



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: August 25, 2017

City Mgr: ** Worked with property owner to locate a cannabis business and a truck terminal south of Juicy's including building Pashard Street to open up more developable land
** Met with Sheriff's Drug Enforcement Team about City/Sheriff coordination on inspections
** Working with City Engineer to develop water and wastewater plans for North Needles
** Worked with Councilor Belt to host a community town hall by Congressman Cook
** Worked with Building Official on some unapproved modifications to the golf building
** Negotiating with Cure Farms on the SARDA property
** Working on the BLM lease change to add Needles Marina lease to the City's lease
** Reviewed separate proposals from bidders for Internet service and website update
** Worked with the Golf Pro to set new golf rates
** Continued to work with regulatory agencies about the church asbestos problem
** Transitioning the City's directional sign program to the NDBA
** Met with BLM on the potential for a Gateway Visitor Center in the El Garces for the National Monuments and Route 66
** Working to resolve a grading dispute on two adjacent properties in North Needles
** Met with developer on a new shopping center on the west side of J Street
** Completed a new agreement for no cost benches and signs at the golf course
** Negotiated a work scope for on-call economic development marketing and recruitment assistance
** Meeting with developer proposing the use of New Market Tax Credits for El Garces improvements
** Assisted in the small claims court recovery of past due transient occupancy taxes
** Reviewed inspection reports from monthly cannabis inspections and tax returns
** Reviewed cemetery operations regarding flowers
** Working with Reclamation Road to facilitate new development projects
** Reviewed causes of new wrecks involving the railroad underpass
** Working to resolve a Housing and Community Development and DIF issue at a mobile home park
** Conducting overall review of the City's development process for opportunities to streamline and ease of use
** Continuing recruitment of Development Director
** Reviewed new health insurance rate proposal and arranging Meet and Confer with the Collective Bargaining Groups
** Working with NDBA on Train Park plan
** Meeting with hotel developer

- City Clerk:
- ** Processing delinquent business license renewals for 2017-2018
 - ** Processing new business license applications
 - ** Gathering information and preparing a Request for Proposal for Codifying the Municipal Code and Zoning Code and possible legal review
 - ** Responding to record requests
 - ** Contacted Pioneer Title to open escrow for the 2 acre property purchase on San Clemente – purchase price of \$80,000
 - ** Preparing city council minutes, agendas and packets; distributed certified copies of the actions taken by council; and other follow up actions as needed
- Finance:
- ** Audits to begin next week - transit, NPUA, then City
- Utilities:
- ** Electric: Continuing construction of the Yoney substation to southside 69 KV loop
 - ** Installing control wiring at Yoney substation
 - ** Ordered material and beginning on-site construction development planning and coordination for the North Needles substation
 - ** Repaired storm damage and broken poles from the storm a week ago at Broadway and Smith Road
 - ** Installed 3-phase transformer and CT metering for the Autozone project
 - ** Replaced all metering and CTs at the truss yard location
- ** Wastewater: The treatment plant treated an average of 346,000 gallons per day or about 10,726,000 gallons for the month of July
- ** Assisted EUSI in clearing a major blockage between Verde Shores and the River Road Lift Station. The blockage was cleared before a sewer overflow occurred. It appears that grease build up was the cause.
 - ** Continued to work with EUSI to complete annual service on submersible pumps
- Planning:
- ** Completed “cost of services” study for annual fee renewal for cannabis projects
 - ** Researching ordinance for “food trucks” in the community
 - ** Processed release of liens for parcels related to abatement activity
 - ** Met with Fort Mojave Tribal members to discuss document distribution for project sites significant to Tribal culture
 - ** Drafted staff reports/resolutions for city-owned properties, including parcels adjacent to the former fire station and along San Clemente
 - ** Coordinated PC/CC 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
 - ** Communicated with individuals via phone, emails, meetings interested in medical marijuana projects
- Code Enf:
- ** 61 cases opened with 45 closed with compliance and no further action needed. Three paid a fine and are now in compliance. There are 13 pending cases in which the 10 day notice of violation has yet to be met
 - ** Medical marijuana businesses have been routinely inspected. Several stop work orders were issued for contractors who did not have the proper permits or licenses
 - ** Notice of violation issued to dispensaries for non-compliance with reporting requirements
 - ** Issued cease and desist on illegal medical marijuana delivery service in the city

- ** Stopped work on illegal Internet tower being built due to lack of proper permits and licenses
- ** Coordinating placement of trash bin in the Gates area for property cleanup. On the 4th Saturday of the month, trash bin will be methodically placed throughout neighborhood areas to encourage cleanup
- ** Burger Hut has shown progress and has a deadline of October 1 to begin construction.
- ** Relax Inn is proceeding to administrative hearing to determine next steps for cleanup
- ** Working with the sheriff's office on several properties that have residents living in them with no utilities. One property tagged that was stealing utilities and now working towards prosecution for theft

- Public Works:
- ** Assisting code enforcement removing trash throughout town
 - ** 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
 - ** Continue painting stops, legends, and sidewalk crossings on streets as well as replacing missing and broken street signs and markers
 - ** Installing a vehicle hydraulic lift in one of the wash rack bays at the city yard
 - ** Constructing 15 new white barricades for traffic control
 - ** Repairing the waterslide handrailing that has rust issues at the aquatic center

- Engineering: ** See attached capital projects status

- Golf: ** July revenue and rounds:
2016 - total revenue \$20,652; total rounds 363
2017 - total revenue \$22,970; total rounds 464

- Golf Mntnc: ** Prepping for and tentatively scheduled to begin overseeding of the course on September 11 with a projected complete reopen date of October 23

- Recreation: ** Taking registration for the three fall youth sports (soccer, flag football, volleyball) leagues which all begin the end of September/beginning of October
** The school district's after-school program is now back in session with 221 students enrolled
Facility rentals for July 2017:
JSP: 1 – 2hr rental @ \$16hr; 1 – 3hr rental @ \$16hr
Classroom rental: 5 - 2hr rentals @ \$15hr

- Aquatics: ** Open swim season ended August 3 with the morning lap/exercise continuing thru the end of August
** PE swim for the NUSD will begin August 28 and run for three weeks
** General maintenance continuing

- Jack Smith ** Preparing for the Labor Day holiday September 1-4
** Beginning in September, hours of operation were reduced to 9am – 4pm and 7am – 6pm on the weekends

- Animal Cntrl: ** Rabies clinic and raffle fundraiser to be held Saturday, October 14 9am to noon at the animal shelter
** Shelter overloaded with dogs as a result of a call to check for too many animals

attachments



Capital projects STATUS

- ❖ **Yoney Substation to South Needles Intertie Project** The Railroad and Freeway crossings have been completed. This project is within 2 weeks of completions with wires being pulled to newly installed poles near Spikes 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, Cibola St and E. Broadway.

Design is 75% complete as of 03/01/2017. Design was submitted to the City for review. Comments and have been returned to City Engineer for corrections. Corrections will be made and sent to Cal-Trans for their review. Advertisement than construction will follow approximately January 2018

- ❖ **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 has begun and will be completed by date of September 12. 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 September 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 was out to bid 07/26/2017 & 07/28/2017 with a Job Walk 08/02/2017 and a Bid Opening of 08/23/2017. Staff is currently reviewing and considering a re-bid due to only one bid received and that bid being 2-1/2 times the engineer's estimate.

- ❖ **I-40 Connector Project** – Construction is nearly complete. The switch controls for the 3 signals were delivered and the signals have been turned on as of August 25, 2017. Project is Substantially Complete.

- ❖ **K Street Lift Station** –The City has had a delay with the purchase, now investigating other properties for the property. Design has been 75% completed and will be ready for bidding once the property purchase is complete. The City is moving the station out of K Street right-of-way onto a purchased property close by. This project will be out to bid once a property is secured.

- ❖ **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. **This project has been suspended until the first week of October in order to do the pavement application with temperatures under 100 degrees.**

- ❖ **North Needles 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 to complete the final phases. 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. The remaining phases have been approved by City Council on August 22nd, 2017. The project will start after the 69kV Intertie project is completed from Yoney Substation to Spikes Rd.

- ❖ **Ice Plant Substation (formally referred to as Cure Farms)**
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. 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.

- ❖ **Solar Cover Parking for Electric Line Trucks at Public Works Yard** 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. This project will be out to bid 09/13/2017 & 09/14/2017 with a Job Walk 09/19/2017 and a Bid Opening of 09/28/2017.

- ❖ **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.
- ❖ **Colorado River Bridge Deck Work 2019** 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 ¾" concrete deck – Apply ¾" 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. **This project will be out to bid 08/25/2017 & 09/30/2017 and a Bid Opening of 09/15/2017.**
- ❖ **Electric Meter Replacement Program** A qualified electric personnel will pull meters, preform a test on each meter, using the City's testing equipment, change out if necessary and report new meter information to the City's utility office. Approximately 3000 electric meters are in the City's electric system. This work will be done in the cooler months from October 2017 – March 2018.
- ❖ **Electric Insulator Replacement for Dead End Poles.** There are about 50 locations within the electrical system that the power lines come to a dead end pole. In these locations the insulators have failed, which were installed in 1950. When the City experiences a drizzling rain, this causes the insulators to flash. This project will cost about \$130,000 in labor as this work will be completed while the lines are energized, about 50 insulators will need to be changed out. This work will be done in the cooler months from October 2017 – March 2018.

❖ **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. **This project will be out to bid 08/25/2017 & 08/30/2017 with a Job Walk 09/08/2017 and a Bid Opening of 09/14/2017.**

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

- ❖ North Needles (Firehouse) Substation
- ❖ Ice Plant (Cure Farms) Substation
- ❖ Electric Transmission (Mohave) Line Re-Build
- ❖ 230KV Transmission Line
- ❖ Yoney Substation to Ice Plant (Cure Farms) Substation 69kV Intertie
- ❖ Solar Shade Parking for Electric Line Trucks @ Public Works
- ❖ Colorado River Bridge Deck Work 2019
- ❖ Landscape Rock along City Property near pool
- ❖ Electric Meter replacement
- ❖ Water & Sewer extension North Needles
- ❖ Security Camera's for El Garces Building
- ❖ Electric Insulators on Dead End Poles