



Staff Highlights – 2024-05-21

City Council

City Manager

City Clerk

Processed Nine (9) Building Permit Applications:

115 Bellevue Ave. – Re-roof Residence
430 First Ave. Ave. – Re-roof Residence
620 Davis St. – Re-roof with Metal Roofing
1275 Northwestern Ave. – 60' x 200' Steel Building
129 Wildwood Ave. – Re-roof
673 Rigby Ave. – New Water Line and Gas Line
444 Davis St. – 260 sq. ft. Detached Shed
209 Monument Rd. – Re-roof Residence
390 Third Ave. – Service Panel Upgrade

Processed Two (2) Business License Applications:

This-N-That – Resale Clothing Store – 673 Rigby Ave.
Above Board Construction – Non-Resident Contractor

Misc:

Completed survey for CA Commission on Disability Access: Accessibility Compliance Fund
Submitted Bureau of Labor Statistics Employment Data Report for May
Submitted California Roster Update Form to Secretary of State
Submitted Address Verification Letter to Post Office for 585 View Ave.

City Attorney

Human Resources, Risk & Training

Finance Department

Preparation of FY 24-25 Recommended Budget, Capital and Special Projects, Position Allocation Table, Organizational Chart, and Earthquake Financial Updates .

Worked with State Controllers Office(SCO) to secure auditor for FY 24-25



Collaborate with Clean CA reps, RCAA, and staff on the Eel River Trail Soft Ribbon Cutting.

Apply LIHWAP payments to qualified customer Utility Bill accounts

ABC Police Grant bi-monthly reports and invoicing.

CHP Police Grant quarterly reports and invoicing

Submitted quarterly progress report and invoicing to State Waterboard for Rio Dell CIP Water Project

Received updated amendment documents from California State Waterboards for Sanitary Sewer Evaluation Study (SSES)

Continuing to encourage CDAA/CalOES to process Rio Dell's Earthquake work/claim requests.

Quality Assurance Program (QAP) completed per Caltrans

Working with HCD, County, and City staff to discuss CDBG program and dispersal of PI funds to qualified applicants

Public Works Water

Monthly water reports to state

pH analyzer maintenance

TU5300 turbidity analyzers maintenance

Process control adjustments at Surface Water Plant

Ongoing Water building maintenance and updates

Corp yard clean up (preparations for Water CIP project)

USAs Tickets

Safety meeting: Fall protection

Meter reading and follow up replacing bad ERTs, checking zero consumptions and leaks on customer side

Public Works Wastewater

Sewer Main break at Wildwood and Townsend, Sewer and Utilities worked together and repaired the break.



Dry Quarterly Sampling of EFF-003.

Sewer Crew has inspected 38 lower laterals on Ogle, Belleview, Riverside and Eeloa.

Collection system checked weekly, system is much dryer.

Cleaning up Painter Street from winter SSO preparedness.

Continuing testing of TTHM's and HAA5's, with ammonia dosing for chloramine project compliance during dry season discharge.

Public Works Streets, Buildings and Grounds

Mowed city Hall and parks

Mowed North Gateway

Mowed South Gateway grass areas

Asist J and G repairing damaged storm 4" PVC line

Helped set up tables and chairs at fireman's hall for meeting

Public Works City Engineer

Public Works Capital Projects

Police Department

Community Development Department

Complete Sexual Harassment Training

Electrical Inspection 406 Wildwood Ave

Prepare Community Comment for Mayor and email to Governor Newsom – Cal Fire Facility

Review school property sale procedures and deed to school

Email to Dinsmore Farms re: cannabis declaration, transfer of Permit, surety bond for taxes

Begin review of CAP measures

Email to County and email to Ryan Huessler re: Steve Saunders CDBG loan

Final Inspection 130 Webster Lane – Addition



Roof Inspections 620 Davis Street

Roof Inspections 207 Cherry Lane

Prepare Resolution No. 1603-2024 re: RHIP Fees

Footing Inspection 444 Davis Street

Meet with Glenn White on project/property status

Meeting with operators of Dinsmore Plateau Farms

Plan Check review for garage at 175 Davis Street, corrections required

Roof Inspection 449 First Ave

Cargo container letter, 711 Ireland Ave (Code Enforcement)

Solar Inspections 113 First Ave

Work with County on Traffic Survey quote

Traffic Committee meeting

Follow up email PRA request DGS re: Cal Fire

Review Northwestern Ave title information, R/W maps, etc.

Follow up with Caltrans regarding fence along Bellevue Ave, pedestrians crossing Highway 101

Meeting w/Brain Riley (Savage Drafting) regarding RV Park on old Summers Property

Respond to RWQCB inquiry regarding 255 Wildwood Ave

Intergovernmental

Humboldt-Rio Dell Business Park