



(ACT) ACTION NEEDED  
(INF) INFORMATION ONLY  
(DIS) DISCRETIONARY

## AGENDA

REGULAR MEETING OF THE CITY COUNCIL  
NEEDLES PUBLIC UTILITY AUTHORITY  
HOUSING AUTHORITY CITY OF NEEDLES  
CITY OF NEEDLES, CALIFORNIA  
EL GARCES – 950 FRONT STREET, NEEDLES

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TUESDAY, MARCH 25, 2025  
COUNCIL EXECUTIVE SESSION – 5:30 PM  
CITY COUNCIL MEETING – 6:00 PM

THE PUBLIC MAY ATTEND VIA TEAMS AND MAY SUBMIT ANY COMMENTS IN WRITING PRIOR TO NOON ON THE DAY OF THE MEETING BY EMAILING [cclark@cityofneedles.com](mailto:cclark@cityofneedles.com)

TO JOIN THE LIVE TEAMS MEETING: log into the City of Needles website at [www.cityofneedles.com](http://www.cityofneedles.com) to access the agenda and [Click here to join the meeting](#)

If asked, enter the following: Meeting ID: 420 644 62#

OR listen in and participate by calling Teams: 1-323-488-2227 - Meeting ID: 420 644 62#  
The meetings are being recorded.

CALL TO ORDER  
ROLL CALL

**RECESS THE CITY COUNCIL MEETING AND CONVENE A JOINT COUNCIL / NPUA MEETING**

**PUBLIC COMMENTS PERTAINING TO THE EXECUTIVE SESSION ITEMS**

A three-minute time limit per person has been established.

**RECESS TO EXECUTIVE SESSION**

**EXECUTIVE SESSION**

- a. Conference with Legal Counsel Regarding Potential Initiation of Litigation Pursuant to Government Code Section 54956.9(d)(4). One potential Case.

CALL TO ORDER  
ROLL CALL

**EXECUTIVE SESSION REPORT** - by City Attorney

PLEDGE OF ALLEGIANCE  
INVOCATION  
APPROVAL OF AGENDA  
CONFLICT OF INTEREST  
CORRESPONDENCE  
INTRODUCTIONS  
CITY ATTORNEY – Parliamentary Procedures

**As a courtesy to those in attendance, we would ask that cell phones be turned off or set in their silent mode. Thank you**

**PUBLIC APPEARANCE** - Persons wishing to address the NPUA / City Council on subjects other than those scheduled are requested to do so at this time. When called by the Mayor, please announce your name and address for the record. In order to conduct a timely meeting, a three-minute time limit per person has been established by Municipal Code Section 2-18. Amendments to the California Government Code Section 54950 prohibits the City Council from taking action on a specific item until it appears on the agenda.

## PRESENTATION

(A ten-minute time limit per presentation has been established per Municipal Code Section 2-18.)

1. Mayor Jernigan will present a Proclamation declaring April 2025 Child Abuse Prevention Month

## INTERVIEWS

2. Interviews / appointments to fill the vacancy on the Board of Public Utilities due to the retirement of Mike Schneider.

## PUBLIC HEARING

3. Public Hearing for Annual Account of Development Impact Fees for FY 24
  - Staff Report
  - Council questions of staff
  - Mayor to open the public hearing
  - Public Comment
  - Mayor to close the public hearing
  - Council Discussion / Deliberation
  - Approve the Annual Accounting for Development Impact Fees FY 24 report
4. Adopt Resolution 2025-16 approving a Conditional Use Permit, for the construction of a new 185-foot wireless telecommunication facility (monopole) for Verizon Wireless, located south of National Old Trails Highway and north of I-40 (APN: 0660-162-07-0000), within the Highway Commercial (C-3) Land Use Zoning Designation.
  - Staff Report
  - Council questions of staff
  - Mayor to open the public hearing
  - Public Comment
  - Mayor to close the public hearing
  - Council Discussion / Deliberation
  - Adopt Resolution 2025-16 approving a Conditional Use Permit, for the construction of a new 185-foot wireless telecommunication facility (monopole) for Verizon Wireless, located south of National Old Trails Highway and north of I-40 (APN: 0660-162-07-0000), within the Highway Commercial (C-3) Land Use Zoning Designation.

## PUBLIC COMMENTS PERTAINING TO THE NPUA/COUNCIL ITEMS

A three-minute time limit per person has been established.

## NPUA / COUNCIL CONSENT CALENDAR

All matters listed on the Consent Calendar are considered to be routine and will be enacted by one motion in the form listed. The Mayor or any member of the NPUA / City Council may pull an item from the Consent Calendar for discussion. Prior to NPUA / Council action, a member of the public may address the NPUA / City Council on matters scheduled on the Consent Calendar. A three-minute time limit per person applies. RECOMMENDED ACTION: Approve Items 5 through 10 on the Consent Calendar by affirmative roll call vote **(ACT)**

5. Authorize the City Manager to execute the 2025 California Forbearance Agreement on behalf of the City of Needles along with Coachella Valley Water District, Imperial Irrigation District, The Metropolitan Water District of Southern California, Palo Verde Irrigation District
6. Authorize Phillips Construction to replace six (6) water meters not to exceed \$59,600 utilizing Water Asset Replacement Funds
7. Authorize the purchase of 60 - 36" Decorative Holiday Wreaths from Holiday Outdoor Décor not to exceed \$26,000 utilizing the adopted FY25 electric budget
8. Award Bid to Shipley Construction and Plumbing for the Purchase and Install Metal Building Project in the amount of \$585,697 plus 15% contingency of \$87,855 for a total project cost NTE \$673,552 and authorize staff to execute a Public Works Agreement with Shipley Construction and move forward with the Notice of Award and Notice to Proceed.



9. Approve change order increasing the FY 23 NPUA audit fees by \$20,000. New total amount not to exceed \$55,353.
10. Accept Change Order #1 to the Public Works Agreement with Phillips Excavating, Inc. for the Well 11 to Well 15 Intertie project resulting in an increase to the contract in the amount of \$143,200 for a new total contract amount of \$578,265; and authorize staff to execute said Change Order.

#### **END OF NPUA CONSENT CALENDAR**

#### **ADJOURN THE JOINT NPUA/COUNCIL MEETING AND RECONVENE THE COUNCIL MEETING** (Roll Call Previously Taken)

#### **PUBLIC COMMENTS PERTAINING TO COUNCIL ITEMS**

A three-minute time limit per person has been established.

**COUNCIL CONSENT CALENDAR** All matters listed on the Consent Calendar are considered to be routine and will be enacted by one motion in the form listed. The Mayor or any member of the City Council may pull an item from the Consent Calendar for discussion. Prior to Council action, a member of the public may address the City Council on matters scheduled on the Consent Calendar. A three-minute time limit per person applies. **RECOMMENDED ACTION:** Approve Items 11 through 17 on the Consent Calendar by affirmative roll call vote. **(ACT)**

11. Approve the Warrants Register through March 25, 2025
12. Approve the Minutes of March 11, 2025
13. Award bid to S. Christensen Engineering, Inc. for the Phase IV-B Street Improvements Project in the amount of \$1,156,400.60 plus 20% contingency for a total project cost of \$1,387,680.72 and authorize staff to execute a Public Works Agreement with S. Christensen Engineering, Inc. and move forward with the Notice of Award and Notice to Proceed.
14. Accept Change Order No. 1 (final) and the work completed by Superior Paving Company dba United Paving Company for the Obernolte Street Improvement Project for a total project amount of \$1,018,298.29 and authorize staff to issue a NOTICE OF COMPLETION to be recorded with the San Bernardino County Recorder's Office.
15. Extend the contract with HdL Companies to perform Cannabis Tax Audits for Calendar years 2023 and 2024 at a cost not to exceed \$462,000
16. Waive the Reading and Adopt Resolution No. 2025-15 authorizing the City Manager or his designee, the Community Services Manager, to purchase one (1) Nine Passenger Transit Vehicle for use by the Dial-a-Ride (Specialized Transportation) Transit Services
17. Accept the Proposal from Kimley-Horn and Associates, Inc. to Provide Consultant Professional Services for an Active Transportation Plan for a Not to Exceed amount of \$266,995 and authorize staff to execute the Consultant Professional Services Agreement

#### **END OF COUNCIL CONSENT CALENDAR**

#### **REGULAR COUNCIL ITEMS**

18. Provide Staff Direction - Pickleball Courts Discussion (DIS)
19. Provide staff recommendations on awarding the 2025 Edible Food Recovery Grant of \$6,000, an increase of \$1,000 from the prior year. The awarded non-profit(s) will be required to report the annual tonnage of edible food recovered in the community. Staff will utilize the reporting for annual compliance with CalRecycle. (ACT)
20. Assign a member to the Visitor Center Committee to fill the seat vacated by former Vice Mayor Kirsten Merritt. (ACT)
21. Authorize those interested to attend the Inland Empire Tourism Regional Summit 2025 in Barstow on May 22, 2025 (ACT)
22. Consideration of an Ordinance Regulating Animals in City Parks (DIS)

**CITY ATTORNEY REPORT  
CITY CLERK REPORT  
CITY MANAGER REPORT**

City Manager's Reports for the weeks of March 7 and 14, 2025.

**COUNCIL REQUESTS**

Council Member Longacre  
Council Member McCorkle  
Vice Mayor Campbell  
Council Member Pogue  
Council Member Belt  
Council Member Longbrake  
Mayor Jernigan

**ADJOURNMENT**

**INTERNET ACCESS TO CITY COUNCIL AGENDAS AND STAFF REPORT MATERIAL IS  
AVAILABLE PRIOR TO CITY COUNCIL MEETINGS AT: <http://www.cityofneedles.com>**

**Posted: March 21, 2025**

*SB 343-DOCUMENTS RELATED TO OPEN SESSION AGENDAS -- Any public record, relating to an open session agenda item, that is distributed within 72 hours prior to the meeting is available for public inspection at the City Clerk's Office, 817 Third Street, Needles, CA 92363.*

*In compliance with the American with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk's Office at (760) 326-2113 ext 133. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting (28 CFR 35.102-104 ADA Title II).*

*I hereby certify, under penalty of perjury under the laws of the State of California that the foregoing Agenda was posted at the front entrance of City Hall not less than 72 hours prior to the meeting.*

*Dated this 21st day of March 2025*

*/s/ Candace Clark, CPMC, CMC, Interim City Clerk*



## City of Needles, California Request for City Council Action

☒ CITY COUNCIL ☐ NPUA

☒ Regular ☐ Special

**Meeting Date:** March 25, 2025

**Title:** Interviews / appointment to fill the vacancy on the Board of Public Utilities due to the retirement of Mike Schneider.

**Background:** Per council direction the City Clerk posted and published the following vacancy in the Needles Desert Star:

Interviews have been scheduled with the following applications to date:

**Board of Public Utilities:** One vacancy, with a term to expire December 31, 2027. The Board meets on the first and third Tuesday of each month at 4:00 pm

Mark Walters and James Jones have applied.

**Recommended Action:** Appoint to the Board of Public Utilities \_\_\_\_\_, with a term to expire December 31, 2027.

**Submitted By:** Candace Clark, Interim City Clerk

**City Manager Approval:** Patrick J. Martinez

**Date:** 3/19/2025

**Other Department Approval (when required):** \_\_\_\_\_

**Date:** \_\_\_\_\_

Approved: ☐

Not Approved: ☐

Tabled: ☐

Other: ☐



CITY OF NEEDLES  
City Clerk's Office  
817 Third Street  
Needles, Ca 92363

**BOARD / COMMISSION AND/OR COMMITTEE APPLICATION**

Applicant Name: Mark Walters

Address: Needles, CA 92363 Daytime Phone \_\_\_\_\_

Number: \_\_\_\_\_ Cell \_\_\_\_\_

Home Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Position(s) applied for: Utility Board

Special comments and/or interests: I WAS BORN IN NEEDLES,  
RESIDENT FOR 67 YEARS. I BELIEVE I  
COULD BE A POSITIVE MEMBER FOR THE  
BOARD

Background and Qualifications: I WORKED IN UTILITY FIELD  
ELECTRIC & PHONE FOR 14 YEARS NATURAL GAS  
FOR 42 YEARS. HAVE SOME EXPERIENCE WITH  
C.P.U.C AND N.P.U.C. ALSO ARIZON CORP.  
COMMITTEE.

You must be a registered voter in the City of Needles to qualify for appointment.

Signature Mark Walters

Date 3-3-25

(Please return to the above address)

Encl - # 65CT520686

Agenda Item 2.



CITY OF NEEDLES  
City Clerk's Office  
817 Third Street  
Needles, Ca 92363

**BOARD / COMMISSION AND/OR COMMITTEE APPLICATION**

Applicant Name: James Jones

Address: \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_ Cell \_\_\_\_\_

Home Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Position(s) applied for: Utility Board, Planning Commission

Special comments and/or interests: I am interested in the future of the utility company, and long term planning of sustainable utility rates. I am also interested in long term planning of future developments in Needles and the existing housing and commercial properties.

Background and Qualifications: Long professional background in public utilities and commercial power generation. Formerly licensed as a water and waste operator in both Arizona and California. Highest level grade three in all fields. Former Operation manager of Fort Mohave Tribal Utilities. Was responsible for compliance, budgeting, and future projects. Also former Shift supervisor of a 600 Mega Watt commercial power generation station. Was responsible for safety, inventory and day to day operations of plant.

You must be a registered voter in the City of Needles to qualify for appointment.

Signature James Jones

Date 12/4/24

(Please return to the above address)

# USBX407689



# City of Needles, California

## Request for City Council Action

☒ CITY COUNCIL ☐ NPUA ☐ SARDA

☒ Regular ☐ Special

**Meeting Date:** March 25, 2025

**Title:** City of Needles Public Hearing for Annual Account of Development Impact Fees for FY 24

**Background:** AB 1600 requires that both general law and charter cities account for every development impact fee that they collect under its terms. Funds collected for each capital facility or service shall be deposited in a separate fund and not comingled with any other funds. While the funds are accruing for individual capital facilities, the city must keep track of each fund and provide an annual report.

Following are the balances as of 06/30/24:

NORTH NEEDLES

\$ 18,805	Circulation System
\$ 825	Parkland Acquisition & Facilities
\$ 11,115	Water Source Storage & Distribution
\$ 15,251	Wastewater Collection System

SOUTH NEEDLES

\$ 2,258	Circulation System
\$ 1,764	Parkland Acquisition & Facilities
\$ 63,065	Water Source Storage & Distribution
\$ 25,959	Wastewater Collection System

A Public Hearing is being held today for open discussion and any additional questions regarding these balances.

**Fiscal Impact:** Planned projects for the current fees may include a Developer Impact Fee Study, and a water and wastewater study update. Items will be brought to Council for approval.

**Recommendation:** Approve the Annual Accounting for Fees report

**Submitted By:** Barbara DiLeo, Finance Department

**City Manager Approval:** Patrick J. Martinez

**Date:** 3/19/2025

**Other Department Approval (when required):** \_\_\_\_\_

**Date:** \_\_\_\_\_

Approved: ☐

Not Approved: ☐

Tabled: ☐

Other: ☐



**CITY OF NEEDLES**  
**Annual Accounting for Developer Impact Fees**  
**FY 2024**

***DESCRIPTION OF FEES COLLECTED:***

**Circulation (streets, signals and bridges) System:**

The development of property in the affected territory will generate additional vehicle travel. This traffic will create a need for expansion of existing streets and bridges to accommodate increased traffic from residential and other new development. Additionally, traffic signals and related facilities will need to be installed and maintained to accommodate the increased level of service on new and existing roadways. Pursuant to Article 11, Section 7 of the California Constitution, the City is empowered to enact measures that protect the health, safety and welfare of its citizens.

**Water Source, Storage and Distribution System:**

The development of any property in the affected territory will generate the need for additional water source, storage and distribution system capacity. Without such additional system capacity, new development will be adversely impacted in the affected territory. As a result, additional water facilities will be needed to accommodate new development. Pursuant to Article 11, Section 7 of the California Constitution, the City is empowered to enact measures that protect the health, safety and welfare of its citizens.

**Wastewater Collection System:**

The development of any property in the affected territory will generate the need for additional wastewater collection system and mandated connection to that system. Without such additional wastewater collection system capacity, new development will be adversely impacted in the affected territory. As a result, additional wastewater collection facilities will be needed to accommodate new development. Pursuant to Article 11, Section 7 of the California Constitution, the City is empowered to enact measures that protect the health, safety and welfare of its citizens.

**Park Land Acquisition and Facilities Development:**

The development of residential property in the affected territory will generate a need for additional park land acquisition and facilities development to maintain the current level of service. The City may impose by ordinance a requirement for the payment of fees to pay for the actual or estimated costs of acquiring and constructing park and recreation facilities. Pursuant to Article 11, Section 7 of the California Constitution, the City is empowered to enact measures that protect the health, safety and welfare of its citizens.

***PROPOSED IMPROVEMENTS AND DATE IMPROVEMENTS WILL COMMENCE:***

Update to our Developer Impact Fee Study, and a water and wastewater study update. Items will be brought to Council for approval.



## City of Needles, California Request for City Council Action

☒ CITY COUNCIL ☐ PLANNING COMMISSION ☒ Regular ☐ Special

**MEETING DATE:** March 25, 2025

**TITLE:** Resolution 2025-16 of the City Council of the City of Needles, approving of a Conditional Use Permit for the construction of a new 185-foot wireless telecommunication facility (monopole) including associated equipment within a 50' x 50' enclosed lease area for Verizon Wireless, located south of National Old Trails Highway and north of I-40 (APN: 0660-162-07-0000), within the Highway Commercial (C-3) Land Use Zoning Designation.

**APPLICANT:** APC Towers, 8601 Six Forks Road, Suite 250, Raleigh, NC 27615

**LOCATION:** The project site is located south of National Old Trails Highway and north of I-40, Needles, Ca 92363 (APN 0660-162-07-0000).

**BACKGROUND:** A Special Use Permit (Resolution No. 01-03-2024-PC) for a 160-foot wireless communications facility (monopole) was approved by the Planning Commission of the City of Needles on January 3, 2024. APC Towers has submitted a Conditional Use Permit application to request an amendment to the approved project to support an increase in height of the monopole by 25'. The additional height is necessary to enhance wireless coverage, improve network reliability, and accommodate future co-location of multiple carriers, thereby reducing the need for additional towers in the vicinity.

The applicant, Jeremy Siegel with APC Towers, is proposing a 185-foot wireless telecommunication tower (monopole) with cabinets, associated equipment, within a 50' x 50' enclosed lease area at a parcel located south of National Old Trails Highway and north of I-40 (APN: 0660-162-07-0000). The lease area for the proposed tower is approximately 24 feet from the existing 102-foot AT&T wireless communications facility at the site. The proposed monopole would have the capacity to accommodate five additional wireless carriers. Spike's Old 66 Storage facility is located south of the project site, while vacant land is to the north. Further north, beyond the vacant land, there is an existing lattice wireless communications facility. National Old Trails Highway is situated north of the project site. The new installation would significantly enhance wireless coverage in both the local and surrounding areas without introducing major or intrusive aesthetic changes.

As shown in the plan set, the project includes the installation of a new 185-foot monopole, which can accommodate five additional wireless carriers, along with the construction of 8-foot chain-link fence enclosure with privacy slats around the 50' x 50' lease area. Additionally, the project involves the installation of multiple Verizon antennas and associated equipment. Access to the facility will be by means of a 10-foot-wide access easement and driveway from National Old Trails Highway. The plan set also includes elevations of the proposed tower.

The design and configuration of the wireless telecommunication facility aim to minimize adverse aesthetic, health, safety, and economic impacts by being located in a non-residential area, resulting in minimal impact on the City. According to the Table of Permissible Uses (City Code Section 96.01), cell towers exceeding 50 feet are permitted in the C-3 Highway Commercial Zone, subject to approval of a Conditional Use Permit (CUP). Attachment 3 includes photographs taken from various locations surrounding the project site, showing the proposed tower in relation to the existing surroundings, including nearby wireless communication facilities. The proposed tower would be 65 feet taller than the existing tower at the site.

The project site is physically suitable in size and shape to accommodate the proposed wireless telecommunication facility. The project is required to maintain compliance with Federal Communications Commission (FCC) and Federal Aviation Administration (FAA) regulations in addition to applicable

building codes, zoning codes, fire codes, and standards, ensuring a safe, well-designed, and visually appropriate development.

At the March 5, 2025, Planning Commission Meeting, the Planning Commissioners voted unanimously to recommend approval for the construction of the new 185-ft wireless communication facility monopole.

**CONDITIONAL USE PERMIT (CUP) FINDINGS:** In accordance with Section 94.06, the Planning Commission must make the following findings to recommend approval of a conditional use permit:

1. The requested permit is conditionally within its jurisdiction according to the table of permissible uses.
2. The application is complete
3. The use will not endanger public health or safety.
4. The development will be in conformity with the Needles General Plan.

**PUBLIC NOTIFICATION:** A public hearing notice was published in the Needles Desert Star on Wednesday, February 19, 2025, and posted in two conspicuous locations. Notices were sent to property owners within 300' of the proposed project site.

**ENVIRONMENTAL: CEQA Compliance – Categorical Exemption (Section 15303, Class 3):** The proposed project qualifies for a Categorical Exemption under the California Environmental Quality Act, CEQA Guidelines, Section 15303, (new construction or conversion of small structures) of Title 14 of the California Code of Regulations (State CEQA Guidelines). The project consists of a Conditional Use Permit for the construction of 185-foot wireless telecommunication tower (monopole) and associated equipment within a 50' x 50' enclosed lease area.

**RECOMMENDATION:** Adopt Resolution 2025-16 approving a Conditional Use Permit, for the construction of a new 185-foot wireless telecommunication facility (monopole) for Verizon Wireless, located south of National Old Trails Highway and north of I-40 (APN: 0660-162-07-0000), within the Highway Commercial (C-3) Land Use Zoning Designation.

**SUBMITTED BY:** Irene Romero, City Planner

**ATTACHMENTS:**

1. Vicinity Map
2. Project Plans
3. Photo Simulations
4. City Council Resolution 2025-16, Findings, and Conditions of Approval
5. CUP Application

**City Manager Approval:** Patrick J. Martinez

Date: 3/19/2025

**Other Department Approval (when required):** \_\_\_\_\_

Date: \_\_\_\_\_

Approved: ☐

Not Approved: ☐

Tabled: ☐

Other: ☐



## VICINITY MAP

**DATE:** March 25, 2025

**PROJECT:** CONDITIONAL USE PERMIT (CUP) for the construction of a new 185-foot wireless telecommunication facility (monopole) including associated equipment within a 50' x 50' enclosed lease area for Verizon Wireless, located south of National Old Trails Highway and north of I-40 (APN: 0660-162-07-0000), within the Highway Commercial (C-3) Land Use Zoning Designation.



# CODE COMPLIANCE

ALL WORK AND MATERIALS SHALL BE PERFORMED AND INSTALLED IN ACCORDANCE WITH THE CURRENT EDITIONS OF THE FOLLOWING CODES AS ADOPTED BY THE LOCAL GOVERNING AUTHORITIES. NOTHING IN THESE PLANS IS TO BE CONSTRUCTED TO PERMIT WORK NOT CONFORMING TO THESE CODES.

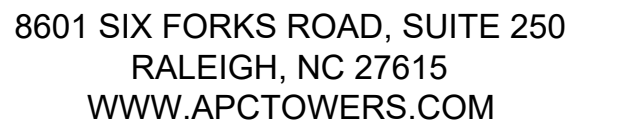
1. 2022 CALIFORNIA ADMINISTRATIVE CODE	6. 2022 CALIFORNIA FIRE CODE
2. 2022 CALIFORNIA BUILDING CODE	7. ANY LOCAL BUILDING CODE AMENDMENTS
3. 2022 CALIFORNIA ELECTRIC CODE	8. CITY/COUNTY ORDINANCES
4. 2022 CALIFORNIA MECHANICAL CODE	9. ANSI / TIA-222 STRUCTURAL CODE
5. 2022 CALIFORNIA PLUMBING CODE	10. NFPA 780 - LIGHTNING PROTECTION CODE

HANDICAP REQUIREMENTS:  
FACILITY IS UNMANNED AND NOT FOR HUMAN HABITATION, AND IS EXEMPTED FROM ACCESSIBILITY REQUIREMENTS IN ACCORDANCE WITH 2016 CALIFORNIA BUILDING CODE SECTION 11B-203.5.

THIS FACILITY IS UNMANNED AND NOT FOR HUMAN HABITATION. A TECHNICIAN WILL VISIT THE SITE AS REQUIRED FOR ROUTINE MAINTENANCE. THE PROJECT WILL NOT RESULT IN ANY SIGNIFICANT DISTURBANCE OR EFFECT ON DRAINAGE, NO SANITARY SEWER SERVICE, POTABLE WATER, OR TRASH DISPOSAL IS REQUIRED AND NO COMMERCIAL SIGNAGE IS NEW.

The logo for APC Towers. It features the letters "APC" in a bold, blue, sans-serif font. A dark blue swoosh or arc is positioned over the "A" and "P". To the right of "APC", the word "Towers" is written in a dark blue, serif font.

<h2 style="margin: 0;">APPROVALS</h2>	
<p style="text-align: center;">THE FOLLOWING PARTIES HEREBY APPROVE AND ACCEPT THESE DOCUMENTS &amp; AUTHORIZE THE SUBCONTRACTOR TO PROCEED WITH THE CONSTRUCTION DESCRIBED HEREIN. ALL DOCUMENTS ARE SUBJECT TO REVIEW BY THE LOCAL BUILDING DEPARTMENT &amp; MAY IMPOSE CHANGES OR MODIFICATIONS.</p>	
<p style="text-align: center;">APPROVED BY:</p>	<p style="text-align: center;">DATE:</p>
APC OPERATIONS: _____	
SAQ MANAGER: _____	
PROJECT MANAGER: _____	
ZONING VENDOR: _____	
LEASING VENDOR: _____	
ZONING MANAGER: _____	
PROPERTY OWNER: _____	



NOT FOR  
CONSTRUCTION

DRAWN BY:	UTILITIES CHECKED BY:	A&E CHECKED BY:
PG	GD	RB

SITE INFORMATION			
PROPERTY OWNER:	TERRANCE JONES	TOWER OWNER:	APC TOWERS
PHONE:	(760) 275-4980	ADDRESS:	8601 SIX FORKS RD, SUITE 250 RALEIGH, NC 27615
COUNTY:	SAN BERNARDINO	TOWER CO SITE ID:	CA-1374
ZONING JURISDICTION:	CITY OF NEEDLES	TOWER APP NUMBER:	--
ZONING DISTRICT:	C-3 COMMERCIAL	LATITUDE (NAD 83):	34° 51' 57.74" N
PARCEL NUMBER:	066016207	LONGITUDE (NAD 83):	114° 38' 07.81" W
OCCUPANCY GROUP:	U		
CONSTRUCTION TYPE:	II-B		
POWER COMPANY:	NEEDLES ELECTRIC DEPARTMENT		
TELEPHONE COMPANY:	FRONTIER		
LEASE AREA:	2500 SQFT		

The image contains two side-by-side panels. The left panel is a 'VICINITY MAP' showing a street layout with 'Needles Hwy' and 'National Old Trails Rd'. A black star icon marks the 'SITE', with a callout box labeled 'SITE' pointing to it. A blue location pin icon for 'Needles Auto Wrecking & Towing' is also shown. A north arrow is in the bottom right corner. The right panel is an 'AERIAL VIEW' of the same area, showing the terrain and buildings. A black star icon marks the 'SITE', with a callout box labeled 'SITE' pointing to it. The street names 'National Old Trails Rd' and 'Needles Hwy' are visible in the image.

[illegible][illegible]

NATIONAL OLD TRAILS ROAD  
NEEDLES, CA 92363

## SHEET NUMBER

# T-1

<h1 style="text-align: center;">PROJECT TEAM</h1>					
<b><u>PROJECT MANAGER:</u></b>		<b><u>SITE ACQUISITION:</u></b>		<b><u>A&amp;E CONTACT:</u></b>	
APC TOWERS		EUKON GROUP		EUKON GROUP	
8601 SIX FORKS ROAD, SUITE 250		65 POST, SUITE 1000		65 POST, SUITE 1000	
RALEIGH, NC 27615		IRVINE, CA 92618		IRVINE, CA 92618	
CONTACT: ABIGAIL JOHNSON		CONTACT: JEREMY SIEGEL		CONTACT: RICH BRUNET	
PHONE: (919) 346-8799		PHONE: (714) 366-8047		PHONE: (949) 899-5597	
EMAIL: ajohnson@apctowers.com		EMAIL: jeremy.siegel@eukongroup.com		EMAIL: rich.brunet@eukongroup.com	
<b><u>RF ENGINEER:</u></b>		<b><u>CONSTRUCTION:</u></b>		<b><u>CONSTRUCTION:</u></b>	
-		EUKON GROUP		-	
		65 POST, SUITE 1000			
		IRVINE, CA 92618			
		CONTACT: JERRY AMBROSE			
		PHONE: (805) 637-7407			
		EMAIL: jambrose@wireless01.com			

DRIVING DIRECTIONS	
DIRECTIONS FROM HARRY REID INTERNATIONAL AIRPORT AT 5757 WAYNE NEWTON BLVD, LAS VEGAS, NV 89119	
1. HEAD SOUTH ON PARADISE RD 2. FOLLOW SIGNS FOR I-215 SOUTH 3. MERGE ONTO I-215 SOUTH 4. FOLLOW SIGNS FOR I-11 SOUTH 5. MERGE ONTO I-11 SOUTH 6. FOLLOW SIGNS FOR US-95 SOUTH 7. MERGE ONTO US-95 SOUTH 8. CONTINUE ON US-95 SOUTH 9. FOLLOW SIGNS FOR I-40 EAST 10. MERGE ONTO I-40 EAST 11. TAKE EXIT 139 TOWARD RIVER RD CUT OFF	12. TURN RIGHT ONTO NATIONAL OLD TRANSIT RD 13. ARRIVE AT NATIONAL OLD TRANSIT RD ON THE RIGHT



LEGEND	1
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BTWC.	BARE TINNED COPPER WIRE	FU	FUSE	PWR.	POWER (CABINET)
BTS.	BASE TRANSMISSION SYSTEM	G	GROUND	QTY.	QUANTITY
B.O.F.	BOTTOM OF FOOTING	GR	GROWTH (CABINET)	RADIUS	RADIUS
B/U	BACK-UP CABINET	GA	Gauge	RBS	RADIO BASE STATION
C	CONDUIT	GEN.	GENERATOR		(BASE STATION 3G NETWORKS)
CAB.	CABINET	GI.	GALVANIZE(D)	RCPT.	RECEPTACLE
CANT.	CANTILEVER(ED)	G.F.C. I.	GROUND FAULT CIRCUIT INTERRUPTER	REF.	REFERENCE
CB.	CIRCUIT BREAKER	GLB. (GLU-LAM)	GLUE LAMINATED BEAM	REINF.	REINFORCEMENT(ING)
CDMA	CODE-DIVISION MULTIPLE ACCESS (2G & 3G)	GND	GROUND	REQ.D	REQUIRED
CDUK	CONSOLIDATION DISTRIBUTION UNIT KIT	GND	GLOBAL POSITIONING SYSTEM	RCS.	RIGID GALVANIZED STEEL
C.I.P.	CAST IN PLACE	GRND.	GROUND	RRU	REMOTE RADIO UNIT
CKT.	CIRCUIT	GSM	GLOBAL SYSTEM MOBILE (2G+ MOBILE TECH.)		(RADIO TRANSCIVER)
CLG.	CEILING	HDBC	HARD DRAWN COPPER WIRE	RX-AIT	RECEIVER AIR INTERFACE TRAY
CLR.	CLEAR	HDR.	HEADER	SAF	SAFETY
CNU	CONCRETE MASONRY UNIT (JAMB BLOCKS)	HGR.	HANGER	SCH.	SCHEDULE
COL.	COLUMN	HPS	HIGH PRESSURE SODIUM	SDBC	SOFT DRAWN BARE COPPER
CONC.	CONCRETE	HT.	HEIGHT	SEC	SECONDARY
CONN.	CONNECTION(OR)	ICGB.	ISOLATED COPPER GROUND BUS	SHT.	SHEET
CONST.	CONSTRUCTION	ILC.	INTEGRATED LEAD CENTER	SIM.	SIMILAR
CONT.	CONTINUOUS	IN.(")	INCH(ES)	S.N.	SOLID NEUTRAL
d	PENNY (NAILS)	INT.	INTERIOR	SPEC.	SPECIFICATION(S)
DBL.	DOUBLE	LB.(#)	POUND(S)	SQ.	SQUARE
DC	DIRECT CURRENT	L.B.	LAG BOLTS	S.S.	STAINLESS STEEL
DEM.	DEMAND	L.F.	LINEAR FEET (FOOT)	STD.	STANDARD
DEPT.	DEPARTMENT	L.G.	LENGTH	STL.	STEEL
D.F.	DOUGLAS FIR	LONG(TUDINAL)	LONG(TUDINAL)	STRUC.	STRUCTURAL
DIA.	DIAMETER	LPS	LOW PRESSURE SODIUM	SURF.	SURFACE
DIAG.	DIAGONAL	LTE	LONG TERM EVOLUTION (4G MOBILE TECH.)	SW	SWITCH
DIM.	DIMENSION	MAS.	MASONRY	TEL.	TELEPHONE
DWG.	DRAWING(S)	MAX.	MAXIMUM	TEMP.	TEMPORARY
DWL.	DOWEL(S)	M.B.	MACHINE BOLT	THK.	THICK(NESS)
EA	EACH	MECH.	MECHANICAL	TMAS	TOWER MOUNTED AMPLIFIER
EGR.	EMERGENCY GENERATOR RECEPTACLE	MFR.	MANUFACTURER		(DC SUPPLY VOLTAGE)
EL.	ELEVATION	MIN.	MINIMUM	T.N.	TOE NAIL
ELEC.	ELECTRICAL	MISC.	MISCELLANEOUS	T.O.A.	TOP OF ANTENNA
ELEV.	ELEVATOR	MLO	MAIN LUGS ONLY	T.O.C.	TOP OF CURB

NOTES FOR EXISTING T-MOBILECELL SITES:	
1.	PRIOR TO THE SUBMISSION OF BIDS, THE BIDDING SUBCONTRACTOR SHALL VISIT THE CELL SITE TO FAMILIARIZE WITH THE EXISTING CONDITIONS AND TO CONFIRM THAT THE WORK CAN BE ACCOMPLISHED AS SHOWN ON THE CONSTRUCTION DRAWINGS. ANY DISCREPANCY FOUND SHALL BE BROUGHT TO THE ATTENTION OF CONTRACTOR.
2.	SUBCONTRACTOR SHALL VERIFY ALL EXISTING DIMENSIONS AND CONDITIONS PRIOR TO COMMENCING ANY WORK. ALL DIMENSIONS OF EXISTING CONSTRUCTION SHOWN ON THE DRAWINGS MUST BE VERIFIED. SUBCONTRACTOR SHALL NOTIFY THE CONTRACTOR OF ANY DISCREPANCIES PRIOR TO ORDERING MATERIAL OR PROCEEDING WITH CONSTRUCTION.
3.	THE EXISTING CELL SITE IS IN FULL COMMERCIAL OPERATION. ANY CONSTRUCTION WORK BY SUBCONTRACTOR SHALL NOT DISRUPT THE EXISTING NORMAL OPERATION. ANY WORK ON EXISTING EQUIPMENT MUST BE COORDINATED WITH CONTRACTOR. ALSO, WORK SHOULD BE SCHEDULED FOR AN APPROPRIATE MAINTENANCE WINDOW USUALLY IN LOW TRAFFIC PERIODS AFTER MIDNIGHT.
4.	SINCE THE CELL SITE IS ACTIVE, ALL SAFETY PRECAUTIONS MUST BE TAKEN WHEN WORKING AROUND HIGH LEVELS OF ELECTROMAGNETIC RADIATION. EQUIPMENT SHOULD BE SHUTDOWN PRIOR TO PERFORMING ANY WORK THAT COULD EXPOSE THE WORKERS TO DANGER. PERSONAL RF EXPOSURE MONITORS ARE ADVISED TO BE WORN TO ALERT OF ANY DANGEROUS EXPOSURE LEVELS.
5.	SUBCONTRACTOR SHALL DETERMINE ACTUAL ROUTING OF CONDUIT, POWER AND T1 CABLES, GROUNDING CABLES AS SHOWN ON THE POWER, GROUNDING AND TELCO PLAN DRAWING. SUBCONTRACTOR SHALL UTILIZE EXISTING TRAYS AND/OR SHALL ADD NEW TRAYS AS NECESSARY. SUBCONTRACTOR SHALL CONFIRM THE ACTUAL ROUTING WITH THE CONTRACTOR.
6.	SUBCONTRACTOR SHALL LEGALLY AND PROPERLY DISPOSE OF ALL SCRAP MATERIALS SUCH AS COAXIAL CABLES AND OTHER ITEMS REMOVED FROM THE EXISTING FACILITY. ANTENNAS REMOVED SHALL BE RETURNED TO THE OWNER'S DESIGNATED LOCATION.

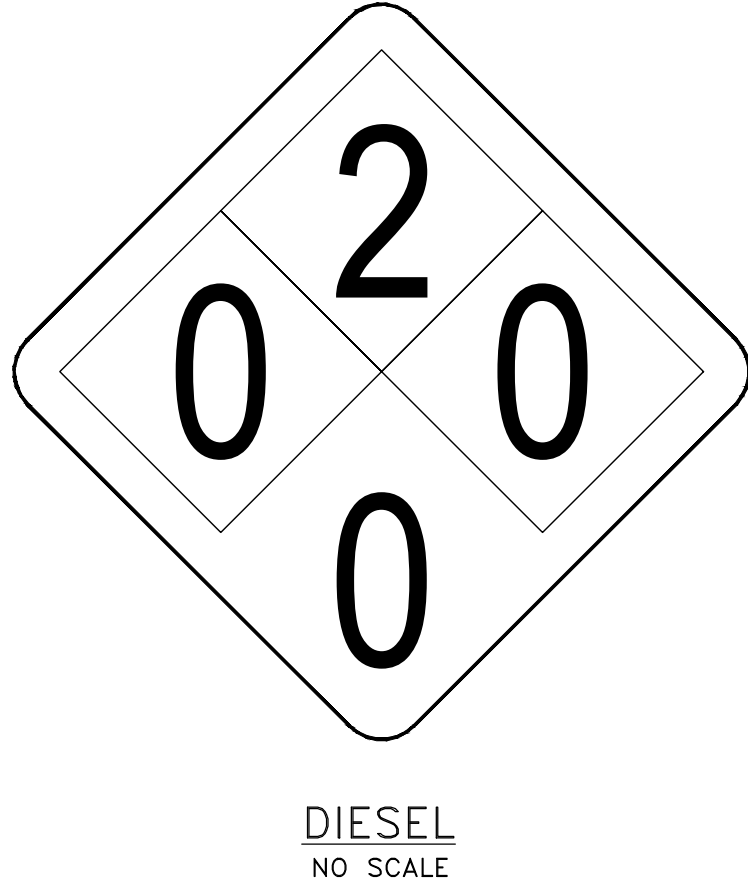
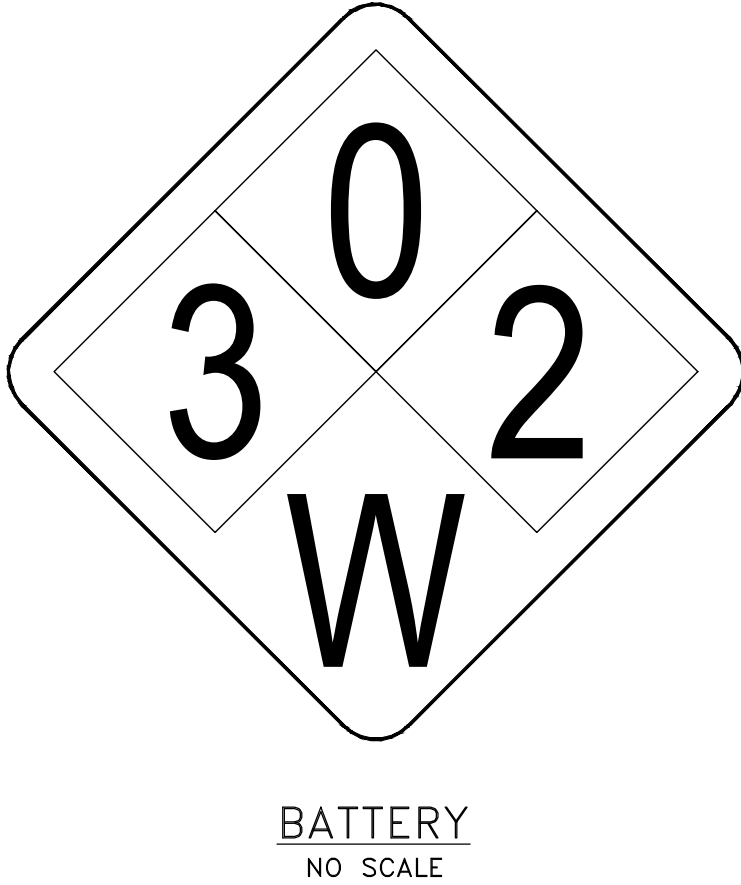
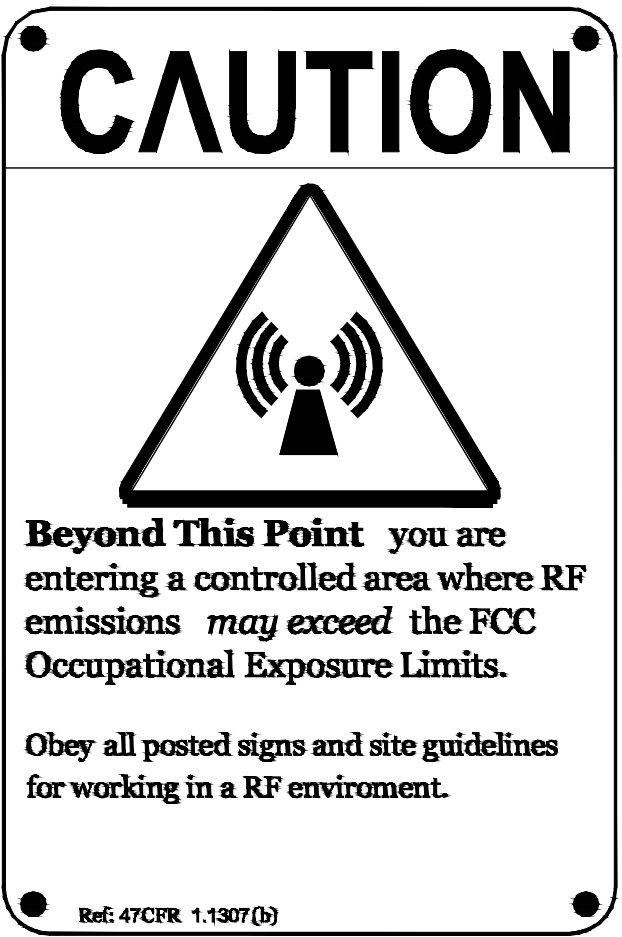
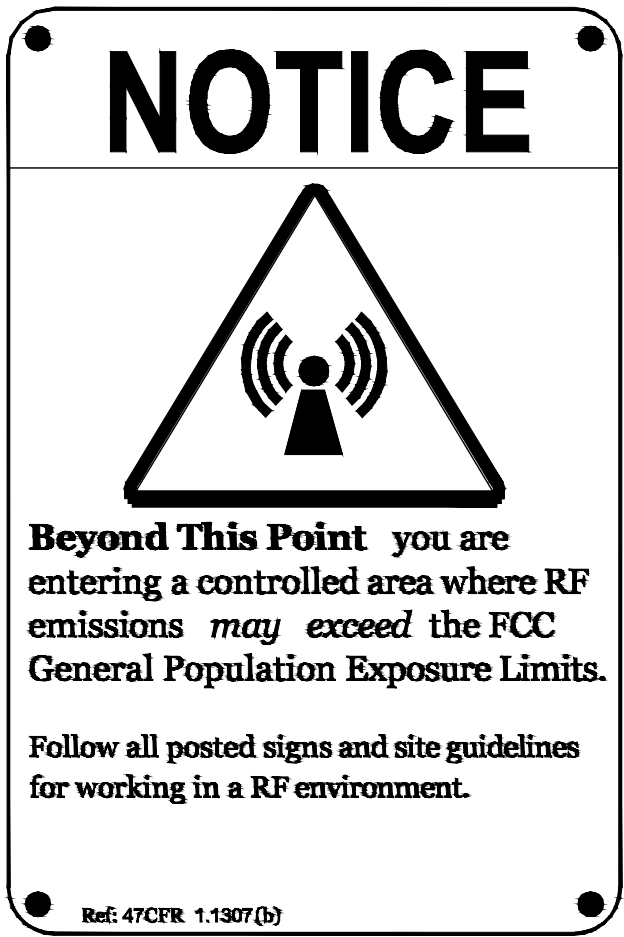
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12. THE CONTRACTOR SHALL MAKE NECESSARY PROVISIONS TO PROTECT EXISTING IMPROVEMENTS, PAVING, CURBS, VEGETATION, GALVANIZED SURFACES, ETC., AND UPON COMPLETION OF WORK REPAIR ANY DAMAGE THAT OCCURRED DURING CONSTRUCTION TO THE SATISFACTION OF AT&T.
13. KEEP GENERAL AREA CLEAN, HAZARD FREE, AND DISPOSE OF ALL DIRT, DEBRIS, RUBBISH AND REMOVE EQUIPMENT NOT SPECIFIED AS REMAINING ON THE PROPERTY. LEAVE PREMISES IN CLEAN CONDITION AND FREE FROM PAINT SPOTS, DUST OR SMUDGES OF ANY NATURE.
14. PENETRATIONS OF ROOF MEMBRANES SHALL BE PATCHED/FLASHED AND MADE WATERTIGHT USING LIKE MATERIALS IN ACCORDANCE WITH CRUSA ROOFING STANDARDS AND DETAILS. CONTRACTOR SHALL OBTAIN DETAILING CLARIFICATION FOR SITE-SPECIFIC CONDITIONS FROM ENGINEER, IF NECESSARY, BEFORE PROCEEDING.
15. BEFORE ORDERING AND/OR BEFORE FABRICATING/CONSTRUCTING/INSTALLING ANY ITEMS, VERIFY THE TYPES AND QUANTITIES.
16. CONTRACTOR SHALL PROVIDE SITE FOREMAN WITH A CELLULAR PHONE AND PAGER AND KEEP SAME ON SITE WHENEVER PERSONNEL ARE ON SITE.
17. THE CONTRACTOR SHALL VERIFY ALL DIMENSIONS AND CONDITIONS ON THE SITE AND NOTIFY THE PROJECT MANAGER OF ANY DISCREPANCIES BEFORE STARTING ANY WORK.
18. CONTRACTOR TO PROVIDE COMPLETE SET OF AS BUILT DRAWINGS WITHIN 10 WORKING DAYS OF PROJECT COMPLETION.
19. CONTRACTOR IS TO EXCAVATE 6" BELOW EXISTING GRADE AND SPRAY WITH WEED CONTROL. REPLACE WITH CLASS II AGGREGATE BASE AND CRUSHED WASHED ROCK, AS SPECIFIED ON SITE PLAN.
20. CONTRACTOR SHALL PROVIDE TOILET FACILITY DURING ALL PHASES OF CONSTRUCTION.

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ALERTING SIGNS  
NO SCALE



ALERTING SIGN  
NO SCALE

S  
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INFO SIGN  
NO SCALE

GENERAL SIGNAGE GUIDELINES								
Structure Type	INFO SIGN #1	INFO SIGN #2	INFO SIGN #3	INFO SIGN #4	INFO SIGN #5	Striping	NOTICE SIGN	CAUTION SIGN
<b>Towers</b>								
MONOPINE/Monopine/Monopalm	entrance gates, shelter doors OR on the outdoor cabinets	climbing side of the Tower	on backside of Antennas	on the side of Antennas	On the shelter door or on one outdoor equipment cabinet			At the height of the first climbing step, min. 9ft above ground
SCE Towers/Towers with high voltage	entrance gates, shelter doors OR on the outdoor cabinets	climbing side of the Tower	on backside of Antennas	on the side of Antennas	On the shelter door or on one outdoor equipment cabinet			At the height of the first climbing step, min. 9ft above ground
Light Poles/Flag Poles	entrance gates, shelter doors OR on the outdoor cabinets	on the pole, no less than 3ft below the Antenna and no	on backside of Antennas	on the side of Antennas	On the shelter door or on one outdoor equipment cabinet			
Utility Wood Poles (JPA)	entrance gates, shelter doors OR on the outdoor cabinets	on the pole, no less than 3ft below the Antenna and no	on backside of Antennas	on the side of Antennas	On the shelter door or on one outdoor equipment cabinet		If GP max value of MPE at antenna level is: 0–99%: Notice sign; over 99%: Caution sign at no less than 3ft below antenna and 9ft above ground	
Microcells mounted on non–JPA poles	entrance gates, shelter doors OR on the outdoor cabinets	on the pole, no less than 3ft below the Antenna and no	on backside of Antennas	on the side of Antennas	On the shelter door or on one outdoor equipment cabinet			Notice or Caution sign at no less than 9ft above ground; only if the exposure exceeds 90% of the General Public Exposure at 6ft above ground or at
<b>Roof Tops</b>								
At all access points to the roof	X							
On Antennas	X		X	X				
Concealed Antennas	X	X						
antennas mounted facing outside the building	X	X						
antennas on support structure	X	X						
Roofview Graph:								
Radiation area is within 3ft from antenna	X	adjacent to each antenna					either Notice or Caution sign (based on Roofview results) at antennas/barrier	
Radiation area is beyond 3ft from antenna	X	adjacent to each antenna				diagonal, yellow striping as to Roofview graph		
<b>Church Steeples</b>	Access to steeple	adjacent to antennas if antennas are concealed	On backside of Antennas	On the side of Antennas	On the shelter door or on one outdoor equipment cabinet			Caution sign at the antennas
<b>Water Stations</b>	Access to ladder	adjacent to antennas if antennas are concealed	On backside of Antennas	On the side of Antennas	On the shelter door or on one outdoor equipment cabinet			Caution sign beside info sign #1, min. 9ft above ground
Notes for Rooftop sites:								
1. Either NOTICE or CAUTION signs need to be posted at each sector as close as possible to: the outer edge of the striped off area of the outer antennas of the sector.								
2. If Roofview shows: only blue = Notice Sign, blue and yellow = Caution Sign, only yellow = Caution sign to be installed.								
3. Should the Required striping area interfere with any structures or equipment (A/C, vents, roof hatch, doors, other antennas, dishes, etc.).								
please notify T–MOBILEto modify the striping area, prior to starting the work								

SIGNAGE GUIDELINES CHART  
NO SCALE



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www.eukongroup.com

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DRAWN BY:	UTILITIES CHECKED BY:	A&E CHECKED BY:
PG	GD	RB

CONSTRUCTION  
DRAWINGS

SUBMITTALS		
REV	DATE	DESCRIPTION
A	08/21/24	90% CONSTRUCTION DRAWINGS
A	11/11/24	REVISED TOWER HEIGHT

PROJECT INFORMATION

CA-1374

NATIONAL OLD TRAILS ROAD  
NEEDLES, CA 92363

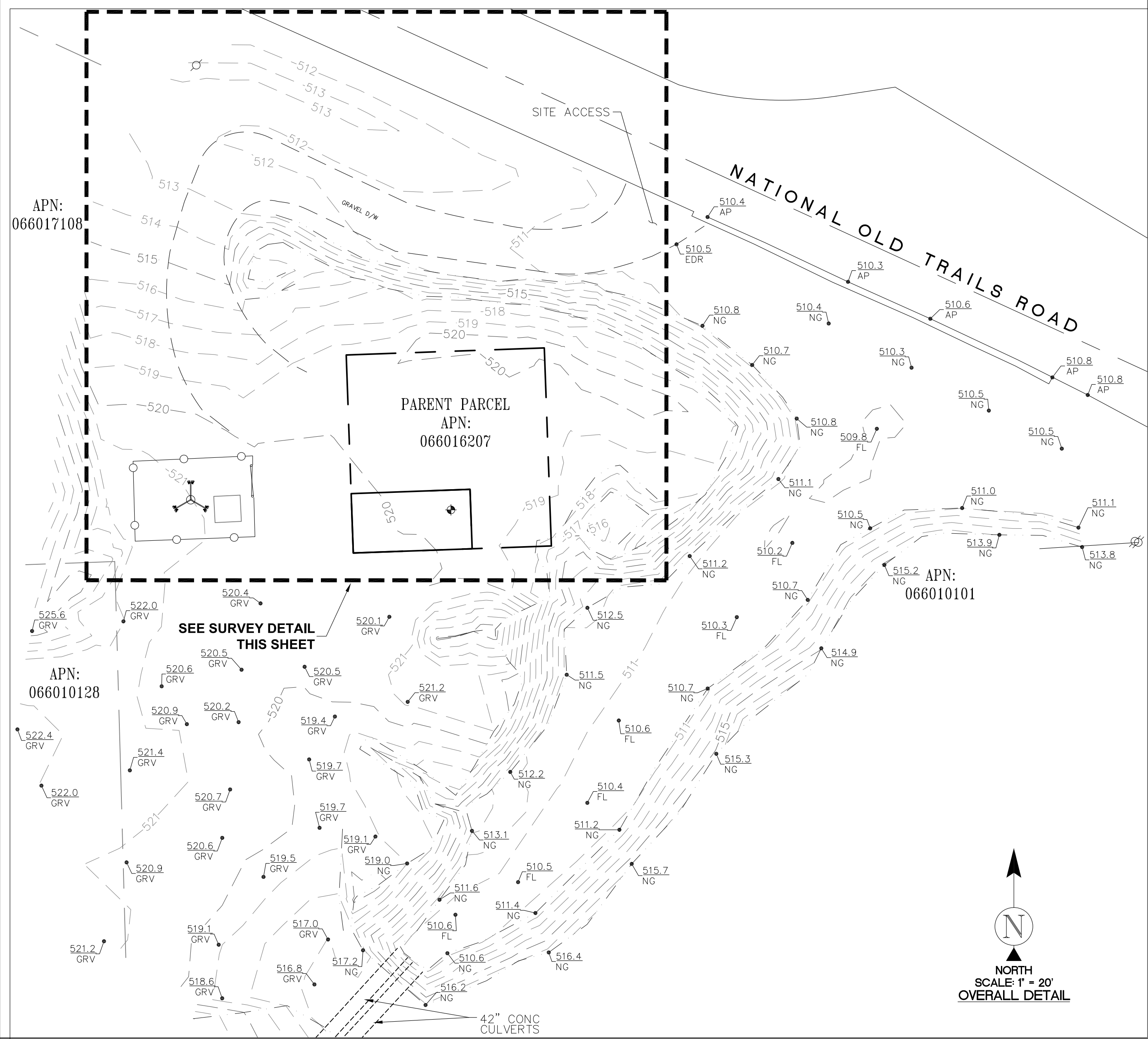
SHEET TITLE

GENERAL SIGNAGE

SHEET NUMBER

T-3





LEGEND

BLDG

CONC

EDR

EP

FL

NG

TOE

TOP

TOP OF BUILDING

CONCRETE

EDGE OF GRAVEL ROAD

EDGE OF PAVEMENT

FLOW LINE

NATURAL GRADE

TOE OF SLOPE

TOP OF SLOPE

TELECOMMUNICATIONS MONOPOLE

POSITION OF GEODETIC COORDINATES

SPOT ELEVATION

CHAIN LINK FENCE

EXISTING BUILDINGS

STREET CENTERLINES

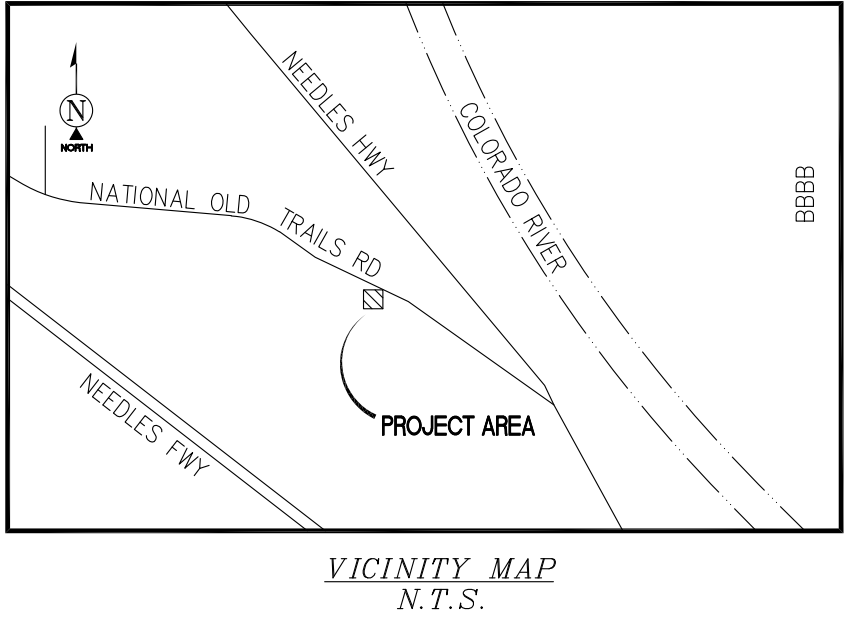
SUBJECT PROPERTY LINE

ADJACENT PROPERTY LINE

LEASE AREA LIMITS

MAJOR CONTOUR INTERVAL

MINOR CONTOUR INTERVAL



**SURVEY DATE**  
07/11/2023

**BASIS OF BEARING**  
BEARINGS SHOWN HEREON ARE BASED UPON THE CALIFORNIA ZONE FIVE STATE PLANE COORDINATE SYSTEM BASED ON THE NORTH AMERICAN DATUM OF 1983(2011). DETERMINED BY RAW STATIC GLOBAL POSITIONING SYSTEM EQUIPMENT ON THE NGS OPUS WEBSITE.

**BENCHMARK**  
PROJECT ELEVATIONS ESTABLISHED FROM GPS DERIVED ORTHOMETRIC HEIGHTS BY APPLICATION OF NGS 'GEOID 18' MODELED SEPARATIONS TO ELLIPSOID HEIGHTS DETERMINED BY RAW STATIC GPS DATA PROCESSED ON THE NGS OPUS WEBSITE. ALL ELEVATIONS SHOWN HEREON ARE REFERENCED TO NAVD88.

**GRID-TO-GROUND SCALE FACTOR NOTE**  
ALL BEARINGS AND DISTANCES ARE BASED ON THE CALIFORNIA STATE ZONE FIVE STATE PLANE COORDINATE ZONE GRID. TO DERIVE GROUND DISTANCES DIVIDE BY 0.99992413

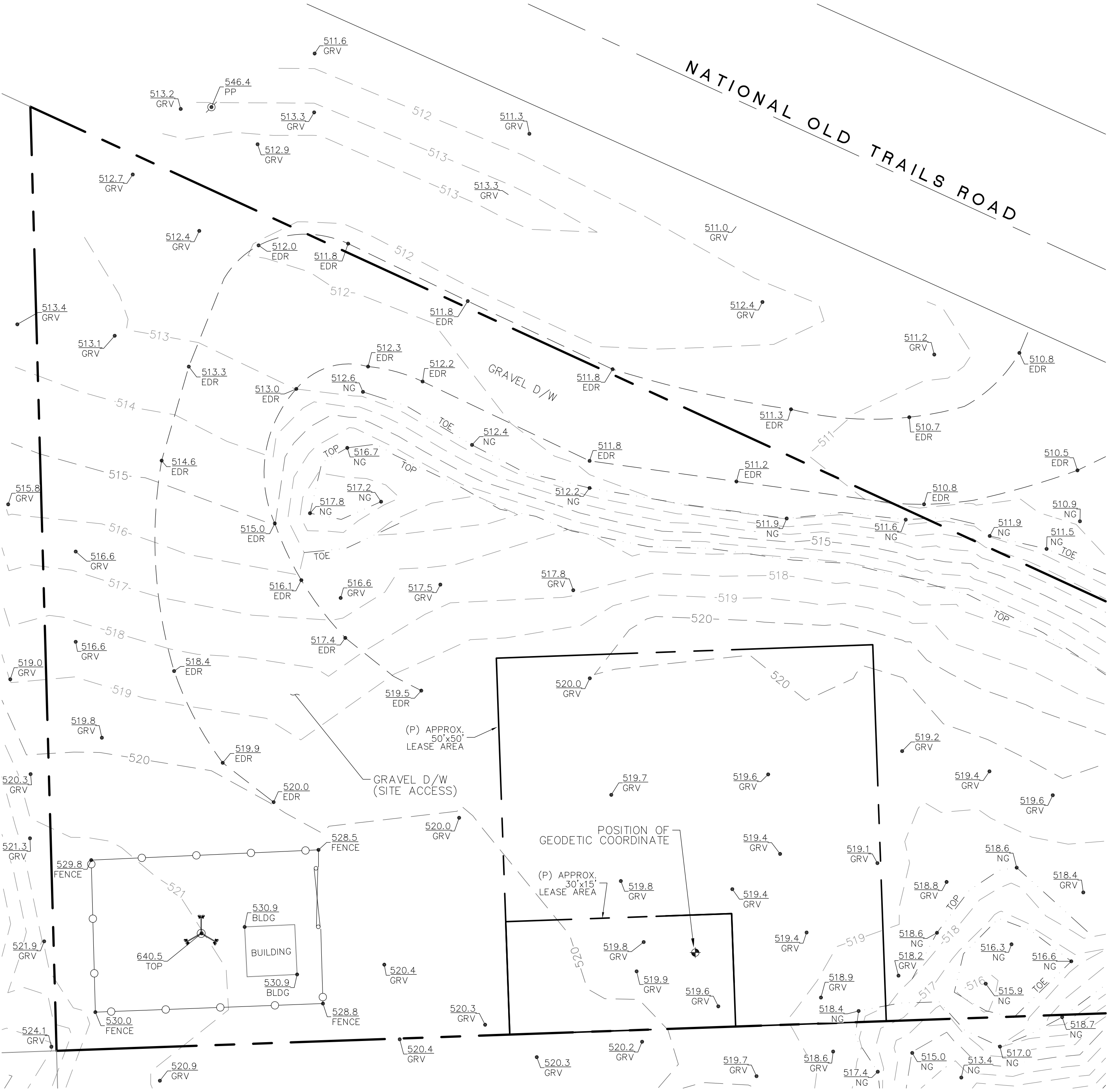
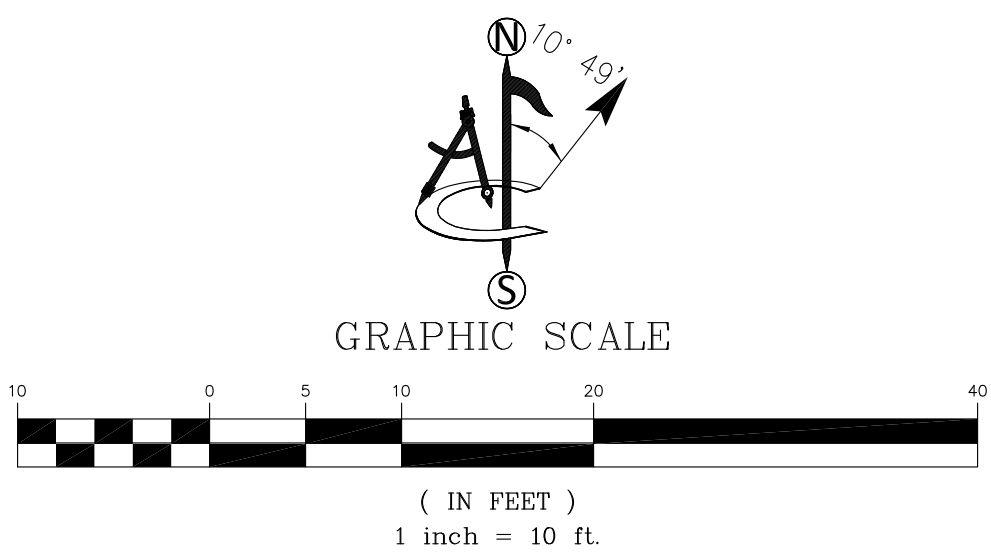
**FLOOD ZONE**  
THIS PROJECT APPEARS TO BE LOCATED WITHIN FLOOD ZONE "X". ACCORDING TO FEDERAL EMERGENCY MANAGEMENT AGENCY FLOOD INSURANCE RATE MAP(S), MAP ID #06071C5010H, DATED 08/28/2008

**SURVEYOR'S NOTES**  
CONTOURS DERIVED FROM DIRECT FIELD OBSERVATIONS AND FOLLOW THE CURRENT NATIONAL MAP STANDARDS FOR VERTICAL ACCURACY.

THE BOUNDARY SHOWN HEREON IS PLOTTED FROM RECORD INFORMATION AND DOES NOT CONSTITUTE A BOUNDARY SURVEY OF THE PROPERTY.

ALL DISTANCES SHOWN HEREON ARE GRID DISTANCES.

POSITION OF GEODETIC COORDINATES  
LATITUDE 34° 51' 57.74" (34.866040°) NORTH (NAD83)  
LONGITUDE 114° 38' 07.81" (114.635501°) WEST (NAD83)  
GROUND ELEVATION @ 519.5' (NAVD88)



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PROJECT INFORMATION:

CL-1374

NATIONAL OLD TRAILS ROAD  
NEEDLES, CA 92363  
SAN BERNARDINO COUNTY

ORIGINAL ISSUE DATE:

07/16/2023

REV.:	DATE:	DESCRIPTION:	BY:
0	07/16/23	PRELIM SUBMITTAL	RR

SURVEY PREPARED BY:

428 MAIN STREET  
SUITE 206  
HUNTINGTON BEACH, CA 92648  
PH. (480) 659-4072  
www.ambitconsulting.us

ambit consulting

CONSULTANT:

DRAWN BY:CHK.:APV.:  
RRNSXX

LICENSER:

PATRICK B. DONOHOE  
P.L.S. NO. 9332

SHEET TITLE:

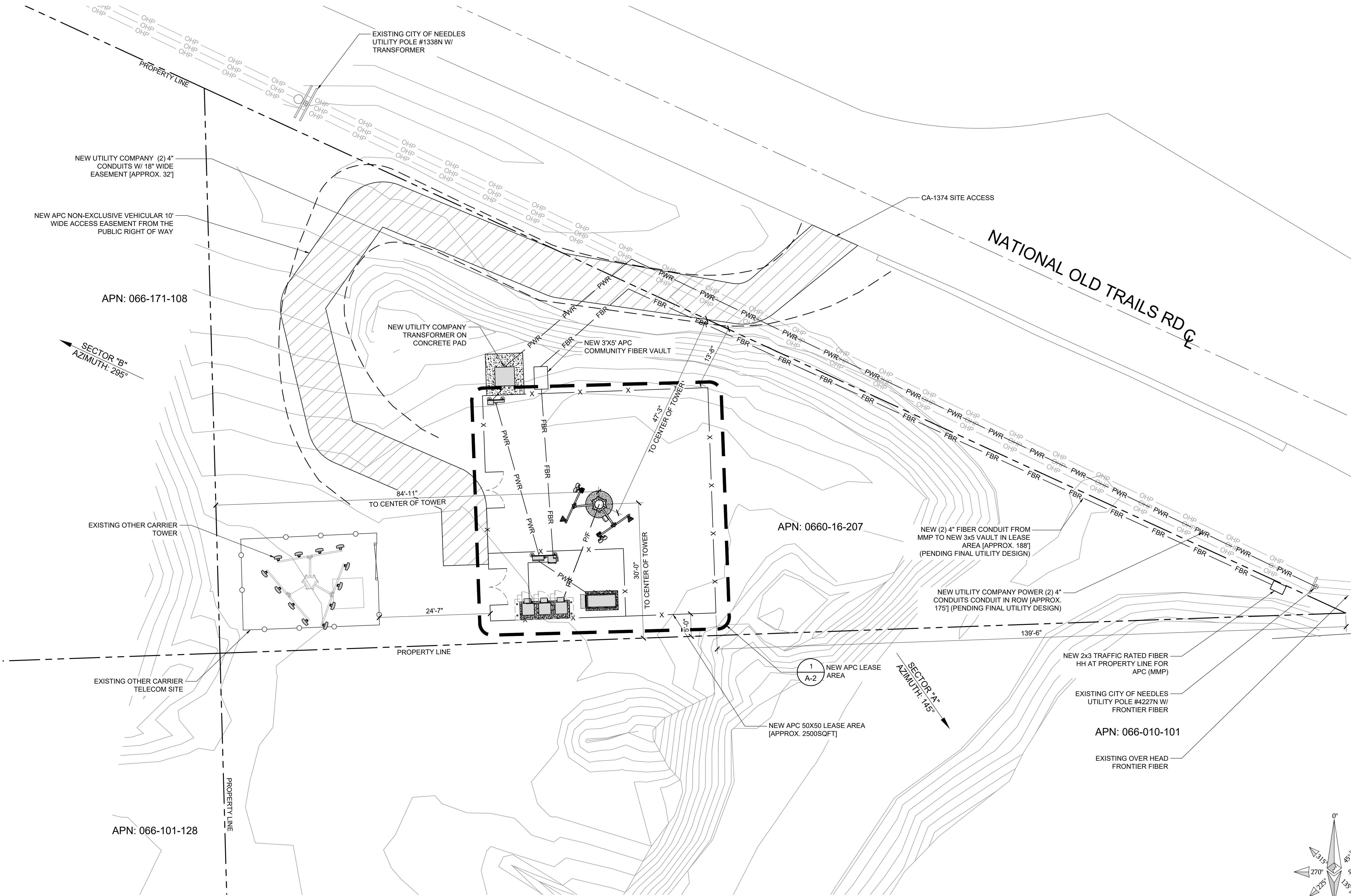
SITE SURVEY

SHEET NUMBER:

LS-1



- NOTES:
1. IF DIMENSIONS SHOWN ON PLAN DO NOT SCALE CORRECTLY, CHECK FOR REDUCTION OR ENLARGEMENT FROM ORIGINAL PLANS.
  2. CONTRACTOR SHALL FIELD VERIFY ALL DIMENSIONS.
  3. UTILITY DESIGNS AND ROUTES ARE PRELIMINARY PENDING FINAL DESIGN BY UTILITY PROVIDER.
  4. THIS SITE PLAN IS NOT INTENDED TO BE A LAND SURVEY.



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DRAWN BY:	UTILITIES CHECKED BY:	A&E CHECKED BY:
PG	GD	RB

## CONSTRUCTION DRAWINGS

SUBMITTALS		
REV	DATE	DESCRIPTION
A	08/21/24	90% CONSTRUCTION DRAWINGS
A	11/11/24	REVISED TOWER HEIGHT

### PROJECT INFORMATION

CA-1374

NATIONAL OLD TRAILS ROAD  
NEEDES, CA 92363

### SHEET TITLE

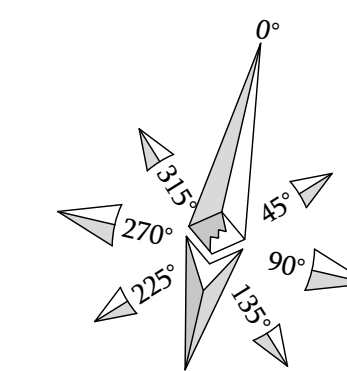
SITE PLAN

### SHEET NUMBER

A-1



1. IF DIMENSIONS SHOWN ON PLAN DO NOT SCALE CORRECTLY, CHECK FOR REDUCTION OR ENLARGEMENT FROM ORIGINAL PLANS.
2. CONTRACTOR SHALL FIELD VERIFY ALL DIMENSIONS



A-2

SCALE	2'	0	1'	2'	4'	8'
3/8"=1'-0"						

EUKON VERIZON 90CD MONOPOLE TEMPLATE\_V2\_11-18-22

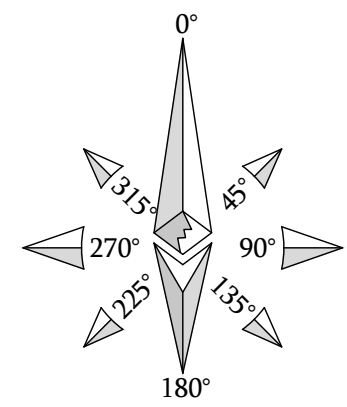
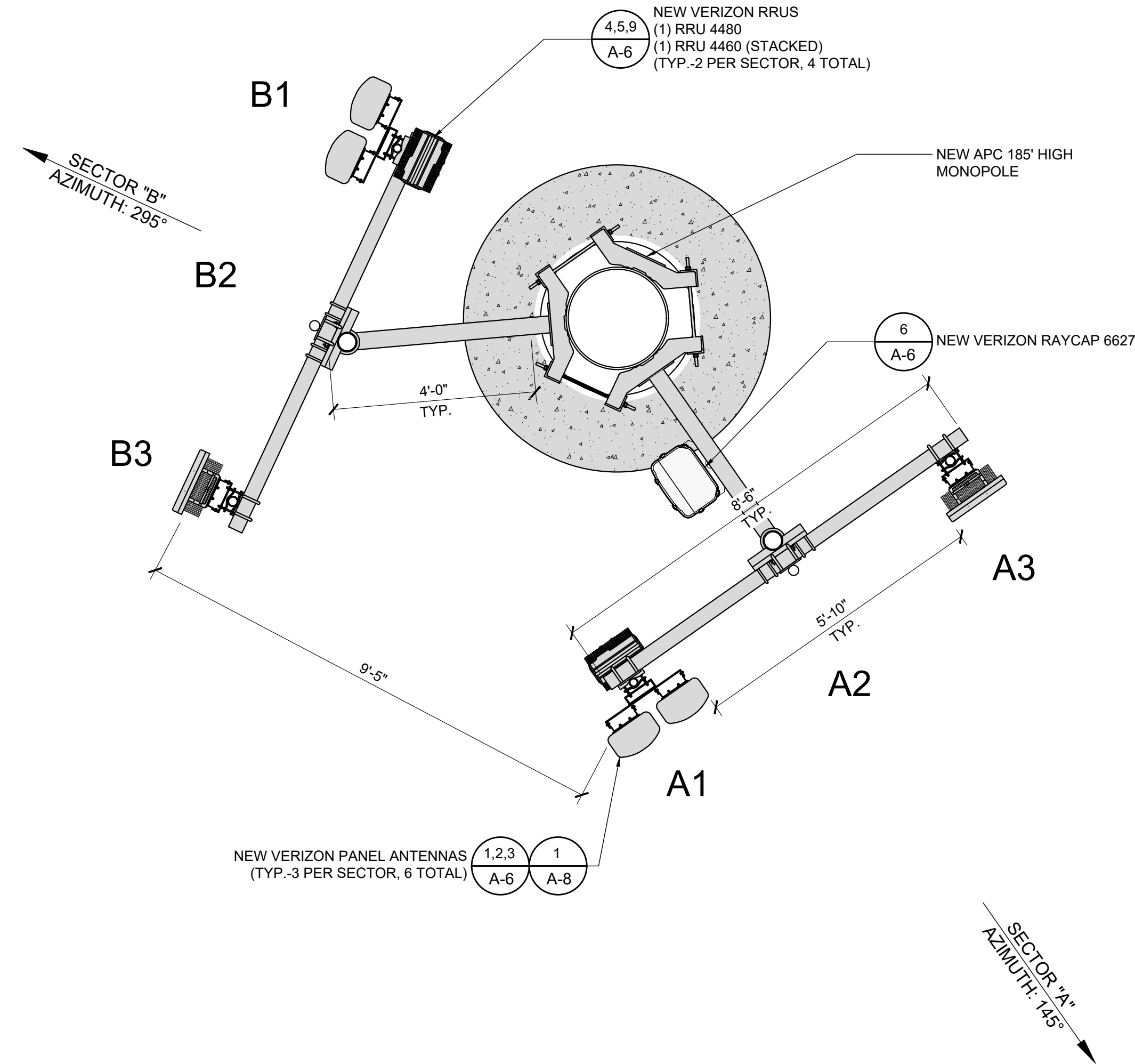
ANTENNA SCHEDULE (VERIFY WITH CURRENT RFDS)							
ALPHA SECTOR	SECTOR	TECHNOLOGY	ANTENNA MODEL	ANTENNA SIZE	ANTENNA AZIMUTH	RAD CENTER	TRANSMISSION CABLE LENGTH
	A1	700/850/PCS/AWS	NHH-65C-R2B	8'-0"	145°	180'-0"	-
	A2	-	SPARE	-	-	-	-
	A3	L6	AIR6419_B77D	2'-7"	145°	182'-6"	
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
BETA SECTOR	B1	700/850/PCS/AWS	NHH-65C-R2B	8'-0"	295°	180'-0"	-
	B2	-	SPARE	-	-	-	-
	B3	L6	AIR6419_B77D	2'-7"	295°	182'-6"	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-

- NOTES TO CONTRACTOR:
- CONTRACTOR IS TO REFER TO VERIZON'S MOST CURRENT RADIO FREQUENCY DATA SHEET (RFDS) PRIOR TO CONSTRUCTION.
  - CABLE LENGTHS WERE DETERMINED BASED ON A VISUAL INSPECTION DURING SITE WALK. CONTRACTOR TO VERIFY ACTUAL LENGTH DURING PRE-CONSTRUCTION WALK.
  - CONTRACTOR TO USE ROSENBERGER FIBER LINE HANGER COMPONENTS (OR ENGINEER APPROVED EQUAL).
  - CONTRACTOR TO USE CABLES SPECIFIED (OR ENGINEER APPROVED EQUAL).

- NOTES:
- IF DIMENSIONS SHOWN ON PLAN DO NOT SCALE CORRECTLY, CHECK FOR REDUCTION OR ENLARGEMENT FROM ORIGINAL PLANS.
  - CONTRACTOR SHALL FIELD VERIFY ALL DIMENSIONS.
  - ANTENNA AND MW APCSPECIFICATIONS REFER TO ANTENNA SCHEDULE AND TO FINAL CONSTRUCTION RFDS FOR ALL RF DETAILS.

REMOTE RADIO UNIT SCHEDULE						
SECTOR	RRU TYPE		RRU LOCATION (DISTANCE FROM ANTENNA)	MINIMUM CLEARANCES		
				ABOVE	BELOW	SIDES
ALPHA SECTOR	A1	(1) ERICSSON RRU 4480 B71 / B85	±15'	16"	8"	0"
	A1	(1) ERICSSON RRU 4460 B25 / B66	±15'	16"	8"	0"
	A2					
	A3					
	A4					
	A5					
BETA SECTOR	B1	(1) ERICSSON RRU 4480 B71 / B85	±15'	16"	8"	0"
	B1	(1) ERICSSON RRU 4460 B25 / B66	±15'	16"	8"	0"
	B2					
	B3					
	B4					
	B5					

SURGE SUPPRESSION SYSTEM SCHEDULE				
SYSTEM	MFR.	PART NUMBER	QTY	LOCATION
	RAYCAP	RVZDC-6627-PF-48	1	MOUNTED ON NEW MONOPOLE
	RAYCAP	RVZDC-4520-RM-48	1	MOUNTED WITHIN NEW EQUIPMENT CABINET



ANTENNA AND RRU SCHEDULE

2 ANTENNA PLAN

SCALE

1/2"=1'-0"

2'

0

1'

2'

4'

8'

1



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DRAWN BY:	UTILITIES CHECKED BY:	A&E CHECKED BY:
PG	GD	RB

CONSTRUCTION  
DRAWINGS

SUBMITTALS		
REV	DATE	DESCRIPTION
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PROJECT INFORMATION

CA-1374

NATIONAL OLD TRAILS ROAD  
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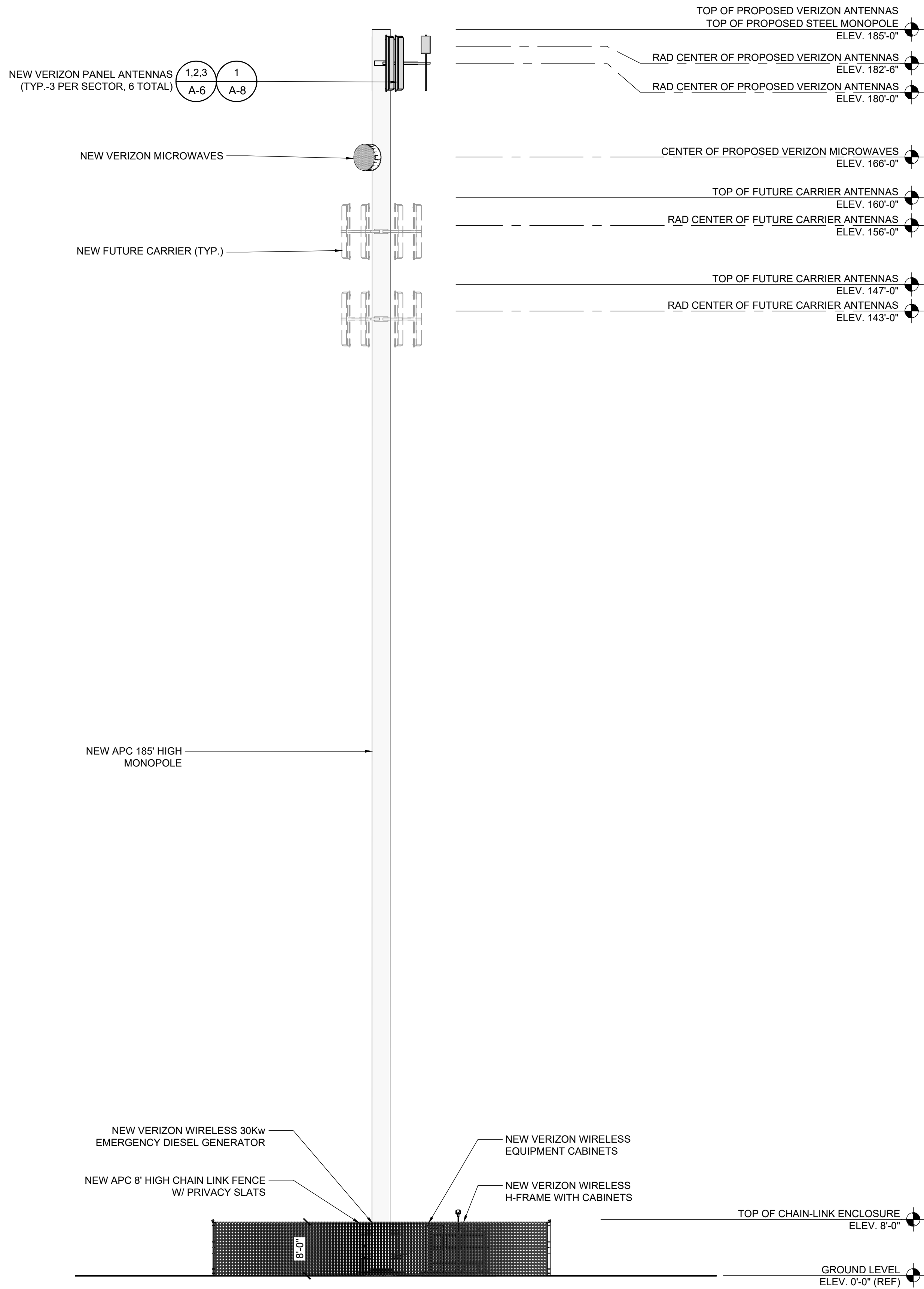
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ANTENNA PLAN AND  
SCHEDULE

SHEET NUMBER

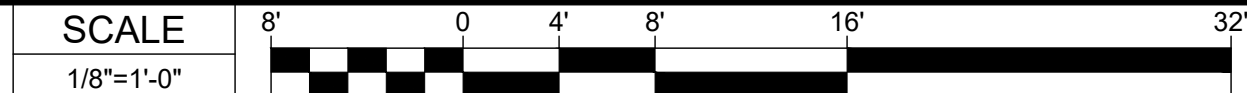
A-3



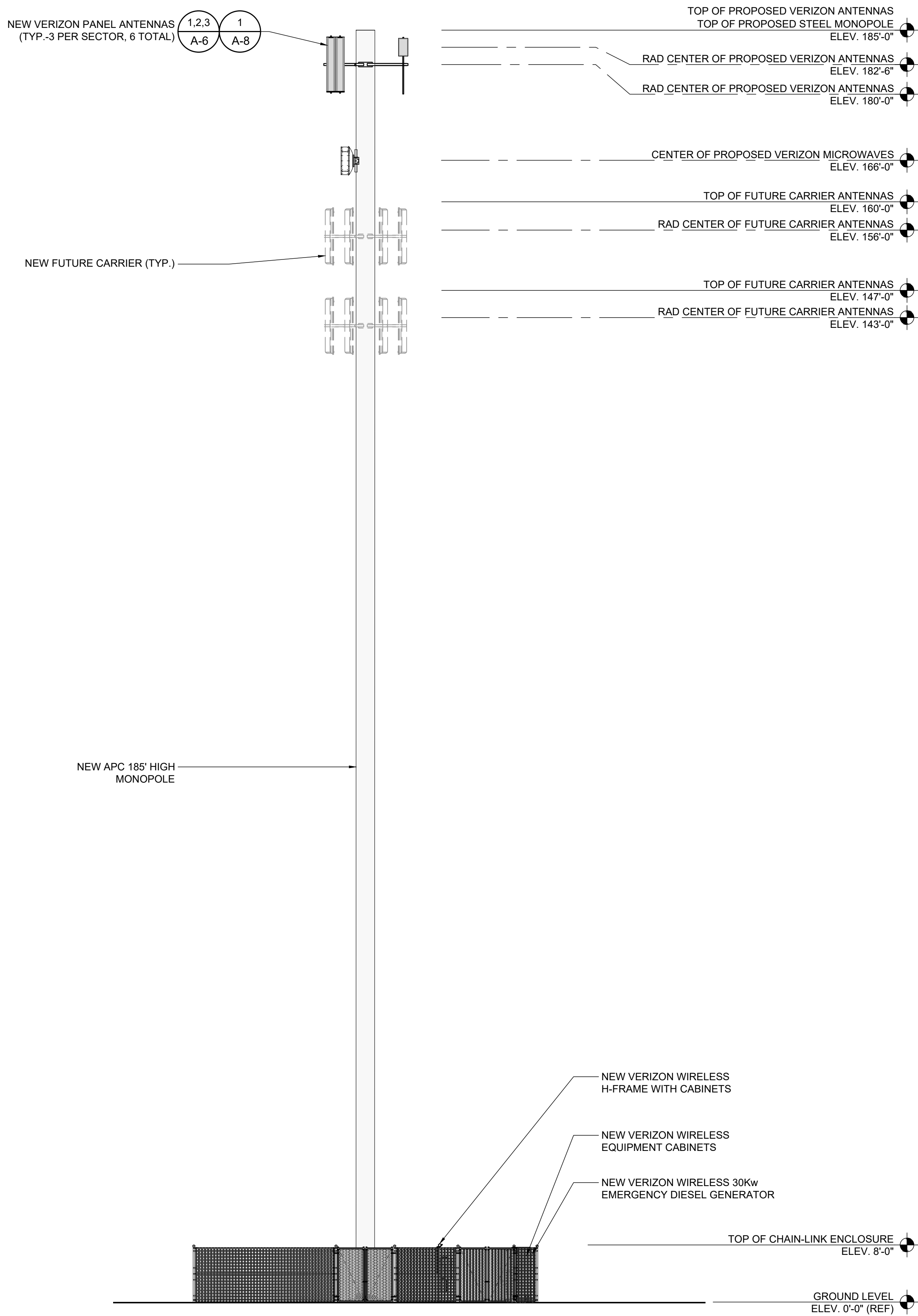
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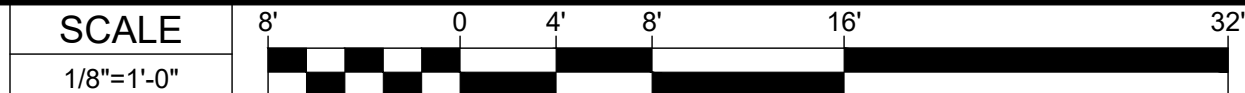
NEW NORTH ELEVATION



2



NEW WEST ELEVATION



1



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REV	DATE	DESCRIPTION
A	08/21/24	90% CONSTRUCTION DRAWINGS
A	11/11/24	REVISED TOWER HEIGHT

### PROJECT INFORMATION

CA-1374

NATIONAL OLD TRAILS ROAD  
NEEDLES, CA 92363

### SHEET TITLE

ELEVATIONS

### SHEET NUMBER

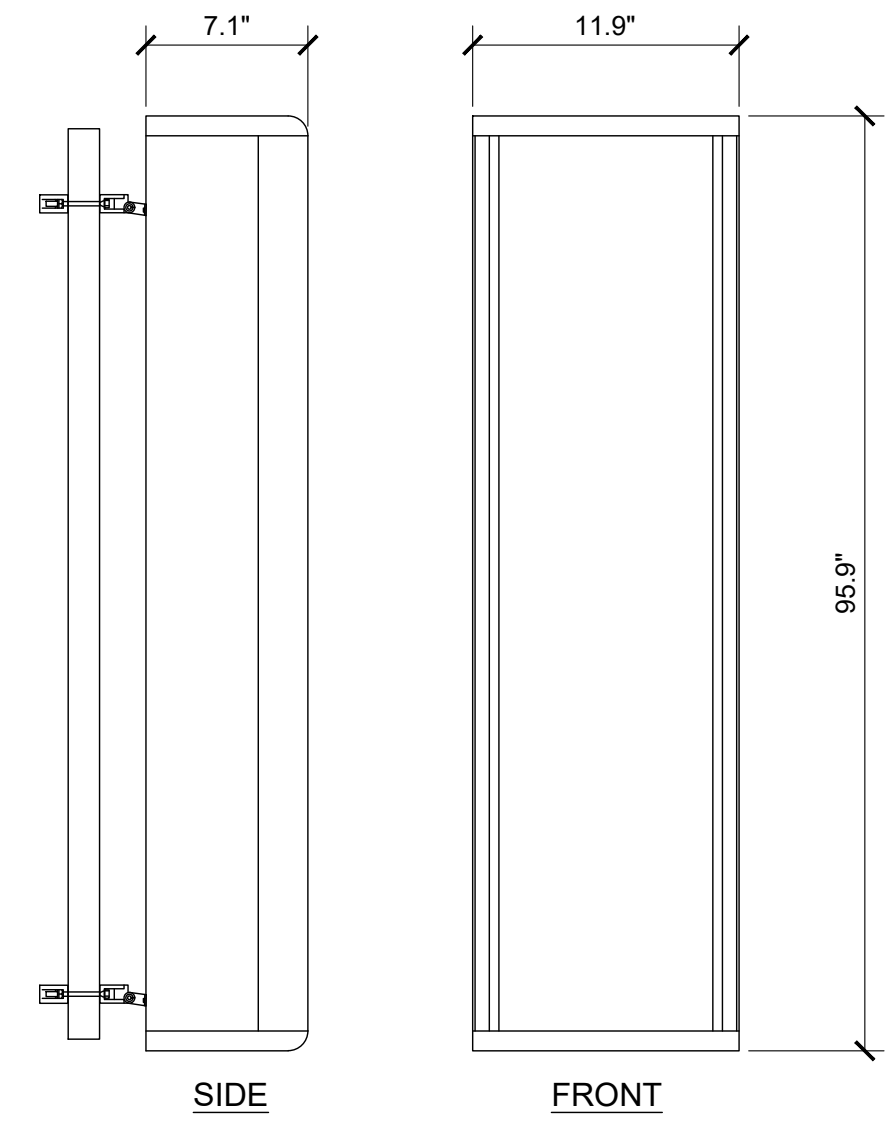
A-4



EUKON VERIZON 90CD MONOPOLE TEMPLATE\_V2\_11-18-22

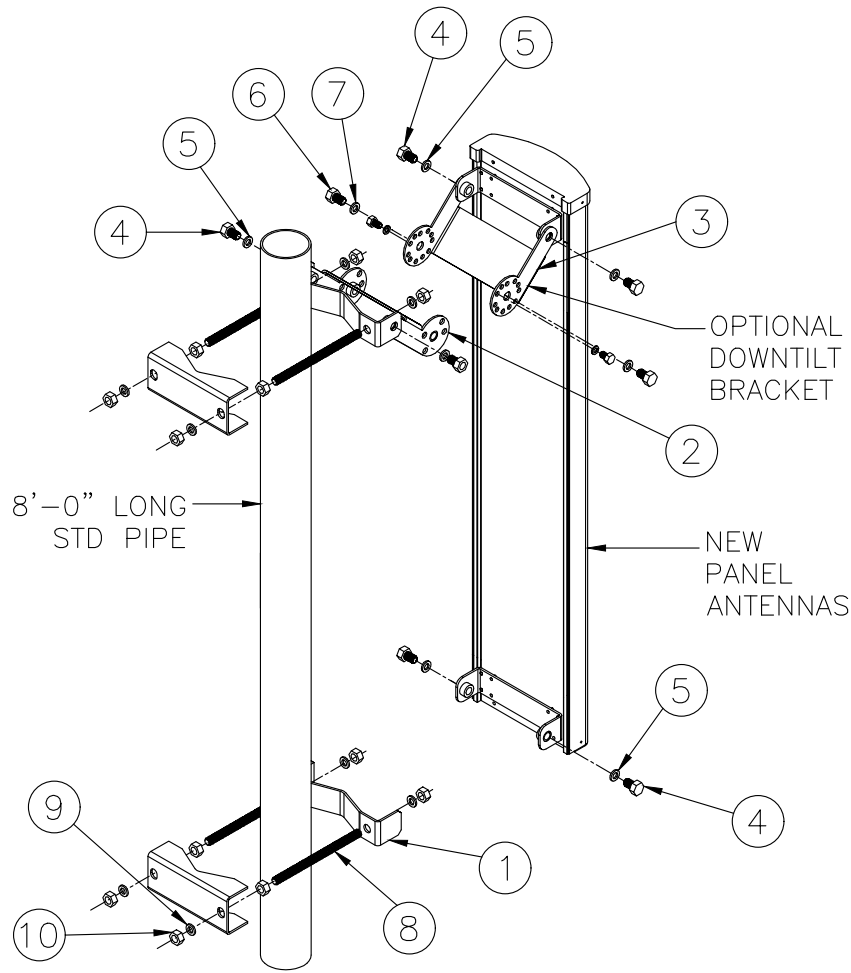
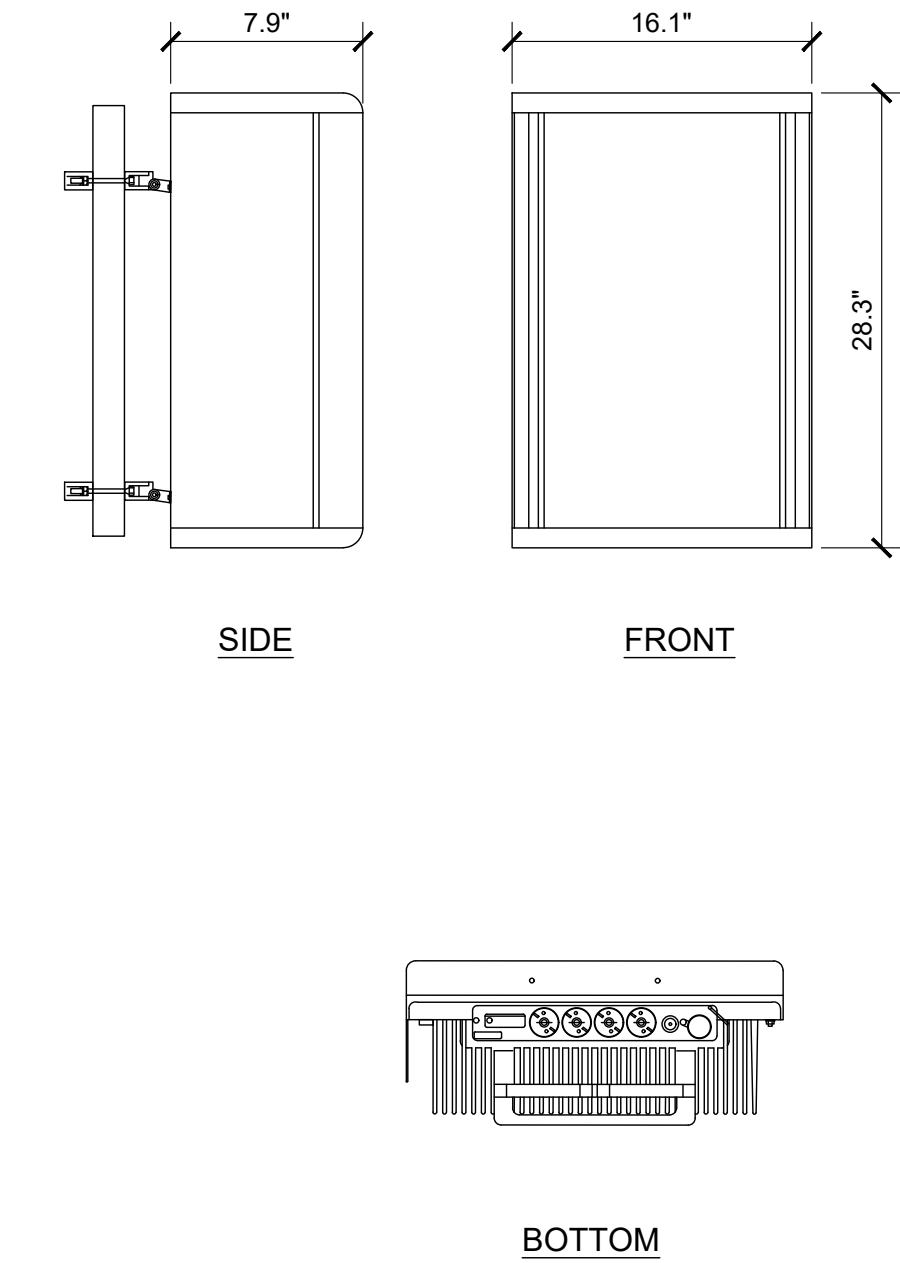
COMMSCOPE - NHH-65C-R2B

DIMENSIONS (LxWxD):	95.9 x 11.9 x 7.1 INCHES (2438 x 301 x 180 mm)
NET WEIGHT (WITHOUT MOUNTING):	51.6 lbs (23.4 kg)
WIND LOADING, FRONTAL:	88.3 lbf @ 150 km/h
WIND LOADING, LATERAL:	74.2 lbf @ 150 km/h
WIND LOADING, MAXIMUN:	170.2 lbf @ 150 km/h
WIND SPEED, MAXIMUN:	241 km/h (150 mph)



ERICSSON - AIR6419 B77D

DIMENSIONS (LxWxD):	28.3 x 16.1 x 7.9 in
NET WEIGHT (WITHOUT MOUNTING):	66.1 lbs

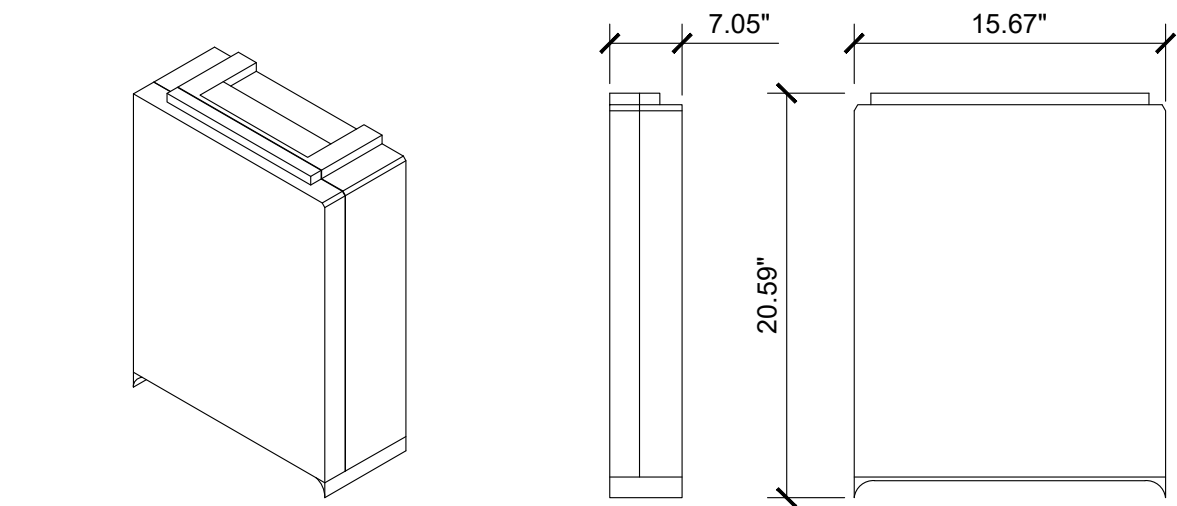


- NOTES:
1. INSERT SCISSOR BRACKETS BETWEEN THE UPPER ANTENNA MOUNTING BRACKET AND THE UPPER POLE ADAPTER BRACKET. SECURE USING 1/2 INCH HARDWARE PROVIDED.
  2. TO SET THE DEGREE OF DOWNTILT, ALIGN THE DESIRED HOLES ON THE SCISSOR BRACKETS AND SECURE USINT 5/16 INCH HARDWARE PROVIDED.
  3. THE NUMBER OF CONNECTORS WILL VARY BASED ON ANTENNA TYPE.

ITEM	QTY	DESCRIPTION
①	1	ADAPTER, POLE, LOWER
②	1	BRACKET, DOWNTILT, POLE
③	1	BRACKET, DOWNTILT, ANTENNA
④	6	1/2 x 1 HEX HEAD BOLT
⑤	6	1/2 SPLIT WASHER
⑥	2	5/16 x 1 HEX HEAD BOLT
⑦	2	5/16 SPLIT WASHER
⑧	4	1/2" THREADED ROD
⑨	8	1/2" SPLIT WASHER
⑩	12	1/2" NUT

ERICSSON RRUS-4490 B5/B12

DIMENSIONS (LxWxD):	20.55in x 15.63in x 7in
WEIGHT W/ MOUNTING:	90 lbs

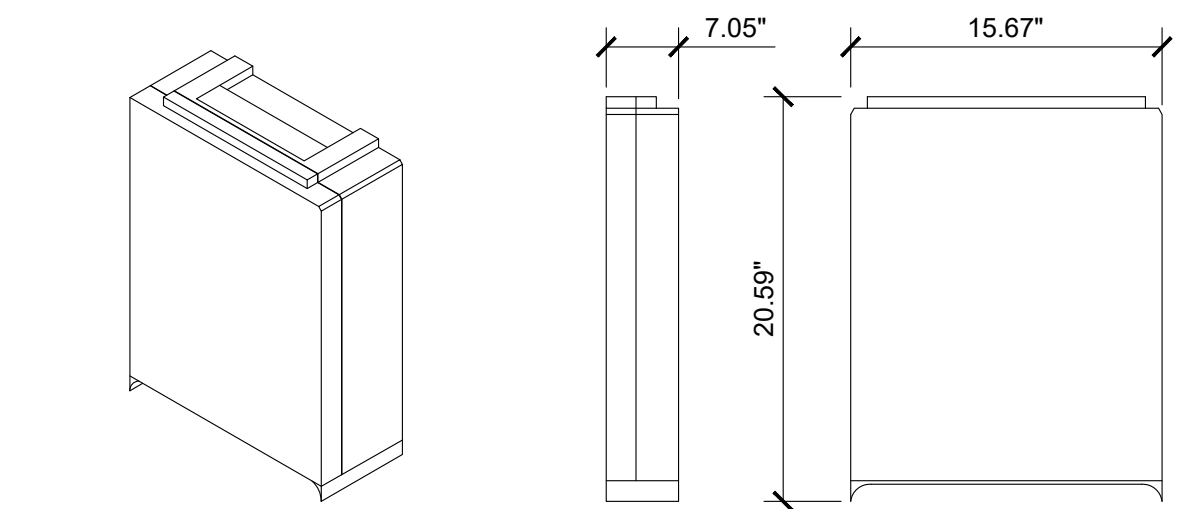


RRU DETAIL

SCALE	4
NONE	

ERICSSON RRUS-4890 B25/B66

DIMENSIONS (LxWxD):	20.59in x 15.67in x 7.05in
WEIGHT W/ MOUNTING:	92.3 lbs



ANTENNA DETAIL

SCALE	1
NONE	

ANTENNA DETAIL

SCALE	2
NONE	

ANTENNA MOUNTING DETAIL

SCALE	3
NONE	

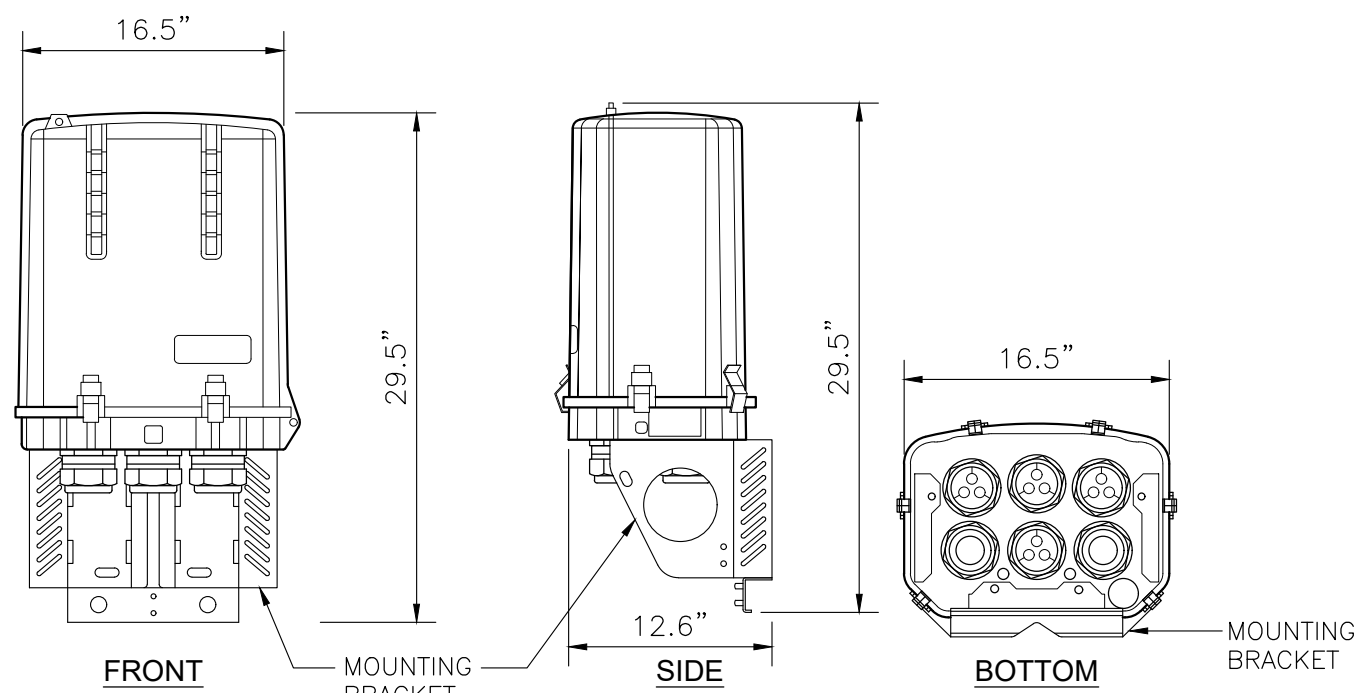
RAYCAP -- RVZDC-6627-PF-48

ELECTRICAL

NOMINAL OPERATING VOLTAGE:	48 VDC
NOMINAL DISCHARGE CURRENT:	20 kA 8/20 μs
MAXIMUM SURGE CURRENT:	60 kA 8/20 μs
MAXIMUM IMPULSE (LIGHTNING) CURRENT PER IEC 61643-1:	5 kA 10/350 μs
MAXIMUM CONTINUOUS OPERATING VOLTAGE [Uc]	75 VDC
VOLTAGE PROTECTION RATING (VPR) PER UL 1449 3RD EDITION:	400V
PROTECTION CLASS AS PER IEC 61643-1:	CLASS I
SPD ALARM:	CROSS POLARITY, SHORT CIRCUIT, OR POWER OUTAGE
INTRUSION SENSOR:	MICROSWITCH
MOISTURE SENSOR:	INFRARED MOISTURE DETECTOR
STRIKESOR MODULE TYPE:	30-V1-2CHV STRIKESORB MODULES INSTALLED TO PROTECT 12 REMOTE RADIO HEADS

MECHANICAL

OPERATING TEMPERATURE:	-40° C TO +80° C
UV RESISTANT:	YES
DIMENSIONS:	12.6" X 16.5" X 29.5"
WEIGHT:	SYSTEM: 32 lbs

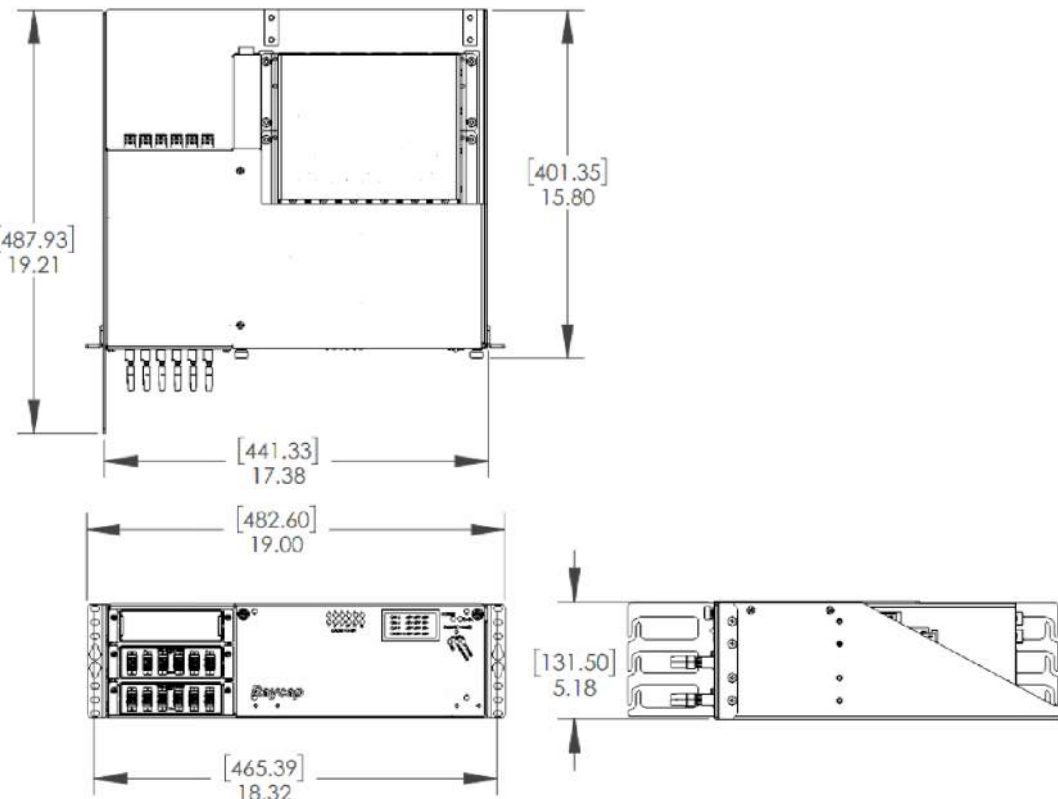


RAYCAP DETAIL

SCALE	6
NONE	

RAYCAP RVZDC-4520-RM-48

DIMENSIONS, WxDxH:	(18.32"x19.21"x5.18")
NOMINAL OPERATING VOLTAGE:	48 VDC
NOMINAL DISCHARGE CURRENT:	20 kA 8/20μs
MAXIMUM DISCHARGE CURRENT:	60 kA 8/20μs
MAXIMUM CONTINUOUS OPERATING VOLTAGE:	75 VDC
VOLTAGE PROTECTION RATING:	400 V
TOTAL WEIGHT:	22.10 lbs

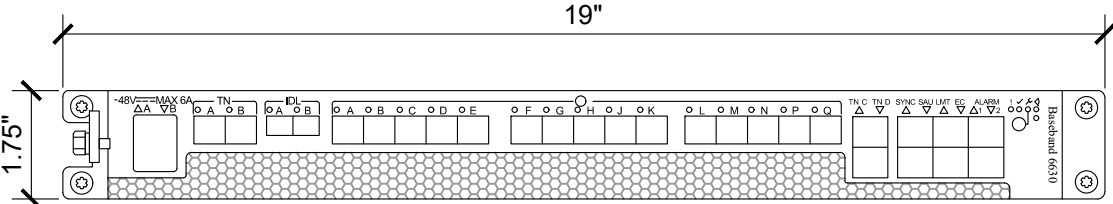


RAYCAP DETAIL

SCALE	9
NONE	

ERICSSON BASEBAND - 6630

DIMENSIONS (HxWxD):	1.75"x19"x13.78"
WEIGHT:	14.33 lbs
TEMPERATURE:	0 TO +55°C
RELATIVE HUMIDITY:	5-95%
ABSOLUTE HUMIDITY:	1-29 g/m <sub>3</sub>



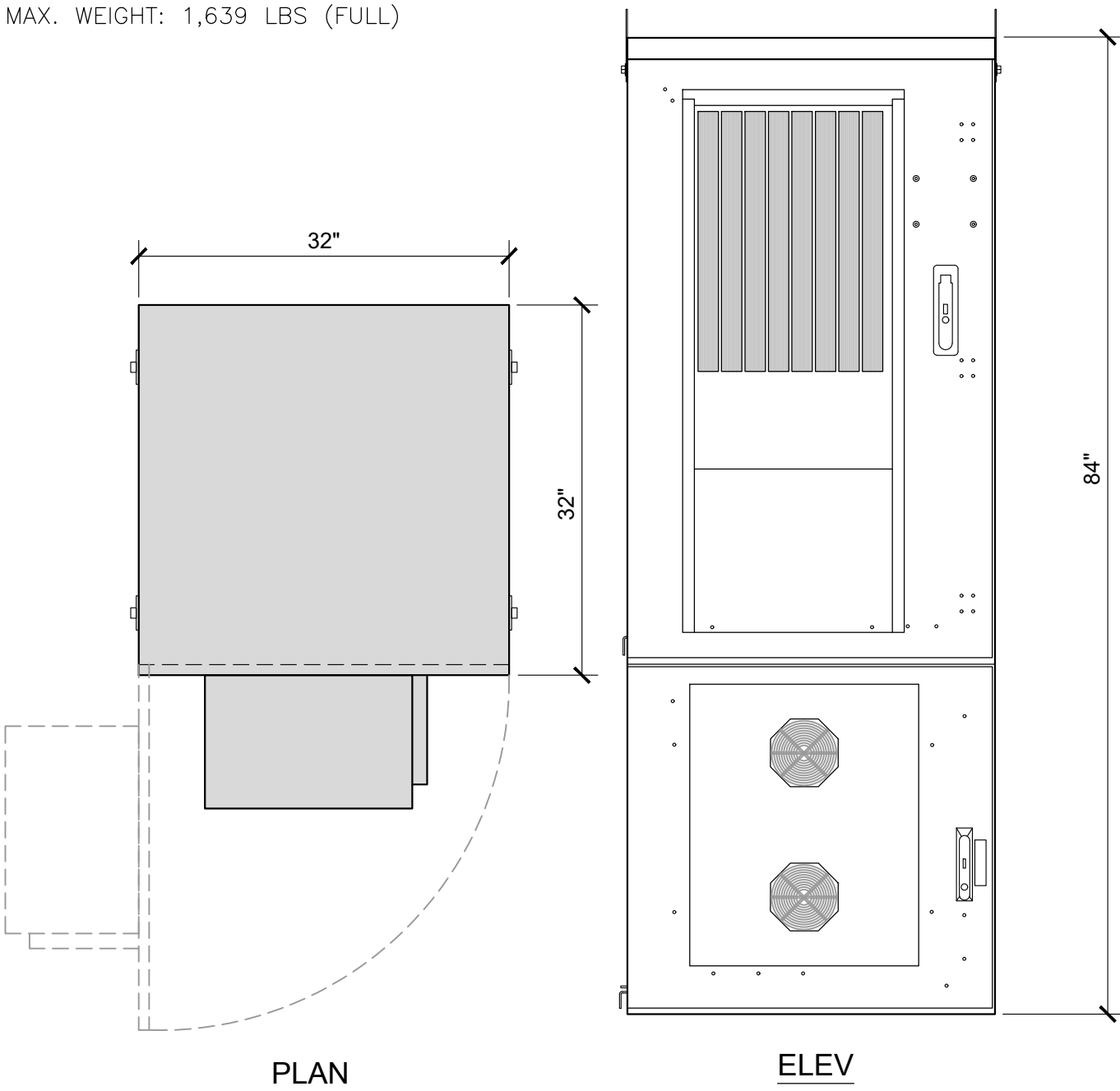
BASEBAND DETAIL

SCALE	7
NONE	

CHARLES CUBE-SS4B228LX1 RF/BATTERY CABINET

CABINET DIMENSIONS

HEIGHT: 84"
WIDTH: 32"
DEPTH: 32"
MIN. WEIGHT: 600 LBS (EMPTY)
MAX. WEIGHT: 1,639 LBS (FULL)

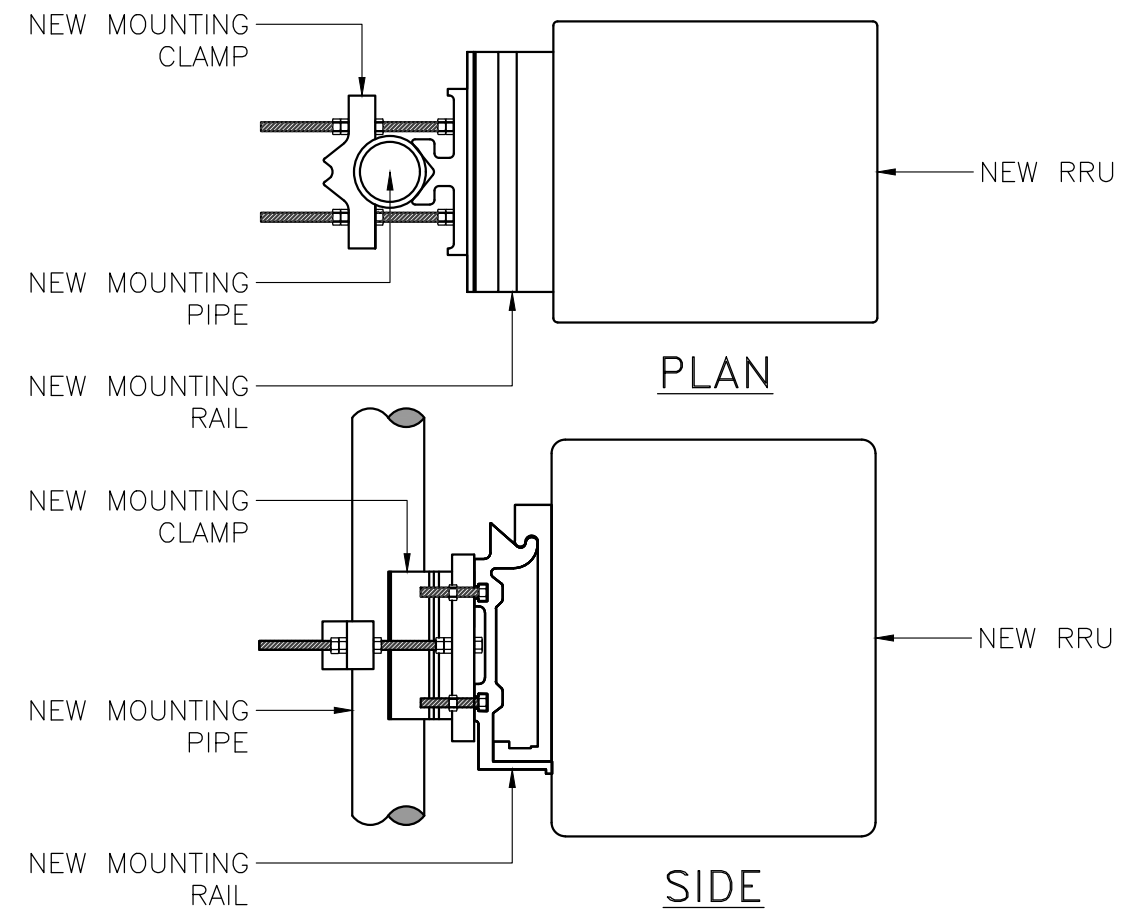


EQUIPMENT CABINET DETAIL

SCALE	8
NONE	

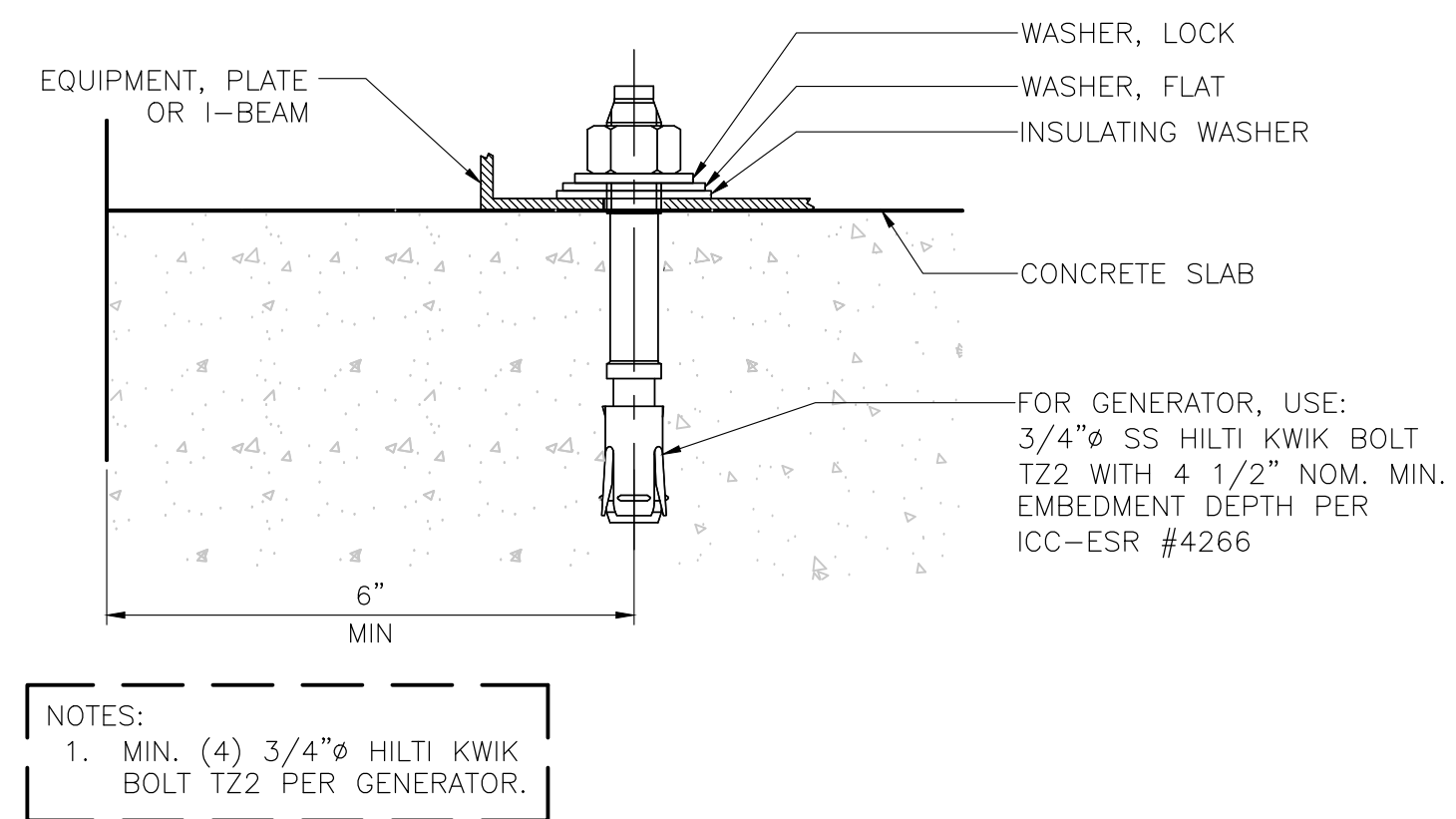
RRU DETAIL

SCALE	5
NONE	



RRU MOUNTING DETAIL

SCALE	9
NONE	



- NOTES:
1. MIN. (4) 3/4" HILTI KWIK BOLT T22 PER GENERATOR.

ANCHORAGE DETAIL

SCALE	10
NONE	



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PG	GD	RB

CONSTRUCTION  
DRAWINGS

SUBMITTALS		
REV	DATE	DESCRIPTION
A	08/21/24	90% CONSTRUCTION DRAWINGS
A	11/11/24	REVISED TOWER HEIGHT

PROJECT INFORMATION

CA-1374

NATIONAL OLD TRAILS ROAD  
NEEDLES, CA 92363

SHEET TITLE

EQUIPMENT DETAILS

SHEET NUMBER

A-5



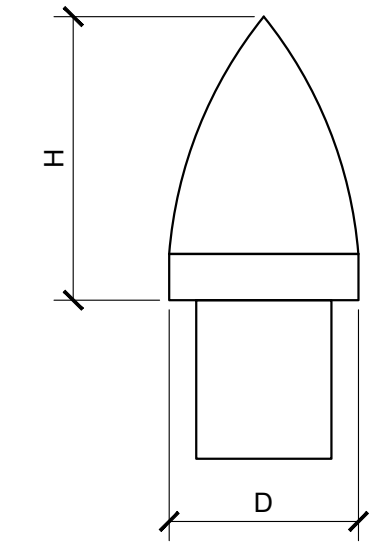
GPS-QBW-26NMS  
GPS ANTENNA

ANTENNA ELECTRICAL SPECIFICATIONS

FREQUENCY BAND, MHz:	1575.42 +/-10
ANTENNA GAIN, dBic:	4.5
IMPEDANCE, ohms, nominal:	50
VSWR:	<1.5:1
POLARIZATION:	RIGHT HAND CIRCULAR
CONNECTOR:	N TYPE FEMALE
CONNECTOR POSITION:	BOTTOM
NUMBER OF CONNECTORS:	1

MECHANICAL SPECIFICATIONS

DIMENSIONS H x D, in (mm):	5.0 (126) x 3.2 (81)
WEIGHT, lb (kg):	0.6 (0.3)
RADOME COLOR	WHITE



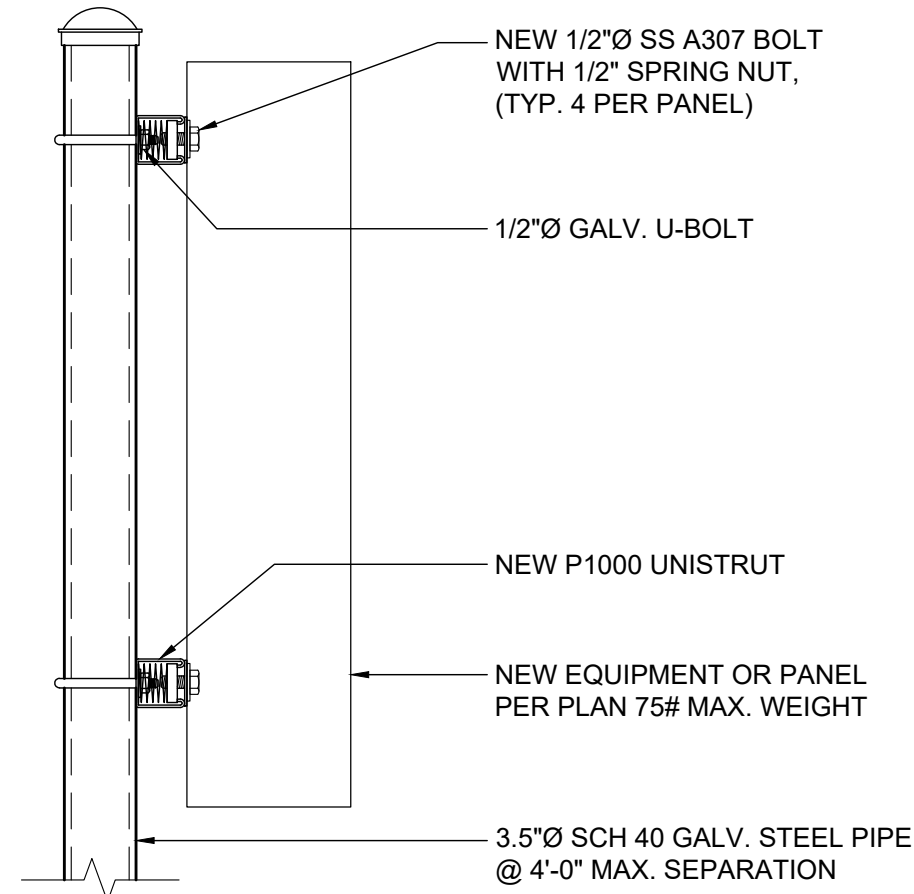
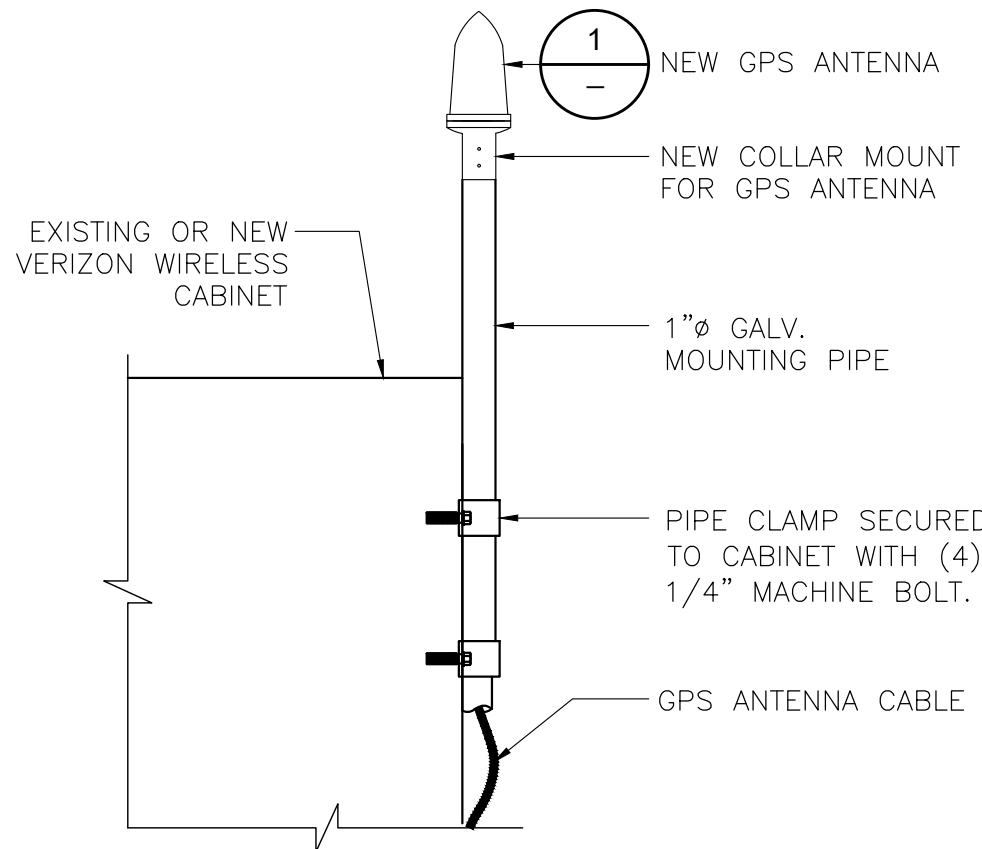
MOUNTING HARDWARE:

MODEL GPS-QBW-26N DOES NOT INCLUDE MOUNTING HARDWARE.

MODEL GPS-1BW-26NMS INCLUDES STANDARD MOUNTING HARDWARE. NMS VERSION INCLUDES COLLAR AND PIPE CLAMP. PIPE DIAMETER OUTER, in (mm): 1.0 (25) to 1.45 (37)

NOTES:

- LOCATION OF ANTENNA MUST HAVE CLEAR VIEW OF SOUTHERN SKY AND CANNOT HAVE ANY BLOCKAGES EXCEEDING 25% OF THE SURFACE AREA OF A HEMISPHERE AROUND THE GPS ANTENNA.
- ALL GPS ANTENNA LOCATIONS MUST BE ABLE TO RECEIVE CLEAR SIGNALS FROM A MINIMUM OF FOUR (4) SATELLITES. VERIFY WITH HANDHELD GPS BEFORE FINAL LOCATION OF GPS ANTENNA.



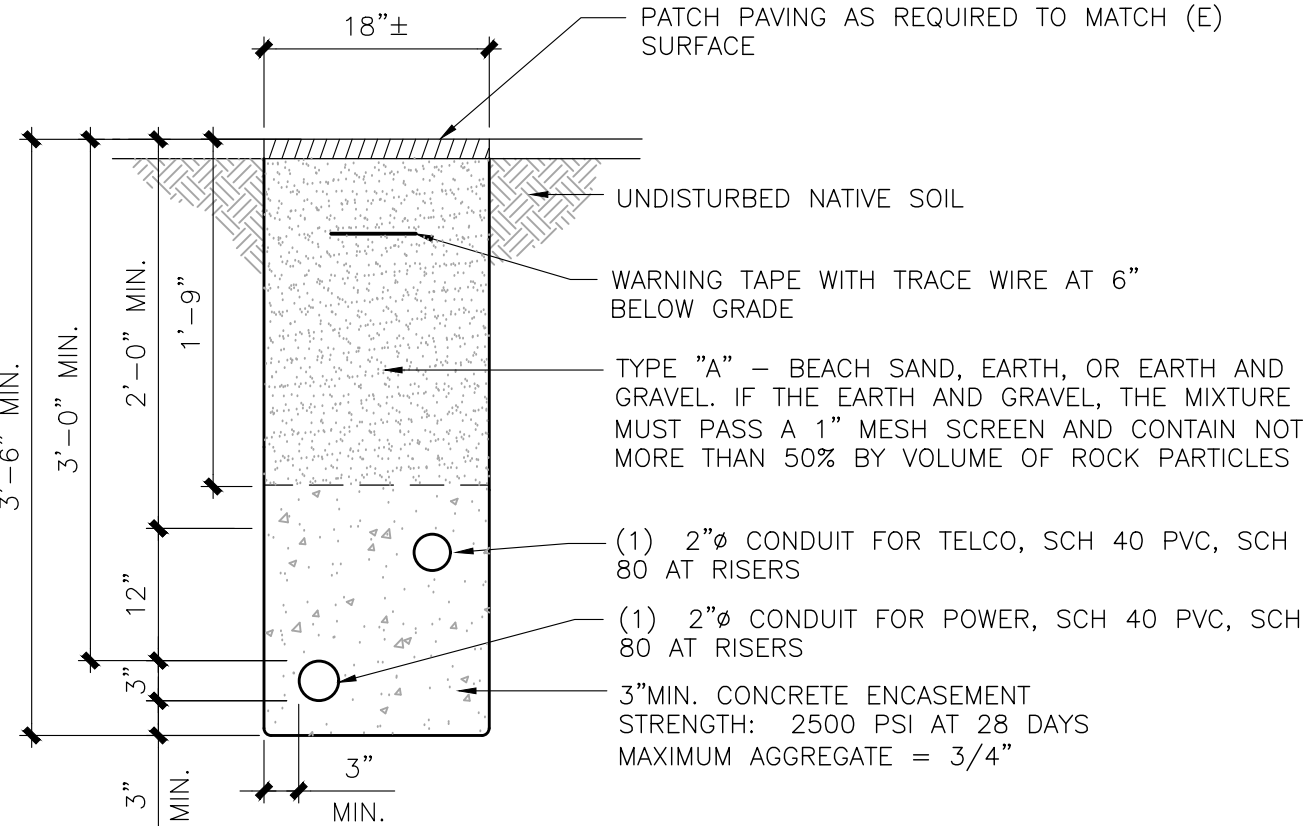
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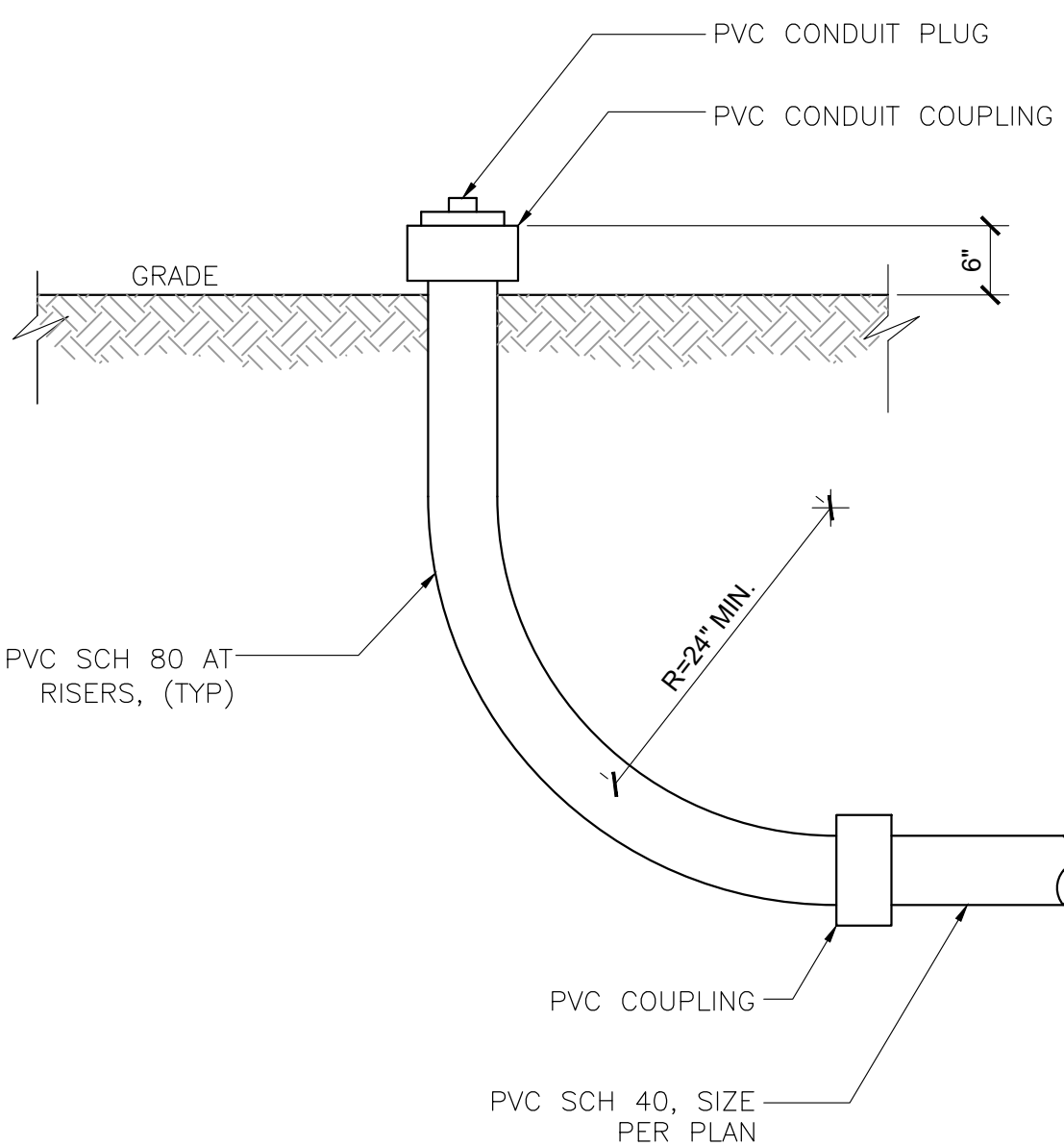
GPS ANTENNA DETAIL

SCALE	1
NONE	



GPS MOUNTED TO CABINET

SCALE	2
NONE	



PANEL OR CABINET TO H-FRAME

SCALE	3
NONE	

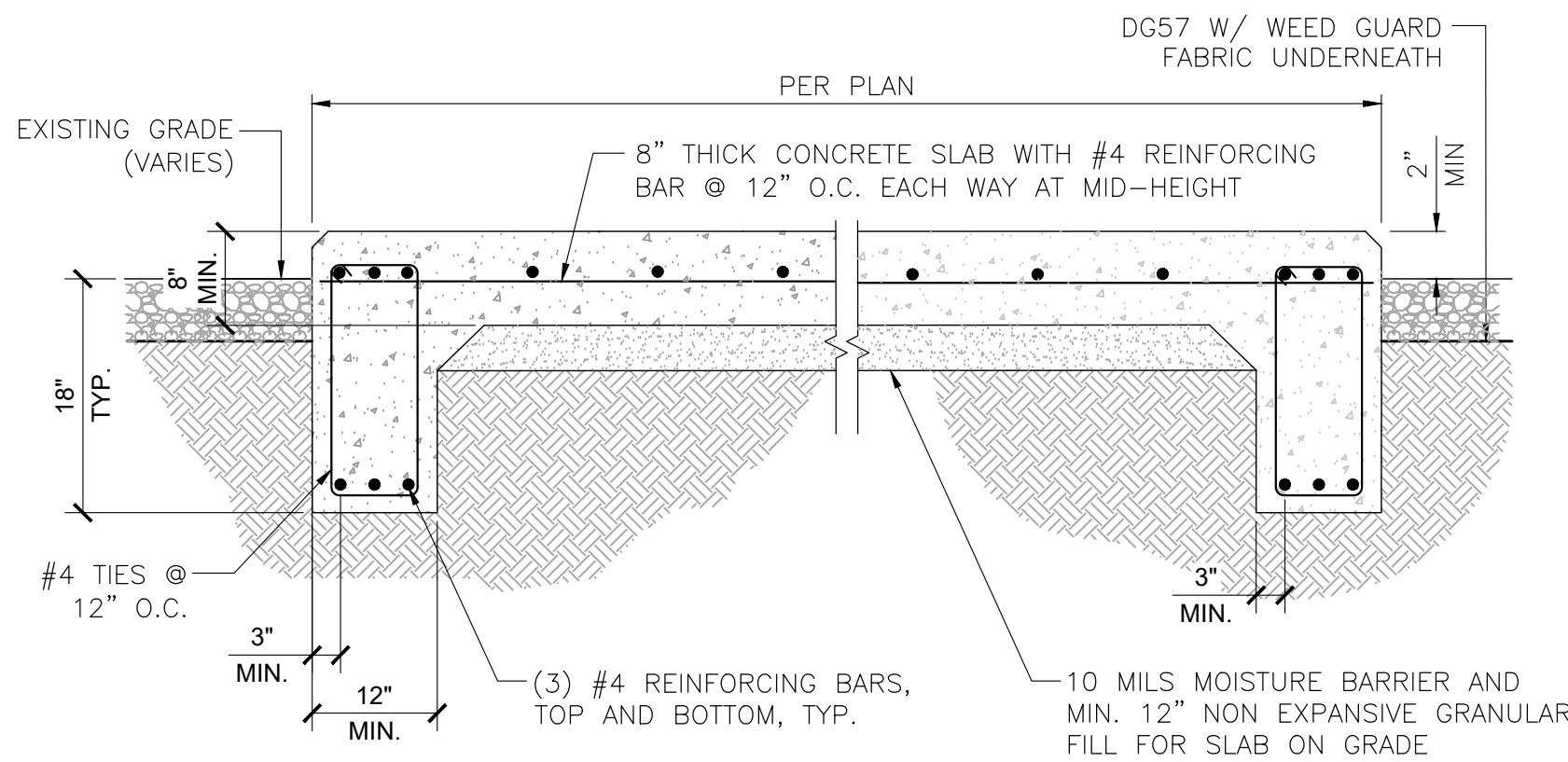
CONCRETE AND REINFORCING STEEL NOTES:

- ALL CONCRETE WORK SHALL BE IN ACCORDANCE WITH THE ACI 301, ACI 318, ACI 336, ASTM A184, ASTM A185 AND THE DESIGN AND CONSTRUCTION SPECIFICATION PER CAST-IN-PLACE CONCRETE.
- ALL CONCRETE SHALL HAVE A MINIMUM COMPRESSIVE STRENGTH OF 3,000 PSI AT 28 DAYS, UNLESS NOTED OTHERWISE.
- REINFORCING STEEL SHALL CONFORM TO ASTM A615, GRADE 60, DEFORMED UNLESS NOTED OTHERWISE. WELDED WIRE FABRIC SHALL CONFORM TO ASTM A185 WELDED STEEL WIRE FABRIC UNLESS NOTED OTHERWISE. SPLICES SHALL BE CLASS "B" AND ALL HOOKS SHALL BE STANDARD, UNO.
- THE FOLLOWING MINIMUM CONCRETE COVER SHALL BE PROVIDED FOR REINFORCING STEEL UNLESS SHOWN OTHERWISE ON DRAWINGS:

CONCRETE CAST AGAINST EARTH.....	3 IN.
CONCRETE EXPOSED TO EARTH OR WEATHER:	
#6 AND LARGER .....	2 IN.
#5 AND SMALLER & WWF .....	1 1/2 IN.

CONCRETE NOT EXPOSED TO EARTH OR WEATHER OR NOT CAST AGAINST THE GROUND:

SLAB AND WALL .....	3/4 IN.
BEAMS AND COLUMNS .....	1 1/2 IN.
- A CHAMFER 3/4" SHALL BE PROVIDED AT ALL EXPOSED EDGES OF CONCRETE, UNO, IN ACCORDANCE WITH ACI 301 SECTION 4.2.4.
- INSTALLATION OF CONCRETE EXPANSION/WEDGE ANCHOR SHALL BE PER MANUFACTURER'S WRITTEN RECOMMENDED PROCEDURE. THE ANCHOR BOLT, DOWEL OR ROD SHALL CONFORM TO MANUFACTURER'S RECOMMENDATION FOR EMBEDMENT DEPTH OR AS SHOWN ON THE DRAWINGS. NO REBAR SHALL BE CUT WITHOUT PRIOR ENGINEERING APPROVAL WHEN DRILLING HOLES IN CONCRETE. EXPANSION BOLTS SHALL BE PROVIDED BY RAMSET/REDHEAD OR APPROVED EQUAL, UNLESS NOTED OTHERWISE.
- GRAVEL SHALL BE NATURAL OR CRUSHED STONE WITH 100% PASSING 1 INCH SIEVE.
- DIMENSIONS SHOWN ARE EXACT MINIMUM PAD SIZES REQUIRED FOR EQUIPMENT LAYOUTS - CONTRACTOR MAY ROUND UP TO THE NEAREST FOOT (OR HALF FOOT) IF LEASE AREA AND SPACE PERMIT.



ELEVATION VIEW

NOTE:  
CONTRACTOR SHALL MEET ALL REQUIREMENTS SPECIFIED IN THE GEOTECHNICAL REPORT PREPARED BY SHINSATO ENGINEERING.

UTILITY TRENCH

SCALE	4
NONE	

STUB-UP DETAIL

SCALE	5
NONE	

BACK-UP GENERATOR  
30KW DIESEL

CABINET DIMENSIONS

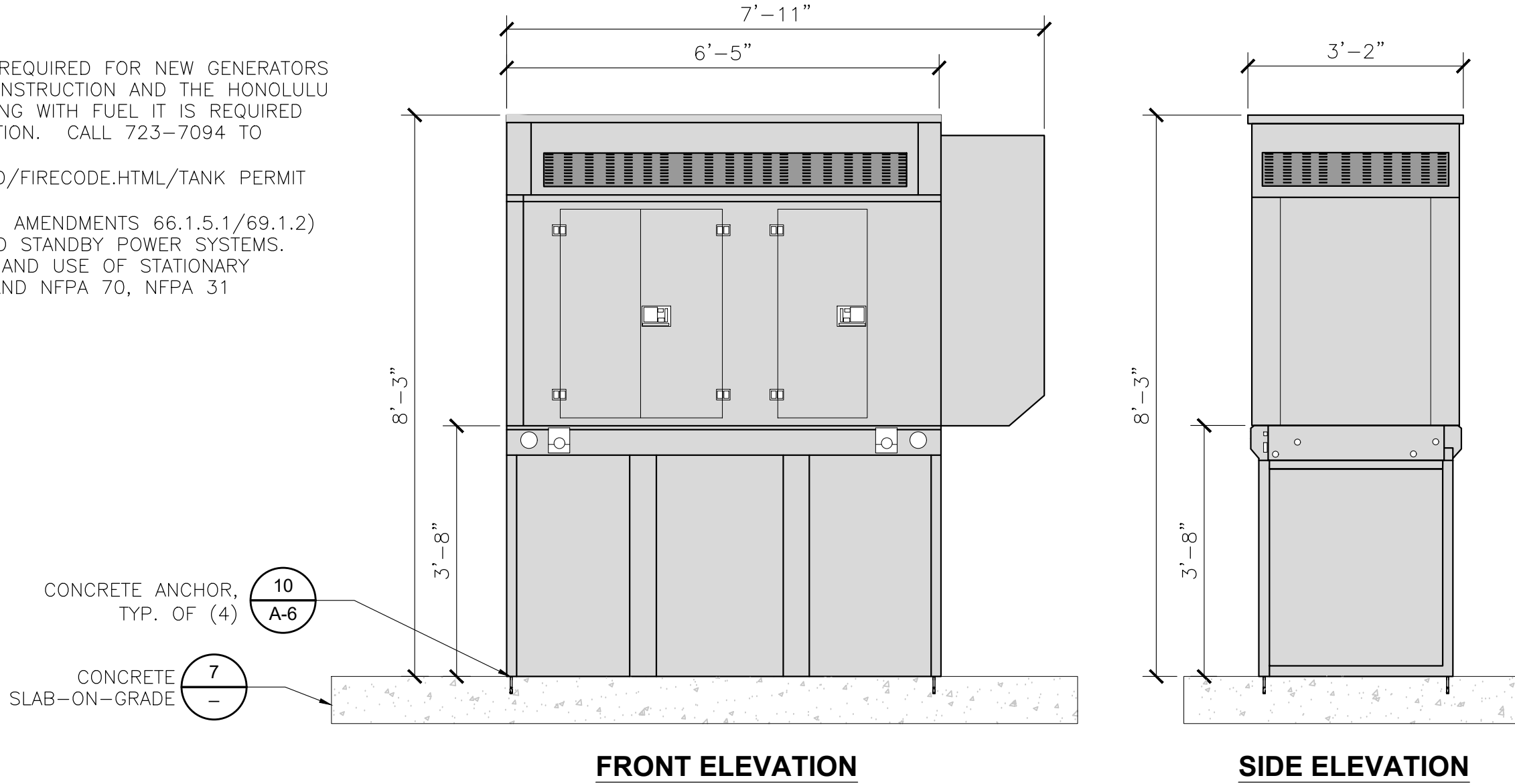
HEIGHT:	99"
WIDTH:	94.8"
DEPTH:	38"
WEIGHT (EMPTY):	3,439 LBS
WEIGHT (FULL):	4,916 LBS
CAPACITY:	211 GAL
MAKE/MODEL #:	GENERAC/SD030 (LEVEL 2 ACOUSTIC ENCLOSURE)
RUN TIME:	77 HRS

NOTES:

- CONTRACTOR TO VERIFY QUANTITY, SIZE AND SPACING OF ANCHORS FOR CONFORMANCE WITH GENERATOR SPECIFICATIONS.

GENERATOR TANK INSTALLATION PERMIT NOTES:

- A SEPARATE TANK INSTALLATION PERMIT IS REQUIRED FOR NEW GENERATORS AND TANKS TO BE SUBMITTED THROUGH CONSTRUCTION AND THE HONOLULU FIRE DEPARTMENT AND PAID. BEFORE FILLING WITH FUEL IT IS REQUIRED TO BE INSPECTED BY THE HFD PLANS SECTION. CALL 723-7094 TO ARRANGE INSPECTION.
- REFERENCE HTTP://WWW.HONOLULU.GOV/HFD/FIRECODE.HTML/TANK PERMIT AND FORM
- GENERAL PERMIT REQUIREMENTS (HONOLULU AMENDMENTS 66.1.5.1/69.1.2)
- REFER ALSO TO: NFPA 110 EMERGENCY AND STANDBY POWER SYSTEMS. NFPA 37 STANDARD FOR THE INSTALLATION AND USE OF STATIONARY COMBUSTION ENGINES AND GAS TURBINES AND NFPA 70, NFPA 31 INSTALLATION OF OIL-BURNING EQUIPMENT.



GENERATOR DETAIL

SCALE	6
NONE	

CONCRETE SLAB DETAIL

SCALE	7
NONE	

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CONSTRUCTION  
DRAWINGS

SUBMITTALS		
REV	DATE	DESCRIPTION
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PROJECT INFORMATION

CA-1374

NATIONAL OLD TRAILS ROAD  
NEEDLES, CA 92363

SHEET TITLE

CONSTRUCTION  
DETAILS

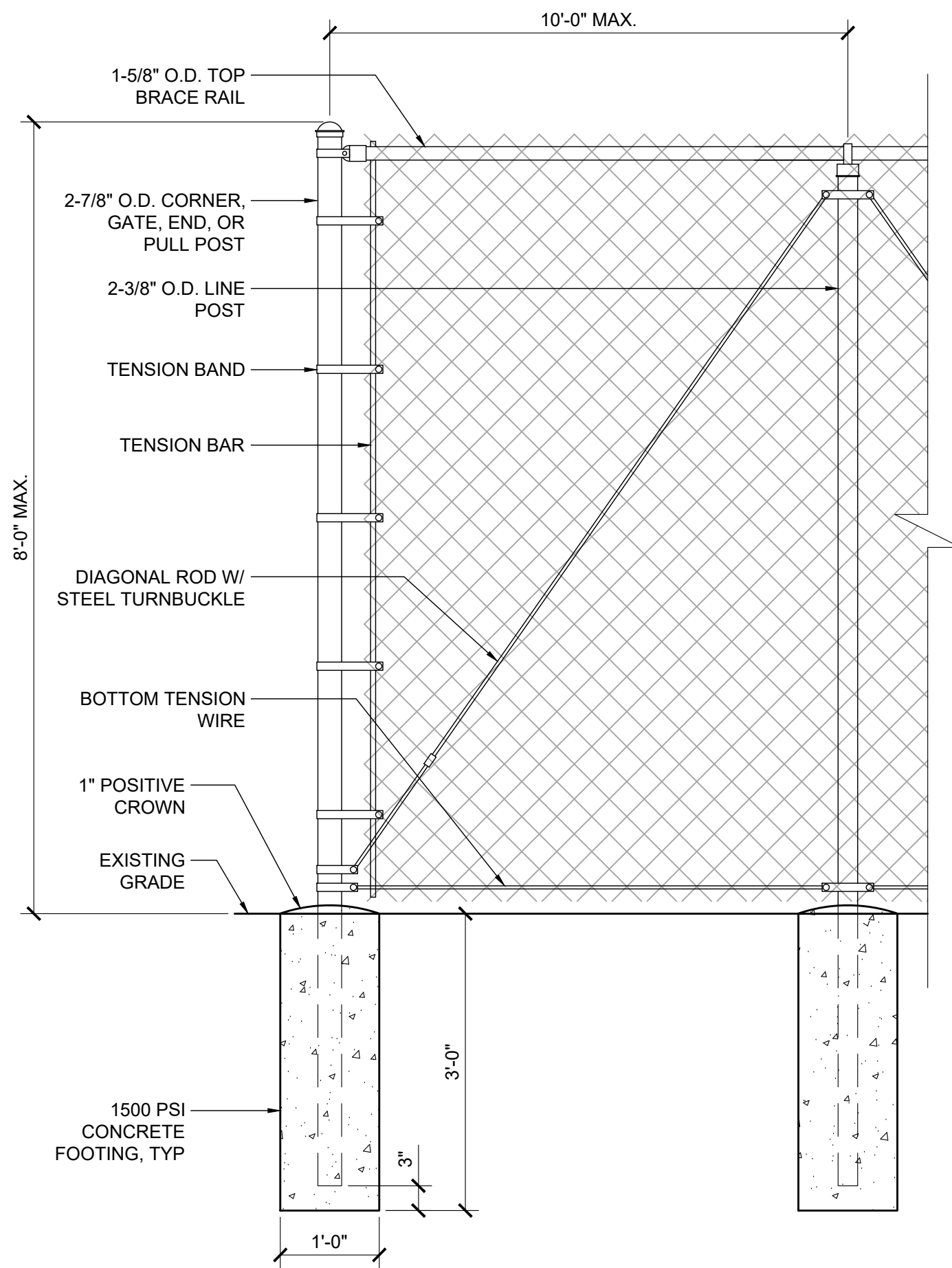
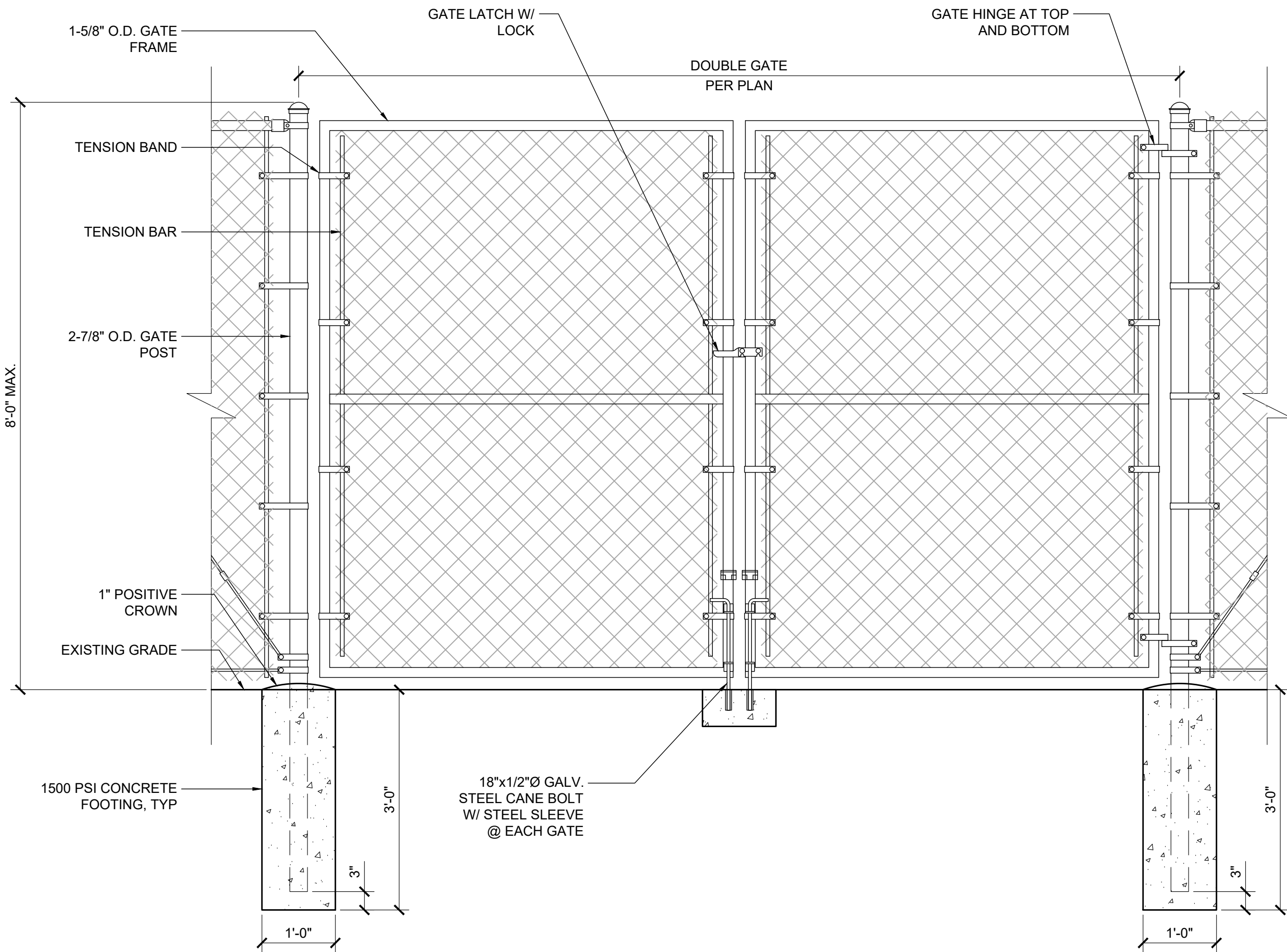
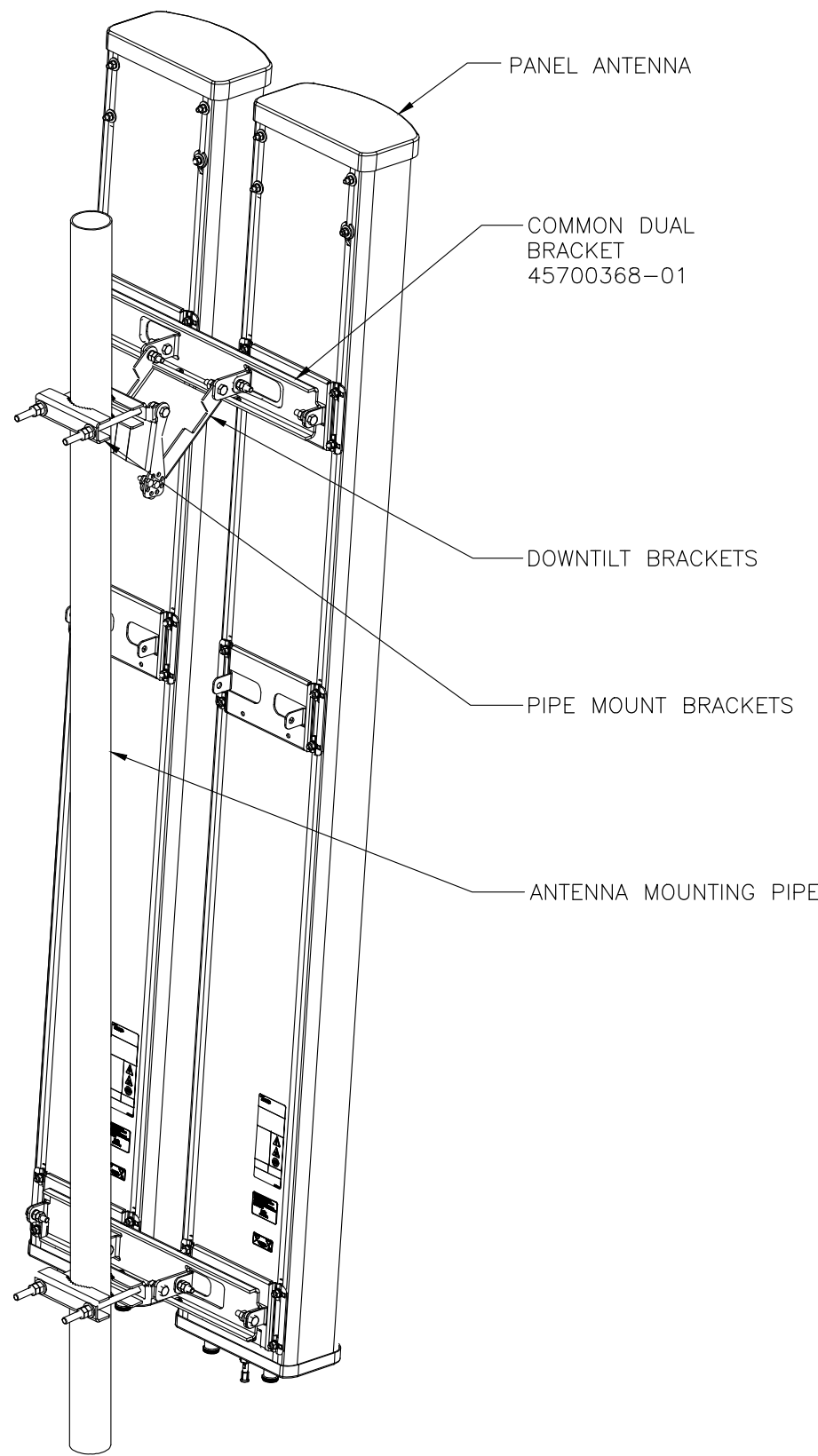
SHEET NUMBER

A-6



JMA - DUAL MOUNT BRACKET - P/N 91900314

Dimensions  
Diameter(Max.): 4.5 in  
Diameter(Min.): 1.3 in  
Net Weight: 25.9 lb



DUAL ANTENNA DETAIL

SCALE  
NONE

1

CHAIN-LINK GATE DETAIL

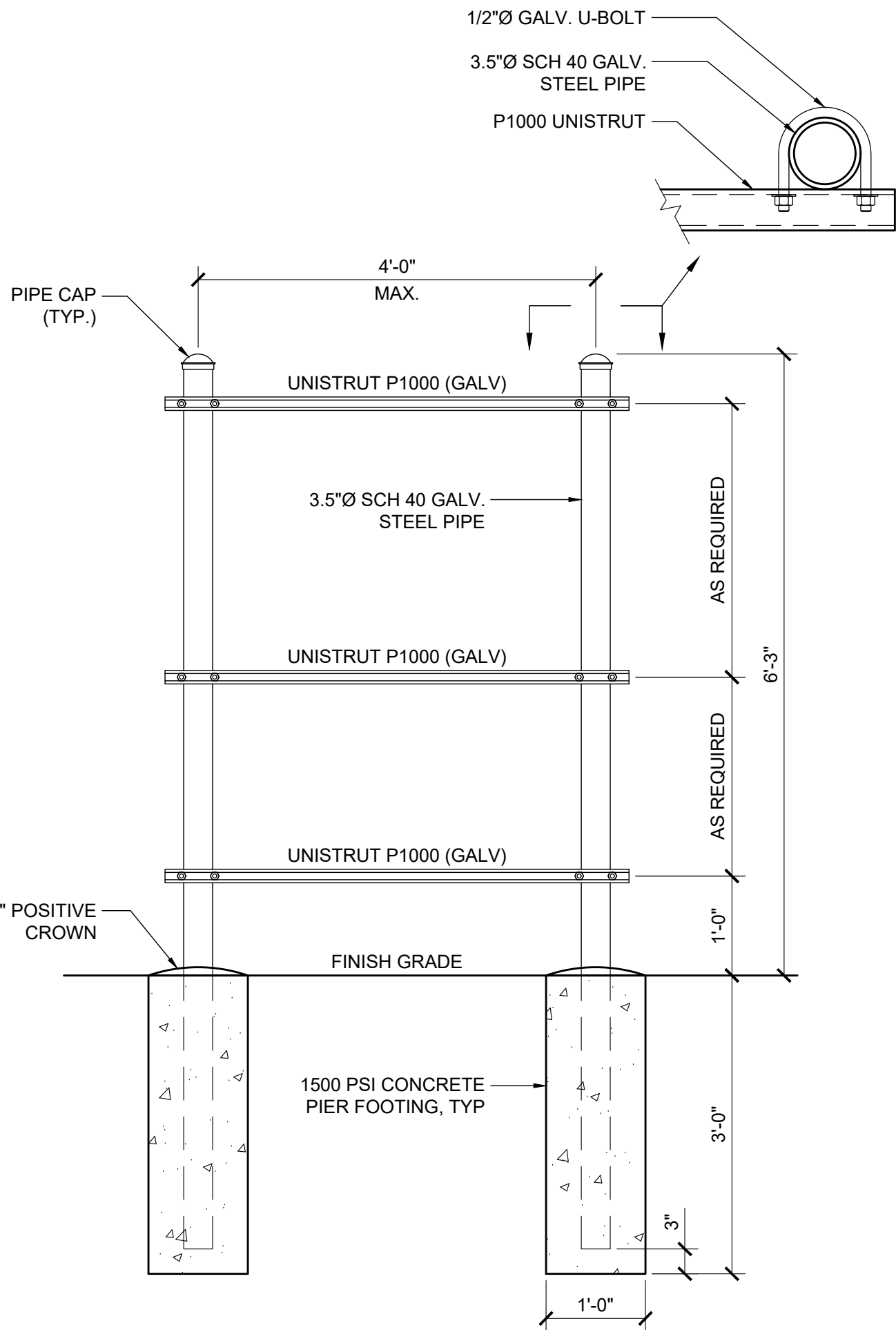
SCALE  
NONE

2

CHAIN-LINK FENCE DETAIL

SCALE  
NONE

3

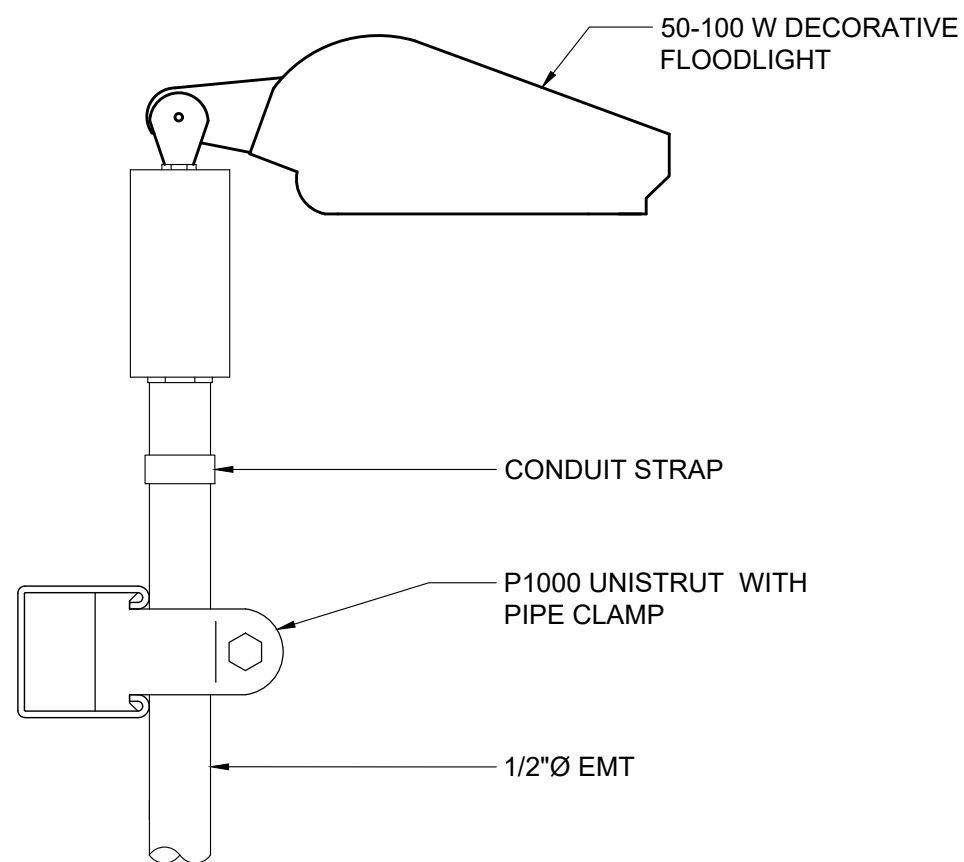


UTILITY H-FRAME

SCALE  
NONE

4

SERVICE LIGHT DETAIL



SCALE  
NONE

5

NOT USED

SCALE  
NONE

8

NOT USED

SCALE  
NONE

10



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PG	GD	RB

CONSTRUCTION  
DRAWINGS

SUBMITTALS		
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PROJECT INFORMATION

CA-1374

NATIONAL OLD TRAILS ROAD  
NEEDLES, CA 92363

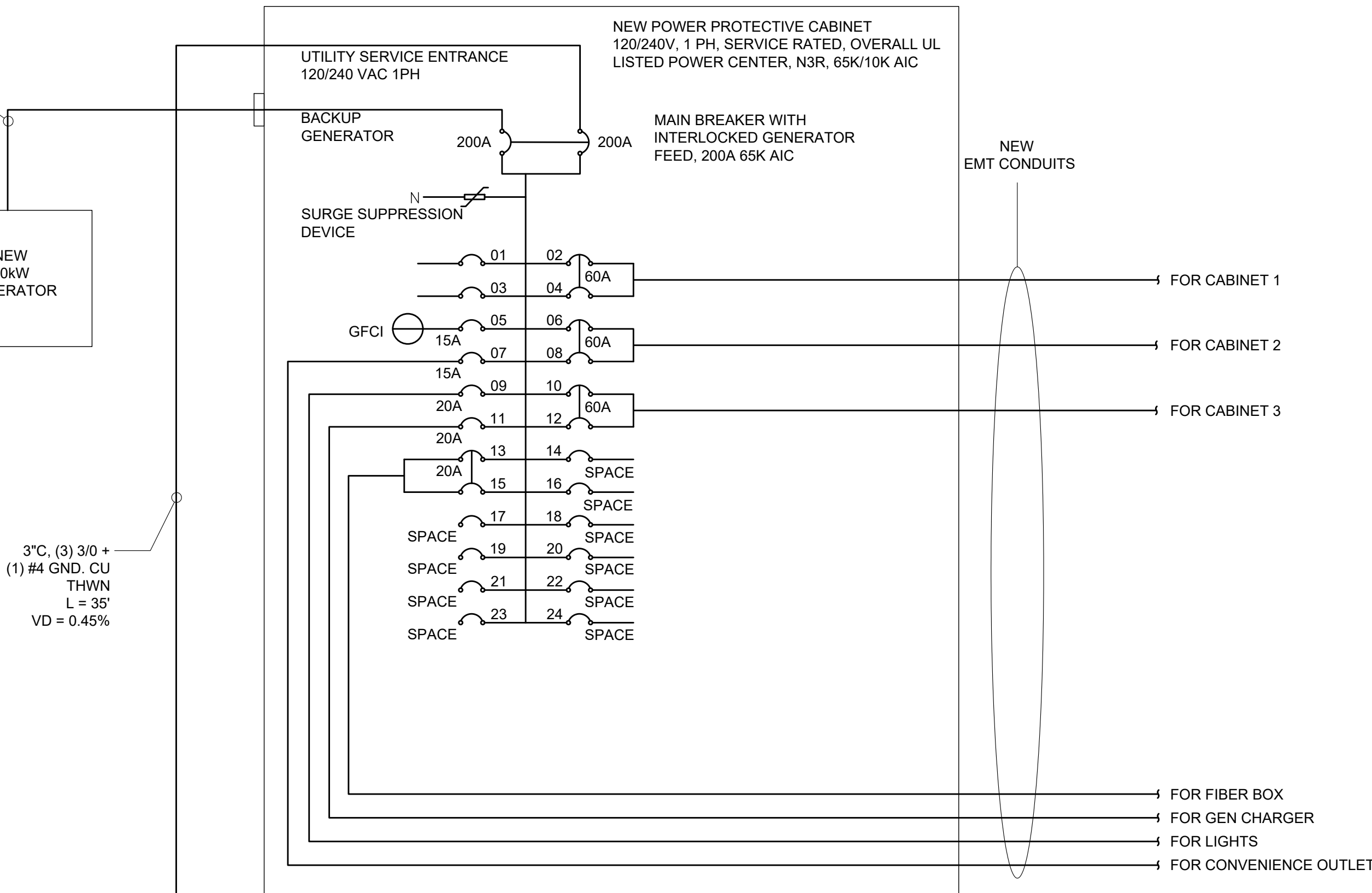
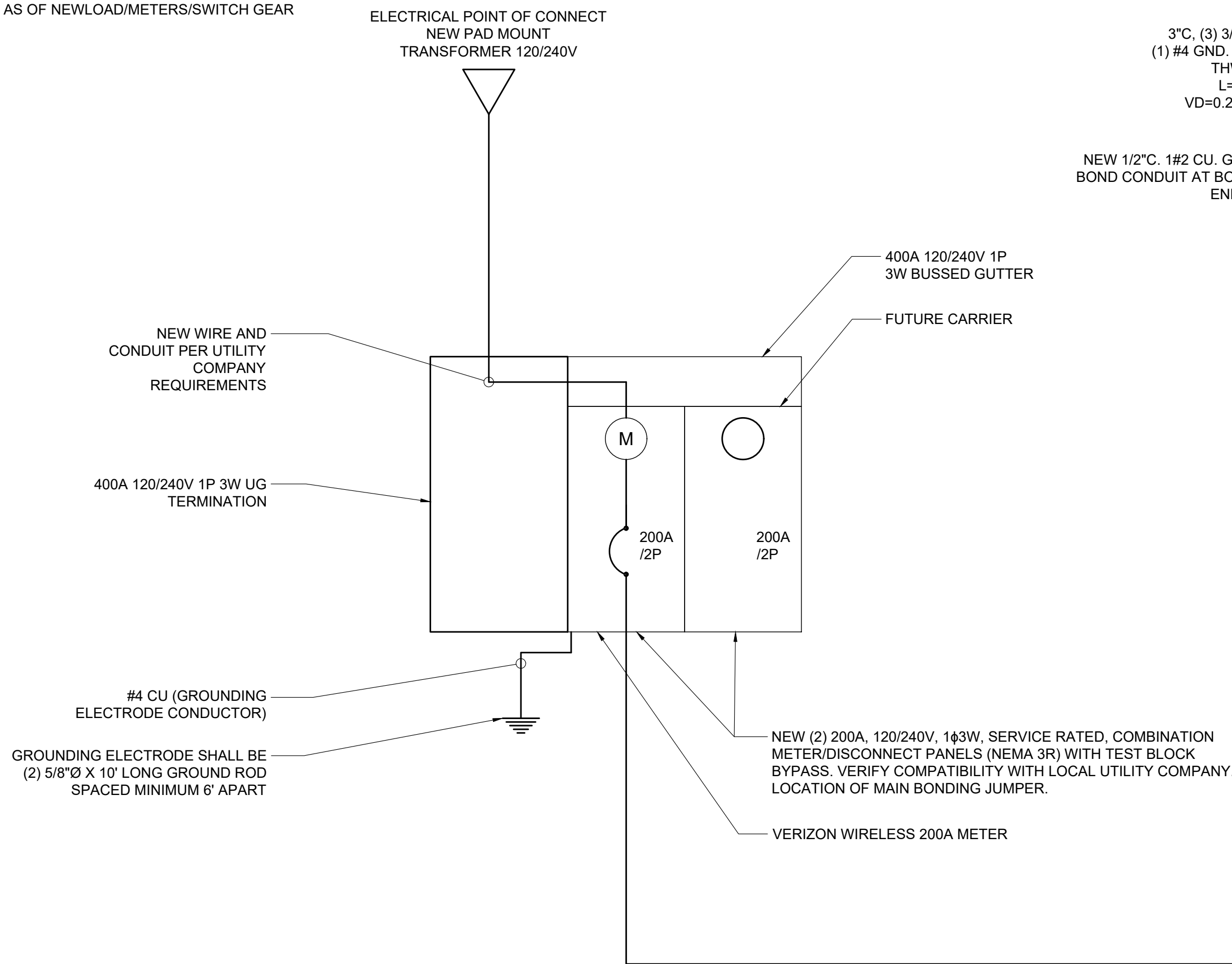
SHEET TITLE  
CONSTRUCTION  
DETAILS

SHEET NUMBER

A-7



- NOTES:
- FOR WIRING FROM LOAD CENTER TO EQUIPMENT REFER TO DRAWINGS PROVIDED BY MANUFACTURER.
  - FOR COMPLETE INTERNAL WIRING AND ARRANGEMENT REFER TO DRAWINGS PROVIDED BY MANUFACTURER.
  - AIC RATING FOR NEW METER AND/OR PANEL BOARDS MUST MATCH OR EXCEED THE RATINGS AS DETERMINED BELOW:
- AIC RATING AS REQUIRED BY THE SERVICE PROVIDER.
  - AIC RATINGS AS OF NEWLOAD/METERS/SWITCH GEAR EQUIPMENT.



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## ELECTRICAL SINGLE DIAGRAM

SCALE  
NONE

2

PANEL PPC																					
MOUNTING		SURFACE		DOUBLE LUG		NO		VOLTS		120 240		MAIN		200A/2P							
								PHASE		1		BUS		200A							
								WIRE		3		A.I.C.		65K SERIES W/ MAIN							
WIRE SIZE	LOCATION	A	B	L C N V	K I T	M I S C	B K R	C I R C	A/B	C I R C	B K R	M I S C	R E C P	K I T	C O N V	L C L	A	B	LOCATION	WIRE SIZE	
10	SURGE SUPPRESSOR	----					1	30/2	1	A	2	40/2	1				2880		RECTIFIER	8	
10	----		----				1	-	3	B	4	-	1					2880	----	8	
12	GFI RECEPTACLE	360				1	15/1	5	A	6	40/2	1					2880		RECTIFIER	8	
12	GFI RECEPTACLE		360			1	15/1	7	B	8	-	1						2880	----	8	
12	EXTERIOR LIGHT	500		1			20/1	9	A	10	40/2	1					2880		RECTIFIER	8	
	SPACE							11	B	12	-	1						2880	----	8	
	SPACE							13	A	14	40/2	1					2880		RECTIFIER	8	
	SPACE							15	B	16	-	1						2880	----	8	
	SPACE							17	A	18	40/2	1					2880		RECTIFIER	8	
	SPACE							19	B	20	-	1						2880	----	8	
	SPACE							21	A	22	40/2	1					2880		RECTIFIER	8	
	SPACE							23	B	24	-	1						2880	----	8	
		A= 18140										B= 17640									
		W/LCL A= 18265										W/LCL B= 17640									
TOTAL VA=		35780		W/LCL= 35905		W/LCL AMPS= 150		TOTAL LCL=		500		X .25 = 125									
HIGH PHASE VA=		18140		W/LCL= 18265		HIGH PH AMPS= 152		HIGH PHASE LCL=		500		X .25 = 125									
TOTAL KVA=		35.78 W/LCL: 35.91																			

## FUTURE CARRIER(S) PANEL SCHEDULE

SCALE  
NONE

3

## VERIZON PANEL SCHEDULE

SCALE  
NONE

1

## CONSTRUCTION DRAWINGS

SUBMITTALS		
REV	DATE	DESCRIPTION
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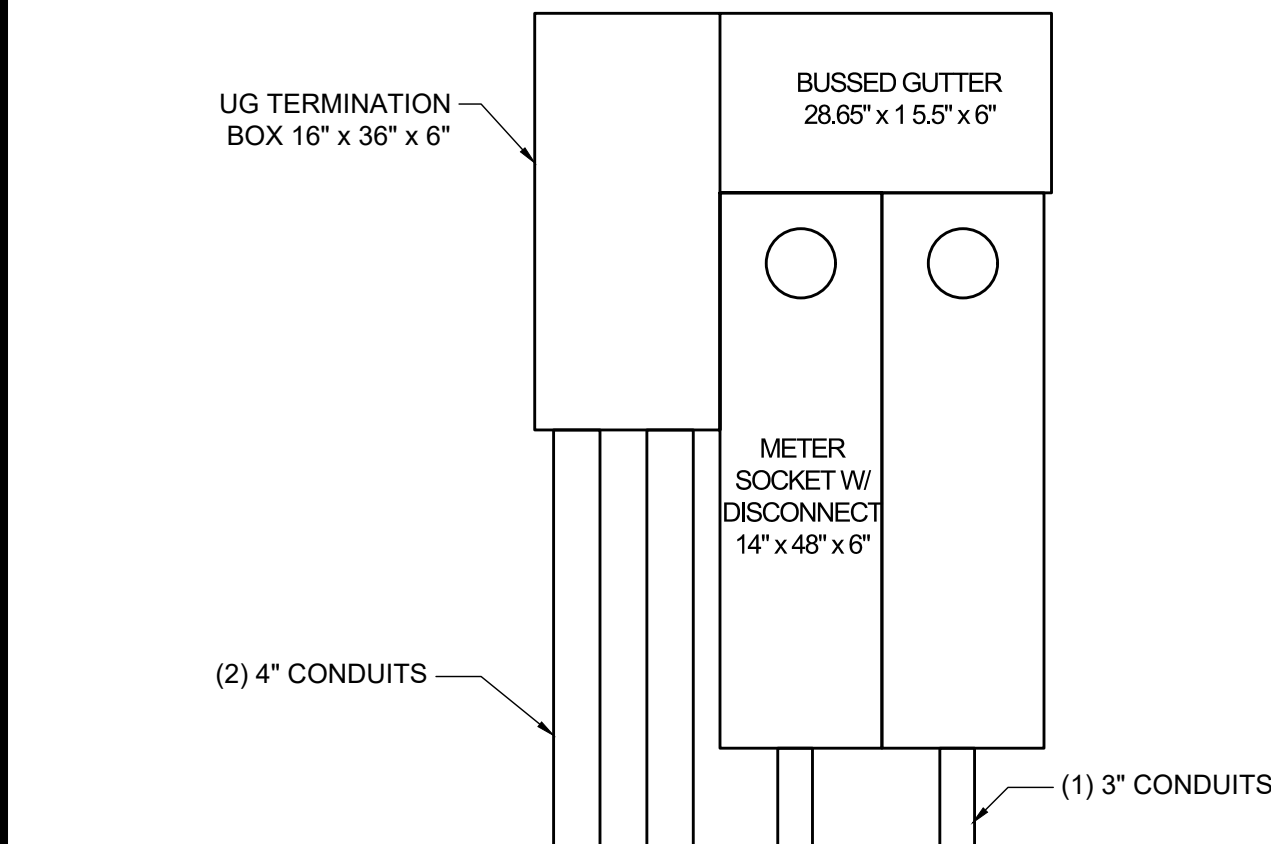
PROJECT INFORMATION	
CA-1374	
NATIONAL OLD TRAILS ROAD NEEDLES, CA 92363	

SHEET TITLE	
SINGLE-LINE DIAGRAM/AC PANEL SCHEDULE	

SHEET NUMBER	
E-1	



- NOTES:
1. IF DIMENSIONS SHOWN ON PLAN DO NOT SCALE CORRECTLY, CHECK FOR REDUCTION OR ENLARGEMENT FROM ORIGINAL PLANS.
  2. CONTRACTOR SHALL FIELD VERIFY ALL DIMENSIONS.
  3. UTILITY DESIGNS AND ROUTES ARE PRELIMINARY PENDING FINAL DESIGN BY UTILITY PROVIDER.
  4. THIS SITE PLAN IS NOT INTENDED TO BE A LAND SURVEY.



METER SERVICE ELEVATION

SCALE	2
NONE	



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PG	GD	RB

## CONSTRUCTION DRAWINGS

SUBMITTALS		
REV	DATE	DESCRIPTION
A	08/21/24	90% CONSTRUCTION DRAWINGS
A	11/11/24	REVISED TOWER HEIGHT

### PROJECT INFORMATION

CA-1374

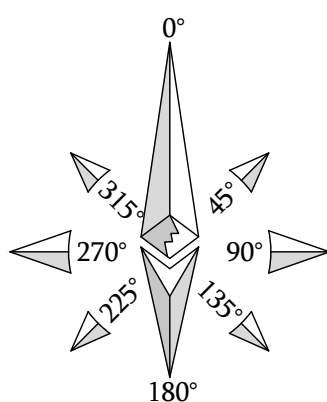
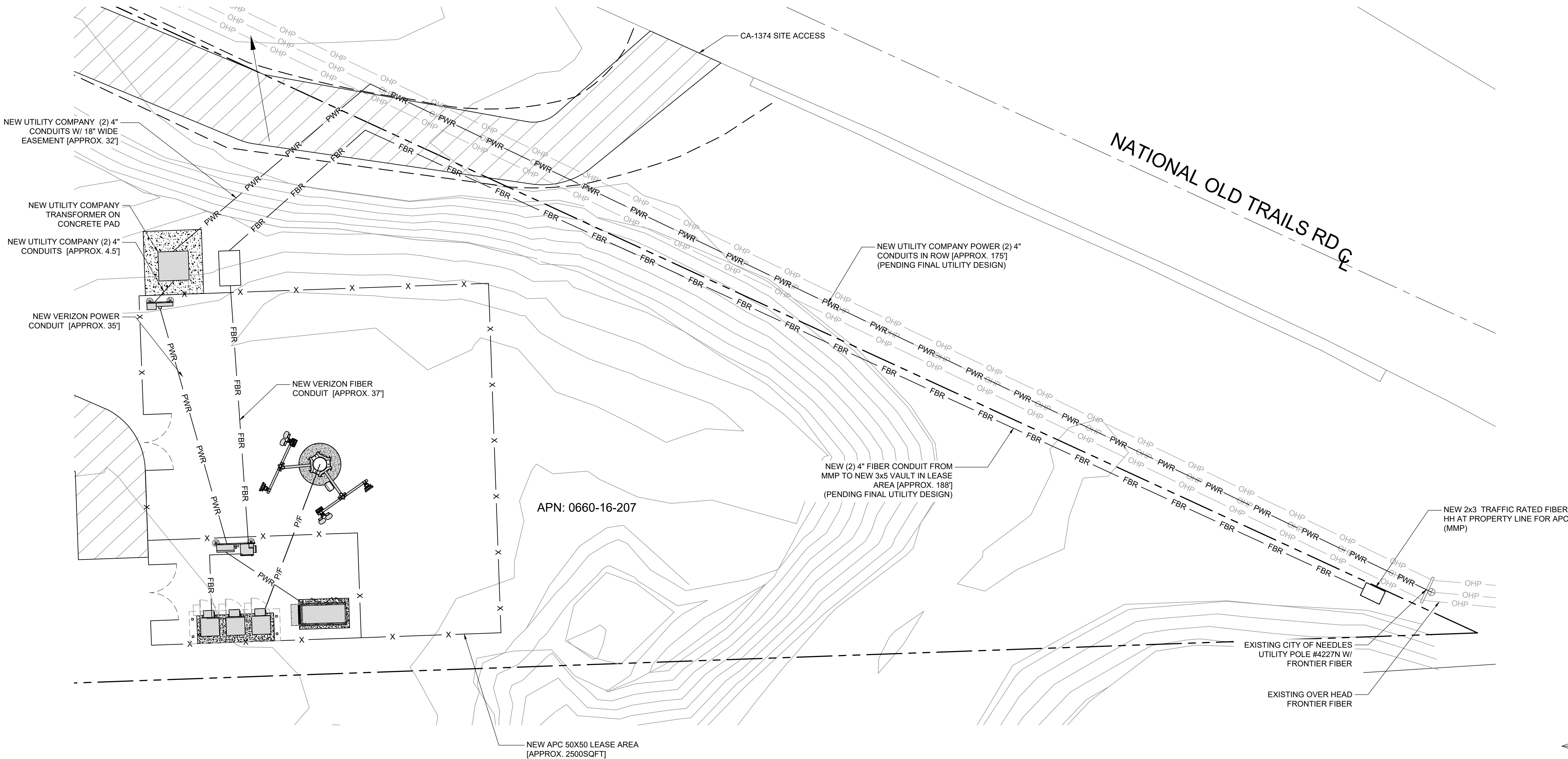
NATIONAL OLD TRAILS ROAD  
NEEDLES, CA 92363

### SHEET TITLE

ELECTRICAL  
SITE PLAN

### SHEET NUMBER

E-2



SCALE	8' 0 4' 8' 16' 32'
1/8"=1'-0"	

1



EUKON VERIZON 90CD MONOPOLE TEMPLATE V2 11-18-22

NOT USED

2

ELECTRICAL GENERAL NOTES

1

GENERAL REQUIREMENTS

- A. ALL WORK AND MATERIALS SHALL BE IN ACCORDANCE WITH THE LATEST RULES AND REGULATIONS OF THE NATIONAL ELECTRIC CODE AND ALL STATE AND LOCAL CODES. NOTHING IN THESE PLANS OR SPECIFICATIONS SHALL BE CONSTRUED AS TO PERMIT WORK NOT CONFORMING TO THE MOST STRINGENT OF THESE CODES. SHOULD CHANGES BE NECESSARY IN THE DRAWINGS OR SPECIFICATIONS TO MAKE THE WORK COMPLY WITH THESE REQUIREMENTS, THE CONTRACTOR SHALL IMMEDIATELY NOTIFY THE ARCHITECT IN WRITING AND CEASE WORK ON PARTS OF THE CONTRACT WHICH ARE AFFECTED.

B. THE CONTRACTOR SHALL MAKE A SITE VISIT PRIOR TO BIDDING AND CONSTRUCTION TO VERIFY ALL EXISTING CONDITIONS AND SHALL NOTIFY THE ARCHITECT IMMEDIATELY UPON DISCOVERY OF ANY DISCREPANCIES. THE CONTRACTOR ASSUMES ALL LIABILITY FOR FAILURE TO COMPLY WITH THIS PROVISION.

C. THE EXTENT OF THE WORK IS INDICATED BY THE DRAWINGS, SCHEDULES, AND SPECIFICATIONS AND IS SUBJECT TO THE TERMS AND CONDITIONS OF THE CONTRACT. THE WORK SHALL CONSIST OF FURNISHING ALL LABOR, EQUIPMENT, MATERIALS AND SUPPLIES NECESSARY FOR A COMPLETE AND OPERATIONAL ELECTRICAL SYSTEM. THE WORK SHALL ALSO INCLUDE THE COMPLETION OF ALL ELECTRICAL WORK NOT MENTIONED OR SHOWN WHICH ARE NECESSARY FOR SUCCESSFUL OPERATION OF ALL SYSTEMS.

D. THE CONTRACTOR SHALL PREPARE A BID FOR A COMPLETE AND OPERATIONAL SYSTEM, WHICH INCLUDES THE COST FOR MATERIAL AND LABOR.

E. WORKMANSHIP AND NEAT APPEARANCE SHALL BE AS IMPORTANT AS THE OPERATION. DEFECTIVE OR DAMAGED MATERIALS SHALL BE REPLACED OR REPAIRED PRIOR TO FINAL ACCEPTANCE IN A MANNER ACCEPTABLE TO OWNER AND ENGINEER.

F. COMPLETE THE ENTIRE INSTALLATION AS SOON AS THE PROGRESS OF THE WORK WILL PERMIT. ARRANGE ANY OUTAGE OF SERVICE WITH THE OWNER AND BUILDING MANAGER IN ADVANCE. MINIMIZE DOWNTIME ON THE BUILDING ELECTRICAL SYSTEM.

G. THE ENTIRE ELECTRICAL SYSTEM INSTALLED UNDER THIS CONTRACT SHALL BE DELIVERED IN PROPER WORKING ORDER. REPLACE, WITHOUT ADDITIONAL COST TO THE OWNER, ANY DEFECTIVE MATERIAL AND EQUIPMENT WITHIN ONE YEAR FROM THE DATE OF FINAL ACCEPTANCE.

H. ANY ERROR, OMISSION OR DESIGN DISCREPANCY ON THE DRAWINGS SHALL BE BROUGHT TO THE ATTENTION OF THE ENGINEER FOR CLARIFICATION OR CORRECTION BEFORE CONSTRUCTION.

I. "PROVIDE": INDICATES THAT ALL ITEMS ARE TO BE FURNISHED, INSTALLED AND CONNECTED IN PLACE.

J. CONTRACTOR SHALL SECURE ALL NECESSARY BUILDING PERMITS AND PAY ALL REQUIRED FEES.

EQUIPMENT LOCATION

- A. THE DRAWINGS INDICATE DIAGRAMMATICALLY THE DESIRED LOCATIONS OR ARRANGEMENTS OF CONDUIT RUNS, OUTLETS, EQUIPMENT, ETC., AND ARE TO BE FOLLOWED AS CLOSELY AS POSSIBLE. PROPER JUDGMENT MUST BE EXERCISED IN EXECUTING THE WORK SO AS TO SECURE THE BEST POSSIBLE INSTALLATION IN THE AVAILABLE SPACE AND TO OVERCOME LOCAL DIFFICULTIES DUE TO SPACE LIMITATIONS OR INTERFERENCE OF STRUCTURE CONDITIONS ENCOUNTERED.

B. IN THE EVENT CHANGES IN THE INDICATED LOCATIONS OR ARRANGEMENTS ARE NECESSARY, DUE TO FIELD CONDITIONS IN THE BUILDING CONSTRUCTION OR REARRANGEMENT OF FURNISHINGS OR EQUIPMENT, SUCH CHANGES SHALL BE MADE WITHOUT COST, PROVIDING THE CHANGE IS ORDERED BEFORE THE CONDUIT RUNS, ETC., AND WORK DIRECTLY CONNECTED TO THE SAME IS INSTALLED AND NO EXTRA MATERIALS ARE REQUIRED.

C. LIGHTING FIXTURES ARE SHOWN IN THEIR APPROXIMATE LOCATIONS ONLY. COORDINATE THE FIXTURE LOCATION WITH MECHANICAL EQUIPMENT TO AVOID INTERFERENCE.

D. COORDINATE THE WORK OF THIS SECTION WITH THAT OF ALL OTHER C. TRADES. WHERE CONFLICTS OCCUR, CONSULT WITH THE RESPECTIVE CONTRACTOR AND COME TO AGREEMENT AS TO CHANGES NECESSARY. OBTAIN WRITTEN ACCEPTANCE FROM ENGINEER FOR THE NEW CHANGES BEFORE PROCEEDING.

SHOP DRAWINGS

- A. SUBMIT SIX (6) COPIES OF SHOP DRAWINGS TO THE ARCHITECT FOR APPROVAL WITHIN 35 DAYS OF AWARD OF CONTRACT. SHOP DRAWINGS SHALL BE SUBMITTED IN A COMPLETE BOUND MANUAL INCLUDING LIGHT FIXTURES, SERVICE METERING, TRANSFER SWITCH, PANELBOARD, AND DISCONNECT SWITCHES. THE CONTRACTOR SHALL VERIFY DIMENSIONS OF EQUIPMENT TO INSURE THAT THEY FIT IN THE DESIGNATED AREA AND COMPLY WITH REQUIREMENTS OF ALL APPLICABLE CODES FOR REQUIRED WORKING CLEARANCES ABOUT ELECTRICAL EQUIPMENT PRIOR TO SUBMITTING SHOP DRAWINGS FOR APPROVAL. DEPARTURE FROM THE ABOVE WILL RESULT IN RE-SUBMITTAL AND DELAYS.

SUBSTITUTIONS

- A. NO SUBSTITUTIONS ARE ALLOWED.

TESTS

- A. BEFORE FINAL ACCEPTANCE OF WORK, THE CONTRACTOR SHALL INSURE THAT ALL EQUIPMENT, SYSTEMS, FIXTURES, ETC., ARE WORKING SATISFACTORILY AND TO THE INTENT OF THE DRAWINGS.

PERMITS

- A. THE CONTRACTOR SHALL BE RESPONSIBLE FOR TAKING OUT AND PAYING FOR ALL THE REQUIRED PERMITS, INSPECTION AND EXAMINATION WITHOUT ADDITIONAL EXPENSE TO THE OWNER.

GROUNDING

- A. THE CONTRACTOR SHALL PROVIDE A COMPLETE, AND APPROVED GROUNDING SYSTEM INCLUDING ELECTRODES. ELECTRODE CONDUCTOR, BONDING CONDUCTORS, AND EQUIPMENT CONDUCTORS AS REQUIRED BY ARTICLE 250 OF NATIONAL ELECTRICAL CODE.

B. CONDUITS CONNECTED TO EQUIPMENT AND DEVICES SHALL BE METALLICALLY JOINED TOGETHER TO PROVIDE EFFECTIVE ELECTRICAL CONTINUITY.

- C. FEEDERS AND BRANCH CIRCUIT WIRING INSTALLED IN A NONMETALLIC B. CONDUIT SHALL INCLUDE A CODE SIZED GROUNDING CONDUCTOR HAVING GREEN INSULATION. THE GROUND CONDUCTOR SHALL BE PROPERLY CONNECTED AT BOTH ENDS TO MAINTAIN ELECTRICAL CONTINUITY.

D. REFER TO GROUND BUS DETAILS. PROVIDE NEW GROUND SYSTEM COMPLETE WITH CONDUCTORS, GROUND ROD AND DESCRIBED TERMINATIONS.

E. ALL GROUNDING CONDUCTORS SHALL BE SOLIDINNED COPPER AND ANNEALED #2 UNLESS NOTED OTHERWISE.

F. ALL NON-DIRECT BURIED TELEPHONE EQUIPMENT GROUND CONDUCTORS SHALL BE #2 STRANDED, THHN (GREEN) INSULATION.

G. ALL GROUND CONNECTIONS SHALL BE MADE WITH "HYGROUND" COMPRESSION SYSTEM BURNDY CONNECTORS EXCEPT WHERE NOTED OTHERWISE.

H. PAINT AT ALL GROUND CONNECTIONS SHALL BE REMOVED.

I. GROUNDING SYSTEM RESISTANCE SHALL NOT EXCEED 5 OHMS. IF THE RESISTANCE VALUE IS EXCEEDED, NOTIFY THE OWNER FOR FUTURE INSTRUCTION ON METHODS FOR REDUCING THE RESISTANCE VALUE. SUBMIT TEST REPORTS AND FURNISH TO SMART SMR ONE COMPLETE SET OF PRINTS SHOWING "INSTALLED WORK".

UTILITY SERVICE

- A. TELEPHONE AND ELECTRICAL METERING FACILITIES SHALL CONFORM TO THE REQUIREMENTS OF THE SERVING UTILITY COMPANIES. CONTRACTOR SHALL VERIFY SERVICE LOCATIONS AND REQUIREMENTS. SERVICE INFORMATION WILL BE FURNISHED BY THE SERVING UTILITIES.

B. CONFORM TO ALL REQUIREMENTS OF THE SERVING UTILITY COMPANIES.

PRODUCTS

- A. ALL MATERIALS SHALL BE NEW, CONFORMING WITH THE NEC, ANSI, NEMA, AND THEY SHALL BE U.L. LISTED AND LABELED.

B. CONDUIT

1. RIGID CONDUIT SHALL BE U.L. LABEL GALVANIZED ZINC COATED WITH ZINC INTERIOR AND SHALL BE USED WHEN INSTALLED IN OR UNDER CONCRETE SLABS, IN CONTACT WITH THE EARTH, UNDER PUBLIC ROADWAYS, IN MASONRY WALLS OR EXPOSED ON BUILDING EXTERIOR, RIGID CONDUIT IN CONTACT WITH EARTH SHALL BE 1/2 LAPPED WRAPPED WITH HUNTS WRAP ROCESS NO. 3.

2. ELECTRICAL METALLIC TUBING SHALL HAVE U.L. LABEL, FITTINGS SHALL BE COMPRESSION TYPE. EMT SHALL BE USED ONLY FOR INTERIOR RUNS.

3. FLEXIBLE METALLIC CONDUIT SHALL HAVE U.L. LISTED LABEL AND MAY BE USED WHERE PERMITTED BY CODE. FITTINGS SHALL BE "JAKE" OR "SQUEEZE" TYPE. SEAL TIGHT FLEXIBLE CONDUIT. ALL CONDUIT IN EXCESS OF SIX FEET IN LENGTH SHALL HAVE FULL SIZE GROUND WIRE.

4. CONDUIT RUNS MAY BE SURFACE MOUNTED IN CEILING OR WALLS UNLESS INDICATED OTHERWISE. CONDUIT INDICATED SHALL RUN PARALLEL OR AT RIGHT ANGLES TO CEILING, FLOOR OR BEAMS. VERIFY EXACT ROUTING OF ALL EXPOSED CONDUIT WITH ARCHITECT PRIOR TO INSTALLING.

5. ALL UNDERGROUND CONDUITS SHALL BE PVC SCHEDULE 40 (UNLESS NOTED OTHERWISE) AT A MINIMUM DEPTH OF 24" BELOW GRADE.

6. ALL CONDUIT ONLY (C.O.) SHALL HAVE PULL ROPE.

7. CONDUITS RUN ON ROOFS SHALL BE INSTALLED ON 4 X 4 REDWOOD SLEEPERS, 6'-0" ON CENTER, SET IN NON-HARDENING MASTIC.

- A. ALL WIRE AND CABLE SHALL BE COPPER, 600 VOLT, #12 AWG MINIMUM UNLESS SPECIFICALLY NOTED OTHERWISE ON THE DRAWINGS. CONDUCTORS #10 AWG AND SMALLER SHALL BE SOLID. CONDUCTORS #8 AWG AND LARGER SHALL BE STRANDED, TYPE THHN INSULATION USED UNLESS CONDUCTORS INSTALLED IN CONDUIT EXPOSED TO WEATHER, IN WHICH CASE TYPE THWN INSULATION SHALL BE USED.

D. PROVIDE GALVANIZED COATED STEEL BOXES AND ACCESSORIES SIZED PER CODE TO ACCOMMODATE ALL DEVICES AND WIRING.

E. DUPLEX RECEPTACLES SHALL BE SPECIFICATION GRADE WITH WHITE FINISH (UNLESS NOTED BY ENGINEER), 20 AMP, 125 VOLT, THREE WIRE GROUNDING TYPE, NEMA 5-20R. MOUNT RECEPTACLE AT +12" ABOVE FINISHED FLOOR UNLESS OTHERWISE INDICATED ON DRAWINGS OR IN DETAILS. WEATHERPROOF RECEPTACLES SHALL BE GROUND FAULT INTERRUPTER TYPE WITH SIERRA #WPD-8 LIFT COVERPLATES.

F. TOGGLE SWITCHES SHALL BE 20 AMP, 120 VOLT AC, SPECIFICATION GRADE WHITE (UNLESS NOTED OTHERWISE) FINISH. MOUNT SWITCHES AT +48" ABOVE FINISHED FLOOR.

G. PANELBOARDS SHALL BE DEAD FRONT SAFETY TYPE WITH ANTI-BURN SOLDERLESS COMPRESSION APPROVED FOR COPPER CONDUCTORS, COPPER BUS BARS, FULL SIZED NEUTRAL BUS, GROUND BUS AND EQUIPPED WITH QUICK-BREAK QUICK-BREAK BOLT-IN TYPE THERMAL MAGNETIC CIRCUIT BREAKERS. MOUNT TOP OF THE PANELBOARDS AT 6'-3" ABOVE FINISHED FLOOR. PROVIDE TYPEWRITTEN CIRCUIT DIRECTORY.

H. ALL CIRCUIT BREAKERS, MAGNETIC STARTERS AND OTHER ELECTRICAL EQUIPMENT SHALL HAVE AN INTERRUPTING RATING NOT LESS THAN MAXIMUM SHORT CIRCUIT CURRENT TO WHICH THEY MAY BE SUBJECTED.

I. GROUND RODS SHALL BE COPPER CLAD STEEL, 5/8" ROUND AND 10' LONG. COPPERWELD OR APPROVED EQUAL.

INSTALLATION

- PROVIDE SUPPORTING DEVICES FOR ALL ELECTRICAL EQUIPMENT, FIXTURES, BOXES, PANEL, ETC., SUPPORT LUMINARIES FROM UNDERSIDE OF STRUCTURAL CEILING. EQUIPMENT SHALL BE BRACED TO WITHSTAND HORIZONTAL FORCES IN ACCORDANCE WITH STATE AND LOCAL CODE REQUIREMENTS. PROVIDE PRIOR ALIGNMENT AND LEVELING OF ALL DEVICES AND FIXTURES.

- CUTTING, PATCHING, CHASES, OPENINGS: PROVIDE LAYOUT IN ADVANCE TO ELIMINATE UNNECESSARY CUTTING OR DRILLING OF WALLS, FLOORS CEILINGS, AND ROOFS. ANY DAMAGE TO BUILDING STRUCTURE OR EQUIPMENT SHALL BE REPAIRED BY THE CONTRACTOR. OBTAIN PERMISSION FROM THE ENGINEER BEFORE CORING.

C. IN DRILLING HOLES INTO CONCRETE WHETHER FOR FASTENING OR ANCHORING PURPOSES, OR PENETRATIONS THROUGH THE FLOOR FOR CONDUIT RUNS, PIPE RUNS, ETC., IT MUST BE CLEARLY UNDERSTOOD THAT TENDONS AND/OR REINFORCING STEEL WILL NOT BE DRILLED INTO, CUT OR DAMAGED UNDER ANY CIRCUMSTANCES.

D. LOCATION OF TENDONS AND/OR REINFORCING STEEL ARE NOT DEFINITELY KNOWN AND THEREFORE, MUST BE SEARCHED FOR BY APPROPRIATE METHODS AND EQUIPMENT VIA X-RAY OR OTHER DEVICES THAT CAN ACCURATELY LOCATE THE REINFORCING AND/OR STEEL TENDONS.

E. PENETRATIONS IN FIRE RATED WALLS SHALL BE FIRE STOPPED IN ACCORDANCE WITH THE REQUIREMENTS OF THE C.B.C.

PROJECT CLOSEOUT

- A. UPON COMPLETION OF WORK, CONDUCT CONTINUITY, SHORT CIRCUIT, AND FALL POTENTIAL GROUNDING TESTS FOR APPROVAL. SUBMIT TEST REPORTS TO PROJECT MANAGER. CLEAN PREMISES OF ALL DEBRIS RESULTING FROM WORK AND LEAVE WORK IN A COMPLETE AND UNDAMAGED CONDITION.

B. PROVIDE PROJECT MANAGER WITH ONE SET OF COMPLETE ELECTRICAL "AS INSTALLED" DRAWINGS AT THE COMPLETION OF THE JOB, SHOWING ACTUAL DIMENSIONS, ROUTINGS AND CIRCUITS.

C. ALL BROCHURES, OPERATING MANUALS, CATALOG, SHOP DRAWINGS, ETC., SHALL BE TURNED OVER TO OWNER AT JOB COMPLETION.

GROUNDING NOTES

1. ALL DETAILS ARE SHOWN IN GENERAL TERMS. ACTUAL GROUNDING INSTALLATION REQUIREMENTS AND CONSTRUCTION ACCORDING TO SITE CONDITIONS.

2. ALL GROUNDING CONDUCTORS: #2 AWG SOLID BARE TINNED COPPER WIRE UNLESS OTHERWISE NOTED.

3. GROUND BAR LOCATED IN BASE OF EQUIPMENT WILL BE PROVIDED, FURNISHED AND INSTALLED BY THE VENDOR.

4. ALL BELOW GRADE CONNECTIONS: EXOTHERMIC WELD TYPE, ABOVE GRADE CONNECTIONS: EXOTHERMIC WELD TYPE.

5. GROUND RING SHALL BE LOCATED A MINIMUM OF 24" BELOW GRADE OR 6" MINIMUM BELOW THE FROST LINE.

6. INSTALL GROUND CONDUCTORS AND GROUND ROD MINIMUM OF 1'-0" FROM EQUIPMENT CONCRETE SLAB, SPREAD FOOTING, OR FENCE.

7. EXOTHERMIC WELD GROUND CONNECTION TO FENCE POST: TREAT WITH A COLD GALVANIZED SPRAY.

8. GROUND BARS:

8.1. EQUIPMENT GROUND BUS BAR (EGB) LOCATED AT BOTTOM OF ANTENNA POLE/MAST FOR MAKING GROUNDING JUMPER CONNECTIONS TO COAX FEEDER CABLES SHALL BE FURNISHED AND INSTALLED BY ELECTRICAL CONTRACTOR. JUMPERS (FURNISHED BY OWNERS) SHALL BE INSTALLED AND CONNECTED BY ELECTRICAL CONTRACTOR.

8.2. MAIN GROUND BUS BAR (MGB) LOCATED NEAR THE BASE OF THE RADIO EQUIPMENT CABINET(S) SHALL BE FURNISHED AND INSTALLED BY ELECTRICAL CONTRACTOR.

9. ALL GROUNDING INSTALLATIONS AND CONNECTIONS SHALL BE MADE BY ELECTRICAL CONTRACTOR.

10. OBSERVE N.E.C. AND LOCAL UTILITY REQUIREMENTS FOR ELECTRICAL SERVICE GROUNDING.

11. GROUNDING ATTACHMENT TO TOWER SHALL BE AS PER MANUFACTURER'S RECOMMENDATIONS OR AT GROUNDING POINTS PROVIDED (2 MINIMUM).

12. IF EQUIPMENT IS IN A C.L. FENCE ENCLOSURE, GROUND ONLY CORNER POSTS AND SUPPORT POSTS OF GATE. IF CHAIN LINK LID IS USED, THEN GROUND LID ALSO.

13. GROUNDING @ PPC CABINET SHALL BE VERTICALLY INSTALLED.

14. ALL GROUNDING FOR ANTENNAS SHALL BE CONNECTED SO THAT IT WILL BY-PASS MAIN BUSS BAR.

15. ALL EMT RUNS SHALL BE GROUNDED AND HAVE A BUSHING. NO PVC ABOVE GROUND.

16. USE SEPARATE HOLES FOR GROUNDING @ BUSS BAR. NO "DOUBLING-UP" OF LUGS.

17. POWER AND TELCO CABS. SHALL BE GROUNDED (BONDED) TOGETHER.18. NO "L AND B" ALLOWED ON GROUNDING.

18. PROVIDE STAINLESS STEEL CLAM AND BRASS TAGS ON COAX @ ANTENNAS AND DOGHOUSE.



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UNLESS THEY ARE ACTING UNDER THE DIRECTION  
OF THE LICENSED PROFESSIONAL ENGINEER,  
TO ALTER THIS DOCUMENT.

DRAWN BY:	UTILITIES CHECKED BY:	A&E CHECKED BY:
PG	GD	RB

CONSTRUCTION  
DRAWINGS

SUBMITTALS		
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PROJECT INFORMATION

CA-1374

NATIONAL OLD TRAILS ROAD  
NEEDLES, CA 92363

SHEET TITLE

ELECTRICAL  
NOTES

SHEET NUMBER

E-3

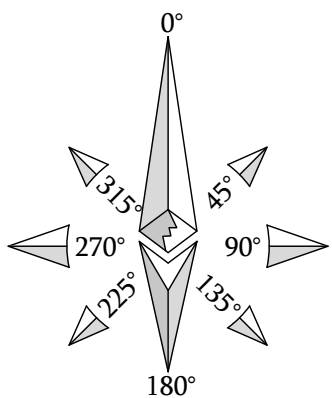
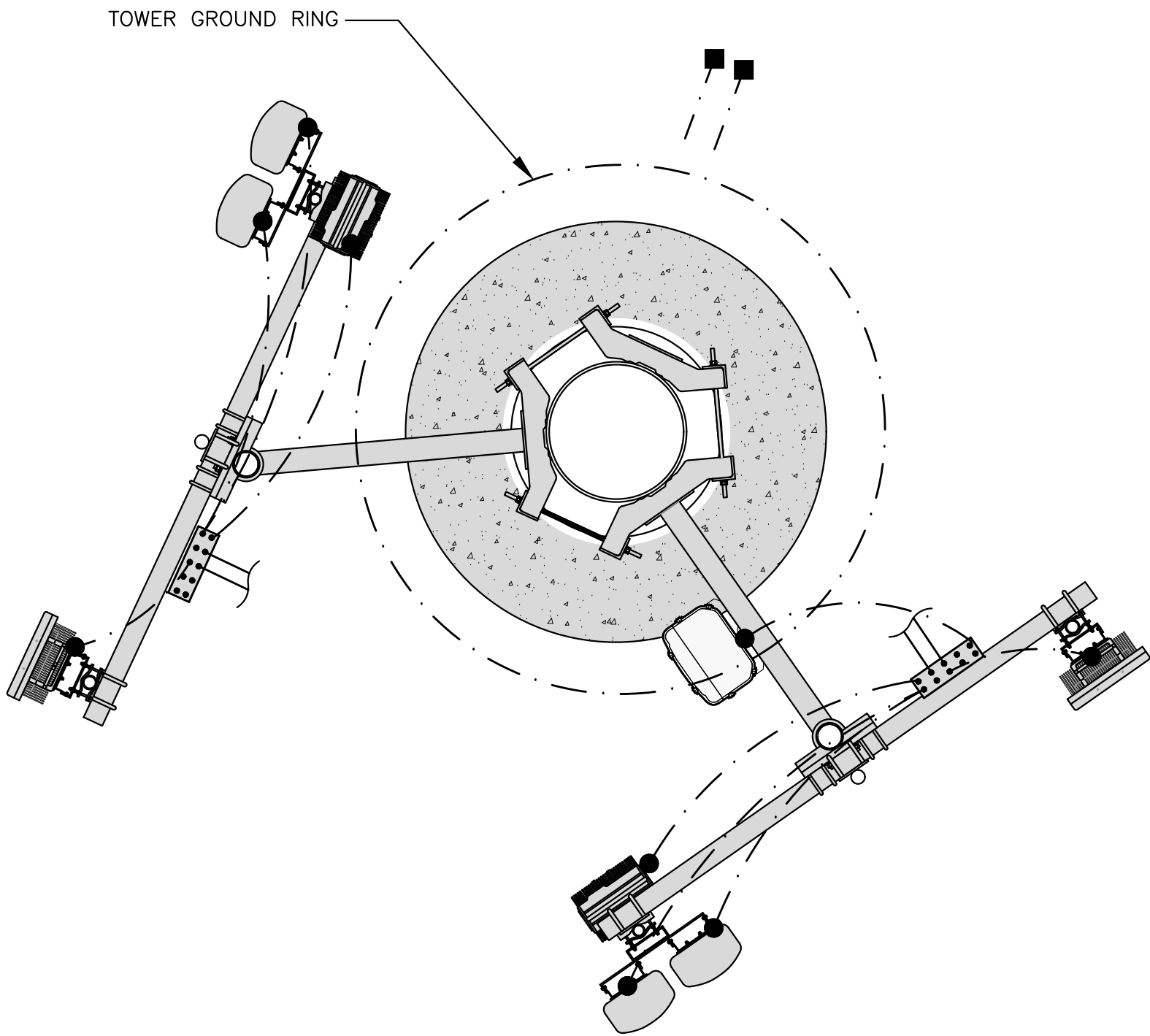


EUKON VERIZON 90CD MONOPOLE TEMPLATE\_V2\_11-18-22

EXOTHERMIC	■
COMPRESSION TYPE CONNECTIONS	●
CHEMICAL ELECTROLYTIC GROUNDING SYSTEM	⊗
GROUND ROD	⏏
GROUND ROD WITH INSPECTION SLEEVE	⏏
TEST GROUND ROD WITH INSPECTION SLEEVE	⏏
EXOTHERMIC WITH INSPECTION SLEEVE	■
GROUNDING CONDUCTOR	---
GROUNDING BAR	⬢⬢⬢⬢

THIS PLAN IS A SCHEMATIC ONLY AND DOES NOT SHOW ALL THE GROUNDING PROVIDED BY THE SHELTER MANUFACTURER. CONTRACTOR SHALL NOTIFY VERIZON IF ANY GROUNDING TO BE PROVIDED IS INCOMPLETE OR MISSING.

NOTE:  
CONTRACTOR TO IMPLEMENT ALL GROUNDING REQUIREMENTS AS SPECIFIED BY CARRIER CONSTRUCTION AND INSTALLATION GUIDELINES.



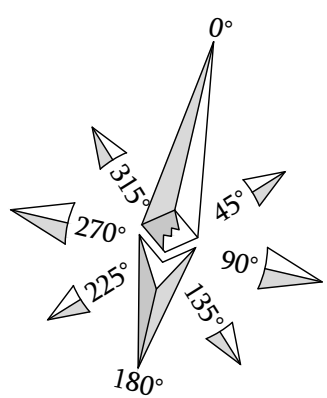
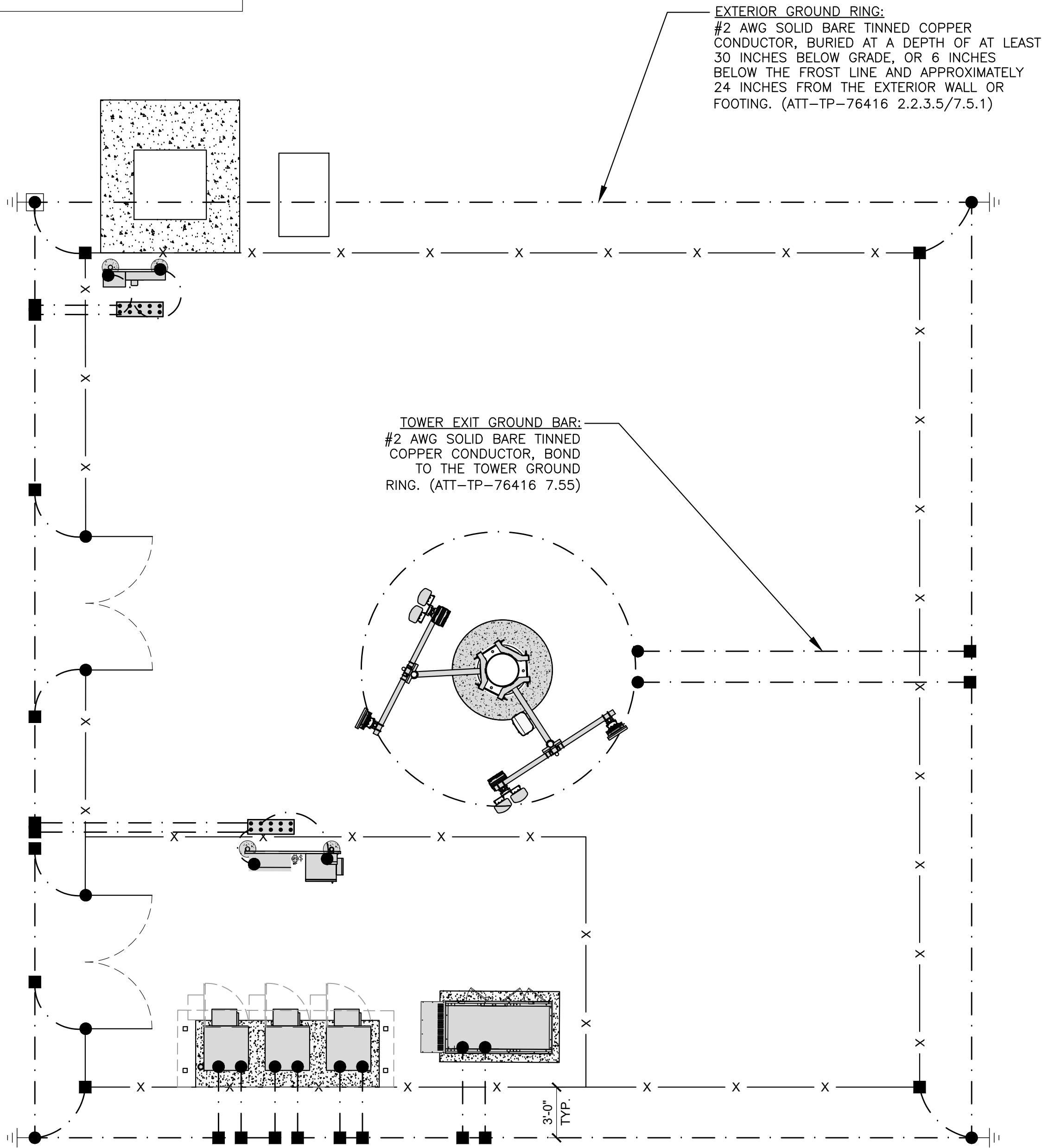
ANTENNA AND RRUS GROUNDING PLAN

2

EXOTHERMIC	■
COMPRESSION TYPE CONNECTIONS	●
CHEMICAL ELECTROLYTIC GROUNDING SYSTEM	⊗
GROUND ROD	⏏
GROUND ROD WITH INSPECTION SLEEVE	⏏
TEST GROUND ROD WITH INSPECTION SLEEVE	⏏
EXOTHERMIC WITH INSPECTION SLEEVE	■
GROUNDING CONDUCTOR	---
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EQUIPMENT GROUNDING PLAN

1



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an SFC Communications, Inc. Company  
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#### PROJECT INFORMATION

CA-1374

NATIONAL OLD TRAILS ROAD  
NEEDLES, CA 92363

#### SHEET TITLE

GROUNDING PLAN

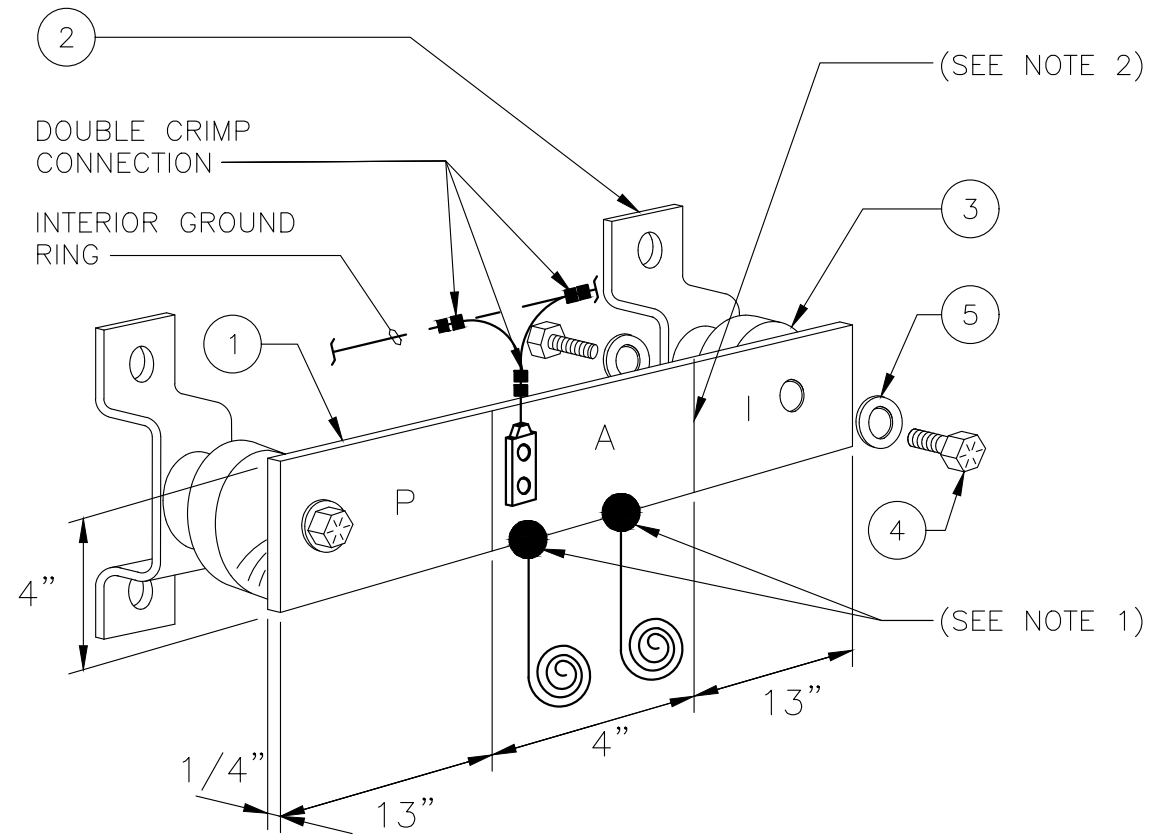
#### SHEET NUMBER

E-4



EUKON VERIZON 90CD MONOPOLE TEMPLATE V2 11-18-22

NEWTON INSTRUMENT COMPANY, INC. BUTNER, N.C.			
NO	REQUIRED	PART NUMBER	DESCRIPTION
①	1	1/4"x4"x30"	SOLID GROUND BAR
②	2	A-6056	WALL MOUNTING BRACKET
③	2	3061-4	INSULATORS
④	4	3012-1	5/8"-11x1" H.H.C.S.
⑤	4	3015-8	5/8" LOCKWASHER



EACH GROUNDING CONDUCTOR TERMINATING ON ANY GROUND BAR SHALL HAVE AN IDENTIFICATION TAG ATTACHED AT EACH END THAT WILL IDENTIFY ITS ORIGIN AND DESTINATION

**SECTION "P" – SURGE PROTECTORS**

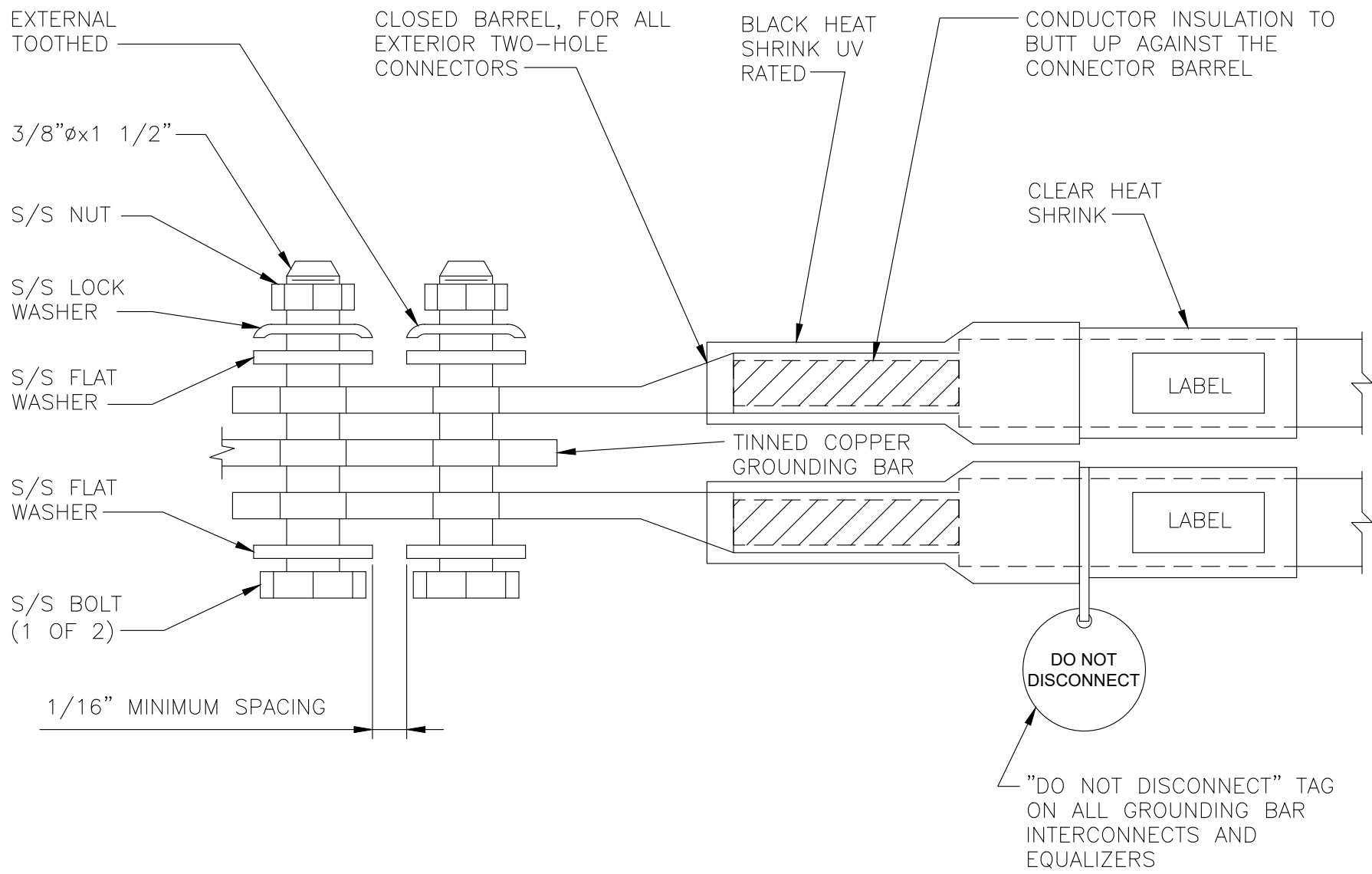
(EC) CELL REFERENCE GROUND BAR (IF COLLOCATED)  
(EC) GENERATOR FRAMEWORK (IF AVAILABLE) (#2 AWG)  
(EC) TELCO GROUND BAR (#2 AWG)  
(EC) COMMERCIAL POWER COMMON NEUTRAL/GROUNDING BOND (3/0)  
(EC) FIBER GROUND BAR (#2 AWG)  
(EC) POWER ROOM REFERENCE GROUND BAR (#2 AWG)  
(VERIZON) RECTIFIER FRAMES

**SECTION "A" – SURGE ABSORBERS**

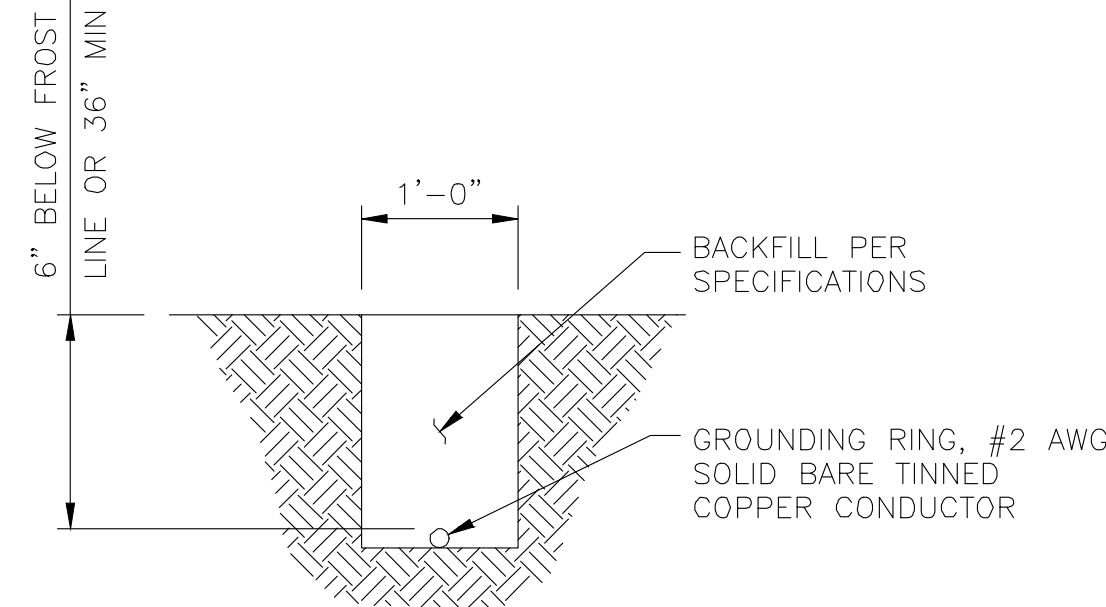
(EC) INTERIOR GROUND RING (#2 AWG)  
(EC) EXTERNAL EARTH GROUNDING FIELD (BURIED GROUND RING) (#2 AWG)  
(EC) METALLIC COLD WATER PIPE (IF AVAILABLE) (1/0 AWG)  
(EC) BUILDING STEEL (IF AVAILABLE) (1/0 AWG)

**SECTION "I" – ISOLATED GROUNDING ZONE**

(VERIZON) ALL ISOLATED GROUNDING REFERENCE  
(VERIZON) GROUND WINDOW BAR



- EXOTHERMIC WELD #2 AWG BARE TINNED SOLID COPPER CONDUCTOR TO GROUND BAR. ROUTE CONDUCTOR TO BURIED GROUND RING AND PROVIDE PARALLEL EXOTHERMIC WELD.
- ALL GROUND BARS SHALL BE STAMPED IN TO THE METAL "IF STOLEN DO NOT RECYCLE." THE CONTRACTOR SHALL USE PERMANENT MARKER TO DRAW THE LINES BETWEEN EACH SECTION AND LABEL EACH SECTION ("P", "A", "I") WITH 1" HIGH LETTERS.
- ALL HARDWARE SHALL BE STAINLESS STEEL 3/8" DIAMETER OR LARGER. ALL HARDWARE 18-8 STAINLESS STEEL INCLUDING LOCK WASHERS. COAT ALL SURFACES WITH AN ANTI-OXIDANT COMPOUND BEFORE MATING.
- FOR GROUND BOND TO STEEL ONLY: INSERT A CADMIUM FLAT WASHER BETWEEN LUG AND STEEL, COAT ALL SURFACES WITH AN ANTI-OXIDANT COMPOUND BEFORE MATING.
- DO NOT INSTALL CABLE GROUND KIT AT A BEND AND ALWAYS DIRECT GROUNDING CONDUCTOR DOWN TO GROUNDING BUS.
- NUT & WASHER SHALL BE PLACED ON THE FRONT SIDE OF THE GROUND BAR AND BOLTED ON THE BACK SIDE. INSTALL BLACK HEAT-SHRINKING TUBE, 600 VOLT INSULATION, ON ALL GROUNDING TERMINATIONS. THE INTENT IS TO WEATHERPROOF THE COMPRESSION CONNECTION.
- SUPPLIED AND INSTALLED BY CONTRACTOR.
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR INSTALLING ADDITIONAL GROUND BARS AS REQUIRED, PROVIDING 50% SPARE CONNECTION POINTS.
- ENSURE THE WIRE INSULATION TERMINATION IS WITHIN 1/8" OF THE BARREL (NO SHINERS).



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**(MGB) REFERENCE GROUNDING BAR**

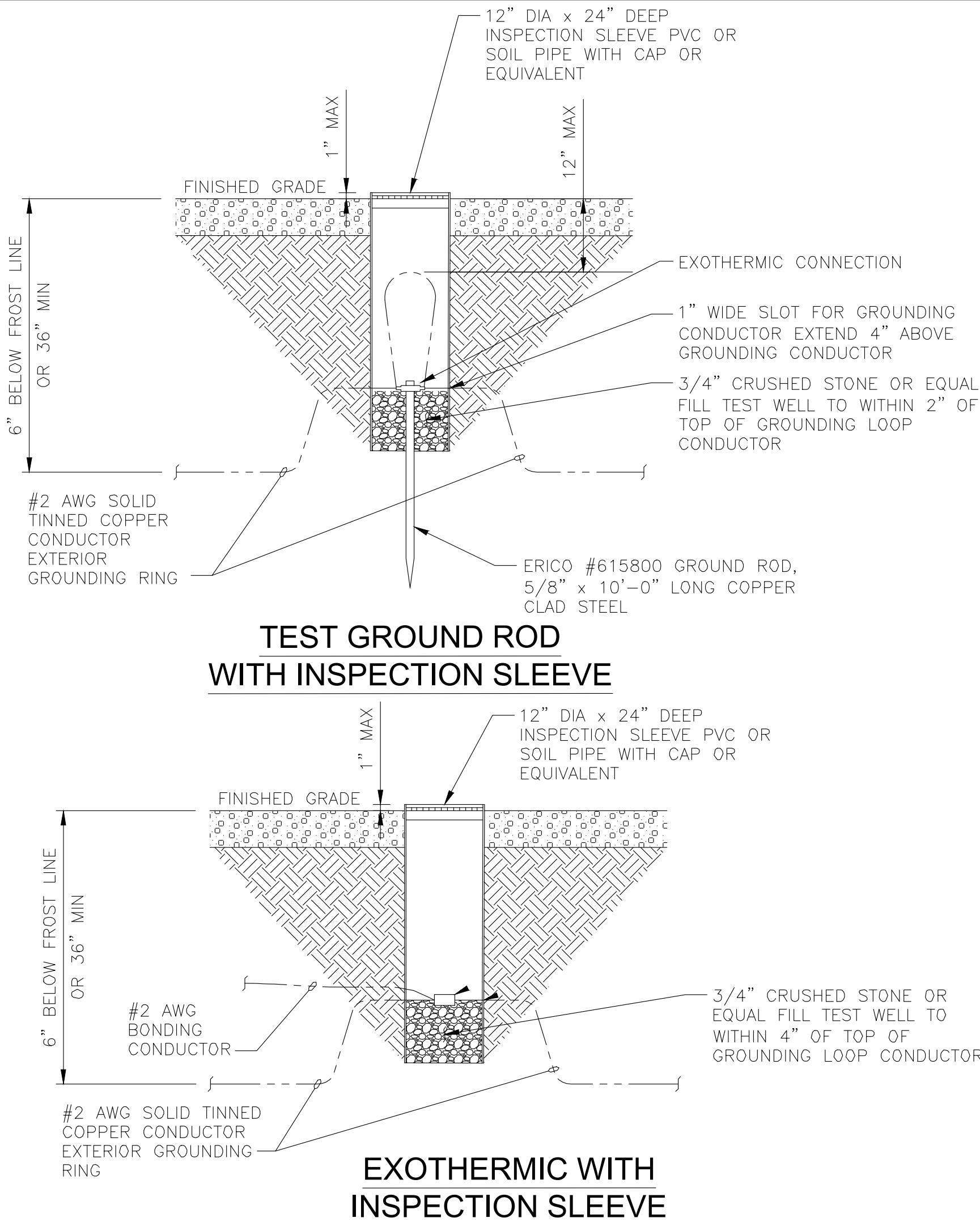
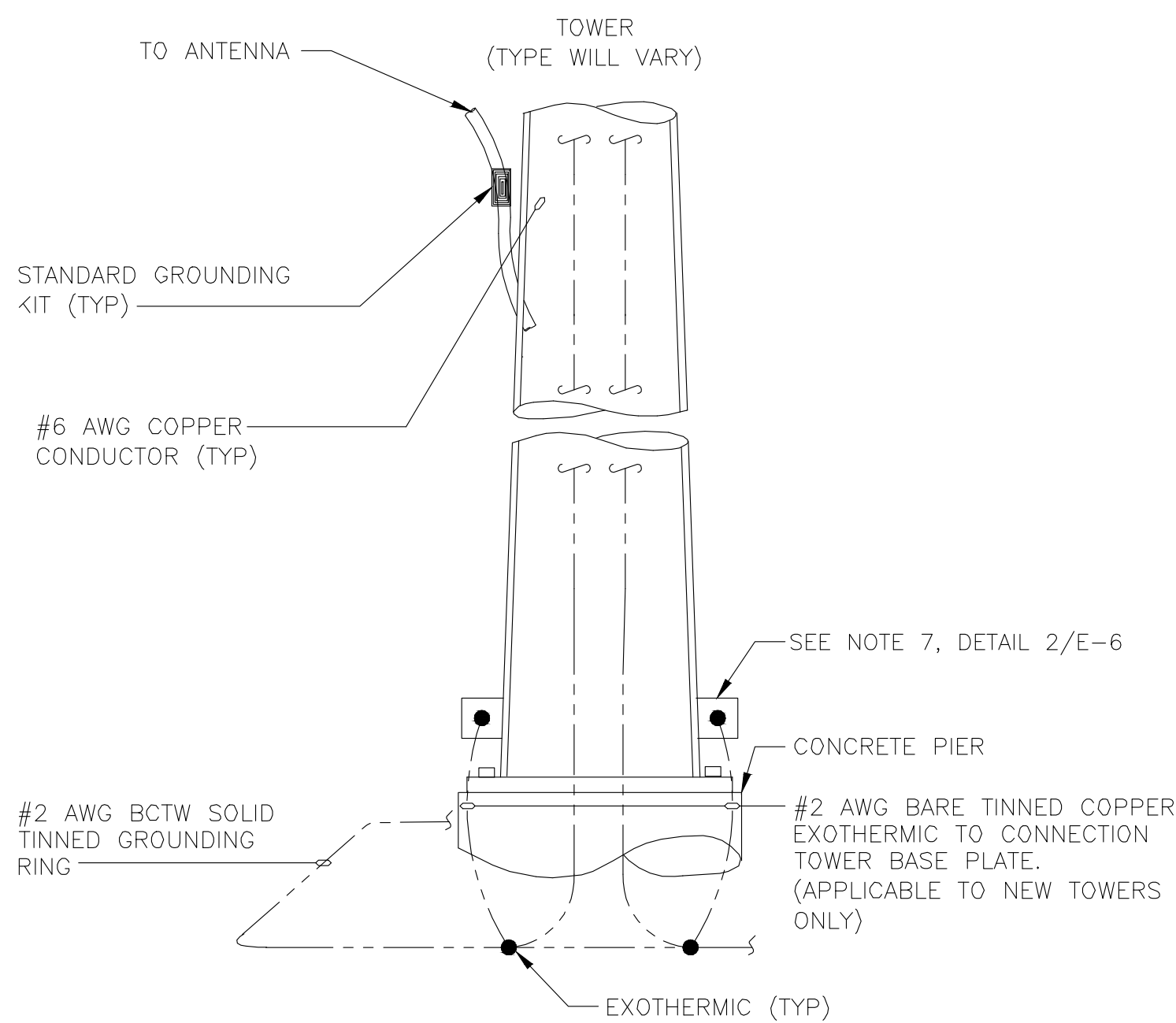
6

**EXTERIOR TWO HOLE LUG DETAIL**

4

**GROUND RING TRENCH / NOTES**

2

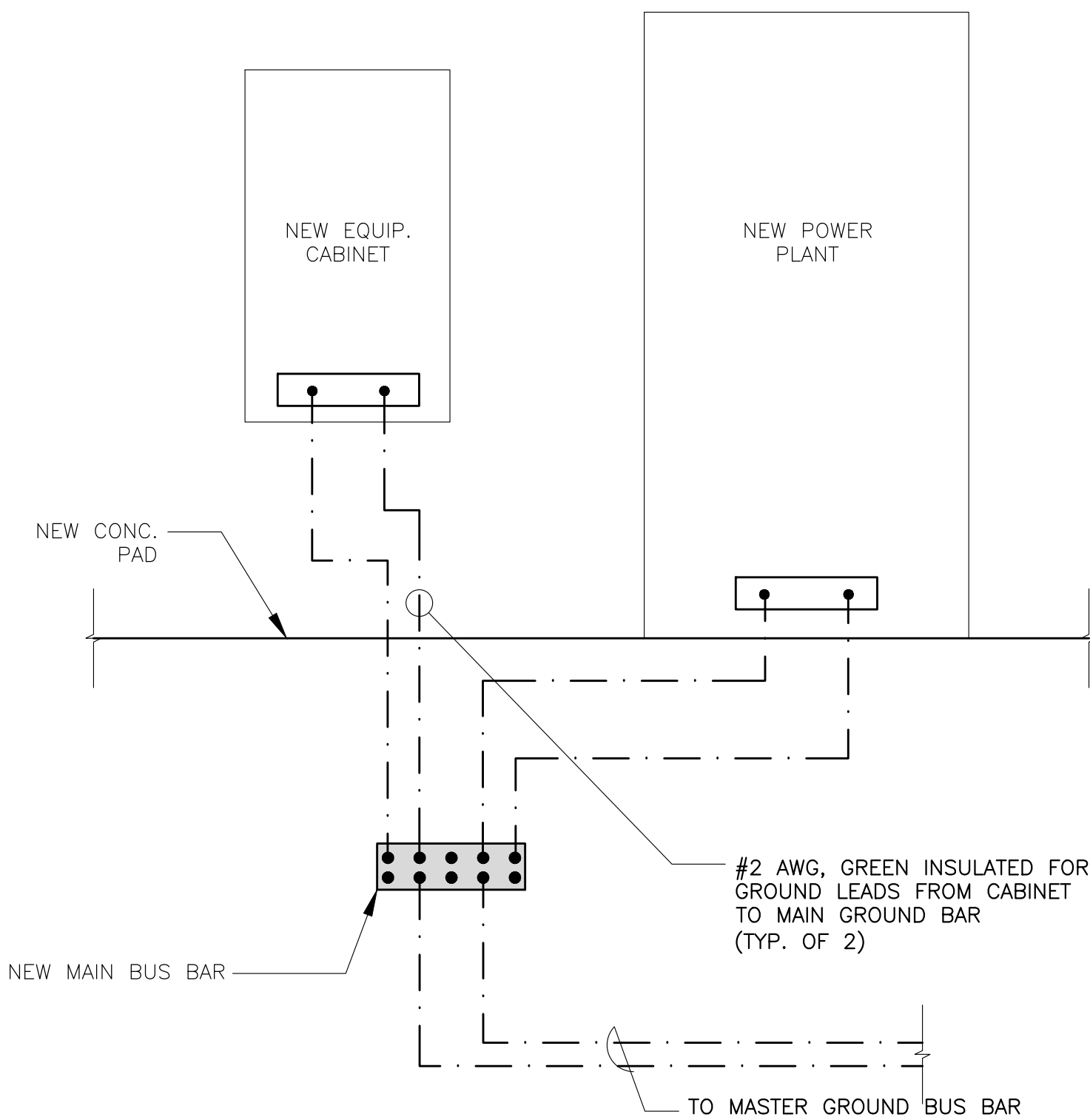


**NOTES:**

- THIS IS A DIAGRAMMATIC REPRESENTATION ONLY. SEE GROUNDING PLAN FOR SITE-SPECIFIC GROUNDING LAYOUT AND COMPONENTS.
- SEE GROUND NOTES FOR ADDITIONAL INFORMATION
- USE #2/0 AWG, BCW FOR GROUND LEADS FROM BUS BARS TO GROUND RING.
- USE #2 AWG.BCW FOR BURIED GROUND LOOP AND GROUND LEADS.
- THE NUMBER AND SIZE OF GROUND BARS USED MAY PER SITE CONDITIONS.

**LEGEND:**

- – EXOTHERMIC CONNECTION
- – MECHANICAL TYPE CONNECTION



**TOWER AND ANTENNA CABLE GROUNDING**

5

**GROUND ROD / INSPECTION SLEEVE**

3

**RACK GROUNDING**

1

IT IS A VIOLATION OF LAW FOR ANY PERSON, UNLESS THEY ARE ACTING UNDER THE DIRECTION OF THE LICENSED PROFESSIONAL ENGINEER, TO ALTER THIS DOCUMENT.

DRAWN BY:	UTILITIES CHECKED BY:	A&E CHECKED BY:
PG	GD	RB

**CONSTRUCTION DRAWINGS**

SUBMITTALS		
REV	DATE	DESCRIPTION
A	08/21/24	90% CONSTRUCTION DRAWINGS
A	11/11/24	REVISED TOWER HEIGHT

**PROJECT INFORMATION**

CA-1374

NATIONAL OLD TRAILS ROAD  
NEEDLES, CA 92363

**SHEET TITLE**

**GROUNDING DETAILS**

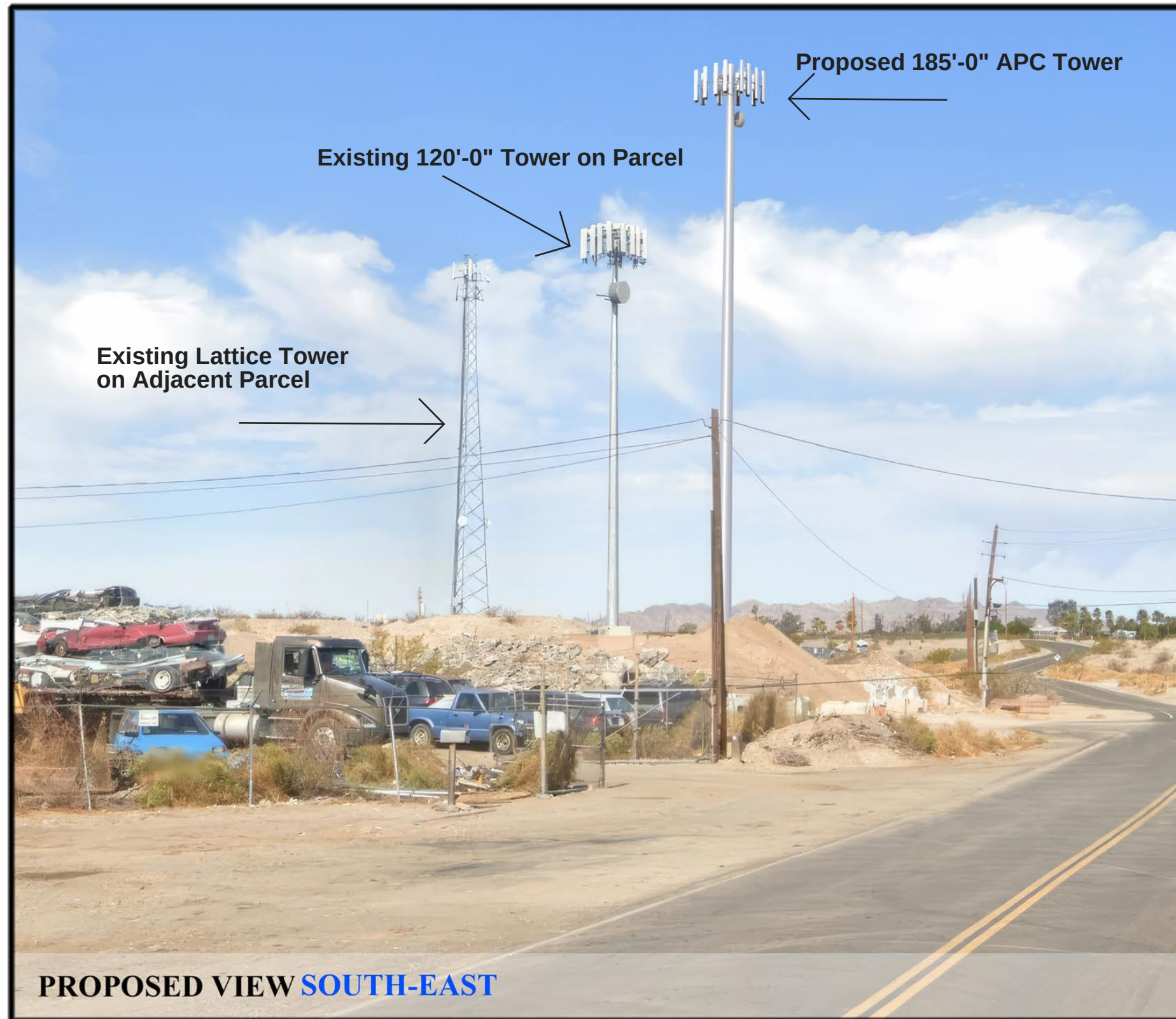
**SHEET NUMBER**

E-5









**SITE COORDINATES**

**Latitude:** 34° 51' 57.74"

**Longitude:** -114° 38' 07.81"

**SHEET NUMBER**

1  
3





**SITE COORDINATES**

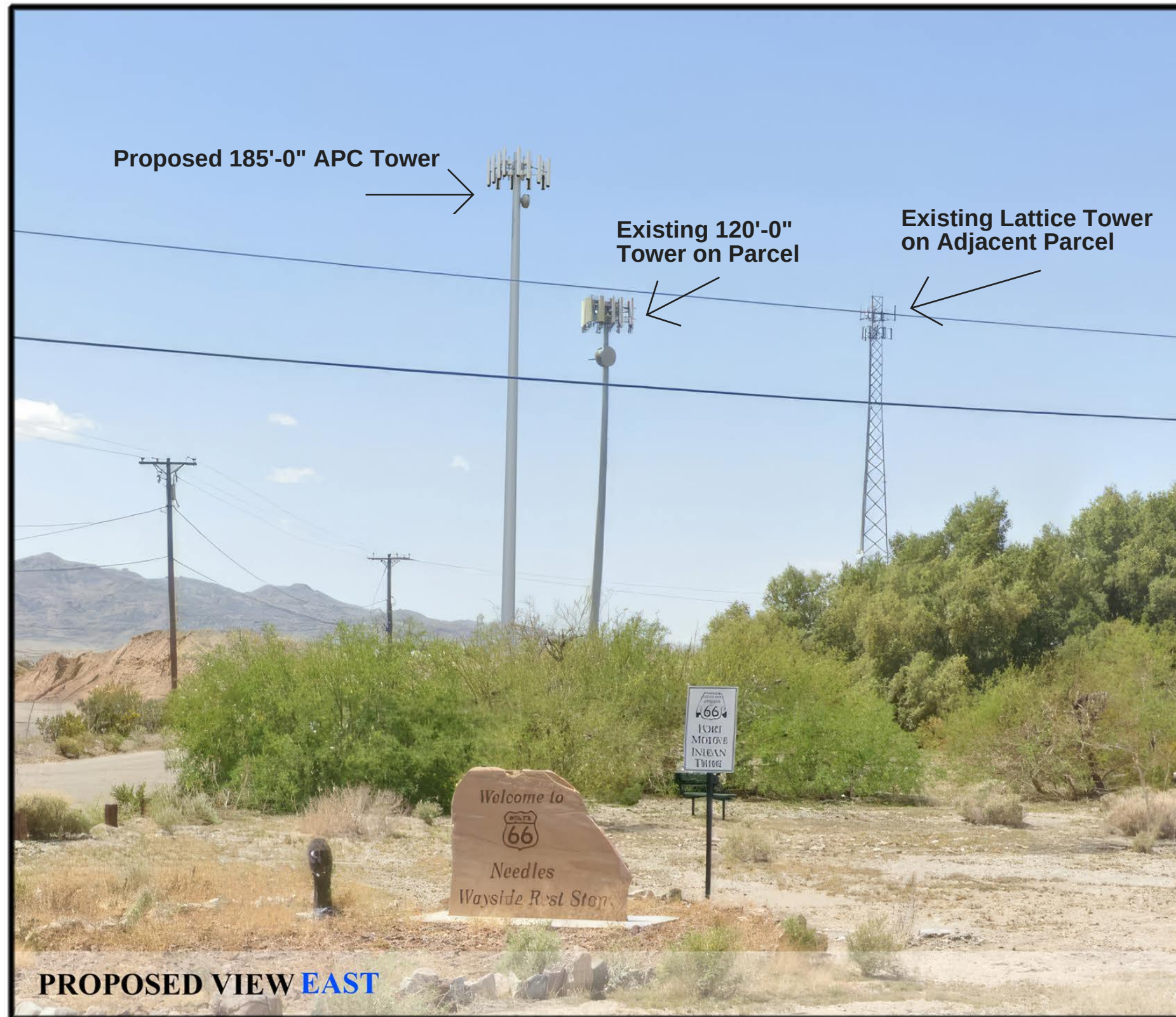
**Latitude:** 34° 51' 57.74"

**Longitude:** -114° 38' 07.81"

**SHEET NUMBER**

2  
3





**SITE COORDINATES**

**Latitude:** 34° 51' 57.74"

**Longitude:** -114° 38' 07.81"

**SHEET NUMBER**

3  
3



## RESOLUTION 2025-16

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NEEDLES, APPROVING OF A CONDITIONAL USE PERMIT FOR A 185' HIGH WIRELESS COMMUNICATIONS FACILITY TOWER AND ASSOCIATED EQUIPMENT WITHIN A 50'x50' ENCLOSED LEASE AREA LOCATED SOUTH OF NATIONAL OLD TRAILS HIGHWAY, NORTH OF I-40, NEEDLES CALIFORNIA, WITHIN THE HIGHWAY COMMERCIAL (C-3) LAND USE ZONING DESIGNATION, ALSO IDENTIFIED AS ASSESSOR'S PARCEL NUMBER (APN) 0660-162-07-0000

**WHEREAS**, the City Council wishes to assist property owners in their efforts to build in the City in a reasonable manner that does not create a hazard to health, safety, and welfare or degrade property values or create incompatibility with surrounding uses; and

**WHEREAS**, applicant Jeremy Siegel, on behalf of APC Towers, submitted an application requesting approval of a Conditional Use Permit to allow a 185' high wireless communications facility in a C-3, Highway Commercial zone, at Assessor's Parcel Number (APN) 0660-162-07-0000, located south of National Old Trails Highway, north of I-40, in the Highway Commercial (C-3) land use zoning designation; and

**WHEREAS**, Section 96.01 (Table of Permissible Uses) and Section 99.09.05 (Telecommunications Towers) of the Needles Municipal Code allows towers in excess of 50' high with masking, in a C-3, Highway Commercial Zone, subject to the approval of a Conditional Use Permit; and

**WHEREAS**, Section 94.06 of the Needles Municipal City Code specifies the criteria by which a Conditional Use Permit may be granted; and

**WHEREAS**, a public hearing notice for the March 25, 2025 City Council meeting was published in the Needles Desert Star on February 19, 2025, at least 10 days prior to said meeting, and notices were sent to property owners within a 300-foot radius of the subject property specifying the date, time and location of the public hearing; and

**WHEREAS**, on March 5, 2025, the Needles Planning Commission held a duly noticed and advertised public hearing to receive oral and written testimony relative to the Conditional Use Permit **RESOLUTION NO. 03-05-2025-PC** and was commended for approval unanimously; and

**WHEREAS**, on March 25, 2025, the Needles City Council held a duly noticed and advertised public hearing for approval of City Council RESOLUTION 2025-16 approving a Conditional Use Permit to allow a 185' high wireless communications facility in a C-3, Highway Commercial zone, at Assessor's Parcel Number (APN) 0660-162-07-0000, located south of National Old Trails Highway, north of I-40, in the Highway Commercial (C-3) land use zoning designation; and

**WHEREAS**, the Needles City Council has sufficiently considered all testimony and any documentary evidence presented to them in order to make the following determination.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Needles as follows:

**SECTION 1.** The City Council HEREBY FINDS AND DETERMINES that the proposed project qualifies for a Categorical Exemption under the California Environmental Quality Act, CEQA Guidelines, Section 15303, (new construction or conversion of small structures) of Title 14 of the California Code of Regulations (State CEQA Guidelines). The project consists of a Conditional Use Permit for the construction of 185-foot wireless telecommunication tower (monopole) and associated equipment within a 50' x 50' enclosed lease area. Therefore, the proposed project qualifies for this exemption and no further environmental review is required.

**SECTION 2.** The City Council HEREBY FINDS AND DETERMINES, with reports and findings, that facts do exist to approve **RESOLUTION 2025-16**, subject to conditions, according to the criteria specified in Section 94.06 of the Needles City Code:

- A. *That the requested permit is within its jurisdiction according to the table of permissible uses.*

**FINDING:** The project site is zoned Highway Commercial (C-3) and cell towers over 50' are permitted in the C-3 zone with a Conditional Use Permit (CUP) by the City Council.

- B. *The Application is Complete.*

**FINDING:** A dimensioned site plan, application and fees were submitted to the city to demonstrate the project meets the criteria of the Needles City Code.

- C. *The development will not materially endanger the public health or safety.*

**FINDING:** The project site is located in a commercially developed rural area of the City. Conditions of approval have been placed on the project for appropriate lighting and fencing to be in place for health and safety purposes. Additionally, the project is required to have engineered drawings and building permits which will ensure that health and safety requirements are satisfied per the International Building Code. The project is required to maintain compliance with Federal Communications Commission (FCC) and Federal Aviation Administration (FAA) regulations in addition to applicable building codes, zoning codes, fire codes, and standards, ensuring a safe, well-designed, and visually appropriate development. Therefore, the proposed project will not endanger life or property in the surrounding area.

- D. *The development is in general conformity with the Needles General Plan.*

**FINDING:** The General Plan designation is "Highway Commercial" and is consistent with the goals and objectives of the General Plan. The Highway Commercial Land Use designation permits the proposed use and Policy LU-1.3 warrants new development fits well with the surrounding area by managing its location, size, and design to reduce negative impacts.

**SECTION 3.** The City Council HEREBY FINDS AND DETERMINES that facts do exist to approve RESOLUTION 2025-16.

**SECTION 4.** The City Council HEREBY APPROVES **RESOLUTION 2025-16**, approving a Conditional Use Permit, to allow for a 185' high wireless communications facility in a C-3, Highway Commercial zone, at Assessor's Parcel Number (APN) 0660-162-07-0000, located south of National Old Trails Highway, north of I-40, in the Highway Commercial (C-3) land use zoning designation, subject to conditions stated herein below:

1. Applicant must comply with all requirements of Federal, State and local government regarding licensing and environmental requirements.
2. The project shall meet or exceed current standards and regulations of the Federal Communications Commission (FCC) and Federal Aviation Administration (FAA).
3. The tower shall meet the design standards submitted with the application, identified as Attachment "2", dated with a revision date of 11-11-2024.
4. The property owner and owner of the tower shall maintain it in good condition. Such maintenance shall include, but not limited to, painting, structural integrity of the mount and security barrier, maintenance of the buffer areas, landscaping, etc.

5. The property owner and owner of the tower shall agree that the city and its appointed representative(s) may enter the subject property to obtain RFR and or noise measurements, and to perform maintenance and safety inspections at the expense of the carrier. In the case of taking RFR and or noise measurements, the municipality may enter without any advance notice to either the tower owner or the property owner. In all other cases, the City shall provide reasonable written notice to the carrier and landowner and provide them the opportunity to accompany the municipal representatives when the inspections are conducted.
6. At a tower site, the design of the buildings and related structures shall, to the extent possible, use materials, colors, textures, screening, and landscaping that will blend them into the natural setting and surrounding buildings.
7. Applicant shall mark the cell tower structure with tower lights that meet FAA requirements. Lighting alternatives and design chosen must cause the least disturbance to the surrounding views. The lighting options may directly impact tower finish requirements.
8. No signs or advertising shall be allowed on an antenna or tower.
9. A wireless communications facility shall not interfere with television or radio reception on surrounding properties
10. Tower shall be enclosed by security fencing at eight (8) feet in height. The towers shall also be equipped with appropriate anti-climbing devices.
11. Any tower that is not utilized for a continuous period of twelve (12) months shall be considered abandoned, and the owner of such tower shall remove the same within ninety (90) days of receipt of notice from the City notifying the owner of such abandonment. Failure to remove an abandoned tower within the ninety (90) days shall be grounds for the city to proceed under applicable law to remove the tower or antenna at the owner's expense.
12. Lessee agrees to indemnify, defend and hold the City, its agents and employees harmless from any and all claim for damage, loss or injury arising from and/or related to the use or occupation of the Premises by Lessee or by the party claiming to be injured. Lessee furthermore agrees to reimburse the City for any and all expenses the City might incur as a result of any claim for damage, loss or injury including reasonable attorneys' fees, administrative fees, etc., which are incurred as a direct result of any legal action brought against the City related to the performance of this Lease.
13. Any violation of these conditions can automatically result in cancellation of this Conditional Use Permit.
14. Prior to building permit issuance, plans submitted shall be signed by a California-licensed engineer with structural calculations.
15. Applicant is required to hold a valid City of Needles business license at all times.
16. Applicant must meet all conditions imposed by the San Bernardino County Fire Dept, prior to issuance of Building Permits.
17. The project shall comply with all applicable provisions, regulations, and development standards of the City of Needles Municipal Code.
18. Prior to the construction of any modifications, all structural and aesthetic changes to project design must be requested and approved in writing by the Director of Development Services or as assigned.
19. The project shall only store the necessary equipment to construct and operate onsite.



20. All Conditions of Approval contained herein shall be incorporated into all applicable final construction plans and a copy of these conditions, signed by the property owner or legal representative, shall be placed on the first sheet of the final building plans prior to the issuance of any building permits.
21. The property owner and/or applicant shall pay any fees due to the Needles Public Utility Authority (NPUA) for new electrical services required to support the project.

**SECTION 5.** This action shall become final and effective fifteen (15) days after the decision by the CITY COUNCIL, unless within such period, a written appeal is filed with the City Clerk for consideration by the City Council as provided by the Needles City Code.

**PASSED, APPROVED, AND ADOPTED** at a regular meeting of the City Council of the City of Needles, California, held on the 25<sup>th</sup> day of March 2025, by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

\_\_\_\_\_  
Janet Jernigan, Mayor

(SEAL)

ATTEST: \_\_\_\_\_  
Candace Clark, Interim City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
City Attorney

CITY OF NEEDLES, CALIFORNIA  
Application For Use Permit

Name of Applicant: APC Towers Phone: 714-366-8047 (Applicant must be the owner of the land, the lessee having a lease-hold interest of not less than 5 years, or the agent of any of the foregoing duly authorized in writing)

WE, (I/We) the undersigned, APC TOWERS (Owner/Lessee/Agent) of the property listed below, hereby request that the following stated use be permitted to be constructed and/or operated.

1. Project name and address: APC TOWERS  
APN: 0660-162-07-0000

2. Legal Description of Parcel (attach if necessary): \_\_\_\_\_

District: 10 City, Municipality, Township: SAN BERNARDINO Sec/Twn/Rng/Mer: SEC 13 TWP 9N RNG 22E Brief Description: THAT PTN OF S 1/2 SW 1/4 SW 1/4 SE 1/4 SEC 13 TP 9N R 22E BEING MORE PARTICULARLY DESC AS FOL BEG AT S 1/4 COR OF SD SEC 13

3. Briefly Describe: a. Purpose and Intent of proposed project (include acres, square feet, units, etc.).

APC Towers modification to existing entitlement to request a 25' extension to approved 160' monopole.

A Special Use Permit (Resolution No. 01-03-2024-PC) for a 160-foot wireless communications facility (monopole) was approved by the Planning Commission of the

City of Needles on January 3, 2024. APC Towers has submitted a Conditional Use Permit application to request an amendment to the approved project to support an

increase in height of the monopole by 25'.

b. Population projection (project residents): NA

c. Number of persons employed during operation: full time None part time None

d. Will the Project require new utility services? x yes no

i. Water Service NA no. If so, estimated peak water demand in gallons/minutes: \_\_\_\_\_, service requirement.

ii. Sewer Service NA no. Any chemical wastes expelled in sewers? \_\_\_\_\_  
If yes, explain: \_\_\_\_\_

iii. Electric Service: main size \_\_\_\_\_; single phase x; three phase \_\_\_\_\_.  
Attachment to existing electric facilities: load calculations \_\_\_\_\_.

e. Estimated daily vehicular traffic generated by the operation: NA Comment: \_\_\_\_\_

f. List major machines – give horsepower and noise rating in decibels: NA

g. Will the project require a permit from the Air Pollution Control District, and if so, describe: \_\_\_\_\_  
No

h. What will be the hours of operation: 24/7, unmanned wireless facility

i. Describe materials or machinery that will be stored or parked outside: None

4. Attached (X) Site Plan (X) Elevations(X); Filing Fee (X); Legal(X); (site plans folded 8 1/2" x 11" reduction)

### AUTHORIZATION

Names and signatures of all persons having an interest in this property described as 0660-162-07-0000 (the "Property") whose consent is required (by virtue of such interest) to authorize the filing of this application.

NAME (print or type), Signature & Address

CAPACITY (Check appropriate)

OWNER\*

LESSEE

AGENT

OTHER (Describe)

Douglas C. Jones

X

Signature

Address 899 Tamarisk Rd

Palm Springs, CA 92262

Signature

Address

OWNER: As Owner of the Property, I Douglas C. Jones hereby declare and certify under penalty of perjury under the laws of the State of California that the above-named person(s) is/are duly authorized to act on my behalf with the City of Needles and NPUA and represent my interests in the Property before the Planning Commission and the City Council/NPUA, including but not limited to in connection with the application filed herewith.

[Signature]

Signature of Property owner

Douglas C. Jones

Owner name printed

### NOTARY

#### OWNER SIGNATURE NOTARIZATION:

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF CALIFORNIA )

COUNTY OF Riverside ) SS:

On January 7, 2025, before me, Linda Avila Lira, a Notary Public, personally appeared Douglas C. Jones, **Owner**, who proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to the within instrument and acknowledged to me that he/she executed the same in his/her authorized capacity, and that by his/her signature on the instrument the person, or the entity upon behalf of which the person acted, executed the instrument.

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

WITNESS my hand and official seal.

(seal)



[Signature]  
Signature/Notary

### AUTHORIZATION

Names and signatures of all persons having an interest in this property described as 0660-162-07-0000 (the "Property") whose consent is required (by virtue of such interest) to authorize the filing of this application.

NAME (print or type), Signature & Address

CAPACITY (Check appropriate)

OWNER\*

LESSEE

AGENT

OTHER (Describe)

Terrence B. Jones

x

Signature

Address

899 Tamarisk Rd  
Palm Springs, CA 92262

Signature

Address

OWNER: As Owner of the Property, I Terrence B. Jones hereby declare and certify under penalty of perjury under the laws of the State of California that the above-named person(s) is/are duly authorized to act on my behalf with the City of Needles and NPUA and represent my interests in the Property before the Planning Commission and the City Council/NPUA, including but not limited to in connection with the application filed herewith.

Terrence B. Jones

Signature of Property owner

Terrence B. Jones

Owner name printed

### NOTARY

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I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

WITNESS my hand and official seal.

(seal)



Signature, Notary



## AUTHORIZATION

Names and signatures of all persons having an interest in this property described as 0660-162-07-0000 (the "Property") whose consent is required (by virtue of such interest) to authorize the filing of this application.

NAME (print or type), Signature & Address

CAPACITY (Check appropriate)

OWNER\*

LESSEE

AGENT

OTHER (Describe)

APC TOWERS INC.

APPLICANT

Signature [Signature]

Address 801 Six Forks Road, Suite 250  
Raleigh, NC 27615

Signature \_\_\_\_\_

Address \_\_\_\_\_

OWNER: As Owner of the Property, I Douglas Jones hereby declare and certify under penalty of perjury under the laws of the State of California that the above-named person(s) is/are duly authorized to act on my behalf with the City of Needles and NPUA and represent my interests in the Property before the Planning Commission and the City Council/NPUA, including but not limited to in connection with the application filed herewith.

[Signature]  
Signature of Property owner

Douglas C. Jones  
Owner name printed

## NOTARY

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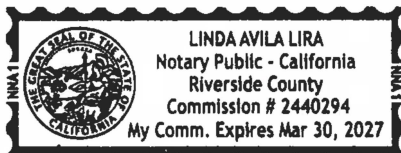
STATE OF CALIFORNIA )

COUNTY OF Riverside ) SS:

On January 7, 2025, before me, Linda Avila Lira, a Notary Public, personally appeared Douglas C. Jones, Owner, who proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to the within instrument and acknowledged to me that he/she executed the same in his/her authorized capacity, and that by his/her signature on the instrument the person, or the entity upon behalf of which the person acted, executed the instrument.

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct. WITNESS my hand and official seal.

(seal)



[Signature]  
Signature, Notary



## City of Needles, California Request for City Council Action

☒ CITY COUNCIL ☒ NPUA

☒ Regular ☐ Special

**Meeting Date:** March 25, 2025

**Title:** Authorize the City Manager to execute the 2025 California Forbearance Agreement on behalf of the City of Needles along with Coachella Valley Water District, Imperial Irrigation District, The Metropolitan Water District of Southern California, Palo Verde Irrigation District

**Background:** The City of Needles (City) is considering executing a forbearance agreement (Agreement) with the Coachella Valley Water District, Imperial Irrigation District, The Metropolitan Water District of Southern California, and Palo Verde Irrigation District similar to forbearance agreements like those the City signed in 2023 and 2024 related to water conserved in the Lower Colorado River Basin under the 2007 Interim Guidelines for Lower Basin Shortages and the Coordinated Operations for Lake Powell and Lake Mead (2007 Interim Guidelines) and implementing agreements.

The Agreement would continue the parties' existing forbearance obligations not to claim a right to the benefit of, the delivery of, or to the diversion of the water conserved through 2026 under specified conservation programs in order to increase storage in Colorado River reservoirs. The Agreement would also extend a 2007 agreement providing for the forbearance of intentionally created surplus (ICS) water created through 2025 and delivered through 2035. The extension would align the forbearance period with guidelines for ICS and its delivery through 2026 and 2036, respectively, as contemplated by the 2007 Interim Guidelines.

There is no impact on the City of Needles' present and perfected water rights. The Board of Public Utilities approved the recommended action on March 18, 2025.

**Fiscal Impact:** None

**Environmental Impact:** Increased conservation of Colorado River water

**Recommended Action:** Authorize the City Manager to execute the 2025 California Forbearance Agreement on behalf of the City of Needles along with Coachella Valley Water District, Imperial Irrigation District, The Metropolitan Water District of Southern California, Palo Verde Irrigation District

**Submitted By:** Rainie Torrance, Utility Manager  
Miles Krieger, BBK Law

**City Manager Approval:** Patrick J. Martinez

**Date:** 3/19/2025

**Other Department Approval (when required):** \_\_\_\_\_

**Date:** \_\_\_\_\_

Approved: ☐

Not Approved: ☐

Tabled: ☐

Other: ☐

## **2025 California Forbearance Agreement**

Coachella Valley Water District, Imperial Irrigation District, The Metropolitan Water District of Southern California, Palo Verde Irrigation District, and the City of Needles, each of which is a “Party” and together are the “Parties,” enter into this Agreement as follows:

### **Recitals**

A. Each of the Parties to this Agreement is a California Colorado River contractor pursuant to a contract with the Secretary of the Interior for delivery of Colorado River water under Section 5 of the Boulder Canyon Project, which contracts, together with subsequent agreements among some or all the Parties or among some or all of the parties and the United States Department of Interior Bureau of Reclamation, and along with applicable State and Federal laws, define the rights of each Party to request and receive delivery of Colorado River water for diversion for beneficial uses within the State of California.

B. The Metropolitan Water District of Southern California (MWD) and Coachella Valley Water District (CVWD) executed agreements with the U.S. Bureau of Reclamation to conserve water to assist in maintaining storage in the Colorado River reservoirs to help prevent the reservoirs from declining below critical elevations as a result of recent hydrologic conditions in the Colorado River system. This Agreement provides assurance that no Party will claim a right to the benefit of, the delivery of, or to the diversion of the water conserved through 2026 under the Conservation Programs listed in Section 1 below in order to enable the water conserved to increase storage in the Colorado River reservoirs.

C. On December 13, 2007, the Secretary of the Interior adopted the 2007 Colorado River Interim Guidelines for Lower Basin Shortages and the Coordinated Operations for Lake Powell and Lake Mead (2007 Interim Guidelines), which provide for the creation of Intentionally Created Surplus (ICS) through 2026 and the delivery of ICS through 2036. On December 13, 2007, the Parties along with the State of Arizona acting through the Arizona Department of Water Resources, the Southern Nevada Water Authority (SNWA), and the Colorado River Commission of Nevada (CRCN) entered into the Lower Colorado River Basin Intentionally Created Surplus Forbearance Agreement (2007 Lower Basin Forbearance Agreement) which provides forbearance for ICS creation through 2025 and ICS delivery through 2035. This Agreement extends the term of the 2007 Lower Basin Forbearance Agreement, as to the Parties, for creation of ICS through 2026 and delivery of ICS through 2036 in order to match the term for such actions provided for in the 2007 Interim Guidelines.

Now THEREFORE, in consideration of the agreements and covenants herein, the Parties agree as follows:

### **Forbearance of Conservation Programs**

1. Each of the Parties hereby forbears any claim to the benefit of, to divert, or to seek the delivery of Colorado River water conserved by any of the following programs (“Conservation Programs”):

a. The System Conservation Implementation Agreement (SCIA) Between the United States Bureau of Reclamation and The Metropolitan Water District of Southern California to Replace Non-Functional Turf on Commercial, Industrial, and Institutional Properties to Implement Phase Two of the Lower Colorado River Basin Conservation and Efficiency Program (LC Conservation Program Phase Two), SCIA No. 24-XX-30-W0838 dated December 16, 2024 (up to 97,296 acre-feet through 2026).

b. The System Conservation Implementation Agreement (SCIA) Between the United States Bureau of Reclamation and The Metropolitan Water District of Southern California to Construct a Groundwater Bank to Capture Surplus State Water Project Supplies to Implement Phase Two of the Lower Colorado River Basin Conservation and Efficiency Program (LC Conservation Program Phase Two), SCIA No. 24-XX-30-W0839 dated December 16, 2024 (up to 168,000 acre-feet through 2026).

c. The System Conservation Implementation Agreement (SCIA) Between the United States Bureau of Reclamation and The Metropolitan Water District of Southern California to Conduct Leak Detection and Repairs that Benefit Disadvantaged Communities to Implement Phase Two of the Lower Colorado River Basin Conservation and Efficiency Program (LC Conservation Program Phase Two), SCIA No. 24-XX-30-W0846 dated January 15, 2025 (up to 4,000 acre-feet through 2026).

d. The amendment dated January 22, 2025 to the System Conservation Implementation Agreement (SCIA) between the United States Bureau of Reclamation and the Coachella Valley Water District to Implement the Lower Colorado Conservation and Efficiency Program (LC Conservation Program) based upon temporary and compensated conservation of Colorado River water historically used to recharge groundwater aquifers, SCIA No. 23-XX-30-W0764 dated July 24, 2023 (up to 35,000 acre-feet in 2026).

e. The System Conservation Implementation Agreement (SCIA) between the United States Bureau of Reclamation and Coachella Valley Water District to Install Tertiary Treatment at Water Reclamation Plant No. 4 (WRP 4 Recycled Water Project) to Implement Phase Two of the Lower Colorado River Basin Conservation and Efficiency Program (LC Conservation Program Phase Two), SCIA No. 24-XX-30-W0831 dated December 16, 2024 (up to 33,600 acre-feet through 2026).

2. The forbearance given by this Agreement as to the Conservation Programs identified in Section 1 above shall be for the benefit of each of the Parties and shall also be for the benefit of the United States Department of Interior, Bureau of Reclamation. This Agreement does not create any third-party beneficiary rights in any person other than the Parties and the United States Department of the Interior, Bureau of Reclamation.



3. The forbearance given by this Agreement as to the Conservation Programs identified in Section 1 is conditioned upon the annual verification of the conserved water after a workgroup consultation between the United States Department of Interior, Bureau of Reclamation, MWD, IID, and Coachella Valley Water District. Any objection must be conveyed in writing within twenty-one (21) days following the consultation.

#### **Extension of 2007 Lower Basin Forbearance Agreement**

4. The term of the 2007 Lower Basin Forbearance Agreement (provided for section 1.2 of that agreement), as to the Parties, for creation of ICS is extended through 2026 and for the delivery of ICS through 2036 in order to match the term for such actions provided for in Section XI.G.8 of the 2007 Interim Guidelines.

#### **Agreement Is Non-Precedential, Contains No Admissions, and Modifies No Other Agreements**

5. The Parties agree that this Agreement shall not in any matter constitute a precedent as to the following:

- (a) any right, obligation, or authority of any Party to engage in a conservation program;
- (b) any methodology used to establish a baseline of consumptive use by which conservation for a program is measured or established in any future year; and
- (c) the quantity of water or the proportion of reduction of contractual entitlement that an agency may be required to conserve or not divert, during any declared shortage.

6. The Parties agree that the reference to “forbearance” in this Agreement does not constitute an admission by any Party that any Party actually has a legal right to claim the conserved water created by any other Party in the absence of a forbearance agreement.

7. Some of the Parties are parties to other agreements among themselves and others relating to drought or shortages on the Colorado River. Nothing in this Agreement expressly or implicitly amends, modifies, or conflicts with the provisions of any of those other such agreements.

#### **Term**

8. This Agreement shall be effective when signed by two or more Parties as between the initial signatory Parties and shall be binding upon a subsequent signatory Party as of the date of signature of that Party.

9. The obligations related to the forbearance of conserved water conserved relating to the Conservation Programs under Section 1 of this Agreement shall terminate on May 31, 2027. Otherwise, the provisions of this Agreement shall remain enforceable.

### **Miscellaneous**

10. The rights and obligations under this Agreement do not commit any Party to engage in the creation of conserved water under the Conservation Programs identified in Section 1 above.

11. Each Party represents and warrants that each person or persons executing this Agreement on its behalf is duly authorized to do so by the respective Party and that this Agreement binds that Party.

12. This Agreement may be executed in counterparts, each which is an original, but all of which together will constitute one and the same instrument.

*[Signatures on following page]*

The Parties are signing this Agreement as of the dates indicated below:

Approved as to form:

THE METROPOLITAN WATER DISTRICT  
OF SOUTHERN CALIFORNIA

\_\_\_\_\_  
General Counsel

\_\_\_\_\_  
General Manager

Approved as to form:

COACHELLA VALLEY WATER DISTRICT

\_\_\_\_\_  
Legal Counsel

\_\_\_\_\_  
General Manager

Approved as to form:

IMPERIAL IRRIGATION DISTRICT

\_\_\_\_\_  
General Counsel

\_\_\_\_\_  
General Manager

Approved as to form:

PALO VERDE IRRIGATION DISTRICT

\_\_\_\_\_  
Legal Counsel

\_\_\_\_\_  
General Manager

Approved as to form:

CITY OF NEEDLES

\_\_\_\_\_  
City Attorney

\_\_\_\_\_  
City Manager



## City of Needles, California Request for City Council Action

☒ CITY COUNCIL ☒ NPUA

☒ Regular ☐ Special

**Meeting Date:** March 25, 2025

**Title:** Authorize Phillips Construction to replace six (6) water meters not to exceed \$59,600 utilizing Water Asset Replacement Funds

**Background:** Beginning in 2021, the NPUA began replacing all water and electric meters to advanced metering infrastructure (AMI). To date, the water department has replaced all water meters to AMI. The only remaining meters are the following six (6) – 4-inch commercial meters. The existing meters are not to code. All meters inside of a vault are required to be brought up to above grade. All meters listed below are underground. This work was not part of the AMI project and was not identified prior to beginning the project.

1. 999 BNSF Depot
2. 1720 J Street
3. 900 Coronado
4. 720 Bailey Ave
5. 14010 Bailey Ave
6. 1215 Hospitality Ln.

The Board of Public Utilities approved the recommended action on March 18, 2025.

**Fiscal Impact:** The water department has an asset replacement balance of \$346K as of January 31, 2025. The balance is pending reimbursement from the State Water Resources Control Board.

**Environmental Impact:** N/A

**Recommended Action:** Authorize Phillips Construction to replace six (6) water meters not to exceed \$59,600 utilizing Water Asset Replacement Funds

**Submitted By:** Rainie Torrance, Utility Manager

**City Manager Approval:** Patrick J. Martinez

**Date:** 3/19/2025

**Other Department Approval (when required):** Barbara DiLeo

**Date:** 03/18/25

Approved: ☐

Not Approved: ☐

Tabled: ☐

Other: ☐

**CITY OF NEEDLES**  
**817 THIRD ST.**  
**NEEDLES, CA 92363**

March 11, 2025

**TO: CITY OF NEEDLES**

**ATTN: RAINIE TORRANCE**

**RE: 4" METER INSTALL**

**PROPOSAL**

- |    |                      |  |
|----|----------------------|--|
| 1. | 999 BNSF DEPOT       | PRICE: \$9,600.00                      |
| 2. | 1720 J ST.           | PRICE: \$9,800.00                      |
| 3. | 900 CORONADO         | PRICE: \$9,800.00                      |
| 4. | 720 BAILEY AVE.      | PRICE: \$9,800.00                      |
| 5. | 1401 BAILEY AVE.     | PRICE: \$9,800.00                      |
| 6. | 1215 HOSPITALITY LN. | PRICE: \$10,800.00 Add valve in street |

Provide equipment, labor and materials in order to bring new 4" water meters above grade, add a 4" valve before the meter and a 12" x 4" spool after the meter. Meter provided by the City of Needles.

**Includes:** Equipment, labor and materials

**Excludes:** Permits, engineering, staking, asphalt

\*City of Needles must be able to shut down the service line in order to complete the work.

\*\*Existing vaults to be filled with dirt, no concrete is to be poured

  
Melody Phillips, President





## City of Needles, California Request for City Council Action

☒ CITY COUNCIL ☒ NPUA

☒ Regular ☐ Special

**Meeting Date:** March 25, 2025

**Title:** Authorize the purchase of 60 - 36" Decorative Holiday Wreaths from Holiday Outdoor Décor not to exceed \$26,000 utilizing the adopted FY25 electric budget

**Background:** Annually, the Electric Department hangs wreaths on the decorative lights downtown for the holiday season. The current wreaths are from the mid-1990s. The current wreaths are weathered, deteriorating, damaged, difficult to find replacement bulbs, and they are beyond their useful life.

Several of the downtown decorative light fixtures have been damaged by vehicle accidents and staff have begun replacing them. Three downtown light fixtures were replaced in March, and five additional ones will be replaced in May when they arrive.

The current decorative lights are lightweight and cannot support much additional weight. Staff intended to create a decorative light committee to review and recommend replacement decorations; however, after staff completed their research, options were very limited.

Staff are recommending to purchase 60- 36" wreaths to replace the current decorations. Staff must make minor modifications to the wreaths, replace the plastic zip-ties, design and install a hooking system, and rewire the plug-in to fit the existing decorative lights.

The Board of Public Utilities approved the recommended action on March 18, 2025.

**Fiscal Impact:** The cost of the new decorative lights can be funded by the adopted FY 25 fiscal year budget.

**Environmental Impact:** N/A

**Recommended Action:** Authorize the purchase of 60 - 36" Decorative Holiday Wreaths from Holiday Outdoor Décor not to exceed \$26,000 utilizing the adopted FY25 electric budget

**Submitted By:** Rainie Torrance, Utility Manager

**City Manager Approval:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Other Department Approval (when required):** Barbara DiLeo

**Date:** 03/19/25

Approved: ☐

Not Approved: ☐

Tabled: ☐

Other: ☐



From Moments to Memories -  
American Craftsmanship in Every Space

Company Address PO Box 4365  
Bethlehem, Pennsylvania 18018  
United States

Created Date 3/6/2025  
Expiration Date 3/31/2025  
Quote Number 00022002

Prepared By Sandy Gundy  
Phone (952) 500-9668 📞  
Email sgundy@holidayoutdoordecor.com

Contact Name Cali Parra  
Bill to Phone 760.326.5700 📞  
Email cparra@cityofneedles.com

Account Name City of Needles  
Bill To Name Callie Parra  
Bill To 817 3rd St  
Needles, California 92363  
United States

Ship To Name Callie Parra  
Ship To Phone 760.326.5700 📞  
Ship To 817 3rd St  
Needles, California 92363  
United States

Product Code	Product	Product Line Description	Line Item Description	Price	Quantity	Total Price
GW-36-DC7-WW	36" Deluxe Building Front Wreath	36" Deluxe Building Front Wreath with (3) Sets of Pinecones and 40 C7 in Warm White LED	Sale price shown, reg price \$495.00	\$321.75	60.00	\$19,305.00
B-N18-RGT	18" Red Nylon Bow, Gold Trim	18" Red Nylon Bow, Gold Trim, 4 Loop	Sale price shown, reg price \$45.00	\$31.50	60.00	\$1,890.00
SHIPPING	SHIPPING		Dedicated Truck w/Lift Gate for limited/gated area.	\$2,695.00	1.00	\$2,695.00

- Applicable Sales Tax will be added to Final Invoice
- All shipping is estimated at time of order. Actual shipping costs may vary.
- Invoices will be sent out as soon as purchased product ships. This includes, both direct to customer or to an HOD warehouse prior to installation.

Subtotal \$23,890.00  
Total Price \$23,890.00  
Grand Total \$23,890.00

Account Terms DUE UPON RECEIPT

- 20% Restocking fee and shipping on all returns
- No returns without proper authorization
- 4% Credit Card payments fee
- Custom Items are NOT returnable
- After Account Terms due date, a monthly interest charge of 1.5% will be added on past due accounts (18% APR)

#### QUOTE ACCEPTANCE INFORMATION

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

• Please refer to our Terms and Conditions, [here](https://holidayoutdoordecor.com/terms-conditions/) or at <https://holidayoutdoordecor.com/terms-conditions/>

Agenda Item 7.

## IMAGE OF NEW HOLIDAY WREATH







## City of Needles, California Request for Commission Action

☒ CITY COUNCIL ☐ BOARD OF PUBLIC UTILITIES

☒ Regular ☐ Special

**Meeting Date:** March 25, 2025

**Title:** Award Bid to Shipley Construction and Plumbing for the Purchase & Install Metal Building Project

**Background:** Included in the FY 25 Needles Public Utility Authority Capital Plan is the construction of a steel building for the electric department at the pole yard on California Avenue. This project has been requested by the electric department for several years.

Currently, the electric department lacks a storage area for the fleet, heavy equipment, and inventory. All fleet, equipment, and inventory are stored outside in the elements or stored in shipping containers. The extreme heat wears on fleet, equipment, and inventory. The construction of this building will protect the NPUA's assets and increase the useful life of such assets.

On March 18, 2025, the Board of Public Utilities voted to recommend award of the Purchase & Install Metal Building project to the Needles Public Utility Authority (NPUA) to Shipley Construction and Plumbing in the amount of \$585,697 plus 15% contingency of \$87,855 for a total project cost Not to Exceed (NTE) \$673,552.

The Board of Public Utilities approved the recommended action on March 18, 2025.

**Fiscal Impact:** As of January 31, 2025, the Electric Asset Replacement fund has a balance of \$3.5M with no outstanding obligations

**Environmental Impact:** Categorical Exemption: Section No. 15332 - In-fill Development Projects

**Recommended Action:** Award Bid to Shipley Construction and Plumbing for the Purchase and Install Metal Building Project in the amount of \$585,697 plus 15% contingency of \$87,855 for a total project cost NTE \$673,552 and authorize staff to execute a Public Works Agreement with Shipley Construction and move forward with the Notice of Award and Notice to Proceed.

**Submitted By:** Kathy Raasch, Director of Development Services/Capital Projects  
Rainie Torrance, Utility Manager

**City Manager Approval:** Patrick J Martinez

**Date:** 3/19/2025

**Other Department Approval (when required):** Barbara DiLeo

**Date:** 03/18/25

Approved: ☐

Not Approved: ☐

Tabled: ☐

Other: ☐

City of Needles

Bid Results for Project PURCHASE & INSTALL METAL BUILDING (EL2502)

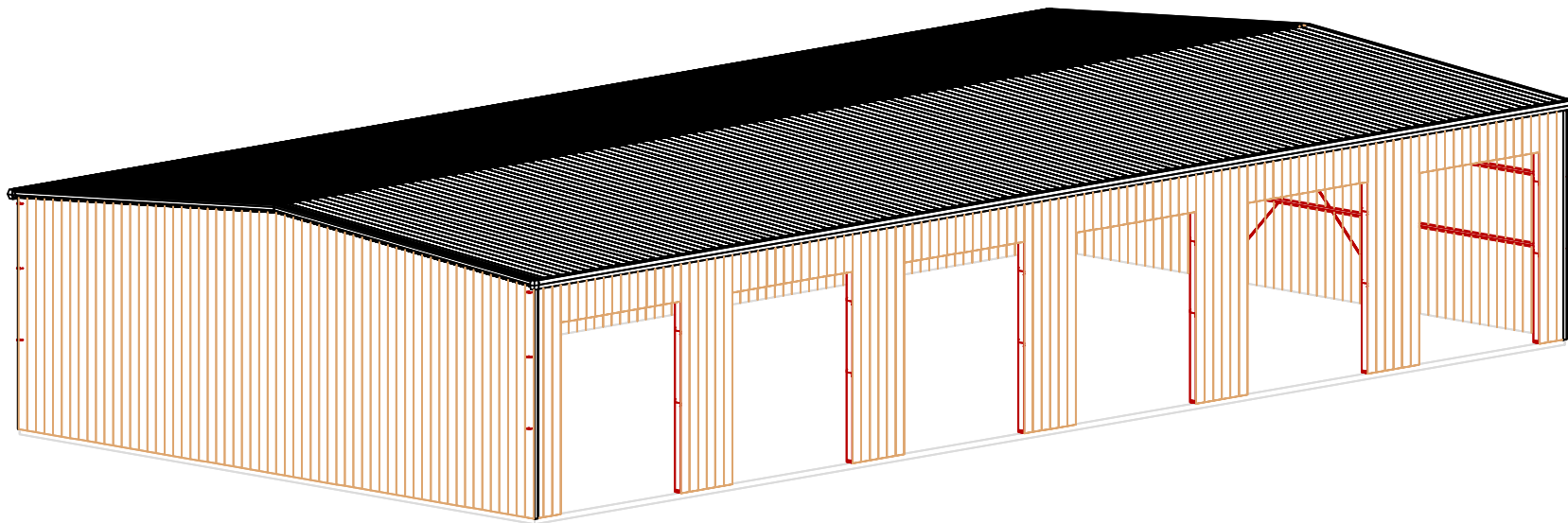
Issued on 02/13/2025

Bid Due on March 05, 2025 3:30 PM (PST)

Exported on 03/06/2025

Item Num.	Description	UOM	QTY	Shipley Construction		Precise Builders Inc.		Coelho	
				Unit Price	Item Total	Unit Price	Item Total	Unit Price	Item Total
1	Mobilization/Demobilization (5% max)	LS	1	\$18,000.00	\$18,000.00	\$31,800.00	\$31,800.00	\$37,500.00	\$37,500.00
2	Survey	LS	1	\$5,500.00	\$5,500.00	\$7,729.00	\$7,729.00	\$9,600.00	\$9,600.00
3	SWPPP	LS	1	\$2,500.00	\$2,500.00	\$5,895.00	\$5,895.00	\$9,500.00	\$9,500.00
4	Building Permit	LS	1	\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00
5	Encroachment Permit (for work in Public Right -of-way)	LS	1	\$517.00	\$517.00	\$517.00	\$517.00	\$517.00	\$517.00
6	Site Grading per plan	LS	1	\$22,500.00	\$22,500.00	\$25,545.00	\$25,545.00	\$18,000.00	\$18,000.00
7	1" Water Service & Backflow Device	LS	1	\$14,000.00	\$14,000.00	\$11,004.00	\$11,004.00	\$15,000.00	\$15,000.00
8	4" PVC Sewer Lateral with Cleanouts & Backwater valve	LS	1	\$13,450.00	\$13,450.00	\$12,838.00	\$12,838.00	\$19,000.00	\$19,000.00
9	6" Concrete Slab & footings (complete, w/rebar, anchor bolts)	SF	7200	\$13.00	\$93,600.00	\$16.70	\$120,240.00	\$22.00	\$158,400.00
10	ADA Parking Complete including Walkway	SF	1720	\$12.75	\$21,930.00	\$15.23	\$26,195.60	\$11.00	\$18,920.00
11	Commercial Driveway approach per plan	SF	600	\$12.50	\$7,500.00	\$23.85	\$14,310.00	\$28.00	\$16,800.00
12	6 Ft. Chain Link Privacy Fencing	LF	330	\$55.00	\$18,150.00	\$84.70	\$27,951.00	\$68.00	\$22,440.00
13	6 Ft. Chain Link Fencing	LF	180	\$55.00	\$9,900.00	\$62.20	\$11,196.00	\$82.00	\$14,760.00
14	20' Rolling Gate	EA	1	\$950.00	\$950.00	\$4,800.00	\$4,800.00	\$5,500.00	\$5,500.00
15	4' Walk Gate	EA	1	\$1,200.00	\$1,200.00	\$1,416.00	\$1,416.00	\$4,500.00	\$4,500.00
16	Purchase & Install Steel Building Complete with Doors & vents	LS	1	\$350,000.00	\$350,000.00	\$360,454.00	\$360,454.00	\$429,000.00	\$429,000.00
			<b>Subtotal</b>		<b>\$585,697.00</b>		<b>\$667,890.60</b>		<b>\$785,437.00</b>
			<b>Total</b>		<b>\$585,697.00</b>		<b>\$667,890.60</b>		<b>\$785,437.00</b>



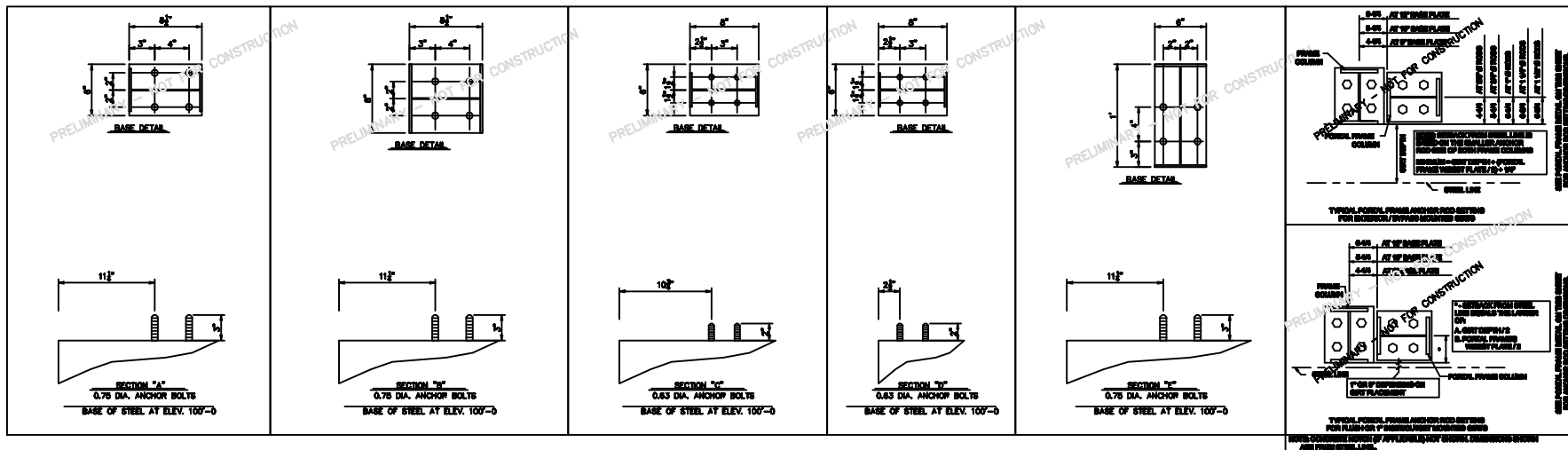


ABS 2.0.1

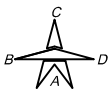
3D FRONT LEFT - (A) Main



BLD'G "A"



### ANCHOR ROD SECTION DETAILS - (A) Main



DESIGNS SHOWN ARE BASED ON THE  
BASIC BUILDING ITSELF, THEY DO NOT  
INCLUDE LOADS FROM ANY BUILDING  
OPTIONS OR ANY OTHER MATERIAL

FOUNDATION MUST BE SQUARE AND LEVEL.  
ALL ANCHOR RODS MUST BE TRUE IN SIZE,  
LOCATION, AND PROJECTION.  
ANCHOR ROD PROJECTIONS MUST BE HELD  
TO KEEP THREADS CLEAR OF FINISHED CONCRETE.

ENGINEERING CERTIFICATION OF MATERIALS  
SUPPLIED BY STAR WILL BE PROVIDED  
BY SEAL AND SIGNATURE OF LICENSED  
ENGINEER ON FINAL ERECTION DRAWINGS.

ABS 2.0.1

THIS DRAWING IS FOR ANCHOR ROD PLACEMENT  
ONLY AND IS NOT A SUBSTITUTE FOR  
FOUNDATION DESIGN.

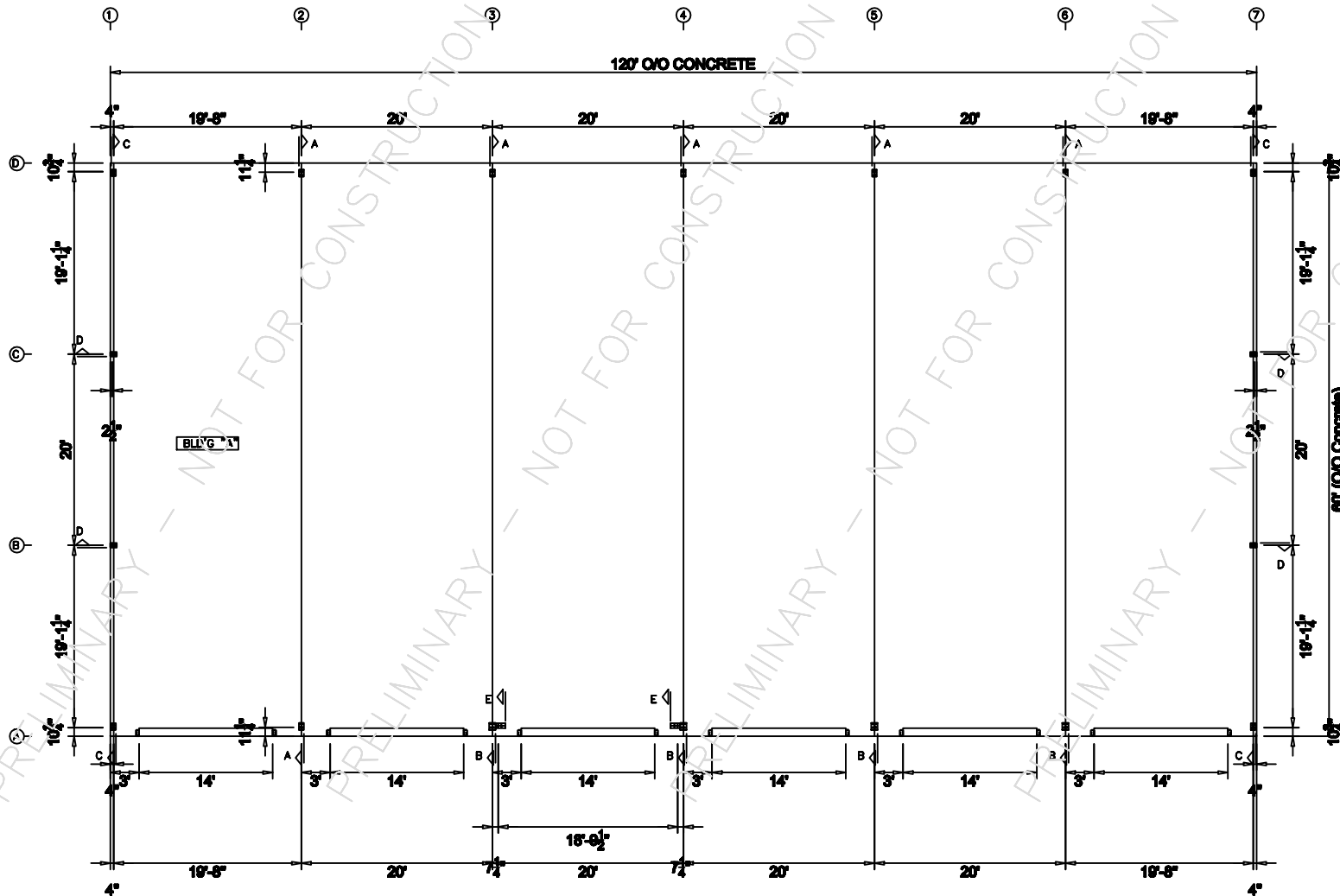
CONTACT SALES ENGINEER FOR REVIEW BEFORE  
USING THIS INFORMATION FOR CONSTRUCTION

STAR BUILDING SYSTEMS RESERVES THE RIGHT TO CHANGE THE FINAL DESIGN, IF DESIGN INFORMATION (IE. CLEARANCES, BASE PLATE/ANCHOR ROD DESIGN) IS TO BE USED FOR CONSTRUCTION. STAR MUST BE NOTIFIED PRIOR TO ACCEPTANCE OF ORDER.

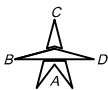
MTC - MONTICELLO, IA

IT IS THE BUILDERS RESPONSIBILITY TO  
COMMUNICATE TO STAR THE NEED TO HOLD  
TO ANY PRELIMINARY DESIGN INFORMATION  
PROVIDED BY SBSI STAR WILL NOT BE LIABLE  
FOR ANY CHANGES IN FINAL DESIGN IF THE  
BUILDER DOES NOT COMMUNICATE THIS TO STAR





ANCHOR ROD PLAN - (A) Main



DESIGNS SHOWN ARE BASED ON THE BASIC BUILDING ITSELF, THEY DO NOT INCLUDE LOADS FROM ANY BUILDING OPTIONS OR ANY OTHER MATERIAL.

FOUNDATION MUST BE SQUARE AND LEVEL. ALL ANCHOR RODS MUST BE TRUE IN SIZE, LOCATION, AND PROJECTION. ANCHOR ROD PROJECTIONS MUST BE HELD TO KEEP THREADS CLEAR OF FINISHED CONCRETE.

ENGINEERING CERTIFICATION OF MATERIALS SUPPLIED BY STAR WILL BE PROVIDED BY SEAL AND SIGNATURE OF LICENSED ENGINEER ON FINAL ERECTION DRAWINGS. ABS 2.0.1

THIS DRAWING IS FOR ANCHOR ROD PLACEMENT ONLY AND IS NOT A SUBSTITUTE FOR FOUNDATION DESIGN.

CONTACT SALES ENGINEER FOR REVIEW BEFORE USING THIS INFORMATION FOR CONSTRUCTION

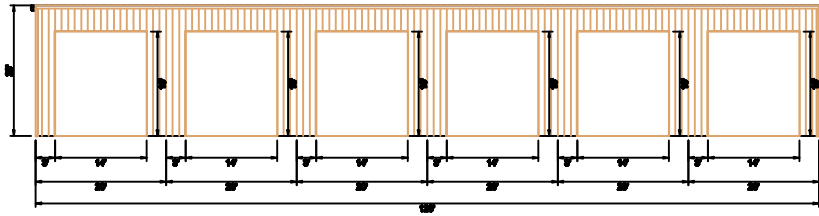
STAR BUILDING SYSTEMS RESERVES THE RIGHT TO CHANGE THE FINAL DESIGN, IF DESIGN INFORMATION (IE. CLEARANCES, BASE PLATE/ANCHOR ROD DESIGN) IS TO BE USED FOR CONSTRUCTION STAR MUST BE NOTIFIED PRIOR TO ACCEPTANCE OF ORDER.

MTC - MONTICELLO, IA

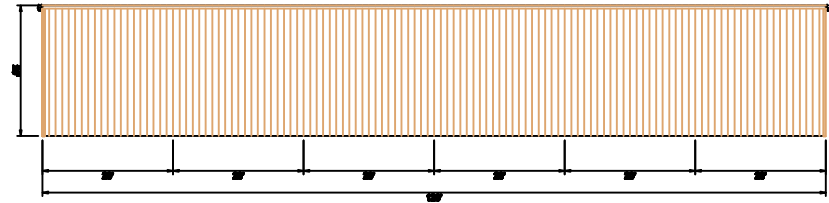
IT IS THE BUILDERS RESPONSIBILITY TO COMMUNICATE TO STAR THE NEED TO HOLD TO ANY PRELIMINARY DESIGN INFORMATION PROVIDED BY SSSI STAR WILL NOT BE LIABLE FOR ANY CHANGES IN FINAL DESIGN IF THE BUILDER DOES NOT COMMUNICATE THIS TO STAR!

ABS 2.0.1

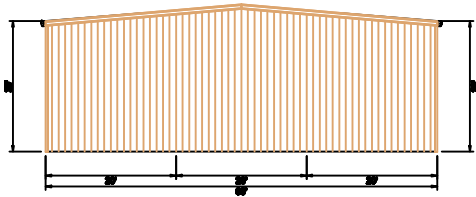
Front Wall



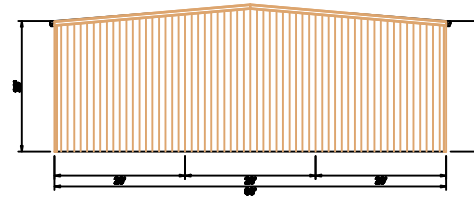
Back Wall



Left Wall

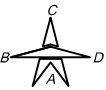


Right Wall

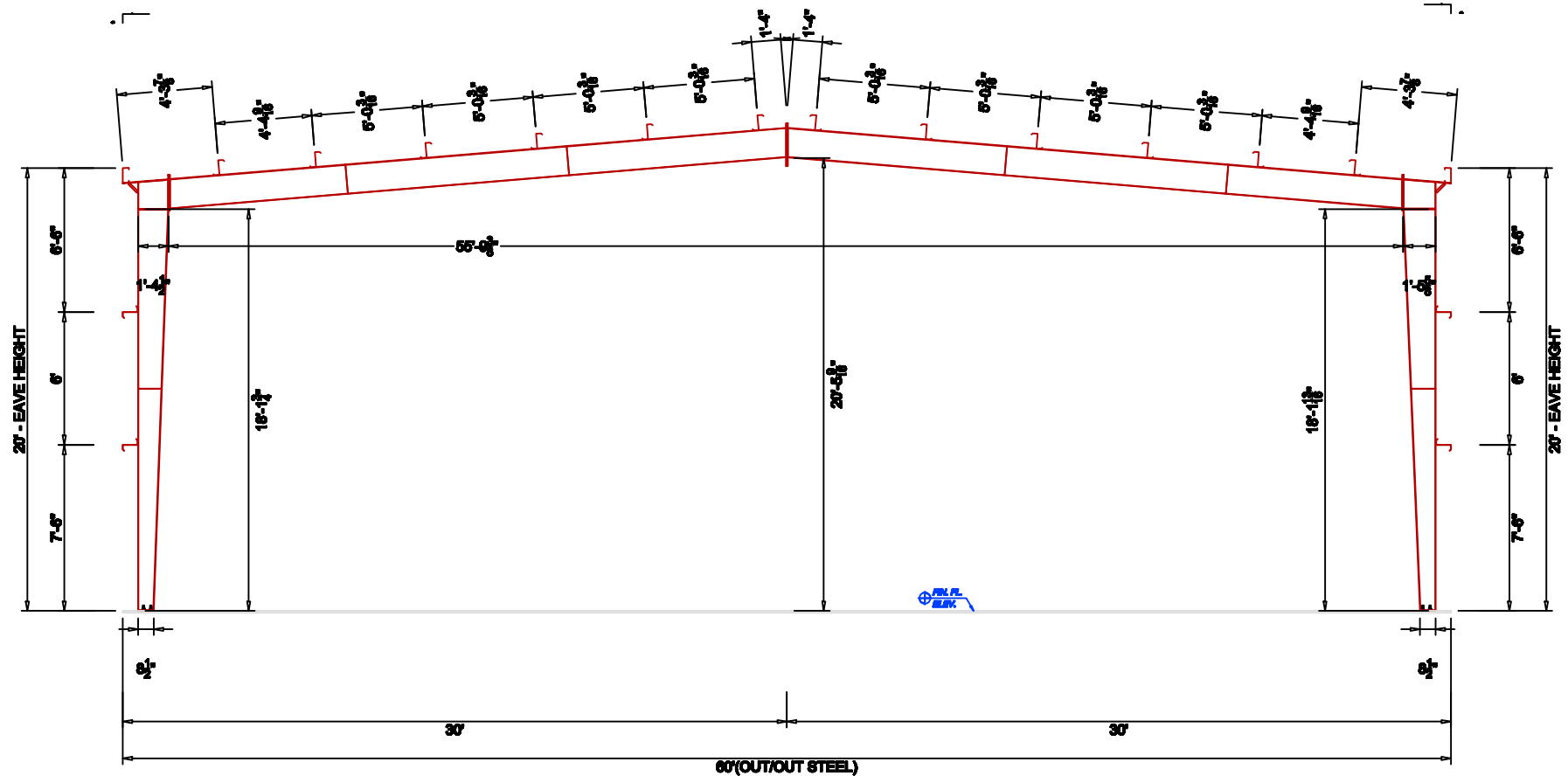


ABS 2.0.1

ARCHITECTURAL - (A) Main







CROSS SECTION AT FRAME LINES "3-5" - (A) Main

DESIGNS SHOWN ARE BASED ON THE  
BASIC BUILDING ITSELF, THEY DO NOT  
INCLUDE LOADS FROM ANY BUILDING  
OPTIONS OR ANY OTHER MATERIAL

FRAME CLEARANCES SHOWN ARE APPROXIMATE  
AND MAY VARY DUE TO FIELD CONDITIONS  
AND LOADS.  
VERTICAL CLEARANCE DIMENSIONS ARE FROM  
FINISHED FLOOR REFERENCE ELEVATION.

MTC - MONTICELLO, IA

STAR BUILDING SYSTEMS RESERVES THE RIGHT TO CHANGE THE FINAL DESIGN, IF DESIGN INFORMATION (IE. CLEARANCES, BASE PLATE/ANCHOR ROD DESIGN) IS TO BE USED FOR CONSTRUCTION. STAR MUST BE NOTIFIED PRIOR TO ACCEPTANCE OF ORDER.

CONTACT SALES ENGINEER FOR REVIEW BEFORE  
USING THIS INFORMATION FOR CONSTRUCTION

IT IS THE BUILDERS RESPONSIBILITY TO  
COMMUNICATE TO STAR THE NEED TO HOLD  
TO ANY PRELIMINARY DESIGN INFORMATION  
PROVIDED BY SBSI STAR WILL NOT BE LIABLE  
FOR ANY CHANGES IN FINAL DESIGN IF THE  
BUILDER DOES NOT COMMUNICATE THIS TO STAR

ENGINEERING CERTIFICATION OF MATERIALS  
SUPPLIED BY STAR WILL BE PROVIDED  
BY SEAL AND SIGNATURE OF LICENSED  
ENGINEER ON FINAL ERECTION DRAWINGS.



## City of Needles, California Request for City Council Action

☒ CITY COUNCIL ☒ NPUA

☒ Regular ☐ Special

**Meeting Date:** March 25, 2025

**Title:** NPUA FY 23 Audit Change Order

**Background:** On August 8, 2023 Vasquez & Company LLP was chosen for professional auditing services for the NPUA audit for FY 23 and FY 24. Due to City staff changes, delays in providing required documentation, consultant changes, additional audit analysis required, detailed analysis of prior audit required and multiple follow-up meetings needed, additional fees have been incurred.

**Fiscal Impact:** Increase in audit fees of \$20,000. This amount is already included in the FY 24 budget.

**Environmental Impact:** n/a

**Recommended Action:** Approve change order increasing the FY 23 NPUA audit fees by \$20,000. New total amount not to exceed \$55,353.

**Submitted By:** Barbara DiLeo, Finance Department

**City Manager Approval:** Patrick J. Martinez

**Date:** 3/19/2025

**Other Department Approval (when required):** \_\_\_\_\_

**Date:** \_\_\_\_\_

Approved: ☐ Not Approved: ☐ Tabled: ☐ Other: ☐



## City of Needles, California Request for City Council Action

☒ CITY COUNCIL ☒ NPUA

☒ Regular ☐ Special

**Meeting Date:** March 25, 2025

**Title:** Approve Change Order No. 1 to the Public Works Agreement with Phillips Excavating, Inc. for the Well 11 to Well 15 Intertie Project

**Background:** On October 22, 2024, City Council Accepted a Proposal from Phillips Excavating, Inc for construction of the Well 11 to Well 15 Intertie project in the amount of \$435,065 plus 10% contingency for a total project cost of \$478,506.50.

During construction, existing fencing had to be removed to facilitate the installation of the new waterline, Therefore, new fencing was proposed to replace the deteriorated fence and provide separation and security of the waterline easement from the golf course area. In addition, additional tees and valves were proposed to be installed to allow for future water shut downs in preparation of the upcoming manifold project.

- |                            |               |
|----------------------------|---------------|
| 1) Fencing                 | \$ 22,800.00  |
| 2) Line Stops & 16" Valves | \$ 120,400.00 |

Justification of each item was received from the design engineer and presented to the State Water Resources Control Board (SWRCB) for review. Approval was granted by the State to be funded by Phase 6B grant funds and contingency.

Therefore, Change Order #1 includes items already approved by the SWRCB increasing the contract with Phillips Excavating by \$143,200 for a new total contract amount of \$578,265.

**Fiscal Impact:** The City received Grant Amendment #3 to the original Grant Agreement with the California State Water Resources Control Board in the amount of \$14,315,640.00 for water system improvements. The Well 11 to Well 15 Intertie Project is identified as Phase 6B of the overall project budget in the amount of \$930,000 with a \$717,104 allowable contingency.

Change Order #1 for a total of \$143,200 is reimbursable from the grant Phase 6B funds and utilizing \$41,899.80 from Phase 6 contingency.

**Recommended Action:** Accept Change Order #1 to the Public Works Agreement with Phillips Excavating, Inc. for the Well 11 to Well 15 Intertie project resulting in an increase to the contract in the amount of \$143,200 for a new total contract amount of \$578,265; and authorize staff to execute said Change Order.

**Submitted By:** Kathy Raasch, Director of Development Services/Capital Projects

**City Manager Approval:**

**Date:**

3-21-25

**Other Department Approval (when required):**

Barbara DiLeo

**Date:**

03/20/25

Approved: ☐

Not Approved: ☐

Tabled: ☐

Other: ☐

Agenda Item 10.

Agenda Item 10.



CITY OF NEEDLES  
**CHANGE ORDER**

PROJECT: WELL 11 TO WELL 15 INTERIE PROJECT

ORDER NO: 1

OWNER: CITY OF NEEDLES CONTRACTOR: PHILLIPS EXCAVATING, INC.

FOLLOWING CHANGES ARE MADE TO THE CONTRACT:

- 1) FENCING - \$22,800 INCREASED  
2) VALVES - \$120,400 INCREASED

JUSTIFICATION:

JUSTIFICATION FOR ALL CHANGE ORDER ITEMS LISTED ABOVE HAS BEEN PROVIDED BY THE DESIGN ENGINEER AND APPROVED BY THE CALIFORNIA STATE WATER RESOURCES CONTROL BOARD FOR REIMBURSEMENT UNDER PROJECT CONTINGENCY FUNDS ALLOCATED IN THE GRANT AGREEMENT.

<sup>(1)</sup> ORIGINAL CONTRACT PRICE (Starting Bid Amount):	<div style="border: 1px solid black; padding: 2px; text-align: right;">\$ 435,065.00</div>
<sup>(2)</sup> PREVIOUS Change Order(s) AMOUNT	<div style="border: 1px solid black; padding: 2px; text-align: right;">\$ 0.00</div>
<sup>(3)</sup> ORIGINAL CONTRACT PRICE plus Previous Change Order(s) (add line 1 & 2)	<div style="border: 1px solid black; padding: 2px; text-align: right;">\$ 435,065.00 <small>(Auto Calculating)</small></div>
<sup>(4)</sup> CONTRACT PRICE DUE TO THIS CHANGE ORDER (This CO being presented)	<div style="border: 1px solid black; padding: 2px; text-align: right;">\$ 143,200.00</div>
<sup>(5)</sup> NEW CONTRACT PRICE (including this Change Order) (add line 3 & 4)	<div style="border: 1px solid black; padding: 2px; text-align: right;">\$ 578,265.00 <small>(Auto Calculating)</small></div>

**CHANGE IN CONTRACT TIME**

Contract Time will be (Increased)	Adjusted Date for Completion of all Work	Calendar Days
N/A	N/A	N/A

**APPROVALS REQUIRED**

Requested by:	<u>Kathy Raasch</u> <small>Digitally signed by Kathy Raasch Date: 2025.03.19 13:53:00 -07'00'</small>	Date: _____
Contractor Acceptance:	<u><i>Phillips Pres</i></u> <small>Signature (Contractor)</small>	Date: _____
Approved by:	_____ <small>Signature (City Manager)</small>	Date: <u>03/25/2025</u> <small>CC meeting</small>

**CHANGE ORDER**



## City of Needles, California Request for City Council Action

☒ CITY COUNCIL ☐ NPUA

☒ Regular ☐ Special

**Meeting Date:** MARCH 25, 2025

**Title:** Warrants

**Background:** n/a

**Fiscal Impact:** See attached Warrant Registers

**Environmental Impact:** n/a

**Recommended Action:** Approve the Warrant Registers through MARCH 25, 2025.

**Submitted By:** Barbara Dileo, Interim Director of Finance

**City Manager Approval:** 

**Date:** 3-19-25

**Other Department Approval (when required):** \_\_\_\_\_

**Date:** \_\_\_\_\_

Approved: ☐

Not Approved: ☐

Tabled: ☐

Other: ☐

**CITY OF NEEDLES CITY COUNCIL  
WARRANT SUMMARY TOTALS FOR MARCH 25, 2025**

		3/25/2025	FUND AMT.	25-Mar	24-25
FUND 101	GENERAL FUND	\$ 4,423.00			
101.1015.412	CITY ATTORNEY	\$ 5,800.00		\$ 40,929.03	\$ 90,000.00
101.1020.413	CITY MANAGER	\$ 1,250.17		\$ 145,672.43	\$ 230,155.00
101.1025.415	FINANCE DEPT.	\$ 7,697.73		\$ 472,541.85	\$ 12,215,772.00
101.1030.414	CITY CLERK/COUNCIL/MAYOR	\$ 19,007.04		\$ 184,680.38	\$ 357,148.00
101.1035.416	PLANNING /ZONING	\$ 284.45		\$ 102,180.90	\$ 326,356.00
101.1040.417	ENGINEERING	\$ 676.41		\$ 207,167.52	\$ 412,663.00
101.1060.410	COMMUNITY PROMOTIONS	\$ 3,392.50		\$ 34,048.19	\$ 103,690.00
101.1070.410	SENIOR CENTER	\$ 1,086.33		\$ 59,684.74	\$ 180,551.00
101.2010.421	SHERIFF	\$ 785.75		\$ 2,582,691.24	\$ 3,862,539.00
101.2020.423	ANIMAL SHELTER/CONTROL	\$ 427.58		\$ 200,383.97	\$ 283,098.00
101.2025.424	BULDING & SAFETY	\$ 2,394.60		\$ 190,195.61	\$ 407,500.00
101.2030.423	CODE ENFORCEMENT	\$ 5,592.05		\$ 425,603.25	\$ 806,258.00
101.3010.431	PUBLIC WORKS	\$ 2,215.43		\$ 423,456.35	\$ 744,745.00
101.4730.472	SANITATION	\$ -		\$ 90,189.43	\$ 143,822.00
101.5770.452.	AQUATICS	\$ -		\$ 150,271.39	\$ 249,282.00
101.5772.452	PARKS	\$ 11,282.63		\$ 503,651.37	\$ 819,419.00
101.5773.452	JACK SMITH PARK MARINA	\$ -		\$ 57,780.57	\$ 115,992.00
101.5774.452	RECREATION	\$ -		\$ 267,156.13	\$ 422,094.00
GENERAL FUND	TOTAL ALL GF DEPARTMENTS		\$ 66,315.67		\$ 21,771,084.00
FUND 102	GEN. FUND CAPITAL PROJECT		\$ -	\$ 1,579,419.35	\$ 3,611,336.00
FUND 205	CDBG		\$ -	\$ 180,249.00	\$ 107,900.00
FUND 206	CEMETERY		\$ 938.86	\$ 166,956.90	\$ 235,866.00
FUND 208	CALTRANS GRANTS		\$ -	\$ 965,531.68	\$ 1,020,588.00
FUND 210	SPECIAL GAS TAX		\$ -	\$ 92,240.00	\$ 256,392.00
FUND 213	DEPT OF HOUSE. & COMM DEVL		\$ -	\$ 12,410.00	\$ 19,500.00
FUND 214	SANBAG NEW LOCAL MEAS I		\$ -	\$ -	\$ 650,000.00
FUND 225	COPS-AB 3229 SUPPLEMENTAL		\$ -	\$ 143,211.84	\$ 299,354.00
FUND 227	HAZARD MITIGATION		\$ 6,020.00	\$ 36,225.00	\$ 100,000.00
FUND 233	JACK SMITH PARK MARINA		\$ -	\$ -	\$ -
FUND 238	STATE RECREATION GRANTS		\$ -	\$ 899,391.76	\$ 1,285,000.00
FUND 239	CA.CONSERV RECYCLING GRANT		\$ -	\$ 894.22	\$ 25,436.00
FUND 243	ACTIVE TRANSPORT PROGRAM		\$ -	\$ 89.74	\$ 719,640.26
FUND 270	REDEVELOPMENT AGENCY		\$ -	\$ 370.00	\$ 20,000.00
FUND 470	RDA CAP PROJ.LOW & MOD.		\$ 192.00	\$ 56,476.00	\$ 56,285.00
FUND 501	NPUA		\$ -	\$ 2,168,320.97	\$ 2,668,939.00
FUND 502	WATER DEPARTMENT		\$ 22,871.25	\$ 1,104,429.68	\$ 2,222,678.00
FUND 503	WASTEWATER DEPARTMENT		\$ 12,344.10	\$ 773,588.06	\$ 1,329,341.00
FUND 505	SANITATION		\$ -	\$ 936,829.94	\$ 1,563,015.00
FUND 506	ALL AMERICAN CANAL PROJ.		\$ -	\$ 1,066,862.73	\$ 1,041,800.00
FUND 507	GOLF FUND	\$ 2,446.61		\$ -	
FUND 507-5761-453	GOLF MAINTENANCE DEPARTMENT	\$ -		\$ 861,672.75	\$ 1,376,182.00
FUND 507-5762-454	GOLF PRO SHOP DEPARTMENT	\$ -		\$ 254,547.99	\$ 426,928.00
FUND 507	GOLF FUND TOTAL		\$ 2,446.61		
FUND 508	CUST.SVC/UT BUSINESS OFFICE		\$ 7,960.24	\$ 272,758.29	\$ 477,260.00
FUND 509	MIS		\$ 10,038.28	\$ 189,163.68	\$ 273,100.00
FUND 510	ADMIN. FACILITY		\$ 4,037.90	\$ 116,289.49	\$ 254,550.00
FUND 511	FLEET MANAGEMENT		\$ 3,869.24	\$ 168,796.00	\$ 291,071.00
FUND 512	VEHICLE REPLACEMENT		\$ -	\$ 126,198.32	\$ 287,320.05
FUND 520	SR DIAL A RIDE		\$ 6,272.11	\$ 53,603.27	\$ 450,779.00
FUND 521	DIAL-A-RIDE MEDICAL TRANS.		\$ 1,700.04	\$ 14,502.17	\$ 50,948.00
FUND 525	NEEDLES AREA TRANSIT (NAT)		\$ 35,368.20	\$ 282,548.39	\$ 477,395.00
FUND 575	HOUSING		\$ 28,724.14	\$ 635,143.34	\$ 1,311,630.00
FUND 580	ELECTRIC		\$ 121,828.09	\$ 8,087,670.95	\$ 12,502,385.00
FUND 581	NPUA CAPITAL ELECTRIC		\$ -	\$ -	\$ 46,073.00
FUND 582	NPUA CAPITAL WATER		\$ -	\$ 1,221,713.40	\$ 8,084,536.00
FUND 583	NPUA CAPITAL WASTEWATER		\$ -	\$ 32,112.29	\$ 69,532.00
FUND 650	IMPACT FEES NORTH NEEDLES		\$ -	\$ 9,021.65	\$ 33,708.00
FUND 651	IMPACT FEES SOUTH AREAS		\$ -	\$ 9,015.20	\$ 45,912.00
TOTAL	ALL FUNDS & DEPARTMENTS		\$ 330,926.73	\$ 28,656,538.40	\$ 65,314,311.31

I certify that the expenditures/purchases to be paid by the warrants on this list have complied with the provisions of the City Code Chapter 8, Article II, Purchasing; and further, the funds to cover these purchases/expenditures, as City Audited, are included

*Patrick Martinez* 3-19-25  
Patrick Martinez, City Manager Date  
*Virginia Tasker* 3-18-25  
Virginia Tasker, City Treasurer Date

*Barbara* 3/17/25  
Finance Department Date



PROGRAM: GM348U

CITY OF NEEDLES

BANK 04 WELLS FARGO BANK - CITY GENERAL CHECKING

CHECK NUMBER	VENDOR NUMBER	SEQ#	VENDOR NAME	CHECK DATE	CHECK AMOUNT	DISCOUNTS/RETAINAGE TAKEN
23538	3305	00	AGUA CALIENTE	03/25/2025	16,380.00	.00
23539	4168	00	ATLAS PLANNING SOLUTIONS	03/25/2025	6,020.00	.00
23540	3750	00	AUTO ZONE	03/25/2025	405.32	.00
23541	2629	00	BARON PEST SOLUTIONS	03/25/2025	266.00	.00
23542	178	00	BIG O TIRES & NAPA AUTO PARTS	03/25/2025	682.29	.00
23543	3595	00	BOOT BARN	03/25/2025	266.30	.00
23544	3479	00	BRAUN BLAISING & WYNNE P.C.	03/25/2025	185.59	.00
23545	2618	00	BULLHEAD AUTO SUPPLY	03/25/2025	383.44	.00
23546	2328	00	CAL-ZON FENCE CO.	03/25/2025	6,200.00	.00
23547	709	00	CALLAWAY	03/25/2025	467.40	.00
23548	4138	00	CLUB CADDIE	03/25/2025	100.00	.00
23549	3782	00	CORE & MAIN LP	03/25/2025	1,047.28	.00
23550	2760	00	COUNTY OF SAN BERNARDINO	03/25/2025	50.00	.00
23551	455	00	CULLIGAN WATER COND.	03/25/2025	48.16	.00
23552	2934	00	DANA KEPNER COMPANY INC.	03/25/2025	3,598.40	.00
23553	440	00	DECO FOODSERVICE INCORP.	03/25/2025	482.52	.00
23554	2487	00	DELL MARKETING L.P.	03/25/2025	2,669.03	.00
23555	3523	00	DEVELOPMENT MANAGEMENT GROUP INC.	03/25/2025	5,000.00	.00
23556	3580	00	DIAMOND PURE WATER	03/25/2025	76.00	.00
23557	501	00	DOI-BOR-REGION: LOWER COLORADO	03/25/2025	18,771.95	.00
23558	2653	00	EMPIRE SOUTHWEST	03/25/2025	199.00	.00
23559	4092	00	FOREUP GOLF SOFTWARE	03/25/2025	168.54	.00
23560	3708	00	GAUDIN FORD	03/25/2025	133.10	.00
23561	324	00	GRAINGER	03/25/2025	242.34	.00
23562	3451	00	GREENS ELECTRIC, LLC	03/25/2025	6,625.86	.00
23563	3966	00	GT GOLF SUPPLIES	03/25/2025	93.37	.00
23564	2612	00	HARDWARE EXPRESS	03/25/2025	640.65	.00
23565	2612	00	HARDWARE EXPRESS	03/25/2025	300.22	.00
23566	3712	00	HENDERSON CHEVROLET COMPANY	03/25/2025	449.95	.00
23567	4240	00	HOLIDAY OUTDOOR DECOR	03/25/2025	549.90	.00
23568	3864	00	HORIZON TECHNOLOGIES INC.	03/25/2025	980.00	.00
23569	1	00	JAMES RALEY	03/25/2025	500.00	.00
23570	3949	00	JANET JERNIGAN	03/25/2025	25.00	.00
23571	4238	00	KELLY SMITH TECTONIC ENGINEERING	03/25/2025	3,248.00	.00
23572	2334	00	KERN TURF SUPPLY INC.	03/25/2025	938.86	.00
23573	3977	00	LANDIS+GYR TECHNOLOGY, INC	03/25/2025	2,205.00	.00
23574	3783	00	MARK MARNATI	03/25/2025	170.00	.00
23575	125	00	MCCORMICK CONSTRUCTION CO.	03/25/2025	174.76	.00
23576	2485	00	MESA VALLEY PIPE & SUPPLY	03/25/2025	222.03	.00
23577	218	00	NEWS WEST PUBLISHING CO.	03/25/2025	683.68	.00
23578	1786	00	NPUA	03/25/2025	VOID	.00
23579	1786	00	NPUA	03/25/2025	22,100.15	.00
23580	1786	00	NPUA	03/25/2025	8,942.07	.00
23581	3315	00	ONLINE INFORMATION SERVICES	03/25/2025	62.56	.00
23582	3767	00	PATRICK MARTINEZ	03/25/2025	2,289.14	.00
23583	15	00	QUILL LLC	03/25/2025	111.15	.00
23584	818	00	R & R PRODUCTS INC.	03/25/2025	133.43	.00
23585	2861	00	REINKE A/C CORP.	03/25/2025	184.50	.00
23586	309	00	REPUBLIC SERVICES #785	03/25/2025	891.15	.00
23587	2068	00	RICOH USA, INC.	03/25/2025	305.87	.00
23588	3796	00	ROUTE 66 BROADBAND LLC	03/25/2025	408.13	.00

ACCOUNTS PAYABLE PRELIMINARY CHECK REGISTER

CHECK NUMBER	VENDOR NUMBER	SEQ#	VENDOR NAME	CHECK DATE	CHECK AMOUNT	DISCOUNTS/RETAINAGE TAKEN
23589	1186	00	SAFETY-KLEEN CORP.	03/25/2025	427.69	.00
23590	1733	00	SAN BERNARDINO COUNTY RECORDER	03/25/2025	192.00	.00
23591	3756	00	SAN BERNARDINO COUNTY TRANS. AUTH.	03/25/2025	15,087.00	.00
23592	1695	00	SILVER STATE HYDRA-LIC SERVICE INC.	03/25/2025	1,398.33	.00
23593	4001	00	SIMPLET TURF & HORTICULTURE	03/25/2025	689.61	.00
23594	3344	00	SLOVAK BARON & EMPEY LLP	03/25/2025	19,820.80	.00
23595	3698	00	SOUTH POINT PRINTING	03/25/2025	7,637.00	.00
23596	3959	00	SRIXON/CLEVELAND GOLF/XXIO	03/25/2025	340.00	.00
23597	779	00	THATCHER COMPANY OF NEVADA, INC	03/25/2025	5,078.58	.00
23598	231	00	THE MERLIN GROUP	03/25/2025	56.00	.00
23599	4008	00	THE PRINTER GUYS LLC	03/25/2025	1,906.95	.00
23600	3873	00	TRANSPORTATION CONCEPTS	03/25/2025	43,340.35	.00
23601	3266	00	TRI STATE TOOL REPAIR	03/25/2025	382.56	.00
23602	2819	00	TRI-STATE HOSE & FITTINGS	03/25/2025	120.17	.00
23603	4207	00	TRIPEPI SMITH AND ASSOCIATES, INC	03/25/2025	9,424.25	.00
23604	2798	00	U.S. DEPARTMENT OF ENERGY	03/25/2025	70,968.20	.00
23605	3272	00	ULINE	03/25/2025	956.99	.00
23606	315	00	UNDERGROUND SERVICE ALERT OF SO CAL	03/25/2025	170.95	.00
23607	3830	00	UNIFIRST CORPORATION	03/25/2025	587.28	.00
23608	4237	00	US HOUSING CONSULTANTS LLC	03/25/2025	15,609.80	.00
23609	3528	00	WESTERN ENVIRONMENTAL TESTING LAB.	03/25/2025	1,886.46	.00
23610	3967	00	WILLDAN ENGINEERING	03/25/2025	3,235.15	.00
23611	2561	00	WINZER	03/25/2025	422.39	.00
23612	1293	00	ZUBRICK T-SHIRTS	03/25/2025	390.00	.00
23613	3828	00	3D-NETWORKS LLC	03/25/2025	13,720.13	.00
NUMBER OF CHECKS				76	GRAND TOTAL	330,926.73

ACCOUNTS PAYABLE CHECK REGISTER BY BANK NUMBER

CHECK NO	VENDOR NO	VENDOR NAME	VOUCHER NO	P.O. NO	DATE	ACCOUNT	REMITTANCE AMOUNT (NET OF DISC/RETAIN)	CHECK TOTAL
23538	3305	AGUA CALIENTE	006566		03/25/2025	580-4750-473.63-10	16,380.00 16,380.00 *	16,380.00
23539	4168	ATLAS PLANNING SOLUTIONS	PI0193	025010	03/25/2025	227-4730-472.31-90	6,020.00 6,020.00 *	6,020.00
23540	3750	AUTO ZONE	006303 006304 006305 006312 006531 006532 006533 006534 006550 006651 006652		03/25/2025 03/25/2025 03/25/2025 03/25/2025 03/25/2025 03/25/2025 03/25/2025 03/25/2025 03/25/2025 03/25/2025 03/25/2025	511-3021-432.43-26 511-3021-432.43-26 511-3021-432.43-26 101-2010-421.43-03 101-2010-421.43-03 101-2010-421.43-03 101-2010-421.43-03 101-2010-421.43-03 511-3021-432.43-26 511-3021-432.43-26 511-3021-432.43-27	81.87 39.86 42.01 64.09 235.81 64.09 37.15 37.15 18.40 8.61 14.32 405.32 *	
23541	2629	BARON PEST SOLUTIONS	006567 006641 006653 006654		03/25/2025 03/25/2025 03/25/2025 03/25/2025	510-4410-405.43-01 510-4410-405.43-01 511-3020-432.43-29 511-3020-432.43-29	95.00 95.00 38.00 38.00 266.00 *	405.32
23542	178	BIG O TIRES & NAPA AUTO P	006244 006284 006301 006302 006308 006310 006311 006535 006655		03/25/2025 03/25/2025 03/25/2025 03/25/2025 03/25/2025 03/25/2025 03/25/2025 03/25/2025 03/25/2025	101-3010-431.43-44 580-4750-473.60-55 511-3021-432.43-38 511-3021-432.43-26 511-3021-432.43-38 511-3021-432.43-38 511-3021-432.43-38 511-3021-432.43-38 511-3021-432.43-26 511-3021-432.43-26	12.91 7.37 23.89 33.39 60.18 58.19 492.09 64.59 46.06 682.29 *	266.00
23543	3595	BOOT BARN	006514		03/25/2025	101-3010-431.60-28	266.30 266.30 *	266.30
23544	3479	BRAUN BLAISING & WYNNE P.	006283		03/25/2025	580-4750-473.31-50	185.59 185.59 *	185.59
23545	2618	BULLHEAD AUTO SUPPLY	006306		03/25/2025	511-3021-432.43-38	383.44 383.44 *	383.44
23546	2328	CAL-ZON FENCE CO.	PI0194	025085	03/25/2025	502-4710-471.43-61	6,200.00 6,200.00 *	6,200.00
23547	709	CALLAWAY	006537 006538		03/25/2025 03/25/2025	507-5762-454.44-10 507-5762-454.44-10	284.76 182.64	284.76 182.64



ACCOUNTS PAYABLE CHECK REGISTER BY BANK NUMBER

CHECK NO	VENDOR NO	VENDOR NAME	VOUCHER NO	P.O. NO	DATE	ACCOUNT	REMITTANCE AMOUNT (NET OF DISC/RETAIN)	CHECK TOTAL
23547	709	CALLAWAY					467.40 *	467.40
23548	4138	CLUB CADDIE	006536		03/25/2025	507-5762-454.61-09	100.00 100.00 *	100.00
23549	3782	CORE & MAIN LP	006620 006626		03/25/2025 03/25/2025	502-4710-471.60-55 502-4710-471.60-55	975.70 71.58 1,047.28 *	1,047.28
23550	2760	COUNTY OF SAN BERNARDINO	006575		03/25/2025	101-0000-204.03-01	50.00 50.00 *	50.00
23551	455	CULLIGAN WATER COND.	006656		03/25/2025	511-3020-432.43-29	48.16 48.16 *	48.16
23552	2934	DANA KEPNER COMPANY INC.	006618 006619		03/25/2025 03/25/2025	502-4710-471.60-55 502-4710-471.60-55	2,667.50 930.90 3,598.40 *	3,598.40
23553	440	DECO FOODSERVICE INCORP.	006309 006541 006542		03/25/2025 03/25/2025 03/25/2025	101-5772-452.61-06 502-4710-471.61-21 580-4750-473.61-21	74.52 204.00 204.00 482.52 *	482.52
23554	2487	DELL MARKETING L.P.	006625		03/25/2025	502-4710-471.43-05	2,669.03 2,669.03 *	2,669.03
23555	3523	DEVELOPMENT MANAGEMENT GR	PI0197 PI0198 PI0199 PI0200	025037 025037 025037 025037	03/25/2025 03/25/2025 03/25/2025 03/25/2025	101-1060-410.53-05 502-4710-471.53-05 503-4720-475.53-05 580-4750-473.53-05	1,600.00 850.00 297.49 2,252.51 5,000.00 *	5,000.00
23556	3580	DIAMOND PURE WATER	006245 006477 006539 006540		03/25/2025 03/25/2025 03/25/2025 03/25/2025	511-3020-432.43-29 510-4410-405.61-01 503-4720-475.61-21 511-3020-432.43-29	6.00 36.00 17.00 76.00 *	76.00
23557	501	DOI-BOR-REGION: LOWER COL	006278 006279 006280 006558		03/25/2025 03/25/2025 03/25/2025 03/25/2025	502-4710-471.31-14 503-4720-475.31-14 580-4750-473.31-14 580-4750-473.63-10	1,638.50 1,638.50 1,638.57 13,856.38 18,771.95 *	18,771.95
23558	2653	EMPIRE SOUTHWEST	006657		03/25/2025	511-3021-432.43-26	199.00 199.00 *	199.00
23559	4092	FOREUP GOLF SOFTWARE	006543		03/25/2025	507-5762-454.61-09	168.54 168.54 *	168.54

PROGRAM: GM346L  
CITY OF NEEDLES

BANK 04 WELLS FARGO BANK - CITY GENERAL CHECKING

[illegible]

PREPARED 03/12/2025, 11:46:21

ACCOUNTS PAYABLE CHECK REGISTER BY BANK NUMBER

ACCOUNTING PERIOD 2025/09  
REPORT NUMBER 88

PAGE 4

PROGRAM: GM346L  
CITY OF NEEDLES  
BANK 04 WELLS FARGO BANK - CITY GENERAL CHECKING

CHECK NO	VENDOR NO	VENDOR NAME	VOUCHER NO	P.O. NO	DATE	ACCOUNT	REMITTANCE AMOUNT (NET OF DISC/RETAIN)	CHECK TOTAL
23565	2612	HARDWARE EXPRESS	006290		03/25/2025	575-5555-485.43-02	7.54	
			006291		03/25/2025	575-5555-485.43-02	31.02	
			006292		03/25/2025	575-5555-485.43-02	51.69	
			006293		03/25/2025	575-5555-485.43-02	43.49	
			006627		03/25/2025	575-5555-485.43-02	4.95	
			006628		03/25/2025	575-5555-485.43-02	29.47	
			006629		03/25/2025	575-5555-485.43-02	18.62	
			006630		03/25/2025	575-5555-485.43-02	16.16	
			006631		03/25/2025	575-5555-485.43-02	69.84	
							300.22	300.22
23566	3712	HENDERSON CHEVROLET COMPA	006300		03/25/2025	101-2010-421.43-03	288.66	
			006546		03/25/2025	511-3021-432.43-26	89.07	
			006547		03/25/2025	511-3021-432.43-38	72.22	
							449.95	449.95
23567	4240	HOLIDAY OUTDOOR DECOR	006577		03/25/2025	580-4750-473.60-55	549.90	
							549.90	549.90
23568	3864	HORIZON TECHNOLOGIES INC.	006465		03/25/2025	101-2020-423.52-10	70.00	
			006466		03/25/2025	101-2030-423.52-10	70.00	
			006468		03/25/2025	508-4810-478.52-10	70.00	
			006469		03/25/2025	503-4720-475.52-10	140.00	
			006471		03/25/2025	502-4710-471.52-10	280.00	
			006472		03/25/2025	580-4750-473.52-10	175.00	
			006473		03/25/2025	101-3010-431.52-10	175.00	
							980.00	980.00
23569	1	JAMES RALEY	006282		03/25/2025	580-4750-473.54-62	500.00	
							500.00	500.00
23570	3949	JANET JERNIGAN	006378		03/25/2025	101-1030-414.55-00	25.00	
							25.00	25.00
23571	4238	KELLY SMITH TECTONIC ENGI	006263		03/25/2025	101-0000-322.02-00	1,248.00	
			006264		03/25/2025	101-0000-204.03-01	2,000.00	
							3,248.00	3,248.00
23572	2334	KERN TURF SUPPLY INC.	006548		03/25/2025	206-5771-452.61-20	938.86	
							938.86	938.86
23573	3977	LANDIS+GYR TECHNOLOGY, IN	006578		03/25/2025	580-4750-473.56-00	2,205.00	
							2,205.00	2,205.00
23574	3783	MARK MARNATI	006644		03/25/2025	101-2030-423.31-90	170.00	
							170.00	170.00
23575	125	MCCORMICK CONSTRUCTION CO	006621		03/25/2025	101-3010-431.60-11	174.76	
							174.76	174.76



CHECK NO	VENDOR NO	VENDOR NAME	VOUCHER NO	P.O. NO	DATE	ACCOUNT	REMITTANCE AMOUNT (NET OF DISC/RETAIN)	CHECK TOTAL
23576	2485	MESA VALLEY PIPE & SUPPLY	006391		03/25/2025	502-4710-471.60-55	222.03	222.03
							222.03 *	222.03
23577	218	NEWS WEST PUBLISHING CO.	006474		03/25/2025	238-5772-452.72-18	192.70	192.70
			006475		03/25/2025	580-4750-473.53-00	314.14	314.14
			006510		03/25/2025	238-5772-452.72-18	192.70	192.70
			006511		03/25/2025	101-5772-452.53-00	192.70	192.70
			006694		03/25/2025	502-4710-471.53-00	110.86	110.86
			006709		03/25/2025	101-1025-415.53-00	65.98	65.98
							683.68 *	683.68
23578	1786	NPUA						VOIDED
23579	1786	NPUA						
			006549		03/25/2025	502-4710-471.41-10	38.44	38.44
			006569		03/25/2025	510-4410-405.41-10	650.68	650.68
			006570		03/25/2025	510-4410-405.41-20	251.06	251.06
			006571		03/25/2025	510-4410-405.41-30	2,528.80	2,528.80
			006572		03/25/2025	101-5772-452.41-10	49.16	49.16
			006573		03/25/2025	580-4750-473.41-11	66.79	66.79
			006574		03/25/2025	580-4750-473.41-11	51.21	51.21
			006601		03/25/2025	101-2020-423.41-10	120.24	120.24
			006602		03/25/2025	101-2020-423.41-20	60.50	60.50
			006603		03/25/2025	101-2020-423.41-30	174.40	174.40
			006604		03/25/2025	580-4750-473.41-11	34.59	34.59
			006605		03/25/2025	580-4750-473.41-11	34.59	34.59
			006606		03/25/2025	580-4750-473.41-11	36.22	36.22
			006607		03/25/2025	580-4750-473.41-11	2,913.72	2,913.72
			006611		03/25/2025	502-4710-471.41-10	1,139.26	1,139.26
			006612		03/25/2025	101-1070-410.41-10	498.64	498.64
			006613		03/25/2025	101-1070-410.41-20	258.15	258.15
			006614		03/25/2025	101-1070-410.41-30	87.20	87.20
			006616		03/25/2025	502-4710-471.41-10	50.70	50.70
			006617		03/25/2025	502-4710-471.41-10	52.30	52.30
			006634		03/25/2025	503-4720-475.41-10	307.09	307.09
			006635		03/25/2025	503-4720-475.41-20	49.26	49.26
			006636		03/25/2025	503-4720-475.41-10	36.22	36.22
			006637		03/25/2025	503-4720-475.41-20	232.70	232.70
			006638		03/25/2025	503-4720-475.41-10	6,782.75	6,782.75
			006639		03/25/2025	503-4720-475.41-20	388.53	388.53
			006663		03/25/2025	101-5772-452.41-10	52.14	52.14
			006664		03/25/2025	101-5772-452.41-20	351.57	351.57
			006665		03/25/2025	101-5772-452.41-30	87.20	87.20
			006666		03/25/2025	101-5772-452.41-10	78.05	78.05
			006667		03/25/2025	101-5772-452.41-20	170.49	170.49
			006668		03/25/2025	101-5772-452.41-10	49.32	49.32
			006669		03/25/2025	101-5772-452.41-20	471.98	471.98
			006670		03/25/2025	101-5772-452.41-10	42.90	42.90
			006671		03/25/2025	101-5772-452.41-20	1,007.67	1,007.67
			006672		03/25/2025	101-5772-452.41-30	87.20	87.20
			006673		03/25/2025	101-5772-452.41-20	226.16	226.16
			006674		03/25/2025	101-5772-452.41-10	48.86	48.86

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CHECK NO	VENDOR NO	VENDOR NAME	VOUCHER NO	P.O. NO	DATE	ACCOUNT	REMITTANCE AMOUNT (NET OF DISC/RETAIN)	CHECK TOTAL
23579	1786	NPUA	006675		03/25/2025	101-5772-452.41-10	57.98	
			006676		03/25/2025	101-5772-452.41-20	84.07	
			006677		03/25/2025	101-5772-452.41-10	73.19	
			006678		03/25/2025	101-5772-452.41-10	360.27	
			006679		03/25/2025	101-5772-452.41-10	36.22	
			006680		03/25/2025	101-5772-452.41-20	50.15	
			006681		03/25/2025	101-5772-452.41-10	1,011.60	
			006682		03/25/2025	101-3010-431.41-10	363.56	
			006683		03/25/2025	101-3010-431.41-20	60.37	
			006684		03/25/2025	101-3010-431.41-30	436.00	
							22,100.15 *	22,100.15
23580	1786	NPUA	006722		03/25/2025	575-5555-485.41-10	336.30	
			006723		03/25/2025	575-5555-485.41-20	3,712.58	
			006724		03/25/2025	575-5555-485.41-30	4,893.19	
23581	3315	ONLINE INFORMATION SERVIC	006513		03/25/2025	508-4810-478.31-46	8,942.07 *	8,942.07
23582	3767	PATRICK MARTINEZ	006266		03/25/2025	101-1020-413.55-00	346.32	
			006267		03/25/2025	502-4710-471.55-00	346.32	
			006268		03/25/2025	503-4720-475.55-00	346.32	
			006269		03/25/2025	580-4750-473.55-00	346.33	
			006512		03/25/2025	101-1020-413.55-00	440.59	
			006580		03/25/2025	101-1020-413.55-00	463.26	
23583	15	QUILL LLC	006479		03/25/2025	510-4410-405.61-31	2,289.14 *	2,289.14
			006609		03/25/2025	507-5762-454.61-06	52.99	
							58.16	
							111.15 *	111.15
23584	818	R & R PRODUCTS INC.	006255		03/25/2025	101-5772-452.43-04	133.43	
23585	2861	REINKE A/C CORP.	006552		03/25/2025	575-5555-485.43-02	133.43 *	133.43
23586	309	REPUBLIC SERVICES #78	006633		03/25/2025	575-5555-485.41-30	184.50	
							184.50 *	184.50
23587	2068	RICOH USA, INC.	006480		03/25/2025	510-4410-405.70-02	891.15	
							891.15 *	891.15
23588	3796	ROUTE 66 BROADBAND LLC	006271		03/25/2025	101-1030-414.52-10	305.87	
			006550		03/25/2025	511-3020-432.43-29	305.87 *	305.87
			006551		03/25/2025	101-5772-452.52-10	5.00	
							180.00	
							223.13	
589	1186	SAFETY-KLEEN CORP.	006600		03/25/2025	507-5761-453.43-17	408.13 *	408.13
							427.69	

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CHECK NO	VENDOR NO	VENDOR NAME	VOUCHER NO	P.O. NO	DATE	ACCOUNT	REMITTANCE AMOUNT (NET OF DISC/RETAIN)	CHECK TOTAL
23589	1186	SAFETY-KLEEN CORP.					427.69 *	427.69
23590	1733	SAN BERNARDINO COUNTY REC	006270		03/25/2025	470-4620-471.69-27	192.00 192.00 *	192.00
23591	3756	SAN BERNARDINO COUNTY TRA	006564		03/25/2025	101-1030-414.56-02	15,087.00 15,087.00 *	15,087.00
23592	1695	SILVER STATE HYDRAULIC SER	006554		03/25/2025	511-3021-432.43-38	1,398.33 1,398.33 *	1,398.33
23593	4001	SIMPLOT TURF & HORTICULTU	006553		03/25/2025	507-5761-453.61-08	689.61 689.61 *	689.61
23594	3344	SLOVAK BARON EMPEY MURPHY	006589 006590 006591 006592 006593 006594 006595 006596 006597 006598 006688 006689 006690 006691 006692 006707		03/25/2025 03/25/2025 03/25/2025 03/25/2025 03/25/2025 03/25/2025 03/25/2025 03/25/2025 03/25/2025 03/25/2025 03/25/2025 03/25/2025 03/25/2025 03/25/2025 03/25/2025 03/25/2025	101-2030-423.31-50 101-2030-423.31-50 101-2030-423.31-50 101-2030-423.31-50 101-2030-423.31-50 101-2030-423.31-50 101-2030-423.31-50 101-2030-423.31-50 101-2030-423.31-50 101-2030-423.31-50 502-4710-471.31-50 580-4750-473.31-50 580-4750-473.31-50 101-2030-423.31-50 101-1015-412.31-50 575-5555-485.31-50	587.60 429.40 1,624.40 90.40 179.80 603.80 669.40 323.00 70.00 275.60 3,866.67 1,933.33 429.40 158.20 5,800.00 2,779.80 19,820.80	
23595	3698	SOUTH POINT PRINTING	PI0196	025087	03/25/2025	508-4810-478.60-26	7,637.00 7,637.00 *	7,637.00
23596	3959	SRIXON/CLEVELAND GOLF/XXI	006599		03/25/2025	507-5762-454.44-10	340.00 340.00 *	340.00
23597	779	THATCHER COMPANY OF NEVAD	PI0195	025086	03/25/2025	101-5772-452.60-10	5,078.58 5,078.58 *	5,078.58
23598	231	THE MERLIN GROUP	006728		03/25/2025	101-2030-423.61-04	56.00 56.00 *	56.00
23599	4008	THE PRINTER GUYS LLC	006555 006697 006699 006700 006701 006702		03/25/2025 03/25/2025 03/25/2025 03/25/2025 03/25/2025 03/25/2025	508-4810-478.61-01 101-1040-417.61-02 101-1040-417.61-02 101-1035-416.61-02 101-2025-424.61-02 101-2030-423.61-02	169.00 391.96 49.75 49.75 49.75 49.75	



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ACCOUNTS PAYABLE CHECK REGISTER BY BANK NUMBER

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CITY OF NEEDLES

BANK 04 WELLS FARGO BANK - CITY GENERAL CHECKING

CHECK NO	VENDOR NO	VENDOR NAME	VOUCHER NO	P.O. NO	DATE	ACCOUNT	REMITTANCE AMOUNT (NET OF DISC/RETAIN)	CHECK TOTAL
23599	4008	THE PRINTER GUYS LLC	006708		03/25/2025	101-1040-417.61-02	96.80	
			006710		03/25/2025	101-1035-416.61-02	96.80	
			006711		03/25/2025	101-2025-424.61-02	96.80	
			006712		03/25/2025	101-2030-423.61-02	96.80	
			006713		03/25/2025	101-1030-414.61-02	96.80	
			006714		03/25/2025	101-1040-417.61-02	137.90	
			006715		03/25/2025	101-1035-416.61-02	137.90	
			006716		03/25/2025	101-2025-424.61-02	137.90	
			006717		03/25/2025	101-2030-423.61-02	137.90	
			006718		03/25/2025	101-1030-414.61-02	111.39	
							1,906.95 *	1,906.95
23600	3873	TRANSPORTATION CONCEPTS	006581		03/25/2025	525-4770-461.32-90	33,524.42	
			006582		03/25/2025	525-4770-461.62-00	1,843.78	
			006583		03/25/2025	520-4740-462.32-90	4,817.32	
			006584		03/25/2025	520-4740-462.51-20	1,163.72	
			006585		03/25/2025	520-4740-462.62-00	291.07	
			006586		03/25/2025	521-4740-462.32-90	950.59	
			006587		03/25/2025	521-4740-462.51-20	599.50	
			006588		03/25/2025	521-4740-462.62-00	149.95	
							43,340.35 *	43,340.35
23601	3266	TRI STATE TOOL REPAIR	006256		03/25/2025	101-3010-431.43-60	162.46	
			006257		03/25/2025	101-3010-431.43-60	220.10	
							382.56 *	382.56
23602	2819	TRI-STATE HOSE & FITTINGS	006307		03/25/2025	511-3021-432.43-26	120.17	
							120.17 *	120.17
23603	4207	TRIPEPI SMITH AND ASSOCIA	006696		03/25/2025	101-1025-415.31-90	3,604.00	
			PI0201	025054	03/25/2025	101-1060-410.31-75	1,792.50	
			006729		03/25/2025	101-1025-415.31-90	4,027.75	
							9,424.25 *	9,424.25
23604	2798	U.S. DEPARTMENT OF ENERGY	006274		03/25/2025	580-4750-473.63-10	793.09	
			006424		03/25/2025	580-4750-473.63-10	57,343.91	
			006559		03/25/2025	580-4750-473.63-10	3,112.14	
			006576		03/25/2025	580-4750-473.63-10	249.54	
			006579		03/25/2025	580-4750-473.63-10	9,469.52	
							70,968.20 *	70,968.20
23605	3272	ULINE	006557		03/25/2025	101-5772-452.61-06	956.99	
							956.99 *	956.99
23606	315	UNDERGROUND SERVICE ALERT	006419		03/25/2025	503-4720-475.49-14	56.98	
			006420		03/25/2025	580-4750-473.49-14	56.99	
			006422		03/25/2025	502-4710-471.43-04	56.98	
							170.95 *	170.95
507	3830	UNIFIRST CORPORATION	006476		03/25/2025	508-4810-478.61-04	10.84	

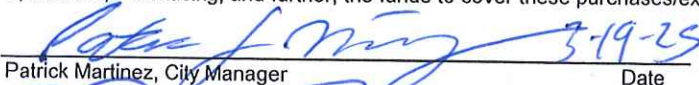
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CHECK NO	VENDOR NO	VENDOR NAME	VOUCHER NO	P.O. NO	DATE	ACCOUNT	REMITTANCE AMOUNT (NET OF DISC/RETAIN)	CHECK TOTAL
23607	3830	UNIFIRST CORPORATION	006524 006556 006560 006561 006562 006563 006608 006640 006704 006720 006727 006730		03/25/2025 03/25/2025 03/25/2025 03/25/2025 03/25/2025 03/25/2025 03/25/2025 03/25/2025 03/25/2025 03/25/2025 03/25/2025 03/25/2025	502-4710-471.61-04 507-5762-454.43-08 511-3020-432.61-04 101-3010-431.61-04 101-5772-452.61-04 101-5772-452.61-04 507-5762-454.43-08 575-5555-485.61-04 508-4810-478.61-04 502-4710-471.61-04 503-4720-475.61-04 503-4720-475.61-04	42.15 26.25 154.12 154.12 24.30 24.30 26.25 16.60 10.84 42.15 27.68 27.68	
23608	4237	US HOUSING CONSULTANTS LL	006192 006197 006195 006196 006193		03/25/2025 03/25/2025 03/25/2025 03/25/2025 03/25/2025	575-5555-485.72-17 575-5555-485.72-17 575-5555-485.72-17 575-5555-485.72-17 575-5555-485.72-17	2,850.00 5,817.60 1,250.00 4,592.20 1,100.00	587.28 15,609.80
23609	3528	WESTERN ENVIRONMENTAL TES	006275 006276 006277 006703 006726		03/25/2025 03/25/2025 03/25/2025 03/25/2025 03/25/2025	503-4720-475.59-75 503-4720-475.59-75 503-4720-475.59-75 503-4720-475.59-75 503-4720-475.59-75	497.30 322.00 335.72 395.72 335.72	1,886.46 1,886.46
23610	3967	WILLDAN ENGINEERING	006695 006706		03/25/2025 03/25/2025	101-2025-424.31-10 101-0000-204.03-01	2,110.15 1,125.00	3,235.15
23611	2561	WINZER	006687		03/25/2025	511-3021-432.43-26	422.39 422.39	422.39
23612	1293	ZUBRICK T-SHIRTS	006719		03/25/2025	502-4710-471.61-04	390.00 390.00	390.00
23613	3828	3D-NETWORKS LLC	006401 006405 006409 006522 006624 006642 006643		03/25/2025 03/25/2025 03/25/2025 03/25/2025 03/25/2025 03/25/2025 03/25/2025	509-4910-479.31-90 509-4910-479.52-13 509-4910-479.31-53 101-1030-414.61-02 101-1030-414.61-02 509-4910-479.31-53 509-4910-479.31-90	3,462.50 1,900.78 675.00 2,421.85 1,260.00 550.00 3,450.00	13,720.13
BANK/CHECK TOTAL							330,926.73	330,926.73
ALL BANKS/CHECKS TOTAL							330,926.73	330,926.73

**CITY OF NEEDLES CITY COUNCIL**  
**WARRANT SUMMARY TOTALS FOR MARCH 12, 2025**

FUND 101	GENERAL FUND	3/12/2025	FUND AMT.	12-Mar	24-25
101.1015.412	CITY ATTORNEY	\$ -		\$ 46,729.03	\$ 90,000.00
101.1020.413	CITY MANAGER	\$ -		\$ 148,480.20	\$ 230,155.00
101.1025.415	FINANCE DEPT.	\$ -		\$ 486,243.37	\$ 12,215,772.00
101.1030.414	CITY CLERK/COUNCIL/MAYOR	\$ -		\$ 205,394.39	\$ 357,148.00
101.1035.416	PLANNING /ZONING	\$ -		\$ 102,645.44	\$ 326,356.00
101.1040.417	ENGINEERING	\$ -		\$ 210,131.50	\$ 412,663.00
101.1060.410	COMMUNITY PROMOTIONS	\$ -		\$ 39,440.69	\$ 103,690.00
101.1070.410	SENIOR CENTER	\$ -		\$ 61,634.34	\$ 180,551.00
101.2010.421	SHERIFF	\$ -		\$ 2,582,991.14	\$ 3,862,539.00
101.2020.423	ANIMAL SHELTER/CONTROL	\$ -		\$ 201,144.71	\$ 283,098.00
101.2025.424	BUILDING & SAFETY	\$ 473.00		\$ 194,619.53	\$ 407,500.00
101.2030.423	CODE ENFORCEMENT	\$ -		\$ 435,275.10	\$ 806,258.00
101.3010.431	PUBLIC WORKS	\$ 743.21		\$ 434,274.99	\$ 744,745.00
101.4730.472	SANITATION	\$ -		\$ 90,570.42	\$ 143,822.00
101.5770.452.	AQUATICS	\$ -		\$ 150,294.32	\$ 249,282.00
101.5772.452	PARKS	\$ 594.12		\$ 522,619.37	\$ 819,419.00
101.5773.452	JACK SMITH PARK MARINA	\$ -		\$ 58,710.62	\$ 115,992.00
101.5774.452	RECREATION	\$ -		\$ 272,832.77	\$ 422,094.00
GENERAL FUND	TOTAL ALL GF DEPARTMENTS		\$ 1,810.33		\$ 21,771,084.00
FUND 102	GEN. FUND CAPITAL PROJECT		\$ -	\$ 1,579,419.35	\$ 3,611,336.00
FUND 205	CDBG		\$ -	\$ 180,249.00	\$ 107,900.00
FUND 206	CEMETERY		\$ 250.00	\$ 170,197.91	\$ 235,866.00
FUND 208	CALTRANS GRANTS		\$ -	\$ 965,531.68	\$ 1,020,588.00
FUND 210	SPECIAL GAS TAX		\$ -	\$ 92,240.00	\$ 256,392.00
FUND 213	DEPT OF HOUSE. & COMM DEVL		\$ -	\$ 12,410.00	\$ 19,500.00
FUND 214	SANBAG NEW LOCAL MEAS I		\$ -	\$ -	\$ 650,000.00
FUND 225	COPS-AB 3229 SUPPLEMENTAL		\$ -	\$ 143,211.84	\$ 299,354.00
FUND 227	HAZARD MITIGATION		\$ -	\$ 42,245.00	\$ 100,000.00
FUND 233	JACK SMITH PARK MARINA		\$ -	\$ -	\$ -
FUND 238	STATE RECREATION GRANTS		\$ -	\$ 899,391.76	\$ 1,285,000.00
FUND 239	CA.CONSERV RECYCLING GRANT		\$ -	\$ 894.22	\$ 25,436.00
FUND 243	ACTIVE TRANSPORT PROGRAM		\$ -	\$ 89.74	\$ 719,640.26
FUND 270	REDEVELOPMENT AGENCY		\$ -	\$ 370.00	\$ 20,000.00
FUND 470	RDA CAP PROJ.LOW & MOD.		\$ -	\$ 56,476.00	\$ 56,285.00
FUND 501	NPUA		\$ -	\$ 2,168,320.97	\$ 2,668,939.00
FUND 502	WATER DEPARTMENT		\$ -	\$ 1,150,788.42	\$ 2,222,678.00
FUND 503	WASTEWATER DEPARTMENT		\$ -	\$ 795,444.77	\$ 1,329,341.00
FUND 505	SANITATION		\$ -	\$ 940,375.12	\$ 1,563,015.00
FUND 506	ALL AMERICAN CANAL PROJ.		\$ -	\$ 1,067,090.89	\$ 1,041,800.00
FUND 507	GOLF FUND		\$ -	\$ -	\$ -
FUND 507-5761-453	GOLF MAINTENANCE DEPARTMENT	\$ 34.93		\$ 863,099.29	\$ 1,376,182.00
FUND 507-5762-454	GOLF PRO SHOP DEPARTMENT	\$ -		\$ 257,718.70	\$ 426,928.00
FUND 507	GOLF FUND TOTAL		\$ 34.93		
FUND 508	CUST.SVC/UT BUSINESS OFFICE		\$ -	\$ 286,111.19	\$ 477,260.00
FUND 509	MIS		\$ -	\$ 199,201.96	\$ 273,100.00
FUND 510	ADMIN. FACILITY		\$ 2,199.50	\$ 122,474.77	\$ 254,550.00
FUND 511	FLEET MANAGEMENT		\$ -	\$ 173,206.06	\$ 291,071.00
FUND 512	VEHICLE REPLACEMENT		\$ -	\$ 126,198.32	\$ 287,320.05
FUND 520	SR DIAL A RIDE		\$ -	\$ 59,875.38	\$ 450,779.00
FUND 521	DIAL-A-RIDE MEDICAL TRANS.		\$ -	\$ 16,202.21	\$ 50,948.00
FUND 525	NEEDLES AREA TRANSIT (NAT)		\$ -	\$ 317,916.59	\$ 477,395.00
FUND 575	HOUSING		\$ 3,350.20	\$ 669,614.01	\$ 1,311,630.00
FUND 580	ELECTRIC		\$ 109.72	\$ 8,285,819.80	\$ 12,502,385.00
FUND 581	NPUA CAPITAL ELECTRIC		\$ -	\$ -	\$ 46,073.00
FUND 582	NPUA CAPITAL WATER		\$ -	\$ 1,221,713.40	\$ 8,084,536.00
FUND 583	NPUA CAPITAL WASTEWATER		\$ -	\$ 32,112.29	\$ 69,532.00
FUND 650	IMPACT FEES NORTH NEEDLES		\$ -	\$ 9,021.65	\$ 33,708.00
FUND 651	IMPACT FEES SOUTH AREAS		\$ -	\$ 9,015.20	\$ 45,912.00
TOTAL	ALL FUNDS & DEPARTMENTS		\$ 7,754.68	\$ 29,158,079.42	\$ 65,314,311.31

I certify that the expenditures/purchases to be paid by the warrants on this list have complied with the provisions of the City Code Chapter 8, Article II, Purchasing; and further, the funds to cover these purchases/expenditures, as City Audited, are included

 3-19-25  
Patrick Martinez, City Manager Date

 3/17/25  
Finance Department Date

 3-18-25  
Virginia Tasker, City Treasurer Date

Agenda Item 11.



PREPARED 3/12/2025, 11:24:39  
PROGRAM: GM348U  
CITY OF NEEDLES  
BANK 04 WELLS FARGO BANK - CITY GENERAL CHECKING

ACCOUNTS PAYABLE PRELIMINARY CHECK REGISTER

PAGE 1  
DISBURSEMENT PERIOD 09/2025

CHECK NUMBER	VENDOR NUMBER	SEQ#	VENDOR NAME	CHECK DATE	CHECK AMOUNT	DISCOUNTS/RETAINAGE TAKEN
23529	4227	00	AMAZON CAPITAL SERVICES	03/12/2025	2,041.88	.00
23530	4179	00	ANA M. JOHNSON	03/12/2025	84.00	.00
23531	4054	00	DESERT SUN OIL CORP.	03/12/2025	243.69	.00
23532	1296	00	FRONTIER	03/12/2025	282.42	.00
23533	2489	00	HOME DEPOT CREDIT SERVICES	03/12/2025	3,201.80	.00
23534	1	00	HOUSING AND COMMUNITY DEVELOPMENT	03/12/2025	473.00	.00
23535	4242	00	INNOVATIVE PROPERTY SOLUTIONS	03/12/2025	457.00	.00
23536	3283	00	LOWE'S	03/12/2025	769.91	.00
23537	284	00	SOUTHWEST GAS CORP.	03/12/2025	200.98	.00
NUMBER OF CHECKS				9	GRAND TOTAL	7,754.68

PREPARED 03/12/2025, 11:29:52

PROGRAM: GM346L

CITY OF NEEDLES

BANK 04 WELLS FARGO BANK - CITY GENERAL CHECKING

ACCOUNTS PAYABLE CHECK REGISTER BY BANK NUMBER

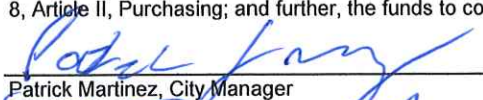
PAGE 1  
ACCOUNTING PERIOD 2025/09  
REPORT NUMBER 87

CHECK NO	VENDOR NO	VENDOR NAME	VOUCHER NO	P.O. NO	DATE	ACCOUNT	REMITTANCE AMOUNT (NET OF DISC/RETAIN)	CHECK TOTAL
23529	4227	AMAZON CAPITAL SERVICES	006285 006286 506362 006363 006364 006365 006366		03/12/2025 03/12/2025 03/12/2025 03/12/2025 03/12/2025 03/12/2025 03/12/2025	510-4410-405.61-01 510-4410-405.61-01 510-4410-405.61-01 510-4410-405.61-01 510-4410-405.61-01 510-4410-405.61-01 510-4410-405.61-01	116.20 327.10 250.50 113.09 169.13 1,024.58 41.28 2,041.88 *	2,041.88
23530	4179	ANA M. JOHNSON	006732		03/12/2025	575-5555-485.69-51	84.00 84.00 *	84.00
23531	4054	DESERT SUN OIL CORP.	006515 006615		03/12/2025 03/12/2025	101-3010-431.62-00 580-4750-473.62-00	133.97 109.72 243.69 *	243.69
23532	1296	FRONTIER	006645 006646		03/12/2025 03/12/2025	510-4410-405.52-10 101-5772-452.52-10	140.62 141.80 282.42 *	282.42
23533	2489	HOME DEPOT CREDIT SERVICE	006258 006259 006260 006261 006265		03/12/2025 03/12/2025 03/12/2025 03/12/2025 03/12/2025	101-5772-452.43-34 206-5771-452.43-34 575-5555-485.72-17 575-5555-485.72-17 575-5555-485.43-02	250.00 250.00 2,501.97 173.11 26.72 3,201.80 *	3,201.80
23534	1	HOUSING AND COMMUNITY DEV	006693		03/12/2025	101-2025-424.31-10	473.00 473.00 *	473.00
23535	4242	INNOVATIVE PROPERTY SOLUT	006731		03/12/2025	575-5555-485.69-51	457.00 457.00 *	457.00
23536	3283	LOWE'S	006658 006659		03/12/2025 03/12/2025	101-3010-431.60-12 101-5772-452.43-18	567.59 202.32 769.91 *	769.91
23537	284	SOUTHWEST GAS CORP.	006647 006648 006649 006685 006686		03/12/2025 03/12/2025 03/12/2025 03/12/2025 03/12/2025	507-5761-453.41-50 510-4410-405.41-60 101-3010-431.41-60 575-5555-485.41-50 575-5555-485.41-50	34.93 17.00 41.65 73.04 34.36 200.98 *	200.98
BANK/CHECK TOTAL							7,754.68	7,754.68
ALL BANKS/CHECKS TOTAL							7,754.68	7,754.68

**CITY OF NEEDLES CITY COUNCIL  
WARRANT SUMMARY TOTALS FOR MARCH 06, 2025**

		3/6/2025	FUND AMT.	6-Mar	24-25
FUND 101	GENERAL FUND	\$ -			
101.1015.412	CITY ATTORNEY	\$ -		\$ 40,929.03	\$ 90,000.00
101.1020.413	CITY MANAGER	\$ -		\$ 147,576.35	\$ 230,155.00
101.1025.415	FINANCE DEPT.	\$ -		\$ 478,545.64	\$ 12,215,772.00
101.1030.414	CITY CLERK/COUNCIL/MAYOR	\$ -		\$ 186,417.35	\$ 357,148.00
101.1035.416	PLANNING /ZONING	\$ -		\$ 102,360.99	\$ 326,356.00
101.1040.417	ENGINEERING	\$ -		\$ 209,455.09	\$ 412,663.00
101.1060.410	COMMUNITY PROMOTIONS	\$ -		\$ 36,048.19	\$ 103,690.00
101.1070.410	SENIOR CENTER	\$ -		\$ 60,548.01	\$ 180,551.00
101.2010.421	SHERIFF	\$ -		\$ 2,582,691.24	\$ 3,862,539.00
101.2020.423	ANIMAL SHELTER/CONTROL	\$ -		\$ 201,310.93	\$ 283,098.00
101.2025.424	BULDING & SAFETY	\$ -		\$ 191,817.93	\$ 407,500.00
101.2030.423	CODE ENFORCEMENT	\$ -		\$ 429,753.05	\$ 806,258.00
101.3010.431	PUBLIC WORKS	\$ -		\$ 432,690.76	\$ 744,745.00
101.4730.472	SANITATION	\$ -		\$ 90,570.42	\$ 143,822.00
101.5770.452.	AQUATICS	\$ -		\$ 150,294.32	\$ 249,282.00
101.5772.452	PARKS	\$ -		\$ 511,533.73	\$ 819,419.00
101.5773.452	JACK SMITH PARK MARINA	\$ -		\$ 58,710.62	\$ 115,992.00
101.5774.452	RECREATION	\$ -		\$ 273,205.77	\$ 422,094.00
GENERAL FUND	TOTAL ALL GF DEPARTMENTS	\$ -			\$ 21,771,084.00
FUND 102	GEN. FUND CAPITAL PROJECT	\$ -		\$ 1,579,419.35	\$ 3,611,336.00
FUND 205	CDBG	\$ -		\$ 180,249.00	\$ 107,900.00
FUND 206	CEMETERY	\$ -		\$ 169,259.05	\$ 235,866.00
FUND 208	CALTRANS GRANTS	\$ -		\$ 965,531.68	\$ 1,020,588.00
FUND 210	SPECIAL GAS TAX	\$ -		\$ 92,240.00	\$ 256,392.00
FUND 213	DEPT OF HOUSE. & COMM DEVL	\$ -		\$ 12,410.00	\$ 19,500.00
FUND 214	SANBAG NEW LOCAL MEAS I	\$ -		\$ -	\$ 650,000.00
FUND 225	COPS-AB 3229 SUPPLEMENTAL	\$ -		\$ 143,211.84	\$ 299,354.00
FUND 227	HAZARD MITIGATION	\$ -		\$ 36,225.00	\$ 100,000.00
FUND 233	JACK SMITH PARK MARINA	\$ -		\$ -	\$ -
FUND 238	STATE RECREATION GRANTS	\$ -		\$ 899,391.76	\$ 1,285,000.00
FUND 239	CA.CONSERV RECYCLING GRANT	\$ -		\$ 894.22	\$ 25,436.00
FUND 243	ACTIVE TRANSPORT PROGRAM	\$ -		\$ 89.74	\$ 719,640.26
FUND 270	REDEVELOPMENT AGENCY	\$ -		\$ 370.00	\$ 20,000.00
FUND 470	RDA CAP PROJ.LOW & MOD.	\$ -		\$ 56,476.00	\$ 56,285.00
FUND 501	NPUA	\$ -		\$ 2,168,320.97	\$ 2,668,939.00
FUND 502	WATER DEPARTMENT	\$ -		\$ 1,130,461.00	\$ 2,222,678.00
FUND 503	WASTEWATER DEPARTMENT	\$ -		\$ 786,509.11	\$ 1,329,341.00
FUND 505	SANITATION	\$ -		\$ 940,605.03	\$ 1,563,015.00
FUND 506	ALL AMERICAN CANAL PROJ.	\$ -		\$ 1,067,090.89	\$ 1,041,800.00
FUND 507	GOLF FUND	\$ -		\$ -	
FUND 507-5761-453	GOLF MAINTENANCE DEPARTMENT	\$ -		\$ 861,947.06	\$ 1,376,182.00
FUND 507-5762-454	GOLF PRO SHOP DEPARTMENT	\$ -		\$ 256,389.39	\$ 426,928.00
FUND 507	GOLF FUND TOTAL	\$ -			
FUND 508	CUST.SVC/UT BUSINESS OFFICE	\$ -		\$ 278,231.79	\$ 477,260.00
FUND 509	MIS	\$ -		\$ 195,201.96	\$ 273,100.00
FUND 510	ADMIN. FACILITY	\$ -		\$ 118,301.75	\$ 254,550.00
FUND 511	FLEET MANAGEMENT	\$ -		\$ 170,397.79	\$ 291,071.00
FUND 512	VEHICLE REPLACEMENT	\$ -		\$ 126,198.32	\$ 287,320.05
FUND 520	SR DIAL A RIDE	\$ -		\$ 53,603.27	\$ 450,779.00
FUND 521	DIAL-A-RIDE MEDICAL TRANS.	\$ -		\$ 14,502.17	\$ 50,948.00
FUND 525	NEEDLES AREA TRANSIT (NAT)	\$ -		\$ 282,548.39	\$ 477,395.00
FUND 575	HOUSING	\$ 16,514.00		\$ 656,012.45	\$ 1,311,630.00
FUND 580	ELECTRIC	\$ -		\$ 8,225,014.60	\$ 12,502,385.00
FUND 581	NPUA CAPITAL ELECTRIC	\$ -		\$ -	\$ 46,073.00
FUND 582	NPUA CAPITAL WATER	\$ -		\$ 1,221,713.40	\$ 8,084,536.00
FUND 583	NPUA CAPITAL WASTEWATER	\$ -		\$ 32,112.29	\$ 69,532.00
FUND 650	IMPACT FEES NORTH NEEDLES	\$ -		\$ 9,021.65	\$ 33,708.00
FUND 651	IMPACT FEES SOUTH AREAS	\$ -		\$ 9,015.20	\$ 45,912.00
TOTAL	ALL FUNDS & DEPARTMENTS	\$ 16,514.00		\$ 28,923,425.54	\$ 65,314,311.31

I certify that the expenditures/purchases to be paid by the warrants on this list have complied with the provisions of the City Code Chapter 8, Article II, Purchasing; and further, the funds to cover these purchases/expenditures, as City Audited, are included

 3-19-25  
Patrick Martinez, City Manager Date

 3/11/25  
Paula Roth, Finance Department Date

 3-18-25  
Virginia Tasker, City Treasurer Date



PROGRAM: GM348U  
CITY OF NEEDLES  
BANK 04 WELLS FARGO BANK - CITY GENERAL CHECKING

CHECK NUMBER	VENDOR NUMBER	SEQ#	VENDOR NAME	CHECK DATE	CHECK AMOUNT	DISCOUNTS/RETAINAGE TAKEN
23514	4179	00	ANA M. JOHNSON	03/06/2025	816.00	.00
23515	4112	00	APOMIX, LLC	03/06/2025	499.00	.00
23516	4194	00	AVA GROUP LLC	03/06/2025	2,427.00	.00
23517	4102	00	CHARLOTTE SCHROEDER	03/06/2025	3,023.00	.00
23518	4211	00	CODIE LYNETT ANAYA	03/06/2025	208.00	.00
23519	4218	00	CRYSTAL BUTLER	03/06/2025	29.00	.00
23520	3000	00	DON MCCONE	03/06/2025	1,920.00	.00
23521	4109	00	HAROLD LAD RASPLICKA 2000 FAM TRUST	03/06/2025	341.00	.00
23522	4106	00	HENRY BAGHDADY	03/06/2025	905.00	.00
23523	4233	00	JOHNATHON CISNEROS	03/06/2025	1,449.00	.00
23524	4183	00	LATIARRA HAAR	03/06/2025	30.00	.00
23525	4104	00	RIVER GARDENS LLC	03/06/2025	2,215.00	.00
23526	4108	00	RIVER PALMS APTS LLC	03/06/2025	648.00	.00
23527	4107	00	SYLVIA POLEN	03/06/2025	1,755.00	.00
23528	4205	00	WAYNE MILLER	03/06/2025	249.00	.00
NUMBER OF CHECKS				15	GRAND TOTAL	16,514.00

CHECK NO	VENDOR NO	VENDOR NAME	VOUCHER NO	P.O. NO	DATE	ACCOUNT	REMITTANCE AMOUNT (NET OF DISC/RETAIN)	CHECK TOTAL
23490*	4237	US HOUSING CONSULTANTS LL	006192 006197 006195 006196 006194 006193		03/11/2025 03/11/2025 03/11/2025 03/11/2025 03/11/2025 03/11/2025	575-5555-485.72-17 575-5555-485.72-17 575-5555-485.72-17 575-5555-485.72-17 575-5555-485.72-17 575-5555-485.72-17	2,850.00- 5,817.60- 1,250.00- 4,592.20- 2,067.59- 1,100.00- 17,677.39-*	VOIDED
23514	4179	ANA M. JOHNSON	006501		03/06/2025	575-5555-485.69-51	816.00 816.00*	816.00
23515	4112	APOMIX, LLC	006500		03/06/2025	575-5555-485.69-51	499.00 499.00*	499.00
23516	4194	AVA GROUP LLC	006502 006503 006504		03/06/2025 03/06/2025 03/06/2025	575-5555-485.69-58 575-5555-485.69-58 575-5555-485.69-58	1,027.00 904.00 496.00 2,427.00*	2,427.00
23517	4102	CHARLOTTE SCHROEDER	006484 006485 006486		03/06/2025 03/06/2025 03/06/2025	575-5555-485.69-51 575-5555-485.69-51 575-5555-485.69-51	644.00 1,330.00 1,049.00 3,023.00*	3,023.00
23518	4211	CODIE LYNETT ANAYA	006505		03/06/2025	575-5555-485.69-58	208.00 208.00*	208.00
23519	4218	CRYSTAL BUTLER	006508		03/06/2025	575-5555-485.69-51	29.00 29.00*	29.00
23520	3000	DON MCCONE	006497 006498		03/06/2025 03/06/2025	575-5555-485.69-51 575-5555-485.69-51	820.00 1,100.00 1,920.00*	1,920.00
23521	4109	HAROLD LAD RASPLICKA 2000	006499		03/06/2025	575-5555-485.69-51	341.00 341.00*	341.00
23522	4106	HENRY BAGHDADY	006492 006493		03/06/2025 03/06/2025	575-5555-485.69-51 575-5555-485.69-51	508.00 397.00 905.00*	905.00
23523	4233	JOHNATHON CISNEROS	006506		03/06/2025	575-5555-485.69-58	1,449.00 1,449.00*	1,449.00
23524	4183	LATIARRA HAAR	006509		03/06/2025	575-5555-485.69-51	30.00 30.00*	30.00
23525	4104	RIVER GARDENS LLC	006487 006488 006489		03/06/2025 03/06/2025 03/06/2025	575-5555-485.69-51 575-5555-485.69-51 575-5555-485.69-51	375.00 445.00 472.00	





**CITY OF NEEDLES CITY COUNCIL  
WARRANT SUMMARY TOTALS FOR MARCH 07, 2025**

		3/7/2025	FUND AMT.	7-Mar	24-25
FUND 101	GENERAL FUND	\$ 17,206.68			
101.1015.412	CITY ATTORNEY	\$ -		\$ 40,929.03	\$ 90,000.00
101.1020.413	CITY MANAGER	\$ 1,903.92		\$ 147,576.35	\$ 230,155.00
101.1025.415	FINANCE DEPT.	\$ 5,503.79		\$ 478,545.64	\$ 12,215,772.00
101.1030.414	CITY CLERK/COUNCIL/MAYOR	\$ 1,711.97		\$ 186,417.35	\$ 357,148.00
101.1035.416	PLANNING /ZONING	\$ 71.87		\$ 102,360.99	\$ 326,356.00
101.1040.417	ENGINEERING	\$ 2,287.57		\$ 209,455.09	\$ 412,663.00
101.1060.410	COMMUNITY PROMOTIONS	\$ -		\$ 36,048.19	\$ 103,690.00
101.1070.410	SENIOR CENTER	\$ 863.27		\$ 60,548.01	\$ 180,551.00
101.2010.421	SHERIFF	\$ -		\$ 2,582,691.24	\$ 3,862,539.00
101.2020.423	ANIMAL SHELTER/CONTROL	\$ 116.71		\$ 201,310.93	\$ 283,098.00
101.2025.424	BULDING & SAFETY	\$ 1,622.32		\$ 191,817.93	\$ 407,500.00
101.2030.423	CODE ENFORCEMENT	\$ 4,068.55		\$ 429,753.05	\$ 806,258.00
101.3010.431	PUBLIC WORKS	\$ 9,059.41		\$ 432,690.76	\$ 744,745.00
101.4730.472	SANITATION	\$ 380.99		\$ 90,570.42	\$ 143,822.00
101.5770.452.	AQUATICS	\$ 22.93		\$ 150,294.32	\$ 249,282.00
101.5772.452	PARKS	\$ 7,689.66		\$ 511,533.73	\$ 819,419.00
101.5773.452	JACK SMITH PARK MARINA	\$ 886.92		\$ 58,710.62	\$ 115,992.00
101.5774.452	RECREATION	\$ 5,537.03		\$ 273,205.77	\$ 422,094.00
GENERAL FUND	TOTAL ALL GF DEPARTMENTS		\$ 58,933.59		\$ 21,771,084.00
FUND 102	GEN. FUND CAPITAL PROJECT		\$ -	\$ 1,579,419.35	\$ 3,611,336.00
FUND 205	CDBG		\$ -	\$ 180,249.00	\$ 107,900.00
FUND 206	CEMETERY		\$ 3,087.71	\$ 169,259.05	\$ 235,866.00
FUND 208	CALTRANS GRANTS		\$ -	\$ 965,531.68	\$ 1,020,588.00
FUND 210	SPECIAL GAS TAX		\$ -	\$ 92,240.00	\$ 256,392.00
FUND 213	DEPT OF HOUSE. & COMM DEVL		\$ -	\$ 12,410.00	\$ 19,500.00
FUND 214	SANBAG NEW LOCAL MEAS I		\$ -	\$ -	\$ 650,000.00
FUND 225	COPS-AB 3229 SUPPLEMENTAL		\$ -	\$ 143,211.84	\$ 299,354.00
FUND 227	HAZARD MITIGATION		\$ -	\$ 36,225.00	\$ 100,000.00
FUND 233	JACK SMITH PARK MARINA		\$ -	\$ -	\$ -
FUND 238	STATE RECREATION GRANTS		\$ -	\$ 899,391.76	\$ 1,285,000.00
FUND 239	CA.CONSERV RECYCLING GRANT		\$ -	\$ 894.22	\$ 25,436.00
FUND 243	ACTIVE TRANSPORT PROGRAM		\$ -	\$ 89.74	\$ 719,640.26
FUND 270	REDEVELOPMENT AGENCY		\$ -	\$ 370.00	\$ 20,000.00
FUND 470	RDA CAP PROJ.LOW & MOD.		\$ -	\$ 56,476.00	\$ 56,285.00
FUND 501	NPUA		\$ 50,000.00	\$ 2,168,320.97	\$ 2,668,939.00
FUND 502	WATER DEPARTMENT		\$ 14,207.89	\$ 1,130,461.00	\$ 2,222,678.00
FUND 503	WASTEWATER DEPARTMENT		\$ 3,560.45	\$ 786,509.11	\$ 1,329,341.00
FUND 505	SANITATION		\$ -	\$ 940,605.03	\$ 1,563,015.00
FUND 506	ALL AMERICAN CANAL PROJ.		\$ 267.02	\$ 1,067,090.89	\$ 1,041,800.00
FUND 507	GOLF FUND	\$ -		\$ -	
FUND 507-5761-453	GOLF MAINTENANCE DEPARTMENT	\$ -		\$ 861,947.06	\$ 1,376,182.00
FUND 507-5762-454	GOLF PRO SHOP DEPARTMENT	\$ 1,110.34		\$ 256,389.39	\$ 426,928.00
FUND 507	GOLF FUND TOTAL		\$ 1,110.34		
FUND 508	CUST.SVC/UT BUSINESS OFFICE		\$ 7,263.53	\$ 278,231.79	\$ 477,260.00
FUND 509	MIS		\$ -	\$ 195,201.96	\$ 273,100.00
FUND 510	ADMIN. FACILITY		\$ -	\$ 118,301.75	\$ 254,550.00
FUND 511	FLEET MANAGEMENT		\$ 2,192.26	\$ 170,397.79	\$ 291,071.00
FUND 512	VEHICLE REPLACEMENT		\$ -	\$ 126,198.32	\$ 287,320.05
FUND 520	SR DIAL A RIDE		\$ -	\$ 53,603.27	\$ 450,779.00
FUND 521	DIAL-A-RIDE MEDICAL TRANS.		\$ -	\$ 14,502.17	\$ 50,948.00
FUND 525	NEEDLES AREA TRANSIT (NAT)		\$ -	\$ 282,548.39	\$ 477,395.00
FUND 575	HOUSING		\$ 7,928.27	\$ 641,566.04	\$ 1,311,630.00
FUND 580	ELECTRIC		\$ 23,598.57	\$ 8,225,014.60	\$ 12,502,385.00
FUND 581	NPUA CAPITAL ELECTRIC		\$ -	\$ -	\$ 46,073.00
FUND 582	NPUA CAPITAL WATER		\$ -	\$ 1,221,713.40	\$ 8,084,536.00
FUND 583	NPUA CAPITAL WASTEWATER		\$ -	\$ 32,112.29	\$ 69,532.00
FUND 650	IMPACT FEES NORTH NEEDLES		\$ -	\$ 9,021.65	\$ 33,708.00
FUND 651	IMPACT FEES SOUTH AREAS		\$ -	\$ 9,015.20	\$ 45,912.00
TOTAL	ALL FUNDS & DEPARTMENTS		\$ 172,149.63	\$ 28,908,979.13	\$ 65,314,311.31

I certify that the expenditures/purchases to be paid by the warrants on this list have complied with the provisions of the City Code Chapter 8, Article 11, Purchasing; and further, the funds to cover these purchases/expenditures, as City Audited, are included

Patrick Martinez, City Manager

Date

Finance Department

Date

Virginia Tasker, City Treasurer

Date

PROGRAM: GM348U

CITY OF NEEDLES

BANK 04 WELLS FARGO BANK - CITY GENERAL CHECKING

CHECK NUMBER	VENDOR NUMBER	SEQ#	VENDOR NAME	CHECK DATE	CHECK AMOUNT	DISCOUNTS/RETAINAGE TAKEN
23500	3472	00	BEAUMONT COMM. YOUTH BASKETBALL	03/07/2025	1,500.00	.00
23501	4022	00	BENEFIT COORDINATORS CORPORATION	03/07/2025	3,793.60	.00
23502	3275	00	CALIFORNIA STATE DISB. UNIT	03/07/2025	57.69	.00
23503	4234	00	CLEARINGHOUSE, AZCARES #005004341000	03/07/2025	462.05	.00
23504	227	00	FRANCHISE TAX BOARD	03/07/2025	25.00	.00
23505	1305	00	GREAT WEST LIFE	03/07/2025	6,376.00	.00
23506	3634	00	GREAT WEST LIFE & ANNUITY	03/07/2025	1,229.98	.00
23507	2879	00	JENNIFER VALENZUELA	03/07/2025	482.02	.00
23508	1	00	JONAS LALEHZADEH	03/07/2025	50,000.00	.00
23509	3458	00	MUTUAL OF OMAHA	03/07/2025	4,125.88	.00
23510	1199	00	SBPEA TEAMSTERS LOCAL 1932	03/07/2025	374.46	.00
23511	1199	00	SBPEA TEAMSTERS LOCAL 1932	03/07/2025	1,134.79	.00
23512	3242	00	SDRMA	03/07/2025	101,620.83	.00
23513	1217	00	VISION SERVICE PLAN	03/07/2025	967.33	.00

NUMBER OF CHECKS

14

GRAND TOTAL

172,149.63

ACCOUNTS PAYABLE CHECK REGISTER BY BANK NUMBER

CHECK NO	VENDOR NO	VENDOR NAME	VOUCHER NO	P.O. NO	DATE	ACCOUNT	REMITTANCE AMOUNT (NET OF DISC./RETAIN)	CHECK TOTAL
23500	3472	BEAUMONT COMM. YOUTH BASKE	006482		03/07/2025	101-5774-452.60-22	1,500.00 1,500.00 *	1,500.00
23501	4022	BENEFIT COORDINATORS CORP	006341 006342 006343 006344 006345 006346 006347 006348 006349 006350 006351 006352 006353 006354 006355 006356 006357 006358 006359 006360 006361		03/07/2025 03/07/2025	101-1020-413.24-10 101-1025-415.24-10 101-1030-414.24-10 101-1040-417.24-10 101-1070-410.24-10 101-2025-424.24-10 101-2030-423.24-10 101-3010-431.24-10 101-4730-472.24-10 101-5772-452.24-10 101-5773-452.24-10 101-5774-452.24-10 206-5771-452.24-10 502-4710-471.24-10 503-4720-475.24-10 506-4713-477.24-10 508-4810-478.24-10 511-3020-432.24-10 575-5555-485.24-10 575-5555-485.24-15 580-4750-473.24-10	72.16 447.20 88.00 77.60 33.60 67.20 176.00 298.40 26.40 270.72 44.00 167.20 121.92 434.72 130.24 39.60 243.20 60.00 176.00 121.60 697.84 3,793.60 *	
23502	3275	CALIFORNIA STATE DISB.UNI	006423		03/07/2025	575-0000-209.03-01	57.69 57.69 *	57.69
23503	4234	CLEARINGHOUSE, AZCARES	006421		03/07/2025	101-0000-209.03-01	462.05 462.05 *	462.05
23504	227	FRANCHISE TAX BOARD	006425		03/07/2025	575-0000-209.03-01	25.00 25.00 *	25.00
23505	1305	GREAT WEST LIFE & ANNUITY	006528 006529 006530		03/07/2025 03/07/2025 03/07/2025	101-0000-209.03-01 502-0000-209.03-01 580-0000-209.03-01	3,652.00 435.00 2,289.00 6,376.00 *	
23506	3634	GREAT-WEST LIFE & ANNUITY	006457 006458 006459 006460 006461 006462 006463 006464 006467 006470		03/07/2025 03/07/2025 03/07/2025 03/07/2025 03/07/2025 03/07/2025 03/07/2025 03/07/2025 03/07/2025 03/07/2025	101-0000-209.03-01 101-0000-209.03-01 101-0000-209.03-01 101-0000-209.03-01 101-0000-209.03-01 502-0000-209.03-01 580-0000-209.03-01 580-0000-209.03-01 580-0000-209.03-01 580-0000-209.03-01	161.88 213.04 161.01 161.79 15.27 94.89 59.39 174.52 60.36 127.83	



CHECK NO	VENDOR NO	VENDOR NAME	VOUCHER NO	P.O. NO	DATE	ACCOUNT	REMITTANCE AMOUNT (NET OF DISC/RETAIN)	CHECK TOTAL
23506	3634	GREAT-WEST LIFE & ANNUITY					1,229.98 *	1,229.98
23507	2879	JENNIFER VALENZUELA	006483		03/07/2025	101-5774-452.65-10	482.02 482.02 *	482.02
23508	1	JONAS LALEHZADEH	006326		03/07/2025	501-0000-204.04-00	50,000.00 50,000.00 *	50,000.00
23509	3458	MUTUAL OF OMAHA			03/07/2025	101-1020-413.24-10 101-1025-415.24-10 101-1030-414.24-10 101-1035-416.24-10 101-1040-417.24-10 101-1070-410.24-10 101-2020-423.24-10 101-2025-424.24-10 101-2030-423.24-10 101-3010-431.24-10 101-4730-472.24-10 101-5770-452.24-10 101-5772-452.24-10 101-5773-452.24-10 101-5774-452.24-10 206-5771-452.24-10 502-4710-471.24-10 503-4720-475.24-10 506-4713-477.24-10 508-4810-478.24-10 511-3020-432.24-10 575-5555-485.24-10 575-5555-485.24-15 580-4750-473.24-10	98.53 307.74 44.33 64.79 197.23 26.40 116.71 149.17 141.93 286.25 28.20 22.93 257.64 35.28 135.28 80.59 608.02 119.50 72.35 220.38 104.54 135.71 87.84 784.54 4,125.88 *	
23510	1199	SBPEA TEAMSTERS LOCAL 193			03/07/2025	101-0000-209.03-01 502-0000-209.03-01 575-0000-209.03-01 580-0000-209.03-01 101-0000-209.03-01 502-0000-209.03-01 580-0000-209.03-01 101-0000-209.03-01 502-0000-209.03-01 580-0000-209.03-01	210.61 54.62 40.56 68.67 3,652.00 435.00 2,289.00 3,652.00 435.00 2,289.00 374.46 *	4,125.88
23511	1199	SBPEA TEAMSTERS LOCAL 193			03/07/2025	101-0000-209.03-01 502-0000-209.03-01 503-0000-209.03-01 508-0000-209.03-01	581.75 103.62 36.33 51.41	

CHECK NO	VENDOR NO	VENDOR NAME	VOUCHER NO	P.O. NO	DATE	ACCOUNT	REMITTANCE AMOUNT (NET OF DISC/RETAIN)	CHECK TOTAL
23511	1199	SBPEA TEAMSTERS LOCAL 193	006331 006332 006333		03/07/2025 03/07/2025 03/07/2025	511-0000-209.03-01 580-0000-209.03-01 575-0000-209.03-01	39.33 268.81 53.54 1,134.79 *	1,134.79
23512	3242	SPECIAL DISTRICT RISK	006426 006427 006428 006429 006430 006431 006432 006433 006434 006435 006436 006437 006438 006439 006440 006441 006442 006443 006444 006445 006446 006447 006448 006449 006450 006451 006452 006453 006454 006455 006456		03/07/2025 03/07/2025	101-1020-413.24-10 101-1025-415.24-10 101-1030-414.24-10 101-1040-417.24-10 101-1070-410.24-10 101-2025-424.24-10 101-2030-423.24-10 101-3010-431.24-10 101-4730-472.24-10 101-5772-452.24-10 101-5773-452.24-10 101-5774-452.24-10 101-0000-209.03-01 206-5771-452.24-10 206-0000-209.03-01 502-4710-471.24-10 502-0000-209.03-01 503-4720-475.24-10 503-0000-209.03-01 506-4713-477.24-10 506-0000-209.03-01 507-5762-454.24-10 508-4810-478.24-10 508-0000-209.03-01 511-3020-432.24-10 511-0000-209.03-01 575-5555-485.24-10 575-5555-485.24-15 575-0000-209.03-01 580-4750-473.24-10 580-0000-209.03-01	1,719.92 4,654.94 1,551.32 1,981.96 792.38 1,377.09 3,699.42 8,413.82 320.40 7,095.17 800.99 3,221.26 11,587.28 2,076.89 785.56 9,211.15 3,099.50 2,403.68 832.30 104.88 38.86 1,110.34 4,863.18 1,819.46 1,421.62 551.14 3,278.42 1,973.34 1,907.76 13,146.32 5,780.48 101,620.83 *	
23513	1217	VISION SERVICE PLAN	006367 006368 006370 006371 006372 006373 006374 006375 006376 006377 006379 006380		03/07/2025 03/07/2025 03/07/2025 03/07/2025 03/07/2025 03/07/2025 03/07/2025 03/07/2025 03/07/2025 03/07/2025 03/07/2025 03/07/2025	101-1020-413.24-10 101-1025-415.24-10 101-1030-414.24-10 101-1035-416.24-10 101-1040-417.24-10 101-1070-410.24-10 101-2025-424.24-10 101-2030-423.24-10 101-3010-431.24-10 101-4730-472.24-10 101-5772-452.24-10 101-5773-452.24-10	13.31 93.91 28.32 7.08 30.78 10.89 28.86 51.20 60.94 5.99 66.13 6.65	

PREPARED 03/05/2025, 10:39:40  
PROGRAM: GM346L  
CITY OF NEEDLES  
ACCOUNTS PAYABLE CHECK REGISTER BY BANK NUMBER  
ACCOUNTING PERIOD 2025/09  
REPORT NUMBER 84  
PAGE 4

ACCOUNTS PAYABLE CHECK REGISTER BY BANK NUMBER

PREPARED03/05/2025, 10:39:40

PROGRAM: GM346L

PROGRAM: GM346L

REFLECTIONS ON THE  
RECENT HISTORY OF THE  
UNITED STATES

ACCOUNTING PERIOD	2025/09
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REPORT NUMBER 84

CITY OF NEEDLES

CITY OF NEEDLES

REPORT NUMBER 84

CHECK NO	VENDOR NO	VENDOR NAME	VOUCHER NO	P.O. NO	DATE	ACCOUNT	REMITTANCE AMOUNT (NET OF DISC/RETAIN)	CHECK TOTAL
23513	1217	VISION SERVICE PLAN	006381		03/07/2025	101-5774-452.24-10	31.27	
			006382		03/07/2025	206-5771-452.24-10	22.75	
			006383		03/07/2025	502-4710-471.24-10	106.98	
			006384		03/07/2025	503-4720-475.24-10	38.40	
			006385		03/07/2025	506-4713-477.24-10	11.33	
			006386		03/07/2025	508-4810-478.24-10	65.90	
			006387		03/07/2025	511-3020-432.24-10	15.63	
			006388		03/07/2025	575-5555-485.24-10	44.12	
			006389		03/07/2025	575-5555-485.24-15	26.69	
			006390		03/07/2025	580-4750-473.24-10	200.20	
							967.33	967.33
							*	
						BANK/CHECK TOTAL	172,149.63	172,149.63
						ALL BANKS/CHECKS TOTAL	172,149.63	172,149.63





## MINUTES

REGULAR MEETING OF THE CITY COUNCIL  
NEEDLES PUBLIC UTILITY AUTHORITY  
HOUSING AUTHORITY CITY OF NEEDLES  
CITY OF NEEDLES, CALIFORNIA  
EL GARCES – 950 FRONT STREET, NEEDLES

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**TUESDAY, MARCH 11, 2025 - COUNCIL EXECUTIVE SESSION – 5:15 PM - CITY COUNCIL MEETING – 6:00 PM**

**CALL TO ORDER** - Mayor Jernigan called the meeting to order at 5:22 pm

### ROLL CALL

#### PRESENT

Council Member Zachery Longacre  
Council Member Jamie McCorkle  
Vice Mayor Ellen Campbell attended via Teams  
Mayor Janet Jernigan  
Council Member JoAnne Pogue  
Council Member Tona Belt  
Council Member Henry Longbrake

Also in attendance were City Manager Patrick Martinez, Deputy City Attorney Lena Wade, Director of Development Services Kathy Raasch, Utility Manager Rainie Torrance, and Interim City Clerk Candace Clark.

#### PUBLIC COMMENTS PERTAINING TO THE EXECUTIVE SESSION

Jeff Williams spoke in favor of working with MIH to get their debt resolved, urging staff and council to consider the jobs and revenue they bring to the city.

Deputy City Attorney Lena Wade announced the conflicts of interest on Executive Session Item B for Council Member Pogue, whose son works for MIH, Vice Mayor Campbell, whose son works in the industry, and Council Member Longacre, who works in the industry; Due to the need for a quorum of 4 to vote, and according to FPPC Regulations, one of the conflicted members was chosen to vote by the drawing of straws as follows: Council Member Longacre drew the first straw, followed by Council Member Pogue drawing the second straw. Vice Mayor Campbell received the third straw, which was the short straw, and therefore Vice Mayor Campbell was chosen to participate in the vote.

**RECESSED TO EXECUTIVE SESSION - 5:29 PM**

#### EXECUTIVE SESSION

- a. Conference with Legal Counsel Regarding Existing Litigation Pursuant to Government Code section 54956.9(d)(1)) - Brian Brown v. City of Needles, Bernard Hatz, II, U.S. District Court for the Central District of California, Case No. 5:23-01118-MWC (SSC)
- b. Conference with Legal Counsel Regarding Potential Initiation of Litigation Pursuant to Government Code Section 54956.9(d)(4). One potential Case.

**CALL TO ORDER** - Mayor Jernigan called the meeting to order at 6:12 pm

### ROLL CALL

#### PRESENT

Council Member Zachery Longacre  
Council Member Jamie McCorkle  
Vice Mayor Ellen Campbell  
Mayor Janet Jernigan  
Council Member JoAnne Pogue  
Council Member Tona Belt  
Council Member Henry Longbrake

**EXECUTIVE SESSION REPORT** – Deputy City Attorney Lena Wade reported the following:

- a. No reportable action
- b. Council Member McCorkle made a motion, second by Council Member Belt, to authorize city staff and city attorney's office to pursue any and all remedies available to the City of

Agenda Item 12.

collect on a settlement agreement and promissory note, from the following entities: Medical Investor Holdings, LLC (MIH), NCA Management Company LLC, 3247 AM LLC, and 2103 D LLC. Such authorization includes but is not limited to filing a lawsuit and pursuing any other available remedies. Motion carried by the following roll call vote:

Ayes: Council Member McCorkle, Vice Mayor Campbell, Council Members Belt, Longbrake

Noes: None

Absent: None

Abstain: Council Members Longacre and Pogue (left the room during this item)

With respect to unpaid utility bills, a motion was made by Council Member McCorkle, second by Council Member Belt, to allow staff to move forward in collecting unpaid utility bills. Motion carried by the following roll call vote:

Ayes: Council Member McCorkle, Vice Mayor Campbell, Council Members Belt, Longbrake

Noes: None

Absent: None

Abstain: Council Members Longacre and Pogue (left the room during this item)

With respect to unpaid taxes a motion was made by Council Member McCorkle, second by Council Member Belt to initiate proceedings to collect unpaid cannabis taxes. Motion carried by the following roll call vote:

Ayes: Council Member McCorkle, Vice Mayor Campbell, Council Members Belt, Longbrake

Noes: None

Absent: None

Abstain: Council Members Longacre and Pogue (left the room during this item)

**PLEDGE OF ALLEGIANCE** - led by Mayor Jernigan

**INVOCATION** - led by Vice Mayor Campbell

Mayor Jernigan asked for a moment of silence to acknowledge former City Employee Leo Renteria.

## **APPROVAL OF AGENDA**

Council Member Pogue made a motion, second by Vice Mayor Campbell to approve the agenda. Motion carried by the following roll call vote:

Ayes: Council Member Longacre, McCorkle, Vice Mayor Campbell, Council Members Pogue, Belt, Longbrake

Noes: None

Absent: None

Abstain: None

**CONFLICT OF INTEREST** - None

**CORRESPONDENCE** - None

**INTRODUCTIONS** - Mayor Jernigan acknowledged former Council Member Tim Terral and former Mayor Jeff Williams in attendance.

**CITY ATTORNEY – Parliamentary Procedures** given by Deputy City Attorney Lena Wade.

## **PUBLIC APPEARANCE**

*Sonia Vicario, a resident at 900 Coronado Santiago Village, expressed concern about the unsafe living conditions in her complex, and urged staff to enforce code violations.*

## **OATH OF OFFICE**

City Manager Patrick Martinez introduced and gave a brief bio for new Code Enforcement Officer Ray Bernasconi. Interim City Clerk Candace Clark administered the Oath of Office.

**PUBLIC COMMENTS PERTAINING TO THE COUNCIL ITEMS** - None

## **COUNCIL CONSENT CALENDAR**

Council Member McCorkle made a motion, second by Vice Mayor Campbell, to approve consent calendar items 1 through 3. Motion carried by the following roll call vote:

Ayes: Council Member Longacre, McCorkle, Vice Mayor Campbell, Council Members Pogue, Belt, Longbrake

Noes: None

Absent: None

Abstain: None

1. Approved the Warrants Register through March 11, 2025
2. Approved the Minutes of February 25, 2025
3. Approved the Needles Rodeo Association Daily License Application for the Department of Alcoholic Beverage Control for their Needles Rodeo Association Rodeo, April 4 - 5, 2025. at the Needles Rodeo Grounds

## **END OF COUNCIL CONSENT CALENDAR**

### **REGULAR COUNCIL ITEMS**

4. Authorize the purchase of a Crafcro Inc. EZ 1500 Crack Seal Trailer and an Empire Cat Sullair 375 Compressor, with a total cost not to exceed \$184,972.

*City Manager Patrick Martinez gave staff report.*

*Minimal council discussion ensued.*

*Council Member Longacre made a motion, second by Council Member Pogue, to authorize the purchase of a Crafcro Inc. EZ 1500 Crack Seal Trailer and an Empire Cat Sullair 375 Compressor, with a total cost not to exceed \$184,972.*

*Motion carried by the following roll call vote:*

Ayes: Council Member Longacre, McCorkle, Vice Mayor Campbell, Council Members Pogue, Belt, Longbrake

Noes: None

Absent: None

Abstain: None

5. Authorize an additional \$9,500 to the FY 25 budget for the demolition of the building at 100 G Street, utilizing general fund reserves for a total project cost not to exceed \$19,500.

*City Manager Patrick Martinez gave staff report.*

*Minimal council discussion ensued.*

*Council Member Longacre made a motion, second by Council Member Pogue, to authorize an additional \$9,500 to the FY 25 budget for the demolition of the building at 100 G Street, utilizing general fund reserves for a total project cost not to exceed \$19,500.*

*Motion carried by the following roll call vote:*

Ayes: Council Member Longacre, McCorkle, Vice Mayor Campbell, Council Members Pogue, Belt, Longbrake

Noes: None

Absent: None

Abstain: None

6. Authorize the City Manager to proceed with GPS Trackit for Fleet Management Services at an annual cost of \$9,600 under a three-year contract.

*City Manager Patrick Martinez gave staff report.*

*Minimal council discussion ensued.*

*Public Comment - Tim Terral stated that he uses a GPS tracking system and suggested adding cameras, stating that in the event of an accident they pay for themselves.*

*Council Member Longacre made a motion, second by Council Member Pogue, to authorize the City Manager to proceed with GPS Trackit for Fleet Management Services at an annual cost of \$9,600 under a three-year contract.*



*Motion carried by the following roll call vote:*

Ayes: Council Member Longacre, McCorkle, Vice Mayor Campbell, Council Members Pogue, Belt, Longbrake

Noes: None

Absent: None

Abstain: None

7. Adopt Resolution No. 2025-14 of the City Council of the City of Needles, approving the City of Needles Naloxone Policy and Procedures and authorize staff to proceed with implementation of the policy and procedures.

*City Manager Patrick Martinez gave staff report.*

*Minimal council discussion ensued.*

*Public Comment – Sonia Vicario, who works for Pacific Clinics, spoke in favor, stated that they provide Narcan at their clinic.*

*Council Member Longbrake made a motion, second by Council Member Longacre, to adopt Resolution No. 2025-14 of the City Council of the City of Needles, approving the City of Needles Naloxone Policy and Procedures and authorize staff to proceed with implementation of the policy and procedures.*

*Motion carried by the following roll call vote:*

Ayes: Council Member Longacre, McCorkle, Vice Mayor Campbell, Council Members Pogue, Belt, Longbrake

Noes: None

Absent: None

Abstain: None

8. Authorize those interested to attend the League of California Cities (LCC) City Leaders Summit in Sacramento April 23-25, 2025.

*City Manager Patrick Martinez gave staff report.*

*Minimal council discussion ensued. Vice Mayor Campbell and Council Member Pogue expressed interest in attending. Council Member Longacre made a motion, second by Council Member McCorkle, to authorize Vice Mayor Campbell and Council Member Pogue to attend the League of California Cities (LCC) City Leaders Summit in Sacramento April 23-25, 2025.*

*Motion carried by the following roll call vote:*

Ayes: Council Member Longacre, McCorkle, Vice Mayor Campbell, Council Members Pogue, Belt, Longbrake

Noes: None

Absent: None

Abstain: None

9. Authorize those interested to attend the ICSC Event at the Las Vegas Convention Center on May 18-20, 2025

*City Manager Patrick Martinez gave staff report.*

*Council discussion ensued. Mayor Jernigan, Council Members McCorkle, Longacre, Longbrake, and Vice Mayor Campbell expressed interest in attending. Council Member Belt made a motion, second by Council Member Pogue, to limit attendance to three council members. Staff will use drawing of straws to determine who attends. Motion carried by the following roll call vote:*

Ayes: Council Member Longacre, McCorkle, Vice Mayor Campbell, Council Members Pogue, Belt, Longbrake

Noes: None

Absent: None

Abstain: None

10. Authorize the City Clerk's Department to publish a notice of vacancy on the Board of Public Utilities due to the retirement of Mike Schneider

*City Manager Patrick Martinez gave staff report.*

*Council discussion ensued. Council Member Pogue made a motion, second by Vice Mayor Campbell, to authorize the City Clerk's Department to publish a notice of vacancy on the Board of Public Utilities due to the retirement of Mike Schneider, and to publish any future vacancies as needed. Motion carried by the following roll call vote:*

Ayes: Council Member Longacre, McCorkle, Vice Mayor Campbell, Council Members Pogue, Belt, Longbrake

Noes: None

Absent: None

Abstain: None

**CITY ATTORNEY REPORT** – given by Deputy City Attorney Lena Wade

**CITY CLERK REPORT** – Given by Interim City Clerk Candace Clark

**CITY MANAGER REPORT** – for the weeks of February 21, and 28, 2025 - given by City Manager Patrick Martinez

### **COUNCIL REQUESTS**

**Council Member Longacre** – reported that the dugouts at Ed Parry Park are being trashed and asked staff to keep them locked up; feral cats are becoming an issue again; asked about pothole repair in the Vistas; asked about the paint for Cal-Trans to cover graffiti; reported on the upcoming community clean up on March 29 on San Clemente street; thanked law enforcement for their efforts in addressing the illegal truck parking issue on Ice Plant road.

**Council Member McCorkle** – reiterated the vandalism issue in the Ed Parry Park dugouts; asked staff to work on a master plan for beautification on Broadway.

**Council Member Pogue** – commended Council Member Longacre on his cleanup efforts; asked about Route 66 Pharmacy Medicare Part B insurance acceptance; thanked the Fire Department for the Household Hazardous Waste Collection event recently held.

**Vice Mayor Campbell** – asked about painting the electric boxes around town; reported that it is illegal for minors to ride a bike without a helmet and urged enforcement and asked about providing a safety course for children; commended the book box located by Dance Traxx and asked about getting more.

**Council Member Belt** – welcomed new Code Enforcement Officer Ray Bernasconi; urged staff to hire local whenever possible; reported Dance Traxx building needs repair and asked staff to look into it; reported on the Egg My Yard event in Bullhead and asked about doing that in Needles; asked about status of Splash Pad.

**Council Member Longbrake** – talked about Ed Parry dugouts being locked; reiterated Broadway beautification and asked about getting someone to do a mural on the theater; suggested Broadway be two lanes with parking on either side; asked staff to install road striping at Duke Watkins; asked for \$20k to be donated by the city to Firehouse Ministries food bank; suggested city utilize local youth to paint the electric boxes.

**Mayor Jernigan** – reported on the podcast she participated in after the SBCTA meeting, with Mark Orr, Teamster representative; reported on the Little League season opener Eagles sponsored BBQ fundraiser; asked about a shade structure at Ed Parry park; reported on the upcoming Resource Fair and Chamber Breakfast; reported the Barstow Chamber of Commerce is moving into the Barstow Harvey House; asked about dog park signs and solutions for eliminating dog poop in the ballfields; asked for law enforcement to address semi-trucks parking on Erin Drive; asked for an update on the Website; asked about fencing with slats around trash bins in Santa Fe Park.

**ADJOURNMENT** – Mayor Jernigan adjourned the meeting at 7:22 pm



## City of Needles, California Request for City Council Action

☒ CITY COUNCIL ☐ NPUA

☒ Regular ☐ Special

**Meeting Date:** March 25, 2025

**Title:** Award bid to S. Christensen Engineering, Inc. for the Phase IV-B Street Improvements Project

**Background:** In 2019, The City adopted a 15-year Pavement Management Plan (PMP) for maintenance of 47 miles of city streets. The PMP prioritized street projects by evaluating existing pavement conditions, current vehicle volumes, and identifying areas experiencing repeated water leaks.

The PMP is in the 4<sup>th</sup> year of the program with Phase IV-B recently designed. This phase includes the paving of the following streets: Desoto St., El Monte St., Carty Way, Carty Circle, Carty Place, I Street, G Street, H Street, Crestview Drive and La Mesa Way.

This project was advertised for bids on February 11, 2025, and bids were opened on February 28, 2025. The following two bids were received:

- S. Christensen Engineering, Inc. \$1,156,400.60
- Vance Corporation \$1,231,990.00

A bid evaluation has been completed and S. Christensen Engineering, Inc. was found to be the successful low bidder.

**Fiscal Impact:** Budgeted under FY 2025 General Fund Public Works Street Improvements Fund.

**Environmental Impact:** N/A

**Recommended Action:** Award bid to S. Christensen Engineering, Inc. for the Phase IV-B Street Improvements Project in the amount of \$1,156,400.60 plus 20% contingency for a total project cost of \$1,387,680.72 and authorize staff to execute a Public Works Agreement with S. Christensen Engineering, Inc. and move forward with the Notice of Award and Notice to Proceed.

**Submitted By:** Kathy Raasch, Director of Development Services/Capital Projects

**City Manager Approval:** Patrick J. Martinez

**Date:** 3/19/2025

**Other Department Approval (when required):** Barbara DiLeo

**Date:** 03/18/25

Approved: ☐

Not Approved: ☐

Tabled: ☐

Other: ☐



City of Needles							
Bid Results for Project PHASE IV-B STREET PAVING (PW2502)							
Issued on 02/11/2025							
Bid Due on February 28, 2025 3:30 PM (PDT)							
Exported on 03/17/2025							
Line Totals (Unit Price * Quantity)							
					S Christensen Engineering Inc		Vance Corporation
Item Num	Item Code	Description	UOM	QTY	Unit Price	Total	Unit Price
1		Mobilization / Demobilization	LS	1	\$52,000.00	\$52,000.00	\$93,463.00
2		Traffic Control and Safety	LS	1	\$16,000.00	\$16,000.00	\$38,249.00
3		SWPPP, Best Management Practice and NPDES Requirements	LS	1	\$6,300.00	\$6,300.00	\$9,641.00
4		Encroachment Permit	LS	1	\$5,170.00	\$5,170.00	\$5,170.00
5		Grind Existing AC Pavement (2"Min.)	SF	280000	\$0.29	\$81,200.00	\$0.30
6		Construct 2" Asphalt Concrete Pavement Overlay with Petromat	SF	280000	\$2.67	\$747,600.00	\$2.67
7		Construct Asphalt Concrete Leveling Course, as Required	TONS	120	\$470.00	\$56,400.00	\$311.00
8		Remove Existing AC Pavement and Subgrade (10" Total Depth)	SF	16052	\$2.30	\$36,919.60	\$2.50
9		Construct 6" Miscellaneous Aggregate Base Over 12" Compacted Native	CY	297	\$65.00	\$19,305.00	\$57.00
10		Construct 2" Base Asphalt Concrete Pavement	TONS	194	\$200.00	\$38,800.00	\$215.00
11		Construct 2" Asphalt Concrete Overlay	TONS	194	\$204.00	\$39,576.00	\$215.00
12		Install Striping	LS	1	\$11,400.00	\$11,400.00	\$13,403.00
13		Adjust Existing Manhole to Grade with New Concrete Collar	EA	24	\$1,040.00	\$24,960.00	\$1,238.00
14		Adjust Existing Valve Can to Grade with New Concrete Collar	EA	31	\$670.00	\$20,770.00	\$1,063.00
				Subtotal		\$1,156,400.60	
				Total		\$1,156,400.60	\$1,231,990.00



## City of Needles, California Request for City Council Action

☒ CITY COUNCIL ☐ NPUA

☒ Regular ☐ Special

**Meeting Date:** March 25, 2025

**Title:** Accept Change Order No. 1 (final) and the work completed by Superior Paving Company, Inc. DBA United Paving Company for the Obernolte Street Improvements Project and authorize the Notice of Completion.

**Background:** In March 2022, the City was awarded funding in the amount of \$757,803 under the Community Project Funding/Congressionally Directed Spending (CPFCDs) program sponsored by Congressman Jay Obernolte for the Obernolte Street Improvement Project previously referenced as "Needles First Year Paving Replacement Phase 3 street improvements.

The project included paving of the following streets: 4<sup>th</sup> Street, 5th Street, Collins Street, Highland Ave, Coronado Street, Park Avenue, Orange Avenue, Erin Drive Loop and portion of L Street.

On May 14, 2024, the project was Awarded to United Paving Company in the amount of \$ 971,988.40 plus 5% contingency for a total project cost of \$1,020,587.82. The project started in November 2025 and was completed in December 2025.

Change Order No. 1 (final) in the amount of \$46,802 (final) is presented herein to reflect final quantity adjustments with costs covered by the project contingency funds resulting in a final contract amount of \$1,018,298.29. Therefore, the final contract amount reflects a decrease in budget of \$2,289.53.

**Fiscal Impact:** Funds to be reimbursed by Caltrans in the amount of \$757,803 with \$260,495.29 from budgeted general funds.

**Recommended Action:** Accept Change Order No. 1 (final) and the work completed by Superior Paving Company dba United Paving Company for the Obernolte Street Improvement Project for a total project amount of \$1,018,298.29 and authorize staff to issue a NOTICE OF COMPLETION to be recorded with the San Bernardino County Recorder's Office.

**Submitted By:** Kathy Raasch, Director of Development Services/Capital Projects

**City Manager Approval:** Patrick J. Martinez

**Date:** 3/20/2025

**Other Department Approval (when required):** Barbara DiLeo

**Date:** 03/18/25

Approved:

Not Approved: ☐

Tabled: ☐

Other: ☐

CITY OF NEEDLES  
**CHANGE ORDER**

PROJECT: Obernolte Street Improvements Project

ORDER NO: 1 (Final)

OWNER: City of Needles

CONTRACTOR: United Paving, Inc.

FOLLOWING CHANGES ARE MADE TO THE CONTRACT:

<u>Description of Changes</u>	<u>Decrease Contract Price</u>	<u>Increase Contract Price</u>
1) Additional Grind & Pave		\$ 44,626.00
2) Additional Striping		\$ 2,176.00

JUSTIFICATION:

Change Order items above reflect final quantities in the field during construction.

Original Contract Price	\$ 971,496.29
Previous Change Order(s) Amount	\$0.00
Original Contract Price plus previous Change Orders	\$ 971,496.29
Contract Price Due This Change Order	\$ 46,802.00
New Contract Price	\$1,018,298.29

**CHANGE IN CONTRACT TIME**

Contract Time will be (Increased)	Adjusted Date for Completion of all Work	Calendar Days
	N/A	

**APPROVALS REQUIRED**

Requested by: \_\_\_\_\_  
Signature (Project Manager)

Date: 02/20/2025

Contractor Acceptance: \_\_\_\_\_  
Signature (Contractor)

Date: 3/7/2025

Approved by: \_\_\_\_\_  
Signature (City Manager)

Date: 02/25/2025  
**CC meeting**

**CHANGE ORDER**



RECORDING REQUESTED BY:

City of Needles  
817 Third Street  
Needles, CA 92363

AND WHEN RECORDED MAIL TO:

**City of Needles**  
**817 Third Street**  
**Needles, CA 92363**

No fee per Govt. Code § 27383

~ SPACE ABOVE FOR RECORDER'S USE ONLY ~

## NOTICE OF COMPLETION

NOTICE IS HEREBY GIVEN THAT:

The undersigned is OWNER or AGENT OF THE OWNER of the interest or estate stated below in the property hereinafter described.

The full NAME of the OWNER is CITY OF NEEDLES

The ADDRESS of the OWNER is 817 THIRD STREET, NEEDLES, CA 92363

The NATURE OF THE INTEREST or estate of the undersigned is In FEE

Street Address / APN (if applicable) Various Streets - City Right-a-Way

The full name(s) and address(es) of all persons, if any, who hold such interest or estate with the undersigned as joint tenants or as tenants in common are:

**Contractor's Name**

**Contractor's Address:**

Superior Paving dba United Paving Company

1881 N Delilah Street, Corona, CA 92879

The property on which said work of improvement was completed is in the City of **Needles**, County of **San Bernardino**, State of **California**, and was approved by the Needles City Council by minute action at the 03/25/2025 meeting and is DESCRIBED AS FOLLOWS:

Improvement on the property hereinafter described and COMPLETED on November 22, 2024

Improvements described as

**Obernolte Street Improvements Project - Grind and pave of the following streets: 4th Street, 5th Street, Collins Street, Highland Ave, Coronado Street, Park Avenue, Orange Avenue, Erin Drive Loop and portion of L Street.**

I, Patrick J. Martinez am the  
(Name of below signor)

City Manager  
(Owner, President, Authorized Agent, Partner, etc.)

the declarant of the foregoing Notice of Completion. I certify (or declare) under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date: 03/25/2025

Signature:

Patrick J. Martinez, City Manager, City of Needles



## City of Needles, California Request for City Council Action

☒ CITY COUNCIL ☐ NPUA

☒ Regular ☐ Special

**Meeting Date:** March 25, 2025

**Title:** Cannabis Tax Audits

**Background:** At the August 30, 2022 City Council meeting, HdL Companies was chosen to perform the Cannabis audits for calendar years 2021 and 2022 with the option for City Council to extend the agreement. We would like to extend the agreement with HdL Companies to include the calendar year 2023 and 2024 Cannabis audits.

**Fiscal Impact:** A maximum cost of \$462,000 for Cannabis audits for Calendar years 2023 and 2024. These amounts will be budgeted for FY 26.

**Environmental Impact:** n/a

**Recommended Action:** Extend the contract with HdL Companies to perform Cannabis Tax Audits for Calendar years 2023 and 2024 at a cost not to exceed \$462,000.

**Submitted By:** Barbara DiLeo, Finance Department

**City Manager Approval:** Patrick J. Martinez

**Date:** 3/19/2025

**Other Department Approval (when required):** \_\_\_\_\_

**Date:** \_\_\_\_\_

Approved: ☐ Not Approved: ☐ Tabled: ☐ Other: ☐

**FIRST AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT BETWEEN THE CITY OF  
NEEDLES AND HdL COMPANIES FOR  
PROFESSIONAL SERVICES AGREEMENT**

**1. PARTIES AND DATE.**

This FIRST AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT (“Third Amendment”) is made and entered into March 25, 2025 (“Effective Date”) by and between the City of Needles, a California Charter City, (hereinafter referred to as the “City”) and Hinderliter de Llamas and Associates, also known as HdL Companies, a California Corporation (hereinafter referred to as “Consultant”). City and Consultant are sometimes individually referred to as “Party” and collectively as “Parties.”

**2. RECITALS.**

City and HdL Companies entered into a PROFESSIONAL SERVICES AGREEMENT dated February 22, 2024 which authorized compensation to HdL in the amount of One Hundred and Seventy Thousand Dollars (\$170,000) for Cannabis Tax Field Audits of 16 Cannabis facilities.

The parties wish to amend the Agreement to increase the compensation as follows:

**3. AMENDMENT.**

**Section 3.1.2 Term.** The term of this Agreement shall become effective when the First Amendment has been executed and shall remain in effect until terminated as provided herein. Notwithstanding anything to the contrary in this Agreement, this Agreement shall automatically terminate after 2 years unless extended in writing by the Parties with the approval of the City Council of the City.

**Section 6.1** **Section 6.1 of the Agreement is removed in its entirety and is amended to read as follows: “Consultant shall be paid at the rates set forth in the Proposal and shall not increase any rate without the prior written consent of the City. Notwithstanding anything in this Section 6, total fees and charges paid by City under this Agreement shall not exceed in the aggregate amount since conception, Six Hundred and Thirty Two Thousand Dollars (\$632,000) without approval by the City Council of City.**

All other terms of the Agreement not specifically amended shall remain in full force and effect.

IN WITNESS WHEREOF, the Parties hereto have made and executed this Agreement on the date and year set forth above.



**CITY:** (City of Needles)

BY: \_\_\_\_\_  
Patrick Martinez

TITLE: \_\_\_\_\_  
City Manager

DATE: \_\_\_\_\_

**ATTEST:**

BY: \_\_\_\_\_  
Candace Clark

TITLE: \_\_\_\_\_  
City Clerk

DATE: \_\_\_\_\_

**CONSULTANT:**

BY: \_\_\_\_\_  
Andrew Nickerson

TITLE: \_\_\_\_\_  
President

DATE: \_\_\_\_\_

## EXHIBIT C

### Insurance Requirements

#### **Time for Compliance.**

Consultant shall not commence Services under this Agreement until it has provided evidence satisfactory to the City that it has secured all insurance required under this section. In addition, Consultant shall not allow any subcontractor to commence work on any subcontract until it has provided evidence satisfactory to the City that the subcontractor has secured all insurance required under this section.

#### **Minimum Requirements.**

Consultant shall, at its expense, procure and maintain for the duration of the Agreement insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the Agreement by the Consultant, its agents, representatives, employees or subcontractors. Consultant shall also require all of its subcontractors to procure and maintain the same insurance for the duration of the Agreement. Such insurance shall meet at least the following minimum levels of coverage:

- i. **General liability.** Consultant shall maintain commercial general liability insurance with coverage at least as broad as Insurance Services Office form CG 00 01, in an amount not less than \$1,000,000 per occurrence, \$2,000,000 general aggregate, for bodily injury, personal injury, and property damage. The policy must include contractual liability that has not been amended. Any endorsement restricting standard ISO “insured contract” language will not be accepted.
- ii. **Automobile liability.** Consultant shall maintain automobile insurance at least as broad as Insurance Services Office form CA 00 01 covering bodily injury and property damage for all activities of the Consultant arising out of or in connection with the Services to be performed under this Agreement, including coverage for any owned, hired, non-owned or rented vehicles, in an amount not less than \$1,000,000 combined single limit for each accident.
- iii. **Professional liability (errors & omissions).** Consultant shall maintain professional liability insurance that covers the Services to be performed in connection with this Agreement, in the minimum amount of \$1,000,000 per claim and in the aggregate. Any policy inception date, continuity date, or retroactive date must be before the effective date of this Agreement and Consultant agrees to maintain continuous coverage through a period no less than three (3) years after completion of the Services required by this Agreement.
- iv. **Worker’s Compensation.** Consultant shall maintain Workers’ Compensation Insurance (Statutory Limits) and Employer’s Liability Insurance (with limits of at least \$1,000,000).

## Other Provisions or Requirements

- **Separation of Insureds; No Special Limitations.** All insurance required by this Section shall contain standard separation of insured's provisions. In addition, such insurance shall not contain any special limitations on the scope of protection afforded to the City, its directors, officials, officers, employees, agents and volunteers.
- **Deductibles and Self-Insurance Retentions.** Any deductibles or self-insured retentions must be declared to and approved by the City. Consultant shall guarantee that, at the option of the City, either: (1) the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the City, its directors, officials, officers, employees, agents and volunteers; or (2) the Consultant shall procure a bond guaranteeing payment of losses and related investigation costs, claims and administrative and defense expenses.
- **Acceptability of Insurers.** Insurance is to be placed with insurers with a current A.M. Best's rating no less than A:VII, licensed to do business in California, and satisfactory to the City.
- **Proof of insurance.** Consultant shall provide certificates of insurance to City as evidence of the insurance coverage required herein, along with a waiver of subrogation endorsement for workers' compensation. Insurance certificates and endorsements must be approved by the City prior to commencement of performance. Current certification of insurance shall be kept on file with City at all times during the term of this contract. City reserves the right to require complete, certified copies of all required insurance policies, at any time.
- **City Approval.** All coverage types and limits required are subject to approval, modification and additional requirements by City, as the need arises. Consultant shall not make any reductions in scope of coverage (e.g. elimination of contractual liability or reduction of discovery period) that may affect City's protection without City's prior written consent.
- **Primary/noncontributing.** Coverage provided by Consultant shall be primary and any insurance or self-insurance procured or maintained by City shall not be required to contribute with it. The limits of insurance required herein may be satisfied by a combination of primary and umbrella or excess insurance. Any umbrella or excess insurance shall contain or be endorsed to contain a provision that such coverage shall also apply on a primary and non-contributory basis for the benefit of City before the City's own insurance or self-insurance shall be called upon to protect it as a named insured.

**City's rights of enforcement.** In the event any policy of insurance required under this Agreement does not comply with these specifications or is canceled and not replaced, City has the right but not the duty to obtain the insurance it deems necessary and any premium paid by City will be promptly reimbursed by Consultant or City will withhold

amounts sufficient to pay premium from Consultant payments. In the alternative, City may cancel this Agreement. Consultant acknowledges and agrees that any actual or alleged failure on the part of the City to inform Consultant of non-compliance with any requirement imposes no additional obligations on the City nor does it waive any rights hereunder.

- **Waiver of subrogation.** All insurance coverage maintained or procured pursuant to this agreement shall be endorsed to waive subrogation against City, its elected or appointed officers, agents, officials, employees and volunteers or shall specifically allow Consultant or others providing insurance evidence in compliance with these specifications to waive their right of recovery prior to a loss. Consultant hereby waives its own right of recovery against City, and shall require similar written express waivers and insurance clauses from each of its subconsultants.
- **Requirements not limiting.** Requirements of specific coverage features or limits contained in this Section are not intended as a limitation on coverage, limits or other requirements, or a waiver of any coverage normally provided by any insurance. Specific reference to a given coverage feature is for purposes of clarification only as it pertains to a given issue and is not intended by any party or insured to be all inclusive, or to the exclusion of other coverage, or a waiver of any type. If the Consultant maintains higher limits than the minimums shown above, the City requires and shall be entitled to coverage for the higher limits maintained by the Consultant. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City.
- **Notice of cancellation.** Consultant agrees to oblige its insurance agent or broker and insurers to provide to City with a thirty (30) day notice of cancellation (except for nonpayment for which a ten (10) day notice is required) or nonrenewal of coverage for each required coverage.
- **Additional insured status.** All policies required herein shall provide or be endorsed to provide that City and its officers, officials, employees, and agents, and volunteers shall be additional insureds under such policies.
- **Pass through clause.** Consultant agrees to ensure that its subconsultants, subcontractors, and any other party involved with the project who is brought onto or involved in the project by Consultant, provide the same minimum insurance coverage and endorsements required of Consultant. Consultant agrees to monitor and review all such coverage and assumes all responsibility for ensuring that such coverage is provided in conformity with the requirements of this section. Consultant agrees that upon request, all agreements with consultants, subcontractors, and others engaged in the project will be submitted to City for review.
- **City's right to revise specifications.** The City reserves the right at any time during the term of the contract to change the amounts and types of insurance required by giving the Consultant ninety (90) days advance written notice of such change. If such change



results in substantial additional cost to the Consultant, the City and Consultant may renegotiate Consultant's compensation.

- **Timely notice of claims.** Consultant shall give City prompt and timely notice of claims made or suits instituted that arise out of or result from Consultant's performance under this Agreement, and that involve or may involve coverage under any of the required liability policies.
- **Additional insurance.** Consultant shall also procure and maintain, at its own cost and expense, any additional kinds of insurance, which in its own judgment may be necessary for its proper protection and prosecution of the work.



## City of Needles, California Request for City Council Action

☒ CITY COUNCIL ☐ NPUA

☒ Regular ☐ Special

**Meeting Date:** March 25, 2025

**Title:** Resolution No. 2025-15 authorizing the City Manager or his designee, the Community Services Manager, to purchase one (1) Nine Passenger Transit Vehicle for use by the Dial-a-Ride (Specialized Transportation) Transit Services

**Background:** \$180,857 has been budgeted in the 2025-2026 fiscal year for the purchase of a new DAR vehicle, funding which will come from State Transit Assistance (STA) Capital through the San Bernardino County Transportation Authority (SBCTA). This resolution will allow the city to purchase through the California Association for Coordinated Transportation (CalACT)/Morongo Basin Transit Authority (MBTA) Vehicle Purchasing Cooperative which reduces the cost and saves staff time in going through a formal bidding process (the Cooperative has already done it).

**Fiscal Impact:** \$180,857 has been budgeted in the current fiscal year and will be reimbursed by SBCTA after the purchase is complete

**Environmental Impact:** N/A

**Recommended Action:** Waive the reading and adopt Resolution No. 2025-15 authorizing the City Manager or his designee, the Community Services Manager, to purchase one Nine Passenger Transit Vehicle for use by the Dial-a-Ride (Specialized Transportation) Transit Services.

**Submitted By:** Cheryl Sallis, Community Services Manager

**City Manager Approval:** Patrick J. Martinez

**Date:** 3/19/2025

**Other Department Approval (when required):** Barbara DiLeo

**Date:** 03/18/25

Approved: ☐

Not Approved: ☐

Tabled: ☐

Other: ☐

RESOLUTION NO. 2025-15

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NEEDLES, CALIFORNIA, AUTHORIZING THE CITY MANAGER OR HIS DESIGNEE, THE COMMUNITY SERVICES MANAGER, TO PURCHASE ONE (1) NINE PASSENGER TRANSIT VEHICLE FOR USE BY THE DIAL-A-RIDE (SPECIALIZED TRANSPORTATION) TRANSIT SERVICES

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Needles, California, does hereby authorize the California Association for Coordinated Transportation (CalACT)/Morongo Basin Transit Authority (MBTA) Vehicle Purchasing Cooperative to purchase one (1) nine passenger transit vehicle for and on behalf of the City of Needles, and that Patrick Martinez, City Manager, or his designee, Cheryl K. Sallis, Community Services Manager, are hereby authorized and directed to sign and deliver all necessary requests and documents in connection therewith for and on behalf of the City of Needles. The total price of the one nine passenger transit vehicle for use by the Dial-a-Ride (Specialized Transportation) Transit Services shall not exceed \$180,857.

PASSED, APPROVED AND ADOPTED at a regular meeting of the City Council of the City of Needles, California, held on the 25th day of March, 2025, by the following roll call vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

\_\_\_\_\_  
Mayor

(SEAL)

ATTEST: \_\_\_\_\_  
Interim City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Deputy City Attorney



## City of Needles, California Request for City Council Action

☒ CITY COUNCIL ☐ NPUA

☒ Regular ☐ Special

**Meeting Date:** March 25, 2025

**Title:** Accept the Proposal from Kimley-Horn and Associates, Inc. to Provide Consultant Professional Services for an Active Transportation Plan and grant authority to the City Manager to execute the agreement.

**Background:** On November 2, 2023, the city submitted an application to California Air Resources Board (CARB) for \$370,730 to develop a comprehensive Active Transportation Plan (ATP).

On January 5, 2024, the city was notified that its application had been approved and selected for funding. On January 23, 2024, City Council authorized the Mayor to execute the grant acceptance letter and on February 24, 2024, a Resolution was adopted to participate in the Statewide Planning and Capacity Building program. Therefore, the City moved forward with finalizing a Grant Agreement with "Data for Social Good" acting on behalf of CARB for approval on September 10, 2024.

The consultant selected to develop the City ATP will work closely with the community to develop a Pedestrian Master Plan, a Bicycle Master Plan, a Trail Master Plan, Safe Routes to School, and identify a priority list of projects to improve pedestrian mobility and implementation plan for said projects.

Additionally, the planning process will help encourage and support the community in choosing to walk or bike to their destinations and will include special events such as a bike rodeo, e-bike giveaways, focus groups with stipends and gift cards, transportation survey development, and distribution.

A Request for Proposals (RFP) for consultant services was posted on November 8, 2024, with a proposal due date of December 18, 2024. A total of three (3) proposals from qualified firms were received by the deadline who were interviewed by a selection committee on the criteria outlined in the RFP. The following three firms were selected to move on to the interview process:

- Kimley-Horn and Associates, Inc.
- GTS General Technologies and Solutions
- FEI Associates Consulting Engineers

After careful consideration and evaluation by the selection committee, Kimley-Horn and Associates, Inc. was selected to move forward in the process and negotiate an agreement with the City.

**Fiscal Impact:** A Not-to-Exceed amount of \$266,995 will be reimbursed from grant funds provided by Data for Social Good (DSG) on behalf of CARB. The General Fund will initially cover the cost, with reimbursement from the grant ensuring no long-term financial burden on the City.

**Environmental Impact:** The Active Transportation Plan will develop a plan for future project planning to reduce greenhouse gas emissions.

**Recommended Action:** Accept the Proposal from Kimley-Horn and Associates, Inc. to Provide Consultant Professional Services for an Active Transportation Plan for a Not to Exceed amount of \$266,995 and grant authority to the City Manager to execute the agreement.

**Submitted By:** Kathy Raasch, Director of Development Services/Capital Projects

**City Manager Approval:** Patrick J. Martinez

**Date:** 3/20/2025

**Other Department Approval (when required):** Barbara DiLeo

**Date:** 03/20/25

Approved: ☐

Not Approved: ☐

Tabled: ☐

Other: ☐



## **Attachment 1**

### **CITY OF NEEDLES PROFESSIONAL SERVICES AGREEMENT**

#### **1. PARTIES AND DATE.**

This Agreement is made and entered into this **6th day of March 2025**, between the **CITY OF NEEDLES**, a **California Charter City**, (hereinafter referred to as the “City”) and **Kimley-Horn and Associates, Inc.** (hereinafter referred to as “Consultant”). City and Consultant are sometimes individually referred to as “Party” and collectively as “Parties.”

#### **2. RECITALS.**

##### **2.1 Services.**

The City solicited proposals to provide City of Needles and Consulting Services pursuant to that certain Request for Proposals, which is attached hereto as Exhibit “A.”

##### **2.2 Proposal**

Consultant has made a proposal (“Proposal”) to the City dated **December 4, 2024** to provide such professional services, which Proposal is attached hereto as Exhibit “B.”

##### **2.3 Consultant.**

City desires to retain Consultant to perform and assume responsibility for the provision of such services required by the City on the terms and conditions set forth in this Agreement. Consultant represents and warrants to City that Consultant possesses the necessary skills, licenses, certifications, qualifications, personnel and equipment to provide such services.

##### **2.4 Grant Agreement.**

City has entered into a Grant Agreement with the Statewide Planning and Capacity Building Project Administrator (hereinafter referred to as “PCB Administrator”, “Data for Social Good”, “DSG”, or “CARB’s designee”)(“Grant Agreement”) and the Parties acknowledge that the terms, conditions, and requirements of the Grant Agreement, including all exhibits and attachments thereto, are material to this Agreement and are hereby incorporated by reference as if fully set forth herein and attached hereto as Exhibit “D.” The Parties intend for this Agreement to be interpreted and performed in a manner consistent with the City’s obligations under the Grant Agreement.

##### **2.5 Exclusion of Grant Agreement Indemnification.**

Notwithstanding the incorporation of the Grant Agreement, the Consultant shall not be subject to the indemnification provision contained in Section 24 of the Grant Agreement.

### 3. TERMS.

#### 3.1 Scope of Services and Term.

- 3.1.1 Professional Services. Consultant agrees to perform **the services described herein and in “Exhibit B”** (“Services”). All Services shall be performed in the manner and according to the timeframe set forth in the Proposal. Consultant designates **Darryl DePencier, AICP, GISP, RSP** as Consultant’s professional responsible for overseeing the Services provided by Consultant.
- 3.1.2 Term. This Agreement shall become effective when executed and shall remain in effect until terminated as provided herein. Notwithstanding anything to the contrary in this Agreement, this Agreement shall automatically terminate after one (1) year unless extended in writing by the Parties with the approval of the City Council of the City.
- 3.1.3 Conflict. In the event that the terms of the Proposal shall conflict with the terms of this Agreement or contain additional terms other than the Services to be rendered and the price for the Services, the terms of this Agreement shall govern and said additional or conflicting terms shall be of no force or effect.

#### 3.2 Responsibilities of Consultant.

- 3.2.1 Control and Payment of Subordinates; Independent Contractor. The Services shall be performed by Consultant or by its employees under Consultant’s supervision. Consultant will determine the means, methods and details of performing the Services subject to the requirements of this Agreement. The City retains Consultant on an independent contractor basis and not as an employee. Consultant retains the right to perform similar or different services for other clients during the term of this Agreement. Any additional personnel performing the Services under this Agreement on behalf of Consultant shall also not be employees of the City and shall at all times be under Consultant’s exclusive direction and control. Consultant shall pay all wages, salaries, and other amounts due such personnel in connection with their performance of Services under this Agreement and as required by law. Consultant shall determine its own work hours and schedule; provide its own equipment; maintain its own offices; provide its own vehicles; insurance; cell phones and office phones; and Consultant shall be solely responsible for managing and supervising its personnel and employees. Consultant shall further be responsible for all reports and obligations, including, but not limited to: social security taxes,

income tax withholding, payroll taxes, unemployment insurance, disability insurance, and workers' compensation insurance.

- 3.2.2 Standard of Care; Performance of Employees. Consultant shall perform all Services under this Agreement in a skillful and competent manner, consistent with the standards generally recognized as being employed by professionals in the same discipline in the State of California. Consultant represents and maintains that it is skilled in the professional calling necessary to perform the Services. Consultant warrants that all employees and subcontractors shall have sufficient skill and experience to perform the Services assigned to them. Finally, Consultant represents that it, its employees and subcontractors have all licenses, permits, qualifications and approvals of whatever nature that are legally required to perform the Services, and that such licenses and approvals shall be maintained throughout the term of this Agreement. As provided for in the indemnification provisions of this Agreement, Consultant shall perform, at its own cost and expense and without reimbursement from the City, any services necessary to correct errors or omissions which are caused by the Consultant's failure to comply with the applicable standard of care. Any employee of the Consultant or its sub-consultants who is determined by the City to be uncooperative, incompetent, a threat to the adequate or timely completion of a Project, a threat to the safety of persons or property, or any employee who fails or refuses to perform Services in a manner acceptable to the City, shall be promptly removed from the Project by the Consultant and shall not be re-assigned to perform any Services to City.
- 3.2.3 Laws and Regulations. Consultant shall keep itself fully informed of and in compliance with all local, state and federal laws, rules and regulations in any manner affecting the performance of Services, including all Cal/OSHA requirements, and shall give all notices required by law. Consultant shall be liable for all violations of such laws and regulations in connection with the Services. If the Consultant performs any work contrary to such laws, rules and regulations and without giving written notice to the City, Consultant shall be solely responsible for all costs arising therefrom. Consultant shall defend, indemnify, and hold the City, its officials, directors, officers, employees and agents harmless, pursuant to the indemnification provisions of this Agreement, from any claim or liability arising out of any failure or alleged failure to comply with such laws, rules or regulations.
- 3.2.4 Employment Eligibility. Consultant shall be solely responsible for obtaining Employment Eligibility Verification information from Consultant's employees, in compliance with the Immigration Reform and Control Act of 1986, Pub. L. 99-603 (8 U.S.C. 1324a), and shall ensure that Consultant's employees are eligible to work in the United States.

- 3.2.5 CalPers. In the event that Consultant employs, contracts with, or otherwise utilizes any CalPers retirees in completing any of the Services performed hereunder, such instances shall be disclosed in advance to the City and shall be subject to the City's advance written approval.
- 3.2.6 Drug-free Workplace Certification. By signing this Agreement, the Consultant hereby certifies under penalty of perjury under the laws of the State of California that the Consultant will comply with the requirements of the Drug-Free Workplace Act of 1990 (Government Code, Section 8350 et seq.) and will provide a drug-free workplace.
- 3.2.7 Safety. Consultant shall execute and maintain its work so as to avoid injury or damage to any person or property. In carrying out its Services, the Consultant shall at all times be in compliance with all applicable local, state and federal laws, rules and regulations, and shall exercise all necessary precautions for the safety of employees, City personnel and third parties appropriate to the nature of the work and the conditions under which the work is to be performed. Safety precautions as applicable shall include, but shall not be limited to: (A) adequate life protection and life-saving equipment and procedures; (B) instructions in accident prevention for all employees and subcontractors, such as safe walkways, scaffolds, fall protection ladders, bridges, gang planks, confined space procedures, trenching and shoring, equipment and other safety devices, equipment and wearing apparel as are necessary or lawfully required to prevent accidents or injuries; and (C) adequate facilities for the proper inspection and maintenance of all safety measures.

#### **4. Indemnification; Insurance.**

- 4.1 **Insurance.** Consultant shall maintain prior to the beginning of and for the duration of this Agreement insurance coverage as specified in Exhibit "C" attached to and made a part of this Agreement.
- 4.2 **Indemnity for Professional Liability.** When the law establishes a professional standard of care for Consultant's Services, to the fullest extent permitted by law, Consultant shall indemnify, protect, defend and hold harmless the City and any and all of its officials, employees and agents ("Indemnified Parties") from and against any and all losses, liabilities, damages, costs and expenses, including legal counsel's fees and costs, to the extent caused by any negligent or wrongful act, error or omission of Consultant, its officers, agents, employees or subconsultants (or any agency or individual that Consultant shall bear the legal liability thereof) in the performance of professional services under this Agreement.
- 4.3 **Indemnity Other than Professional Liability.** Other than in the performance of professional services and to the full extent permitted by law, Consultant shall indemnify, defend and hold harmless City, and any and all of its employees,



officials and agents from and against any liability (including liability for claims, suits, actions, arbitration proceedings, administrative proceedings, regulatory proceedings, losses, expenses or costs of any kind, whether actual, alleged or threatened, including legal counsel fees and costs, court costs, interest, defense costs, and expert witness fees), where the same arise out of, are a consequence of, or are in any way attributable to, in whole or in part, the performance of this Agreement by Consultant or by any individual or the City for which Consultant is legally liable, including but not limited to officers, agents, employees or subcontractors of Consultant.

- 4.4 Duty to Defend.** In the event the City, its officers, employees, agents and/or volunteers are made a party to any action, lawsuit, or other adversarial proceeding arising from the negligent performance of the Services encompassed by this Agreement, and upon demand by City, Consultant shall have an immediate duty to defend the City at Consultant's cost or at City's option, to reimburse City for its costs of defense, including reasonable attorney's fees and costs incurred in the defense of such matters. Payment by City is not a condition precedent to enforcement of this indemnity. In the event of any dispute between Consultant and City, as to whether liability arises from the sole or active negligence of the City or its officers, employees, or agents, Consultant will be obligated to pay for City's defense until such time as a final judgment has been entered adjudicating the City as negligent. Consultant will not be entitled in the absence of such a determination to any reimbursement of defense costs including but not limited to attorney's fees, expert fees and costs of litigation. Notwithstanding any other provision of this Agreement, in no event shall the cost to defend charged to Consultant exceed the Consultant's proportionate percentage of fault.

## **5. Responsibilities of City.**

- 5.1 Requests.** The City agrees to comply with all reasonable requests of Consultant and provide reasonable access to documents including objectives and constraints, space, capacity, and performance requirements, flexibility, and expandability, and any budgetary limitations, reasonably necessary to the performance of Consultant's duties under this Agreement. In order to facilitate Consultant's conformance with the performance schedule, the City shall respond to Consultant's submittals in a timely manner.
- 5.2 City Representative.** The City designates the City Manager or his designee as City representative ("City Representative") with respect to the work to be performed under this Agreement. The City Representative shall have complete authority to transmit instructions, receive information, and interpret and define the City's policy and decisions with respect to materials, equipment, elements, and systems pertinent to the Services covered by this Agreement.

## **6. Fees and Payments.**

- 6.1 Compensation.** City agrees to pay Consultant the amount of \$266,995. Consultant shall be paid at the rates set forth in the Proposal and shall not increase any rate without the prior written consent of the City. Notwithstanding anything in this Section 6, total fees and charges paid by City under this Agreement shall not exceed \$266,995 without approval by the City Council of City.
- 6.2 Invoices.** Consultant shall submit to the City a monthly itemized statement which indicates work completed and hours of Services rendered by Consultant. The statement shall describe the amount of Services and supplies provided since the initial commencement date, or since the start of the subsequent billing periods, as appropriate, through the date of the statement. City shall have the right to review and audit all invoices prior to or after payment to Consultant. This review and audit may include, but not be limited to City's:
- a. Determination that any hourly fee charged is consistent with this Agreement's approved hourly rate schedule;
  - b. Determination that the multiplication of the hours billed times the approved rate schedule dollars is correct;
  - c. Determination that each item charged is the usual, customary, and reasonable charge for the particular item. If City determines an item charged is greater than usual, customary, or reasonable, or is duplicative, ambiguous, excessive, or inappropriate, City shall either return the bill to Consultant with a request for explanation or adjust the payment accordingly, and give notice to Consultant of the adjustment.
- 6.3 Payment.** If the work is satisfactorily completed, City shall pay such invoice within thirty (30) days of its receipt. Should City dispute any portion of any invoice, City shall pay the undisputed portion within the time stated above, and at the same time advise Consultant in writing of the disputed portion.
- 6.4 Reimbursement for Expenses.** Consultant shall not be reimbursed for any expenses unless authorized in writing by the City Manager.
- 6.5 Additional Services.** In the event Consultant performs additional or different services than those described herein without the prior written approval of the City Manager and/or City Council of City, Consultant shall not be compensated for such services. Consultant expressly waives any right to be compensated for services and materials not covered by the scope of this Agreement or authorized by the City in writing.
- 6.6 Prevailing Wages.** Consultant is aware of the requirements of California Labor Code Sections 1720, et seq., and 1770, et seq., as well as California Code of Regulations, Title 8, Section 16000, et seq., ("Prevailing Wage Laws"), which require the payment of prevailing wage rates and the performance of other requirements on certain "public works" and "maintenance" projects. If the Services are being performed as part of an applicable "public works" or

“maintenance” project, as defined by the Prevailing Wage Laws, and if the total compensation is \$1,000 or more, Consultant agrees to fully comply with such Prevailing Wage Laws. The City shall provide Consultant with a copy of the prevailing rates of per diem wages in effect at the commencement of this Agreement. Consultant shall make copies of the prevailing rates of per diem wages for each craft, classification or type of worker needed to execute the Services available to interested parties upon request, and shall post copies at the Consultant’s principal place of business and at the project site. Consultant shall defend, indemnify and hold the City, its elected officials, officers, employees and agents free and harmless from any claims, liabilities, costs, penalties or interest arising out of any failure or alleged failure to comply with the Prevailing Wage Laws.

## **6.7 Accounting Records.**

6.7.1 Maintenance and Inspection. Consultant shall maintain complete and accurate records with respect to all costs and expenses incurred under this Agreement. All such records shall be clearly identifiable. Consultant shall allow a representative of the City during normal business hours to examine, audit, and make transcripts or copies of such records and any other documents created pursuant to this Agreement. Consultant shall allow inspection of all work, data, documents, proceedings, and activities related to the Agreement for a period of three (3) years from the date of final payment under this Agreement.

## **7. General Provisions.**

### **7.1 Termination of Agreement.**

7.1.1 Grounds for Termination. The City or Consultant may, by written notice to the other party, terminate this Agreement at any time and without cause by giving written notice to the other party of such termination, and specifying the effective date thereof, at least seven (7) days before the effective date of such termination. Upon termination, Consultant shall be compensated only for those Services which have been actually and adequately rendered to the City, and Consultant shall be entitled to no further compensation.

7.1.2 Effect of Termination. If this Agreement is terminated as provided herein, Consultant shall provide all finished or unfinished Documents and Data (as defined below), programming source code, plans reports and other information of any kind prepared by Consultant in connection with the performance of Services under this Agreement. Consultant shall be required to provide such documents and other information within fifteen (15) days of the request.

7.1.3 Services. In the event this Agreement is terminated in whole or in part as provided herein, the City may procure, upon such terms and in such manner as it may determine appropriate, services similar to those terminated.

**7.2 Delivery of Notices.** All notices permitted or required under this Agreement shall be given to the respective Parties at the following address, or at such other address as the respective parties may provide in writing for this purpose:



To Consultant: **Kimley-Horn and Associates, Inc**  
660 South Figueroa Street, Suite 2050  
Los Angeles, CA 90071  
Attention: Darryl dePencier

To City: **City of Needles**  
817 Third Street  
Needles, CA 92363  
Attention: Patrick Martinez, City Manager

Such notice shall be deemed made when personally delivered or when mailed, forty-eight (48) hours after deposit in the U.S. Mail, first class postage prepaid and addressed to the Party at its applicable address. Actual notice shall be deemed adequate notice on the date actual notice occurred, regardless of the method of service.

### **7.3 Ownership of Materials and Confidentiality.**

7.3.1 City Ownership. All documents and data ("Documents & Data"), including data on electric, digital or magnetic media, prepared by Consultant under this Agreement shall be the property of the City, except that Consultant shall have the right to retain copies of all Documents & Data for its records. The City shall not be limited in any way in its use of the Documents & Data at any time. Should Consultant, either during or following termination of this Agreement, desire to use any Documents & Data prepared in connection with this Agreement, Consultant shall first obtain the written approval of the City Manager. Any modifications made by the City to any of the Consultant's documents, or any use, partial use or reuse of the documents without written authorization or adaptation by the Consultant will be at the City's sole risk and without liability to the Consultant.

7.3.2 Confidentiality. All ideas, memoranda, specifications, plans, procedures, drawings, descriptions, computer program data, input record data, written information, and other Documents and Data either created by or provided to Consultant in connection with the performance of this Agreement shall be held confidential by Consultant. Such materials shall not, without the prior written consent of the City, be used by Consultant for any purposes other than the performance of the Services. Nor shall such materials be disclosed to any person or entity not connected with the performance of the Services or the Project. Nothing furnished to Consultant which is otherwise known to Consultant or is generally known, or has become known, to the related industry shall be deemed confidential. Consultant shall not use the City's name or insignia, photographs of the Project, or any publicity pertaining to the Services or the Project in any magazine, trade

paper, newspaper, television or radio production or other similar medium without the prior written consent of the City.

- 7.4 Cooperation; Further Acts.** The Parties shall fully cooperate with one another, and shall take any additional acts or sign any additional documents as may be necessary, appropriate or convenient to attain the purposes of this Agreement.
- 7.5 Entire Agreement.** This Agreement contains the entire Agreement of the Parties with respect to the subject matter hereof, and supersedes all prior negotiations, understandings or agreements. This Agreement may only be modified by a writing signed by both Parties.
- 7.6 Governing Law.** This Agreement is entered into and shall be performed in Needles, California and shall be governed by the laws of the State of California. Any claims arising under this Agreement shall be brought in the state or federal courts located in San Bernardino County.
- 7.7 Time of Essence.** Time is of the essence for each and every provision of this Agreement. This Agreement is made in anticipation of conditions permitting continuous and orderly progress through completion of services. While times for performance may be extended as necessary for delays or suspensions due to circumstances beyond the Consultant control, the Consultant shall make all reasonable efforts to minimize such delays. The Consultant agrees to adhere to the schedule as outlined in Exhibit "B" and shall promptly notify the City of any potential delays, providing updated timelines and mitigation strategies to ensure timely completion. Notwithstanding, the Consultant will attempt to stay on schedule as described in Exhibit "B."
- 7.8 City's Right to Employ Other Consultants.** The City reserves the right to employ other consultants at any time for any purpose.
- 7.9 Assignment; Sublease; Transfer.** Consultant shall not assign, sublease, hypothecate, or transfer, either directly or by operation of law, this Agreement or any interest herein without the prior signed written consent of the City Manager. Any attempt to do so shall be null and void, and any assignees, hypothecates or transferees shall acquire no right or interest by reason of such attempted assignment, hypothecation or transfer.
- 7.10 Construction; References; Captions.** Since the Parties or their agents have participated fully in the preparation of this Agreement, the language of this Agreement shall be construed simply, according to its fair meaning, and not strictly for or against any Party. Any term referencing time, days or period for performance shall be deemed calendar days and not work days. All references to Consultant include all personnel, employees, agents, and subcontractors of Consultant, except as otherwise specified in this Agreement. All references to the City include its elected officials, officers, employees, agents, and volunteers except as otherwise specified in this Agreement. The captions of the various articles and

paragraphs are for convenience and ease of reference only, and do not define, limit, augment, or describe the scope, content, or intent of this Agreement.

- 7.11 Amendment; Modification.** No supplement, modification, or amendment of this Agreement shall be binding unless executed in writing and signed by both Parties.
- 7.12 Waiver.** No waiver of any default shall constitute a waiver of any other default or breach, whether of the same or other covenant or condition. No waiver, benefit, privilege, or service voluntarily given or performed by a Party shall give the other Party any contractual rights by custom, estoppel, or otherwise.
- 7.13 No Third Party Beneficiaries.** The Needles Public Utility Authority and other City entities shall be intended beneficiaries of this Agreement. Otherwise, there are no intended third party beneficiaries of any right or obligation assumed by the Parties.
- 7.14 Invalidity; Severability.** If any portion of this Agreement is declared invalid, illegal, or otherwise unenforceable by a court of competent jurisdiction, the remaining provisions shall continue in full force and effect.
- 7.15 Improper Payment.** Consultant maintains and warrants that it has not employed nor retained any company or person, other than a bona fide employee working solely for Consultant, to solicit or secure this Agreement. Further, Consultant warrants that it has not paid nor has it agreed to pay any company or person, other than a bona fide employee working solely for Consultant, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. For breach or violation of this warranty, the City shall have the right to rescind this Agreement without liability.
- 7.16 Conflict of Interest.** For the term of this Agreement, no member, officer, or employee of the City, during the term of his or her service with the City, shall have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom. Consultant has read and is aware of the provisions of Section 1090 et seq. and Section 87100 et seq. of the Government Code relating to conflicts of interest of public officers and employees. Consultant agrees that they are unaware of any financial or economic interest of any public officer or employee of the City relating to this Agreement. It is further understood and agreed that if such a financial interest does exist at the inception of this Agreement, the City may immediately terminate this Agreement by giving notice thereof. Consultant shall comply with the requirements of Government Code section 87100 et seq. and section 1090 in the performance of and during the term of this Agreement.
- 7.17 Equal Opportunity Employment.** Consultant represents that it is an equal opportunity employer and it shall not discriminate against any subcontractor, employee or applicant for employment because of race, religion, color, national

origin, handicap, ancestry, sex or age. Such non-discrimination shall include, but not be limited to, all activities related to initial employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination.

- 7.18 Labor Certification.** By its signature hereunder, Consultant certifies that it is aware of the provisions of Section 3700 of the California Labor Code which require every employer to be insured against liability for Workers' Compensation or to undertake self-insurance in accordance with the provisions of that Code, and agrees to comply with such provisions before commencing the performance of the Services.
- 7.19 Authority to Enter Agreement.** Consultant has all requisite power and authority to conduct its business and to execute, deliver, and perform the Agreement. Each Party warrants that the individuals who have signed this Agreement have the legal power, right, and authority to make this Agreement and bind each respective Party.
- 7.20 Attorney Fees.** If any legal action or proceeding, including an action for declaratory relief, is brought to enforce or interpret the provisions of this Agreement, the prevailing party will be entitled to reasonable attorneys' fees and costs, in addition to any other relief to which that party may be entitled.
- 7.21 Counterparts.** This Agreement may be signed in counterparts, each of which shall constitute an original.
- 7.22 Contents of Request for Proposal and Proposal.** Consultant is bound by the contents of City's Request for Proposal and the Proposal. In the event of conflict, the requirements of City's Request for Proposals and this Agreement shall take precedence over those contained in the Proposal. The incorporation of the Proposal shall be for the Services to be rendered and the price for such Services only, and any other terms and conditions included in the Proposal shall have no force and effect on this Agreement or the relationship between Consultant and/or City, unless expressly agreed to in writing.

**[Remainder of the page intentionally left blank.]**



**SIGNATURE PAGE TO  
CITY OF NEEDLES  
PROFESSIONAL SERVICES AGREEMENT**

IN WITNESS WHEREOF, the Parties hereto have made and executed this Agreement on the date and year set forth above.

**CITY:**

**CONSULTANT**

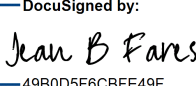
**CITY OF NEEDLES**

A municipal corporation and charter city

Kimley-Horn and Associates, Inc

A North Carolina Corporation

By: \_\_\_\_\_  
Patrick Martinez, City Manager

DocuSigned by:  
  
49B0D5F6CBFE49F...  
By: \_\_\_\_\_  
Jean B. Fares, P.E. (TR#2097)  
Sr. Vice President



**ATTEST:**

By: \_\_\_\_\_  
Candace Clark, Interim City Clerk

**APPROVED AS TO FORM:**

By: \_\_\_\_\_  
John O. Pinkney, City Attorney

**EXHIBIT A**

**Request for Proposals**

**INFORMAL BID**



**CITY OF NEEDLES  
Request for Proposals (RFP)**

**FOR PROFESSIONAL CONSULTANT SERVICES**

**FOR THE NEEDLES ACTIVE TRANSPORTATION PLAN**

**RFP Posted on November 6, 2024  
Proposals due by December 4, 2024**

**NOTICE IS HEREBY GIVEN** that the City of Needles (“City”) is seeking proposals from qualified consultants (hereinafter “Consultant” or “Consultants”) to provide Professional Consultant Services for the development of an Active Transportation Plan (ATP) as described in this Request for Proposal (“RFP”). Firms are solely responsible for ensuring their proposals are received by the submittal deadline. Proposals should be submitted in PDF format uploaded to PlanetBids and should be in a format allowing easy download and printing by the City. All pages should be 8-1/2” x 11” only, and easily printable and reproducible. Proposals received after the deadline will not be accepted and considered. Proposals must be uploaded and submitted in PlanetBids no later than **3:30PM Pacific Standard Time, On December 4, 2024**, via upload to PlanetBids at the following link:

<https://vendors.planetbids.com/portal/57515/bo/bo-detail/123334>

Proposals must be signed by a representative authorized to bind the company. The City reserves the right to reject all Proposals and to waive any minor informalities or irregularities contained in any proposal. Acceptance of any Proposal submitted pursuant to this RFP shall not constitute any implied intent to enter into a contract.

The contract award, if any, will be made to the firm who, in the City’s sole discretion, is best able to perform the required services in a manner most beneficial to the City of Needles.

**CITY OVERVIEW**

The City of Needles is located in eastern San Bernardino County and is immediately adjacent to the Colorado River along the border of California and Arizona. The Southern tip of Nevada is located within ten (10) miles of the Northern tip of the City limits of the City of Needles.

The current population of Needles is 5,353 (January 1, 2021). The City encompasses about 31 square miles and is part of what is commonly referred to as the Colorado River Region which includes the Arizona communities of Lake Havasu City, Bullhead City, Fort Mohave (unincorporated) and Laughlin, Nevada. The community has Interstate 40 running through it (west to east) and Interstate 95 (north to south).

## **OBJECTIVES**

Preparation of the ATP will help the City address active transportation needs by supporting the development of more sustainable, livable, and efficient walkable communities. The prioritized list of recommendations shall be tied to measurable goals and objectives that shall be developed based on both community input as well as technical analyses throughout the process. The ATP shall provide all the necessary information and analysis required by State guideline for Active Transportation Plans. By prioritizing improvements, the ATP shall guide future City efforts to secure funding and rapidly implement improvements to strengthen the active transportation network.

The proposed ATP shall address the following goals:

1. Provide a master plan that will guide the City's active transportation programs, establish priorities, and inform future capital investments.
2. Engage and solicit input from community stakeholders.
3. Incorporate local and regional bikeway planning into the City's priorities.
4. Develop a comprehensive understanding of pedestrian needs and issues.
5. Provide a toolbox of active transportation guidelines and treatments.
6. Provide an overview of active transportation funding opportunities.
7. Encourage demonstration projects and programs targeting active transportation goals.

## **SCOPE**

The City of Needles seeks proposals from qualified firms for the purpose of developing an Active Transportation Plan that will provide a clear and comprehensive framework for new and safer transportation options throughout the City. The Active Transportation Plan will be incorporated into the Transportation Element of the City of Needles General plan.

The Active Transportation Plan will:

1. Identify opportunities and challenges for implementation of improvements
2. Identify recommended improvements to existing city-wide bicycle and pedestrian pathways
3. Proposed new bikeways, pedestrian walkways, and Safe Routes to School networks and close existing gaps
4. Establish on-going maintenance programs for these non-motorized pathways.



5. Create a Bicycle Master Plan
6. Create a Pedestrian Master Plan
7. Create a Trail Master Plan
8. Provide a comprehensive project list from which a priority list of twenty project locations and an implementation plan will be created
9. Provide a “Best Practices” toolkit for implementation of all identified nonmotorized transportation facilities
10. Provide VMT Offset analysis which will include analysis of existing conditions and projected reductions with implementation of identified projects.
  - a. Walk/bike time analysis discussing the stress level to the streets
  - b. Collision Analysis
11. Design Standards which will include standard cross sections

## **GRANT ADMINISTRATION**

Qualified Consultants must have experience with active transportation planning and public outreach. It is expected that the chosen consultant will complete the scope of work approved by CARB and provide the deliverables listed below in addition to those identified in the CARB approved scope, The list is not extensive and does not include CARB’s scope or those included in section III.

1. Meeting Agendas, Meeting Sign in Sheets, Meeting action items.
2. Community Outreach Plan.
3. Copies of bilingual flyers.
4. Log of where flyers are posted.
5. Direct mailing list, and Dissemination dates.
6. Copies of bilingual PSAs and record of when PSAs were printed/published.
7. 10 bike/pedestrian audits of schools and survey results from top ten employers in the City.

## **CONTENTS OF PROPOSAL**

All Consultants’ proposals shall include the following:

1. **Cover Letter**  
A cover letter summarizing key elements of the Consultant’s proposal. Indicate the address and telephone number of the Consultant’s office located nearest to Needles, California, and the office from which the Services will be managed.
2. **Statement of Interest and Background.**  
Describe why the Consultant has an interest in this RFP and why it would be the City’s best choice, and a Statement of the Consultant’s background and philosophy.

### 3. **Business Information**

State the full legal name of the Consultant's business, including the state of incorporation, as applicable. State the number of years the Consultant has been providing consultant services. List the names of principals or officers authorized to legally bind the Consultant, including position titles.

### 4. **Experience/Qualifications Information**

Provide information concerning your firm's experience and qualifications directly related to the services set forth herein. Additionally, this section shall define the experience of the Project Manager, other key personnel and sub consultants assigned to the Project. Include resumes for all managers, supervisors, and other key individuals including sub-consultants who will comprise the team.

Demonstrate the relevant expertise and experience of each team member. The designated Project Manager shall be the primary contact with the City during the Project period. The respondent must perform most of the services. Respondent shall disclose in the proposal all proposed subconsultant(s), including details regarding which tasks they would perform.

### 5. **Approach/Methodology**

Consultant shall provide a detailed explanation how its firm would perform the Services required as set forth herein and demonstrate how the requirements and provisions of the scope of this Project will be implemented. Consultant shall demonstrate knowledge of the Project's Objectives and existing conditions/assumptions; identify potential issues/challenges; and describe your firm's approach to minimize disruptions to performance. Consultant shall present a comprehensive plan for completing the specified Scope of Services. The proposal should demonstrate an efficient use of work force, material resources, equipment, and technology to complete the Project within the constraints outlined in the Scope of Services and provide any additional information that communicates how your team intends to achieve the required outcomes and fulfill the responsibilities of the anticipated Agreement. A Project schedule should be included that details each Service, the timeframe for each and showing the total number of calendar days from issuance of the Award through 100% completion of the Services.

### 6. **References.**

Provide a minimum of three (3) references for work similar to this Scope of Services that the Consultant has provided within the last five (5) years. Include a

detailed description of the services, the agency or firm names, contact names, phone numbers, email addresses, and dates of services performed.

## 7. **Cost Proposal**

The Cost Proposal should include a fee schedule/pricing information for each Service, as may be necessary, and a total lump sum price for the full Scope of Services. Include hourly rates for each category of employee or sub consultants required to perform the Scope of Services as set forth in this RFP.

## **REFERENCES**

Provide a minimum of three (3) references for work similar to this Scope of Services that the Consultant has provided within the last five (5) years. Include a detailed description of the services, the agency or firm names, contact names, phone numbers, email addresses, and dates of services performed.

## **QUESTIONS, ANSWERS, AND ADDENDUM TO RFP**

Post any questions on PlanetBids by the question deadline of **Wednesday November 20, 2024 at 3:30pm PST**.

Prior to the RFP Submittal Deadline, questions may arise regarding any aspect of this RFP. **No later than 3:30 PM PST on November 20, 2024 (“RFP Questions Due Date”)**, all questions pertaining to this RFP shall be posted in the Q & A section of PlanetBids Vendor Portal.

The RFP Administrator will draft, in consultation with other City staff, a response to all questions submitted by all prospective Consultants. The responses will be emailed via PlanetBids to the inquiring Consultants after the RFP Questions Due Date but no later than 7 days prior to RFP due date.

Changes to the RFP itself shall only be made by the City via a formal written addendum and shall become a part of the RFP document.

## **SUBMITTAL DEADLINE AND FORMAT**

Proposals must be received no later than **3:30PM PST, On December 4, 2024**, via upload to PlanetBids at the following link:

<https://vendors.planetbids.com/portal/57515/bo/bo-detail/123334>

Proposals will only be accepted in Portable Document Format (PDF) via PlanetBids. One (1) digital copy of the proposal, including one (1) digital copy of the cost proposal in PDF form shall be uploaded and submitted in PlanetBids no later than the RFP Submittal Deadline. Proposals received after the deadline will not be accepted and considered.

## **SELECTION PROCESS**

The City intends to evaluate Consultants based upon the data presented in the proposals submitted in response to this specific RFP. The City reserves the right to determine whether a proposal meets the requirements of this RFP and reject any proposal that, in the City's sole and absolute discretion, fails to meet the detail or intent of the requirements. The City reserves the right to reject any or all proposals.

The City may utilize some or all of the following general selection criteria (Technical Evaluation, Interviews, and Reference Checks) to evaluate the proposals:

## **TECHNICAL EVALUATION**

Firms may be evaluated on the following criteria:

1. Qualifications of the Consultant and Consultant's team conducting similar Services of comparable complexity and magnitude, particularly for government agencies.
2. Relevant experience of the Consultant with similar Services, including the level of education, training, licensing, and certification of staff.
3. A demonstrated understanding of the City's needs and the RFP requirements.
4. The proposal is responsive, well organized and presented in a clear, concise, and logical manner; quality control, thoroughness, and ability to meet deadlines is well defined.
5. Capability to perform the Scope of Services promptly and in a manner that meets established deadlines.
6. Approach/Methodology identified in Consultant's proposal.
7. Ability to communicate and work effectively with City staff, other public agencies, and related parties as necessary to successfully perform the Scope of Services.



8. Availability, experience, and knowledge of all subconsultants engaged by the Consultant to complete the Scope of Services.

9. Fair, reasonable, and competitive cost to deliver the of the Scope of Services

## **INTERVIEWS**

The City reserves the right to conduct interviews with any Consultant. Should the City pursue scheduling interviews

## **REFERENCE CHECK**

The City may perform reference checks for similar work completed for any Consultant interviewed.

## **PROFESSIONAL SERVICES AGREEMENT**

The City anticipates entering into an Agreement for Professional Consultant Services ("Agreement") with the selected Consultant(s) based on the negotiated Scope of Services and agreed upon fee. Proposal pricing shall include applicable licenses, insurance coverage, endorsements, bonding and if necessary, any wage compliance deemed necessary to perform the Scope Services described in this RFP. City will not be responsible for reimbursing Consultant(s) for any charges not included in the Cost Proposal that are incurred in securing these requirements.

**EXHIBIT B**

**Proposal**

**[Attached behind this page]**



Prepared for:

City of  
**NEEDLES**

PROPOSAL FOR

Professional Consultant Services for the

# **NEEDLES Active Transportation Plan**



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## NEEDLES Active Transportation Plan

### Cover Letter

» 73-700 Dinah Shore Drive, Unit 101  
Palm Desert, CA 92211  
TEL 760.565.5103

December 4, 2024

Kathy Raasch  
City of Needles  
Procurement Department  
817 3rd Street  
Needles, CA 92363

### Re: Proposal for Professional Consultant Services for the Needles Active Transportation Plan

Dear Ms. Raasch and Members of the Selection Committee:

As the **City of Needles** (City) prepares for continued community development with an Active Transportation Plan, selecting the team with the right combination of knowledge and experience in active transportation planning and design is critical. This project aims to provide safe and connected mobility options for all users while improving quality of life, sustainability, and safety for City residents. Kimley-Horn and Associates, Inc. (Kimley-Horn) has the experience, skills, resources, and passion to help the City succeed in this endeavor and is committed to providing the City with the following added benefits:



#### EXTENSIVE SAFETY AND ACTIVE TRANSPORTATION EXPERIENCE.

Kimley-Horn's experience ranges from regional planning, project selection, and grant application submittals to the design and construction of over 2,000 miles of pedestrian, bicycle, and trail projects nationwide. Our project manager and main point of contact, **Darryl dePencier, AICP, GISP, RSP<sub>2B</sub>**, has over 17 years of experience in the transportation industry, particularly focused on bicycle and pedestrian safety. Darryl just completed the statewide Vulnerable Road User Safety Assessment for Caltrans and the Federal Highway Administration (FHWA), has conducted roadway safety plans for over 40 California cities, and recently wrapped up the [City of Bakersfield's Active Transportation Plan](#). He will be supported on this project by a team of engineers, planners, and public outreach specialists who have worked with each other on multiple projects, so communication within our team will be seamless. You can be confident that the deep bench of active transportation specialists we have included on this team will bring their track record of success with relevant regional projects and will help you identify and prioritize competitive projects that are innovative, yet practical.



#### EXTENSIVE EXPERIENCE WITH SECURING GRANTS.

Kimley-Horn has diverse experience completing and securing funds through federal, state, and regional grant applications, including for the Active Transportation Program (ATP), Sacramento Area Council of Governments (SACOG) Funding Program, Caltrans Highway Safety Improvement Program (HSIP), California Transportation Commission's SB 1 Programs, and more! **In fact, Kimley-Horn's grant writing experience has helped our clients in California secure more than \$850M over the past few years.** Our team understands deadlines, requirements, and scoring criteria for grants, and we have a recognized record of assisting staff and maximizing funding opportunities. In addition, our staff supplies effective and often innovative methods for helping to ensure public participation and support.



#### COLLABORATIVE AND INCLUSIVE PUBLIC ENGAGEMENT PROGRAM.

Our ultimate objective for public engagement is to effectively reach all segments of the City's diverse community and help ensure every member is aware of the various ways they can participate. We are committed to connecting with individuals through their preferred method, be it in person, online, virtual, one-on-one, and in either English or Spanish. Our aim is to provide the public with timely and transparent information, while also prioritizing their voices and input—making sure that they are both heard and valued—to deliver a project that successfully meets the needs of everyone in your community.

**NEEDLES Active Transportation Plan**

We are committed to providing you with a high level of professional services and are excited for the opportunity to further enhance the City's transportation safety. Should you have any questions, please do not hesitate to contact our project manager, **Darryl dePencier, AICP, GISP, RSP<sub>2B</sub>**, at 213.261.4039 or [darryl.depencier@kimley-horn.com](mailto:darryl.depencier@kimley-horn.com). Darryl is based in our Los Angeles office at 660 South Figueroa Street, Suite 2050, Los Angeles, CA 90017. You may also contact the address listed on the previous page, which is the office located nearest to Needles, CA.

Sincerely,

**KIMLEY-HORN AND ASSOCIATES, INC.**

**Darryl dePencier, AICP, GISP, RSP<sub>2B</sub>**  
Project Manager

**Jean Fares, PE\***  
Senior Vice President/Authorized Signer

*\*As Senior Vice President, Jean is an authorized officer of the firm and is able to negotiate and sign contracts on behalf of Kimley-Horn.*



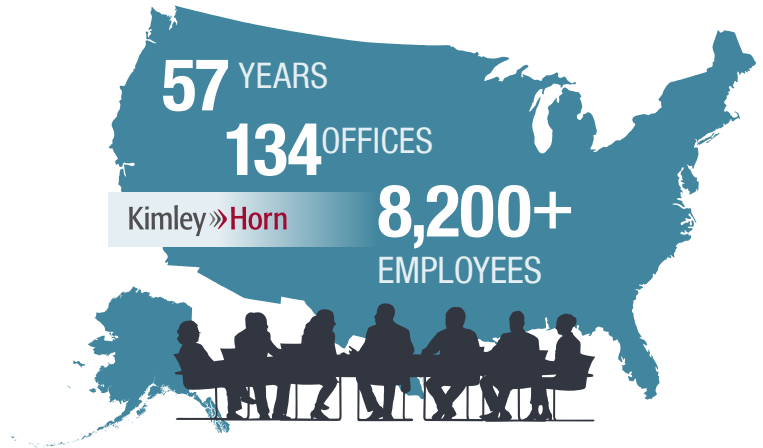


## NEEDLES Active Transportation Plan

### Statement of Interest and Background

Our local team has been focused on improving multimodal transportation options and traffic safety for communities in both the Mojave and Sonoran deserts. Our proposed project manager, **Darryl dePencier, AICP, GISP, RSP<sub>2B</sub>**, has been leading studies in Lancaster, Palmdale, Indio, Coachella, Palm Desert and several other communities. Other members of the team have worked on transportation projects in communities from Blythe to Barstow. The desert offers unique challenges of heat and sun exposure for people traveling on foot, bike, or transit, as well as unique maintenance challenges from blowing sand, heat, and flash flooding that stress the transportation infrastructure. Our team enjoys working with these challenges and has implemented many successful planning and design projects that have led to grant funding and construction.

Founded in 1967, Kimley-Horn is a privately-held corporation that has grown into a leading engineering consulting firm offering comprehensive and innovative traffic, civil, structural, and environmental engineering; landscape design; and development review services to public and private agencies throughout the United States. We employ more than 8,200 personnel in 134 offices nationwide, with 13 offices in California, which staff over 800 engineers, planners, analysts, and administrative staff. This depth of resources gives us a deep bench to staff and execute virtually any assignment in response to the City's needs for this project. From our 57 years of providing engineering and design services to our clients, we have learned how to deliver projects efficiently and successfully. We provide our clients with the local knowledge and responsiveness of a small organization while having the depth of resources only a national firm could offer.



The core elements of Kimley-Horn's philosophy are expressed in its mission statement: Kimley-Horn is a business-based consulting practice, operated with integrity and dedicated to providing timely, quality professional services in a profitable manner—thus meeting the needs of our clients and satisfying the professional and financial objectives of our employees and owners.

Kimley-Horn keeps clients and staff at the center of our business. Co-founder Ed Vick said, "We have no reason to exist except to serve our clients." That intense focus on providing quality to the people we serve has made Kimley-Horn one of the nation's top consulting firms in every discipline we practice.

### Business Information

Full Legal Name	State of Incorporation	Years in Business
Kimley-Horn and Associates, Inc.	North Carolina	57 years

### Principals or Officers Authorized to Legally Bind

**Jean B. Fares, Senior Vice President**, is the authorized signer for this proposal. His address is 660 South Figueroa Street, Suite 2050, Los Angeles, CA 90017. Please see the following pages for a comprehensive list of Kimley-Horn's authorized signers.



**Certificate of Secretary**

To Whom It May Concern:

I am the duly qualified and acting Secretary of Kimley-Horn and Associates, Inc., a North Carolina Corporation.

The following is a true copy of a resolution duly adopted by the Board of Directors of the corporation at the Board meeting held on August 12, 2024 and entered in the minutes of such meeting in the minute book of the corporation.

"The Board unanimously approved the contract signing authority of employees as presented."  
(Copies of the employee lists as presented are enclosed.)

The resolution is in conformity with the articles of incorporation and bylaws of the corporation, has never been modified or repealed, and is now in full force and effect.

Dated: November 5, 2024

Richard N. Cook, Secretary

(corporate seal)





**Kimley-Horn and Associates, Inc.**  
**FULL CONTRACT SIGNING AUTHORITY**  
**August 12, 2024**

The following individuals have authority to sign both standard and non-standard agreements directly related to serving clients ("Project Agreements"). Project Agreements include client contracts, subcontracts, project-specific vendor agreements, IPO's, contract amendments, non-disclosure agreements, teaming agreements, project-specific equipment and facility rental agreements for specific projects, and certifications related to proposals. This document does not grant authorization to sign other types of contracts or legal documents not directly related to client service such as office leases, software purchase or license agreements, tax returns, purchase agreements for supplies, or agreements to procure accounting, legal, recruiting, or similar services.

**ATLANTIC**

BALTIMORE CITY

Falk, Katherine W.  
 Kraft, Jonathan H.  
 Miller, Sean T.  
 Smith, Jeff B.

BALTIMORE COUNTY

Leffner, Nicholas J.  
 Hutton, Heather

BOSTON

Jacques, Christopher  
 Keegan, Katherine A.

CHARLOTTESVILLE

Oliver, Jonathan H.

HARRISBURG

Bankert, Larry I.  
 McGinley, Steve M.

LOUDOUN

Bollinger, Kyle T.  
 Giffin, Geoffrey D.

NORTHERN VIRGINIA

Carter, Erica V.  
 D'Alessandro, Jonathan J.  
 Elman, Paul D.  
 Howell, Christopher M.  
 Kauppila, John L.  
 Koopman, Jennifer R.  
 Lefton, Steven E.  
 Millot, Sean M.  
 Murphy, Erin M.  
 Musson, David B.  
 Prunty, Robert W.  
 Samba, David B.  
 Sauro, Thomas J.  
 Schrader, Carly N.  
 Smith, Andrew T.  
 Stevens, Ross S.  
 Teague, M. Zach  
 Whyte, Richard D.

PHILADELPHIA

CENTER CITY

Harmon, Amanda R.  
 Hughes, Paul W.  
 Morgan, Taylor M.

PITTSBURGH

Beaves, Adele M.  
 Beduhn, Tyler J.  
 Moldovan, William

PRINCETON

Diggan, Tony W.  
 Gibson, Adam T.

RICHMOND

Chance, Maxwell P.  
 Crum, Katie E.  
 Dougherty, Sean P.  
 Harrell, Matthew T.  
 Heustess, Aaron M.  
 Hill, Corey W.  
 Lickliter, Ashley C.  
 McCray, Danielle R.  
 McPeters, Brian A.  
 Perkins, Ryan R.  
 White, Timothy E.

VIRGINIA BEACH

Chambers, Jon S.  
 Dallman, David B.  
 Davidson, Scott O.  
 Farthing, Andrew P.  
 France, William D.  
 Funk, Gerald S.  
 Holland, Kimberly R.  
 Holland, Stephen R.  
 Mackey, William F.  
 Mertig, Karl E.  
 Miller Edward W.  
 Moser, Emily A.  
 Niss, Robyn M.  
 Royal, Jack R.  
 Schmitt, Gregory H.  
 Votava Charles F.  
 Wharton, Michelle L.  
 Williams, Kyle D.  
 Yee, Leong Wee

WHITE PLAINS

Canning, Thomas J.  
 Van Hise, Kevin A.

**CALIFORNIA**

LONG BEACH

Hewitt, Melissa A.  
 Phillips, Chad E.

LOS ANGELES

Chakravarthy, Srikanth

Duong, Danh

Fares, Jean B.  
 Kyle, Gregory S.  
 Phaneuf, Alyssa S.  
 Ranta, Shahrzad

OAKLAND

Akwabi, Kwasi  
 Colety, Mike D.  
 Dankberg, Adam J.

ORANGE

Adrian, Darren J.  
 Bossu, David M.  
 Glaze, Jacob S.  
 Kerry, Nicole M.  
 Matson, Jason B.  
 Marechal, Jason A.  
 Melchor, Jason J.  
 Melvin, M. Pearse

PLEASANTON

Durrenberger, Randal R.  
 Johnson, Miles R.  
 Mehta, Parag G.  
 Mowery, Michael C.  
 Sowers, Brian E.

RIVERSIDE

Cowan, Eugene D.  
 Pollock, John A.

SACRAMENTO

Melvin, Enda  
 Pittalwala, Fareed S.  
 Schmitt, Michael L.  
 Tait, Zachary T.  
 Weir, Matthew D.

SAN DIEGO

Barlow, Matthew T.  
 Becker, Justin S.  
 Harry, Jennifer L.  
 Kaltsas, Joseph D.  
 Madsen, Michael P.  
 McCormick, Matthew B.  
 McWhorter, Samuel L.  
 Podegracz, Anthony J.  
 Ulery, Megan R.  
 Valencia, Jason B.

SAN JOSE

Hamilton, Robert J.  
 Hedayat, Leyla  
 Venter Frederik J.

SAN MATEO

Pulliam, John E.

**CAROLINAS**

CHARLESTON

Edmonson, William C.  
 Guy, Jonathan R.

CHARLOTTE

Blakley, Jr., Stephen W.  
 Denney, Seth A.  
 Edwards, Matthew A.  
 Lewis, Ryan T.  
 Pattison, Paul G.  
 Racer, Joseph M.  
 Taylor, Benjamin S.

COLUMBIA

Iser, Christopher M.

DURHAM DOWNTOWN

Lewellyn, Earl R.

FORT MILL

Holcomb, John E.

RALEIGH

Adams, Richard C.  
 Barber, Barry L.  
 Beck, Chadwick W.  
 Brewer, Brian J.  
 Cochran, Adam P.  
 Cook, Richard N.  
 Deans, Neil T.  
 Flanagan, Tammy L.  
 Keil, Ashley R.  
 Kuzenski, John D.  
 Leverett, Christopher C.  
 Meador, Emily H.  
 Netzer, Lesley E.  
 Thompson, Erin K.

**CENTRAL**

DALLAS

Fraccaro, Joseph A.  
 Galloway, Steven D.  
 Gary, Glenn A.  
 Harris, Mark E.  
 Henrichs, Tyler B.  
 Hoppers, Kevin P.  
 Moss, Bradley J.  
 Nathan, Aaron W.

Rader, Aaron K.  
 Samarripas, Anthony M.  
 Sulkowski, Nicholas E.  
 Williamson, Sarah T.

FORT WORTH

Arnold, Douglas M.  
 Arnold, Scott R.  
 Atkins, John R.  
 Hill, Bradley J.  
 James, Richard J.  
 Webb, Floyd C.

FRISCO

Brignon, Brit A.  
 Coppin, Thomas G.  
 McCracken, Paul D.  
 Dickey, Kyle A.

IRVING/LAS COLINAS

Ante, Louis N.

**FLORIDA**

BOCA-DELRAY

Webber, Jason A.  
 Haggerty, Jordan L.

FORT LAUDERDALE

Alam, Mudassar M.  
 Capelli, Jill A.  
 Dabkowski, Adrian K.  
 Emmons, Erin N.  
 Falce, Christopher T.  
 McWilliams, John J.  
 Ratay, Gary R.  
 Robertson, Stewart E.  
 Viola, Stefano F.

FORT MYERS

Bryant, M. Lewis  
 Clark, Kellie R.

GAINESVILLE

Towne, Christopher

JACKSONVILLE

Brenny, Martin T.  
 Mecca, Joseph P.  
 Mullis, Raiford M.  
 Roland, George E.  
 Shelton, Mark W.

LAKE LAND

Lewis, Jason A.

**Kimley-Horn and Associates, Inc.**  
**FULL CONTRACT SIGNING AUTHORITY**  
**August 12, 2024**

Wilson, Mark E.  
 White, Wayne E.  
MELBOURNE  
 Husainy, Kinan F.

MIAMI

Almonte, Leonte I.  
 Baldo, Burt L.  
 Buchler, Aaron E.  
 Collier, Julio A.  
 Fernandez, Jorge L.  
 Fye, Barton J.

OCALA

Busche, Richard V.  
 Gartner, Amber L.  
 Losito, Gene B.

ORLANDO

Chau, Hao T.  
 Lenzen, Brent A.  
 Littrell, Lance R.  
 Martin, Jonathan A.  
 Mingonet, Milton S.  
 Roberts, Heather A.  
 Stickler, Brooks A.  
 Thigpen, Jonathan D.  
 Wetherell, Ryan S.

SARASOTA

Klepper, B. Kelley  
 Nadeau, Gary J.  
 Pankonin, James R.  
 Schmid, Seth E.

ST. PETERSBURG

Dodge, Dawn M.  
 Walker, Jordan W.

TALLAHASSEE

Barr, Richard R.  
 DeVeau, Zachariah A.  
 Kalbli, Shawn C.

TAMPA

Bulloch, Kelly B.  
 Collins III, Carroll E.  
 Gilner, Scott W.  
 Lee, Nathan Q.

VERO BEACH

Good, Brian A.  
 Lawson, Jacob B.  
 Roberson, Kevin M.  
 Thomas, Melibe S.  
 Van Rens, Peter J.

WEST PALM BEACH

Lee, Jason R.  
 Long, Jamea M.  
 Mufleh, Marwan H.  
 Rapp, Bryan T.  
 Schanen, Kevin M.  
 Schwartz, Michael F.

Tercilla, Lindsey A.  
 Walthall, David W.  
WPB DOWNTOWN  
 Heggen, Christopher W.  
 Spruce, Michael D.

**MIDWEST**

CHICAGO

DOWNTOWN  
 Lemmon, Peter C.  
 Marnell, Colleen L.  
 Mayer, Joseph P.  
 Morton, Jr., Arthur J.

CHICAGO NORTH  
SUBURBS

Cooper, Jason C.  
 Tracy, Eric J.  
 West, Craig L

CHICAGO WEST  
SUBURBS

Fancier-Splitt, Rory K.  
 Garner, Chad S.  
 Heinen, Andrew N.  
 Kaufman, Phil R.  
 Walker, Michaela E.  
 Walker, William A.

COLUMBUS

Muller, Justin M.  
 Reeves, Michael C.  
 Schall, Andrew J.

INDIANAPOLIS

Butz, Jr., William A.  
 Sheward, Bryan A.  
 Wolfred, Maurice A.

KANSAS CITY

Kist, Matthew D.  
 McKerrow, Jeff D.

NORTHEAST OHIO

Clements, Kevin J.

TWIN CITIES

Bishop, Mark C.  
 Bourdon, Brandon J.  
 Coyle, Daniel J.  
 Elegert, Brandon R.  
 Fosmo, Eric J.  
 Hume, Robert M.  
 Jensen, Matthew D.  
 Matzek, William D.  
 Phipps, Ryan A.  
 Schmitz, William J.  
 Wall, Lisa M.  
 Zimmerman, David

TWIN CITIES- WEST

Kuhnau, JoNette L.  
 Wurdeman, Brian M.

**MOUNTAIN PACIFIC**

ASPEN

Christensen, Bryce E.

BOISE

McDougald, Brandon D.  
 Nicholson, Tim P.

BROOMFIELD

Pratt, Anthony J.

COLORADO SPRINGS

Gunderson, Eric J.  
 Hess, Mitchell O.

DENVER

Andryscik, Kory J.  
 Colvin, Scott W.  
 Garinger, Amy M.  
 Heiberger, John R.  
 Krell, Gabriel M.  
 Phelps, Randall J.  
 Rowe, Curtis D.  
 Salvagio, Robin  
 Skeehan, Daniel L.  
 Sobieski, Dennis M.  
 McGee, Meaghan M.  
 Valentine, Brian W.  
 Wilhelm, William R.

FORT COLLINS

Felton, Emily P.

PORTLAND

Belsick, Jody W.  
 Meyerhofer, Peter N.

SALT LAKE CITY

Crowther, Brent C.  
 Gresham, Teresa R.  
 Johnson, Zachary A.  
 O'Brien, Molly M.

SEATTLE

Kamerath, Marcy  
 Reever, Canaan H.  
 Williams, David S.

**SOUTHWEST**

LAS VEGAS

Ahartz, Shannon R.  
 Jones, Christopher R.  
 Moles, Richard A.  
 Moore, Devin V.  
 Mosley, Michael S.  
 Wolf, Treasea

MESA

Burm, Jason M.  
 Grandy, Michael L.  
 Margetts, Sterling T.  
 Mutti, Brent H.

Walnum, Nathan C.

PHOENIX

Christian, Rajesh S.  
 Connelly, Alissa J.  
 Delmarter, Michael L.  
 Ehrick, Taylor R.  
 Henderson, Benjamin J.  
 Thoma, Jayme R.  
 Jupp, Andrew M.  
 Kimm, Kevin J.  
 Kissinger, John C.  
 Leistiko, David J.  
 Marella, Damon J.  
 Perillo, Adam C.  
 Sjogren, Timothy P.  
 Smalkoski, Brian R.

RENO

Hildebrandt, Timothy H.  
 Nasset, Brent J.

TUCSON

Payne, Kevin W.  
 Rhine, Timothy J.

**SOUTH**

ALPHARETTA

Fanney, Angela L.  
 Fanney, Lawson H.  
 Hamilton, James R.  
 James, Alvin B.  
 Shearouse, Sarah  
 Stricklin, David L.  
 Walker, John D.

ATLANTA

Ergle, Kevin B.  
 Fink, Kenneth L.

ATLANTA MIDTOWN

Bosman, Eric S.  
 Coleman, Sean H.  
 Elsey, Jeffrey B.  
 Johnston, Sean P.  
 Ross, Robert A.  
 Triplett, Katherine R.

BIRMINGHAM

Bailey, Clark B.

MEMPHIS

Danley, Drake E.  
 Minor, Henry W.  
 Peregoy, Samuel J.  
 Peregoy, Jennifer M.

MOBILE

Starling, Charles H.

NASHVILLE

Creasman, Brett R.  
 Dufour, Zachary J.

Espelet, Leonardo E.  
 McMaster, Ryan L.  
 Neal, Philip H.  
 Rhodes, Christopher D.

SAVANNAH

Gwaltney, Jamie N.  
 Marsengill, Chris C.

WOODSTOCK

West, Brian B.

**TEXAS SOUTH**

AUSTIN NORTH

Boecker, Brian C.  
 Neal, Trey A.  
 VanLeeuwen, Andrew W.

AUSTIN SOUTH

Hudson, Harrison M.  
 Mason, Sean R.

BRYAN/COLLEGE  
STATION

Lucas, Michael D.

HOUSTON

Fryinger, Ashley M.  
 Fryinger, Chris V.  
 Guillory, Michael B.

SAN ANTONIO

Farnsworth, Jeffrey A.  
 Holscher, Nicholas F.

THE WOODLANDS

Freeman, Jr., Steven C.

# NEEDLES Active Transportation Plan

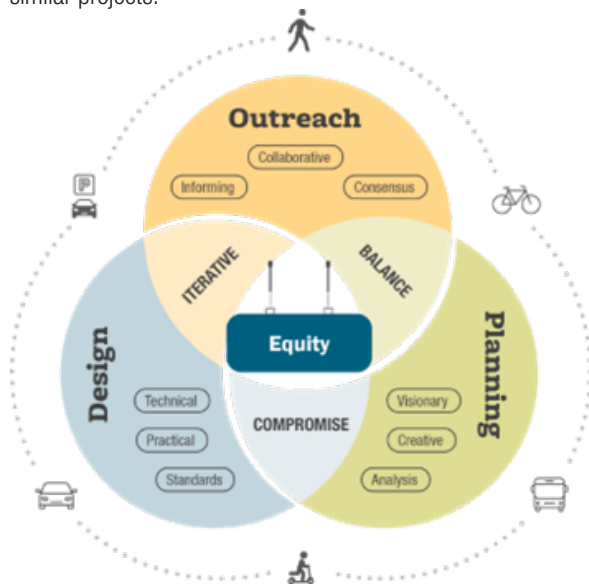


## Experience/Qualifications Information

### Active Transportation Planning Experience

Kimley-Horn is dedicated to improving safety for people who travel using different modes. We recognize the importance of planning and designing for people who travel sustainably by walking, biking, or taking transit. We employ cutting-edge techniques to accommodate and encourage more sustainable forms of travel and reduce conflicts with vehicles. Our safety planning and design experience helps us understand how to decrease the level of traffic stress (LTS), enhance safety in high-risk areas, and encourage mode-shift. Our team members have led numerous pedestrian and bicycle planning and design projects throughout the country, from single-intersection bike lane improvements to Safe Routes to School (SRTS) programs and active transportation master plans with miles of protected bikeways; our team members have designed over 2,000 miles of multi-use and bicycle trails in California. Our plans often emphasize connectivity with adjacent sites, destinations, and/or jurisdictions to serve different types of users and remove barriers to under-served neighborhoods and key community destinations such as schools and parks. Our team also understands the integrated nature of transportation, mobility, and land use, and our collective expertise enables us to view projects from a "360-degree" view. We employ this philosophy in all of our planning efforts.

We will draw on our extensive experience performing similar services to provide a successful plan for the City. The map on the following page highlights our team's recent active transportation planning work in Southern California. Following the map, we have also highlighted specific similar projects.



### Public Outreach and Engagement

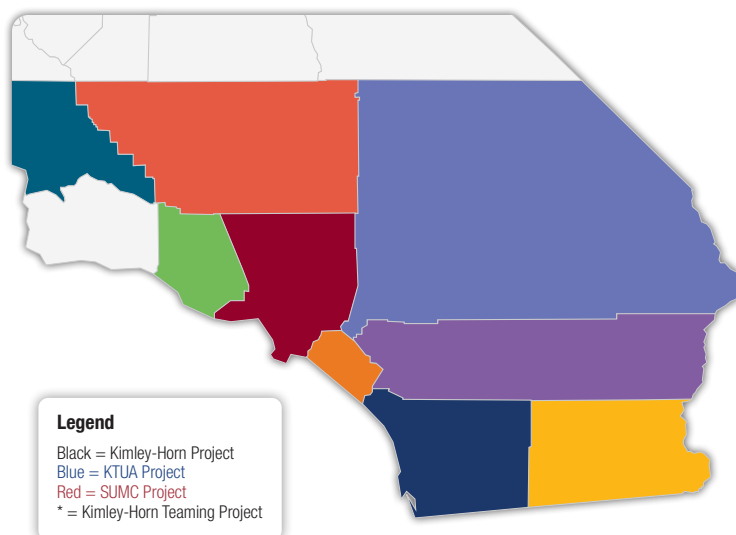
Our overall goal for public engagement is to reach the diverse sub-sets of the City's community and make sure all members are aware of how they can participate. We want to reach people in their preferred method, whether in-person, online, virtual, one-on-one, in English, or in Spanish. We strive for the public to receive timely, transparent information and for their voice and input to be heard, valued, and incorporated to deliver a successful project that meets the needs of the entire community.

Kimley-Horn's stakeholder and public engagement plan begins with a discussion of what successful engagement on the project looks like. Once the City's needs are fully understood, we will develop a targeted engagement plan. Our preliminary approach to public engagement for the development of an active transportation plan is to employ strategies and initiatives to engage, communicate, and gain community support for its various modes of transportation and the connectivity they provide. Our team will develop eye-catching marketing materials and messaging communicated in everyday language (English and Spanish) to increase interest and participation. Some of the communications tools we can provide include flyers, surveys, interactive websites and maps, press releases, social media, newsletters, and advertisements. To further engage the public, our team can host in-person and virtual public meetings, focus group meetings, give presentations, provide videos, participate in community events, and host tours of Needles' current bikeways. We will document all meetings and events, including participation information, with written summaries. For communities with limited Wi-Fi and internet access, we are also able to provide telephone public meetings and stakeholder interviews.



Multilingual Materials for the City of Bakersfield



**NEEDLES Active Transportation Plan****SoCal Active Transportation Planning Experience****Los Angeles County:**

- City of Pico Rivera, Pico Rivera Regional Bikeway Project
- City of Pico Rivera, Urban Greening Plan
- City of Pico Rivera, Historic Whittier Boulevard Vision Plan and Multimodal Plan
- City of Pico Rivera, Rosemead/Lakewood Boulevard Complete Corridor Program
- City of Agoura Hills, Bicycle Master Plan
- City of Agoura Hills, Agoura Road Bike Lane Project
- City of Artesia, Active Transportation Plan\*
- Cities of Bellflower and Paramount, Active Transportation Plan
- City of Brea, Brea Active Transportation Plan
- City of Buena Park, Active Transportation Plan
- City of Burbank, PS&E for San Fernando Class I Bikeway
- City of Calabasas, Mulholland Highway Scenic Corridor
- City of Culver City, Overland Avenue Bike Lane, Pedestrian, and High Friction Surface Treatment
- City of Culver City, MOVE Culver City 2023
- City of Diamond Bar, Safe Routes to School Plan
- City of Eastvale, Bicycle Master Plan
- City of Glendale, Wilson Avenue Multimodal Improvements
- City of Glendale, Colorado Street Multimodal Improvements
- City of Lancaster, Master Plan of Complete Streets
- City of Lancaster, Safe Routes to School Master Plan
- City of Los Angeles Bureau of Engineering, Broadway-Manchester Active Transportation Equity Project
- City of Los Angeles, Griffith Park Safety and Active Transportation Improvements Project
- City of Malibu, Civic Center Way Improvements
- City of Palmdale, Sustainable Transportation Plan
- City of Santa Monica, Broadway Protected Bikeway Project
- City of Santa Monica, Ocean Park Complete Street and Bikeway Project
- City of Santa Clarita, Newhall Area Bike Facilities
- City of Santa Clarita, Bicycle and Pedestrian Safety Plan
- City of Whittier, Whittier Greenway Trail
- City of Whittier, Pio Pico State Park Trail
- City of Westminster, Bicycle Safety Plan
- County of Los Angeles, Bicycle Master Plan
- Metro, LRT Phase 2 Design
- Metro, Eastside Transit Corridor Phase 2 First/Last Mile Plan

**San Luis Obispo County:**

- City of San Luis Obispo, Foothill Corridor Study
- City of San Luis Obispo, Grand Avenue Complete Streets (Class IIB and Class IV)
- City of Paso Robles, Active Transportation Plan
- City of Paso Robles, Creston Road Complete and Sustainable Streets Corridor Plan and Niblick Road Complete and Sustainable Streets Corridor Plan

**San Bernardino County**

- City of Rialto, Active Transportation Plan
- City of Barstow, Active Transportation Plan
- City of Chino, Active Transportation Plan
- City of Colton, Active Transportation Plan
- City of Grand Terrace, Active Transportation Plan

**Imperial County**

- City of El Centro, Active Transportation Plan
- County of Imperial, Active Transportation Plan

**Orange County:**

- City of Irvine, Active Transportation Plan
- City of Los Alamitos, Active Transportation Plan
- City of Santa Ana, Active Transportation Plan
- City of Santa Ana, Santa Ana Boulevard and 5th Street Protected Bike Lane PS&E
- City of Santa Ana, Warner Avenue Protected Bike Lane PS&E
- City of Santa Ana, Santa Ana FIT Cities Active Transportation Project
- City of Temecula, Multi-Use Trails and Bicycle Plan
- City of Tustin, Bicycle Safety Plan
- County of Orange, OC Loop - Segments D, F & H
- OCTA, Active Transportation Plan

**Kern County**

- City of Bakersfield, Active Transportation Plan
- City of Bakersfield, Neighborhood Traffic Calming Plan
- City of Bakersfield, Monitor Street School Corridor Active Transportation Improvements

**Riverside County:**

- City of Banning, Active Transportation Plan
- City of Desert Hot Springs Bicycle and Pedestrian Master Plan
- City of Indian Wells, Comprehensive Traffic Safety Action Plan,
- City of La Quinta, Systemic Safety Analysis Report Program
- City of Menifee, Active Transportation Plan\*
- City of Menifee, Complete Streets Plan
- City of Palm Desert, CV Link Enhancements
- City of Palm Desert, Safe Routes to School Program Development
- City of San Jacinto, Active Transportation Plan
- City of Temecula, Murrieta Creek Multi-Purpose Trail

**Ventura County:**

- City of Oxnard, Sustainable Transportation Plan
- City of Thousand Oaks, Active Transportation Plan
- City of Thousand Oaks, Rancho Road Bicycle and Pedestrian Improvement Project
- City of Thousand Oaks, Moorpark Road Sidewalk and Bike Lane Improvements
- City of Thousand Oaks, Read Road Bike Path Connector
- City of Ventura, Active Transportation Plan
- City of Ventura, Bicycle Safety Education in Schools
- City of Camarillo, Pleasant Valley Road Bike Lanes
- City of Camarillo, Central Avenue Bike Lane Project
- County of Ventura, Saticoy Active Transportation Plan

**San Diego County:**

- City of Encinitas, Active Transportation Plan
- City of Jurupa Valley, Active Transportation Plan
- City of National City, 30th Street Bicycle Facility Improvement/Sweetwater River Bikeway Connection, CA ATP Cycle 2 Grant
- City of National City, 4th Street Improvements (Community Corridors Project)
- City of National City, 8th Street and Roosevelt Avenue Active Transportation Corridor
- City of National City, Community Corridors and Safe Routes to School
- City of National City, El Toyon/Las Palmas Bike Boulevard ATP
- City of National City, El Toyon Las Palmas Bikeway
- City of National City, Euclid Avenue Bicycle and Pedestrian Enhancements
- City of San Diego, University Community Plan I (Class IIB & Class IV)
- City of San Diego, La Jolla Active Transportation Plan Feasibility Study
- City of San Marcos, Active Transportation Plan
- County of San Diego, Bicycle Master Plan
- SANDAG, Bike Early Action Plan (EAP), Imperial Avenue Bikeway
- SANDAG, Central Bikeway, SR 15 and Adams Avenue
- SANDAG, Imperial Avenue Bikeway
- SANDAG, North County Regional Corridor (SR 78) Comprehensive Multimodal Corridor Plan
- SANDAG, North Park Mid-City Bike Corridors
- SANDAG, Orange Avenue Bikeway
- SANDAG, San Diego Regional Military Multimodal Access Strategy
- SANDAG, San Vicente Comprehensive Multimodal Corridor Plan
- SANDAG, SR 94 Multiuse Pathway Feasibility Study
- SANDAG, Uptown Bikeway
- SANDAG, Urban Bikeways
- San Diego Airport, Airport EIR Mitigations (1.3 miles Class IIB & Class IV)
- UCSD, Gilman (Class IIB), Hopkins (Class IV), Medical Center Drive (Class IIB)



**NEEDLES Active Transportation Plan****Similar Project Experience****City of Pico Rivera, Washington/Rosemead TOD Specific Plan, Pico Rivera, CA**

Kimley-Horn is preparing the Washington/Rosemead Transit-Oriented Development (TOD) Specific Plan in the City of Pico Rivera. The Specific Plan is in response to LA Metro's GoldLine Extension, bringing urban light rail through the City. The Specific Plan seeks to enhance economic development and create additional opportunities for living, working, and shopping in a compact, mixed-use environment. The 375-acre plan area provides for significant changes in urban density, mix of uses, and public improvements through increased local mobility and enhanced community design.

**City of Menifee, Active Transportation Plan, Menifee, CA**

As a subconsultant to KTUA, Kimley-Horn assisted the City of Menifee in their development of an ATP to meet the City's goals and vision for providing a transportation system that supports walking, bicycling, public transit, and automobiles. The Kimley-Horn/KTUA team was responsible for developing the proposed active transportation networks for the City based on community input and data collection. Additionally, our team also created a pedestrian and bicycle toolbox for the City to use during implementation of the proposed infrastructure and non-infrastructure projects.

**City of Salinas, Active Transportation Plan, Salinas, CA**

Kimley-Horn was selected by the City of Salinas to develop their active transportation plan. The City has over 30 schools that serve the City and the adjacent unincorporated areas, paired with a serious traffic safety problem that disproportionately affects children. These concerns have been validated through school site audits, speed surveys, field observations, and photos. Feedback from the parent community expresses a need for routes with slower traffic or more space and protection from motorized vehicles. Recently, the City has made consistent, specific efforts to increase the amount of active transportation infrastructure, particularly around schools and in low-income areas. Multiple successful grant applications, including through the ATP and SRTS programs, Regional Surface Transportation Program (RSTP) funds, and Highway Safety Improvement Program (HSIP), have been used to create multimodal transportation improvements. Our team is helping to build on City's recent momentum with active transportation implementation and the multimodal activity that is already occurring to provide more equitable and meaningful connections and safer facilities.

**City of San Marcos, Active Transportation Plan, San Marcos, CA**

Kimley-Horn partnered with the City of San Marcos to develop an Active Transportation Plan with a Safe Routes to School Element, focusing on recommending specific pedestrian and bicycle-related projects, programs, and policies based on connectivity gaps, barriers, socio-economic factors, and user needs. The ATP identifies high-stress environments for active transportation users, as well as key destinations in the surrounding areas, to create a plan that values connected, safe, and reliable active transportation. Kimley-Horn developed a public outreach plan, participated in pop-up events, and facilitated public workshops.

**SANDAG, SR 94 Multiuse Trail Feasibility Study, San Diego County, CA**

Kimley-Horn investigated the viability of a seven-mile multi-use path along a segment of SR 94 in the Jamul-Dulzura community of San Diego County. The study area began at the intersection of Jamacha Road and Campo Road/SR 94 and ended at the southeastern boundary of the Jamul-Dulzura community. Through public outreach, existing conditions review, and alignment analysis, the study recommended a multi-use path to create a safer connection for the community and the ability to bike or walk to key destinations along SR 94, such as Steele Canyon High School and Rancho San Diego.

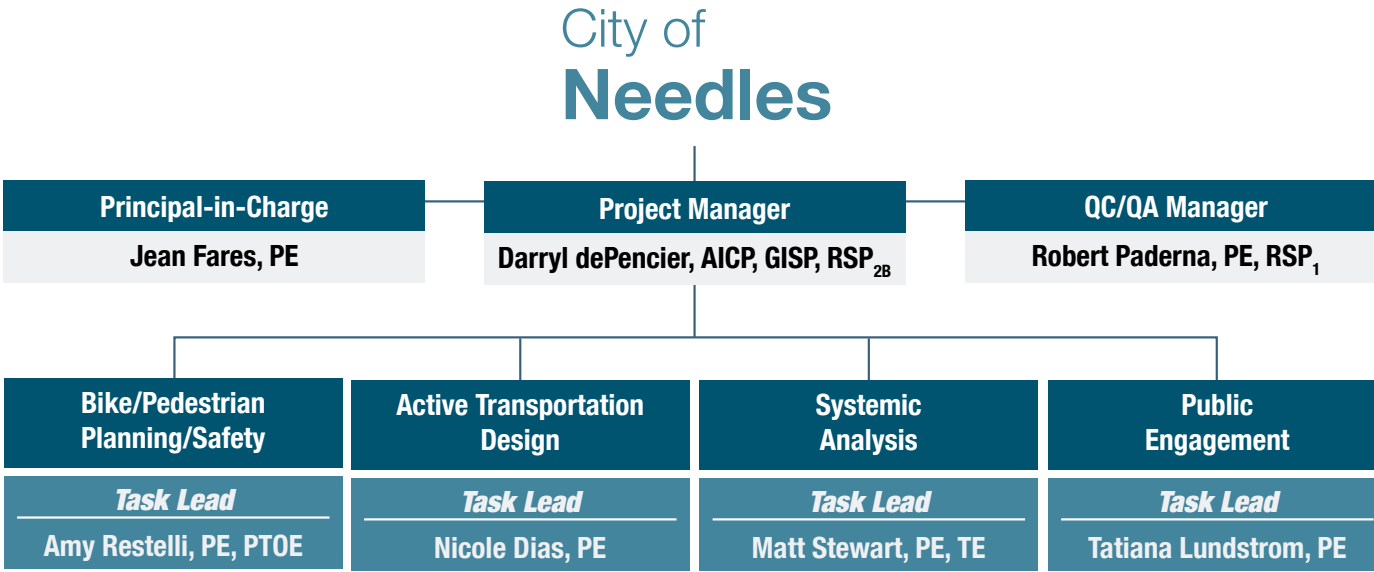


PROPOSAL FOR PROFESSIONAL CONSULTANT SERVICES FOR THE  
**NEEDLES Active Transportation Plan**

**Proposed Staffing**

Kimley-Horn has assembled an exceptional team of professionals who possess experience providing similar active transportation planning services, have proven project management capabilities, and are committed to providing the City with timely and high-quality deliverables. **Darryl dePencier, AICP, GISP, RSP<sub>28</sub>** will serve as our project manager responsible for day-to-day coordination with the City and our proposed key personnel, and will also be the primary contact with the City during the Project period. He will attend meetings with the City and provide timely performance from our team. Darryl will be supported by principal-in-charge **Jean Fares, PE**; QC/QA manager **Robert Paderna, PE, RSP<sub>1</sub>**; and a dedicated team of planners and engineers. We are accustomed to responding quickly to the needs of our local clients.

Our proposed team organization—including identification and responsibilities of key personnel—is shown in the organizational chart below. We have provided detailed resumes for our key Kimley-Horn team members on the following pages.





## NEEDLES Active Transportation Plan

### Resumes



**Darryl dePencier, AICP, GISP, RSP<sub>2B</sub>**  
*Project Manager*

#### Professional Credentials

- Master of Urban Spatial Analytics, University of Pennsylvania
- Bachelor of Arts, Geography, Carleton University, Ottawa
- American Institute of Certified Planners #026552
- Geographic Information Systems Professional #59317
- Roadway Safety Professional 1 #279
- Roadway Safety Professional 2B #17

Darryl has more than 17 years of experience in leading active transportation and safety planning projects. He uses data-driven approaches to assess transportation system performance for safety, equity, operations and other factors as needed. As a GIS Professional, Darryl uses GIS to efficiently assess existing conditions and analyze project alternatives. He has supported the development and implementation of GIS analysis methods for active transportation plans, traffic safety analysis, Americans with Disabilities Act (ADA) transition plans, and other transportation planning functions. He is experienced in estimating bicycle and pedestrian trip volumes, safety impacts, and benefit cost assessment. He has worked on studies at the statewide, regional, local, and site-specific levels that include guidance documents, LRSPs, safety thresholds and audits, and local countermeasure recommendations.

#### Relevant Experience

- **City of Bakersfield, Active Transportation Plan, Bakersfield, CA** – Project Manager
- **City of Palmdale, Sustainable Transportation Plan, Palmdale, CA** – Project Manager
- **City of Indian Wells Comprehensive Traffic Safety Action Plan, Indian Wells, CA** – Project Manager
- **City of Bakersfield, Neighborhood Traffic Calming Plan, Bakersfield, CA** – Project Manager
- **City of Artesia, Active Transportation Plan, Artesia, CA** – Project Planner
- **Caltrans, Statewide Vulnerable Road User Safety Assessment, Sacramento, CA** – Project Manager
- **City of Santa Clarita, Bicycle and Pedestrian Safety Study, Santa Clarita, CA** – Project Manager
- **City of Lincoln, Bikeway Master Plan, Lincoln, CA** – Project Planner
- **City of Salinas, Active Transportation Plan, Salinas, CA** – Subject Matter Expert
- **City of Redding, ADA Transition Plan, Redding, CA** – Project Planner
- **City of Tustin, Bicycle Safety Plan, Tustin, CA** – Project Manager
- **City of Westminster, Bicycle Safety Plan, Westminster, CA** – Project Manager
- **Caltrans, California Strategic Highway Safety Plan (SHSP) Update and Implementation, Statewide, CA** – Project Planner
- **Caltrans, Safety Performance Measure Target Setting Analysis, Statewide, CA** – Project Planner
- **City of Eastvale, Systemic Safety Analysis Report (SSAR), Eastvale, CA** – Project Manager
- **City of Riverside, LRSP, Riverside, CA** – Project Planner
- **City of Lancaster, SRTS Plan, Lancaster, CA** – Project Planner



## NEEDLES Active Transportation Plan



**Jean Fares, PE**  
*Principal-in-Charge*

### Professional Credentials

- Bachelor of Science, California State Polytechnic University, Pomona
- Professional Traffic Engineer in California #2097

Jean is a project manager with more than 35 years of professional experience in the fields of traffic and transportation engineering. He has provided traffic signal design at over 2,000 locations, signal system design at over 1,500 locations, traffic signal timing at over 2,500 locations, and has wide-ranging experience with traffic operations, signing and marking plans preparation, transportation management plans (TMP), and traffic control plans. Jean also has extensive experience in applying traffic engineering, ITS technologies, and communications infrastructure design to leading design-build transportation and transit projects.

### Relevant Experience

- **City of Palmdale, Sustainable Transportation Plan, Palmdale, CA** – Project Engineer
- **City of Palmdale, Active Transportation Plan, Palmdale, CA** – Principal-in-Charge
- **City of Santa Clarita, Newhall Bike Boulevard, Santa Clarita, CA** – Project Manager
- **City of Palm Desert, Rail Station Feasibility Study, Palm Desert, CA** – Principal-in-Charge
- **City of Thousand Oaks, Rancho Road Sidewalks and Bike Lanes** – HSIP, Thousand Oaks, CA – Project Manager
- **City of Culver City, Overland Avenue Bike Lane, Pedestrian, and High Friction Surface Treatment (HFST) Improvement Project, Culver City, CA** – Project Manager
- **City of Thousand Oaks, Moorpark Road Sidewalk and Bike Lane Improvements, Thousand Oaks, CA** – Project Manager
- **City of West Covina, Preliminary Engineering Phase Services, West Covina, CA** – Project Manager
- **City of South El Monte, Design Services for Traffic Signal Improvements at Various Signalized Intersections, South El Monte, CA** – Project Manager
- **City of Monterey Park, Design Engineering Services for Various Signalized Intersections Along Garfield Avenue, Monterey Park, CA** – Project Manager
- **City of Culver City, Signal Upgrade and Left Turn Phasing, Culver City, CA** – Project Manager
- **City of Downey, Paramount Boulevard Traffic Signal Upgrade and Fiber-Optic Communication System, Downey, CA** – Project Manager
- **City of Santa Clarita, Wiley Canyon Road at Orchard Village Road and Newhall Avenue at Railroad Avenue Intersection Improvement, Santa Clarita, CA** – Deputy Project Manager
- **City of San Bernardino, Upgrade of Various Signal Hardware on 224 Signalized Intersections on Various Arterials (HSIP), San Bernardino, CA** – Project Manager
- **City of West Hollywood, Civil Engineering Design Services for Sunset/Santa Monica Fiber Loop (HSIP), West Hollywood, CA** – Project Manager
- **CVAG, Traffic Signal Synchronization Project, Coachella Valley, CA** – Project Manager
- **City of Palm Springs, Traffic Signal Improvements, Palm Springs, CA** – Project Manager
- **City of Santa Monica, Transit Priority System Phase 2 and ATMS, Phase 3, Santa Monica, CA** – Project Manager
- **City of Santa Clarita, San Fernando Road Improvements, Santa Clarita, CA** – Project Manager
- **City of Arcadia, Santa Anita Avenue Corridor Traffic Signal Improvement Design, Arcadia, CA** – Project Manager



**NEEDLES Active Transportation Plan**

**Robert Paderna, PE, RSP<sub>1</sub>**  
*QC/QA Manager*

### Professional Credentials

- Bachelor of Science, Civil Engineering, San Jose State University
- Professional Engineer in California #73262
- Road Safety Professional 1 #553
- Intelligent Transportation Society of California, Member
- Institute of Transportation Engineers, Member

Robert has more than 20 years of experience in transportation and traffic engineering. His experience includes safety studies, RSAs, traffic control, engineering and traffic surveys, signal warrant analysis, pedestrian and bicycle facilities planning and design, signing and striping, traffic impact studies, signal timing, traffic signal design, street lighting, and ITS design. He is skilled in the application of the California Manual on Uniform Traffic Control Device (CMUTCD) guidelines, Americans with Disabilities Act (ADA) guidelines, Caltrans' Highway Design Manual (HDM) and Standard Plans, and industry best practices included in National Association of City Transportation Officials (NACTO) publications. Robert brings extensive recent experience in preparation of LRSPs which involved robust stakeholder/public engagement and development of project implementation strategies. Additionally, these efforts have produced safety implementation projects in which our clients were successful in securing grant funding.

### Relevant Experience

- **City of Santa Clara, Santa Clara Vision Zero Plan, Santa Clara, CA** – Project Manager
- **CCTA, Countywide Comprehensive Transportation Safety Action Plan, Contra Costa County, CA** – Project Manager
- **VTA, Tasman Corridor Complete Streets Study, San Jose, CA** – Project Engineer
- **Citrus Heights, Greenback Lane Complete Streets Improvements Project - Sunrise Boulevard to Fair Oaks Boulevard, Citrus Heights, CA** – Project Engineer
- **City of Milpitas, Citywide Traffic and Safety Study, Milpitas, CA** – Project Engineer
- **County of San Benito, LRSP, San Benito County, CA** – Project Engineer
- **City of Placerville, LRSP, Placerville, CA** – Project Manager
- **County of Sutter, LRSP, Sutter County, CA** – Project Manager
- **County of Glenn, LRSP, Glenn County, CA** – Project Manager
- **City of Citrus Heights, LRSP, Citrus Heights, CA** – Project Manager
- **City of Manteca, LRSP, Manteca, CA** – Project Manager
- **City of Roseville, LRSP, Roseville, CA** – Deputy Project Manager
- **City of Rocklin, LRSP, Rocklin, CA** – Deputy Project Manager
- **County of El Dorado, LRSP, El Dorado County, CA** – Project Manager
- **County of Stanislaus, HSIP Design of Striping, Cure Assessments, and Signage, Modesto, CA** – Project Manager
- **County of San Joaquin, Systematic Safety Analysis Report, San Joaquin County, CA** – Project Engineer
- **City of Folsom, Safety Assessment of East Natoma Street and Blue Ravine Road, Folsom, CA** – Project Manager



## NEEDLES Active Transportation Plan



**Amy Restelli, PE, PTOE**

*Bike/Pedestrian Planning/Safety*

### Professional Credentials

- Bachelor of Science, Civil Engineering, Villanova University
- Professional Civil Engineer in Maryland #41282
- Professional Traffic Operations Engineer #4313

Amy has 13 years of experience in transportation planning and design projects, with a passion for creating active, healthy communities through equitable access to mobility options. Amy's work includes active transportation plans, multimodal corridor plans, community plan updates, safety plans, and campus circulation plans across the region. Her safety experience includes large-scale statewide plans as well as intersection- and corridor-specific improvement designs. She works on a variety of other transportation project types, including intersection and corridor operational analyses, bicycle and pedestrian facility intersection designs, traffic signal design, traffic signal optimization and coordination, transportation management plans, and signing and pavement marking plans. Her excellent written and verbal communication skills—combined with her ambition and passion for the industry and her drive to develop creative solutions—have allowed her to produce numerous quality products in a timely manner. Amy thrives in building stakeholder consensus through planning and development of projects. Her project and task management focuses on keeping projects streamlined and grounded, making it easier for the public to understand improvement objectives.

### Relevant Experience

- **City of Menifee, Active Transportation Plan, Menifee, CA** – Project Manager
- **City of Artesia, Active Transportation Plan, Artesia, CA** – Project Manager
- **City of Menifee, Complete Streets Plan, Menifee, CA** – Project Manager
- **City of San Marcos, Active Transportation Plan, San Marcos, CA** – Project Manager
- **City of Salinas, Active Transportation Plan, Salinas, CA** – Project Manager
- **SANDAG, San Vicente Comprehensive Multimodal Corridor Plan, San Diego, CA** – Project Manager
- **City of San Marcos, Street Design Manual, San Marcos, CA** – Project Manager
- **City of San Diego, Mira Mesa and University Community Plan Update, San Diego, CA** – Project Manager
- **City of San Diego, Market and Euclid Complete Streets, San Diego, CA** – Project Engineer
- **City of National City, Euclid Avenue Pedestrian and Bicycle Enhancements, National City, CA** – Project Engineer
- **SANDAG, Urban Bikeways, San Diego, CA** – Project Engineer
- **City of Salinas, Main Street Improvement Plan, Salinas, CA** – Project Engineer
- **City of Salinas, Bardin Road SRTS Improvements, Salinas, CA** – Project Engineer
- **Town of Los Gatos, Winchester Boulevard Complete Streets, Los Gatos, CA** – Project Engineer



## NEEDLES Active Transportation Plan



**Nicole Dias, PE**

*Active Transportation Design*

### Professional Credentials

- Bachelor of Science, Civil Engineering, San Diego State University
- Professional Engineer in California #86490

Nicole has been leading and supporting the design of multidisciplinary roadway and transit projects across Southern California for 12 years. She has worked on a wide range of projects from local roadway improvements to major interchange projects, from feasibility studies to final design and construction phase services. Her passion is complete streets, active transportation, and safety improvements. Nicole has also worked extensively on contracts with differing funding sources and is familiar with Caltrans' Local Assistance processes and requirements.

### Relevant Experience

- **City of Los Angeles Bureau of Streets Services, Broadway-Manchester Active Transportation Equity Project (ATP Cycle 4) PA&ED and PS&E Phases, Los Angeles, CA** – Project Manager
- **City of Los Angeles Bureau of Streets Services, Mission Mile-Sepulveda Project (ATP Cycle 5), PA&ED Phase, Los Angeles, CA** – Project Engineer
- **City of Los Angeles Bureau of Engineering, Telfair Avenue Multimodal Bridge Over Pacoima Wash PA&ED and PS&E, Los Angeles, CA** – Project Manager
- **City of Bakersfield, Niles and Monterey Complete Streets Improvements, Bakersfield, CA** – Project Manager
- **City of Bakersfield, Monitor Street SRTS Corridor Improvements, Bakersfield, CA** – Contract Manager/Project Engineer
- **City of Lancaster, Avenue M Corridor Improvements PS&E, Lancaster, CA** – Project Manager
- **City of Lancaster, Avenue L Corridor Improvements PA&ED, Lancaster, CA** – Project Manager
- **City of Camarillo, Pleasant Valley Road Bike Lanes, Camarillo, CA** – Project Engineer
- **City of Thousand Oaks, Rancho Road Sidewalks and Bike Lanes, Thousand Oaks, CA** – Project Engineer
- **City of Los Angeles, Downtown Streetcar Independent Cost Estimate, Los Angeles, CA** – Project Engineer
- **City of Malibu, Civic Center Way Improvements, Malibu, CA** – Project Engineer
- **City of Agoura Hills, Kanan Road/Agoura Road Ultimate Intersection Improvements, Agoura Hills, CA** – Project Engineer
- **LA Metro, Willowbrook/Rosa Parks Station Improvement Project Design and Engineering Services, Los Angeles, CA** – Project Analyst



## NEEDLES Active Transportation Plan



**Matt Stewart, PE, TE**

*Systemic Analysis*

### Professional Credentials

- Master of Science, Transportation Engineering, University of California, Berkeley
- Bachelor of Science, Civil and Environmental Engineering, University of California, Los Angeles
- Professional Engineer in California #90465
- Professional Traffic Engineer in California #3063

Matt has experience in traffic safety analysis, traffic engineering, and transportation planning. His experience includes preparation of traffic impact analyses, parking studies, pedestrian and bicycle master plans, and stakeholder engagement. Matt also has experience in data collection and field review, traffic signal timing optimization, traffic management center (TMC) and controller cabinet timing implementation, fine-tuning, and corridor before and after studies.

### Relevant Experience

- **Caltrans, Complete Intersections Guide Update, Statewide, CA** – Deputy Project Manager
- **LA County, Bike Master Plan Update, Los Angeles County, CA** – Project Manager
- **City of Agoura Hills, Bike Master Plan, Agoura Hills, CA** – Project Engineer
- **City of Irvine, Fire Evacuation Traffic Study, Irvine, CA** – Project Manager
- **Orange County, ADA Transition Plan, CA** – Project Manager
- **City of Los Angeles, Department of Recreation and Parks, Griffith Park Safety and Mobility Active Transportation Project, Los Angeles, CA** – Project Engineer
- **LA Metro, North Hollywood to Pasadena BRT Planning and Environmental Study, Los Angeles to Pasadena, CA** – Project Engineer
- **City of Los Angeles, Department of Recreation and Parks, Griffith Park Safety and Mobility Active Transportation Project, Los Angeles, CA** – Project Engineer
- **Caltrans, CMAS Safety Performance Management Target Setting Analysis, CA** – Project Engineer
- **San Diego Association of Governments (SANDAG), State Triennial Performance Audit, San Diego, CA** – Project Analyst
- **Orange County Transportation Authority (OCTA), State Triennial Performance Audit (2018), Orange County, CA** – Project Analyst
- **OCTA, Chapman Avenue Corridor Traffic Signal Synchronization Project (TSSP) (Task Order for Traffic Engineering Services for), Orange County, CA** – Project Analyst
- **City of Moorpark, Los Angeles Avenue Traffic Study, Moorpark, CA** – Project Analyst
- **City of Irvine, Barranca Parkway Regional Traffic Signal Synchronization Program, Irvine, CA** – Project Analyst





## NEEDLES Active Transportation Plan



**Tatiana Lundstrom, PE**

*Public Engagement Task Lead*

### Professional Credentials

- Bachelor of Science, Civil Engineering, Clemson University
- Bachelor of Arts, Modern Languages, Clemson University
- Professional Engineer in California #95416

Tatiana is a transportation engineer with nearly seven years of experience in roadway safety projects and public outreach. She has prepared design plans and quantity calculations for a variety of roadway projects across California, and she has also attended and spoken at public meetings, often interfacing with local community groups. Tatiana is familiar with OpenRoads, Corridor Modeling, AutoCAD, and MicroStation. She is also conversationally proficient in Mandarin Chinese.

### Relevant Experience

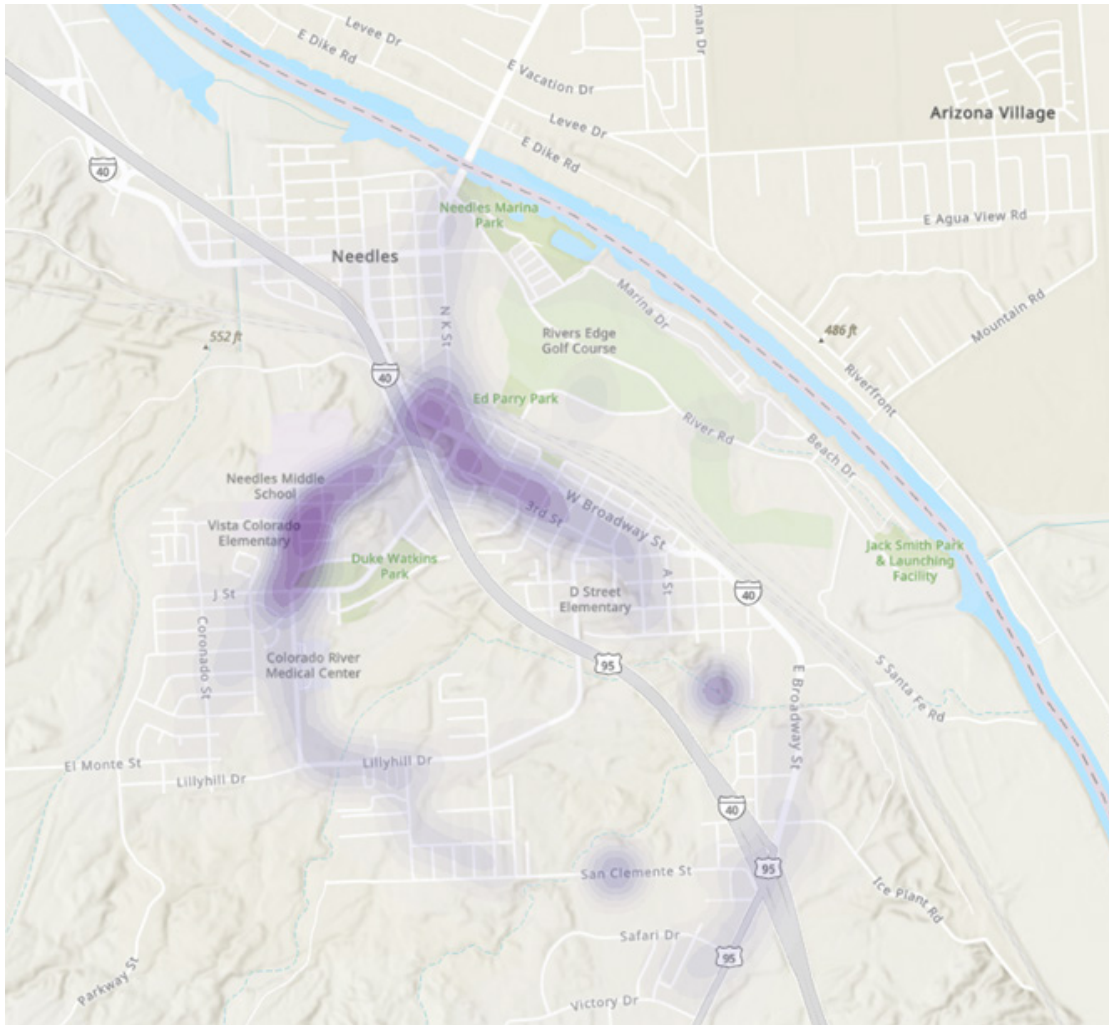
- **City of Bakersfield, Active Transportation Plan, Bakersfield, CA** – Outreach Lead
- **City of San Marcos, Active Transportation Plan, San Marcos, CA** – Safe Routes to School Coordinator
- **Caltrans, California SHSP Update and Implementation, Statewide, CA** – Deputy Project Manager
- **La Jolla Band of Luiseno Indians, La Jolla Active Transportation Plan Feasibility Study, Pauma Valley, CA** – Project Engineer
- **City of National City, 8th Street and Roosevelt Avenue Active Transportation Corridor, National City, CA** – Project Engineer
- **City of Morro Bay, LRSP, Morro Bay, CA** – Project Engineer
- **City of San Diego, University CPU, San Diego, CA** – Project Engineer
- **Caltrans District 11, Voigt Drive/I-5 North Coast Corridor (NCC) Improvements (PS&E), San Diego, CA** – Analyst
- **Caltrans District 11, I-5 North Coast Corridor (NCC) PS&E, Construction Support, and Express Lanes, San Diego, CA** – Analyst
- **Caltrans District 11, A&E On-Call Roadway Design Services, SR 52 PS&E and Asset Management, San Diego, CA** – Analyst
- **Caltrans District 11, On-Call Roadway Design Services, SR 78 Culverts PS&E, San Diego, CA** – Analyst
- **Contra Costa Transportation Authority (CCTA), Regional Comprehensive Transportation Safety Action Plan, Walnut Creek, CA** – Outreach Lead
- **SANDAG, Orange Bikeway, San Diego, CA** – Project Engineer
- **University of California, Riverside, Canyon Crest and University Intersection Safety Improvements, Riverside, CA** – Project Engineer



# PROPOSAL FOR PROFESSIONAL CONSULTANT SERVICES FOR THE **NEEDLES Active Transportation Plan**

## Approach/Methodology

The City of Needles is a compact community well suited to walking and biking for short trips in town, particularly in the winter months and in the mornings and evenings when the sun isn't at peak intensity. Data collected from mobile devices in the City suggests that people are moving around on foot, particularly along Broadway, J Street, and Bailey Avenue. The City's streets are wide enough to accommodate more formalized infrastructure for pedestrians and bicycles where they don't currently exist, and in some places wider facilities where they do. The City scores average to above average against its peers, according to the California Office of Traffic Safety, but tends to see more pedestrians injured in traffic than its share, particularly in the most recent reported year (2021). Four pedestrian injuries were reported making it 7th out of 76 peer cities for most pedestrian injuries.



Kimley-Horn's approach to active transportation plans considers several key goals, including:

### **Connectivity & Accessibility**

- Identify and prioritize areas with high demand for active transportation infrastructure.
- Increase active transportation trips as a percentage of all trips taken.
- Eliminate gaps in the bicycle and pedestrian networks to improve connectivity and physical access between neighborhoods and destinations.
- Pursue policies and design solutions that add active transportation end-trip facilities at destinations.



## NEEDLES Active Transportation Plan

- Collaborate with surrounding jurisdictions and regional partners to ensure alignment with other active transportation plans, projects, and programs within adjacent communities.
- Develop a wayfinding system that allows all people, regardless of ability, to easily navigate across the active transportation network, to destinations, and to use recreational facilities.

### *Safety & Comfort*

- Identify high-risk locations and corridors for active transportation users and develop projects and policies to reduce the crash risk to active transportation users.
- Prioritize projects and policies that separate active transportation users from vehicular traffic.
- Implement projects that reduce safety risks at intersections between active transportation facilities and vehicular traffic.
- Improve signage and lighting along designated active transportation corridors.
- Create comfortable and aesthetically interesting active transportation corridors.

### *Healthy, Clean & Green*

- Reduced climate-warming greenhouse gas emissions and primary air pollutants by sparking mode shift from motor vehicle trips to active transportation trips.
- Implement projects and policies that support active transportation trips for daily travel and recreational purposes to improve physical health of the population.
- Increase tree canopy coverage over active transportation corridors.

### *A Strong Economy*

- Support economic development goals by creating walkable and bikeable communities and commercial centers, providing access to regional destinations, and attracting business talent and investment.
- Develop and prioritize strategies that accelerate active transportation funding, design, and implementation to make projects more cost-effective.

### *Supportive Policy & Programming*

- Develop and implement educational opportunities to instruct motorists, bicyclists, and pedestrians about their rights and responsibilities and the rules of the road.
- Develop and implement encouragement programs to promote active transportation mode shift.
- Develop and implement an enforcement program to encourage safe travel behavior and reduce aggressive, illegal, and careless behavior from all road users.
- Develop a program to evaluate the use, effectiveness, and impacts of implemented active transportation projects and programs.

### *Maintenance & Preservation*

- Establish a multi-year maintenance, rehabilitation, and replacement program for cleaning, repairing, and replacing active transportation facilities on City property.
- Coordinate with stakeholders across departments and jurisdictions to share resources and implement maintenance, rehabilitation, and replacement of active transportation facilities.
- Create a program for working with property owners to ensure proper maintenance, rehabilitation, and replacement of sidewalks.





## PROPOSAL FOR PROFESSIONAL CONSULTANT SERVICES FOR THE **NEEDLES Active Transportation Plan**

Our team's approach to engagement focuses on establishing and maintaining a two-way conversation through the life of the project. We will develop a Public Engagement Plan that incorporates a multi-faceted approach to sharing project information, education and information on options and opportunities, and multiple means to receive public feedback on what matters to them locally, elements they would like to address, and feedback on proposed future facilities. We will also coordinate with past and ongoing planning efforts to incorporate and report back on engagement that has already taken place to help demonstrate a commitment to active listening and commitment to community priorities. Our attached scope includes the items requested in the request for proposals, but our team will take a flexible approach that allows for pivots when an engagement strategy is working better or less well than planned.



As shown above, our team considers the broader universe of active transportation, including the growing share of e-bikes and scooters, skateboards, and other personal conveyances that may need considerations above and beyond the standard bicycle lane and sidewalk approach. Statewide, regional and local responses to these technologies continues to evolve, and the Kimley-Horn team is actively tracking associated changes to the California Vehicle Code and planning best practices as it relates to these opportunities for more people to use alternative transportation modes, while maintaining safe and comfortable environments for those on foot.





## PROPOSAL FOR PROFESSIONAL CONSULTANT SERVICES FOR THE **NEEDLES Active Transportation Plan**

### Project Management

#### *Budget and Schedule Control*

As our clients will confirm, Kimley-Horn has an excellent record of completing projects on schedule and within budget. We have a sophisticated Management Information System (MIS)—including software such as the CostPoint Engineering Accounting system and Microsoft Power BI—that allows our project managers to monitor budgets closely. Using the Project Effort Reports generated twice monthly by our MIS, project managers gain a clear understanding of the project scope early in the process to develop a realistic, well-thought-out work plan. Once the work plan is developed with the stakeholders, the project manager communicates to the project team the key milestones and submittal dates—including time for QC reviews—as well as the importance of maintaining the established schedule and budget. This communication, along with teamwork and organization, results in successful projects and satisfied clients.

The best approach to keeping a project on schedule is to create a risk register whereby we:

1. Track each potential issue
2. Define the criticality of each potential issue
3. Identify the steps and dates for resolution of each potential issue

This approach holds the team accountable and forms the basis for the sequence of steps each team member needs to take to reach resolution and keep the project moving forward.

#### *Approach to Quality*

Since our founding, Kimley-Horn has aggressively pursued our commitment to quality for every task, deliverable, and service provided by the firm. Recognizing the importance of careful quality control, Kimley-Horn developed a quality control/quality assurance (QC/QA) manual that every project manager is required to know and use. Our procedures will help ensure high-quality services that satisfy your needs. There will be no learning curve relative to quality for our team.

Our specific five-step QC/QA process for delivering project materials is shown below. This process allows us to develop quality reports, plans, specifications, and planning documents in a cost-effective manner on schedule while also giving our deliverables and our subconsultants' deliverables a thorough quality check.

**Structure:** Each QC/QA plan includes a program manager (responsible for the overall quality of the project), technical managers (engineers responsible for discipline design development), and a QC/QA manager (responsible for verifying that the QC/QA plan is being implemented and followed).

**Procedures:** Intra-disciplinary checking of documents will be performed by a competent individual within each discipline other than the designer. We have established a color-coded comment process that involves the following steps: an initial check (performed by the checker); a review of comments to help confirm that suggested changes to the documents are given adequate consideration and the resolution is documented (performed by the designer); a review that ensures changes to the documents are completed in the original documents (performed by the designer); and finally, a review that helps guarantee changes to the documents are completed accurately (performed by the checker).

**Inter-Disciplinary Reviews:** Inter-disciplinary reviews and coordination are performed throughout the project and prior to key submittals, when senior staff from the various discipline groups are brought together to discuss and comment on the interaction of the overall project elements.

**Quality Assurance Audit:** The QC/QA manager will be responsible for conducting a quality assurance audit after completion of the checking and review process and prior to the submittal of any document or deliverable.

#### KIMLEY-HORN QUALITY CONTROL IS



##### ACHIEVED

Through adequate planning, coordination, supervision, and technical direction



##### CONTROLLED

By assigning a manager to evaluate all work flow and procedures



##### SECURED

Through careful surveillance of work activities by parties not involved in the initial efforts



##### VERIFIED

Through independent reviews by qualified staff



## NEEDLES Active Transportation Plan

**Deliverables and Document Control:** The project manager will manage the submission of design documents after the QC/QA audit is complete and at milestone completion dates.

**Corrective Action Measures:** Corrective action measures will be taken if incorrect or nonconforming work is discovered in deliverable items that have already completed the QC/QA process.

### Scope of Services

#### Task 0: Project Management, Meetings, and Coordination

##### ▲ Task 0.1: Project Kick-Off

Kimley-Horn will meet with City staff in person to discuss project expectations and refine the overall project work plan. The meeting will introduce the project team, establish a project communication protocol, review the project schedule, and identify the overall project working group. Kimley-Horn will prepare an agenda and meeting notes for the kick-off meeting. We expect that the meeting will take one hour and have up to three Kimley-Horn staff present.

##### Deliverables:

Meeting Agenda; Meeting Notes

##### ▲ Task 0.2: Project Update Meetings

Based on the outcome of the kick-off meeting, Kimley-Horn assumes that a bi-weekly project management meeting will be held using a virtual platform to keep all key team members up to date on project progress, and to facilitate decision making that is needed to keep the project moving forward. The duration and attendance of these meetings will vary based on current project activities. Kimley-Horn will facilitate these meetings. We assume that 20 meetings will occur over the duration of the project, estimated at 12-months. Up to two of these meetings could be replaced with presentations to the ad hoc Safety committee to report project progress.

##### Deliverables:

Meeting Agenda; Meeting Notes

##### ▲ Task 0.3: Progress Reporting

Kimley-Horn will provide a written progress report each month with its monthly invoices assuming 12-months.

##### Deliverables:

Monthly Progress Reports and Invoices

#### Task 1: Existing Conditions Review / Needs Assessment

##### ▲ Task 1.1: Literature / Existing Plan Review

Kimley-Horn will review documents that are readily available or provided by the City of existing plans prepared by or for the City, SBCTA, and/or Caltrans, that are identified by the City. Kimley-Horn will identify plan elements that include or impact bicycle and pedestrian infrastructure. Based on these, Kimley-Horn will develop a matrix of planned projects or policies that should be considered as part of ATP development.

##### Deliverables:

Matrix of existing planned bicycle and pedestrian infrastructure or program improvements



PROPOSAL FOR PROFESSIONAL CONSULTANT SERVICES FOR THE  
**NEEDLES Active Transportation Plan**

▲ **Task 1.2:** *Develop Current Bicycle and Pedestrian Infrastructure Inventory*

Kimley-Horn will map existing pedestrian and bicycle facilities in the City using any existing GIS or CAD data available from the City. If City records are incomplete, the Kimley-Horn team will update the maps for the arterial and collector roadway system using available aerial photography.

**Deliverables:**

- Updated GIS Mapping of Bicycle and Pedestrian Infrastructure

▲ **Task 1.3:** *Programs and Policy Review*

Kimley-Horn will work with City staff to identify existing bicycle and pedestrian programs, policies, and ordinances to determine where institutional barriers might exist for encouraging more active transportation travel in the City, or where there are opportunities to provide additional services that could make it easier for people to walk and bike in the City comfortably and safely. Kimley-Horn will develop a list of opportunities to enhance programs and policies consistent with active transportation best practices.

**Deliverables:**

- Best Practices Status and Opportunities

**Task 2: System Development**

▲ **Task 2.1:** *Identify Key Pedestrian and Bicycle Trip Generators*

Kimley-Horn will identify key locations that should be prioritized for connectivity to the citywide bicycle and pedestrian network, such as schools, public facilities, parks, senior centers, and shopping/employment hubs. The team will work with City staff to identify the critical facilities and will review available data from Strava, Replica, and the Longitudinal Employment/Housing Dynamic to identify major activity centers.

**Deliverables:**

- GIS Map of Key Trip Generators

▲ **Task 2.2:** *Identify Bicycle / Pedestrian Network*

Kimley-Horn will review the existing bicycle and pedestrian network against the multimodal hub map and develop a core system spine that provides cross-town connectivity that connects the hubs as directly as possible, making use of low-stress roadways and off-street trails where possible. The team will then identify neighborhoods that lack or have poor access to the system and identify necessary connections that will improve multimodal access.

**Deliverables:**

- Conceptual Bicycle and Pedestrian Network GIS Map

▲ **Task 2.3:** *Cost Assessment*

The Kimley-Horn team will develop a planning level cost assessment for the projects identified in Task 3.2. These costs will be based on Class I, II, III, and IV typologies using a cost per mile with contingency.

**Deliverables:**

- Project Cost Estimates (Planning Level)



PROPOSAL FOR PROFESSIONAL CONSULTANT SERVICES FOR THE  
**NEEDLES Active Transportation Plan**

### Task 3: Community Engagement

Outreach materials for the following task can be provided in Spanish or other languages as required. The consultant team will provide Spanish speaking staff for all live events.

#### ▲ Task 3.1: *Project Website*

Kimley-Horn proposes setting up a publicly accessible project website using WIX or a similar web builder engine at the outset of this project to keep people informed of project progress, upcoming meetings, and to collect ongoing feedback on project materials. This forum will also allow us to extend the public workshops for those that cannot attend in person or prefer to engage in a virtual setting. The website will include a calendar of events, a forum to submit feedback, and links to public ready documents and presentations. The site will also include an interactive map that community members can use to make suggestions and comments.

##### Deliverables:

➤ Project Website

#### ▲ Task 3.2: *Public Workshop*

The engagement task will include two public workshops where we will share draft plan outcomes with the public to raise awareness of the plan and its contents, and to gather feedback on plan elements that can be modified if the public and the City wishes to make adjustments. Kimley-Horn will prepare printed handouts that the City can use for additional outreach at intercept activities if the opportunity arises.

##### Deliverables:

➤ Workshop presentation; Up to 5 presentation Boards; 1 collaborative activity

#### ▲ Task 3.3: *Outreach Survey*

In conjunction with the first round of outreach, Kimley-Horn will develop a survey with questions oriented around active transportation needs that can be shared on the project website and at the workshops. Kimley-Horn will work with the City to identify the top 10 employers to get focused responses from. Survey results will be summarized and incorporated into a summary document.

##### Deliverables:

➤ Outreach Survey; Summary of Survey Responses

#### ▲ Task 3.4: *School Pedestrian and Bicycle Audits*

The team will work with the City to conduct walking audits of active transportation facilities near schools and to collect feedback from the local community on safety concerns for children walking and biking to school.

##### Deliverables:

➤ Field notes and feedback summary

#### ▲ Task 3.5: *Goals and Objectives*

At the conclusion of Tasks 1 and 2 and the first round of engagement, Kimley-Horn will prepare draft project Goals and Objectives that will ultimately be used to frame project recommendations and to assist with project prioritization. The goals and objectives will have corresponding measures of effectiveness that can support future plan updates and monitoring. The goals and objectives will be constructed to support potential future regional, state, and federal funding opportunities.

##### Deliverables:

➤ Technical Memorandum: Goals and Objectives





PROPOSAL FOR PROFESSIONAL CONSULTANT SERVICES FOR THE  
**NEEDLES Active Transportation Plan**

## Task 4: Establish On-Going Maintenance Program

### ▲ Task 4.1: *Establish On-Going Maintenance Program*

Kimley-Horn will work with City staff to incorporate the active transportation facility maintenance needs into its current roadway maintenance program by identifying infrastructure life cycles, updated design standards and cross sections, and opportunities to combine maintenance activities such as street sweeping and repaving.

#### Deliverables:

- 📄 Technical Memorandum: Maintenance Program

## Task 5: Implementation and Prioritization

### ▲ Task 5.1: *Identify Funding Sources*

Kimley-Horn will outline available funding sources for Active Transportation projects and will provide information on how the funds are accessed and what specific types of projects are eligible.

#### Deliverables:

- 📄 List of applicable funding sources

### ▲ Task 5.2: *Outline Most Critical System Gaps*

Kimley-Horn will conduct a usage assessment of proposed projects developed in Task 3.2 and will score them based on cost, potential use using NCHRP 552 methodology, and role in the citywide network. The projects will be grouped into Tiers based on those scores to help the City prioritize which projects should be constructed first, and which can wait for specific funding opportunities or maintenance cycles. The top 20 projects will be defined in additional detail to be grant ready and prioritized in order of benefit cost.

#### Deliverables:

- 📄 Tiered list of projects

### ▲ Task 5.3: *VMT/GHG Mitigation Assessment*

At the City's discretion, Kimley-Horn will calculate the VMT and GHG reduction benefits associated with plan implementation to assist with future CEQA needs associated with nearby development, other plans, or regional requests.

#### Deliverables:

- 📄 Technical Memorandum: VMT/GHG reduction estimates

## Task 6: Develop Active Transportation Plan Report

### ▲ Task 6.1: *Draft Active Transportation Plan*

Kimley-Horn will compile a draft report that outlines the process and findings for Tasks 1 through 4. The report will include an overview of the project purpose, study methods, data sources, the core active transportation network, identified active transportation projects, and implementation guidance. The draft report will be submitted to City staff for review and comment. The report will be structured to include separate pedestrian, bicycle, and trails plans that can be implemented independently from each other as funding opportunities become available.



## NEEDLES Active Transportation Plan

### ▲ Task 6.2: Final Active Transportation Plan

Kimley-Horn will update the draft report based on comments received from the City, and input received from the public, and finalize the Active Transportation Plan.

### ▲ Task 6.3: Plan Presentations

Kimley-Horn will present the plan in one public meeting to raise awareness and collect any additional feedback. The team will then provide a presentation of the plan to City Council. Kimley-Horn will develop a PowerPoint presentation summarizing the plan document as part of this task.

#### Deliverables:

- PowerPoint deck summarizing plan and attendance at up to two meetings

## Project Schedule

Tasks		7-Jan	21-Jan	4-Feb	18-Feb	4-Mar	18-Mar	1-Apr	15-Apr	29-Apr	13-May	27-May	10-Jun	24-Jun	8-Jul	22-Jul	5-Aug	19-Aug	2-Sep	16-Sep	30-Sep
<b>Task 0</b>	<b>Project Mangement, Meetings, Coordination</b>																				
0.1	Project Kick Off																				
0.2	Project Update Meetings																				
0.3	Progress Reporting																				
<b>Task 1</b>	<b>Exisitng Cnditions Review / Needs Assessment</b>																				
1.1	Literature / Existing Plans Review																				
1.2	Develop Current Bicycle and Pedestrian Infrastructure Inventory																				
1.3	Programs and Policy Review																				
<b>Task 2</b>	<b>System Development</b>																				
2.1	Identify Key Pedestrian and Bicycle Trip Generators																				
2.2	Identify Bicycle and Pedestrian Network																				
2.3	Cost Assessment																				
<b>Task 3</b>	<b>Outreach and Engagement</b>																				
3.1	Project Website																				
3.2	Public Workshop																				
3.3	Outreach Survey																				
3.4	School Pedestrian and Bicycle Audits																				
3.5	Goals and Objectives																				
<b>Task 4</b>	<b>Establish On-Going Maintenance Program</b>																				
4.1	Establish On-Going Maintenance Program																				
<b>Task 5</b>	<b>Implementation and Prioritization</b>																				
5.1	Identify Funding Sources																				
5.2	Outline Most Critical System Gaps																				
5.3	VMT/GHG Mitigation Assessment																				
<b>Task 6</b>	<b>Develop Active Transportation Plan Report</b>																				
6.1	Draft Active Transportation Plan																				
6.2	Final Active Transportation Plan																				
6.3	Plan Presentations																				

■ Task ■ City Review

**NEEDLES Active Transportation Plan**

## References

We are proud of our working relationships with our clients, and much of our success over the last 57 years is directly related to our efforts to provide consistent, high-quality, and timely services. The following is a list of references who received similar services from Kimley-Horn within the past five years. We invite you to contact our clients directly for comment on the quality of Kimley-Horn's services.

### City of Bakersfield

#### Active Transportation Plan, Bakersfield, CA

Kimley-Horn is working with the City of Bakersfield developing a comprehensive active transportation plan that will inform the City's Capital Improvement Program for the next 10 years. The plan will support development of a long-term vision for a citywide bicycle and pedestrian system, identify gaps in the current system, and prioritize improvements to enhance multimodal transportation opportunities and provide a more equitable transportation system. One activation that has taken place since implementing this plan was the Bakersfield Active Transportation Summit and Festival Spotlight where Kimley-Horn was able to draw in a diverse crowd to were able to provide information active transportation plan as well as engage with local community organizations and stakeholders.



**Contact:** Ed Murphy, Civil Engineer III, 661.326.3958, emurphy@bakersfieldcity.us



**Dates of Services:** 2023-Ongoing



*Active Transportation Summit and Festival Flyer, Prepared for the City of Bakersfield*

### City of Palmdale

#### Sustainable Transportation Plan, Palmdale, CA

Kimley-Horn developed a Sustainable Transportation Plan for the City of Palmdale focused on improving roadway safety and reducing vehicle miles traveled to help the City achieve its sustainability goals. The project included a robust review of historical traffic safety, identification of trends and patterns in traffic crashes, and development of a toolbox of safety improvements that the City can draw from to eliminate higher risk roadway conditions as resources allow. The study also included a review of existing travel patterns and trip lengths to determine which portions of the City generate the most VMT, and what methods and tools the City can use to make its development more sustainable. The study also included an assessment of equity to help the plan provide equitable benefits to all Palmdale residents.



**Contact:** Jay Nelson, City Traffic Engineer, 661.267.5320, jnelson@cityofpalmdale.org



**Dates of Services:** 2022-2023

### City of Indian Wells

#### Comprehensive Traffic Safety Action Plan, Indian Wells, CA

Kimley-Horn is preparing a Comprehensive Traffic Safety Action Plan (SAP) for the City of Indian Wells. The City received SS4A federal funding. As part of the scope of work, Kimley-Horn will conduct stakeholder engagement and safety workshops for the public. Safety vision and goal development to guide the focus areas and strategies will be determined as part of the efforts. A safety analysis utilizing a statistical network screening applying Highway Safety Manual methods will be conducted. Analysis of racial equity and environmental justice is included in the Safety Action Plan.



**Contact:** Dina Purvis, Assistant Public Works Director, 760.776.0237, dpurvis@indianwells.com



**Dates of Services:** 2023-Ongoing



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CONTACT:

**Darryl dePencier, AICP, GISP, RSP<sub>2B</sub>**



Darryl.DePencier@kimley-horn.com



213.261.4039



73-700 Dinah Shore Drive, Unit 101  
Palm Desert, CA 92211



**CITY OF NEEDLES**  
**Needles Active Transportation Plan**

Category/Title  Billing Rate		Kimley-Horn and Associates, Inc.							TOTAL HOURS	TOTAL COST
		Sr. Professional II	Sr. Professional I	Sr. Professional I	Professional	Analyst II	Analyst II	Project Support		
		\$360	\$325	\$260	\$235	\$205	\$180	\$150		
<b>Task 0</b>	<b>Project Management, Meetings, Coordination</b>		<b>31</b>			<b>31</b>			<b>62</b>	<b>\$ 16,430</b>
0.1	Project Kick Off		4			4			8	\$ 2,120
0.2	Project Update Meetings		18			18			36	\$ 9,540
0.3	Progress Reporting		9			9			18	\$ 4,770
<b>Task 1</b>	<b>Existing Conditions Review / Needs Assessment</b>	<b>2</b>	<b>12</b>			<b>22</b>	<b>60</b>		<b>96</b>	<b>\$ 19,930</b>
1.1	Literature / Existing Plans Review		2			4	16		22	\$ 4,350
1.2	Develop Current Bicycle and Pedestrian Infrastructure Inventory	2	4			12	40		58	\$ 11,680
1.3	Programs and Policy Review		6			6	4		16	\$ 3,900
<b>Task 2</b>	<b>System Development</b>	<b>2</b>	<b>28</b>			<b>48</b>	<b>84</b>		<b>162</b>	<b>\$ 34,780</b>
2.1	Identify Key Pedestrian and Bicycle Trip Generators		4			12	12		28	\$ 5,920
2.2	Identify Bicycle and Pedestrian Network	2	8			12	40		62	\$ 12,980
2.3	Cost Assessment		16			24	32		72	\$ 15,880
<b>Task 3</b>	<b>Outreach and Engagement</b>		<b>56</b>		<b>144</b>		<b>216</b>		<b>416</b>	<b>\$ 90,920</b>
3.1	Project Website		4		80		40		124	\$ 27,300
3.2	Public Workshop		24		40		80		144	\$ 31,600
3.3	Outreach Survey		4		24		60		88	\$ 17,740
3.4	School Pedestrian and Bicycle Audits		16				32		48	\$ 10,960
3.5	Goals and Objectives		8				4		12	\$ 3,320
<b>Task 4</b>	<b>Establish On-Going Maintenance Program</b>	<b>8</b>	<b>4</b>		<b>12</b>		<b>24</b>		<b>48</b>	<b>\$ 11,320</b>
4.1	Establish On-Going Maintenance Program	8	4		12		24		48	\$ 11,320
<b>Task 5</b>	<b>Implementation and Prioritization</b>	<b>8</b>	<b>16</b>	<b>24</b>	<b>16</b>	<b>76</b>	<b>24</b>		<b>164</b>	<b>\$ 37,980</b>
5.1	Identify Funding Sources		2		8	16			26	\$ 5,810
5.2	Outline Most Critical System Gaps		6		8	24	24		62	\$ 13,070
5.3	VMT/GHG Mitigation Assessment	8	8	24		36			76	\$ 19,100
<b>Task 6</b>	<b>Develop Active Transportation Plan Report</b>	<b>6</b>	<b>20</b>	<b>12</b>	<b>16</b>	<b>36</b>	<b>66</b>	<b>24</b>	<b>180</b>	<b>\$ 38,400</b>
6.1	Draft Active Transportation Plan	4	8	8	8	16	36	16	96	\$ 20,160
6.2	Final Active Transportation Plan	2	4	4	4	8	18	8	48	\$ 10,080
6.3	Plan Presentations		8		4	12	12		36	\$ 8,160
	<b>TOTAL HOURS</b>	<b>26</b>	<b>167</b>	<b>36</b>	<b>188</b>	<b>213</b>	<b>474</b>	<b>24</b>	<b>1,128</b>	
	<b>Subtotal Labor:</b>	<b>\$9,360</b>	<b>\$54,275</b>	<b>\$9,360</b>	<b>\$44,180</b>	<b>\$43,665</b>	<b>\$85,320</b>	<b>\$3,600</b>		<b>\$ 249,760</b>
	<b>Other Direct Costs</b>									<b>\$ 17,235</b>
	Labor Escalation									\$ 3,746
	Internal Reimbursable Expenses									\$ 11,489
	Mileage / Accommodation									\$ 2,000
	<b>TOTAL COST:</b>									<b>\$ 266,995</b>

## EXHIBIT C

### Insurance Requirements

#### Time for Compliance.

Consultant shall not commence Services under this Agreement until it has provided evidence satisfactory to the City that it has secured all insurance required under this section. In addition, Consultant shall not allow any subcontractor to commence work on any subcontract until it has provided evidence satisfactory to the City that the subcontractor has secured all insurance required under this section.

#### Minimum Requirements.

Consultant shall, at its expense, procure and maintain for the duration of the Agreement insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the Agreement by the Consultant, its agents, representatives, employees or subcontractors. Consultant shall also require all of its subcontractors to procure and maintain the same insurance for the duration of the Agreement. Such insurance shall meet at least the following minimum levels of coverage:

- i. **General liability.** Consultant shall maintain commercial general liability insurance with coverage at least as broad as Insurance Services Office form CG 00 01, in an amount not less than \$1,000,000 per occurrence, \$2,000,000 general aggregate, for bodily injury, personal injury, and property damage. The policy must include contractual liability that has not been amended. Any endorsement restricting standard ISO “insured contract” language will not be accepted.
- ii. **Automobile liability.** Not required.
- iii. **Professional liability (errors & omissions).** Consultant shall maintain professional liability insurance that covers the Services to be performed in connection with this Agreement, in the minimum amount of \$1,000,000 per claim and in the aggregate. Any policy inception date, continuity date, or retroactive date must be before the effective date of this Agreement and Consultant agrees to maintain continuous coverage through a period no less than three (3) years after completion of the Services required by this Agreement.
- iv. **Worker’s Compensation.** Consultant shall maintain Workers’ Compensation Insurance (Statutory Limits) and Employer’s Liability Insurance (with limits of at least \$1,000,000).

#### Other Provisions or Requirements

- **Separation of Insureds; No Special Limitations.** All insurance required by this Section shall contain standard separation of insured’s provisions. In addition, such insurance

shall not contain any special limitations on the scope of protection afforded to the City, its directors, officials, officers, employees, agents and volunteers.

- **Deductibles and Self-Insurance Retentions.** Any deductibles or self-insured retentions must be declared to and approved by the City. Consultant shall guarantee that, at the option of the City, either: (1) the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the City, its directors, officials, officers, employees, agents and volunteers; or (2) the Consultant shall procure a bond guaranteeing payment of losses and related investigation costs, claims and administrative and defense expenses.
- **Acceptability of Insurers.** Insurance is to be placed with insurers with a current A.M. Best's rating no less than A:VII, licensed to do business in California, and satisfactory to the City.
- **Proof of insurance.** Consultant shall provide certificates of insurance to City as evidence of the insurance coverage required herein, along with a waiver of subrogation endorsement for workers' compensation. Insurance certificates and endorsements must be approved by the City prior to commencement of performance. Current certification of insurance shall be kept on file with City at all times during the term of this contract. City reserves the right to require complete, certified copies of all required insurance policies, at any time.
- **City Approval.** All coverage types and limits required are subject to approval, modification and additional requirements by City, as the need arises. Consultant shall not make any reductions in scope of coverage (e.g. elimination of contractual liability or reduction of discovery period) that may affect City's protection without City's prior written consent.
- **Primary/noncontributing.** Coverage provided by Consultant shall be primary and any insurance or self-insurance procured or maintained by City shall not be required to contribute with it. The limits of insurance required herein may be satisfied by a combination of primary and umbrella or excess insurance. Any umbrella or excess insurance shall contain or be endorsed to contain a provision that such coverage shall also apply on a primary and non-contributory basis for the benefit of City before the City's own insurance or self-insurance shall be called upon to protect it as a named insured.

**City's rights of enforcement.** In the event any policy of insurance required under this Agreement does not comply with these specifications or is canceled and not replaced, City has the right but not the duty to obtain the insurance it deems necessary and any premium paid by City will be promptly reimbursed by Consultant or City will withhold amounts sufficient to pay premium from Consultant payments. In the alternative, City may cancel this Agreement. Consultant acknowledges and agrees that any actual or alleged failure on the part of the City to inform Consultant of non-compliance with any requirement imposes no additional obligations on the City nor does it waive any rights

hereunder.

- **Waiver of subrogation.** All insurance coverage maintained or procured pursuant to this agreement shall be endorsed to waive subrogation against City, its elected or appointed officers, agents, officials, employees and volunteers or shall specifically allow Consultant or others providing insurance evidence in compliance with these specifications to waive their right of recovery prior to a loss. Consultant hereby waives its own right of recovery against City, and shall require similar written express waivers and insurance clauses from each of its subconsultants.
- **Requirements not limiting.** Requirements of specific coverage features or limits contained in this Section are not intended as a limitation on coverage, limits or other requirements, or a waiver of any coverage normally provided by any insurance. Specific reference to a given coverage feature is for purposes of clarification only as it pertains to a given issue and is not intended by any party or insured to be all inclusive, or to the exclusion of other coverage, or a waiver of any type. If the Consultant maintains higher limits than the minimums shown above, the City requires and shall be entitled to coverage for the higher limits maintained by the Consultant. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City.
- **Notice of cancellation.** Consultant agrees to oblige its insurance agent or broker and insurers to provide to City with a thirty (30) day notice of cancellation (except for nonpayment for which a ten (10) day notice is required) or nonrenewal of coverage for each required coverage.
- **Additional insured status.** All policies required herein shall provide or be endorsed to provide that City and its officers, officials, employees, and agents, and volunteers shall be additional insureds under such policies.
- **Pass through clause.** Consultant agrees to ensure that its subconsultants, subcontractors, and any other party involved with the project who is brought onto or involved in the project by Consultant, provide the same minimum insurance coverage and endorsements required of Consultant. Consultant agrees to monitor and review all such coverage and assumes all responsibility for ensuring that such coverage is provided in conformity with the requirements of this section. Consultant agrees that upon request, all agreements with consultants, subcontractors, and others engaged in the project will be submitted to City for review.
- **City's right to revise specifications.** The City reserves the right at any time during the term of the contract to change the amounts and types of insurance required by giving the Consultant ninety (90) days advance written notice of such change. If such change results in substantial additional cost to the Consultant, the City and Consultant may renegotiate Consultant's compensation.
- **Timely notice of claims.** Consultant shall give City prompt and timely notice of claims



made or suits instituted that arise out of or result from Consultant's performance under this Agreement, and that involve or may involve coverage under any of the required liability policies.

- **Additional insurance.** Consultant shall also procure and maintain, at its own cost and expense, any additional kinds of insurance, which in its own judgment may be necessary for its proper protection and prosecution of the work.

**EXHIBIT D**  
**Primary Agreement**

GRANT AGREEMENT COVER SHEET

NAME OF GRANT PROGRAM Planning and Capacity Building		GRANT NUMBER G22-PG-01	
GRANTEE NAME City of Needles			
TAXPAYER'S FEDERAL EMPLOYER IDENTIFICATION NUMBER 95-6000750		TOTAL GRANT AMOUNT NOT TO EXCEED \$370,729.67	
START DATE: 08/15/2024		END DATE: 12/31/2026	

This legally binding Grant Agreement, including this cover sheet and Exhibits attached hereto and incorporated by reference herein, is made and executed between the Statewide Planning and Capacity Building(PCB) Project Administrator, Data for Social Good Foundation (DSG or the “PCB Administrator”), and City of Needles (or the “Grantee”).

- Exhibit A – Grant Agreement Terms and Conditions
- Exhibit B – Work Statement
- Exhibit B, Attachment I – Budget Summary
- Exhibit B, Attachment II – Scope of Work
- Exhibit B, Attachment III – Timeline, Deliverables, and Budget Details
- Exhibit B, Attachment IV – Key Project Personnel
- Exhibit C – Grantee Application Package
- Exhibit D – Fiscal Year 2022-23 Planning Request for Applications Package
- Exhibit E – Payee Data Record

This Agreement is of no force or effect until signed by both parties. Grantee shall not commence performance until it receives written approval from the PCB Administrator. The undersigned certify under penalty of perjury that they are duly authorized to bind the parties to this Grant Agreement.

PCB Administrator Name		GRANTEE'S NAME (PRINT OR TYPE)					
SIGNATURE OF PCB ADMINISTRATOR AUTHORIZED SIGNATORY:		SIGNATURE OF GRANTEE (AS AUTHORIZED IN RESOLUTION, LETTER OF COMMITMENT, OR LETTER OF DESIGNATION)					
TITLE		DATE		TITLE		DATE	
ADDRESS		GRANTEE'S ADDRESS (INCLUDE STREET, CITY, STATE AND ZIP CODE)					
CERTIFICATION OF FUNDING							
AMOUNT ENCUMBERED BY THIS AGREEMENT \$370,729.67		PROGRAM 3510000L32		PROJECT 3900-CLEAN		ACTIVITY 3228PCB23	
PRIOR AMOUNT ENCUMBERED FOR THIS AGREEMENT \$0		FUND TITLE General Fund Greenhouse Gas Reduction Fund					FUND NO. 0001 3228
TOTAL AMOUNT ENCUMBERED TO DATE \$0		(OPTIONAL USE)				CHAPTER 249 38	STATUTE 2022 AB 179 2023 AB 102
APPR REF 101 101	ACCOUNT/ALT ACCOUNT 5432000 5432000	REPORTING STRUCTURE 39006100 39006100		SERVICE LOCATION 50041 50067		FISCAL YEAR (ENY) 2022 (\$0) 2023 (\$0)	

City of Needles Planning and Capacity Building Grant Agreement

# Planning and Capacity Building Grant Agreement

Needles Active Transportation Plan  
City of Needles

Data for Social Good Foundation

Sept 3, 2024

Grant Number: G22-PG-01





City of Needles Planning and Capacity Building Grant Agreement

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**EXHIBIT A: GRANT AGREEMENT TERMS AND CONDITIONS**

**BY AND BETWEEN DATA FOR SOCIAL GOOD AND  
City of Needles**

This Grant Agreement ("Grant", "Grant Agreement" or "Exhibit A") is entered into by and between the Statewide Planning and Capacity Building Project Administrator (hereinafter referred to as "PCB Administrator", "Data for Social Good", "DSG", or "CARB's designee") acting on behalf of the California Air Resources Board (hereinafter referred to as CARB, the "Grantor", the State, or the Board) and the City of Needles (hereinafter referred to as the "Grantee"). The Grantee is a California 501(c)(3) nonprofit corporation or local government with a principal place of business located at 817 Third Street, Needles, CA 92363. The PCB Administrator and Grantee are each a "Party" and together the "Parties" to this Grant Agreement. The Parties agree as follows:

The Grantee agrees to comply with the requirements and conditions set forth in this Grant Agreement, as well as all commitments identified in the Work Statement (as referenced interchangeably, "Statement of Work" or "Exhibit B"), Grantee Application Package ("Exhibit C"), and the Request for Applications Package ("Exhibit D").

**A. PURPOSE**

1. Subject to the availability of funds and the Grantee's continuing compliance with this Grant Agreement, the Grantor shall provide funding from Planning and Capacity Building ("Program") to the Grantee for the Needles Active Transportation Plan ("Project") as provided in Exhibit B, referenced below. As referenced in this Grant Agreement, "Representative" or "Representatives" means and includes, individually and collectively, the Grantee's contractors, subcontractors, consultants, affiliates, agents, representatives, assigns, employees, or officers.
2. The Grantee agrees to comply with all of the terms, provisions, and conditions contained in this Grant Agreement ("Exhibit A") as well as the following Exhibits incorporated into and made a part of this Grant Agreement. In the event of any inconsistency between the exhibits, attachments, specifications, or provisions which constitute this Grant Agreement, the following order of precedence shall apply:
  1. Grant Agreement Cover Sheet
  2. Exhibit A: Terms and Conditions
  3. Exhibit B: Statement of Work

## City of Needles Planning and Capacity Building Grant Agreement

- i. Attachment I – Budget Summary
  - ii. Attachment II – Scope of Work
  - iii. Attachment III – Timeline, Deliverables, and Budget Details
  - iv. Attachment IV – Key Project Personnel
4. Exhibit C: Grantee Application Package
5. Exhibit D: Fiscal Year (FY) 2022-23 Planning and Capacity Building Request for Applications (RFA)
6. Exhibit E: Payee Data Record

### **B. GRANT AMOUNT**

1. The total Grant fund amount ("Grant Funds") is set out in the Grant Cover Sheet to which this Exhibit A: Grant Agreement Terms and Conditions is attached. The amount of Grant Funds is also set out in Exhibit B: Attachment I – Budget Summary.
2. The administration of Grant Funds is set out in Section F. Fiscal Administration below.

### **C. PROJECT LIAISONS**

The authorized Project Liaisons during the term of this Grant Agreement are as follows:

PCB Administrator:

Data for Social Good Foundation  
CEO  
1164 Laurel St.  
Berkeley, CA 94708  
Phone: 510.529.6153  
Email: joseluis@dataforsocialgood.org

Grantee:

Kathy Raasch]  
Director of Development Services/Capital Projects  
City of Needles  
817 Third St  
Needles, CA 92363  
Phone: 760-326-5700 x126  
Email: kraasch@cityofneedles.com

## City of Needles Planning and Capacity Building Grant Agreement

**D. TERM; TERMINATION; AMENDMENTS**

1. **Term.** The Term of this Grant Agreement ("Term") commences the date this Grant Agreement is fully executed by authorized representatives of both Parties (the "Effective Date") and terminates on December 31, 2026 (the "Termination Date") unless terminated or cancelled sooner per the terms of this Grant Agreement. The Grantee's performance of work or other expenses billable to the PCB Administrator under this Grant may not commence until after full execution of this Grant by authorized representatives of both Parties, provided all required proofs of insurance have been provided for each applicable task before it is performed.
2. **Project Deemed Complete.** Upon completion of the Project, the Grantee shall submit a draft Final Status Report to the PCB Administrator no later than three months before the Termination Date pursuant to Section I of this Grant Agreement. The Grantee's performance shall be deemed complete on the date the PCB Administrator approves the Final Status Report. A Final Status Report must be received by the PCB Administrator no later than one month before the Termination Date and a final request for payment must be received by the PCB Administrator no later than the Termination Date (See Section I of this Grant Agreement for additional details).
3. **Termination**
  - a. **Termination Without Cause by Grantor.** This Grant Agreement may be terminated at any time for any or no reason by the PCB Administrator or CARB upon providing 45 days advance written notice.
  - b. **Termination for Cause by Grantee.** Upon providing 180 days advance written notice to the PCB Administrator, this Grant Agreement may be terminated by the Grantee if the Grantor or the PCB Administrator has breached a material provision of the Grant Agreement.
  - c. **Termination for Cause by Grantor.** This Grant Agreement may be terminated by CARB or the PCB Administrator without advance notice at any time if CARB has determined, in its sole discretion, that the Grantee or any of the Grantee's Representatives have breached any of the terms or conditions of this Grant Agreement or if CARB has determined, in its sole discretion, that any of the Grantee's Representatives have violated or are in violation of any of their respective obligations or responsibilities under this Grant Agreement or any other agreement where CARB is an intended third party beneficiary or where Grant Funds are used.
    - i. **Non-performance (Breach) Provisions.** The Grantee agrees that the following is a non-exhaustive list of the circumstances that

## City of Needles Planning and Capacity Building Grant Agreement

constitute Grantee non-performance (breach) under this Grant. These circumstances will be determined by CARB and the PCB Administrator and include, but are not limited to:

1. Failure to comply with any of the provisions of the Grant, including Exhibits.
  2. Failure to obligate or expend Grant Funds within established timelines, or failure to show timely interim progress to meet these timelines.
  3. Insufficient performance or widespread deficiencies with Grant Fund or Project oversight, enforcement, recordkeeping, contracting, inspections, or any other duties.
  4. Misuse of Grant Funds.
  5. Funding of ineligible activities or other items.
  6. Exceeding the allowable Grant Fund allotment.
  7. Insufficient, incomplete, or faulty documentation.
  8. Failure to provide required documentation or reports requested from CARB, or other State agencies, in a timely manner.
  9. Poor performance as determined by a review or fiscal audit.
- ii. **Additional Remedies.** In addition to any other requirements and remedies set out elsewhere in this Grant Agreement, upon request by CARB or the PCB Administrator, the Grantee will also perform as follows:
1. Within fourteen days of any request, timely develop and implement a corrective action plan.
  2. Immediately cease all work and spending, and notify all contractors, subcontractors, consultants, and employees to immediately cease all work and spending.
- iii. Upon termination of this Grant Agreement or upon issuance of the termination notice (whichever occurs sooner), the Grantee shall immediately turn over all remaining Grant Funds in its



## City of Needles Planning and Capacity Building Grant Agreement

possession or control and all records, personally identifiable information ("PII"), intellectual property, documents, information and data relating to performance, accounting, administration, contracting, and management of the Grant Funds, the Project, and the Program, as well as any other materials requested by CARB or the PCB Administrator or as otherwise required by any of the provisions of this Grant.

- iv. CARB, at its sole discretion, may elect to have any or all of the funding, documentation, intellectual property, and other property transferred to another CARB-selected third-party PCB Administrator or designee.
  - v. Unless otherwise directed in writing by CARB or the PCB Administrator, upon termination of this Grant Agreement or upon issuance of the termination notice (whichever occurs sooner), the Grantee shall immediately cease all work and cease all expenditure of Grant Funds.
  - vi. Unless otherwise directed in writing by CARB or the PCB Administrator, upon termination of this Grant Agreement or upon issuance of the termination notice (whichever occurs sooner), the Grantee shall submit a final Grant Disbursement Request Form and a Final Status Report covering activities up to and including the Termination Date. The Final Status Report shall be subject to review and approval by the PCB Administrator before any final payments are disbursed. Upon receipt of the Grant Disbursement Request Form and Final Status Report, and once all intellectual property and requested data, information, and property have been transferred and assigned to the PCB Administrator, the PCB Administrator, at its sole discretion, may make a final payment to the Grantee. This payment shall be for all PCB Administrator-approved, actually incurred costs that in the opinion of the PCB Administrator are justified. However, the total amount paid shall not exceed the total authorized amount for the Grant Funds as defined in Exhibit B: Attachment I - Budget Summary and no payment shall exceed the total authorized amount for the Grant Funds.
4. **Contingency Provision.** In the event this Grant Agreement is terminated for whatever reason, the CARB Executive Officer or designee reserves the right in his or her sole discretion to use or make the funds available in a manner consistent with applicable laws, policies and the applicable Funding Plan(s), which may include but is not limited to allocating the funds to other projects or awarding the Grant to the next highest scored applicant and if an agreement

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cannot be reached, to the next applicant(s) until an agreement is reached.

5. **CEQA.** CARB retains full discretion to consider all available information relating to California Environmental Quality Act (CEQA) compliance before determining whether to proceed with funding or authorization of any work under this Grant Agreement. No work may be initiated by the Grantee, nor will any funding be disbursed by CARB, for the specific component to which CEQA is applicable until CARB has affirmatively notified the Grantee in writing that this CEQA condition has been satisfied. If CARB decides not to proceed with this Grant Agreement, the Grant Agreement will be terminated immediately by CARB upon written notice to the Grantee.
6. **Amendments.** This Grant Agreement may only be amended by a written amendment to this Grant Agreement which has been fully executed by authorized representatives of both Parties.

### E. GENERAL DUTIES AND REQUIREMENTS

This section generally sets out the respective duties and requirements of the PCB Administrator, CARB, and the Grantee in implementing the Project and Program under this Grant Agreement. More detailed duties and responsibilities are set out in other sections of this Grant Agreement and the Exhibits.

1. **Parties.**
  - a. "PCB Administrator" shall mean Data for Social Good
  - b. "Grantor" or "CARB" shall mean the California Air Resources Board
  - c. "Grantee" or "Needles" shall mean the City of Needles
2. **The PCB Administrator.** The PCB Administrator is responsible for the following:
  - a. Participating in regular coordination meetings with the Grantee and other key staff to discuss project refinements and guide project implementation.
  - b. Reviewing and approving all Grant Disbursement Request Forms and distributing Grant Funds to the Grantee.
  - c. Reviewing and approving reporting, engagement, outreach, and education materials provided by the Grantee, such as outreach and education materials, webpages, initial participant surveys, Status Reports, and the Final Report.
  - d. Reviewing and approving the Project Plan and all its components.
  - e. Providing program oversight and accountability (in conjunction with the

City of Needles Planning and Capacity Building Grant Agreement

Grantee).

- f. Reviewing, evaluating, and auditing the Grantee's administration, management, collaboration, partnership, and/or oversight of or with any "Representative" or "Representatives" of Grant Funds ((i.e., recipient, recipients, subgrantees, contractors, subcontractors, vendors, suppliers, consultants, Sub-applicants, project team members, and community partners), including but not limited to written agreements and disbursement requests.
3. **CARB.** CARB is responsible for the following:
  - a. Selecting the projects for funding.
  - b. Providing policy direction.
  - c. Reviewing and approving the final grant agreement template between the PCB Administrator and Grantee.
  - d. Participating in discussion forums with or without the PCB Administrator involving multiple Grantees.
4. **The Grantee.** The Grantee is responsible for the following:
  - a. Perform or cause to be performed, in a timely manner, all Project work as described in this Grant Agreement, as well as Exhibit B.
  - b. Comply with all applicable requirements of statutes and regulations under federal and California laws.
  - c. Comply with all terms, provisions, and conditions of this Grant Agreement, including all incorporated documents, and fulfill all assurances, declarations, representations, and statements made by the Grantee in the Grantee Application Package (Exhibit C) and as reflected in the RFA (Exhibit D).
  - d. Require the Grantee's Representatives to meet all the aforementioned requirements, as applicable.
  - e. The Grantee shall use best efforts and subject matter expertise in managing, overseeing, and implementing the Project. The Grantee's responsibilities include, but are not limited to, the following tasks:
    - i. Closely communicate with the PCB Administrator any significant changes to Project implementation that would impact timely completion of the Work Statement (Exhibit B).
    - ii. Applying best efforts and industry best practices and standards,

## City of Needles Planning and Capacity Building Grant Agreement

manage, oversee, and administer quality control and timely delivery of Project deliverables, ensuring that Representatives fulfill their obligations and responsibilities.

- iii. Accomplish all of the other Grantee duties, responsibilities, and obligations set out in all other sections of this Grant Agreement.
- iv. When requested, assist CARB or the PCB Administrator with other aspects of program development and implementation that facilitate CARB's larger goal for emission reductions and equity considerations.

### f. **Public Outreach and Workforce Development**

- i. As needed or upon PCB Administrator request, prepare outreach and educational materials, in consultation with the PCB Administrator, necessary to educate the local community and public about the benefits of the Project.
- ii. As needed or upon PCB Administrator request, assist the PCB Administrator in engaging with the local community and the public and assist collecting and incorporating lessons learned from public outreach events and communications with the public and the local community.
- iii. Ensure high job quality<sup>1</sup> when hiring in relation to or for the benefit of the Project using Grant funds.<sup>2</sup> CARB or the PCB Administrator reserves the right to determine whether job quality is sufficient for hiring funded through the Project. Factors commonly considered to evaluate job quality include, but are not limited to:
  - 1. Local living wages.
  - 2. Benefits provided (i.e., health insurance, paid leave, sick leave, childcare services).
  - 3. Geographic accessibility, connectivity, and commute distance.

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<sup>1</sup> Offer local living wages, benefits, predictable scheduling, opportunities for advancement, geographic accessibility, good working conditions, and job retention. "Funding Guidelines for Agencies that Administer California Climate Investments." (p. 13) California Air Resources Board. August 2018.

<sup>2</sup> "Fiscal Year 2022-23 Application Guidance." Planning and Capacity Building, Clean Mobility in Schools, and the Sustainable Transportation Equity Project. July 24, 2023.

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4. Job strain, schedule predictability, and flexibility.
5. Worker engagement and involvement.
6. Robust metrics to measure job progress beyond self-reporting (e.g., enrollment, completion, placement, career opportunities, and documentation of labor market advancement).
7. Working conditions and health risks.
8. Job retention or duration of employment.

### g. **Data Collection and Processing**

- i. The Grantee shall collect, process, and analyze data in accordance with the Grant Agreement terms and, upon request, provide said data to the PCB Administrator in a timely manner.
- ii. Keep all Project data in compliance with all privacy requirements as set forth in this Agreement and applicable laws.
- iii. Consult with and get PCB Administrator approval before the release of any data that has been collected during the course of the Project.
- iv. Promptly respond to the PCB Administrator's request for Project data.
- v. Promptly notify the PCB Administrator if there is any request for Project data.
- vi. Document findings from the Project.
- vii. Coordinate with other CARB data collectors and processors, as requested by CARB or the PCB Administrator.

## **F. FISCAL ADMINISTRATION**

### **1. Budget**

- a. The maximum amount of Grant Funds payable to the Grantee by the PCB Administrator under this Grant Agreement is defined in Exhibit B: Attachment I - Budget Summary and the Cover Sheet to which this Exhibit A is attached.
- b. Under no circumstance will the PCB Administrator reimburse the Grantee for more than the allowable amount of Grant Funds. A written



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amendment pursuant to Section D.6 of this Grant Agreement is required whenever there is a change to the Grant Fund amount.

- c. The PCB Administrator retains the authority to terminate or reduce the amount of Grant Funds if, by nine months prior to the Termination Date, 75 percent of total project Grant Funds have not been expended and accounted for in accordance with the terms and conditions of this Grant Agreement. In the event of such termination, Section D of this Grant Agreement shall apply.
- d. The PCB Administrator retains the authority to terminate or reduce the amount of Grant Funds if, by six months after Grant Agreement execution, the Grantee does not have agreements executed with all Sub-grantees listed in Exhibit B: Attachment IV. In the event of such termination, Section D of this Grant Agreement shall apply.
- e. The PCB Administrator retains the authority to terminate or reduce the amount of Grant Funds if the Grantee or a Sub-grantee terminates an existing agreement, at the time of termination the scope of work has not concluded, and the Grantee does not execute an agreement with a replacement Sub-grantee within six months. In the event of such termination, Section D of this Grant Agreement shall apply.
- f. Where the total disbursed amount of the Grant Funds is less than the allowable amount, CARB, in its sole discretion, may re-allocate the remaining amount to other Project uses within the Project Schedule and Budget, which may only be accomplished through a written amendment to the Grant Agreement.
- g. Line-item shifts of up to 10 percent of the total Grant Fund amount may be made over the life of the Grant, subject to prior written approval from the PCB Administrator. Line-item shifts greater than 10 percent of the total Grant Fund amount require a written amendment to the Grant. Line-item shifts may be proposed by either the PCB Administrator or the Grantee and must not increase or decrease the total Grant Fund amount. All line-item shifts must be approved by the PCB Administrator in writing and included in the Grant folder. If the Grant is amended, said amendment must be in writing and all line-item shifts must be included in the amendment.
- h. No Grant Funds shall be used to purchase real property (buildings, land, etc.). No Grant Funds may be used to purchase equipment, vehicles, or computers that would be required to be returned to the State at the end of the Grant Term.
- i. Under no circumstance will the PCB Administrator reimburse a Grantee

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for vehicles or equipment that exceeds the purchase price.

- j. Grant Funds not liquidated by the end of the Grant Term must be returned within 15 days of the end of the Grant Term. Expenditure of Grant Funds shall not be reduced due to any loss incurred in an insured bank or investment account.

## 2. Project Funding

### a. **The Grant Disbursement Form (Form MSCD/ISB-90)**

- i. Requests for payment shall be made with the Grant Disbursement Request Form (Form MSCD/ISB-90) or a comparable form provided by the PCB Administrator and conform to the instructions identified in Section F. Fiscal Administration. Disbursements requesting funds from multiple funding sources shall be submitted individually by funding source. Grant payments shall be made only for reasonable costs incurred by the Grantee and only when the Grantee has submitted to the PCB Administrator a Grant Disbursement Request Form, a Status Report, demonstration of completion of milestones stipulated in Exhibit B: Attachment III, demonstration that the requirements of Section F. Fiscal Administration have been satisfied, and any other associated deliverables (if applicable). Where consistent with applicable laws, the PCB Administrator, in coordination with and subject to approval by CARB, has the sole discretion to accelerate the allowable timeline for disbursement of Grant Funds identified in Exhibit B: Attachment III necessary to assure the goals of the Program are met.
- ii. The Grantee shall submit Grant Disbursement Requests to the PCB Administrator's Accounting Department at: [info@dataforsocialgood.org](mailto:info@dataforsocialgood.org). Prior to submitting to the Accounting Department, the Grantee will submit unsigned disbursement requests to the PCB Administrator Project Liaison to allow for a pre-review of the request. The Grantee must submit Grant Disbursement Requests electronically based on the PCB Administrator's electronic submission guidance in effect at the time of the request. The Grantee must make all requests for payment by submitting the Grant Disbursement Request Form and all required documentation.
- iii. Grant payments are, in each instance, subject to the PCB Administrator's advance review and approval, including review and approval of Status Reports and any accompanying deliverables. A payment will not be made if the PCB Administrator determines that a milestone has not been

## City of Needles Planning and Capacity Building Grant Agreement

accomplished or documented; that a deliverable meeting specification has not been provided; that claimed expenses have not been documented, accomplished, are not valid per the budget, or are not reasonable; or that the Grantee has not met other terms or conditions of the Grant.

- iv. The PCB Administrator with withhold payment of up to one (1) percent of the Grant Funds until the completion of the Final Report, intellectual property has been relinquished to the PCB Administrator in accordance with Section I and L of these provisions, the PCB Administrator has received and approved the Grantee's mechanism for receiving annual reporting, and submitting of the Final Report to the PCB Administrator by the Grantee. It is the Grantee's responsibility to submit a Grant Disbursement Request for this final disbursement of Grant Funds.
- v. The PCB Administrator shall disburse funds in accordance with the California Prompt Payment Act, Government Code, Section 927, et seq.
- vi. In every instance where a request for reimbursement is submitted for approval, the Grantee payment requests will be subject to the advance review and approval of an authorized representative of the PCB Administrator. The following requirements also apply in each instance:
  1. Submit valid, true, and correct invoices justifying the payment requested. Invoices must reflect only actual costs incurred by the Grantee.
  2. Submit a Grant Disbursement Request Form (Form MSCD/ISB-90), or comparable form as provided by the PCB Administrator, including all documents required to be accompanied with said form.
  3. Submit all documentation demonstrating the cost of work completed in the following categories where such reimbursements are allowed: (1) direct labor costs (including total staff time and labor costs); (2) external consultant fees for completed work (where applicable); (3) printing, mailing, travel, and other outreach expenses; and (4) indirect costs.
    - a. Direct costs are actual costs incurred that are directly tied to the implementation of the project, including, but not limited to, personnel costs (i.e., hourly wage), subcontracts, equipment costs, and

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travel expenses. Profits, profit sharing, shareholder interest, and taxes (real and personal) are not reimbursable as direct or indirect costs.

- b. Indirect costs (also sometimes referred to as overhead, general, or administrative costs) means actual costs incurred for services or activities that are not directly tied to a specific project objective but support a common or joint purpose. Allowable indirect costs are a pro rata share of general management (overhead) costs for operations that support the work performed under the Grant Agreement, such as accounting, budgeting, payroll preparation, personnel services, utility costs, rent and centralized data processing not already identified or reimbursed as a direct cost. Profits, profit sharing, shareholder interest, and taxes (real and personal) are not reimbursable as direct or indirect costs. Indirect costs shall not exceed one percent of the total CARB Grant Funds awarded.

- 4. Provide any and all additional invoices and documentation requested by the PCB Administrator.

b. **Eligible and ineligible costs are set out in Exhibit D: Request for Applications Package.**

- c. **Maintain Documentation of Grant Funds.** The Grantee must maintain all supporting documentation and accounting of Grant Funds requested, expended, transferred, held, or used, including all of the following:

- i. Personnel records, including but not limited to timesheets and other labor tracking software. Duty statements or other documentation may also be used to verify the number of staff and actual hours, or percent of time staff devoted to Project implementation and administration.
- ii. Consultant fees, including but not limited to consultant contracts and invoices. All consultant fees must be pre-approved by the PCB Administrator or CARB. Fees expressly identified in the budget as a part of the Grantee Application Package are considered pre-approved by CARB.
- iii. Printing, mailing, and travel expenses, including but not limited to receipts and/or invoices.

## City of Needles Planning and Capacity Building Grant Agreement

- iv. Any reimbursement for necessary travel and per diem shall be at rates not to exceed those amounts paid to the State's represented employees. No travel outside the State of California shall be reimbursed unless prior written authorization is obtained from CARB. The State's travel and per diem reimbursement amounts may be found online at <http://www.calhr.ca.gov/employees/pages/travel-reimbursements.aspx>. Reimbursement will be at the State travel and per diem amounts that are current as of the date costs are incurred by the Grantee.
- v. The above documentation, records, and referenced materials must be made available for review during monitoring visits and audits by the PCB Administrator, CARB or its designee. These records must be retained for a minimum of five years after submittal of the final project invoice to the PCB Administrator
- vi. The above documentation must be provided to the PCB Administrator upon request, in quarterly Status Reports and in the Final Status Report.

### **3. Suspension of Payments**

- a. The PCB Administrator or CARB may issue a suspension order (stop work order) at any time for any reason. The suspension order shall remain in effect until the dispute has been resolved or the Grant has been terminated. The Grantee will not be reimbursed for any expenditure incurred during the suspension. Upon issuance of the suspension order, the Grantee shall stop all work, unless otherwise specified in the suspension order. Failure to comply with the terms of the suspension order is a material breach of this agreement and may subject the Grantee to liquidated damages. The Grantee shall resume work only upon receipt of written instructions from PCB Administrator.
- b. If the PCB Administrator or CARB rescinds the suspension order and does not terminate the Grant, the PCB Administrator may in coordination with CARB, elect to reimburse the Grantee for any expenses incurred during the suspension that are reimbursable in accordance with the terms of the Grant.

### **4. Resource Contributions**

- a. Resource contributions include both cash match and in-kind services.
- b. **Cash Match**
  - i. Cash match funding from the Grantee, if applicable, can only be used in two ways:



## City of Needles Planning and Capacity Building Grant Agreement

1. To reduce the cost of implementation and,
  2. At CARB's discretion, to support the CARB-approved Project and other activities deemed essential by the PCB Administrator in coordination with CARB for the Project.
- ii. The above documentation must be provided to the PCB Administrator in the Status Reports.
- c. **In-Kind Services.** The Grantee is encouraged to contribute in-kind services to improve the Project's effectiveness. "In-kind services," for purposes of the Project, means payments or contributions made in the form of goods and services, rather than direct monetary contributions. Funds expended on in-kind services must meet all the requirements described in this Grant and must be documented in the Status Reports to the PCB Administrator.

### 5. Financial Records and Accounts

- a. Fiscal management systems and accounting standards. The Grantee agrees that, at a minimum, its fiscal control and accounting procedures will be sufficient to permit tracing of Grant Funds to a level of expenditure adequate to establish that such funds have not been used in violation of local, state, or federal law or this Grant Agreement. Unless otherwise prohibited by federal, state, or local law, the Grantee further agrees that it will maintain separate Grant Fund accounts as required to manage and administer the Project, including the use of generally accepted accounting principles.
- b. For any Grant Funds paid in advance, the Grantee shall not commingle the Grant Funds account with any other accounts, revenues, grants, donations, or funds. The Grantee shall maintain all advance pay Grant Funds in separate bank accounts designated specifically for the purposes of carrying out the obligations of this Grant. The bank accounts must be held in the name of the Grantee (the official agency name and not a dba), and no other person or entity. The advance pay Grant Funds are not the assets of the Grantee and shall not be used, obligated, or relied upon for any purposes other than those purposes and uses set out in this Grant Agreement. Grant Funds shall not be used as collateral for or an obligation to any debt, loan, or other borrower commitments of the Grantee or any of its Representatives. All Grant Fund accounts shall adequately and accurately depict all amounts received and expended.

### 6. Earned Interest

- a. "Earned interest" means any interest generated from any and all Grant

## City of Needles Planning and Capacity Building Grant Agreement

Funds provided to the Grantee and held in an interest-bearing account.

- b. Interest earned by the Grantee must be reported to the PCB Administrator. All interest income must be reinvested in the Project or Program in a manner approved by the PCB Administrator. The Grantee is responsible for reporting to the PCB Administrator everything that is funded with interest earned on Grant Funds.
- c. The Grantee must maintain accounting records (e.g., general ledger) that tracks interest earned and expended on Grant Funds, as follows:
  - i. The calculation of interest must be based on an average daily balance or some other reasonable and demonstrable method of allocating the proceeds from the interest-generating account back into the Project or Program.
  - ii. The methodology for tracking earned interest must ensure that it is separately identifiable from interest earned on non-Grant Funds.
  - iii. The methodology for calculating earned interest must be consistent with how it is calculated for the Grantee's other fiscal programs.
  - iv. Earned interest must be fully expended by the Termination Date unless the term of this Grant Agreement is extended up to the Reversion Date by grant amendment.
- d. Documentation of interest earned on the Grant Funds must be retained for a minimum of five years after it is generated. Documentation of interest expended on PCB Administrator-approved projects must be retained for a minimum of five years after the interest funded has been expended.
- e. The above documentation must be provided to the PCB Administrator in Status Reports and the Final Status Report. The PCB Administrator may, at its sole discretion, request copies of or review any of the above documentation in advance of or after receipt of any Status Reports or the Final Status Report, and the Grantee shall fully cooperate and comply with all such requests.

## 7. Additional Remedies for Non-Compliance

- a. Without limiting any of its other remedies, the PCB Administrator or CARB may, for the Grantee's noncompliance with any term or condition of this Grant Agreement, withhold future payments, demand and be entitled to repayment of past reimbursements or payments, or suspend

## City of Needles Planning and Capacity Building Grant Agreement

or terminate this Grant Agreement. All Project Schedule and other tasks are non-severable, and completion of all of them is material to this Grant Agreement. Thus, the PCB Administrator or CARB, without limiting its other remedies, is entitled to repayment of all funds paid to the Grantee if the Grantee does not timely complete all Project Schedule and other tasks to the reasonable satisfaction of the PCB Administrator or CARB.

- b. The Grantee understands, acknowledges, and agrees that failure to comply in whole or in part with Exhibit B (Statement of Work); with this Grant Agreement; or with applicable federal, state, and local air quality rules, regulations, and laws, is, in each instance, a material breach of the Grant Agreement and such breach will result in undue hardship and damages to the State of California some or all of which is impossible to easily calculate. The Grantee understands, acknowledges, and agrees that the Grantee's said compliance is a precondition to the award and distribution of Grant Funds and a continuing obligation of the Grantee during the Term of the Grant Agreement and for the consecutive five years following expiration, cancellation, or termination of the Grant Agreement, whichever occurs later.

## **G. DOCUMENTATION OF EXPENDITURE OF STATE FUNDS**

Per the terms and conditions of this Grant as set out herein above and below, the Grantee must provide the PCB Administrator with documentation accounting for the proper expenditure and use of Grant Funds. The documentation must be provided upon the PCB Administrator request, and in Status Reports submitted every six months to the PCB Administrator and in a Final Status Report submitted at the completion of the Project prior to the Grantee receiving the last disbursement of funding.

## **H. PROJECT MONITORING**

### **1. Meetings**

- a. Initial meeting: A meeting will be held between key project personnel, the PCB Administrator, and CARB staff before work on the Project begins. The purpose of the first meeting will be to discuss the overall plan, details of performing the tasks, the project schedule, and any issues that may need to be resolved.
- b. Review meetings: Meetings to discuss progress must be held monthly, beginning one month after the initial meeting, unless otherwise determined by the PCB Administrator. Additional meetings may be scheduled by the PCB Administrator. Such meetings may be conducted in any manner deemed appropriate by the PCB Administrator.
- c. Site visits: Site visits shall be established by the PCB Administrator

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during the Term of this Grant.

### **2. Monitoring**

- a. Any changes in the scope or schedule for the Project shall require the prior written approval of the PCB Administrator and may require a formal Grant amendment.
- b. The Grantee shall notify the PCB Administrator in writing immediately if any circumstances arise (technical, economic, or otherwise), which might place completion of the Project in jeopardy. The Grantee shall also make such notification if there is a change in key project personnel (see Exhibit B: Attachment IV).
- c. In addition to Status Reports (see Section I of this Grant Agreement), the Grantee shall provide information requested by the PCB Administrator that is needed to assess progress in completing tasks and meeting the objectives of the Project.
- d. Any change in budget allocations, re-definition of deliverables, or extension of the Project Schedule must be requested in writing to the PCB Administrator and approved by the PCB Administrator, in its sole discretion, and may require a formal Grant amendment.

## **I. REPORTING**

### **1. Status Reports**

- a. The Status Report provides a mechanism for the Grantee to validate the use of funding needed to implement the Program. The Grantee shall submit Status Reports to the PCB Administrator 15 days after the end of every sixth month. The first Status Report must be submitted within 15 days of the end of Month 6 or when first requesting disbursement of funds, whichever is sooner. Status Reports may be submitted more or less frequently at the discretion of the PCB Administrator to align with disbursement requests.
- b. The Status Reports shall be provided in a format agreed upon between the PCB Administrator and the Grantee and meet the requirements specified herein. CARB may specify an electronic format for Status Reports.
- c. The Grantee acknowledges, understands, and agrees that any information contained in any Status Reports or other submissions provided by the Grantee or any of its Representatives may be used by the PCB Administrator, CARB, or any of its third-party representatives to verify compliance with the provisions of this Grant Agreement. Furthermore, the Grantee acknowledges, understands, and agrees that

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Status Reports submitted to the PCB Administrator must include the following certification signed by a person with authority to make such a certification on behalf of the Grantee:

I certify, under penalty of perjury under the laws of the State of California, that I have examined and am familiar with the information in the enclosed Status Report, including all attachments thereto. Based on my inquiry of those individuals with primary responsibility for obtaining the information, I certify that the statements, representations, conclusions, and information are true, accurate, and complete. I am aware that there are significant penalties for knowingly submitting false statements, claims or information to the State of California, including the possibility of criminal sanctions.

- d. The Grantee must provide Status Reports to the PCB Administrator detailing Project activity, status of funds used, and current issues with administration or implementation. Status Reports shall contain, at a minimum:
  - i. Project Status Report number, title of Project, name of Grantee, date of submission, and Grant ID.
  - ii. Summary of work completed since the last Status Report, noting progress toward completion of tasks identified in Attachment II of Exhibit B (Statement of Work).
  - iii. Statement of Work expected to be completed by the next Status Report.
  - iv. Notification of problems encountered and an assessment of their effects on the Project's outcomes and, if necessary, an updated Project timeline.
  - v. Status of any engagement, outreach, or education activities planned or conducted since the last Status Report, including status of related materials.
  - vi. Status of any Grant Funds disbursed to or held by the Grantee, including earned interest, and status of any resource contribution that has been used.
  - vii. Other data and analysis as requested by the PCB Administrator.
- e. Every Grant Disbursement Request Form (Form MSCD/ISB-90 or comparable form) shall be accompanied by a Status Report that documents work toward completion of a milestone specified in Exhibit B: Attachment III.



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- f. If the Project is behind schedule, the Status Reports must contain an explanation of reasons for delay and how the Grantee plans to resume timely completion of milestones and deliverables in Exhibit B: Attachment III.

### 2. **Annual Data Report and Other Data as Requested**

- a. The Grantee will track and report metrics such as, but not limited to, the data types outlined in the RFA on an annual basis. Data should be separated by reporting period but should be collected and compiled in a way that facilitates reporting in the Final Status Report.
- b. The Grantee must provide data in support of other CARB needs such as requests from legislators or the governor's office, data reporting required by California Climate Investments, and other needs such as regulatory development.

### 3. **Final Status Report**

- a. The Grantee must submit a draft Final Status Report to the PCB Administrator within 30 days of Project completion or no later than three months before the Termination Date, whichever occurs sooner.
- b. The draft Final Status Report must include, at a minimum:
  - i. Total Grant Fund expenditures documentation (including but not limited to resource contributions).
  - ii. Overview of the Project as a whole from inception through the end of the Term, including background, partnerships, and funding sources.
  - iii. Summary of all funded tasks, Project milestones, and deliverables.
  - iv. Data collected from vehicles, facilities, and participants, compiled from all Quarterly Status Reports and Annual Data Reports.
  - v. Assessments of behavior change, vehicle miles traveled, access to key destinations, affordability, change in knowledge and acceptance of clean transportation options, and participant evaluations, including the results of any surveys conducted.
  - vi. Description of community engagement, outreach, and education efforts, including materials used, schedule of events conducted, and an assessment of effectiveness of the efforts.

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- vii. Implementation challenges, best practices, and lessons learned, including suggestions for future consideration for wider-scale implementation of the Program in other communities and other Program improvements.
  - viii. Earned interest.
  - ix. Other data and analysis as mutually agreed upon between the Grantee and CARB.
- c. The Final Status Report must be ADA-compliant in accordance with the Web Content Accessibility Guidelines 2.0, or a subsequent version, as provided under Section P.2 of this Grant Agreement.
- d. The draft Final Status Report must be submitted to the PCB Administrator in an appropriate format agreed upon between the PCB Administrator and the Grantee.
- e. The Final Status Report must meet the requirements specified in this Grant.
- f. Upon approval of the draft Final Status Report by the PCB Administrator, the Grantee shall submit to the PCB Administrator an original executed (signed) Final Status Report (inclusive of all supporting documentation), plus an electronic version of same. The Grantee must provide the Final Status Report to the PCB Administrator within 90 days of the PCB Administrator receiving the draft Final Status Report or one month before the Termination Date, whichever comes first.
- g. The Final Status Report must also contain the same signed statement set out in Section I.1.c) above.

### **J. OVERSIGHT AND ACCOUNTABILITY**

1. The Grantee shall comply with all oversight responsibilities identified in this Grant Agreement.
2. CARB or its designee may recoup Grant Funds due to misinformation, misrepresentation, or fraud. CARB also reserves the right to prohibit any entity from participating in existing or future CARB programs, projects, or grants due to non-compliance with Grant Agreement or Program requirements or due to misinformation, misrepresentation, or fraud.
3. The Grantee shall, for each occurrence, document and immediately report to the CARB and the PCB Administrator any and all suspected or known substandard work; suspected or actual breach of any Representative agreement, fraud, misrepresentations, or abuse of funds; suspected or known

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violations of any Grant terms or conditions; and all misrepresentations and fraud carried out by the Grantee, any of the Grantee Representatives, or any third parties. The Grantee shall fully cooperate and work with CARB or the PCB Administrator to investigate, resolve, and take appropriate action to enforce the terms and conditions of this Grant Agreement, including appropriately prosecuting or litigating any civil or criminal claims as determined necessary by CARB or its representative.

**K. PROJECT RECORDS**

1. The Grantee shall establish and maintain records of the Project. As further described below, by way of example but not limitation, Project records may include Grantee and Grantee Representative financial records, meeting records, insurance records, sub-agreements, timesheets, and deliverables outlined in Exhibit B. The Grantee shall:
  - a. Utilize best practices to store all records in a safe and secure storage facility that maintains confidentiality and provides fire and natural disaster protection. Files shall be retained during the Term of the Grant Agreement plus five years. Upon completion of the required record retention period, the Grantee must submit all Project records to the PCB Administrator. Hardcopy or electronic records are suitable. Acceptable forms of electronic media must be approved based on prior written concurrence from the PCB Administrator.
  - b. Remediate documents and webpages, as needed, to be ADA-compliant in accordance with the Web Content Accessibility Guidelines 2.0, or a subsequent version, as provided under Section P.2 of this Grant Agreement.
  - c. Develop a systematic process and schedule to back-up Project database(s) each day, at a minimum.
  - d. Develop and enforce security measures to safeguard Project database(s).
  - e. Provide data updates to the PCB Administrator upon request, which could include all Project records.
  - f. Provide periodic data summaries to the PCB Administrator, at the PCB Administrator's request, outside of the normal data reporting process.
  - g. Provide Status Reports and Annual Data Reports to the PCB Administrator per the requirements in Section I. Reporting. Where requested by the PCB Administrator, the Grantee will clarify, supplement, modify, or update its Status Reports.

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- h. Where necessary as solely determined by CARB or the PCB Administrator, the Grantee shall support CARB or the PCB Administrator's enforcement efforts, including the recapturing of funds and by providing CARB or the PCB Administrator with any information, documents, data, or other materials needed to investigate or carry out such efforts.
  - i. Support CARB in efforts to track key information about the distribution of Grant funds to support the development, deployment, and commercialization of advanced technology vehicles, equipment, and infrastructure.
2. Financial Records. Without limitation of the requirement to maintain program accounts in accordance with generally accepted accounting principles, the Grantee must:
  - a. Establish an official file for the project, which shall adequately document all significant actions relative to the project.
  - b. Establish separate accounts which will adequately and accurately depict all amounts received and expended on the project.
  - c. Establish separate accounts which will adequately and accurately depict all income received which is attributable to the project including cash and in-kind donations, if any.
  - d. Establish an accounting system which will adequately depict final total costs of the project, including Grant management costs.
3. Project Participant Records. The Grantee is required to establish and maintain participant records, which must include, at minimum:
  - a. Project participant proposals (denied, approved, and removed).
  - b. Initial participant surveys and survey updates.
  - c. Unique identifier that links each project to its corresponding project and associated cost.
4. The Grantee shall retain a combined file for the Project containing:
  - a. A copy of the fully executed Grant Agreement and exhibits, as well as any amendments to the Grant Agreement, if applicable.
  - b. A copy of the Project Implementation Plan and all its parts.
  - c. Copies of the Grantee's Grant Disbursement Request Forms and associated back-up documentation.

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- d. Documentation of all expenditures, including timesheets and earned interest generation and expenditure (see Section F.7 for more information).
  - e. Written, digital and electronic (including email) communications between the PCB Administrator and the Grantee, communications between CARB and the Grantee, communications between the Grantee Representatives and the Grantee, (where included or part of the communication) all communications between the PCB Administrator and the Grantee Representatives, and (where included or part of the communication) all communications between the CARB and the Grantee Representatives.
  - f. Copies of all deliverables from the Grantee, except as otherwise determined by the PCB Administrator, including but not limited to Status Reports, Annual Data Reports, and the Final Status Report.
  - g. Copies of any decision that CARB or the PCB Administrator has made in support of the Project such as minor changes in Project scope, changes in timeline, or line-item shifts.
  - h. Data that has been collected during the implementation of the Project.
  - i. Any documents, files, or webpages that have been created to support the Project or Program.
  - j. Presentations, pamphlets, posters, videos, or other electronic media used to support the Project or Program.
  - k. Records, contracts, subcontracts, statements of work, work products, and invoices from or with the Grantee Representatives.
  - l. All other information that adequately documents all significant actions related to the Project.
5. All Project records must be retained for a period of five years after termination or expiration of the Grant, whichever occurs first. Upon completion of the fifth year of record retention, the Grantee shall submit all remaining Project records to the PCB Administrator that have not previously been requested or turned over to the PCB Administrator. Hardcopy or electronic transfer of electronic records are suitable. Acceptable forms of electronic media include hard drives and flash drives shall be provided. Other forms of electronic media may be allowed based on prior written concurrence from the PCB Administrator.
  6. All Project records are subject to audit pursuant to the audit provisions of this Grant Agreement.



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**L. INTELLECTUAL PROPERTY**

1. Any webpage(s), software, databases, project data, or other intellectual property developed, licensed, or purchased by the Grantee with any Grant Funds shall be transferred and permanently assigned to CARB or, the PCB Administrator, or at CARB's sole discretion, to a new third party administrator/grantee selected by CARB if the Grant Agreement is terminated, cancelled, or expires, or if the Grantee is replaced by a different grantee to manage the Project. It will be the Grantee's responsibility to immediately turn over this property and information to CARB or the PCB Administrator no later than 10 business days prior to the termination, cancellation, or expiration of this Grant Agreement (whichever is sooner) and provide all reasonable and necessary assistance needed to ensure a smooth transition in accordance with the Project Transition Plan.

**M. GRANT ACKNOWLEDGEMENT**

Where applicable, the Grantee agrees to acknowledge the California Climate Investments program and CARB as a funding source for the project, as outlined in the California Climate Investments Messaging and Communications Guide.<sup>3</sup> Below are specific requirements for acknowledgement.

The Grantee agrees to include the California Climate Investments funding boilerplate language and California Climate Investments and CARB logos on all outreach and public facing materials whenever projects funded, in whole or in part by this Agreement, are publicized in any news media, websites, brochures, publications, audiovisuals, or other types of promotional material. Guidelines for the usage of the California Climate Investments logo can be found at <http://www.caclimateinvestments.ca.gov/logo-graphics-request>.

The acknowledgement must read as follows: '[PROGRAM/PROJECT NAME] is part of California Climate Investments, a statewide initiative that puts billions of Cap-and-Trade dollars to work reducing greenhouse gas emissions, strengthening the economy, and improving public health and the environment – particularly in disadvantaged communities.' And when applicable, the Spanish translation acknowledgement must read as follows: '[NOMBRE DEL PROGRAMA/PROYECTO] forma parte de las Inversiones del Clima de California, una iniciativa estatal que destina miles de millones de dólares de Cap-and-Trade para la reducción de gases de efecto invernadero, fortalecimiento de la economía y mejoramiento de la salud pública y el medio ambiente – especialmente en comunidades en desventaja.'

The California Climate Investments logo and name serves to bring under a single brand the many investments whose funding comes from the Greenhouse Gas

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<sup>3</sup> California Climate Investments Communications Guide  
<http://www.caclimateinvestments.ca.gov/logo-graphics-request>

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Reduction Fund (GGRF). The logo represents a consolidated and coordinated initiative by the State to address climate change by reducing greenhouse gases, while also investing in disadvantaged communities and achieving many other co-benefits.



The Grantee agrees to adhere to the Board's logo usage requirements in a manner directed by CARB. CARB logos shall be provided to the Grantee by CARB Project Liaison. The CARB logo is a visual representation of our air environment. The arcs represent: the different elements that make up the air we breathe, the protection of our atmosphere and the efforts we take to protect the health of Californians, the collaboration of multiple stakeholders all moving in the same direction together, and innovation with the arcs all growing and changing.



## **N. CONFIDENTIALITY AND DATA SECURITY**

1. Except as required by applicable law, or as otherwise expressly authorized by this Grant Agreement, the Grantee shall not disclose to any third party any record, data, or information which CARB or the PCB Administrator has designated as confidential. It is expressly understood and agreed that information the Grantee collects, generates, or acquires in performing its obligations under this Grant may be deemed confidential by CARB or the PCB Administrator. Therefore:
  - a. Rights to Data: The Grantee acknowledges, accepts and agrees that as between the Grantee and Grantor, all rights, including all intellectual property rights, in and to PII, data, information, documentation, and materials shall remain the exclusive property of the Grantor, and the Grantee has a limited, non-exclusive license to access and use said information solely for performing its obligations under the Grant Agreement. Nothing herein shall be construed to confer any license or right to said PII, data, documentations, materials, or information, including user tracking and exception data, by implication, estoppel, or otherwise, under copyright or other intellectual property rights, to any third party. Unauthorized use of said information by the Grantee or

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Grantee's Representatives is prohibited. For the purposes of this requirement, the phrase "unauthorized use" means the data mining or processing of data stored or transmitted by the Grantee or any of the Grantee Representatives for unrelated or commercial purposes, advertising or advertising-related purposes, or any other purpose other than security or service delivery analysis that is not explicitly authorized by the Grantor.

- b. The Grantee certifies that it has appropriate systems and controls in place to ensure that the Project and Grant Funds will not be used for the acquisition, operation, or maintenance of computer software in violation of copyright or other intellectual property laws.
- c. Information or data, including but not limited to PII and all records and supporting documentation that personally identifies or describes an individual or individuals is confidential in accordance with California Civil Code sections 1798, et seq. and other relevant state or federal statutes and regulations. During the Term, in the performance of any of the terms or conditions of this Grant, the Grantee shall safeguard all such information, records, applications, PII, and data which comes into its possession or control in perpetuity, and shall not release or publish any such information, records, data, or application records without first obtaining in each instance the advance written approval of an authorized representative of CARB.
- d. The Grantee must ensure that the Grantee Representatives are informed of the confidential nature of any shared information or data and ensure by written agreement that such individuals and entities are prohibited from copying, revealing, or utilizing such information or data (or any parts thereof) for any purpose other than in compliance with applicable laws and in fulfillment of this Grant and are precluded from taking any action otherwise prohibited under any provision of this Grant or applicable laws.
- e. The Grantee and the Grantee Representatives must adhere to all CARB confidentiality, disclosure, and privacy policies.
- f. If the Grantee suspects loss or theft of PII or other confidential information, the Grantee must report any lost or stolen PII, including all information, data, or equipment developed or collected pursuant to this Grant, to the PCB Administrator immediately and report to state or federal officials where required by applicable laws.
- g. The Grantee must sign all non-disclosure and confidentiality agreements provided by the PCB Administrator and shall require the Grantee Representatives that are supporting the Grant Agreement or

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are paid with any Grant Funds, in whole or in part, to do the same when requested by the PCB Administrator.

- h. The Grantee agrees to immediately notify the PCB Administrator, and, where required by applicable law, state or federal officials, of any security incident involving suspected or actual release or breach of any information system, servers, data, or any other information developed or collected pursuant to this Grant. The Grantee agrees that CARB and the PCB Administrator have the right to participate in the investigation of a security incident involving such suspected or actual release or breach or conduct its own independent investigation and that the Grantee shall cooperate fully in such investigations.
- i. The Grantee agrees that it shall be responsible for all costs incurred by it and by CARB and the PCB Administrator due to a security incident resulting from any act or omission of the Grantee or any of its Representatives, including any acts or omissions resulting in an unauthorized disclosure, release, access, review, or destruction of data or information; or loss, theft, or misuse of information or data developed or gathered pursuant to this Grant. If applicable law requires, or if CARB or the PCB Administrator determines, that notice to the individuals whose data has been lost or breached is needed, then the Grantee shall provide all such notification and will bear any and all costs associated with the notice or any mitigation selected by CARB or the PCB Administrator. These costs include, but are not limited to, staff time, material costs, postage, media announcements, credit monitoring for impacted individuals, and other identifiable costs associated with the breach or loss of data.
- j. If the Grantee believes disclosure of a confidential record or information may be required under the California Public Records Act, the Grantee shall first give the PCB Administrator at least ten calendar days advance written notice prior to any planned disclosure so that CARB can seek, solely at CARB's discretion, an order preventing disclosure from a court of competent jurisdiction. The Grantee agrees that it shall immediately notify and work cooperatively with CARB to respond timely and correctly to any and all public records requests. The Grantee agrees that it will not challenge or authorize or endorse any challenge to any action or request by CARB to obtain a protective order or court order to prevent the release of any information.
- k. The Grantee assumes all responsibility and liability for the security and confidentiality of PII, sensitive and confidential information, and data under its jurisdiction or control.
- l. The Grantee certifies, represents, and warrants that:

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- i. Its data and information security standards, tools, technologies, and procedures are sufficient to protect confidential, sensitive and PII data and information.
- ii. The Grantee is in compliance and shall remain in compliance at all times during the Grant Term with the following requirements and obligations:
  1. The California Information Practices Act (Civil Code Sections 1798 et seq.);
  2. California State Administrative Manual 5350.1 and California Statewide Information Management Manual 5305-A pertaining to encryption of confidential, sensitive, and/or PII information or data;
  3. Current NIST special publications 800-171 Protecting Controlled Unclassified Information in Nonfederal Information Systems and Organizations. Third party audit results and the Grantee's plan to correct any negative findings shall be made available to CARB upon request;
  4. Undergo an annual Statement on Standards for Attestation Engagements (SSAE) No. 16 Service Organization Control (SOC) 2 Type II audit. Third party audit results and the Grantee's plan to correct any negative findings and implementation progress reports shall be made available to CARB upon request;
  5. Privacy provisions of the Federal Privacy Act of 1974; and
  6. Compliance with industry standards and guidelines applicable to the work performed under the Grant. Relevant security provisions may include but are not limited to: Health Insurance Portability and Accountability Act of 1996, IRS 1075, Health Information Technology for Economic and Clinical (HITECH) Act, Criminal Justice Information Services (CJIS) Security Policy, Social Security Administration (SSA) Electronic Information Exchange Security Requirements, and the Payment Card Industry (PCI) Data Security Standard (DSS) as well as their associated Cloud Computing Guidelines.

### **O. INSURANCE REQUIREMENTS**

The Grantee must comply with all requirements outlined in the (1) General Provisions section and (2) Insurance Requirements section below. No payments of Grant Funds



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will be made under the Grant until and unless the Grantee fully complies with all insurance requirements.

**1. General Insurance Provisions**

- a. Coverage Term: Coverage needs to be in force for the complete Term of the Grant. If insurance is set to expire during the Term of the Grant, a new certificate must be received by the State at least ten days prior to the expiration of this insurance. Any new insurance must comply with the original Grant terms.
- b. Policy Cancellation or Termination and Notice of Non-Renewal: The Grantee is responsible to notify the State within five business days of any cancellation, non-renewal, or material change that affects required insurance coverage. New certificates of insurance are subject to the approval of the Department of General Services and the Grantee agrees no work or services will be performed prior to obtaining such approval. In the event that the Grantee fails to keep in effect at all times the specified insurance coverage, the State may, in addition to any other remedies it may have, terminate the Grant upon the occurrence of such event, subject to the provisions of the Grant.
- c. Premiums, Assessments, and Deductibles: The Grantee is responsible for any premiums, policy assessments, deductibles, or self-insured retentions contained within their insurance program.
- d. Primary Clause: Any required insurance contained in the Grant shall be primary, and not excess or contributory, to any other insurance carried by the State.
- e. Insurance Carrier Required Rating: All insurance companies must carry an AM Best rating of at least "A-" with a financial category rating of no lower than VI. If the Grantee is self-insured for a portion or all of its insurance, review of financial information including a letter of credit may be required.
- f. Endorsements: Any required endorsements requested by the State or required in this Grant Agreement must be physically attached to all requested certificates of insurance and not substituted by referring to such coverage on the certificate of insurance.
- g. Inadequate Insurance: Inadequate or lack of insurance does not negate the Grantee's obligations under the Grant.
- h. Use of Contractors, Consultants, or Subcontractors: In the case of the Grantee's utilization of contractors, consultants, or subcontractors to complete any part of the Grant scope of work, the Grantee shall include all contractors, consultants, and subcontractors as insureds under the

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Grantee's insurance or supply evidence of the contractor's, consultant's, or subcontractor's insurance to the State equal to the policies, coverages, and limits required of the Grantee.

2. **Grant Insurance Requirements.** The Grantee shall display evidence of the following on a certificate of insurance, which includes all the required endorsements, including additional insured endorsements and waiver of subrogation/right to recover endorsements. Failure to provide the certificates upon request will result in the termination of the Grant. The following coverages must be evidenced on the certificates of insurance:
  - a. **Commercial General Liability:** The Grantee shall maintain general liability on an occurrence form with limits not less than \$1,000,000 per occurrence for bodily injury and property damage liability combined with a \$2,000,000 annual policy aggregate. Recipients shall maintain general liability on an occurrence form with limits not less than \$1,000,000 per occurrence for bodily injury and property damage liability combined with a \$2,000,000 annual policy aggregate. A "per project aggregate" endorsement is required. The policy shall include coverage for liabilities arising out of premises, operations, independent contractors, products, completed operations, personal and advertising injury, and liability assumed under an insured contract or grant. This insurance shall apply separately to each insured against whom claim is made or suit is brought subject to the Grantee's limit of liability. For any work or activity performed or carried out in whole or in part using Grant Funds or to carry out any term or condition of this Grant Agreement, each insurance policy must name "Data for Social Good, the State of California, the California Air Resources Board, and each of its and their officers, agents, and employees as additional insureds" by an endorsement that states the names exactly as stated above in this Grant Agreement. A blanket additional insured endorsement is not acceptable. A Waiver of Subrogation or Right to Recover endorsement in favor of the State of California must also be attached to the certificate.
  - b. **Automobile Liability:** If the Grantee will be using vehicles to complete the Project or driving a vehicle onto State property, automobile liability insurance is required. Compliance of automobile liability is required upon procurement of the vehicles. The Grantee shall maintain motor vehicle liability with limits of not less than \$1,000,000 per accident. Such insurance shall cover liability arising out of a motor vehicle including owned, hired, and non-owned motor vehicles. At the request of CARB or the PCB Administrator, the Grantee must show proof of automobile liability. Failure to provide proof upon request will result in the termination of the Grant. For any work or activity performed or carried out in whole or in part using Grant Funds or to carry out any term or condition of this Grant Agreement, each insurance policy must name

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"Data for Social Good, the State of California, the California Air Resources Board, and each of its and their officers, agents, and employees as additional insureds" by an endorsement that states the names exactly as stated above in this Grant Agreement. A blanket additional insured endorsement is not acceptable. A Waiver of Subrogation or Right to Recover endorsement in favor of the State of California must also be attached to the certificate.

- i. In the event that the Fleet Owner maintains business automobile liability insurance, the insurance policy must name "Data for Social Good, the State of California, the California Air Resources Board, and each of its and their officers, agents, and employees as additional insureds" by endorsement that states the names exactly as stated above in this Grant Agreement. A blanket additional insured endorsement is not acceptable.
  - ii. By signing the Grant Agreement, the Grantee certifies that the Grantee and any employees, subcontractors, or servants possess valid automobile coverage in accordance with California Vehicle Code Sections 16450 to 16457, inclusive. The State reserves the right to request proof at any time.
- c. Workers Compensation and Employers Liability: The Grantee shall maintain statutory worker's compensation and employer's liability coverage for all its employees who will be engaged in the performance of the Grant. In addition, employer's liability limits of \$1,000,000 are required. A Waiver of Subrogation or Right to Recover endorsement in favor of the State of California must be attached to the certificate.
- d. Crime Insurance: Crime insurance requirements are negotiable at CARB's sole discretion. At a minimum, the maximum amount of funding that the Grantee will have on hand at any time should be covered. Coverage shall include but not be limited to employee dishonesty, theft, forgery or alteration, and inside/outside money and securities coverages including first- and third-party theft for State-owned or leased property in the care, custody, and/or control of the Grantee. The policy shall include as loss payee, Data for Social Good, the State of California, California Air Resources Board. For any work or activity performed or carried out in whole or in part using Grant Funds or to carry out any term or condition of this Grant Agreement, each insurance policy must name "Data for Social Good, the State of California, the California Air Resources Board, and each of its and their officers, agents, and employees as additional insureds" by an endorsement that states the names exactly as stated above in this Grant Agreement. A blanket additional insured endorsement is not acceptable. A Waiver of

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Subrogation or Right to Recover endorsement in favor of the State of California must also be attached to the certificate.

- e. Non-Profit Organization with Volunteers Only (applicable to non-profit organizations only): A Volunteer Accident Insurance Policy with a limit not less than \$1,000,000. The policy shall contain a waiver of subrogation in favor of the State of California, if such endorsement is available in the open market. Said policy shall be issued by an insurance company with a rating which is acceptable to the Department of General Services, Office of Risk and Insurance Management. The PCB Administrator in consultation with CARB reserves the right to review and adjust insurance requirements as necessary during the Grant Term.
- f. Cyber Liability coverage, with limits not less than \$1,000,000 per occurrence or claim: Coverage shall be sufficiently broad to respond to the duties and obligations as is undertaken by the Grantee in the Grant Agreement and shall include, but not be limited to, claims involving security breach, system failure, data recovery, business interruption, cyber extortion, social engineering infringement of intellectual property, including but not limited to infringement of copyright, trademark, trade dress, invasion of privacy violations, information theft, damage to or destruction of electronic information, release of private information, alteration of electronic information, extortion, and network security. The policy shall provide coverage for breach response costs, regulatory fines, and penalties, as well as credit monitoring expenses. The Policy shall include, or be endorsed to include, property damage liability coverage for damage to, alteration of, loss of, or destruction of electronic data and/or information "property" of the state of California in the care, custody, or control of the Grantee. For any work or activity performed or carried out in whole or in part using Grant Funds or to carry out any term or condition of this Grant Agreement, each insurance policy must name "Data for Social Good, the State of California, the California Air Resources Board, and each of its and their officers, agents, and employees as additional insureds" by an endorsement that states the names exactly as stated above in this Grant Agreement. A blanket additional insured endorsement is not acceptable. A Waiver of Subrogation or Right to Recover endorsement in favor of the State of California must also be attached to the certificate.
- g. Professional Liability (Errors and Omissions): Insurance appropriate to the Grantee's profession, with limit no less than \$2,000,000 per occurrence or claim and \$5,000,000 aggregate. For any work or activity performed or carried out in whole or in part using Grant Funds or to carry out any term or condition of this Grant Agreement, each insurance policy must name "Data for Social Good, the State of California, the

## City of Needles Planning and Capacity Building Grant Agreement

California Air Resources Board, and each of its and their officers, agents, and employees as additional insureds" by an endorsement that states the names exactly as stated above in this Grant Agreement. A blanket additional insured endorsement is not acceptable. A Waiver of Subrogation or Right to Recover endorsement in favor of the State of California must also be attached to the certificate.

- h. Self-insurance: If the Grantee has elected to be self-insured it must receive approval of its self-insurance program from the DGS Office of Risk and Insurance Management (ORIM). To obtain ORIM approval, the Grantee must submit the following documents to ORIM.
  - i. Workers' Compensation: The Grantee will provide a copy of its Certificate of Consent to Self-Insure from the Department of Industrial Relations.
  - ii. All Other: The Grantee's Risk Manager, or comparable position holder, shall provide a written description of the plan including what is covered, what is not covered, identify the financial limits of the plan, and identify the source of funds for financing the plan.

Provide the firm's most recent audited annual financial statement including all accounting letters. The report must show the firm's owner's equity of at least \$5,000,000 and annual profit of at least \$500,000.

Provide a signed written statement from the firm's CPA confirming the annual net profit for each of the prior 4 years has been at least \$500,000.

## P. GENERAL PROVISIONS

1. **Alternative Enforcement.** The remedies set out in this Grant Agreement are contractual in nature. Nothing stated in this Grant Agreement in any way limits, prevents, or precludes the State of California from taking any enforcement action, exercising any police power, or prosecuting any violation of law.
2. **Americans with Disabilities Act (ADA) Language.** The Grantee must ensure that all products and services submitted to, uploaded, or otherwise provided to or funded by CARB or made available to the public by the Grantee and/or its Representatives, including but not limited to data, software, plans, drawings, specifications, reports, operating manuals, notes, and other written or graphic work prepared in the course of performance of this Grant (collectively, the "Work"), comply with Web Content Accessibility Guidelines 2.0, levels A and AA, and otherwise meet the accessibility requirements set forth in California Government Code Sections 7405 and 11135, Section 202 of the federal Americans with Disabilities Act (42 U.S.C. § 12132), and Section 508 of the federal Rehabilitation Act (29 U.S.C. § 794d) and the regulations promulgated thereunder (36 C.F.R. Part 1194) (collectively, the "Accessibility



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Requirements"). For any Work provided to CARB or the public in PDF format, the Grantee, along with its Representatives, shall also provide an electronic version in the original electronic format (for example, Microsoft Word or Adobe InDesign). The PCB Administrator may request from the Grantee documentation of compliance with the requirements described above and may perform testing to verify compliance. The Grantee agrees to respond to and resolve any complaint brought to its attention regarding accessibility of materials provided under this Grant Agreement.

The Grantee must bring into compliance any Work by the Grantee or its Representatives not meeting the Accessibility Requirements. If the Grantee fails to bring the Work into compliance with the Accessibility Requirements within five business days of issuance of written notice from the PCB Administrator, or within the time frame specified by the PCB Administrator in its written notice, then the Grantee will be responsible for all costs incurred by CARB or the PCB Administrator in bringing the Work into compliance with the Accessibility Requirements. The Grantee agrees to respond to and resolve any complaint brought to its attention regarding accessibility of deliverables provided under this Grant Agreement for a period of one year following delivery of the final deliverable under this Grant Agreement.

Deviations from the Accessibility Requirements are permitted only by advance written consent by CARB in each instance.

3. **Assignment.** This Grant is not assignable, either in whole or in part, by the Grantee without the advance written consent of CARB or the PCB Administrator in the form of a formal written amendment signed by authorized representatives of both Parties.
4. **Assurances.** CARB or the PCB Administrator reserves the right, but not the obligation, to seek further written assurances from the Grantee and any of its Representatives that the work performed under this Grant Agreement will be performed consistent with the terms and conditions of this Grant Agreement.
5. **Audit.** The Grantee agrees that CARB, the PCB Administrator, the California Department of General Services, California Department of Finance, the California State Auditor, the California Bureau of State Audits, and any of their respective designated representatives shall have the right to review and copy any records and supporting documentation pertaining to the performance of this Grant Agreement and all Grant Funds received or expended. The Grantee agrees to maintain such records for a possible audit for a minimum of five years from the date of termination, cancellation, or expiration of this Grant Agreement or for 5 years after a funded incentive activity has concluded, whichever is later. The Parties may stipulate to a longer records retention period. The Grantee agrees to allow such CARB and other state designated

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representatives (including auditors) access to such records during normal business hours and to allow interviews of any and all Representatives who might reasonably have information related to such records. Furthermore, the Grantee agrees to include in all agreements with Representatives language identical to or similar to this paragraph to ensure CARB has the ability and right to audit records and conduct interviews of any and all Representatives in relation to performance or use of the Grant Funds under this Grant Agreement.

6. **Authority.** Each person executing this Grant Agreement on behalf of a Party represents that he or she is duly authorized to execute and deliver this Grant Agreement on the Party's behalf.
7. **Availability of Funds.** The Grantee acknowledges, agrees, and understands that the Grantor's obligations under this Grant Agreement are contingent upon the availability of funds. In the event funds are not available, the State shall have no liability and no obligation to pay any funds whatsoever to the Grantee or to furnish any other considerations under this Grant Agreement or for any other reason.
8. **CARB as Third-Party Beneficiary.** The Grantee and all Representatives acknowledge, agree, accept, and understand that CARB is a third-party beneficiary to all written agreements entered into by or between the Grantee or Representatives and all third parties where Grant Funds are used for payments under such written agreements.
9. **Compliance with Law.** The Grantee agrees that it will, at all times, comply with, and require its Representatives to comply with, all applicable federal, state, and local laws, rules, guidelines, regulations, and requirements during the Term.
10. **Conflict of Interest.** Government Code Section 87104 prohibits public officials of CARB, which includes any member, officer, employee, or consultant of a CARB advisory body, from making a formal or informal appearance before, or oral or written communication to, CARB for the purpose of influencing a decision by CARB on a grant or other entitlement for use, such as a contract, loan, license, or permit. Prohibited communications include grant applications, letters, emails, phone calls, meetings, or any other form of oral or written communication within or outside of a public committee meeting with CARB or CARB staff for the purpose of influencing a CARB decision on an application for funding submitted to CARB. A knowing or willful violation of this section may result in a member being guilty of a misdemeanor and fined up to \$10,000 or three times the amount of an amount unlawfully received. If a court determines a violation occurred and that the official action might not otherwise have been taken or approved if not for the prohibited communication, the Grant may be voided. (See Gov. Code §§ 91000, 91003.)

## City of Needles Planning and Capacity Building Grant Agreement

For this reason, CARB officials, including but not limited to advisory body members, also may not be a signatory or administrator on a grant application, or on any resulting grant agreement. Such individuals should not be listed on the grant application except as necessary to show their role in the organization.

Note that an advisory body member's organization may continue to be eligible for a grant. However, the grant must not follow any communications for purposes of influence by the advisory body member on CARB's decision on that grant agreement. Additionally, that organization would need to identify a different member of the organization to sign or be the administrator for any applications and awarded grants.

Please also note that applications from organizations affiliated with CARB Board members may require additional review and Board approval. Although CARB will make every effort to obtain required review and approval in a timely manner, this may delay grant execution and/or distribution of funds.

The Grantee certifies that it, along with its officers, directors, and employees, complies with applicable state and federal conflict of interest laws at the time it enters into this Grant Agreement and shall remain in compliance with all such laws during the Term of this Grant Agreement. The Grantee, and its officers, directors, and employees, may have no interest, and shall not acquire any interest, direct or indirect, which will conflict with its ability to impartially perform under, or complete the tasks described in, this Grant Agreement. The Grantee must disclose any direct or indirect financial interest or situation which may pose an actual, apparent, or potential conflict of interest with the Grant Agreement duties throughout the Grant Agreement Term. CARB may consider the nature and extent of any actual, apparent, or potential conflict of interest in the Grantee's ability to perform the Grant Agreement. The Grantee must immediately advise CARB in writing of any potential new conflicts of interest that occur or may occur during the Grant Agreement Term.

11. **Construction.** This Grant Agreement shall not be construed more strongly against either Party regardless of who is more responsible for its preparation.
12. **Cumulative Remedies.** The rights and remedies of the Parties to this Grant Agreement, whether pursuant to this Grant Agreement or in accordance with law, shall be construed as cumulative, and the exercise of any single right or remedy shall constitute neither a bar to the exercise of nor the waiver of any other available right or remedy.
13. **Disadvantaged Communities.** The Grantee, for the purposes of this Program and the Project, will designate disadvantaged communities, as identified by CalEnviroScreen 4.0. The identified disadvantaged community census tracts are available at: <https://oehha.ca.gov/calenviroscreen/report/calenviroscreen->

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**14. Disputes.** The Grantee shall continue with the responsibilities under this Grant Agreement during any dispute between the Grantee and the PCB Administrator, unless otherwise directed by CARB. Grantee staff or management will work in good faith with the PCB Administrator staff and management to resolve any disagreements or conflicts arising from implementation of this Grant Agreement. However, any disagreements that cannot be resolved at the management level within 30 days of when the issue is first raised with PCB Administrator staff shall be subject to final resolution by the CARB Executive Officer, or the Executive Officer's designated representative, in the Executive Officer's sole discretion. Nothing contained in this paragraph is intended to limit any of the rights or remedies that the Parties may have under law.

**15. Electric Vehicle Charging Infrastructure and Equipment.**

- a. Prior to executing agreements with the Grantee's Representatives, the Grantee must ensure the following requirements are included in all agreements pursuant to this Grant:
  - i. Prior to authorizing work, a Representative that is provided any funds to install electrical charging equipment for use by on-road transportation vehicles must require both of the following:
    1. An AB 841 Certification that certifies the project will comply with all Assembly Bill 841 (Ting, Chapter 372, Statutes 2020) ("AB 841") requirements or describes why the AB 841 requirements do not apply to the project. The certification shall be signed by the sub-grantee's authorized representative; and
    2. EVITP Certification Numbers of each Electric Vehicle Infrastructure Training Program-certified electrician that will install electric vehicle charging infrastructure or equipment.
  - ii. Evidence, such as Certification Numbers, is not required to be obtained by the Grantee if AB 841 requirements do not apply to a project.
  - iii. Prior to remitting payment to any project partner, the Grantee is responsible for collecting all AB 841 Certifications to ensure the project did comply with all AB 841 requirements and shall retain Certification Numbers in accordance with the Grantee's records retention schedule.
  - iv. These electric vehicle requirements do not apply to any of the

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following:

1. Electric vehicle charging infrastructure installed by employees of an electrical corporation or local publicly owned electric utility,
2. Electric vehicle charging infrastructure funded by moneys derived from credits generated from the Low Carbon Fuel Standard Program (Sub article 7 (commencing with Section 95480) of Article 4 of Subchapter 10 of Chapter 1 of Division 3 of Title 17 of the California Code of Regulations), and
3. Single-family home residential electric vehicle chargers that can use an existing 208/240-volt outlet.

**16. Entitlements and Regulatory Compliance.** The Grantee agrees to comply with all applicable laws, ordinances, regulations, and standards in its performance under this Grant Agreement, including obtaining, where needed or required by law, any permits or approvals necessary to undertake the activities funded by the Grant Funds, and complying with all environmental review requirements associated with such activities.

**17. Environmental Justice.** In the performance of this Grant Agreement, the Grantee shall conduct its programs, policies, and activities that substantially affect human health or the environment in a manner that ensures the fair treatment of people of all races, genders, cultures, and income levels, including minority populations and low-income populations, of the State of California. Equal access includes, but is not limited to, ensuring language barriers are fully addressed to the satisfaction of CARB or the PCB Administrator and as otherwise required by local, state, and federal laws.

**18. Equipment/Vehicle Ownership.** Equipment, acquired by the Grantee or any of the Grantee's Representatives, is defined as having a useful life of at least one year from the date of purchase, having an acquisition unit cost of at least \$5,000, and purchased with CARB funds. Equipment means any products, objects, vehicles, computers, software, hardware, licenses, vessels, engines, machinery, apparatus, implements, or tools purchased, used, or constructed within the Term. CARB, within its discretion, may elect to determine the normal useful life of such Equipment. All such Equipment shall be used solely for the purposes of carrying out the obligations of this Grant Agreement during the Term. If requested by CARB, the Equipment shall be returned to CARB upon cancellation, termination, or expiration of this Grant Agreement, whichever occurs first, and CARB shall solely determine the future use of all Equipment. Upon completion of the Grant Term, Equipment not requested for return to



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CARB shall be utilized by the Grantee for the benefit of the community the Grantee serves, without further involvement by CARB.

19. **Executive Order N-6-22 - Russia Sanctions.** On March 4, 2022, Governor Gavin Newsom issued Executive Order N-6-22 (the EO) regarding Economic Sanctions against Russia and Russian entities and individuals. "Economic Sanctions" refers to sanctions imposed by the U.S. government in response to Russia's actions in Ukraine, as well as any sanctions imposed under state law. The EO directs state agencies to terminate contracts and grants with, and to refrain from entering any new contracts and grants with, individuals or entities that are determined to be a target of Economic Sanctions. Accordingly, should the State determine the Grantee or any of the Grantee Representatives is a target of Economic Sanctions or is conducting prohibited transactions with sanctioned individuals or entities, that shall be grounds for termination of the Grant Agreement or return of all Grant Funds. The State shall provide the Grantee advance written notice of such termination, allowing the Grantee at least 30 calendar days to provide a written response. Termination shall be at the sole discretion of the State.
20. **Force Majeure.** Neither CARB, the PCB Administrator, nor the Grantee are liable for or deemed to be in default for any delay or failure in performance under this Grant Agreement or interruption of services resulting, directly or indirectly, from acts of God, civil unrest, war, fire, flood, earthquakes, or other physical natural disasters. If either Party intends to invoke this clause to excuse or delay performance, the Party invoking the clause must provide written notice to the other Party immediately of the intent to invoke the clause and the reasons why the force majeure event is preventing that Party from, or delaying that Party in, performing its obligations under this Grant Agreement. CARB or the PCB Administrator may terminate this Grant Agreement immediately, in writing and without penalty, in the event the Grantee invokes this clause, in which case the Grantee shall immediately return all remaining Grant Funds to CARB or a CARB designee, cease all expenditure of Grant Funds, and turn over all documents, records, deliverables, intellectual property, and other information in relation to this Grant Agreement.

If the Grant Agreement is not terminated by CARB or the PCB Administrator pursuant to this clause, upon completion of the force majeure event, the Grantee must immediately recommence the performance of its obligations under this Grant Agreement. The Grantee must also provide to the PCB Administrator a written proposal to revise the Project Schedule, inclusive of anticipated major milestones and timeframes for expending remaining Grant Funds, while minimizing the effects of the delay caused by the force majeure event.

An event of force majeure does not relieve a Party from any of its obligations

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which arose before the occurrence of the force majeure event nor is any Party relieved from those obligations which survive termination or cancellation of the Grant Agreement.

21. **Funding Prohibitions for Sectarian Purposes and Non-public Schools.** The Grantee may use or authorize the use of CARB-provided funds only in any manner that is consistent with applicable laws, including California Constitution, article XVI, section 5; article IX, section 8; and federal law. CARB reserves the right to obtain additional information from the Grantee and others to determine compliance with California Constitution, article XVI, section 5 and article IX, section 8. Failure to provide any requested information may result in denial of Grant Funds, or termination of this Grant Agreement or any other agreements.
22. **Governing Law and Venue.** This Grant Agreement is governed by, and shall be interpreted in accordance with, the laws of the State of California. CARB, the PCB Administrator, and the Grantee hereby agree that any action arising out of this Grant Agreement shall be filed and maintained in the Superior Court in and for the County of Sacramento, California, or in the United States District Court in and for the Eastern District of California. The Grantee hereby waives any existing sovereign immunity for the purposes of this Grant Agreement.
23. **Grantee's Responsibility for Work.** The Grantee shall be responsible for all work performed pursuant to this Grant Agreement, including but not limited to work performed by any of the Grantee's Representatives. The Grantee shall be responsible for any and all disputes arising out of its contract for work performed in relation to, as a result of, or as a consequence of this Grant Agreement, including but not limited to payment disputes with any of the Representatives. CARB and the PCB Administrator will not mediate disputes between the Grantee and any other entity concerning responsibility for performance of work performed pursuant to this Grant Agreement.
  - a. Upon request, the Grantee will provide the PCB Administrator copies of fully executed agreements with any and all Representatives. The PCB Administrator may request them during, and for a period of five years after the end of, the Grant Term and the Grantee agrees to provide them within 30 calendar days of such request. For agreements that are listed as "to be determined" in the Budget, the Schedule, or elsewhere in any attachment to this Grant Agreement, the Grantee must submit a written justification to the PCB Administrator, identifying the Representative and specific items of cost expected to be incurred by that Representative, which in each instance shall be subject to advance approval by the PCB Administrator. In addition, the Grantee must have a fully executed subcontract before the subcontractor can incur any costs

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for which the Grantee will seek reimbursement.

- b. The Grantee is required, where feasible, to employ best contracting and procurement practices that promote open competition for all goods and services. The Grantee shall obtain price quotes from an adequate number of sources for all subcontracts.
- c. Upon request, the Grantee will provide the PCB Administrator a copy of all solicitations for services or products used or needed to carry out the terms of this Grant Agreement, including copies of the proposals or bids received.
- d. The Grantee is responsible for handling all contractual and administrative issues arising out of or related to any agreements it enters into with any of its Representatives. Nothing contained in this Grant Agreement or otherwise creates any contractual relation between CARB and the PCB Administrator and any of the Grantee's Representatives, and no agreement may relieve the Grantee of its responsibilities under this Grant Agreement. The Grantee is solely liable and responsible for the acts and omissions of its Representatives or persons directly or indirectly employed by any of them.
- e. The Grantee's obligation to pay its Representatives is an independent obligation from the PCB Administrator's obligation to make payments to the Grantee. As a result, the PCB Administrator has no obligation to pay or enforce the payment of any funds to any of the Grantee Representatives. The Grantee is responsible for establishing and maintaining contractual agreements with and reimbursing each of the Grantee Representatives for work performed in accordance with the terms of this Grant Agreement.
- f. All agreements with the Grantee Representatives must, at a minimum, incorporate all of the following:
  - i. A clear and accurate description of the material, products, or services to be procured.
  - ii. A detailed budget and timeline.
  - iii. Provisions that allow for administrative, contractual, or legal remedies in instances where subcontractors violate or breach contract terms and provisions for such sanctions and penalties as may be appropriate.
  - iv. Provisions for termination by the Grantee, including termination procedures and the basis for settlement.

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- v. A statement that further assignments will not be made to any third or subsequent tier subcontractor without additional advance written consent of the PCB Administrator.
  - vi. Language conforming to all of the General Provisions of this Grant Agreement.
  - g. Without limiting any of CARB's or the PCB Administrator's other remedies, failure to comply with the above requirements is a material breach of this Grant Agreement and grounds for termination.
24. **Indemnification.** The Grantee agrees to indemnify, defend, and hold harmless Data for Social Good, the State of California, CARB, and CARB officers, Board members, employees, agents, representatives, and successors-in-interest against, for and from any and all liabilities, losses, damages, claims, and expenses, including reasonable attorneys' fees, arising out of, resulting from, or related to any actions or inactions of the Grantee or any of its Representatives, including but not limited to actions or inactions relating to, arising out of, or resulting from the operation, design, or manufacture of any equipment, vessels, vehicles, or engines purchased, acquired, developed, modified, or used with Grant Funds, in whole or in part.
25. **Independent Actor.** The Grantee and its Representatives, if any, in their/its performance of this Grant Agreement, shall act in an independent capacity and not as officers, employees, or agents of the State of California or CARB.
26. **Nondiscrimination.** During the performance of this Grant Agreement, the Grantee, its Representatives, and each of their/its respective contractors, subcontractors, consultants, and agents shall ensure that no person is, on the basis of sex, race, color, religion, ancestry, national origin, ethnic group identification, age (40 or over), mental disability, physical disability, medical condition, genetic information, marital status, veteran or military status, or sexual orientation, unlawfully denied full and equal access to the benefits of, or unlawfully subjected to discrimination under, any program or activity that is conducted, operated, or administered under this Grant Agreement or funded with Grant Funds. In addition:
- a. During the performance of this Grant Agreement, the Grantee, its Representatives, and each of their/its respective contractors, subcontractors, consultants, and agents shall not unlawfully discriminate against, harass, or allow harassment against any employee or applicant for employment, because of race, religious creed, color, national origin, ethnic group identification, ancestry, physical disability, mental disability, reproductive health decision-making (e.g. family-care leave, medical-care leave, or pregnancy-disability leave), medical condition,

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genetic information, marital status, sex, gender, gender identity, gender expression, age (40 or over), sexual orientation, or veteran or military status, nor shall the Grantee, its Representatives, or any of their/its respective contractors, subcontractors, consultants, or agents refuse to hire or employ any person or refuse to select any person for a training program leading to employment, or bar or discharge any person from employment or from a training program leading to employment, or discriminate against any person in compensation or in terms, conditions, or privileges of employment because of race, religious creed, color, national origin, ethnic group identification, ancestry, physical disability, mental disability, reproductive health decision-making (e.g. family-care leave, medical-care leave, or pregnancy-disability leave), medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age (40 or over), sexual orientation, or veteran or military status.

- b. The Grantee, its Representatives, and their/its respective contractors, subcontractors, consultants, and agents shall ensure that the evaluation and treatment of all persons receiving or applying for Grant Funds or participating in any Grant programs, projects, or activities, along with all respective employees and applicants for employment, are free of such discrimination and harassment.
- c. The Grantee, its Representatives, and their/its respective contractors, subcontractors, consultants, and agents shall comply with the provisions of the California Fair Employment and Housing Act (Gov. Code section 12900 et seq.) and the applicable regulations promulgated thereunder (California Code of Regulations, title 2, section 10000 et seq.). The applicable regulations (California Code of Regulations, title 2, section 11000 et seq.) of the Civil Rights Council are incorporated into this Grant Agreement by reference and made a part hereof as if set forth in full.
- d. The Grantee, its Representatives, and their/its respective contractors, subcontractors, agents, and consultants shall give written notice of their respective obligations under this clause to labor organizations with which any may have a collective bargaining or other agreement.
- e. The Grantee shall include the nondiscrimination and compliance provisions of this clause in all contracts, subcontracts, and agreements where work is performed to fulfill any term or condition of this Grant Agreement.
- f. The Grantee acknowledges, accepts, and understands that, pursuant to Gov. Code section 11136, whenever CARB or the PCB Administrator has



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reasonable cause to believe that the Grantee or any of its contractors, subcontractors, consultants or agents has violated any of the provisions of Gov. Code section 11135 or section 12900 et seq., or any of the provisions of Civil Code sections 51, 51.5, 51.7, 54, 54.1, or 54.2, or any regulation adopted to implement these sections or Article 1 (commencing with Gov. Code section 12960) of Chapter 7 of the Government Code, then CARB will notify the Grantee or, where applicable, the contractor, subcontractor, consultant, or agent, of such alleged violations and will submit a complaint detailing the alleged violations to the Civil Rights Department for investigation and determination pursuant to Gov. Code section 12960 et seq.

- g. Furthermore, the Grantee acknowledges the existence and application of CARB's Civil Rights Policy found at <https://ww2.arb.ca.gov/california-air-resources-board-and-civil-rights>.

**27. Notice.**

- a. Any notice, demand, request, consent, or approval that either Party desires or is required to give to the other Party under this Grant Agreement shall be in writing. Notices may be transmitted by any of the following means:
  - i. By delivery in person.
  - ii. By certified U.S. mail, return receipt requested, postage prepaid.
  - iii. By "overnight" delivery service; provided that next-business-day delivery is requested by the sender.
  - iv. By electronic means.
- b. Notices delivered in person will be deemed effective immediately on receipt (or refusal of delivery or receipt). Notices sent by certified mail will be deemed effective seven (7) calendar days after the date deposited with the U. S. Postal Service. Notices sent by overnight delivery service will be deemed effective one business day after the date deposited with the overnight delivery service. Notices sent electronically will be effective on the date of transmission, where it is documented in writing. Notices shall be sent to the persons and addresses set forth in Section C of this Grant Agreement. Either Party may, by written notice to the other, designate a different address that shall be substituted for the names of persons identified under Section C of this Grant Agreement.

- 28. No Third-Party Rights.** The existence of this Grant Agreement does not create, and nothing stated in this Grant Agreement creates rights in or grants

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remedies to, any third party or third parties as a beneficiary or beneficiaries of this Grant Agreement, or of any duty, covenant, obligation, or undertaking established herein.

29. **Office of Foreign Asset Control.** The Office of Foreign Assets Control ("OFAC") of the U.S. Department of the Treasury administers and enforces economic and trade sanctions based on U.S. foreign policy and national security goals against targeted foreign countries and regimes, terrorists, international narcotics traffickers, those engaged in activities related to the proliferation of weapons of mass destruction, and other threats to the national security, foreign policy, or economy of the United States. OFAC publishes lists of individuals and companies owned or controlled by, or acting for or on behalf of, targeted countries. It also lists individuals, groups, and entities, such as terrorists and narcotics traffickers, designated under programs that are not country-specific. These lists can be found at: <https://home.treasury.gov/policy-issues/office-of-foreign-assets-control-sanctions-programs-and-information>. The Grantee represents, warrants, and agrees that neither the Grantee nor any of its Representatives are in violation of any federal law or laws pertaining to any entity or individual listed on any of the OFAC lists. Unless otherwise authorized or exempt, transactions by U.S. persons or in the United States may be or are prohibited if they involve transferring, paying, exporting, withdrawing, or otherwise dealing in the property or interests in property of an entity or individual listed on the OFAC's SDN or other Lists. The property and interests in property of an entity that is 50 percent or more owned, whether individually or in the aggregate, directly or indirectly, by one or more persons whose property and interests in property are blocked pursuant to any part of 31 C.F.R. chapter V are also blocked, regardless of whether the entity itself is listed. Refer also to the U.S. Department of the Treasury website: <https://home.treasury.gov/policy-issues/financial-sanctions/sanctions-programs-and-country-information/ukraine-russia-related-sanctions>.
30. **Ownership.** All information, data, documents, intellectual property, including but not limited to webpages received, managed, or generated by the Grantee under this Grant Agreement is the property of CARB. No such information, data, documents, or intellectual property shall be released to any third party without CARB's advance written approval. Notwithstanding the above, in the event the Grantee is required by deposition, interrogatory, subpoena, or request for documents under the California Public Records Act to disclose information or data received or generated under this Grant Agreement, the Grantee shall provide CARB or the PCB Administrator a prompt written notice prior to disclosure with sufficient time for CARB or PCB Administrator to challenge or stay any release in an appropriate court of law.
31. **Paragraph Headings.** The headings and captions of the various paragraphs, subparagraphs, and sections hereof are for convenience only, and they shall

## City of Needles Planning and Capacity Building Grant Agreement

not limit, expand, or otherwise affect the construction or interpretation of this Grant Agreement.

32. **Prevailing Wages and Labor Compliance.** Where applicable, the Grantee agrees to be bound by and comply with all the provisions of California Labor Code including but not limited to Section 1771 et seq. regarding prevailing wages, and other provisions pertaining to recordkeeping and contractor/subcontractor registration. The Grantee agrees to monitor all agreements that are funded in whole or in part with Grant Funds to ensure that the provisions of California Labor Code Sections 1720-1861 are being met by the Grantee and all Grantee Representatives. The Grantee acknowledges, accepts, and agrees that wherever any public work (as defined in the Labor Code) is paid for in whole or in part out of public funds, then the Grantee and all Grantee Representatives must in all instances comply with the prevailing wage requirements as well as contractor and subcontractor registration requirements under the applicable provisions of the Labor Code. Failure to do so is a material breach of this Grant Agreement and may subject the Grantee and/or any of the Grantee Representatives to penalties and other violations imposed by the Department of Industrial Relations.
33. **Professionals.** The Grantee agrees that only licensed professionals will be used to perform services or conduct work under this Grant Agreement where such services are called for and where licensed professionals are required for those services under California law.
34. **Severability.** If a court of competent jurisdiction holds any provision of this Grant Agreement to be illegal, unenforceable, or invalid, in whole or in part, for any reason, the validity and enforceability of the remaining provisions, or portions of those provisions, will not be affected and will remain in full force and effect.
35. **Survival.** Those terms, conditions, provisions, and exhibits which by their nature should survive termination, cancellation, or expiration of this Grant Agreement, shall so survive, including but not limited to those sections pertaining to indemnity, insurance, recordkeeping, audit, return of funds, data security, confidentiality, transition, ownership, and the general provisions.
36. **Timeliness.** Time is of the essence in the performance of this Grant Agreement. The Grantee shall proceed with and complete all of its obligations under this Grant Agreement in a timely and expeditious manner.
37. **Total Agreement; Entirety.** This Grant Agreement constitutes the entire agreement and understanding between the Parties and supersedes and replaces any and all prior negotiations and agreements of any kind, whether written or oral, between the Parties concerning this Grant Agreement.

City of Needles Planning and Capacity Building Grant Agreement

38. **Waiver of Rights.** Any waiver of rights with respect to a default or other matter arising under the Grant Agreement at any time by either Party shall not be considered a waiver of rights with respect to any other default or matter. Any rights and remedies of CARB or the PCB Administrator provided for in this Grant Agreement are in addition to any other rights and remedies provided by law.

City of Needles Planning and Capacity Building Grant Agreement

**EXHIBIT B: WORK STATEMENT**

[Attachment I - Budget Summary](#)

[Attachment II - Scope of Work](#)

[Attachment III - Timeline, Deliverables, and Budget Details](#)

[Attachment IV - Key Project Personnel](#)



## City of Needles Planning and Capacity Building Grant Agreement

**Attachment I - Budget Summary**

Grantee: City of Needles

Project: Needles Active Transportation Plan

Grant Number: G22-PG-01

	<b>Total Costs</b>
Direct Grant Management Costs (part of Task 1)	\$30,475.60
Indirect Grant Management Costs (part of Task 1)	\$17,653.79
Project Costs (all other Tasks)	\$322,600.28
	<b>Total Funding</b>
CARB Funds	\$370,729.67
Resource Contribution	\$
<b>Total</b>	<b>\$370,729.67</b>

## City of Needles Planning and Capacity Building Grant Agreement

### **Attachment II - Scope of Work**

Grantee: City of Needles  
 Project: Needles Active Transportation Plan  
 Grant Number: 22-PG-01

CARB will include the Scope of Work from the Grantee's Full Phase application in this section.

#### **Task 1. Grant management**

Administer the various tasks of the project including participation in meetings with CARB or the Statewide Planning and Capacity Building Project Administrator (PCB Administrator); development and implementation of the Project Plan; record-keeping procedures; reporting procedures; and financial tracking and disbursements. Throughout this task "Administrator" refers to the third-party PCB Administrator (and CARB as needed).

- 1.1. Conduct meetings and communicate with Administrator staff.
- 1.2. Kick-off meeting: The Grantee's and Subgrantee's key project personnel, in collaboration with the Administrator, will plan, attend, and conduct a kick-off meeting with Administrator staff within 45 days of the execution of the Grant Agreement, unless another timeframe is agreed upon by the Administrator. The kick-off meeting will be virtual unless otherwise noted by the Administrator. Topics for discussion may include, but not be limited to, the following:
  - 1.2.1. Upcoming project tasks, timelines, and milestones
  - 1.2.2. Opportunities for synergy between project tasks
  - 1.2.3. Content and format for quarterly reports, annual data collection, and final reports
  - 1.2.4. Next steps for Administrator review of Project Plan and outreach and education materials.
  - 1.2.5. Schedule for ongoing coordination meetings
  - 1.2.6. Other items as necessary
- 1.3. Continue coordination with the Administrator to discuss project status. Check-ins with the Administrator will be held monthly or quarterly, per the Administrator, and a final meeting will be held at the conclusion of the

## City of Needles Planning and Capacity Building Grant Agreement

project. At minimum, the Grantee's key project personnel will participate in meetings with Administrator staff. Other project partners may participate as needed or as requested by the Administrator. Meetings will be virtual unless otherwise noted by the Administrator. Additional meetings may be scheduled at the discretion of the Administrator. Check-ins are the responsibility of the Grantee and should include:

- 1.3.1. Agenda for the meeting with online meeting information provided prior to the meeting
- 1.3.2. Discussion of project activities, deliverables, schedule, and milestones
- 1.3.3. Discussion of any difficulties encountered since the last project update
- 1.3.4. Concerns or questions requiring resolution from the Administrator
- 1.3.5. Notification of any pending disbursement requests
- 1.3.6. Scheduling the next project coordination meeting
- 1.4. Coordinate with all project partners, including Subgrantees and Community Partners, following the decision-making structure and the governance, legal, and financial relationships set out in the partnership structure. This must include:
  - 1.4.1. Executed agreements with all parties that will be compensated in return for specific work or information supplied as part of the scope of work.
  - 1.4.2. Regular communication with all Subgrantees, such as check-ins to keep track of progress made and troubleshoot issues encountered. The Grantee is responsible for keeping the Administrator informed of progress on all projects, including those that are being led by one of the Subgrantees.
  - 1.4.3. Regular communication with all Community Partners in a mutually agreed-upon format to share progress and receive feedback on project implementation and design
  - 1.4.4. Accessible public meetings to share progress and receive feedback on project implementation and design.
  - 1.4.5. Updates to Community Partners and other community

## City of Needles Planning and Capacity Building Grant Agreement

stakeholders on how their feedback is being incorporated into the design and implementation of the project

### 1.4.6. Participation in the Clean Mobility Equity Alliance

1.4.7. Coordination with other CARB projects (e.g., Access Clean California, Clean Mobility Options Voucher Pilot) where appropriate and as requested by the Administrator

1.5. Develop the Project Plan. This plan will serve as a more detailed blueprint of the scope of the grant overall. It is meant to be a useful tool for the Grantee, the Administrator, and other partners to plan, understand, and refer back to details of the work agreed upon. The Administrator must review and approve the plan before it is implemented. The Grantee, the Administrator, and the project partners should revisit the Project Plan consistently over the grant term and update as needed within the bounds of the grant agreement scope. This plan will include multiple parts, which, depending on the project types funded, may include but are not limited to:

1.5.1. Fulfill any needed project readiness requirements such as obtaining permits for charging infrastructure, obtaining encroachment permits, and ensuring sufficient electrical capacity at designated charging station sites.

1.6. Project records. Establish and maintain records on each aspect of project implementation. Report on and assess progress throughout project implementation via a combination of metrics defined by the Administrator and metrics defined by the Grantee and the community. The purpose of data collection and reporting is to document and assess the outcomes of each funded project, which may include better understanding the projects' impacts on behavior change, vehicles miles traveled, and equity.

1.6.1. For all projects, track and report metrics, such as, but not limited to, the data types outlined in the solicitation on an annual basis.

City of Needles Planning and Capacity Building Grant Agreement

- 1.6.2. Participate in third-party research projects as requested by the Administrator.
  - 1.6.3. Status Reports: Submit numbered status reports accompanying grant disbursement requests to the Administrator at least bi-annually but may submit more regularly if necessary to justify more frequent disbursements with prior approval from the Administrator. Status reports must follow a specific format and include specific topics as requested by the Administrator.
  - 1.6.4. Final Report: The Final Report must be submitted within 90 days of the Administrator receiving the draft Final Report or by the Termination Date, whichever comes first. A draft Final Report is due to the Administrator within 30 days of project completion or no later than 90 days before the expiration of the Term, whichever comes first. Final reports must follow a specific format and include specific topics as requested by CARB.
- 1.7. Identify participant data that are confidential and develop measures to keep these data confidential. For example, individuals' physical characteristics, residential address, wage and salary information, driver's license or state-issued ID number, and insurance policy number must be kept confidential.
- 1.7.1. Develop a systematic process and schedule to back up database(s) daily at a minimum.
  - 1.7.2. Develop and enforce security measures to safeguard project database(s).
  - 1.7.3. Store all records in a secure and safe storage facility that maintains confidentiality and provides fire and natural disaster protection.
  - 1.7.4. Retain files during the term of the Grant Agreement plus three



## City of Needles Planning and Capacity Building Grant Agreement

years after the grant term expires.

1.7.5. Transfer all project records to the Administrator once the project ends or five years after the grant term expires, whichever comes first.

1.8. Document, track, and report expenditures, including expenditures of State funds and resource contributions.

### **Task 2. Community Engagement**

Collaborate with the subgrantees to gather the community's needs and desires for active transportation infrastructure and programming, which may include sidewalk infill and recommended bike paths to improve connectivity and pedestrian safety. Community engagement for the plan will focus on three main strategies: educating residents on the plan, getting feedback and input from the community (with a focus on youth, families, transit riders, and low-income residents), and empowering community members as leaders in decision making.

- 2.1. Identify key stakeholders and community partners to be involved directly in the planning process.
  - 2.1.1. Identify and bring together Community Partners to participate in ongoing planning meetings (Task 1.2);
  - 2.1.2. Reach out to tribal representatives to request their participation in the planning process.
- 2.2. Inform the public on the Active Transportation Plan and identify community needs and priorities. Provide the public with the City's active transportation plan objective information to assist them in understanding the problems, solutions, and potential solutions.
  - 2.2.1. Develop materials and a website homepage about the Needles Active Transportation Plan, existing conditions of the sidewalks and bike paths, and opportunities to participate.
  - 2.2.2. Attend community events to inform residents, including tribal residents, about the planning process and opportunities to participate and provide input.
- 2.3. Engage residents through proven strategies to meet the community where they are. Encourage residents to develop a culture of walking and biking through community events.

## City of Needles Planning and Capacity Building Grant Agreement

- 2.3.1. Develop a survey on community needs and priorities for pedestrian and bicycle infrastructure (sidewalks, bike lanes, etc), priority locations, and interest in an e-bikeshare program.
- 2.3.2. Co-host two bike/ped rodeo events at the Elementary Schools with Needles Unified School District to promote safe walking and biking practices and receive survey feedback from students, parents, guardians, and families. Survey participation will be incentivized with gift cards.
- 2.3.3. Work with St. Vincent De Paul staff and volunteers to hold on-bus surveys to receive input from Needles Area Transit riders on first/last mile improvements. Stipends will be provided to volunteers.
- 2.4. Empower community members as leaders in the planning process to ensure community-based decision making.
  - 2.4.1. St. Vincent De Paul will host two focus groups with residents who receive services at the St. Vincent De Paul hub. Focus group participants will have the opportunity to test ride e-bikes and e-trikes and provide ideas and feedback on an e-bikeshare program. Stipends will be provided for focus group participants.
  - 2.4.2. Work with 3-4 high school students to develop leadership skills.
  - 2.4.3. Co-host a roundtable for high school students and a roundtable for middle school students facilitated by Youth Leaders.

### **Task 3. Assessing Existing Conditions**

Collaborate with subgrantees including a consultant (to be identified through Request for Proposals process) to assess 48.89 miles of current sidewalks, potential infill areas of sidewalks and current road conditions for potential bike improvements. Evaluate existing streets, sidewalks and bike lanes; identify existing walking and biking infrastructure; provide mapping of each including cross sections; summarize using charts and photos; identify pedestrian destinations; Identify existing transit routes and destinations.

- 3.1. Contractor and the City of Needles to collaborate on assessment.
- 3.2. Assess city-owned sites for future potential to add bike racks or a bikeshare station.

### **Task 4. Active Transportation Plan Development**

Collaborate with subgrantees to incorporate community engagement and the

## City of Needles Planning and Capacity Building Grant Agreement

existing conditions assessment into a draft Active Transportation Plan to be reviewed by the project partners, city council, and community.

### 4.1. Priority Projects Conceptual Design

### 4.2. Draft Active Transportation Plan review

#### 4.2.1. Incorporate comments and recommendations.

### 4.3. Community Engagement on Draft Active Transportation Plan

#### 4.3.1. Incorporate comments and recommendations.

### 4.4. Final Active Transportation Plan

#### 4.4.1. Council presentation

#### 4.4.2. Public hearings and Council Adoption

## City of Needles Planning and Capacity Building Grant Agreement

**Attachment III - Timeline, Deliverables, and Budget Details**

Grantee: City of Needles

Project: Needles Active Transportation Plan

Grant Number: 22-PG-01

<b>Task #</b>	<b>Task Description</b>	<b>Expected Start Date</b>	<b>Expected End Date</b>	<b>Deliverables (if applicable)</b>	<b>CARB Funds</b>	<b>Resource Contribution</b>
1	Grant Management	Month 01	Month 30		\$48,129.39	\$0
1.2	Grant Management	Month 1	Month 2	Kick-off Meeting Materials: - Agenda - Presentation - Meeting Notes		
1.3	Grant Management	Month 1	Month 30	Administrator Project Coordination Meetings Material: - Agendas - Presentations - Meeting Notes		
1.4	Grant Management	Month 3	Month 24	Project Partners Coordination (Subgrantees/Community Partners) Meeting Material: - Agendas - Presentations - Meeting Notes		
1.4.1	Grant Management	Month 1	Month 6	Executed Agreements		
1.4.4	Grant Management	Month 2	Month 18	Accessible public meeting materials		

## City of Needles Planning and Capacity Building Grant Agreement

<b>Task #</b>	<b>Task Description</b>	<b>Expected Start Date</b>	<b>Expected End Date</b>	<b>Deliverables (if applicable)</b>	<b>CARB Funds</b>	<b>Resource Contribution</b>
1.4.5	Grant Management	Month 3	Month 24	Community Partner/Stakeholder feedback incorporated into design and implementation of the project		
1.4.6	Grant Management	Month 3	Month 24	Log participation in Clean Mobility Equity Alliance		
1.5	Grant Management	Month 3	Month 6	Developed Project Plan		
1.6.1	Grant Management	Month 2	Month 24	Project Data: Tracked and reported metrics for all projects		
1.6.3	Grant Management	Month 3	Month 30	Status Reports (at least bi-annually) Disbursement Requests		
1.6.4	Grant Management	Month 21	Month 27	Draft Final report (within 30 days of project completion) Final Report		
1.7.5	Grant Management	Month 27	Month 30	Transfer project records to administrator.		
<b>2</b>	<b>Community Engagement</b>			<b>Draft and Final Public Outreach Plan focusing on the three main strategies.</b>	<b>\$71,256.72</b>	<b>\$0</b>
2.1	Community Engagement	Month 1	Month 1	Planning Process Excel file listing stakeholders and community partners with contact information.		
2.1.1	Community Engagement	Month 1	Month 24	Log of planning materials with community partners (agendas, minutes, etc.)		



City of Needles Planning and Capacity Building Grant Agreement

<b>Task #</b>	<b>Task Description</b>	<b>Expected Start Date</b>	<b>Expected End Date</b>	<b>Deliverables (if applicable)</b>	<b>CARB Funds</b>	<b>Resource Contribution</b>
2.1.2	Community Engagement	Month 3	Month 12	Outreach material to tribal representatives.		
2.2	Community Engagement	Month 2	Month 18	<ul style="list-style-type: none"> <li>List of Community needs and priorities</li> <li>Created mailers/flyers/infographics materials</li> <li>List of Provided Materials to the public: Active Transportation Plan Objective Information material</li> </ul>		
2.2.1	Community Engagement	Month 2	Month 24	<p>Developed materials and website updates related to Active Transportation Plan/existing conditions.</p> <p>Provide toolbox of Active Transportation Guidelines and Treatments</p> <p>Provide an overview of Active Transportation funding opportunities.</p>		

## City of Needles Planning and Capacity Building Grant Agreement

<b>Task #</b>	<b>Task Description</b>	<b>Expected Start Date</b>	<b>Expected End Date</b>	<b>Deliverables (if applicable)</b>	<b>CARB Funds</b>	<b>Resource Contribution</b>
2.2.2	Community Engagement	Month 3	Month 18	Log of community events attended to inform residents of planning process/participation opportunities		
2.3	Community Engagement	Month 2	Month 12	Engagement/encouragement material provided to residents		
2.3.1	Community Engagement	Month 3	Month 18	Draft and final survey, materials related to events (event announcements and other materials), participant summaries, volunteer materials, summary of stipends provided, etc.  Summary of Community Data Findings of pedestrian needs and issues		
2.3.2	Community Engagement	Month 3	Month 18	Bike/ped rodeo event 1 and 2 promoting pedestrian safety materials,  Surveys for each event.		
2.3.3	Community Engagement	Month 3	Month 18	Transit rider surveys and summary of collaboration.		

## City of Needles Planning and Capacity Building Grant Agreement

<b>Task #</b>	<b>Task Description</b>	<b>Expected Start Date</b>	<b>Expected End Date</b>	<b>Deliverables (if applicable)</b>	<b>CARB Funds</b>	<b>Resource Contribution</b>
2.4	Community Engagement	Month 2	Month 12	Planning Process meeting materials and resources.  Community-based decision-making materials and resources.		
2.4.1	Community Engagement	Month 2	Month 12	Focus group prep materials - dates, event announcements, questions, etc. summary of focus group feedback from residents, stipend details/summary.		
2.4.2	Community Engagement	Month 6	Month 24	Log of meetings with high school students. Meeting Materials: - Agenda - Presentation - Meeting Notes		
2.4.3	Community Engagement	Month 3	Month 24	Roundtable prep materials - dates, event announcements, questions, and Summary of roundtable		

## City of Needles Planning and Capacity Building Grant Agreement

<b>Task #</b>	<b>Task Description</b>	<b>Expected Start Date</b>	<b>Expected End Date</b>	<b>Deliverables (if applicable)</b>	<b>CARB Funds</b>	<b>Resource Contribution</b>
3	Assessing Existing Conditions	Month 3	Month 18	Evaluate existing streets, sidewalks and bike lanes; identify existing walking and biking infrastructure; provide mapping of each including cross sections; summarize using charts and photos; identify pedestrian destinations; Identify existing transit routes and destinations.	\$54,108.80	\$0
3.1	Assessing Existing Conditions	Month 1	Month 12	Report on meeting between Contractor and City of Needles regarding assessment.  Request for proposal (RFP) materials and final contract with consultant.		
3.2	Assessing Existing Conditions	Month 1	Month 3	Two assessment results of city-owned sites for: <ul style="list-style-type: none"> <li>• Bike Racks</li> <li>• Bikeshare station</li> </ul>		
4	Active Transportation Plan Development				\$197,234.76	0
4.2	Active Transportation Plan Development	Month 4	Month 18	Priority Projects Conceptual Design		

## City of Needles Planning and Capacity Building Grant Agreement

<b>Task #</b>	<b>Task Description</b>	<b>Expected Start Date</b>	<b>Expected End Date</b>	<b>Deliverables (if applicable)</b>	<b>CARB Funds</b>	<b>Resource Contribution</b>
4.3	Active Transportation Plan Development	Month 19	Month 21	Draft Active Transportation Plan Review by project partners summary of comments and recommendations		
4.4	Active Transportation Plan Development	Month	Month 12	Materials provided during the Community Engagement on the Draft Active Transportation Plan, summary of comments and recommendations		
4.5	Active Transportation Plan Development	Month 13	Month 27	Final Active Transportation Plan		
4.5.1	Active Transportation Plan Development	Month 13	Month 27	Council presentation and public comments		
4.5.2	Active Transportation Plan Development	Month 13	Month 27	Council meeting minutes and adoption documentation		
	<b>Total</b>				<b>\$370,729.67</b>	<b>\$0</b>

## City of Needles Planning and Capacity Building Grant Agreement

**Attachment IV - Key Project Personnel**

Grantee: City of Needles

Project: Needles Active Transportation Plan

Grant Number: G22-PG-01

<b>Role and Name of Entity</b>	<b>Personnel Name and Title</b>	<b>Expected Duties</b>
Grantee, City of Needles	Kathy Raasch <a href="mailto:kraasch@cityofneedles.com">kraasch@cityofneedles.com</a> Interim Development Services Director	Oversee completion of projects from start to finish.  Grant management (reporting, budget management, etc.)
Subgrantee, Needles Unified School District	Manuela Harris, <a href="mailto:Manuela_Harris@needlesusd.org">Manuela_Harris@needlesusd.org</a> <a href="mailto:Manuela_Harris@needlesusd.org">mailto:Manuela_Harris@needlesusd.org</a>	Lead outreach and engagement events, participate in ongoing project partner meetings, and provide feedback on the plan to ensure that it meets the need of youth and families.
Subgrantee, St. Vincent De Paul	George Deleon <a href="mailto:george.deleon78@yahoo.com">george.deleon78@yahoo.com</a>	Outreach and Engagement  Participate in ongoing project partner meetings  Provide feedback on the Needles Active Transportation Plan
Community Partner, San Bernardino County Sheriff's Department	Ross Tarangle <a href="mailto:rtarangle@sbcscd.org">rtarangle@sbcscd.org</a> Capitan	Work with Needles Unified School District to host bike/ped. rodeo events at schools.
Community Partner, Colorado River Medical Center (CRMC)	Bing Lum <a href="mailto:blum@crmccares.com">blum@crmccares.com</a> CEO	Will participate in ongoing planning meetings to identify areas reported as a safety/medical concern to patients/youth.
Community	Maria Sotnikova	Tri State Medical will



## City of Needles Planning and Capacity Building Grant Agreement

<b>Role and Name of Entity</b>	<b>Personnel Name and Title</b>	<b>Expected Duties</b>
Partner, Tri-State Medical (medical facility)	<a href="mailto:Maria.Sotnikova@tristateclinics.org">Maria.Sotnikova@tristateclinics.org</a> Director	participate in ongoing planning meetings and provide input on the transportation needs of the community to critical medical facilities, distribute survey to patients
Community Partner, Needles Housing Authority	Angelica Deermer <a href="mailto:adeermer@cityofneedles.com">adeermer@cityofneedles.com</a> Housing Director	Needles Housing Authority will participate in ongoing planning meetings and provide input on the transportation needs of the Housing Authority residents and distribute survey to residents.
Needles Area Transit and Needles Senior Center	Cheryl Sallis <a href="mailto:csallis@cityofneedles.com">csallis@cityofneedles.com</a> Community Services Manager	Needles Area Transit: Work with St. Vincent De Paul to coordinate on-board bus surveys to get input from transit dependent residents.  Senior Center: Participate in ongoing planning meetings to identify additional opportunities for engagement with older adults

City of Needles Planning and Capacity Building Grant Agreement

**EXHIBIT C: GRANTEE APPLICATION PACKAGE**

The PCB Administrator will include selected portions of the Grantee's Full Phase application in this section.

City of Needles Planning and Capacity Building Grant Agreement

**EXHIBIT D: REQUEST FOR APPLICATIONS PACKAGE**

The PCB Administrator will include the RFA package in this section.

City of Needles Planning and Capacity Building Grant Agreement

**EXHIBIT E: PAYEE DATA RECORD**

The PCB Administrator will include the Grantee's payee data record in this section.

## EXHIBIT C: GRANTEE APPLICATION PACKAGE

# Planning and Capacity Building FY 2022-23 Request for Applications

## APPENDIX B: Full Phase Application Template

**Note:**

If you require this document in an alternate format or language, please contact Heather Choi at (279) 208-7556 or [heather.choi@arb.ca.gov](mailto:heather.choi@arb.ca.gov). TTY/TDD/Speech to Speech users may dial 711 for California Relay Service.

July 24, 2023

More information: <https://ww2.arb.ca.gov/lcti-step-pcb-cmis>

## FY 2022-23 Planning RFA - APPENDIX B

The California Air Resources Board (CARB) requires applications to be accurate, and Lead Applicants are strongly encouraged to ensure their applications are brief and clear. If a project is selected for funding, the application will be incorporated into the grant agreement and sections of it may be added into the body of the grant agreement. Applications will be considered a promise to perform actions in a specific project and are not considered a starting place to begin negotiations on the project's final scope.

**Instructions:** Complete the Application Template below to apply for Planning and Capacity Building. Refer to the Request for Applications (RFA) for more information. All sections of the template must be completed, all statements requiring signature must be signed and dated, and all required components must be included for the application to be scored.

When a Lead Applicant is informed that they have moved on to the Full Phase application, they will receive a link to the Kiteworks platform from CARB. This link will be unique to each Lead Applicant. Lead Applicants must upload their signed Full Phase application and all components listed in the Application Checklist electronically to Kiteworks no later than **11:59 pm (Pacific Time) on November 3, 2023 (the Full Phase Deadline)**. No oral, telephone, facsimile, mailed, or e-mailed applications will be accepted. Lead Applicants may upload drafts to Kiteworks in advance of the deadline but must delete any documents they do not wish to submit as part of their Full Phase application by the Full Phase Deadline. CARB will not begin review of the Full Phase applications until November 4, 2023.

Applications uploaded after the Full Phase Deadline will be rejected and not scored. Lead Applicants are encouraged to upload applications in advance of the deadline to avoid delays due to technical difficulties. CARB will not accept applications uploaded after the deadline for any reason.

The Institute for Local Government, in collaboration with People for Mobility Justice and Fehr & Peers, are available to provide tailored support to each Applicant based on their needs. The technical assistance providers will reach out to each Lead Applicant invited to apply based on their Concept Phase application.

CARB will hold two Question & Answer sessions during the Full Phase to help answer potential Applicants' questions. See the section "Q&A sessions" in the RFA for more details.




## FY 2022-23 Planning-RFA - APPENDIX B

**1. Cover Page**

Print clearly or type all information on this application.

1. Project Name: Needles Active Transportation Plan
2. Organization Name: City of Needles
3. Type of Organization: Local Government
4. Contact Name and Title: Rainie Torrance, Utility Manager
5. Person with Contract Signing Authority (if different from above): Patrick Martinez
6. Mailing Address and Contact Information: Street: 817 Third St
City, State, Zip Code: Needles, CA 92363
7. Phone: 760-326-5700 X140
8. Email: rtorrance@cityofneedles.com
9. <input checked="" type="checkbox"/> I have read and understood the terms and conditions of the Sample Grant Agreement.

The undersigned declares that he or she is an official/agent of responding Lead Applicant and Sub-applicants and is empowered to represent, bind, and execute contracts and other agreements on behalf of the Lead Applicant (and Sub-applicants and Project Teams). The undersigned hereby represents, warrants, certifies and declares under penalty of perjury, under the laws of the State of California, that all statements and responses in this application package are true and correct, with full knowledge that all statements and responses are subject to investigation and that any incomplete, unclear, false or dishonest statements or responses may be grounds for rejection of the application, disqualification from this RFA process, termination of any or all executed Grant Agreements and/or other legal consequences.

Printed Name of Responsible Party: Patrick Martinez	Title: City Manager
Signature of Responsible Party: 	Date: 11/02/2023

**Third Party Certification** (if applicable)

I have completed the application, in whole or in part, on behalf of the Lead Applicant.

Printed Name of Third Party:	Title:
Signature of Third Party:	Date:
Amount Being Paid for Application Completion in Whole or Part:	Source of Funding to Third Party:

## FY 2022-23 Planning RFA - APPENDIX B

## 2. Application Checklist

Use this section to check that all required application components have been included and will be submitted to CARB. All components in the table below are required for the application to be scored.

Application Component	Included? Yes/No
Completed Application Template (including signed Cover Page and Section 15)	Yes
Letters of Commitment and Support Attachments	Yes
Scope and Timeline Attachment	Yes
Budget Attachment	Yes

## 3. Eligibility Requirements

Answer the questions in the table below. Use this section to check that all applicable eligibility requirements have been met. CARB will also review and confirm that all applicable eligibility requirements have been met. Applications must meet all applicable eligibility requirements to be scored.

Application Section	Eligibility Requirements	Yes/No/N/A
Overall	Have all sections of the Application Template been completed and does the application include all required components listed in the Application Checklist in the Full Phase Application Template?	Yes
Overall	Was the application uploaded to Kiteworks by the Full Phase Deadline?	Yes
Concept Phase Application Updates and Confirmation (Section 4)	Do any updates made to the Concept Phase application still meet the Concept Phase eligibility requirements and result in a minimum score of 70% based on the Concept Phase scoring criteria?	Yes
Budget (Section 10)	Does at least 5% of the total proposed budget fund data collection, evaluation, and reporting?	Yes
Budget (Section 10)	Is no more than 15% of the total requested funds set aside to cover indirect costs?	Yes
Data Collection, Evaluation, and Reporting (Section 12)	Do Applicants agree to comply with all data requirements listed in the application materials, including regularly collecting data on all proposed projects; identifying, evaluating, and updating projects based on evaluation results; and reporting requested data to CARB?	Yes

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**4. Concept Phase Application Updates and Confirmation**

Confirm whether the responses submitted in the Concept Phase application are still accurate. If they need to be updated, describe any updates that have been made. This section will be used to confirm that any updates to the Concept Phase application still meet eligibility requirements and score at least 70% according to the Concept Phase eligibility requirements and scoring criteria. This section will also be used as background information when scoring the Full Phase application.

<b>Concept Phase Application Section</b>	<b>For each section of the Concept Phase application, if no updates need to be made, write "No updates" below. If updates do need to be made, describe those updates below.</b>
Section 4. Funding Request	The total project cost has been updated to \$370,729.67.
Section 5. Timeline	Timeline updated to represent grant term. Project is still projected to be completed before the end of the grant term.
Section 6. Project Community	No updates
Section 7. Applicants and Partnership Structure	Sub-applicants, community partners and partnership structure defined and confirmed for full application.
Section 8. Project Descriptions and Transportation Equity	No updates



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## 5. Application Summary and Community Vision

Briefly summarize the overall application. Include a high-level description of the Project Community, the proposed projects, and how these projects will work together to achieve the community's vision of transportation equity. This response will be posted publicly on CARB's website and will be used as background information when scoring the Full Phase application. *(Maximum 1,000 characters)*

Input response below:

The City of Needles is one of the most disadvantaged and isolated, rural communities in the State of California. Located along the Colorado River in San Bernardino County, the city is home to the Fort Mojave Indian Tribe and is gateway to the Mojave National Preserve. Needles is a disadvantaged community with a Median Household Income of \$48,061. Approximately 55% of residents receive welfare assistance.

Despite the lack of safe routes for walking and biking in Needles, people still walk along these streets out of necessity. Children and wheelchair users are forced to use the road where there are no sidewalks or inadequate sidewalks, presenting a dire safety risk. The City of Active Transportation Plan will encourage, support and work with the community to develop much needed projects like repairing and connecting sidewalks, sidewalk ADA improvements, creating bike lanes, improving bus stops, and identifying bike sharing programs. The Active Transportation Plan will build a cult

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## 6. Applicants

Follow the instructions below. These responses will be scored.

- A. Outline the roles and responsibilities of each Lead Applicant and Sub-applicant. Describe why, through relevant expertise, experience, and skillsets, the Lead Applicant and each Sub-applicant is suited for their identified role and how, as a whole, they have the necessary qualifications to complete the projects.  
(Maximum 3,000 characters)

<p>Input response below. Include the name of any relevant attachments:</p> <p>The City of Needles will be the lead applicant on the Needles Active Transportation Plan. The City of Needles has a full time project manager to oversee the completion of all projects from start to finish. The project manager has experience with grant management including reporting, contractor and budget management for grants such as the Active Transportation Program and Clean California.</p> <p>As an isolated city, Needles does not have many community based organizations and most often partners with schools and San Bernardino County departments. Needles has identified Needles Unified School District and St. Vincent De Paul as sub-applicant on the Needles Active Transportation Plan because of their connection to priority populations in needles (youth, families, low-income residents, and transit dependent residents). Each sub-applicant is able to provide different aspects of the communities needs to incorporate into the Plan.</p> <p>The Needles Unified School District has access to the transportation needs of over 1,000 students and has resources to connect directly to over 400 families. Many students do not have transportation readily available to get to school or to key destinations in Needles. Currently, a priority for Needles Unified School District is to improve transportation to school to boost attendance rates. Partnering with the Needles Unified School District allows the City to incorporate the needs of the students and families directly into the Needles Active Transportation Plan. The City of Needles and the Needles Unified School District have collaborated on a range of projects over the past decade to improve the lives of residents and students in Needles, including walk audits for San Bernardino County's 2018 Safe Routes to School Plan and the City's 2022 ATP Cycle 6 Application. The School District's role will be to lead outreach and engagement events, participate in ongoing project partner meetings, and provide feedback on the plan to ensure that it meets the need of youth and families.</p> <p>St. Vincent De Paul is a local CBO with access to vulnerable, misplaced families and individuals of Needles. St. Vincent De Paul is also tightly connected in the community and has built relationships with many businesses. St. Vincent De Paul has the resources to connect, identify and gather feedback from residents of all backgrounds. Despite the amount of work and value they provide to the community, St. Vincent De Paul is primarily volunteer run. Funding for the Active Transportation Plan will allow the organization to pay and train volunteer staff and develop additional skills around engagement. St. Vincent De Paul's role will be to lead outreach and engagement events, participate in ongoing project partner meetings, and provide feedback on the plan to ensure that it meets the need of low-income, unhoused, and transit dependent residents. The City will also bring on a consultant, who will be identified through an RFP, for the technical components.</p>
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- B. Provide documentation of each Applicant's commitment to furthering equity and environmental justice. Describe each Applicant's relationships with Community Partners and representatives. Provide documentation and describe the outcomes of past work with Community Partners and representatives.  
(Maximum 3,000 characters)

Input response below. Include the name of any relevant attachments:

The City of Needles is committed to supporting and improving opportunities within our small, rural, and isolated community. With over half of our residents receiving welfare assistance, the City's sustainability work often happens through the lens of reducing utility costs and improving quality of life for low-income residents.

The Needles Unified School District has executed a letter of commitment to support the Needles Active Transportation Plan by engaging students and families into the plan. Needles Unified School District serves five schools in Needles (over 1,000 students and 400 families) with the mission to provide a free and appropriate education enabling all students to be successfully prepared to be productive members of society.

Needles Unified School District has worked with the City of Needles including on walk audits for the County Safe Routes to School Plan (2018) and surveys for the City's ATP Cycle 6 application. As a school district, getting students to school safely is a priority for improving attendance. Needles Unified School District seeks to improve sidewalks, add bike lanes but more importantly encouraging students to build the habit of walking and biking to improve their health and environment.

St. Vincent De Paul works closely with the low-income residents of Needles, and has equity as a key focus. They distribute food, clothing, and other key needs for residents. St. Vincent De Paul has worked with the City on the scope development and execution of grant funds from CDBG under CV and CV/3 Food Recovery and Distribution. St. Vincent De Paul provides annual equipment inspection reports and data as needed to the City.

Community Partners and their roles include:

- San Bernardino County Sheriff's Department - the Sheriff's Department will work with Needles Unified School District to host bike/ped. rodeo events at the schools where children will learn about safe walking and biking and families will provide input on infrastructure and programming needs
- Needles Area Transit - NAT will work with St. Vincent De Paul to coordinate on-board bus surveys to get input from transit dependent residents
- Needles Senior Center - the Senior Center will participate in ongoing planning meetings to identify additional opportunities for engagement with older adults
- Colorado River Medical Center (CRMC) - CRMC will participate in ongoing planning meetings to identify areas reported as a safety/medical concern to patients/youth
- Tri-State Medical - Tri State Medical will participate in ongoing planning meetings and provide input on the transportation needs of the community to critical medical facilities, distribute survey to patients



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## 7. Partnership Structure

Expand on the description provided in the Concept Phase application about how the partnership structure has been or will be created to accurately represent the Project Community. Describe the governance and decision-making structure of the partnership, including how the structure prioritizes decisions made by Community Partners and other community residents. Describe the legal and financial structure of the partnership, including who is contracting with whom and how the Lead Applicant will procure, contract with, and pay Sub-applicants and Community Partners. Finally, describe how the partnership structure will address power dynamics and potential inequities that may exist between partners. Lead Applicants may submit diagrams that demonstrate the partnership structure as attachments, but this is not required.

This response will be scored. (Maximum 3,000 characters)

Input response below. Include the name of any relevant attachments:

The City of Needles will be the lead applicant and will lead all stakeholder input through workshops to incorporate into the Active Transportation Plan. The City of Needles will be the lead project manager from issuing a formal bid to procure the consultant to develop the Active Transportation Plan, execution of scope of work and all grant reporting. The City of Needles will be responsible for reimbursing sub-applicants for participating and procuring all expenditures of the proposed project.

The City of Needles is a rural and isolated jurisdiction therefore it maintains close relationships within the community. The city and the Needles Unified School District have decades of experience collaborating for community events, recreation events, after school events, internships, and mentorships. The city acknowledges the critical role St. Vincent De Paul holds in the community. St. Vincent is the first point of contact for misplaced residents and residents impacted by food insecurity. The City has partnered with both sub-applicants on many grant applications from providing letters of support, participating in community meetings to being the receipt of equipment for there facilities.

In order to ensure a transparent and open planning process, the applicant and sub-applicants will host regular (bi-monthly or quarterly) planning meetings that will be open to the public. In addition to the applicants and community partners, the youth leaders developed through the engagement process will also be invited and reimbursed to attend all meetings. All decisions for the plan will be made by consensus between the applicants. If there are any disagreements, the applicants will invite the community partners and youth leaders into the decision-making process.

Community participation and needs assessments will be the foundation of the Active Transportation Plan. Through the engagement process, residents and business needs will be collected and incorporated into the plan. Engagement and feedback from community partners will be incorporated into the final plan.

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**8. Letters of Commitment and Support**

Provide a letter of commitment and support from each Applicant. Use the Letters of Commitment and Support Template (Attachment I) to ensure that all necessary topics are covered. Letters of commitment and support from Community Partners, as well as from entities that are necessary for the project to move forward and be sustained in the long-term, such as elected officials, electrical utilities, and government entities that own the right-of-way, are encouraged.

This response will be used to score the partnership structure and long-term sustainability sections. *(Maximum 500 characters)*

List letters attached to application:
Needles Unified School District, St. Vincent De Paul, Colorado River Medical Center, Tri-State Community Heath, City of Needles (representing the city, Needles Senior Center, Needles Area Transit and the Needles Housing Authority), San Bernardino County Sheriff's Office

**9. Scope and Timeline**

Provide a scope and timeline using the Scope and Timeline Template (Attachment II). Follow the instructions in the template. The proposed scope and timeline should outline the tasks needed to complete each project and approximate start and end dates for each task and sub-task.

This response will be scored.

Input name of scope and timeline file:
FY 2022-23 Planning, CMIS, and STEP RFA - APPENDIX B, ATTACHMENT II Needles

**10. Budget**

Provide a detailed budget using the Budget Template (Attachment III). Follow the instructions in the template. The proposed budget should estimate all labor, material, equipment, construction, installation, and grant management costs associated with the proposed projects. Labor rates must account for overhead and fringe benefits. Projected costs must account for any expectation of cost increases (e.g., cost of living increases, inflation).

This response will be used to confirm the eligibility of the budget and will be scored.

Input name of budget file:
FY22-23_Planning-CMIS-STEP-RFA_APPENDIX-B_ATTACHMENTS-III Needles



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11. Project Benefits

Expand on the description provided in the Concept Phase application about how the proposed project will address or identify community transportation needs or increase transportation equity, considering the needs of different groups of residents within the Project Community. Consider how the project will address and incorporate transportation equity as defined in this RFA, different elements that support transportation equity (e.g., accessibility, affordability, reliability, safety, and environmental sustainability), and the environmental justice principles. Describe how the project will develop organizational and community capacity. If applicable, describe how the proposed project will support workforce development in the climate and clean transportation sectors (e.g., partnering with workforce development and training programs with career pathways, providing economic opportunities through high-quality jobs) with a focus on Project Community residents who face barriers to employment.

This response will be scored. (Maximum 4,000 characters)

Input response below. Include name of any relevant attachments:
<p>The need for an Active Transportation Plan came about through community feedback during the City's ATP Cycle 6 application and Land Use and Transportation Element engagement process. In these workshops, meetings, and surveys, residents identified the need for improved sidewalks, bike lanes, improved bus stops, and more. See Attachment A and Attachment B for ATP survey results and Transportation Element workshop feedback. Some key feedback provided from the community includes: the most frequently visited destinations are the High School, Middle School, Buy Rite Market, and Park, there is not currently a grocery store in the City of Needles, making the Buy Rite Market a significant destination in the area and, Needles Unified School District does not provide school buses for students in fourth grade through high school, making safe non-motorized access to the Middle School and High School a critical safety issue.</p> <p>The City will use funding to identify and prioritize projects to connect sidewalk gaps, repair broken sidewalks, upgrade curb ramps to ADA compliance, identify bike lanes, and improve visibility, access and transportation in an area of the city with the school district, a senior center, a recreation center, a park, a medical center, and more key destinations. In addition, the Active Transportation Plan will identify opportunities for a bike share program in Needles and improvements to Needles Area Transit bus stops and service.</p> <p>Residents will be able to safely access destinations to improve their quality of life such as place of employment or access information at the Needles Library. The proposed project will encourage healthy lifestyles, improve safety and quality of life, and reduce reliance on motorized transportation for residents in the City of Needles. The project will benefit all residents including children, seniors, and people with disabilities. The City does not anticipate any challenges as the community has continuously asked for and shown support for safe walking infrastructure and safe transportation means.</p>

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## 12. Data Collection, Evaluation, and Reporting:

Answer the question below. This response will be used to confirm eligibility of the application.

Do you agree with the following statement? All Applicants have read and understand the data collection, evaluation, and reporting requirements and, as the Lead Applicant, I agree that all Applicants shall comply with all data requirements listed in the RFA, including regularly collecting data on all proposed projects; identifying, evaluating, and updating projects based on evaluation results; and reporting requested data to CARB or the Project Administrator.

Input response (Yes or No) below:
Yes



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### 13. Outreach and Engagement

Describe how outreach and engagement activities will focus intentionally on involving hard-to-reach residents in low-income and disadvantaged communities. Describe how the proposed projects will be inclusive and encourage diverse community resident feedback, incorporating specific ways for residents to make decisions about the projects that will impact them. Describe how the proposed projects will encourage the use of the clean transportation services provided and educate end users on the clean transportation options available.

This response will be scored. (Maximum 3,000 characters)

Input response below:

As a small, close-knit community, residents in Needles have a variety of options to provide input to the City. The City has historically gotten good response rates from online surveys, including 80+ responses to a 2022 survey on sidewalk and bike lanes near schools. Additionally, residents have access to their City Council members through council meetings and informal discussions. The City of Needles Active Transportation Plan community engagement plan will build on existing successful strategies and develop new strategies to bring the community together to inform the plan.

The City of Needles will first inform residents and businesses on the current needs of the Active Transportation Plan through educational handouts and a webpage on the City website. The City will be utilizing sub-applicants and community partners to spread the word and educate residents on what the City is doing. St. Vincent de Paul will use strategies like on-board bus surveys to reach the transit dependent residents of Needles. Needles Unified School District will host events like bike/ped rodeos or crosswalk demo art projects to engage students and their families. Once residents and businesses are informed, the next step is to involve and engage all residents of Needles to ensure that community needs are identified. Ensuring community needs are integrated into the process is a priority of the applicants.

The applicants will use a number of engagement strategies, such as focus groups, walk audits, and community events to get the residents of Needles excited and engaged about walking and biking. In order to make these events accessible and valuable to low-income residents, the City will offer stipends and incentives, such as bike and helmet raffles, for participation in focus groups and events. For example, St. Vincent De Paul, which works closely with extremely low-income residents, will host focus groups where attendees can test ride e-bikes and e-trikes to determine what types of bike sharing programs would most benefit their ability to reach the St. Vincent De Paul hub to receive free food. As another example, the School District will develop high school aged youth leaders who will develop skills around active transportation planning, public speaking, and civic engagement and who will host focus groups with their middle and high school aged peers.

The City is focused on working collaboratively with sub-applicants through focus groups and outreach events to increase input from all residents and businesses in Needles. The City of Needles sub-applicants were identified by their impact on Needles low-income and disadvantaged residents. St. Vincent De Paul. Needles Unified School District has close relationships with students, parents, and guardians across the city. The Active Transportation Plan development will gather input from the community through surveys, focus groups and outreach events which will increase involvement. Collecting public comments through su

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## 14. Long-term Sustainability

Describe the plan for the long-term sustainability or implementation of the proposed or planned projects after the grant term ends. This may include what financial tools and resources are available to implemented planned projects, what partnerships will enable the benefits of the project to be sustained in the long-term, the long-term impact of capacity building activities and sustained community engagement, and how social infrastructure will continue to benefit the Project Community after the grant term. If this information is not available, describe how long-term benefits will be considered during project planning and implementation.

This response will be scored. (Maximum 3,000 characters)

Input response below:

The City of Needles does not have an adopted Active Transportation Plan. The City does not have an adopted plan that clearly identifies the needs of the community as it relates to sidewalk improvements and bike path routes. The City needs an Active Transportation to be included in the City's general plan. The adopted general plan states the needs for transportation improvements but does not outline a strategy. The City's general plan will be amended to incorporate the final adopted Active Transportation Plan. The adopted Active Transportation Plan will set a 5-10 year plan leading staff to obtain necessary funding to implement the adopted plan. In addition, the City will be able to utilize the adopted plan to develop the reduction to greenhouse emissions as a result of the plan being implemented.

The City has already explored potential funding sources for active transportation infrastructure and programming funds including: Active Transportation Program, Highway Safety Improvement Program, Safe Streets 4 All, Clean California, and more.

Additionally, the relationships created and strengthened through this plan will continue to benefit the community long after the grant timeline. For example, St. Vincent De Paul will receive funding to pay and train their volunteer staff members, increasing their organization's sustainability and ability to partner with the City on future efforts. Additionally, this process will develop youth leadership, encouraging high school aged students in Needles to be involved with the community.



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**15. Declarations and Attestations****A. Conflict of Interest Declaration**

All Lead Applicants must disclose, as an attachment to the application, any conflict of interest that could be perceived to impact any of the Applicants' abilities to fulfill the duties and responsibilities set out in this RFA or the Grant Agreement. The Lead Applicant must immediately inform CARB of any current, ongoing, or pending direct or indirect interests that do or could pose an actual, apparent, or potential conflict of interest with any of the Applicants' abilities to fulfill the duties and responsibilities set out in this RFA or the Grant Agreement. These may include, but are not limited to, financial arrangements with or interest(s) with product manufacturers, equipment suppliers or vendors, infrastructure installers, fuel manufacturers, fuel or electricity retailers, vehicle or equipment component manufactures, or related organizations as well as membership in or financial arrangements with community-based organizations or committees or subcommittees. CARB may consider the nature and extent of any actual, potential, perceived, or apparent conflict of interest, including those discovered outside of the application, in evaluating, considering, or scoring the application, and may disqualify the Lead Applicant based on such actual, potential, perceived, or apparent conflict of interest at CARB's sole discretion. Each Applicant must immediately advise CARB in writing of any potential new conflicts of interest.

By signing Section 15.E. Applicant Signatures, each Applicant represents, warrants, and agrees that all conflicts of interest, if any, have been fully disclosed to CARB in the submitted application; that they are in compliance with applicable state and federal conflict of interest laws at the time they submit this application and shall remain in compliance with all such laws during the RFA process, and, if selected, during the Grant Term; and that they will have no interest, and will not acquire any interest, direct or indirect, which will conflict with their ability to impartially perform under and complete the tasks described in this RFA.

**B. Compliance with the Law Declaration**

Each Applicant must disclose, as an attachment to the application, any claims against them of noncompliance with any United States Environmental Protection Agency (U.S. EPA), CARB, or California air district laws, including a Notice of Violation, Citation, or litigation alleging noncompliance, along with a copy of any of the government documents they have received alleging noncompliance. Applicants may explain the nature of the allegations and present any defenses.

If the Applicants have no such claims of noncompliance against any of them, each Applicant shall so attest in the application by signing Section 15.E. Applicant Signatures. By signing, each Applicant represents, warrants, and agrees that all claims of noncompliance, if any, have been disclosed to CARB in the submitted application.

CARB may consider the nature and extent of any alleged or proven noncompliance with U.S. EPA, CARB, or California air district law, or failure to disclose any alleged

## FY 2022-23 Planning RFA – APPENDIX B

noncompliance with U.S. EPA, CARB, or California air district laws, including those discovered outside of the application, in evaluating, considering, or scoring the application, and may disqualify the application based on such noncompliance, at CARB's sole discretion.

### C. Attestation of Readiness

By signing Section 17.E. Applicant Signatures, each Applicant accepts the terms and conditions of the attached Grant Agreement (Appendix B) in the same form, and is ready, willing, and able to comply with all such terms and conditions.

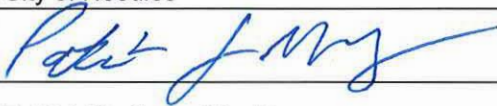
### D. Non-Collusion Declaration

By signing Section 17.E. Applicant Signatures, each Applicant represents, warrants, and agrees that the following is true:

The application was not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The application is genuine and not collusive or a sham. Submittal of the application was not directly or indirectly induced by or solicited from any other applicant to put in a false or sham proposal. Each Applicant did not directly or indirectly collude, conspire, connive, or agree with any other applicant or anyone else to put in a sham application. Each Applicant did not in any manner directly or indirectly seek by agreement, communication, or conference with anyone to fix the proposed fees or terms of the application or of any other application, or to fix any overhead, profit, or cost elements of the proposed fees or fee structure, or of that of any other applicant, or to secure any advantage against CARB or other applicants. All statements contained in the application are true and correct.

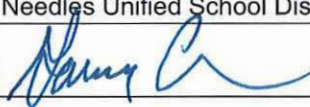
### E. Applicant Signatures

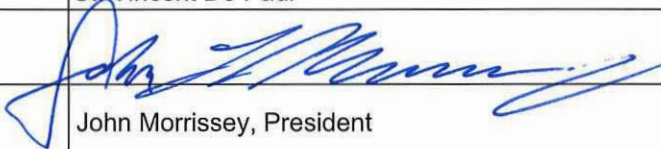
**Each Applicant (the Lead Applicant and each Sub-applicant)** must sign below. The undersigned declares that they are an official/agent of a responding Applicant and are empowered to represent, bind, and execute contracts and other agreements on behalf of the Applicant. The undersigned hereby represents, warrants, certifies, and declares under penalty of perjury, under the laws of the State of California, that all statements and responses in Sections 17.A, 17.B, 17.C, and 17.D above are true and correct, with full knowledge that all statements and responses are subject to investigation and that any incomplete, unclear, false, or dishonest statements or responses may be grounds for rejection of the application, disqualification from this RFA process, termination of any or all executed Grant Agreements, and/or other legal consequences.

Lead Applicant Name:	City of Needles
Signature of Designated Authorized Representative:	
Name and Title of Authorized Representative:	Patrick Martinez, City Manager
Date of Signature:	11/02/2023



FY 2022-23 Planning RFA – APPENDIX B

Sub-applicant Name:	Needles Unified School District
Signature of Designated Authorized Representative:	
Name and Title of Authorized Representative:	Dr. Garry Cameron, Superintendent
Date of Signature:	11/02/2023

Sub-applicant Name:	St. Vincent De Paul
Signature of Designated Authorized Representative:	
Name and Title of Authorized Representative:	John Morrissey, President
Date of Signature:	11/02/2023

Sub-applicant Name:	
Signature of Designated Authorized Representative:	
Name and Title of Authorized Representative:	
Date of Signature:	

Sub-applicant Name:	
Signature of Designated Authorized Representative:	
Name and Title of Authorized Representative:	
Date of Signature:	

Sub-applicant Name:	
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Name and Title of Authorized Representative:	
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Sub-applicant Name:	
Signature of Designated Authorized Representative:	
Name and Title of Authorized Representative:	
Date of Signature:	

FY 2022-23 Planning RFA – APPENDIX B

Sub-applicant Name:	
Signature of Designated Authorized Representative:	
Name and Title of Authorized Representative:	
Date of Signature:	

Sub-applicant Name:	
Signature of Designated Authorized Representative:	
Name and Title of Authorized Representative:	
Date of Signature:	

Sub-applicant Name:	
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Signature of Designated Authorized Representative:	
Name and Title of Authorized Representative:	
Date of Signature:	

Sub-applicant Name:	
Signature of Designated Authorized Representative:	
Name and Title of Authorized Representative:	
Date of Signature:	

**EXHIBIT D: REQUEST FOR APPLICATIONS PACKAGE**

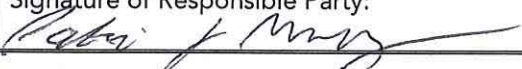
FY 2022-23 Planning RFA - APPENDIX A

**1. Cover Page**

Print clearly or type all information on this application.

1. Project Name: Needles Active Transportation Plan
2. Organization Name: City of Needles
3. Type of Organization: Local Government
4. Contact Name and Title: Rainie Torrance, Utility Manager
5. Person with Contract Signing Authority (if different from above): Patrick Martinez
6. Mailing Address and Contact Information: Street: 817 Third St City, State, Zip Code: Needles, CA 92363
7. Phone: 760-326-5700 X140
8. Email: rtorrance@cityofneedles.com
9. <input checked="" type="checkbox"/> I have read and understood the terms and conditions of the Sample Grant Agreement.

The undersigned declares that he or she is an official/agent of responding Lead Applicant and Sub-applicants and is empowered to represent, bind, and execute contracts and other agreements on behalf of the Lead Applicant (and Sub-applicants and Project Teams). The undersigned hereby represents, warrants, certifies and declares under penalty of perjury, under the laws of the State of California, that all statements and responses in this application package are true and correct, with full knowledge that all statements and responses are subject to investigation and that any incomplete, unclear, false or dishonest statements or responses may be grounds for rejection of the application, disqualification from this RFA process, termination of any or all executed Grant Agreements and/or other legal consequences.

Printed Name of Responsible Party: Patrick Martinez	Title: City Manager
Signature of Responsible Party: 	Date: 09/07/2023

**Third Party Certification (if applicable)**

I have completed the application, in whole or in part, on behalf of the Lead Applicant.

Printed Name of Third Party:	Title:
Signature of Third Party:	Date:
Amount Being Paid for Application Completion in Whole or Part:	Source of Funding to Third Party:

## FY 2022-23 Planning RFA - APPENDIX A

**2. Eligibility Requirement Review**

Answer the questions in the table below. Use this section to check that all applicable eligibility requirements have been met.

CARB will also review and confirm that all applicable eligibility requirements have been met. Applications must meet all applicable eligibility requirements to be scored.

Application Section	Eligibility Requirements	Yes/No/N/A
Overall	Are all sections of the Application Template complete?	Yes
Overall	Was the application received by CARB at <a href="mailto:step@arb.ca.gov">step@arb.ca.gov</a> by the Concept Phase Deadline?	Yes
Funding Request (Section 4)	Is the total budget requested less than or equal to \$500,000?	Yes
Timeline (Section 5)	Will all CARB Grant Funds be spent by December 31, 2026?	Yes
Project Community (Section 6)	Is more than 50% of the Project Community in disadvantaged or low-income community census tracts?	Yes
Applicants and Partnership Structure (Section 7)	Are all Applicants eligible?	Yes
Applicants and Partnership Structure (Section 7)	If the Lead Applicant is a local government, is one of the Sub-applicants a community-based organization? If the Lead Applicant is a community-based organization, is one of the Sub-applicants a local government or tribal government? (N/A for tribal governments as Lead Applicants.)	Yes
Project Descriptions and Transportation Equity (Section 8)	Are all projects eligible?	Yes



FY 2022-23 Planning RFA - APPENDIX A

### 3. Application Summary

Very briefly, summarize the proposed projects. This response will be posted publicly on CARB's website. *(Maximum 500 characters)*

Input response below:

The City of Needles has over 48 miles of sidewalks area and 43 miles of roadway. Many of the existing sidewalks are severely damaged, deteriorated, not ADA compliant or non-existent. No bike line master plan has been identified within the City of Needles. The proposed project is to develop an Active Transportation Plan to identify sidewalk improvements and install bike paths within the City. The project will significantly improve connectivity and pedestrian safety within the City of Needles.

### 4. Funding Request

Estimate the funding expected to be requested from CARB. Estimate the overall project cost and how much of that cost may be able to be covered by other sources of funding rather than CARB funding (via a resource contribution).

This response will be used to confirm that the total budget requested meets eligibility requirements. *(Maximum 350 characters)*

Input response below:

The City of Needles is a rural and disadvantaged community. The Active Transportation Plan is estimated to cost \$300,000. Without grant funding, the City of Needles is not able to complete this critical plan.

### 5. Timeline

The Grant Term is expected to start by July 15, 2024. What is the expected timeline for project implementation? By what date will all CARB Grant Funds be spent?

This response will be used to confirm that the project timeline meets eligibility requirements. *(Maximum 350 characters)*

Input response below:

The City of Needles staff will be starting the project as soon as award is provided and committed to completing the project within 1 year of award notice.

FY 2022-23 Planning RFA - APPENDIX A

## 6. Project Community

- A. Describe the community that the projects will benefit. For example, you may want to describe the residents, workers, and students in the benefitting community, including demographics such as race/ethnicity, age, gender, income level, employment, languages spoken, vehicle ownership, travel patterns to key destinations, and transportation mode share. You may also want to describe the types and quality of transportation options currently available within the community.

This response will be used as background for scoring other application sections.  
(Maximum 1,500 characters)

Input response below:

The City of Needles is one of the most disadvantaged and isolated, rural communities in the State of California. Located along the Colorado River in San Bernardino County, the city is home to the Fort Mojave Indian Tribe and is gateway to the Mojave National Preserve. San Bernardino County is known for historically high rates of poverty, and the City of Needles is among the most impoverished communities in the state. Needles population is less than 5,000, has a Median Household Income of \$48,061, far lower than the average for San Bernardino County (\$77,500) and California of (\$84,097). Approximately 55% of residents receive welfare assistance. Only 11.3% of residents have a Bachelor's degree or higher. Sidewalk gap completion and safe biking opportunities are highly requested by the community. Despite the lack of safe routes, people still walk along these streets out of necessity. Children and wheelchair users are forced to use the road where there are no sidewalks or inadequate sidewalks, presenting a dire safety risk. Not all households can afford to own or maintain a car. Needles scores in the 2.8th percentile for Automobile Access according to the Healthy Places Index. The proposed project will identify safe bike paths for those residents.

- B. Attach a map of the Project Community's boundaries to this application document. Work with the technical assistance providers to create this map in the required format (.shp, .kml, or .kmz file type). This map will be used to confirm that the Project Community meets eligibility requirements and will be used to score whether the Project Community is rural and whether the Project Community has received past planning funding from STEP or similar State programs.

Input name of map file below:

ProjectBoundary-City of Needles.zip

FY 2022-23 Planning RFA - APPENDIX A

## 7. Applicants and Partnership Structure

Follow the instructions below. These responses will be used to confirm that the Applicants meet eligibility requirements and will be scored.

- A. **Lead Applicant:** Provide the name of the organization, organization type, and contact information of the Lead Applicant. *(Maximum 250 characters)*

Input information on Lead Applicant below:
<p>The City of Needles                  Local Government                  Rainie Torrance, Utility Manager                  817 Third St. Needles, CA 92363                  rtorrance@cityofneedles.com                  (760)326-5700 X140</p>

- B. **Sub-applicants:** List the name of the organization and organization type of each Sub-applicant. *(Maximum 600 characters)*

Input information on Sub-applicants below:
<p>Needles Unified School District, San Bernardino County Sheriff's Department, Needles Area Transit, Needles Senior Center, St. Vincent De Paul (Non-profit)</p>

FY 2022-23 Planning RFA - APPENDIX A

**C. Community Partners:** List the Community Partners, including the name of the organization and organization type if applicable. *(Maximum 1,000 characters)*

Input information on Community Partners below:

The City of Needles has identified the following partners in the Community that can provide input into the Needles Active Transportation Plan; Needles Unified School District, San Bernardino County Sheriffs Department, San Bernardino County Public Health, Tri- State Health (medical facility), Colorado River Medical Center (medical facility), St. Vincent De Paul (non-profit), Needles Housing Authority (local government), Needles Area Transit (local government) and Needles Senior Center (local government).

**D. Partnership Structure:** Describe the roles and responsibilities of the Lead Applicant, Sub-applicants, and Community Partners and how they plan to work collaboratively on the projects to ensure success. Describe how the partnership structure will focus decision-making power to the community residents impacted by the proposed projects. *(Maximum 1,500 characters)*

Input response below:

The City of Needles will be the lead applicant and will lead all stakeholder input through workshops to incorporate into the Active Transportation Plan. All identified partners are able to provide different aspects of residents needs to incorporate into the Plan. The Needles Unified School District and the San Bernardino County Sheriffs Department has access to the transportation needs of the children. The San Bernardino County Public Health, Tri-State Health and Colorado River Medical Center has access to the senior citizens and health and safety impacts to the community. St. Vincent De Paul and the Needles Housing Authority has access to the low income and misplaced individuals in the community. The Needles Area Transit and Needles Senior Center have access to all the transportation routes and highly trafficked areas. Each partner is able to collaborate and contribute to the overall success of the Active Transportation Plan.



FY 2022-23 Planning RFA - APPENDIX A

## 8. Project Descriptions and Transportation Equity

Describe the proposed project and identify the associated project categories from the RFA. Describe how the proposed project will address or identify community transportation needs or increase transportation equity, connecting the needs of different groups of residents within the Project Community and considering workforce development, community resiliency, and economic opportunity. Describe how the project will develop organizational and community capacity. Lastly, describe potential challenges the Applicants or community may face during project implementation and how these challenges will be addressed.

This response will be used to confirm that the projects meet eligibility requirements and will be scored. *(Maximum 3,000 characters)*

Input response below:

The City is seeking funding to connect sidewalk gaps, repair broken sidewalks, upgrade curb ramps to ADA compliance, identify bike lanes, and improve visibility, access and transportation in an area of the city with the school district, a senior center, a recreation center, a park, a medical center, and more key destinations. Residents will be able to safely access destinations to improve their quality of life such as place of employment or access information at the Needles Library. A recent survey of residents showed the most frequently visited destinations are the High School, Middle School, Buy Rite Market, and Park. Needles Unified School District does not provide school buses for students in fourth grade through high school, making safe non-motorized access to the Middle School and High School a critical safety issue. Additionally, there is not currently a grocery store in the City of Needles, making the Buy Rite Market a significant destination in the area. The proposed project will encourage healthy lifestyles, improve safety and quality of life, and reduce reliance on motorized transportation for residents in the City of Needles. The project will benefit all residents including children, seniors, and people with disabilities. The City does not anticipate any challenges as the community has continuously asked for and shown support for safe walking infrastructure and safe transportation means.

**EXHIBIT E: PAYEE DATA RECORD**

State of California  
Financial Information System for California (FI\$Cal)  
**GOVERNMENT AGENCY TAXPAYER ID FORM**  
2000 Evergreen Street, Suite 215  
Sacramento, CA 95815  
www.fiscal.ca.gov  
1-855-347-2250

**FI\$Cal**

Financial Information System for California

The principal purpose of the information provided is to establish the unique identification of the government entity.

**Instructions:** You may submit one form for the principal government agency and all subsidiaries sharing the same TIN. Subsidiaries with a different TIN must submit a separate form. Fields marked with an asterisk (\*) are required. Hover over fields to view help information. Please print the form to sign prior to submittal. You may email the form to: vendors@fiscal.ca.gov, or fax it to (916) 576-5200, or mail it to the address above.

Principal  
Government  
Agency Name\*

City of Needles

Remit-To  
Address (Street  
or PO Box)\*

817 Third St

City\*

Needles

State \*

CA

Zip Code\*+4

92363-2933

Government Type:



City



County



Special District



Federal



Other (Specify)

Federal  
Employer  
Identification  
Number  
(FEIN)\*

95-6000750

List other subsidiary Departments, Divisions or Units under your principal agency's jurisdiction who share the same FEIN and receives payment from the State of California.

Dept/Division/Unit  
Name

Complete  
Address

Dept/Division/Unit  
Name

Complete  
Address

Dept/Division/Unit  
Name

Complete  
Address

Dept/Division/Unit  
Name

Complete  
Address

Contact Person\*

Barbara DiLeo

Title

Acting Director of Finance

Phone number\*

760-326-2115 x134

E-mail address

bdileo@cityofneedles.com

Signature\*



Date

6/24/24





# City of Needles, California

## Request for City Council Action

☒ CITY COUNCIL ☐ NPUA

☒ Regular ☐ Special

**Meeting Date:** March 25, 2025

**Title:** Pickleball Courts Discussion

**Background:** City Council members have requested City Staff to review installing pickleball courts in the City of Needles Parks and Recreation Department. City Staff worked with Community Works Design to develop a preliminary design (attached).

The design includes:

- ADA access and parking
- Two full-size courts
- Fencing
- Landscaping

City Staff identified Duke Watkins Parks as an ideal location for pickleball courts as the area has new ADA access and parking. The cost estimate is \$365K.

**Fiscal Impact:** The Duke Watkins Park Pickleball Courts' project has a cost estimate of \$365K. City Staff is working on finding grant funding opportunities to cover the costs of the project. The California Department of Parks and Recreation has announced the Land and Water Conservation Fund (LWCF) grant opportunity. Land and Water Conservation Fund (LWCF) grants provide funding for the acquisition or development of land to create new outdoor recreation opportunities for the health and wellness of Californians. The 2025 LWCF grant funding has a 50% match requirement.

**Environmental Impact:** Expand park access for all Californians.

**Recommended Action:** Provide Direction to Staff

**Submitted By:** Rainie Torrance, Utility Manager

**City Manager Approval:** Patrick J. Martinez

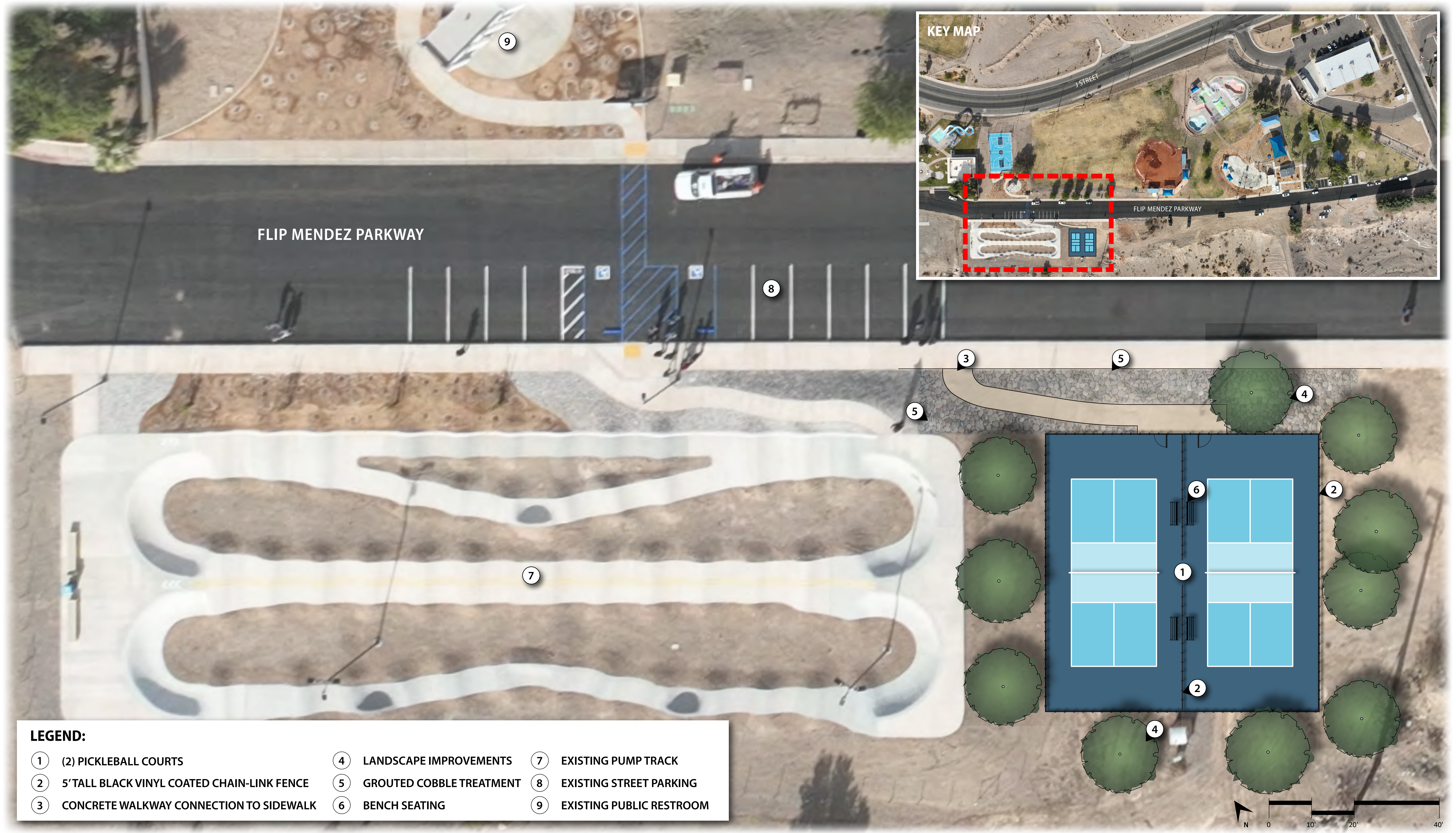
**Date:** 3/20/2025

**Other Department Approval (when required):** \_\_\_\_\_

**Date:** \_\_\_\_\_

Approved: ☐ Not Approved: ☐ Tabled: ☐ Other: ☐





# DUKE WATKINS PARK - PICKLEBALL COURTS

CITY OF NEEDLES

## SCHEMATIC SITE PLAN

Date: March 6, 2025

COMMUNITY WORKS  
DESIGN GROUP  
7111 Indiana Avenue, Suite 300  
Riverside, CA 92504  
(951) 369-0700 | www.cwdg.fun





## Community Works Design Group



### Conceptual Cost Estimate

Project: Duke Watkins Pickleball Courts Date: 3/11/25 Progress: Conceptual

Take off by: Bethanie Cayabyab

Item Description	Qty.	U.M.	Unit Cost	Total Cost
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### **Division 01**

#### *Project Start:*

Mobilization (5% subtotal)	1	LS	\$14,377.22	\$14,377.22
Construction Stabilized Entrance	1	EA	\$3,000.00	\$3,000.00
Temporary Construction Fencing	450	LF	\$12.33	\$5,550.00
Construction Signage	1	EA	\$5,001.56	\$5,001.56
Survey Crew, Field Staking, Layout 3 person	1	DAY	\$4,207.50	\$4,207.50
Erosion Control/SWPPP	5681	SF	\$0.59	\$3,351.79

### **Division 02**

#### *Demolition:*

Clear and Grub	5681	SF	\$0.75	\$4,260.75
40 Yard Dumpster	1	EA	\$1,680.53	\$1,680.53

### **Division 12**

#### *Site Furnishing:*

Benches Concrete	4	EA	\$2,860.08	\$11,440.31
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#### *Park Items:*

Pickle Ball Net	2	EA	\$5,148.25	\$10,296.50
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### **Division 26**

#### *Electrical:*

Solar Sport Court Light Single	4	EA	\$7,600.00	\$30,400.00
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### **Division 31**

#### *Earthwork:*

Grading	5681	SF	\$1.25	\$7,101.25
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### **Division 32**

#### *Exterior Improvements **Hardscape** :*

Concrete Broom Finish 4"	388	SF	\$14.33	\$5,558.10
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#### *Exterior Improvements **Specialty Hardscape** :*

Item Description	Qty.	U.M.	Unit Cost	Total Cost
Pickleball Court Complete (2)	1	EA	\$95,970.50	\$95,970.50
<i>Exterior Improvements <b>Fencing - Non Metal Fabricated(see Division 5) :</b></i>				
5' Black Vinyl Coated Chainlink Fence	225	LF	\$179.00	\$40,275.00
5'x 4' Black Vinyl Coated Chainlink Gate	2	EA	\$3,283.98	\$6,567.97
<i>Exterior Improvements <b>Irrigation:</b></i>				
Battery Controller or Tucor add on for new valve	1	EA	\$875.00	\$875.00
1" Class 200 Lateral Line	275	LF	\$3.38	\$928.13
1" Irrigation Non Drip Zone Valve	1	EA	\$500.00	\$500.00
Irrigation Deep Root Bubbler Assembly	20	EA	\$84.70	\$1,694.00
<i>Exterior Improvements <b>Planting:</b></i>				
Weed and Pest Control Measures	4925	SF	\$0.36	\$1,753.30
90 day Maintenance Period	5681	SF	\$0.81	\$4,587.41
Trees (15 Gallon)	10	EA	\$245.42	\$2,454.20
Grouted Cobble	1137	SF	\$35.26	\$40,090.62
<b><u>Base Total Minus Mobilization</u></b>				\$287,544.41
<b><u>Sub Total</u></b>				\$301,921.63
<b><u>Market Instability**</u></b>				\$60,384.33
<b><u>Total</u></b>				\$362,305.96

#### Disclaimers

\* For Estimates in conceptual phases of development it should be noted the estimate is only a ROM at best due to impacts and cost based on only partial design conditions and unknown final scope, final Civil, Electrical, or other sub input can also significantly change costs.

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## Application Eligibility Card

The Eligibility Card covers significant issues that APPLICANTS and GRANTEES must be aware of to succeed in this federal program. Use it to select a COMPETITIVE PROJECT that will meet the APPLICATION, GRANT administration, and POST-COMPLETION PARK STEWARDSHIP REQUIREMENTS.

	APPLICATION Requirements	Yes	No
1	<b>SCORP:</b> Does the PROJECT meet at least one of the current SCORP Priorities?	Eligible	Ineligible
2	<b>ACQUISITION PROJECT:</b> Will the APPLICANT become the landowner through the ACQUISITION? <b>Or</b> <b>DEVELOPMENT PROJECT:</b> Is the APPLICANT the land owner at the time of APPLICATION?	Eligible	Ineligible
3	Will the entire PARK be placed within the LWCF BOUNDARY MAP to be protected, operated, and maintained according to the POST-COMPLETION PARK STEWARDSHIP REQUIREMENTS in PERPETUITY?	Eligible	Ineligible
4	Will the APPLICATION be submitted by the deadline? Will checklist items that are not ready by the APPLICATION deadline, such as CEQA, be completed and submitted to OGALS <u>within 60 days</u> after the APPLICATION deadline?  For the LOCAL AGENCY COMPETITIVE PROGRAM, will the project section criteria be submitted by the deadline?	Eligible	Ineligible
5	Does the APPLICANT understand the MATCH and RATE OF REIMBURSEMENT requirements and have funds to "cash-flow" 100% of the PROJECT costs before reimbursement?	Eligible	Ineligible
6	Will the PROJECT be completed no later than 3 years from the start date of the GRANT PERFORMANCE PERIOD?	Eligible	Ineligible
7	Does the APPLICANT understand the construction or ACQUISITION cannot begin until NPS approval? This includes ensuring no PROJECT-related activities, ground disturbance, or other site work from other funding sources, takes place before NPS approval (except for eligible PRE-AWARD PLANNING COSTS).	Eligible	Ineligible

**Select a different PROJECT if one or more answers are "no."  
A "no" means the APPLICATION/PROJECT is ineligible.**





# Pickleball proves to be a vibe-winning ace on and off the court in Westminster and Roseville

Nov 20, 2024

Guest article by Jackie Krentzman, *freelance writer and editor*

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## #LocalWorks

On a typical day in Westminster, Sigler Park is buzzing with activity. Kids squeal with delight on the newly renovated playground, families are picnicking, and the handball courts are full.

But the center of gravity is three pickleball courts, packed from morning to night with a steady stream of residents thrilled by the newest game in town.

Ask almost any park official and they'll tell you this decades-old sport has taken off in the last 10 years — especially the last two. Pickleball, a combination of tennis, ping pong, and



badminton, is played on a court the size of a badminton court with modified paddles and small whiffle balls. Pickleball clubs have sprung up from coast to coast, as the highly social game, usually played in doubles, gives players plenty of opportunities to chat.

At Sigler, pickleball players often arrive early to wait for a court and socialize. There are usually at least 40 people playing or waiting for their turn. Many stay to watch other matches before they head out for a meal together.

“With the onset of COVID-19, the city realized it needed to enhance the quality of life through the parks and recreation,” said City Manager Christine Cordon of her city of 90,000 in Orange County. “We began to focus more on active living, and pickleball is a big part of that.”

The game is particularly popular among seniors, as it is easy to learn and can accommodate all fitness and skill levels. But it is not just the over-50 crowd on the courts — many youth and young adults play regularly as well.

“Westminster does not have a lot of green space and places for outdoor activities, so adding the courts has an outsized impact on the community’s access to fitness,” said Christine Hernandez, a member of the Parks and Recreation Commission.

City officials also credit pickleball with building community, as players from this largely Asian and Latino city intermingle on and around the courts.

In Westminster, pickleball has another benefit, say city officials: It helped make Sigler Park safer. The park is in one of the city’s underserved neighborhoods and was historically a focus of gang activity. In more recent years, it has been the home of a large, unhoused population. But the day and night presence of pickleballers, combined with the new playground attracting more families, has changed the community, says Director of Community Services and Recreation Vanessa Johnson.



“Bringing pickleball to the park has revitalized the surrounding neighborhood and really changed the vibe,” she said. “We have new people spending time at the park for the first time to play, and the energy is so positive. Calls for service from our police department have been reduced.”

Hernandez lives nearby and says she finally feels safe taking her daughter to the park.

“Before, I didn’t feel comfortable taking her to soccer classes, but now, with the courts and the playground in use all the time, the whole park feels different,” she said.

With the success of the Sigler courts, Westminster is in the early stages of planning to build more at some of the other 25 parks in the city.

“It is part of our master plan,” said Jake Ngo, the city’s public works director. “There is so much interest, in particular because of the success at Sigler. People are coming to city council meetings asking when we are going to build more.”

### **A pickleball mecca predicts another pickleball surge**

Four hundred miles north, Roseville has been all in on pickleball for years. The city of 159,000 **has 19 courts**

**([https://www.roseville.ca.us/government/departments/parks/parks\\_places/pickleball\\_courts](https://www.roseville.ca.us/government/departments/parks/parks_places/pickleball_courts))** and is building more. In early 2024, it opened its flagship pickleball complex, nine lighted courts at Gibson Park, with a shaded spectator area and new walking paths. The private Johnson Ranch Sports Club has 28 more courts.

“It doesn’t matter if it is 100 degrees or 50 degrees, people start playing at 7 a.m. until lights go off at 10 p.m.,” said Recreation Manager Jeff Nereson. “We are

always getting calls from the community asking us when we are building more.”

The city was intentional when it began developing new pickleball courts and repurposing existing courts. In response to community concerns about noise, some neighborhood courts do not have

lights, so players must finish at dusk. At the new Gibson Park courts, the city used acoustical fabric and added berms with trees planted on top as noise-dampening techniques to divide the courts and the nearest homes.



“People still do hear the ball, but we’ve had no complaints,” said Park Planning & Development Manager Tara Gee. “Sometimes people play amplified music, but we dissuade that and usually it works.”

To keep up with the demand for court time, the city has developed a series of guidelines, such as limiting a group’s time on the court to one hour and encouraging doubles to free up time during the day for more pickleball players.

“Pickleballers play longer [than tennis players], and it is such a social sport, they tend to monopolize courts, which is frustrating for tennis players. This is one reason why we don’t build dual-use [tennis and pickleball] courts that are shared between the two sports,” said Gee.

Like in Westminster, pickleball has proved to be a great community builder.

“Typically, people change foursomes after every match,” said Doug Koch, a pickleball pro at the private Johnson Ranch Sports Club. “So, if [you] play for a couple hours you can end up teaming with dozens of different people. People often go out to lunch or dinner after, and they develop a pickleball family they like to hang out with.”





When Roseville put in its first pickleball courts in 2018, its target audience was seniors. Today, players are as likely to be adults of all ages playing recreationally or competing in tournaments. Teenagers and kids have joined the craze too. As a result, the city is now offering pickleball camps and clinics for kids.

“My son plays on his high school baseball team and he and his teammates are always meeting up at the court to play pickleball,” Nereson said. “The game builds camaraderie.”

Roseville even became a stop on the Association of Pickleball Players tour, televised on ESPN. This past spring, it hosted a tour stop at the Johnson Ranch Sports Club, drawing over a thousand players

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While it may seem like pickleball can’t get any more popular, Gee anticipates a new spurt of demand for more courts in four years, when it becomes an Olympic sport for the first time.

“Even now, we can’t build them fast enough!” she said. “When it does become an Olympic sport there will be another upsurge, so we want to be ready.”



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1400 K Street, Suite 400  
Sacramento, CA 95814

P: (916) 658-8200  
F: (916) 658-8240



## City of Needles, California Request for City Council Action

☒ CITY COUNCIL ☐ NPUA

☒ Regular ☐ Special

**Meeting Date:** March 25, 2025

**Title:** Award \_\_\_\_\_ the 2025 Edible Food Recovery Grant

**Background:** In September 2016, Governor Brown signed into law SB 1383 which establishes targets to achieve a 75 percent reduction in the level of the statewide disposal of organic waste by 2025. Food recovery means collecting edible food that would otherwise go to waste and redistributing it to feed people in need. This is the highest and best use for food that would otherwise go to waste. Feeding hungry people through food recovery is the best use for surplus food and a vital way for California to conserve resources and reduce waste thrown in landfills. SB 1383 requires certain food businesses to donate the maximum amount of edible food they would otherwise dispose of to food recovery organizations. While the City of Needles has an organic disposal program waiver, staff efforts have been on educating and supporting edible food recovery.

The City of Needles has provided funding to a local non-profit edible food recovery organization for the past three years. The funding is from the Mojave Desert and Mountain Recycling Authority. The funds are to be used to support the local non-profits' expenses associated with edible food recovery. To date, the following funds have been provided to each of the non-profits to support food recovery/distribution.

### **Fire House Ministries**

2020	Outdoor Refrigeration Unit	\$	34,850.00
2020	Tilt Trailer – Food Recover	\$	8,465.25
2020	COVID19 Food Distribution	\$	1,913.70
2020	Fire House Forklift	\$	24,590.00
2023	Covid19 Economic Impacts	\$	13,000.00
2024	Edible Food Recovery Funds	\$	1,666.67
		<b>\$</b>	<b>84,485.62</b>

### **Set Free Church**

2021	CV3 Food Recovery Equipment	\$	20,022.39
2024	Edible Food Recovery Funds	\$	1,666.68
		<b>\$</b>	<b>21,689.07</b>

### **St. Vincent De Paul**

2020	Indoor Refrigeration Unit	\$	29,118.00
2020	COVID19 Food Distribution	\$	1,913.70
2022	Edible Food Recovery Funds	\$	5,000.00
2023	Edible Food Recovery Funds	\$	5,000.00
2024	Edible Food Recovery Funds	\$	1,666.67
		<b>\$</b>	<b>42,698.37</b>

Provide staff recommendations on awarding the 2025 Edible Food Recovery Grant of **\$6,000**, an increase of \$1,000 from the prior year. The awarded non-profit(s) will be required to report the annual tonnage of edible food recovered in the community. Staff will utilize the reporting for annual compliance with CalRecycle.



## City of Needles, California Request for City Council Action

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The city issued the 2025 edible food recovery program proposal application to St. Vincent De Paul, Set Free, and Firehouse Ministries. Each local non-profit submitted the attached proposal.

**Fiscal Impact:** The \$6,000 edible food recovery funds will be provided by the Mojave Desert and Mountain Recycling Authority and distributed by the City of Needles in April 2025.

**Environmental Impact:** The program will support edible food recovery and reduce waste being sent to the landfill.

**Recommended Action:** Award \_\_\_\_\_ the 2025 Edible Food Recovery Grant

**Submitted By:** Rainie Torrance, Utility Manager

**City Manager Approval:** Patrick J. Martinez

**Date:** 3/19/2025

**Other Department Approval (when required):** Barbara DiLeo

**Date:** 03/19/25

Approved: <input type="checkbox"/>	Not Approved: <input type="checkbox"/>	Tabled: <input type="checkbox"/>	Other: <input type="checkbox"/>
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## Edible Food Recovery Proposal

2025

Organization: Fire House Ministries

Address: 809 Bush st Needles, Ca

92363 Non-Profit Number: 82-3081269

Edible Food Recovery Proposed Project Scope:

**We are actively partnered with St. Marys Food Bank. We give out an average of one million pounds of food a year. We propose to expand our food bank to include emergency food assistance for displaced Veterans and families.**

Proposed Edible Food Generators which will support the project scope:

We are part of a food rescue program from local grocery stores in our area.

Proposed record keeping of edible food recovered:

We weigh all categories of rescued food and enter it into St. Marys' Food Bank data base. Those records are sharable and retrievable.

Proposed use of funds:

Funds awarded will go towards fuel cost for food recovery program. Also towards maintenance on freight trucks used to transport food pick ups from partnered food banks and work trucks used to do food rescue pick ups.

How did you utilize the 2024 edible food recovery funds?

Received \$1,666.66 dollars in 2024. These funds were used for fuel and maintenance on freight and work trucks. Also utility bills for our food banks sub zero walk in freezer and refrigerator.

*James Jones*

Authorized Signature

James Jones

Printed Name

Date



## Edible Food Recovery Proposal

2025

Organization: Set Free Church of Needles

Address: 404 F St. Needles Ca. 92363

Non-Profit Number: 46-0892663

### Edible Food Recovery Proposed Project Scope:

Here at Set Free Church of Needles we are a non-denominational based church. We operate on many different levels. We are a non-profit, religious church organization which also offers a full-time residential discipleship program for men and women who are recovering from drug/alcohol addiction, homelessness and/or hopelessness, as well as a safe house for women and women with children.

We provide those in need with food, clothing, and shelter. Our goal being, ultimately, to equip them with the skills and tools necessary to return to the community as functioning members of society. We also serve as a food bank/resource for the community of Needles and the surrounding Tri-State area, wherein we provide three meals a day seven days a week, food bags/boxes and supplies to needy families. Anyone is welcomed from the community to come and sit in our chow hall to enjoy the food they received. They have full access to our microwave, tables and chairs. They do not have to participate in any of our scheduled classes or be a part of the program in order to enjoy these benefits.

Set Free Church proposes to utilize the food grant money in many ways. This food grant will help Set Free support our ongoing and increased food recovery. The need for food has increased significantly within our community, this grant will help us continue to help those hungry and in need.

### Proposed Edible Food Generators which will support the project scope:

Our weekly bread/pastry donation comes from Praise Chapel.

We are also now making weekly pick ups at DOT Foods in Bullhead City Az.

We have a bulk- dry and canned good donator in Beaumont CA

We make regular trips to our Church in Yucaipa CA for large food donations

We receive regular donations from Dollar General on almost a weekly

### Proposed record keeping of edible food recovered:

The Set Free administration staff along with the food ministry staff will keep a monthly recovery log of all food recovered from each Food Generator establishment. This process will allow Set Free to have an accurate account of all food received by quantity by each establishment at the end of the year for review. This log will include the giving establishment and their location (CA, AZ), the type of food given (produce, bread, prepared meals, packaged food, and miscellaneous food items) along with the





## Edible Food Recovery Proposal

2025

quantity of food given separated by food items received, pounds received, boxes received, and the content of the boxes.

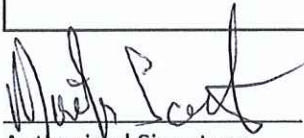
### Proposed use of funds:


Set Free will utilize the grant fund given to go towards everything involved in our food collection process. Our food collection process includes vehicle maintenance, vehicle trailer maintenance, fuel for traveling to collect the food donations, supplies such as gloves for loading and unloading food, straps for securing food items, maintenance and upkeep on our food storage refrigerators and in our chow hall where we store and serve food, and also towards our electric bill.


### How did you utilize the 2024 edible food recovery funds?

Last year funds were used for upkeep on our ministry vehicles used for food donation pick ups. We also had to do maintenance to our refrigerators used for the food we store for the community.

We did refurbishing for our food storage pantry and our kitchen chow hall. A very large portion went towards the electric that is needed to keep our food cool for the food pantry.

  
Authorized Signature

  
Printed Name

  
Date



## Edible Food Recovery Proposal

2025

Organization: St. Vincent's de Paul Thrift Store / Food Bank

Address: 839 Front St, Needles CA. 92363

Non-Profit Number: 33-0627839

Edible Food Recovery Proposed Project Scope:

- Pick up Food Safely, Storage of Food Safely, and Distribution of Food Safely to the residents of Needles and the Tri-State area.

Proposed Edible Food Generators which will support the project scope:

- We pick up assorted food products four (4) days a week from "Wal-Mart" in Bullhead City and "Little Caesar Pizza".
- We receive 6 to 8 pallets of assorted food products, twice (2) a month from St. Mary Food Bank Network.
- We receive 4 to 6 pallets of assorted food products, one (1) a month from "Community Action Partnership of San Bernardino County, Food Bank.
- We Purchase Food Products for our "Food Pantry"

Proposed record keeping of edible food recovered:

- By Category and Weight, Examples: Bakery 100 lbs –Produce 125 lbs – Dairy 50 lbs – Meat 75 lbs.

Proposed use of funds:

- Utilities and Maintenance for a Large Walk-In-Cooler.
- Utilities and Maintenance for a Large Walk-In-Freezer
- Maintenance and Fuel for Two (2) F-250 Ford, Working / Delivery Trucks.
- Purchase food products for our "Food Pantry Program"

How did you utilize the 2024 edible food recovery funds?

- Purchase food products for our "Food Pantry Program"
- Fuel and Maintenance for our "Work Trucks"
- Maintenance and Utilities for our Walk-In-Cooler
- Maintenance and Utilities for Walk-In-Cooler

George DeLeon  
Authorized Signature

George DeLeon  
Printed Name

Date: March 17, 2025



## City of Needles, California Request for City Council Action

☒ CITY COUNCIL ☐ NPUA

☒ Regular ☐ Special

**Meeting Date:** March 25, 2025

**Title:** Visitor Center Committee

**Background:** The Visitor Center Committee was established to oversee the Chamber of Commerce Visitor Center activities. Vice Mayor Merritt was on Visitor Center Committee, along with Vice Mayor Campbell and Council Member Belt.

**Fiscal Impact:** N/A

**Recommended Action:** Assign a member to the Visitor Center Committee to fill the seat vacated by former Vice Mayor Kirsten Merritt.

**Submitted By:** Candace Clark, Interim City Clerk

**City Manager Approval:** Patrick J. Martinez

**Date:** 3/19/2025

**Other Department Approval (when required):** \_\_\_\_\_

**Date:** \_\_\_\_\_

Approved: ☐

Not Approved: ☐

Tabled: ☐

Other: ☐



## City of Needles, California Request for City Council Action

☒ CITY COUNCIL ☐ NPUA

☒ Regular ☐ Special

**Meeting Date:** March 25, 2025

**Title:** Inland Empire Tourism Summit 2025

**Background:** Inland Empire Tourism is hosting a regional summit in Barstow at the Harvey House, 685 N. 1<sup>st</sup> Ave on Thursday, May 22 from 9am-5:30pm. Mayor Jernigan and Councilmembers Campbell and Belt previously attended.

**Fiscal Impact:** Event Registration cost \$28.52. Deadline for the Early Bird price is March 28, 2025. Travel Cost (Mileage) is \$200.

**Recommendation:** Authorize those interested to attend the Inland Empire Tourism Summit in Barstow on Thursday, May 22, 2025

**Submitted By:** Candace Clark, Interim City Clerk

**City Manager Approval:** Patrick J. Martinez **Date:** 3/19/2025

**Other Department Approval (when required):** \_\_\_\_\_ **Date:** \_\_\_\_\_

Approved: ☐ Not Approved: ☐ Tabled: ☐ Other: ☐



## **Inland Empire Tourism: The Regional Summit 2025**

Thursday, May 22, 2025

9:00am - 5:30pm

The Barstow Harvey House - California Route 66 Mother Road Museum

685 N 1st Ave, Barstow, CA 92311

**REGISTER NOW**

### **Inland Empire: The Regional Summit 2025**

Inland Empire Tourism: The Regional Summit 2025 will gather over 300 attendees, including Discover IE members and partners, travel industry suppliers, buyers, media representatives, airports, tourism bureaus, local cities, tribes, and leaders from federal, state, and regional communities. Key topics will include:

- State of Tourism
- Route 66 Centennial
- LA28
- China Market
- Best practices for regional collaboration
- The benefits of international tourism development for local businesses

Our lineup features guest speakers from Visit California and more. Additionally, the conference will include a Marketplace to facilitate networking among destinations and suppliers with high-profile leisure and business travel buyers, tour operators and meeting planners from the U.S./Canada, LATAM, and APAC regions. This Marketplace will help build business relationships and foster revenue generation opportunities.





## City of Needles, California Request for City Council Action

☒ CITY COUNCIL ☐ NPUA

☒ Regular ☐ Special

**Meeting Date:** March 25, 2025

**Title:** Consideration of an Ordinance Regulating Animals in City Parks

**Background:** On March 11, 2025, the City Council directed City Staff to research and present information on potential regulations regarding animals in city parks, particularly in relation to athletic fields and other public-use areas. Currently, many municipalities enforce leash laws and other regulations to ensure public safety, cleanliness, and proper park usage.

### Key Considerations from Other Municipalities:

1. Bullhead City, AZ Prohibits dogs from entering fenced areas designated for athletic activities (softball, baseball, football, and soccer fields) at all times, regardless of whether an event is taking place.
2. City of San Mateo, CA Dog Parks & Off-Leash Areas Ordinance: Permits off-leash dog access to ball fields during designated hours (6:00 AM - 8:00 AM, Monday-Sunday). Outside of these hours, dogs must remain leashed. The city provides designated off-leash parks separate from athletic fields.
3. Lake Havasu City, AZ
  - Title 6 - Animal Control Regulations: Requires dogs to be leashed at all times unless in designated off-leash areas. Prohibits dogs from entering Rotary Park and restricts access within 10 feet of playgrounds and athletic fields. Owners must clean up after their pets to maintain public cleanliness and safety.
4. Existing City of Needles Code Section 4-13: Restraint and Sanitation  
(C): It is unlawful for the owner or person having care, custody, or control of any animal to permit, either willfully or through failure to exercise due care and control of such animal, any animal to excrete any solid waste upon any sidewalk of any public street or public park, or upon any real property of any other person, or upon any place to which the public has normal access or right of ingress or egress, provided further, that no violation of this section shall occur if the owner of the offending animal promptly and voluntarily removes the animal waste. (Ord. No. 447-AC)

The Council may wish to consider the following options when adopting a local ordinance:

1. Restricting Dogs from Athletic Fields
  - Option A: Fully prohibit dogs from athletic fields (like Bullhead City).
  - Option B: Allow limited access during non-game hours (like San Mateo).
  - Option C: Implement buffer zones prohibiting animals within a set distance from fields (like Lake Havasu City).
2. Leash Requirements
  - Maintain or enhance existing leash laws.
3. Establish designated off-leash areas within certain parks. Waste Management Regulations
  - Increase signage and enforcement regarding pet waste cleanup.
  - Require dog owners to carry waste disposal bags while in city parks.

**Fiscal Impact:** Implementing new regulations would require installing signage to inform visitors of the updated rules. Additionally, there would be costs associated with developing the ordinance in collaboration with the City Attorney's Office. Increased enforcement efforts by Animal Control would be necessary to ensure compliance, and if designated off-leash areas are established, additional resources would be needed for their maintenance and oversight.

**Recommended Action:** Provide Staff Direction

**Submitted By:** Tony Rubalcaba, Animal Control Officer

**City Manager Approval:** Patrick J. Martinez

**Date:** 3/19/2025

**Other Department Approval (when required):** \_\_\_\_\_

**Date:** \_\_\_\_\_

Approved: <input type="checkbox"/>	Not Approved: <input type="checkbox"/>	Tabled: <input type="checkbox"/>	Other: <input type="checkbox"/>
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# City of Needles

817 Third Street, Needles, California 92363  
(760) 326-2113 • FAX (760) 326-6765  
[www.cityofneedles.com](http://www.cityofneedles.com)

Mayor, Janet Jernigan  
Vice Mayor Ellen Campbell  
Councilmember Tona Belt  
Councilmember Jamie McCorkle  
Councilmember JoAnne Pogue  
Councilmember Henry Longbrake  
Councilmember Zachery Longacre

City Manager Patrick J. Martinez

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## MEMORANDUM

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: PATRICK J. MARTINEZ, CITY MANAGER

SUBJECT: WEEKLY MEMORANDUM

DATE: March 7, 2025

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1. This past weekend, **Needles** hosted a **successful series of sports tournaments**, reinforcing its reputation as a **premier destination for sports tourism**. **Fifty-six teams** participated in **three major events**, generating **significant tourism activity**, supporting **local businesses**, and enhancing **community engagement**. The **Colorado River Invitational Baseball & Softball Tournament** featured **16 baseball and 16 softball teams**, bringing in teams from across the region and increasing **visitor activity**. The **18th Annual Needles Spring Classic Basketball Tournament** showcased **24 teams**, providing a **competitive platform** for young athletes and further engaging visitors within the city. These tournaments contributed to the **city's economic vitality**, strengthened **community involvement**, and showcased **Needles' commitment to sports and recreation**. Looking ahead, our **Youth Basketball All-Stars** from **third through eighth grade** will showcase their skills in upcoming tournaments. They will compete in **Beaumont this weekend March, 7-9**, and in **Twentynine Palms on March 21-23**. The **City of Needles** takes pride in its status as a **sports tourism destination**, consistently hosting **various sporting events** throughout the year. Join us in **celebrating the spirit of sports** in our vibrant community. **Good luck to our team this weekend in Beaumont!**
2. The City Staff is excited to share some fantastic news! After months of dedicated effort to address the pharmacy shortage in our community, Needles will soon welcome **Route 66 Pharmacy**, which will open in the coming weeks. This new pharmacy will operate **Monday through Friday from 9:00 AM to 5:30 PM** and be closed on weekends, ensuring residents have reliable, local access to essential medications and healthcare services. As you may recall, the closure of Rite Aid in January left **3,000 Medi-Cal patients, including 2,300 IEHP members**, without a nearby pharmacy. In response, the City Council took swift action, declaring a **Local Emergency (Resolution No. 2024-7) on January 30, 2024**, and working with partners to establish alternative solutions. Thanks to these efforts, seven Arizona pharmacies stepped in to serve Medi-Cal patients,

with one even offering delivery to Needles. With the opening of Route 66 Pharmacy, our residents will once again have a **local, in-person option for their prescription needs**, strengthening healthcare access and supporting our local economy. This aligns with the City Council's goal of **fostering economic growth and business development** by creating a pro-business environment and attracting essential services to the community. This is a **significant win for Needles**, ensuring our residents have the necessary healthcare resources while contributing to a thriving local economy. We look forward to welcoming and supporting this new business as it begins serving our community. Stay tuned for more updates as we approach the grand opening! **Refer to the attached image for a glimpse of the sign they put up this week.**

3. The **Needles Pride Program** continues to **grow and make a lasting impact**, encouraging residents to actively care **for their neighborhoods**, uphold **community standards**, and foster a **strong sense of local pride**. As our community works together on these initiatives, the **City of Needles remains dedicated to investing in essential infrastructure improvements** that **enhance service reliability and overall quality of life** for all residents.

This week, **our dedicated Public Works crews** remained focused on **roadway maintenance**, working **diligently** to enhance **safety** and **accessibility**. Crews improved along **Lillyhill Drive**, **filling potholes** to ensure **smoother travel** and completing **red curb painting** on **J Street and Broadway**. They will continue **addressing citywide road maintenance needs** as time and resources allow. Their **hard work** is **essential** to keeping our **streets safe, functional, and well-maintained**, and we sincerely appreciate their **ongoing dedication**. **Refer to the attached image of the newly painted curb.**

We encourage the community to stay engaged and report any road issues by contacting the **City of Needles Billing Office** at **760-326-2115 (press #9)** or by downloading the **Needles Connect app** from the [Google Play Store](#) for Android or the [Apple Store](#) (iOS). Through **active participation** and **collaboration**, we are **building a stronger, safer, and more vibrant Needles** for all.

4. The **City of Needles** is pleased to announce that the **ribbon-cutting ceremony** for the **Well No. 11 Treatment Plant Project** has been **rescheduled for April 8, 2025, at 9:00 a.m.** This **\$8.9 million** project marks a **significant milestone** in strengthening Needles' **water infrastructure**, ensuring a **reliable supply of high-quality drinking water** for years. The event will occur **adjacent to the Needles Golf Course Maintenance Yard**, where we will celebrate this **critical investment in the city's future**. With **final system calibration underway**, the project is **nearly complete**. Representatives from **key agencies** will attend, and we invite the **community to commemorate this essential advancement** in Needles' water system.
5. The **Needles Animal Shelter** is home to many **affectionate, eager pets** looking for their **forever families**. We are committed to **enhancing the well-being** of animals in our community through our **adoption program**, ensuring

they find safe, loving homes. If you're ready to **welcome a furry companion**, the **adoption fee is just \$60**—a small price for a lifetime of love and companionship! To learn more about the adoption process or to schedule a visit, please get in touch with the Needles Animal Shelter at **760-326-4952**, available **Monday through Friday from 8 AM to 2 PM**. Check out the **adorable dogs currently available for adoption** in the attached flyer, and help us give these pets the second chance they deserve!

6. On March 11, 2025, the Needles Women's Club will host a **Turkey Bacon Wrap Luncheon** to benefit **women's empowerment, youth programs, scholarships, and civic initiatives**. For just **\$10**, enjoy a delicious meal featuring a **turkey bacon wrap, chips, and a cookie!** Order your lunch today by [clicking this link](#). Delivery is available for orders of **three or more** within Needles. Meals can be picked up at the **Needles Women's Club at 305 W. Broadway Street**. Don't miss the chance to support your local Women's Club! **Place your order by 5:30 p.m. on March 10, 2025. If you have trouble ordering, feel free to call/text Karrie at 928-201-1836.**
7. Tri-State Community Healthcare is excited to host the **Third Annual Needles Easter Egg Hunt**, bringing families and children together for a fun-filled celebration. On **Saturday, April 19, 2024, starting at 9:30 AM at Jack Smith Park (1000 River Road, Needles, CA)**, the event promises an exciting experience for kids of all ages. With **5,000 eggs hidden** throughout the park, children can discover prizes, gift baskets, and more. In addition to the egg hunt, families can enjoy **face painting and capture memorable moments with the Easter Bunny**. This beloved community event, organized by Tri-State Community Healthcare, is a perfect way to celebrate Easter with joy and excitement. Don't miss out on this special day filled with fun and laughter! **Refer to the attached flyer for more information.**
8. In celebration of **Read Across America Week** from **March 2-6**, a dedicated community member, in partnership with the **City of Needles**, has placed a **Little Free Library #181873** in front of the **Dance Trax Building**, located across from the **Recreation Center at 1299 Flip Mendez Pkwy, Needles, CA 92363**. This thoughtful initiative helps promote literacy and encourages a love of reading throughout the community. A **Little Free Library** is a "take a book, leave a book" free book exchange, fostering community sharing and lifelong learning. Anyone can stop by to **borrow or donate a book**, ensuring a continuous supply of reading material for all ages. This new addition to our city is an excellent way to connect with others through books and make reading more accessible to everyone. We encourage everyone to visit the **Little Free Library**, pick up a book, and share in the joy of reading. Whether you're looking for your next great read or have books to donate, this is a fantastic way to celebrate **Read Across America Week** and support literacy in our community. For more information about the **Little Free Library movement**, visit [littlefreelibrary.org](http://littlefreelibrary.org). **Refer to the attached image for a glimpse at the new library!**



9. **IMPORTANT UPCOMING DATES:**

- City staff has **carefully curated a comprehensive community events calendar** to keep residents informed about **Needles' diverse activities and happenings**. Organizations are encouraged to **collaborate with the City Clerk's Office** to add or update events, ensuring a vibrant and inclusive calendar for all. For contributions or modifications, please **contact Candace Clark at [cclark@cityofneedles.com](mailto:cclark@cityofneedles.com)**. Your **active participation** helps strengthen our community and enrich local experiences. **Check the attached calendar for the remaining 2025 events** and stay engaged with all that Needles has to offer!

## 2. ROUTE 66 PHARMACY





### 3. NEEDLES PRIDE





## 5. ANIMAL ADOPTION

### ***Needles Animal Shelter***

*Please*  
**Adopt Us**



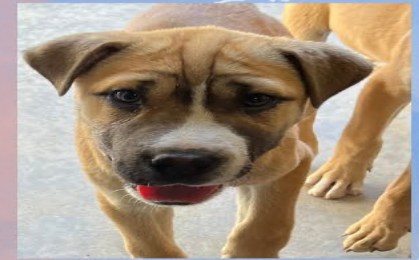
**Cookie - female -  
5 months old -  
Pit/Sharpei mix  
unaltered**



**Honey - female -  
5 months old -  
Pit/Sharpei mix  
unaltered**



**Heath - male -  
5 months old  
Pit/Sharpei mix  
unaltered**



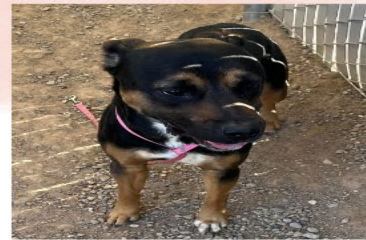
**Coco - female -  
5 months old -  
Pit/Sharpei mix  
unaltered**



**Coda - male -  
Lab mix -  
3 months old -  
neutered**



**Odie - male  
Jack Russell  
mix  
3 years old -  
neutered**



**Bailey - male  
aprox. 1-2 years old  
Rottweiler mix  
unaltered**



**Erin - male  
aprox. 1-2 years old  
border collie mix  
unaltered**

CONTACT US 760-326-4952

1662 Flip Mendez PKWY  
Needles, CA 92363





## 7. TRI-STATE EASTER EGG HUNT

**5,000 Eggs**  
Gift Baskets & prizes

NEEDLES, CA

*Easter*

EGG HUNT

SATURDAY- APRIL 19

**Hunt starts at 9:30**

Jack Smith Park  
1000 River Rd, Needles, CA

**FACE PAINTING & PHOTOS WITH  
THE EASTER BUNNY**

This event is brought to you by:



(844) 444-1424    [www.tristateclinics.org](http://www.tristateclinics.org)





## 8. LITTLE FREE LIBRARY



## 9. COMMUNITY CALENDAR

# March 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						<b>1</b> <b>HOUSEHOLD HAZARDOUS WASTE COLLECTION</b> CITY PUBLIC WORKS YARD 112 ROBUFFA 7AM - 11AM
<b>2</b> 16TH ANNUAL SPRING CLASSIC <b>BASKETBALL TOURNAMENT</b> 3RD-8TH GRADES MAY 1 - 2	3	4	<b>5</b> PLANNING COMMISSION 4pm	6	7	<b>8</b> HARVEST BIBLE CHURCH GOLF TOURNAMENT
<b>9</b>	10	<b>11</b> CITY COUNCIL 6pm	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b> LUCKY GREENS ANNUAL GOLF TOURNAMENT RIVER EDGE GOLF COURSE 
<b>16</b>	<b>17</b> PARKS & RECREATION 4pm 	<b>18</b> BOARD OF PUBLIC UTILITIES 4pm	<b>19</b> JOB AND RESOURCE FAIR EL GARCES 10AM - 2PM ASSEMBLYMAN GONZALEZ'S REPS MOBILE OFFICE 10AM-5:30PM NEEDLES TOURISM OFFICE 920 W BROADWAY	<b>20</b>	<b>21</b>	<b>22</b> JJ's GOLF CLINIC 10AM RIVERS EDGE GC
<b>23</b>	24	<b>25</b> CITY COUNCIL 6pm	<b>26</b> CTE ADVISORY MEETING 12PM - 5PM PVC THEATER BLYTHE, CA <b>HOUSING COMMISSION</b> 4pm	27	28	<b>29</b>



# April 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 TWILIGHT LEAGUE RIVERS EDGE GOLF COURSE BOARD OF PUBLIC UTILITIES 4pm	2 PLANNING COMMISSION 4pm	3	4 5 47th ANNUAL COLORADO RIVER ROUND UP	
6	7	8 CITY COUNCIL 6pm	9	10 ART IN THE PARK EL GARCES - SANTA FE PARK	11	12 PALO VERDE COLLEGE 5K COLOR RUN & WALK 9AM SIGN IN 7:30AM
13	14	15 BOARD OF PUBLIC UTILITIES 4pm	16	17	18	19  EASTER EGG HUNT FACE PAINTING & PHOTOS WITH EASTER BUNNY JACK SMITH PARK 9:30 AM 1ST ANNUAL WORLD FAMOUS CHILI COOKOFF SANTA FE PARK 10AM
20 	21 PARKS & RECREATION 4pm	22 CITY COUNCIL 6pm	23 HOUSING COMMISSION 4pm	24 SPRING PAY/NEUTER CLINIC THE NEEDLES ANIMAL SHELTER IS SPONSORING A SPAY/NEUTER CLINIC FOR NEEDLES RESIDENTS. PET OWNER PAYS DEPOSIT AND NEEDLES ANIMAL SHELTER PAYS REMAINING COST MUST FILL OUT APPLICATION AND PROVIDE PROOF OF RESIDENCY SERVICES PROVIDED BY ANGEL'S TOUCH MOBILE VETERINARY CLINIC THE ANGELINA BEEK'S DYK NEEDLES ANIMAL SHELTER 888 F-UP HUNTER FERRY 780326-4893 APPLICATIONS AVAILABLE AT SHELTER BY APPOINTMENT ONLY LIMITED AVAILABILITY DOGS MUST HAVE VALID RABIES AND CIVIC LICENSE	25 APRIL 21 - 27	26
27 ROUTE 66 BIKE WEEK	28	29	30			

# May 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6 BOARD OF PUBLIC UTILITIES 4pm	7 PLANNING COMMISSION 4pm	8	9	10
11	12	13 CITY COUNCIL 6pm	14 	15	16	17
18	19 PARKS & RECREATION 4pm	20 BOARD OF PUBLIC UTILITIES 4pm	21	22	23	24
25	26	27 CITY COUNCIL 6pm	28 HOUSING COMMISSION 4pm	29	30	31



# City of Needles

817 Third Street, Needles, California 92363  
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[www.cityofneedles.com](http://www.cityofneedles.com)

Mayor, Janet Jernigan  
Vice Mayor Ellen Campbell  
Councilmember Tona Belt  
Councilmember Jamie McCorkle  
Councilmember JoAnne Pogue  
Councilmember Henry Longbrake  
Councilmember Zachery Longacre

City Manager Patrick J. Martinez

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## MEMORANDUM

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: PATRICK J. MARTINEZ, CITY MANAGER

SUBJECT: WEEKLY MEMORANDUM

DATE: March 14, 2025

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1. The **Needles Pride Program** continues to inspire residents to take pride in their neighborhoods and strengthen our community. The **City of Needles remains committed to infrastructure improvements** that enhance service reliability and overall quality of life. **Mark your calendars! Councilmember Longacre** has scheduled the next **community cleanup** for **Saturday, March 29th, at 9:00 a.m. along San Clemente**. Join us in keeping Needles clean and beautiful! This week, **Public Works crews worked to improve roadway safety**, continuing **pothole repairs along Lillyhill Drive**, **refreshing red curb markings at Duke Watkins Park**, and **repainting the skatepark railings**. As time and resources allow, they will continue citywide maintenance to keep our streets and public spaces in top shape. **See the attached image of the freshly painted infrastructure and repaired potholes!**

Crews have started clearing overgrown vegetation at the J Street Spillway near the Aquatics Center as part of ongoing fire abatement efforts. This work is essential in reducing wildfire risks and enhancing emergency access in the area. The city is taking proactive measures to improve safety for residents and first responders by removing excess vegetation. **Check out the attached photos** to see their hard work in action! Residents can report road or vegetation concerns by calling **760-326-2115 (press #9)** or using the **Needles Connect app** on [Google Play Store](#) (Android) and [Apple Store](#) (iOS). **Together, we're building a safer, stronger Needles!**

2. This week, a **significant milestone** was reached in the **\$3.96 million Duke Watkins Park Improvement Project**—the **chemical storage tank** for the **Duke Watkins Splash Pad** was successfully installed (refer to the attached image for a look)! This **final key component** brings us closer to fully operationalizing the splash pad. As one of the **most anticipated features** of the park renovation, the **splash pad** will provide a **fun, family-friendly recreational space** for residents and visitors. With this **final installation complete**, the project is now in its **final stages** before opening to the public. The **next step** is to work with the **San**



**Bernardino County Public Health Department to inspect the unit** before it can go online, which is **anticipated in the first week of April**. This investment reflects the **City Council's commitment to enhancing public spaces, promoting outdoor recreation, and improving amenities** for families in **Needles**. More **updates**, including the **official opening date**, will be shared soon. **Take a look at the attached images and take a peek of the improvements!**

3. On **Wednesday, March 19, 2025**, the City of Needles will host two key community events, reinforcing the **City Council's goals** of fostering a **business-friendly environment**, enhancing **community engagement**, and expanding **resources for residents**.

The **3rd Annual Job & Resource Fair**, hosted by **San Bernardino County Supervisor Dawn Rowe**, will take place at the **El Garces Historic Train Depot (950 Front Street) from 10:00 AM to 2:00 PM**. This event connects residents with employment opportunities and essential services, including document recording, property assessments, expungement assistance, and veteran support. Organizations such as **IEHP and Tri-State Community Health Center** will also be on-site to provide additional resources.

Later in the day, **Assemblymember Jeff Gonzalez's Mobile Office** will be available at the **Needles Tourism Office (920 W Broadway) from 10:00 AM to 5:30 PM**. His team will assist residents with state programs, resources, and other legislative matters. This is a great opportunity for community members to voice concerns, seek guidance, and engage directly with their state representatives.

These events highlight the City's commitment to **economic growth, workforce development, and direct community engagement**. Residents, city staff, and public officials are encouraged to attend and take advantage of these valuable opportunities. Additional details are available in the attached flyer.

4. On **Friday, March 14, 2025**, **City Code Enforcement**, in collaboration with **law enforcement personnel from the Colorado River Sheriff's Station/Needles Police, Animal Control, the Utilities Department, and the San Bernardino County Fire Department**, conducted a **coordinated operation** at a residence in the **400 Block of D Street**. An **inspection warrant** and a **search warrant** were executed as part of the operation. The **property owner had previously received multiple stop-work orders** for conducting **construction without the required permits**. These **unauthorized modifications** posed **serious health and safety hazards**, particularly for **future tenants or occupants**, as unpermitted work can result in **structural instability, electrical hazards, and non-compliance with fire and building codes**. The **San Bernardino County Fire Department** conducted a **fire safety inspection**, identifying **fire hazards, illegal modifications, or code violations** that could endanger occupants, first responders, or neighboring properties. Additionally, **Animal Control** ensured that any **neglected or endangered animals** were handled correctly; however,

none were found. The **Utilities Department** assessed the property for **hazardous utility conditions** that could pose further risks to public safety. This coordinated effort reflects the City's ongoing commitment to **enforcing safety regulations, protecting residents, and ensuring compliance with local and state laws.**

5. The **City of Needles** is pleased to announce a **\$5,000 Edible Food Recovery Grant** available to a **local non-profit** in 2025. **Funded by the Mojave Desert and Mountain Recycling Authority**, this grant supports efforts to **collect and distribute edible food** to those in need. Since **2022**, the City has distributed over **\$30,000** in **edible food recovery funds**, ensuring every available grant directly benefits the community. **Proposals are due by Monday, March 17, 2025 (Refer to the attached application)**, with the **City Council** reviewing **submissions at the second meeting in March** and **funds distributed in April**. This initiative directly supports the **City Council's goals** by **enhancing public infrastructure** through investments in sustainable food recovery programs, **fostering economic growth** by reducing waste disposal costs for local businesses, **promoting community engagement** by strengthening partnerships with non-profits and **supporting families** by improving access to nutritious food for residents in need. The City is advancing its commitment to **sustainability, resource conservation, and public well-being** by funding local food recovery efforts.

**Food recovery** is crucial in **reducing waste** and **ensuring residents have access to nutritious meals**. **SB 1383**, signed into law in **2016**, mandates a **75% reduction in organic waste disposal by 2025**, requiring certain **food businesses** to **donate surplus edible food to recovery organizations**. Needles is home to three key **food recovery organizations—St. Vincent De Paul, Fire House Ministries, and Set Free** provide **essential services** to the community. Unlike **neighboring cities with larger budgets**, Needles **lacks dedicated funding** to cover **operational costs like insurance, fuel, and utilities**. However, the City **continues to seek external funding** to support these efforts. **Strengthening food recovery benefits the entire community**, and the City remains **committed to supporting local non-profits** in this mission. More information is available at [\*\*CalRecycle\*\*](https://www.cityofneedles.com/calrecycle). Contact Rainie Torrance at [\*\*rtorrance@cityofneedles.com\*\*](mailto:rtorrance@cityofneedles.com) with any questions.

6. On **Friday, March 14, 2025**, the **Housing Authority of the City of Needles (HACN)** staff met with the **Resident Advisory Board (RAB)** to refine the **Five-Year and Annual Agency Plan**. This meeting was part of an ongoing collaborative effort, with RAB members providing valuable insights and recommendations to ensure the plan reflects the needs and priorities of the residents. Public housing residents were also allowed to provide input through the comment process, with RAB voting members submitting feedback. The **amended Five-Year and Annual Agency Plan** will be formally presented during a **public hearing at the Housing Commission meeting on March 26, 2025, at 4:00 PM at El Garces, 950 Front Street, Needles, California**. Following the Housing Commission's recommendation, a **public hearing**

**before the HACN Board of Commissioners** will be held at the **City Council meeting on April 8, 2025, at 6:00 PM**, also at **El Garces**. HACN will consider all public comments at this meeting before finalizing the agency plan for submission to the **U.S. Department of Housing and Urban Development (HUD)** by **April 17, 2025**. This process underscores the commitment of HACN to **transparency, resident engagement, and strategic planning** to improve housing opportunities in Needles.

7. The **2nd Annual Needles Craft Show & Art in the Park** will take place **April 10-12, 2025**, at **El Garces and Santa Fe Park**. It will support local artists, crafters, and vendors while fostering community engagement and economic activity.
  - **Art in the Park (April 10-12, El Garces, 950 Front St.)** – Features **Best in Show and People’s Choice** competitions, plus a **cocktail party on April 11 (6:00–8:00 PM)**.
  - **Craft Show (April 12, 9:00 AM–2:00 PM, Santa Fe Park)** – **Vendor spaces are available for \$20**.

These events align with the **City Council’s goals of enhancing community engagement, supporting local businesses, and promoting Needles as a cultural hub**. These events encourage tourism, stimulate economic activity, and showcase Needles’ vibrant arts community by providing a platform for local artists and vendors. Participation from local businesses, organizations, and residents will help strengthen community ties and create a lively, welcoming atmosphere for visitors. For more details, including registration information, **refer to the attached flyer**.

8. **Eight new decorative light poles were installed on Broadway**, enhancing Needles’ **historic charm** and revitalizing the downtown streetscape. Initially introduced in the **mid-1990s**, these iconic fixtures have long contributed to the city’s character but have deteriorated over time due to aging infrastructure and vehicle damage. The new light poles improve **visibility, safety, and aesthetics**, creating a more welcoming atmosphere for residents and visitors. Designed to preserve the **vintage appeal** that defines Needles, the updated fixtures offer **modern durability and longevity**. These enhancements improve the **downtown experience for businesses and pedestrians** and support community events, making the area more inviting for gatherings, tourism, and local commerce. City staff will continue evaluating the condition of the remaining light poles and implementing **phased replacements** to maintain the downtown district’s **distinctive identity**. The **remaining missing light poles** have been ordered and are scheduled for **delivery and installation in May**. Additional poles have also been ordered as backups to ensure ongoing maintenance and future replacements.
9. The **Pancakes in the Park** event, organized by **Billet Health**, will take place on **March 29, 2025, from 9 AM to 12 PM at Santa Fe Park (950 Front Street, Needles, CA)** to honor **Vietnam Veterans**. The program includes a **JROTC opening ceremony, rifle spinning performance, Welcome Home Vietnam**

**Veterans presentation by George DeLeon (Commander of Post 404), POW-MIA remembrance ceremony, and a 13-Folds Flag Ceremony. A complimentary pancake breakfast** will be provided for all veterans and community members. This event aligns with the City Council's **Community Engagement** and **Family Support** goals by strengthening Needles' identity through public celebrations that honor veterans and unite the community. It also supports the Council's mission to **foster a vibrant, connected city** and enhance engagement by promoting activities that encourage participation and civic pride. **Additional details are available on the attached event flyer or through the event organizers (Maria Bower, 928-444-7401).**

10. As of **March 2025**, the **Jack Smith Park Boat Launch Facility is now open** for the season. The facility will be **open every weekend**, with **daily access available from April 1 through September 30, 2025**. Beginning in **October**, operations will return to **weekends only**. Boaters can access the launch by purchasing a **\$20 Day-Use Launch Pass** or a **\$180 Annual Launch Pass**, both available at the **kiosk at Jack Smith Park**. For any questions or assistance, please get in touch with Jennifer Valenzuela at **(760) 326-2814** or via email at [jvalenzuela@cityofneedles.com](mailto:jvalenzuela@cityofneedles.com). The City is excited to welcome residents and visitors back to the water and looks forward to another great season. For more details, visit the [City of Needles Jack Smith Park & Launching Facility website](#).
11. [Needles Area Transit \(NAT\)](#) provides a **deviated fixed-route service**, operating **Monday through Friday from 7:00 a.m. to 6:55 p.m.** and on **Saturdays from 10:00 a.m. to 4:55 p.m.** Deviation requests can be accommodated as time allows by calling **1-866-669-6309**. In response to community needs, **NAT provides deviations, upon request, to the newly developed park behind Rivers Edge Golf Course**, extending service for those looking to enjoy river activities—**this will be the farthest point for deviation**. **Students ride for free on NAT**, making it an accessible transportation option for local youth. For **questions or comments**, residents can contact **Transportation Concepts at 1-866-669-6309** or the **City of Needles at 760-326-2113 ext. 115**. In addition to NAT's regular service, **curb-to-curb transportation is available for seniors and individuals with mobility disabilities, though registration is required**. The city also provides **Arizona medical and shopper transport services** for those traveling across state lines for essential appointments or errands. For more details on these **specialized services**, please call **760-326-4789**.
12. Rivers Edge Golf Course is having a standout year, featuring some of the finest greens in the Tri-State region. We're excited to host top-tier tournaments and events as we grow into a championship-caliber destination. Tomorrow, **March 15, 2025**, the **Needles Chamber of Commerce** presents the **Second Annual Lucky Greens Golf Tournament**, promising a day of fun and competition. **Twilight League play** returns this month for weekly matchups, and **JJ's golf clinic on March 22 (10 AM - 11 AM)** offers a chance to sharpen your skills. Whether you're booking a round, competing, or hosting an event, Rivers Edge

delivers an unbeatable golf experience. Call (760) 326-3931 to reserve your [tee time](#) or contact JJ DeLeon for tournament coordination. For more information, visit the Rivers Edge Golf Course [website](#).

13. As directed by the City Council, staff has included a **coyote awareness flyer** in the **April utility bill** and displayed it in **City Hall** to educate residents on safe coexistence with wildlife. The flyer provides key tips, including **keeping pets supervised, removing outdoor food sources, securing trash bins, and eliminating standing water** to reduce coyote encounters. Staff is also working to share this information through the **city's website** and collaborating with **local organizations, schools, and animal control** to expand awareness. These efforts reinforce the city's commitment to **public safety, proactive communication, and environmental stewardship**. Refer to the attached flyer for additional information.
14. The **"Meat Eat" Fundraising BBQ** will take place on **Wednesday, March 26th, at 6 PM** in the **Needles High School Gym**. This event directly supports several **City Council goals** by fostering community engagement and strengthening local partnerships. It enhances **public relations** by bringing residents together for a family-friendly event and supports the **goal of attracting families** by promoting student involvement in music and culinary arts. Additionally, it reinforces the **City's partnership with Needles Unified School District**, demonstrating a shared commitment to youth development. By supporting school programs like band and choir, this event contributes to the **cultural and social vibrancy** of the community, aligning with the City's broader goals of engagement and quality of life.
15. **IMPORTANT UPCOMING DATES:**
  - City staff has **carefully curated a comprehensive community events calendar** to keep residents informed about **Needles' diverse activities and happenings**. Organizations are encouraged to **collaborate with the City Clerk's Office** to add or update events, ensuring a vibrant and inclusive calendar for all. For contributions or modifications, please **contact Candace Clark at cclark@cityofneedles.com**. Your **active participation** helps strengthen our community and enrich local experiences. **Check the attached calendar for the remaining 2025 events** and stay engaged with all that Needles has to offer!



# 1. NEEDLES PRIDE





# 1. NEEDLES PRIDE





# 1. CITY BEAUTIFICATION





# 1. CITY BEAUTIFICATION





# 1. CITY BEAUTIFICATION





## 2. DUKE WATKINS SPLASH PAD







### 3. RESOURCES FAIR



# Job and Resource Fair

**March 19, 2025  
10 a.m. - 2 p.m.**

## **EMPLOYERS & RESOURCES PROVIDERS**

Join us for our upcoming Job Fair and take advantage of this excellent opportunity to connect with a diverse pool of talent.

Showcase your organization, meet prospective employees, and promote your resources to job seekers in a dynamic and engaging environment.

This WIOA Title-I financially assisted program and EDD, is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Requests for services, aids, and/or alternate formats need to be made prior to the event by calling 1-800-735-2922. TTY users, please call the California Relay Service 711. For federal funding disclosure information, visit [Workforce.SBCounty.gov/about/ffd](http://Workforce.SBCounty.gov/about/ffd).

[Workforce.SBCounty.gov](http://Workforce.SBCounty.gov)

## **LOCATION**

El Garces Historic Train Depot  
950 Front Street  
Needles, CA 92363

## **SAVE THE DATE!**



**REGISTER HERE:**

[HDHE0319.eventbrite.com](https://hdhe0319.eventbrite.com)

**America's JobCenter**  
of California<sup>SM</sup>

### 3. ASSEMBLY VISIT



# JEFF GONZALEZ

36TH ASSEMBLY DISTRICT



# Mobile Office IN NEEDLES

**MOBILE OFFICE HOURS IN NEEDLES WITH ASSEMBLYMAN  
GONZALEZ'S FIELD REPRESENTATIVES**

*Wednesday,* **MARCH 19**

**10:00AM - 5:30PM**

**NEEDLES TOURISM OFFICE | 920 W BROADWAY ST, NEEDLES, CA 92363**



# 5. CITY GRANT FUNDS

## Edible Food Recovery Proposal

2025

Organization:

Address:

Non-Profit Number:

Edible Food Recovery Proposed Project Scope:

Proposed Edible Food Generators which will support the project scope:

Proposed record keeping of edible food recovered:

Proposed use of funds:

How did you utilize the 2024 edible food recovery funds? (If applicable)

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date



# 7. ART IN THE PARK

## 2ND ANNUAL NEEDLES ART IN THE PARK

Hosted By  
Friends of El Garces  
& River Valley Artist Guild

APRIL 10TH - 12TH, 2025

El Garces  
950 Front Street  
Needles CA

Presenting  
Best in Show and People's Choice

Thursday: April 10, 2025  
10:00am - 6:00pm

Friday: April 11, 2025  
Cocktail Party 6:00-8:00 PM

Saturday: April 12, 2025  
10:00am - 5:00pm

For Registration Contact: Victoria Valdemar  
Vmeyersvaldemar@yahoo.com  
951.334.8454





2ND ANNUAL NEEDLES

# CRAFT SHOW

Sponsored By  
Friends of El Garces

APRIL 12TH, 2025

9:00AM - 2:00PM

\$20.00 per space

Santa Fe Park  
950 Front Street, Needles CA

For Registration Contact: Jan Jernigan 760.221.3211





# ART IN THE PARK AND CRAFT SHOW

Saturday April 12, 2025

9:00 a.m.- 2:00 p.m.

## REGISTRATION FORM

Antiques /Collectable      Craft      (circle one)

Company Name \_\_\_\_\_

Contact Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Phone# \_\_\_\_\_ Email Address \_\_\_\_\_

Description of Items \_\_\_\_\_

10 x 10 Space(s) \_\_\_\_\_ \*Spaces will be Assigned      \*Set up Starts at 7:00am

Payment Amount \$ \_\_\_\_\_ Cash      Check      Other      (circle one)

Notes \_\_\_\_\_

Signature \_\_\_\_\_

- **NO ELECTRIC**

Submit Form, including fee of \$20.00 per space to:

Jan Jernigan - 760-221-3211





## 8. DECORATIVE LIGHT REPLACEMENT





## 9. VETERAN'S BREAKFAST



SPONSORED BY



**Billet Health™**



# PANCAKES IN THE *Park*

Honoring Vietnam Veterans



**29 MARCH 2025**

**9AM-12PM**

Santa Fe Park

950 Front Street Needles, CA 92363



9am Mohave High School JROTC Opening  
Ceremony

10am Rifle Spinning JROTC

10:30am Welcome Home Vietnam Veterans  
Presented by George DeLeon Commander  
Post 404 Commemorative Coin Presentation

11am POW-MIA Remembrance Ceremony

11:30am 13 Folds Flag Ceremony

WE WILL BE PROVIDING A PANCAKE  
BREAKFAST FOR ALL VETERANS AND  
THE COMMUNITY



FOR MORE INFORMATION CONTACT  
MARIA BOWER (928)444-7401



## 13. COYOTE AWARENESS



# COYOTES LIVE HERE



Coyotes are active year-round and become more visible during their breeding season in January through March. Pups are born from April to mid-May. Coyotes can be seen throughout the day, but are especially active at dawn and dusk. They may travel alone or in groups.

**COYOTES ARE NATIVE WILDLIFE AND ARE FREE TO ROAM AS DETERMINED UNDER THE JURISDICTION OF THE DEPARTMENT OF FISH AND WILDLIFE; THEY ARE A NORMAL AND VALUABLE PART OF THE URBAN ECOSYSTEM. COYOTES KEEP RODENT POPULATIONS DOWN AND PROVIDE FREE CARRION REMOVAL, AMONG OTHER BENEFITS.**

### TIPS TO KEEP THE PEACE :

- **KEEP YOUR CATS INSIDE AND SUPERVISE SMALL DOGS OUTDOORS OR KEEP THEM IN PREDATOR-PROOF CATIOS OR DOG RUNS**
- **REMOVE ANY OUTDOOR PET FOOD**
- **REMOVE ANY BIRD FEEDERS OR REGULARLY CLEAN UP ANY FALLEN SEED AND SECURE IT TO ENSURE OTHER WILDLIFE IS UNABLE TO ACCESS IT**
- **PICK UP FRUIT AS SOON AS IT FALLS TO THE GROUND**
- **KEEP BARBECUE GRILLS CLEAN**
- **ELIMINATE ACCESS TO WATER ON YOUR PROPERTY, LIKE STANDING WATER OR BIRD BATHS**

# 14. NUSD BAND FUNDRAISER

Needles High School Music/Culinary Department  
Proudly Presents

## **The Meat Eat**

*A Fundraising BBQ*



Come join us for performances by The Blue Notes, The Advanced Band and The Needles High School Choir and eat some wonderful BBQ

When: Wednesday, March 26th at 6 pm

Where: The Needles High School Gym

How Much: \$10 a plate

# 15. COMMUNITY CALENDAR

## March 2025


Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						<b>1</b> <b>HOUSEHOLD HAZARDOUS WASTE COLLECTION</b> CITY PUBLIC WORKS YARD 112 ROBUFFA 7AM - 11AM
<b>2</b> 16TH ANNUAL <b>SPRING CLASSIC BASKETBALL TOURNAMENT</b> 3RD-8TH GRADES MAY 1 - 2	<b>3</b>	<b>4</b>	<b>5</b> <b>PLANNING COMMISSION</b> 4pm	<b>6</b>	<b>7</b>	<b>8</b> <b>HARVEST BIBLE CHURCH GOLF TOURNAMENT</b>
<b>9</b>	<b>10</b>	<b>11</b> <b>WOMEN'S CLUB LUNCHEON</b>  <b>CITY COUNCIL</b> 6pm	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b> <b>LUCKY GREENS ANNUAL GOLF TOURNAMENT</b>  RIVER EDGE GOLF COURSE 
<b>16</b>	<b>17</b> <b>PARKS &amp; RECREATION</b> 4pm 	<b>18</b> <b>BOARD OF PUBLIC UTILITIES</b> 4pm	<b>19</b> <b>JOB AND RESOURCE FAIR</b> <b>EL GARCES 10AM - 2PM</b> <b>ASSEMBLYMAN GONZALEZ'S REPS MOBILE OFFICE</b> <b>10AM-5:30PM</b> <b>NEEDLES TOURISM OFFICE</b> <b>920 W BROADWAY</b>	<b>20</b>	<b>21</b>	<b>22</b> <b>JJ's GOLF CLINIC</b> 10AM RIVERS EDGE GC
<b>23</b>	<b>24</b>	<b>25</b> <b>CITY COUNCIL</b> 6pm	Needles High School Music/Culinary Department Proudly Presents <b>The Meat Eat</b> A Fundraising BBQ  performances by The Blue Notes, The Advanced Band & The Needles High School Choir NEEDLES HIGH SCHOOL GYM 6PM \$10 / PLATE	<b>27</b>	<b>28</b>	<b>29</b>  <b>HONORING VIETAM VETERANS PANCAKES IN THE PARK</b> SANTA FE PARK 9AM <b>COMMUNITY CLEANUP</b> SAN CLEMENTE ST. 

# April 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 TWILIGHT LEAGUE RIVERS EDGE GOLF COURSE  BOARD OF PUBLIC UTILITIES 4 PM	2  PLANNING COMMISSION 4 PM	3  PALO VERDE COLLEGE 5K COLOR RUN & WALK 9AM SIGN IN 7:30AM	4  47th ANNUAL COLORADO RIVER ROUND UP	5 
6	7	8  WELL 11 TREATMENT PLANT 9AM  WOMEN'S CLUB LUNCH CITY COUNCIL 6 PM	9	10  2ND ANNUAL NEEDLES ART IN THE PARK APRIL 10TH - 12TH, 2025 CRAFT SHOW APRIL 12TH, 2025 EL GARCES 950 FRONT STREET NEEDLES, CA	12  PALO VERDE COLLEGE NEEDLES CENTER SCHOLARSHIP 5K COLOR RUN & WALK	
13	14	15  BOARD OF PUBLIC UTILITIES 4 PM	16	17	18	19  EASTER EGG HUNT FACE PAINTING & PHOTOS WITH EASTER BUNNY JACK SMITH PARK 9:30 AM 1ST ANNUAL WORLD FAMOUS CHILI COOKOFF SANTA FE PARK 10AM
20 	21  PARKS & RECREATION 4 PM	22  CITY COUNCIL 6 PM	23  HOUSING COMMISSION 4 PM	24  SPRING SPAY/NEUTER CLINIC THE NEEDLES ANIMAL SHELTER IS SPONSORING A SPAY/NEUTER CLINIC FOR NEEDLES RESIDENTS. PET OWNER PAYS DEPOSIT AND NEEDLES ANIMAL SHELTER PAYS REMAINING COST MUST FILL OUT APPLICATION AND PROVIDE PROOF OF RESIDENCY SERVICES PROVIDED BY ANGEL'S TOUCH MOBILE VETERINARY CLINIC DR. ANGELINA BECKS DVM  NEEDLES ANIMAL SHELTER 1000 FLIP MENDOZA PKWY 1700122-0002  APPLICATIONS AVAILABLE AT SHELTER  LIMITED AVAILABILITY BOOK WITH HUSB VARIO BASED ON CITY LOADING  BY APPOINTMENT ONLY	25  APRIL 21 - 27	26
27  ROUTE 66 BIKE WEEK	28	29	30			



# May 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6 BOARD OF PUBLIC UTILITIES 4 PM	7 PLANNING COMMISSION 4 PM	8	9	10
11	12	13 WOMEN'S CLUB LUNCH  CITY COUNCIL 6 PM	14 	15	16	17 Rabies and Licensing Clinic Needles Animal Shelter 1662 Flip Mendez Pkwy Needles, CA 92363 May 17th 9:30-12:30 CASH ONLY
18	19 PARKS & RECREATION 4 PM	20 BOARD OF PUBLIC UTILITIES 4 PM	21	22	23	24
25	26	27 CITY COUNCIL 6 PM	28 HOUSING COMMISSION 4 PM	29	30	31

# June 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3 BOARD OF PUBLIC UTILITIES 4 PM	4 PLANNING COMMISSION 4 PM	5	6	7
8	9	10 WOMEN'S CLUB LUNCH  CITY COUNCIL 6 PM	11	12	13	14
15	16 PARKS & RECREATION 4 PM	17 BOARD OF PUBLIC UTILITIES 4 PM	18	19	20	21
22	23	24 CITY COUNCIL 6 PM	25 HOUSING COMMISSION 4 PM	26	27	28
29	30	1	2	3	4	5