



# 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

SUBJECT: Manager's Report

DATE: July 17, 2020

### • City Manager

- \*\* Responding to COVID-19 issues
- \*\* Coordinating response to fire tax elimination initiative with other cities that annexed into the Fire District and will be severely impacted
- \*\* Working to re-active a closed well as backup
- \*\* Implemented electric cost reduction
- \*\* Participated in numerous calls with emergency response agencies
- \*\* Toured El Garces with party wishing to establish a restaurant
- \*\* Met with the Council Committee on gateway signage
- \*\* Deep cleaned city hall after Covid-19 exposure
- \*\* Assisting Hampton Inn to secure Tribal concurrence in order to receive USDA loan guarantee
- \*\* Working with Chamber and NDBA to establish the Visitor Center in the El Garces
- \*\* Responded to fireworks complaints
- \*\* Met with party seeking to build 200,000 sq. ft. cannabis cultivation
- \*\* Prepared service plan for Jack Smith Park expected overload from Bullhead City's closure of their beaches and launches
- \*\* Developing improved service plan for Pirate's Cove
- \*\* Continue to work with Rio Buena Vista on utilities
- \*\* Working on new utility rates and a revenue bond for capital improvements

### • City Clerk

- \*\* Continuing to prepare for the November 2020 election
- \*\* Processing business license renewals
- \*\* Responding to records requests as received

### • Community Services

Transit, Recreation, Senior Center, Parks, Cemetery:

Transit: \*\* June shopper shuttle had a total of 21 passengers for the four weeks averaging 5.25 rides per trip (maximum bus capacity is 9) and three no-shows

\*\* All public transportation services continue to operate on regular hours with additional and more frequent precautionary measure due to Covid-19

Senior Center: \*\* Senior center misted/cleaned for Covid-19 after exposure

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

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

Recreation: \*\* Camp K.A.R.E. summer day camp began on June 29 with limited enrollment for the first 48 participants to ensure social distancing guidelines and allowing a 12 to 1 ratio of staff

and children. Currently 12 children are enrolled but are continuing to offer restructured activities and themed weeks to comply with social distancing. Mitigation plan is in place and following all guidelines required by the CDC and health officers including hand washing station to reduce restrooms use and sanitizing after each activity

\*\* No Facility Rentals due to Covid-19 restrictions on gatherings

Aquatics: \*\* Opened the season on June 29 with lap swim, exercise and open swim only. Due to Covid-19 restrictions, no swim lessons, private rentals or pool party packages are being offered. Attendance has been low for open swim but normal turn out for exercise/lap swim as in past seasons

\*\* Pumps were replaced on slide and main pool, and parts have been shipped for the chlorinator for the wade pool

\*\* Outside shower is in the process of being rebuilt and should be completed once tiles are received

\*\* Waiting on annual County and State inspections

\*\* Working with the parks/grounds crews to address the dead grass at the facility including sprinkler issues

Jack Smith Park: \*\* Attached is a revenue report which includes revenues for Memorial Day and 4th of July

\*\* There has been an increase in annual pass sales due to Covid-19 restrictions at surrounding boat launch areas

\*\* Implemented increased enforcement of parking violations by code enforcement and the sheriff's dept.

\*\* Purchased a new air conditioner for the kiosk

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

Cemetery: \*\* With the easing of restrictions for funerals, four services were held during the latter part of June

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

Parks: \*\* Continued routine maintenance

\*\* Weed control

\*\* Aeration of all ballfields

- Development Services

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

Planning: \*\* Update existing applications for cannabis cultivation, manufacturing, distribution, testing, regulatory permits

\*\* Prepare application packets for conditional use permit and regulatory permit for 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 including processing cannabis regulatory permit renewals

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

\*\* Answer zoning questions

\*\* Process lien-related documents with County

Code Enforcement: \*\* 15 cannabis inspections

\*\* 8 Live Scan processing days

\*\* Jack Smith Park enforcement - Covid

\*\* Researched Live Scan fingerprinting since the sheriff's office suspended the service

\*\* Opened 9 new cases and closed 4 cases

\*\* Worked with attorneys on receivership projects

Building & Safety: \*\* 89 active permits open

\*\* Issued 25 new permits this month and closed out 32 permits

\*\* Went out on 75 inspections on open / existing permits; and 26 inspections that did not have permits, for info or complaints

\*\* Completed six plan reviews on residential and commercial projects

Engineering: \*\* See attached capital projects status

- Finance and Administration

Finance, HR, Risk Management:

\*\* FY 21 budget binders are available in Council's mailboxes at city hall

\*\* Interim fieldwork for City audit is now complete

\*\* City, NPUA and Transit audits are being scheduled for September and October. They will be done remotely this year

\*\* Request for bids is out for a fixed asset inventory consultant

- Public Works

Streets, Fleet, Buildings, Sanitation:

\*\* Potholes and water line cuts repair

\*\* Install orange fencing at Jack Smith Park

\*\* Weed control and basic maintenance around town

- Public Safety

Animal Control, Sheriff, Fire, Emergency Management:

Animal Control: \*\* Until further notice, "Let's Clear the Shelter" program has been suspended. This program allowed the use of donated funds to pay for any adopted dog/cat to get spayed/neutered

\*\* Animal Control Officer Deanna Johnson will be retiring on July 24

- Utilities

Electric, Water, Wastewater, Billing Office:

Wastewater: \*\* Manhole inspections continue

\*\* Maintenance continues at the wastewater plant

Water: \*\* 22 water service line leaks repaired

\*\* Installed separate water meter at the recreation center

\*\* Completed monthly bacteriological sampling on the water system

\*\* Completed bacteriological sampling on 12" bypass East Broadway line extension

\*\* Completed installation of new variable frequency drive on well#15

\*\* Completed and posted annual consumer confidence report for the water system

\*\* Completed operational, pressure and flow testing of new VFD (pressure valve) at well#15 and East Broadway bypass water line extension

\*\* Removed well #11 for inspection and rebuild

\*\* Completed annual parts inventory for fiscal year end

Electric: \*\*

Billing Office: \*\* 44 connects and 47 disconnects in June

- Golf

Pro Shop, Maintenance:

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

2019 - total revenue \$17,157; total rounds 1358

2020 - total revenue \$14,550; total rounds 1024

\*\* June 2020 revenue and rounds:

2019 - total revenue \$9,513; total rounds 623

2020 - total revenue \$11,729; total rounds 705

Honorable Mayor & Council Members, Boards and Commissions, and Interested Parties  
July 17, 2020  
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Maintenance: \*\* Continue routine maintenance  
\*\* Weed control  
\*\* Pre-fertilizing greens for aeration

Attachment  
cks

**REVENUE REPORT 2020**  
**Jack Smith Park Day Use Fee**  
**RECREATION DEPARTMENT**

**Event/Program:** Day Use Fee  
**Facility Used:** Jack Smith Park  
**Manager:** Jennifer Valenzuela

Revenue Description	March	April	May	June	July	August	September	October	TOTALS
Pre-Season Sales	3/7 - 3/8 3/14 - 3/15 3/21 - 3/22 3/28 - 3/29	4/11 - 4/12 4/18 - 4/19 4/25 - 4/26 5/2 - 5/3	5/4 - 5/10 5/11 - 5/17 5/18 - 5/24 5/25 - 5/31	6/1 - 6/7 6/8 - 6/14 6/15 - 6/21 6/22 - 6/28	7/5 - 7/5 7/6 - 7/12 7/13 - 7/19 7/20 - 7/26 7/27 - 8/2	8/3 - 8/9 8/10 - 8/16 8/17 - 8/23 8/24 - 8/30	8/31 - 9/6 9/7 - 9/13 9/14 - 9/20 9/21 - 9/27	10/3 - 10/4 10/10 - 10/11 10/17 - 10/18 10/24 - 10/25	
First week of month	\$2,445.00	\$6,851.00	\$14,670.00	\$9,927.00	\$12,238.00				\$46,131.00
Second week of month	\$576.00	\$3,006.00	\$15,169.00	\$10,911.00	\$11,380.00				\$41,042.00
Third week of month	Closed	\$11,686.00	\$15,654.00	\$11,404.00					\$38,744.00
Fourth week of month	Closed	\$12,427.00	\$12,265.00	\$9,065.00					\$33,757.00
Fifth week of month									
<i>Note: March &amp; October are weekends only from 9:00am - 4:00pm</i>									
<i>Note: We only opened 2 weekends in March and only weekends in April due to Covid-19.</i>									
<b>Totals</b>	\$3,021.00	\$33,970.00	\$57,758.00	\$41,307.00	\$23,618.00	\$0.00	\$0.00	\$0.00	\$759,674.00

Noted as Memorial, 4th of July & Labor Day weekend totals included

**Revenue:**

Employee Signature

Date

Approved By

Date

JUNE 2020



# City of Needles California

## Capital Projects Status

- 1 **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 has begun.
  
- 2 **North Needles Hwy Project** – By the County of San Bernardino **Needles Hwy Segment “1B”** –Funding is not yet secured for this section. 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 has been sent to the County for section 1B requesting \$200,000 of the remaining funds to be applied at this section.
  
- 3 **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 complete Grind & Replacement of Asphalt Paving according to the Pavement Management Plan. The streets included will have water services and or mains replaced if needed before paving. Streets included in First Year are North K Street (Needles Hwy - Front), J Street (Hospitality - Leonard Owensby), Bailey Ave (Washington - J St), D Street (Downey - I-40), 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 beginning pre-engineer meetings to develop specs for bidding this fall.
  
- 4 **River’s Edge Golf Course Restroom Remodel** – The existing restroom building is dire need for replacement and ADA compliance. The project would also connect the pro shop / bar to the restroom facility from insdie the building without having to walk outside. Advertisement was release 5/20/2020 with a bid open date of 06/10/2020. Bid amount is \$91,011 with City Council approval on 07/14/2020. Funding will be from Golf Surcharge. Project will begin soon
  
- 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 **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.

Pre-Engineering meeting took place 06/26/2020 to kick off the beginning of the engineering design and tasks to be completed. New girder spacers will be replaced on both sides of the bridge to smoothen the approaches. The bridge deck will receive a new surfacing and striping with transitions on each side to meet with existing roadways.

- 7 **O & P Street Improvements** –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 compacted. Concrete sidewalk, Curb & Gutter, Driveway Approaches, new water lines and Handicap Ramps where needed. This project will go out to bid.
- 8 **Water & Sewer Extension North Needles** – The Project consists 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.
- 9 **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.
- 10 **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 stand-alone 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. Design is underway for the new structure.

- 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 **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 handing 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.