



CITY OF NEEDLES

817 Third Street • Needles, California 92363
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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: August 26, 2016

- City Mgr:
- ** Denny's replacement recruitment
 - ** Hospital Sale
 - ** Fast tracking lot consolidation
 - ** Fire Station reuse
 - ** Developing workforce development and business to business development on economic development projects
 - ** Coordinating Golf Projects: cart barn, water conservation, and overseed
 - ** Resolving Golf Concessionaire issues
 - ** Met with new owners of Rainbo Beach on their plans
- City Clerk:
- ** Processing business license renewals
 - ** Processing candidates nomination packets and candidate statements
 - ** Records requests
 - ** Coordinating with Frontier Communications - upgrading the phone system
- Finance:
- ** The audits are underway and continue through the end of the month
 - ** Mike Burger has begun preparation for audit of marijuana dispensaries
 - ** Preparing a demo for staff from marijuana software solution provider MJ Freeway
 - ** Finalizing agreement for financial advisor to begin analysis of NPUA & COPS bond for possible refinancing
- Utilities:
- ** Water: Repaired two fire hydrants that were hit in the last three weeks, one on Front Street and one on Broadway and L Street
 - ** Testing and repairing all city backflow devices
 - ** Ongoing service line leaks all of which have been repaired
 - ** Ongoing meter change out due to stuck meter
 - ** Engineering Lilly Hill booster electric panel
 - ** Working on grants for system improvements

 - ** Electric: Replaced lightning-destroyed power pole on the Park Moabi circuit
 - ** Working on completing the new primary circuit from Eagle Pass substation to the new west-side business district loop from Eagle Pass to Taco Bell
 - ** Continuing consultation and recommendations to the proposed cannabis grow and processing facilities

** Applied for an increase power supply from WAPA to accommodate the projected new load

** Meeting with the Mohave Valley Renewable Project (Barry Saitman) coordinators on proposed solar project north of Needles

Planning:

** Respond to questions on medical marijuana businesses

** Assist with review of medical marijuana regulatory permits

** Participate in two administrative hearing meetings

** Coordinate preparation of documentation for two Planning Commission and two City Council meetings

** Work with Altum Group identifying information on medical marijuana businesses

** Meet with applicants to discuss projects requirement for medical marijuana businesses

** Review/amend invoices related to medical marijuana business processing

Public Works:

** Working closely with code enforcement to clean up city trash violations throughout town

** Potholing and filling bad areas on North Needles Hwy and when completed, will restripe center line. Still a work in progress.

** Potholing throughout town where needed

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

** Filling with millings a washout from previous storm by the BLM complex

** Continue routine weed control throughout town

** Plans to begin to trim back and remove salt cedar trees next to the dog park

** Continue painting stops, legends, and sidewalk crossings on streets

** Repainting the red curbs in front of Nikki Bunch ballpark on J St. and bring it back to original ordinance specifications

** Filled potholes in the road and restriped the centerline on North Needles Hwy from Washing Machine Road to the dips where the county intersects our road

** Installed signs at the Rte 66 Wayside Rest (no off road vehicles) and at Santa Fe Park and Jack Smith Park (no alcoholic beverages) -- they are now in place

Building:

** 31 active building permits all of which have at least one inspection required at any given time with several more applications filed yet to be picked up

** Four jobs in review status on the drawing table waiting for approval with several more in the queue

Code Enf:

** 45 open cases in various states of follow-up with approximately 25 cases which have been successfully closed.

** One warrant to be executed and one that has had its second and final administrative hearing and is expected to be successfully closed by the 2nd of September.

** Four fire damaged structures which are being followed up on in the abatement process with one already cleaned up and the permit pulled for the clean-up of a second. The final two owners are non-responsive so the abatement process will be started.

Golf:

** August 1 thru 26 revenue and rounds:

2015 - total revenue \$6,806; total rounds 399

2016 - total revenue \$6,374; total rounds 259

Recreation:

** 200 children enrolled in the after-school program

** Currently taking registration for the fall sport programs which include peewee soccer, flag football and volleyball

** Taking registration for upcoming special events including little ladies tea party on September 24, peewee derby on December 3, and Santa's workshop on December 10

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** Facility rentals: August- JSP: private rental for 4 hrs @ \$16/hr
Gym: private rental for 6hrs @ \$25/hr

Jack Smith: ** preparing for Labor Day weekend. 2016 revenue to date is \$175,534 compared to 2015 final revenue report of \$179,327 (see attached revenue reports)

Aquatics: ** Closed the season for open swim on August 4 and preparing the 2016 season revenue report
** The school's PE swim program begins on August 29 and runs thru September 15
** State of California did their annual inspection on August with no reportable violations.
** The valve on the water slide will need to be replaced prior to next season. Already have the valve purchased so just need to coordinate the work with schedules

Animal Cntrl: ** Rabies and licensing clinic Saturday, October 8 - 9am to 1pm at shelter
** Adoptions picking up with six cats adopted last week
** Animal shelter filled to capacity with both dogs and cats
** More employees/volunteers needed - last posting for volunteers yielded none

attachment

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Service Orders for 7/29/2016 to 8/31/2016

Electric Service Orders - 259

Water Service Orders - 191

REVENUE REPORT 2016
Jack Smith Park Use Fee
RECREATION DEPARTMENT

Event/Program: Day Use Fee
Facility Used: Jack Smith Park
Manager: Jennifer Valenzuela

Revenue Description	March	April	May	June	July	August	September	October	TOTALS
Pre-Season Sales	3/5 - 3/6 3/12 - 3/14 3/19 - 3/20 3/26 - 3/27	4/1 - 4/3 4/4 - 4/10 4/11 - 4/17 4/18 - 4/24 4/25 - 5/1	5/2 - 5/8 5/15 - 5/16 5/22 - 5/23 5/29	5/30 - 6/5 6/6 - 6/12 6/13 - 6/19 6/20 - 6/26 6/27 - 7/3	7/4 - 7/10 7/11 - 7/17 7/18 - 7/24 7/25 - 7/31	8/1 - 8/7 8/8 - 8/14 8/15 - 8/21 8/22 - 8/28	8/29 - 9/4 9/5 - 9/11 9/12 - 9/18 9/19 - 9/25 9/26 - 10/2	10/8 - 10/9 10/15 - 10/16 10/22 - 10/23 10/29 - 10/30	
First week of month	\$559.00	\$8,993.00	\$4,640.00	\$8,836.00	\$10,407.00	\$6,382.00			\$39,817.00
Second week of month	\$2,698.00	\$3,116.00	\$8,280.00	\$7,977.00	\$8,537.00	\$5,167.00			\$35,775.00
Third week of month	\$6,176.00	\$4,203.00	\$7,431.00	\$9,406.00	\$6,474.00	\$4,562.00			\$75,592.00
Fourth week of month	\$2,180.00	\$8,121.00	\$18,907.00	\$9,101.00	\$7,078.00				\$45,387.00
Fifth week of month		\$5,357.00		\$10,946.00					\$45,387.00
<i>Note: March & October are weekends only from 9:00am - 4:00pm</i>									
Totals	\$11,613.00	\$29,790.00	\$39,258.00	\$46,266.00	\$32,496.00	\$16,111.00	\$0.00	\$0.00	\$175,534.00

Noted as Memorial, 4th of July & Labor Day wkend totals included

Revenue:

Employee Signature _____ Date

Approved By _____ Date