



# CITY OF NEEDLES

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Mayor Edward T. Paget, M.D.  
Vice Mayor Terry Campbell  
Councilmember Tony Frazier  
Councilmember Jim Lopez  
Councilmember Shawn Gudmundson  
Councilmember Linda Kidd  
Councilmember Tom Darcy  
City Manager Rick Daniels

## MEMORANDUM

TO: Honorable Mayor & Council Members

FROM: Rick Daniels, City Manager *Rick*

SUBJECT: Manager's Report

DATE: April 11, 2014

**Parks:** \*\* Installing irrigation system at Santa Fe Park, removing three trees then seed and prep for the El Garces grand opening.  
\*\* Will be installing a major water line to supply water to the flower beds in the west parking lot at El Garces.

**Transit:** \*\* Jack Smith Park Seasonal Express Route was approved by the city council and will be implemented on May 3 (first Saturday in May).  
\*\* Bid opening is set for April 11 for the NAT contract operations. Only two bidders have been "self-identified" at this point.

**City Clerk:** \*\* Contacting those businesses who have not renewed their business licenses.  
\*\* Contacting businesses who are conducting business in the city who do not have a business license.

**Finance:** \*\* Fiscal 2015 budget meetings will begin with finance staff, City Manager and all departments approximately 04/22/14.

**Engineering:** \*\* Monthly TOT taxes, inputting payments and sending reminder notice

**Utilities:** \*\* Researching timing of the surrender of the 5,000 Vintage 2013 Green House Gas ("GHG") Allowances. Note: the timing for acquisition of the mandated 5,000 Vintage 2014 GHG Allowances has been shifted from FY 2013-14 to 2014-15 because of fiscal constraints. Needles will go to market (either private or state auction) in August 2014.

\*\* Water: Waiting on lab results to put the high tank back in service. Should be back on line April 11.

\*\* Pulled well # 12 last week and now waiting on report from Beat Drilling.

\*\* Repair of valve can at El Garces that the contractor broke.

\*\* Annual report to California Department of Public Health.

\*\* Preparing the CUPA reports (hazardous materials storage and handling) for the fire marshal.

\*\* Installing new backflow software. Will receive webinar training on use.

\*\* Repair fire hydrant on Race and N. K St, routing service line repairs, service orders, underground look ups.

\*\* See attached spreadsheet of service orders for March 28 thru April 8

**\*\* Electric:** Responded to a system wide power failure that happened on April Fool's Day. A transmission power line in Arizona failed and caused a power outage to the City of Needles, AMPS, and a large portion of Mohave Electric Co-op. We switched our power feed to Davis Dam and restored power. Had a four minute outage several days later when we switched back to normal feed from Arizona.

**\*\* Replaced a pole** broken by a trucker on East Broadway last Sunday that caused two short power outages on the Park Moabi circuit.

**\*\* Doing annual tree trimming** for the next several weeks.

**\*\*See attached spreadsheet of service orders for March 28 thru April 8**

**\*\* Wastewater:** Conducting annual line cleaning.

**\*\* Gathering information on installing a sleeve in the pipe under the BNSF tracks across from the Econo Smog store on Broadway.** The idea is to fix it before it caves in and become very costly to rehabilitate.

**Public Works:** **\*\* Weed control throughout the city.**  
**\*\* Public works garage will continue to restore the 300 feet of the El Garces building rod iron fencing as time permits. 250 feet of fencing has been repaired and painted with primer.**  
**\*\* Crew will be back filling the fountain area and leveling at the El Garces.**  
**\*\* Assisting the parks crews in the removal of three trees in Santa Fe Park.**

**Recreation:** **\*\* Summer day camp begins June 16<sup>th</sup> thru August 7<sup>th</sup>.**  
**\*\* Working with the San Bernardino County Clinic to get all recreation/aquatic employees TB vaccinations that are now required.**

**Aquatics:** **\*\* Receiving applications for lifeguards and will begin the hiring process the end of April – beginning of May. Pool set to open June 7<sup>th</sup> to the public.**  
**\*\* P.E. swim for the Needles school district begins May 5<sup>th</sup> and runs thru end of May.**  
**\*\* The state mandated and greatly needed repairs to the slide have been placed on hold effective April 9<sup>th</sup> per Council. Moving forward with having the state/county mandated ADA lift installed.**

**Cemetery** **\*\* Salt cedar tree trimming project has been completed with the crews doing minimal clean up of the tree trunks.**  
**\*\* Weekly maintenance (mowing, edging, etc.) on Thursday.**

**Business Office:** **\*\* All adjustment entries will be done by the end of April.**

**Planning:** **\*\* Coordinating sale of city-owned property**  
**\*\* Extension of El Garces construction project**  
**\*\* Furniture purchase for El Garces**

**Building/ Code Enf** **\*\* During the last two weeks handled approximately 19 code enforcement contacts.**  
**\*\* Completed 3 abatement warrants to demolish three structures which include 223 Cibola, 415 D St and 1229 Cherry Dr.**  
**\*\* Conducted approximately 18 building inspections**

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