



Staff Highlights – 2025-03-18

City Council

City Manager

The City Manager and Mayor met with Senator McGuire and Joe Tyler, the Director of CalFire in Sacramento on Wednesday, March 5th. We will not be able to get into specifics at this time, but the meeting was a positive exchange and we were pleased to hear that CalFire's new director has personal familiarity with the unique challenges and opportunities in Humboldt County.

City Clerk

Processed Five (5) Building Permit Applications:

149 Cedar St. – New Water Service
561 Fourth Ave. – New Water Service
95 Davis St. – Replace Existing Roof with Metal Shingles (Canceled)
545 Gunnerson Lane – 60,000 BTU Gas Furnace
84 Edwards Dr. – Foundation Repair

Processed Two (2) Business License Application:

Sunstone Home California, LLC – Non-Resident Contractor
JC & KG Delivery and Repair – Mobile Business – 995 Riverside Space 1

Misc:

Submitted 2025 California Roster to Secretary of State

Sent Address Assignment Letters for 45 Davis St./625 Second Ave.

Submitted Report on Municipal Initiative Measures to Secretary of State for 2023-24

Attended Beautification, Walkability, and Pride Committee Meeting on March 7, 2025

Submitted CHF/CIRB Building Permit Report for February

Submitted Alliant Property Insurance Program (APIP) Renewal Application for FY 2025-26

Submitted March Employment Statistics to the Department of Labor

Completed Ordinance Codification/Update of the Rio Dell Municipal Code (RDMC)



City Attorney

Human Resources, Risk & Training

Finance Department

Regulatory Compliance & Financial Oversight

- Secured approval for Invoice #6 of the Rio Dell Water Distribution System Project from the State Waterboards, ensuring continued funding and progress for this critical infrastructure project.
- Conducted a comprehensive financial analysis and compiled key statistical data, providing valuable insights to support Police Department budget planning and decision-making.
- Provided strategic financial guidance to the Water Superintendent, facilitating the completion of the eAR Water Annual Report and ensuring regulatory compliance.
- Coordinated with the City Auditor to schedule the presentation of the Annual Audit Report at the upcoming City Council meeting, reinforcing financial transparency and accountability.
- Authored the Management Discussion and Analysis (MD&A) section of the City's Audit Report, delivering a clear and professional assessment of the City's financial position.
- Worked closely with the City Auditor to finalize the audit by securing City Attorney communication and insurance documentation, streamlining the reporting process.

Grant Management & Infrastructure Development

- Partnered with the County of Humboldt under an MOU agreement, overseeing various CDBG project phases to ensure compliance, funding continuity, and timely project execution.
- Led financial reporting efforts for the Chloramine Compliance Project, collaborating with Wastewater Superintendent to maintain regulatory adherence and transparency in capital project funding.
- Engaged with representatives from Clean California and GHD contract engineers, attending key meetings to provide financial oversight on the Eel River Trail Project, ensuring continued grant compliance and project advancement.

Economic Development & Community Support

- Coordinated with the Community Resource Center to validate the successful launch of the City's Spay and Neuter Program, confirming voucher issuance and ensuring program efficiency.
- Personally engaged with all Dinsmore Plateau cannabis farmers, ensuring clarity on cannabis tax due dates and obligations, strengthening compliance and financial oversight.

Public Works Water

149 Cedar installed a new meter valve and raised meter.

USAs for Water line Project.



795 Pacific Renew residential service line and unburied meter box from mud slide.

561 4th Ave. replace broken meter valve and raised meter box.

Fixed 2" main leak on Monument.

Leak repairs on Willow Lane

Water Plant Equipment maintenance

Cleanup and organize Water Plant Facilities

Public Works Wastewater

Lateral Inspection on 1096 Riverside passed inspection, the old lateral was replaced with ABS, two new cleanouts, a lower cleanout installed in the sidewalk and a backflow device installed.

GHD continued weekly meetings on planning for Painter Up-Sizing project, final plans to come at end of month.

Public Works Streets, Buildings and Grounds

Weed eating along Belleview Ave., Orchard and Pacific hill, Douglas tank, Painter St. over pass.

Clean and maintain drains throughout town

Remove grass from around base of the Gateway trees

Weeds removal along Wildwood Ave.

Public Works City Engineer

Public Works Capital Projects

Police Department

Community Development Department

Intergovernmental

Humboldt-Rio Dell Business Park