



## Staff Highlights – 2023-03-05

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### City Council

### City Manager

### City Clerk

#### Processed Eleven (11) Building Permit Applications:

275 Ogle Ave. – New Water and Sewer Lines  
379 Sequoia Ave. – Foundation Repairs  
113 First Ave. – PV Solar  
1255 Riverside – Foundation Repair  
833 Pacific Ave. – Sewer Cleanout  
1143 Miller Ct. – PV Solar  
378 Wildwood Ave. – Brace & Bolt Foundation Repair  
833 Pacific Ave. – Sewer Cleanout  
192 Ogle Ave. – Foundation and Misc. Earthquake Related Repairs  
673 Rigby Ave. – Re-Roof Residence  
61 Belleview Ave. – Siding

#### Processed Three (375) Business License Applications

Sheds Unlimited – 625 Northwestern Ave. (Antonio Sandoval)  
Windy Point Fence Co. – Non-Resident Contractor  
Wright Tree Service – Vegetation Management on PG&E property

#### Misc:

Submitted CHF/CIRB Building Permit Report for January

Submitted Bureau of Labor Statistics Employment Report for February

Letter Re: 60-day extension on Sewer Lateral Testing requirements – 215 Monument

Submitted Crime Insurance Renewal Application to Alliant for SCORE

Attended Beautification, Walkability & Pride Committee meeting on 2/23/24

Attended LTRG Zoom Meeting on 2/29/24



Completed Form 700's for CC, PC, and Staff

Submitted CHF/CIRB Building Permit Report for February

Updated Planning Commission Handbook for new Commissioner

**City Attorney**

**Human Resources, Risk & Training**

**Finance Department**

Finalizing SCO Comp Report

Completed financial sections of Water Systems Annual Reporting

Assist PD with upcoming Measure Z grant application

Discussion with Caltrans earthquake damaged roadways – future projects

Met with Clean CA reps to discuss progress on Gateway Beautification and Eel River Trail project

Work with CDAA on the List of Projects for the 2022 Earthquake – invoicing, documentation, etc.

Discuss the viability of Hazard Mitigation Grant Program proposal for Belleview/Ogle drainage project

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

Assist cannabis businesses with upcoming tax payments and required forms for the upcoming growing season.

Beginning of FY 24-25 Budget Process

**Public Works Water**

Work on completing Water Annual Report to SWRCB

Monthly testing

Monthly report

Repair leak at 441 Dixie

Repair leak on Monument

Clean drain ditch on Monument

**Public Works Wastewater**



Cleared Lower Lateral plug on 3<sup>rd</sup> Avenue and Dixie 2/19/24 during major rain event.

Cleared Lower Lateral at 210 2<sup>nd</sup> Avenue on 2/20/24.

SSO at Painter Street 2/17/2024; 49,200 gallons.

SSO at Painter Street 2/18/2024; 46,470 gallons.

SSO at Painter Street 2/19/2024; 49,660 gallons

We received 4.44 inches of rain through 2/17/24 and 2/19/2024, translates to 4.89 Million Gallons of water through the plant.

Lateral Inspection at 833 Pacific, Passed inspection.

Lateral Inspection at 111 1<sup>st</sup> Ave. Did not pass inspection. New Clean out was installed.

SSO Technical Reports for SSO's: 1/31/24 and 2/4/24; Certified and sent into the State.

CAT Inspection on four Generators, all 4 looking good.

WWTP 2023 Annual Report Submitted to CWIQS/ State Board on time.

Order No. R1-2023-0025 CP Milestones and Deliverables Tasks #5 & #6 reports submitted to the State Water Boards on time.

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

Street pot hole patching on Monument, Rigby and Ogle

Pot hole Curtis In. and Douglas St.

Mowed edged and weed whip north gateway, where conditions permitted

Shop work

### **Public Works City Engineer**

### **Public Works Capital Projects**

### **Police Department**

### **Community Development Department**

### **Intergovernmental**