



CITY OF NEEDLES

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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

SUBJECT: Manager's Report

DATE: March 17, 2017

City Mgr: ** Completed midyear budget reviews for the Annual Operating Budgets for the City and NPUA.

** Working on 7 medical marijuana business, a hotel, an RV park, and three residential subdivisions.

** Developing permit applications for the Cure Farms and Firehouse Substations,

** Negotiated an intergovernmental agreement with the Fort Mohave Indian Tribe for sharing a Building Official.

** Finalized job descriptions for Building Official, Senior Code Enforcement Officer, City Engineer, City Planner, and an Accounting Clerk. Positions posted in house for two weeks then advertised publicly.

** Monitoring the I-40/J Street Project progress,

** Working with County Fire Marshall to better coordinate building permit and fire sprinkler permit issuance and inspection.

Transit: ** The initial three year term with McDonald Transit for operation of the Needles Area Transit will be ending June 30, 2017, however, the city has an option to extend for an additional two years without conducting a new procurement by exercising the City's option. In addition, the agreement for Dial-a-Ride/Dial-a-Ride Medical will also be expiring at the same time so staff is currently negotiating with McDonald Transit to extend both NAT and DAR/DAR Medical for the additional two year period through June 30, 2019.

City Clerk: ** Codifying the municipal and zoning codes
** Preparing minutes for review and approval
** Processing Form 700, conflict of interest
** Contacting past due business license accounts
** Responding to record requests
** Preparing for AB1234 training on March 28
** Processing new business licenses

Finance: ** Begun the FY18 budget process
** City audit presentation by Mike Burger scheduled for March 28 meeting
** Supervising the Development Impact Fee Study review.

- Utilities:
- ** Electric: Working with WAPA to increase the power allocation to allow additional businesses.
 - ** Completing the Yoney Substation and preparing the Yoney to Cure Farms Intertie.
 - ** Conducting pre-application activities for the Firehouse and Cure Farms Substations.

 - ** Water: Replacing inoperable fire hydrants, conducted fire flow tests for new businesses.
 - ** Repaired leaks.
 - ** Developed community outreach program.

 - ** Wastewater: Conducted pre-operational inspections of new businesses.
 - ** Developed community outreach program.
- Planning:
- ** Coordinated activity for Planning Commission and City Council packets
 - ** Responded to inquiries involving medical marijuana businesses and other retail and residential projects.
 - ** Coordinated site plan review meetings and correspondence for medical marijuana businesses and residential projects
- Public Works:
- ** Partnered up with the SBC Fire Department volunteers again on February 27-29 to continue cleaning up our town by removing unwanted trees and trash. Started on alleyways off of Coronado St., and cleaned up Front St., Wayside Rest Stop and BNSF right away of brush, trees and trash. Began salt cedar tree removal next to city yard in conjunction with SBCFD.
 - ** Completed work at Jack Smith Park expanding the parking area for the car and boat show
 - ** Filling potholes on N. Needles Hwy
 - ** Repaired 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
 - ** Continuing to asphalt crack seal around Bailey Ave and J St and working towards Lily Hill St
 - ** City yard fencing has been completed and will be rearranging and organizing the city yard
- Engineering:
- ** See attached capital projects status
- Parks/
Cemetery:
- ** Painted Duke Watkins Park restrooms and preparing to do same at Nikki Bunch
 - ** Assuming maintenance of the aquatics center landscape, something that has not been done by the parks crew since 2006
 - ** Repaired vandalism to the restroom at the Skate Park and Dog Park
 - ** Routine maintenance at all facilities
- Golf:
- ** February revenue and rounds:
2016 - total revenue \$58,740; total rounds 2,607
2017 - total revenue \$70,760; total rounds 3,974
- Recreation:
- ** Hosted the 12th Annual Needles Spring Classic Basketball Tournament held March 4-5. Teams from Big Bear, Beaumont, Las Vegas, 29 Palms, Temecula, Peach Springs and others participated.
 - ** Received a donation of recyclable waste containers thru a beverage container grant program

** Facility rentals for October – December 2016:

Jack Smith Park: one 5hr and two 2hr rentals @ \$16/hr.

one full day rental @ \$300 for the day for a marathon

Duke Watkins: one 2hr rental @ \$16hr

Classroom: one 2hr rental @ \$15hr

Gym: one 2hr rental @ \$25hr

Santa Fe Park: three full day rentals @ \$100 each (1/2 price for non-profits which included Chamber of Commerce, Women's Club and NDBA)

Rodeo Grounds: evening rental

Aquatics:

** General maintenance preparing for the season to begin in June

** Preparing for county/state inspection of slide and facility prior to opening

Jack Smith
Park:

** Season began the first weekend in March. Ordered new passes and preparing kiosk, ramp and parking lot

Animal Cntrl:

** In February, a pet food drive for the animal shelter took place at Vista Colorado Elementary School. Drop boxes were located at the high school and middle schools as well as at Vista. Some welcomed donations were received.

** Spay /neuter specials are being offered targeting spring litters. Contact the animal shelter for details.

attachments

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February 17, 2017



City of Needles
California

Capital projects STATUS

❖ Bill Yoney Substation

A Labor Team to assemble components at the Bill Yoney Substation was awarded at the December 13th Council Meeting. The project should be completed in March 2017.

❖ 69kV Interconnect between Bill Yoney Substation & Cure Farms Substation and Spikes Road

The Project Plan is being finalized. Engineering is currently applying for permits to cross Interstation 40 & BNSF Railroad. Permitting and final design will occur during February and contracts with the contractors involved in the Bill Yoney Substation have been approved by the Utility Board and City Council. Materials have been ordered. The project is funded by new business developers.

❖ 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 01/01/2017. Design will be submitted for review by City staff in early March this project is currently 75% Designed. Corrections will be made than plans & specifications will be sent to Cal-Trans for their review then bid solicitation 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 at 100%. The City completed utility review & has submitted them to the City engineer. The City engineer has delivered final drawings & specifications for bidding solicitation in March 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 is complete. Project Design currently at 75% completion. Submittal forthcoming for March 2017 bidding.

❖ 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 75%.

❖ Lillyhill Booster Rehabilitation. – Phase I: Involves moving the Electrical Panel outside of the existing small building as it is currently a potentially hazardous confined 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 early March bidding process.

- ❖ **I-40 Connector Project** –Construction has begun with demolition work spread out along the route. Completion anticipated by May 21, 2016. Work includes curb, gutter, sidewalk, and remove & replacement of asphalt, install drainage devices, utility relocation, and retaining walls. Traffic signals installed in three locations. The City's website will have current information available as to where the project is occurring including traffic plans and road closure during the project.
- ❖ **K Street Lift Station** – This project is currently awaiting capital project funding availability. Design has been 80% completed and will be ready for bidding once sufficient funds in the Wastewater Asset Replacement Fund are available. The City is moving forward with property purchase to get the new lift station out of the North K Street roadway.
- ❖ **Rio Buena Vista Subdivision Utilities Upgrade Feasibility Study** – Feasibility Study is complete and accepted by the Utility Board and City Council. A landowners deposit is funding the Special District formation process for water & sewer services; streets will be excluded. A resident survey is being conducted and will complete in late February.
- ❖ **North Needles Highway Project** – This project is being done by the San Bernardino County. Funding was approved September 28, 2016. Bids received were over engineer's estimate and the County will have to move funds from the next segments to this phase. This project is planned on awarding to the SB Board of Supervisor in May 2017. With bidding process expected in early June.
 - 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. Bidding the project will be starting in June 2017. **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 a contractor. City will be purchasing sump pumps & new wet well to install at location. Construction is about 50%, awaiting parts to be delivered. It is the City's intent to have this completed before the summer.
- ❖ **City Public Works Fencing** – This project is over 90% completed. A tree on the adjacent property to the City Yard is growing into two buildings and will require equipment not available in the City fleet. The City will be seeking formal bids for the removal of the tree and buildings.

Projects Completed

- ❖ East End of El Garces Floor
- ❖ S Street C.I.P.P. Lining
- ❖ Abandonment of public utility easement
- ❖ Trenching Ordinance
- ❖ Final Parcel Map (Hospital) Recorded
- ❖ Bush Street Substation – Staking
- ❖ Bush Street Substation – Grading
- ❖ Bush Street Substation – Fencing
- ❖ Bush Street Substation – Concrete

Projects Completed

- ❖ Golf Course Cart Barn
- ❖ Turf Removal Project

Projects Added

- ❖ Interconnect between the Bill Yoney Substation To Cure Farms Substation.
- ❖ Rebuild River Road Sewer Lift Station
- ❖ City Public Works Fencing