiality of Medical Information Act ("CMIA"); the United States Health Information Technology for Economic and Clinical Health Act ("HITECH Act"); the United States Health Insurance Portability and Accountability Act of 1996 ("HIPAA") and any current and future implementing regulations promulgated thereunder, including, but not limited to, the Federal Privacy Regulations contained in Title 45 of the Code of Federal Regulations ("C.F.R.") Parts 160 and 164, the Federal Security Standards contained in 45 C.F.R. Parts 160, 162 and 164 and the Federal Standards for Electronic Transactions contained in 45 C.F.R. Parts 160 and 162, all as may be amended from time to time.

- B. Continuing Compliance with Confidentiality Requirements. Each party hereby acknowledges that local, state and federal laws, regulations and standards pertaining to confidentiality, electronic data security and privacy are rapidly evolving and that amendment of this MOU may be required to ensure compliance with such developments. Each party hereby agrees to promptly enter into negotiations concerning an amendment to this MOU embodying written assurances consistent with the requirements of HIPAA, the HITECH Act, the CMIA and any other applicable local, state and federal laws, regulations or standards.

11. NON-DISCRIMINATION COMPLIANCE :

- A. Professional Services and Employment. In connection with the execution of this MOU, CITY, and its subcontractors, shall not unlawfully discriminate in the provision of professional services or against any employee or applicant for employment because of: race; religion or religious creed; color; age (over forty (40) years of age); sex, including, without limitation, gender identity and expression, pregnancy, childbirth and related medical conditions; sexual orientation, including, without limitation, heterosexuality, homosexuality and bisexuality; national origin; ancestry; marital status; medical condition, including, without limitation, cancer and genetic characteristics; mental or physical disability, including, without limitation, HIV status and AIDS; political affiliation; military service; denial of family care leave; or any other classifications protected by any and all applicable local, state or federal laws, regulations or standards, all as may be amended from time to time. Nothing herein shall be construed to require employment of unqualified persons.
- B. Compliance with Anti-Discrimination Laws. CITY further assures that it, and its subcontractors, shall abide by the applicable provisions of: Title VI and Title VII of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1975; the Food Stamp Act of 1977; Title II of the Americans with Disabilities Act of 1990; the California Fair Employment and Housing Act; California Civil Code Sections 51, *et seq.*; California Government Code Sections 4450, *et seq.*; California Welfare and Institutions Code Section 10000; Division 21 of the California Department of Social Services Manual of Policies and Procedures; United States Executive Order 11246, as amended and supplemented by United States Executive Order 11375 and 41 C.F.R. Part 60; and any other applicable local, state or federal laws, regulations or standards, all as may be amended from time to time. The applicable regulations of the California Fair Employment and Housing Commission implementing California Government Code Section 12990, set forth in Sections 8101, *et seq.* of Title 2 of the California Code of Regulations are incorporated herein by reference as if set forth in full.

12. NUCLEAR-FREE HUMBOLDT COUNTY ORDINANCE COMPLIANCE:

By executing this MOU, CITY certifies that it is not a Nuclear Weapons Contractor, in that CITY is not knowingly or intentionally engaged in the research, development, production or testing of nuclear

warheads, nuclear weapons systems or nuclear weapons components as defined by the Nuclear-Free Humboldt County Ordinance. CITY hereby agrees to notify COUNTY immediately if it becomes a Nuclear Weapons Contractor as defined above. COUNTY may immediately terminate this MOU if it determines that the foregoing certification is false or if CITY subsequently becomes a Nuclear Weapons Contractor.

13. INDEMNIFICATION:

- A. Hold Harmless, Defense and Indemnification. CITY shall hold harmless, defend and indemnify COUNTY and its agents, officers, officials, employees and volunteers from and against any and all claims, demands, losses, damages, liabilities, expenses and costs of any kind or nature, including, without limitation, attorney's fees and other costs of litigation, arising out of, or in connection with, CITY's negligent performance of, or failure to comply with, any of the duties and/or obligations contained herein, except such loss or damage which was caused by the sole negligence or willful misconduct of COUNTY.
- B. Effect of Insurance. Acceptance of the insurance required by this MOU shall not relieve CITY from liability under this provision. This provision shall apply to all claims for damages related to CITY's performance hereunder, regardless of whether any insurance is applicable or not. The insurance policy limits set forth herein shall not act as a limitation upon the amount of indemnification or defense to be provided by CITY pursuant to the terms and conditions of this MOU.

14. INSURANCE REQUIREMENTS:

This MOU shall not be executed by COUNTY, and CITY is not entitled to any rights hereunder, unless certificates of insurance, or other sufficient proof that the following provisions have been complied with, are received by the Humboldt County Risk Manager or a designee thereof.

- A. General Insurance Requirements. Without limiting CITY's indemnification obligations set forth herein, CITY, and its subcontractors, shall take out and maintain, throughout the entire term of this MOU, and any extensions thereof, the following policies of insurance placed with insurers authorized to do business in the State of California and with a current A.M. Bests rating of no less than A: VII or its equivalent against personal injury, death and property damage which may arise from, or in connection with, the activities of CITY and its agents, officers, directors, employees, licensees, invitees, assignees or subcontractors:
 - 1. Comprehensive or Commercial General Liability Insurance at least as broad as Insurance Services Office Commercial General Liability Coverage (occurrence form CG 0001), in an amount of Two Million Dollars (\$2,000,000.00) per occurrence for any one (1) incident, including, without limitation, personal injury, death and property damage. If a general aggregate limit is used, such limit shall apply separately hereto or shall be twice the required occurrence limit.
 - 2. Automobile/Motor Liability Insurance with a limit of liability of no less than One Million Dollars (\$1,000,000.00) combined single limit coverage. Such insurance shall include coverage of all owned, hired and non-owned vehicles, and be at least as broad as Insurance Service Office Form Code 1 (any auto).
 - 3. Workers' Compensation Insurance, as required by the California Labor Code, with statutory limits, and Employers Liability Insurance with a limit of no less than One Million Dollars (\$1,000,000.00) per accident for bodily injury or disease. Said policy shall contain,

or be endorsed to contain, a waiver of subrogation against COUNTY and its agents, officers, officials, employees and volunteers.

4. Professional Liability Insurance – Error and Omission Coverage including coverage in an amount no less than Two Million Dollars (\$2,000,000.00) for each occurrence (Four Million Dollars (\$4,000,000.00) general aggregate). Said insurance shall be maintained for the statutory period during which CITY may be exposed to liability regarding the performance of its obligations hereunder. CITY shall require that such coverage be incorporated into its professional services agreements with any other entities.

B. Special Insurance Requirements. Said policies shall, unless otherwise specified herein, be endorsed with the following provisions:

1. The Comprehensive or Commercial General Liability Policy shall provide that COUNTY, and its agents, officers, officials, employees and volunteers, are covered as additional insured for liability arising out of the operations performed by or on behalf of CITY. The coverage shall contain no special limitations on the scope of protection afforded to COUNTY or its agents, officers, officials, employees and volunteers. Said policy shall also contain a provision stating that such coverage:
 - a. Includes contractual liability.
 - b. Does not contain exclusions as to property damage caused by explosion or collapse of structures or underground damage, commonly referred to as “XCU Hazards.”
 - c. Is the primary insurance with regard to COUNTY.
 - d. Does not contain a pro-rata, excess only and/or escape clause.
 - e. Contains a cross liability, severability of interest or separation of insureds clause.
2. The above-referenced policies shall not be canceled, non-renewed or materially reduced in coverage without thirty (30) days prior written notice being provided to COUNTY in accordance with the notice requirements set forth herein. It is further understood that CITY shall not terminate such coverage until COUNTY receives adequate proof that equal or better insurance has been secured.
3. The inclusion of more than one (1) insured shall not operate to impair the rights of one (1) insured against another insured, and the coverage afforded shall apply as though separate policies had been issued to each insured, but the inclusion of more than one (1) insured shall not operate to increase the limits of the insurer’s liability.
4. For claims related to this MOU, CITY’s insurance is the primary coverage to COUNTY, and any insurance or self-insurance programs maintained thereby are excess to CITY’s insurance and will not be used to contribute therewith.
5. Any failure to comply with the terms and conditions of this MOU shall not affect the coverage provided to COUNTY or its agents, officers, officials, employees and volunteers.
6. CITY shall furnish COUNTY with certificates and original endorsements effecting the required coverage prior to execution of this MOU. The endorsements shall be on forms approved by the Humboldt County Risk Manager. Any deductible or self-insured retention

over One Hundred Thousand Dollars (\$100,000.00) shall be disclosed to, and approved by, COUNTY. If CITY does not keep all required policies in full force and effect, COUNTY may, in addition to any other available remedies, take out the necessary insurance and deduct the cost of said insurance from the monies owed to CITY under this MOU.

7. COUNTY is to be notified immediately if twenty-five percent (25%) or more of any required insurance aggregate limit is encumbered, and CITY shall be required to purchase additional coverage to meet the above-referenced aggregate limits.

- C. Insurance Notices. Any and all notices regarding the insurance required hereunder shall be sent to the addresses set forth below in accordance with the notice requirements contained herein.

COUNTY: County of Humboldt
Attention: Risk Management
825 Fifth Street, Room 131
Eureka, California 95501

CITY: Rio Dell Police Department
Attention: Josh Phinney, Chief of Police
675 Wildwood Avenue
Rio Dell, California 95562

15. RELATIONSHIP OF PARTIES:

It is understood that this MOU is by and between two (2) independent entities and is not intended to, and shall not be construed to, create the relationship of agent, servant, employee, partnership, joint venture, or any other similar association. Each party hereby agrees that CITY shall not be entitled to any benefits to which COUNTY employees are entitled, including, without limitation, overtime, retirement, leave or workers' compensation benefits. CITY shall be solely responsible for the acts and omissions of its agents, officials, officers, employees, assignees and subcontractors.

16. COMPLIANCE WITH APPLICABLE LAWS, REGULATIONS AND STANDARDS:

- A. General Legal Requirements. CITY hereby agrees to comply with any and all local, state and federal laws, regulations, policies, procedures and standards applicable to its performance hereunder.
- B. Licensure Requirements. CITY hereby agrees to comply with any and all local, state and federal licensure, certification and accreditation requirements applicable to its performance hereunder.
- C. Accessibility Requirements. CITY hereby agrees to comply with any and all applicable accessibility requirements set forth in the Americans with Disabilities Act, Section 508 of the Rehabilitation Act of 1973, as amended, California Government Code Section 11135 and any current and future implementing regulations, policies, procedures and standards promulgated thereunder, including, without limitation, the federal accessibility standards set forth in 36 C.F.R. Section 1194.1, all as may be amended from time to time.
- D. Conflict of Interest Requirements. CITY hereby agrees to comply with any and all applicable conflict of interest requirements set forth in the California Political Reform Act and any current and future implementing regulations, policies, procedures and standards promulgated thereunder, including, without limitation, the County of Humboldt's Conflict of Interest Code, all as may be amended from time to time.

17. PROVISIONS REQUIRED BY LAW:

This MOU is subject to any additional local, state and federal restrictions, limitations or conditions that may affect the terms, conditions or funding of this MOU. This MOU shall be read and enforced as though all legally required provisions are included herein, and if any such provision is not included, or incorrectly stated, the parties agree to amend this MOU to make such insertion or correction.

18. REFERENCE TO LAWS, REGULATIONS AND STANDARDS:

In the event any law, regulation or standard referred to herein is amended during the term of this MOU, each party hereby agrees to comply with the amended provision as of the effective date of such amendment.

19. SEVERABILITY:

If any provision of this MOU, or any portion thereof, is found by any court of competent jurisdiction to be unenforceable or invalid for any reason, such provision shall be severable and shall not in any way impair the enforceability of any other provision of this MOU.

20. ASSIGNMENT:

Neither party shall delegate its duties nor assign its rights hereunder, either in whole or in part, without the other party's prior written consent. Any assignment by either party in violation of this provision shall be void, and shall be cause for immediate termination of this MOU. This provision shall not be applicable to service agreements or other arrangements usually or customarily entered into by either party to obtain supplies, technical support or professional services.

21. AGREEMENT SHALL BIND SUCCESSORS:

All provisions of this MOU shall be fully binding upon, and inure to the benefit of, the parties and to each of their heirs, executors, administrators, successors and permitted assigns.

22. WAIVER OF DEFAULT:

The waiver by either party of any breach of this MOU shall not be deemed to be a waiver of any such breach in the future, or of the breach of any other requirement of this MOU. In no event shall any payment by COUNTY constitute a waiver of any breach of this MOU which may then exist on the part of CITY. Nor shall such payment impair or prejudice any remedy available to COUNTY with respect to any breach or default. COUNTY shall have the right to demand repayment of, and CITY shall promptly refund, any funds disbursed to CITY which COUNTY determines were not expended in accordance with the terms and conditions of this MOU.

23. NON-LIABILITY OF OFFICIALS AND EMPLOYEES:

No official or employee of either party shall be personally liable for any default or liability under this MOU.

24. AMENDMENT:

This MOU may be amended at any time during the term hereof upon the mutual consent of both parties. No addition to, or alteration of, the terms of this MOU shall be valid unless made in writing and signed by authorized representatives of the parties hereto.

25. STANDARD OF PRACTICE:

CITY warrants that it has the degree of learning and skill ordinarily possessed by reputable professionals practicing in similar localities in the same profession and under similar circumstances. CITY's duty is to exercise such care, skill and diligence as professionals engaged in the same profession ordinarily exercise under like circumstances.

26. TITLE TO INFORMATION AND DOCUMENTS:

It is understood that any and all documents, information and reports concerning the subject matter of this MOU prepared and/or submitted by CITY shall become the property of COUNTY. However, CITY may retain copies of such documents, information and reports for its records. In the event this MOU is terminated, for any reason whatsoever, CITY shall promptly turn over all such documents, information and reports to COUNTY without exception or reservation.

27. JURISDICTION AND VENUE:

This MOU shall be construed in accordance with the laws of the State of California. Any dispute relating hereto shall be litigated in the State of California and venue shall lie in the County of Humboldt unless transferred by court order pursuant to California Code of Civil Procedure Sections 394 or 395.

28. ADVERTISING AND MEDIA RELEASE:

Any and all informational material related to this MOU shall receive approval from COUNTY prior to being used as advertising or released to the media, including, without limitation, television, radio, newspapers and internet. COUNTY shall provide CITY with suggested language, and a Measure Z Logo, for all press releases. CITY shall inform COUNTY of any and all requests for interviews by media related to this MOU before such interviews take place. COUNTY is entitled to have a representative present at any and all interviews concerning the subject matter of this MOU. Any and all notices required by this provision shall be given to the Humboldt County Administrative Officer in accordance with the notice requirements set forth herein.

29. SUBCONTRACTS:

CITY shall obtain prior written approval from COUNTY before subcontracting any of the obligations set forth herein. Any and all subcontracts shall be subject to all applicable terms and conditions of this MOU, including, without limitation, the licensing, certification and confidentiality requirements set forth herein. CITY shall remain legally responsible for the performance of all terms and conditions of this MOU, including, without limitation, any and all services provided by third parties under subcontracts, whether approved by COUNTY or not.

30. SURVIVAL OF PROVISIONS:

The duties and obligations of the parties set forth in Section 4(D) – Compensation upon Termination, Section 8 – Record Retention and Inspection, Section 10 – Confidential Information and Section 13 – Indemnification shall survive the expiration or termination of this MOU.

31. CONFLICTING TERMS OR CONDITIONS:

In the event of any conflict in the terms or conditions set forth in any other agreements in place between the parties hereto and the terms and conditions set forth in this MOU, the terms and conditions set forth herein shall have priority.

32. INTERPRETATION:

This MOU, as well as its individual provisions, shall be deemed to have been prepared equally by both of the parties hereto, and shall not be construed or interpreted more favorably for one (1) party on the basis that the other party prepared it.

33. INDEPENDENT CONSTRUCTION:

The titles of the sections and subsections set forth herein are inserted for convenience of reference only and shall be disregarded in construing or interpreting any of the provisions of this MOU.

34. FORCE MAJEURE:

Neither party hereto shall be liable or responsible for delays or failures in performance resulting from events beyond the reasonable control, and without the fault or negligence, of such party. Such events shall include, without limitation, acts of God, strikes, lockouts, riots, acts of war, epidemics, pandemics, acts of government, fire, power failures, nuclear accidents, earthquakes, unusually severe weather, acts of terrorism or other disasters, whether or not similar to the foregoing.

35. ENTIRE AGREEMENT:

This MOU contains all of the terms and conditions agreed upon by the parties hereto and no other agreements, oral or otherwise, regarding the subject matter of this MOU shall be deemed to exist or to bind either of the parties hereto. In addition, this MOU shall supersede in their entirety any and all prior agreements, promises, representations, understandings and negotiations of the parties, whether oral or written, concerning the same subject matter. Any and all acts which may have already been consummated pursuant to the terms and conditions of this MOU are hereby ratified.

36. COUNTERPART EXECUTION:

This MOU, and any amendments hereto, may be executed in one (1) or more counterparts, each of which shall be deemed to be an original and all of which, when taken together, shall be deemed to be one (1) and the same agreement. This MOU, and any amendments hereto, may be signed by manual or electronic signatures in accordance with any and all applicable local, state and federal laws, regulations and standards, and such signatures shall constitute original signatures for all purposes. A signed copy of this MOU, and any amendments hereto, transmitted by email or by other means of electronic transmission shall be deemed to have the same legal effect as delivery of an original executed copy of this MOU and any amendments hereto.

37. AUTHORITY TO EXECUTE:

Each person executing this MOU represents and warrants that he or she is duly authorized and has legal authority to execute and deliver this MOU. Each party represents and warrants to the other that the execution and delivery of this MOU and the performance of such party's obligations hereunder have been duly authorized.

[Signatures on Following Page]

IN WITNESS WHEREOF, the parties hereto have entered into this MOU as of the first date written above.

CITY OF RIO DELL:

By: _____

Date: _____

Name: _____

Title: _____

COUNTY OF HUMBOLDT:

By: _____

Date: _____

Elishia Hayes, County Administrative Officer
(Pursuant to the authority granted by the Humboldt
County Board of Supervisors on November 19, 2019
[Item H-2])

INSURANCE AND INDEMNIFICATION REQUIREMENTS APPROVED:

By: _____

Date: _____

Risk Management

LIST OF EXHIBITS:

Exhibit A – Application for Measure Z Funding
Exhibit B – Quarterly and Final Summary Reports
Exhibit C – Quarterly and Final Report Form
Exhibit D – Social Media Reporting Requirements
Exhibit E – Schedule of Rates
Exhibit F – Measure Z Invoice Form

Print

Exhibit A Application for Funding

Measure Z Application for Funding 2025 - Submission #38196

Date Submitted: 2/11/2025

MEASURE Z APPLICATION SUBMISSION

Agency Name*

City of Rio Dell

Mailing Address*

675 Wildwood Avenue

City*

Rio Dell

Zip*

95562

Contact Person*

Josh Phinney

Title*

Chief of Police

Phone Number*

7077643532

Email*

phinneyj@cityofriodell.ca.gov

Project Title*

City of Rio Dell Police Department CSO and Police Officer Position Request

Funding Available

The estimated amount of Measure Z funding available for FY 2025-26 is \$1.3 million.

1. Amount of Measure Z Funding Requested For FY 25-26*

242351

Agency Priority

1 - Top Priority



Agencies are encourage to submit one project per application. If your agency is submitting more than one application, please rank this application in terms of your agency's priority here.

SUMMARY OF EXPENSES

Item	\$ Amount	% of Total
Salaries (wages)	Salaries Amount*	Salaries %*
	<input type="text" value="139659"/>	<input type="text" value="58"/>
Benefits	Benefits Amount*	Benefits %*
	<input type="text" value="102692"/>	<input type="text" value="42"/>
Overhead and Occupancy (Administrative, Rent, Utilities, Phones, etc.)	Overhead/Occupancy Amount*	Overhead/Occupancy %*
	<input type="text" value="0"/>	<input type="text" value="0"/>
Equipment/Supplies/Services	Equip./Services/Supplies Amount*	Equipment/Services/Supplies %*
	<input type="text" value="0"/>	<input type="text" value="0"/>
Transportation/Travel	Transportation/Travel Amount*	Transportation/Travel %*
	<input type="text" value="0"/>	<input type="text" value="0"/>
Fixed Assets	Fixed Assets Amount*	Fixed Assets %*
	<input type="text" value="0"/>	<input type="text" value="0"/>
TOTAL	Total Amount of Application*	TOTAL 100%
	<input type="text" value="242351"/>	

ENTITY TYPE*

- ☐ Humboldt County Department
- ☐ Contract Service Provider to Humboldt County
- ☒ Local Government Entity
- ☐ Private Service Provider
- ☐ Non-Profit Service Provider
- ☐ Other (please describe)

ENTITY TYPE

If you selected other, please briefly describe the entity you represent.

Is this application a renewal or related to a project that has been funded by Measure Z in the past? *

Yes



If you checked "yes" please include the following:

1. a report detailing results from the most recent year the project was funded, and:
2. a completed Staffing Report detailing when the funded positions were filled during the most recent year you received funding for this project.

These documents must be uploaded in the "Required Attachments" section of this application.

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?*

Our proposal for Measure Z funding directly addresses the core intent of maintaining and improving public safety and essential services within the City of Rio Dell. We are requesting funding for two critical positions: a Community Service Officer (CSO) and a full-time Police Officer. These positions are not merely enhancements; they are vital to addressing current challenges and proactively shaping a safer, more secure community for all Rio Dell residents.

Measure Z's focus on public safety is paramount. Our proposal strengthens this focus in two distinct yet complementary ways:

1. Proactive Community Engagement and Problem Solving (CSO Position): The CSO position acts as a crucial bridge between the police department and the community. This role directly addresses the improvement aspect of Measure Z by shifting from a reactive policing model to a proactive, community-oriented approach. The CSO focuses on:

Community-Oriented Policing: Building trust and fostering positive relationships with residents, businesses, and community organizations. This includes attending community events, conducting outreach programs, and acting as a liaison for addressing neighborhood concerns.

Crime Prevention: Implementing and managing crime prevention programs, such as neighborhood watch initiatives, educational workshops on personal safety and property crime, and disseminating crime prevention information. This proactive approach will maintain public safety by reducing the potential for crime before it occurs.

Addressing Quality of Life Issues: Handling non-emergency calls for service, such as minor disturbances, parking violations, and abandoned vehicles, freeing up sworn officers to focus on more serious criminal activity. This will improve the overall quality of life in Rio Dell and enhance the efficiency of the police department.

Data Collection and Analysis: Collecting and analyzing crime data to identify trends and patterns, allowing the department to allocate resources more effectively and address specific community needs. This data-driven approach will improve the effectiveness of public safety initiatives.

2. Enhanced Response Capabilities and Officer Safety (Full-Time Police Officer Position): The funding of a full-time police officer is essential for maintaining current levels of service and addressing the increasing demands placed on our department. This position will:

Increase Patrol Presence: A greater patrol presence acts as a deterrent to crime and enhances the sense of security within the community. This is crucial for maintaining public safety, particularly given the challenges facing small police departments.

Improve Response Times: A fully staffed department is better equipped to respond quickly and effectively to calls for service, ensuring the safety of both residents and officers. This faster response is a critical component of maintaining essential services.

Enhance Officer Safety: Adequate staffing is paramount for officer safety. Having sufficient personnel on patrol allows for backup when needed, reducing the risks faced by officers in potentially dangerous situations. This is a vital aspect of maintaining a functional and effective police force.

Investigative Capacity: A full-time officer will contribute to investigative efforts, allowing for thorough and timely investigations of crimes. This is essential for holding offenders accountable and ensuring justice for victims, a key element of improving public safety.

In summary, our proposal directly aligns with the intent of Measure Z. The CSO position will improve public safety through proactive community engagement and problem-solving, while the police officer position will maintain essential services by enhancing response capabilities, improving officer safety, and increasing patrol presence. Together, these two positions represent a comprehensive and strategic approach to enhancing public safety and quality of life in Rio Dell, making our community a safer place to live, work, and visit. The total request of \$242,351 represents a crucial investment in the future of Rio Dell and the well-being of its citizens.

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

This proposal seeks Measure Z funding to address critical public safety needs in Rio Dell by adding two essential positions to the Rio Dell Police Department: a Community Service Officer (CSO) and a full-time Police Officer. The total funding request is \$242,351, which covers salary and benefits for both positions.

Community Service Officer (CSO) - \$116,156: This position is designed to foster a proactive, community-oriented approach to policing. The CSO will act as a liaison between the police department and the community, focusing on:

Community Engagement: Building relationships with residents, businesses, and community organizations through outreach programs, community events, and neighborhood meetings.

Crime Prevention: Developing and implementing crime prevention strategies, including neighborhood watch programs, educational workshops, and dissemination of crime prevention information.

Quality of Life Issues: Addressing non-emergency calls for service, such as minor disturbances, parking violations, and abandoned vehicles, freeing up sworn officers for more critical incidents.

Data Analysis: Collecting and analyzing crime data to identify trends and inform resource allocation.

Full-Time Police Officer - \$126,195: This position will enhance the department's response capabilities and ensure officer safety by:

Increasing Patrol Presence: Enhancing visibility and deterring crime through increased patrols.

Improving Response Times: Ensuring timely response to calls for service, protecting both residents and officers.

Enhancing Officer Safety: Providing adequate staffing levels to ensure officer backup and support in potentially dangerous situations.

Supporting Investigations: Contributing to thorough and timely investigations of criminal activity.

This two-pronged approach will significantly enhance public safety in Rio Dell. The CSO will focus on proactive community engagement and crime prevention, while the additional police officer will strengthen the department's ability to respond effectively to crime and ensure the safety of both residents and officers. This investment in personnel is crucial for maintaining and improving the quality of life in Rio Dell and fostering a safer community for all.

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? Please provide detail of your plan for sustainability here.*

Our plan for the long-term sustainability of these crucial public safety positions recognizes the potential limitations of one-time funding sources like Measure Z. While we are seeking Measure Z funds to help finance these vital roles, we understand the importance of developing a diversified funding strategy to ensure their continuation beyond the Measure Z funding period. These positions are not simply enhancements; they are essential for the basic functioning of our police department and the safety of our community, meaning their absence would severely impact Rio Dell.

Our sustainability plan rests on a multi-pronged approach:

Demonstrating Value and Impact: Our primary strategy is to clearly demonstrate the tangible positive impact of these positions on public safety within the community. We will meticulously track and report key performance indicators. By showcasing the effectiveness of the CSO and the additional police officer, we aim to build strong community support for their continued funding. This documented value will be crucial in advocating for continued financial support.

Budgetary Advocacy and General Fund Allocation: We will actively advocate for the continued integration of these positions into the city's general fund budget. Given their crucial role in maintaining public safety—a core function of local government—we believe that these positions warrant general fund support. We will work closely with the City Council and city administration to present a compelling case for their inclusion in future budget cycles, emphasizing the long-term cost-effectiveness of proactive policing and community engagement. If Measure Z funding is not renewed, the general fund would have to subsidize these critical positions to maintain the current level of public safety services. We will make it clear that the alternative to funding these positions is a reduction in essential police services, which is unacceptable for our community.

Exploring Alternative Funding Sources: We will actively pursue alternative funding sources, including:

Grant Opportunities: We will research and apply for relevant state and federal grants that align with the goals of community policing, crime prevention, and law enforcement support.

It is important to emphasize that these positions are not considered optional. They are essential for maintaining and improving public safety in Rio Dell. Therefore, while we are committed to exploring diverse funding sources, we recognize that the ultimate responsibility for ensuring the safety of our community rests with the city. We are confident that by demonstrating the value and impact of these positions, we can secure the necessary financial support to ensure their long-term sustainability, whether through Measure Z, the general fund, or a combination of funding sources.

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?*

This request is for the continuation and enhancement of existing, albeit under-resourced, services within the Rio Dell Police Department. While the department currently has staff fulfilling some of the duties envisioned for these positions, they are spread thin and lack the dedicated focus necessary to achieve the desired outcomes. These existing roles are currently supported by the city's general fund, which covers basic police operations. However, the current general fund allocation struggles to support the dedicated Community Service Officer fully and full-time Police Officer positions as they are envisioned in this proposal.

Currently, some of the responsibilities associated with these proposed positions are being handled by existing officers who are juggling multiple duties. This limits their ability to focus on proactive community engagement, crime prevention, and enhanced response capabilities. For example, officers may handle minor quality-of-life issues, but lack the time and resources to implement effective, long-term solutions. Similarly, while the department has officers, the current staffing levels strain response times and limit proactive patrol.

This Measure Z request seeks to fund the positions for these crucial roles. This dedicated focus is essential for maximizing their impact and achieving the goals outlined in this proposal. While the general fund supports the department's current staffing levels, the City needs the resources to establish and sustain these dedicated, specialized positions. Therefore, this request represents a critical investment in enhancing existing, under-resourced services, not creating entirely new programs. Securing Measure Z funding would allow the department to fully realize the potential of these roles, leading to a more proactive and effective approach to public safety in Rio Dell.

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

Securing Measure Z funds will be a powerful catalyst for leveraging additional grants, contributions, and community support for the Rio Dell Police Department and the critical positions outlined in this proposal. Our strategy for leveraging these funds includes:

Demonstrating Success and Building Credibility: Successfully implementing the CSO and additional police officer positions with Measure Z funding will provide tangible evidence of the program's effectiveness. This demonstrable success will significantly strengthen our applications for future grants by showcasing a proven track record and positive community impact. Funders are more likely to invest in programs that have already demonstrated a positive return.

Matching Funds and Challenge Grants: Many grant opportunities require matching funds or offer challenge grants. Securing Measure Z funding will position us to meet these requirements, making us eligible for a wider range of funding opportunities. We will actively seek grants that offer matching funds or challenge grants, using Measure Z funds as leverage to secure additional resources.

Building Community Partnerships: The CSO position, in particular, will play a crucial role in building and strengthening relationships with local businesses, community organizations, and philanthropic foundations. These relationships will be instrumental in securing additional contributions and community support. By actively engaging with the community and demonstrating the value of these positions, we will cultivate a sense of shared ownership and encourage further investment in public safety.

Data-Driven Reporting and Transparency: We will maintain detailed records of the program's outcomes, including crime statistics, community engagement metrics, and cost-effectiveness data. This data-driven reporting will not only demonstrate the impact of Measure Z funds but also provide compelling evidence for potential funders and community partners. Transparency in our use of funds and the resulting outcomes will build trust and encourage further support.

Community Awareness and Advocacy: We will actively communicate the successes of the program to the community through various channels, including social media, local news outlets, and community events. Raising awareness of the positive impact of Measure Z funding will generate community support and encourage advocacy for continued funding and additional contributions. This public awareness campaign will also highlight the need for ongoing support to sustain these vital services beyond the Measure Z funding period.

By strategically leveraging Measure Z funds, we are confident that we can secure additional resources and build a sustainable funding model for these critical positions, ensuring the long-term safety and well-being of the Rio Dell community.

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. *

While the Rio Dell Police Department already exists and receives funding through the city's general fund, this proposal seeks to enhance existing services and alleviate the strain on the general fund by establishing dedicated positions that are currently under-resourced and spread across existing staff. Therefore, this proposal does not require new or expanded activity from the City in the sense of creating entirely new departments or programs. Instead, it requires a shift in how the City allocates existing resources.

Currently, the City's general fund subsidizes the police department, covering the salaries and benefits of existing officers who are tasked with a wide range of duties. However, this current funding model stretches resources thin, preventing officers from dedicating sufficient time and attention to proactive community policing, crime prevention, and enhanced response capabilities. Many of the responsibilities that would fall under the proposed CSO and additional police officer positions are currently being handled by existing officers who are already burdened with multiple responsibilities.

This Measure Z grant request is designed to offset the burden on the general fund by providing dedicated funding for these crucial roles. This will allow the City to reallocate existing general fund dollars, freeing them up for other essential city services or potentially reducing the overall financial strain on the general fund.

Therefore, the City's primary role in this proposal is not to expand its activities but rather to realign its current budgetary allocations. By supporting this grant application, the City can effectively enhance its police department's capabilities without increasing the overall financial burden on the general fund. In fact, this grant could potentially free up existing general fund dollars, providing the City with greater financial flexibility.

While community partnerships and collaboration with other agencies remain crucial for the overall success of the program, the essential participation required from the City is primarily financial—supporting this grant application and subsequently integrating these dedicated positions into the city budget after the Measure Z funding period. This will ensure the long-term sustainability of these enhanced services and alleviate the existing strain on the general fund.

Are there recurring expenses associated with this application, such as personnel cost?
*

Yes



If you checked yes, please detail those expenses here.

Yes, this application involves recurring expenses, primarily personnel costs, which are the core of the request. These recurring expenses are essential for the long-term success and sustainability of the proposed enhancements to the Rio Dell Police Department.

The primary recurring expenses associated with this application are:

Salaries and Benefits for the Community Service Officer (CSO): The estimated annual cost for the CSO position is \$116,156. This includes salary, employer-paid benefits (such as health insurance, retirement contributions, and payroll taxes), and any other associated personnel costs.

Salaries and Benefits for the Full-Time Police Officer: The estimated annual cost for the additional police officer position is \$126,195. This also includes salary, employer-paid benefits, and other related personnel costs.

It is important to emphasize that these personnel costs represent an investment in the safety and well-being of the Rio Dell community. While they are recurring expenses, they are essential for maintaining the enhanced level of service provided by these dedicated positions. These positions are not optional; they are crucial for proactive community policing, crime prevention, and ensuring adequate response capabilities for the Rio Dell Police Department.

Our sustainability plan, as detailed elsewhere in this application, addresses the long-term funding of these recurring personnel costs. While we are requesting Measure Z funds for the initial establishment of these positions, our ultimate goal is to integrate them into the city's general fund budget. This will ensure the continued funding of these essential services beyond the Measure Z funding period. We will achieve this by demonstrating the value and impact of these positions to the City Council and administration, advocating for their inclusion in future budget cycles, and exploring alternative funding sources such as grants and community partnerships. We are confident that the demonstrable benefits to public safety will justify the continued investment in these crucial personnel positions.

Please note, the Citizens' Advisory Committee in May, 2023, adopted a stance that it would not recommend funding for new, ongoing county positions.

REQUIRED ATTACHMENTS

Be sure to include the following with your application.

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)

Upload Prior Year Results Attachment

No file chosen

Program Budget

[Download the budget narrative](#), then upload using the button at right.

Upload Program Budget Attachment*

Measure Z Proposed Budget Template - FY 2025-26 RIO DELL.xlsx

Staffing Report

If your request was previously funded, please [download and complete the staffing report](#), then upload it using the option provided here.

Upload Staffing Report Attachment

No file chosen

Letters of Support

If you have letters of support from members of the community you can upload them here.

Upload Letters of Support

Choose File

No file chosen

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*

2/11/2025

10:00 AM

Signature*

Travis Sanborn

Type Approving Official's Name

EXHIBIT B
QUARTERLY AND FINAL SUMMARY REPORT
City of Rio Dell
For Fiscal Year 2025-2026

1. DUE DATES:

Quarterly reports are due one (1) month after the end of each quarter. Quarterly reports will be based on COUNTY fiscal year quarters. The table below shows each fiscal year quarter and the report due dates. CITY must submit a quarterly report for each quarter in which the contract is active. The Final Summary Report is due one (1) month after completion of the contract term.

Quarter	Dates Included	Date Report Due to County
1	July 1 through September 30	October 31
2	October 1 through December 31	January 31
3	January 1 through March 31	April 30
4	April 1 through June 30	July 31
Final Summary Report	Based on MOU term	One (1) month after MOU expiration

2. SUBMISSION OF REPORTS:

Any and all reports required pursuant to the terms and conditions of this MOU shall be submitted online at the following address: <https://humboldt.gov/FormCenter/CAO-Forms-17/Public-Safety-Essential-Services-Tax-Qua-103>.

Exhibit C

Quarterly and Final Report Form

(Illustrative Only)

Reports must be filled out and submitted on the county's website at:

<https://humboldt.gov/FormCenter/CAO-Forms-17/Public-Safety-Essential-Services-Tax-Qua-103>

Select Language ▼

Form Center

By signing in or creating an account, some fields will auto-populate with your information.

Public Safety, Essential Services Tax Quarterly Reports

Sign in to
Save
Progress

Public Safety & Essential Services Quarterly Reports Form

Each quarter, agencies that receive funds from the Humboldt County Local Public Safety and Essential Services tax must submit reports to the county on a quarterly basis detailing their expenditures and activities carried out with the funding they have received. This form is used to submit that information.

First Name

Last Name

Phone Number

Email Address

Agency

The agency submitting
this report

Quarter*

- ☐ 1
☐ 2
☐ 3
☐ 4

I. Quarterly Narrative

Results/Outcomes

Responses to questions below can be copy/pasted from the narrative attachment you include at right. Responses are being included here for ease of review.

1. Please describe the Measure Z activities completed during this period.*

2. How many people have been served and how?

3. Who has benefitted from the enhanced services?

4. What difference did Measure Z funding make in our community and for the population you are serving?

Please quantify the short-term impact of your project for the current year. *If you have evaluation materials that document outcomes and impacts of your work, feel free to attach them in lieu of answering this or other questions.*

5. Please quantify the long-term impacts of your project.

This would be for the entire time period that Measure Z has funded your project.

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

7. Describe the efforts your agency has taken to seek other funding for this program. This includes grants you have applied for and/or received, legislative requests, fee creation/updates, etc

II. Final Summary Report

Lessons Learned

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

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

Invoice and Budget Form Submissions

**Invoice
Amount***

Invoice N

Fill out [this form](#),
save to your
computer then
upload the
invoice above
and the budget
to the right.

Please attach
PDFs Only

**Additional
Attachment 1** N

Please attach
PDFs Only

Total Budget***Budget** N

See "Invoice"
directions
above.

Please attach
PDFs Only

**Additional
Attachment 2** N

Please attach
PDFs Only

Additional Attachments

If you need to submit more attachments than this form
allows, please submit what you can and fill out another
form.

Communication with Community

**Have you
posted
your
quarterly
update to
social
media?***

- ☐ Yes
☐ No

**Exhibit D of your agreement
discusses social media reporting
requirements**

Example social media posts could read:
"#MeasureZ update: Over the last
quarter we [____]brief description of
Measure Z activities completed and/or
total numbers served____]. During our
efforts this quarter we've seen
[____]brief description of the difference
Measure Z funding has made in our
community and for the population you
are serving____].

Photo Uploads

No files selected

Please provide any photos you have related to your Measure Z project. Please note that any photos you provide may be shared by the county, and does not replace your requirement to communicate about your Measure Z project, per the terms of your MOU with the county. By uploading photos, you are confirming that any people photographed have either agreed to have their photos taken and shared publicly, or doing so is allowed by law.

Caption your photo

Please provide a caption for your photo that identifies any individuals who are in the photo, and the action and context of the photo. And please make sure to credit the photographer.

Government Websites by CivicPlus®



Notes

Do you have any notes or special instructions for your report submission?

☒ Receive an email copy of this form.

Email address

This field is not part of the form submission.

Submit

Submit and Print

* indicates a required field

Exhibit E - Proposed Budget

Agency Name:	Address:
Coordinator/Contact:	Phone:

Descriptions	Requested Budget	Current Quarter Costs	Total of Prior Quarter Costs	Remaining Balance
A. Personnel Costs				
Title:				
Salary (separate from benefits cost)				0.00
Benefits				0.00
Duties Description:				
Title:				
Salary (separate from benefits cost)				0.00
Benefits				0.00
Duties Description:				
Title:				
Salary (separate from benefits cost)				0.00
Benefits				0.00
Duties Description:				
Salaries Subtotal	0.00	0.00	0.00	0.00
Benefits Subtotal	0.00	0.00	0.00	0.00
Total Personnel:	0.00	0.00	0.00	0.00
B. Overhead and Occupancy Costs (Rent, Utilities, Phones, Administrative etc.)				
Title:				
Description:				
Title:				
Description:				
Total Overhead and Occupancy Costs:	0.00	0	0	0
C. Equipment/Supplies/Services (Equipment, Supplies and Services should be separate)				
Title: Equipment				
(Please be detailed regarding the equipment you plan to .				
Description: These expenses are generally over \$200, longer useful life)				
Title:				
Description:				
Equipment Subtotal:	0.00	0	0	0
Title: Supplies				
(Please be detailed. These expenses are generally under				
Description: \$200, depleted or consumed within 1 year)				
Title:				
Description:				
Supplies Subtotal:	0.00	0	0	0
Title: Services/Other Operational Costs				
(Please be detailed. These expenses are generally professional or				
Description: contracted services, or other expenses that are not equipment or				
Title:				
Description:				
Services/Other Subtotal:	0.00	0	0	0
Total Equipment/Supplies/Services:	0.00	0	0	0
D. Transportation/Travel (Local and Out-of-County should be separate)				
Title: Local Travel				
Description: Describe local travel and connection to your project				
Title: Out of County Travel				
Description: Describe out of county travel and connection to your project				
Total Transportation/Travel Costs:	0.00	0	0	0
E. Fixed Assets (According to your agency's definition of a fixed asset)				
Title:				
Description:				
Title:				
Description:				
Total Fixed Asset Costs:	0	0	0	0

Totals	0.00	0.00	0.00	0.00
Requested Budget	Current Quarter Costs	Prior Quarter Costs	Remaining Balance	

EXHIBIT D
SOCIAL MEDIA REPORTING REQUIREMENTS
City of Rio Dell
For Fiscal Year 2025-2026

1. DUE DATES:

CITY will post Measure Z updates on CITY-maintained social media accounts within two (2) weeks of submitting quarterly and final reports to COUNTY pursuant to the terms and conditions of this MOU.

2. SOCIAL MEDIA ACCOUNT IDENTIFICATION:

Measure Z updates posted on social media accounts shall clearly identify the agency receiving Measure Z funds and the projects funded by the Measure Z funds that have been allocated thereto. Please indicate below the social media account(s) where CITY will post Measure Z updates:

Social Media (*i.e., Facebook*) Account Name (*i.e., County of Humboldt – Government*)

3. CONTENT OF SOCIAL MEDIA POSTS:

The social media posts required pursuant to the terms and conditions of this MOU are meant to inform the public of progress with projects funded by Measure Z. As such, CITY's social media posts should summarize the content included in each of the quarterly final reports submitted to COUNTY. Such posts can be done in text or video.

Posts will include “#MeasureZ” on Twitter and Facebook to help the public identify Measure Z posts.

Example Facebook post:

“#MeasureZ update: Over the last quarter we [brief description of Measure Z activities completed and/or total numbers served]. During our efforts this quarter we've seen [brief description of the difference Measure Z funding has made in our community and for the population you are serving].

Exhibit E - Proposed Budget

Agency Name:	Rio Dell Police Department	Address:	675 Wilc
Coordinator/Contact:	Josh Phinney	Phone:	707-764

Descriptions	Requested Budget	Current Quarter Costs	Total of Prior Quarter Costs	Remaining Balance
A. Personnel Costs				
Title: Community Services Officer				
Salary \$69,581	69,581.00			69,581.00
Benefits \$46,575	46,575.00			46,575.00
Duties Description: Community Service Officer (CSO): The CSO investigates				
Title: Full Time Police Officer				
Salary \$70,078	70,078.00			70,078.00
Benefits \$56,117	56,117.00			56,117.00
Duties Description:				
Title:				
Salary (separate from benefits cost)				0.00
Benefits				0.00
Duties Description:				
Salaries Subtotal	139,659.00	0.00	0.00	139,659.00
Benefits Subtotal	102,692.00	0.00	0.00	102,692.00
Total Personnel:	242,351.00	0.00	0.00	242,351.00
B. Overhead and Occupancy Costs (Rent, Utilities, Phones, Administrative etc.)				
Title:				
Description:				
Title:				
Description:				
Total Overhead and Occupancy Costs:	0.00	0	0	0
C. Equipment/Supplies/Services (Equipment, Supplies and Services should be separate)				
Title: Equipment				
(Please be detailed regarding the equipment you plan to .				
Description: These expenses are generally over \$200, longer useful life)				
Title:				
Description:				
Equipment Subtotal:	0.00	0	0	0
Title: Supplies				
(Please be detailed. These expenses are generally under				
Description: \$200, depleted or consumed within 1 year)				
Title:				
Description:				
Supplies Subtotal:	0.00	0	0	0
Title: Services/Other Operational Costs				
(Please be detailed. These expenses are generally professional or				
Description: contracted services, or other expenses that are not equipment or				
Title:				
Description:				
Services/Other Subtotal:	0.00	0	0	0
Total Equipment/Supplies/Services:	0.00	0	0	0
D. Transportation/Travel (Local and Out-of-County should be separate)				
Title: Local Travel				
Description: Describe local travel and connection to your project				
Title: Out of County Travel				
Description: Describe out of county travel and connection to your project				
Total Transportation/Travel Costs:	0.00	0	0	0
E. Fixed Assets (According to your agency's definition of a fixed asset)				
Title:				
Description:				
Title:				
Description:				
Total Fixed Asset Costs:	0	0	0	0
Totals	242,351.00	0.00	0.00	242,351.00
Requested Budget		Current Quarter Costs	Prior Quarter Costs	Remaining Balance

EXHIBIT F

Exhibit F - Measure Z - Proposed Invoice

Agency Name:
Coordinator/Contact:
Address:
Phone:

Invoice Date: _____

Invoice # MZ- _____

Invoice Period: _____

Description	Cost	Total Amount Due
Personnel Costs (Wages and Benefits)		\$0.00
Wages (separate from benefits)	\$0.00	
Benefits	\$0.00	
Overhead and Occupancy Costs (Rent, Utilities, Phones, Administrative, etc.)		\$0.00
Describe the costs involved	\$0.00	
Equipment and Supplies (Should be separate)		\$0.00
Equipment (describe equipment purchased and the connection to your project)	\$0.00	
Supplies (describe supplies purchased and the connection to your project)	\$0.00	
Services/Other (describe, and explain connection to your project)	\$0.00	
Transportation/Travel (Local and out of county should be separate)		\$0.00
Local Travel (describe local travel and the connection to your project)	\$0.00	
Out of County Travel (describe out of county travel and the connection to your project)	\$0.00	
Other (Fixed Assets, Contracts, etc.)		\$0.00
	\$0.00	
		\$0.00

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: _____ Date: _____

Print Name: _____ Title: _____

Approved by County Administrative Office: _____ Date: _____

Humboldt County Administrative Office
825 Fifth Street, Room 112
Eureka Ca 95501



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(707) 445-7266