



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 *R.D.*

SUBJECT: Manager's Report

DATE: October 14, 2022

• City Manager

- ** Working on cannabis code updates including Livescan requirements
- ** Working on meter misreads solution
- ** Met with the Needles Housing Authority on the need to organize to pursue housing grant opportunities
- ** Working on ongoing litigation matter
- ** Working on submitting Colorado River Water Allocation Order
- ** Attended the Household Hazardous Waste Collection Event
- ** Reviewed Barstow's Inland Port Proposal
- ** Assisting Hampton Inn to secure signage on State Highway signs
- ** Working on grant to expand broadband service
- ** Working on a proposed 200-unit apartment project
- ** Working on assuring compliance on Jack Smith Park vandalism
- ** Investigated two vehicle accidents
- ** Participated in 10-10 Event
- ** Attended Chamber Board of Directors
- ** Requested permanent repairs to two holes dug for the Visitor Center sewer hook up

• City Clerk

- ** Continued agenda management training
- ** Preparing for November 2022 general municipal election
- ** Assisting the planning department with agenda packet preparation, attending meetings and preparing minutes
- ** Responding to various records requests

• Community Services

Transit, Recreation, Senior Center, Parks, Cemetery:

- ** Teams meeting with transit auditors regarding internal control and fraud inquiry
 - ** Met with Transportation Concepts officials regarding city's exercising its option to extend contract services (NAT, DAR and DAR Medical/Shopper) for an additional two years (7/1/2023 - 6/30/2025)
 - ** Participated in Teams meeting with regional climate collaborative partners
 - ** Continued agenda management training
- Transit: ** Shopper shuttle had a total of 8 roundtrip passengers (16 boardings) for the three weeks in September averaging 2.67 riders per trip (maximum bus capacity is 9)

** 1 roundtrip medical transport (2 boardings)
** Continue to wait on placement of a shelter at the NAT stop on Bailey at the Senior Center
Senior Center: ** Open for full services including daily noon meal program, bodies-in-motion exercise class, Wii bowling, and facility rentals
** September craft was decorating a drawstring backpack with four participants
** Covered senior center in the absence of the aide
Recreation: **
Aquatics: **
Jack Smith Park: **
Cemetery: ** Continued routine maintenance including mowing, edging, basic tree trimming, weed control and irrigation repairs
** There was one interment in September
Parks: ** Continued routine maintenance including basic mowing, tree trimming, weed control and irrigation repairs
** Clean restrooms at all parks and other city facilities

- Development Services

Planning, Building/Safety, Engineering, Code Enforcement, Capital Improvement Plan (CIP):
Planning: ** 6th Cycle Housing Element adopted by the California Department of Housing and Community Development
** Site plan reviews for development projects which include a 62 lot tentative tract map, commercial cannabis projects, and conversions of commercial buildings to residential
** Presented food truck ordinance to Planning Commission and City Council
** Preparation of City Council packets including staff reports, resolutions, attachments, posting, community notification
** Met with potential investors for economic development activity
Code Enforcement: ** 8 Live Scan days
** 31 facility inspections
** Pepper spray training
** California code enforcement officers training
** Human resources termination training
** Jack Smith Park detail
** 12(A) municipal code meeting with city attorneys
** Food truck regulations meeting
** Homeless encampment abatement
** Building / facility plan reviews
** Derelict sign abatement
** Multiple facility owner meetings
** Assisted sheriff's dept with graffiti investigation
** Special event permit reviews
** 9 new residential cases and 15 residential follow ups
Building & Safety: ** Currently have 131 active permits; 15 permits ready to issue; and 31 projects under review
** Issued 25 permits in September (residential: 6 mechanical; 1 combo; 1 demolition; 2 plumbing; 1 garage door; 4 electrical; and 1 reroof; and commercial: 1 mechanical; 3 combo; 1 demolition; and 4 new construction (Metal Building)
** Completed 58 inspections and finalized 8 permits
Engineering: ** See attached

- Finance and Administration

Finance, HR, Risk Management:
** NPUA in-person audit begins next week
** Remote transit audit fieldwork completed. Goal for final transit audit reports is December 15

- ** City planner and part time finance clerk positions have been filled
- ** Accounts payable paid approximately 285 invoices in September

- Public Works

Streets, Fleet, Buildings, Sanitation:

- ** Pothole repairs and general routine maintenance throughout the community
- ** Weed control
- ** Assisted wastewater with pipe repair located in the street
- ** Installed new exterior lights at the senior center and other general maintenance to the facility

- Public Safety

Animal Control, Sheriff, Fire, Emergency Management:

Animal Control: ** 11 adoptions; 13 city licenses sold; 16 owner requested vaccinations; 2 owner surrender of animals; 2 third offense fines; \$102 dollars in impound fees; 1 field citations for dogs at large; 3 dead animal pickups; 4 animals taken to Kingman for spayed and neuter paid for by donation

** Fall clinic dates set: rabies clinic to be held November 5 9am-1pm; the spay and neuter clinic scheduled for November 12 is already sold out

** 2 call outs by sheriff's dept

** Dog park fully stocked with bags and lights fixed

** 2 dogs euthanized due to bites as recommended by city attorney's office

- Utilities

Electric, Water, Wastewater, Billing Office:

Wastewater: ** Routine lift station continues weekly

** Preventative maintenance was conducted at the plant

** Lift station alarms were tested

** Assisted with a lateral plug of tree roots in the Vista's

** Participated in engineering calls for sewer flow models for new developments

Water: ** 30 water service lines repaired

** Completed monthly bacteriological sampling

** Completed triannual lead and copper sampling

** Completed quarterly manganese sampling on wells #11 and #12 and SOC resample for well #12.

** Replaced chlorine injection pump, chlorine feed line and drain line and valve for the sand trap on well #15

** Continued work with engineering on Well #11 and treatment plant design

** Started cleanup at (abandoned) well #16 preparing to move stored 16" pipe

** Completed excavation cleanup and prep work for fire hydrant replacement on Beach Drive

** Continued work with contractors on water service replacements on Acoma from D to Broadway

** 150+ underground utility locates completed

** 300+ service orders completed

** Supplied water operator for meter reading periodically during the month

** Completed 4" hot tap on Victory Drive domestic water supply and supplied 4" water meter

** Completed hot tap on 10" AC main line in the California Village to verify abandonment

** Completed monthly bacteriological sampling report for the state water boards

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

Electric: ** Continued routine maintenance

** Installed two poles for the advanced metering infrastructure (AMI) project along with 6 gateways and 12 routers throughout town

** Replaced one transmission pole on Needles Highway

** Trimmed trees at Nikki Bunch Field

** Repaired a vault on West Broadway, installed a service on Monterey Street, and installed an anchor on My Place Road
Billing Office: ** 49 connects and 54 disconnects for September

- Golf

Pro Shop, Maintenance:

Pro Shop: ** September 2022 revenue and rounds:

2021 - total revenue \$12,538; total rounds 355

2022 - total revenue \$3,020; total rounds 58

Note: course closed for overseeding September 5 through October 6

** Course is open full time hours as of October 7

** Fundraiser scheduled for October 22

** Preparing for new golf season and return of snowbirds

** Marketing membership promotion and working on stay & plays for the 2022-23 golf season

Maintenance: ** Course turf conditions have improved tremendously

attachment

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Capital Improvement Projects (CIP)

Project List/Status

Parks Projects:

1. First Beach / Marina Beach Park - \$2,200,000

This project is to develop a new park at First Beach along the river with funding provided by a Caltrans Clean California Grant. The proposed project consists of the installation of a grassy knoll, concrete and granite walkways, shaded picnic tables, bench seating, a ramp and stairs to First Beach, a covered play area, restrooms building, and a parking lot expansion.

Status: Environment Clearance is complete. Staff held a design kick-off meeting in September with 30% design due to staff in October. Construction anticipated to begin in the Spring, 2023.

2. Duke Watkins Park Improvements - \$3,965,400

This project consists of the renovation/construction of the park to include the following:

Construct a concrete splash pad, asphalt pump track, small dog park, restroom, picnic area with shade, expression art wall, landscaping, and parking lot. Renovate existing ball field with lighting, existing restroom and resurface the basketball court

Status: 65% Design, Amenities Package has been received from TKE and under review by staff. Construction anticipated to begin in Feb. 2023.

3. Jack Smith Park Biking/Walking Path - \$200,000

This project consists of the installation of a rubberized asphalt walking path and exercise equipment to be funded by a Cal Recycle Grant (\$18,000) and proposition 68 funding (\$181,116).

Status: Project went out to bid in July and all bids received were over the project budget. Staff is working with the low bidder to reduce the scope of the project so it can be awarded within budget.

Streets:

4. Phase III – Water Service Replacement & Street Improvements - \$1,831,850.00

The project consists of Grind, Pave and Water Service Replacement for the following street segments:

- D Street (Downey Ave – Acoma Street)
- D Street (Broadway Ave – Front Street)
- C Street (Cibola St – Front St)
- B Street (Desnok St – Front St)
- A Street (Desnok St – Front St)
- Palm Way – (Desnok St – Front St)
- Quivera Street (Desnok St – Front St)
- Acoma Street (D St – A St)
- Bazoobuth St (B St – Broadway Av).

Status: This project is under construction. The asphalt grinding has been completed on all streets. Water services are currently being replaced and will continue for approx. 3 weeks. Final paving will follow.

5. Obernolte Water Service Replacement & Street Improvements – \$757,803.00

The project consists of Grind, Pave and Water Service Replacement for the following street segments:

- L Street (Fifth – Broadway), Fifth Street, Fourth Street, Highland Street, Park Ave, Collins Street, Orange Ave, Erin Drive (Loop) and Coronado (Erin – J Street).

Status: 100% Design is complete with Caltrans funding in place. Staff is awaiting Authorization to Proceed (E76 document) from Caltrans to go to bid.

6. North Needles Hwy Project – Segment 1B (500' South of Park Rd to David Drive) - \$2,100,900

This is a San Bernardino County Public Works Project consisting of pavement reconstruction, minor drainage improvements and pavement striping.

Status: Under Construction

Estimated Completion Date: End of November 22

7. Colorado River Bridge Deck work - \$1,419,824.00

This is a joint ADOT and City of Needles project consisting of the replacement of the concrete bridge deck and replacement of the bridge bearings identified in the most recent Bridge Inspection report. ADOT is the lead agency on this project.

Status: ADOT, City of Needles, the contractor, and all stakeholders attended a partnering and pre-construction meeting in September. Construction activities were due to begin late October; however, due to delayed delivery of the bridge bearings, construction is now estimated to begin in late December or beginning of the new year.

Two-way traffic across the bridge will remain open during the 1st phase of construction (bridge bearings replacement). Traffic Control for future phases will be updated as construction progresses.

8. Monument Signage/Freeway Ramp Clean-up - \$5,900,000.00

This project consists of placing a monument wall with "California" lettering and a California Bear figure in the freeway right-a-way at 5-Mile Rd. It also includes the installation of new landscape materials such as gravel, mulch and rock blankets at all City of Needles off-ramps.

The City was awarded project designation though Cal-trans District 8 to receive a grant funding through the Clean California program.

Status: Caltrans has awarded the construction and begun pre-construction activities. Construction is anticipated to start in December and be completed in 6 months.

Water Projects:

9. Lillyhill Water Booster Station - \$2,086,775.00

The project consists of the construction of a new pump station adjacent to the existing pump station including a back-up pump to be installed. The new facility will be able to handle increased flows and be sufficient to fill the storage tanks located in the upper pressure zone.

Status: The project was awarded to Cora Constructors in June who continues to submit material/equipment specifications for approval and procurement. Contractor is anticipated to mobilized to the Lillyhill location in November.

10. L Street Water Booster Station - \$838,695.00

This project consists of demolishing the existing pump station and constructing a new building in its place. The new structure will be set above grade, and the pump will be replaced with a newer, more efficient model of the same horsepower.

Status: The project was awarded to Cora Constructors in August who continues to submit material/equipment specifications for approval and procurement. Contractor is anticipated to be mobilized to the Lillyhill location in November and work on "L" Street concurrently.

11. Water Treatment Plant - \$5,759,500.00

This project consists of the construction of a centralized water treatment facility and back-up generator at the City's Well No. 11 site for the continuous removal of iron and manganese.

Status: A design-build scope of work and agreement is currently being negotiated with the contractor.

12. Waterline and Manifold Replacements - \$914,600.00

This project consists of the demolition and replacement of the pipe manifold located at the city maintenance yard; and, the replacement of deteriorated distribution mains and service laterals along Monterey Avenue and Arizona Avenue and River Road near Park Drive.

Status: This project is ready to bid in alignment with other water projects.

13. Well No. 15 Backup Generator

This project consists of a back-up generator for Well No. 15. The City does not currently have any back up energy sources for its critical infrastructure during emergencies which creates a vulnerability to the City's water infrastructure.

Status: Design is completed and will be advertised for bids on Oct. 19. Bids are due to be opened on Nov. 9.

14. Well No. 11 to Well No. 15 Waterline Intertie - \$930,00

This project consists of the design and construction of approximately 2855 L. F. of dedicated transmission main (intertie) to keep untreated water separate from the existing culinary water system before entering the proposed treatment facility.

Status: Design was awarded at the Oct. 11 City Council Meeting. Construction documents to be completed by the end of the year. Construction to be scheduled in alignment with other water projects.

Other projects:

15. Underpass Structure Beam Protection - \$98,000

This project consists of the fabrication and installation of two overhead steel structures at the low clearance bridge at K Street.

Status: This project is 100% designed and has gone out to bid, however, staff continues to work with BNSF to obtain a necessary easement and permits for construction.

16. Needles Golf Course Irrigation Efficiency Project, Phase 1 - \$715,538

This project consists of the preparation a Basis of Design report, completing design for the automatic sprinkler system, and preparing bid documents for procuring 660 new water efficient sprinkler heads.

Status: Design was awarded at the Oct. 11 City Council Meeting. Bid documents to be completed by January 2023

17. Advanced Metering Infrastructure (AMI) Smart Meters - \$3,900,000

(AMI) is an integrated system of smart meters, communication networks, and data management systems that enables two-way meter reading. This program will replace approximately 2500 electric meters and 1900 water meters with AMI smart meters will allow automatic meter reading

Status: Network infrastructure is complete. Test meters have been placed. Deployment of residential electric meters to begin in November. Water meters to deploy in Feb. 2023.