



# CITY OF NEEDLES

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Mayor Jeff Williams  
Vice Mayor Edward T. Paget, M.D.  
Councilmember Tona Belt  
Councilmember Zachery Longacre  
Councilmember Kirsten Merritt  
Councilmember Ellen Campbell  
Councilmember Wade 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: March 11, 2022

### • City Manager

- \*\* Received Caltrans approval of the Marina Park \$2.2M grant request
- \*\* Creating an overall capital improvement projects program for \$23-25M in anticipated projects for 2022
- \*\* Working with high school on holding the Junior Prom at the cart barn
- \*\* Met with Rio Buena Vista Homeowners Association regarding litigation settlement
- \*\* Met with Legacy Foundation regarding community needs
- \*\* Supervised repainting of JoJo Garcia Sports Complex restrooms as an Eagle Scout project
- \*\* Finalizing the Planning Commission recommendation for improved regulation of short-term rentals
- \*\* Attended dedication of new kindergarten classrooms
- \*\* Met with Friends of El Garces regarding art in public places project
- \*\* Set introductory meeting with Supervisor Dawn Rowe
- \*\* Assisted in technical review of off highway vehicle use on city streets legislation
- \*\* Tracking progress of Visitor Center
- \*\* Attended groundbreaking of Well 16
- \*\* Reviewed temporary container storage at Marvin's Dispensary
- \*\* Met with a data mining company regarding locating in Needles
- \*\* Worked with skateboard competition event promoter
- \*\* Working on square foot marijuana tax methodology ballot measure
- \*\* Met with the Executive Director of the San Bernardino County Transportation Authority regarding community needs
- \*\* Met with residential developer
- \*\* Finalizing food truck ordinance
- \*\* Met with Pacific Clinics regarding their service center proposed near Santa Fe Park
- \*\* Conducting security review of cannabis facilities
- \*\* Met with golf course operator regarding irrigation and course improvements
- \*\* Reviewing standardizing city park hours and prohibiting camping in city parks
- \*\* Negotiating sale of former city hall facility to San Bernardino County
- \*\* Reviewing proposal to create a homeless shelter at the River Valley Motor Lodge
- \*\* Facilitating relocation of local restaurant on east end to the former restaurant site on the west end
- \*\* Assisting promoter of radio-controlled miniature boat racing event
- \*\* Presented the "Needles Story" to the Colorado River Leadership Summit
- \*\* Working with Congressman Obernolte's office to receive an \$800,000 street improvement grant
- \*\* Working on dead tree removal

- \*\* Assisting with a Job Fair at Palo Verde Community College
- \*\* Working with proponents of \$3M of pavement treatments on private and public agency properties

- City Clerk

- \*\* Coordinating City Code placement on the website
- \*\* Continue to review balance of code for the website
- \*\* Participated in agenda management orientation
- \*\* Assisting the planning department with agenda packet preparation, attending meetings and preparing minutes

- Community Services

Transit, Recreation, Senior Center, Parks, Cemetery:

- \*\* Participated in agenda management orientation process
- \*\* Assisted sheriff's dept with the Every 15 Minutes Program to be held at the high school April 4-5. This is a grant funded program through the California Office of Traffic Safety
- Transit: \*\* Shopper shuttle had a total of 8 roundtrip passengers (16 boardings) for the three weeks in February the service was utilized averaging 2.67 riders per trip (maximum bus capacity is 9).
- \*\* 4 roundtrip medical transports during February (8 boardings)
- \*\* Waiting on placement of a shelter at the NAT stop on Bailey at the Senior Center
- \*\* February 4 was Transit Equity Day with all transit services countywide providing free rides. NAT had a total of 82 boardings and Dial-a-Ride 15.
- \*\* The Transportation Security Administration (TSA) has again extended the face mask requirement for all transportation networks, including public transportation, now through April 18. This applies to all transit services including NAT, DAR and DAR Medical/Shopper Shuttle
- Senior Center: \*\* Open for full services including daily noon meal program, bodies-in-motion exercise class, Wii bowling, and facility rentals
- \*\* February craft was design of potholders with 3 participants
- \*\* Covered senior center in the absence of the senior aide
- Recreation: \*\* Wrapping up youth basketball league with awards ceremony on March 18 for grades 3<sup>rd</sup> - 8<sup>th</sup>. 140 players this season
- \*\* Unable to host the Needles Spring Classic Basketball Tournament due to lack of participating teams. Due to Covid restrictions, the various cities were not able to begin their leagues until beginning of March
- \*\* Planning for summer camp to be held June – July
- \*\* Lynne's Garden is flourishing with fruits and vegetables the children have planted
- \*\* Working with a company for additional sound boards in the gymnasium to help decrease the noise
- \*\* Facility Rentals for February 2022:
  - 2 – 2 hr classroom rental @ \$15hr (1/2 price non-profit)
- Aquatics: \*\* Continuing normal maintenance in preparation for the upcoming season
- \*\* Will be advertising for lifeguards and scheduling a lifeguard certification class in April
- Jack Smith Park: \*\* Opened for the season March 5 with hours of 9am to 4pm weekends only and will begin 7 days a week starting April
- \*\* Sold 18 annual passes the first weekend
- Cemetery: \*\* Continued routine maintenance including tree trimming
- \*\* Raising and leveling headstones
- \*\* No interments in February
- Parks: \*\* Continued routine maintenance including tree trimming and weed control
- \*\* Clean restrooms at all parks and other city facilities

- Development Services

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

Planning: \*\* Site plan reviews for development projects including solar, cannabis, residential garages

\*\* Preparation of Planning Commission and City Council packets, including staff reports, resolutions, attachments, posting, community notification

\*\* Organized General Plan community meeting scheduled for March 17

\*\* Coordination activity with the Transportation General Plan and Land Use Element updates

Code Enforcement: \*\* 25 facility inspections and 3 regulatory inspections

\*\* Attended Planning Commission meeting

\*\* 8 Live Scan days

\*\* Processed incoming FBI and Dept of Justice reports

\*\* Administrative hearing preparation

\*\* Square footage/canopy research

\*\* Meeting with new cannabis dispensary owner

\*\* Transient abatement

\*\* Processed sheriff's dept citations

\*\* New hire training

\*\* Responded to odor complaints

\*\* Issued parking citations

\*\* 8 new residential cases started

\*\* Numerous follow up inspections both commercial and residential

Building & Safety: \*\* 88 active permits; 5 permits ready to issue; and 18 projects under review

\*\* 3 residential permits issued (1 plumbing, 1 electrical, 1 mechanical)

\*\* Completed a total of 83 inspections

\*\* Finalized 24 permits

Engineering: \*\*

- Finance and Administration

Finance, HR, Risk Management:

\*\* NPUA audit finalized. Should receive draft city audit reports soon

\*\* Hired building permit tech and customer service rep I

\*\* Continue interviews for associate planner open position

\*\* Working on conversion to electronic payroll timekeeping system

\*\* Accounts payable paid approximately 275 invoices in February

- Public Works

Streets, Fleet, Buildings, Sanitation:

\*\* Continued routine maintenance including pothole repairs, weed control, street sweeping and trash pickup around the community

- Public Safety

Animal Control, Sheriff, Fire, Emergency Management:

Animal Control: \*\* 3 adoptions; 6 city licenses sold; 6 vaccinations requested by owners; 4

euthanasia requests by owners; 2 surrendered animals by owners; 2 animals transferred to Lake Havasu Humane Society

\*\* Spring rabies clinic set for April 30

\*\* Shelter currently has only 2 dogs and 2 cats up for adoption

- Utilities

Electric, Water, Wastewater, Billing Office:

Wastewater: \*\* Routine lift station continues weekly

\*\* Rehabilitated 3 additional manholes on Front Street with a geopolymer coating

\*\* Rehabilitated 2 wet wells at the plant with a geopolymer coating

\*\* Both SBR tanks were drained, inspected and minor repairs were completed

\*\* Obtaining an estimate to install a small shade structure over the K Street Lift Station electrical panel

Water: \*\* 15 water service line leaks repaired

\*\* Replaced 10" flow meter at well #15

\*\* Stripped, traded in and re-equipped 4 bad fire hydrant construction meters

\*\* Completed 12 meter change outs for non-registering meters

\*\* Verified all water service locations for replacement before paving project begins

\*\* 150+ service orders completed

\*\* Completed 75+ underground utility locates

\*\* Completed monthly sampling for water distribution system

\*\* Completed annual report for county fire hazmat permits

\*\* Completed monthly well pumping reports for the Bureau of Reclamation

\*\* Completed monthly bacteriological sampling reports for State Water Board

\*\* Continued work with engineering, State Water Board and well drillers on well #16

Electric: \*\* Continued routine maintenance

\*\* Installed a pole on West Broadway, built new riser, installed the primary wire and transformer

\*\* Installed new decorative light on Broadway

\*\* Changed crossarm on pole by Park Moabi

\*\* Rearranged pole yard to make room for new transformers, removed and relocated old transformers to the boneyard at city yard

\*\* Trimmed two trees, one on Cibola and one on B St

Billing Office: \*\* 38 connects and 34 disconnects in February

- Golf

Pro Shop, Maintenance:

Pro Shop: \*\* February 2022 revenue and rounds:

2021 - total revenue \$53,807; total rounds 2,446

2022 - total revenue \$74,423; total rounds 3,059

\*\* New golf carts have been delivered. Can accommodate more golfers/day due to greater cart availability

\*\* Stocking pro shop with new merchandise

Maintenance: \*\* Spraying greens & fairways with iron and a turf enhancer

\*\* Spraying a fungicide to eliminate the clover and will then spray a pre-emergent to keep the clover away for up to 10 months allowing Bermuda coverage on the turf

\*\* Purchased a spray rig in December adding to course improvements

\*\* Finishing up the palm trees along River Road (aka Dike Road)

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