



CITY OF NEEDLES

817 Third Street • Needles, California 92363
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Mayor Edward T. Paget, M.D.
Vice Mayor Jeff Williams
Councilmember Tony Frazier
Councilmember Tom Darcy
Councilmember Robert Richardson, M.D.
Councilmember Louise Evans
Councilmember Shawn Gudmundson
City Manager Rick Daniels

MEMORANDUM

TO: Honorable Mayor & Council Members

FROM: Rick Daniels, City Manager

SUBJECT: Manager's Report

DATE: August 14, 2015

City Mgr: ** In response to the recent fire in Mohave County the City opened the rodeo grounds to temporarily house livestock
** Issued an administrative policy on Heat Illness to increase safety for employees and training
** Negotiated an agreement with a firm that provides no cost labor for job training. Considering using for assistance at the animal shelter, golf course maintenance, and public works debris clean-up.
** Working with Pacific Gas and Electric on improving service to the existing facility along the Colorado River.
** Working with property owners to remove overgrown brush under power lines and those that create public safety hazards
** Finalized hearings draft policy on trenching and street cuts on city streets
** Soliciting cheaper phone and data system improvements
** Awaiting signed lease from Amtrak
** Completed installation of the sound panels in the El Garces
** Completed the historic preservation report on the east end of the El Garces floor project and have provided it to the architect for design to protect the items of historic significance
** Developing a citizen engagement program for the NPUA
** San Bernardino County Fire Department provided \$14,000 of repairs to the City's fire engine

City Clerk: ** Processing business license renewals
** Responding to record requests

Transit: ** The ceiling in the new NAT office experienced leaks during the last storm. Building and engineering staff have reviewed the scope of work for the original El Garces project and have determined that the city is responsible for repairs/correction. Informal bids were solicited for sealing the upper (second floor) deck and one inquiry was received in response. Remaining El Garces grant funds will be used to correct the problem.
*An open house was held on August 11 celebrating the relocation of the NAT facilities to the El Garces. Mayor Paget, McDonald Transit Associates' President/CEO Robert Babbitt, and SANBAG Rep Nancy Strickert, along with others, did a ribbon cutting.

Honorable Mayor & Council Members
August 14, 2015
Page Two

- Finance: ** Audit preparation – month 13
- Utilities: ** Water conservation efforts: For the second month of the test period (June to November 2013 v. June to November 2015), July 2015 came in at a reduction in water use of 35.3296% years-over (July 2013: 286.87 acre-feet; July 2015 185.52 acre-feet). The Governor's mandate is a 25% reduction in the test period.
- ** Electric: Repaired significant storm damage from the 7-17-2015 event
- ** Continuing with cleanup from storm damage
- ** Addressing copper theft of ground wires on city structures and replacing stolen copper pole grounds with aluminum conductor
- ** Re-locating power lines at I-40 railroad JAVA Junction, west of Needles
- ** Replace 69 KV pole destroyed by lightning on the Mohave line, north of Needles
- ** See attached service orders for the period July 13 thru July 28
- Planning: ** Creating "viewing pages" for city-owned properties for city website
- ** Coordinated requirements for possible storage project at the current "Colorado River Distributing Facility"
- ** Participated in training classes for "Seamless Docs" form automation software. Mapping process for seamless docs and seamless pay software
- ** Created conditions of approval for temporary parcel map 19526
- ** Reviewing possible changes to sign ordinance from recent litigation
- ** Provided modified counter-offer of city-owned property, buyer: Travis Phillips
- ** Creating checklist for final parcel map submission
- ** Received parcel map number request for Varela tract map project "Rio Vistancia"
- ** Preparing Planning Commission packet for Dollar General public hearing
- Public Works: ** Constructing the electrical vehicle station around on-going routine maintenance
- ** Installing the Chinese appreciation monument plaque at the flag poles at the City-County Complex on Bailey
- ** Working on the city yard fence and clean up when time permits
- ** Next week, will continue doing pavement repairs where there are water cuts in the pavement throughout town
- ** Installing the roadside rest stop flagstone sign when time allows.
- Building Dept: ** Assisting with the install of the fountain at the El Garces
- ** Eight building permits and ten new code enforcement cases
- ** Responses due back at the end of the week for collections service
- ** Reviewing existing cases in code enforcement, and follow up on pre-existing and new cases
- ** Follow up and follow through with new and existing building permits
- ** New uniforms arrived
- ** Ordered testing date for certification as building official and necessary reference material
- Golf: ** 2014 - July 1 - August 13 -- total revenue \$16,612; total rounds 955
- ** 2015 - July 1 - August 13 -- total revenue \$14,068; total rounds 795
- Buildings,
Parks &
Grounds: ** As of July 27, the golf maintenance supervisor is overseeing the pro shop operations
- ** The golf cart barn roof was blown off during the last storm. Staff is working with the insurance adjuster to determine a course of action to repair or replace the building.

Honorable Mayor & Council Members
August 14, 2015
Page Three

(cont.) ** Finished up the rejuvenation of the sand traps and next week will begin aerating greens.

 ** Basic maintenance in parks and cemetery

Animal Cntrl: ** Shelter still housing 30 cats and 21 dogs

 ** Adoptions picked up last week with 5 dogs and 3 cats finding new homes

attachment

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Service Orders for 7/13/15 to 7/28/15

Electric Service Orders - 90

Water Service Orders - 72