



Staff Highlights – 2025-02-04

City Council

City Manager

Attended Nuisance Advisory Committee on 1/22/25.

Attended Traffic Committee on 1/23/25.

Attended SCORE Board of Directors Meeting on 1/24/25.

The Eel River Trail is ready to pave. Paving was expected to begin on 1/30/25 however the paving subcontractor was called out for emergency work by CalTrans for US101 north of Orick.

City Clerk

Processed Three (3) Building Permit Applications:

1199 Riverside Dr. - Heat Pump HVAC System
172/172 A. Ogle Ave. – Residential Remodel
995 Bluff Pl. – 100 Amp Service Panel Upgrade

Processed Two (2) Encroachment Permit Application:

PG&E – Trench to Replace Gas Service and Paving Restoration
PG&E - Trench to Replace Gas Service and Paving Restoration

Misc:

Attended Traffic Committee Meeting on 1/23/25

Attended Planning Commission Meeting on 1/28/25

Sent Address Change Letters for 914-916 Hilda Ct.

Sent Address Change Letters for Roscoe Subdivision - Painter St.

Submitted SCORE Crime Insurance Renewal

Submitted Letter to Fair Political Practices Commission Re: Filing Matter



City Attorney

Human Resources, Risk & Training

Finance Department

Regulatory Compliance & Financial Oversight

- Successfully completed and submitted the FY 23-24 City Financial Transactions Report to the State Controller's Office, maintaining the City's record of timely regulatory compliance and transparent financial reporting. Currently overseeing the annual audit process in partnership with JJA CPA to ensure comprehensive financial accountability.
- Spearheaded the development of a robust Request for Proposal (RFP) for City Auditor services, implementing enhanced criteria to ensure the highest standards of financial oversight and transparency in municipal operations.

Grant Management & Infrastructure Development

- Orchestrated complex financial management for the Water Infrastructure Improvement project, including detailed coordination with State Waterboards and successful SWRCB CIP Water Distribution Project administration, ensuring quarterly reporting compliance and timely invoice processing through RCAC partnership.
- Advanced the Clean CA / Eel River Trail initiative through strategic planning sessions with GHD and State Representatives, positioning the City for infrastructure expansion opportunities.

Economic Development & Community Support

- Streamlined CDBG fund management through strategic collaboration with the California Department of Housing and Community Development, optimizing program income reporting to maximize available resources for community development initiatives.
- Led earthquake recovery efforts in partnership with the California Office of Emergency Services, facilitating expedited processing of disaster-related claims to support community resilience and reconstruction.

Financial Operations & Revenue Management

- Instituted comprehensive oversight of cannabis business tax compliance, ensuring accurate revenue collection to support municipal services and maintaining regulatory compliance.
- Successfully managed the Rio Dell Spay and Neuter Program's financial operations, demonstrating a commitment to both fiscal responsibility and community service.



Strategic Initiatives

- Currently directing the Measure Z application process to secure essential funding for municipal services and public safety initiatives.
- Rio Dell Employee Compensation Study in collaboration with Gallagher Project Manager, ensuring competitive workforce retention strategies and responsible resource allocation.
- Completed and submitted the City's Possessory Interests Annual Usage Report to Humboldt County, maintaining accurate property tax assessment records and supporting municipal revenue streams.

Public Works Water

5 Water leak repairs at various locations

194 Birch installed new valve and raised meter and meter box.

Check for customer leaks and zero consumptions

Operator Training on Rio Dell Metro Wells Operations

Water Sampling on Rio Dell Metro Wells

Completed and tested good - Maintenance on XT125 Generator (Warranty Work – Failed to Run issues)

Startup Eel River Surface Water Treatment Plant – repairs completed on 6" pipes within building due to broken and cracked pipes. (possibly damaged from last earthquake)

Water Filter Building Cleanup after the broken pipe issues.

Complete City of Rio Dell Water Rights Reporting to State Water Resource Control Board

Public Works Wastewater

Sewer Crew patched a hole in the manhole at Second Avenue and Columbus that was introducing large amounts of infiltration into the sewer system.

Sewer Crew fixed a broken lower lateral at 230 Ogle.

The collection system is dryer, clear, and prepped for the forecasted rain.

Dye test on 444 Davis proves they are tied into city sewer.

Public Works Streets, Buildings and Grounds

Pothole patching throughout town



Drainage clearing and maintenance

Vehicle maintenance

Corp yard cleanup

Hands on Forklift Training at Corp Yard

Public Works City Engineer

Public Works Capital Projects

Police Department

Patrol Statistics:

During the month of January, 2025, the Rio Dell Police Department handled 225 incidents. This includes 27 calls for service, 142 Officer Initiated Contacts, and 56 misc. documentation incidents. 13 arrests were made including 2 felony arrests and 11 misdemeanor arrests. A total of 8 citations were issued for traffic offenses or other miscellaneous criminal violations. 29 total cases requiring investigation were taken.

Staffing:

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

- Police Officer Trainee Caden Rocha graduated from the academy and was sworn in December 2024. He is currently in the phase 2 of the Field Training Program and leading the department in arrests.
- Police Officer Dylan Burley resigned and took up a lateral position with the Fortuna Police Department.
- Joshua Phinney, previously a Sergeant at Fortuna Police Department, was hired as the new Chief of Police for Rio Dell and sworn in on January 27th 2025.

Community Events / Notable Cases:

- 21 year old female was kidnapped by her boyfriend on Jan 22nd 2025. She was tricked into the back of a vehicle and then locked in and driven around for an extended time while being verbally berated by her boyfriend. During the altercation, the female's phone was destroyed. She eventually escaped by jumping out of a moving vehicle. Warrant was initially issued for Christopher Ross (30 years old). Case was later closed by documentation due to -lack of prosecution by victim.
- Jan 24th, 2025, Local resident, a 37 year old male arrested for DUI during a traffic stop. Driver found to be double the legal limit of alcohol.
- (December) Rio Dell Officers took part in the annual "Shop with a Cop" event hosted by Eureka Police Department.



Abatement Projects:

Residential Abatement:

- Total Active Cases 17
- 5 New open cases
- 2 Cases closed for voluntary compliance. 3 remain open for ongoing violations
- Pending abatement for a residence at 520 First Ave within 30 days if occupants do not correct numerous violations.

Vehicular Abatement:

- Total Active Cases 1
- 3 New open cases
- 2 Cases closed for voluntary compliance; 1 vehicle towed

Animal Control:

- 18 calls for animal related issues.
- 3 dogs transported to Miranda's
- 0 Cats

Community Development Department

Continue work on RISE grant application.

Review CF1R and CF2R and Final inspection furnace 506 Wildwood Ave

Review Truss plans for 711 Ireland, need additional information, calculations, engineering

Review NMPAN White Paper on onsite treatment systems for meat processing plants

Review Marathon 102 staff report and send copy to Aurora Studebaker

Review Roscoe Improvement Plans, tele with Engineer regarding setbacks, bulb-out

Review Northwestern Flower Company file regarding water impact fees, discuss with Susie

Review span tables, tempered glass requirements, discuss with Lindstrom Construction

Rough electrical inspection 590 View Ave

Underfloor framing inspection 168 Birch Ave

Review updated truss information 711 Ireland Ave



Foundation/forms inspection 306 Wildwood Ave

Front porch footings/forms inspection 177 Bellevue Ave

Final inspection 186 Ogle Ave, corrections required – stairs, landing

Meeting with Mary Ann Petrillo regarding RISA application, technical assistance

Rough electrical, insulation 223 Bellevue Ave

Complete 2024-2025 Budget narratives

Rough electrical inspection 174 First Ave

Review additional information 132 Wildwood Ave – Façade Improvement Program

Review and respond to Viltrakis Construction regarding subdivisions, development of 132 Painter Street.

Pre-application meeting with Wildlife Conservation Board regarding grant for Phase II of the Eel River Trail

Complete and submit RISE application for regional food collaborative, including a meat processing facility

Reach out to Randy Gans at HRC regarding park trucking

Respond to inquiry from RWQCB regarding 1395 Eeloa Ave

Roof deck inspections 167 Townsend Street and 988 Pacific Ave

Insulation inspection 174 First Ave

Drywall inspection 590 View Ave

Grading inspection 795 Pacific Ave

Attend Nuisance and Traffic Committee meetings

Review and respond to UC Berkeley's inquiry regarding Transferable Development Rights (TDR's).

Review and complete FEMA/NFIP questionnaire.

Meet with Wildlife Conservation Board staff re: Eel River Accessible Ramp

Framing inspection 4 Painter



Multiple inspection 875 Rio Dell Ave

Prepare PC staff report for Façade Improvement Program Rio Dell Laundromat

Review Cal Cannabis Humboldt 454 application, reach out to Aurora Studebaker with questions, additional information

Review and approve plans for shop at 280 Bellevue Ave

Receive update from Christopher Wise re: Dinsmore Plateau improvements, respond.

Review files for 444 Davis Street, reach out to DEH re: septic. DEH no info on file.

Intergovernmental

Humboldt-Rio Dell Business Park