



## **Staff Highlights – 2025-05-20**

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### **City Council**

#### **City Manager**

Attended a public scoping meeting and Notice of Preparation for an Environmental Impact Report for the Humboldt-Del Norte Unit Headquarter project in Rio Dell. The City will be submitting written comment before the May 29<sup>th</sup> deadline.

Currently recruiting for a Wastewater Superintendent and the process is moving forward.

Earthquake road repair work is currently underway on Eeloa, Fern and Riverside Streets. Repaving of Elm Street (separate project) expected to start before the end of the month.

The water line replacement project is expected to ramp up over the next two weeks and could include three to four separate crews working on separate locations at the same time. The public is urged to expect roadway delays and short interruptions to water service at the construction locations.

The City has filed a restraining order against a transient from Scotia who was arrested for allegedly threatening a City employee.

Discussions with Aeromod about potential modifications to the Wastewater Treatment Plant to ease the process associated with final biosolids processing.

The Eel River Trail official opening will occur on June 10<sup>th</sup> from 10:30am to 12:00noon. The guests of honor will be the school children from the Rio Dell Elementary.

#### **City Clerk**

Processed Three (3) Building Permit Applications:

1029 Riverside Dr. – New Water Service  
275 Douglas St. – Sewer Cleanout  
388 Dixie St. – 4' of New Sewer Line

Processed One (1) Business License Application:

Shoreline Structures – 625 Northwestern Ave. – Retail Shed Sales

Processed One (1) Encroachment Permit:



PG&E – Trench to Replace Gas Service, including Paving Restoration

Misc:

Submitted May Employment Statistics Report to the Department of Labor.

Responded to Contractor State License Board (CSLB) regarding the 137 Ogle investigation.

Responded to Public Records Request Regarding Zoning Regulations.

Coordinated with LTRG on outstanding Earthquake repair projects.

### **City Attorney**

### **Human Resources, Risk & Training**

### **Finance Department**

#### **Grant Management & Regulatory Compliance**

- Completed final closeout of SB 1383 Local Assistance Grant Cycle 3 from CalRecycle
- Submitted all required documentation including Final Report, Expenditure Certification, and Itemization Summary
- Completed Reliable Contractor Declaration with Bell & Associates for Grant Number: OWR4-22-0310
- Submitted quarterly Financial and Activity reports for CDBG earthquake home repair projects
- Gathered and submitted paperwork and invoices for CDBG projects under County of Humboldt MOU
- Updated contract for one of three CDBG projects with the County

#### **Financial Management & Revenue Collection**

- Secured 3rd quarter tax payments from local cannabis businesses
- Verified insurance compliance for RCAC Loan Number 1144-CRD-05
- Coordinated with County Auditor Controller's Office to ensure receipt of Direct Charges



- Provided financial information to State Waterboards for CIP Water Infrastructure Project funding

#### **Infrastructure Project Coordination**

- Met with Caltrans representatives regarding ongoing city projects
- Submitted closeout documentation to GHD for PPNO 2243-Rio Dell Safe Routes to School ATP Project
- Obtained two DIR numbers for current road projects within City limits

#### **Budget Development & Organizational Planning**

- Worked with Police Department on current year budget results and next fiscal year development
- Assisted City Manager with Priority Setting Session preparation
- Finalized Draft Position Allocation Table and Organizational Chart for upcoming budget discussions
- Completed Draft Capital Projects Summary for FY 25-26
- Submitted executed engagement letter to Harshwal & Company LLP as new city auditor
- Completed Resolution 1632-2025 Salary Table Adjustment

#### **Public Works Water**

#### **Public Works Wastewater**

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

#### **Public Works City Engineer**

#### **Public Works Capital Projects**

#### **Police Department**

#### **Patrol Statistics:**



During May 1<sup>st</sup> - May 15<sup>th</sup> 2025, the Rio Dell Police Department handled 269 incidents. This includes 175 calls for service, and 94 Officer Initiated Contacts. 11 arrests were made. A total of 9 citations were issued for traffic offenses or other miscellaneous criminal violations. 26 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:**

- Residential fire at 1083 Riverside Dr resulted in the death of a 50 year old male. A 77 year old male was saved from the fire by a neighbor. Fire was determined to be a result of a long night of drinking combined with an unattended candle. Additionally, house was not supposed to be occupied until construction finished. No foul play, simply a tragedy for the community.
- Threats case taken and warrant issued for Kip Branson (53). Male recently out of prison for attempted murder and other violent felonies. Sent a video of terrorists overseas cutting the limbs off a person while they were alive and threatened to do the same to the victim. Whereabouts currently unknown but believed to be outside the county currently.

#### **Residential Abatement:**

- Total Active Cases 28
- 2 New open cases, 4 closed cases.
- 11 of the cases are for City Owned Property, 17 for ongoing violations.
- 4 of the cases are for homeless camp cleanups. 4 cleanups completed.

#### **Vehicular Abatement:**

- Total Active Cases 8
- 2 New open cases, 6 closed cases



- 6 vehicles towed

**Animal Control:**

- 12 Calls for animal related issues.
- 2 Dogs transported to Miranda's (Including a surrender)
- 0 Cats transported to Miranda's

**Community Development Department**

**Intergovernmental**

**Humboldt-Rio Dell Business Park**