



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: September 13, 2019

- City Manager

- ** Fireworks - No incidents
- ** Hotel - continuing to work with Hampton Inn for an October groundbreaking
- ** North Needles Water and Sewer - much interest in privately extending the lines into North Needles with a reimbursement agreement for future users
- ** Boat Show - working with the Needles Marina and Billy B for the boat show that is being relocated from Pirate's Cove on September 28
- ** California Welcome Center - responding to California Tourism agency information request for more information on locating in the El Garces
- ** Cannabis - 20,000 sq. ft. under construction on Bazabooth, proposal to double size of 219 I Street cultivation, and a proposal for cultivation at the former Ford lot on east Broadway/Front Street
- ** Pizza Parlor - pizza parlor awaiting final County Health Department inspection
- ** Arrowhead Credit Union - met with the Chairman and CEO of Arrowhead about future business in Needles
- ** Intergovernmental Relations - letters seeking assistance sent to Assembly Member Obernolte and Senator Grove
- ** Community Clean up - approximately 10 community members picked up trash on West Broadway and J Street last Saturday

- City Clerk

- ** Preparing city council, NPUA and SARDA minutes
- ** Preparing for 2020 Census
- ** Responding to record requests
- ** Gathering documents for the auditors
- ** Gathering information for destruction of records
- ** Processing business licenses and cleaning up the data base
- ** Preparing a list of surplus items to auction
- ** Frontier liaison during transition to Golden Valley Wi-Fi
- ** Preparing agendas, packets and certified copies of the actions taken by Council

- Community Services

Transit, Recreation, Senior Center, Parks, Cemetery:

Transit: ** Shopper shuttle service to Fort Mojave, Arizona through the Dial-a-Ride Medical agreement was implemented on July 10. For the period July 10 thru September 4 (9 weeks), a total of 55 passengers have used the service for an average of 6 passengers per trip (bus

capacity is 9). There have been 5 no-shows and one medical emergency in which an ambulance was called and three family members got off the bus. Donations (pre-paid fares) are still being used.

** The process continues for a new contract operator for the Needles Transit Services. On track for an October 1 change over to Transportation Concepts.

Senior Center: ** Seniors Only: The arts & crafts project continues on the second Tuesday of the month at 9:00am

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

** Seniors Only: A senior exercise class is being held Monday, Tuesday and Friday at 9:00 am

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

Recreation: ** Currently taking registrations for fall sports programs including pee wee soccer, volleyball and flag football

** In the planning stages and accepting registration for Lynne's Little Ladies Tea Party that will be held on September 21

** The donated new basketball boards have been installation. These new boards will replace the old systems that was 40+ years old

** Currently accepting any donations for Lynne's Garden. The children in the After-School Program participate in the entire process of gardening from preparing the soil, planting the fruits and vegetables and then harvesting them. This has been a great learning tool for the youth of our community.

** Facility rentals for July/August 2019:

JSP: 1- 2 hr rental, 1- 3 hr rentals, 1 – 6hr rental @ \$16/hr

Gym - 1 - 2 hr rental @ \$25/hr

Aquatics: ** General maintenance on grounds and equipment

** Morning lap swim and exercise is scheduled to continue thru the end of September

** P.E. swim for the NUSD will begin in September

Jack Smith Park: ** Continuing the schedule of seven days a week thru September and then weekends in October

** Weekday usage is slowing down with schools back in session but weekends continue steady

** On target for revenue/sales

Cemetery: ** Interments at the cemetery along with a map has been added to the city's website.

Visit www.cityofneedles.com, Services - Parks - Cemetery

** A plot location map and interment listing has also been placed in a cabinet on the outside wall of the cemetery office

** Continued routine maintenance of the grounds and numerous repairs of the irrigation system

** Six burials since July 1

Parks: ** Prepped and seeded four fields that are scheduled to open on September 23

** Continued routine maintenance

** Weed control

- Development Services

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

Planning: ** Writing language for RFPs: Housing Element and Land Use Element

** Writing language for Housing Element, grant for Transportation Element Update

** Site plan reviews for hotel project, college rehab project

** Writing city code for residential mixed use code

** Inputting data into the new Iworo tracking system

Code Enforcement: ** Opened 22 new cases and closed 9 cases with compliance

** Continued inspection of the cannabis industry

** Continued live scan operations

** Assisted with the demolition of a property off Riverview Lane

** Working with the sheriff's office in regard to squatters

Building & Safety: ** Currently have 54 total active permits; 25 permits issued during the months of June thru August; and 5 plan reviews pending permit issuance

** 106 official inspections; 52 call outs for investigation, utility service, answer questions or discuss plans

** Continue working with engineering on grading and 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:

** Completed the fieldwork for the transit audits and currently working in-house with the NPUA auditors. Next week, four city auditors are expected for the City audit fieldwork

** Working diligently to fill vacant positions in the parks and water departments

** New Customer Service Rep. started last week in the Business Office.

** Pay and classification study is in the final phase of work

- Public Works

Streets, Fleet, Buildings, Sanitation:

** Crosswalk on Earl Court has been complete

** There are 220 areas in 44 streets that need patched as required by the city's trenching ordinance at an estimated cost of \$299,264

** Met with Caltrans about permitting a sign in their right-of-way. No sign should be placed on River Road until the reconstruction project is completed.

** Met with Caltrans and the NDBA regarding their plans for freeway interchange improvements.

Will be submitting plans to San Bernardino County Transportation Authority for funding

** Plan prepared for tree trimming and weed control at first and second beach (behind the golf course) by March 2020

- Public Safety

Animal Control, Sheriff, Fire, Emergency Management:

Animal Control: ** Rabies clinic scheduled for November 9 from 9 a.m. to noon

** Receiving donations of animal food and cleaning supplies from various groups and individuals through out the tri-state area

- Utilities

Electric, Water, Wastewater, Billing Office:

Wastewater: ** Safety training was conducted for lockout, tagout, basic electrical safety, and flagging safety

** A new 3500 Chevy truck with a utility bed was delivered

** Cleaning, maintenance and repairs were completed on SBR #1

** Manhole inspections continue to develop a changeout program

Water: ** Numerous leaks fixed

** Installed a new 12-inch gate valve at the golf course

** Two employees were sent to test for a grade higher certification

** Safety training was conducted for lockout, tagout, basic electrical safety, and flagging safety

** Completed the lead and sampling which is required every three years

** Completed monthly coliform sampling

Electric: ** Utility Board rejected the bid for establishing a 10MW solar farm as too expensive and too risky. Requested staff investigate a 1MW facility

** Working with Rainbo Beach about a rebuild of their system

** Continued routine maintenance

** Completed new street lights installation on Lily Hill by the Elks Lodge

** Installed one primary wire going down Bazabooth and a pole at 204 Bazabooth

** Built riser for a new building and removed two runs of secondary wire and one pole from this location

** Trimmed trees at the golf course maintenance yard

** Repaired a bad piece of underground wire on Cherry St, and one piece at 900 Coronado

** Several after hours calls for bad transformer lugs and wire do to the excessive heat

Billing Office: ** 106 connects and 112 disconnects for July and August

- Golf

Pro Shop, Maintenance:

Pro Shop: ** July 2019 revenue and rounds:

2018 - total revenue \$14,955; total rounds 413

2019 - total revenue \$6,683; total rounds 525

** August 2019 revenue and rounds:

2018 - total revenue \$20,387; total rounds 458

2019 - total revenue \$5,044; total rounds 402

Maintenance: ** Annual overseeding underway on the front nine

Attachment
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SEPTEMBER 2019



City of Needles California

Capital Projects Status

- 1 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 our engineer's estimate.** The City Engineer is changing the drawings to reflect a simpler design. The project will be placed back out to bid in early November 2019.
- 2 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 to be adopted by Council in October.**

- 3 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.

WORK AS BEGUN for Needles Hwy Segment 1A. September 2019 – San Bernardino County is currently installing Tortoise Fencing. Construction will commence with concrete being poured in the middle of October. Project will follow with street grinding. Project construction time is set for 90 days.

The "1B Segment" –Funding is not yet secured for this segment. **The City of Needles has applied for the BUILD 2019 grant for \$10 million which will allow us to complete Needles Hwy from where segment 1A ends near Park Road to Budweiser Road (City Limits).**

- 4 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 begin Spring of 2020.**

- 5 **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. The City has been awarded fund to build the new Lilyhill Water Booster Station. **The City is currently in the funding que awaiting an agreement. Once that is received, we will proceed with design.**

- 6 **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.

- 7 **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.

- 8 **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.

- 9 **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. **The report will be presented to City Council in October.**

The City is actively seeking several grants:

- SPP – Parks (Aquatic Center, Duke Watkins Park & Jack Smith Park)
- BUILD – Road Improvements
- Trails and Greenway Grant (Bureau Bay Nature Trail)
- BOR Water Smart
- Caltrans - Transportation Element