



Staff Highlights – 2023-07-18

City Council

City Manager

Various meetings and discussion on the “Todd Property”

Continued development of Hazard Mitigation Grant Application for Solar Energy at the City’s Corporation Yard.

Multiple meetings with the City’s Engineer GHD on Eel River Trail, Water Capital Improvement Project Grant and other forthcoming projects.

Discussion with the County on termination of earthquake emergency proclamation – the emergency will continue to be renewed at this time.

Work with the County of Humboldt Public Works and Congressman Huffman’s office to expedite FEMA approval of 2017 storm damage project, currently held up by FEMA.

New vehicle graphics are being rolled out for the Rio Dell Police Department, in addition to new badges and patches.

City Clerk

Processed Six (6) Building Permit Applications

456 Third Ave. – 100 Amp Service Panel Upgrade
371 Berkeley St. – PG&E Substation Upgrade
1010 Pine St. – Repair Garage Wall
770 Walnut Dr. – Gas Line Relocation
754 Rigby Ave. – Framing and siding
2401 Rio Vista Ln. – Re-Roof Residence and Garage

Processed Two (2) Encroachment Permit Application:

PG&E – Replace pole at 130 Ash St.
PG&E – Replace pole at 310 Monument Rd.

Processed One (1) Business License Application

Precision Concrete Cutting – Non-Resident Contractor



Misc.

Attended Long Term Recovery Group (LTRG) Zoom meeting on 7/6/23
Attended Beautification, Walkability & Pride Committee meeting on 7/8/23
Submitted Quarterly Seismic Report to Department of Conservation
Submitted Quarterly AB 1473 Building Standards Report
Submitted Quarterly Disability Access & Education (DSA) Fee Report
Submitted Second Quarter Building Permit Report to County Assessor
Submitted Address Verification Letter for 560 Painter St.
Submitted Application for Use of School Facilities for Tire Recycling Event
Submitted Bureau of Labor Statistics Employment Report for July

City Attorney

Human Resources, Risk & Training

Finance Department

Met with Caltrans representatives on-site to finalize location and contract for the Clean CA Tire Amnesty Event taking place on 8/19

Scheduled logistics with Castle Tire for the tire drop off event

Coordinate interview with a prospective intern to work with City staff and GHD on GIS projects

Met with the Finance Director of Humboldt Senior Resource Center to update the contract agreement for transportation services provided for the current fiscal year as part of TDA funding requirements

Work with utility billing staff to update the list of accounts with delinquent sewer bills to send to county AC

Letters send to parcel owners with delinquent sewer bills per Ordinance 399-2023

Working to update the City of Rio Dell Agency QAP Renewal per Caltrans guidelines

Initiate PES (preliminary environmental study) to determine the types of technical studies needed for

Caltrans road damage projects due to earthquake

Schedule onboarding meeting with CHP – CGU regarding Rio Dell Police Department grant.

Assist cannabis businesses' with tax questions

Assist City Engineers to continue to work on Rio Dell Pedestrian Connectivity Project



Provide updates to CleanCA reps updating progress on grants

Uploaded environmental documentation to grant portal for CDBG grant opportunity for Owner and Tenant Occupied Rehab

Public Works Water

Assisted River Bluff Cottages in locating a leak in facility.

Clean out RBC's from Water plant backwashing

Clean out Water Filter Building

Work on Filter #3 (Add Media)

Work on Elm St Water Line Replacement Project

Public Works Wastewater

Ordering parts to repair the Tritan Belt press.

Routine Collection System cleaning.

Aiding streets crew with mowing.

Setting up the Chloramine test run to the irrigation fields.

Scheduling Pump impeller and wear plate replacement at lift stations.

Prepping for Generator install at fern St lift station.

Plant wash down and Contact Basin cleaning

Interviews for the Interim GIS position

Scheduling site inspection for Air quality sign off for Painter St lift station generator

Working on submitting 2QTR effluent Report to CWIQS

Public Works Streets, Buildings and Grounds

Replaced stop sign at Spring/ Ogle

Scraped gutter pans on wildwood for street sweeper.

Mowed Davis St park and south islands.



Mowed Water Tank Sites

Mowed North and South Gateway

General Roadside mowing

Corp yard Clean up

Mow and weedeat Rio Dell Metro Well Site

Purchased Weed Spray supplies (20% Vinegar , salt and Liquid Soap)

Completed weekly USA markings.

Take Riding mower to Fernbridge PaPe machinery for maintenance

Road side mowing on Edwards Dr, Pacific and Blue slide Rd

Set up cones for street sweeping.

Public Works City Engineer

Public Works Capital Projects

Police Department

Community Development Department

Final Inspection 371 Orchard (earthquake damage).

Final Inspection 13 Center Street (earthquake damage).

Final Inspection 244 First Avenue earthquake damage (Stucco, replaced with T-1-11 siding)

Prepare Sauers Plan Check Agreement with BPR.

Prepare AT&T Plan Check Agreement with BPR.

Final Inspection 484 Davis Street (earthquake damage).

Prepare PG&E Plan Check Agreement with BPR.

Sheetrock Inspection 1165 Eeloa Avenue

Sheetrock Inspection 244 First Ave



Prepare Hough Paint Violation letter.

Final Inspection 78 W. Davis Street, foundation repair (earthquake damage).

Meet with CalFire staff regarding Todd property acquisition.

Final Inspection 708 Pacific Avenue, foundation repair (earthquake damage).

Continue work on Rental Housing Inspection Program.

Review CalFire Annual Report, acquisition information, etc.

Review approved plans for firewall (WUI) requirements. Inform applicant/owner.

Gas line inspection 770 Walnut Avenue.

Roof tear-off inspection 1110 Riverside Drive

Foundation retrofit (Bolt & Brace Program) inspection 3 Painter Street.

Final inspection 1285 Eeloa (Garage addition)

Pre-Inspection 762 Rigby Avenue w/County for CDBG application.

Prepare an email to CalFire regarding CalFire acquisition. City Manager to review and approve.

Correspondence with T-Mobile agent regarding payments of past due lease payments pursuant to the amended Lease Agreement.

Emails to cannabis operators reminding them Annual Activity Fees are due by the end of the month.

Meeting with Ad Hoc Nuisance Committee to discuss the Draft Rental Housing Inspection regulations.

Meeting with Ad Hoc Gateway Committee regarding the draft landscaping plan, State requirements.

Intergovernmental

Humboldt-Rio Dell Business Park