



# 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: October 13, 2023

- City Manager

- \*\* Met with the owner of a new clothing store on Front Street. They provide clothing, retail screen printing services
- \*\* Met with Caltrans new maintenance supervisor who is responsible for the Needles region
- \*\* Attended the Chamber breakfast and heard Needles Unified School District Superintendent talk about school safety
- \*\* Attended the Republic of China 10-10 Day in Needles

- City Clerk

- \*\* Ongoing agenda management implementation
- \*\* Finalizing updates to the City Code in preparation for placing on the city's website
- \*\* Responding to record requests

- Community Services

Transit, Senior Center, Recreation, Aquatics, Parks, Cemetery:

- \*\* Covered senior center in absence of the senior aide
- \*\* Participated in AB1234 ethics training
- \*\* Participated in Teams meeting re kickoff of 2022-23 transit audit and an onsite meeting with the auditing firm performing the triennial transit audit for the San Bernardino County Transportation Authority (SBCTA)
- Transit: \*\* Shopper shuttle had a total of 12 roundtrip passengers (24 boardings) for the four weeks in September averaging 3 riders per trip (maximum bus capacity is 9)
- \*\* No medical transports in September
- \*\* DAR accommodated 495 passenger boardings averaging 24.75 boardings per day
- Senior Center: \*\* Average daily use was 31 participants/visitors for lunch and other senior activities/services
- \*\* Craft project and other activities to start back up in October after a summer hiatus
- Recreation: \*\* Fall sports began the first week of October and includes 11 soccer teams, 7 flag football teams, and 5 volleyball teams
- \*\* 14<sup>th</sup> Annual Little Ladies Tea Party was held on September 30 with 40 little ladies in attendance
- \*\* Currently taking registration for two events in December, pee-wee derby and Santa's workshop
- \*\* Facility rentals for September -- None
- Aquatics: \*\* Continuing general maintenance
- \*\* Given direction from Council to pursue funding for re-plastering of the main pool

Jack Smith Park: \*\* Winding down the season with operating hours 9am – 4pm Saturday and Sunday only through October  
Cemetery: \*\* Two interments in September  
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: \*\* Final stages of the Code update document

\*\* Activities and permits include cannabis business expansion, hotels, cell tower, and zoning permits for private property improvements

Code Enforcement: \*\* Routine cannabis, residential and commercial inspections

\*\* Assisted sheriff's office

\*\* Assisted city attorney's office with requested documents and postings

\*\* Parking enforcement

\*\* Organizing community clean up event

Building & Safety: \*\*

Engineering: \*\* See attached

- Finance and Administration

Finance, HR, Risk Management:

\*\* NPUA and Housing FY 23 audits have begun

\*\* Filled animal control assistant and senior water operator positions

\*\* Selected customer service rep I

\*\* Continue advertising for city planner and recreation coordinator

- Public Works

Streets, Fleet, Buildings, Sanitation:

\*\* Crosswalk painting

\*\* Weed control

\*\* Pothole repairs

- Public Safety

Animal Control, Sheriff, Fire, Emergency Management:

Animal Control: \*\* 60+ animals were spayed or neutered at the clinic held October 6 & 7 for

Needles residents only

\*\* Vaccination clinic scheduled for November 11

- Utilities

Electric, Water, Wastewater, Billing Office:

Wastewater: \*\* Annual plant maintenance completed on the digester, one pump pulled for repairs

\*\* Obtaining quotes for a replacement effluent moderate head pump

\*\* Completing warranty repair on the EQ hydromatic pump

Water: \*\* 18 water service line leaks repaired

\*\* 45+ underground locates

\*\* Three 2" main breaks and a 2" valve replacement completed on L street

\*\* Completed all monthly sampling and reporting

\*\* Replaced packing and sand trap drain valve on well #12

\*\* Continued work with engineers and contractors on the following projects: Lilly Hill & L Street boosters, AMI metering, and well #11 treatment plant

Electric: \*\* Repaired 20 streetlights; installed 50 foot pole and transformer; and replaced 5 lightning arrestors

\*\* Continue to install new AMI meters on commercial accounts

\*\* Replaced crossarm on the moabi line

\*\* Tree trimming

Billing Office: \*\* 37 connects and 41 disconnects in September

- Golf

Pro Shop, Maintenance:

Pro Shop: \*\* September 2023 revenue and rounds:

2022 - total revenue \$3,020; total rounds 58

2023 - total revenue \$3,431; total rounds 115

(note: course closed for overseeding Sept 4 through Oct 2)

\*\* Course open to full time hours as of October 6

\*\* Membership drive for 2023-24 underway

\*\* Two upcoming golf tournaments scheduled - October 14 and October 21

\*\* Pro shop stocked with fall merchandise

Maintenance: \*\* Annual overseeding completed

- Housing Authority

\*\* Maintaining construction building updates

\*\* Updated fair market rent payment standards for Section 8 voucher holders

\*\* Continue to network with other public entities for community resources

attachment

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## **Capital Improvement Projects (CIP) Project List/Status – October 12, 2023**

### **Parks Projects:**

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

**Status:** Contractor has been submitting shop drawings for key components of the park for approval. These items are being ordered as approved. Construction is scheduled to start December 1, 2023 and be completed by June 1, 2023.

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

**Status:** Contractor has been submitting shop drawings for key components of the park for approval. These items are being ordered as approved. Construction is scheduled to start October 16, 2023. A groundbreaking ceremony will be scheduled soon.

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

**Status:** Construction is scheduled to begin, Oct. 16, 2023.

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

**Status:** Construction is schedule to begin on Nov. 7, 2023, and continue for approximately 2 weeks. A groundbreaking ceremony will be scheduled soon.

### **Streets:**

**5. Pavement Management Plan Update**

**Status:** Draft report has been received and under review by staff.

**6. Phase IV A – Water Service Replacement & Street Improvements**

**Status:** This project is out to bid with an opening date of Nov. 1, 2023.

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

**Status:** This project is out to bid with a bid opening date of Oct. 25, 2023.

**8. Active Transportation Plan - \$1,658,000**

**Status:** This project is in the Planning and Environmental Phase. Staff is soliciting proposals for design and environmental clearance.

**9. Monument Signage/Freeway Ramp Clean-up - \$5,900,000.00**

**Status:** This project is near completion. Caltrans will notify staff when complete.

**Water Projects:**

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

**Status:** This project is near completion. Final punch list and demolition of the existing pump station to be completed by the end of October.

**11. Water Treatment Plant - \$5,759,500.00**

**Status:** Under construction - Concrete foundations have been poured and the treatment vessel has been delivered and set in place. Contractor will be off-site until the end of November when they will return to install the backwash tank, underground piping and electrical equipment.

**12. Waterline and Manifold Replacements - \$914,600.00**

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

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

**Status:** The backup generator has been ordered and expected delivery in Jan. 2024. Electrical conduit and generator concrete pad has been installed.

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

**Status:** This project is under design.

**Other projects:**

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

**Status:** This project is under design.

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

**Status:** This project is near completion. Staff is working on project close out documentation for BOR grant funds and Landis + Gyr.

**17. NHA Window and Door Replacement Project - \$408,289**

**Status:** Window installation is complete. Door installation is 50% complete and will be completed by mid-November.

**18. Hazard Mitigation Plan Update - \$132, 285**

**Status:** Staff is preparing the Request for Proposals (RFP) to be advertised soon to solicit qualified firms to prepare the plan.

**19. Public Restroom Sewer Waste Piping Repair (Golf Course)**

**Status:** This project is under construction and will be completed in approximately 2 weeks.

**20. Marketing Consultant RFP**

**Status:** Four proposals were received on Oct. 4, 2023. Staff is reviewing the proposals and scheduling interviews.