



## Staff Highlights – 2024-05-07

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### City Council

#### City Manager

Multiple discussions with PG&E regarding status of substation project and distribution line upgrades, including potential conflicts with water infrastructure project.

Attended the Humboldt Community Organizations Active in Disasters (COAD) quarterly meeting.

Discussed a potential project submission from developer Glen White at the Humboldt Rio Dell Business Park.

Two CDBG Owner Occupied Rehabilitation Loan agreements signed.

Work on response to Notice of Violation for the Sanitary Sewer Collection System.

#### City Clerk

##### Processed Four (4) Building Permit Applications:

207 Cherry Lane – Re-Roof Residence

406 Wildwood Ave. – Electric Service Panel Upgrade

126 Dixie St. – Re-Roof Residence

1395 Eeloa Ave. – Sewer Cleanout

##### Processed Three (3) Business License Applications:

Loco Cookie, LLC – Wholesale Cookie Sales

Barnard Pipeline – Non-Resident Contractor

Magenta Granzberg – Vacation Dwelling Unit – 105 Douglas St.

##### Processed Two (2) Encroachment Permit Applications:

PG&E – Replace overhead service conductor at 127 Berkeley St.

PG&E – Replace anchor, guystub, and pole at 210 Center St.



Misc:

Submitted Employment Data for April to the Bureau of Labor Statistics

Submitted CIRB/CHF Building Permit Report for March

Sent Address Verification letter to County Assessor's Office – 585 View Ave.

Provided an Address Verification letter to the resident at 115 Dixie St.

Attended Beautification, Walkability & Pride Committee meeting on 4/26/24

Attended Workplace Violence Awareness & Prevention Training (SB553) on 5/1/24

**City Attorney**

**Human Resources, Risk & Training**

**Finance Department**

Budget Development, proposed staffing plan, salary costs, revenue forecasting, compiling budget worksheets from department heads

Collected 100% of cannabis taxes owed through Q3 of the current fiscal year.

Submitted information to Rural Community Assistance Corp (RCAC) for financing /bridge loan for the CIP Water Infrastructure project.

Clean CA Gateway / Eel River Trail quarterly reports and invoicing.

Completed ARPA annual reporting

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

Participated in Police Department interviews

Process Billing #10 for Sanitary Sewer Evaluation Study (SSES)

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

Submitted updated Quality Assurance Program (QAP) to Caltrans

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

**Public Works Water**

USAs Tickets



CIP Water Line Project meetings

Maintenance at Rio Dell Metro Well site

Water Building Maintenance

Analyzer(s) maintenance and Calibrations

Meeting with PG&E to go over Substation Project and NEW underground power installs.

Work with Wendt Const on Corp Yard Cleanup and mowing

### **Public Works Wastewater**

Irrigation fields were mowed and prepped for use.

Pulled out of the river for Effluent, now using EFF-003 (Irrigation Fields).

Operations are using the camera to inspect lower laterals for separation's on Ogle.

Collection system checked weekly.

SO3 feed system taken down and cleaned for the season in preparation for the wet season.

New Level Transducer installed at the Painter Street lift station wet well.

New water softener for the Chlorine generator arrived and is being installed.

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

Fill with top soil sunken areas left when park concrete benches where removed

Mowed and weed eaten all city parks and fields

Reinstall stop sign @ W Davis and Pacific St.

Mow road ways and weed eat hillsides

### **Public Works City Engineer**

### **Public Works Capital Projects**

### **Police Department**



## **Community Development Department**

Roof inspections 1213 Riverside Drive

Roof Inspections 715 Walnut Ave

Final Inspection 585 View Ave

Prepare Certificate of Occupancy for 162 Grayland Heights

Prepare Draft Parks Survey

Prepare concept plan for Riverside Acres Triangle Park

Review SnapInspect software for RHIP

Correspondence with County regarding Traffic/Speed Survey

Assess \$100 fine to Dollar General for not maintaining grounds, prepare Invoice.

Meet with Dollar General landscaping team regarding maintenance.

Assemble Performance Bond Information for Dinsmore Plateau Farms/Cortazar.

Electrical Panel Inspection 655 Gunnerson Lane

Prepare Letter of Objection regarding Tax Default property 325 Second Ave, submit and discuss with Tax Collector.

Meet w/Steve Saunders, HCD staff, H4H, County regarding CDBG loan

Framing, rough electrical and plumbing inspection 745 Ireland

Refer Humboldt Family Motorcycle Club to BPR for accessibility-egress review.

Attend Energy Code webinar for plan checkers/building inspectors.

Follow-up with Moore Roofing 673 Rigby Ave, Final/Certification.

Complete HCAOG REAP report for Housing Element activities reimbursement.

Begin MWELO annual report.

Foundation inspection Northwestern Flower Company, Building B.

Review Saunders CDBG Loan Agreement, Deed of Trust and Promissory Note.



Contact owner 371 & 375 Wildwood regarding Building Permit and dispensary intentions.

Meet with potential lessee's for Dinsmore Plateau Farms.

Follow-up with Eel River Investments 1420 Eeloa Ave re: Smoke and Carbon Monoxide Alarm Affidavit.

Follow up on Building Permit status 540 Second Ave (Red-Tagged).

Memo to owner 715 Walnut Ave re: Smoke and Carbon Monoxide Alarm Affidavit.

Email to owners 441 Fourth Ave re: Building Permit status – re-roof.

Modify Saunders CDBG Work Write-Up description.

Meeting with Façade Improvement Program Ad Hoc Committee.

### **Intergovernmental**

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