



CITY OF NEEDLES

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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

SUBJECT: Manager's Report

DATE: February 28, 2020

• City Manager

- ** Worked with Sheriff's Office on OHV
- ** Worked with Chamber on Poker Run Event
- ** Worked with state agencies on blow out
- ** Worked with SB Co. Fire District on Fire Code
- ** Worked with Chamber of Commerce on Welcome Center
- ** Worked with Council Cannabis Committee on Ordinance
- ** Worked with Council Compensation Committee

• City Clerk

- ** Participating as one of four chairpersons for the Census Complete Count Committee 2020
- ** Preparing City Council, NPUA and SARDA minutes
- ** Preparing for March 3 Presidential Primary Election and November 3 General Municipal Election
- ** Distributing FPPC Form 700 (Conflict of Interest) to City Council, Boards and Commissions and city staff
- ** Responding to record requests
- ** Gathering information for destruction of records
- ** Processing business licenses and cleaning up the data base
- ** Preparing a list of additional surplus items to auction
- ** Preparing to codify the municipal and zoning code
- ** Frontier liaison during transition to Golden Valley Wi-Fi
- ** Preparing agendas, packets and certified copies of the actions taken by Council

• Community Services

Transit, Recreation, Senior Center, Parks, Cemetery:

Transit: ** The recently adopted Short Range Transit Plan (SRTP) recommends consolidating the DAR medical and DAR Shopper Shuttle Pilot into a Fort Mohave/Bullhead Limited pilot route. It's proposed that this pilot route would operate twice a week on a reservation basis and would allow the city's residents to travel to services and shopping available to them in Fort Mohave/Bullhead City. City and SBCTA staff will be working closely on finalizing an operating plan for Council consideration at a future date

** The four weeks in January saw a total of 24 passengers using the shopper shuttle averaging 6 riders per trip (maximum bus capacity is 9) with two no shows.

Senior Center: ** Seniors Only: The arts & crafts project continues on the second Tuesday of the month at 9:00 am

- ** Seniors Only: Wii bowling is being offered on Tuesday and Thursday from 9am to 11am
- ** Seniors Only: A senior exercise class is being held Monday, Tuesday and Friday at 9:00 am
- ** Bingo is held every Thursday at 1:00 p.m. and is open to the public
- Recreation: ** Concluded the youth basketball regular season February 20 and planning awards ceremony the week of March 9
- ** Preparing for the 15th Annual Needles Spring Classic Basketball tournament on March 7-8. With over 30 teams participating, will be using the Recreation Center, Fort Mohave Tribal gym and Needles High School gym this year
- ** Facility Rentals for January-February 2020:
 - JSP: 1- 2hr rental @ \$16 hr
 - Gym: 2 – 4hr rentals @ \$25/hr
- Aquatics: ** General maintenance continuing
- ** Pump for the main pool was replaced with a rebuilt pump and the pump for the slide will need to be replaced. Pricing pumps this week
- ** 50-gallon hot water heater is out and has been approved to be replaced
- Jack Smith Park: ** Season opening is March 7
- ** Passes are due to be delivered March 5
- Cemetery: ** Continued routine maintenance of the grounds and numerous repairs of the irrigation system
- ** Trimming of salt cedar trees
- Parks: ** Continued routine maintenance and repairs to irrigation systems
- ** Weed control

- ◆ Development Services

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

Planning: ** Develop Planning Commission and City Council meeting documentation

** Modify documentation for the SB-2 Grant program

** Process documentation for lien-related documents with the County

** Coordinate new and existing cannabis projects

** Process cannabis regulatory permit renewals

** Modify information related to the I-WORQ software application

** Create home improvement program using past RDA funds

Code Enforcement: ** 11 cannabis facility inspections

** 8 residential notice of violations issued

** 5 days Live Scan

** Sent out bids for residential demolition of burned structures

** Assisted 1203 E Broadway with compliance via conference call and in person

** Scheduled additional cannabis inspections

** Archived 2019 documentation (five boxes, 117 cases)

** Sent notices to cannabis facilities for updated residential changes

** Began planning for the March 28 community cleanup

** Notified Ontana Planet Green dispensary of the City's intent to suspend or revoke license to operate a marijuana business within the City. An administrative hearing has been scheduled for March 16 at the City Council Chambers

Building & Safety: ** 71 active permits open

** 12 new permits issued this month

** Closed out 5 permits

** 38 inspections on open / existing permits

** 45 inspections that did not have permits, for info or complaints

Engineering: ** See attached capital projects status

- Finance and Administration

Finance, HR, Risk Management:

** NPUA audit is complete for FY 19

** New auditor RFP for NPUA went out February 28

- Public Works

Streets, Fleet, Buildings, Sanitation:

** Weed cutting throughout the city

** Installed new solar stop signs at intersection of Erin Dr and Bailey Ave

** Put up new St. John's Church sign

** Repaired potholes on Needles Highway due to recent rain

** Continuous inspection for trash, potholes and abandon furniture

- Public Safety

Animal Control, Sheriff, Fire, Emergency Management:

Animal Control: ** Rabies and licensing clinic April 11 - 9am to noon

** Continue interviews for senior animal control officer

- Utilities

Electric, Water, Wastewater, Billing Office:

Wastewater: ** Manhole inspections 50% completed

** Routine lift station and plant maintenance continues

** SBR2 has damage to the aeration system; begun an analysis to determine the best course of repairs

** Spare pump for the SBR tanks is being prepared for public bid

Water: ** Repaired nine water leaks

** Assisted parks crews by repairing 6" water line at Jack Smith Park

** Air relief valve replaced on the corner of D St and Cibola

** Backfilled and took measurements of parts for permanent repairs on the L St booster station

** Roof was placed back on well #12

** Ongoing work with engineers ,Caltrans, and the state water board on the permanent repairs for the D street water main break

Electric: ** Continued with routine maintenance

** Repaired light controller at Santa Fe park

** Replaced broken poles at the end of J St and on Vine and Race which included replacement of the anchor

** Cut in a double dead end at the new Hampton site also removed pole and installed an anchor.

We did tree trimming on Smith road and Vine street. the crew also installed four spans of neutral wire to feed the Hampton. We also prepared the trucks for Boom inspection which all trucks passed

Billing Office: ** 64 connects and 88 disconnects from January 1 to February 25

- Golf

Pro Shop, Maintenance:

Pro Shop: ** January 2020 revenue and rounds:

2019 - total revenue \$56,436; total rounds 3,231

2020 - total revenue \$72,722; total rounds 4,012

Maintenance: ** Routine maintenance

** Weed control and fertilizing the course

Attachment
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FEBRUARY 2020



City of Needles California

Capital Projects Status

- 1 **K Street Lift Station** – The City purchased the land through a defaulted property tax sale and can now complete the project design work for the designated site. The City has demolished the existing house on the site. The project went out to bid for the second time in December and was Awarded to Jonovich Companies on January 2020. Contracts are being signed and the lift station is being manufactured and will arrive in 7 weeks. Construction work should begin the week of March 23rd, 2020.
- 2 **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. Offsite work will be constructed with Public Works Staff & subcontractors.
- 3 **Measure I – Street Improvements Project** – The Project consists of: Crack Fill, Asphalt Patching, Slurry Seal Treatment to the following streets: Holiday Way, Mustang Lane & Easy Street, Safari Drive, Victory Drive, Cherry Drive, Desert Drive and Riverview Drive. Bids Open 02/07/2020 and will be Awarded 02/11/2020 with work beginning mid-March 2020.
- 4 **First Year Street Improvements – Phase I** - The Project consists of: Crack Fill, Asphalt Patching, Slurry Seal Treatment to the following streets: Front Street, Third Street, F Street, G Street, Hospitality Ln, Goodwill St, Aliso St, Gilman Dr, Monterey Ave, Ice Plant Rd, North M Street, North L Street, Race St, Vine St, Park Rd, Route 66, Budweiser, North My Place Rd. Bids Open 02/07/2020 and will be Awarded 02/11/2020 with work beginning mid-March 2020.
- 5 **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, 2020 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 requested a design cost form the City Engineer to design the lines into north Needles.
- 6 **Sewer & Water Pipe Laterals crossing Needles Hwy** – With the Needles Hwy construction currently under way. The City successfully was able to place both Water & Sewer Lateral across Needles Hwy in 4 locations before the county placed the new road down. This work is completed, and a Notice of Completion has been filed with the County of San Bernardino Records Office.

- 7 **North Needles Hwy Project** – By the County of San Bernardino.
The “1A Segment” – Will begins at 600’ North of I-40 entrance/exit ramps and extends North just South of Park Road by 600’. This work will include flood control construction and new pavement. The bids received in November 2018 well over the engineer’s estimate. The county is shaving the project down still a little more while maintaining the original section to be constructed. County placed this project back out to bid and received an under-budget bid. County will proceed with placing the bid on the county’s board for award.
Needles Hwy – Segment 1A is complete.
- The “1B Segment” –Funding is not yet secured for this segment. The City is seeking other opportunities to finish out Needles Hwy to the City Limits. But there is a proposed 1.4-mile critical safety section that needs to be repaired now. A letter from the Mayor will be sent to the county requesting left over funds to be applied at this section.
- 8 **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.
- 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 was awarded for the rebuild of the Lillyhill Water Booster. The City is waiting for the contracts from the State Water Resources board. Design will commence after that.
- 10 **Colorado River Bridge Deck Work 2019** – 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. The total for Scoping & Design is \$350,000.00 with the City’s half being \$175,000.00. The match requirement for the City to pay will be 11.47% of the City’s portion in the following amount:
- Budget Scoping & Final Design - \$20,072 by the City and \$154,928 by the Grant.
 - Construction Costs – TBD during the Scoping Phase with an Estimated cost of \$60, 217 by the City and \$489,783 by the Grant.
- 11 **Train Park Improvements** – A request for a shade structure, picnic table and H/C access was requested at the park. A bid has been placed out for these items to be installed. The bid has been returned 2 times higher than the what was approved by City Council. The City will simply hire labor for the assembly of the shade structure and the City will purchase the two item – Shade Structure & Picnic Table to be placed at the Train Park.