



## Staff Highlights – 2025-09-02

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### City Council

#### City Manager

Attended the Wildlife Conservation Board Meeting on Thursday, August 28<sup>th</sup> (virtually). The \$1,200,000 grant for the ADA Eel River Trail extension was approved!

Met with the Eater Superintendent and Hank Seeman from Humboldt County Public Works to discuss the Potter Valley Project and City concerns.

Met with the City Manager's Sales Tax Working Group to discuss the trends in Sales Tax. Online sales are having a dramatic impact on Rio Dell's Bradley Burns Sales Tax revenue which has been on a 5-year trend of revenue decline. The likely culprit is the growth of online sales and particularly how online sales are calculated and apportioned.

Attended the Redwood Empire Division Meeting in Fortuna on the 22<sup>nd</sup> and received an in depth presentation from Yana Valachovic, Forest Advisor and County Director, UC Extension on fire and its connection to homeowners insurance.

### City Clerk

#### Processed Two (2) Building Permit Applications:

1285 Eeloa Ave. – 348 Sq. Ft. Residential Addition  
70 Monument Road – Sewer Cleanout

#### Processed Two (2) Encroachment Permit Applications:

70 Monument Rd. – Install Sewer Cleanout in Sidewalk  
88 Dixie St. – PG&E Replacing Gas Service

#### Misc:

Attended PACE (Employee Medical) Board of Directors meeting on August 21, 2025

Responded to Public Records Request from County of Humboldt Re: 64 Fern St.

Submitted Second Quarter Building Permit Report to the County Assessor's Office

Processed Planning Commission Agenda Packet for August 26, 2025 Regular Meeting



Attended Planning Commission Meeting on August 26, 2025

Responded to Public Records Request to Snap Tax Search for 309 Cherry Lane

Attended Keenan Webinar on Accretive Employee Benefit Compliance on 8/28/25

**City Attorney**

**Human Resources, Risk & Training**

**Finance Department**

**Capital Project Financial Management**

- Processed Progress Payments #4 and #5 for Rio Dell Drinking Water Infrastructure Improvement Project, maintaining optimal contractor cash flow and project timeline adherence.
- Submitted invoices #10 and #11 to State Water Board and coordinated corresponding RCAC draw requests #4 and #5, maximizing reimbursement timing and minimizing municipal cash flow impact.

**Regulatory Compliance Leadership**

- Developed comprehensive SB998 implementation framework with City Attorney, establishing clear protocols for Medical Certificate Requirements and Payment Plan Default procedures.
- Created internal procedural framework for federal "No Tax on Tips" legislation, positioning Rio Dell ahead of compliance deadlines.

**Strategic Revenue Management**

- Recalibrated Wastewater enterprise fund revenue allocation model based on current rate study, ensuring sustainable utility operations and equitable cost recovery.
- Led website modernization and procedural updates for Resolution 1645-2025 compensation schedule, enhancing transparency and operational efficiency.
- Delivered comprehensive five-year sales tax trend analysis to City Manager, providing critical data for strategic planning and budget forecasting.

**Grant Administration Excellence**



- Successfully processed CalOES earthquake disaster reimbursements through DSRs #4257-4259, maximizing federal disaster relief utilization for completed infrastructure repairs.
- Advanced Eel River Trail project through Change Order #10 and Progress Pay Application #06, maintaining project momentum with rigorous financial controls.
- Additional CDBG funding approval for owner-occupied rehabilitation program through strategic Humboldt County coordination.
- Facilitated Rio Dell Pedestrian Connectivity Construction advancement through timely allocation and finance letter execution.

### **Public Works Water**

Monthly reports

Drought reports

Maintenance of Gateway Irrigation system

Assist Freshwater Environmental Services – Residential Backflow device compliance program

USA's Locates

Water leak repairs on Martin Dr.

Replaced failing ERTs before reading meters.

Meter reading.

Door hangers for unpaid accounts.

Monthly maintenance and calibration of Water treatment plant pH equipment

Water CIP construction meetings and field verifications.

### **Public Works Wastewater**

Coordination and repairs services planning for WWTP Biosolids Dryer. (Ongoing with BCR)

Biosolids removal and cleanup WWTP tent

Maintenance and repairs on Wastewater treatment plant analyzers and equipment

Weekly and monthly sampling and monitoring.



Weekly and monthly treatment plant washdowns and cleaning inside tent

Maintenance on Belt Press and Polymer injection system and Biosolids Dryer

Cleaning and maintenance on Headworks equipment

Maintenance on Contact basin baffle walls and clean basin.

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

Mark out utilities for USA's (Underground Service Alerts)

Roadside mowing around town

Mow and Weedeat City Hall, Memorial and Blue Star parks.

Mowed freeway ramps on Painter St. and Davis St.

Repair leaking sprinkler heads at city hall and parks. (ongoing)

Weeds spray around town. (Vinegar concentrate)

Shop and vehicle reorganization.

Edge curbs on all parks and islands.

Weedeat Eel River Trail

Garbage removal at river bar and areas along Eel River Trail.

### **Public Works City Engineer**

### **Public Works Capital Projects**

### **Police Department**

Patrol Statistics:

During August 19<sup>th</sup> - Aug 28<sup>th</sup> 2025, the Rio Dell Police Department handled 155 incidents. This includes 75 calls for service, and 80 Officer Initiated Contacts. 2 arrests were made. A total of 2 citations were issued for traffic offenses or other miscellaneous criminal violations. 3 total cases requiring investigation were taken.

Staffing:

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

- One lateral Police Officer is currently in backgrounds with our department.

Community Events / Notable Cases:



- Attended the Rio Dell “Back to School” night manning a table providing information on the Blue Envelope Program and Bicycle Safety.
- Robert Johnson, the suspect in a sexual crimes against children case in Rio Dell, took a plea bargain for 18 years in prison bringing this case to a successful conviction.
- Lucas Hernandez was stopped for traffic violations and subsequently arrested for possessing 23 grams (or 230 doses) of Methamphetamine.

#### Abatement Projects:

##### Residential Abatement:

- Total Active Cases 29
- 7 New open cases, 8 closed cases
- 2 of the cases are for City Owned Property
- 27 of the cases consist of excessive vegetation, junk vehicles, solid waste and ongoing violations.
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##### Vehicular Abatement:

- Total Active Cases 4
- 7 New open cases, 3 closed cases
- 2 vehicles towed

##### Animal Control:

- 12 Calls for animal related issues
- 1 dog transported to Miranda’s

#### **Community Development Department**

##### **Intergovernmental**

##### **Humboldt-Rio Dell Business Park**