



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

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. 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 10th, 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 5th, 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)