



CITY OF NEEDLES

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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 *Rick*

SUBJECT: Manager's Report

DATE: August 17, 2018

- City Manager
 - ** Working with Department of Toxics and Substance Control regarding the PG&E Chromium-6 remediation project permitting
 - ** Assisted Chamber of Commerce on preparing the application for a California Welcome Center
 - ** Working on securing access for a new hotel
 - ** Arranging meeting between City Council committee and a committee of the school board to discuss fees on residential
- City Clerk
 - ** Preparing for November 2018 election
 - ** Reviewing Conflict of Interest Code
 - ** Processing the annual 2018-2019 business license renewals
 - ** Processing delinquent business license renewals for 2017-2018 and other delinquent licenses
 - ** Cleaning up the business license data base
 - ** Preparing city council, NPUA and SARDA minutes
 - ** Tracking individuals who have to file Form 700, take AB1234 training and sexual harassment training
 - ** 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 were delivered on July 27 and after a thorough inspection, they were not accepted as the air conditioning was not working properly and there was a pinging/engine knock in one of the engines. They were taken back by the dealer, supposedly repaired and on their second trip out, one of the engine belts broke and that unit had to be towed back to Colton and the pinging noise was still heard in the other unit. Both units are again back in Colton and will not be accepted until they are properly repaired and will function as designed so Needles can get the best performance for the years ahead.
 - Recreation: ** Completed another season of Pee Wee Basketball with 13 teams and awards being held on July 14
 - ** Concluded Summer Day Camp on July 12 in order to allow adequate time for the gym repairs to begin before the 2018-19 school year. Unfortunately this project has seen a delay.

** Currently preparing and taking registration for the After-School Program which began August 13

** Taking registration for the fall sports programs including Pee Wee Soccer, Volleyball and Flag Football

** Established schedule for the gym improvements

** Facility rentals for June 2018:

Classroom Rental: 1 – 5 hr. rental @ \$15 hr

Aquatics: ** The annual QSI inspection of the water slide by the State of California was done on July 19 and no violations were found. Will continue with year-around maintenance and corrosion plan in place

** The pool closed for open swim on August 2 but will continue to offer lap swim and exercise in the mornings from 6:30am to 9:15am Monday – Thursday thru the end of August

** Continue to offer private rentals of the facilities depending on availability of guards

Jack Smith Park: ** 4th of July weekend report:

Wednesday, July 4:	\$1,327
Thursday, July 5:	\$1,506
Friday, July 6:	\$1,641
Saturday, July 7:	\$1,887
Sunday, July 8:	\$973
Grand total:	\$7,334

Note: With the holiday falling in the middle of the week there was no way to predict if boaters would take the days off after the holiday or the weekend before so the weekend after was included for consideration

Cemetery: ** Continued routine maintenance

Parks: ** Continued routine maintenance

** Initiated construction of Train Park

- Development Services

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

Planning:

** Meeting with potential applicants for projects

** Preparation of forms, correspondence, for project coordination

** Invoice processing for projects

** use

** Amending regulatory permits for adult use

** Coordinating zoning permits for residential construction project

** Coordinating site plan reviews for 7 new marijuana CUPs

** Completing Development Impact Fee report reducing fees to fund new infrastructure necessary to accommodate new development.

Code Enforcement: **

Building & Safety: ** 7 building permits issued for month of July

** Jack in the Box remodeling continues and is near reopening

** 1105 Lily Hill (Bates) is anticipating a late September/early October completion date

** MIH Building 3 has begun construction

** A temporary intern has been assisting to help straighten files and scan old plans

** 34 official inspections and many more call outs to properties to answer questions or discuss plans

** Interviewing for a permit technician. Hope to have onboard the first of September

** Working with Iworq (software tracking system) on creating an automatic system for the community development department

** Modifying the MIH financial assurance to convert to ongoing utility deposit

** Reviewed allowing hemp cultivation

Engineering: ** See attached capital projects status

- Finance and Administration

Finance, HR, Risk Management:

- ** Selected candidates for Customer Services Representative, and Permit Technician
- ** Adding part-time staff for the golf course and parks overseer
- ** Received health care cost proposals from broker

- Public Works

Streets, Fleet, Buildings, Sanitation:

- ** Lane restriping on N Needles Hwy where needed
- ** Policing streets for trash piles every day to continue city cleanup
- ** Filling potholes out on N Needles Hwy and throughout town
- ** Repairing water cuts on pavement where the water department has repaired water leaks on roads
- ** Working with County Public Works to reject section N of the Needles Highway project
- ** Working with County Public Works on moving the process forward for the Interchange to Park Lane section of the Needles Highway project
- ** 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
- ** Issued RFP for a new street sweeper

- Public Safety

Animal Control, Sheriff, Fire, Emergency Management:

- Animal Control: ** Spike's Desert Dog Park fundraiser in July raised over \$1,200
- ** Dealing with several animal hoarding situations. As of August 15, taken in 39 animals so on track to be a record breaking month for impounds
- ** Vicious dog attack on a child led to euthanization

- Utilities

Electric, Water, Wastewater, Billing Office:

Wastewater: **Working on annual CPI adjustment

Water: ** Working on plan to address manganese levels

** Working on annual CPI adjustment

Billing Office: **

Electric

** Initiated service to MIH, Montanez, and Lillyhill projects

** Working on revisions to the statement of policies to review electric rates on a monthly basis as new power orders occur

- Golf

Pro Shop, Maintenance:

Pro Shop: ** July 2018 revenue and rounds:

2017 - total revenue \$22,970; total rounds 464

2018 - total revenue \$14,955; total rounds 413

Maintenance: ** Preparing for overseeding which will tentatively begin September 4 with the front nine holes

Attachment

August 15, 2018



City of Needles California

Capital Projects Status

- 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. The Project consists of: Phase I – Remove existing soundproofing material from the ceiling and upper walls, Install new soundboards and paint walls & ceiling. Phase II – Removal & Replace new Gymnasium lights. These two phases of work will be completed **December 17, 2018 – January 6, 2019**. Phase III – Remove & Replace new gymnasium floor work will commence in **May 2019**.
- 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 grading, landscape rock, a path and a mix of cactus & plants and a similar bench and monument as at Santa Fe Park. Rock was purchased when the J Street project was done in 2017. Staff selected the informal bid of Western Construction Specialist for the construction. Work began August 14, 2018. Parks Department is working on the irrigation system and the landscaping.
- 3 **Electric Meter Replacement Program** – 3000 electric meters are in the City’s electric system; most are decades old and inaccurate. All meters are being replaced, to date only 300 meters have been replaced. The project planned to be complete by December 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. The contractor had completed the portion in front of the High School before school began and now has completed Highland Street, Park Street and is now working on L Street Hill. Continuing after will be east side Bailey Ave (between Senior Citizens Center & Hospital) & north side of Lillyhill Drive (between Bailey and Coronado)
- 5 **Murl Shaver Substation** – (located on the Old Bowling Alley Site) Capital Improvement project to build the second electric substation on Needles Hwy was approved by Needles Public Utility Authority. This project is complete and is waiting until cooler weather to run the substation without heavy load for a couple of weeks to assure everything is working properly. Then the NPUA will add electrical load to the substation.
- 6 **K Street Lift Station** – Design is 90% 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. The sale of the property has been approved by the Board of Supervisors and was sent to the State Controller for review and approval.
- 7 **Water & Sewer Extension North Needles** – A master plan for the extension of services for Water & Sewer is currently underway. This project has completed 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.
- 8 **North Needles Hwy Project** – By County of San Bernardino. Construction began on June 26, 2017, with the “N” segment of the project which began at Broadway Ave & Needles Hwy and extended to the West on Needles Hwy and end 600’ North of I-40 entrance/exit ramps. This segment is complete. Currently, the project is not satisfactory to the City, and the County has

been contracted to put in place a correction plan. The County will be out the first week of September to place sand as a temporary fix.

The "1A Segment" – Will begins at 600' North of I-40 entrance/exit ramps and extends North just South of Park Road by 600'. This work will include flood control construction and new pavement. The project was out to bid but rejected as it has gone over the engineer's estimate. Rebid is being planned for August 2018. With construction in October 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.

- 9 **SBCTA Transit Development Act (TDA) - Article 3** – Bus Stop Access improvements will add handicap accessibility and shelters to the current bus stop system. This project is out to bid and will open September 13th, 2018 with construction beginning in October 2018.
- 10 **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 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. The City will be using SB1 tax gas funding and the City crews will be working alongside the County this weather with the crack seal process.
- 11 **Lily Hill Water Booster Station complete replacement** – Phase I is the replacement of the Electrical Panel at the 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; electric panel has been received waiting to be installation. Expected completion is delayed until Robinson's Electric is available to complete the work. Once job commences, it will be completed within a week. 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.
- 12 **Electric Circuit Reliability Program** – The Electric crew, have finished entering all power pole inspection sheets received. To date there were 1,474 poles inspected, 36 poles were identified with a rating of 5 (FAIL), and 127 poles were identified with a rating of 4 (POOR). Many of the poles do not have years listed on them. However, the oldest one(s) reported so far are from 1964. Inspections of the remaining 400 poles will be completed. Then replacement will begin.
- 13 **Security for City Hall** – Security improvements to the front utility office and the remaining building is being developed. Project plan is under way. Combination locks have been installed at the Third Street office. We will next look into security glass for the front office.
- 14 **Colorado River Bridge Deck Work 2019** – Every two years Caltrans and Mohave County Arizona inspect 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 from Caltrans Highway Bridge Replacement and Rehabilitation Program (HBRRP) to assist financial on the City's portion of the shared bridge. Moving forward is a plan for project scope 2019, design 2020 and then construction by 2021.