



CITY OF NEEDLES

817 Third Street • Needles, California 92363
(760) 326-2113 • FAX (760) 326-6765

*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: May 31, 2017

City Mgr: ** Documenting Council Goal Setting outcomes
** Provided assistance to Councilors attending the ICSC conference
** Conducted review of allegations of improper handling of asbestos at 539 Broadway
** Met with Trucking Company seeking to relocate
** Working with BLM regarding Reclamation Road access to accommodate a development proposal
** Developing Design standards for Metal Buildings
** Researched City Owned grocery store
** Developing Solar Initiative to increase solar use in the City
** Met with the County to discuss re-establishing the Court.
** Met with the Utility Billing Software company about reporting deficiencies
** Met with SARDA property purchaser to resolve issues
** Working with planning consultant about the workscope for the General Plan update
** Monitored truck accident incident at 5 Mile Road
** Continued budget development
** Monitoring I-40/J Street Project progress and costs
** Updated new business permitting and electric system funding
** Pursuing lease amendment for golf concession
** Met with the Wilderness Society regarding the new National Monuments
** Assisted in the recovery of a stolen golf cart

City Clerk: ** Preparing business license renewals for 2017-2018
** Gathering information and preparing a Request for Proposal for codifying the municipal code and zoning code
** Preparing records for destruction
** Responding to record requests

Senior Center: ** New activities are being offered at the senior center including a Monday morning Salsa dance class and Tuesday morning popcorn and a movie. Other activities will be considered and offered depending on the response by the seniors.

Finance: ** Preparing and revising budget proposals
** Budget Public Hearing set for June 13, 2017
** Preparation for year end has begun

- Utilities:
- ** Wastewater: River Road lift station upgrades are complete to the point that it is operational and performed very well over the holiday weekend. There is still a little bit of cleanup work but the new system will continue to be in operation while this work is being done.
 - ** Electric: Continue with the construction of the south side 69 KV line with 12 KV under-build currently working in the golf course location – the progress is arduous and labor intensive
 - ** Working on the Eagle Pass to Taco Bell circuit upgrade – expected to be completed in 1 week
 - ** System outage affecting the Luna Vista and Park Moabi areas due to a failure of a 600 amp pad mount switch at Duke Watkins Park – outage lasted approximately 30 minutes
 - ** Water: Working on repair/replacement of fire hydrants as needed
 - ** Install new fire service line for Auto Zone project
 - ** Assisted electric department in locating water mains along the golf course for the new electric distribution line
- Planning:
- ** Coordinated PC/CC packets for medical marijuana related project approvals
 - ** Coordinate site plan review meetings for medical marijuana projects, residential dwelling units
 - ** Provided site visits with possible developers for residential projects
 - ** Updated documentation relevant to MMJ contact information, project status, transmission timelines
 - ** Processed invoices for medical marijuana projects
 - ** Processed “release of liens” for parcel owners paying off liens dealing with administrative fines
 - ** Communicated with individuals via phone, emails, meetings interested in medical marijuana projects
- Public Works:
- ** The sign for 19th Hole Bar & Grill restaurant at N. K St. and Needles Highway will be installed as soon as the road construction is completed
 - ** Built and installed 20’ of hand railing on the waterslide at the aquatic center and made other small repairs to meet safety requirements to pass engineers inspection
 - ** Filling potholes out on N. Needles Hwy when time allows
 - ** Repairing water cuts on pavement where the water department has repaired water leaks on roads
 - ** Continue routine weed control throughout town using work release help when possible
 - ** Will install all warning signs on both approach sides to the N. K St. underpass within the next few days
 - ** Installing traffic signs on Hospitality Lane and California Ave. as soon as they are received from the vendor
 - ** Continue painting stops, legends, and sidewalk crossings on streets as well as replacing missing and broken street signs and markers
 - ** The city yard fencing has been completed and rearranging and organizing of the city yard as time allows
 - ** Will be pulling the N. K St. underpass pump to replace a faulty float switch
- Seeking proposals for a shade cover for electric utility vehicles
Ordered “no through street” sign for California Avenue.
- Engineering:
- ** See attached capital projects status

- Golf: ** April revenue and rounds:
 2016 - total revenue \$20,888; total rounds 791
 2017 - total revenue \$31,955; total rounds 1,704
- Recreation: ** The NUSD's after-school program ended on June 2
 ** Beginning preparations and taking registration for summer camp which is to begin on
 June 19 and runs thru July 27
 ** Taking registration thru June 15 for pee wee basketball program and getting business
 sponsors for the teams
- Aquatics: ** The pool opened for the season on June 3 with swim lessons, lap/exercise that began
 on June 5. All are filling up quickly
- Jack Smith ** Open seven days a week from 7:00 a.m. to 6:00 p.m. Revenues are on target and will
Park: be reported to the Park & Recreation Commission at their June meeting, including the
 Memorial Day weekend totals.
- Animal Cntrl: ** Donation received from the Needles Chamber of Commerce from the February Boat
 and Car show
 ** "Kitten season" has arrived and the shelter is full. Looking for new homes for the
 animals

attachments

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Capital Projects STATUS

- ❖ **Bill Yoney Substation to Cure Farms Substation Intertie Project (\$1.4M)** NPUA has received permits to cross Interstate 40 & BNSF Railroad. Materials have been ordered. Outsource Utility Contractors have been constructing the power line. The crew is currently working on River Road to Reclamation Rd segment across from Colorado Shores Subdivisions. They expect to finish by the end of July.

- ❖ **ATP Sidewalks Project (\$484K)** 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 3/01/2017 How much as of today? Design has been submitted to the City for review. City Staff, has reviewed and made comments and has been returned to City Engineer for corrections. Corrections will be made by the contract engineer and be sent to Cal-Trans for their review than advertisement will be conducted in August 2017, Council award in September and construction beginning in October 2017.

- ❖ **Measure I – Reconstruction (\$206K)** of Coronado from J Street to Peru St. This project had a bid opening on May 18th, 2017. One bid was received. The bid is high due to heavy mobilization costs. Award will be going to City Council for Bid Award on June 13th, 2017. **Construction to begin in early July.**

- ❖ **C.D.B.G. Sidewalks (\$52K)** – Sidewalk improvements on N. Bailey Ave near Washington & South side of Washington This project had a bid opening on June 1st, 2017. The project had an addendum which re-scoped the project back to improvements on N. Bailey Ave only. C.D.B.G. funding is limited every year. **Construction to begin at the end of June first week of July.**

- ❖ **Sanbag TDA Article 3 Transit (\$60K)** 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 should be ready for bidding in **August 2017.**

- ❖ **Lillyhill Booster Rehabilitation (\$138K) – Phase I:** Involves moving the Electrical Panel outside of the existing small building as it is currently a Confided Entry situation. This project has been forwarded to the city engineer for final design of the Cabinet Replacement & Radio Controls. This project should be out to **bid by the end of June and ready for Construction to begin in early August.**

- ❖ **I-40 Connector Project (\$3.7 M)** Construction is nearly complete. Final clean up and punch list is being created. The switch control for the 3 signals will be delivered end of June and will be installed and signal lights will be activated. Maintenance training for Public Works and Electric staff is being scheduled.

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- ❖ **K Street Lift Station (\$350K)** The preferred site is not available due to unclear title. Design has been 75% completed and will be ready for bidding once the property purchase is complete. The NPUA is moving the station out of K Street right-of-way to a purchased property close by. This project will be out to bid in June July. Construction to begin in mid-August.

 - ❖ **Rio Buena Vista Subdivision Utilities Upgrade Feasibility Study (\$10K)** – Feasibility Study is complete and accepted by the Utility Board and City Council. The report concludes that it will take a \$10,000 deposit to begin the Special District formation process for Water & Sewer services; Streets will be excluded. A resident survey was sent out residents in early May. The surveys indicate support and the formation process is underway.

 - ❖ **North Needles Hwy Project (\$590K)** This project is being completed by the County of San Bernardino. Construction will starting **June 12, 2017**. This project begins at Broadway Ave & Needles Hwy and will extend to the West on Needles Hwy and end 600' North of I-40 entrance / exit ramps. Funding is being secured for phase 2 which will extend the improvements to Park Lane.

 - ❖ **Rebuild River Road Sewer Lift Station (\$20K)** – This project is being done by the City Crews with additional help of contractor ESUI for labor. The River Road lift station upgrades are complete to the point that it is operational and performed very well over the Memorial Day weekend. There is still a little bit of clean-up work to be done but the new system will continue to be in operation while this work is being done.

 - ❖ **Firehouse Substation (\$1.1M)** This capital improvement project will build the electric substation on North Needles Hwy on the old bowling alley site. The location is North of I-40 freeway entrance / exit near Balboa Place & Needles Hwy. This will be a duplicate of the Yoney t that was just completed. The new substation is being privately funded.
 - This substation will completed in 6 phases; **Phase I – Entitlements & Permits**, Phase 2 – Grading, Phase 3 – Fencing, Phase 4 – Concrete, Phase 5 – Material Purchase & Phase 6 – Contract Labor.

 - This project status is at Phase 1, Entitlements & Permits. Approvals were presented at the Board of Public Utilities 03/28/2017 & City Council 04/18/2017. Design and permitting is underway resulting in a Planning Commission hearing on a Special Use Permit. Phase 2 - Construction will be initiated after Entitlements & Permits and upon receipt of sufficient developer funds to construct.

 - ❖ **Cure Farms Substation (\$1.1M)** This capital improvement project will build the third electric substation on east of E. Broadway Ave near Ice Plant Road behind the 99 cent shopping center. This will be a duplicate of the Yoney Substation that was just completed. The new substation is being privately funded.

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- This substation will be phase in 6 phases with; Phase I – Entitlements & Permits, Phase 2 – Grading, Phase 3 – Fencing, Phase 4 – Concrete, Phase 5 – Material Purchase & Phase 6 – Contract Labor. This project status is at Phase 1, Design & Permits. Approvals were presented at the Board of Public Utilities 03/28/2017 & City Council 04/18/2017. Design and permitting is underway resulting in a Planning Commission hearing on a Special Use Permit. Phase 2 - Construction will be initiated after Entitlements & Permits and upon receipt of sufficient developer funds to construct.

- ❖ **Electric Transmission (Mohave) Line Rehabilitation (\$4.5M)** Project cost estimating is underway. Project will not be undertaken until sufficient deposits are available.
- ❖ **230 kV Transmission Line (\$30M)** An RFP for a public-private-partnership was issued with two proposals were submitted. Those are under review. The NPUA is also considering a WAPA loan, rate proceeds from new businesses, and working with the Bureau of Reclamation for their construction. Project will not be constructed until a financial plan is prepared and approved.
- ❖ **Shade Structure with Solar for Electric Line Trucks at Public Works Yard (\$150K)**
This Project will be put out to bid to construct a steel cover with solar panels on the top of this structure, at the City Public Works Yard where the City's Electric Line Trucks are stored. The power generated from the solar will help the utility bill for the City Garage.
- ❖ **Complete Replacement / Relocation of the Lily Hill Water Booster Field (\$505K)**
field is located on the corner of Lillyhill Dr & Clary Dr. and feeds the storage tanks located on San Clemente next to the Rodeo Grounds. The first project listed above as Lily Hill Water Booster Electric Panel Replacement will be put out to bid soon. It involves moving the Electrical Panel outside of the existing small building as it is currently a Confided Entry situation. The NPUA 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 for construction and \$53,865 for engineering.
- ❖ **Upcoming Colorado River Bridge Deck Work (\$1.1M)** This Bridge was built in 1978. 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 from ADOT to the City of Needles. ADOT is preparing for a Bridge Rehabilitation that the City of Needles and Mohave County will split the costs and consisting of the following tasks: Clean / prepare the deck by shot-blasting, and patching and spalls, delaminated, or unsound areas – mill ¾" concrete deck – apply ¾" 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. Total cost estimates are \$1.1 M with \$550K coming from the City.

- ❖ **Landscape Rock along City Property near pool (\$19K)** After the Dollar Tree was completed and the landscape rock was added to the hill side going up J Street the City would like to continue this nice look by continuing beyond the Dollar General up to the Needles Pool. A request for bids will be going out by the end of June to complete this work.
- ❖ **Eagle Pass Substation West End Business Loop (\$82K)** This project will connect the west end business district near Columbus Drive with the Eagle Pass Substation making for more electric power reliably. This project was completed by the City's Electric crew.
- ❖ **Upgrade Electric Topock Substation CT & Jumpers (\$82K)** This is to replace the undersized transformer at the Topock Substation and the upgrade of jumper connectors at the No Name substation to allow for additional Electric capacity of 70 MW for the City of Needles.
- ❖ **Electric Meter Replacement (\$150K)** This project has been on the Capital Improvement Plan for a few years and entails the replacement of many Electric Meters that may be running slow due to the age of the meter. This work will be put out to formal bid in August / September to begin working in October / November.
- ❖ **Water & Sewer extension North Needles (Q Street – Needles Hwy near Rainbo Beach Resort) (\$8M)** This project is currently looked into an extension of services for Water & Sewer to be extended to approximately 1.90 miles which is across from Rainbo Beach Resort. This would also add approximately 25 new sewer customers (2 being mobile home parks) and 20 new water customers.
- ❖ **Security Cameras at El Garces Building (\$30K)** This project will install 16 camera's with a 16 channel receiver expandable to 32 channels. These cameras will be placed around the El Garces Building including inside the Amtrak waiting area, the Track side and Santa Fe Park.

Projects Completed

- ❖ East End of El Garces Floor
- ❖ S Street sewer pipe lining
- ❖ Golf Course Cart Barn
- ❖ Turf Removal Project
- ❖ City Public Works Fencing
- ❖ Bill Yoney Sub – Staking, Grading, Fencing, Concrete & Assembly This isn't done!

Projects Added

- ❖ Rebuild River Road Sewer Lift Station
- ❖ Firehouse Substation
- ❖ Cure Farms Substation
- ❖ Electric Transmission (Mohave) Line Re-Build
- ❖ 230KV Transmission Line
- ❖ Bill Yoney Substation to Cure Farms Substation 69kV Intertie
- ❖ Shade Structure with Solar for Electric Line Trucks
- ❖ Security Camera's at El Garces Hotel