



## **Staff Highlights – 2024-12-03**

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### **City Council**

#### **City Manager**

Met with the Eel River Trails selected artist Mr. Blake Reagan to discuss the art project and timeline.

Overall the City weathered the recent storm system well, despite the Collection System overflow and the power outage on Saturday, November 23<sup>rd</sup> and some unexpected issues related to backup power systems.

Staff will be attending a meeting on the update from CalFire for the Fire Hazards Severity mapping process. This takes on added importance due to homeowner insurance issues and Rio Dell's unique location that could be argued as to susceptibility to wildland fires. That meeting is on December 19<sup>th</sup>.

Staff is looking at the RRRISE Catalyst Pre-development Funds Request for Proposal (RFP) and making application for a potential project at the CalFire property.

#### **City Clerk**

Processed Five (5) Building Permit Applications:

45 Davis St. – Sewer Cleanout  
102 Painter St. – 200 Amp Electrical Service  
175 Second Ave. – Siding Repair  
901 Hilda Ct. – PV Rooftop Solar  
735 Ireland Ave. – Roof Patch Repair

Processed One (1) Encroachment Permit Application:

PG&E - Trench and pave to cut off idle gas service on Center St.

Processed Two (2) Business License Applications:

Girlie Girls – 933 Martin Dr. – Florist Delivery (Home Occupation)  
Veilbound – 1016 Riverside Dr. – E-Commerce Business (Clothing and Active Wear)

Misc:



Submitted Prism Pollution Program Renewal Application to Alliant (SCORE)

### **City Attorney**

### **Human Resources, Risk & Training**

### **Finance Department**

Working with JJA CPA on City of Rio Dell FY 2023-2024 Annual Audit fieldwork

Working with Anderson, Lucas, Somerville & Borges, LLP on Annual TDA Audit

Completed the City of Rio Dell's Annual Streets Report Pursuant to section 2151 of the California Streets and Highways Code to the State Controller's Office

Completed FY 2023-24 Local Streets and Roads Program Annual Expenditure Reporting per Streets and Highways Code Section 2034(b),

Assisted the Project Manager in charge of Rio Dell Employee Compensation Study, gathering information for upcoming compensation study results

Provided financial documents for City Clerk for City insurance renewals.

Updated Earthquake Fund to distribute reimbursements to appropriate funds

Updating allocations disbursement for ARPA/SLFRF Fund

Working with RCAC to process invoices for the construction component of the CIP Water Project.

Worked with Cannabis business' ensuring taxes are paid.

Working with State Waterboards to gather financial information and required documentation for the Water Infrastructure Improvement project

CDBG Optimization: Collaborated with the California Department of Housing and Community Development to maximize CDBG fund utilization through effective program income reporting and strategic planning.

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

### **Public Works Water**



Monthly water testing and monitoring

Work with Freshwater Environmental for Rio Dell Metro Production Wells and the 3 monitoring wells sampling request by DTSC and the Waterboards.

Annual Eel River source water lab testing

Maintenance on Water Plant building heating system.

Maintenance at Rio Dell Wells grounds and building

Equipment maintenance at Wells and Water Plant

Meter reading, replace meter ERT's, raise meter boxes around town (ongoing)

Water Facility back up generator maintenance, (under Warranty)

#### **Public Works Wastewater**

Abnormally high flows in the collections system after the last couple storms, indicating increased inflow and infiltration (I&I).

Sewer Crew noticed while opening lower cleanouts, that many of the lower cleanouts were missing plug caps, not above grade, and many homes have gutters plumbed into the sewer laterals. While closing the lower cleanouts, new plug caps were installed and those that were below grade were brought above grade.

NorCal Pipes performed CCTVing on selected streets throughout the City. NorCal Pipes Found some large offsets on East Painter and Ogle. A finale report was submitted and under review.

Lateral Inspection on 353 First Avenue, passed inspection, all new lateral with backflow device, tied into brand new lower lateral.

Lateral Inspection on 1143 Miller Court. Passed inspection.

Between November 17<sup>th</sup> and November 22<sup>nd</sup>, Rio Dell saw 8.07 inches of rain. The collection system brought into the WWTP in that five-day period 8.4 MG of water.

There were 4 SSO's reported to CAL-OES between Nov. 20<sup>th</sup> and Nov. 22<sup>nd</sup>.

Wendt construction responded to the SSO's when safe from extreme weather and recovered 72,000 gallons of SSO. 63,200 gallons of SSO were not recovered.

WWTP is discharging to the River EFF-001 as of Nov. 26<sup>th</sup> 1300 hours.



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

General road maintenance after the latest storms, patching and tree removal.

Drain maintenance and debris removal throughout town

Utility Vehicle(s) maintenance

Storm preparations, fuel storage and maintenance on equipment

Touchup work at Dog Park

### **Public Works City Engineer**

### **Public Works Capital Projects**

### **Police Department**

### **Community Development Department**

Prepare RFP for Dog Park – Phase II

Correspondence with Qunital Realty regarding RHIP

Follow-up on Permit status for 220 and 222 Willow Lane

Follow-up on Permit for interior improvements Building B 1275 Northwestern Flower Company

Building Permit Dead-file letter 540 Second Ave

Follow-up on HVAC Permit status for 156 Grayland Heights Drive

Follow-up Evans Mechanical Building Permit 570 First Avenue

Follow-up O&M Industries HVAC Permit 506 Wildwood Ave

Review Caltrans traffic management plan for the northbound Highway 101 bridge repairs/reconstruction. Discuss with the City Manager.

Review GHD's PSR prepared for HCAOG to request funds for a TIS in the Avenues neighborhood.

Follow up on Roof Permit for 157 Meadowbridge.

Prepare Public Notice for November 26, 2024 Planning Commission meeting. Email to Commissioners.

Follow up on Permit No. 092410, 875 Rio Dell Ave.





Follow up to Element 7 regarding past due taxes.

Respond to Assessor inquiry 1325 Northwestern Avenue, Marathon 102 (Sean Suh)

Complete and submit the Common Funding Inquiry Form to the California Financing Coordinating Committee regarding potential funding sources for the completion of the Eel River Trail

Review and approve siding repair Permit 175 Second Ave

Review and approve 200 amp panel upgrade 102 Paiyner Street

Complete Grant Pre-Application Wildlife Conservation Board for Phase II of the Eel River Trail

Finish up RFP for Phase II Dog Park – Small Dog Run, Advertisement for Bids

Final Roof Inspection 222 Willow Lane

Foundation inspection 693 Side Street

Panel inspection 168 Ogle Ave

Email Dog Park RFP to local fence contractors

Review solar plans for 901 Hilda – corrections required

Reach out to the Energy Commission regarding PV Compliance Forms – Not required on existing homes.

Review plans for laundromat at 693 Rigby. Prepare Plan Check Agreement.

Respond to Dog Park inquiries.

Follow-up to Cal Fire re: status

Electrical, mechanical, insulation inspection 1275 Northwestern Ave

Electrical, plumbing, gas and garage roof framing inspection 762 Rigby Ave.

Final - firewall, siding and drywall inspection 720 Rigby Ave

Insulation inspection 762 Rigby Ave

Solar plan review/corrections 901 Hilda Ave

Footing/forms inspection 223 Bellevue Ave



Review RFQ's for On-Call Contractor Services

Prepare for and attend Planning Commission meeting

**Intergovernmental**

**Humboldt-Rio Dell Business Park**