



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: July 11, 2014

City Manager: ** Participated in a League of California Cities webinar on the Affordable Care Act.
** Submitted comments on the North Needles Highway Project.
** Proceeding with the dissolution of the Needles Community Enhancement Corporation.
** Issued the RFP for City Engineering Services
** Concluded labor negotiations with the San Bernardino Public Employees Association.
** Conducted a tour of Bureau Bay with a potential developer and provided them with maps and ownerships of property south of the bay.
** Monitoring and commented on the survey for the Hospital/City/BLM land exchange
** Initiating a strategic plan for the golf course.

Finance: ** TOT audit entrance interview was conducted this week with City staff. Actual audits with the agents will be scheduled as soon as possible.
** Initiated the Annual Audit for the NPUA and the City.
** Finalizing the Utilities and Public Works capital improvements list for the upcoming year and initiating a broader Capital Improvements Plan.
** Analyzing replacement of the City/NPUA financial management system.

City Clerk: ** Candidate packets will be available July 14 for those interested in running for office in the November 4 election.
** Processing the 2014-2015 business license renewals and working on delinquent accounts.

Engineering: ** Developing the 5 year plan for Measure I
** Developing plans & specifications for CDBG handicap parking/ADA doors for the city office

Utilities: **Initiated the Rate Studies for the Water, Wastewater, and Electric Utilities.

** Water: Repaired a break in the water line that feeds the wastewater treatment plant.
** See attached spreadsheet of service orders for May 29 thru June 24

** Electric: Conducting storm damage repairs to the 69KV line caused by the July 8th monsoon storm
** Replacing meters.
** Vintage CY 2014 California Greenhouse Gas Allowances: The 5,000 GHG Allowances most recently purchased on the private market were delivered 7/3 and transferred to the

City's Compliance Account in the Compliance Instrument Tracking System Service ("CITSS") on 7/7. The City has fulfilled its Vintage CY 2014 GHG compliance requirement.

** Green House Gas Verification : Locus Technologies has commenced its conflict of interest phase with California Air Resources Board ("CARB") and once completed will move on to the process of verifying GHG emissions attributable to Needles. The GHG Report generated by Western Area Power Administration ("WAPA" indicated that all but 4 of the 1,818 metric tons equivalent emitted by Needles power sources involved brown power. That will be verified, among other things through Locus's audit procedures with WAPA. Final verification statements are due for all reports, including emissions, supplier data, and product data by September 2, 2014.

** See attached spreadsheet of service orders for May 29 thru June 24

** Wastewater: Completed the sewer line replacement under the railroad tracks.

Public Wks: ** Due to thunderstorms over the July 4 weekend and the severe thunderstorm that hit on July 8 and its resultant damage, public works will be cleaning up the streets that are covered with sand, gravel, and debris throughout town. The worst hit areas were Gates Subdivision, North K underpass and surrounding area, Lily Hill, and parts of Broadway.

** Repairing Needles Hwy. at the wash that crosses the road next to Rainbow Beach due to the July 8 thunderstorm. It will require about 100 cubic yards of fill to replace the dirt that was washed out and restoration of about 150 sq. ft. of asphalt on the shoulder of the road.

** After storm cleanup, will resume painting the street stops, legends, and limit lines.

Cemetery ** Regular ongoing maintenance of the cemetery grounds

Planning: ** Processing a zoning permit for new garage/shop/apt.
** Preparing Planning Commission doc's for SUP for residential steel bldg-north needles
** Preparing Planning commission doc's for CUP for commercial steel bldg-El Garces
** Developing an amendment to City Code/application for processing historic designation requests.
** Developing a new billboard ordinance
** Developing a new process to streamline the processing of parcel maps
** Responding to a California Air Resources Board investigation of an out of state contractor operating in the City without compliance with truck emissions requirements.

Recreation: ** Conducting summer day camp with 40+ in attendance daily. Summer camp runs until July 31st.

** Pee wee basketball season is in full swing with 3 to 4 games a night Monday thru Thursday. 12 teams in the league.

** Preparing to take sign- ups for pee wee soccer, volleyball & flag football.

Aquatics: ** Currently in the 3rd session of swim lessons with one more session remaining. Attendance at swim lessons is down due to many people we called hearing the aquatic center may not open for the season so they signed-up in Arizona prior to us calling.
** Passed the State of California inspection and are now not only in compliance with San Bernardino County guidelines but also the State of California.

Animal Cntrl: ** Rabies clinic scheduled for Sept 14, 2014 from 9-11 am with our new vet, Dr Lily Mesa.

** New protocols being worked out to vaccinate all animals 72 hours after intake to prevent outbreak of diseases.

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