



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 *Rick*

SUBJECT: Manager's Report

DATE: March 30, 2018

• City Manager

- ** Attended annual meeting with the Sheriff to receive their proposal for Sheriff's services for the upcoming year. Costs are proposed to increase \$149,000
- ** Met with the Council Committee on a Visitor Center in the El Garces. Most physical layout and early cost estimates have been provided. Will work on operating costs and issues and involvement by the Chamber, NDBA BLM, and the Museum
- ** Met with the Council Committee, Supervisor Lovingood's Office, Sheriff's Office, and the NUSD leadership on re-establishing a School Resources Officer. The Sheriff's Captain reported that their estimated cost for a SRO is \$258,000
- ** 20 surplus properties were advertised. 15 responses were received on 12 properties. 2 proposals were submitted on time and 13 were 33 minutes late. 2 offers appear to be generally acceptable; the remainders were dramatically under the appraisals
- ** North Needles Water and Sewer Plan is being presented to the Utility Board at their next meeting
- ** Relax Inn is being swept of asbestos in preparation of demolition beginning on Thursday
- ** Victory Lane demolition can begin as early as late this week
- ** Burger Hut continues to work on exterior of building
- ** Train Park quotes received. Expect authorization this week
- ** Filled the water treatment in training and the public works MCW I
- ** Advertising for meter reader, code enforcement officer, and power line apprentice

• City Clerk

- ** Filing Form 700's (Conflict of Interest) with the Fair Political Practices Commission
- ** Tracking individuals who have to file Form 700, take AB1234 training and sexual harassment training
- ** Processing delinquent business license renewals for 2017-2018 and other delinquent licenses
- ** Preparing a list of documents for city attorney review for record destruction
- ** Responding to record requests
- ** 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; distribute certified copies of the actions taken by council

- Community Services

Transit, Recreation, Senior Center, Parks, Cemetery:

Transit: ** As part of the transit marketing and fare subsidy project (grant funds), undertaking a review of the NAT schedule/map for location accuracy and times to coincide with a new map design

** Redesigned exterior graphics for the new NAT buses scheduled for delivery before the end of the fiscal year are being considered

Recreation: ** Hosted the 13th Annual Needles Spring Classic Basketball Tournament March 3-4. Games were held at the Recreation Center, Needles High School and River Valley High School. Teams traveled from Big Bear, Beaumont, 29 Palms, Peach Springs, Parker, Las Vegas and local teams from the Fort Mojave Indian Tribe and the recreation youth sports. 34 teams participated

** Preparing for registration starting in May/June for the Jr. Pee Wee/Pee Wee Basketball that runs July – August

** Will begin taking registration in May for the Summer Camp that runs the end of June thru end of July

** The After School Program currently has 299 students enrolled

** Facility rentals for January & February 2018:

Classroom rental: 8 - 2hr rentals @ \$15hr.

JSP: 2 - full day rentals @ \$150 a day (1/2 price non-profit)

1 - 4 hr rental @ \$16 hr.

Aquatics: ** General maintenance continuing

** Work began this week on the slide area to comply with the State inspection from August 2017

** Restroom roof repair began this week

** Seeking quotes on the repair and maintenance of the outside showers

**Swim lesson sign-ups will begin in April to start on June 4

** Advertising for lifeguards and scheduling a lifeguard class along with first-aid/CPR , training to be done by the head lifeguard

Jack Smith Park: ** Season began on March 3 weekends only with the seven day a week schedule to begin in April

** Maintenance and slurry repair of the parking lot that was to be completed in March is being postponed due to lack of funds for the project

Parks: Continued routine maintenance

Cemetery: Spraying for weeds and thereafter fertilize

- Development Services

Planning, Building/Safety, Engineering, Code Enforcement, Capital Improvement Plan (CIP):

Planning: ** Coordinated through meetings, phone calls, in-person inquiries - various individuals interested in establishing a medical marijuana facility in the city

** Prepared Planning Commission/City Council documentation pertinent to planning related matters

** Coordinated site plan reviews and parcel map reviews, drafting comments, letters, etc. to the applicant

** Processed invoices related to CUP permits for medical marijuana projects

** Responded to phone calls, emails, front counter inquiries on planning related questions

** Received proposals for the General Plan. Seeking a grant possibility from Governor's Office of Policy and Research

Code Enforcement: ** Opened 17 new cases last month and closed 15

** Demolition of the Relax Inn underway

** Demolition of a property in Gates set to begin next week

Building & Safety: ** 17 building permits issued in March and 39 inspections as well as numerous citizen requests for assistance

** Building plans for 409 E. Broadway in review

** Relax Inn issued a permit for demolition which is currently in progress

- ** McDonalds Restaurant will start remodel in April totaling \$688,000
 - ** Plans approved for Jack-in-the-Box remodel totaling \$675,000.00 (waiting fire approval)
 - ** Preparing monthly reports for county assessor's office
 - ** Preparing state quarterly reports
 - ** Attended ALICE (alert, lockdown, inform, counter, evacuate) training hosted by the Bullhead City Police Dept.
 - ** Transportation permit issued for wide load coming through on April 4
 - ** Issues street closure for Corvette Run on April 21 (150 Corvettes)
- Engineering: ** See attached capital projects status

- Finance and Administration

Finance, HR, Risk Management:

- ** Preparations are underway for FY 2018-19 budget creation
- ** RFP for audit services has been sent to CPA firms for proposals

- Public Works

Streets, Fleet, Buildings, Sanitation:

- ** Working on repairs to the recreational water slide to comply with state inspection
- ** Filling potholes out on N. Needles Hwy and throughout town when time allows
- ** When time allows, will begin crack sealing the most traveled roads where needed, mostly to preserve arterial road first beginning with River Road
- ** Repairing water cuts on pavement where the water department has repaired water leaks
- ** 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
- ** Repairing vinyl tile trim that came loose at the Amtrak section of the El Garces building
- ** Repairing cross walk warning lights near ball fields

- Public Safety

Animal Control, Sheriff, Fire, Emergency Management:

Animal Control: ** Decrease in animals at the shelter due to recent adoptions and transfers to other rescue facilities

- ** Rabies clinic scheduled for April 7 9:00 am – 12 noon

- Utilities

Electric, Water, Wastewater, Billing Office:

Wastewater: ** Treated an average of 330,000 gallons of wastewater per day during the month of March

- ** Temporary repairs made to the manhole ring in front of Miranda's car wash which sank causing the lid to pop off. This will be a warranty repair by Hal-Hayes Construction
- ** Continue to work with engineers gathering information for the North Needles sewer study
- ** Working with the residents of the 800 block of Market Street to find the most effective way to get these homes connected to sewer

Water: ** Repaired two fire hydrants

- ** Annual inspection with the Water Resources Control Board was conducted
- ** Work on Business Plan for Hazardous Material Handling and filed with San Bernardino County Fire Department (CUPA Permit)
- ** Pulled all routine samples as needed. New sampling for 1,2,3- Trichloropropane first quarter for four quarters needed
- ** Ongoing service line leaks have all been repaired
- ** 8" main line blew apart behind well #11
- ** Ongoing meter change-out due to stuck meter and some customer downsizing
- ** Waiting for Lilly Hill booster electric panel

Honorable Mayor & Council Members, Boards and Commissions, and Interested Parties
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- ** Working on grants for system improvements
- ** Working on north end water system with the engineers

- Golf

Pro Shop, Maintenance:

Pro Shop: ** February 2018 revenue and rounds:

2017 - total revenue \$70,760; total rounds 3,974

2018 - total revenue \$74,891; total rounds 4,304

Maintenance: ** Placing decomposed granite in additional areas that are no longer being watered

Attachment

March 30, 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 April.**

- 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. **Work will be commencing April 5th to take care of the corrections.**

- 3 **Landscape Rock along Southeast side of J Street** – Phillips Excavating has completed the project. **Notice of Completion was approved at the March 27, 2018 City Council meeting.**

- 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 to handle the labor.**

- 5 **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, perform 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.**

- 6 **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.
- 7 **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.
- 8 **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. The plans have been approved by the City Engineer and the Contractor has ordered the materials.
- 9 **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 began on March 30 and is wrapping up on April 4 for a completion of all cameras.
- 10 **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.
- 11 **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 \$4K to \$5K savings.

- 12** 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.
- 13** 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.
- 14** 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.
- 15** 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. Plan to run for advertisement alongside of the ATP project in late May.
- 16** 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.
- 17** 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.

- 18 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.**
- 19 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. **The City applied for a grant to assist with the City’s portion of the expense.**
- 20 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.
- 21 230 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.
- 22 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 4 – 10 hour days, plus 8 hour day work schedules. 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.
- 23 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.

24 Grading Permits – Currently under review by the City Engineer are the following Grading or Septic Permits:

- 409 E. Broadway
- Travis Phillips

25 Lot Line Adjustments – Currently under review by the City Engineer are the following Lot Line Adjustments or Mergers:

- Davis (Completed – Sending to Recorder)
- Kemper (Review stalled at the request of the Applicant)
- Peterson (Completed – Sending to Recorder)
- 409 W. Broadway
- M.I.H. (Completed – Sending to Recorder)

Removed as of this Report:

- Landscape Rock along Southeast side of J Street
- Electric Upsize Conductor
- Electric Insulator Replacement for Dead End Poles
- RFP City Engineer
- RFP for General Plan and Development Code Update
- RFP for Website Creation
- Jack Smith Launching Crack, Seal & Slurry (Postponed)