



Staff Highlights – 2025-08-05

City Council

City Manager

Submitted a community highlight article to North Edge (AEDC) for the upcoming regional economic development conference.

Discussions with other City Managers related to large state capitol projects and the need to enforce laws and regulations on the state itself in terms of where /how they pay sales taxes. The City may need to engage specialty consulting firms in order to receive sales taxes related to these types of projects.

Staff anticipates bringing forward 4 earthquake repair projects for approval related to infrastructure at the meeting of August 19, these are amongst the final projects.

City Clerk

Processed Five (5) Building Permit Applications:

171 Monument Rd. – Re-roof Residence
1157 Riverside Dr. – 200 Amp Service Panel Upgrade
70 Wildwood Ave. – Re-Roof Commercial Building
1275 Northwestern Ave. – Temporary Cargo Container with Power
583 Second Ave. – PV Solar

Processed One (1) Encroachment Permit Application:

439 Northwestern Ave. – Remove Idle Overhead Service

Processed Three (3) Business License Applications:

Arts Roofing – Non-Resident Contractor
Humboldt County Doula, LLC – Prenatal/Postpartum & Childbirth Service
Psomas- Civil Engineering, Surveying and Construction Management Services

Misc:

Submitted July Employment Statistics Report to the US Department of Labor

Responded to questions from the Humboldt County Assessor's Office Re: Building Permits



Sent out Notice of Cancellation of July 22, 2025, Planning Commission meeting

Coordinated with the Fire Department on the Special Event Permit for Wildwood Days

Sent Letter to Diaz Trucking Re: Operating a Business without a Business License

Coordinated with Watt's Cleaning Service Re: Janitorial Contract for City Hall Cleaning

Submitted information to Alliant for SCORE Annual Reporting to the Office of Self-Insurance

Sent Address Verification Letter for 84 Edwards Dr. to the County Assessor's Office

Requested a Certificate of Insurance from SCORE for Measure Z MOU

Sent Letter Granting 60-Day Extension of Sewer Lateral Testing Requirements/123 Bellevue

City Attorney

Human Resources, Risk & Training

Finance Department

Finalized the third complete CDBG project providing earthquake victims rebuilding assistance through the City's Program Income funds.

Coordinated with Emergency Management Coordinator at Public Water Agencies Group to confirm the City of Rio Dell's continued CalWARN membership status.

Submitted quarterly compliance report to FEMA for the Eel River Crossing Hazard Mitigation Grant Program (HMGP) Project.

Compiled current spay/neuter program information and fund balance for city records.

Provided information for Public Records Act (PRA) requests pertaining to the Rio Dell Gateway Landscape Improvement Project.

Executed Progress Payment #3 for the Rio Dell Drinking Water Infrastructure Improvement Project and submitted invoice #9 to the State Water Board, triggering draw request #3 from RCAC.

Collaborated with contract engineers GHD and City Clerk to address FEMA Environmental and Historic Preservation Request for Information (RFI).

Worked with local cannabis business to secure Q4 FY 2024-2025 tax payments.

Provided CDBG loan payoff details to local title company for property transaction.



Submitted City of Rio Dell Regional Surface Transportation Program (RSTP) claim form to Humboldt County Association of Governments.

Coordinated with Clean CA representatives to acquire promotional video for Eel River Trail project to strengthen Wildlife Conservation Board Phase 2 grant application presentation scheduled for August 28, 2025.

Submitted revised invoices and supporting documentation to Caltrans for Emergency Relief (ER) projects related to earthquake damage road work.

Established fieldwork start date with Senior Manager from DavisFarr CPA firm for Transportation Development Act (TDA) audit transition.

Collaborated with finance staff on ADA compliance requirements for city website accessibility.

Coordinated with City Clerk to provide payroll information to SCORE and the City's risk management group.

Public Works Water

Monthly reports

Drought reports

Maintenance on Gateway Irrigation system

USA's Locates

Water leak repairs at 355 Pacific Ave.

Replaced failing ERTs before reading meters.

Order new 2" meter, ert and register for failed meter at Rio Dell Corp Yard

Meter reading.

Door hangers for unpaid accounts.

Maintenance and calibration of Water treatment plant pH equipment

General cleanup at water treatment plant and Infiltration Gallery

Public Works Wastewater

Coordination and repairs services planning for WWTP Biosolids Dryer. (Ongoing with BCR)



Maintenance and repairs on Wastewater treatment plant Onsite Chlorine Generator Equipment

Weekly and monthly sampling and monitoring.

WWTP Ground water monitoring and sampling at the Irrigation field

Weekly and monthly treatment plant washdowns and cleaning inside tent

Maintenance on Belt Press and Polymer injection system

Install new Chemical feed pump for Belt Press

Public Works Streets, Buildings and Grounds

Street Sweeper preparations on Davis St and Wildwood Ave

Roadside mowing around town

Preparations for Wildwood Days Weekend

Mow and Weedeat City Hall, Memorial and Blue Star parks.

Mowed freeway ramps on Painter St. and Davis St.

Repair leaking sprinkler head on city hall and parks. (ongoing)

Vinegar spray along curbs on Wildwood, Monument and River side

Edge curbs on all parks and islands.

Weekly Weedeat and garbage removal of the Eel River Trail.

Public Works City Engineer

Public Works Capital Projects

Police Department

Community Development Department

Reach out to Mike O'Hern regarding Painter Street SSO project, discuss need for new easement and required legal description for the document.

Meeting with Kerry Venegas, Eel River Long Term Recovery Group, review status of applications.



Prepare Staff Report and Resolution for The Humboldt Seed Company, identify public noticing list, send out public notices.

Tele meeting w/David Ross, Element 7 receivership regarding sale, process for transferring ownership.

Complete State Annual Planning Survey

Attend Retail Strategies webinar.

Final siding inspection 484 Davis Street

Final inspection 30 Monument/117 Wildwood

Open refer Margro Properties VDU CUP, identify 300's, prepare staff report, resolution.

Attend Simpson HDUE bracing webinar

Review and refer Maison Earthquake report

Review and approve solar plans 90 First Ave

Review and approve solar plans 655 Rigby Ave

Final Inspection 190 Bellevue Ave – Foundation repairs

Attend Nuisance and Traffic Committee meetings

Prepare visuals for W-Trans TIS recommendations.

Facilitate contract/conflict waiver for Dog Park w/Humboldt Fence.

Prepare draft text amendments for Truck Parking.

Prepare referral for Thompson CDBG loan for earthquake repairs. Respond to agencies re: Inadvertent Discovery Protocol. Prepare draft NEPA document.

Conduct inspection for City of Fortuna.

Final inspection 70 Wildwood Ave.

Rough mechanical, electrical and plumbing inspections 111 Creek Street

Roof Inspections 1137 Miller Court

Prepare Planning Commission Notice of Decisions for Margro and the Humboldt Seed Company.

Review LWCF grant application materials, reach out to representative with questions.



Solar w/battery system inspection 1110 Rio Vista

Roof Inspections 1137 Miller Court

Framing and drywall inspections 210 Wildwood Ave

Insulation inspection 111 Creek Street

Prepare adoption staff report Housing Element Text Amendments

Insulation inspection 111 Creek Street

Pre-site inspection 330 Berkeley Street regarding fence exception

Energy Code webinar Performance Approach review

Meeting with Mary McGrath re: earthquake repairs, pellet stove

Reply to Christopher Cortazar's email inquiries re: timber harvesting, cannabis permits, accessory and vacation dwelling units

Reach out to Assessor re: update tax rolls

Final inspection 875 Rio Dell Ave – Corrections required – Corrections Made

Roof Inspections 117 Monument Road

Gas line inspection 100 Painter Street

Participated in HCAOG Housing Element Regional Housing Needs Allocation (RHNA) methodology meeting to discuss potential options regarding Housing-Jobs alternatives. According to Department of Finance (DOF), the City's population slightly decreased from 3,255 in January 2024 to 3,232 in January 2025, a decrease of 0.7%. The County as a whole continues to see slight decreases in population as well. In January 2024 the County had a population of 70,716, in January 2025 the population was 70,471, a decrease of 0.3%. Sixty-four percent (64%) of the City's residents are low income, 11% are moderate income and 25% are above moderate income.

Final (electrical) inspection 306 Wildwood

PV & Battery inspections 918 Hilda Court

Continue work on LWCF grant application. Reach out to Tidwell & Associates re: appraisal, reach out to O'Hern re: survey.

Respond to HCAOG Survey, requests for affordable housing project in City.



Provide Randy with suggested amenities for Dog Park.

Reach out to Humboldt Fence re: Phase II – anticipate starting in late August.

Review and approve plans for mobile office, power drop at Humboldt 454.

Review COA's for Marathon 102 re: road improvements.

Review maps/survey re: Stream Street, public or private. Forward parking info to PD

Amend Building Inspector Agreement, send to Ross Nash

Review impacts of Potter Valley dam removal project, forward to Kyle, tele meeting with Jeannie Fulton w/ Farm Bureau

Meeting with Marc Matteoli re: sale of Church parcel off of Rigby, potential subdivision.

Forward approved Housing Element text amendments to HCD, follow up on CalFire's impact to our local housing and RHNA numbers.

Review Grant Agreement w/WCB re: Phase II of Eel River Trail

Tele meeting with Retail Strategies re: economic development

Follow-up to PlaceWorks regarding inquiry on Housing Element update and support, request proposal.

Follow-up to SHPO re: Thompson NEPA document, update Shannon at HCD

Review Angel Garcia application for an exception to the fence regulations, prepare and present options to avoid the CUP.

Respond to Margro Advisors inquiry regarding the CEQA Notice of Exemption, and filing requirements.

Intergovernmental

Humboldt-Rio Dell Business Park