



# CITY OF NEEDLES

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

*Mayor Edward T. Paget, M.D.  
Vice Mayor Terry Campbell  
Councilmember Tony Frazier  
Councilmember Jim Lopez  
Councilmember Shawn Gudmundson  
Councilmember Linda Kidd  
Councilmember Tom Darcy  
City Manager Rick Daniels*

## MEMORANDUM

TO: Honorable Mayor & Council Members  
FROM: Rick Daniels, City Manager  
SUBJECT: Manager's Report  
DATE: March 28, 2014

Parks: \*\* Routine maintenance on the parks and fields. Working to correct irrigation problems at Nikki Bunch Field.  
\*\* Will be re-plumbing a section of the irrigation system at Santa Fe Park once the fence comes down to correct issues caused by the construction work.

Transit: \*\* Jack Smith Park Seasonal Express Route is moving along with a public hearing scheduled for April 8 to set fares and rules & regs. This seasonal service is scheduled to start May 1 on Saturday only during May and Monday thru Saturday June thru August.

City Clerk: \*\* Contacting those businesses that have not renewed their business license as well as those conducting business in Needles without a city business license.

Finance: \*\* Fiscal 2015 budget preparation should begin within a couple of weeks.  
\*\* RDA asset review will begin April 8 with a representative from State Controller's Office coming in for a few days.

Engineering: \*\* Working on the three year agreement with the County of San Bernardino for CDBG funding. This is for the City of Needles to re-qualify and continue participation in this program for the fiscal years 2015-2018.  
\*\* Reimbursements from Omnitrans for El Garces in the amount of \$181,061.29. Looking towards final completion of this project!

Website: \*\* Keeping up with website updates.

Utilities: \*\* Lower Colorado Water Supply Project ("LCWSP") Subcontractor billing occurs once yearly in December. Because this is the sole contact with the Subcontractor, events occur in the intervening period that make the collections process difficult, e.g., deaths, change of address, sale of the underlying property, foreclosure of the underlying property, et al. This is management by exception. It is only when the payment has not arrived in the 45 to 60 days after the bills go out (the Christmas and New Year's holidays are in this window) that it becomes clear that something is amiss. Skip tracing is an artful game. Fortunately, Cindy has provided me with SCAG's [www.digitalmapcentral.com](http://www.digitalmapcentral.com) software which allows me to search the San Bernardino County assessor's parcel map database. With this tool I am able to determine if there is a change of ownership or if the owner has merely changed his/her residence address. SCAG's application does not work

for the two other counties in the LCWSP – Riverside and Imperial Counties. Cindy is in conversation with First American Title Company (“FATCO”) to see if we can avail ourselves of FATCO’s software to pull Property Profiles for Subcontractors in those counties. Once contacted, the Subcontractor is willing to bring the account current because dirt without water is basically valueless.

\*\* Wastewater: Experience Engineering’s Bob Shulz is anticipating the completion of his study on sewer capacity requirements based on equivalent dwelling units (“EDUs”) by the end of April.

\*\* Sanitation: Just a refresher:

- Sanitation is an enterprise fund. There may be some confusion because sanitation increases in rates are subject to Proposition 218. The reason for that requirement is not that sanitation is a utility (remember water and wastewater also require Proposition 218) but that sanitation, water and wastewater are “property-related fees”
  - The sanitation agreement runs from the City to the hauler Allied Waste
  - Rates for sanitation are negotiated and agreed upon in advance of executing the agreement
  - The current agreement expires January 2, 2018
- The only trigger for rate increases is on the Allied Waste side is in the form of a CPI adjustment that comes out each October and is applied to the price of tipping fees at the Mohave County Sanitary Landfill. The City does not control hauling/recycling/tipping price points

\*\* Water: See attached spreadsheet of service orders for March 13 thru March 27

\*\* Electric: See attached spreadsheet of service orders for March 13 thru March 27

Public Works: \*\* Painting traffic legends and route 66 signage as needed throughout the city.  
\*\* Repairing water cuts in the asphalt as needed.  
\*\* Continuing to build the cement forms for the train signal project as time provides between routine maintenance.  
\*\* Plan to drag first beach for weed control in preparation for the boating season

Recreation: \*\* Jack Smith Park is now open weekends only thru March and starting April 1<sup>st</sup>, will go to seven days a week. Projecting increased revenue with the overflowing parking \$5 fee in place this season.  
\*\* Work continues on getting quotes for a grant for new lighting and sound board in gym.

Aquatics: \*\* Found a company, Vacation Pools, that gave us a quote for the gel coat on the slide and to install our state mandated ADA lift. All the State mandated work should be completed by the end of April/beginning of May with an inspection date scheduled 1<sup>st</sup> /2<sup>nd</sup> week of May.

Golf: \*\* Winter visitors beginning to pull out for the season.  
\*\* The next big event is the annual Needles Utility Golf Tournament on Friday, April 4 and Saturday, April 5th. Over 150 players each day are expected.  
\*\* From January 1 - March 26 this year compared to the same time last year, total rounds are down by 110, less than 1%. Smaller outings and a few more windy days would account for most, if not all, of those.

Cemetery \*\* Salt cedar tree trimming project is on-going.  
\*\* Weekly maintenance (mowing, edging, etc.) on Thursday.

Honorable Mayor & Council Members  
March 28, 2014  
Page Three

Business Office:      \*\* Half of the adjustments are done for the utility customers.  
                             \*\* The collections agency has gotten three accounts to pay their balance due.

Planning:            \*\* Coordination of paperwork related to the sale of city-owned property  
                             \*\* Coordination of information for parcel maps going to city council for review/approval  
                             \*\* Creation of flowchart and timeline to support processing of parcel maps and lot line adjustment  
                             \*\* Misc. finance-related activity for El Garces construction project

Building/  
Code Enf            \*\* Handled 8 code enforcement complaints, conducted 9 building inspections, and wrote 3 demolition warrants which will go to court next week.

Animal Control    \*\* Local rabies clinics will not be held until further notice due to the retirement of Dr. Pam Clark. Staff is working to find a replacement veterinarian willing to work with us and letters are being sent to Blythe and Victorville to see if there's anyone interested in these areas.

attachment

cks