



Staff Highlights – 2025-08-19

City Council

City Manager

Attended meeting with CA Dept. of housing and Community Development to discuss Rio Dell's compliance with the Regional Housing Needs Assessment.

Will be meeting with Senator McGuire's Office on latest with CalFire development next week.

CalCities Redwood Empire Division will be meeting in Fortuna on August 22nd with special guest Cal Cities President, Lynne Kennedy Mayor Pro Tem, City Rancho Cucamonga

Will attend Wildlife Conservation Board meeting on August 28th for the potential award of a \$1.2 million grant for the ADA portion of the Eel River Trail at Davis Street.

City Clerk

Processed Two (2) Building Permit Applications:

280 Tolman Place - Re-Roof Residence and Garage
1083 Riverside Dr. – Demolition/Fire Damage Cleanup

Processed One (1) Business License Application:

Viceroy Improvement dba: DaBella – Non-Resident Contractor – Residential Remodels

Misc:

Submitted 433A and 513C Forms to HCD for Manufactured Home Install at 98 Painter St.

Submitted the Employment Data Report to the Department of Labor Statistics for August

Sent Notification of Delinquent Transient Occupancy Taxes-Vacation Rental-190 Redwood Ave.

Coordinated with Changing Tides on Building Permit Authorizations and Payment of Fees



Provided Building Permit Information to a Realtor for 350 Second Ave.

Responded to the Gill Group Related to a Public Records Request Re: 325 Center St.

Prepared and Distributed the Nuisance Advisory Committee Meeting Agenda for 8/20/25.

File Organization and Retention

City Attorney

Human Resources, Risk & Training

Finance Department

Finalized all Q4 cannabis tax payments for fiscal year 2024-2025.

Completed comprehensive time request extensions for 5 road work projects partially funded via Caltrans as a result of the December 2022 earthquake disaster.

Worked with the city insurance company and the City Police Chief to gather insurance documents for the Measure Z grant.

Created DIR # through the Department of Industrial Relations website for Humboldt Fence Company for work completed at the Rio Dell Dog Park.

Provided quarterly review with RCAC as part of the financing component of the CIP Water Distribution System Upgrade.

Worked with City contract engineers GHD, gathering documents and project information for projects associated with the December 2022 earthquake event.

Submitted quarterly invoicing and project outcomes table to Clean California representatives associated with the Eel River Trail project.

Worked with Humboldt Senior Resource Center about possibly renewing the senior home repair program and discussing projects and invoicing from the previous fiscal year.

Submitted direct charges to Humboldt County Auditor Controller's office for sewer liens for fiscal year 2024-2025.

Provided status check-in with the grants representative from McLean Foundation about the spay neuter program.



Provided letter of demand to Humboldt Land Title closing out CDBG loan on a property in Rio Dell.

Public Works Water

Public Works Wastewater

Public Works Streets, Buildings and Grounds

Public Works City Engineer

Public Works Capital Projects

Police Department

Community Development Department

Intergovernmental

Humboldt-Rio Dell Business Park