



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: March 27, 2020

• City Manager

- ** City hall offices closed to the public through at least April 17. Dropbox available for utility payments and all departments available by phone
- ** Implementing the COVID-19 Emergency Declarations of the President, Governor, County, and City Council
- ** Coordinating COVID-19 response with other affected agencies and the hospital
- ** Overseeing the Road Projects Program
- ** Hired a new Animal Control Officer
- ** Working with hospital to license their helipad
- ** Met with Fort Mojave Indian Tribe for general consultation

• City Clerk

- ** Researching technology for future conference call options and live meetings on cable tv
- ** Preparing City Council, NPUA and SARDA minutes
- ** Preparing for November 3 General Municipal Election
- ** Distributing FPPC Form 700 (Conflict of Interest) to City Council, Boards and Commissions and city staff
- ** One of four chairpersons for the Census Complete Count Committee 2020
- ** 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 for auction
- ** Preparing to codify our 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: ** Unlike much of the rest of the country, our transit services have not seen a substantial drop in ridership and, as of now, there have been no changes in service operations due to COVID-19. The contract operator has been advised to take additional and more frequent precautionary measures to sanitize all vehicles

** February saw a total of 16 passengers using the shopper shuttle for the three weeks it ran averaging 5.34 riders per trip (maximum bus capacity is 9).

Senior Center: ** With the exception of the noon meal program which has converted to "grab-and-go" until further notice, all activities and events at the senior center have been canceled, including arts & crafts project; senior exercise, and bingo. Center closed to the general public

Recreation: ** Hosted the 15th Annual Needles Spring Classic Basketball tournament March 7-8 with over 30 teams participating. Teams traveled from Beaumont, 29 Palms, Havasupai and Parker to name a few. Needles teams placed in each division. Due to COVID-19, Needles was not able to travel to Big Bear, Beaumont or 29 Palms as it was necessary they cancel their tournaments

** Recreation center including gym closed to the public but available by phone

** Preparing for fiscal year end in June

** Preparing for upcoming Summer Camp and Pee Wee Basketball league in the summer. Dates for both programs are to be determined

** Facility Rentals for March:

JSP: 1 full day rental @ \$150 (1/2 price non-profit)

Aquatics: ** General maintenance continuing

** Pump for the slide pool could not be rebuilt so will be replacing with a new pump

** In April, will be pumping down main pool and replacing needed lights, acid washing and doing minor plaster repairs

** Scheduled to open June 1 but prepared to adjust schedule if needed

Jack Smith Park: ** Season opened March 7 for the first two weekends but the kiosk is now closed until further notice. Launch ramp still available for use

** Annual passes can be purchased by contacting the recreation center during kiosk closure

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

Parks: ** Continued routine maintenance

** Weed control

- Development Services

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

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

** Coordinate office use at El Garces

** Review/correct Zoning Map Update

** 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: ** Five days of Live Scan

** Purged six month old Live Scans and two years of code cases

** Processed 42 facility Live Scan terminations

** Reviewed sealed bids for demolition of 415 D St. and 507 C St.

** Conducted 15 cannabis facility inspections

** Coordinated with San Bernardino County Sheriff and Fire Departments and property owner to mitigate further fires east of Santa Fe Road

** Updated Iworq and master cannabis facility licensing chart

** Posted violations for Vine Street lot

** Followed up on the demolition of 411 C St.

** Launched Iworq for residential cases

** Opened 11 residential code cases

Building & Safety: ** Currently 80 active permits open

** Issued 17 new permits and closed out 16 permits

** 54 inspections on open / existing permits

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

** Completed 7 plan reviews on residential and commercial projects

Engineering: ** See attached capital projects status

- Finance and Administration

Finance, HR, Risk Management:

- ** Bids are being reviewed for the NPUA audit RFP
- ** Bid is being prepared for the fixed assets consultant per audit recommendation
- ** Preparations are underway for the 2020-21 fiscal year budget process

- Public Works

Streets, Fleet, Buildings, Sanitation:

- ** Storm damage on Needles Highway
- ** Repair potholes around the city
- ** Assisted wastewater with replacement of a section of main sewer line
- ** Setup fencing around hole on first beach
- ** Cleaned dirt and debris from sidewalks on J Street
- ** Weed control around town
- ** Beginning first year street improvements and Measure I street improvements

- Public Safety

Animal Control, Sheriff, Fire, Emergency Management:

Animal Control: ** Rabies clinic postponed until May 16 9:00 am to noon

- Utilities

Electric, Water, Wastewater, Billing Office:

Wastewater: ** Manhole inspections continue to develop a changeout program

- * Lift station and plant maintenance continues
- * Repair parts ordered for SBR2. Repairs will be made in April
- * Completed a bid for new wastewater treatment pump
- * K Street lift station project is on target to begin in late April

Water: ** 10 water leaks repaired and two full service line replacements - one on Needles Highway and one on Mustang

- ** Cut apart 16" pipe on the D Street bridge in preparation for removal to storage
- ** Continued work with California water boards, engineers and Caltrans on the permanent repairs to the D street bridge and grant
- ** Meetings with metering companies on AMI metering systems for water and electric

Electric: ** Street light maintenance

- * Continued routine maintenance
- * Cross arms changed out at Five Mile Road
- * Installed new anchors on Zoe Lane and Desnok
- * Pole changeouts continue for damaged poles

Billing Office: ** 60 connects and 63 disconnects for the month of March

- Golf

Pro Shop, Maintenance:

Pro Shop: ** February 2020 revenue and rounds:

2019 - total revenue \$68,075; total rounds 3,850

2020 - total revenue \$70,558; total rounds 4,026

** Pro shop is closed to the public but the course is open for walk-ons. Remember social distancing

Maintenance: ** Continue routine maintenance

** Weed control

Attachments

MARCH 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 April 6, 2020.
- 2 **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. Asphalt Remove and Replacement was completed March 27th, 2020, Crack Fill is due to begin the week of March 30th, 2020 and finally the Slurry Seal will be applied beginning the week of April 15th, 2020. Work will begin in the Gates Subdivision area and proceed to the First Year Project Areas.
- 3 **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. Asphalt Remove and Replacement was completed March 27th, 2020, Crack Fill is due to begin the week of March 30th, 2020 and finally the Slurry Seal will be applied beginning the week of April 15th, 2020. Work will begin in the Gates Subdivision area and proceed to the First Year Project Areas.
- 4 **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 received a design cost from the City Engineer to design the water & sewer lines into north Needles and is currently under review.
- 5 **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 will go out to bid.
- 6 **North Needles Hwy Project** – By the County of San Bernardino.
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 County B

requesting left over funds to be applied at this section.

- 7 **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.*

- 8 **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.*

- 9 **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. 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** – *Is under way with Arizona Department of Transportation Bridge Department.*
 - **Construction Costs** – *TBD during the Scoping Phase with an Estimated cost of \$60, 217 by the City and \$489,783 by the Grant.*

- 10 **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.*