



# 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: September 30, 2016

City Mgr: \*\* Attended with Vice Mayor Williams the California Food & Agriculture Scoping Meeting on the new medical marijuana regulations  
\*\* Met with Palo Verde Community College regarding workforce development and training for new businesses  
\*\* Met with 1 Ice Plant Road developers to resolve water and access issues  
\*\* Working with two land owners seeking to donate downtown property to the City

City Clerk: \*\* Preparing minutes to reduce backlog  
\*\* Processing business licenses  
\*\* Responding to records requests

Finance: \*\* NPUA auditors, Vasquez & Company, completed their week long fieldwork and site visit on September 23  
\*\* The transit & Measure I auditors, Vavrinek, Trine, Day & Company, LLP completed their fieldwork and site visit on September 27  
\*\* City auditors, Mike Burger and Associates, will conclude their fieldwork September 30  
Audit of medical marijuana dispensaries is underway

Utilities: \*\* Electric: Replaced two transformers that failed in the Needles electric system  
\*\* Continuing work on acquiring and awarding bids for the grading work, cement work and fencing work at the new Bush Street substation  
\*\* Working on the materials list and design of the proposed 69 KV line extension from Bush Street to the Towne Center Shopping Center  
\*\* Line crew attending OSHA 30 training classes to obtain their OSHA 30 required license  
\*\* Working with Western Area Power Administration on the request for additional power to be delivered to Needles for the projected increase in load  
\*\* Receiving bids for the new service bucket truck  
  
\*\* Water: Repairing water leaks as necessary  
\*\* Responding to pressure testing requests for new businesses  
\*\* Conducting final supplemental water test for Dollar General

- \*\* Wastewater: No spills report filed
- \*\* Working on River Road Lift Station solutions
- \*\* Completed environmental investigation of non-NPUA property used by NPUA for percolation ponds which showed no contamination

\*\* Business office: attached are service orders for September 1 through September 29

Planning:

- \*\* Assist NPUA electric with documentation on current network configurations/electric capacity
- \*\* Documented status of medical marijuana regulatory permits and conditional use permits in relation to power needs
- \*\* Documented status of code enforcement violations
- \*\* Researched software to support automation of code enforcement violation reporting
- \*\* Coordinate information related to sale of city-owned properties (SARDA, Luna Vista)
- \*\* Daily interaction with possible applicants for new businesses
- \*\* Coordination of information in support of Planning Commission/City Council agenda items

Public Works:

- \*\* Partnering with SBC Fire Department volunteers to begin the community clean up, removing unwanted trees and trash
- \*\* Working closely with code enforcement to help clean up city trash violations throughout town
- \*\* Potholing and filling bad areas on North Needles Hwy \*\* Potholing throughout town where needed
- \*\* Repairing cuts on pavement where the water department has repaired water leaks on arterial roads
- \*\* Continue routine weed control throughout town
- \*\* Continue painting stops bars, legends, and sidewalk crossings on streets
- \*\* 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
- \*\* Painted over graffiti on L St
- \*\* Replacing the failing backflow preventer valve assembly at the Third St City Hall complex

Engineering:

- \*\* Water Conservation Project: received a bid from DMA Greencare Contractors out of Orange County to do the work at the golf course. Work to begin September 27
- \*\* Bush Substation: grading, fencing, and concrete will be moving forward about October 11 with assembly of the substation taking place near December 2016 once the parts have been delivered  
(Note: This process will be duplicated in two other locations to upgrade the electrical infrastructure for new demand at Ice Plant substation behind the 99 cent store and Needles Hwy substation at the old bowling alley site)
- \*\* Active Transportation Project (ATP) Sidewalks Project: design currently underway which will be replacing or adding sidewalk on portions of Lilly Hill Drive, Bailey Ave, Washington St, Park Ave, Highland Street, L Street, W. Broadway, Cibola St and E. Broadway. Design 50% complete as of September 27
- \*\* Measure I – Reconstruction of Coronado from J St to Peru St: project has been surveyed and design complete
- \*\* Community Development Block Grant (CDBG) Sidewalks: sidewalk improvements on Bailey Ave & south side of Washington to coordinate with the ATP Sidewalk Project.
- \*\* Lillyhill Booster Rehab – Phase I: relocate the electrical panel outside of the existing small building as it is currently a confined entry situation. Engineering is underway
- \*\* I-40 Connector Project: bid accepted and work anticipated to begin approximately October 17. Groundbreaking being scheduled.

- \*\* K Street Lift Station: awaiting capital project funding availability. Design 50% complete and will be finalized to be ready for bidding process once funds are available
- \*\* El Garces East End Floor Repair: completed and accepted
- \*\* Rio Buena Vista (RVB) Subdivision Feasibility Study: RVB placed a deposit with the City for the city engineer's preparation of a feasibility study which has been completed. Will be presented to the Board of Public Utilities on October 18 & City Council/NPUA October 25
- \*\* S Street Cured in Place Pipe (CIPP) Lining: work began September 26 and completed September 27
- \*\* Golf Course Cart Barn: area to be demolished secured on September 28 with demolition on September 29
- \*\*
- \*\* Segment "N" of Needles Highway from N Street to 600 feet north of Balboa Place: first phase includes application of an asphalt-rubber binder seal coat. Bidding to start the first week of October. Segments 1A & 1B to follow
- \*\* Hospital Final Parcel Map: sent to the city engineer for final signatures.
- \*\* Trenching Ordinance: Will be presented to the Board of Utilities October 18 and City Council October 25. Changes have been made to clarify the policy as it relates to trench paving
- \*\* Abandonment of public utility easement (PUE) near Needles Highway and Park Rd: presented to the Board of Public Utilities on October 18 and City Council October 25 with a recommendation to abandon the PUE recorded with Parcel Map 15903.

Golf:

- \*\* August 1 thru 31 revenue and rounds:
  - 2015 - total revenue \$7,508; total rounds 444
  - 2016 - total revenue \$10,169; total rounds 310
- \*\* September 1 thru 30 revenue and rounds:
  - 2015 - total revenue \$8,552; total rounds 469
  - 2016 - total revenue \$14,869; total rounds 468
- \*\* Assisting with the cart barn replacement
- \*\* Managing the Water Conservation Project
- \*\* Oversee completed for the front nine

Recreation:

- \*\* Pee wee soccer begins October 1 with 10 teams consisting of 90 players; volleyball begins October 3 with 54 players; and football starts October 11 with 45 players
- \*\* Currently taking registration for youth basketball that begins play in December
- \*\* The little ladies tea party was held on September 24 with 40 girls participating
- \*\* There were no rentals for the month of September
- \*\* Notifying park and city facility rentals of Council's alcohol policy

Aquatics:

- \*\* PE swim for the school district finished the season on September 15
- \*\* No pool rentals scheduled for remainder of the year
- \*\* Plant and facility maintenance being done

JS Park:

- \*\* The current 7 day a week schedule will end on Sept. 30 with hours going to weekends only 9:00 am to 4:00 pm thru October

Animal Cntrl:

- \*\* Receiving generous amounts of donations of food, blankets, etc.
- \*\* Few adoptions but shelter still full

attachment

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**Service Orders for 9/1/2016 to 9/29/2016**

Electric Service Orders - 205

Water Service Orders - 171