



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 *Rick*
SUBJECT: Manager's Report
DATE: February 25, 2016

City Mgr: ** Conducting Community and individual meetings and making presentations on Rate Proposal. Developing written responses to all questions.
** Responding to LAFCo requests for Fire information.
** Reviewing existing solar installations for capacity and use.
** Organizing clean up activities
** Securing Rio Buena Vista Benefits Assessment District cost estimates
** Responding to questions on Golf Course Turf Removal Program
** Meeting with Mohave Renewable Energy and consultants

City Clerk: ** Preparing City Council minutes
** Preparing medical marijuana documents
** Responding to public records requests
** Prop 218 (water and wastewater) public hearing notices have been mailed
** Contacting businesses with past due accounts

Finance: ** Completed Mid Year budget analysis
** Reviewing cell phone and credit card policies
** Reviewing Utility Franchise Fee
** Measure I/TDA audits completed. Waiting for transit audit which is expected this week

Utilities: ** Electric: Pulling wire on the Eagle Pass to Taco Bell business loop extension
** Continuing meetings with American Transmission Company and the customers that would be served by upgrade to the Park Moabi line
** Reinitiated the meter testing program
** Meetings on the proposed large scale solar facility north of Needles
** Meetings with potential private business development of the old A-Block facility

** Business Office: See attached service orders for the period January 1 thru January 28, 2016
** Preparing sample Utility Bills for the rate discussion

Planning: ** Creating graphics to support amendment to purchase of city-owned property-hospital
** Drafting ordinance for code enforcement inspection program
** Amending license section of City Code to support inspection program
** Drafted code enforcement letter to RV park regarding inconsistent reporting of usable spaces

- ** Processed renewal letters to business owners participating in the business directory sign program. Processing payments being received for this program.
- ** Participated in webinar on new legislation related to permitting wireless cell towers
- ** Researching, preparing application packets for CUP for medical marijuana cultivation facilities
- ** Preparing application packet amendment to rezone application documentation
- ** Researching various city codes regarding citation processes allowing a single citation for "fire hazard" abatement

- Building Dept:
- ** Received plans for Burger Hut, began review
 - ** Maintaining approximately 10-15 building permits/inspections
 - ** Writing resolution to adopt 2012 International Building Code

- Code Enf:
- ** Rewriting the city code and researching other city's approach to issues in code enforcement
 - ** Maintaining between 50-60 cases at any given time

- Public Works:
- ** Painting stops, limit lines and legends on streets as weather permits
 - ** Painting the ADA legends and cement stops in the parking areas at the electric vehicle charging station as well as installing a shade awning
 - ** Continue routine weed control and city-wide cleanup throughout town
 - ** Repairing water cuts on pavement where the water department has repaired water leaks
 - ** Hauling asphalt millings to Jack Smith Park and spread where needed to add to the sandy areas for extra parking and prepping millings parking area with chalk lines in preparation for the car and boat show event
 - ** Crack sealing during the cooler weather on roads where cracks are the worst beginning with arterial roads
 - ** Installing the ADA door openers and switches at the city hall entrance as well as signage installation and parking lot improvements.

- Engineering:
- ** First draft of plans complete on the cart barn. Bid documents will be ready for distribution in 30 days, 30 days for bidding and 60 days for delivery of steel building. Begin construction June 2016.
 - ** Preparing bid documents for concrete repairs at the underpass.
 - ** Design work beginning on the K Street wastewater lift station.
 - ** Construction should begin soon on the improvements to the handicapped access at city hall.
 - ** Notified of an award of \$484,000 from Active Transportation Program grant funds & TDA Article 3 grant funds. New sidewalk is planned for Lilly Hill Drive, Bailey Ave, L Street Hill, Highland Ave, Park Street, Broadway (South side), Cibola Ave and Washington Ave (in front of the school) to complete missing, broken or hazardous sidewalk in the areas along the safe routes to schools.
 - *** New trenching policy in effect and new encroachment permitting required.
 - ** Website updates

- Golf:
- ** January comparisons:
 - 2015 - total revenue \$69,229; total rounds 3,222
 - 2016 - total revenue \$42,013; total rounds 2,316
 - ** Restored the T-box/yardage signs
 - ** On a daily basis working to keep the coots ("mud hens") off the greens and from concentrating in any one area
 - ** Working with the Chamber of Commerce on the golf tournament to be held during the boat & car show in February

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- Parks Mntnc: ** Overseeded the softball fields which will be closed until February 15
** Routine maintenance, including preparation for the upcoming boat & car show
- Recreation: ** Working on the 11th Annual Spring Classic Basketball Tournament and trying to recruit as many teams as possible
** Coming to the last two weeks of the regular basketball season and preparing the All-Star coaches selection and player draft
- Aquatics: ** Maintenance preparing for the season which will begin with PE swim for the NUSD students in May. Regular swim season and swim lessons begin in May as well.
- Jack Smith: ** Preparing for the season that begins the first weekend in March
- Animal Cntrl: ** Dog Day in the Park fundraiser set for March 12 in conjunction with Needles Downtown Marketplace
** Rabies clinic to be held Saturday, April 2 from 9am to 1pm
** Adoptions have picked up – four this past week
** No Citadel employees at this time but trying to acquire more

attachment

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Service Orders for 01/01/2016 to 01/28/2016

Electric Service Orders - 191

Water Service Orders - 113