



Staff Highlights – 2024-08-20

City Council

City Manager

The main construction on the Water Capital Improvement Project is now expected to begin in January 2025 due to contractor scheduling. Smaller components will be worked on over the remainder of 2024. This change does not impact the cost of the project to the City.

The contractor for the Eel River Trail is anticipating beginning work this week.

Staff is researching some possible organizational and facility changes to the Police Department in order to help prepare the Department for a new chief. We hope to bring the changes to the Council before the end of September.

City Clerk

Processed Three (3) Building Permit Applications:

165 Cedar St. – Re-Roof Residence

198 N. Fern St. – Sewer Cleanout

693 Side St. – New Concrete Slab on Bottom Floor of Residence

Processed One (1) Business License Application:

Jimbox Design – Photography including Fine Art Photography

Misc:

Submitted CHF/CIRB Building Permit Report for July

Submitted August Employment Data Report

Provided address Verification Letter for 150 W. Townsend St.

Sent letters Re: Newly assigned addresses for vacant parcels on Dinsmore Plateau

Submitted Agreement Package to the State Re: Local Sales Tax Measure

Coordinated with County Elections on the upcoming November 5th Election



Attended Cal Fire Ad Hoc Committee meeting on 8/14/24

Corresponded with George Hills Re: Auto Liability Claim – Judy Wilson

Submitted to SCORE, Employee and Wage Report for the Office of Self-Insured Plans (OSIP)

Responded to inquiries from the Assessor's Office related to the status of Building Permits

Attended the Beautification, Walkability, and Pride Committee meeting on 8/16/24

City Attorney

Human Resources, Risk & Training

Finance Department

Rio Dell Water Infrastructure Project: Collaborated with stakeholders to compile and organize financial data for submission to the State Water Board.

SLC Permit: Advanced the Eel River Pipeline Seismic Retrofit project through collaboration with contract engineers to obtain necessary permits.

Clean California Initiative: Moving towards finalizing and closing out the Clean California Gateway Beautification grant, initiating preparations for the Eel River Trail construction project.

Sewer Liens: Implemented City Ordinance 399-2023 by submitting outstanding sewer debts to the Humboldt County Assessor's Office for tax lien placement.

Local Transportation Fund (LFT) Claim: Submitted the FY 24-25 LFT Claim form to the Humboldt County Association of Governments (HCAOG) based on revised Humboldt Transit Authority contributions.

Per Capita Park Development Grant: Preparing for project closeout with City staff and contractors for the Per Capita Park Development Grant (Dog Park).

Rio Dell Earthquake Recovery: Actively coordinated with the California Office of Emergency Services to expedite the processing of earthquake-related claims and projects.

Community Development Block Grant (CDBG): Worked closely with the California Department of Housing and Community Development to optimize fund utilization through accurate Program Income reporting and strategic planning.

City Website: Updated the City website to include current audits, budgets, and compensation schedules.

Public Works Water

Public Works Wastewater



Collection system checked weekly, system is much dryer.

Weekly Jetting occurs on Thursdays.

CAL-OES DSR for the Chlorine Generator was approved.

Aero Mod Training was a success.

Monthly Sampling is proving Chloramine Project success.

New Lower lateral installed by Wendt construction at Third Ave. and Berkley for new construction.

Lateral Test at 198 Fern, new lateral with 2 cleanouts and backflow device. Passed test.

Plug on Riverside manhole #298, jetted and cleared.

Contributed to the Chamber of Commerce monthly newsletter "Episode 1; As the Sewer Turns", explaining F.O.G. and what should be flushed and or rinsed into the sewer system.

Public Works Streets, Buildings and Grounds

Public Works City Engineer

Public Works Capital Projects

Police Department

The Department had the following statistics for the period of July 10 to August 13, 2024. The summation of Calls for Service may greater than the total as multiple officers can now be assigned to the same call for service. There may also be administrative calls for service that are not documented below.

Officer	Calls for Service	Reports	Arrests
Conner	116	12	0
Beauchaine	90	8	0
Landry	135	14	6
Sierra	23	0	0
Felder	31	3	0
Clark	46	2	N/A
Totals	491	39	6
Averages	17.5 per day	9.75 per week	1.5 per week
2023 Yearly Average	13.7 per day	10.9 per week	3.6 per week

Calls for Service at 355 Center Street



Type	Date	Time	Location	Primary Unit	Case #
2736	07/10/2024	07:58:06	355 CENTER ST	6S2	24-0000246
FU	07/10/2024	10:02:10	355 CENTER ST	6S2	
VI	07/10/2024	15:53:27	355 CENTER ST	6S2	
CWS	07/12/2024	10:46:34	355 CENTER ST	6S2	24-0000249
ANIMAL	07/19/2024	09:02:46	355 CENTER ST	6S2	
CITIZEN	07/19/2024	11:26:16	355 CENTER ST	6X3	
415	07/19/2024	14:00:16	355 CENTER ST	6S2	
WELFARE	07/21/2024	10:15:37	355 CENTER ST	6A1	
FOOT	07/27/2024	15:52:30	355 CENTER ST		
PATROL	07/28/2024	11:53:42	355 CENTER ST	6A1	
415V	08/03/2024	10:18:52	355 CENTER ST	6R1	24-0000275
415N	08/07/2024	02:35:00	355 CENTER ST	6A1	
CITIZEN	08/12/2024	10:52:25	355 CENTER ST	6R1	

ANIMAL – Generic animal control detail

2736 – Domestic violence restraining order violation

415 – Argument or disturbance

CITIZEN – Generic citizen contact

WELFARE – Mental or physical health check

FU – Follow-up or generic call for service

OUT – Assist for another agency

CWS – Child abuse investigation

VI – Vehicle investigation

FOOT – Foot patrol through the complex

PATROL – Patrol check of the property

415V – Verbal argument

415N- Noise complaint

6S2 – Corporal Crystal Landry

6A1 – Chief Jeff Conner

6S1 – Sergeant John Beauchaine

6X3 – Community Services Officer Mary Clark

6R1 – Officer Charlie Fielder

During the period of July 10 to August 13, 2024, there were 25 calls for service related to animals. One dog and six kittens were transported to Miranda's Rescue. Shannon Miranda told us that there was no room for any more dogs for a period of about ten days. The Fortuna Police Department was kind enough to allow us to hold another detained dog in their kennel until the owner could pick him up.

Officer Dylan Burley joined the Department. He is a lateral transfer from the Fortuna Police Department and should be patrolling on his own after a very short field training program.

Interim Chief Conner's last day of work is August 23, 2024. He intends to leave shortly thereafter to continue his crossing of the Country by bicycle.



On August 3, 2024, Corporal Landry responded to a residence where a man and a woman had been arguing. The man had left before she arrived. Corporal Landry learned that the man, who had been drinking, had picked up a large glass bowl and hit the mother of his children in the back of the head with it. This caused a laceration that was bleeding profusely and the woman was describing the symptoms of a concussion. She was transported to the hospital. Later that same day, Officer Sierra noticed the suspect's vehicle was parked in front of the house. He waited and watched for about twenty minutes until he saw the man in the front yard. He then took him into custody without incident. The suspect was transported to the jail where he was booked for felony domestic violence and for assault a deadly weapon.

Community Development Department

Roof inspections 612 Second Ave

Revise RHIP letter, print, stuff envelopes, and mail information out.

Follow-up with the City Attorney and County Counsel regarding recording fee exemptions.

Revise Sounder's cover page – Deed of Trust. Take to Recorder's Office and record.

Meeting with DEH regarding well permit administration, MOU and text amendments to Ordinance.

Roof inspections 185 Douglas Street

Roof inspections 155 Elko Street

Foundation Inspection 762 Rigby

Siding Inspection 910 Pacific Ave

Follow-up with RM Duct Solutions Permit for 108 Cedar

Roof Final 1110 Rio Vista

Electrical/Final Inspection 395 Cherry Lane

Roof Final 449 Second Ave

Final Inspection 15 Center Street for house put back (shifted 2-4") on foundation

Final 296 Center Street Bolt & Brace

Final Roof 646 Gunnerson

Attend Energy Code webinar



Respond to County request regarding updated earthquake information

Final Roof inspection 520 Second Ave

Prepare staff report for Construction Noise and PC appointments

Respond to Surety Bond inquiry re: Cortazar

Prepare and refer McGrath CDBG Loan NEPA document

Receive, review VDU application 548 Second Ave, prepare notices and mail out

Review FIP application for 132 Wildwood Ave (Laundromat)

Water Heater Inspection 130 Wildwood Ave

New water line inspection 673 Rigby Ave

Attend Cal Fire Ad Hoc meeting

Intergovernmental

Humboldt-Rio Dell Business Park