



## **Staff Highlights – 2025-05-06**

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### **City Council**

### **City Manager**

Work on potential loan with SWRCB for the Water CIP project.

Recruitment for Wastewater Superintendent.

Paving projects set to begin this week.

Attended Solid Waste Local Task Force meeting in Eureka.

### **City Clerk**

Processed Nine (9) Building Permit Applications:

111 A. Creek St. – Fire Damage Repair  
30 Wildwood Ave./47 E. Bridge St. – New Pitched Roof and Metal Roofing  
484 Davis St. – Siding, Windows, and Doors  
100 Painter St. – Carport on Manufactured Home  
474 Walker Lane – Relocation of Service Panel  
194 Birch St. – 15' of New Sewer Line and 2 Cleanouts  
103 Atlanta St. – Re-Roof Residence  
1110 Rio Vista Lane – PV Solar  
645 Gunnerson Lane – Re-Roof Residence  
Processed Three (3) Business License Applications:  
Mike's Brake and Front End, LLC - 609 Wildwood Ave.  
Isabella Haahs – Freelance Writer and Artist (Home Occupation)  
Lost Coast Lock & Key – Mobile Locksmith  
Processed One (1) Encroachment Permit:  
E. Bridge & Wildwood Ave. – New Gas Main

Misc:

Submitted April Employment Data Report to the U.S. Census Bureau

Submitted Quarterly Building Permit Report to County Assessor

Attended Keenan Zoom Meeting on 4/24/25 Re: Health Insurance Coverage

Submitted the CHF/CIRB Monthly Building Permit Report for April

Coordinated with Code Publishing on corrections related to the update of the RDMC



Submitted the Annual Copy Paper Order through the Humboldt County Office of Education

Attended Planning Commission meeting on 4/29/25

**City Attorney**

**Human Resources, Risk & Training**

**Finance Department**

**Regulatory Compliance & Financial Oversight**

- Created staff report and worked with Harshwal & Company LLP to obtain and prepare engagement letter for the upcoming audit cycle, ensuring continuity of financial oversight.
- Initiated communication with cannabis businesses regarding submission requirements for cannabis license and activity annual fees for FY 25/26, supporting municipal revenue streams.
- Contacted cannabis cultivators regarding the 2025 cannabis cultivation declaration form, maintaining compliance with municipal regulations.
- Sent reminders to cannabis businesses regarding upcoming Q3 taxes due at the end of the month, facilitating timely revenue collection.
- Processed information related to City of Rio Dell's 1st Quarter 2025 AB 939 allocation, fulfilling regulatory reporting requirements.

**Financial Management & Budget Development**

- Continued to refine the FY 2025-26 budget development process by developing a recommended budget for city manager approval, advancing the annual budget planning cycle.
- Submitted the City of Rio Dell's FY 2025-26 TDA Claim Forms to HCAOG (Humboldt County Association of Governments), securing transportation funding for the upcoming fiscal year.

**Grant Management & Disaster Recovery**



- Submitted detailed documentation for ER-15J8(020) to Caltrans for emergency work completed following the December 2022 earthquake event, specifically for qualified roadways that were crack sealed, supporting recovery funding reimbursement.
- Worked with contract engineers to finalize D1904003 Claim #13 for the Sanitary Sewer Evaluation Study, completing another milestone in this infrastructure improvement project.
- Completed FY 24-25 Quarter 3 Project Outcomes Table and Reimbursement documentation for the Eel River Trail Clean CA Project, maintaining grant compliance and funding eligibility.
- Processed Eel River Trail Progress Pay Application 04, maintaining financial oversight of construction work on this community enhancement project.
- Submitted Invoice #7 and quarterly reporting for the Rio Dell Water Distribution System Capital Project, advancing this essential infrastructure initiative.
- Collaborated with the County of Humboldt on the CDBG program implementation under the existing MOU, continuing support for qualified residents affected by the December 2022 earthquake.

#### **Infrastructure Project Management**

- Worked with GHD contract engineers preparing closing reports and documentation for the Safe Routes to School ATP Project Closeout Forms, bringing this important safety initiative to completion.
- Coordinated with GHD contract engineers to confirm PA&ED work for STIP Neighborhood Connectivity project is proceeding on schedule, maintaining project timelines for this transportation improvement initiative.

#### **Public Works Water**

Repairs on Water treatment Filter building plumbing leaks

Calibrations on Water treatment plant analyzers

Monthly reports

Drought reports



Water CIP project is on the way – Work is being done currently on Bellevue, Webster and Creek St.

Meter reading

Replace nonfunctioning water meters.

Startup and maintenance on Gateway Irrigation system

### **Public Works Wastewater**

Chloramine Project Final Report Sent.

BCR and O&M installed new Kadant Rotary Joints on the Sludge Dryer. New joints leak approximately one gallon per day.

BCR was successful in installing an alarm that connects the Fulton and Sludge Dryer, to shut off the Sludge Dryer when the Fulton shuts off.

Irrigation Fields are prepped for dry season discharge.

Wastewater OIT Scheduled to take the Wastewater One State Exam early May.

Wastewater Operator One, scheduled to take the Wastewater Two State Exam in late May.

### **Public Works Streets, Buildings and Grounds**

Roadside mowing around town and out on Northwestern Ave.

Installation of Private Property Signs along Eel River Trail

Cleanup at Edwards Dr – Trailhead. Gravel parking area and remove debris.

Mow Gateway and parks

### **Public Works City Engineer**

### **Public Works Capital Projects**

### **Police Department**

#### **Patrol Statistics:**

During April 11<sup>th</sup> – May 1<sup>st</sup> 2025, the Rio Dell Police Department handled 196 incidents. This includes 74 calls for service, and 122 Officer Initiated Contacts. 9 arrests were made. A total of 5



citations were issued for traffic offenses or other miscellaneous criminal violations. 19 total cases requiring investigation were taken.

### **Staffing:**

The Police Department is currently down two (2) sworn officer positions.

- Job position being flown in multiple areas online. No one in hiring process yet.
- Several qualified Applicants for the new Measure Z funded CSO position. Testing to be held when position closes at end of May.

### **Community Events / Notable Cases:**

- Multiple meetings and news interviews on new "Blue Envelope" program being rolled out by RDPD and the Community Center. Focus of program is providing easy identification swag to people with disabilities to help first responders quickly identify special needs/accommodations and provide a higher level of service tailored to individual needs during contacts. Free to city (courtesy of RCRC). Anticipated Launch Date on June 5<sup>th</sup>.
- 4/26/25 Two juveniles vandalized the sinks at the Rio Dell Firemen's Park restroom. Using large rocks, they shattered both sinks causing thousands of dollars in damage. The department identified the juveniles and worked with the Rio Dell Fire Department and the families of the Juvenile to come together to work out restitution. Criminal case pending if that isn't successful.

### **Abatement Projects:**

#### **Residential Abatement:**

- Total Active Cases 30
- 10 New open cases, 9 closed cases.
- 11 of the cases are for City Owned Property, 19 for ongoing violations.

#### **Vehicular Abatement:**

- Total Active Cases 12
- 19 New open cases, 7 closed cases



- 5 vehicles towed

**Animal Control:**

- 22 Calls for animal related issues.
- 3 Dogs transported to Miranda's
- 0 Cats transported to Miranda's

**Community Development Department**

**Intergovernmental**

**Humboldt-Rio Dell Business Park**