



Staff Highlights – 2025-11-04

City Council

City Manager

Attended Assemblymember Chris Roger's Town Hall in Fortuna on July 30th.

Submission of CalRecycle Annual Electronic Report for 2025.

We are waiting for an official MOU with Redwood Coast Energy Authority for the funding of the Regional Climate Action Plan Coordinator position. Annual cost to Rio Dell is estimated at \$4,000 to \$5,000 annually. Once received, we will bring this item forward to the Council for direction.

City Clerk

Encroachment Permits:

None

Business Licenses:

Franks Heating and Refrigeration

MISC:

- City Council Election is Here! If you want to run for City Council, make an appointment with the City Clerk. Deadline is August 12th if no incumbents run by August 7th!

City Attorney

Human Resources, Risk & Training

Finance Department

Submitted Reimbursement Request No. 2 to the State Water Board for the Painter Street Sewer Line Replacement Project under Agreement No. D2404000, totaling \$301,883.22, and separated GHD's project management and design tasks as SSES grant costs so no expense is claimed under both agreements.



Reviewed Mercer-Fraser Pay Estimate No. 1 for the Painter Street project, corrected the retention calculation, and confirmed the City's payment obligation under Public Contract Code Section 20104.50.

Continued work with the State Water Board's Division of Financial Assistance on eligibility and reimbursement of bridge financing costs tied to the RCAC revolving line of credit for the Painter Street project, and requested from RCAC the unsigned draft loan document the State requires before it will issue an eligibility letter.

Prepared Disbursement Request No. 5 and the second quarter progress report for the Eel River Trail Accessible Ramp project under Wildlife Conservation Board Agreement WC-2558AB.

Reviewed Pay Application No. 15 on the water main project following the engineer's quantity reconciliation and confirmed the remaining punch list items are secured through retention.

Prepared the staff report and budget amendment resolution appropriating funds for the Police Department Animal Kennel slab, based on the competitive bid received from RH Construction.

Reviewed the USDA Community Facilities grant program for the kennel project and determined the City does not qualify under the program's certification requirements.

Revised the donation instructions in the Animal Kennel fundraising press release at the City Manager's request.

Acknowledged receipt of second quarter 2026 cannabis tax returns and payments from local operators and directed future filings to finance staff.

Coordinated with the new HCD CDBG Program Representative and Humboldt County staff on an amendment adding uncommitted program income to Award 22-CDBG-PI-00027 to cover added scope on the current owner occupied rehabilitation project.

Transmitted the City signed FY 2026-27 Senior Home Repair Program agreement to Humboldt Senior Resource Center.

Completed the ledger review of the Spay and Neuter Voucher Program fund and finalized the associated briefing materials.

Coordinated the July 2026 Bureau of Labor Statistics Current Employment Statistics submission with finance staff.

Public Works Water

Monthly Reports to SWRCB

Monthly Reports for California State Water Resources Control Board Drought Report



Performed Chlorine Residual Tests Weekly (Monday, Wednesday, Friday) at City Hall and Douglas Street (Entered Data into Excel Spreadsheet)

Obtained Grab Samples for Bacteriological Testing performed by Micro Labs in Arcata [Performed Every Tuesday at various locations and three (including Monument residence and Eel River source water) on every third Tuesday of the month]

Marked/Responded to USA's on: Pacific, Eeloa, Douglas, and other various streets

Calibrated pH probes at surface water treatment plant

Assessed service line leak on monument with listening device, pinpointed leak and repaired accordingly

Attended 811 (underground service alert) information workshop at the wharfing building in eureka

Meeting with GHD and possible contractors for pre bid inspection for Painter St. water tank demolition and construction

Replaced Chlorine reagents at surface water treatment plant and metro wells

Treated/Flushed wells and clear well at metro wells

Replaced 11 failed ERTS and Dials

Switched over old water lines to new lines for Wahlund water repair project

Public Works Wastewater

Public Works Streets, Buildings and Grounds

Completed Fire Extinguisher Safety Training with Eureka Oxygen

Attended zoom meeting for safety administrator and safety training requirements with David Patzer from DKF solutions

Refurbished sprinklers at BlueStar park with new internal components

Started plans for dog kennel at metro wells (Traced service lines and measured/painted footprint for location and electrical work)

Repaired sinkhole on South Sequoia (Wendt Construction)



Put up algae warning signs around river access points

Performed Evacuation drill at corporate yard

Traced sewer lateral cleanout on Hilltop for Painter St sewer upsizing project at corporate yard

Scraped and power brushed gutters for street sweeper preparation for Wildwood Days

Painted over graffiti wall on Edwards dr.

Fixed Speed Radar sign at city hall

Limbed and hedged Sequoia, Monument, Townsend, and Pacific

Replaced damaged stop sign on Berkeley and First

Public Works City Engineer

Public Works Capital Projects

Police Department

Community Development Department

Receive, Review and Process Building Permit Applications for

Interior Remodel Permit – 770 Walnut Ave

Siding Permit – 186 Ogle Ave

Water Heater Permits – 232, 234-A and 234-B Ogle Ave

Roof Permit – 227 Ogle Ave

Roof Permit – 629 Rigby Ave

PV Battery Permit – 210 Bellevue Ave

Roof Permit – 166 Cedar Street

Interior Remodel Permit – 670 Second Ave

Roof Permit – 381 Center Street

Interior Remodel Permit – 371 & 375 Wildwood Ave

Mini-Split HVAC Permit – 993 Curtis Lane

Rental Housing Inspections, Prepare Reports and Correction Affidavits for

123 Wildwood Ave

129-B Wildwood Ave

133 Wildwood Ave

204 Ash Street

208 Ash Street

129-A Wildwood Ave

129-F Wildwood Ave

130 Ash Street

206 Ash Street

212 Ash Street



Foundation Inspection 157 Monument Road

Foundation, electrical inspections 178 Grayland Heights

Inspections 670 Second Ave

Meeting with Glenn White – Project update, potential subdivision

Attend two HCD Housing Element webinars

Correspondence with Dollar General re: need for irrigation.

Meeting with Marc Matteoli re: Church property on Rigby, subdivision concepts.

Meeting Dewayne Sipp re: Sweet Grass Farm purchasing Dinsmore Plateau Farms, past taxes, permitting, etc.

Correspondence between NorthSky, Environmental Health, North Coast Water Board re: permitting temporary disposal site at the HRDBP.

Intergovernmental

Humboldt-Rio Dell Business Park