



Staff Highlights – 2025-04-15

City Council

City Manager

City Clerk

Processed Eight (8) Building Permit Applications:

1083 Riverside Dr. – Residential Remodel
1080 Riverside Dr. – Re-Roof Residence
310 Cherry Lane – Gas Line Extension
581 Third Ave. – Gas Line Extension
563 Third Ave. – Gas Line Extension
615 Gunnerson Lane – Reinstall PV Solar for New Re-Roof
185 Ogle Ave. – Re-Roof Residence
609 Rigby Ave. – Re-Roof Residence

Processed Four (4) Business License Applications:

Invista Home, LLC – Non-Resident Roofing Contractor
Suncore Solar – Non-Resident Contractor
CC Market, Rio Dell, Inc.
Sam Wise Redwood Rentals – Property Management

Misc:

Attended Beautification, Walkability & Pride Committee meeting on 4/4/25

Submitted Quarterly Seismic Fee Report

Submitted Quarterly AB 1473 Building Standards Fee Report

Submitted Quarterly SB 1186 Division of State Architect Fee Report

Submitted CIRB/CHF Building Permit Report for March

Posted Notice of Vacancy on Nuisance Advisory Committee

Posted Notice of Vacancy on Beautification, Walkability, and Pride Committee

Submitted Local Government Officials' Information for 2025 California Roster



City Attorney

Human Resources, Risk & Training

Finance Department

Regulatory Compliance & Financial Oversight

- Followed up with the State of California agency CalWARN to verify the status of the City's Mutual Assistance Registration, originally completed by the Finance Director on January 3, 2023 in the aftermath of the December 2022 earthquake disaster that struck Rio Dell, ensuring continued access to critical mutual aid resources.
- Completed and submitted the Coronavirus State and Local Fiscal Recovery Funds Project and Expenditure Report within required deadlines, maintaining the City's compliance with federal grant management requirements.
- Collaborated with a financial analyst from the State Water Resources Control Board (SWRCB), providing updated audited financials for review of the City's outstanding loans (1210012-002 & 7401-110), confirming compliance with all debt service requirements and maintaining the City's good standing with state financing agencies.
- Evaluated responses to the Request for Proposal (RFP) for auditing services for the City of Rio Dell, working to select qualified professionals to maintain high standards of financial accountability and transparency.
- Initiated proactive communication with cannabis businesses regarding submission requirements for cannabis license and activity annual fees for FY 25/26, strengthening municipal revenue streams.
- Contacted cannabis cultivators regarding the 2025 cannabis cultivation declaration form, ensuring compliance with municipal regulations.
- Sent reminders to cannabis businesses regarding upcoming Q3 taxes due at the end of the month, supporting timely revenue collection.

Financial Management & Budget Development



- Initiated the FY 2025-26 budget development process by distributing comprehensive budget requirement documentation to all department heads, facilitating effective resource allocation planning.
- Coordinated with the City Manager to itemize expenditures related to SB1383 Local Assistance Grant Cycle 3 (OWR3), ensuring appropriate grant utilization and regulatory compliance.
- Completed Claim #13 for the Sanitary Sewer Evaluation Study, including Tasks 1 and 2 of the Painter Street upsizing project, which is fully reimbursable per the contract agreement, securing external funding while minimizing impacts on City resources.
- Prepared and submitted 2025-26 LTF Allocation Estimates including HCAOG TDA LTF Claim Forms, securing transportation funding allocations for the City.

Grant Management & Disaster Recovery

- Submitted detailed invoicing for ER-15J8(020) to Caltrans for emergency work completed following the December 2022 earthquake event, specifically for qualified roadways that were crack sealed, supporting recovery funding efforts.
- Updated HCD representatives on the status of CDBG project 22-CDBG-PI-00027, which continues to provide assistance to qualified individuals affected by the December 2022 earthquake disaster.
- Prepared and sent Invoice #4 for the Rio Dell Neighborhood Connectivity Project to Caltrans representatives for review, maintaining progress on this infrastructure initiative.
- Worked with City contract engineers to provide documentation for CalSMART, including ATP User Counts (Before and After), 25-R Form, 25-T Form, NI and Combo Project Details Sheet, and Copy of FROE, meeting state reporting requirements.
- Processed Eel River Trail Progress Pay Application 03, maintaining financial oversight of construction work on this community enhancement project.

Technology & Infrastructure Enhancement

- Coordinated with website administrators to plan the transition of the City's online presence from the end-of-life Drupal 7 platform to CivicPlus' Central Starter at no



additional cost to the City, improving municipal digital infrastructure while maintaining fiscal responsibility.

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 April 2nd – April 10th 2025, the Rio Dell Police Department handled 106 incidents. This includes 41 calls for service, and 65 Officer Initiated Contacts. 8 arrests were made. A total of 3 citations were issued for traffic offenses or other miscellaneous criminal violations. 11 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.
- Already there is much interest in the pending new CSO position pending funding through Measure Z.

Community Events / Notable Cases:

- 4/02/25, a 27 year old male resident of Rio Dell was arrested for DUI (.17 BAC), Driving on a Suspended License, and not having his required Ignition Interlock Device(for prior DUI's).
- Public Safety Sunday will be attended by Chief and Corporal Landry this Sunday, April 13th 12-3pm at McKinleyville High. Most Law Enforcement, Fire Departments, and Ambulance will have vehicles and helicopters there. Open to public and kids. Tours of equipment vehicles, recruiting etc.

Abatement Projects:

Residential Abatement:

- Total Active Cases 29
- 4 New open cases, 2 closed cases.
- 11 of the cases are for City Owned Property, 18 for ongoing violations.

**Vehicular Abatement:**

- Total Active Cases 9
- 11 New open cases, 2 closed cases
- 1 vehicles towed

Animal Control:

- 10 calls for animal related issues.
- 2 dogs transported to Miranda's
- 0 Cats transported to Miranda's

Community Development Department**Intergovernmental****Humboldt-Rio Dell Business Park**