



Staff Highlights – 2024-04-02

City Council

City Manager

The 2017 Monument Road Storm Damage project appears to have cleared the last FEMA hurdle for funding authorization. Staff will be checking in with the County to identify the timeline. Staff would also like to thank Congressman Huffman and his staff for their attention on this matter.

Flags are out showing the installation locations for the City's new Cherry Tree installation. Work is expected to begin soon and be completed before the end of May.

City Clerk

Processed Nine (9) Building Permit Applications:

145 First Ave. – Sewer Lateral
1363 Eeloa Ave. – Re-Roof Residence
1275 Northwestern Ave. – 60' x 200' Concrete Slab/Foundation
1187 Riverside Dr. – New Water Line
655 Gunnerson Lane – 200 Amp Service Panel Upgrade
157 Monument Rd. – Sewer Cleanout and Sewer Lateral
1213 Riverside Dr. – Re-Roof Residence
590 Rigby Ave. – Re-Roof Residence
1109 Tyme Ct. – Re-Roof Residence

Processed Four (4) Business License Applications:

Ed the Plumber – Fitz It Right Plumbing – Non-Resident Engineering Contractor
Timbered Legacies, LLC – Support Services for Forestry and Tree Services
The Sandwich Shop – 770 Wildwood Ave.
Flynn's Tree Service – Tree Trimming & Lawn Service

Processed One (1) Encroachment Permit Application

157 Monument Rd. – Installing Sewer Cleanout in the Sidewalk

Misc:

Submitted CHF/CIRB Building Permit Report for March



Attended Beautification, Walkability & Pride Committee Meeting on 3-22-24

Sent Address Verification Letter to Realtor for 145 (111) First Ave.

Submitted ID Fraud Coverage Information to SCORE for Policy Coverage Quote

City Attorney

Human Resources, Risk & Training

Finance Department

Budget Development, proposed staffing plan, salary costs, revenue forecasting, sending budget worksheets to department heads

Execute Representation Letter / Attorney Letters for annual audit

Worked with City contract engineers to get revised QAP to Caltrans.

Meeting with HCD reps and the County of Humboldt on CBDG grants

Worked with the Police Department updating the City of Rio Dell's Annual Traffic Accident Report

Sent Audit RFP to potential candidates – addressing inquiries

Created Press Release for ABC Grant

Hazardous Materials Response Authority (HMRA) contract received from Humboldt Bay Fire

Created Resolution 1600-2024 authorizing the City to apply for financing /bridge loan for the CIP Water Infrastructure project.

Established DIR number for contractors performing work on the Gateway Beautification project.

Public Works Water

Find residential backflow devices in town

Work on Backflow Connection Plan with Freshwater Environmental

General Maintenance and testing at Rio Dell Metro Wells Grounds

PC maintenance on Public Works Staff computers

Safety Meeting: Fire extinguisher

Leak on Ogle and creek St. Repaired with 2" clamp

Leak on Nally and creek St. repaired with 2" clamp



Work on water office

Public Works Wastewater

Chloramine Project Task #7 Completed.

Annual Sanitary Sewer System Report completed.

Collection system checked weekly.

SOP's being written by staff, and edited by Supervisor.

Lateral Inspection and cleanout installed at 145 1st Avenue, Passed inspection.

Chorine Generator project in final stages.

Public Works Streets, Buildings and Grounds

Asist sewer crew with installing wiring and plumbing

Water treatment operator office materials

Remove bus stop shelter at Wildwood and Center St.

Remove dead cherry st in front of city hall and replace it with another pulled out from the North gate area

Public Works City Engineer

Public Works Capital Projects

Police Department

Community Development Department

Intergovernmental

Humboldt-Rio Dell Business Park