



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

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 agendaized 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
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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 3rd, 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)