



# CITY OF NEEDLES

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*Mayor Edward T. Paget, M.D.  
Vice Mayor Jeff Williams  
Councilmember Tony Frazier  
Councilmember Jim Lopez  
Councilmember Tom Darcy  
Councilmember Robert Richardson, M.D.  
Councilmember Louise Evans  
City Manager Rick Daniels*

## MEMORANDUM

**TO:** Honorable Mayor & Council Members

**FROM:** Rick Daniels, City Manager 

**SUBJECT:** Manager's Report

**DATE:** January 30, 2015

**City Mgr:** \*\* Assembling conclusions of the Council Goal Setting Session. Results will be submitted to Council for final consideration at an upcoming Regular Meeting. Three responses were received to the city's RFP for a new financial management software system and staff will be reviewing those in detail for a recommendation to the Board of Public Utilities and City Council in February.

\*\* Met with the San Bernardino County Fire Department on next year's projected costs and alternative delivery mechanisms.

\*\* Finalizing Lease for the Needles Area Transit to occupy a portion of the El Garces.

\*\* Continue to market the El Garces space and including meeting with potential tenants.

\*\* Investigating the establishment of an Inland Port to facilitate the development of intermodal and logistics businesses.

\*\* Assisting the Chamber in preparation for the upcoming Hot Rod and Boat Show.

\*\* Coordinating with Sponsors of Train Days community event on March 14.

\*\* Ordered acoustic panels to improve the sound quality of the El Garces Community Room

\*\* Scheduled "Grants for Small Cities" webinar training.

**City Clerk:** \*\* Processing Form 700 – conflict of interest for elected officials and city staff

\*\* Ongoing – processing business license delinquent accounts

\*\* Ongoing – codifying the Needles Municipal and Zoning Codes

\*\* Ongoing – public records requests

**Finance:** \*\* Preparing the Mid Year Budget Revise in which budget performance during the first 6 months of the fiscal year is measured against projected estimates.

**Utilities:** \*\*Rate Committee met to discuss preliminary cost of service projections.  
\*\* Assembly Bill 2021 – Energy Efficiency: The air conditioner/ swamp cooler/refrigerator replacement program for low income and seniors provided 33 each SEER 14 air conditioning units and one energy star refrigerator to 33 eligible applicants for FY 2014-15 and expended all budgeted funds. This program is funded each year by NPUA rate payers via a line item on the NPUA utility bill named California conservation. The City is mandated by Assembly Bill 2021 to spend at least \$150,000 annually on this program.  
\*\* Wastewater: Resolved concern of the Lower Colorado River Water Quality Control Board on past test results by establishing new sampling and testing protocols.

\*\* See attached of service orders for the period January 12 thru January 27, 2015

**Engineering** \*\* Developing proposals for the next round of Safe Routes to Schools sidewalk/paths call for projects.  
\*\* Rebidding the hospital sewer project after receiving no bids for the work.  
\*\* Preparing bid solicitations for the City hall entrance improvements funded by the Community Development Block Grant.  
\*\*Initiating work on Capital Improvement Plans and Budgets for Streets, Electric, Water, Wastewater, Parks, and Buildings and Grounds

**Public Wks:** \*\* Rewiring the four signal lights on the train signal structure when time permits. Also straightening and painting train signal hand railing and ladder assemblies at the shop and then installing when time permits.  
\*\* Upgrading Jack Smith Park overflow parking lot to extend the area.  
\*\* Crack sealing roads throughout town as manpower and time permits beginning on Coronado from J Street to Erin Drive  
\*\* Continue to cut weeds on arterial and local streets  
\*\* Continue to paint stops, legends, and limit lines as needed throughout town  
\*\* Continue doing pavement repairs where there are water cuts in the pavement to gain access to the city water pipes as well as pothole repairs  
\*\* Starting the EV (electrical vehicle) charging station site preparation  
\*\* Inspecting the Sidewalk project for contract compliance, dealing with vandalism incidents, and investigating the reprogramming of unused funds for a sidewalk project near the hospital.

**\*\* Construction of the Needles Area Transit office in the El Garces is nearing completion. Completion is anticipated during February and occupancy shortly thereafter. Waiting on a back order of energy efficient light fixtures.**

**Planning:**

- \*\* Billboard development agreement negotiations**
- \*\* Coordination of activity related to proposed dredge of Needles Marina**
- \*\* Review/finalization of parcel map for Chamber building project**
- \*\* Draft ordinance for use of shipping containers**
- \*\* Demonstration of interactive program to automate application submittal and fee payment process**
- \*\* Requesting that SCAG assist with the software upgrade for GIS system**
- \*\* Continuing efforts to complete the hospital land sale in order to close escrow by the end of February. The BLM approved Record of Survey is under review by the County Surveyor, the Land Partition is under review and is scheduled for Planning Commission and City Council review in mid to late February and the title is being prepared to submit to escrow. BLM is processing the removal of the "reversionary interest" and has notified the hospital and the City that they are ready to proceed.**
- \*\* Preparing an itemized list of expenses, and delayed revenue since the hospital sale.**

**Parks:**

- \*\* Preparing Nikki Bunch and Franz Flower Fields for the upcoming softball season**
- \*\* Ongoing routine maintenance including Thursdays at the cemetery**
- \*\* Reviewing plans for re-establishment of the Route 66 Rest Stop park in North Needles, City assistance for the clean up, and estimating long term maintenance costs**

**Golf:**

- \*\* July-Sept 2013 # players - 2,489 --- Total Revenue - \$43,886**
- July-Sept 2014 # players - 1,851 --- Total Revenue - \$32,285**
  
- Oct 2013-Jan 29, 2014 # players - 8,648 --- Total Revenue = \$205,487**
- Oct 2014-Jan 29, 2015 # players - 7,738 --- Total Revenue = \$212,588**

**Animal Cntrl:**

- \*\* Preparing for the Dog Day in the Park fundraiser for the animal shelter to be held March 21**
- \*\* Preparing for a rabies and full service vaccine clinic at the animal shelter on April 11 from 9 a.m. to 1 p.m.**

**Recreation:**

- \*\* Working on the 10<sup>th</sup> annual spring classic basketball tournament which will take place on March 7-8. Teams come from Beaumont, Big Bear, Yuma and the entire Tri-State area.**

Honorable Mayor & Council Members  
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**\*\* Obtaining quotes for new lighting/sound board and a new gym floor due to the noncompliant and deteriorating condition of each**

**Aquatics: \*\* General maintenance being done to prepare for the upcoming season**  
**\*\* Contacted by State of California to schedule annual inspection**  
**\*\* Scheduling lifeguard classes for new and existing lifeguards for the upcoming season**  
**\*\* Developing financial sustainability plan.**

**attachment**

**Service Orders for 01/12/2015 to 1/27/2015**

Electric Service Orders - 113

Water Service Orders - 90