



# CITY OF NEEDLES

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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: June 20, 2016

City Mgr: \*\* International Conference of Shopping Centers (ICSC) follow up meetings with project developers  
\*\* Golf: cart barn change. Engineers estimate was too high. Working with CJPIA on alternatives including them directly contracting with a builder. Work needs to begin before mid-July.  
Turf removal out to bid June 24. Reviewing final specs  
\*\* Gas station utility rates resolved  
\*\* Church utility rates approved by the Board of Public Utilities  
\*\* Medical marijuana – water and sewer services including line extensions – no special rates. All users will pay the same rate as existing businesses and residents. There are no rate increase guarantees.  
\*\* Electric charging station dedication is ready. Investigating methodology for users payment.  
\*\* East end of El Garces construction continues  
\*\* CalRecycle site visit resulted in a small grant for recycle bins at public parks  
\*\* Trenching ordinance – staff will be clarifying, with drawings, the intent of the ordinance. Revisions may be forthcoming as well  
\*\* Will be closing on the five acre property sale to Community Healthcare Partner Inc. for land adjacent to the hospital this week  
\*\* Rio Buena Vista sewer analysis underway  
\*\* Cemetery clean up with volunteers. Considering expanding the role of volunteers in Cemetery affairs.  
\*\* City staff has volunteered to cover at the rec center during the manager's vacation to assure that it is open every day.  
\*\* Attended Route 66 marketing meeting  
\*\* Medical clinic on Bailey will be relocating to the old NAPA building across from the theater. Building plans under review.  
\*\* Building permit for Burger Hut rehab has been issued  
\*\* Sheriff's contract for basic services has been executed. Should the school decide to cover the cost of a school resource officer an amendment can be done.  
\*\* The fire station on Front Street has been leased to the county for \$1 per year until completion of the county's new station on Highway 95 South. This was a requirement of the Local Agency Formation Commission on the city's application for annexation into the country fire district.

\*\* The Superior Court Presiding Judge visited our community during the ribbon cutting ceremony for a new Needles to Barstow lifeline service and, after looking at the council chambers and former court facilities, has indicated he'll be budgeting for a satellite court in Needles next year

\*\* Working with the BLM on creating a gateway to the new Mohave Trails National Monument.

\*\* Working with the City Attorney and planning consultant to assure compliance with CEQA

\*\* Working with Western Area Power Administration on greenhouse gas compliance

\*\* Will be reporting all utility accounts in arrears.

City Clerk:

\*\* Preparing minutes

\*\* Preparing candidate nomination packets for the November 2016 Election

\*\* Record requests

\*\* Working with Frontier Communications for the installation of the city's new phone system

\*\* Business license renewal notices

Finance:

\*\* Finalizing the FY17 budgets for final approval at June 28 Council meeting

\*\* Year-end processes have begun: unrolling and rolling forward the balance sheet balances to include all audit adjustments; creating next year's chart of accounts and budget accounts; preparation of auditors reports; closing out purchase orders.

\*\* Issuing an RFP for a medical marijuana auditor.

Utilities:

\*\* Electric: Ongoing meetings regarding proposed Mohave solar project, north of Needles and the West Power consulting group

\*\* Built new power line and service to new housing project on Wetmore Way

\*\* Meeting with cannabis grow facilities and evaluating their electrical needs and what system upgrades need to be done to service their facilities on an individual basis

\*\* Repaired the Coast Guard lights on Colorado River bridge

\*\* Repaired the vandalized lights at the skate park due to vandals shooting them out.

\*\* Business Office: See attached service orders for the period May 1 thru June 10

Planning:

\*\* Responding to inquiries via meetings, phone calls, related to medical marijuana businesses

\*\* Developed matrix showing locations of proposed facilities

\*\* Developed forms for medical marijuana businesses, including applications, checklists, regulatory permits, will-serve utility letters

\*\* Prepared Planning Commission/City Council packets for zone change/cultivation CUP for applicant: Devine

\*\* Coordinated processing paperwork for city-owned properties

Public Works:

\*\* Potholing and filling bad areas on North Needles Hwy and when completed will restripe the center line - still pending

\*\* Painting stops, limit lines and legends on streets as weather permits

\*\* Repairing water cuts on pavement where the water department has repaired water leaks on arterial roads

\*\* Enforcing Trenching ordinance requiring utilities to half street or full street repair all road cuts. Preparing drawings and graphics to assist.

\*\* Continue routine weed control throughout town and trash pickups

\*\* Replacing the storm water pump below the underpass

Engineering: \*\* Painting at the underpass was completed June 2 by the incoming seniors of Needles high school  
\*\* River's Edge Turf Removal project – scheduled to go to bid June 22 & June 24  
\*\* S Street Channel cure-in-place-pipe (CIPP) project is being awarded to SanCON Engineering out of Huntington Beach and will be going to Utility Board on July 5 and City Council July 12.  
\*\* K Street Underpass Concrete project is completed  
\*\* El Garces East Side Floor Repair project is currently under construction and estimated to complete end of July  
\*\* Needles Hwy project that will be completed by the County of San Bernardino and is designed for two phases this far. The County revised their construction schedule. Segment N (beginning at N Street – Balboa St) is anticipated to start the bidding process in fall 2016 and complete in spring 2017; Segment 1A (Balboa St – Park Rd) is anticipated to start the bidding process in winter 2016 and complete in summer 2017.  
\*\* I-40 Connector project is anticipated to be in the construction phase by summer 2016 and completing by winter, waiting for final approval to enter construction phase.  
\*\* ATP Sidewalks project is being designed currently which will be replacing or adding sidewalk on portions of Lilly Hill Drive, Bailey Ave, Washington St, Park Ave, Highland Street, L Street, W. Broadway, Cibola & E. Broadway  
\*\* Engineering currently is in design on capital projects for Lillyhill Lift Station, K Street Lift Station Rebuild, relocated Bush Street Electrical Substation.  
\*\*Reviews unsway for grading, lot line adjustments and various projects being proposed in the city

Golf: \*\* Revenue and rounds:  
2015 - total revenue \$26,668; total rounds 1,178  
2016 - total revenue \$8,011; total rounds 416  
\*\* Prepping areas for turf removal  
\*\* List of events and marketing being presented to Parks and Recreation Commission on 6/21  
\*\* initiating a sale on annual passes.

Recreation: \*\* Currently putting teams together for the pee wee basketball league which is to begin July 5 with 10 teams  
\*\* Rodeo Association paid the sponsorship fees for 33 youth sport teams for a total of \$4,950  
\*\* Will be starting the summer day camp on June 20 thanks to a joint sponsorship between the City of Needles and County Supervisor Robert Lovingood  
\*\* Facility rentals May 1 thru June 16:  
JSP: private rental 2 hrs @ \$16/hr; private rental 3 hrs @ \$16/hr; private rental 2 hrs @ \$16/hr  
Gym: private rental 2 hrs @ \$25/hr  
Classroom: private rental 2 hrs @ \$15/hr  
Duke Watkins: private rental 1 hr @ \$16/hr  
Santa Fe Park: Chamber of Commerce rental 2 hrs @ \$10/hr (1/2 price non-profit)

Jack Smith: \*\* 2016 Memorial Day weekend revenues  
Friday, May 27: \$3,771  
Saturday, May 28: \$8,181  
Sunday, May 29: \$4,508  
Monday, May 30: \$1,540  
Grand total: \$18,000

Honorable Mayor & Council Members  
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2013 totals = \$12,520

2014 totals = \$12,560

2015 totals = \$13,160

This represents a \$4,840 increase in revenue in 2016 compared to 2015

\*\* Sold 332 annual passes to date this season compared to 316 in 2015 which is an increase of 16

Aquatics: \*\* Opened the season on June 4 and are currently finishing the first of four sessions of swim lessons.

\*\* Private rentals are slightly down from 2015.

\*\* Preparing for our 4<sup>th</sup> of July celebration.

Animal Cntrl: \*\* Shelter is in need of volunteers to assist staff on weekdays from 6:00 a.m. to 9a.m.

\*\* Shelter is full of both cats and dogs. Many small dogs, kittens and even two front declawed cats available for adoption.

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**Service Orders for 5/1/16 thru 6/10/2016**

Electric Service Orders -257

Water Service Orders - 189