



## **Staff Highlights – 2025-01-07**

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### **City Council**

#### **City Manager**

The City Manager and Mayor were requested to attend a meeting with CalFire and Senator McGuire in Sacramento on January 7<sup>th</sup>, which is also our meeting date for the Council. The City Manager and Mayor will be attending the meeting remotely.

Form 700 filings must now be done individually through the Fair Political Practices Commission (FPPC) Website. This is a requirement for all elected officials and carries financial penalties of not completed by April 1<sup>st</sup>. If you need assistance, please discuss with the City Clerk.

#### **City Clerk**

#### **Processed Sixteen (16) Building Permit Applications:**

45 Davis St. – Sewer Backflow Device  
358 Second Ave. – Water Heater  
775 Pacific Ave. – Front Porch Windows  
210-220 Wildwood Ave. – Siding & Roofing  
306 Wildwood Ave. – Shed Upgrades  
535 Gunnerson Lane – Re-Roof Residence  
287 Ogle Ave. – Sewer Lateral and Cleanout  
1261 Eeloa Ave. – Gas Furnace  
590 View Ave. – Dining Room and Bathroom Remodel  
45 Davis St. – Residential Remodel  
548 Third Ave. – PV Solar/200 Amp Upgrade  
616 Rigby Ave. – Earthquake Damage Repairs  
711 Ireland Ave. – Earthquake Damage Repairs  
833 Pacific Ave. – Service Panel Upgrade/Foundation Repair  
280 Belleview Ave. – 20' x 20' Metal Building  
100 Painter St. – Manufactured Home on Engineered Foundation

#### **Processed Three (3) Encroachment Permit Applications:**

Martin Construction – Repair Sidewalk – 45 Davis St.  
PG&E – Sewer Camera Inspection – 88 Dixie St.  
Wendt Construction – Sewer Cleanout at 406 Wildwood Ave.

#### **Processed Five (5) Business License Applications:**



EXO Energy – Non-Resident Solar Contractor  
Cosco Fire Protection – Non-Resident Contractor  
Greenwired, Inc. – Non-Resident Solar/Electrical Contractor  
Neighborhoods Barber Shop – 210 Wildwood Ave.  
Will Rogers Construction – Non-Resident Contractor

#### Misc:

Submitted the CIRB/CHF Building Permit Report for November  
Attended a PACE (Keenan & Associates) Board of Directors meeting on 12/12/24  
Submitted Employee Data Report for December to the Department of Labor Statistics  
Submitted Public Records Request for Civic Engagement Study  
Processed Application for Vacation Rental at 127 Berkeley St.

#### City Attorney

#### Human Resources, Risk & Training

#### Finance Department

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.

CDBG Financial and Activity Reporting

Updated SWPPP in coordination with California Waterboards for the Eel River Trail project.  
Clean CA / Eel River Trail Strategy meetings with GHD / State Reps

Clean CA Invoice #10

Sanitary Sewer Evaluation Study Claim #12

Process initial invoices for Rio Dell Spay and Neuter Program

Assisted the Project Manager in charge of Rio Dell Employee Compensation Study, gathering information for upcoming compensation study results

Working with RCAC to process invoices for the construction component of the CIP Water Project.

Worked with Cannabis business' ensuring taxes are paid.



Working with State Waterboards to gather financial information and required documentation for the Water Infrastructure Improvement project

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

### **Public Works Water**

ERTs prior to meter reading.

Meter reading.

Water leak repairs at various locations

Check for customer leaks and zero consumptions

Install new meter valve and raised meter and meter box at 471 4th Avenue

Operator Training on Rio Dell Metro Wells Operations

Water Sampling on Rio Dell Metro Wells

Freshwater Environment and DTSC water Sampling on Rio Dell Metro Wells

Maintenance on XT125 Generator (Warranty Work – Failed to Run issues)

Corp yard cleanup

Water Filter Building Cleanup

Rio Dell Metro Wells Building and ground maintenance

Monthly Water Data report to SWRCB Division of Drinking water

Monthly Water Data report to SWRCB SAFER Clearinghouse

### **Public Works Wastewater**

Wendt installed lower clean out on Columbus for 406 Wildwood.

WWTP has been approved by the State for Chronic Toxicity Testing on the Fathead Minnow.

SSO on Christmas Eve, and on Sunday 12/29/24. The ground is saturated, and the system seems to take on more damage every time the earth shakes. Expect an SSO every time it rains over a ½" from now on during this wet season.

Monthly and Quarterly sampling with good results.



The chloramine project is working well, TTHM results are non-detect (ND) and or below new MCL's set by the State Water Resource Control Board for our new NPDES Permit.

### **Public Works Streets, Buildings and Grounds**

Pothole patching throughout town

Drainage clearing and maintenance

Weedeat and mowing on Gateway

Tree debris removal from roadways after storms

Vehicle maintenance

Corp yard cleanup

Streets Building Cleanup

### **Public Works City Engineer**

### **Public Works Capital Projects**

### **Police Department**

### **Community Development Department**

Panel inspection 102 Painter Street

Review and approve re-roof Building Permit 535 Gunnerson Lane

Review and approve Building Permit for foundation, windows, door, electrical and new roof, 306 Wildwood Ave

Review and approve Building Permit for window replacement 775 Pacific Ave

Review and approve Building Permit new water heater 358 Second Ave

Review and approve Building Permit, new siding and roof repair 210 Wildwood Ave

Attend Residential Building Electrification in California Webinar

Final Roof Inspection 158 Wildwood Ave

Drywall inspection 762 Rigby Ave

Final inspection FAU 570 First Ave



Tele meeting with Chris Fuller USDA regarding regional meat/food processing facility.

Attend monthly update meeting with CDBG staff, County staff regarding updates on projects

Inspection 102 Painter new 200-amp panel

Attend Climate Action Plan Zoom meeting

Attend Consol Energy Code Class – New residential standards

Inspection of stairs 30 Monument Road

Respond to Bruce Maison's inquiry regarding 12/5/2024 earthquake.

Review and respond to Ryan Huessler's Columbus and First Ave conceptual plans.

Respond to Cosco Fire plan check request – PG&E

Review and respond to North Coast Fence Dog Park Proposal

Final inspection – Bolt & Brace – 430 First Ave

Roof Inspections 1363 Eeloa Ave

Code enforcement email to Evans Mechanical – No Permit 1261 Eeloa Ave

Smoke and Fire Alarm inspections at the PG&E substation

Reach out to Sarah Atkins regarding the Norton project and possibly preparing renderings for 132 Wildwood façade improvements.

Temporary electrical service inspection 192 Bellevue Ave

Meeting Lee Mora (Humboldt Grass Fed Beef) and Sean O'Day regarding potential meat processing facility and Redwood Region grant opportunity. Email correspondence with the Farm Bureau, North Coast Growers Association, Humboldt Cattleman's Association, DEH, 5 Marys Ranch, Harrison Harvesting Humboldt UC Ag Extension.

Prepare staff report and Resolution for Redwood Region grant opportunity.

Shear inspection 177 Bellevue Ave

Framing and shear inspections 154 Painter Street

Framing and shear inspections 55 Bellevue Ave



Review and comment on Ryan Huessler's Columbus and First Ave revised conceptual plans.

Solar panel inspection 901 Hilda Court – Corrections required (conduit on roof)

Review Sarah Atkins conceptual elevations 132 Wildwood (Façade Improvement Program)

Send McGrath NEPA document to HCD for review and approval. Respond to comments, send copy of State Historic Preservation Officer email to HCD – Approved

Reinspection 901 Hilda Court

Complete CDBG NOFA applications

Review plans for 280 Bellevue shop, additional information required

Review plans for 711 Ireland Ave, additional information required

Reach out to UC Davis regarding meat processing plants and the use of OWTS.

Review manufactured home application at 102 Painter. Email to applicant - needs to complete subdivision and record Parcel Map.

Windows inspection 4 Painter Street.

Final inspection 210 Sequoia

Framing inspection 590 View Ave

Meet w/City Manager and Mayor regarding Cal Fire meeting on January 7, 2025

### **Intergovernmental**

### **Humboldt-Rio Dell Business Park**