



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 *Rick*

SUBJECT: Manager's Report

DATE: May 1, 2020

- City Manager
 - ** Coordinating Covid-19 response
- City Clerk
 - ** Preparing City Council, NPUA and SARDA minutes
 - ** Preparing for November 3 General Municipal Election
 - ** Distributing FPPC Form 700 (Conflict of Interest) to those who have not yet filed
 - ** 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: ** April 2020 saw a decrease in NAT ridership compared to the same month 2019 while Dial-a-Ride (DAR) ridership remained fairly consistent April 2020 compared to April 2019
 - ** March shopper shuttle had a total of 16 passengers for the three weeks it ran averaging 5.34 rides per trip; and April saw 22 passengers (with one no show) over the five weeks averaging 4.4 passengers per trip (maximum bus capacity is 9)
 - ** There have been no changes in service hours/operations due to Covid-19. The contract operator has been advised to take additional and more frequent precautionary measures to sanitize all vehicles, to arrange seating to provide for social distancing, and face coverings are required of all passengers prior to boarding
 - 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: ** School has been cancelled for the remainder of the school year due to Covid-19. Awaiting updates from the District to find out if school will start earlier than the scheduled date of August 17
 - ** Gym remains closed to the public with the lobby area set to reopen on May 4
 - ** Preparing for upcoming Summer Camp and Pee Wee Basketball league. Dates for both programs to be determined

** No Facility Rentals due to Covid-19

Aquatics: ** General maintenance continuing

** Pumped down main pool, replaced lights, and much needed acid washing and minor plaster repairs. Pool has been refilled

** Experiencing issues with the chlorinator for the main pool and if it cannot be repaired in-house will call out Knorr to repair

** Obtaining pricing on a new pump for slide pool or cost of an impellor to rebuild the current pump

** Pool scheduled to open June 1 but prepared to adjust if needed

** Sign-ups for swim lessons are currently being taken at the recreation center

Jack Smith Park: ** Season opened on March 7 for the first two weekends and then closed for the next three weekends due to Covid-19 restrictions

** Currently open weekends and will be returning to the seven day a week schedule on May 7 while staying compliant with social distancing and mandatory face masks/coverings

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

** 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 presentation/survey on new CEQA requirements for "Vehicle Miles Traveled-VMT"

** Answer zoning questions

** Process lien-related documents with County

Code Enforcement: ** Continued inspections of the cannabis industry

** Opened 16 new residential cases

** Assisted with the Covid-19 testing setup

** Continued live scan operations

** Beach and Jack Smith Park enforcement (social distancing & mask)

** Assisted Needles High School with the appreciation of graduating seniors project

** Worked with the building department on several properties that needed assistance

Building & Safety: ** 86 active permits that are open with 24 new permits issued in April

** Closed out 11 permits

** 70 inspections on open / existing permits; and 40 inspections that did not have permits, for information, or complaints

** Completed 6 plan reviews on residential and commercial projects

Engineering: ** See attached capital projects status

- Finance and Administration

Finance, HR, Risk Management:

** Preparing the new budget for FY 21 now that managers' projections are in

** City and NPUA audits are now complete

** Preparing the schedule for FY 20 audits

- Public Works

Streets, Fleet, Buildings, Sanitation:

** Pothole repairs around the city

** Weed control around town

- ** Assisted slurry crew
- ** Installed orange fencing around playground equipment in parks and Covid-19 signs at all city parks/ballfields

- Public Safety

Animal Control, Sheriff, Fire, Emergency Management:

Animal Control: ** Rabies clinic scheduled for May 16 9:00 am to noon. Face coverings and social distancing will be required

** Animal shelter is fully staffed with two new animal control officers currently in training

- Utilities

Electric, Water, Wastewater, Billing Office:

Wastewater: ** Manhole inspections continue

** Routine lift station and plant maintenance continues

** SBR2 has damage to the aeration system; begun completing required repairs

** Spare pump for the SBR tanks has been ordered and is pending delivery

** K Street Lift Station project has begun

Water: ** Ten water service leaks were repaired and a full water service replacement at 218 Chestnut was completed

** Continued work with the State Water Resources Control Board and Epic engineering on the D Street bridge repairs

** Construction on the West Broadway waterline extension began on April 28 and is approximately halfway completed

** New water service was set for the new K street lift station that is under construction

Electric: ** Continued routine maintenance

** Removed poles and wire and replaced two poles for the railroad

** Replaced a pole on E Street

** Installed a new secondary wire down Safari Street

** Sprayed for weeds in the substations

** Trimmed trees on Smith Road and Market Street

** Pulled 600 ft of primary wire and set pad and transformer for the Hampton project

** Built the rack for electrical panels for the North K lift station project

Billing Office: ** 56 connects and 49 disconnects for April

- Golf

Pro Shop, Maintenance:

Pro Shop: ** March 2020 revenue and rounds:

2019 - total revenue \$82,348; total rounds 4,150

2020 - total revenue \$48,572; total rounds 2,658

Maintenance: ** Continue routine maintenance

** Weed control

Attachment
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APRIL 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. Construction work has begun. Work should be completed by the end of May.
- 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. Work is complete.
- 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. Work is complete.
- 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 1B 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 has received the contracts from the State Water Resources board. Design will commence beginning in June 2020
- 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.