



## **Staff Highlights – 2020-08-04**

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### **City Council**

#### **City Manager**

Attended a meeting in Ferndale related to risk assessment for the Hazard Mitigation Plan update.

Coordination on the final stretch of the Eel River Trail project.

Nuisance Advisory Committee meeting at 3:00pm on Wednesday the 19<sup>th</sup> at City Hall.

Staff is still working on draft language for truck regulations and will schedule a Traffic Committee meeting when appropriate.

At this time there is no direct impact to the City government from funding freezes or other changes at the federal level. Two potential impacts staff are monitoring is (1) our FEMA HMGP water line project and (2) the Monument Road 2017 slip-out project being conducted by the County.

#### **City Clerk**

##### **Processed Seven (7) Building Permit Applications:**

132 Wildwood Ave. – Laundromat Remodel/Façade Improvement Program  
1195 Eeloa Ave. – Re-Roof Residence  
130 Cedar St. – Sewer Lateral, Cleanout and Backflow Device  
1325 Northwestern Ave. – Revision to Interior Wall Plan  
70 Wildwood Ave. – Remove Interior Wall  
444 Davis St. – Sewer Lateral and 2 Cleanouts  
270 Cherry Lane – Sewer Lateral (Relocate Sewer Line under house)

##### **Process Two (2) Business License Applications:**

Freedom Forever Northern California – Solar Contractor  
Frito Lay – Wholesale Delivery

##### **Processed One (2) Encroachment Permit Application:**

Wyckoff's – Installed Cleanout in Sidewalk at 130 Cedar St.

##### **Misc:**



Submitted Employee Data for ERMA JPA in preparation for the FY 25/26 SCORE Budget

Submitted CHF/CIRB Building Permit Log for January

Submitted the 2025 Boundary & Annexation Survey (BAS) to the US Census Bureau

### **City Attorney**

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

### **Finance Department**

#### **Regulatory Compliance & Financial Oversight**

- Working on the FY 2023-2024 audit in collaboration with JJA CPA, ensuring comprehensive financial accountability and adherence to regulatory standards. This rigorous process provides a clear and transparent view of the City's financial health.
- Proactively addressed staff inquiries regarding SB 998 compliance, clarifying the applicability of guidelines to Community Services Districts and ensuring consistent adherence to regulatory requirements.
- Diligently updated the City of Rio Dell's System for Award Management (SAM) entity registration, maintaining compliance with federal regulations and enabling continued access to critical funding opportunities.
- Successfully resolved previously encountered website integration issues with the DIR Public Works, enabling the seamless issuance of DIR numbers and ensuring compliance with prevailing wage requirements.

#### **Grant Management & Infrastructure Development**

- Submitted a comprehensive and meticulously prepared application for Measure Z funds through the County of Humboldt, a significant initiative poised to secure crucial resources for vital city services.
- Provided expert guidance to the City of Rio Dell Water Superintendent, furnishing critical information and documentation necessary for the City to qualify as a Disadvantaged Community. This involved a detailed analysis of Median Household Income (MHI) data, confirming Rio Dell's eligibility based on the established threshold of less than 80% of the statewide median.
- Managed the quarterly reporting requirements for the State Water Resource Control Board Distribution Project, working in close collaboration with contract engineers GHD to ensure accurate and timely submissions. This diligent oversight ensures continued progress on this critical infrastructure project.
- Collaborated with the California Department of Housing and Community Development to optimize the utilization of CDBG funds, employing strategic program income reporting and planning to maximize the impact of these vital resources within the community.



- Completed the required quarterly reporting for CDBG earthquake-related projects, meticulously documenting activity status and financial transactions in accordance with CDBG guidelines and standards. This ensures transparency and accountability in the utilization of disaster relief funds.
- Advanced the Water Infrastructure Improvement project by working with State Waterboards to compile required documentation and financial information. This proactive approach facilitates the efficient processing of funding requests and supports the timely implementation of this critical project.
- Successfully finalized invoice #6 for the Rio Dell Water Distribution Project with the State Water Resource Control Board, ensuring timely payment for completed work and maintaining positive momentum on this critical initiative.

### **Economic Development & Community Support**

- Provided support to the Redwood Coast Energy Authority by responding to inquiries regarding the City's compensation study contractor, facilitating information sharing and collaboration within the region.
- Collaborated with staff at the Rio Dell Community Resource Center to analyze and update the Rio Dell spay and neuter program lists, ensuring efficient administration of the program and timely reimbursements to "Litters Without Critters" for services provided. This demonstrates a commitment to both fiscal prudence and animal welfare within the community.
- Engaged in strategic discussions with Caltrans regarding roadway damage resulting from the December 2022 earthquake, exploring potential avenues for repair and advocating for the City's interests.
- Actively supported earthquake recovery efforts by coordinating with the California Office of Emergency Services, expediting the processing of earthquake-related claims and projects to facilitate community recovery and resilience.
- Consulted with the Project Manager overseeing the Rio Dell Employee Compensation Study, providing data and insights to support the development of competitive and equitable compensation strategies.
- Worked diligently with Cannabis businesses to ensure tax compliance, contributing to the City's revenue stream and ensuring a level playing field for businesses operating within the regulatory framework.

### **Financial Operations & Revenue Management**

- Completed and updated the budget calendar for the FY 2025-2026 budget process, laying the groundwork for a transparent and fiscally responsible budget development cycle.
- Finalized a comprehensive project and grant fund update for CalRecycle pertaining to SB 1383 integration, ensuring compliance with state mandates and maximizing opportunities for funding related to waste reduction and recycling initiatives.
- Issued a Request for Proposal (RFP) for the City's upcoming audit, disseminating the opportunity via the City of Rio Dell website to ensure broad outreach and attract qualified firms.
- Collaborated with RCAC to process invoices related to the construction component of the CIP Water Project, ensuring timely payment to contractors and maintaining project momentum.

### **Strategic Initiatives**



- Participated in Clean CA / Eel River Trail strategy meetings with contractors GHD and RCAA, contributing to the development of a comprehensive plan for trail development and community enhancement.
- Completed quarterly reporting requirements for the Clean CA / Eel River Trail Project, ensuring transparency and accountability in the utilization of project funds.

### **Public Works Water**

Water leak repairs on Upper Monument Rd

Water leak repairs on Ash St

Raise water meter boxes throughout town

Replaced failing ERTs prior to meter reading.

Read meters.

Complete Monthly Water Reporting to SWRCB

Water Training at Redding for Water Treatment Certification Grade 1

Waiting for water test results from labs on Rio Dell Metro Well site

General maintenance at Rio Dell Metro Wells

General analyzer maintenance at Rio Dell Surface Water Plant

### **Public Works Wastewater**

WWTP Passed the Chronic Toxicity Testing on the Fathead Minnow.

CERS submitted and certified 2-12-25 due March 1<sup>st</sup>, 2025

Annual Report submitted and certified 2-12-25 due March 1<sup>st</sup>, 2025

Volumetric Annual Report submitted and certified 2-12-25 due, April 1<sup>st</sup>, 2025

Lateral Inspection on 444 Davis passed inspection, after die testing, homeowner had to camera the lateral to find it, once located an old section had to be replaced and two new cleanouts installed.

Lateral inspection on 130 Cedar Street passed inspection. All new lateral with two new cleanouts and a backflow device installed.



Sewer Plug after hours on Dixie near Davis, Collections crew responded and fixed the issue. A large amount of Fats, Oil and Grease (F.O.G) were responsible for the plug.

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

Finish mowing and edging North Gate.

Weedeat throughout town

Patch potholes throughout town

Garbage cleanup along EDWARDS Dr.

Garbage cleanup behind City Hall recycling site

Clear drains throughout town

Vehicle maintenance

Light duty Equipment maintenance

Hire PaPe' Equipment to do Annual service completed on Backhoe, forklift, mower and tractor.

### **Public Works City Engineer**

### **Public Works Capital Projects**

### **Police Department**

#### **Patrol Statistics:**

During January 29<sup>th</sup> – February 13<sup>th</sup> 2025, the Rio Dell Police Department handled 115 incidents. This includes 52 calls for service, and 63 Officer Initiated Contacts. 3 arrests were made. A total of 0 citations were issued for traffic offenses or other miscellaneous criminal violations. 9 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 nearing the end of training mid-March and progressing well at this time.
- Lateral Police Officer Candidate Jordan Walstrom has entered backgrounds with RDPD. Started career in Rio Dell with experience in several agencies including time as a sergeant and a short time as acting Chief of Police.

### **Community Events / Notable Cases:**



- On 1/29/25, there was a vehicle hit and run collision on Wildwood Ave. The vehicle was located and subsequent investigation led to the arrest of a 61 year old Rio Dell male resident for DUI (.23 BAC) & Hit and Run, the arrest of 25 year old Carlotta male resident who initially pretended to be the driver (.25 BAC).
- Search warrant executed on Bellview Ave stemming from reports at Fortuna High that an adult male was soliciting minors, exchanging pictures with minors, and had consensual intercourse with one. (1-3 year age gap between involved). No arrest made at this time, electronics seized pending more search warrants for contents. Disposition on this case not available at this time.
- Domestic Violence on Westbridge Dr results in the arrest of 43 year old female resident. Suspect had gotten into a physical fight with partner and then cut themselves in the mouth in an attempt to frame their partner.

### **Abatement Projects:**

#### **Residential Abatement:**

- Total Active Cases 32
- 16 New open cases
- 13 of the new cases are for City Owned Property, 3 for new properties
- An abatement will be scheduled for a residence on First Avenue within the next 30 days if no compliance is received from the occupants to clear the excessive violations. Voluntary compliance is being received for a residence on Douglas Street and an inspection for the Property is scheduled for February 27, 2025.

#### **Vehicular Abatement:**

- Total Active Cases 3
- 2 New open cases, 1 closing vehicle moved.
- 1 vehicle towed

### **Animal Control**

- 13 calls for animal related issues.
- 1 dogs transported to Miranda's
- 0 Cats transported to Miranda's
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### **Community Development Department**

Drywall inspection 174 First Ave

Porch (rebuild earthquake damage) framing inspection 4 Painter

Reach out to Huffman, McGuire, Rogers and Bushnell regarding Letters of Support Phase ii Eel River trail. Prepare draft templates (letters).



Attend PG&E meeting regarding Rule 20A undergrounding on Wildwood Ave. Modify map, identify properties for notices, prepare draft resolution.

Attend Energy Code webinar on 2025 code changes.

Attend EOS LHMP zoom meeting.

Electrical panel inspection 420 Wildwood Ave

Complete staff report, Ordinance and Resolution for Industrial Commercial text amendments

Work on potential parking amendments

Review plans for modification to Marathon 102, now Humboldt 454 II

Attend PG&E virtual walk zoom meeting with PG&E, AT&T and Optimum.

Rough plumbing inspection 223 Bellevue Ave

Sheathing, underlayment inspection 177 Bellevue Ave

Work on potential parking regulations text amendments

Respond to Calfire inquiry regarding Open House meeting

Review City of Shasta Lake's new mixed-use project 49 residential units, retail commercial and restaurants on 2+/- acres.

Review potential options on memorial signs at Memorial Park

Review solar plans for 95 Davis Street, corrections required

Final Inspection 762 Rigby Avenue

Review and approve plans for modification 1325 Northwestern Ave

Prepare General Plan Annual Progress Report

Review RDMC, State law regarding drainage onto neighboring properties

Respond to Shari Meads, City of Fortuna, regarding General Plan updates

Review State cannabis regulations for "Inactive Status", respond to Rio's Diamond Farm, Brandon Rivas

Review City Attorney opinion regarding abatement options



Attend State Parks webinar on upcoming grant opportunities

Review Marathon 102 Construction drawings for sprinkler requirements

Final inspection foundation repairs 186 Ogle Ave

Review Humboldt Family CUP, for Conditions of Approval to Chief Phinney

### **Intergovernmental**

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