



# 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: May 29, 2020

### • City Manager

- \*\* Assisted in establishing the County testing for the virus and antibodies
- \*\* Assisted with Utility Rates Study
- \*\* Assisted in securing Mayor's signature on the County's request for reopening
- \*\* Conducted numerous press interviews with newspaper and radio outlets
- \*\* Dealt with parking problems on Marina Drive
- \*\* Investigated Covid impact to budgets
- \*\* Assisted Council Compensation Committee
- \*\* Worked on Covid reopening
- \*\* Enforced construction site closure for positive cases
- \*\* Researched reopening authority
- \*\* Participated in numerous Covid conference calls
- \*\* Worked with golf concessionaire regarding assignment of lease
- \*\* Assisted businesses to qualify for funding
- \*\* Issued employee safety guidelines
- \*\* Assisted with Cannabis Ordinance revisions
- \*\* Concluded Golf Pro search
- \*\* Assisted in developing Essential Infrastructure list to submit to Congress
- \*\* Organized multi-city response to FR-5 referendum to eliminate Fire District funding
- \*\* Participated in Interagency Civil Unrest program

### • 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: \*\* May shopper shuttle had a total of 19 passengers for the four weeks averaging 4.75 rides 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 and the center closed to the general public

Recreation: \*\* Awaiting updates from the School District as to when school will start and under what restrictions, if any

\*\* Gym remains closed to the public with the lobby area open

\*\* Dates for Summer Camp and Pee Wee Basketball league have yet to be determined. Awaiting the lifting of the Governor's order

\*\* No Facility Rentals due to Covid-19

Aquatics: \*\* General maintenance continuing including light sanding for rust and repainting of those areas on the slide tower. This is yearly maintenance required to stay compliant with county and state inspections

\*\* Received pricing for a new pump versus repairing old one and, with a \$200 difference, a new pump for the slide pool has been ordered

\*\* Preparing to open once receive clearance from county health dept. and Governor's order is lifted. Schedule will be adjusted as needed

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

Jack Smith Park: \*\* Open on a seven day a week schedule while staying compliant with social distancing and mandatory face masks/coverings

\*\* Cabana/picnic areas, playground and restrooms remain closed

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: \*\* Prepare application packets for conditional use permit and regulatory permit for the new dispensary/consumption projects

\*\* Prepare application/response packet for WELO (Water Efficient Landscape Plan)

\*\* Prepare documentation to property owners who received building permits over the last 12 months identifying possible landscape required for State inventory

\*\* Develop information on the new "vehicle miles traveled" thresholds for CEQA analysis

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

\*\* Coordinate new and existing cannabis projects

\*\* Process cannabis regulatory permit renewals

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

\*\* Answer zoning questions

\*\* Process lien-related documents with County

Code Enforcement: \*\* Eight days of Live Scan

\*\* Eighteen cannabis facility inspections

\*\* Four property inspections

\*\* One transient mitigation

\*\* Data ticket submittals

\*\* Assisted in getting workers for Covid-19 testing

- \*\* Worked with sheriff's office on an illegal dumping case
- \*\* Assisted at Jack Smith Park on Covid-19 awareness and boat launch activities
- Building & Safety: \*\* 98 active permits open
- \*\* 27 new permits issued in May and closed out 13
- \*\* Went out on 151 inspections on open / existing permits and 47 inspections that did not have permits, for information, or complaints
- \*\* Completed 9 plan reviews on residential and commercial projects
- Engineering: \*\* See attached capital projects status

- Finance and Administration

Finance, HR, Risk Management:

- \*\* FY 21 budget is nearing completion and approval will be sought at the June 9 public hearing
- \*\* Audit fieldwork is being planned for September 2020

- Public Works

Streets, Fleet, Buildings, Sanitation:

- \*\* Street sweeping
- \*\* Weed control around town
- \*\* Move cabinets to recreation center
- \*\* Fill potholes and repair water line cuts
- \*\* Remove arrow weeds at first beach and reattach steel cable
- \*\* Placed orange barricades at Jack Smith Park launch ramp
- \*\* Fence repair at dog pound
- \*\* Install orange fencing around kiosks at city parks

- Public Safety

Animal Control, Sheriff, Fire, Emergency Management:

- Animal Control: \*\* Spring rabies clinic postponed with a new date pending
- \*\* Increase in adoptions of both cats and dogs

- Utilities

Electric, Water, Wastewater, Billing Office:

Wastewater: \*\* Manhole inspections continue 50% completed

- \*\* Routine lift station and plant maintenance continues
- \*\* SBR2 had damage to the aeration system; repairs have been completed
- \*\* A spare pump for the SBR tanks has been ordered

Water: \*\* 19 water leaks repaired

- \*\* Worked at night to complete the isolation and tie on of the new 12" main at the corner of Ice Plant Road and W Broadway
- \*\* Final piping and fire hydrants were installed on the Broadway water line extension
- \*\* Testing of the new 12" water line on Broadway set to take place the week of June 1
- \*\* Met with contractors at well 15 for a site assessment and working on bids for installation of a new VFD (pressure valve)

\*\* Assisted golf course personnel with a 2" irrigation line break at the 13th green

Electric: \*\* Continued routine maintenance

- \*\* Trimmed trees on Smith Road and installed a streetlight
- \*\* Replaced three anchors on River Road
- \*\* Replaced a burned wire and deadend shoes in the ally on Cortez
- \*\* Assisted the wastewater dept with the installation of pumps
- \*\* Completed installation of the control panel and wiring for the new North K lift station
- \*\* One crew member assigned to meter testing during May
- \*\* Replaced a decorative light on Broadway that was hit by a car
- \*\* Replaced a transformer at 1501 Lillyhill Drive

Honorable Mayor & Council Members, Boards and Commissions, and Interested Parties  
May 29, 2020  
Page Four

\*\* Hung 73 banners for the Needles High School recognizing the graduating seniors  
Billing Office: \*\* 49 connects and 54 disconnects in May

- Golf

Pro Shop, Maintenance:

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

2019 - total revenue \$32,560; total rounds 1,576

2020 - total revenue \$3,657\*; total rounds 204\*

\* Due to Covid-19, the pro shop was closed from April 1 through April 23 thus the substantial decrease in revenue and rounds

Maintenance: \*\* Continue routine maintenance

\*\* Weed control

Attachment  
cks

MAY 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. **COMPLETED**
  
- 2 **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.
  
- 3 **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.
  
- 4 **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.
  
- 5 **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.**
  
- 6 **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

- 7 **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.
- 8 **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.