



CITY OF NEEDLES

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Mayor Edward T. Paget, M.D.
Vice Mayor Terry Campbell
Councilmember Tony Frazier
Councilmember Jim Lopez
Councilmember Shawn Gudmundson
Councilmember Linda Kidd
Councilmember Tom Darcy
City Manager Rick Daniels

MEMORANDUM

TO: Honorable Mayor & Council Members
FROM: Rick Daniels, City Manager 
SUBJECT: Manager's Report
DATE: May 16, 2014

Transit: ** Approval has been received from Cal EMA and SANBAG to proceed with the new NAT facility in the El Garces. This project is now moving forward with the design and drawings for the tenant improvements.

** Working with CalTrans to make a determination that our NAT RFP specifications and other terms and conditions were not restrictive, the companies that were sent our RFP had other business priorities and/or chose not to bid for business reasons and, therefore, we can conclude that the competition was adequate and the procurement competitive and Needles can award our NAT contract to the single bidder as a competitive award once the price analysis is completed, assuming it's determined that the price is fair and reasonable.

** The Jack Smith Park Seasonal Express Route has now run for two Saturdays (May 3 & 10) and, unfortunately, no passengers have taken advantage of this service. We're hoping that ridership will increase when we start running six days a week in June.

Engineering: ** Working on reimbursement from Omnitrans on the El-Garces in the amount of \$141,892.14. Should have it completed and in the mail by Monday May 19th.

** Upcoming street closures on May 22 when Czechoslovakian Bike Run will be stopping at Santa Fe Park ; June 2 the fire department washing of the underpass at North K Street for senior painting on June 5.

Utilities: ** Lower Colorado Water Supply Project (LCWSP): Use of First American Title property profiles and the SCAG digital mapping tool are allowing staff to identify the current owner(s) of the parcel on which the water rights attach. Staff's problem is that the LCWSP billing occurs annually and the USPS only forwards mail for 6-months. If we miss that mail forwarding period then we have to do additional work. Did the subcontractor sell the property, did his/her mailing address merely change or did he/she die? Now staff has tools to close the loop and maintain contact and collection activity.

Collection activity has accelerated. Staff has made use of small claims court in an arrearage of less than \$5,000 and is trying to facilitate property liens in cases above that \$5,000 threshold. The subcontract language speaks to *Notices of Termination*, and not *Liens* so that difference in nomenclature presents problems when recording at the County. SBEMP is working on a resolution.

** Water: See attached spreadsheet of service orders for April 21 thru May 2

**** Electric:** See attached spreadsheet of service orders for April 21 thru May 2

**** Wastewater:** See attached EUSI reports for March and April 2014

**** Sanitation:** Calendar years 2012 and 2013 showed the first bounce-back in trash tonnage since 2004 at plus 5.8% and 3.67% respectively (see attached). When people have more money, they buy; and as they buy, they throw; and, consequently, the amount of trash generated continues to rise. Conversely, when the economy goes south as it has since 2008, people have less disposable income and thus buy less and throw less.

Public Wks: **** Continue to paint street legends, stops and lines as needed through town as weather (wind) permits.**
**** Repairing water cuts in streets and filling potholes on River Road and other areas around town as needed.**
**** Preparing for upcoming events including Run for the Wall, senior class underpass painting, and softball tournament with road closures and moving tables around to cover events.**

Recreation: **** Planning summer camp program.**
**** Sponsors for pee wee basketball and fall sport programs.**

Aquatics: **** Working on the State requirements that are part of the inspection which is set for May 30th. Slide repairs projected to start next week.**

Cemetery **** Weekly maintenance (mowing, edging, etc.) on Thursday.**

Planning: **** Ongoing coordination of El Garces issues related to construction**
**** Processing of zoning permit applications for special events/residential projects**
**** Preparation of Planning Commission doc's for special use permit**
**** Ongoing coordination of sale of city-owned properties**

**Building/
Code Enf:** **** Investigating alternatives to demolition of substandard/public nuisance structures when property owners fail to comply.**

Golf: **** Jr. Golf Program begins June 10.**
**** Summer Roadrunner League begins this Sunday (May 18) and runs through early September.**
**** Continuing to market the summer rate structure.**
**** Summer golf shop hours start after July 4th weekend.**

Animal Cntrl: **** Animal shelter count of dogs and cats is back under control for the mean time. Just in time, as kittens are starting to roll in the door!**
**** Application for a City DEA license is not allowable so County Animal Control is being approached as to their assistance, in addition to sending letters to all veterinarians within a 50 mile radius seeking vet services.**

attachment

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**EUSI, LLC Operational Support Services relating
To the
Wastewater Treatment Facility and Collection System
March 2014**

Mr. David Brownlee,

Please find below a summary of our services provided associated with the operational support services for the wastewater treatment facilities for the month of March 2014.

- Coordinate with the laboratory that provides testing and analytical services for the City.
- Conducted in-house process control testing.
- Collected and sent out compliance samples as required by the monitoring permit.
- Decanted clear water from the digester to maintain room in the digester as well as limit future contribution of clear water to the drying beds when it comes time to fill the drying beds.
- Monthly monitoring report for February 2014 was signed and submitted to the Colorado River Regional Water Quality Control Board.
- Sent monthly weather report to the National Weather Service.
- Safety meetings were conducted at the plant.
- Removed dried bio-solids from drying beds 9, 11, and 13 and placed the solids in bed 24 for future removal.
- Sludge was poured to drying beds 3, 5, 7, 9, 11, 12, 13, 14, and 15 on March 19th to accommodate the additional wasting from the draining of SBR #1 for cleaning and maintenance. This material will take a couple of months to dry. Once dry staff will relocate the dried sludge to the stockpile in drying bed #24 for future removal.
- Administrative coordination with finance and the administrative staff at 3rd street is ongoing.
- Preventive Maintenance Program and preventative maintenance activities continue to be implemented.
- Ongoing correspondence with City staff relating to miscellaneous items and needs associated with the wastewater facility and collection system.
- Coordinated with the solid waste service provider and completed the removal of the dried sludge that was stored in drying bed 24 to the sanitary landfill.
- Emergency generator ran due to power outages this month and the unit completed the automatic switch over properly and the system switched back to utility power correctly.
- Cleaned the effluent equalization basin using fire hoses.
- Sent both lab thermometers out for annual certification. One was returned and the second is expected to arrive in early April. They were sent out staggered so that there would be a certified thermometer on hand at the facility while the other was being certified.
- Drained SBR #1 for maintenance and cleaning and switched to single SBR operation to allow for cleaning, inspection, and any necessary repairs of this SBR. It is anticipated that this basin can be

brought back on line by the end of May at which time SBR #2 can be cleaned inspected along with completion of any necessary repairs.

Supplemental Services and Other notable information:

- Serviced the #1 lift pump at Jack Smith park due to a seal failure alarm worked with Mr. Benoit on path forward for the operation of the pump. Changed the oil and replaced the flange seal. We will continue to monitor the performance of the pump.
- Completed minor gate repairs and replaced the battery for the motor drive for the operator.
- Repaired leaking sprinkler valve at Bazoobuth lift station.
- Blower galley exhaust fan failed, removed motor and fan and placed an order for replacement motor. The motor is expected to arrive early April. A temporary fan has been placed to keep air flowing out of the room until the permanent fan can be reinstalled.

Should you have any questions regarding the monthly activity please feel free to contact me at 602-300-7946.

Sincerely,

Kris Hendricks, EUSI, LLC

Managing Member

EUSI, LLC Operational Support Services relating
To the
Wastewater Treatment Facility and Collection System
April 2014

Mr. David Brownlee,

Please find below a summary of our services provided associated with the operational support services for the wastewater treatment facilities for the month of April 2014.

- Coordinate with the laboratory that provides testing and analytical services for the City.
- Conducted in-house process control testing.
- Collected and sent out compliance samples as required by the monitoring permit.
- Decanted clear water from the digester to maintain room in the digester as well as limit future contribution of clear water to the drying beds when it comes time to fill the drying beds.
- Monthly monitoring report for March 2014 was signed and submitted to the Colorado River Regional Water Quality Control Board.
- Sent monthly weather report to the National Weather Service.
- Safety meetings were conducted at the plant.
- Removed dried bio-solids from drying beds 4, 6, 10, 19, 20, 21, and 23 and placed the solids in bed 24 for future removal.
- Sludge was poured to drying beds 4, 6, 8 and 10 on April 16th. This material will take a couple of months to dry. Once dry staff will relocate the dried sludge to the stockpile in drying bed #24 for future removal.
- Administrative coordination with finance and the administrative staff at 3rd street is ongoing.
- Preventive Maintenance Program and preventative maintenance activities continue to be implemented.
- Ongoing correspondence with City staff relating to miscellaneous items and needs associated with the wastewater facility and collection system.
- Emergency generator ran due to power outages on April 1st and April 3rd this month and the unit completed the automatic switch over properly and the system switched back to utility power correctly.
- The blower galley exhaust fan motor arrived and was installed on April 11 and the fan was restored to full operation.
- Replaced sand in drying beds 4, 6, 8 (used sand on site), and 16 (used new sand as the last of the old sand was used on beds 4, 6, and 8).
- New sand arrived on April 24th for replacement of sand that is needed in several of the beds. This will be done as needed when the beds are cleaned in the coming months.
- Cleaned the effluent equalization basin using fire hoses.
- Electric department tested the plant electric meters to ensure proper operation.

Supplemental Services and Other notable information:

- K street alarm call out at 0245 on April 2 for high sound alarm, operator responded and reset the alarm. (0.5 hours no charge = \$37.50)
- Simon Sewer Service in town to begin sewer line cleaning. They began work on April 7th and worked for about 3 days then they had some trouble with their equipment and they resumed cleaning the week of April 28th this work is expected to be completed during this week or early May.
- Repaired leaking fitting on main process air compressor for the wastewater plant.

Should you have any questions regarding the monthly activity please feel free to contact me at 602-300-7946.

Sincerely,

Kris Hendricks, EUSI, LLC

Managing Member

.Calendar Quarter	Disposal Tonnage	Quarter-Over % Change
1 st Calendar Quarter 2003	1,271.11	Not Available
2 nd Calendar Quarter 2003	1,399.31	Not Available
3 rd Calendar Quarter 2003	1,327.89	Not Available
4 th Calendar Quarter 2003	1,510.05 (5,508.36 -'03)	Not Available
1 st Calendar Quarter 2004	1,639.43	+28.97
2 nd Calendar Quarter 2004	2,344.45	+67.5%
3 rd Calendar Quarter 2004	1,577.84	+18.8%
4 th Calendar Quarter 2004	3,052.69 (8,614.41 -'04)	+56.39% (year-over)
1 st Calendar Quarter 2005	1828.10	+11.2%
2 nd Calendar Quarter 2005	1,972.88	-15.8%
3 rd Calendar Quarter 2005	1,563.60	-0.09%
4 th Calendar Quarter 2005	1,447.82 (6,812.40-'05)	-79.01 (year-over)
1 st Calendar Quarter 2006	1,646.70	+0.0044
2 nd Calendar Quarter 2006	1,713.01	-13.17
3 rd Calendar Quarter 2006	1,512.06	-0.04169
4 th Calendar Quarter 2006	1,465.65 (6,337.42-'06)	-6.97% (year-over)
1 st Calendar Quarter 2007	1,482.37	-0.10
2 nd Calendar Quarter 2007	1,510.36	-11.83
3 rd Calendar Quarter 2007	1,413.77	-6.5
4 th Calendar Quarter 2007	1,285.63 (5,692.13 -'07)	-10.2% (year-over)
1 st Calendar Quarter 2008	1,419.61	-4.2%
2 nd Calendar Quarter 2008	1389.18	-8.02%
3 rd Calendar Quarter 2008	1,240.48	-12.23%
4 th Calendar Quarter 2008	1,245.21 (5,294.48 - '08)	-7.0 (year-over)
1 st Calendar Quarter 2009	1,161.20	-18.2%
2 nd Calendar Quarter 2009	1,266.92	-8.8%
3 rd Calendar Quarter 2009	1,110.49	-10.5%
4 th Calendar Quarter 2009	1,369.91 (4,908.52 - '09)	-7.3% (year over)
1 st Calendar Quarter 2010	1,074.85	-7.4%
2 nd Calendar Quarter 2010	1,188.68	-6.2%
3 rd Calendar Quarter 2010	1,167.84	-9.47%
4 th Calendar Quarter 2010	1,005.23 (4,436.60-'10)	-9.61%(year over)
1 st Calendar Quarter 2011	1,071.31	-.0033%
2 nd Calendar Quarter 2011	1,081.20	-9.04%
3 rd Calendar Quarter 2011	1,004.79	-13.96%
4 th Calendar Quarter 2011	1,028.01 (4,185.31 - 2011)	-5.7% (year over)
1 st Calendar Quarter 2012	1,005.00	-6.2%
2 nd Calendar Quarter 2012	1,257.24	+16.282
3 rd Calendar Quarter 2012	1,073.12	+6.8%
4 th Calendar Quarter 2012	1,092.49 (4,427.85 - 2012)	+5.8%
1 st Calendar Quarter 2013	1,163.90	+15.81%
2 nd Calendar Quarter 2013	1,317.70	+13.21%
3 rd Calendar Quarter 2013	1.125.63	+9.50%
4 th Calendar Quarter 2013	983.11 (4,590.34-2013)	+3.67%(year over)