



# CITY OF NEEDLES

817 Third Street • Needles, California 92363  
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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: March 29, 2019

### • City Manager

- \*\* Received CalED Award
- \*\* Meeting with Menefee regarding their police study to establish a local police dept
- \*\* Labor negotiations began April 2
- \*\* Received Sheriff's cost for 2019-20
- \*\* Preparing an RFP for a 10MW Solar Farm
- \*\* Continue Recreation Grant Community Meetings
- \*\* Water Citation Notice issued. Revised protocols established
- \*\* Wayside Park clean up
- \*\* Received California Municipal Utility Association (CMUA) Small Publicly Owned Utility Energy Conservation Award
- \*\* Co-sponsoring Run for the Wall on May 15
- \*\* Working with Sheriff's Office Skate Park Community Meeting
- \*\* Initiated the classification and pay study
- \*\* CHP has initiated a vehicle registration/driver's license enforcement
- \*\* Budget meetings underway
- \*\* Mohave County Supervisor Hildy Anguis and County Executive Michael Hendrix visited
- \*\* Needles Highway bidding underway

### • 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: \*\* A request for proposals for operations of the Needles Area Transit was distributed on March 19 with a bid closing date of April 25. Intent is to have a new contractor onboard as of July 1

Senior Center: \*\* Seniors Only: The first arts & crafts project held on March 12 was painting of birdhouses and had 15 participants. The next will be on April 9 and will be painting of planters and planting of dandelions.

\*\* 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: \*\* Hosted the 14<sup>th</sup> Annual Spring Classic Basketball tournament March 2-3 with 31 teams participating

\*\* Phase one of the rec center renovations using CDBG grant funds is currently underway which includes new lights, paint and sound board in the gym. Phase two will be a new gymnasium floor which is scheduled to be completed in June

\*\* Will begin taking applications for Pee Wee Basketball and Summer Camp in April with both set to begin in July (after completion of above noted work in the gym)

\*\* Facility rentals for March 2019:

JSP: 1- 2hr rental @ \$16hr; 1- 5hr rental @ \$16hr

Aquatics: \*\* Continuing year-round maintenance and corrosion plan in place for the slide and main pool

\*\* Patching of the main pool plaster and installing new pool decking grates will begin in April

\*\* Holding required community meetings regarding Proposition 68 grant funds and obtaining ideas from the community for new features and renovations to the facility

\*\* Will begin taking swim lesson registration in April for lessons scheduled to begin on June 3

Jack Smith Park: \*\* The season began March 2 and have sold 51 annual passes to-date

\*\* Will begin opening seven days a week on April 1

\*\* Holding required community meetings for Prop 68 grant funding at JSP for the park area and a nature walk around Bureau Bay

Cemetery: \*\* Continued routine maintenance

Parks: \*\* Continued routine maintenance

\*\* Weed control

\*\* Installing fence between baseball fields and railroad tracks parallel with the dirt road off N 'K' St

- Development Services

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

Planning: \*\* Developed the IWORQ application planning management permit database

\*\* Processed two lot line adjustments

\*\* Coordinated responses on several projects with City Engineer

\*\* Prepared and disseminated CEQA documentation to Tribes and State Agency

\*\* Processed several cannabis regulatory permit renewals

Code Enforcement: \*\* Opened 14 new cases

\*\* Closed 9 pending cases

\*\* Continuous regulation of the cannabis industry

\*\* Continuous live scan actions for the cannabis industry

\*\* Cleaned up two homeless camps in town

\*\* Completed the vacant property report

Building & Safety: \*\* 47 total active permits with 15 permits issued during March

\*\* One commercial for 625 W Broadway tenant improvements permit for the remaining 9 units

\*\* 12 residential: one each for RV garage, grading, retaining wall, swimming pool & spa, demolition and electrical; three plumbing; and three reroofs

\*\* 50 official inspections, 42 callouts for investigation, utility service, answer 1uestions or discuss plans

\*\* Working with IWORQ to complete the signature part of the permit process

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

\*\* Working with planning on new proposed construction

\*\* Working on organizing files and scanning documents into the system

Engineering: \*\* See attached capital projects status

- Finance and Administration  
Finance, HR, Risk Management:
  - \*\* City audit is being finalized and will be on the next Council agenda
  - \*\* Fiscal year 2020 budget preparation has begun and initial planning meetings with City Manager have been held. Meetings to be held with department managers in April
  
- Public Works  
Streets, Fleet, Buildings, Sanitation:
  - \*\* Working with parks personnel to install 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
  
- Public Safety  
Animal Control, Sheriff, Fire, Emergency Management:  
Animal Control: \*\* Adoptions going well for both dogs and cats  
\*\* Rabies clinic scheduled for May 11 from 8:00 -11:00 a.m.
  
- Utilities  
Electric, Water, Wastewater, Billing Office:  
Wastewater: \*\* New employee scheduled to start April 8  
\*\* Routine lift station and plant maintenance  
\*\* Cleared 8 drying beds and poured 9 beds from the digester  
\*\* Completed quarterly maintenance items for critical components of the lift stations and plant  
\*\* Assisted in the cleaning of the sewer line and manhole that is fed by the Senior Center  
Water: \*\* Completed Nitrate sampling violation notice requirements  
\*\* Completed additional water sampling requirements  
\*\* Issued an invitation for sealed bids for a backup pump and bowl for Well #15  
\*\* Scheduled well maintenance for well #15 (change oil, packing gland) to be completed in the middle of April  
\*\* Routine maintenance on Lilly Hill Booster  
\*\* Installed Xio, a monitoring and control system, on Lilly Hill Booster  
\*\* Approximately 10 leaks were repaired  
Electric: \*\* Routine maintenance, including tree trimming, dig alerts and light repairs  
\*\* Installed pole at 2109 Needles Hwy, transferred primary wire over to it, and built riser on new pole  
\*\* Installed pole at the top of Crestview and transferred new secondary wire over to pole  
\*\* Installed cameras at skate park  
\*\* Repaired lights at all the ball fields  
Billing Office: \*\* Twelve new customers started service in March
  
- Golf  
Pro Shop, Maintenance:  
Pro Shop: \*\* February 2019 revenue and rounds:  
2018 - total revenue \$74,891; total rounds 5,857  
2019 - total revenue \$68,075; total rounds 3,850  
Maintenance: \*\* Continued routine maintenance  
\*\* Spraying to control weeds  
\*\* Prepping for upcoming utility tournament this weekend

Attachment  
cks

MARCH 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 two 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. Work will begin March 25<sup>th</sup> – March 29<sup>th</sup>, 2019, the two phases will be completed during a planned recreation center closure. **Phase III** – Includes the removal & replacement of the gymnasium floor bids were opened on March 13, 2019. Notice of Award will be presented at 04/09/2019 City Council Meeting. Work will be completed in June 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.
  - 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. The county in March put the project back out to bid with an award in April 2019.

  - Job Walk 04/04/2019
  - Bid opening 04/17/2019
  - Anticipated Award contract 06/01/2019
  - Notice to Proceed 06/17/2019
  - Anticipated construction starts date 07/01/2019

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 will be rebid.**
- 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)