



# 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 Louise Evans  
Councilmember Shawn Gudmundson  
Councilmember Tona Belt  
Councilmember Clayton Hazlewood  
Councilmember Tom Darcy  
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, 2018

- City Manager
  - \*\* Rancho Buena Vista Assessment District has been abandoned by the Homeowner's Association
  - \*\* Interviewed by the Mohave Valley Business Journal on Needles progress and opportunities
  - \*\* Met with Mohave County Supervisor on AZ water transfer proposal and joint economic development opportunities
  - \*\* Conducting labor negotiations with bargaining units
  - \*\* Met with J Street Developers on infrastructure needs/development
  - \*\* Finalizing Development Impact Fee Report
  - \*\* Developed Adult Use Marijuana Transition Plan
  - \*\* Yoney Substation sign follow up
  - \*\* Drafting Visitor Center report for Council Committee
  - \*\* Developing Marijuana Businesses Audit Schedule with Auditor and Finance
  - \*\* Working on Golf Concession lease problems
  - \*\* Finalizing negotiations with Republic (sanitation contractor)
  - \*\* Resolving citizen concerns and complaints
  - \*\* Working with a RV park redeveloper
- City Clerk
  - \*\* Preparing city council, NPUA, SARDA and OB-SARDA minutes
  - \*\* Assisting with the June 2018 election
  - \*\* Assisting with the 2020 Census preparation
  - \*\* Preparing for the November 2018 election
  - \*\* Tracking individuals who have to file Form 700, take AB1234 training and sexual harassment training
  - \*\* Reviewing conflict of interest code
  - \*\* Processing delinquent business license renewals for 2017-2018 and other delinquent licenses
  - \*\* Cleaning up the business license data base
  - \*\* Responding to records requests
  - \*\* Preparing agendas and packets, distribute certified copies of the actions taken by council

- Community Services

Transit, Recreation, Senior Center, Parks, Cemetery:

Transit: \*\* The new NAT buses scheduled for delivery in May have been delayed until the middle to latter part of July

Recreation: \*\* Working with the engineering dept. on getting CDBG funds to replace the lights and soundproofing in gym and hopefully a new gym floor

\*\* Taking registration for the Jr Pee Wee/Pee Wee Basketball and Summer Camp which will run June 11 thru July 12 in order to allow adequate time for the lights/soundproofing to be completed before the school year starts on August 13

\*\* After School Program had 299 students enrolled with a last day of June 1

\*\* Facility rentals for April & May 2018:

Classroom Rental: 1 – 2 hr. rental and 3 – 3 ½ hr rentals @ \$15 hr

JSP: 2 – 2 hr rentals, 1 – 3hr rental and 1 – 6 hr rental @ \$16 hr

Gym: 1 – 4hr rental and 1 – 5 hr rental @ \$25 hr

Aquatics: \*\* Maintenance and repair on slide area has been completed and signed off by the city engineer. This will bring it into compliance with the State inspection from July 2017

\*\* Restroom roof repair completed

\*\* Currently obtaining quotes on the repair and maintenance of the outside showers

\*\* Begun taking swim lesson sign-ups at the recreation center

\*\* Open swim begins on June 2 from 2pm – 6pm with all additional programs starting June 4

Jack Smith Park: \*\* Season opened March 3 with weekends only with the 7 days a week schedule beginning in April

\*\* 377 annual passes sold to-date

Cemetery: \*\* Another successful Memorial Day event this year to honor our local Veterans and First Responders who have passed

- Development Services

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

Planning: \*\* Coordinated medical marijuana facility inquiries

\*\* 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

\*\* Participating in CEQA class offered as Extension Course

\*\* Reviewed CEQA submittals from various project applicants

Code Enforcement: \*\* Both code enforcement officers recently attended the CACEO Code Enforcement Academy

\*\* 40 cases were opened in May

Building & Safety: \*\* 15 building permits issued in May

\*\* McDonalds is in the final stages of completing their remodel. Should be complete the week of June 11

\*\* Jack in the Box has started remodeling and want to have the kitchen and drive-thru open by the 4th of July weekend

\*\* Plans submitted for review for Budfarmacy remodel at 101 E. Spikes Road

\*\* Bates medical marijuana facility at 1105 Lily Hill is anticipating an August completion date

\*\* The Flower Refinery at 2701 Columbus Dr. (former Taco Bell) is anticipating a late July or August completion

\*\* MIH building 1 at 3241 Needles Highway is anticipating an August completion

\*\* Awaiting county fire dept. approval for MIH building 3 to start construction

\*\* 39 inspections conducted during May and many more call outs to properties to answer questions or discuss plans

\*\* Working with engineering on several projects involving grading and septic systems

\*\* Working with planning on ongoing medical marijuana project updates and changes  
Engineering: \*\* See attached capital projects status

- Finance and Administration

Finance, HR, Risk Management:

\*\* Year end processes have begun

\*\* FY 18 audit dates are being finalized for City, NPUA, transit and MJ dispensaries

- Public Works

Streets, Fleet, Buildings, Sanitation:

\*\* Begun to build a road from the N. K St. underpass to the old Bridge Road next to the BNSF railroad tracks/Ed Parry ball field. Smoothing out the old dirt road and placing asphalt millings 6 inches deep 1100 feet long and 26 feet wide. This will take approx. 500 cubic yards of asphalt millings out of the stockpile. This project will be ongoing as time permits while carrying out other city duties

\*\* Policing the streets for trash piles every day to continue city cleanup

\*\* Filling potholes out on N. Needles Hwy and throughout town when time allows

\*\* Repairing 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

- Public Safety

Animal Control, Sheriff, Fire, Emergency Management:

Animal Control: \*\* Received a \$1,000 donation from the Chamber of Commerce to be used for a spay/neuter clinic for Needles residents. No date has been set as of yet as details are being worked out

\*\* Shelter full of spring-season kittens

- Utilities

Electric, Water, Wastewater, Billing Office:

Wastewater: \*\* The wastewater treatment plant treated an average of 342,000 gallons of wastewater per day

\*\* On April 5th, a sewer overflow occurred on the North side of Needles. The cause appeared to be dirt, concrete and asphalt from the recent construction and road work in the area. The blockage was cleared about midnight. A line cleaning crew was brought in to do extensive cleaning of 13,000 feet of gravity sewer lines in the area and found a remarkable amount of construction related debris. Will continue to monitor the area closely

\*\* Crews cleaned 24,465 feet of gravity sewer line during scheduled periodic maintenance

\*\* Working closely with the Development Director to resolve sewer service availability issue in the 800 block of Market Street

Water: \*\* Repaired one fire hydrant

\*\* Prepared Annual Water System report and sent to the State Water Resources Control Board

\*\* Prepared Annual Water Quality Consumer Confidence Report and started mailing out to customers

\*\* Pull all routine samples as needed. New sampling for 1,2,3-Trichloropropane second quarter, four quarters needed, and contacted the school district for lead and copper sampling

\*\* Ongoing service line leaks, 27 repaired since last report. Replaced three services

\*\* Ongoing meter change out do to stuck meter and some customer downsizing

\*\* Need to replace 10" check valve at well # 15, ordered new one at cost of \$4,500

\*\* Need to replace 500 gallon CL2 tank at well # 15, ordered one at about \$1,500

\*\* Still waiting for Lilly Hill booster station electric panel

- \*\* Working on grants for system improvements
  - \*\* Work on north end water system with the engineers
  - \*\* Work with new meter reader on operation of the hand held reader and location of meters
- Billing Office: \*\* The new meter reader started on May 30 and will be in training for the next couple months

- Golf

Pro Shop, Maintenance:

Pro Shop: \*\* April 2018 revenue and rounds:

2017 - total revenue \$31,955; total rounds 1,704

2018 - total revenue \$32,082; total rounds 1,688

\*\* May 2018 revenue and rounds:

2017 - total revenue \$14,369; total rounds 997

2018 - total revenue \$15,153; total rounds 945

Attachment

June 4, 2018

## Capital Projects Status



# City of Needles California

- 1 **CDBG – Recreation Gymnasium Remodel** – Community Development Block Grant authorized an advance of funds to allow the City to complete the Needles Recreation Gymnasium Remodel. Staff is preparing plans and specifications for a work scope to be in two phases. Phase 1 - scraping the old sound material off the walls and ceiling. Clean and paint all walls and ceiling installing new sound boards. Remove old and install new lighting. Phase 2 - A new gym floor will be installed during December when the recreation programs are at a minimum. The project is planned to be out to bid as soon as possible to utilize getting the Phase 1 completed before School starts back on August 13<sup>th</sup>.
- 2 **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 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. Staff has selected the informal bid of Western Construction Specialist for the construction of the landscaping at the cost of \$XXXX. Rock has been delivered to the site and work should be starting within a couple of weeks.
- 3 **Electric Meter Replacement Program** – 3000 electric meters are in the City's electric system, most are decades old and inaccurate. In order to avoid power outages during the excessive high temperatures the project will go dark during the months of June – September. It will start back up in October 2018 and should be finished by the end of 2018.
- 4 **ATP Sidewalks Project** – The project will replace or add curb, gutter & sidewalks on portions of Lilly Hill Drive, Bailey Ave, Washington St, Park Ave, Highland Street, L Street, Cibola St and E. Broadway. This project is out to bid with a bid open date of June 8<sup>th</sup>, 2018. The portion of work to be completed in front of the schools will be completed during the month of July while students are out of school.
- 5 **Shaver 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. The Electric department is experiencing parts delays which will delay the original August completion date.
- 6 **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. Under construction – Completion date July 1.
- 7 **K Street Lift Station** – Design is 75% complete and will be ready for bidding once the property is purchased. A property has been identified as being available through a defaulted property tax sale.
- 8 **Water & Sewer Extension North Needles** – A master plan for the extension of services for Water & Sewer is currently underway. This project has undergone a Phase I (composability requirements) study and a work order has been authorized for the City Engineer to proceed with the completion of Phase II Master Plan for the design engineering of the Water & Sewer utility extensions to the North.

- 9 **Rio Buena Vista Subdivision Utilities Upgrade Feasibility Study** – Rio Buena Vista Subdivision homeowners association has terminated the project.
- 10 **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 was out to bid but rejected as it has gone over the engineer’s estimate. Rebid is being planned for July. Construction is being planned for late summer 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 will be constructed after phase 1A.
- 11 **SBCTA Transit Development Act (TDA) - Article 3** – Bus Stop Access improvements will add handicap accessibility to the current bus stop system. This project has been designed and will be placed out to bid in the coming weeks with construction this Summer.
- 12 **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. If complete City will be using 1B tax gas funding and the City crews will be working alongside the County contractor.
- 13 **Lily Hill Water Booster Station complete replacement** – Phase I is the replacement of the Electrical Panel at site which involves moving the Electrical Panel outside of the existing small building as it is currently a confined entry situation. The concrete pad has been poured awaiting the delivery of the electric panel to be installed by contractor. Expected completion July 1. Phase II – is the complete rehabilitation of the Water Booster Station which the City has applied for a State of California State Water Resources grant. This work will include complete replacement of the equipment and moving the station back to allow for curb, gutter & sidewalk along the Northwest corner of Lily hill Dr. & Clary Dr.
- 14 **Colorado River Bridge Deck Work 2019** –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. The City has applied for a grant for financial assistance on the City’s portion of the shared bridge.
- 15 **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. The electric crew is currently inventorying poles that need to be replaced.
- 16 **Security for City Hall** – Security improvements to the front utility office and the remaining building is being developed. Project plan is under way and combination locks have been received and awaiting installation.