



# 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 Tona Belt  
Councilmember Tim Terral  
Councilmember Zachery Longacre  
Councilmember Kirsten Merritt  
Councilmember Ellen Campbell  
City Manager Rick Daniels

## MEMORANDUM

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

FROM: Rick Daniels, City Manager

SUBJECT: Manager's Report

DATE: December 18, 2020

### • City Manager

- \*\* Developed the 2021 Capital Improvements Plan
- \*\* Worked to establish fire rating for City which did not change from last year
- \*\* Worked with Housing Authority to certify their housing plan
- \*\* Reviewed and updated employee COVID safety protocols
- \*\* City of Needles businesses led those in the 25 jurisdictions in San Bernardino County with a 26% sales tax growth for July -September 2020

### • City Clerk

- \*\* Assisting with the transition of the new Council Members
- \*\* 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 9 passengers for the three weeks in November (Nov 11 was a holiday) averaging 3 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: \*\* With minor corrections, passed a recent fire inspection

\*\* Parking lot was swept and crack filled with other exterior cleanup including tree trimming and weed removal

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

\*\* The center remains closed to the general public

Recreation: \*\* Preparing for the after-school program to possibly resume at the end of January.

The NUSD got a waiver to reopen with a modified schedule for K – 5<sup>th</sup> grades

\*\* Hosted the 11<sup>th</sup> Annual Little Ladies Tea Party at the recreation center (all events comply with state guidelines and social distancing) with 30 girls in attendance. This event continues to be cosponsored by the Womens Club

\*\* Participated in the Holiday Fun Fair with 18 racers in the 10<sup>th</sup> Annual Pee Wee Derby

\*\* Annual Santa's Workshop was held with 38 children participating. Thanks go out to Arrowhead Credit Union who sponsored 10 children from the community and donated teddy bears, fleece blankets, pencil bags with school supplies and had lunches provided by the Wagon Wheel

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

Aquatics: \*\* Knorr Systems is doing maintenance on the chlorinator system, replacing the media sand in all three pool filters. Will also be replacing the chemical controllers for the three pools by end of year. Parts are on order and work will be completed at time of delivery

\*\* Outdoor shower is completed with new tiles and fixtures

\*\* General grounds maintenance is continuing

Jack Smith Park: \*\* Preparing staff reports to go to Council regarding fees for next season using a comparison of launch ramps in the tri-state area. End of season report will also be presented at that time

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

Cemetery: \*\* Continued routine maintenance of the grounds including basic tree trimming

Parks: \*\* Continued routine maintenance including basic tree trimming

- Development Services

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

Planning: \*\* Processed two dispensary application packets

\*\* Processed cannabis regulatory renewal permits

\*\* Prepared Planning Commission and City Council information for dispensary/cultivation/distribution facility

\*\* Prepared City Council packet in absence of city clerk

\*\* Prepared two city code sign amendments for Planning Commission

\*\* Prepared documentation for Special Use Permit – recreational vehicle park

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

Code Enforcement: \*\* 21 cannabis inspections and 6 Live Scan days

\*\* Warrant service

\*\* Executed two inspection warrants for illegal cannabis grows

\*\* Executed an inspection warrant of a residential property clean up

\*\* Started 13 new residential code cases and closed out 7 code cases

\*\* Conducted 9 administrative hearings

Building & Safety: \*\* 94 active permits

\*\* 14 permits issued in November and 10 closed

\*\* 79 inspections completed

\*\* New building official/city engineer will be onboard right after the first of the year

Engineering: \*\* See attached

- Finance and Administration

Finance, HR, Risk Management:

\*\* Transit and NPUA auditors have issued draft reports. City staff and San Bernardino County Transportation Authority (SBCTA) will review prior to final reports being issued. City auditors will tie those reports into their city-wide audit report

\*\* Preparations are being made for the January mid-year budget review

- Public Works

Streets, Fleet, Buildings, Sanitation:

\*\* Tree trimming and crack seal of the parking lot at the senior center

\*\* Cleanup of first and second beaches

\*\* Cleaned out the flood control drainage ditch along the railroad tracks on Broadway at Quivera

\*\* Routine weed control and trash removal throughout town

- Public Safety

Animal Control, Sheriff, Fire, Emergency Management:

Animal Control: \*\* Animal shelter closed from 12/14-24 due to COVID outbreak amongst staff

\*\* Animal control officers have taken and passed the pepper spray class

- Utilities

Electric, Water, Wastewater, Billing Office:

Wastewater: \*\*

Water: \*\* 13 water service line leaks were repaired

\*\* Completed monthly bacteriological sampling and reporting

\*\* Final repairs on the D Street bridge completed, cathodic protection and poly wrap on the south side, backfill compacted and assisted public works with replacing the asphalt. Completed bacteriological sampling and reporting and returned the 16" main to full service

\*\* Completed pressure testing of 4" tapping sleeve, new valve and hot tap for new water service on Columbus Drive

\*\* Assisted with rehabilitation of Bazoobuth and River Road lift stations

\*\* Water crew member has been assisting with meter reading and training of new meter reader

\*\* Assisted with the removal and replacement of the pool filter media at the aquatic center

\*\* Completed repairs to the fire hydrant line at the corner of Race and 'L' Street. Quotes have been received and currently scheduling the handicapped sidewalk replacement

Electric: \*\* Continue routine maintenance

\*\* Installed transformer and wire for the Charge America charging station and completed the wiring for the metering

\*\* Installed holiday decorations on Broadway

\*\* Started phase two of the River Palms project

\*\* Electric crew member has been assisting with meter reading and training of new meter reader

\*\* Began pulling poles in the Cortez alley now that Frontier started transferring their wire to the new poles

\*\* Staked out the new job on 'E' and 'D' Streets for the contractor doing the pole replacement

\*\* Changed out a transformer on My Place Road

\*\* Installed a transformer and pulled wire at the new Cure building and completed the wiring for the metering

Billing Office: \*\* 36 connects and 58 disconnects for November

- Golf

Pro Shop, Maintenance:

Pro Shop: \*\* November 2020 revenue and rounds:

2019 - total revenue \$31,412; total rounds 1783

2020 - total revenue \$32,830; total rounds 1172

Maintenance: \*\* Routine maintenance including fertilizing and weed control

Attachment  
cks

NOVEMBER 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 January 11, 2021.
- 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 Completed.
- 3 **Needles Hwy “Priority 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 and the bid will be awarded at the first meeting in January 2021.
- 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 currently under design and is planned for bidding in January 2021.

- 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. This project will bid out in January 2021.
- 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. This project has been completed.
- 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 in January 2021.
- 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 preliminary drawings have been submitted to the City with a comment & review response by the City in early January 2021.
- 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 17<sup>th</sup>, 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.