



Staff Highlights – 2024-09-17

City Council

City Manager

Met with regulator from CalRecycle. Overall the City appears to be doing well, however we will need to procure approximately 100 tons of compost material before the end of the year. The City is exploring options to make this procurement and we expect to have a proposal for Council approval on October 1st.

Eel River Cleanup is scheduled for Saturday, September 28th 2024 from 9:30am to 11:30am. Volunteers are encouraged and will meet at City Hall before heading down to the river bar.

City Clerk

Processed Six (6) Building Permit Applications:

132 Painter St. – Sewer Lateral, Cleanout, and Backflow Device
103 Atlanta St. – Sewer Lateral and Cleanout
582 Wildwood Ave. – Rebrand Shell Station to Chevron
741 Pacific Ave. - Sewer Cleanout
859 Rio Dell Ave. – 200 Amp Service Panel Upgrade
186 Ogle Ave. – Laundry Room, Windows, Patio Door, Deck and Siding

Processed Two (2) Business License Applications:

Coast to Coast Plumbing – Non-Resident Contractor
Humboldt Electric – Non-Resident Contractor

Processed One (1) Encroachment Permit:

795 Pacific Ave. – Paving Restoration for Emergency Work

Misc:

Sent Business License letter to Coast to Coast Plumbing
Submitted CHF/CIRB Building Permit Report for August
Submitted Employment Data Report for September



Responded to a Public Records Request Re: Cell Tower Leases

Sent out past due Transient Occupancy Tax (TOT) reminder for Vacation Rentals

City Attorney

Human Resources, Risk & Training

Finance Department

State Water Board Compliance: Successfully established a SMARTS account to facilitate progress on the Eel River Trail project, ensuring compliance with SWPPP regulations.

CDBG Optimization: Collaborated with the California Department of Housing and Community Development to maximize CDBG fund utilization through effective program income reporting and strategic planning.

Earthquake Recovery Support: Actively coordinated with the California Office of Emergency Services to expedite the processing of earthquake-related claims and projects.

Water Infrastructure Planning: Worked with stakeholders to develop a comprehensive Debt Management Policy for the City of Rio Dell, a crucial step in securing state funding for the CIP Water Infrastructure project.

Grant Closure: Completed the final closeout report for the ABC-OTS grant allocated to the Police Department.

Compensation Study: Initiated a quote request from Gallagher (formerly Koff & Associates) to conduct a comprehensive compensation study for the department.

Traffic Study Planning: Discussed potential funding options, such as Caltrans Sustainable Transportation Planning Grants and Local Highway Safety Improvement Program (HSIP), to support future roadway projects.

Public Works Water

Monthly water sampling

Monthly water reporting to SWRCB

Schedule Infiltration gallery pump repairs for last week in September

Work with Freshwater Environmental on the Lead Service Inventory Survey

Work on Cross Connection Control plan with Freshwater Environmental.



door hangers for shutoff notices

Repair 2" water main leak on Monument rd. two repairs

Raised and replaced the old meter valve at 928 Bluff pl.

Mowed Douglas tank

Finish additional check for lead service / fittings list

Public Works Wastewater

Collection system checked weekly, system is much dryer.

Weekly Jetting occurs on Thursdays.

The Sewer Crew was called out on Saturday 9/7/24 in the evening for a plug in the sewer main on First Avenue. The crew was able to prep the street by opening lower cleanouts on that section of the plug and jet the F.O.G. plug free.

Sludge Dryer is still offline, working with BCR on "Boil out" Procedure.

Semi-Annual Monitoring Well sampling was completed.

Lateral Test at 172 Ogle, new private lateral with 2 cleanouts and backflow device installed. Passed test.

Lateral Test at 115 Dixie Street. Passed test.

Lateral Test at 741 Pacific, installed new cleanout west of sidewalk. Passed test.

Lateral Test at 132 Painter Street, new private lateral with 2 cleanouts and backflow device installed. Passed test.

CAL OES DSR approved: DSR 4120 Fern Street Left Station.

Power outage 9/10/24 TESLA batteries ran the plant from 10pm till 2am.

Public Works Streets, Buildings and Grounds

Mowed North and South gate

Replace broken sprinklers and readjust settings

cleaned up trash on Edwards Dr and at Northwestern



Mowed and Weed eat the North gateway, City Hall and Memorial Park

Morning routine go around town picking up trash

Public Works City Engineer

Public Works Capital Projects

Police Department

Community Development Department

Roof Inspections 348 Cherry Lane

Earthquake damage repair inspections 108 Painter Street

Create Park Poster

Correspondence with SpaceSaver regarding evidence lockers

Correspondence with TrafficGuard regarding traffic bollards

Framing, plumbing, electrical inspections 690 Gunnerson Lane

Electrical inspection, new service panel 415 Dixie Street

Modify Ridenour NEPA document

Final Earthquake Bolt and Brace retrofit 775 Pacific Ave

Insulation inspection 690 Gunnerson Lane

Email to Rich Vitale (Vitale Construction) re: status of Permit for 250 Willow Lane

Soils inspection 693 Side Street

Tear-off, deck inspection 548 Third Ave

Complete FEMA Floodplain Survey

Participate in Energy Code webinar

Review approved plans for Northwestern Flower Company, notify applicants

Foundation/slab inspection 693 Side Street



Prepare map/plans for small dog area at Dog Park

Complete Water Wells Text Amendment Staff Report & Ordinance

Electrical Inspection 548 Rigby Ave

Attend CDBG monthly meeting

Various reviews and correspondence regarding Saunders CDBG project.

Complete McGrath NEPA review/document

Review and comment on Preliminary Plans 1395 Eeloa Ave.

Review and approve plans for demolition/addition 188 Ogle Ave

Roof Inspections 548 Third Ave

Intergovernmental

Humboldt-Rio Dell Business Park