



CITY OF NEEDLES

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Mayor Jeff Williams
Vice Mayor Edward T. Paget, M.D.
Councilmember Shawn Gudmundson
Councilmember Tona Belt
Councilmember Clayton Hazlewood
Councilmember Tim Terral
Councilmember Zachery Longacre
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: February 28, 2019

• City Manager

- *** The City has been approached by the Town of Laughlin seeking joint economic development opportunities
- ** Employment in marijuana facilities increased 13 last month
- ** Seeking consultant help in developing the Road Rehabilitation Program
- ** Needles Marina Park dredging continues
- ** Jack Lindley has returned from Chad and has accepted a job with Southern California Edison
- ** Met with a homebuilder that specializes in USDA financed new homes. He reports that he has tied up some lots to build
- ** Received notice that the Housing Element of the General Plan is out of date and must be updated immediately. Once updated the City will be eligible for state financial assistance for the General Plan update
- ** Continuing community workshops to inform the community of the recycling cost increase
- ** Palo Verde College and the Chamber of Commerce will be sponsoring a Cannabis Industry Job Fair on March 19 from 4:00 – 7:00 p.m. at the college

• City Clerk

- ** Reviewing and setting public hearing for the council / employee "conflict of interest" resolution
- ** Frontier liaison during the transition from Frontier Broadband to Golden Valley WiFi
- ** Preparing city council, NPUA and SARDA minutes
- ** Responding to numerous records requests
- ** Processing delinquent business license notices for 2018-2019 and cleaning up the business license data base
- ** Preparing agendas and packets; and prepare and distribute certified copies of the actions taken by council

• Community Services

Transit, Recreation, Senior Center, Parks, Cemetery:

Transit: ** Bus stop improvements including shelters and benches have been completed

** Working on request for proposals for operations of the Needles Area Transit (NAT)

Senior Center: ** Seniors only – A CPR class is being offered on March 4 with the first session beginning at 9:00 a.m. and a second at 1:00 p.m. Call the senior center at 760-326-4789 with questions or to reserve a place

** Seniors only – Starting March 12, an arts & crafts project will be done every second Tuesday of the month at 9:30 a.m. The first project will be painting of bird houses. Supplies for these projects are being donated by the Needles Senior Citizens Club

** Bingo is held every Thursday at 1:00 p.m. and is open to the public

Recreation: ** Hosting the 14th Annual Spring Classic Basketball Tournament on March 2-3. Chairman Tim Williams of the Fort Mojave Indian Tribe has graciously agreed to allow usage of their new wellness center so there will be four gym/courts available this year. 60 games are scheduled between the Needles Recreation Center, Needles High School and the Ft. Mojave Wellness Center. Cities participating are Big Bear, 29 Palms, Beaumont, Havasu, Las Vegas, Parker and Peach Springs.

** Facility rentals for January - February 2019:

JSP: 1- 3hr rental, 1 – 2 full day rental @ \$300.(half price for non-profit)

Gym: 1 – 5hr rental @ \$25hr

Aquatics: ** Continuing the year around maintenance and corrosion plan in place for the slide and main pool

** Working with new grant writer and staff to begin the process for proposition 68 grant funding

Jack Smith Park: ** The season begins March 2. Annual passes will be available for purchase

Cemetery: ** Continued routine maintenance

Parks: ** Continued routine maintenance

** Weed control

** Removing graffiti in skate park

- Development Services

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

Planning: ** Processing invoicing for the close-out of regulatory permit initial deposits

** Processing invoicing for the renewal of 1st annual regulatory permits

** Ongoing coordination of three cannabis projects

** Preparation of documentation for zone change and General Plan amendment for seven parcels; special use permit for steel building; and Tentative Parcel Map 19995

Code Enforcement: ** Opened 17 new cases

** Continued compliance inspections of the cannabis industry

** Reviewing local ordinance revisions with new state regulations

Building & Safety: ** 11 permits issued during the month of February:

4 Commercial: 222 C St tenant improvement (from residence to commercial); 101 Marina Dr dredging the marina; 143 Marina Dr receiving of dredging material; and 1804 Needles Hwy tenant improvement & 1000 sq. ft. addition

7 Residential: one accessory dwelling unit, one septic tank, two electrical, one plumbing and two reroof

** 32 official inspections, 20 call outs for investigative, answer questions or discuss plans

** Working to complete the planning part of Iworqs

** Continuously working with engineering on grading and now septic projects

** Working with planning on new proposed construction within our city limits

** Continuing to work on organizing files and scanning documents into the system

Engineering: ** See attached capital projects status

- Finance and Administration

Finance, HR, Risk Management:

** The city audit report is in the final stages of completion

** Arrangements are being made for the interim fieldwork for the FY 19 audits

- Public Works

Streets, Fleet, Buildings, Sanitation:

** Filling potholes around town

** Cutting weeds in the downtown and north side areas

** Replacing aged stop signs

- Public Safety

Animal Control, Sheriff, Fire, Emergency Management:

Animal Control: ** Unsure if there will be a rabies clinic this spring due to unavailability of a vet.
Residents are being encouraged to contact Bullhead Animal Care and Welfare or Tractor Supply
in Bullhead City, AZ for low cost vaccine clinic information

** Western Arizona Humane Society and Boulder City Animal Shelter continue with their
assistance in helping our shelter get homes for our animals

- Utilities

Electric, Water, Wastewater, Billing Office:

- Golf

Pro Shop, Maintenance:

Pro Shop: ** January 2019 revenue and rounds:

2018 - total revenue \$65,151; total rounds 3,624

2019 - total revenue \$56,436; total rounds 3,231

Maintenance: ** Continued routine maintenance

** Spraying to control weeds

Attachment

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Capital Projects Status

- 1 **CDBG – Recreation Gymnasium Remodel** – Community Development Block Grant authorized an advance of funds to allow the City to complete the Needles Recreation Gymnasium Remodel. The Project consists of two phases: **Phase I** – Removing the existing soundproofing material from the ceiling and upper walls, installing new soundboards and painting the walls & ceiling. Contract was awarded to Redmond Construction **Phase II** – Removal & Replacement of the Gymnasium lights was awarded to Robinson Electric. Work will begin March 25th – March 29th, 2019, the two phases will be completed during a planned recreation center closure. **Phase III** – Includes the removal & replacement of the gymnasium floor which is out to bid and will be opened March 13, 2019. Work will be completed in June 2019.
- 2 **Electric Meter Replacement Program** – There are 3,000 electric meters in the City's electric system. There is a significant amount of the meters that are decades old and do not function properly. The City has replaced 300 meters and is in the process of ordering more meter's in order to continue with the project.
- 3 **K Street Lift Station** – The City purchased the land through a defaulted property tax sale and can now complete the project design work for the designated site. The City has demolished the existing house on the site and the City Engineer is finalizing Bid Documents and ramping up to go out to bid for a new sewer Lift Station on K Street.
 - Advertise 03/29/2019
 - Job Walk 04/03/2019
 - Bid Open 04/10/2019
 - Construction 05/06/2019
 - Completion 10/06/2019
- 4 **Water & Sewer Extension North Needles** – A master plan for the extension of services for Water & Sewer is currently underway. The Project consists of two phases: **Phase I** collected data for the Phase II and has been completed. **Phase II** is underway and will provide a Master Plan for the design and engineering of the Water & Sewer utility extension to North Needles.
- 5 **North Needles Hwy Project** – By the County of San Bernardino.

The "N Segment" – Construction began on June 26, 2017, with the "N" segment of the project which began at Broadway Ave & Needles Hwy and extended to the West on Needles Hwy and end 600' North of I-40 entrance/exit ramps. **This segment is complete. Currently, the project is not satisfactory to the City, and the County has been contacted to put in place a correction plan.**

The "1A Segment" – Will begins at 600' North of I-40 entrance/exit ramps and extends North just South of Park Road by 600'. This work will include flood control construction and new pavement. The bids received in November 2018 well over the engineer's estimate. The county is shaving the project down still a little more while maintaining the original section to be constructed. The county will re-bid early February with an award in March 2019. The budget for the project is \$4.7 million.

- Advertise (3 Weeks) 03/14/2019
- Bid opening 04/04/2019
- Anticipated Award contract 04/16/2019
- Notice to Proceed 04/17/2019
- Anticipated construction starts date 05/06/2019

The "1B Segment" – Funding is not yet secured for this segment.

- 6 **SBCTA Transit Development Act (TDA) - Article 3** – The Bus Stop Access improvements will add handicap accessibility and shelters to the current bus stop system for the NAT. **This project is completed. Notice of Completion will be at City Council Meeting March 12, 2019.**
- 7 **5-Mile Road Paving** – County of San Bernardino is planning on paving a section of road that begins from the off-ramp of the I-40 to the City Limits line, east of Highway 95 / 5 Mile road intersection. The County asked the City of Needles to participate in the portion of 5 Mile Road from the City Limits to Hwy 95 South. The City will be using SB1 tax gas funding and the City crews will be working alongside the County this winter with the crack seal process. **This project has been pushed by the County of San Bernardino as they want to finish other work in the area prior to completing this project. Work to be started in Spring of 2020.**
- 8 **Lily Hill Water Booster Station complete replacement** – The Project consists of two phases: **Phase II** – will consist of the rehabilitation of the Water Booster Station. The City has applied for a State of California State Water Resources grant. This work will include complete replacement of the equipment and moving the station back to allow for curb, gutter & sidewalk along the Northwest corner of Lily hill Drive & Clary Drive.
- 9 **Electric Circuit Reliability Program** – The Electric crew, have finished entering all power pole inspection sheets received. To date there were 1,474 poles inspected, 36 poles were identified with a rating of 5 (FAIL), and 127 poles were identified with a rating of 4 (POOR). Many of the poles do not have years listed on them. However, the oldest one(s) reported so far are from 1964. Inspections of the remaining 400 poles will be completed. The City will then begin to replace the power poles.
- 10 **Security for City Hall** – The project plan for the security improvements to the front utility office are under way. Combination locks have been installed at the Third Street office. **Bid documents to complete the project have gone out to bid and will open March 13, 2019.**
- 11 **Colorado River Bridge Deck Work 2019** – Caltrans and Mohave County Arizona inspect the Colorado River Bridge to assure that it is safe and structurally sound. The structure has a very good rating but the bridge deck itself has a poor rating. The Colorado River Bridge is owned by Mohave County AZ & City of Needles equally. **The City was awarded a federal grant from Caltrans Highway Bridge Replacement and Rehabilitation Program (HBRRP) to assist in financing the City's portion of the bridge repairs. The total for Scoping & Design is \$350,000.00 with the City's half being \$175,000.00. The match requirement for the City to pay will be 11.47% of the City's portion in the following amount:**
- **Budget Scoping & Final Design** - \$20,072 by the City and \$154,928 by the Grant.
 - **Construction Costs** – TBD during the Scoping Phase with an Estimated cost of \$60, 217 by the City and \$489,783 by the Grant.