



## **Staff Highlights – 2026-04-07**

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### **City Council**

#### **City Manager**

Attended 3/27 SCORE JPA Board of Directors meeting.

Met with the Executive Advisory Committee of Humboldt Waste Management Authority on 3/25

Met with County Public Health to discuss a new MOU proposal between the County and the cities on 3/26

Met with representatives of PG&E to go over the water project and toured the new Substation.

Meetings with our negotiation consultant for the Solid Waste franchise agreement. Numbers are starting to solidify. New implementation target date of October 1<sup>st</sup> due to HWMA being unable to accept organics waste until that time. Will meet next week with consultant to firm out next steps and schedule a Council presentation.

A new training system for our wastewater related employees is expected to roll out for the new fiscal year.

The UC Davis tour of the Wastewater Collection and Treatment system was cancelled due to illness. It is planned to be rescheduled for a later time.

#### **City Clerk**

#### **City Attorney**

#### **Human Resources, Risk & Training**

#### **Finance Department**

Coordinated with Finance staff and the Community Development Director to process the HCD Local Early Action Planning (LEAP) grant.

Submitted Invoice No. 1 to the State Water Resources Control Board for the Painter Street Sewer Line Replacement Project (Agreement No. D2404000, Project No. C-06-8403-210).



Contacted RCAC to explore financing options for the Painter Street upsizing project and remaining CalOES earthquake recovery infrastructure projects.

Met with the City's engineering consultants to review current budgets and project scopes for active CalOES earthquake recovery projects.

Discussed reimbursement strategies with CalOES representatives for upcoming project phases.

Submitted invoices to Caltrans to maintain active status on earthquake-related road recovery projects.

Processed approval of Invoice No. 16 for the Water Distribution System Improvement Capital Improvement Project.

Coordinated with the CIP water project contractor to obtain and verify current insurance documentation.

Reviewed final payment terms and evaluated eligible ARPA expenditure options for the Monument Road Repair project.

Worked with County of Humboldt representatives on HCD Community Development Block Grant (CDBG) home repair programs.

Engaged cannabis business operators regarding outstanding tax obligations owed to the City.

Responded to inquiries from the City's auditor in support of the ongoing FY 2024-25 Annual Financial Audit.

Submitted final documents to the Transportation Development Act (TDA) auditor.

Compiled current staffing data and provided updated position counts to the City's insurance group, SCORE, for coverage purposes.

Distributed FY 2026-27 budget packets to all department heads, including line-item budget request worksheets, capital project request forms, and budget narrative instructions.

Developed a proposed staffing plan and updated organizational chart in support of the FY 2026-27 budget process.

Prepared salary and benefit cost projections based on the proposed FY 2026-27 staffing plan.

Conducted revenue forecasting in preparation for the FY 2026-27 budget.

### **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**

Complete Public Policy Institute Land Use/Zoning survey

Partial sheetrock/Drywall inspection 1295 Eeloa Ave

Review Solar Plans for 172 Ogle Ave, request additional information re: conduit & battery ready

Respond to inquiry from Library re: accessible picnic table requirements. Inquiry to CALBO re: permit authority City or County (County Library).

Register Rocha rental, send email w/Checklist and inspection date.

Prepare and submit RHIP Invoices for 76 Davis, 435, 449 & 461 Third Ave

Inspect RHIP repairs for 995 Bluff Place

Seismic Retrofit (Bolt & Brace) inspection 149 Cedar Street

New riser/weather head electrical inspection 3 Painter Street

Complete sheetrock/drywall inspection 1295 Eeloa Ave

Review and approve corrected Solar Plans for 176 Ogle Avenue

Complete 26/27 Budget Worksheets and submit

Reach out to E&J Liquors and Caleb Salstrom re: Façade Improvement project status

Process electrical Permit application for 207 Cherry Lane

Receive and review Plan Check comments from BPR regarding Riverside Drive fire rebuild, correspond with designer.

Review Flood Plan regulations re: electrical panels, reach out to FEMA and DWR. Receive and review response, discuss with Electrician.

Complete Staff Report, Resolution, Public Notice for ADU minor text amendments – PC Meeting March 24, 2026



Final Inspections 172 & 174 Ogle Ave – Also complete RHIP inspections – Very Nice Units

Final inspection 456 Third Ave – Windows

Review and process Roof Permit application 471 Hilltop Lane

Review and process Water Heater Permit 520 Gunnerson Lane

Review Solar and ESS Plans 510 Gunnerson Lane – request additional information

Final inspection 240 Belleview Ave – Solar and ESS – verify supplemental ground and safety bollard

Review and process Sewer Lateral application 1065 Riverside Drive

Meeting with Diaz Trucking re: CUP application for trucking operation Northwestern Ave

Complete and submit Housing Element Annual Progress Report to the Department of Housing and Community Development.

Review and process Sewer Lateral application 1155 Eeloa Avenue

Review and process Roof Permit application 408 Second Avenue

Review and process MFG Home ADU building permit application 178 Grayland Heights Drive

Review and process building permit application for Level 2 EV charger 156 Grayland Heights Drive

Prepare City Council Staff Report and Ordinance for ADU text amendments

### **Intergovernmental**

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