



Staff Highlights – 2025-09-16

City Council

City Manager

Flower bed renovation at Blue Star Memorial Park is underway.

Traffic Committee meeting will be on Thursday, September 18th at 4:00pm.

Nuisance Advisory Committee meeting will be on Wednesday, September 17th at 3:00pm.

City Clerk

Processed One (1) Building Permit Application:

172 Ogle Ave. Supplemental Permit for Residential Remodel

Processed Three (3) Business License Application:

Watt's Cleaning Services – Non-Resident Cleaning Service

CableCom, LLC – Telecommunications and Underground Construction Contractor

Bob Wills Construction - Non-Resident Contractor

Misc:

Completed and submitted Annual LAWCX Workers Comp and Payroll Survey to SCORE

Processed Agenda Packet for September 9, 2025, Special Planning Commission meeting

Processed Agenda Packet for September 17, 2025, Nuisance Advisory Committee meeting

Processed Agenda Packet for September 18, 2025, Traffic Committee meeting

Attended Special Planning Commission meeting on September 9, 2025

Responded to Information Request regarding Vacation Rental Requirements

Responded to Information Request from realtor related to 65 Davis St.

Responded to Information Request from Crescent City Re: City Council Stipends

Submitted September Employment Statistics Report to Department of Labor



City Attorney

Human Resources, Risk & Training

Finance Department

Secured State Water Infrastructure Funding: Received Invoice #9 approval from State Water Resource Control Board for Rio Dell Water Infrastructure CIP Project, maintaining project cash flow and compliance.

Facilitated Eel River Trail Project Completion: Coordinated with GHD on Notice of Completion filing and retention payment release timeline for proper project closeout.

Enhanced Project Financing Flexibility: Collaborated with RCAC, GHD, and State Water Board to secure financing options during time extension process.

Expedited Infrastructure Payment Processing: Secured unconditional waiver and release forms for Pay Applications #4 and #5 from contractor Wahlund, enabling RCAC draw request compliance.

Cannabis Business Tax Collection Implementation: Established systematic collection protocols with city staff to enhance cannabis business tax compliance and revenue.

Sewer Lien Administration: Coordinated with Humboldt County Auditor Controller Office on sewer lien matters for proper documentation and collection.

Revenue Optimization Partnership: Initiated discussions with HDL Companies for enhanced revenue collection services and sales tax audit capabilities.

CDBG Financial Coordination: Delivered budgetary and financial data to Humboldt County for CDBG program administration under established MOU.

Senior Services Contract Execution: Implemented Humboldt Senior Resource Center contract for Senior Home Repair program following September 2nd City Council authorization.

McLain Foundation Grant Completion: Finalized Grantee Self-Evaluation & Closing Agreement with McLain Foundation for Spay and Neuter grant program.

Annual Streets Report Preparation: Received notification for upcoming Annual Streets Report (ASR) requirements, initiating preparation protocols for state compliance.

Public Works Water

Maintenance of Gateway Irrigation system

EPA water quality testing at Wells and Infiltration Gallery



Monthly / weekly water testing

Assist Freshwater Environmental Services – Residential Backflow device compliance program

USA's Locates

Water leak repairs on Martin Dr.

Monthly maintenance and calibration of Water treatment plant pH equipment

Water CIP construction meetings

Redwood Water tank teardown in progress.

Public Works Wastewater

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

Maintenance and repairs on Wastewater treatment plant analyzers and equipment

Review and note items in Wastewater NPDES Permit

Weekly and monthly sampling and monitoring.

Weekly and monthly treatment plant washdowns and cleaning inside tent

Maintenance on Belt Press and Biosolids Dryer

Cleaning and maintenance on Headworks equipment

Public Works Streets, Buildings and Grounds

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

Preparations for J&G Lawncare to work on Blue Star Park Planter Boxes

Roadside mowing around town

Mow and Weedeat Gateway North and South, 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)

Eel River Trail garbage pickup and maintenance

Public Works City Engineer



Public Works Capital Projects

Police Department

Patrol Statistics:

During August 28th - Sept 11th 2025, the Rio Dell Police Department handled 288 incidents. This includes 162 calls for service, and 126 Officer Initiated Contacts. 7 arrests were made. A total of 2 citations were issued for traffic offenses or other miscellaneous criminal violations. 18 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.
- Backgrounds have started on a candidate for Entry-level Academy Sponsorship.

Community Events / Notable Cases:

- Rio Dell PD participated in the Touch a Truck event in town.
- Paige Harbaugh pulled up in front of the Police Department to go pay her water bill and proceeded to get high on Nitrous Oxide in front of officers. Turns out she had just purchased it in Fortuna and couldn't wait to try it out. She was arrested for Possession of Nitrous.

Abatement Projects:

Residential Abatement:

- Total Active Cases 30
- 12 New open cases, 12 closed cases
- 2 of the cases are for City Owned Property. One for damage to the sidewalk on Painter Street and one for the road conditions in the 400-500 block of Second Avenue.
- 28 of the cases consist of excessive vegetation, junk vehicles, solid waste and ongoing violations.

Vehicular Abatement:

- Total Active Cases 9
- 15 New open cases, 6 closed cases
- 4 vehicles towed

Animal Control:

- 20 Calls for animal related issues
- 1 dog transported to Miranda's
- 2 kittens transported to Miranda's

1 kitten provided medical care at Critter's Without Litters and currently being fostered prior to be transported to Miranda's



Community Development Department

PV ESS Inspection 483 Third Ave

Review County LHMP, prepare PC Staff Report, Resolution, Public Notice for Safety Element amendment incorporating the 2025 LHMP. Reach out to PC for Special Meeting availability.

Framing, sheathing inspection for garage at 192 Bellevue Ave.

Foundation, anchoring inspection 118 First Ave

Various inspections 172 Ogle Ave

PV & ESS inspection 483 Second Ave – Correction required – supplemental ground rod

Review Placeworks Housing Element proposal.

Email checking status of Building Permit application – panel upgrade 1351 Eeloa Ave

Complete staff report for approval and adoption of amended ADU Ordinance

Complete staff report for City Council approval of amending the Safety Element to incorporate the Local Hazard Mitigation Plan

Attend NEC Webinar on Energy Storage Systems (ESS – Batteries)

Footing inspection 130 Wildwood Avenue, need to add ½" All-Thread, epoxy into footing, @ 48" oc.

Rough Plumbing, Gas, Electrical, HVAC 172 Ogle Avenue

Work on demographic tables for 7th Cycle Housing Element, correspond with HCD re: Margins of Errors (MOE).

Prepare for and attend PC Special Meeting for LHMP and Safety Element amendments

Follow-up on 483 Third Ave re: supplemental ground rod

Follow-up Moore Roofing Permit for 103 Atlanta

Provide draft parking changes, including definitions to CM

Review DGS letter regarding reimbursement rates, discuss w/CM

Reach out and obtain copies of Thompson CDBG loan documents

Reach out to Brandon Rivas re: cannabis taxes



Calculate pro-rated fees for Humboldt 454 B, discuss w/Jesse Jeffries

Reach out to Glenn White on status of improvements – still in court

Intergovernmental

Humboldt-Rio Dell Business Park