



CITY OF NEEDLES

817 Third Street • Needles, California 92363
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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: July 28, 2017

City Mgr: ** Attended the Cannabis Compliance Workshop
** Attended the CJPIA Annual Meeting
** Working to secure access to Reclamation Road to facilitate new resort and residential projects
** Soliciting proposals for the Directional Sign Program
** Met with Rio Buena Vista Homeowner's Association regarding forming an assessment District to upgrade their infrastructure.
** Completed a new letter of intent with BLM and Needles Marina for a revised BLM lease
** Seeking AQMD, OSHA, CHP, and California Department of Toxics and Substance Control compliance with asbestos regulations.
** Working with developers on 4 housing projects totaling over 1000 units.
** Continuing to work on a truck terminal relocation from out of state.
** Seeking approval from BNSF for the Little League fields improvements.
** Processing land purchase of two acres on San Clemente.
** Assisted with Code Enforcement initial inspections of cannabis facilities.
** Working on the Arizona Bridge Crossing with ADOT.
** Continuing recruitment of a City Engineer, City Planner, and Building Official.
** Working with Development Impact Fee consultant to complete their report.
** Working with Utility Board on potential water pumping, storage, and distribution inadequacies.
** Developing a landscape concept for the train park.
** Conducted final interviews and hired personnel in Animal Control, Public Works, and Parks.
** Conducted annual review of the contract City Engineer.
** Working on recruitment of a grocery, a hotel, and a shopping center on J Street.

City Clerk: ** Preparing city code to submit for codification
** Processing numerous records requests
** Processing business license renewals

Finance: ** Month end and year end processes continue
** Preparation for audits to start at end of August

- Utilities: ** Wastewater: Treated a total of 10.2 million gallons of waste water in June for an average of 340,000 gallons per day
 ** Worked with EUSI on annual servicing of five large submersible pumps
 ** Reviewing new proposed California laws regarding wastewater from cannabis facilities
- Planning: ** Developed forms for amending approved CUPs/regulatory permits
 ** Preparing "cost of services" study for annual fee renewal for cannabis projects
 ** Researching cities in California that permit manufacturing with volatile chemicals
 ** Processed amendment to the renewable energy ordinance permitting commercial rooftop projects via administrative review
 ** Researched use of temporary modular units for cannabis projects
 ** Coordinated PC/CC packets for medical marijuana related project approvals
 ** Coordinated 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
 ** Communicated with individuals via phone, emails, meetings interested in medical marijuana projects
- Public Works: ** Painting red curbs throughout town with Set Free Church volunteers
 ** Assisting code enforcement removing trash throughout town
 ** Pro shop restaurant sign will be installed at N K St and Needles Hwy 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 control signs on Hospitality Lane
 ** 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: ** June revenue and rounds:
 2016 - total revenue \$9,535; total rounds 303
 2017 - total revenue \$9,723; total rounds 600
- Golf Mntnc: ** Prepping and preparing to spread excess decomposed granite
 ** Issued a request for proposals for the seed bid and preparing the equipment for overseeding to start September 5
- Recreation: ** Last day of summer camp was July 27
 ** Ending the peewee basketball season on August 3 with the awards/bar-b-que on August 5.
 ** Taking registration for peewee soccer until September 8
 ** Taking registration for the after-school program in partnership with the school district which is set to begin on the first day of school, August 14
 ** Facility rentals for June 2017:
 JSP: 1 – 6hr rental @ \$16 hr; 1 -4 hr rental @ \$16 hr
 Gym: 1 – 3hr rental @ \$25 hr
 Santa Fe Park: 1 – full day rental @\$200
 Classroom: 6 – 2hr rentals @ \$15 hr

Aquatics: ** The last day for open swim will be August 3, however, will continue the lap swim/
exercise thru the end of August
 ** Begin the NUSD PE swim program mid-August
 ** The state annual inspection has been completed with a few minor repairs needed to
the slide structure but we're in compliance and have been given approval to continue
operations
 ** Scheduling to have the roof over the restrooms repaired due to leakage

Jack Smith ** Open seven days a week thru the end of September with hours slightly modified during
the week days
 ** Totals for 4th of July holiday 2017:

Saturday, July 1: \$3,582	Holiday 2017 total: \$8,372
Sunday, July 2: \$1,778	Holiday 2016 total: \$8,105
Monday, July 3: \$1,785	Holiday 2015 total: \$6,755
Tuesday, July 4: \$1,227	Holiday 2014 total: \$5,725

Increase in revenue from 2016 may be attributed to the 4th being on a Tuesday and many
using it as a 4-day weekend, lower gas prices, and a rising economy
 ** See attached for 2017 and 2016 season revenue reports for comparison

Animal Cntrl: ** Working with Low Cost Spay Neuter Clinic on promotional campaign to "Empty out the
Shelter"
 ** Continue to receive donations including \$200 from Elks, others ordering cat litter, dry
food and toys for our shelter pets

attachments

cks

July 2017



**City of Needles
California**

Capital projects STATUS

- ❖ **Bill Yoney to Cure Farms Substation Intertie Project** Received permits to cross Interstate 40 & BNSF Railroad. The crew is currently working on Broadway Ave to Ice Plant Road. Wire has been installed across the Railroad Tracks.

- ❖ **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 18th, 2017. **Construction to begin in early October** 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 by the end of August.** 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 07/26/2017 & 07/28/2017 with a Job Walk 08/02/2017 and a BID OPENING of 08/09/2017**

- ❖ **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 SECOND WEEK OF AUGUST and signal lights will be turned on. **Substantially Complete**

- ❖ **K Street Lift Station** –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. Financial Consultant is preparing documents essential for district formation. .

❖ **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 similar to the 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. The project will be presented at the 08/02/2017 Planning Commission for the approval of the Entitlements portion of Phase I.

❖ **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 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 shade cover and 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** 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 & Dead End Bell 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 undergoing design by the City Engineer.

❖ **Security Camera’s for El Garces Building.**

This project is to expand the security cameras for the El Garces building. The City will be looking to adding 16 more security camera’s throughout the Amtrak waiting area and around the building. Bidding documents are being prepared to bid in the month of August.

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 & Lightening Arrestors replacement
- ❖ Water & Sewer extension North Needles
- ❖ Security Camera’s for El Garces Building

