



CITY OF NEEDLES

817 Third Street • Needles, California 92363
(760) 326-2113 • FAX (760) 326-6765

Mayor Edward T. Paget, M.D.
Vice Mayor Jeff Williams
Councilmember Robert Richardson, M.D.
Councilmember Louise Evans
Councilmember Shawn Gudmundson
Councilmember Tona Belt
Councilmember Clayton Hazlewood
City Manager Rick Daniels

MEMORANDUM

TO: Honorable Mayor & Council Members

FROM: Rick Daniels, City Manager *Ruck*

SUBJECT: Manager's Report

DATE: January 13, 2017

City Mgr: ** Completed the lease revisions to allow receipt of a grant for field lights for the Little League field
Coordinated the list creation for the Fire Crew cleanup day

City Clerk: ** Executing bond documents for refinancing of utility bonds
** Processing Form 700, conflict of interest
** Contacting past due business license accounts
** Responding to record requests
** Cleaning out the vault at the old city hall to accommodate records that are currently stored at Third Street

Finance: ** The mid-year budget revision process is underway
** F16 Transit and Measure I audits have been finalized and concluding General Fund and NPUA audits
** ADP Time and Attendance program is being implemented for office staff

Transit: ** Relocated the NAT stop on 'J' Street (across from Denny's) up one block now centered between Hospitality Lane and the driveway into the new Dollar General in order to better serve the needs of the ridership

Utilities: ** Electric: Designing and scoping the new 69KV transmission line from the new Bush St. substation to the proposed new SARDA substation
** Meeting with Western Area Power Administration to begin the routing design and future construction of a 230 KVA steel transmission line from Arizona to Needles to supply our electrical demand needs
** Building the on-site infrastructure for the new grow facility 105 W. Broadway
** Install underground power to River Palms storage project
** Continued work on Bush Street Substation project
** Install underground power to new golf cart barn

Planning: ** Provided information to parties interested in pursuing medical marijuana business in Needles
** Processed Planning Commission and City Council packets for medical marijuana businesses
** Coordinated site plan review meetings for "Bates" medical marijuana project

- ** Developed a medical marijuana project site graphic showing various stages of projects
- ** Participated in webinars related to the recently passed AUMA marijuana legislation
- ** Developed graphics poster showing locations of medical marijuana businesses
- ** Developed forms for tracking system for land-use related projects
- ** Researched and reviewed development agreement template for medical marijuana businesses
- ** Coordinated site plan review meetings as part of the medical marijuana permitting process
- ** Coordinated Autozone project including parcel map approval process

- Public Works:
- ** Partnering with the SBC fire department volunteers to begin removing unwanted trees and trash
 - ** Working with code enforcement to help clean up city trash violations throughout town
 - ** Repairing water cuts on pavement where the water department has repaired water leaks on roads
 - ** Continue routine weed control throughout town
 - ** Continue painting stops, legends, and sidewalk crossings on streets as well as replacing missing and broken street signs and markers
 - ** Asphalt repairs on N. Needles Hwy potholes and shoulder work
 - ** Asphalt crack sealing starting around Bailey Ave and J St and working towards Lily Hill

Engineering: ** See attached capital projects status

Golf: ** December 1 thru 31 revenue and rounds:
2015 - total revenue \$29,405; total rounds 1,612
2016 - total revenue \$22,829; total rounds 1,672

Golf Mntnc/
Parks/Cem ** Spraying for weeds at the golf course
** Trimming/removing dead trees at parks
** Routine maintenance at all facilities

Recreation: ** Youth basketball season began December 6 with a total of 18 teams.

Aquatics: ** Yearly maintenance on all pools and pumps
** Obtaining quote for repair of the roof over the restrooms that began leaking

Jack Smith
Park: ** Closed for the season on October 30. The final report shows increased revenue from last season (see attached)

Animal Cntrl: ** Receiving a lot of donations of animal toys, food, blankets, etc. for the dogs and cats
** Adopted out several dogs and cats through the holidays leaving a few vacant kennels so able to take in a few dogs and cats
** Shelter parvo update: Only the one dog that came into the shelter with unknown vaccine history got sick. Donation money is used to purchase vaccines for those dogs that are considered city property after 72 hours.

attachments

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December 20, 2016



City of Needles
California

Capital projects STATUS

❖ Bush Street Sub-station

- A Labor Team to assemble components at the Bush Sub-station was awarded at the December 13th Council Meeting. They should begin assembling the Bush Sub-Station the 3rd week of January.

❖ Inter-Tie between the newly relocated Bush Street Sub-station to Cure Farms Sub-station

- The Project Plan is being finalized. Engineering is currently applying for permits to cross Interstation 40 & BNSF Railroad. The Planning consultant being hired for preparation of land use entitlement application and will include the sub-station design, site plan, topo maps, etc. Permitting and final design will occur during January and contracts with the contractors involved in the Bush Street Sub-station will be prepared for Utility Board and Council consideration. Proceeding with Capital improvement Plan changes then place order for materials.

❖ ATP Sidewalks Project is in design. The project will replace or add sidewalks on portions of Lilly Hill Drive, Bailey Ave, Washington St, Park Ave, Highland Street, L Street, W. Broadway, Cibola St and E. Broadway.

- Design is 75% complete as of 12/20/2016. Design will be submitted for review by City Staff in early January. Corrections will be made then plans & specifications will be sent to Cal-Trans for their review then advertisement will be conducted in June 2017, Council award in August and construction beginning in September

❖ Measure I – Reconstruction of Coronado from J Street to Peru St. This project has been surveyed and design is completed. The City completed utility review & has returned comments to the City Engineer. Who will deliver final drawings & specifications for bidding first week of January 2017.

❖ C.D.B.G. Sidewalks – Sidewalk improvements on Bailey Ave & South side of Washington Street to coordinate with the ATP Sidewalk Project. The survey has been complete. Project Design currently at 75% completion. Submittal forthcoming for January 2017. In discussions with the County Superintendent of Schools who is preparing a safe route to school project also, it was determined that some of the City's sidewalks are being funded in the schools funds. If so, the City will seek approval to reprogram the sidewalk money to the Recreation Center improvements.

❖ Sanbag TDA Article 3 Transit Stop Access Improvements is being added to either the Measure I –Reconstruction or the C.D.B.G. Sidewalks. Survey has been completed and has been designed 10%.

- ❖ **Lillyhill Booster Rehab.** – **Phase I:** Involves moving the Electrical Panel outside of the existing small building as it is currently a Confided Entry situation. This project has been forwarded to the City Engineer for final Design of the Cabinet Replacement & Radio Controls. This project will be ready for January 2017 bidding process.

 - ❖ **I-40 Connector Project** – Work includes Curb, Gutter, Sidewalk, and Remove & Replacement of Asphalt, Install Drainage Devices, Utility Relocation, and Retaining Walks.
 - The City's website will have current information available as the project moves forward. With Traffic Plans and Road Closure to direct residents around the construction. Construction crews from Hal Hays Construction should be seen after Christmas to begin work. Work will be completed by May 21, 2017.

 - ❖ **K Street Lift Station** – This project is currently awaiting Capital Project funding availability. Design has been 50% completed and will be ready for bidding once sufficient funds in the Wastewater Asset Replacement Fund are available (ESTIMATED March 2017). The City is purchasing the property to locate the new lift station out of the Right-of-Way of North K Street.

 - Rio Buena Vista Subdivision Utilities Upgrade Feasibility Study** – Feasibility Study has been complete and accepted by the Utility Board and City Council. The HOA has committed to provide a \$10,000 deposit to begin the Special District formation process for Water & Sewer services; Streets will be excluded.

 - ❖ **North Needles Hwy Project** – This project is being managed by the San Bernardino, County. Funding was approved September 28, 2016. Construction is expected in January.
 - Segment "N" of Needles Highway, from N Street to 600 feet north of Balboa Place, The first phase involves an application of an asphalt-rubber binder seal coat. **Segments 1A** – 600' North of I-40 Entrance to Park Road & **Segment 1B** from Park Rd to David Dr. will follow immediately.

 - ❖ **Rebuild River Road Sewer Lift Station** – This project is being done by the City Crews with additional help of Contractor ESUI for labor. City is purchasing the sump pumps & new wet well.

 - ❖ **City Public Works Fencing** – This project has been out to bid and will be presented to the City Council at the January 10th 2017 for acceptance of the Contractor.
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Projects Completed

- ❖ East End of El Garces Floor
- ❖ S Street Sewer Lining
- ❖ Trenching Ordinance
- ❖ Final Parcel Map (Hospital) Recorded
- ❖ Bush Street Sub-station – Staking
- ❖ Bush Street Sub-station – Grading
- ❖ Bush Street Sub-station – Fencing
- ❖ Bush Street Sub-station – Concrete

Projects Completed

- ❖ Golf Course Cart Barn
- ❖ Turf Removal Project

Projects Added

- ❖ Inter-Tie between the Bush Sub-Station To Cure Farms Sub-station.
- ❖ Rebuild River Road Sewer Lift Station
- ❖ City Public Works Fencing

