



CITY OF NEEDLES

817 Third Street • Needles, California 92363
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Mayor Edward T. Paget, M.D.
Vice Mayor Jeff Williams
Councilmember Tony Frazier
Councilmember Jim Lopez
Councilmember Tom Darcy
Councilmember Robert Richardson, M.D.
Councilmember Louise Evans
City Manager Rick Daniels

MEMORANDUM

TO: Honorable Mayor & Council Members

FROM: Rick Daniels, City Manager *Rick*

SUBJECT: Manager's Report

DATE: February 17, 2015

- City Mgr: ** Conducted grant writing training
** Finalized "Inland Port" Feasibility Report
** Met with BNSF Officers regarding leasing a portion of the El Garces
** Concluded negotiations with Needles Area Transit operator for office space in the El Garces
** Finalized first draft of the 2015 City Council Goals
** Meeting with Needles Unified School District regional mutual interests
** Responding to Bureau of Reclamation request for additional information on the water conservation project proposals
** Preparing for Renewable Energy Summit
- City Clerk: ** Processing Form 700 – Conflict of Interest for boards, commissions and city staff
- Finance: ** Completing City Audit and NPUA Audit
** Completing Mid-Year Budget Reviews
** Preparing Financial Policies
** Finalizing 2015-16 Budget Schedule
** Completing review of all hospital expenses since the sale
- Utilities: ** Electric: Continuing storm damage repair and building the new railroad crossing at Eagle Pass Road
** Changed out 2 pad-mount leaking transformers at Verde Shores
** Continuing with general service orders and responding to misc. troubleshooting
** Investigating three proposals to extend power lines to serve new communications towers.

- ** Water: Replaced booster pump # 2 at Lilly Hill
- ** Replaced 10 feet of 12" discharge pipe on well # 15 (Phillips Construction)
- ** Began rehabilitation of Clary Drive tanks
- ** 4" main repair at Jack Smith Park
- ** Repair or replaced 8 service lines

- ** Wastewater: Established new protocol for permit required testing
- ** Reviewing proposed new Waste Discharge Requirements from the Colorado River Basin Regional Water Quality Control Board. Public Hearing is scheduled in Brawley on March 11.

- ** See attached of service orders for the period January 28 thru February 11
- ** Ad Hoc Rate Committee continues its work on reviewing all utility costs and revenues

- Engineering:
- ** Proposal to extend improvements on Bailey Avenue with remaining grant money
 - ** Curb, gutter & sidewalks on D & Third Streets estimated completion of February 23
 - ** NAT bus garage going up on Front & H Streets. Office is completed except for awaiting lights.
 - ** Sewer line rebid opens February 19
 - ** CDBG H/C parking & doors at 817 Third Street approved for quotes and will be sending out for informal bid packages this week with an open date of March 10.
 - ** Working with railroad & BLM to clean up utility easements hopefully saving money each year
 - ** Updates to the website have been made in association with the new year
 - ** Reimbursement to SANBAG for the I-40 project in the amount of \$86,034
 - ** Reimbursement to CalTrans for the I-40 project in the amount of \$65,164.91
 - ** Initiated condemnation proceedings for rights of way

- Public Wks:
- ** Fabricating one small piece of missing hand rail in the shop and then install and paint the rest of the train signal structure when time permits.
 - ** Complete upgrading the Jack Smith overflow parking with asphalt millings to extend the area in readiness for the car and boat show.
 - ** Begin crack sealing roads throughout town as manpower and time permit.
 - Road patch work on Needles Highway as time permits.
 - ** Continue to cut weeds on arterial and local streets.
 - ** Freshening up signage at the North K underpass bridge and replace the clearance sign with a new one on Front Street.
 - ** Continue doing pavement repairs where there are water cuts in the pavement throughout town.
 - ** Laying out the EV (electrical vehicle) charging station site to begin preparations for underground utilities and cement foundation construction.
 - ** Developed tentative plans to repair shoulders in the two washes next week on Needles Highway that were washed out by last year's storms. Work was approved by our insurance carrier.

** Assisting Chamber of Commerce on preparations for the Hot Rod And Boat Show.

Planning: ** Created new parcel map checklist, which was forwarded to city engineer for review/comments
** Created new city code requiring banks/trusts to register foreclosed/ abandoned property, with fee, and to maintain premises. In review by City Manager
** Created policy and support documentation for insertion of flyers in utility bills
** Processing three final parcel maps for Planning Commission and City Council approval
** Created new city code to add setbacks for accessory uses. New city code includes policy for use of shipping containers as accessory uses.
** Reviewed preliminary plans for the dredging of Needles Marina.

Parks: ** Assisting with Jack Smith Park cleanup for car and boat show
** Completed overseeding and fertilizing of ball fields
** Ongoing maintenance of parks and cemetery

Golf: ** Oct 2013 - Feb 10, 2014 # players = 10,231 --- Total revenue - \$238,724
Oct 2014 - Feb 10, 2015 # players = 9,175 --- Total revenue - \$245,969
** Am-Can challenge on February 23;
** HBCC kickoff golf tournament on February 27;
** Rally for Cure event on March 4 organized by Ladies Golf Club.

Animal Cntrl: ** Finishing up San Bernardino County annual RABIES reports
** First batch of reminder cards for city dog license renewals being mailed out
** Preparing for Dog Day n the Park on March 21

Recreation: ** Ordering passes for JSP boat launch. The season begins in March.
** Purchasing a new DVR and cameras for JSP which were damaged by lightening during the August 2014 storm.
** Finalizing teams for our basketball tourney

Aquatics: ** General maintenance to prepare for the upcoming season
** Setting up State Inspection

attachment

Service Orders for 01/28/2015 to 2/11/2015

Electric Service Orders - 100

Water Service Orders - 47