



Staff Highlights – 2026-01-03

City Council

City Manager

City Clerk

Four (4) Building Permit Applications:

178 Grayland Heights Dr. – Manufactured Home (ADU)
993 Curtis Lane – Manufactured Home (ADU)
103 Birch St. – Replacement of 3 Inefficient Windows
456 Third Ave. – Replacement of 1 Broken Window

Processed One (1) Business License Application:

Hot Grillz – Mobile Food Service/Catering

Processed Three (3) Encroachment Permit Applications:

PG&E – Overhead Maintenance on Utility Pole – 341 Pacific Ave.
Friesen Design Build – Transporting Manufactured Home to Curtis Lane/Equipment on Site Friesen
Design Build - Transporting Manufactured Home to Grayland Hgts./Equipment on Site

Misc.:

Submitted Employment Data Report to Department of Labor for January 2026

Posted Notice of Vacancies on Rio Dell Planning Commission

City Attorney

Human Resources, Risk & Training

Finance Department

- Rio Dell Drinking Water Infrastructure Improvement Project
 - Approved and processed Progress Payment No. 9
 - Completed and submitted Invoice #15
 - Requested Draw #9 from RCAC



- Provided fiscal and compliance support for external audits by coordinating payroll, liability, journal, and cash receipt samples with fiscal staff
- Worked with GHD (contract engineers) to establish billable rates for City staff for upcoming projects
- Provided GHD fiscal information for the Fiscal Sustainability Plan update related to the Painter Street Upsizing Project
- Met with Caltrans Local Assistance representatives to advance pending road construction projects
- Completed time extension requests for active Caltrans projects
- Submitted Progress Report #4 for the City's CalRecycle SB 1383 grant
- Updated the City's Unique Entity Identifier (UEI) to maintain federal funding eligibility
- Created DIR number for contractor performing work on the Eel River Trail Accessible Ramp Project
- Worked with cannabis business partners to collect and ensure proper completion of required tax forms
- Listed surplus City assets on GovDeals for disposal via public auction
- Completed the City of Rio Dell's Possessory Interest Annual Report and submitted it for review and processing to the Humboldt County Assessor's Office

Public Works Water

Water System monthly / weekly Bacteria and Quanti Tray testing

Electrical troubleshooting on Water Treatment Facility (ONGOING)

Freshwater Environmental assist on Water System Backflow Device Program

Water leak on Upper Monument Rd

Water leak at 555 Painter St

Monthly maintenance and calibration of Water treatment plant pH equipment

Equipment maintenance at Metro Wells



Earthquake eval of Well #1. Watson Wells - Replace Well 1 piping.
Coordinate with GHD on Earthquake damaged water infrastructure
Water CIP construction meetings and progress updates
Water Line Project assistance on shutdowns and flushing main lines
Cleanup areas throughout town due to construction
Backup generator servicing

Public Works Wastewater

Public Works Streets, Buildings and Grounds

Mark out utilities for USA's (Underground Service Alerts)
worked on safety training for Monday safety meeting on "Tactical Communication skill when dealing with the public"

Roadside mowing around town
Mow and Weedeat Gateway North and South, City Hall, Memorial and Blue Star parks.

Eel River Trail garbage pickup and cleaning

Clear drains throughout town

Installation of Speed Radar Signs at 5 locations throughout town.

Backup generator servicing

Unpack and verify packing list of items for the dog park

Patch potholes throughout town

Public Works City Engineer

Public Works Capital Projects

Police Department

Patrol Statistics:

During Jan. 20th – Feb. 3rd 2026, the Rio Dell Police Department handled 168 incidents. This includes 87 calls for service, and 81 Officer Initiated Contacts. 3 arrests were made. A total of 0 citations were issued



for traffic offenses or other miscellaneous criminal violations. 8 total cases requiring investigation were taken.

Staffing:

The Police Department is currently down one (1) sworn officer positions.

- One Police Officer Applicant in backgrounds.

Community Events / Notable Cases:

- Attended Rio Dell First 5 Playgroup at the Rio Dell Fire Hall.
- On 1/24/26 Seth Bennett was arrested for Assault w/deadly weapon (Knife), False Imprisonment, and Dissuading a Witness following a roommate dispute on Ogle Ave. No significant injuries and Bennett was booked into Jail.
- Public Education efforts undertaken with a focus on the Avenues to encourage proper parking as the city moves closer to Universal Collection. Fliers with parking information are being left on vehicles in the area over the next couple weeks prior to citations for illegal parking being issued. Social Media post will be coming soon regarding same.

Abatement Projects:

Residential Abatement:

- Total Active Cases 28
- 2 closed case
- Progressing towards an abatement for 185 Douglas Street, 1580 Eeloa Avenue and 483 4th Avenue

Vehicular Abatement:

- 11 Total Active Cases
- 3 vehicles towed

Animal Control:

- 15 Calls for animal related issues
- 3 cats transported to Miranda's

Community Development Department

Final Inspections 123 Bellevue Ave

Prepare Public Notice for January 27, 2026 PC Meeting

Prepare Annual General Plan Progress Report for PC and Council

Mohorovich Footings/foundation inspection (1/27/2026)

Prepare Façade Improvement Staff Reports

Update RHIP Registration list



PV and ESS inspection 1096 Riverside Drive

Reach out to AP Property Management, Six Rivers and RENTOR to schedule inspections

Review Building Permit application for ADU on Curtis Lane, requests additional information

Attend FEMA Flood requirements webinar

Respond to Element 7 sign and new name inquiry

Research bollard vendors/options

Create MWELO handout, complete and submit Annual Model Water Efficiency Ordinance Report

Discuss new billboard regulations w/Northpoint Engineering, send copy of regulations and application

Respond to inquiry from PLACEWORKS regarding Housing Element proposal

Attend PC meeting, present annual General Plan Progress Report, 3 FIP projects, prepare action letters to applicants

Final inspection bolt and brace project 616 Rigby Ave

Review City of Eureka RCAP staff report, prepare draft

Follow-up on Noel Electrical permit – Bluff Ave

Follow-up on Norton Permit 355 Douglas Ave

Follow-up on 186 Birch – Rental Housing Inspection – Approve

Work w/Six Rivers on schedule RHIP inspections

Review RCEA staff report on Climate Plan Program Coordinator

Complete and submit updated Budget narratives

Discussion w/Allpoints signs regarding amended Ordinance, existing signs at HRDBP

Intergovernmental

Humboldt-Rio Dell Business Park