



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 Patrick Martinez

MEMORANDUM

TO: Honorable Mayor & Council Members,
Boards and Commissions, and
Interested Parties

FROM: Patrick Martinez, City Manager

SUBJECT: Manager's Report

DATE: March 15, 2024

- City Manager
 - ** The City Manager provides weekly City Council updates which are distributed to all Boards, Commissions and other interested individuals and can be found on all agendas on the City of Needles Website. Contact cclark@cityofneedles.com for additional information
- City Clerk
 - ** Gearing up for 2024 election
 - ** Responding to ongoing record requests
 - ** Ongoing staff training of agenda management
- Community Services
 - Transit, Senior Center, Recreation, Aquatics, Parks, Cemetery:
 - Transit: ** Shopper shuttle had a total of 19 roundtrip passengers (38 boardings) and two no shows in February for an average of 4.75 riders per trip in the four week period (maximum bus capacity is 9)
 - ** Two roundtrip medical transports in February
 - ** DAR accommodated 393 passenger boardings in February averaging 19.65 boardings per day for the 20 days the service was operational
 - ** NAT participated in Transit Equity Day on February 5 and 104 boardings took advantage of the free fare which is reimbursed by the San Bernardino County Transportation Authority (SBCTA)
 - ** The NAT Students Ride Free campaign has accommodated 2,001 boardings for the period August 14, 2023 through February 2024 averaging 308 boardings per month. This program is funded by SBCTA with reimbursed fares
 - Senior Center: ** February craft project was water painting but had no participants
 - ** Afternoon movie was held on Wednesdays with a total of 3 staying after lunch
 - ** Bingo saw an average of 10 players each week
 - ** A beginner's dance class began on February 20 with an initial 17 participants averaging 11 per week thereafter.
 - ** An exercise class is held Monday, Wednesday and Friday with an average of 15-21 participants daily
 - Recreation: ** Hosted the 17th Annual Spring Classic Basketball Tournament on March 2-3 with 24 teams participating at the recreation center gym, high school gym, and F.M.I.T. wellness center
 - ** Traveling to Beaumont and 29 Palms the next two weekends to participate in their home tournaments

- ** Preparing for 2024-2025 budget
- ** Beginning to plan for summer day camp to begin in June
- ** Facility rentals for February 2024:
 - No rentals for parks and recreation in February
 - El Garces rentals for January & February: 3 - main room rentals @ \$350 with 1 rental to include the Amtrak room @ \$75
 - 1 - reoccurring main room rental @ \$175 (1/2 for non-profit)
- Aquatics: ** Routine maintenance being done
- ** Main and slide pool plaster repair/painting and tile replacement is complete and both pools have been filled
- ** Beginning slide maintenance/painting and general structure painting
- ** Will begin landscape maintenance and removal of weeds/stickers in grass
- Jack Smith Park: ** Open for the season weekends only thru March 9am – 4pm
- ** Sales and usage has been slow the first 2 weekends due to colder weather than normal in March
- Cemetery: ** No interments in February
- ** Continued maintenance including mowing, irrigation repairs, and setting and trimming of headstones
- Parks: ** General maintenance including basic tree trimming, weed control and irrigation repairs

- Development Services

- Planning, Building/Safety, Engineering, Code Enforcement, Capital Improvement Plan (CIP):
- Planning: ** Met with City Consultant on development impact fee update. Draft report expected soon
- ** Continue to receive applications for new single family homes and one swimming pool
- ** Planning consultant is working on City's Housing Annual Progress Report required by Housing & Community Development (HCD)
- ** Continue to receive inquiries for new small business opportunities
- ** Continue to work with applicants for completion of new cannabis facilities
- Code Enforcement: ** Routine cannabis, residential and commercial inspections
- ** Assisted sheriff's office with graffiti cases and unhoused encampments
- ** Assisted the city attorney's office with requested documents and postings
- ** Parking enforcement
- ** Assisted consultant with the proposed square foot tax
- ** Assisted city staff with the revocation of licenses for cannabis businesses
- ** Organize community clean up event
- Building & Safety: ** Currently have 94 active permits, 13 permits ready to issue, and 7 projects under review
- ** Issued 6 permits (4 residential: 1 retaining wall; 1 reroof; and 2 mechanical; and 2 commercial: 1 reroof and 1 electrical)
- ** Completed 49 inspections and finalized 6 permits
- Engineering: ** See attached

- Finance and Administration

- Finance, HR, Risk Management:
- ** Transit FY 23 audits have been finalized
- ** Hired inhouse for MCWI public works position
- ** Advertising for city planner, sr. water operator, building official, human resource specialist and water operator-in-training

- Public Works

- Streets, Fleet, Buildings, Sanitation:
- ** Continued routine maintenance including weed control, pothole repairs and picking up trash

- Animal Control

- ** The shelter will be hosting a free spay and neuter clinic for Needles residents only on April 12 (paid for by the Kippy Poulson donation)
- ** April 13, the shelter will be hosting a spay and neuter clinic for the tri-state area for which there will be a required fee

- Utilities

Electric, Water, Wastewater, Billing Office:

Wastewater: **

- ** Completed 12 water service line repairs and 50+ underground utility locates
- ** Continued work with engineers and contractors on well #11 water treatment plant
- ** Completed 10" line stops, caps, thrust blocks and demolition of the old Lilly Hill pump station
- ** Continued changing out water meters that were determined to have bad shut off valves during the AMI meter project
- ** Completed total rebuild of well #12 including new column piping, line shafts, bearings, pump and screen and rebuilt discharge head
- ** Continued work with local company doing a new fiber install project
- Working with contractor on water service line and main replacement in Erin Dr. area in preparation for paving project
- ** Working with contractor on new sewer mains for Duke Watkins Park and 19th Hole
- ** Completed annual California Environmental Report (CER)
- Electric: ** continued routine maintenance
- ** Installed two new aluminum light poles on Clary Dr.
- ** Installed a new solar streetlight on safari Dr.
- ** Replaced two crossarms on Needles Highway
- ** Removed a service and pole on My place Road
- ** Continue to replace meters with new AMI meters
- ** Trimmed trees at Rocker Bluff Road
- ** Energized the new California Bear sign on I-40
- Billing Office: ** 36 connects and 31 disconnects in February

- Golf

Pro Shop, Maintenance:

Pro Shop: ** February 2024 revenue and rounds:

- 2023 - total revenue \$94,696; total rounds 3839
- 2024 - total revenue \$88,736; total rounds 3607
- ** Working on 2023 golf groups for fall season
- ** Spring merchandise has been ordered
- ** St. Patty's scramble tournament to be held March 16
- ** Twilight league coming March 21 and running through June
- Maintenance: ** Completed repairs of well #12 (golf course) and irrigation back by the 16th

- Housing Authority

- ** Updating public housing complex units that need repair
- ** Continue to network with other public entities for community resources regarding the Veterans Affairs Supportive Housing (VASH) program
- ** Working on additions and revisions to the Administrative Plan and the one year Annual Plan with Housing and Urban Development (HUD)

attachment

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Capital Improvement Projects (CIP) Project List/Status – March 14, 2024

Parks Projects:

1. First Beach / Marina Beach Park - \$1,864,588

Status: The concrete walking trail has been completed. Crews are working on installing curbing and decomposed granite walkway between the two beaches. Grading for the new playground area, parking lot and restroom continues.

2. Duke Watkins Park Improvements - \$2,283,700

Status: The Pre-fab restroom was delivered and set in place. Crews continue to work on the new sewer installation in Flip Mendez Parkway and Hospitality Lane. New laterals to be installed to the new and old restrooms.

3. Duke Watkins Park Pump Track - \$534,716

Status: The Pump Track is near completion. Contractor is working on final grading and lighting.

4. Jack Smith Park Biking/Walking Path - \$134,965.30

Status: The concrete trail and installation of exercise pieces have been completed. With remaining funds, the City has purchased a drinking fountain that will be installed in upcoming weeks. Final punch list items are being addressed by the contractor.

Streets:

5. Pavement Management Plan Update

Status: Staff is waiting for final draft from the consultant.

6. Phase IV A – Street Improvements

Status: Plans were modified to remove the water services so they could be bid as a separate project. Street plans are ready to be rebid in March.

7. Obernolte Water Service Replacement & Street Improvements – \$1,123,983

Status: Plans were modified to remove the water services so they could be bid as a separate project. Street plans are ready to be rebid in March pending Caltrans approval.

8. Flip Mendez Parkway Paving - \$250,000

- 9. Status:** Staff is preparing to go out to bid for paving of Flip Mendez Parking utilizing CDBG funds available for this project. Project to be advertised in May for a July 9th award of the project.

10. Active Transportation Plan – Schools & Seniors Sidewalk Project - \$1,658,000

Status: A Consultant was selected, and a kick-off meeting was held to begin the planning and Environmental Phase of the project.

11. Active Transportation Plan (Master Plan Report) - \$370,729.67

Status: City was awarded a planning grant from the California Air Resources Board (CARB) for a City-wide Active Transportation Plan. Staff is working on a Request for Proposals (RFP) to solicit a consultant for Professional Services to Development the plan for adoption.

Water Projects:

12. Lily Hill Water Booster Station - \$2,086,775.00

Status: Construction of the new pump station and demolition of the old station has been completed. Contractor is demobilizing by March 15.

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

Status: Concrete pump pads are being formed and poured. Aboveground and underground piping and electrical working continues. Contractor is awaiting delivery of electrical panels and mechanical piping to complete installation. Construction is on schedule for June completion.

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

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

15. Well No. 15 Backup Generator - \$367,000

Status: The backup generator was received and set in place. The contractor is waiting delivery of the Automatic Transfer Switch (ATS). Final electrical work and ATS installation will be completed the 1st week of April.

16. Well No. 11 to Well No. 15 Waterline Intertie - \$930,000

Status: 100% design pending from the engineering consultant.

17. Water Service Lateral Replacement Project

Status: Under construction. Contractor is working in the school areas replacing water services. Main line work on L street will take place during school spring break (March 29 – April 5).

Other projects:

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

Status: This project was awarded to the contractor at the March 12, 2024, City Council meeting. Contracts are being signed, and bonds and insurance to be submitted. A pre-construction meeting will be scheduled soon.

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

Status: This project is near completion. Staff is working on project close out with Landis + Gyr by the end of March.

20. Hazard Mitigation Plan Update

Status: A kick-off meeting was held with the consultant. Data collection and evaluation has begun.

21. Off Highway Motor Vehicle Plan

Status: Consultant has submitted a draft route map for review. Stake holder team has been identified and 1st meeting to be scheduled in upcoming days to provide input and review of draft routes.