



CITY OF NEEDLES

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

Mayor Jeff Williams
Vice Mayor Edward T. Paget, M.D.
Councilmember Shawn Gudmundson
Councilmember Tona Belt
Councilmember Tim Terral
Councilmember Zachery Longacre
Councilmember Louise Evans
City Manager Rick Daniels

MEMORANDUM

TO: Honorable Mayor & Council Members,
Boards and Commissions, and
Interested Parties

FROM: Rick Daniels, City Manager *Rick*

SUBJECT: Manager's Report

DATE: November 13, 2020

- City Manager

- ** Met with Bureau of Reclamation regarding drought contingency planning
- ** Interviewed and hired a meter reader and building official
- ** Working on a Neighborhood Renewal program to utilize former RDA housing funds to rehabilitate owner-occupied homes
- ** Met with Fort Mojave Indian Tribe regarding waterfront development near Arizona Bridge
- ** Investigating an assessment district to extend a water line on Needles Highway

- City Clerk

- ** Wrapping up final details from the November election. Resolution declaring results will be submitted at the December 8 council meeting with seating of those (re)elected.
- ** Submitted final invoice for reimbursement of expenses relating to Census 2020
- ** Continuing to work on options to stream city council meetings
- ** Preparing timeline to upload the city code on the city's website

- Community Services

Transit, Recreation, Senior Center, Parks, Cemetery:

Transit: ** Shopper shuttle had a total of 22 passengers for the four weeks in October averaging 5.5 rides per trip (maximum bus capacity is 9)

** All public transportation services continue to operate on regular hours with additional and more frequent precautionary measures due to Covid-19

Senior Center: ** A new double door freezer and ice machine have been received and installed at the senior center as part of Covid-19 grant funding

** Noon meal program continues on a grab-and-go basis until further notice

** The center remains closed to the general public

Recreation: ** Preparing for Lynne's Little Ladies Tea Party to be held November 15. Currently have 30 participants and will host this year at the recreation center. Will follow all safety guidelines and social distancing requirements

** Preparing for Pee Wee Derby and Santa's Workshop to be held in December

** Continue working with the school district and planning for the after school program to begin in the next few months

** No facility rentals due to Covid-19 restrictions on gatherings

Aquatics: ** Continuing yearly maintenance. Knorr is scheduled to replace the filter sand for all three pool pumps, install new laterals in the filters and gaskets as needed, maintenance on the strantrol controllers and chemical tubing

** Received letter of compliance from the city engineer and forwarding to county and state for the annual permits

Jack Smith Park: ** Season ended October 25. A season report will be presented to Parks & Recreation Commission at the November 30 meeting

** Preparing a spreadsheet of comparisons in the tri-state area of fees charged for daily launch users and annual pass holders

** Parks & playgrounds remain closed due to the Governor's order

Cemetery: ** Continued routine maintenance of the grounds and repairs to irrigation system as needed

** With grass going dormant for the winter, attention will be given to weed-eating of the headstones

Parks: ** Continued routine maintenance

- Development Services

Planning, Building/Safety, Engineering, Code Enforcement, Capital Improvement Plan (CIP):

Planning: ** Prepared request for proposals for general plan transportation element consultant

** Created forms allowing CEQA exemption

** Updated forms amending fees charged for city engineer/city surveyor

** Prepared city council packets for use of recreational vehicles on parcels

** Processed cannabis regulatory renewal permits

** Received and logged cannabis applications for cultivation/distribution/manufacturing/dispensary-lounge

** Created usable drawings for cannabis projects for use in site plan reviews

** Coordinated meeting/documentation for site plan review for cannabis cultivation facility at 1804 Needles Highway/2208 Needles Highway

** Coordinated phone calls requesting information on cannabis application requirements, zone changes, zoning designations

Code Enforcement: ** 11 Live Scan days

** 18 facility inspections

** Illicit cannabis investigation

** 3 regulatory reviews

** 2 cannabis property reviews

** 11 new residential cases and 2 closed residential cases

** Prepare for administrative hearings scheduled for November 18

Building & Safety: ** Issued 22 permits in October

** Currently have 93 active permits

** 177 inspections completed

Engineering: ** See attached

- Finance and Administration

Finance, HR, Risk Management:

** Continue to work on audit documentation for City, NPUA & Transit audits

** Water bond documentation and analysis preparation in anticipation of bond issue in January 2021

** Mid-year budget revisions begin January

** Cross-training for employee absences continues for human resources related tasks

- Public Works

Streets, Fleet, Buildings, Sanitation:

** Fill potholes on Needles Highway

** Installed new ice machine and made fire inspection repairs as required at senior center

** Assisted with sewer line blockage on Flora Vista

** Repairs to traffic signs due to high winds

- Public Safety

Animal Control, Sheriff, Fire, Emergency Management:

Animal Control: ** Fall rabies clinic was held on November 13 and 25 dog licenses were sold bringing the total to 58 for the current fiscal year

** Spring 2021 clinic is scheduled for April

- Utilities

Electric, Water, Wastewater, Billing Office:

Wastewater: ** 30,000 liner feet of main line was hydro-vac for maintenance

** Bazoobuth and River Road lift station rehabilitation project will begin December 1

** 16" main along S 'K' Street Hill was obstructed with tree roots and 120 feet of mainline was replaced

** Two failed 4" laterals were replaced, one on Flora Vista and another on Aliso. Sewer pipe was obstructed with tree roots and laterals were located within the city street

** Manhole inspections continue

** Routine lift station and plant maintenance continues

** SBR1 has been drained and crews are beginning maintenance

** New mainline and lateral camera has been delivered

Water: ** 12 water service line leaks repaired

** Completed water service line replacement on Balboa

** Completed monthly bacteriological sampling and reporting for water distribution system

** Corner of Race and L Streets, 6" fire hydrant line blew apart destroying the sidewalk, repairs are underway, and bids to replace the ADA sidewalk are in the works

** Last week of October, D street bridge was closed, north and south ends of the bridge pipeline were exposed, ultrasonic testing was completed and revealed that the south side repairs completed in January meet standards. Final cathodic protection installed and all exposed metal was 3 stage poly-wrapped -- south end complete. North end pipeline failed the ultrasonic testing, repair clamps were installed for safety, and the line was buried and put back in service. Repairs, cathodic protection, and poly wrapping of the north end are scheduled for November 16-18

Electric: ** Continue routine maintenance

** Electric employee has been reading meters since the resignation of the meter reader (note: new meter reader has transferred from another department)

** Working on the River Palms project and installed roughly 1,000 feet of secondary wire and about 700 feet of primary wire. This project should be completed by the end of the week

** Installed the primary and transformer for the new charging station located by McDonalds

** Contract crew should start the relocation of the poles on the hill between 'D' and 'E' Streets next week

** Working with the new owners of 900 Coronado who are redoing the conduit for the services. City crews are removing old wire and getting ready to install new wire to the new homes

Billing Office: ** 20 connects for the month of October

- Golf

Pro Shop, Maintenance:

Pro Shop: ** October 2020 revenue and rounds:

2019 - total revenue \$39,387; total rounds 591

2020 - total revenue \$10,325; total rounds 303

Note: The course was closed beginning September 8 thru October 18 for overseeding

Maintenance: ** All 18 holes are scheduled to reopen November 13

Attachment
cks

OCTOBER 2020



City of Needles California

Capital Projects Status

- 1 **Electric Reliability Program – Task #4** – This project consists of a has a complete rebuild of the poles, cross arms, insulators transformers and services on top of a hill South of Third Street between E & D Streets using the Electrical General Services Contract currently under a 3 year contractor. The new design will be to remove the poles from on top of the hill and connect services at the street level. **This project will begin construction November 16th, 2020.**
- 2 **Lift Station Wet Well Geopolymer Lining Project** – The project consists of pressure wash existing structures, check, and repair all structures for defects and repair as needed. Apply a specialized geopolymer lining system which is a 2” thick GeoKrete. The product will extend the life of the sanitary sewer structure for a minimum of 50-years. This process will be applied to both the River Road Lift Station & the Bazoobuth Lift Station. **This project will begin construction December 1st, 2020.**
- 3 **Needles Hwy “Critical Safety Section”** – By City of Needles – City of Needles has identified a Critical Safety Section of Needles Hwy (known as 300’ North of Washing Machine Rd to 2,970 South of Rocker Bluff Rd) The City and the County of San Bernardino have a Mutual Aid Agreement in which we can reach out for contracted emergency road repairs. This identified section will be repaired under contract with the County of San Bernardino and will be funded under Measure I.
- 4 **Underpass Structure Beam Protection** – The status with the underpass being closed is due to oversize vehicles hitting the bridge. In a meeting with BNSF and City officials BNSF reports every time the bridge is hit a signal goes out to all trains of a potential track or structure damage ahead and this shuts BNSF’s system down. It has been determined that a structure on both sides of the bridge will need to be installed to STOP vehicles before hitting the bridge not just a warning. BNSF will not reopen the underpass until the City has installed this type of system. Currently City is working with the City Engineer to develop a design and cost estimate in this location for City Council and BNSF to approve. This will be presented in the next couple months. A conceptual design and meeting with the BNSF have been completed and City Engineer is completing a plan for bidding purposes has been submitted and awaiting a cost estimate from the City Engineer. **This project will go out to bid by the end of November 2020.**
- 5 **First Year Grind & Replace Asphalt Paving Project** (including Water Services & Water Main line Replacement) This project will include the following streets which will receive a 2” Grind & Asphalt Paving according to the Pavement Management Plan. The streets included will have water services replaced with a couple of water mains being replaced. Streets included in First Year are North K Street (Needles Hwy - Front), J Street (Hospitality - Leonard Owensby), Bailey Ave (Washington - J St), Highland (Park to Fairmont), L Street (Fifth - Highland), Washington (Bailey - Fairmont), Coronado (Erin -J Street), Collins (Bailey - Park), Erin (Bailey-Coronado), Orange (Washington - Erin), Park Ave, & Fairmont. **This project is beginning design and expected to bid in December.**

- 6 **O & P Street Improvements** – It is the city's goal to revitalize the urban core. The area off Needles Highway near O and P Streets is surrounded by commercial businesses making it a vital commercial corridor for Needles. The improvements in the area will encourage future development. The project includes: Remove and Replace O & P Streets existing street materials and replace with 4" asphalt, roll and compact. Concrete sidewalk, Curb & Gutter, Driveway Approaches and Handicap Ramps where needed. This project is planned to be added with the First Year Paving Project, to get best price.
- 7 **CDBG Assisting Needles Food Recovery & Distribution** – A grant received from CDBG was awarded to the City of Needles to assist with the local food distribution facilities Fire House Ministries & St Vincent De Paul Society to provide Refrigeration and Equipment for unloading food in their efforts to feed our community during the COVID-19 pandemic.
- 8 **Monument Signage** – The Project consists of placing a “Welcome to Needles” type signage attached to the Freeway overcrossings at River Road Cutoff & 5-Mile Rd. Signage will display a Welcome message on Route 66 and Gateway to the Colorado River. This project will be presented to City Council at the first December meeting with a cost to proceed.
- 9 **Lily Hill Water Booster Station complete replacement** – The Project consists of two phases: **Phase II** – will consist of the rehabilitation of the Water Booster Station. The City has applied for a State of California State Water Resources grant. This work will include complete replacement of the equipment and moving the station back to allow for curb, gutter & sidewalk along the Northwest corner of Lily hill Drive & Clary Drive. The City has been awarded fund to build the new Lillyhill Water Booster Station. The City has received the contracts from the State Water Resources board. Design is commencing and should be looking a preliminary plan by December 2020.
- 10 **DAC Study** – The City was awarded a grant from the California Integrated Regional Water Management to help Dis-Advantaged Communities (DAC) to conduct a study for planning opportunities of the City's water system. The City's proposed project is two parts. **Part one**, the City needs to complete a technical review of well #11 which is high in iron and manganese to evaluate: capacity and water quality, review of existing groundwater treatment system, determine new ground water treatments, backwash residual handling disposal requirements, provide cost estimates for each alternative. **Part two** will be completed simultaneously with part one which completes a review of the recently completed hydrogeology report to narrow the pool of potential new wells sites to the most feasible and cost-effective options. The two companies awarded to complete the studies are underway.
- 11 **Advanced Meter Infrastructure (AMI) Project** with Automated Meter Reading – The City was awarded a granted a WaterSMART Grant by BOR in the amount of \$427,653 in which the City's share will be \$90,662. Advanced metering infrastructure is an integrated system of smart meters, communications, networks, and data management systems that enables two-way meter reading. The Award is to remove and replace of customers within Needles Service Area with these AMI (Advanced Metering Infrastructure) meters. These meters will have communication with the billing office for a real time water usage. This system will have a savings on the utility with notification of water leaks, utility mis reads and utility stealing. This project will be completed during the FY 2021 budget year.

- 12 **North Needles Hwy Project – By the County of San Bernardino**
Needles Hwy Segment “1B” limits are from 500 feet south of Park road to 1 mile north. The City has expressed to the County and Caltrans of the need to complete Segment 1B and the use of the remaining \$1.3 million funds left over from Segment “1A”. In the meanwhile, the “Critical Safety Section will receive repairs to the section of roadway completed using the City & County’s Mutual Aid Contract for emergency repairs until funds can be secured to repair this section of roadway by complete remove and repave with drainage control.
- 13 **5-Mile Road Paving** – County of San Bernardino is planning on paving a section of road that begins from the off-ramp of the I-40 to the City Limits line, east of Highway 95 / 5 Mile road intersection. The County asked the City of Needles to participate in the portion of 5 Mile Road from the City Limits to Hwy 95 South. The City will be using SB1 tax gas funding and the City crews will be working alongside the County this winter with the crack seal process. This project has been pushed by the County of San Bernardino as they want to finish other work in the area prior to completing this project. *Work to begin Fall 2021.*
- 14 **Colorado River Bridge Deck Work 2020** – Caltrans and Mohave County Arizona inspect the Colorado River Bridge to assure that it is safe and structurally sound. The structure has a very good rating but the bridge deck itself has a poor rating. The Colorado River Bridge is owned by Mohave County AZ & City of Needles equally. The City was awarded a federal grant from Caltrans Highway Bridge Replacement and Rehabilitation Program (HBRRP) to assist in financing the City’s portion of the bridge repairs. *Plans will be completed May 2021 with Advertisement in August 2021 and construction beginning after the busy season. Engineering Design is commencing.*
- 15 **Water & Sewer Extension North Needles** – The Project costs of extending water and sewer into north Needles. The City has been approached by property owners to fund the water and sewer line extension. On December 17th, 2019, the City Council adopted the Culinary Water and Sanitary Sewer Capital Facilities Master Plan which provides a blueprint for the city’s water extension into north Needles. The City has received a design cost from the City Engineer to design the water & sewer lines into north Needles and is currently under review.
- 16 **Train Park Improvements** – A request for a shade structure, picnic table and H/C access was requested at the park. A bid was advertised and awarded to Western Construction. The City is in the process of purchasing the Shade Structure & Picnic Table to be placed at the Train Park.