



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 *Rick*

SUBJECT: Manager's Report

DATE: August 12, 2022

• City Manager

- ** Investigating 3 vehicular accidents on River Road during 2022
- ** Completing the Local Roadway Safety Plan
- ** Investigating two complaints about harassment from vagrants because the Amtrak Room in the El Garces not available to Amtrak passengers
- ** Soliciting donations for the historic fire truck restoration. Need \$17,000 to complete
- ** Continuing to support the City Attorney's Office in the Rio Buena Vista litigation
- ** Applied for funding to assist low-income individuals that are delinquent on utility bills due to COVID
- ** Finalized employee benefits plan
- ** Met with parties regarding the process and responsibilities for utilizing the El Garces
- ** Finalizing the cost of services study
- ** Initiated study for qualifying the community for state and federally funded broadband
- ** Met with the new Golf Superintendent
- ** Met with Neighborhood Renewal Contractor to develop the schedule for the low-income homeowner improvements
- ** Met with the Chamber regarding their responsibilities for the Visitor Center
- ** Investigating an Enhanced Infrastructure District for new development infrastructure
- ** Submitted survey to BNSF as required to lease land for the crash barriers at the underpass
- ** Working with the Teamsters to remove barriers to providing "welfare to work" employee training in Needles
- ** Continuing to work on the rehabilitation of local motel
- ** Received approval by the State Water Resources Control Board for pollution fines to fund the L Street Booster Station
- ** Electric outage on River Road with one injury reported
- ** Developed a market analysis to assist in attracting a grocery store
- ** Conducting final review of project at River Road and K Street
- ** Preparing for installation of the automatic meters to begin in September
- ** Reviewed crime statistics with the sheriff's office
- ** Met with two homebuilders regarding Needles opportunities
- ** Finalizing Marketing Plan
- ** Certified community service, fine, and restitution completion of one of the Jack Smith Park vandals
- ** Advertising for new fairway mower for golf course
- ** Secured restraining order due to threats of physical harm

- ** Continue to work with County Facilities Management on the sheriff's office remodel
- ** Received a proposal to buy surplus land on Goff's Road
- ** Responded to loose dogs in Santa Fe Park
- ** Completed securing condemned motel
- ** Registered 2 Planning Commissioners for training
- ** Ordered a new skip loader for public works
- ** Facilitated resolution of Caltrans streetlight outage at the West Needles interchange
- ** Responded to solar credit process complaints
- ** Continue to work on State Cannabis Department funding of a school resource officer
- ** Authorized new landscaping at City Hall
- ** Continue to seek inclusion in the national opioid settlement
- ** Secured legislative approval of the off highway vehicle bill. Awaiting Governor's signature
- ** Supporting hospital's request on earthquake retrofitting
- ** Continuing to work on the Inland Port proposal
- ** Responded to Needles Highway flash flood damage
- ** Working on State rewrite of sales tax distribution policy
- ** Participating in Eagle Scout Ceremony

- City Clerk
 - ** Assisting candidates during open nomination period for November 2022 general municipal election
 - ** Finalizing City Code placement on the website
 - ** 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:
 - ** Participated in Teams meeting with Caltrans to complete annual transit agency monitoring form
 - ** Participated in Teams meeting for the Local Roadway Safety Plan
 - Transit: ** Shopper shuttle had a total of 12 roundtrip passengers (24 boardings) for the four weeks in July averaging 3 riders per trip (maximum bus capacity is 9)
 - ** 3 roundtrip medical transports during July (6 boardings)
 - ** Continue to wait on placement of a shelter at the NAT stop on Bailey at the Senior Center
 - ** While no longer required on public transportation, our transit services will continue to support the CDC's recommendation that drivers and riders wear masks in indoor public transportation settings
 - Senior Center: ** Open for full services including daily noon meal program, bodies-in-motion exercise class, Wii bowling, and facility rentals
 - ** There was no craft project in July
 - Recreation: ** Last day for the S.T.A.R summer camp was July 28. All fees were covered by the donation from the Needles Rodeo Association and NUSD. Saw an increase of attendance in June due to the summer school program busing the students over. Total of 107 children enrolled.
 - ** Finished up summer basketball league for the pee wee level with 112 players and 15 teams
 - ** Currently taking registration for the after-school program that will begin August 15
 - ** Registration for fall sports, volleyball, flag football and pee wee soccer starts on August 15
 - ** Facility Rentals for June 2022:
 - 1 - 6 hr cabana rental at Jack Smith Park @ \$16 hr
 - Aquatics: ** Last day of open swim was August 4 with the morning lap swim & exercise continuing thru the end of August
 - ** Will be draining the main pool and doing plaster repair, acid washing and working on missing tile in the off months
 - Jack Smith Park: ** On target with revenue. Sold more than 700+ annual passes
 - ** Preparing for the last holiday of the season, Labor Day

Cemetery: ** Continued routine maintenance including mowing, edging, basic tree trimming, weed control and irrigation repairs

** There were three interments in July

** Working on rebuilding the base and resetting the sundial near the office flagpole. Sundial has been temporarily moved indoors

Parks: ** Continued routine maintenance including basic 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: ** Site plan reviews for development projects which include a mixed-use development which includes 73 residential units and 16,556 square feet of commercial space, a proposed 5,302 square foot single family residence, and conversion of a motel to 32 apartment units

** Participated in the development of the city-wide Traffic Study

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

** Participated in selection of a contractor as the licensed contractor for the Neighborhood Beautification Program to begin in the next few weeks

** Preparation of materials for the recruitment of a city planner

** Participated in the development of the Local Roadway Safety Plan

** Met with potential investors for economic development activity

** Preparing for Planning Commission and Council approval of a noise and food truck ordinance

** Participated in administrative hearing for both code enforcement and animal control

Code Enforcement: ** 23 facility inspections

** Administrative hearing preparation and attendance

** 2 inspections/reports and conference on local motel

** Processing sheriff's dept citations

** Code enforcement officer certification training (part 2) for code enforcement employee

** 8 Live Scan days

** Live Scan monthly statistics

** Jack Smith Park detail

** Short term rental inspections

** Cal Recycle site visit

Building & Safety: **

Engineering: **

- Finance and Administration

Finance, HR, Risk Management:

** Transit, NPUA and City audits are being scheduled for September, October and November

** Continuing year-end processes for FY 22

** Powerline technician apprentice position filled

** Advertising for city planner position rather than associate planner

** Advertising in house for account clerk I position

** Conducting final interviews for building official and project manager positions

** Accounts payable paid approximately 320 invoices in July

- Public Works

Streets, Fleet, Buildings, Sanitation:

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- Public Safety

Animal Control, Sheriff, Fire, Emergency Management:

Animal Control: ** 4 adoptions; 4 city licenses sold; 5 vaccinations requested by owner; 1 owner surrender of animals; and 2 license deposits sold

** 6 puppies and 1 dog taken from owner for too many animals

** Pre and post seizure training

** 2 call outs with the sheriff's dept.

** Administrative hearing for dog that bit twice. Dog was found to be vicious

- Utilities

Electric, Water, Wastewater, Billing Office:

Wastewater: ** Routine lift station continues weekly

** Prepared for grade 2 exam

** Assisted with a motel sewer complaint

** Assisted with the development of a new track map

Water: ** Installed new 1" service for new gas station on Needles Hwy and California Ave

** Completed 6" hot tap on Broadway for fire line installation

** Completed 2 - 6" hot taps on Victory for fire line installation

** Well #15 completed recall repair on the main breaker for the vertical drive

** Installed new stainless steel blow off valve on the sand separator at well #15

** Repaired high tank road washouts

** Received and stocked multiple back orders from supplier

** 25 water service line leaks repaired

** 150+ underground utility locates completed

** 250+ service orders completed

** Completed monthly sampling for the water distribution system

** Completed and submitted monthly bacteriological sampling reports for the state water board

** Completed and submitted the monthly well pumping report for Bureau of Reclamation

** Rebuilt chlorine injection pump and completed well packing adjustment at well #15

Electric: ** Continued routine maintenance

** Replaced a pole and anchor rod on Orange St; replaced crossarm and wire on River Rd; replaced a crossarm and insulator on Moabi line; replaced anchor on Bailey Ave; and replaced anchor on Old Trails Hwy

** Cut down palm tree at the rec center

** Cleaned out offices and gold room

** Repaired 10 streetlights in town

** Installed service on Beach Dr

Billing Office: ** 33 connects and 40 disconnects in July

- Golf

Pro Shop, Maintenance:

Pro Shop: ** July 2022 revenue and rounds:

2021 - total revenue \$6,666; total rounds 390

2022 - total revenue \$12,990; total rounds 608

** Currently in the off season with daily limited hours due to the extreme heat

** Summer rates continue in effect

** Night golf 9-hole scramble on August 19

** Membership promotion to begin August 15

** 2022 Junior Golf Camp ended on August 3 with a total of 24 kids participating

Maintenance: **

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