



# 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: June 30, 2017

- City Mgr: \*\* Assisted Councilor Belt in preparing a list of 5 projects for federal funding via Congressman Paul Cook including finishing El Garces and establishing a Route 66 Visitor Center, sound walls on I-40, placing new decking on the bridge to Arizona, and finishing Pashard to open up new commercial/industrial sites for logistics businesses.  
\*\* Assisting new development projects for a new 138 space RV park, five residential subdivisions, truck terminal, coffee shop, donut shop, in addition to medical marijuana facilities.  
\*\* Issuing a request for interest for privatizing the City's Business Directory Sign Program.
- City Clerk: \*\* Processing business license renewals for 2017-2018  
\*\* Gathering information and preparing a Request for Proposal for codifying the Municipal and Zoning Codes  
\*\* Responding to record requests  
\*\* Preparing city council minutes
- Finance: \*\* City audit report was received 06/28/17 and will be presented by Mike Burger at the July 11 City Council meeting.  
\*\* Year end processes have begun (balance forwards, creations of the new budget accounts and balances, inventory counts, petty cash audits, closing out purchase orders, etc.)
- Utilities: \*\* Wastewater: The wastewater plant is treating an average of 338,000 gallons per day which is about 30% capacity  
\*\* Rio Buena Vista is continuing to pursue options to form a district which would provide the capital to bring their wastewater and water systems up to city standards which would allow the city to take responsibility for those systems  
\*\* River Rd. lift station upgrades are completed to the point that makes it operational but still needs some detail work as time allows. Capacity of this lift station has been greatly increased by about 3 or 4 times  
  
\*\* 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

\*\* 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: Meeting with Needles Marina on water and wastewater billing and cost of 8" meter

\*\* Two break-ins at well #15 in the last three weeks. Air conditioning unit taken and side of building has a hole in it

\*\* Working on fire line service charge to see if Prop 218 required or just implement as a service charge

\*\* Met with Robinson Electric on Lily Hill booster electric panel. Hope to go out to bid next week for this project

\*\* Experienced 29 water leaks due to extreme temperatures

Planning: \*\* Coordinated planning commission/city council 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 medical marijuana 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: \*\* Replaced the industrial garbage disposal at the senior citizens kitchen and installed an air conditioner at the animal control office

\*\* Repairing or replacing pop up or broken sidewalks

\*\* The sign for the pro shop restaurant at N. K St and Needles Hwy will be installed now that the road construction is completed

\*\* 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

\*\* Installing traffic signs on California Ave

\*\* Continue painting stops, legends, and sidewalk crossings on streets as well as replacing missing and broken street signs and markers

Engineering: \*\* See attached capital projects status

Golf: \*\* May revenue and rounds:

2016 - total revenue \$8,553; total rounds 426

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

Recreation: \*\* Summer day camp began June 19 and runs thru July 27

\*\* Finalizing registrations for pee wee basketball league that will begin July 3 and runs thru first week of August

\*\* Received a \$1,000 donation for team sponsorships from the Needles Rodeo Association for the 2017-2018 youth sport season

\*\* Sought out a donation from Anderson Ford, Bullhead City, for team sponsorships and they will be sponsoring one team in each division of each of the youth sport leagues which is 10 teams totaling a \$1,500 sponsorship

\*\* Facility rentals for May 2017:

JSP: two 2hr rentals at \$16hr; two 3hr rentals at \$16hr; one 4hr rental at \$16hr

Gym: one 2hr rental at \$25hr; one 5hr rental at \$25hr

Recreation classroom: four 2hr rentals at \$15hr

Aquatics:

\*\* Opened for the season on June 3 and finishing up our first session of swim lesson this week

\*\* Lap swim/exercise and an evening lap swim runs Monday thru Thursday and is seeing great attendance

\*\* First season with the new weekend hours of 2pm – 6pm. Hoping that it draws more participation on the weekends in the future

Jack Smith  
Park:

\*\* Totals for Memorial weekend 2017

Friday, May 26 \$3,418

Saturday, May 27 \$6,122

Sunday, May 28 \$3,095

Monday, May 29 \$1,190

Memorial weekend 2014 total = \$12,560

2015 total = \$13,160

2016 total = \$18,000

2017 total = \$13,825

Decrease of \$4,175 in revenue on Memorial weekend 2017 compared to 2016. The contributing factors for this decrease may be the additional 24 annual passes sold this season which would not generate daily use pass fees and also higher gas prices in California. Sold 356 annual passes to-date this season compared to 332 in 2016 reflecting the increase of 24.

Animal Cntrl:

\*\* Fundraiser held at the Eagles on June 13 raised \$605 for Spike's Desert Dog Park.

This money will be used to help purchase bags and improvements

\*\* Animal intake and turnovers have been unusually high for the month of June

attachments

cks



## Capital projects STATUS

- ❖ **Bill Yoney to Cure Farms Substation Intertie Project** City Engineering has received permits to cross Interstation 40 & BNSF Railroad. Materials have been ordered. The crew is currently working on Broadway Ave to Ice Plant Road.
  
- ❖ **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, W. Broadway, Cibola St and E. Broadway.  
  

**Design is 75% complete** as of 03/01/2017. 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 and 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** of Coronado from J Street to Peru St. This project had a bid opening on May 18<sup>th</sup>, 2017. **Construction to begin in early July.** This project was awarded to Pavement Recycling Systems, Inc.
  
- ❖ **C.D.B.G. Sidewalks** – Sidewalk improvements on N. Bailey Ave near Washington & South side of Washington The project had an addendum which re-scoped the project back to improvements on N. Bailey Ave only. **Construction to begin middle of July.** This project was awarded to Western Construction Specialist.
  
- ❖ **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 should be ready for bidding in **August 2017.**
  
- ❖ **Lillyhill Booster Rehab.** – **Phase I:** Involves moving the Electrical Panel outside of the existing small building as it is currently a Confided Entry situation. This project should be out to **bid by the end of July and ready for construction to begin in mid-August.**
  
- ❖ **I-40 Connector Project** – 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 JULY and will be installed FIRST WEEK OF AUGUST and signal lights will be turned on. **Substantially Complete**
  
- ❖ **K Street Lift Station** – This project is currently part of the City's Capital Project list. The City has had a delay with the purchase / escrow for the property. Design has been 75% completed and will be ready for bidding once the property purchase is complete. The City is moving station out of K Street right-of-way to a purchased property close by. This project will be out to bid in August Construction to begin in mid-September.

❖ **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 a district formation for upgrading Sewer and Water system within the subdivision. Formation is underway for council consideration.

❖ **North Needles Hwy Project** – This project is being completed by the county of San Bernardino. Construction began on **June 26, 2017**. This project begins at Broadway Ave & Needles Hwy (where the City's I-40 project is currently working) and will extend to the West on Needles Hwy and end 600' North of I-40 entrance / exit ramps.

❖ **Firehouse Substation**

Capital Improvement project to build the second electric substation on Needles Hwy on the old bowling alley site. Location is North of I-40 freeway entrance / exit near Balboa Place & Needles Hwy. This will be an exact duplicate of the Bush Street substation later renamed Bill Yoney Substation that was just completed. The new substation is being privately funded.

This substation will be completed in 6 phases; Phase 1 – 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. Phase 2 - Construction will be initiated after Entitlements & Permits and upon receipt of sufficient developer funds to construct. Phase 5 – Material Purchase has been presented to the Board of Public Utilities and will be on the July 11, 2017 Council Agenda for approval to purchase the parts.

❖ **Cure Farms Substation**

The third electric substation on East of E. Broadway Ave near Ice Plant Road behind the 99 cents shopping center. This will be a duplicate of the Bush Street substation later renamed Bill Yoney Substation that was just completed. The new substation is being privately funded.

This substation will be phase in 6 phases with; Phase 1 – 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. Phase 2 - Construction will be initiated after Entitlements & Permits and upon receipt of sufficient developer funds to construct.

❖ **Electric Transmission (Mohave) Line Re-Build** Project cost estimating is underway. Project will not be undertaken until sufficient deposits are available.

❖ **230 kV Transmission Line**. 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** This Project will be put out to bid to construct a steel cover at the same time 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.
- ❖ **Complete Replacement / Relocation of the Lily Hill Water Booster Field** This project has been on the Capital Projects list for many years. The 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 first project listed above as Lily Hill Water Booster Electric Panel Replacement will be put out to bid soon. Involving moving the Electrical Panel outside of the existing small building as it is currently a Confided Entry situation. 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.
- ❖ **Upcoming Colorado River Bridge Deck Work** 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 to the City of Needles by ADOT. 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  $\frac{3}{4}$ " 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. Cost estimate is 1.1 million with Needles share at 50%. No source of funds identified.
- ❖ **Landscape Rock along Southeast side of J Street** After the Dollar General 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 pass the Dollar General up to the Needles Pool. A request for bids will be going out by the end of July to complete this work.
- ❖ **Electric Meter & Lightning Arrestors replacement** This project entails the replacement of many electric meters that may be running slow due to the age of the meter. The lightning arrestors are located on several poles throughout town that take the lightening impact during a lightning storm. This work will be bid in July.
- ❖ **Water & Sewer extension North Needles (Q Street – Needles Hwy near Rainbo Beach Resort).** This project is 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. This project awaiting design from City Engineer.

### Projects Completed

- ❖ East End of El Garces Floor
- ❖ S Street C.I.P.P. Lining
- ❖ Golf Course Cart Barn
- ❖ Turf Removal Project
- ❖ City Public Works Fencing
- ❖ Bill Yoney Substation – Staking, Grading, Fencing, Concrete & Assembly
- ❖ I-40 Connector Project (June 2017)
- ❖ Upgrade Electric Topock Substation CT & Jumpers
- ❖ Eagle Pass Electric Business Loop
- ❖ Rebuild River Road Sewer Lift Station

### Projects Added

- ❖ 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
- ❖ Upcoming Colorado River Bridge Deck Work
- ❖ Landscape Rock along City Property near pool
- ❖ Electric Meter & Lightning Arrestors replacement
- ❖ Water & Sewer extension North Needles