



Staff Highlights – 2023-08-15

City Council

City Manager

City Clerk

Processed Eight (8) Building Permit Applications
474 Walker Lane – Foundation System on Mobile Home
565 Gunnerson Lane – Re-Roof Residence
720 Rigby Ave. – 352 Sq. Ft. Deck
98 Painter St. – Perimeter Foundation
157 Meadowbridge Dr. – Re-Roof Residence
510 Painter St. – Re-Roof Residence
365 Wildwood Ave. – Perimeter Foundation
140 River St. – Perimeter Foundation

Processed Three (3) Business License Applications:
Century Mobile Homes – Non-Resident Contractor
Blue Collar Scholar – Mobile Landscaping Business
Bellevue Farm – Farm Stand at 610 Bellevue

Processed One (1) Encroachment Permit Application:
PG&E – Repair SCADA Radio on pole at 520 Rigby Ave.

Misc.

Submitted CHF/CIRB Building Permit Report for July
Arranged for placement of a new sign at Memorial Park (Larry Daggett)
Submitted US Department of Commerce Building/Zoning Permit Report-July
Submitted Sewer Lateral Temporary Exemption Letter Re: 470 Fourth Ave.
Submitted report to Alliant Insurance(SCORE) Re: Office of Self-Insurance Plans

City Attorney

Human Resources, Risk & Training

Finance Department

Updated the City of Rio Dell's Staff Billable Rates for Fiscal Year 2023-2024

Submitted the list of delinquent sewer accounts to the County Auditor-Controller per the newly passed Ordinance 399-2023.



Attended webinar "Understanding the Financial Data Transparency Act" moderated by the League of California Cities and Government Finances Officers Association

Prepared LAIF transfer request and report

Submitted City of Rio Dell PI-only application to CDBG reps with updated and amended guidelines

Reviewed the scope of work and tasks the County of Humboldt and the City of Rio Dell will be responsible for regarding CDBG loans

Gathered and distributed advertising material for the upcoming Tire Dump Day Event being held on Saturday, August 19 from 10 am-2 pm at the Eagle Prairie Elementary School

Onboarded GIS intern, Shaun Thornton, who will be working with City staff and GHD on various GIS-related projects

Filled out the HCOAG RSTP claim form to be submitted after the council meeting

Met with County of Humboldt staffer who is assisting the City with the Hazard Mitigation Grant Program (HMGP) solar array project

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

Submitted documentation as part of the Caltrans-covered road repair projects as a result of the Dec 2020 Earthquake disaster.

Work on PES (preliminary environmental study) to determine the types of technical studies needed for Caltrans road damage projects due to earthquake

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

Public Works Water

Public Works Wastewater

Repair to the Belt filter press. Idler roller replacement.

Scheduling Generator install at Fern St. Liftstation.

Chloramine Trial to irrigation fields.

NPDES permit renewal negotiation with the Regional and State water board.



Routine sewer cleaning/jetting

Getting quotes for biosolids tent/cover replacement

Contacted Caltrans about Edwards mudslide.

Meeting with GHD for city wide update.

Posting of open job positions for the public work department.

Field mowing and maintenance.

Chlorine generator replacement project CalOES.

Working with GIS intern for water and wastewater mapping and services locations.

Public Works Streets, Buildings and Grounds

Public Works City Engineer

Public Works Capital Projects

Police Department

Community Development Department

Review and respond to USDA request for information/confirmation regarding Rio Dell Apartments.

Forced Air Unit (FAU) inspection 160 Monument Road.

Open file, prepare referrals, maps and refer Humboldt 454 Modification application.

Follow up on Hough Violation (paint, with letter and Notice of Violation and Order to Abate. Request a copy of the deed from the Recorder's office.

Review the City Attorney's opinion regarding the possible donation of the Pizza Factory building. Convey information to the owner's Realtor, John Thor.

Final inspection 144 Spring Street, lower siding replacement.

Meeting with the County regarding CDBG program administration roles and responsibilities.

Foundation inspection 475 Walker Lane

Roof inspections 200 Columbus



Email Dollar General regarding screening of recycling/trash area. Follow-up email regarding forma code enforcement proceedings.

Foundation/framing inspections 585 View Avenue

Email to PG&E and AT&T regarding the utility pole at the corner of Center Street and Ireland Avenue.

Foundation inspection 745 Ireland, Unit D.

PRA request to DGS regarding the CalFire project.

Finish formatting CDBG OOR forms and attachments, and email to all.

Update Master Fee Schedule, prepare Staff Report and Resolution for August 15th Council meeting.

Intergovernmental

Humboldt-Rio Dell Business Park