



# 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 Tom Darcy  
Councilmember Robert Richardson, M.D.  
Councilmember Louise Evans  
Councilmember Shawn Gudmundson  
City Manager Rick Daniels

## MEMORANDUM

TO: Honorable Mayor & Council Members  
FROM: Rick Daniels, City Manager *Rick*  
SUBJECT: Manager's Report  
DATE: March 25, 2016

City Mgr: \*\* Assisted boat show  
\*\* Warrants:  
    \*\* JDR Construction (concrete work, paint, and/or street work) – no business license, expired California contractor's license  
    \*\* Lexco Construction (repair drain at pro shop) – business license  
    \*\* Preferred Aerial & Crane (inspection & electric tests) – no business license  
Training provided that all contractors, no matter the size of the project, must have contractor's license, business license, and CARB compliant  
\*\* Met with Assemblymember Obernolte  
\*\* Met with Supervisor Lovingood regarding lifeline bus service to Barstow and Victorville courts  
\*\* Met with Riverview Energy, consultants, Western Area Power Administration  
\*\* Viewed transformer fire in Laughlin  
\*\* Worked on medical marijuana ordinance and permit fees  
\*\* Reviewed turf removal agreements  
\*\* Met with BLM on Mojave Desert National Monument  
\*\* Continue to resolve outstanding water and wastewater rate issues in preparation for Utility Board public hearing next week  
    \*\* Finished community meetings  
    \*\* School – consultant, sample bills, head count, actual water use minus outdoor use  
    \*\* Fire hydrant  
    \*\* 1" & 2" meters  
    \*\* Met with Verde Shores Managers on a new service plan

Transit: \*\* In discussions with McDonald Transit (NAT contract operator) to possibly take over operation of the Needles Dial-a-Ride (DAR) and Dial-a-Ride Medical Transport services. They are better equipped to deal with recent events that have caused a lack of drivers for these services and it makes sense to consolidate all public transportation services under one contractor. Discussed the situation with SANBAG staff who tentatively agreed with consolidation.

City Clerk: \*\* Preparing City Council minutes  
\*\* Preparing the marijuana license applications for the existing dispensaries, cultivation, manufacturing and testing for city manager and city attorney review  
\*\* Preparing for November election

- Finance:       \*\* Working with Auditor to complete City Audit.
- Utilities:       \*\* Electric: Toured cultivation facility in Mohave to understand configuration requirement  
                  \*\* Working on the Firehouse to Rainbo Beach 12-KV underbuild  
                  \*\* Telephone conference with the Riverview Solar Project participants
- Planning:       \*\* Toured cultivation facility in Mohave County to understand growing process/business plan as means to assist applicants in Needles  
                  \*\* Developed cultivation and dispensary application packet for conditional use permit  
                  \*\* Coordinated Planning Commission packet for March meeting, including approval of conditional use permit for boat and RV storage facility on E. Broadway  
                  \*\* Developing programs for code enforcement streamlining, including amendment to business license for inclusion of residential rental property owners requirements; property foreclosure registration program; rental property inspection program; PowerPoint presentation on programs; City Council related documents being prepared also.  
                  \*\* Participated in discussion with County staff/consultants related to the County-wide program, providing input on the City Council goals  
                  \*\* Processing payments received for the annual renewals for the City's sign program
- Public Works:   \*\* Potholing and filling bad areas on North Needles Hwy and once completed, will restripe the center line  
                  \*\* Painting stops, limit lines and legends on streets as weather permits  
                  \*\* Repairing water cuts on pavement where the water department has repaired water leaks  
                  \*\* Seal coating and striping the Third St. city hall parking lot according to the ADA Grant  
                  \*\* Repairing a damaged bus stop shelter by Carl's Jr  
                  \*\* Recently removed bulky waste on N. K Street and other locations  
                  \*\* Continuing routine weed control throughout town and trash pickup. This past two weeks, weeded and cleaned gutters of weeds, debris, and sand on all the streets around Cibola to Acoma St. and adjoining streets. This work is being done by the Citadel workers who have completed trash removals on West Broadway overpass on both sides of the freeway chain link fencing, removed graffiti on the walls at the El Garces, and will be pressure washing the sidewalk stains and walls.
- Engineering:   \*\* The handicapped door & restriping of the handicapped parking area at City Hall is near completion, using C.D.B.G. funds  
                  \*\* The El Garces east side floor repairs project opened with one bidder on March 17<sup>th</sup>, 2016 and is still under engineers review  
                  \*\* Putting out to bid the following projects:  
                      S Street & Needles Hwy sewer C.I.P.P. (cured in place pipe lining process) repair project. Will be advertised March 29 & 30 with a bid opening of April 7. This project will be funded by wastewater asset replacement funds.  
                      K Street underpass concrete project. This project will consist of removing the paving and replacing the road surface with concrete. Continued storms and the clean-up process are deteriorating the road surface. Will be advertised March 29 & 30 with a job walk April 5 and bid opening on April 12.
- Golf:           \*\* February comparisons:  
                      2015 - total revenue \$58,740; total rounds 2,607  
                      2016 - total revenue \$87,430; total rounds 3,765  
                  \*\* Spraying for winter visitor appreciation tournament

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- Cemetery:      \*\* Sewer line problems that staff is working to resolve  
                     \*\* Recent vandalism which prompted staff to reach out to the sheriff's department who will be installing a security camera (pictures on movement only) on the office building and parks crew will be repairing the motion sensor lights on the outside.
- Recreation:    \*\* Hosted the 11<sup>th</sup> Annual Spring Classic Basketball Tournament March 5-6 with a great time had by all  
                     \*\* With only two months left of school, starting to plan for the summer day camp
- Aquatics:        \*\* Getting all maintenance done for the season starting in June  
                     \*\* Preparing for the State inspection
- Jack Smith:    \*\* Opened on March 5 for the season and have sold 51 annual passes so far

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