



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

AGENDA  
REGULAR MEETING OF THE  
RECREATION AND PARKS COMMISSION  
CITY OF NEEDLES, CALIFORNIA  
**MONDAY, MARCH 21, 2022 - 4:00 PM**  
CITY COUNCIL CHAMBERS  
1111 BAILEY AVENUE, NEEDLES

On April 27, 2021, the Needles City Council acted to reopen meetings to the general public with requirements for face coverings and 6' social distancing. If attending in person, please follow these mandates.

**CHAIRMAN AND COMMISSIONERS MAY BE ATTENDING THIS MEETING TELEPHONICALLY BY CALLING THE FOLLOWING NUMBER: 1-866-576-7975 - Participant access: 853544**

**THE PUBLIC MAY ALSO ATTEND BY CALLING THE ABOVE NUMBER AND MAY SUBMIT ANY COMMENTS IN WRITING PRIOR TO 12:00 NOON THE DAY OF THE MEETING BY EMAILING: [jvalenzuela@cityofneedles.com](mailto:jvalenzuela@cityofneedles.com)**

CALL TO ORDER:

ROLL CALL:

CORRESPONDENCE:

INTRODUCTIONS:

**PUBLIC APPEARANCE:** Persons wishing to address the Commission on subjects other than those scheduled are requested to do so at this time. When called by the Chairman, 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 Commission from taking action on a specific item until it appears on the agenda.

REGULAR ITEMS

- 1) Recommendation to prepare an Ordinance to send to Council, to change municipal code section 15A-3, Sec. 15A-3.1 and Sec. 15A-7, closing hours for Recreational use areas. (ACT)
- 2) Authorize the City Manager to execute agreement no. 07-07-34-L1560 Amendment No. 1 to the United States Department of the Interior Jack Smith Park Recreation and Community Uses Lease (ACT)
- 3) Accept TKE Engineer's Proposal for Design Work on Prop 68 parks grant award at Duke Watkins Park in the amount not to exceed \$318,639 (ACT)
- 4) Reports for Recreation, Aquatics, Jack Smith Park and Golf Stats. (INF)

COMMISSION REQUESTS:

MANAGER'S REPORT:

ADJOURNMENT:

Posted: March 17, 2022

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. 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).



# City of Needles, California Staff Report

CITY COUNCIL     PARK & RECREATION COMMISSION    Regular X    Special

Meeting Date:    March 21, 2022

**Title:** Recommendation to prepare an Ordinance to send to Council, to change municipal code section 15A-3, Sec. 15A-3.1 and Sec. 15A-7, closing hours for Recreational use areas making them all uniform from 10pm to 5am, unless otherwise permitted with private rental.

**Background:** Current Municipal Codes for recreational areas vary depending on their location. **Sec. 15A-3 Closing hours of certain recreation areas**

In the following recreation areas, it shall be unlawful to enter or remain on the premises between the hours of 12:00 midnight of one day and 5:00 A.M. of the following day:

- (a) Franz Flowers Field;
- (b) Ed Parry Park Field;
- (c) Grace Henderson Field;
- (d) Duke Watkins Park (except by permit);
- (e) Santa Fe Park;
- (f) Nikki Bunch Memorial Field;
- (g) Old Trails Monument Park;
- (h) Needles Municipal Aquatics Center;
- (i) Manny Morris Beachside Park (except by permit).

(Ord. No. 65-AC; Ord. No. 232-AC; Ord. No. 385-AC; Resolution No. 10-23-07; Ord. No. 514-AC, January 2010)

**Sec. 15A-3.1 Closing hours for Jack Smith Memorial Park and Boat Launch Facility recreation areas.**

It is unlawful for any person to enter or remain on the premises of Jack Smith Memorial Park and Boat Launch Facility between the hours of 10:00 P.M. of one day and 5:00 A.M. of the following day, except for the purpose of launching or recovering a vessel, fishing from the docks or beach, or by special permit. (Ord. No. 385-AC; Ord. No. 514-AC, January 2010)

**Sec. 15A-7 Designated Skateboarding Areas**

The following regulations shall apply within designated skateboarding areas:

- (a) No person shall skate or skateboard at times other than those established as the hours of operation.
  - (1) The hours of operation shall be dawn to dusk; etc...

**Fiscal Impact:** N/A

**Critical Timeline:** N/A

**Environmental:** N/A

**Recommendation:** Review and make recommendation to prepare an Ordinance for Council to change the Municipal codes for Recreation Use Areas to all be uniform

**Submitted By:** Jennifer Valenzuela, Recreation Service Manager

City Management Review: \_\_\_\_\_

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

Approved: <input type="checkbox"/>	Not Approved: <input type="checkbox"/>	Tabled: <input type="checkbox"/>	Other: <input type="checkbox"/>
			Agenda Item:



# City of Needles, California Request for Action

CITY COUNCIL     NPUA     PARKS & RECREATION  
 Regular     Special

**Meeting Date:** March 21, 2022

**Title:** Authorize the City Manager to execute agreement no. 07-07-34-L1560 Amendment No. 1 to the United States Department of the Interior Jack Smith Park Recreation and Community Uses Lease

**Background:** The California Department of Parks and Recreation through Proposition 68 has a general per capita program which funds \$185,000,000 for local park rehabilitation, creation, and improvement grants to local governments on a per capita basis.

The City has received award of \$181,116.00. The proposed project(s) must be a capital outlay rather than a maintenance and repair. In addition, through the California Department of Resources Recycling and Recovery (CalRecycle) was awarded \$18,335 to procure a tire derived walking path.

The proposed project is;

- install a 8 foot wide 1,600 liner foot long walking trail made from tire derived product with 10 exercise cut outs
- Upgrade the existing playground equipment
- Automate the irrigation system

A requirement from California Department of Parks and Recreation land tenure is that the proposed project be maintained by the jurisdiction for a required 30-year term. The existing lease of Jack Smith with the Department of Interior Bureau of Reclamation terminates in 2045. The City submitted a request date March 4, 2022 for a request to extend the term an additional 25 years. On March 16, 2022 agreed to a extend the term to 2057.

**Fiscal Impact:** Additional years to maintain Jack Smith Park

**Recommended Action:** Authorize the City Manager to execute agreement no. 07-07-34-L1560 Amendment No. 1 to the United States Department of the Interior Jack Smith Park Recreation and Community Uses Lease

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

**City Management Review:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Approved: <input type="checkbox"/>	Not Approved: <input type="checkbox"/>	Tabled: <input type="checkbox"/>	Other: <input type="checkbox"/>
			Agenda Item: <u>  2  </u>



# United States Department of the Interior



BUREAU OF RECLAMATION  
Yuma Area Office  
7301 Calle Agua Salada  
Yuma, AZ 85364

IN REPLY REFER TO:  
YAO-7120  
2.2.3.18

03/16/2022

Letter Agreement No. 07-07-34-L1560  
Amendment No.1

FEDERAL EXPRESS

Mr. Jeff Williams  
Mayor  
City of Needles  
817 Third Street  
Needles, California 92363

Subject: City of Needles (City) – Bureau of Reclamation Lease No. 07-07-34-L1560, Amendment No. 1 (Amendment) – Letter Agreement to Extend Term of Lease Within and/or Across Reclamation’s Acquired Lands –Colorado River Front Work and Levee System Project, Mohave Valley Division, California

Dear Mr. Williams:

We are in receipt of the request from the City for an additional 25-year term extension of the subject Lease, issued under Contract No. 07-34-L1560, to meet your grant’s minimum improvement maintenance plan of 30 years.

As you know, the subject lands have been leased to the City since 1973 for use as a recreation facility, commonly called Jack Smith Park, providing public recreation and other community uses. The Bureau of Land Management did previously issue and administer this Lease on behalf of the United States, and by inter-agency memorandum dated October 5, 2004, agreed and consented to have Reclamation administer said Lease. On September 5, 2007, Reclamation issued a 25-year term lease to the City for Jack Smith Park.

After a thorough review, Reclamation has no objection to an additional 25-year extension of the subject Lease through September 5, 2057, provided the following stipulations are agreed to:

1. The terms and conditions of this Letter Agreement and the subject Lease shall remain in full force and effect until September 5, 2057.
2. Reclamation may, at any time and at no cost or liability to the United States, terminate this Amendment in the event of a natural disaster, a national emergency, a need arising from security requirements, or an immediate and overriding threat to public health and safety.

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INTERIOR REGION 8 • LOWER COLORADO BASIN

ARIZONA, CALIFORNIA\*, NEVADA\*

\* PARTIAL

3. Reclamation may, at any time and at no cost or liability to the United States, terminate this Amendment if it determines that the City has used the Letter Agreement for any purpose other than its intended purpose.

Please sign the original and the duplicate original and return them to Reclamation along with a resolution(s) or duly approved motion authorizing the signatures provided. Upon signature by all parties, a fully executed duplicate original Amendment will be provided for your records.

If you have any questions, please contact Mr. Arturo Lopez, Senior Realty Specialist at [arturolopez@usbr.gov](mailto:arturolopez@usbr.gov). For the hearing impaired, please call the Federal Relay System at (800) 877-8339 (TTY).

Sincerely,

**CHRISTOPHER WALLIS** Digitally signed by  
CHRISTOPHER WALLIS  
Date: 2022.03.16  
16:22:43 -07'00'

Christopher M. Wallis, Chief  
Resource Management Office

In Duplicate

**[Signatures on the following page]**

ACCEPTANCE:

CITY OF NEEDLES – JACK SMITH PARK TERM EXTENSION

By: \_\_\_\_\_

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

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

cc: Mr. Rick Daniels  
City Manager  
City of Needles  
rdaniels@cityofneedles.com

Mr. Patrick Martinez  
Assistant City Manager  
City of Needles  
pmartinez@cityofneedles.com

Ms. Rainie Torrance  
Assistant Utility Manager  
City of Needles  
rtorrance@cityofneedles.com  
(via electronic mail w/o encls to ea)

Ms. Lisa Stapp  
Recreational Specialist  
Bureau of Land Management  
1785 Kiowa Avenue  
Lake Havasu City, AZ 86403



*City of Needles*  
817 Third Street, Needles, California 92363  
(760) 326-2113 • FAX (760) 326-6765  
[www.cityofneedles.com](http://www.cityofneedles.com)

Mayor, Jeff Williams  
Vice Mayor Edward T. Paget, M.D.  
Councilmember Tona Belt  
Councilmember Wade Evans  
Councilmember Zachery Longacre  
Councilmember Kirsten Merritt  
Councilmember Ellen Campbell  
City Manager Rick Daniels

March 4, 2022

Bureau of Reclamation  
Lower Colorado Region  
Yuma Area Office  
Attn: Christopher Wallis  
7301 Calle Aqua Salada  
Yuma, AZ 85364

RE: City of Needles – Executed Amendatory and Superseding Lease for Recreation and Community Uses (Lease) – Jack Smith Park – Contract No. 07-07-34-L1560

Mr. Wallis,

The City is pleased to announce that Jack Smith Park was allocated \$181,116 from the California Department of Parks and Recreation and \$18,335 from CalRecycle for much needed improvements to the park. The scope of the project includes new playground equipment, installation of a 1,600-liner foot 8 feet wide walking trail with approximately 10 exercise cut outs, improvements to the irrigation system and bathroom renovations.

The land tenure of the grants requires that the City maintain the improvement at a minimum of 30 years. The current lease agreement stated above terminates 2045 which does not cover the 30-year requirement. The City of Needles is seeking a term extension of an additional twenty-five years.

The Needles community looks forward to these much needed improvements in Jack Smith Park.

Should you have any questions or concerns, please contact Rainie Torrance at [rtorrance@cityofneedles.com](mailto:rtorrance@cityofneedles.com) or by phone at (760)326-5700 X140.

Sincerely,

Jeff Williams, Mayor  
[jwilliams@cityofneedles.com](mailto:jwilliams@cityofneedles.com)

CC: Rick Daniels, City Manager  
Patrick Martinez, Assistant City Manager  
Rainie Torrance, Assistant Utility Manager



T K E E N G I N E E R I N G , I N C .

March 15, 2022

Ms. Rainie Torrance  
Assistant Utility Manager  
**City of Needles**  
817 Third Street  
Needles CA 92363

Subject: Proposal to Provide Professional Engineering and Landscape Architecture Services for the Jack Smith Park Improvements Project

Dear Ms. Torrance:

Thank you for the opportunity to submit a proposal to provide professional engineering and landscape architecture services for the subject project. TKE Engineering, Inc. (TKE) is partnering with Community Works Design Group (CWDG) (herein referred to as Project Team) to prepare improvement plans for incorporation of a new trail and exercise amenities into Jack Smith Park. We are confident that the Project Team offers the best fit for the City of Needles. This confidence is rooted in the following points:

- The Project Team will begin these projects with a strong familiarity and rapport with the City, as we have worked seamlessly together on previous Park and Public Works projects. We recently updated a conceptual plan for the 1st Beach/ Marina Park site with the same team.
- We have a wealth of experience in preparing construction drawings and providing bidding and construction administration services for State Grant-funded projects, including Proposition 68 and its predecessor, Proposition 84.
- We understand the costs and intricacies involved in designing new features into existing parks. As we proceed from schematic design into construction drawings, we plan on walking the City through a series of critical decisions to ensure that the proposed design will make way for a high-quality, durable, maintenance-friendly facility within the available funding parameters, and that can be achieved in an expedited time frame.
- CWDG excels in providing and updating three-dimensional renderings to fully convey design intent to key stakeholders and constituents. Providing tangible renderings of the design in progress ensures that misconceptions and unfulfilled expectations are managed from the early stages of the project. This

also allows full-scale insight to potential design conflicts that can be hashed out virtually, to avoid costly change orders during construction.

- We pride ourselves on our ability to provide a fully-dedicated level of service to each of our municipal clients. Accordingly, we only pursue projects and clients that we can guarantee that ongoing client satisfaction can be fulfilled. We are confident that we can continue providing this top level of service to the City of Needles.

Our proposed scope of services is described in more detail below.

## **SCOPE OF SERVICES**

The Project Team's scope of services is presented in the following paragraphs:

### ***Task 1.a - Concept Refinement and Schematic Design (50% Design)***

Upon Notice to Proceed, our team will work with the City to transform the conceptual plans provided by the City for the Jack Smith Park into schematic plans, so that final decisions can be made on layout, materials, and so on. A critical step in this process is developing real-time cost estimates so that we can ensure our design stays within the City's available funding.

1. Our team, including the key representatives of our subconsultants, will meet with the City, with proper social distancing guidelines in place (or online if necessary, depending on the applicable COVID protocol in place at the time of award). The purpose of this kick-off meeting will be to allow the City and our team to establish the next steps for expediting the project design.
2. Our team members will become intimately familiar with all aspects of the existing sites, utilizing in-person inventorying by the team's in-house ISA Certified Arborist and Certified Landscape Irrigation Auditor. Topographic survey, utility field surveys will be performed by TKE.
3. We will put together an initial base plan, utilizing the data gathered, combined with the conceptual plan information previously prepared. The base plan will serve as a moldable tool for reshaping to best fit the City's needs and operational abilities. We will concurrently update our initial cost estimate based on our understanding of the City's expectations for the park improvements. Because the funding of this project is limited, the ongoing cost assessment will be a critical step in the design process. Estimated costs will reflect escalation to midpoint of construction.
4. Once the City has indicated initial concurrence with the layouts, we will develop an initial color plan for conveying the working design to stakeholders and constituents. We will include up to one revision to the working concept, each accompanied by updated color plans and renderings.

Task 1.a - Deliverables

- CAD and PDF versions of topographic and utility survey
- Updated color concept plans
- Cost estimates reflecting estimated cost at midpoint of construction escalated pricing

**Task 1.b - Construction Documents (100% Plans/ Specs/ Estimates [PS&E])**

With City buy-in to the updated conceptual plans, we will move forward with the preparation of plans, specifications, and estimates (PS&E) necessary to obtain full City and applicable Agency approvals prior to construction. All scope items within the City's Request for Proposals (RFP) are included, even if not specifically noted below. The PS&E package will include all items deemed necessary for full City approval, but are not necessarily limited to, the items listed below.

1. **DEMOLITION PLANS:** We will prepare demolition plans to clearly indicate action for all items to be demolished as well as those intended to be protected in place. For park renovation projects, the intricacy and clarity of which items need to be protected in place is an essential portion of the construction documents, and can eliminate the ambiguity that often triggers contractor change orders during construction.
2. **CIVIL ENGINEERING PLANS:** We will prepare a working draft of the grading plan for construction of finished grading, drainage, and horizontal and vertical control. Preliminary cut and fill earthwork calculations will be prepared and updated. The plans will be at a scale of 1"=20' and indicate detail finish grading. Particular emphasis will be placed on ADA access into and within the park and will be designed with City input. Various options will be explored and refined into the construction document details.
3. **CONSTRUCTION DRAWINGS:** Construction Drawings will include site plans and details with sufficient detail to accommodate construction. Plans will identify recommended suppliers and products, with emphasis given to local sources, sustainable concepts, recycled/ recyclable materials, and durability of products.
4. **IRRIGATION PLANS:** We will prepare complete irrigation plans to comply with local water requirements and specific City requirements indicated by the City. All elements of the system will be designed to carry optimal amounts of water to irrigate the affected sites. Full detailing of all equipment will be included. Vandal resistance, durability, serviceability, reliability, water conservation, efficiency and, most importantly, consistency with City standards will be our primary concerns.

5. PLANTING PLANS: Complete Planting Plans with all necessary details will be provided. Durable, easily maintainable species will be of primary importance in the plant selection process.
6. SPECIFICATIONS: Specifications detailing materials and workmanship for all of the above items will be provided as required, including Greenbook cross references
7. COST ESTIMATES: Final estimates of probable construction and maintenance costs will be prepared, providing regular value engineering recommendations.
8. DOCUMENT PROCESSING: We will submit the documents for City and various Utility approvals. We will review documents and make all necessary corrections.
9. MEETINGS: We will attend all meetings with City staff and project stakeholders and lead all presentations as required during this phase of the project.

Task 1.b - Deliverables

- PDF copies of all documents
- Regular e-mail progress updates and ongoing coordination documentation
- 2 sets hard copies of the submittal
- Documentation of QA/QC Plan Implementation
- Preliminary Cost Estimates (updated throughout project)
- 100% plans, estimates and Technical Specifications;
- CAD files of all pertinent drawings

**Task 2 - Bidding Assistance**

1. When each project goes out for competitive bidding, we will assist the City and the City's Construction Management consultant in the bid process, distributing bid packages, noting direction given to contractors, respond to Requests for Information and other questions asked. We will provide follow-up clarifications or addendum items for all electronic bids.
2. We will attend the virtual pre-bid meeting and provide written minutes and follow up information as required. We will assist the City in obtaining and evaluating bids for the project as required.
3. We will provide written and graphic responses to bidder Requests for Information/ Clarification as deemed necessary, to help facilitate clear, competitive bids with limited ambiguity.
4. We will assist the City with the bid review and contractor selection process to the extent requested by City staff.

Task 2 - Deliverables

- PDF copies of all documents (pre-bid meeting sign-in sheet, agenda, minutes, etc.)
- Excel spreadsheet of bid results to check for irregularities and math errors

**Task 3 - Construction Administration**

1. We will attend the virtual pre-construction meeting and provide written minutes and follow up information as required within one day following the meeting.
2. When requested, we will assist the City with construction administration assistance for specialty areas where specific technical expertise is required in determining conformance to design concepts and approved plans and specifications.
3. When requested, we will participate in virtual construction meetings in support of the City and the City's Construction Management consultant. Based on our observations at the site and on the contractor's application for payment, we will assist in determining the amount owed to the contractor. We will review job drawings, as-builts, RFI's, samples and other submissions of the contractor for conformance with the design of the project and for compliance with the information given in the conformance contract documents.
4. We will review change orders and submittals for approval and issuance by the City. We will respond to requests for information from the contractor, issue field bulletins and requests for quotations. We will maintain updated RFI, Change Order and Submittal logs.
5. We will review as-builts and assist in the reproduction of the as-built information saved in electronic format for future reference to the project.

Task 3 - Deliverables

- PDF copies of all documents (field reports, RFI /Submittal logs, etc.)
- Invoice and schedule review and updates (based on contractor progress)
- Preparation of Architect's Supplemental Instructions (ASI) as needed.
- Preparation of as-built/record drawings

**FEE**

The Project Team's proposed project fee of \$32,033 will include all design, bidding, and construction administration services described above. If the City desires to only retain TKE for the design phase, the Project Team's proposed project fee of \$18,231, including Tasks 1.a and 1.b only as described in the above scope. We will invoice the City monthly in accordance with our rate schedule. Our invoice will not exceed the amount presented above without prior approval.

### **TENTATIVE SCHEDULE**

The Project Team is committed to meet any schedule the City wishes to meet. We are a dedicated, flexible group, with proven performance with our longstanding clients. We are notoriously flexible and can speed up or slow down the design as needed to best accommodate the City's internal timeline, as well as focusing the construction during optimal months, with sufficient plant establishment prior to opening the park to the public.

Again, thank you for the opportunity to submit our proposal to provide professional engineering and landscape architecture services for the City. If you have any questions, please contact me at (951) 680-0440.

Sincerely,



Steven W. Ledbetter, P.E.  
Vice President  
TKE Engineering, Inc.

Attachment: Fee Schedule

**City of Needles**

**Jack Smith Park Improvements Project  
Consulting Engineering Fee**

Task No.	Task	Principle In Charge		Project Manager		Project Engineer		Assistant Engineer/Designer		Clerical		Inspector		2-Man Survey Crew		Subconsultants <sup>2,3)</sup>		Total \$
		Hours	\$	Hours	\$	Hours	\$	Hours	\$	Hours	\$	Hours	\$	Hours	\$	Hours	\$	
1.a	Concept Refinement and Schematic Design (50% Design)		\$ -	4	\$ 660	8	\$ 1,240	16	\$ 2,160	2	\$ 170		\$ -	8	\$ 1,920		\$ -	9,505
1.b	Construction Documents (100% FS&E)		\$ -	2	\$ 330	4	\$ 620	8	\$ 1,080	2	\$ 170		\$ -		\$ -		\$ -	8,195
2	Bidding Assistance		\$ -	2	\$ 330		\$ -	2	\$ 270	2	\$ 170		\$ -		\$ -		\$ -	3,080
3	Construction Administration <sup>3)</sup>		\$ -	2	\$ 330	8	\$ 1,240		\$ -	4	\$ 340		\$ -	8	\$ 1,920		\$ -	10,320
<b>Subtotal:</b>		0	\$ -	10	\$ 1,650	20	\$ 3,100	26	\$ 3,510	10	\$ 850	0	\$ -	16	\$ 3,840		\$ -	31,100

Reimbursables (@3%<sup>1,4)</sup>: \$ 933  
Construction Management Total: \$ 32,033

**Rates:**

Principle In Charge	\$ 175 /HR
Project Manager	\$ 165 /HR
Project Engineer	\$ 155 /HR
Assistant Engineer/Designer	\$ 135 /HR
Clerical	\$ 85 /HR
Inspector	\$ 110 /HR
2-Man Survey Crew	\$ 240 /HR

**Notes:**

- 1.) Reimbursables Include Cost for Prints, Copies, Mileage, Etc.
- 2.) Subconsultant Costs for Landscape Architecture
- 3.) Does not include Inspection and Materials Testing

**TKE Engineering, Inc.**





T K E E N G I N E E R I N G , I N C .

March 15, 2022

Ms. Rainie Torrance  
Assistant Utility Manager  
**City of Needles**  
817 Third Street  
Needles CA 92363

Subject: Proposal to Provide Professional Engineering and Landscape Architecture Services for the Duke Watkins Park Improvements Project

Dear Ms. Torrance:

Thank you for the opportunity to submit a proposal to provide professional engineering and landscape architecture services for the subject project. TKE Engineering, Inc. (TKE) is partnering with Community Works Design Group (CWDG) for landscape architecture, Knapp & Associates Inc. for structural engineering, and JCA Engineering, Inc. for electrical engineering (herein referred to as Project Team) to prepare improvement plans for integrating Proposition 68 Statewide Park Program funding into the existing Duke Watkins Park. We are confident that the Project Team offers the best fit for the City of Needles. This confidence is rooted in the following points:

- The Project Team will begin these projects with a strong familiarity and rapport with the City, as we have worked seamlessly together on previous Park and Public Works projects. We recently updated a conceptual plan for the 1st Beach/ Marina Park site with the same team.
- We have a wealth of experience in preparing construction drawings and providing bidding and construction administration services for State Grant-funded projects, including Proposition 68 and its predecessor, Proposition 84.
- We understand the costs and intricacies involved in designing new features into existing parks. As we proceed from schematic design into construction drawings, we plan on walking the City through a series of critical decisions to ensure that the proposed design will make way for a high-quality, durable, maintenance-friendly facility within the available funding parameters, and that can be achieved in an expedited time frame.
- CWDG excels in providing and updating three-dimensional (3D) renderings to fully convey design intent to key stakeholders and constituents. Providing tangible renderings of the design in progress ensures that misconceptions and

unfulfilled expectations are managed from the early stages of the project. This also allows full-scale insight to potential design conflicts that can be hashed out virtually, to avoid costly change orders during construction.

- The slated renovations to Duke Watkins Park site have a strong focus in providing accessible and equitable amenities into the park. Accessible design is our forte! Our Project Team will be led by CWDG's Principal Landscape Architect, Scott Rice, whom in addition to being an award-winning park planner, is the only landscape architect in southern California that also holds Certified Access Specialist (CASP) credentials.
- Our team is supplemented by a cutting-edge action sports consultant, Spohn Ranch, whom has designed and built several acclaimed pump tracks in the southwestern United States, most recently in Morenci, AZ. The Spohn Ranch team is equipped to prepare a pump track design that can be competitively bid to multiple specialty subcontractors.
- Our team consists entirely of consultants that we have teamed with on numerous successful park projects. Our collective familiarity with one another will ensure that we will "hit the ground running" on this project.
- We pride ourselves on our ability to provide a fully-dedicated level of service to each of our municipal clients. Accordingly, we only pursue projects and clients that we can guarantee that ongoing client satisfaction can be fulfilled. We are confident that we can continue providing this top level of service to the City of Needles.

Our proposed scope of services is described in more detail below.

## **SCOPE OF SERVICES**

The Project Team's scope of services is presented in the following paragraphs:

### ***Task 1.a - Concept Refinement and Schematic Design***

Upon Notice to Proceed, our team will work with the City to transform the conceptual plans provided by the City for the Jack Smith Park into schematic plans, so that final decisions can be made on layout, materials, and so on. A critical step in this process is developing real-time cost estimates so that we can ensure our design stays within the City's available funding.

1. Our Project Team, including the key representatives of our subconsultants, will meet with the City, with proper social distancing guidelines in place (or online if necessary, depending on the applicable COVID protocol in place at the time of award). The purpose of this kick-off meeting will be to allow the City and our team to establish the next steps for expediting the project design.

2. Our Project Team will become intimately familiar with all aspects of the existing sites, utilizing in-person inventorying by our in-house ISA Certified Arborist and Certified Landscape Irrigation Auditor. Topographic survey, utility field surveys will be performed by TKE Engineering. Structural engineering including shade structures for the playground, small dog park, picnic areas, and park bench areas, expression art wall, footings and slab foundation for pre-fabricated restroom will be handled by Knapp Knapp & Associates Inc. JCA Engineering, Inc. will lead the electrical engineering for the new splash pad, pre-fabricated restroom, and bicycle pump track area lighting. Finally, our geotechnical consultant will contact Underground Service Alert, and also obtain local authorization prior to excavating three hollow-stem auger borings to depths up to 50 feet or refusal, unless the City will allow recent geotechnical recommendations to apply to the new improvements.
3. We will put together an initial base plan, utilizing the data gathered in Step 2, combined with the conceptual plan information previously prepared. The base plan will serve as a moldable tool for reshaping to best fit the City's needs and operational abilities. We will concurrently update our initial cost estimate based on our understanding of the City's expectations for the park improvements. Because the funding of this project is limited, the ongoing cost assessment will be a critical step in the design process. Estimated costs will reflect escalation to midpoint of construction.
4. Once the City has indicated initial concurrence with the layouts, we will develop an initial color plan and 3D renderings for conveying the working design to stakeholders and constituents. We will include up to three revisions to the working concept, each accompanied by updated color plans and renderings.
5. We will actively participate in as many community and Council meetings deemed necessary for the forward progress of this project. All preparatory meetings and correspondence with City Staff in advance of the community meeting are also included.
6. We will update the conceptual designs and 3D renderings based on the Community and City input into an updated color plan to memorialize the completion of this concept refinement task. Multiple fly-through rendering video clips (1 min. max each) will be provided for publicizing the project.

Task 1.a - Deliverables

- CAD and PDF versions of topographic and utility survey
- Updated color concept plans, 3D renderings, 3D fly-through videos
- Cost estimates reflecting estimated cost at midpoint of construction escalated pricing

***Task 1.b – Design Development (60% Plans/ Specs/ Estimates [PS&E])***

With City buy-in to the updated conceptual plans, we will move forward with the preparation of plans, specifications, and estimates (PS&E) necessary to obtain full City and applicable Agency approvals prior to construction. All scope items within the City's Request for Proposals (RFP) are included, even if not specifically noted below. The PS&E package will include all items deemed necessary for full City approval, but are not necessarily limited to, the items listed below.

1. **DEMOLITION PLANS:** We will prepare demolition plans to clearly indicate action for all items to be demolished as well as those intended to be protected in place. For park renovation projects, the intricacy and clarity of which items need to be protected in place is an essential portion of the construction documents, and can eliminate the ambiguity that often triggers contractor change orders during construction.
2. **CIVIL ENGINEERING PLANS:** We will prepare a working draft of the grading plan for construction of finished grading, drainage, street and parking lot improvements, horizontal and vertical control, water and sewer plans, and dust control plans. Preliminary Cut and Fill earthwork calculations will be prepared and updated. The plans will be at a scale of 1"=20' and indicate detail finish grading. Particular emphasis will be placed on ADA access into and within the park and will be designed with City input. Various options will be explored and refined into the construction document details.
3. **CONSTRUCTION DRAWINGS:** Construction Drawings will include site plans and details with sufficient detail to accommodate construction. Plans will identify recommended suppliers and products, with emphasis given to local sources, sustainable concepts, recycled/ recyclable materials, and durability of products.
4. **IRRIGATION PLANS:** We will prepare complete irrigation plans to comply with local water requirements and specific City requirements indicated by the City. All elements of the system will be designed to carry optimal amounts of water to irrigate the affected sites. Full detailing of all equipment will be included. Vandal resistance, durability, serviceability, reliability, water conservation, efficiency and, most importantly, consistency with City standards will be our primary concerns.
5. **PLANTING PLANS:** Complete Planting Plans with all necessary details will be provided. Durable, easily maintainable species will be of primary importance in the plant selection process.
6. **SPECIFICATIONS:** Specifications detailing materials and workmanship for all the above items will be provided as required, including Greenbook cross references
7. **COST ESTIMATES:** Final estimates of probable construction and maintenance costs will be prepared, providing regular value engineering recommendations.

8. DOCUMENT PROCESSING: We will submit the documents for City and various Utility approvals. We will review documents and make all necessary corrections.
9. MEETINGS: We will attend all meetings with City staff and project stakeholders and lead all presentations as required during this phase of the project.

Task 1.b - Deliverables

- PDF copies of all documents
- Regular e-mail progress updates and ongoing coordination documentation
- 2 sets hard copies of the submittal (60% level)
- Documentation of QA/QC Plan Implementation
- Preliminary Cost Estimates (updated throughout project)
- 60% Draft Plans, Estimates and Technical Specifications
- CAD files of all pertinent drawings

**Task 1.c – Construction Documents (90% and 100% PS&E)**

This task will reflect the continued refinement of the Task 1.b scope, culminating in the preparation of plans, specifications, and estimates at the 90% and 100% milestones. We will plan on working diligently with City staff and the City's Construction Management consultant to ensure the project receives all due diligence necessary to allow for a smooth permitting process. After final approval, 24" x 36" mylars shall be submitted to the City along with a hard copy and an electronic copy of the plans and specifications for bidding purposes.

Task 1.c - Deliverables

- All listed items for Task 1.b, tailored for 90% and 100% submittal levels

**Task 2 - Bidding Assistance**

1. When each project goes out for competitive bidding, we will assist the City and the City's Construction Management consultant in the bid process, distributing bid packages, noting direction given to contractors, respond to Requests for Information and other questions asked. We will provide follow-up clarifications or addendum items for all electronic bids.
2. We will attend the pre-bid meeting and provide written minutes and follow up information as required. We will assist the City in obtaining and evaluating bids for the project as required.
3. We will provide written and graphic responses to bidder Requests for Information/ Clarification as deemed necessary, to help facilitate clear, competitive bids with limited ambiguity.
4. We will assist the City with the bid review and contractor selection process to the extent requested by City staff.

Task 2 - Deliverables

- PDF copies of all documents (pre-bid meeting sign-in sheet, agenda, minutes, etc.)
- Excel spreadsheet of bid results to check for irregularities and math errors

**Task 3 - Construction Administration**

1. We will attend the pre-construction meeting and provide written minutes and follow up information as required within 1-day following the meeting. Throughout the project, we will provide full documentation relating to meeting decisions and action items, assignment of action items to team members, and all other requests indicated within the City's RFP.
2. When requested, we will assist the City with construction administration assistance for specialty areas where specific technical expertise is required in determining conformance to design concepts and approved plans and specifications.
3. We will participate in construction meetings, twice monthly in person and all other meetings virtually, in support of the City and the City's Construction Management consultant. Based on our observations at the site and on the contractor's application for payment, we will assist in determining the amount owed to the contractor. We will review job drawings, as-builts, RFI's, samples and other submissions of the contractor for conformance with the design of the project and for compliance with the information given in the conformance contract documents, for the
4. Our in-house FAA Certified UAS (Drone) pilot will provide monthly progress drone photography for use in updating stakeholders and constituents of construction progress.
5. We will review change orders and submittals for approval and issuance by the City. We will respond to requests for information from the contractor, issue field bulletins and requests for quotations. We will maintain updated RFI, Change Order and Submittal logs, which will be shared online via Basecamp app.
6. We will review as-builts and assist in the reproduction of the as-built information saved in electronic format for future reference to the project.

Task 3 - Deliverables

- PDF copies of all documents (field reports, RFI /Submittal logs, etc.)
- Preparation of monthly narrative reports
- Invoice and schedule review and updates (based on contractor progress)
- Preparation of Architect's Supplemental Instructions (ASI) as needed.
- Preparation of as-built/record drawings

## **FEE**

The Project Team's proposed project fee of \$318,639 will include all design, bidding, and construction administration services described in the Scope of Services and details on the attached fee schedule. We will invoice the City monthly in accordance with our rate schedule. Our invoice will not exceed the amount presented above without prior approval.

## **TENTATIVE SCHEDULE**

The Project Team is committed to meet any schedule the City wishes to meet. We are a dedicated, flexible group, with proven performance with our longstanding clients. The schedule attached shows our tentative project schedule for City review. We are notoriously flexible and can speed up or slow down the design as needed to best accommodate the City's internal timeline, as well as focusing the construction during optimal months, with sufficient plant establishment prior to opening the park to the public.

Again, thank you for the opportunity to submit our proposal to provide professional engineering and landscape architecture services for the City. If you have any questions, please contact me at (951) 680-0440.

Sincerely,



Steven W. Ledbetter, P.E.  
Vice President  
TKE Engineering, Inc.

Attachments: Fee Schedule and Tentative Project Schedule

## City of Needles

### Duke Watkins Park Improvements Project Consulting Engineering Fee

Task No.	Task	Principle In Charge		Project Manager		Project Engineer		Assistant Engineer/Designer		Clerical		Inspector		2-Man Survey Crew		Subconsultants <sup>1,2)</sup>		Total	
		Hours	\$	Hours	\$	Hours	\$	Hours	\$	Hours	\$	Hours	\$	Hours	\$	Hours	\$		Hours
<b>Scope of Services</b>																			
1.a	Concept Refinement and Schematic Design	4	\$ 700	8	\$ 1,320	20	\$ 3,100	40	\$ 5,400	4	\$ 340		\$ -	12	\$ 2,880		\$ -	55,435	\$ 69,175
1.b	Design Development (60% FS&E)	4	\$ 700	16	\$ 2,640	40	\$ 6,200	60	\$ 8,100	8	\$ 680		\$ -		\$ -		\$ -	61,584	\$ 79,904
1.c	Construction Documents (90% and 100% FS&E)	2	\$ 350	8	\$ 1,320	16	\$ 2,480	32	\$ 4,320	4	\$ 340		\$ -		\$ -		\$ -	41,949	\$ 50,759
2	Bidding Assistance		\$ -	4	\$ 660	8	\$ 1,240	8	\$ 1,080	2	\$ 170		\$ -		\$ -		\$ -	10,175	\$ 13,325
3	Construction Administration <sup>2,1)</sup>		\$ -	45	\$ 7,425	60	\$ 9,300	60	\$ 8,100	15	\$ 1,275		\$ -	16	\$ 3,840		\$ -	75,537	\$ 105,477
<b>Subtotal:</b>		10	\$ 1,750	81	\$ 13,365	144	\$ 22,320	200	\$ 27,000	33	\$ 2,805	0	\$ -	28	\$ 6,720		\$ -	244,679	\$ 318,639

**Rates:**

Principle In Charge	\$ 175 /HR
Project Manager	\$ 165 /HR
Project Engineer	\$ 155 /HR
Assistant Engineer/Designer	\$ 135 /HR
Clerical	\$ 85 /HR
Inspector	\$ 110 /HR
2-Man Survey Crew	\$ 240 /HR

**Notes:**

- 1.) Subconsultant Costs for Landscape Architecture, Structural, Electrical, and Geotechnical
- 2.) Assumes 150 Days of Construction Support Services (Excluding Inspection and Materials Testing)

**Construction Management Total: \$ 318,639**

**TKE Engineering, Inc.**



# DUKE WATKINS PARK RENOVATION

## TENTATIVE PROJECT SCHEDULE

UPDATED: FEBRUARY 25, 2022



ID	Task Name	Duration	Start	Finish
1	<b>TASK 1a: SCHEMATIC DESIGN</b>	31.75 days	Tue 3/1/22	Wed 4/13/22
2	City Council - Award contract to CWDG	0.25 days	Tue 3/1/22	Tue 3/1/22
3	Finalize contract/ Notice to Proceed	3 days	Tue 3/1/22	Fri 3/4/22
4	Set up Basecamp project and invite team	1 day	Fri 3/4/22	Mon 3/7/22
5	<b>Kick-off Meeting with City Team (TBD)</b>	0.5 days	Mon 3/7/22	Mon 3/7/22
6	Hold for TKE survey/ initial base plan and geotech	20 days	Mon 3/7/22	Mon 4/4/22
7	Prepare schematic layout for team review	7 days	Mon 4/4/22	Wed 4/13/22
8				
9	<b>TASK 1b: DESIGN DEVELOPMENT (65% level)</b>	51.5 days	Wed 4/13/22	Fri 6/24/22
10	Research Submittal Requirements for All Applicable Agencies and Departments	2 days	Wed 4/13/22	Fri 4/15/22
11	Prepare 65% Plans/ Specifications	30 days	Fri 4/15/22	Fri 5/27/22
12	Prepare Cost Estimate	1 day	Fri 5/27/22	Mon 5/30/22
13	Internal QA/QC review	1 day	Fri 5/27/22	Mon 5/30/22
14	Revise plans based on Internal QA/QC	3 days	Mon 5/30/22	Thu 6/2/22
15	Submit 65% Plans to City	0.5 days	Thu 6/2/22	Fri 6/3/22
16	City Review - 65% level	15 days	Fri 6/3/22	Fri 6/24/22
17				
18	<b>TASK 1c: CONSTRUCTION DRAWINGS (95%-100% level)</b>	47.5 days	Fri 6/24/22	Tue 8/30/22
19	Consultant team meeting to define and distribute redline tas	1 day	Fri 6/24/22	Mon 6/27/22
20	Prepare 95% Plans/Specifications	20 days	Mon 6/27/22	Mon 7/25/22
21	Update Cost Estimate to 95% level	1 day	Mon 7/25/22	Tue 7/26/22
22	Internal QA/ QC review	1 day	Tue 7/26/22	Wed 7/27/22
23	Revise plans based on Internal QA/QC	3 days	Wed 7/27/22	Mon 8/1/22
24	Submit 95% Plans to City	0.5 days	Mon 8/1/22	Mon 8/1/22
25	City Review - 95% level	10 days	Mon 8/1/22	Mon 8/15/22
26	Consultant meeting to define and distribute redline tasks	1 day	Mon 8/15/22	Tue 8/16/22
27	Prepare 100% Plans/ Specifications	10 days	Tue 8/16/22	Tue 8/30/22
28	City prepares or provides Front End Bid Specifications	5 days	Tue 8/16/22	Tue 8/23/22
29	Submit 100% Plans	0.5 days	Tue 8/23/22	Wed 8/24/22
30				
31	<b>TASK 2: BIDDING</b>	35 days	Wed 8/24/22	Wed 10/12/22
32	Bid Advertisement	20 days	Wed 8/24/22	Wed 9/21/22
33	Bid Review/ Recommendations/ Staff Report	15 days	Wed 9/21/22	Wed 10/12/22
34				
35	<b>TASK 3: CONSTRUCTION</b>	196.5 days	Wed 10/12/22	Thu 7/13/23
36	CC Award of Construction Contract	3 days	Wed 10/12/22	Mon 10/17/22
37	Notice to Proceed	3 days	Mon 10/17/22	Thu 10/20/22
38	Construction	150 days	Thu 10/20/22	Thu 5/18/23
39	Plant Establishment	40 days	Thu 5/18/23	Thu 7/13/23
40	Grand Opening	0.5 days	Thu 7/13/23	Thu 7/13/23





# City of Needles, California Commission Report

CITY COUNCIL  PARK AND RECREATION  Regular  Special

**Meeting Date:** March 21, 2022

**Title:** Golf Stats for January 2022 - Financials for January 2022

**Background:**

**Fiscal Impact:**

**Recommendation:** No Action Needed - Information Only

**Submitted By:** Barbara DiLeo, Finance

**City Management Review:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Approved:

Not Approved:

Tabled:

Other:

Agenda Item: 4

		Golf Course Comparisons									
		Jan-21	compared to	Jan-22							
		TOTAL DOLLARS COMPARED				TOTAL GOLFERS COMPARED					
Day of Month		Current Yr. Deposit Amount	Prior Yr. Deposit Amount	Variance	Mo to date Variance	Regular	Pass	Total	Prior	Variance	Mo to date Variance
1	Saturday	\$ 2,262	\$ 1,376	\$ 886	\$ 886	5	34	39	28	11	11
2	Sunday	\$ 2,250	\$ 1,733	\$ 517	\$ 1,403	31	32	63	64	(1)	10
3	Monday	\$ 1,853	\$ 825	\$ 1,028	\$ 2,431	8	46	54	45	9	19
4	Tuesday	\$ 3,214	\$ 3,324	\$ (110)	\$ 2,320	23	55	78	102	(24)	(5)
5	Wednesday	\$ 3,321	\$ 1,098	\$ 2,223	\$ 4,544	57	39	96	37	59	54
6	Thursday	\$ 4,346	\$ 1,299	\$ 3,047	\$ 7,591	56	64	120	52	68	122
7	Friday	\$ 7,017	\$ 1,432	\$ 5,586	\$ 13,176	83	37	120	70	50	172
8	Saturday	\$ 2,091	\$ 2,023	\$ 68	\$ 13,244	36	46	82	87	(5)	167
9	Sunday	\$ 666	\$ 719	\$ (53)	\$ 13,191	11	47	58	32	26	193
10	Monday	\$ 2,635	\$ 269	\$ 2,366	\$ 15,558	21	82	103	29	74	267
11	Tuesday	\$ 2,791	\$ 733	\$ 2,058	\$ 17,616	56	48	104	13	91	358
12	Wednesday	\$ 2,187	\$ 1,962	\$ 225	\$ 17,841	43	61	104	68	36	394
13	Thursday	\$ 1,699	\$ 1,978	\$ (279)	\$ 17,562	57	57	114	99	15	409
14	Friday	\$ 1,716	\$ 659	\$ 1,056	\$ 18,618	42	44	86	46	40	449
15	Saturday	\$ 730	\$ 2,086	\$ (1,356)	\$ 17,263	18	28	46	58	(12)	437
16	Sunday	\$ 2,600	\$ 1,249	\$ 1,351	\$ 18,613	56	58	114	47	67	504
17	Monday	\$ 2,010	\$ 2,214	\$ (204)	\$ 18,409	38	79	117	93	24	528
18	Tuesday	\$ 2,700	\$ 1,114	\$ 1,586	\$ 19,995	65	51	116	72	44	572
19	Wednesday	\$ 1,785	\$ 29	\$ 1,756	\$ 21,751	39	69	108	13	95	667
20	Thursday	\$ 441	\$ 1,119	\$ (678)	\$ 21,074	57	0	57	76	(19)	648
21	Friday	\$ 1,958	\$ 2,029	\$ (72)	\$ 21,002	69	55	124	69	55	703
22	Saturday	\$ 9	\$ 817	\$ (808)	\$ 20,194	0	3	3	69	(66)	637
23	Sunday	\$ 824	\$ 1,934	\$ (1,110)	\$ 19,084	16	35	51	91	(40)	597
24	Monday	\$ 1,749	\$ 659	\$ 1,091	\$ 20,174	48	84	132	52	80	677
25	Tuesday	\$ 3,723	\$ 184	\$ 3,539	\$ 23,713	44	63	107	13	94	771
26	Wednesday	\$ 1,796	\$ 548	\$ 1,248	\$ 24,961	44	49	93	34	59	830
27	Thursday	\$ 751	\$ 2,251	\$ (1,499)	\$ 23,461	23	36	59	52	7	837
28	Friday	\$ 1,824	\$ 2,053	\$ (229)	\$ 23,232	62	48	110	63	47	884
29	Saturday	\$ 2,211	\$ 1,120	\$ 1,091	\$ 24,323	60	63	123	51	72	956
30	Sunday	\$ 1,038	\$ 1,431	\$ (393)	\$ 23,931	31	61	92	84	8	964
31	Monday	\$ 2,183	\$ 1,500	\$ 682	\$ 24,613	63	73	136	78	58	1,022
		\$ 66,380	\$ 41,767	\$ 24,613		1262	1547	2809	1787	1,022	

<b>Aquatics</b>		UNAUDITED			
FY 2022					
		<b>Fiscal YTD 01/31/22</b>	<b>Budget</b>	<b>Balance</b>	<b>%</b>
<b>Revenue</b>					
		5,799	7,950	2,151	
	<b>Total</b>	<b>5,799</b>	<b>7,950</b>	<b>2,151</b>	<b>73%</b>
<b>Expenses</b>					
		87,165	180,845	93,680	
	<b>Total</b>	<b>87,165</b>	<b>180,845</b>	<b>93,680</b>	<b>48%</b>
<b>Recreation</b>					
FY 2022		\$ -	\$ -		
		<b>Fiscal YTD 01/31/22</b>	<b>Budget</b>	<b>Balance</b>	<b>%</b>
<b>Revenue</b>					
		31,751	32,200	449	
	<b>Total</b>	<b>31,751</b>	<b>32,200</b>	<b>449</b>	<b>99%</b>
<b>Expenses</b>					
		180,756	353,231	172,475	
	<b>Total</b>	<b>180,756</b>	<b>353,231</b>	<b>172,475</b>	<b>51%</b>
<b>Jack Smith Park</b>					
FY 2022		Prelim	\$ -		
		<b>Fiscal YTD 01/31/22</b>	<b>Budget</b>	<b>Balance</b>	<b>%</b>
<b>Revenue</b>					
		91,364	202,500	111,136	
	<b>Total</b>	<b>91,364</b>	<b>202,500</b>	<b>111,136</b>	<b>45%</b>
<b>Expenses</b>					
		77,202	139,888	62,686	
	<b>Total</b>	<b>77,202</b>	<b>139,888</b>	<b>62,686</b>	<b>55%</b>
<b>Golf</b>					
FY 2022		Prelim	\$ -		
		<b>Fiscal YTD 01/31/22</b>	<b>Budget</b>	<b>Balance</b>	<b>%</b>
<b>Revenue</b>					
		201,285	492,456	291,171	
	<b>Total</b>	<b>201,285</b>	<b>492,456</b>	<b>291,171</b>	<b>41%</b>
<b>Expenses</b>					
Golf Maintenance		374,423	724,775	350,352	52%
Golf Operations (Pro Shop)		188,274	368,468	180,194	51%
	<b>Total</b>	<b>562,697</b>	<b>1,093,243</b>	<b>530,546</b>	<b>51%</b>



# CITY OF NEEDLES

817 Third Street • Needles, California 92363  
(760) 326-2113 • FAX (760) 326-6765

Mayor Jeff Williams  
Vice Mayor Edward T. Paget, M.D.  
Councilmember Tona Belt  
Councilmember Zachery Longacre  
Councilmember Kirsten Merritt  
Councilmember Ellen Campbell  
Councilmember Wade Evans  
City Manager Rick Daniels

## MEMORANDUM

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

FROM: Rick Daniels, City Manager

SUBJECT: Manager's Report

DATE: March 11, 2022

### • City Manager

- \*\* Received Caltrans approval of the Marina Park \$2.2M grant request
- \*\* Creating an overall capital improvement projects program for \$23-25M in anticipated projects for 2022
- \*\* Working with high school on holding the Junior Prom at the cart barn
- \*\* Met with Rio Buena Vista Homeowners Association regarding litigation settlement
- \*\* Met with Legacy Foundation regarding community needs
- \*\* Supervised repainting of JoJo Garcia Sports Complex restrooms as an Eagle Scout project
- \*\* Finalizing the Planning Commission recommendation for improved regulation of short-term rentals
- \*\* Attended dedication of new kindergarten classrooms
- \*\* Met with Friends of El Garces regarding art in public places project
- \*\* Set introductory meeting with Supervisor Dawn Rowe
- \*\* Assisted in technical review of off highway vehicle use on city streets legislation
- \*\* Tracking progress of Visitor Center
- \*\* Attended groundbreaking of Well 16
- \*\* Reviewed temporary container storage at Marvin's Dispensary
- \*\* Met with a data mining company regarding locating in Needles
- \*\* Worked with skateboard competition event promoter
- \*\* Working on square foot marijuana tax methodology ballot measure
- \*\* Met with the Executive Director of the San Bernardino County Transportation Authority regarding community needs
- \*\* Met with residential developer
- \*\* Finalizing food truck ordinance
- \*\* Met with Pacific Clinics regarding their service center proposed near Santa Fe Park
- \*\* Conducting security review of cannabis facilities
- \*\* Met with golf course operator regarding irrigation and course improvements
- \*\* Reviewing standardizing city park hours and prohibiting camping in city parks
- \*\* Negotiating sale of former city hall facility to San Bernardino County
- \*\* Reviewing proposal to create a homeless shelter at the River Valley Motor Lodge
- \*\* Facilitating relocation of local restaurant on east end to the former restaurant site on the west end
- \*\* Assisting promoter of radio-controlled miniature boat racing event
- \*\* Presented the "Needles Story" to the Colorado River Leadership Summit
- \*\* Working with Congressman Obornolte's office to receive an \$800,000 street improvement grant
- \*\* Working on dead tree removal

- \*\* Assisting with a Job Fair at Palo Verde Community College
- \*\* Working with proponents of \$3M of pavement treatments on private and public agency properties

- City Clerk

- \*\* Coordinating City Code placement on the website
- \*\* Continue to review balance of code for the website
- \*\* Participated in agenda management orientation
- \*\* Assisting the planning department with agenda packet preparation, attending meetings and preparing minutes

- Community Services

Transit, Recreation, Senior Center, Parks, Cemetery:

- \*\* Participated in agenda management orientation process
- \*\* Assisted sheriff's dept with the Every 15 Minutes Program to be held at the high school April 4-5. This is a grant funded program through the California Office of Traffic Safety
- Transit: \*\* Shopper shuttle had a total of 8 roundtrip passengers (16 boardings) for the three weeks in February the service was utilized averaging 2.67 riders per trip (maximum bus capacity is 9).
- \*\* 4 roundtrip medical transports during February (8 boardings)
- \*\* Waiting on placement of a shelter at the NAT stop on Bailey at the Senior Center
- \*\* February 4 was Transit Equity Day with all transit services countywide providing free rides. NAT had a total of 82 boardings and Dial-a-Ride 15.
- \*\* The Transportation Security Administration (TSA) has again extended the face mask requirement for all transportation networks, including public transportation, now through April 18. This applies to all transit services including NAT, DAR and DAR Medical/Shopper Shuttle
- Senior Center: \*\* Open for full services including daily noon meal program, bodies-in-motion exercise class, Wii bowling, and facility rentals
- \*\* February craft was design of potholders with 3 participants
- \*\* Covered senior center in the absence of the senior aide
- Recreation: \*\* Wrapping up youth basketball league with awards ceremony on March 18 for grades 3<sup>rd</sup> - 8<sup>th</sup>. 140 players this season
- \*\* Unable to host the Needles Spring Classic Basketball Tournament due to lack of participating teams. Due to Covid restrictions, the various cities were not able to begin their leagues until beginning of March
- \*\* Planning for summer camp to be held June – July
- \*\* Lynne's Garden is flourishing with fruits and vegetables the children have planted
- \*\* Working with a company for additional sound boards in the gymnasium to help decrease the noise
- \*\* Facility Rentals for February 2022:  
2 – 2 hr classroom rental @ \$15/hr (1/2 price non-profit)
- Aquatics: \*\* Continuing normal maintenance in preparation for the upcoming season
- \*\* Will be advertising for lifeguards and scheduling a lifeguard certification class in April
- Jack Smith Park: \*\* Opened for the season March 5 with hours of 9am to 4pm weekends only and will begin 7 days a week starting April
- \*\* Sold 18 annual passes the first weekend
- Cemetery: \*\* Continued routine maintenance including tree trimming
- \*\* Raising and leveling headstones
- \*\* No interments in February
- Parks: \*\* Continued routine maintenance including tree trimming and weed control
- \*\* Clean restrooms at all parks and other city facilities

- Development Services

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

Planning: \*\* Site plan reviews for development projects including solar, cannabis, residential garages

\*\* Preparation of Planning Commission and City Council packets, including staff reports, resolutions, attachments, posting, community notification

\*\* Organized General Plan community meeting scheduled for March 17

\*\* Coordination activity with the Transportation General Plan and Land Use Element updates

Code Enforcement: \*\* 25 facility inspections and 3 regulatory inspections

\*\* Attended Planning Commission meeting

\*\* 8 Live Scan days

\*\* Processed incoming FBI and Dept of Justice reports

\*\* Administrative hearing preparation

\*\* Square footage/canopy research

\*\* Meeting with new cannabis dispensary owner

\*\* Transient abatement

\*\* Processed sheriff's dept citations

\*\* New hire training

\*\* Responded to odor complaints

\*\* Issued parking citations

\*\* 8 new residential cases started

\*\* Numerous follow up inspections both commercial and residential

Building & Safety: \*\* 88 active permits; 5 permits ready to Issue; and 18 projects under review

\*\* 3 residential permits issued (1 plumbing, 1 electrical, 1 mechanical)

\*\* Completed a total of 83 inspections

\*\* Finalized 24 permits

Engineering: \*\*

• Finance and Administration

Finance, HR, Risk Management:

\*\* NPUA audit finalized. Should receive draft city audit reports soon

\*\* Hired building permit tech and customer service rep I

\*\* Continue interviews for associate planner open position

\*\* Working on conversion to electronic payroll timekeeping system

\*\* Accounts payable paid approximately 275 invoices in February

• Public Works

Streets, Fleet, Buildings, Sanitation:

\*\* Continued routine maintenance including pothole repairs, weed control, street sweeping and trash pickup around the community

• Public Safety

Animal Control, Sheriff, Fire, Emergency Management:

Animal Control: \*\* 3 adoptions; 6 city licenses sold; 6 vaccinations requested by owners; 4

euthanasia requests by owners; 2 surrendered animals by owners; 2 animals transferred to Lake Havasu Humane Society

\*\* Spring rabies clinic set for April 30

\*\* Shelter currently has only 2 dogs and 2 cats up for adoption

• Utilities

Electric, Water, Wastewater, Billing Office:

Wastewater: \*\* Routine lift station continues weekly

\*\* Rehabilitated 3 additional manholes on Front Street with a geopolymer coating

\*\* Rehabilitated 2 wet wells at the plant with a geopolymer coating

\*\* Both SBR tanks were drained, inspected and minor repairs were completed

\*\* Obtaining an estimate to install a small shade structure over the K Street Lift Station electrical panel

Water: \*\* 15 water service line leaks repaired

\*\* Replaced 10" flow meter at well #15

\*\* Stripped, traded in and re-equipped 4 bad fire hydrant construction meters

\*\* Completed 12 meter change outs for non-registering meters

\*\* Verified all water service locations for replacement before paving project begins

\*\* 150+ service orders completed

\*\* Completed 75+ underground utility locates

\*\* Completed monthly sampling for water distribution system

\*\* Completed annual report for county fire hazmat permits

\*\* Completed monthly well pumping reports for the Bureau of Reclamation

\*\* Completed monthly bacteriological sampling reports for State Water Board

\*\* Continued work with engineering, State Water Board and well drillers on well #16

Electric: \*\* Continued routine maintenance

\*\* Installed a pole on West Broadway, built new riser, installed the primary wire and transformer

\*\* Installed new decorative light on Broadway

\*\* Changed crossarm on pole by Park Moabi

\*\* Rearranged pole yard to make room for new transformers, removed and relocated old transformers to the boneyard at city yard

\*\* Trimmed two trees, one on Cibola and one on B St

Billing Office: \*\* 38 connects and 34 disconnects in February

• Golf

Pro Shop, Maintenance:

Pro Shop: \*\* February 2022 revenue and rounds:

2021 - total revenue \$53,807; total rounds 2,446

2022 - total revenue \$74,423; total rounds 3,059

\*\* New golf carts have been delivered. Can accommodate more golfers/day due to greater cart availability

\*\* Stocking pro shop with new merchandise

Maintenance: \*\* Spraying greens & fairways with iron and a turf enhancer

\*\* Spraying a fungicide to eliminate the clover and will then spray a pre-emergent to keep the clover away for up to 10 months allowing Bermuda coverage on the turf

\*\* Purchased a spray rig in December adding to course improvements

\*\* Finishing up the palm trees along River Road (aka Dike Road)

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