



(ACT) – ACTION NEEDED  
(INF) – INFORMATION ONLY  
(DIS) - DISCRETIONARY

AGENDA  
REGULAR MEETING OF THE  
RECREATION AND PARKS COMMISSION  
CITY OF NEEDLES, CALIFORNIA  
**THURSDAY, JULY 25, 2019 - 4:00 PM**  
CITY COUNCIL CHAMBERS  
1111 BAILEY AVENUE, NEEDLES

CALL TO ORDER  
ROLL CALL  
CORRESPONDENCE  
INTRODUCTIONS

**PUBLIC APPEARANCE:** Persons wishing to address the Commission on subjects other than those scheduled are requested to do so at this time. When addressing the Commission, please come to the podium and give your name and address for the record. In order to conduct a timely meeting, a three minute time limit per person has been established by Municipal Code Section 2-18. Amendments to the California Government Code Section 54950 prohibits the Commission from taking action on a specific item until it appears on the agenda.

REGULAR ITEMS

- 1) Updates on Golf Course/Pro Shop and over seeding schedule (INF)
- 2) Financial/statistical reports for Recreation, Aquatics, Jack Smith Park, Parks and Golf (INF)

COMMISSION REQUESTS

MANAGER'S REPORT

ADJOURNMENT

Posted: July 19, 2019

SB 343-DOCUMENTS RELATED TO OPEN SESSION AGENDAS -- Any public record, relating to an open session agenda item, that is distributed within 72 hours prior to the meeting is available for public inspection at the City Clerk's Office, 817 Third Street, Needles, CA. 92363.

In compliance with the American with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk's Office at (760) 326-2113. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting (28 CFR 35.102-104 ADA Title II).



## City of Needles, California Staff Report

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CITY COUNCIL     PARK & RECREATION COMMISSION    Regular X    Special

**Meeting Date:** July 25, 2019

**Title:** Status report on the Golf course operations & pro shop including the upcoming over seeding schedule

**Background:** Status will be presented by Dennis Calloway, Parks Superintendent and Tom Russell, acting Golf Pro.

**Fiscal Impact:** N/A

**Critical Timeline:** N/A

**Environmental:** N/A

**Recommendation:** No Action Needed - Information Only

**Submitted By:** Rick Daniels, City Manager

City Management Review: \_\_\_\_\_ Date: \_\_\_\_\_

Approved: <input type="checkbox"/>	Not Approved: <input type="checkbox"/>	Tabled: <input type="checkbox"/>	Other: <input type="checkbox"/>
Agenda Item: 1			



## City of Needles, California Employee Report

CITY COUNCIL       NPUA       PARKS & RECREATION  
 Regular       Special

**Meeting Date:** July 25, 2019

**Title:** Monthly Golf Stat Report for June, 2019 and Financials for May, 2019

**Background:**

**Fiscal Impact:**

**Environmental Impact:**

**Recommended Action:** No Action Needed - Information Only

**Submitted By:** Rainie Torrance, Senior Accountant

**City Management Review:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Approved: <input type="checkbox"/>	Not Approved: <input type="checkbox"/>	Tabled: <input type="checkbox"/>	Other: <input type="checkbox"/>
			Agenda Item: <u>2</u>

<b>Aquatics</b>				
2019				
	YTD 5/31/19	Budget	Balance	%
<b>Revenue</b>				
	\$ 12,408.00	\$ 16,850.00	\$ 4,442.00	
<b>Total</b>	<b>\$ 12,408.00</b>	<b>\$ 16,850.00</b>	<b>\$ 4,442.00</b>	<b>74%</b>
<b>Expenses</b>				
	\$ 86,832.00	\$ 149,719.00	\$ 62,887.00	
<b>Total</b>	<b>\$ 86,832.00</b>	<b>\$ 149,719.00</b>	<b>\$ 62,887.00</b>	<b>58%</b>
<b>Recreation</b>				
2019				
	YTD 5/31/19	Budget	Balance	%
<b>Revenue</b>				
	\$ 42,171.00	\$ 46,200.00	\$ 4,029.00	
<b>Total</b>	<b>\$ 42,171.00</b>	<b>\$ 46,200.00</b>	<b>\$ 4,029.00</b>	<b>91%</b>
<b>Expenses</b>				
	\$ 221,299.00	\$ 242,646.00	\$ 21,347.00	
<b>Total</b>	<b>\$ 221,299.00</b>	<b>\$ 242,646.00</b>	<b>\$ 21,347.00</b>	<b>91%</b>
<b>Jack Smith Park</b>				
2019				
	YTD 5/31/19	Budget	Balance	%
<b>Revenue</b>				
	\$ 158,890.00	\$ 192,530.00	\$ 33,640.00	
<b>Total</b>	<b>\$ 158,890.00</b>	<b>\$ 192,530.00</b>	<b>\$ 33,640.00</b>	<b>83%</b>
<b>Expenses</b>				
	\$ 83,686.00	\$ 98,899.00	\$ 15,213.00	
<b>Total</b>	<b>\$ 83,686.00</b>	<b>\$ 98,899.00</b>	<b>\$ 15,213.00</b>	<b>85%</b>
<b>Golf</b>				
2019				
	YTD 5/31/19	Budget	Balance	%
<b>Revenue</b>				
	\$ 673,726.00	\$ 737,580.00	\$ 63,854.00	
<b>Total</b>	<b>\$ 673,726.00</b>	<b>\$ 737,580.00</b>	<b>\$ 63,854.00</b>	<b>91%</b>
<b>Expenses</b>				
Golf Maintenance	\$ 492,631.00	\$ 527,942.00	\$ 35,311.00	93%
Golf Operations (Pro Shop)	\$ 170,354.00	\$ 209,638.00	\$ 39,284.00	81%
<b>Total</b>	<b>\$ 662,985.00</b>	<b>\$ 737,580.00</b>	<b>\$ 35,311.00</b>	<b>90%</b>

		Golf Course Comparisons									
		Jun-18	compared to		Jun-19						
		TOTAL DOLLARS COMPARED				TOTAL GOLFERS COMPARED					
Day of Month		Current Yr.	Prior Yr.	Variance	Mo to date	Regular	Pass	Total	Prior	Variance	Mo to date
		Deposit Amount	Deposit Amount		Variance						Variance
1	Saturday	\$ 670	\$ 478	\$ 192	\$ 192	34	5	39	33	6	6
2	Sunday	\$ 358	\$ 408	\$ (50)	\$ 142	13	19	32	21	11	17
3	Monday	\$ 305	\$ 93	\$ 212	\$ 354	15	14	29	8	21	38
4	Tuesday	\$ 1,160	\$ 125	\$ 1,035	\$ 1,389	11	5	16	16	-	38
5	Wednesday	\$ 1,639	\$ 261	\$ 1,378	\$ 2,767	11	9	20	18	2	40
6	Thursday	\$ 180	\$ 177	\$ 3	\$ 2,770	9	12	21	16	5	45
7	Friday	\$ 218	\$ 40	\$ 178	\$ 2,949	10	10	20	8	12	57
8	Saturday	\$ 140	\$ 68	\$ 72	\$ 3,021	0	0	0	12	(12)	45
9	Sunday	\$ 235	\$ 304	\$ (69)	\$ 2,952	11	8	19	21	(2)	43
10	Monday	\$ 305	\$ 125	\$ 180	\$ 3,131	14	16	30	8	22	65
11	Tuesday	\$ 80	\$ 318	\$ (238)	\$ 2,893	4	10	14	25	(11)	54
12	Wednesday	\$ 27	\$ 235	\$ (208)	\$ 2,685	1	4	5	13	(8)	46
13	Thursday	\$ 87	\$ 276	\$ (189)	\$ 2,496	4	15	19	19	-	46
14	Friday	\$ 325	\$ 175	\$ 150	\$ 2,646	15	9	24	15	9	55
15	Saturday	\$ 330	\$ 325	\$ 5	\$ 2,651	17	6	23	26	(3)	52
16	Sunday	\$ 215	\$ 416	\$ (201)	\$ 2,450	10	15	25	20	5	57
17	Monday	\$ 185	\$ 285	\$ (100)	\$ 2,350	9	13	22	14	8	65
18	Tuesday	\$ 147	\$ 289	\$ (142)	\$ 2,208	7	3	10	28	(18)	47
19	Wednesday	\$ 162	\$ 100	\$ 62	\$ 2,270	7	11	18	7	11	58
20	Thursday	\$ 20	\$ 339	\$ (319)	\$ 1,951	1	14	15	18	(3)	55
21	Friday	\$ 280	\$ 90	\$ 190	\$ 2,141	14	10	24	11	13	68
22	Saturday	\$ 174	\$ 281	\$ (107)	\$ 2,034	9	7	16	17	(1)	67
23	Sunday	\$ 477	\$ 178	\$ 299	\$ 2,333	24	5	29	13	16	83
24	Monday	\$ 174	\$ 426	\$ (252)	\$ 2,081	8	11	19	21	(2)	81
25	Tuesday	\$ 331	\$ 1,207	\$ (876)	\$ 1,205	16	8	24	17	7	88
26	Wednesday	\$ 171	\$ 255	\$ (84)	\$ 1,121	9	9	18	17	1	89
27	Thursday	\$ 202	\$ 1,197	\$ (995)	\$ 126	10	11	21	21	-	89
28	Friday	\$ 201	\$ 1,135	\$ (934)	\$ (808)	10	6	16	72	(56)	33
29	Saturday	\$ 311	\$ 50	\$ 261	\$ (547)	13	11	24	25	(1)	32
30	Sunday	\$ 404	\$ 179	\$ 225	\$ (322)	19	12	31	10	21	53
31	Monday	\$ -		\$ -	\$ (322)						53
		\$ 9,513	\$ 9,835	\$ (322)		335	288	623	570	53	

## **RECREATION-AQUATICS-JACK SMITH PARK REPORT**

**RECREATION:** We are now in the last few weeks of our Jr Pee Wee/Pee Wee Basketball. We were able to fill 9 Jr. pee wee teams and 5 pee wee teams with a total of 91 kids enrolled. The awards will be held on August 2, 2019 at the Needles Aquatic Center. We are also finishing our 3<sup>rd</sup> week of Summer Camp. We are averaging 24 – 35 kids per day. This year's Summer theme is Camp X-ploration!! Phase one of the renovations using CDBG grant funds for the replacement of gym lights, painting and replacing the sound proofing is completed with Phase two of the new gymnasium floor nearing completion with a few minor touch ups. The complete renovations are such an added benefit to all the Recreation programs. We also received a donation of 2 new drop-down basketball systems for our pee wee leagues and are expecting next week the delivery of 2 new complete basketball backboards and all the hardware for our youth basketball leagues and for our open gym use. The systems we have currently are over 30 yrs old. We are currently taking registrations for our Fall sports programs including pee wee soccer, volleyball and flag football. Beginning July 29, 2019, we will start accepting the registration for the After-School program with the new school year beginning on August 13, 2019.

### **Facility Rentals for May & June 2019:**

JSP: 1- 1 hr rental, 5- 3 hr rentals, 1 – 4hr rental and 1 - 6 hr rental @ \$16hr

Classroom rental: 1- 3 hr, 2 - 5hr and 3- 4hr rentals @ \$15hr

Gym rental: 1 – 5hr rental @ \$25hr

**AQUATICS:** General maintenance continuing. Pool grates were all replaced. The City Engineer completed our annual inspection of the slide and infrastructure and mailed our letter to the County for our permit. The State of California also completed their QSI inspection and no issues were found. We will receive our permit for the year. We are finishing up our 3<sup>rd</sup> session of swim lesson with 1 more session being offered thru August 1, 2019. We are holding a Lifeguard certification class in August for any guards needing their re-certifications for next season and any new interested guards. The cost for this class is \$150 per participant or \$50 for all re-certifications.

**JSP:** We are mid-season for JSP with the season ending in September for 7 days a week and weekends in October. We are on target for revenue/sales. Attached is the revenue report up to date which includes the Memorial day and 4<sup>th</sup> of July holidays.



# CITY OF NEEDLES

817 Third Street • Needles, California 92363  
(760) 326-2113 • FAX (760) 326-6765

*Mayor Jeff Williams  
Vice Mayor Edward T. Paget, M.D.  
Councilmember Shawn Gudmundson  
Councilmember Tona Belt  
Councilmember Clayton Hazlewood  
Councilmember Tim Terral  
Councilmember Zachery Longacre  
City Manager Rick Daniels*

## MEMORANDUM

TO: Honorable Mayor & Council Members,  
Boards and Commissions, and  
Interested Parties

FROM: Rick Daniels, City Manager

SUBJECT: Manager's Report

DATE: April 26, 2019

### • City Manager

- \*\* North Needles bids submitted under engineer's estimate. Board of Supervisors consideration on May 21 with construction in late June
- \*\* Colorado River Drought Contingency Plan approved by major parties, states, Congress and President Trump. Imperial Irrigation District has filed suit alleging that the plan does not comply with the California Environmental Quality Act (CEQA). Matter will be agendized for Council consideration at the next meeting
- \*\* Burned houses are under abatement warrants to clean up. Former America's Best Value Inn has been cited to either complete the demolition or repair the remaining structure
- \*\* Open trench next to Relax Inn has been ordered filled
- \*\* Mitigation plan for the First Beach parking lot being developed for Council consideration at the next Council meeting
- \*\* Access to First Beach is being improved
- \*\* Recent vandalism (graffiti) has been removed
- \*\* City Manager's Proposed Budget is being finalized. Will be presented to Council Budget Committee, all advisory Boards and Commissions, and for Council consideration in June
- \*\* Kemper rezoning matter will be on the next Planning Commission agenda
- \*\* Building colors ordinance is on next Planning Commission agenda
- \*\* Jack Smith parking limit ordinance has been noticed and will be on the May 28 Council agenda
- \*\* Livescans for new cannabis jobs are showing a significant rise in Needles residents

### • City Clerk

- \*\* Reviewing and setting public hearing for the council / employee "conflict of interest" resolution
- \*\* Frontier liaison during the transition from Frontier Broadband to Golden Valley WiFi
- \*\* Preparing city council, NPUA and SARDA minutes
- \*\* Responding to numerous records requests
- \*\* Processing delinquent business license notices for 2018-2019 and cleaning up the business license data base
- \*\* Preparing agendas and packets; and prepare and distribute certified copies of the actions taken by council

### • Community Services

- Transit, Recreation, Senior Center, Parks, Cemetery:  
Transit: \*\* Bid opening for the transit services was held April 25. No responses were received and staff is evaluating the next steps to continue transit operations.

Senior Center: \*\* Seniors Only: The April 9 arts & crafts project garnered eleven participants and consisted of painting of planters and planting of dandelions. The next project will be on May 7 and will be painting of ceramic coin banks.

\*\* Seniors Only: Wii bowling is being offered on Monday and Thursday from 9am to 11am

\*\* Bingo is held every Thursday at 1:00 p.m. and is open to the public

Recreation: \*\* Taking registration for Jr Pee Wee/Pee Wee Basketball and Summer Camp to begin in July. These programs will be held in July/August versus the normal schedule of June/July to allow adequate time for the gym renovation work to be completed by end of June with the new school year beginning on August 13

\*\* Phase one of the renovations using CDBG grant funding is still underway with the replacement of the lights completed. Painting and replacing the soundproofing is still underway. Phase two will be a new gymnasium floor which is scheduled for the month of June.

\*\* The After School Program currently has 299 students enrolled

Aquatics: \*\* General maintenance continuing

\*\* Main and slide pool were drained to replace the filters for our continued compliance with the VGB law and to do minor plaster repairs to bottoms of pools

\*\* Pool grates ordered and will be replaced.

\*\* City Engineer will be here in May to do the annual inspection of the slide and infrastructure. State of California is now requiring an owner/operator general corrosion/rust program. A manual and daily inspection log is being prepared for our next state inspection.

\*\* Taking swim lesson sign-ups with classes beginning on June 3

\*\* Advertising for lifeguards and a lifeguard class along with first aid/CPR is being held April 26 – 28

Jack Smith Park: \*\* Seven day a week schedule began in April

\*\* Currently sold 198 annual passes

Cemetery: \*\* Continued routine maintenance

Parks: \*\* Continued routine maintenance

\*\* Weed control

• Development Services

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

Planning: \*\* Coordinating CEQA reviews and related activity associated with them

\*\* Coordinating project reviews with city engineers related to parcel maps, lot line adjustments, commercial and residential development

\*\* Reworking application forms to interact with the IWORQ tracking software

\*\* Developing Planning Commission and City Council packet information, including staff reports, resolutions, attachments

Code Enforcement: \*\* Attended the California Cannabis Control Conference in Sacramento

\*\* Abated the newly burnt down house on Broadway

\*\* Continued compliance inspections of the cannabis businesses

\*\* Opened 21 new cases

\*\* Closed 11 cases with compliance

\*\* Assisted the Sheriff's Office in the arrest of squatters at a property on Front St

Building & Safety: \*\* Currently have 44 total active permits

\*\* 8 permits issued during March: 2 commercial: 819 W Broadway remodel permit and 111 D Street plumbing permit; and 6 residential: 1 each new garage, retaining wall, swimming pool, and plumbing, and two electrical

\*\* 57 official inspections, 15 call outs for investigative, utility service, answer questions or discuss plans

\*\* Completed the signature part of the permit process with IWORQS

\*\* Working with engineering on grading and septic projects

\*\* Working with planning on new proposed construction within the city limits

\*\* Continue working on organizing files and scanning documents into the system

Engineering: \*\* See attached capital projects status

- Finance and Administration

Finance, HR, Risk Management:

\*\* Budget meetings with department managers are now complete. Requested budgets are being summarized by Finance for review by the City Manager

\*\* Draft NPUA budgets should be on the next Board of Public Utilities' agenda for recommendation to NPUA

\*\* Pay & Classification Study is underway with initial fieldwork being completed by consultant today

- Public Works

Streets, Fleet, Buildings, Sanitation:

\*\* Finishing up installation of fence between baseball fields and railroad tracks parallel with the dirt road off N 'K' St

\*\* Ongoing routine maintenance

\*\* Sidewalk repairs around town

\*\* Graffiti removal

\*\* Preparing surplus equipment and materials for public auction

- Public Safety

Animal Control, Sheriff, Fire, Emergency Management:

Animal Control: \*\* Upcoming rabies clinic on May 11, 8-11am

\*\* 22 cats spayed/neutered and vaccinated by Boulder City Animal Control at no cost to our shelter this month

- Utilities

Electric, Water, Wastewater, Billing Office:

Wastewater: \*\* Routine lift station and plant maintenance

\*\* Operator-in-Training certification

\*\* Updating safety equipment

Water: \*\* Fire hydrant replacements

\*\* Well and system sampling

\*\* Repaired 10 service line breaks

Electric: \*\* Continued routine maintenance

\*\* Changed a broken pole out at 208 Market street and ran new secondary services to the houses

\*\* Changed a broken pole behind 609 Acoma St and installed new services

\*\* Installed a pole at the corner of 520 A St and ran new secondary wire to the house. This will eliminate any problems with the trees behind 520 A St

\*\* Tree trimming at Verde Shores at the riser poles

Billing Office: \*\* Six new customers signed for service this month

- Golf

Pro Shop, Maintenance:

Pro Shop: \*\* March 2019 revenue and rounds:

2018 - total revenue \$79,185; total rounds 6,035

2019 - total revenue \$82,348; total rounds 4,150

Maintenance: \*\* Continued routine maintenance

\*\* Spraying to control weeds

Attachment  
cks

APRIL 2019



# 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 three phases: **Phase I** – Removing the existing soundproofing material from the ceiling and upper walls, installing new soundboards and painting the walls & ceiling. Contract was awarded to Redmond Construction **Phase II** – Removal & Replacement of the Gymnasium lights was awarded to Robinson Electric. This work is completed. **Phase III** – Includes the removal & replacement of the gymnasium floor. This was awarded to Geary Floors from El Cajon, CA and will begin June 1, 2019 when school is out.
  
- 2 **Electric Meter Replacement Program** – There are 3,000 electric meters in the City's electric system. There is a significant amount of the meters that are decades old and do not function properly. The City has replaced 300 meters and is in the process of ordering more meter's in order to continue with the project.
  
- 3 **K Street Lift Station** – The City purchased the land through a defaulted property tax sale and can now complete the project design work for the designated site. The City has demolished the existing house on the site and the City Engineer is finalizing Bid Documents and ramping up to go out to bid for a new sewer Lift Station on K Street.
  - Advertise 04/24/2019
  - Job Walk 05/01/2019
  - Bid Open 05/14/2019
  - Construction 06/10/2019
  - Completion 10/11/2019
  
- 4 **Water & Sewer Extension North Needles** – A master plan for the extension of services for Water & Sewer is currently underway. The Project consists of two phases: **Phase I** collected data for the Phase II and has been completed. **Phase II** is underway and will provide a Master Plan for the design and engineering of the Water & Sewer utility extension to North Needles. Final report is anticipated May 31, 2019.
  
- 5 **North Needles Hwy Project** – By the County of San Bernardino.

The "N Segment" – 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 contacted to put in place a correction plan.

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 bids received in November 2018 well over the engineer's estimate. The county is shaving the project down still a little more while maintaining the original section to be constructed. County placed this project back out to bid and received an under-budget bid. County will proceed with placing the bid on the county's board for award.

June 25, 2019 – San Bernardino County Supervisors Board Meeting (Award)  
July 30, 2019 – Begin Construction

The "1B Segment" –Funding is not yet secured for this segment.

- 6 **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 winter with the crack seal process. This project has been pushed by the County of San Bernardino as they want to finish other work in the area prior to completing this project. Work to be started in Spring of 2020.
- 7 **Lily Hill Water Booster Station complete replacement** – The Project consists of two phases: **Phase II** – will consist of the rehabilitation of the Water Booster Station. 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 Drive & Clary Drive.
- 8 **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. The City will then begin to replace the power poles.
- 9 **Security for City Hall** – The project plan for the security improvements to the front utility office are under way. Combination locks have been installed at the Third Street office. Bid documents to complete the project went out to bid with no bidders being returned. This project is out to bid with a bid opening on May 3<sup>rd</sup>, 2019.
- 10 **Colorado River Bridge Deck Work 2019** – Caltrans and Mohave County Arizona inspect the Colorado River Bridge to assure that it is safe and structurally sound. The structure has a 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 was awarded a federal grant from Caltrans Highway Bridge Replacement and Rehabilitation Program (HBRRP) to assist in financing the City's portion of the bridge repairs. The total for Scoping & Design is \$350,000.00 with the City's half being \$175,000.00. The match requirement for the City to pay will be 11.47% of the City's portion in the following amount:
  - Budget Scoping & Final Design - \$20,072 by the City and \$154,928 by the Grant.
  - Construction Costs – TBD during the Scoping Phase with an Estimated cost of \$60, 217 by the City and \$489,783 by the Grant.
- 11 **Needles Pavement Management Plan** – The City has reached out to the City's Engineer firm Epic Engineering to perform a street pavement rejuvenation program to restore all streets to good condition, which requires a Pavement Management Plan. This plan is to assess the current condition of the 32.7 miles of street segments, what applications / treatments are required, and the street prioritization schedule to perform such maintenance. Epic Engineering will develop an overall rating system to determine priorities of maintenance based on upon average daily traffic, coordination anticipated utility repairs, addressing fire truck access / safety concerns, and Safe Routes to School (SRTS) concerns.

Score	Condition
1	Excellent (Needs fog seal)
2	Good (Needs crack seal & slurry)
3	Fair (Needles grind w/ 1-1/2" asphalt cap)
4	Poor (Needs grind w/2" asphalt cap)
5	Very Poor (Needs complete grind & pave)



# CITY OF NEEDLES

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Mayor Jeff Williams  
Vice Mayor Edward T. Paget, M.D.  
Councilmember Shawn Gudmundson  
Councilmember Tona Belt  
Councilmember Clayton Hazlewood  
Councilmember Tim Terral  
Councilmember Zachery Longacre  
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: May 31, 2019

- City Manager

- \*\* Memorial Day weekend enforcement saw 9 arrests, 6 DUI's, 2 resisting arrest, 32 citations, and 6 accidents including 1 major injury requiring evacuation
- \*\* Dedication of the Train Park will be held June 6 at 10:00 a.m.
- \*\* The Prop 68 Parks Grant cost estimates are being prepared
- \*\* Met with the hydrologist and it appears a possible location for a new well site might be out near the old BLM building on Spikes Road. This location would provide non-federal water
- \*\* The Run for the Wall event was successful again this year
- \*\* Attended the Drought Contingency Plan signing ceremony at Hoover Dam
- \*\* Assisted Field of Dreams grant request for new snack bar
- \*\* Met with potential purchaser of Rio Del Sol Motel about their development plans

- City Clerk

- \*\* Frontier liaison during the transition from Frontier Broadband to Golden Valley WiFi
- \*\* Preparing city council, NPUA and SARDA minutes
- \*\* Responding to numerous records requests
- \*\* Processing business license renewals for 2019-2020 and cleaning up the business license data base including delinquent licenses
- \*\* Preparing agendas and packets; and prepare and distribute certified copies of the actions taken by council

- Community Services

Transit, Recreation, Senior Center, Parks, Cemetery:

Transit: \*\* Reissued the request for proposals for operation of the transit services with a new bid opening date of June 3. McDonald's CEO has agreed to extend their agreement through September 30 or until a new contractor is onboard

\*\* Working to implement a shopper shuttle service to Fort Mojave, Arizona through the Dial-a-Ride Medical agreement

Senior Center: \*\* Seniors Only: The May 7 arts & crafts project (painting of ceramic coin banks) brought out 11 participants. The next project will be on June 11 and will be construction and painting of trinket boxes

\*\* Seniors Only: Wii bowling is being offered on Tuesday and Thursday from 9am to 11am

\*\* Bingo is held every Thursday at 1:00 p.m. and is open to the public

Recreation: \*\* Taking registration for Jr Pee Wee/Pee Wee Basketball and Summer Camp to be held in July/August versus the normal schedule of June/July to have adequate time for the gym floor replacement to be finished by end of June with the new school year beginning on August 13

\*\* Phase one of the renovations using CDBG grant funds for the replacement of gym lights, painting and replacing the sound proofing is completed. Phase two will begin June 3 with the new gymnasium floor and is scheduled for completion by the end of June

\*\* 100-gallon hot water heater went out and, after getting two quotes, City Council approved an emergency purchase to replace

\*\* After school program currently has 299 students enrolled

\*\* Facility rentals for March/April 2019:

JSP: 1-2 hr rental; 1-3 hr rental; and 1-7 hr rental @ \$16/hr

Santa Fe Park: 1-full day rental (1/2 price non-profit)

Chamber lot: 1-day rental @ \$100

Aquatics: \*\* General maintenance continuing

\*\* Main and slide pool were drained to replace the filters for continued compliance with the VGB law and to do minor plaster repairs to bottoms of pools

\*\* Pool grates were replaced and decking repainted

\*\* City engineer completed annual inspection of the slide and infrastructure. There were a few areas that needed minor welding and a rail to be replaced. Sanded and re-gel coated the areas on the slide where the prior paint wore off to be compliant.

\*\* State of California is now requiring an owner/operator general corrosion/rust program. A manual and daily inspection log is being prepared for our next QSI inspection

\*\* Began taking swim lesson sign-ups at the recreation center with classes beginning June 3

\*\* Held lifeguard certification class in April. Finished interviews and hired 5 new guards with 2 guards sharing a position

\*\* Pool opens June 1 with the full schedule starting June 3

Jack Smith Park: \*\* Currently sold 298 annual passes

\*\* Preparing revenue report for Memorial Day weekend

Cemetery: \*\* Decoration Day was held on May 24 and many thanks to all the city employees and residents that came out to help decorate the Veteran's gravesites. Memorial Day was once again well attended.

\*\* Continued routine maintenance

Parks: \*\* Continued routine maintenance

\*\* Weed control

- Development Services

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

Planning: \*\* Developing ordinance to support mixed use zoning overlay

\*\* Developed PowerPoint presentation for community outreach related to Housing Element Update and held first meeting

\*\* Developing ordinances to support the Housing Element Update including bonus density, second dwelling unit, reasonable accommodations, homeless shelter

\*\* Provided City Council documentation for conditional use permits extension of time

\*\* Processed employees into marijuana facilities as backup for code enforcement

\*\* Coordinated zoning related questions

Code Enforcement: \*\* The second code enforcement officer received his California code enforcement officer state certification

\*\* Opened 16 new cases and closed 7 cases with compliance

\*\* Continued inspection of the cannabis industry

\*\* Continued live scan operations

\*\* Assisted with the roof that blow off the old theater onto Broadway

Building & Safety: \*\* 61 total active permits with 21 issued during May

\*\* Three plan reviews that are ready to issue

\*\* Ten commercial permits: one tenant improvements/change of use (cultivation); three tenant improvements for City (city office and rec center); two tenant improvements (motel); one electrical permit (retail); two new foundations (future cultivation); and one new construction (cultivation)

- \*\* Eleven residential permits: one tenant improvement/addition; two electrical; two plumbing; and six reroof
  - \*\* 33 official inspections; 27 investigative callouts, utility service, answer questions or discuss plans
  - \*\* Continuously working with engineering on grading and septic projects
  - \*\* Working with planning on new proposed construction within the city limits
  - \*\* Continue working on organizing files and scanning documents into the system
  - Engineering: \*\* See attached capital projects status
- Finance and Administration
  - Finance, HR, Risk Management:
    - \*\* Year end processes have begun
    - \*\* FY 19 audit fieldwork dates have been set for July & September
- Public Works
  - Streets, Fleet, Buildings, Sanitation:
    - \*\* The BNSF road to the Ed Parry/Phillips Fields has been opened
    - \*\* Ongoing routine maintenance
    - \*\* Sidewalk repairs around town
    - \*\* Graffiti removal
    - \*\* Preparing surplus equipment and materials for public auction
    - \*\* Patching on Needles Highway and repair of water street cuts as needed
- Public Safety
  - Animal Control, Sheriff, Fire, Emergency Management:
    - Animal Control: \*\* Working on addressing new standards set by the California Veterinary Medical Board requiring attending veterinarian at the shelter. Staff will be seeking a waiver
    - \*\* Animal adoptions have been good for the month of May
- Utilities
  - Electric, Water, Wastewater, Billing Office:
    - Wastewater: \*\* Routine maintenance at the lift stations and plant
      - \*\* Cleared 8 drying beds and poured 9 beds from the digester
      - \*\* Unplugged sewer line feeding the River Road lift station
      - \*\* Completed quarterly maintenance for critical components at the plant and lift station
    - Water: \*\* Lily Hill Booster report, L Street Booster station running
      - \*\* Maintenance and repaired 6 leaks
      - \*\* Maintenance work on well facilities. New ac at well no. 11, drafting a new shade structure for well no. 15
    - Electric: \*\* Routine maintenance, street light repairs and service orders
      - \*\* Repaired an underground fault at 2045 Desoto Street
      - \*\* Installed three primary poles and 600 feet of primary wire and added two transformers on these poles to divide the load on A Street and Bazobooth. Then replaced two secondary poles and rerouted the secondary wires. By doing this, removed three poles that were on the pole change out program
      - \*\* The two apprentices were sent to Grand Junction, CO for schooling
    - Billing Office: \*\* Eight new customers signed for service during May
- Golf
  - Pro Shop, Maintenance:
    - Pro Shop: \*\* April 2019 revenue and rounds:
      - 2018 - total revenue \$32,082; total rounds 1,688
      - 2019 - total revenue \$31,993; total rounds 1,576

Honorable Mayor & Council Members, Boards and Commissions, and Interested Parties  
May 31, 2019  
Page Four

Maintenance: \*\* Continued routine maintenance  
\*\* Spraying to control weeds  
\*\* Beginning spring fertilizing and aerating fairways

Attachment  
cks

MAY 2019



# 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 three phases: **Phase I** – Removing the existing soundproofing material from the ceiling and upper walls, installing new soundboards and painting the walls & ceiling. Contract was awarded to Redmond Construction **Phase II** – Removal & Replacement of the Gymnasium lights was awarded to Robinson Electric. This work is completed. **Phase III** – Includes the removal & replacement of the gymnasium floor. The demo work is being completed by Redmond Construction and the new floor was awarded to Geary Floors from El Cajon, CA and will begin June 10<sup>th</sup>, 2019.
- 2 **Electric Meter Replacement Program** – There are 3,000 electric meters in the City's electric system. There is a significant amount of the meters that are decades old and do not function properly. The City has replaced 300 meters and is in the process of ordering more meter's in order to continue with the project.
- 3 **K Street Lift Station** – The City purchased the land through a defaulted property tax sale and can now complete the project design work for the designated site. The City has demolished the existing house on the site and the City Engineer is finalizing Bid Documents and ramping up to go out to bid for a new sewer Lift Station on K Street. Project will go back out to bid as only one bid was received and was over engineer's estimate.
- 4 **Water & Sewer Extension North Needles** – A master plan for the extension of services for Water & Sewer is currently underway. The Project consists of two phases: **Phase I** collected data for the Phase II and has been completed. **Phase II** is underway and will provide a Master Plan for the design and engineering of the Water & Sewer utility extension to North Needles. Final report is anticipated June 30, 2019.
- 5 **North Needles Hwy Project** – By the County of San Bernardino.

**The "N Segment"** – 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 contacted to put in place a correction plan.

**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 bids received in November 2018 well over the engineer's estimate. The county is shaving the project down still a little more while maintaining the original section to be constructed. County placed this project back out to bid and received an under-budget bid. County will proceed with placing the bid on the county's board for award.

June 25, 2019 – San Bernardino County Supervisors Board Meeting (Award)

July 30, 2019 – Begin Construction

**The "1B Segment"** –Funding is not yet secured for this segment. The City of Needles has applied for the BUILD 2019 grant which will allow us to complete Needles Hwy from where segment 1A ends near Park Road and finishes at Budweiser Road (City Limits).

- 6 **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 winter with the crack seal process. This project has been pushed by the County of San Bernardino as they want to finish other work in the area prior to completing this project. Work to be started in Spring of 2020.
- 7 **Lily Hill Water Booster Station complete replacement** – The Project consists of two phases: **Phase II** – will consist of the rehabilitation of the Water Booster Station. 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 Drive & Clary Drive.
- 8 **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. The City will then begin to replace the power poles.
- 9 **Security for City Hall** – The project plan for the security improvements to the front utility office are under way. Combination locks have been installed at the Third Street office. This project is out to bid with a bid opening on June 5<sup>th</sup>, 2019
- 10 **Colorado River Bridge Deck Work 2019** – Caltrans and Mohave County Arizona inspect the Colorado River Bridge to assure that it is safe and structurally sound. The structure has a 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 was awarded a federal grant from Caltrans Highway Bridge Replacement and Rehabilitation Program (HBRRP) to assist in financing the City's portion of the bridge repairs. The total for Scoping & Design is \$350,000.00 with the City's half being \$175,000.00. The match requirement for the City to pay will be 11.47% of the City's portion in the following amount:
- Budget Scoping & Final Design - \$20,072 by the City and \$154,928 by the Grant.
  - Construction Costs – TBD during the Scoping Phase with an Estimated cost of \$60, 217 by the City and \$489,783 by the Grant.
- 11 **Needles Pavement Management Plan** – The City has reached out to the City's Engineer firm Epic Engineering to perform a street pavement rejuvenation program to restore all streets to good condition, which requires a Pavement Management Plan. This plan is to assess the current condition of the 32.7 miles of street segments, what applications / treatments are required, and the street prioritization schedule to perform such maintenance. Epic Engineering will develop an overall rating system to determine priorities of maintenance based on upon average daily traffic, coordination anticipated utility repairs, addressing fire truck access / safety concerns, and Safe Routes to School (SRTS) concerns.

Score	Condition
1	Excellent (Needs fog seal)
2	Good (Needs crack seal & slurry)
3	Fair (Needs grind w/ 1-1/2" asphalt cap)
4	Poor (Needs grind w/2" asphalt cap)
5	Very Poor (Needs complete grind & pave)