



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: November 10, 2022

- City Manager

- ** Working on a plan to repair and enhance the skate park
- ** Paving began on Phase 3 of Pavement Management Plan
- ** Installed "Pack it in, Pack it out" anti-litter signs at all parks and beaches
- ** Notified of \$1.5M grant award for "Safe Routes to School" sidewalks

- City Clerk

- ** Continued agenda management training
- ** Prepared for November 2022 general municipal election / results
- ** 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:

- ** Continue to work with county staff re county resource fair in 2023
- ** Continued agenda management training

Transit: ** Shopper shuttle had a total of 15 roundtrip passengers (30 boardings) for the four weeks in October averaging 3.75 riders per trip (maximum bus capacity is 9)

** 7 roundtrip medical transports (14 boardings)

** DAR services available an additional one hour per day as of October 3 - 9am - 1:55pm

** 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

** No September craft

** Average daily use was 31 participants/visitors for lunch and other senior activities

Recreation: ** At the end of the season for fall sports – volleyball, flag football & pee wee soccer - with tournaments and closing ceremonies this week

** Currently taking registration for youth basketball league that includes grades 3–8. Skills and drills set for November 15th

** Registration for the pee wee derby race at the Downtown Holiday Fun Fair on December 3 and Santa's workshop on December 10 are currently being taken at the recreation center

** Facility Rentals for September & October 2022:

1 - 4 hr at Jack Smith Park @ \$16/hr

1 - 4 hr gym rental @ \$25/hr

3 rentals (4hr, 5hr & 2hr) at Santa Fe Park @ \$20/hr
2 rentals (4hr & 2hr) at Duke Watkins Park @ \$16/hr

Aquatics: ** Routine maintenance

** Drained the main pool and will begin doing plaster repair, acid washing and working on missing tile

Jack Smith Park: ** Closed for the season

** Preparing holiday & season reports for Parks & Recreation Commission

** Will be scheduling an end of season meeting with code enforcement to discuss this year's operations and thoughts for next season

Cemetery: ** Prepared packet and attended Cemetery Advisory Commission meeting

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

** There were two interments in October

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: ** Issued zoning/special event permits for Halloween events and parades

** Continue to work on Land Use and Transportation Element

** Site plan reviews for development projects

** Continue to reach out for assistance regarding available funds/grants for housing

Code Enforcement: ** Attended California Code Enforcement Officers conference

** Attended Department of Cannabis Control conference

** 22 facility inspections

** 6 Live Scan days

** Jack Smith Park detail

** Substandard sign detail

** Vacation rental detail

** 6 new residential cases

** Assist sheriff's dept. with graffiti cases

Building & Safety: ** Currently have 135 active permits; 16 permits ready to issue; and 20 projects under review

** Issued 23 permits in October (residential: 4 mechanical; 4 combo; 2 plumbing; 1 electrical; 3 reroof; 1 foundation; and 1 retaining wall; and commercial: 1 mechanical; 1 demolition; 2 electrical; 1 grading; 1 tenant improvement; and 1 building shell)

** Completed 68 inspection and finalized 14 permits

Engineering: ** See attached

• Finance and Administration

Finance, HR, Risk Management:

** NPUA in person audit fieldwork has been completed

** City audit fieldwork for FY 22 will begin in November

** Recreation coordinator position has been filled. No current openings

** Accounts payable paid approximately 255 invoices in October

• Public Works

Streets, Fleet, Buildings, Sanitation:

** Brush clean up around town

** Potholes repairs

** Painted red curbs

** Continued routine maintenance

- Public Safety

Animal Control, Sheriff, Fire, Emergency Management:

Animal Control: ** 26 adoptions; 11 city licenses sold; 14 owner requested vaccinations; 2 owner surrender of animals; \$64 in impound fees; 1 field citations for dogs at large; 2 dead animal pickups

** Spay and neuter clinic to be held November 12 starting at 10:00 a.m. No cost for Needles residents which will be paid by the Prevention of Animal Homelessness and Cruelty Voluntary Tax Contribution Grant funds is sold out

** 4 sheriff's dept. callouts

** Sold 90 city dog licenses during the fall rabies clinic bringing in \$1,200

** Staff trained on community cats programs by CalAnimals

** Nuisance stray dog on North K Street was captured along with 4 puppies

- Utilities

Electric, Water, Wastewater, Billing Office:

Wastewater: ** Routine lift station continues weekly

** Staff attended a conference for wastewater distribution and collections

** Assisted with a customer lateral repairs on Flora Vista and E Street

** Preparing for main lateral cleaning

Water: ** 36 water service line leaks repaired

** Repaired break of 10" main on corner of L and Bush damaged by contractors

** 200+ underground utility locates completed

** 250+ service orders completed

** Added packing material to the stuffing box on well #15; cleaned out sand trap and replaced flushing piping at well #15

** Completed fire hydrant replacement on Beach Drive

** Moved and covered 16" pipe stored behind Murl Shaver substation

** Completed November bacteriological sampling

** Completed monthly bacteriological sampling report and submitted to California state water boards

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

** Continued working with contractors on water service line replacement project

** Continued working with engineering firms on Lilly Hill and L street booster projects, well #11 and water treatment plant replacement project, well #15 piping project, well #15 generator, and several other pipe replacement projects being designed

Electric: ** Continued routine maintenance

** Pulled wire and set transformers at new buildings on 95 South

** Trimmed trees on J Street and Rocker Bluff

** Replaced six anchors at River Road and Reclamation Road

** Pulled wire and set three transformers and made all terminations on Needles Highway

** Removed old pole at PG&E

** Completed installation of equipment for the new automated metering infrastructure

** Repaired riser on River Road

** Replaced six streetlights with new LED lights

Billing Office: ** 50 connects and 54 disconnects for the month of October

- Golf

Pro Shop, Maintenance:

Pro Shop: ** October 2022 revenue and rounds:

2021 - total revenue \$496; total rounds 0 (course closed for overseeding the month of October 2021. Only driving range open)

2022 - total revenue \$45,738; total rounds 1,474

** Open to full time hours

** Upcoming fundraiser on November 26

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- ** Snowbird season is here and seeing new guests arrive daily
- ** Membership promotion will be marketed out to all customers
- ** Working on 2022-23 stay & plays for golf season
- ** Jason Smith Memorial Golf Tournament to be held December 3 (sold out)
- Maintenance: ** Course turf conditions have improved tremendously
- ** Will begin painting fairways & tee boxes to keep turf green throughout the winter months

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: 30% design was received from the Architect/Engineer and reviewed by staff. 65% design due in early December. 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 was received from the Architect/Engineer and reviewed by staff. 100% plans due to staff in December. 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. This project is near completion as the streets are currently being paved. Striping will follow paving activities.

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 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: Paving and striping of Needles Highway has been completed. Final walk through of the project by staff is scheduled for this week.

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: The 1st phase of this project (replacing the bridge bearings) will begin after Thanksgiving and continue until Christmas. Advance warning signs will be placed in the next couple weeks.

Phase 2 of the project will begin after Jan. 1, 2023 and will require the Needles Bridge to be reduced to one lane. The single lane will be shared by both the northbound and southbound movements which will alternate the use of the single lane and will be controlled by a temporary Traffic Signal placed on each end of the bridge.

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-of-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 through Caltrans 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 contractor for this project has been actively submitting shop drawings and material submittals for approval which is near completion. Permits for the work will be issued next week with construction scheduled to begin December 12.

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 contractor for this project has been actively submitting shop drawings and material submittals for approval which is near completion. Permits for the work will be issued next week with construction scheduled to begin December 12.

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: The Design-Build Agreement is being routed for signatures and preliminary design has already begun. Staff and the design team will be meeting with the State Division of Drinking Water next week to discuss the design parameters in the Basis of Design Report.

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: This project is currently out to bid. Addendums have been issued and posted to the City website. Bids are due to be opened on Nov. 16.

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: The required Barrier and Underpass Agreement and Easement Agreement with BNSF Railroad was approved by City Council on Nov. 8. Agreements are being routed for signatures for all parties. Staff will be working with BNSF and the contractor to schedule a preconstruction meeting.

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: This project is under design. The 1st order of work is the evaluation of the existing irrigation system and recommendations for a new efficient and automatic system.

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: The network infrastructure for this project has been completed. The installation of electric smart meters has begun and will continue for several weeks. Delivery of the smart water meters are expected in the couple weeks and will go out to bid for installation in December.