



CITY OF NEEDLES

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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: January 15, 2016

City Mgr: ** Local sales tax generation is up 3.9% for the third quarter 2015 compared to the same quarter 2014, California is up 3.2% for the same time period, Southern California is up 3.6% and San Bernardino County is up 9.9%
** CamDan Recycling has ceased operations due to problems with the State of California. Contact has been made with the local waste collection company to inquire as to their interest in establishing a buy back center.
** Prop 218 notices for the water and wastewater rate increases are being prepared for mailing. Several community meetings on the rate adjustments will also be scheduled.
** Staff continues to work with Citadel for use of their employee pool for to assist existing City staff throughout the city
** In exchange for Dollar General repaving the entire length and width of Hospitality Lane, the City will be responsible for providing a location for the placement of all dirt removed from the site as they lower the site elevation by 8 feet.
** Golf course maintenance personnel have been dealing with coots ("mud hens") that are dirtying up the course. While the overseed experienced problems, all of the local courses have had someone problems as well.
** Working with the BNSF to amend our current lease agreement for the property next to Ed Parry Park making it a 25 year lease so that grant funding can be obtained for improvements on this new site
** A flyer has been distributed to the top 3,000 homebuilders in California, Nevada and Arizona in an effort to trigger an interest in our community. Electronic results indicate that 1/3 (or 1,000) of the communications have been opened by the receiver.

City Clerk: ** Focusing on bringing the City Council minutes current
** Responding to public records requests
** Preparing Prop 218 (water and wastewater) public hearing notices and mailing of said notices
** Working with the MDAQMD to provide video conferencing at the council chambers
** Contacting businesses with past due business license accounts

Finance: ** Fieldwork for transit audit to begin 01/27-01/28.

Utilities: ** Electric: Repair storm damage from high winds in cold weather. Replaced 3 poles lost to fire
** Begin work on the electrical service for the new fire station location --- install new primary service

- ** Designing projects for approximately four other new service extensions
- ** Rio Buena Vista has requested the City consider taking over their water and wastewater systems. Staff will be estimating costs to create an assessment district and the required upfront deposit from the homeowner's association for City Council consideration.

- ** Business Office: See attached service orders for the period October 26 thru December 31, 2015

Planning:

- ** Sent letters to three property owners inquiring on sale of property to city for wastewater-related site
- ** Coordinating Planning Commission packet for tentative parcel map approval and special use permit for steel sided personal storage unit
- ** Coordinating City Council packet for cell tower perpetual easement documentation; sale of city-owned property to Community Health Partners; sale of city-owned property to James McCann (near McDonalds)
- ** Coordinating site plan reviews for three residential structures in North Needles (Zeinaty/Anderson/Seidner) and one parcel map (Van Sant)
- ** Developing documentation for code enforcement automation project
- ** Researching Comprehensive Plan surcharges
- ** Investigating a request for installation of additional solar panels and wind turbine in vicinity of Coronado/J Street
- ** Reissued a request for proposals (RFP) for installation of locking system in El Garces Amtrak area – no responses received to first RFP
- ** Coordinating information with design engineer for El Garces east end project
- ** Identifying development review processes for an auto parts store project
- ** Issuing annual statements for renewal of fees for business directory signs
- ** Researching transfer of responsibility of mobile home parks from City code enforcement to the State Housing & Community Development agency

Building Dept:

- ** Continuing research and writing of resolution for forfeiture of jurisdiction of mobile home parks to State Housing & Community Development Dept.
- ** Various inspections on permits pulled

Code Enf:

- ** Researching new resolutions necessary for the complete overhaul of the code enforcement department
- ** Maintaining between 50 and 60 cases at any given time.
- ** Reviewing offers by different agencies for the necessary software compatible with Data Ticket. Finalizing details in contract with Data Ticket.

Public Works:

- ** Painting stops, limit lines and legends on streets as weather permits
- ** Continue painting the ADA legends and cement stops in the parking areas at the electric vehicle charging station
- ** Continue routine weed control throughout town
- ** Repairing water cuts on pavement where the water department has repaired water leaks
- ** As time permits, rearranging and cleaning up the city yard
- ** Begin crack sealing during the cooler weather on roads where cracks are the worst beginning with arterial roads

Engineering:

- ** Informal bid received for design work on the new cart barn. Plans will be completed in 30-60 days, 30 days for bidding, and 60 days for delivery of steel building. Construction estimated to begin in June 2016.
- ** Yearly updates to website

- ** Preparing bid documents for concrete repairs at the BNSF underpass (storm damage related).
- ** Design work beginning on the K Street wastewater lift station.
- ** Approvals received from CDBG for staff to move forward with construction of handicapped access at city hall

Golf:

- ** December comparisons:
2014 - total revenue \$44,820; total rounds 2,020
2015 - total revenue \$29,405; total rounds 1,612

Recreation:

- ** Youth Basketball is underway with 15 teams this season. Preparing for 11th Annual Spring Classic Basketball tournament on March 5 & 6.

Aquatics:

- ** Doing yearly maintenance and preparing for the upcoming season to start in May

Jack Smith:

- ** Preparing to open in March for weekends

Animal Cntrl:

- ** Both employees of the animal shelter attended euthanasia and chemical immobilization classes last week. Both passed and are certified with the National Animal Control Association (NACA).
- ** Current Citadel employee is working out well. Looking to interview another candidate to hire due to previous one being kicked off the program.

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Service Orders for 10/26/2015 to 12/31/2015

Electric Service Orders - 450

Water Service Orders - 327