



CITY OF NEEDLES

817 Third Street • Needles, California 92363
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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,
Boards and Commissions, and
Interested Parties

FROM: Rick Daniels, City Manager *Rick*

SUBJECT: Manager's Report

DATE: February 28, 2018

City Mgr:

- ** Made presentation to a League of California Cities on City/School District cooperation
- ** Met with San Bernardino County Fire regarding builder/developer complaints about permitting delays
- ** Provided the City Booth for the NDBA to use at a Wedding Showcase program highlighting wedding opportunities in Needles
- ** Met with party investigating locating a market in the City
- ** Met with developers and property owners regarding two hotel sites on North Needles Highway
- ** Assisted Chamber of Commerce on Boat Show preparations
- ** Preparing for new internet service provider
- ** Provided a job shadow opportunity for a local high school student
- ** Met with cannabis permitting communities to share permitting and enforcement techniques
- ** Initiated appraisals for potential land sales on Lilly Hill, J Street, Needles Highway, and San Clemente
- ** Met with local company seeking to relocate and expand on a new site in the City
- ** Initiated waste collection contract negotiations with Republic Services
- ** Working with Congress member to secure funding for the Needles-Arizona Bridge repairs, and to finish the El Garces
- ** Presented to the Mohave Valley Contractor's Board regarding business opportunities in Needles
- ** Attended a presentation about the history of Needles area tribes
- ** Concluding review of the Development Impact Fee Program
- ** Met with advocates for a Riverwalk project and completed application for Division of State Lands review of land availability
- ** Working with Hospital on their Community Needs Assessment
- ** Reviewing City ethics policy
- ** Reviewing the Marijuana Tax Ordinance to consider shifting from a gross receipts tax to a tax based upon square footage of the facility
- ** Clarified that part time employees are eligible to apply for in-house postings for new jobs
- ** Met separately with Bullhead City Manager and Fort Mojave Indian Tribe Chairman regarding matters of mutual concern
- ** Requested an "Active Shooter" training session from the Sheriff's Office

- Transit:
- ** Working with consultants retained by the San Bernardino County Transportation Authority on a transit marketing and fare subsidy project using grant funding. The objective is to generate increased ridership on the Needles Area Transit (NAT) including passenger information enhancement and ridership promotion. No city funds are being used for this marketing project.
 - ** Met with auditors performing a triennial audit of the Needles Transit Services (NAT, DAR, and DAR Medical)
 - ** Investigating extended medical transport funding
 - ** Expanded local medical transport funding
 - ** Investigating bus stop improvement sites including J Street at Hospitality Lane
- City Clerk:
- ** Responding to approximately seven record requests
 - ** Tracking those individuals who have to file Form 700's, take AB1234 training and sexual harassment training
 - ** Processing approximately 75 delinquent business license renewals for 2017-2018 and other delinquent licenses
 - ** Gathering information and preparing a request for proposal for codifying the municipal code and zoning code and possible legal review
 - ** Preparing city council minutes, agendas and packets; and distribute certified copies of the actions taken by council
 - ** Soliciting prices and technology options for electronic packets for Council
- Finance:
- ** Working on Rio Buena Vista improvement assessment district formation
 - ** Working on Overall Long Term City/NPUA Financial Plan
 - ** Reviewing PERS changes on impact to unfunded pension liability
- Utilities:
- ** Wastewater: Treated an average of 350,000 gallons of waste water per day during the month of January
 - ** Discovered three unpermitted sewer connections on Needles Highway
 - ** Submitted a request to purchase a K Street property as a tax default property for the planned K Street lift station
 - ** On February 15, responded to a sewer overflow which was caused by a private sewer line cleaning device stuck in the city main line. About 1200 gallons were released. The blockage was cleared and the area was disinfected with granular chlorine. Incident report filed with state regulator
 - ** Working with the engineering group to develop the required local area management program (LAMP) so the city can manage septic system permitting within the city limits

 - ** Electric: Responded to pole fire on Broadway caused by drizzle rain
 - ** Coordinated Yoney substation dedication
 - ** Completed Yoney Substation
 - ** Continuing the on-site work for various new commercial buildings
 - ** Installing new street lights on the dyke road in the golf course/Verde Shores area.
 - ** Continuing work on the North Needles Substation
 - ** Meter replacement program ready to begin
 - ** Created a 10% reserve to serve non-cannabis related development
 - ** Developing a program to improve system reliability

 - ** Water: Reviewing initial report on engineering extension of water and wastewater lines into North Needles
 - ** Reviewing 2001 report by Boyle Engineering regarding existing system deficiencies and funding shortfalls
 - ** Fixed five water line leaks

- Planning: ** Preparing Planning Commission/City Council packets for entitlements, meetings
 ** Meeting with parties interested in medical marijuana facilities via telephone, in person
 ** Processing invoices for payment for vendor support on projects
 ** Coordinating auction of city-owned property
 ** Met with Corps of Engineers to coordinate permitting
 ** Working to complete overdue Planning Commission minutes
 ** RFP issued for General Plan and Development Code development
- Code Enf: ** Secured abatement from court for site clean up on Victory Lane
 ** Conducted Administrative Hearing declaring the Relax Inn as a public nuisance. Met
 with property owner regarding demolition and site re-use
 ** Conducted monthly and irregular inspection of cannabis facilities
 ** Completed first of three Code Enforcement certification classes
- Public Works: ** Repairing the pavement on the North Shore Bridge next to Chesney's subdivision
 beginning with cleaning and crack sealing surface
 ** Filling potholes out on N. Needles Hwy and throughout town when time allows
 ** When time allows, begin crack sealing our most traveled roads where needed most to
 preserve arterial road first
 ** 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
 ** Assisting the parks dept. with extending 75 ft. of chain link fencing along J St. where
 the decorative rock was installed to prevent walking down the slope of the new decorative
 rock
 ** Negotiated completion schedule for the Casa Linda/Coronado street project repairing
 deficient areas and adding a slurry seal to the entire length
 ** Met with BNSF regarding reopening of River Street from K Street to the Little League
 Fields
 ** Investigating grant funding for diesel engine replacements to meet state air
 requirements
- Engineering: ** See attached capital projects status
- Golf: ** December 2017 revenue and rounds:
 2016 - total revenue \$22,829; total rounds 1,720
 2017 - total revenue \$36,598; total rounds 2,071
 January 2018 revenue and rounds:
 2017 - total revenue \$45,878; total rounds 2,892
 2018 - total revenue \$65,150; total rounds 3,659
 ** Working with Concessionaire to expand the outdoor patio on the river side of the
 building.
- Golf Mntnc: ** Removing dead trees, 15 to-date, and will continue as time allows
 ** Replaced exterior door
- Parks: ** Repairing bad fence posts at all park locations
 ** Extending fence to the north (towards Dollar General) at Duke Watkins/Skate Park
 ** Working with the NDBA to rehabilitate the Train Park. Gravel ordered. Design
 solicitation underway
 ** Removed noxious weeds at Jack Smith Park
 ** Overseeded the ball fields in preparation for upcoming tournaments

- Cemetery: ** Repaired fence at old Pioneer Cemetery to secure site
 ** Inventoried the large flags used on Memorial Day
- Recreation: ** Youth basketball season began on December 6 with 17 teams and 136 registered
 ** Reestablished the 'A' Division for the 7 & 8 grade participants. Ran a short registration
 but were successful in getting 3 teams of 10 players. Hoping for more teams next season
 with games being included in the regular schedule for youth basketball and a longer
 registration period
 ** The 13th Annual Spring Classic Basketball Tournament is March 3-4 with over 65+
 games scheduled. Games will be held at the Needles Recreation Center, Needles High
 School and at River Valley High School
 ** Facility rentals for December 2017 and January 2018:
 Duke Watkins Park: 1 – 3 hr. rental @ \$16hr.
 Classroom Rental: 7 - 2hr rentals @ \$15hr.
 Gym Rental: 8 hrs. @ \$25hr. (1/2 price non-profit)
- Aquatics: ** General maintenance continuing. Work to begin next week on slide area to be in
 compliance with the state inspection in August 2017.
 ** Scheduled the restroom roof repair to be done the week of March 5
 ** Getting estimates to rebuild the outdoor showers that are currently deteriorating rapidly
 from normal wear and tear
- Jack Smith ** Season begins the weekend of March 3–4 for weekends only with the 7 day a week
 schedule to begin in April.
- Animal Cntrl: ** Intake of animals on the rise:
 January 51 total
 February 30 total
 ** Rabies clinic scheduled for Saturday, April 7th 9am to 12 noon
 ** Responded to dog attack on pot-bellied pigs. Seeking relocation of dogs

attachments

February 28, 2018

Capital projects STATUS



City of Needles California

- 1 **I-40 Connector Project** – Construction is complete. The signals are operational. The City is currently awaiting final invoicing and change order for the project. Once received the project will be presented to the City Council and final project completed. Final Change Orders were taken to City Council for approval on 01/23/2018. Disputed amounts are being resolved and should be presented to City Council for Notice of Completion in March.

- 2 **Measure I – Reconstruction** –This project was awarded to Pavement Recycling Systems, Inc. and construction has been completed. After final inspection of the street paving the City is not accepting this work as completed due to flaws. Public Works Director and Pavement Recycling Systems have met at the locations and have marked out areas in which Pavement Recycling Systems will be correcting, once the weather exceeds 80 degrees. When the corrections have been completed, a notice of completion will be submitted to the City Council and final project completed. Sufficient money has been reserved that will assure completion of the warranty work.

- 3 **Landscape Rock along Southeast side of J Street** – After the Dollar General was completed and the landscape rock was added to the hill side on J Street on the east side, the City Council requested staff continue the rock landscape beyond the Dollar General to the Needles Pool. This project was out to bid two different times with no bids received. The third advertisement for bid opened November 28, 2017 receiving one bid from Phillips Excavating. Phillips construction has completed the project. Final acceptance will be submitted to council with a notice of completion.

- 4 **Landscape Improvements for Front Street (Road Side Rest) Train park** – NDBA presented their plan to rejuvenate the City owned Train Park on Front Street. The NDBA repainted the Railroad Cars adding an anti-graffiti final coat. The improvements to the park include landscape rock, a path and a mix of cactus & plants and a similar bench and monument as at Santa Fe Park.

Since the City had two similar projects currently being constructed, one for the improvements at the Train Park and the J Street landscape we amended the contract to Phillips Excavating to purchase the rock. A change order was approved at the City Council on January 23rd, 2018. Staff is now soliciting for a landscaper.

- 5 **Electric Upsize Conductor** - A portion of the Moabi electrical circuit near the high school is undersized conductor and needs to be upgraded. The existing conductor is 4/0 from the Eagle Pass Substation to the high school area and from the Motel 6 location out to the cemetery location, but is much smaller with #2 ACSR conductors in the middle. The project being proposed will involve replacement of conductor, cross arms, poles and rebuilding several transformer banks along Park Street, Highland Street, Fairmont Street and a portion of L Street. This project is currently being done by Outsource Utility Construction. This project is complete.

- 6 **Electric Meter Replacement Program** – 3000 electric meters are in the City’s electric system, most are decades old and inaccurate. A qualified electric person will pull meters, preform a test on each meter, using the City’s testing equipment, change out if necessary and report new meter information to the City’s utility office. This project was placed out to bid in December and was awarded to Outsource Utility Contractor Corp to complete this work beginning in March 2018. This project was approved at the City Council meeting 09/26/2017. The project was out to bid with an opening date of January 9th, 2018. The award was issued to Outsource Utility Contractors Corp on January 23, 2018. Contracts have been signed with the parties and have begun work. This project will go dark during the months of June – September due to the excessive heat. It will start back up in October 2018 and should be finished by the end of 2018.
- 7 **Electric Insulator Replacement for Dead End Poles** – There are about 50 locations within the electrical system that the power lines come to a dead end pole. In these locations the insulators which were installed in the 1950’s have failed,. When the City experiences a drizzling rain, this causes the insulators to flash and can result in pole fires and outages. This project will cost about \$130,000 in labor as this work will be completed while the lines are energized. About 50 insulators will need to be changed out in the cooler months from October 2017 – March 2018. This project was approved at the City Council meeting 09/26/2017 to extend the labor contract to Outsource Utility Construction and start this work after completing the Electric Upsize Conductor project. This project is complete.
- 8 **ATP Sidewalks Project** – The project will replace or add sidewalks on portions of Lilly Hill Drive, Bailey Ave, Washington St, Park Ave, Highland Street, L Street, Cibola St and E. Broadway. Final Design is being submitted to CalTrans by March 14th, 2018 for final review. Notice of Exemption for CEQA has been submitted and returned to the City. Final document will be sent to Cal-Trans before March 18th for California Transportation Commission meeting May 18th approving the request for Construction Funding and to proceed with bidding. This project will be ready to advertise on May 23, 2018 with a bid opening in June, and construction shortly thereafter.
- 9 **Jack Smith Park Launch Facility Parking Lot** – Bids exceeded revenues available and all bids were rejected. The City will consider the project next year.
- 10 **North Needles Substation** – (formally referred to as Firehouse) Capital Improvement project to build the second electric substation on Needles Hwy on the old bowling alley site was approved by City Council to complete the final phases. Location is North of I-40 freeway entrance / exit near Route 66 (Balboa Place) & Needles Hwy. This will be similar to the Yoney Substation that was just completed and put on line January 2018. The remaining phases were approved by City Council on August 22nd, 2017. The project has begun. Fencing, Concrete and Pole framing has been completed. The labor portion to the construction had gone out with bids resulting in a low bid from Outsource Utility Contractors to perform the labor assembling of the substation. The NPUA is experiencing parts delays which will delay the original August completion date.
- 11 **Steel Cover Parking for Electric Line Trucks at Public Works Yard** – This project is to Construct a steel shade cover and to install solar panels on the top of this structure, at the City Public Works Yard where the City’s Electric Line Trucks are stored. This project has been out to bid two times with no results and was advertised a third time resulting in one bid. City staff has reviewed the bid and a recommendation to proceed was approved at the February 6th Utility Board meeting and at the City Council meeting on February 13th, 2018 where the award was issued. The City is awaiting signed construction documents and insurance, and bonding obligations in order to authorize the contract. Work should begin soon.

- 12 **Security Camera's for El Garces Building** – This project is to expand the security camera coverage for the El Garces building. The City will be looking to add 16 more security camera's throughout the Amtrak waiting area and around the building. This project has been out to bid three times with no results. The project was placed out to bid again and the City received one bid. City staff has reviewed the bid and a recommendation to proceed was at the City Council meeting on February 13th, 2018. Work should begin soon.
- 13 **Lilly Hill Booster Electrical Panel Replacement.** – Involves moving the Electrical Panel outside of the existing small building as it is currently a confined entry situation. This project has bid two times with bids being over the engineer's budget. This item was presented to the Board of Public Utilities to authorize and proceed with equipment purchase of the Electric Panel and install outside the existing building using in-house labor and specialized technicians, as needed. The panel had been delivered locally but was not correct on a couple of components and has an extended date for of delivery. Installation and wiring will be done by City Electric Staff. Panel will be in place before the summer months.
- 14 **K Street Lift Station** –The City has had difficulty in acquiring the preferred property and is investigating other properties. Design is 75% complete and will be ready for bidding once the property is purchased. The City is moving the station out of the North K Street right-of-way onto a property close by and will be out to bid once a property is secured. Another property has been identified as being available through a defaulted property tax sale. Staff has submitted an offer to purchase for a \$4-5000 savings.
- 15 **Water & Sewer Extension North Needles** – A master plan for the extension of services for Water & Sewer is currently underway. Beginning at the terminus of each of these services on the North end will extend approximately 1.90 miles which is across from Rainbo Beach Resort in pahse 1. This would also add approximately 25 new sewer customers (2 being mobile home parks) and 20 new water customers. This project is undergoing Phase I study and once completed a Phase II Master Plan for design engineering of the Water & Sewer utility extensions will be completed.
- 16 **Rio Buena Vista Subdivision Utilities Upgrade Feasibility Study** – Feasibility Study is complete and accepted by the Utility Board and City Council. Met with the residents on July 1, 2017 in a homeowners meeting, to discuss an assessment district formation to upgrade the Sewer and Water system within the subdivision. The financial Consultant is preparing documents essential for district formation.
- 17 **North Needles Hwy Project** – The County of San Bernardino. Construction began on June 26, 2017 with the "N" segment of the project which began at Broadway Ave & Needles Hwy (where the City's I-40 project was currently complete) and will extend to the West on Needles Hwy and end 600' North of I-40 entrance / exit ramps. THIS SEGMENT IS COMPLETE
- The "1A Segment" – Will begins at 600' North of I-40 entrance / exit ramps and extend North just South of Park Road by 600'. This work will include flood control construction and new pavement. Project is currently out to bid on 2/20/18 with Bid Opening on 4/15/18 Construction Award 5/25/18 and the start of construction being July 2018 to Oct 2018.
- The "1B Segment" – Will begin south of 600' of Park Rd and will extend north approximately to David Road (Limit to be determined based on available funds) and is tentatively planned for bidding in July 2018 with construction at the end of 2018.

- 18 **Sanbag TDA Article 3 Transit** – Bus Stop Access Improvements is a grant that will add Handicap accessibility to our current bus stop system. A few areas have been identified and are in the design stage. This project has been submitted to the City’s new City Engineer.
- 19 **Ice Plant Substation – (formally referred to as Cure Farms)** – The third electric substation on the East side of E. Broadway Ave near Ice Plant Road behind the 99 cents shopping center. will be a duplicate of the Yoney Substation that was just completed. The new substation is being privately funded. The project has secured permitting and environmental clearance, but not essential at this time. Timing will be determined by new development in the area and the funding that comes with that new development.
- 20 **5-Mile Road Paving** – County of San Bernardino is planning on paving a section of road that begins from the off ramp of the I-40 to the City Limits line, east of the Highway 95 / 5 Mile road intersection. The County asked the City of Needles to participate in the portion of 5 Mile Road from the City Limits to Hwy 95 South. This work will take place in July 2018 and the City will be using State Measure 1B funding to complete the City’s portion.
- 21 **Complete Replacement / Relocation of the Lily Hill Water Booster Field** – The booster field is located on the corner of Lily hill Dr. & Clary Dr. and feeds the Storage Tanks located on San Clemente next to the Rodeo Grounds. The City has applied for a State of California State Water Resources Grant with a very positive feedback of receiving the grant to replace all the components in the Water Booster Field including moving the station back to allow for curb, gutter & sidewalk along the Northwest corner of Lily hill Dr. & Clary Dr. The grant is in the amount of \$451,000 and \$53,865 for engineering. Awaiting state grant award. Estimated award date is Summer 2018.
- 22 **Colorado River Bridge Deck Work 2019** – The bridge was built in 1978 and every two years CalTrans inspects the Colorado River Bridge to assure that it is safe and structurally sound. The structure has a good & very good rating but the bridge deck itself has a poor rating. The Colorado River Bridge is owned by Mohave County AZ & City of Needles equally. A pre-scope letter was sent to the City of Needles by the Arizona Department of Transportation (ADOT). The Bridge Rehabilitation will involve the City of Needles and Mohave County splitting the costs and consist of the following tasks: Clean / Prepare the deck by shot-blasting, and patching and spalls, delaminated, or unsound areas – Mill $\frac{3}{4}$ ” concrete deck – Apply $\frac{3}{4}$ ” polyester polymer concrete overlay – remove and replace bearing at both abutments – reset girders. No date has been set at this time, but the “bump” on the bridge that people are experiencing crossing over the Colorado River will be corrected with this work. In the interim Public Works is investigating grinding the south end of the bridge as it joins the City street. Cost estimate is 1.1 million with Needles share at 50%. No source of funds identified. The ADOT team is putting together the IGA (Intergovernmental Agreement) which the City will sign once we receive it. Caltrans is also exchanging information with ADOT on the project. The City is seeking financial assistance through Congress member Paul Cook’s office for this interstate bridge.
- 23 **Electric Transmission (Mohave) Line Re-Build** – Project cost estimate is underway and will not be undertaken until additional electric allocation is needed and sufficient deposits are available.
- 24 **230 kV Transmission Line** – An RFP for a public-private-partnership was issued with two proposals were submitted. The NPUA is also considering a WAPA loan, rate proceeds from new businesses, and working with the Bureau of Reclamation for their construction. The project will not be constructed until a financial plan is prepared and approved.

- 25 **Electric Circuit Reliability Program** – There are approximately 1800 electric poles and 649 transformers attached to poles and pad mounted throughout town. The poles and transformers have exceeded their lifetime use in some cases over 60 years. On December 19, 2017, an invitation to bid was published in the Needles Desert Star for Time and Equipment labor crew to assemble the first task of North Needles Substation and when Task No. 1 is complete, the contractor will commence into a 3 year contract where each task will be presented to the Board of Public Utilities and City Council / NPUA. Alternatively the NPUA is undertaking the initial work with its crews working overtime on a 4x10, plus 8 work schedule. The first task will be to inventory all poles that need replacement and put those specific poles that the crew is unable to replace out to bid.

DAILY ENGINEERING

- 26 **Lot Line Adjustments** – Currently under review by the City Engineer are 2 Lot Line Adjustments and 1 Lot Merger for
- Davis
 - Kemper
 - Peterson
- 27 **Grading Permits** – Grading Review for the old Nursery at 1105 W. Broadway is under comments and was returned to client for changes.
- 28 **RFP City Engineer** – RFP for City Engineer Services was awarded to Epic Engineering – Apple Valley CA and the company is on board.
- 29 **RFP for General Plan and Development Code Update** - The General Plan Update is statutorily out of date. . An scope, for technical expertise, innovative communication skills and open inclusive process with, a schedule is being sought The City anticipates the General Plan Update to be completed within approximately one year. The RFP was advertise in the Desert Star February 7, 2018 and will receive bids in on March 14, 2018.
- 30 **RFP for Website Creation** – The City's website is in need of new technology updates. The RFPwas advertised in the Desert Star February 7, 2018 and will receive bids in on March 14, 2018.
- 31 **Security for City Hall** – Security improvements to the front utility office and the remaining building is being developed. Project plan has been started for this work.