



CITY OF NEEDLES

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Mayor Janet Jernigan
Vice Mayor Kirsten Merritt
Councilmember Tona Belt
Councilmember Ellen Campbell
Councilmember Jamie McCorkle
Councilmember JoAnne Pogue
Councilmember Henry Longbrake
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: December 16, 2022

- City Manager

- ** The Certificate of Occupancy has been issued for the Visitor Center in the El Garces. The Chamber of Commerce is moving in
- ** Working on Skate Park rehabilitation plans which includes a mural, additional seating, and concrete repairs
- ** Researching the Needles Smelter history and designation by CA Department of Toxics and Substance Control and U.S. EPA on their designation of it as a "Superfund" site in 2018
- ** Met with Jaclyn Randall, Dean of the Needles Center for Palo Verde College on expanding workforce development training and educational options for youth and adults at the local campus
- ** A Conditional Certificate of Occupancy for the Hampton Inn has been issued allowing onsite training of employees and opening to the public on January 2. Additionally, expansion plans to add another 18 rooms to the 82 room hotel has been filed with the City Development Services Department
- ** Briefings of the newly elected Mayor and Councilors has been conducted to best prepare them for assuming office
- ** Striping of the newly paved roads of A, B, C, and D Streets has been completed
- ** Staff is working with the Needles Housing Authority to aggressively pursue affordable housing grant programs, such as housing rehabilitation loans/grants for low and moderate income homeowners, first time home buyers' loans, low interest loans for housing developers, senior and veteran housing
- ** Attended the 10-year anniversary celebration for Tri-State Medical Clinic
- ** Meeting with the Presiding Judge and Superior Court Administration on the re-introduction of the court in Needles
- ** Installation of new automatic electric meters is nearly 90% completed

- City Clerk

- ** Preparing for new Mayor/City Council transition at December 13 Council meeting
- ** Participated in new Mayor/Council Member orientations
- ** Reviewed Brown Act updates and meeting procedures for 2023
- ** 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 work with county staff re county resource fair scheduled for March 8, 2023 at the El Garces

Transit: ** Shopper shuttle had a total of 12 roundtrip passengers (24 boardings) for the five weeks in November averaging 2.4 riders per trip (maximum bus capacity is 9)

** 6 roundtrip medical transports (12 boardings)

** Waiting 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 November craft

** Average daily use was 26 participants/visitors for lunch and other senior activities/services

Recreation: **

Aquatics: **

Jack Smith Park: **

Cemetery: ** Completed installation of the sundial near the office flagpole including new concrete and sundial base

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

** There were two interments in November

Parks: ** Continued routine maintenance including weed control in all parks

** Clean restrooms at all parks and other city facilities

- Development Services

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

Planning: **

Code Enforcement: ** 31 facility inspections

** 6 Live Scan days.

** 4 days at MJ BIZ Conference

** Sign detail (dilapidated signs in City)

** Issuance of regulatory permits

** Detail on condemned motel

** 7 residential inspections; 9 follow up inspections; and 7 short term rental inspections

** Short term rental organization

Building & Safety: ** Currently have 142 active permits; 18 permits ready to issue; and 17 projects under review

** Issued 18 permits in November (residential: 3 reroofs; 1 electrical; 2 mechanical; 1 plumbing; 2 repairs/remodel; 1 solar; 1 grading; and 1 single family dwelling; and commercial: 1 Tesla charging station; 1 cell tower modification; and 4 metal storage buildings)

** Completed 36 inspection and finalized 7 permits

Engineering: ** See attached

- Finance and Administration

Finance, HR, Risk Management:

** Remote city audit fieldwork for FY 22 is in progress

** Transit audit draft reports were received this week

** Mid-year budget revisions begin next month

** Advertising for part time animal control officer

** Accounts payable paid approx. 260 invoices in November

- Public Works

Streets, Fleet, Buildings, Sanitation:

** Repair potholes, replace street and stop signs

** Planted 4 new trees at Franz Flowers Field

** Routine maintenance throughout the community

- Public Safety

Animal Control, Sheriff, Fire, Emergency Management:

Animal Control: ** 13 adoptions; 7 city licenses sold; 6 owner requested vaccinations; 1 owner surrender of animals; \$176 in impound fees; 2 field citations for dogs at large; 1 dead animal pickup; 3 owner requested euthanasia; 11 stray dogs picked up and impounded

** November 12 spay and neuter clinic was a success. Next clinic will be held in April 2023

** 6 after-hour callouts by sheriff's dept

** 1 employee took customer service training

** Nuisance dog administrative hearing schedule for January 11, 2023

** Part-time employee will be leaving in January

** New kennel gates installed inside kennel area; new security camera system to be installed in January

** Volunteers took 4 shelter cats to the Humane Society of Mohave County in Kingman to get spayed & neutered which was paid by donation

- Utilities

Electric, Water, Wastewater, Billing Office:

Wastewater: **

Water: ** 15 water service line leaks repaired

** Full water service line replacement on Cibola

** Completed monthly bacteriological sampling for the water distribution system and submitted to the California state water boards

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

** Replaced water valve cans at the end of Desnok

** Completed annual service and efficiency testing on well #15

** Finished up water service line replacement project with Christianson Brothers

** Assisted sure safe fire with underground plumbing repairs on Lilly Hill

** 500+ service orders completed primarily water reads from automated metering project

** 50+ underground utility locates completed

** Continued work with engineers on ongoing water projects

Electric: **

Billing Office: ** 24 connects and 26 disconnects for the month of November

- Golf

Pro Shop, Maintenance:

Pro Shop: ** November 2022 revenue and rounds:

2021 - total revenue \$40,677; total rounds 1,294

2022 - total revenue \$65,790; total rounds 2,121

** Open daily from dawn – 5p.m.

** December 2nd hosted Jason Smith Memorial with a sold out field

** Snowbird season is here and seeing new guests arrive daily

** Membership promotion marketed out to all customers

** Working on 2023 stay & plays and booking golf groups

** New merchandise arriving with a full pro shop to offer guests & members

** January Blues Golf Tournament coming January 14

** Wilson Invite coming February 25

** Working on a Demo Day to bring back to Rivers Edge

Maintenance: ** Painting fairways once a month to keep color in turf

attachment

cks

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 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 near completion as the paving and striping have been completed. Staff is working with contractor on punch list items.

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. 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: This project experienced a 2 to 4 week delay due to a failing test of the new bridge bearing pads. New pads have been ordered and construction is now scheduled to begin after Jan. 1, 2023. Advance warning signs will be placed again in the next couple weeks.

Phase 2 of the project will begin mid to late January 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.

7. 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 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:

8. 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: Preliminary construction activities have begun. Field Survey has been completed and the contractor will be mobilizing in the next couple weeks.

9. 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: Preliminary construction activities have begun. Contractor will be mobilizing in the next couple weeks.

10. 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 Basis of Design Report has been approved by the State Department of Water Resources, Division of Drinking Water; therefore, design is in progress.

11. 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.

12. 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: Bids were opened on Nov. 16, 2022. The Agreement with the contractor has been routed for signatures. Bonds and insurance have been received. A kick-off meeting for construction will be held in January.

13. 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:

14. 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.

15. 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.

16. 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 meters are near completion. The Water Meter portion of the project will be going out to bid in late December for a January Bid Opening.