(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
COUNCIL CHAMBERS, 1111 BAILEY AVENUE

TUESDAY, DECEMBER 9, 2025
COUNCIL EXECUTIVE SESSION – 5:00 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

TO JOIN THE LIVE TEAMS MEETING: log into the City of Needles website at www.cityofneedles.com to access the agenda and Click here to join the meeting

If asked, enter the following: Meeting ID: 202 746 159#
OR listen in and participate by calling Teams: 1-323-488-2227 - Meeting ID: 202 746 159#
The meetings are being recorded.

CALL TO ORDER
ROLL CALL

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) Number of Cases: 3

b. Conference with legal counsel regarding existing litigation pursuant to Government Code 54956.9(d)(1) Sylvia Miledi v. City of Needles, et al., Superior Court of the County of San Bernardino, Case No. CIVSB2510533

c. Public Employee Appointment Pursuant to Government Code Section 54957 Title of Position: Director of Finance and Administrative Services

d. Conference with Real Property Negotiators pursuant to Government Code section 54956.8 Property: APN/Parcel ID(s): 0186-095-03-0-000, and 0186-095-04-0-000. Agency negotiator: Patrick Martinez, City Manager or his designee. Negotiating parties: Palm Communities as potential purchaser and City of Needles as potential seller. Under negotiation: Price and terms of payment

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. Collaborative Presentation: San Bernardino County Department of Public Health, Arrowhead Regional Medical Center (ARMC), Inland Empire Health Plan (IEHP) & San Bernardino County Medical Society
2. Colorado River Medical Center (CRMC) - Hospital Update & Community Health Initiatives
3. City Attorney John Pinkney will give a presentation on Brown Act Changes (SB707)

INTERVIEWS

4. Interviews / appointments to fill vacancies on various Boards and Commissions, due to current vacancies and the expiration of terms. (ACT)

PUBLIC HEARING

5. Approve the AB1600 Annual Accounting of Development Impact Fees Report
   - Staff Report
   - Council questions of staff
   - Mayor to open the public hearing
   - Public Comment
   - Mayor to close the public hearing
   - Approve the AB1600 Annual Accounting of Development Impact Fees Report (ACT)
6. Adopt Resolution 2025-49 approving a Conditional Use Permit Application For A Proposed Licensed Retail Cannabis Dispensary And Related Tenant Improvements At 1611 Needles Highway Within The General Commercial (C-2) Land Use Zoning District; APN 0185-062-25
   - Staff Report
   - Council questions of staff
   - Mayor to open the public hearing
   - Public Comment
   - Mayor to close the public hearing
   - Adopt Resolution 2025-49 approving a Conditional Use Permit Application For A Proposed Licensed Retail Cannabis Dispensary And Related Tenant Improvements At 1611 Needles Highway Within The General Commercial (C-2) Land Use Zoning District; APN 0185-062-25. (ACT)
7. An Amendment to Conditional Use Permit Resolution No. 2017-114 for the Cannabis Cultivation Facility at 204 Bazoobuth Street. The Amendment includes changes to sections of the required perimeter wall from Split-Face Block with Wrought Iron to Wrought Iron Fencing Only, and the relocation of the parking area and trash enclosure to the adjacent parcel (APN 0186-154-05). A Lot Tie Agreement will be required to support the Revised Site Layout and include APNs 0186-154-01, 0186-154-05, and 0186-154-13. **CONTINUED TO JANUARY 13, 2026.**

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 8 through 9 on the Consent Calendar by affirmative roll call vote **(ACT)**

8. Ratify the Utility Manager's purchase of Greenhouse Gas Emissions Instruments for the calendar year 2024 compliance period from Amerex for a total cost of $58,867.50.
9. Approve Change Order No. 1 (Final) for the Purchase & Install Metal Building Project increasing the contract with Shipley Construction by $91,210.94 for total contract amount of $676,907.94; and authorize staff to execute said Change Order and issue the Notice of Completion for the work.

END OF NPUA CONSENT CALENDAR

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 10 through 16 on the Consent Calendar by affirmative roll call vote. (**ACT)**

10. Approve the Warrants Register through December 9, 2025.
11. Approve the Minutes of November 12, 2025.
12. Accept and file the November 2025 Treasurer's Report.
13. Waive full reading and Adopt Purchasing Ordinance Number 678-AC, Amending Chapter 8, Article II of the Needles Municipal Code (Second Read Adopt)
14. Award a three-year contract to UniFirst Corporation to provide Uniform rental and laundry services from 2025 to 2028
15. Waive full reading and Adopt City Council Resolution 2025-50, Confirming and adopting an itemized statement of cost for abatement of property located at 415 D Street, Needles, CA 92363, also known as APN 0186-142-03-0000 and file said Resolution with the County Recorder placing a lien on the property.
16. Authorize the City Manager to execute a professional services agreement with Willdan Financial Services for a Comprehensive Fee Study.

END OF COUNCIL CONSENT CALENDAR

REGULAR COUNCIL ITEMS

17. Award the Base Bid and Additive Alternate to Vance Corporation for the Phase V Street Paving Improvements Project in the amount of $1,373,796.30 plus 10% contingency for a total project cost of $1,511,175.93 and authorize staff to execute a Public Works Agreement with Vance Corporation and move forward with the Notice of Award and Notice to Proceed. (ACT)
18. Adopt Resolution 2025-51, Authorizing the City Manager to enter into an Exclusive Negotiation Agreement (ENA) between the City of Needles and Palm Communities, A California Corporation in Reference to Assessors Parcel Numbers (APN's) 0186-095-03-0000 and 0186-095-04-0000. (ACT)
19. Adopt Resolution 2025-52 Approving an Employment Agreement with Mark DeMay for the position Director of Finance and Administrative Services effective December 9, 2025, setting a salary of $164,279 in compliance with SB 1436 and incorporate into the salary schedule FY 2025-2026. (ACT)

CITY ATTORNEY REPORT
CITY CLERK REPORT
CITY MANAGER REPORT

City Manager's Reports for the weeks of November 21 and 28, 2025.

COUNCIL REQUESTS
Council Member Ford
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: December 5, 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 5th day of December, 2025

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

- Slovak Baron Empey Murphy & Pinkney LLP -

SB 707- BROWN ACT - DURAZO

December 1, 2025

SBEMP ATTORNEYS

INDIAN WELLS, CA PALM SPRINGS, CA COSTA MESA, CA NEW YORK, NY PRINCETON, NJ SAN DIEGO, CA

BILL SUMMARY

- Enacts broad revisions to the Ralph M. Brown Act.
  - Modernizes California's open meeting laws with updated provisions on teleconferencing, public participation, and accessibility.
  - Establishes a new class of "eligible legislative bodies"
  - Enhance hybrid meeting and translation requirements, streamlines existing teleconferencing framework, and strengthens public participation rights while addressing meeting disruptions and accessibility accommodations.

KEY PROVISIONS

- The bill SB 707 creates a new category of "eligible legislative body" including:
  - City Councils of cities with population of 30,000+
  - City Councils of cities located in a county with a population of 600,000+
  - County boards of supervisors in the counties with 30,000+ population
  - Special district boards that have an internet website and (1) include the entirety of a county with a population of 600,000+ and have 200+ full-time employees; (2) have 1,000+ full-time employees; or (3) have 200+ full-time employees and annual revenues that exceed $400 million
  - Until January 1, 2030, these bodies must provide two-way telephonic or audiovisual platforms for public participation, assist with translation services, and maintain accessible webpages with meeting information.

RULES SPECIFIC TO ELIGIBLE LEGISLATIVE BODIES

- *Two-Way Remote Attendance and Disruption Procedure*. SB 707 adds *Cal Gov. Code §54953.4.*
  - Eligible legislative bodies must now offer hybrid meetings that allow the public to participate through two-way telephonic or audiovisual platforms. Unless unavailable at location.
  - By July 1, 2026, each eligible legislative body must adopt, in open session, a policy addressing disruptions to these remote participation services and procedure for restoring access.
  - If a disruption prevents public participation, the eligible legislative body must recess and attempt in good faith to restore service for at least one hour.
  - The body must adopt a finding by roll call vote confirming that reasonable efforts were made and that resuming the meeting serves the public interest more that delaying it further.
  - The bill authorizes the eligible legislative body or its presiding officer to remove or limit participation by individuals engaging in disruptive behavior, whether attending in person or remotely.

RULES SPECIFIC TO ELIGIBLE LEGISLATIVE BODIES

- *Translation and Outreach.* SB 707 adds *Cal Gov. Code § 54953.4.(b)(2)* which states eligible legislative bodies do the following:
  - Translate meeting agendas and participation instructions into applicable languages
  - Provide a multilingual, accessible public webpage explaining comment procedures and meetings
  - Assist with interpretation requests.
  - Make outreach efforts to underrepresented and non-English-speaking communities, electronic public access to materials.
  - Prohibits liability for the accuracy of translations or interpretation provided by others.
  - Agencies must also publicly adopt a disruption policy for remote meetings, and specific exemptions are set for meetings largely focused on property, emergencies, or unique circumstances

RULES APPLICABLE TO LEGISLATIVE BODIES IN GENERAL

- *Brown Act Distribution. Under SB 707, Cal Gov. Code § 54952.7*
  - A local agency must provide a copy of the Brown Act to any person who is elected or appointed to serve as a member of the legislative body of the agency.
- *Social Media Exception. Cal Gov Code § 54952.*
  - Allows officials to communicate with members of the public on social media while prohibiting them from directly responding to anything another member of the same legislative body posts regarding agency business.
- *Reasonable Accommodation. Cal Gov Code § 54953(c)*
  - Legislative body members may participate by teleconference as an accommodation for a disability.
  - Members must participate using both audio and visual technology and must disclose if another adult is in the room with them, and the general nature of that person's relationship with the member.
- *Expanded Teleconferencing Requirements. Cal Gov Code § 24953(b)*
  - The traditional rules for teleconferenced meetings remain unchanged.

RULES APPLICABLE TO LEGISLATIVE BODIES IN GENERAL - continued

- *Expanded Teleconferencing Requirements. Cal Gov Code § 24953(d), (e), and (f)*
  - Teleconferencing rules in these sections for health authorities and during a proclaimed emergency, are moving to their own new sections, *Cal Gov Code § 54953.8.1 and Cal Gov Code § 54953.8.2.*
- *Cal Gov Code § 54953.8.3*
  - SB 707 recognizes and expands the teleconferencing provisions of the Brown Act, adding some uniformity to noticing, disclosure, accessibility, and public comment requirements for certain types of teleconferencing.
  - SB 707 revises and restates the existing teleconferencing provisions for states of emergency, just cause, and emergency circumstances, and expands coverage to include:
    (1) states of emergency declared by localities
    (2) just cause allowances, including physical or family medical emergencies preventing in-person attendance and military service.

RULES APPLICABLE TO LEGISLATIVE BODIES IN GENERAL - continued

- *Exemptions to Public Comment. Cal Gov Code § 54954.3*
  - The bill amends this code to broaden the exemptions to allowance for a legislative body to skip public comment for certain items already considered by a prior committee comprised exclusively of legislative members. To bypass comment
    (1) There must not have been a substantial change to the item since committee consideration;
    (2) The prior committee meeting must have had a physical, in-person quorum;
    (3) The committee must not have primary jurisdiction over certain sensitive or high interest areas (e.g., elections, budgets, and police oversight).
- *Public Recording Rights*. The bill amends *Cal Gov Code § 54953.5*
  - To reaffirm the public's right to record open legislative body meetings
  - Broadens the recording right by removing limiting references to older devices (i.e., audio or video recorder or still or motion picture camera).

RULES APPLICABLE TO LEGISLATIVE BODIES IN GENERAL - continued

- *Special Meetings Requirements*. SB 707 modifies *Cal Gov Code § 54956* regarding special meetings:
  - Expand the 24-hour posting and distribution requirements to all legislative bodies by removing prior exemptions for certain legislative bodies.
  - Expands the prohibition on calling special meetings to consider local agency salaries or compensation for local agency executives to also include those for legislative bodies themselves.
- *Authority to Remove Disruptive Participants.* The bill amends *Cal Gov Code § 54957.95*
  - To extend the authority of a presiding legislative body member to remove a person for disrupting a teleconferenced meeting
  - Adds Cal Gov Code § 54957.96 to authorize the removal or limit participation of a person participating in the meeting via two-way audiovisual platform or two-way telephonic services if that person "actually disrupts, disturbs, impedes, or renders infeasible the orderly conduct of the meeting."

City of Needles, California
Request for City Council Action

☒ CITY COUNCIL ☐ NPUA ☒ Regular ☐ Special

Meeting Date: December 9, 2025

Title: Interviews / appointments to fill vacancies on various Boards and Commissions, due to current vacancies and the expiration of terms.

Background: The following vacancies were posted and published in the Needles Desert Star on November 19 and 26, 2025, and applications were received as follows:

Board of Public Utilities: There are two seats opening, with terms to expire December 31, 2029. The Board meets on the first and third Tuesday of each month at 4:00 pm

Terry Campbell and Ed Brown have re-applied.

Planning Commission: There are three seats opening, with terms to expire December 31, 2029. The Commission meets on the first Wednesday of each month at 4:00 p.m.

Michael Wright and Will Bosboom have re-applied, and Allen Cox has applied.

Park & Recreation Commission: There is one seat opening, with a term to expire December 31, 2029. The Commission meets on the third Monday of each month at 4:00 pm.

Jesse Rodriguez has applied.

Cemetery Advisory Board: There are a total of four vacancies, as follows:

3 current vacancies - two with terms expiring December 31, 2026, and one with a term expiring December 31, 2027

1 seat opening, with a term to expire December 31, 2029.

The Cemetery Advisory Board meets quarterly in January, April, July and October on the third Thursday at 3:00 p.m.

Housing Commission: There remains one vacancy with a term to expire December 31, 2027. The Commission meets on the fourth Wednesday of each month at 4:00 pm.

Recommendation:

Appoint/Reappoint to the **Board of Public Utilities** (two seats with terms to expire December 31, 2029:

_____ And _____

Appoint/Reappoint to the **Planning Commission** (three seats with terms to expire December 31, 2029:

_____ , _____, and _____

Appoint to **Cemetery Advisory Board** _____**,** and _____, with terms to expire December 31, 2026; and _____, with a term to expire December 31, 2027; and _____, with a term to expire December 31, 2029,

Appoint to **Park & Recreation Commission** _____, with a term to expire December 31, 2029.

Appoint to **Housing Commission** _____, with a term to expire December 31, 2027.

Submitted By: Candace Clark, City Clerk

City Management Review: Patrick J Martinez **Date:** 12/4/2025

Other Department (when necessary): _____ **Date:** _____

CITY OF NEEDLES
City Clerk's Office
817 Third Street
Needles, Ca 92363
cclark@cityofneedles.com

BOARD / COMMISSION AND/OR COMMITTEE APPLICATION

Applicant Name: Terry E. Campbell

Address: [redacted]

Daytime Phone Number [redacted]

Home Phone Number: see above Email [redacted]

Position(s) applied for: Board of Public Utilities

Special comments and/or interests: Utility Board member 2008 to 2010, City Council member 2010 to 2014, Utility Board member 2015 to present, Negotiated perfected water rights agreement for PPR #30. Received Commendation from the Secretary of the Interior. Received commendation from Los Angeles City Council for actions Supervisor (me) and my Crew took during the North Ridge Earthquake at Haynes Generating Station.

Background and Qualifications: **Major Accomplishment**
Electric Rate policy currently in place creating a 2-tier system of Hydro as Life line Rate and Purchased Energy rate that is adjusted quarterly to insure sufficient revenue to support future energy purchases. This was done at a time when the Utility was borrowing money from the city to purchase Energy. Along with this Rate structure I argued for and gained support for Asset Replacement funds, as the infrastructure of the City's Utilities needed substantial investment to stay reliable. Involved in # Utilities Rate Studies
Us Navy marine Engineer / Machinist mate 2nd
Fullerton College / Business Administration/ Physics
Department of Water and Power Los Angeles / Generation Station Operating Supervisor
Chairman of Local 18 IBEW Steam plant and Water Supply Unit

Signature Terry E Campbell Date 10/7/25

(Please return to the above address)
You must be a registered voter in the City of Needles to qualify for appointment.

CITY OF NEEDLES
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817 Third Street
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cclark@cityofneedles.com

BOARD / COMMISSION AND/OR COMMITTEE APPLICATION

Applicant Name: ED BROWN

Address: [redacted]

Daytime Phone Number [redacted]

Home Phone Number: SAME Ema [redacted]

Position(s) applied for: RPU COMMISSIONER

Special comments and/or interests: BOATING, FISHING, WOODWORKING, GOLF.

Background and Qualifications: CURRENT RPU COMMISSIONER SINCE MAY 2021. CURRENT VICE CHAIRMAN. 35 YEARS IN SENIOR MANAGEMENT FOR AEROSPACE & DEFENSE MANUFACTURING. MACHINIST BY TRADE. CONTRACT NEGOTIATOR WITH MAJOR DOD & DOE PRIME CONTRACTORS. PROGRAM MANAGEMENT & PROJECT ENGINEERING.

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

Signature Ed Brown Date 11/12/2025

(Please return to the above address)

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BOARD / COMMISSION AND/OR COMMITTEE APPLICATION

Applicant Name: MICHAEL WRIGHT

Address: [redacted]

Daytime Phone Number: _____ Cell [redacted]

Home Phone Number: _____ Email [redacted]

Position(s) applied for: PLANNING COMMISSION.

Special comments and/or interests: I WOULD LIKE TO CONTINUE SERVING IN THIS POSITION. IT'S MY ON-GOING GOAL TO MAKE A POSITIVE CONTRIBUTION TO THE CITY OF NEEDLES.

Background and Qualifications: CURRENTLY SERVING AS CHAIRMAN ON THE PLANNING COMMISSION. I HAVE ALSO SERVED FOUR YEARS ON NPUA.

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

Signature Michael D. Wright Date 10/13/25

(Please return to the above address)

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BOARD / COMMISSION AND/OR COMMITTEE APPLICATION

Applicant Name: Jan Willem "Will" Bosboom

Address: [redacted]

Daytime Phone Number: Cell Cell [redacted]

Home Phone Number: Cell Email [redacted]

Position(s) applied for: Planning Comissioner

Special comments and/or interests: As a resident and homeowner in the city of Needles I want to contribute and see the city develop in a manner that benefits its residents.

Background and Qualifications: 24 years working as an inspector in the construction industry

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

Signature Jn Willem Bosboom Date 12/3/2025

(Please return to the above address)

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cclark@cityofneedles.com

BOARD / COMMISSION AND/OR COMMITTEE APPLICATION

Applicant Name: ALLEN COX

Address: [redacted]

Daytime Phone Number: N/A Cell [redacted]

Home Phone Number: N/A Email [redacted]

Position(s) applied for: PLANNING

Special comments and/or interests: SOME LITE REMODELING TRAVELING IN RV., FAMILY.

Background and Qualifications: I SPENT 48 YEARS WITH FRONTIER COMMUNICATIONS. MOST OF THAT TIME WAS IN THE OSP DEPT. LAYING OUT TELCO FACILITIES IN SUBDIVISIONS. REVIEW FUTURE DEVELOPMENT WITH CITY & COUNTY GOVERMENT PLANNING DEPT.

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

Signature Allen Cox Date 12.3.25

(Please return to the above address)

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cclark@cityofneedles.com

BOARD / COMMISSION AND/OR COMMITTEE APPLICATION

Applicant Name: JESSE RODRIGUEZ

Address: [redacted]

Daytime Phone Number: _____ Cell [redacted]

Home Phone Number: _____ Emai[redacted]

Position(s) applied for: REC COMMISSION

Special comments and/or interests: THE NEEDLES REC SPORTS PROGRAM PLAYS A HUGE ROLE FOR ALL THE KIDS IN THE AREA. I HAVE THREE KIDS THAT HAVE ALL PLAYED OR ARE CURRENTLY PLAYING IN THE PROGRAM. IT HAS PLAYED A HUGE ROLE IN THEIR DEVELOPMENT. THE PROGRAM HAS ALWAYS BEEN A STRONG AND WELL RAN PROGRAM. AND I WOULD LOVE TO BE PART OF THE DECISION MAKING GOING FORWARD TO HELP THE PROGRAM TO STAY AT A HIGH LEVEL

Background and Qualifications: I STARTED COACHING FOR THE REC PROGRAM IN 2007. I ALSO COACHED FOR THE NEEDLES SCHOOL DISTRICT FROM 2014-2020. DURING THAT TIME I ALSO COACHED A YEAR ROUND TRAVEL BASKETBALL TEAM. I'M CURRENTLY COACHING MY DAUGHTER THAT IS IN 5TH GRADE

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

Signature _____ Date 12/4/25

(Please return to the above address)

City of Needles, California
Request for City Council Action

☒ CITY COUNCIL ☐ NPUA ☒ Regular ☐ Special

Meeting Date: December 9, 2025

Title: Public Hearing for the Annual Account of Development Impact Fees for Fiscal Year 2025 Pursuant to AB1600

Background: AB1600 requires that both general law and charter cities account for all development impact fees collected under its terms. Funds collected for each capital facility or service shall be deposited in a separate fund and may not be comingled with any other funds. While the funds are accumulating for individual capital facilities, the City must keep track of each fund and provide an annual report.

Following are the balances as of June 30, 2025:

NORTH NEEDLES

$ 16,962	Circulation System
$ 2,083	Parkland Acquisition & Facilities
$ 14,586	Water Source Storage & Distribution
$ 14,632	Wastewater Collection System

SOUTH NEEDLES

$ 2,066	Circulation System
$ 2,226	Parkland Acquisition & Facilities
$ 48,826	Water Source Storage & Distribution
$ 27,167	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 include a Developer Impact Fee Study that is in progress. The study will be brought to Council for approval when completed.

Environmental Impact: None

Recommendation: Approve the AB1600 Annual Accounting of Development Impact Fees Report

Submitted By: Barbara DiLeo, Senior Accountant

City Manager Approval: Patrick J Martinez Date: 12/4/2025

Other Department Approval (when required): Jill Taura, Interim Finance Director Date: 11/03/25

CITY OF NEEDLES
Annual Accounting for Developer Impact Fees
FY 2025

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:
An update to our Developer Impact Fee Study is in progress and will be brought to Council for approval when completed.

City of Needles, California
Request for City Council Action

☒ CITY COUNCIL ☐ PLANNING COMMISSION ☒ Regular ☐ Special

MEETING DATE: December 9, 2025

TITLE: Resolution 2025-49 of the City Council of the City of Needles, approving a Conditional Use Permit for a Licensed Retail Cannabis Dispensary and related tenant improvements at 1611 Needles Highway, APN 0185-062-26-0000, within the General Commercial (C-2) Zoning District

APPLICANT: Norman Yousif, on behalf of Off The Charts (OTC)

LOCATION: 1611 Needles Highway; APN 0185-062-26-0000

BACKGROUND: The applicant, Off The Charts (OTC), is requesting approval of a Conditional Use Permit to establish a licensed retail cannabis dispensary within an existing commercial building located at 1611 Needles Highway. The site is approximately 0.28 acres, zoned General Commercial (C-2), and has been vacant for several years. The proposed project includes tenant improvements, building upgrades, and site enhancements, representing a significant reinvestment that will activate an underutilized parcel and enhance the surrounding commercial corridor. The applicant proposes standard cannabis retail operations with customer check-in procedures, controlled access, secure product handling, inventory tracking, and adherence to all state and local regulations.

The subject property is located on Needles Highway within the General Commercial (C-2) zoning district and carries a General Plan land use designation of General Commercial. The existing building has remained vacant for an extended period, contributing to underutilization along this commercial corridor. Surrounding uses include commercial and residential development to the south and vacant commercial parcels to the north, east and west. Cannabis retail is a conditionally permitted use in the C-2 district under the Needles Municipal Code, requiring approval of a Conditional Use Permit to ensure operational compatibility and compliance with safety and design standards.

The applicant proposes to renovate the existing building to accommodate cannabis retail operations. Interior tenant improvements will include controlled customer access, secure check-in areas, retail display space, and compliance-based storage and security systems. Exterior improvements will include façade upgrades, new lighting, ADA access improvements, repainting, landscaping, and repairs or upgrades to the parking lot, pavement, and striping. Security enhancements will include surveillance cameras, controlled entry points, and perimeter safety improvements. The operation will prohibit on-site consumption, maintain strict odor control, and ensure that no cannabis product is visible from the exterior. Customers will enter through a secured lobby, undergo ID verification, and proceed into the retail area only after authorization. The project is expected to improve the site's appearance, enhance public safety, and contribute positively to the commercial environment along Needles Highway.

The applicant proposes secure access controls, on-site security staffing, 24/7 surveillance monitoring, and comprehensive compliance procedures. The operation will prohibit loitering and on-site consumption and will implement odor-control measures to ensure no off-site impacts.

Redevelopment of the long-vacant site will provide economic investment, job creation, improved visual character, and potential increases in tax revenue. The project will strengthen commercial activity and contribute to corridor beautification.

On December 3, 2025, the Needles Planning Commission conducted a duly noticed public hearing to receive oral and written testimony regarding Conditional Use Permit Resolution No. 12-03-2025-PC. Following the hearing, the Planning Commission recommended approval of the request. The Planning Commission discussion revolved around signage requirements and ensuring adequate parking was at the site.

CONDITIONAL USE PERMIT (CUP) FINDINGS: In accordance with Section 94.06(c), the 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, November 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 15301, Class 1): The proposed project qualifies for a Categorical Exemption under Section 15301 (Class 1) of the California Environmental Quality Act (CEQA) Guidelines. This exemption applies to projects involving minor alterations to existing structures with negligible or no expansion of the existing use. The project involves commercial use within an existing structure and minor site improvements. The building footprint will remain unchanged, and no significant expansion of the existing structure or use is proposed.

RECOMMENDATION: Adopt Resolution 2025-49 approving a Conditional Use Permit, authorizing the establishment and operation of a Licensed Retail Cannabis Dispensary at 1611 Needles Highway, APN 0185-062-26-0000, within the General Commercial (C-2) Zoning District

SUBMITTED BY: Irene Romero, City Planner

ATTACHMENTS:

1. Vicinity Map
2. Project Plans
3. City Council Resolution 2025-49, Findings, and Conditions of Approval
4. CUP Application

City Manager Approval: _____ Date: _____

Other Department Approval (when required): _____ Date: _____

CITY OF NEEDLES PLANNING DEPARTMENT

NORTH

VICINITY MAP

DATE: December 9, 2025

PROJECT: **CONDITIONAL USE PERMIT APPLICATION FOR A PROPOSED LICENSED RETAIL CANNABIS DISPENSARY AND RELATED TENANT IMPROVEMENTS AT 1611 NEEDLES HIGHWAY WITHIN THE GENERAL COMMERCIAL (C-2) LAND USE ZONING DISTRICT; APN 0185-062-26**

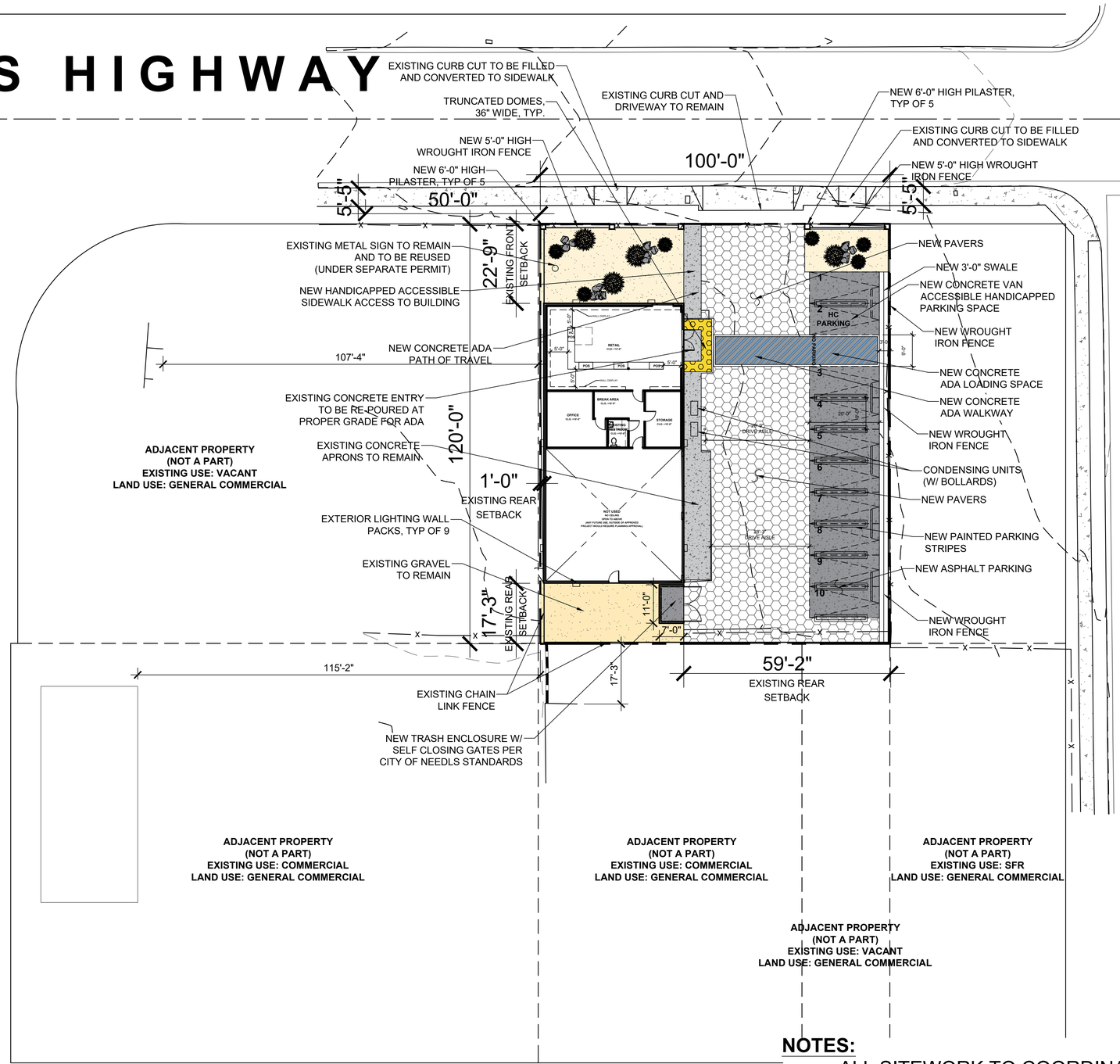
ATTACHMENT NO. 1

Agenda Item 6.

ATTACHMENT NO. 2

Site Map | 11

Needles Hwy
1611 Needles Hwy
Broadway
Bailey Ave
Bailey Ave
Bailey Ave
Bailey Ave
Bailey Ave
Smokestack Ave
Bailey St
Racetrack
Racetrack
Jasper St
Needles Hwy
Walnut St
Walnut St
Walnut St
Walnut St
Walnut St
Eagle Pass Rd
Eagle Pass Rd
Eagle Pass Rd



NOTES:

- ALL SITEWORK TO COORDINATE WITH CIVIL SHEET C-1
- PROJECT PLANS SHALL COMPLY WITH ALL APPLICABLE REQUIREMENTS UNDER SECTION 111.04.18 AND SECTION 111.04.22 OF THE CITY OF NEEDLES MUNICIPAL CODE.

Site Plan | SCALE: 1/16 = 1'-0" | FILE: | 1

1611 NEEDLES HIGHWAY,
NEEDLES, CA 92363

OFF THE CHARTS

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LICENSED ARCHITECT KURT GIBBS RENEWAL DATE 08/31/2027 STATE OF CALIFORNIA

Revisions:

No.	Issue	Date
1	Planning Comments	10 Nov 2025
2	Planning Comments	24 Nov 2025
3	Planning Comment Responses	24 Nov 2025

Project Number: 31020078

Date:

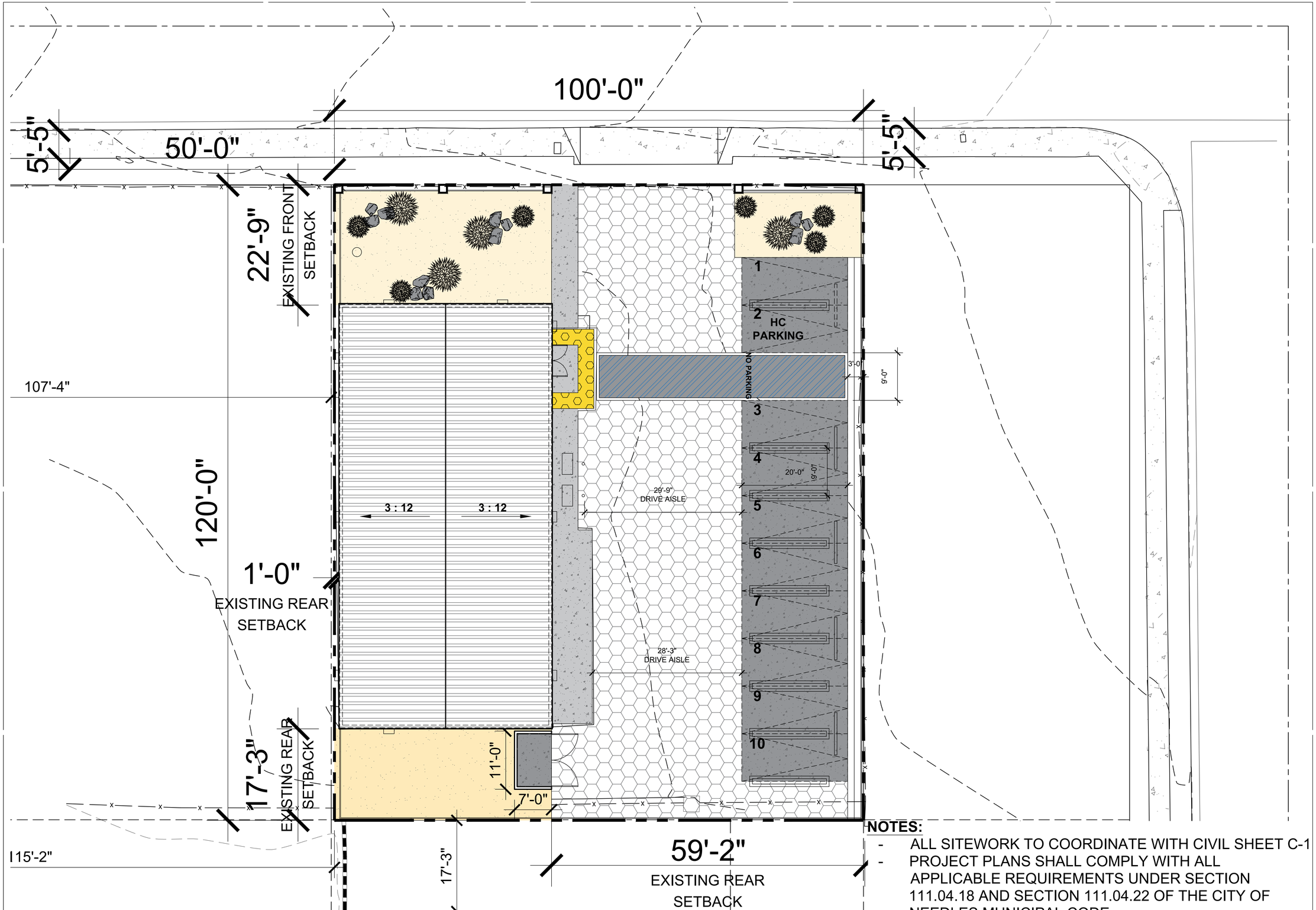
File: 24 November 2025

Scale: Scale As Noted

Sheet Title: **Site Plan**

Drawing Number: **A1.00**

Agenda Item 6.



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0 4 8 12 16 FT

N

Enlarged Site Plan | SCALE: 1/8" = 1'-0" | FILE: | 1

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LICENSED ARCHITECT KURT GIBBS RENEWAL DATE 10/31/2027 STATE OF CALIFORNIA

Revisions:

No.	Issue	Date
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3	Planning Comment Responses	24 Nov 2025

Project Number: 31020078

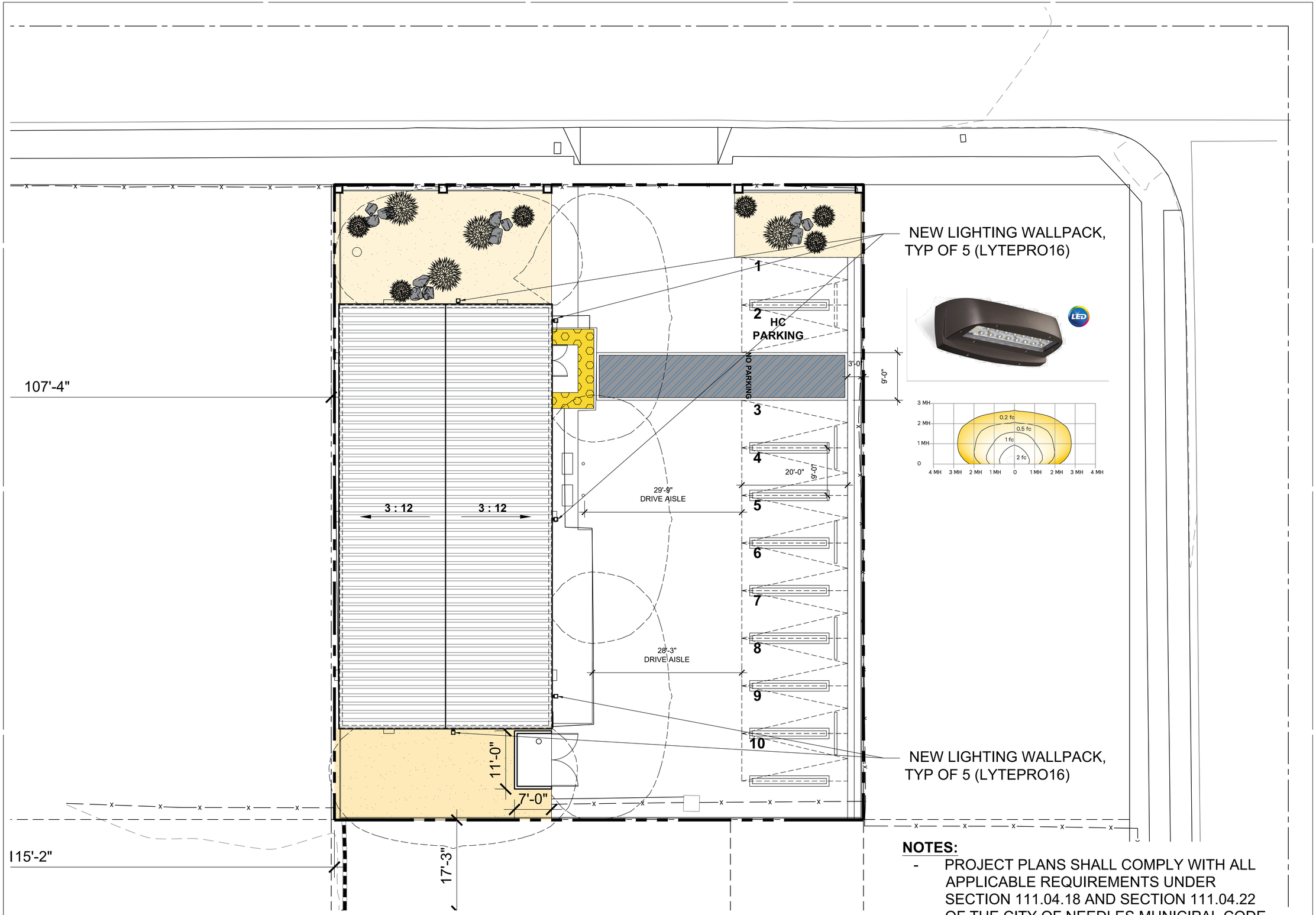
Date:

File: 24 November 2025

Scale: Scale As Noted

Sheet Title: **Enlarged Site Plan**

Drawing Number: **A1.01**



NOTES:

- PROJECT PLANS SHALL COMPLY WITH ALL APPLICABLE REQUIREMENTS UNDER SECTION 111.04.18 AND SECTION 111.04.22 OF THE CITY OF NEEDLES MUNICIPAL CODE.

0 4 8 12 16 FT

N

Conceptual Lighting Plan | SCALE: 1/8" = 1'-0" | FILE: | 1

1611 NEEDLES HIGHWAY,
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LICENSED ARCHITECT KURT GIBBS RENEWAL 12/31/2027 STATE OF CALIFORNIA

Revisions:

No.	Issue	Date
1	Planning Comments	10 Nov 2025
2	Planning Comments	24 Nov 2025
3	Planning Comment Responses	24 Nov 2025

Project Number: 31020078

Date:

File: 24 November 2025

Scale: Scale As Noted

Sheet Title: **Conceptual Lighting Plan**

Drawing Number: **A1.02**

NEW XERISCAPE

NEW XERISCAPE

NEW 18" AGAVE PLANT, TYP OF 6

NEW 36" AGAVE PLANT, TYP OF 4

NOTES:

- SEE RENDERS FOR MORE INFORMATION.

NOTES:

- ALL SITEWORK TO COORDINATE WITH CIVIL SHEET C-1
- PROJECT PLANS SHALL COMPLY WITH ALL APPLICABLE REQUIREMENTS UNDER SECTION 111.04.18 AND SECTION 111.04.22 OF THE CITY OF NEEDLES MUNICIPAL CODE.

0 4 8 12 16 FT

N

Conceptual Landscape Plan SCALE: 1/8" = 1'-0" FILE: 1

1611 NEEDLES HIGHWAY,
NEEDLES, CA 92363

OFF THE CHARTS

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LICENSED ARCHITECT KURT GIBBS RENEWAL 08/31/2027 LIC. NO. C-32281 STATE OF CALIFORNIA

Revisions:

No.	Issue	Date
1	Planning Comments	10 Nov 2025
2	Planning Comments	24 Nov 2025
3	Planning Comment Responses	24 Nov 2025

Project Number: 31020078

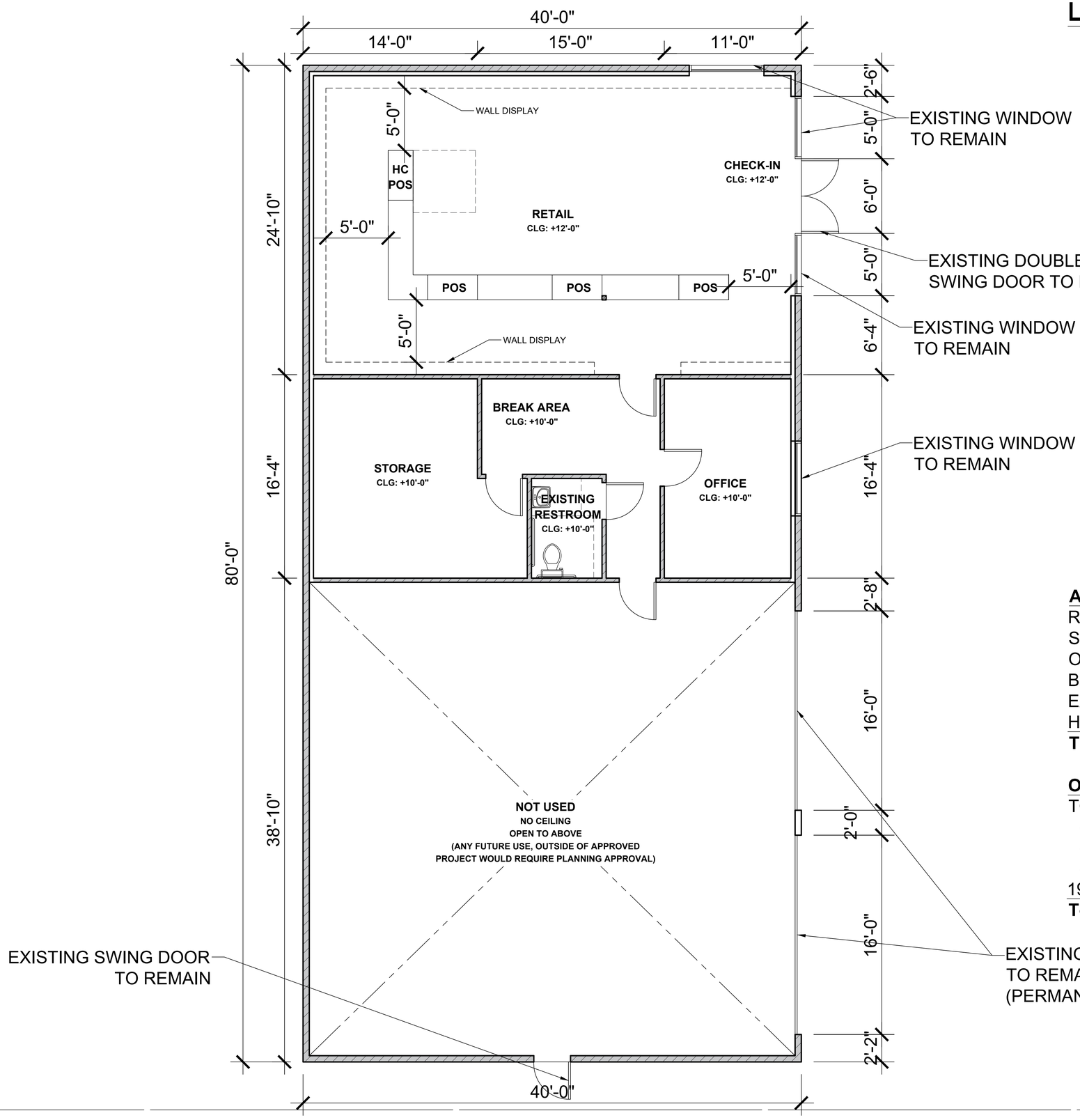
Date:

File: 24 November 2025

Scale: Scale As Noted

Sheet Title: **Conceptual Landscape Plan**

Drawing Number: **A1.03**



LEGEND:

- EXISTING WALLS
- NEW WALLS

AREA BREAKDOWN:

RETAIL	1,006 SF
STORAGE	243 SF
OFFICE	194 SF
BREAK AREA	119 SF
EXISTING RESTROOM	50 SF
HALLWAY	35 SF
TOTAL	**1,647 SF**

OCCUPANT LOAD CALCULATIONS:

TOTAL AREA -1,647 SF
- 1,006 / 60 = 16.7 ~ 17
- 119 / 15 = 7.9 ~ 8
- 243 / 300 = 0.81 ~ 1

194 / 150 = 1.28 ~ 2

Total Occupant Load = 28

0 2 4 6 8 FT

N

Floor Plan | SCALE: 1/4" = 1'-0" | FILE: | 1

1611 NEEDLES HIGHWAY,
NEEDLES, CA 92363

OFF THE CHARTS

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LICENSED ARCHITECT KURT GIBBS RENEWAL 08/31/2027 LIC. NO. C-22261 STATE OF CALIFORNIA

Revisions:

No.	Issue	Date
1	Planning Comments	10 Nov 2025
2	Planning Comments	24 Nov 2025
3	Planning Comment Responses	24 Nov 2025

Project Number: 31020078

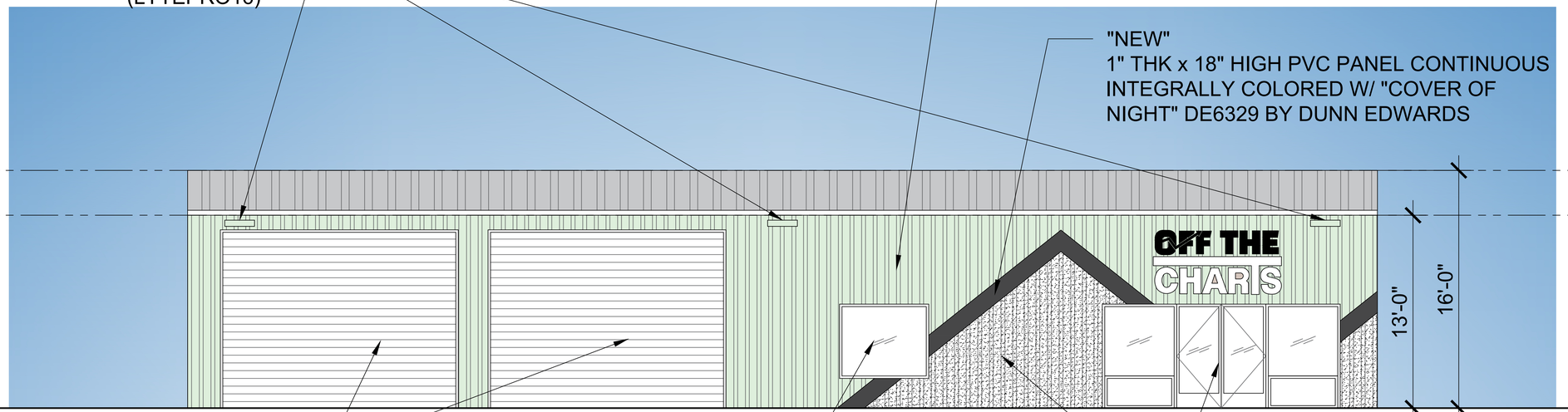
Date:

File: 24 November 2025

Scale: Scale As Noted

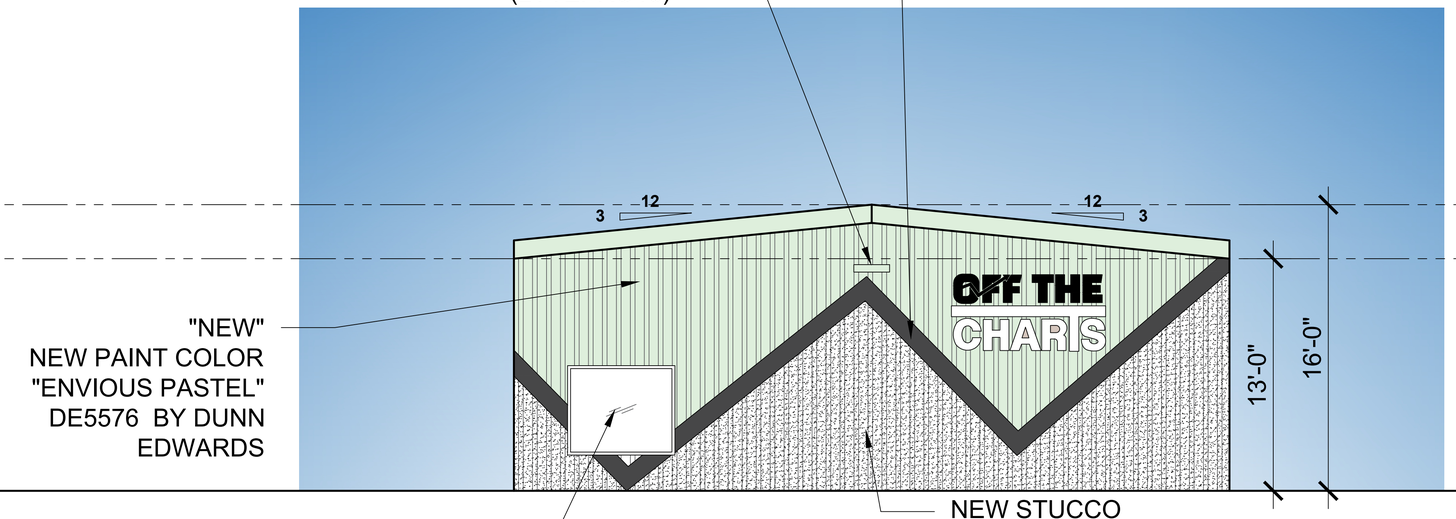
Sheet Title: **Floor Plan**

Drawing Number: **A2.01**

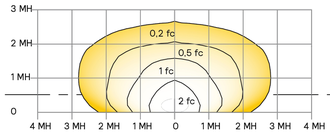


0 2 4 6 8 FT

East Elevation | SCALE: 1/4" = 1'-0" | FILE: | 3



LYTEPRO 16



SEE CONCEPTUAL LIGHTING PLAN ON SHEET A1.02

0 2 4 6 8 FT

North Elevation | SCALE: 1/4" = 1'-0" | FILE: | 1

1611 NEEDLES HIGHWAY,
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LICENSED ARCHITECT KURT GIBBS Exp. 08-31-2027 STATE OF CALIFORNIA

Revisions:

No.	Issue	Date
1	Planning Comments	10 Nov 2025
2	Planning Comments	24 Nov 2025
3	Planning Comment Responses	24 Nov 2025

Project Number: 31020078

Date:

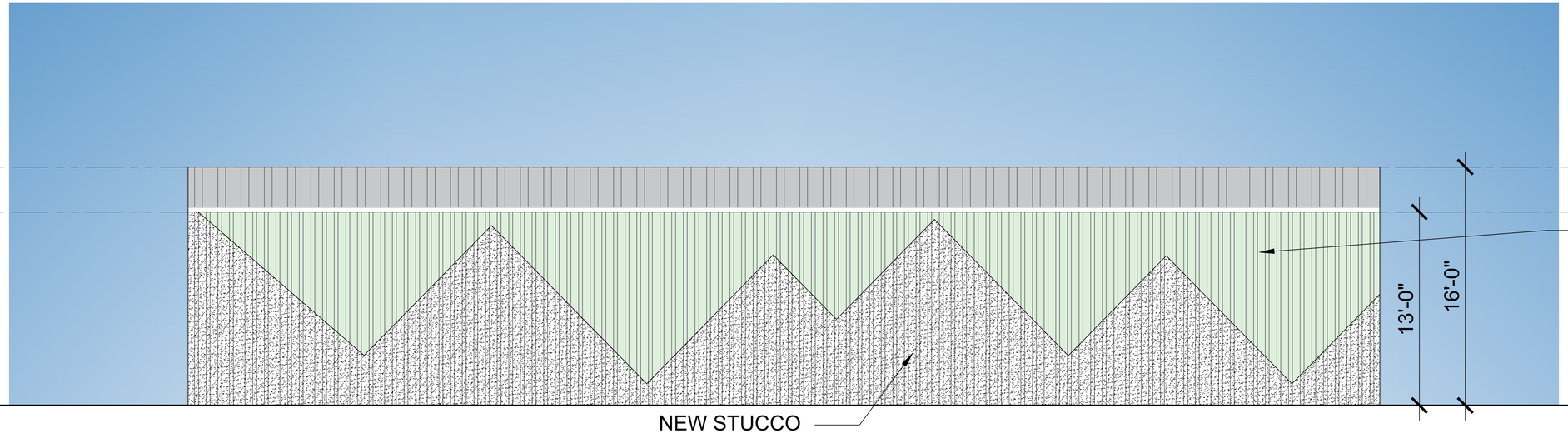
File: 24 November 2025

Scale: Scale As Noted

Sheet Title: **Elevation N-E**

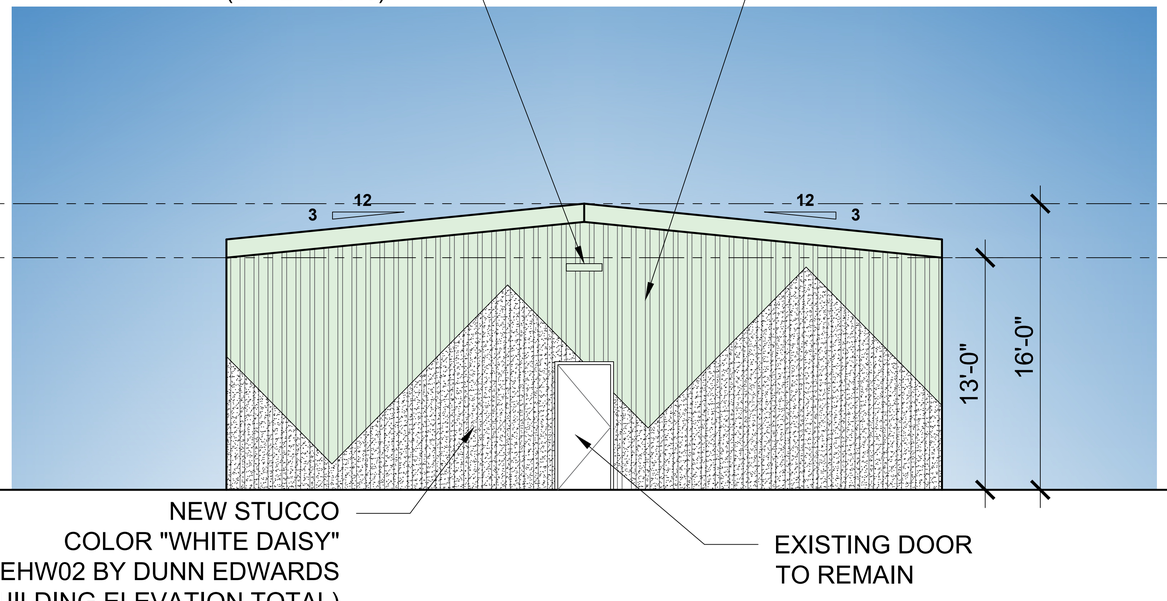
Drawing Number: **A3.01**

Agenda Item 6.

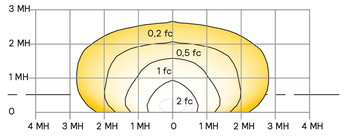


0 2 4 6 8 FT

West Elevation | SCALE: 1/4" = 1'-0" | FILE: | 3



LYTEPRO 16



SEE CONCEPTUAL LIGHTING PLAN ON SHEET A1.02

0 2 4 6 8 FT

South Elevation | SCALE: 1/4" = 1'-0" | FILE: | 1

1611 NEEDLES HIGHWAY,
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LICENSED ARCHITECT KURT GIBBS Date 11-24-25 STATE OF CALIFORNIA

Revisions:

No.	Issue	Date
1	Planning Comments	10 Nov 2025
2	Planning Comments	24 Nov 2025
3	Planning Comment Responses	24 Nov 2025

Project Number: 31020078

Date:

File: 24 November 2025

Scale: Scale As Noted

Sheet Title: **Elevation S-W**

Drawing Number: **A3.02**

RESOLUTION NO. 2025-49

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NEEDLES APPROVING A CONDITIONAL USE PERMIT FOR A LICENSED RETAIL CANNABIS DISPENSARY AND RELATED TENANT IMPROVEMENTS AT 1611 NEEDLES HIGHWAY, APN 0185-062-26, WITHIN THE GENERAL COMMERCIAL (C-2) ZONING DISTRICT

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, Off The Charts (OTC) submitted an application for a Conditional Use Permit to establish and operate a licensed retail cannabis dispensary at 1611 Needles Highway; and

WHEREAS, on December 13, 2022, City Council Ordinance No. 656-AC was approved allowing retail cannabis dispensary in zones C1, C2, C3, M1 and M2, with a Conditional Use Permit and Regulatory Permit; and

WHEREAS, the parcel being considered for retail cannabis dispensary is currently zoned C-2 "General Commercial" for APN 0185-062-26-0000; and

WHEREAS, a public hearing notice for the December 9, 2025, City Council meeting was published in the Needles Desert Star on November 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 December 3, 2025, the Needles Planning Commission held a duly noticed and advertised public hearing to receive oral and written testimony relative to RESOLUTION NO. 12-03-2025-PC and was commended for approval unanimously; and

WHEREAS, Section 94.06(c) of the Needles City Code describes the findings required to approve a Conditional Use Permit; and

WHEREAS, the City Council finds that the project meets all required findings and is consistent with the General Plan and Municipal Code.

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 this project is categorically exempt under the California Environmental Quality Act, under Section 15301 (Class 1) of the California Environmental Quality Act (CEQA) Guidelines. This exemption applies to projects involving minor alterations to existing structures with negligible or no expansion of the existing use. The project involves commercial use within an existing structure and minor site improvements. The building footprint will remain unchanged, and no significant expansion of the existing structure or use is proposed.

SECTION 2. The City Council HEREBY FINDS AND DETERMINES, with reports and findings, that facts do exist to approve **RESOLUTION 2025-49,** 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 requested Conditional Use Permit is within the jurisdiction of the Planning Commission and City Council because retail cannabis uses are conditionally permitted within the General Commercial (C-2) zoning district pursuant to the Needles Municipal Code. Approval of a CUP is the appropriate mechanism for authorizing cannabis retail activities in this zoning designation, and the application falls squarely within the City's established review and approval procedures for such uses.

B. *The Application is Complete*

FINDING: Staff has reviewed the application and determined that all required materials, forms, plans, and operational information have been submitted in accordance with the City's CUP filing requirements. The application includes sufficient detail for staff and the Planning Commission to evaluate the project's operational characteristics, site improvements, compliance measures, and compatibility with surrounding uses. Therefore, the application is deemed complete for the purposes of processing and consideration.

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

FINDING: The proposed development is consistent with the goals and policies of the Needles General Plan, which encourage reinvestment in commercial areas, the reuse of vacant and underutilized buildin

expansion of economic opportunities within the city. The project supports General Plan objectives related to commercial revitalization, corridor enhancement, public safety, and economic development. By improving an existing commercial site along Needles Highway and providing a regulated commercial service, the development aligns with the General Plan's vision for this corridor.

D. The development is in harmony with the area in which it is located.

FINDING: The development is in harmony with the surrounding area because it is located within an established commercial corridor composed of similar commercial and service-oriented uses. The proposed improvements, including façade enhancements, new lighting, landscaping, ADA access upgrades, and parking lot repairs will significantly improve the site's appearance and complement nearby properties. The operational characteristics, including controlled access, security measures, and odor management, ensure that the use will function compatibly with surrounding development. The project activates a long-vacant parcel and contributes positively to the overall commercial environment along Needles Highway.

E. The development will not materially endanger the public health or safety.

FINDING: The development will not endanger public health or safety because the operation of a cannabis retail facility is subject to stringent state and local regulatory requirements. The applicant will implement extensive security measures, including surveillance cameras, access controls, alarm systems, and on-site security personnel. The operation prohibits on-site consumption and loitering, maintains strict odor-control measures, and complies with all applicable building, fire, and accessibility codes. These safeguards ensure that the facility operates in a safe, secure, and orderly manner that does not pose risks to the public.

F. The development will not substantially injure the value of adjoining or abutting properties.

FINDING: The development will not substantially injure the value of adjoining or abutting properties. Instead, the project is expected to enhance surrounding property values by improving a long-vacant and underutilized commercial building. Planned improvements, including renovations to the building exterior, enhancements to lighting, landscaping, accessibility, and parking will contribute positively to the visual and functional character of the area. The project's regulated operations, security protocols, and clean, updated appearance will reduce potential nuisances and may encourage further investment in surrounding properties.

SECTION 3. The City Council hereby finds and determines that facts do exist to approve Resolution 2025-49.

SECTION 4. The City Council hereby approves Resolution 2025-49**,** a Conditional Use Permit to establish and operate a licensed retail cannabis dispensary at 1611 Needles Highway within the General Commercial (C-2) zoning district also known as APN 0185-062-26-0000 subject to conditions stated herein below:

1. Approval of Resolution 2025-49 Conditional Use Permit ("CUP") authorizes one (1) cannabis retail business within the existing building on the site located at 1611 Needles Highway. This CUP does not authorize cooperative/collective uses, manufacturing, distribution, cultivation, or testing laboratory activities at this site.
2. The Applicant/Owner/Operator, and his/her/its successor(s) in interest ("Applicant") shall comply with all conditions of this CUP, including the Needles Municipal Code ("Municipal Code") and Chapter 12A thereof, the City Zoning Code, including Article IV and Section 94 thereof, and all applicable laws, policies, rules and regulations of the City, County, and State; and shall comply with any requirements associated with this approval or with the issuance of any Consumption License as required by Chapter 12A of the Municipal Code.
3. The project shall conform to all plans, materials, and documents submitted as part of the CUP. Any deviation or modification shall require Planning review and approval.
4. With the exception for amendments and/or modifications that are consistent with Section 94.15 of the City's Zoning Code, anything not shown on the CUP application or the Site Plan, or which is not specifically approved herein, or which is not in compliance with the CUP, is not approved. Any application and/or plans which are defective as to, but not limited to, omissions, dimensions, scale, use, colors, materials, encroachments, easements, etc., shall render any entitlements granted here under null and void. Construction (if any) shall cease until all requirements of this CUP are complied with, and development entitlements may be withheld until any Code violations are abated.
5. The Applicant shall obtain a Cannabis Regulatory Permit from the City and a State cannabis retail license prior to commencing operations. Suspension or revocation of any required license shall immediately suspend cannabis operations.
6. The approval of Resolution 2025-49 is subject to the twelve (12) month expiration provisions of Section 94.13(a) of the City's Zoning Code.

7. The permit issuing authority may extend for a period of up to twelve (12) months, the date when the permit would otherwise expire pursuant to 94.13(a) if it concludes that: (1) the permit has not yet expired; (2) the permit recipient has proceeded with due diligence and in good faith; and (3) conditions have not changed so substantially as to warrant a new application.
8. The Applicant shall indemnify and hold the City harmless from all claims arising from the approval or operation of the cannabis business.

   As a condition of approval, the Applicant shall:

   (a) Execute an indemnification agreement acceptable to the City.
   (b) Maintain insurance with minimum limits of $1,000,000 per claim and $2,000,000 aggregate.
   (c) Name the City as an additional insured; and
   (d) Defend, at its sole expense, any action brought against the City related to the approval or operation of the cannabis business.

9. All construction shall comply with current Building, Fire, Mechanical, Electrical, and Plumbing Codes and any conditions imposed by the Fire Department.
10. The Applicant shall obtain a Certificate of Occupancy prior to operation. All required inspections shall be completed to the satisfaction of the City.
11. Within fifteen (15) days of final approval by City Council, the Applicant shall submit a signed acknowledgment confirming acceptance of these Conditions of Approval.
12. A scanned copy of the signed Conditions shall be included in the Building Construction Plans submitted for plan check.
13. The Applicant shall pay all established service, permit, impact, environmental, and other applicable fees required by the City as a condition of this CUP.
14. The Applicant shall apply for and obtain a Cannabis Retail License prior to operating the cannabis consumption business conditionally authorized by this CUP and shall at all times comply with the provisions of such license and applicable City Codes and regulations. The revocation or suspension of any required regulatory license shall operate to suspend all operations.
15. Hours shall comply with all State and local cannabis retail regulations.
16. The following are prohibited:

    - On-site consumption of cannabis
    - Outdoor cannabis sales or display
    - Alcohol sales or consumption
    - Medical evaluations or physician recommendations
    - Special events without City approval

17. The Applicant shall install and maintain an odor-control system that prevents cannabis odors from being detected outside the building.
18. All cannabis products shall be stored in locked, secure locations during and after operating hours.
19. Graffiti shall be removed or painted over within twenty-four (24) hours of occurrence.
20. An emergency access and evacuation plan shall be filed with the Fire Department and law enforcement.
21. A Security Plan shall be reviewed and approved by the City Manager or designee prior to issuance of a building permit.
22. A 24-hour digital surveillance system shall be installed and maintained, providing a minimum of 240 hours of recorded storage. Footage shall be provided to the City within 24 hours upon request.
23. A monitored burglar and fire alarm system shall be installed.
24. Security personnel shall possess valid State licenses/Guard Cards.
25. All exterior areas shall be illuminated per City standards and shielded to prevent off-site glare.
26. Access to retail areas shall be restricted to verified customers and authorized staff.
27. The Applicant shall obtain Will-Serve letters for water, sewer, and electric service.
28. The Applicant shall provide electric, water, and sewer demand calculations, if applicable.

29. The Applicant is responsible for any necessary utility upgrades.
30. All capacity fees must be paid prior to issuance of a Certificate of Occupancy.
31. Parking areas shall be paved and striped consistent with City standards.
32. The Applicant shall provide ADA-compliant parking, paths of travel, and building accessibility features.
33. The building exterior shall be maintained in good condition, and all materials shall be consistent with City aesthetic requirements.
34. Trash bins shall be kept within a screened, secured enclosure.
35. Ground-mounted HVAC units shall be enclosed within anti-theft cages.
36. An Encroachment Permit shall be obtained for any work within the public right-of-way.
37. Construction sites shall be kept free of debris and maintained in a clean and orderly manner.
38. If cultural materials or human remains are discovered, work shall cease and PRC §5097.98 procedures which outlines the mandatory procedures for handling the inadvertent discovery of Native American human remains and associated grave goods on private or non-federal public lands in California. shall be followed.
39. The City Manager or designee may conduct site inspections with 24 hours' notice.
40. Applicant shall reimburse the City for all enforcement, inspection, and processing costs associated with this cannabis business.
41. Violation of any condition may result in suspension or revocation of this CUP pursuant to NMC 118.04.
42. The applicant shall submit a final precise grading plan to Engineering Department for review and approval prior to any permit issuance.
43. The two (2) unused driveway approaches on Needles Highway shall be removed and replaced with PCC sidewalk per city standards.
44. Permeable pavers shall not be installed within any area of the Public Right-of-Way.
45. A final WQMP may be required for the project dependent upon the final amount of impervious surface installed based upon the final precise grading plan.
46. An ADA pathway shall be provided to the public sidewalk.
47. The project shall comply with all requirements identified in San Bernardino County Fire Protection District Plan Review No. FPLN-2025-00147, dated October 6, 2025, including all conditions, corrections, inspections, construction standards, and operational requirements specified therein. Compliance with County Fire requirements shall be verified prior to issuance of a Certificate of Occupancy.
48. The Cannabis Business shall operate in a manner consistent with the U.S. Department of Justice enforcement guidelines and priorities, including those prohibiting:
    (a) The distribution of cannabis to minors.
    (b) Providing revenue from the sale of cannabis to criminal enterprises, gangs, or cartels.
    (c) The diversion of cannabis from a state where cannabis is legal to a state where it is illegal.
    (d) Using cannabis business activity as a cover for trafficking other illegal drugs or engaging in other illegal activity.
    (e) The use of violence or firearms in the operation, cultivation, distribution, or retail sale of cannabis.
    (f) Actions contributing to drugged driving or other adverse public health consequences.
    (g) Growing cannabis on public lands or causing environmental or safety hazards associated with cannabis production on public lands; and
    (h) The possession or use of cannabis on federal property.

    Failure to comply with these standards may result in enforcement action, penalties, suspension, or revocation of the Conditional Use Permit or Cannabis Regulatory Permit.
49. The Cannabis Business shall pay all legally required taxes and fees, including, but not limited to, the City's Cannabis Business Tax, sales tax, and all other City or State-imposed taxes, fees, assessments, penalties, and regulatory charges.
    (a) The Cannabis Business shall not have any unpaid financial obligation to the City, including unpaid taxes, penalties, fees, interest, fines, or other required payments ("unpaid tax obligations").

(b) A Cannabis Business shall not be in breach of this condition if it enters into and fully performs the terms of a written offer and compromise or other settlement agreement approved by the City to resolve any unpaid tax obligations.

(c) Nothing in this condition shall deprive the Cannabis Business of the right to appeal or seek judicial determination of the propriety of any amounts alleged by the City as unpaid tax obligations.

(d) The Cannabis Business shall not lose its Cannabis Business Regulatory License during the pendency of a timely and properly filed appeal or judicial action regarding disputed tax obligations.

(e) The Cannabis Business shall comply with Needles Municipal Code Chapter 12A, all applicable City ordinances and resolutions, the Medical and Adult-Use Cannabis Regulation and Safety Act (MAUCRSA), and all State laws, rules, regulations, and guidance governing cannabis operations.

50. The Cannabis Business shall keep adequate records of any Cannabis related activity, including conducting an inventory on the first business day of each week and recording the total quantity of each form of Cannabis on the Premises. Records expressly include, but are not limited to, video recordings maintained pursuant to this Chapter. All records shall be maintained for seven (7) years from the date created or longer if required by State or Federal law.

51. The Cannabis Business shall comply with the State's track and trace system and other requirements, as may be amended from time to time.

52. On the fifth day of each month, the Cannabis Business shall provide the City Manager with a written report containing the following information:

(a) Bills of lading and a description of all inventory shipments received (including those received by the Cannabis Business, weight of any Cannabis flowers, edibles and concentrates) since prior report;

(b) The description and weight of inventory in the possession or control of the Cannabis Business;

(c) The total gross revenue received from prior month's sales; and

(d) A copy of any inventory manifest and/or sales or tax reports provided to the State Board of Equalization, the California Department of Tax and Fee Administration, and/or the Department of Cannabis Control, and any other taxing agencies.

SECTION 5. This action shall become final and effective fifteen (15) days after this 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 9th day of December 2025 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Janet Jernigan, Mayor

ATTEST:

Candace Clark, City Clerk

APPROVED AS TO FORM:

Lena Wade, Deputy City Attorney

ATTACHMENT NO. 4

CITY OF NEEDLES, CALIFORNIA
Application For Cannabis Business — Conditional Use Permit

Name of Applicant: OTC Needles LLC Phone: (619) 955-9433 (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)

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

Project name and address: OTC Needles LLC DBA Off The Charts
1611 Needles Hwy Needles, CA 92363

2. Legal Description of Parcel (attach if necessary): Legal description is provided on the following page

3. Briefly Describe: a. Purpose and Intent of proposed project (include acres, square feet, units, etc.).
Minor tenant improvements to transform an existing, vacant , freestanding, 3,200 sqft building on a 12,000 sqft lot into a commercial cannabis retail storefront

b. Population projection (project residents): N/A

c Number of persons employed during operation: full time 6 part time 2

d Will the Project require new utility services? X yes ____ no

i. Water Service __ no. If so, estimated peak water demand in gallons/minutes:
25 gal/day (Normal toilet and sink use in restroom) , service requirement.

ii. Sewer Service _ no. Any chemical wastes expelled in sewers? No
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: ____ Comment:
80-100 trips per day due to customers visiing the facility and employees coming to and from work

f. List major machines — give horsepower and noise rating in decibels: N/A

g. Will the project require a permit from the Air Pollution Control District, and if so, describe: N/A

h. What will be the hours of operation: 10:00am - 10:00pm

i. Describe materials or machinery that will be stored or parked outside: N/A

5. Identify any other licenses you hold for cannabis in California

Type of License	California City Issuing License
Dispensary	City of Needles
Cultivation	
Manufacturing	
Testing/Lab	
Distribution/Transportation	
Other	

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

EXHIBIT "A"
LEGAL DESCRIPTION

THE LAND REFERRED TO HEREIN BELOW IS SITUATED IN THE COUNTY OF SAN BERNARDINO, STATE OF CALIFORNIA AND IS DESCRIBED AS FOLLOWS:

LOTS 19,20,21, AND 22, BLOCK 25, DENAIR'S SUBDIVISION, IN THE CITY OF NEEDLES, COUNTY OF SAN BERNARDINO, STATE OF CALIFORNIA, AS PER MAP RECORDED IN BOOK 16, PAGES 53 AND 54 OF MAPS, IN THE OFFICE OF THE COUNTY RECORDER OF SAID COUNTY.

APN: 0185-062-26-0-000

AUTHORIZATION

Names and signatures of all persons having an interest in this property described as 1611 Needles Hwy Needles, CA 92363 (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)
Norman Yousif Signature Norman Yousif Address 15030 Ventura Blvd #169 Sherman Oaks, CA 91403	—	—	—	Applicant Norman Yousif is the Applicant pursuing this Conditional Use Permit.
Signature _____ Address _____	—	—	—	_____

OWNER: As Owner of the Property, I MAHMOUD ELAFIFY 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 of Property owner

MAHMOUD ELAFIFY
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 LOS ANGELES) SS:

On 09/08/2025, before me, CESAR A. PAREDES, a Notary Public, personally appeared MAHMOUD S. ELAFIFY, 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, Notary

CESAR A. PAREDES
Notary Public - California
Los Angeles County
Commission # 2451121
My Comm. Expires Jun 20, 2027

City of Needles, California
Request for City Council Action

☒ CITY COUNCIL ☒ NPUA ☒ Regular ☐ Special

Meeting Date: December 9, 2025

Title: Ratify the Utility Manager's purchase of Greenhouse Gas Emissions Instruments for the calendar year 2024 compliance period from Amerex for a total cost of $58,867.50

Background: The California Air Resources Board regulation for Greenhouse Gas Emissions requires annual compliance obligations.

The annual compliance obligations for a covered entity equals to 30 % of the emissions, with a compliance obligation reported from the previous data year that received a positive or qualified positive emissions data verification statement. The deadline for the required compliance instruments is to be submitted into the City's CITSS compliance account no later than November 3, 2025.

For 2024, the City of Needles has verified emissions 8,944 instruments, of which the City has 6,082 free instruments entered into the compliance accounting; the remaining balance of 2,862 instruments was needed to meet compliance.

The city went into the open market and purchased the instruments at $28.00 for vintage year 2024 CA DEBS of 1,192. The remaining instruments purchased in October will be applied to 2025 compliance. The City needed to purchase non-CA DEBS in the amount of 1,670 to meet compliance requirements. Amerex was able to locate the instruments for $35 each.

The remaining 70% of emissions are not due until the tri-annual compliance period in 2027. Failure to meet the compliance deadline will result in a 10 to 1 penalty fine issued by the California Air Resources Board.

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

Fiscal Impact: The fiscal impact for 1,670 instruments at $35 each is $58,450 plus the broker fee of $417.50 for a total cost of $58,867.50 to be funded by the adopted FY 26 Electric O&M Budget

Environmental Impact: Offset Greenhouse Gas Emissions reported and verified in 2024.

Recommended Action: Ratify the Utility Manager's purchase of Greenhouse Gas Emissions Instruments for the calendar year 2024 compliance period from Amerex for a total cost of $58,867.50

Submitted By: Rainie Torrance, Utility Mananger

City Manager Approval: Patrick J Martinez Date: 12/4/2025

Other Department Approval (when required): Barbara DiLeo Date: 12/02/25

Agenda Item 8.

REVISED: This confirmation supersedes and replaces any previously executed confirmation for this transaction

This Confirmation ("Confirmation"), dated as of DATE October 29, 2025 made effective as of the "Trade Date" noted below, confirms the terms of the agreement (the "Transaction") for the purchase and sale of California Carbon Allowance between **Mercuria Energy America, LLC** ("**MEA**") and **City of Needles** ("**City of Needles**"). Seller and Buyer are sometimes referred to individually as a "Party" and collectively as the "Parties".

ARTICLE 1
TERMS

The terms of the transaction to which this Confirmation relates are as follows:

1.1 Transaction Terms

Trade Date:	October 29, 2025
Seller:	MEA
Seller Trade ID:	29679099
Buyer:	City of Needles
Buyer's Account Number:	**CA1456-1556**
Buyers Entity Ref Code:	**S6BW6PSV68WQ**
Product:	California Carbon Allowance
Vintage Year:	2024 or earlier
Delivery Date:	Seller will deliver on or before October 30, 2025
Contract Price:	USD $35.00 per CCA
Contract Carbon Allowance:	1,670 CCOs

ARTICLE 2.
DEFINITIONS

As used in this Agreement, the following defined terms have the meanings set forth below:

2.1 "**AB32**" means the California Global Warming Solutions Act of 2006.

2.2. "**Applicable Standard**" means AB32 and the Cap and Trade Regulations.

2.3 "**Business Day**" means a day other than a Saturday, Sunday or other day on which Federal Reserve member banks located in Houston, Texas are authorized or required to close.

2.4 "**Cap and Trade Regulations**" means the Mandatory Greenhouse Gas Emissions Reporting regulations set forth in Title 17, Subchapter 10, Article 2 of the California Code of Regulations and the California Cap on Greenhouse Gas Emissions and Market-Based Compliance Mechanisms regulations set forth in Title 17, Subchapter 10, Article 5 of the California Code of Regulations, in each case promulgated by CARB pursuant to the AB32.

2.5 "**CARB**" means the California Air Resources Board or any successor agency thereto performing substantially the same function with respect to the Applicable Standard.

2.6 "**Carbon Allowance**" means (a) a limited tradable authorization to emit up to one metric ton of carbon dioxide equivalent issued by CARB in accordance with the Cap and Trade Regulations and (b) to the extent the Tracking System does not permit the Parties to identify whether a specific authorization was issued by a particular Relevant Authority, any other tradable authorization to emit issued by a Relevant Authority that may be used to emit up to one metric ton of carbon dioxide equivalent under the Applicable Standard.

2.7 "**Contract Carbon Allowances**" has the meaning specified in Section 3.1.

2.8 "**Contract Pric**e" means the amount per unit of Product specified in Section 1 as the Contract Price in respect of this Transaction.

2.9 "**Deliver**" means, with respect to any Carbon Allowance, when the transfer of such Carbon Allowance to the Buyer's Tracking System Account is properly recorded with the Tracking System. The terms "**Delivery**" and "**Delivered**" have meanings correlative thereto.

2.10 "**Emission Rights**" means any present or future right, interest, claim, credit, entitlement, benefit, or allowance to emit present or future gases arising from, resulting from, or in connection with any Carbon Allowance and includes any right or rights that may be created under any present or future applicable law.

2.11 "**Event of Default**" means with respect to each Party, unless a specific Party is specified in, in which case means with respect to that Party only:

(a) The failure of such Party to make payment when due under this Agreement if such failure is not cured within three Business Days of a demand for payment.

(b) The failure of Buyer to satisfy its obligations under Section 4.1(a) in respect of the acceptance of the Contract Allowances.

(c) Any other failure of performance by a Party of its material obligations under this Agreement not otherwise identified as a separate Event of Default hereunder if such failure is not cured within five Business Days of a demand for cure or other corrective action deemed satisfactory by the Performing Party in its sole discretion.

(d) Such Party:

(i) is dissolved (other than pursuant to a consolidation, amalgamation or merger);

(ii) becomes insolvent or is unable to pay its debts or fails or admits in writing its inability generally to pay its debts as they become due;

(iii) institutes or has instituted against it a proceeding seeking a judgment of insolvency or bankruptcy or any other relief under any bankruptcy or insolvency law or other similar law affecting creditors' rights; or

(iv) has a secured party take possession of all or substantially all of its assets or has a distress, execution, attachment, sequestration or other legal process levied, enforced or sued on or against all or substantially all of its assets and such secured party maintains possession, or any such process is not dismissed, discharged, stayed or restrained, in each case within thirty (30) days thereafter.

(e) The making by such Party of a materially incorrect or misleading representation or warranty under this Agreement, in any material respect when made or deemed made or repeated and such Party does not cure (if curable) such representation or warranty within five (5) Business Days of written notice of such occurrence from the other Party.

(f) The failure of such Party to satisfy adequate assurance requirements set forth in Section 7.4 hereof.

2.12 "**Interest Rate**" means the per annum rate of interest equal to the lesser of (x) the prime lending as may from time to time be published in the Wall Street Journal under "Money Rates" plus two and (y) the maximum lawful rate permitted by applicable law.

2.13 "**Linked GHG ETS**" means an "External Greenhouse Gas Emissions Trading System" (as defined in the California Cap and Trade Regulations) with respect to which the CARB has established a "Linkage" (as defined in the California Cap and Trade Regulations) pursuant to Sub-Article 12 of the California Cap and Trade Regulations and includes the comparable program of the Government of Québec.

2.14 "**Relevant Authority**" means, as applicable, (a) CARB or the Executive Officer, as applicable, with respect to the California Cap and Trade Regulations and (b) any other governmental agency or authority designated in connection with a Linked GHG ETS as responsible for the implementation and management of such Linked GHG ETS.

2.15 "**Tracking System**" means the Compliance Instrument Tracking System Service or such other tracking system service acceptable to Buyer and CARB for compliance with AB32.

2.16 "**Tracking System Account**" means the account with the Tracking System that an entity receives when it registers with the CARB or other appropriate governmental authority pursuant to the Cap and Trade Regulations.

2.17 "**Transfer**" means the submission and, if necessary, the confirmation of a transfer request with the Tracking System, in accordance with the rules of the Tracking System, directing the transfer of Carbon Allowances from one Tracking System Account to another Tracking.

2.18 "**Vintage**" means, with respect to any Carbon Allowance, the applicable "Budget Year" (as such term is defined in the Cap and Trade Regulations) to which such Carbon Allowance is assigned pursuant to the Cap and Trade Regulations.

ARTICLE 3
PURCHASE AND SALE OF CARBON ALLOWANCES

3.1 **Sale**. Seller shall sell to Buyer the quantity of Carbon Allowances referenced in Article 1 of the designated Vintage (the "**Contract Carbon Allowances**").

3.2 **Purchase**. Buyer shall purchase and accept the Contract Carbon Allowances for the agreed upon Contract Price referenced in Article 1.

3.3 **Regulatory Continuing**. Each reference to the Cap and Trade Regulations and each reference to AB32 means, as applicable, the Cap and Trade Regulations or AB32, as may be amended from time to time, and each reference to the Applicable Standard shall reflect any such amendments.

ARTICLE 4
TRANSFER AND TITLE; ADDITIONAL COVENANTS

4.1 **Title, Transfer, and Delivery**.

(a) On the Delivery Date Seller shall initiate a Transfer for the Contract Carbon Allowances to be Delivered to Buyer's Tracking System Account. Promptly following Buyer's receipt of Seller's notice of initiation of such Transfer and in any event within three days following such initiation, Buyer shall take such actions as are necessary in order to complete the Delivery of such Contract Carbon Allowances.

(b) All of Seller's (or Seller's Affiliate) title to and interest in the Contract Carbon Allowances transfer to Buyer upon Delivery of such Contract Carbon Allowances to Buyer's Tracking System Account. Such transfer of title and interest includes all Emission Rights relating to the Contract Carbon Allowances so Delivered as well as the exclusive right to claim ownership and use of such Contract Carbon Allowances. Concurrently with such Delivery, Buyer gains the exclusive right, to the full applicable extent, to verify, certify, and otherwise take advantage of the rights, claims, ownership, and Emission Rights in such Contract Carbon Allowances.

4.2 **Further Assurances**. Each Party shall cooperate fully and assist the other Party to obtain any and all required approvals and/or forms which may be required to effectuate the transfer of the Contract Carbon Allowances to the Buyer's Tracking System Account in accordance with this Agreement and to comply with any and all other applicable procedures, requirements, and/or regulatory obligations relating to the recording and transfer of the Contract Carbon Allowances as may be required by the Tracking System or the Cap and Trade Regulations.

4.3 **Cooperation**. Upon notification that any Delivery contemplated by this Agreement will not be completed, the Parties shall promptly confer and shall cooperate in taking all reasonable actions necessary to cure any defects in the proposed transfer, so that the Delivery can be completed.

4.4 **Holding Limit**. Provided that Seller has Transferred the Contract Carbon Allowances on or prior to the date specified in Section 4.1 above (or within any applicable grace period), Buyer will be deemed to have failed to perform its obligations under Section 4.1 to take such actions as are necessary in order to complete Delivery if such Delivery of Contract Carbon Allowances is rejected by the Executive Officer as a result of Buyer exceeding its holding limit as provided in Section 95920 of the Cap and Trade Regulations.

4.5 **Responsibility**. Each Party is responsible for all costs, fees, brokerage commissions, taxes, and charges of whatever kind and amount that such Party incurs in connection with the performance of its respective obligations under this Agreement, including any costs associated with the establishment and maintenance of its Tracking System Account.

4.6 **Records**. Seller shall maintain all records relating to the Contract Carbon Allowances for a period of two years after the date of Delivery of such Contract Carbon Allowances. Upon request of Buyer, Seller shall provide copies of all such records to Buyer. Seller shall maintain adequate records to assist Buyer, Buyer's customer, CARB, or other Relevant Authority in meeting any present or future reporting, verification, transfer, registration, or retirement requirements associated with the Contract Carbon Allowances.

ARTICLE 5
BILLING AND PAYMENT

5.1 **Invoice**. Following each Transfer by Seller of any Contract Carbon Allowances in accordance with Section 3.1, Seller shall provide an invoice to Buyer reflecting the applicable portion of the Contract Carbon Allowances based on the Contract Price (the "**Invoice**"). Invoices may be furnished to Buyer by facsimile transmission or in any other manner permitted pursuant to Section 8.1.

5.2 **Payment**. Within five (5) Business Days of the later of (x) Buyer's receipt of the Invoice or (y) Buyer's receipt of confirmation of the Transfer of the applicable Contract Carbon Allowance to the Buyer's Tracking System Account, Buyer shall pay the applicable portion of the Contract Price to Seller. All payments made under this Agreement shall be made in immediately available United States Dollars by electronic transfer to the following accounts:

Payments to: Seller:
Bank:
Bank ABA:
Account Number:

5.3 **Netting**. If Seller and Buyer are each required to pay any amounts in respect of purchases/sales hereunder or under any other contracts between the Parties on the same day, then, upon notice from one Party to the other, such amounts with respect to each Party will be aggregated and the Parties shall discharge their obligations to pay through netting, in which case the Party, if any, owing the greater aggregate amount shall pay to the other Party the difference between

the amounts owed.

5.4 **Late Payment**. If either Party fails to remit any amount payable by it when due, interest on such unpaid amount will accrue daily at the Interest Rate.

5.5 **Invoice Dispute**. If Buyer, in good faith, disputes the accuracy of the amount invoiced by Seller, Buyer shall pay the undisputed amount of the invoice and provide written notice to Seller stating the reasons why the invoice amount is incorrect with supporting documentation acceptable in industry practice. In the event the Parties are unable to resolve such dispute, either Party may pursue any remedy available at law or in equity to enforce its rights hereunder. In the event that it is determined or agreed that Buyer must or will pay the disputed amount then Buyer shall pay interest from and including the original payment due date until the date payment is made at the Interest Rate.

ARTICLE 6
REPRESENTATIONS AND WARRANTIES

6.1 **Mutual Representations and Warranties**. Each Party represents and warrants to the other Party, as of the date of this Agreement and as of each Delivery of Contract Carbon Allowances and payment in respect of the Contract Price that:

(a) It is duly organized and validly existing under the laws of the jurisdiction of its organization or incorporation and, if relevant under such laws, in good standing.

(b) It has the corporate authority and power to execute, deliver and perform the Agreement and enter into any transaction contemplated hereby.

(c) Such execution, delivery and performance of this Agreement have been duly authorized and do not violate or conflict with any law applicable to it, any provision of its constitutional documents, any order or judgment of any court or other agency of government applicable to it or any of its assets or any contractual restriction binding on or affecting it or any of its assets.

(d) This Agreement constitutes a legal, valid and binding obligation of such Party, enforceable against such Party in accordance with its terms, subject to bankruptcy, reorganization, and similar laws affecting creditors' rights generally and to general principals of equity (regardless whether considered in a proceeding in equity or at law).

(e) There is no pending or (to its knowledge) threatened litigation, arbitration or administrative proceeding that materially adversely affects its ability to perform under this Agreement.

(f) It is a "forward contract merchant" and this Agreement is a "forward contract" within the meaning of the United States Bankruptcy Code.

(g) It is not relying upon any advice, reports, analyses, or representations of the other Party other than those expressly set forth in this Agreement or any written guarantee of the obligations of such other Party, and the other Party has not given to it any assurance or guarantee as to the expected financial performance or result of this Transaction, and it has entered into this

Transaction as principal and for its own account (and not as advisor, agent, broker or in any other capacity, fiduciary or otherwise), with a full understanding of, and the ability to assume, the material terms and risks of the same, and has made its trading and investment decisions (including regarding the suitability thereof) based upon its own judgment and any advice from such advisors as it has deemed necessary.

(h) It enters into each Transaction hereunder with the intention that it shall be physically settled through Delivery of Product and shall not be financially settled or otherwise constitute a "swap" within the meaning of the Commodity Exchange Act, 7 U.S.C. 1a(47)(A);

6.2 **Warranties of Title; Validity**. Seller warrants contemporaneously with each Delivery of Contract Carbon Allowances made pursuant to this Agreement that (a) immediately prior to Delivery Seller has good and marketable title to such Contract Carbon Allowances, (b) such Contract Carbon Allowances are not subject to specific restrictions on their sale or transfer, (c) such Contract Carbon Allowances are of the Vintage set forth in this Agreement or an earlier Vintage and can be used for compliance with the Applicable Standard and any Linked GHG ETS, (d) Seller has the power to sell such Contract Carbon Allowances, (e) such Contract Carbon Allowances are Delivered free from all liens, claims, security interests, encumbrances and other defects of title arising prior to Delivery and (f) such Contract Carbon Allowances have not otherwise been sold to any other person or retired or claimed for Seller's own benefit.

6.3 **Limitation of Warranties**. EXCEPT AS SPECIFICALLY SET FORTH IN SECTION 6.2, SELLER MAKES NO WARRANTIES OF ANY KIND, EITHER EXPRESS OR IMPLIED WITH RESPECT TO THE CONTRACT CARBON ALLOWANCES DELIVERED PURSUANT TO THIS AGREEMENT, WHETHER AS TO MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, OR ANY OTHER MATTER.

6.4 **Survival**. This Article 6 survives for a period of three years following the termination of this Agreement.

ARTICLE 7
EVENTS OF DEFAULT; REMEDIES

7.1 **Events of Default**. If an Event of Default occurs with respect to either Party (the **"Defaulting Party"**) at any time during the term of this Agreement, the other Party (the **"Performing Party"**) may (a) designate by written notice delivered to the Defaulting Party a date, no earlier than the day such notice is effective and no later than twenty (20) days after such notice is effective, as the early termination date in respect of this Agreement, (b) suspend performance or withhold any payments or transfers of Carbon Allowances due in respect of this Agreement to the extent of its damages pursuant to this Article, (c) exercise its rights under Section 7.2 of this Agreement, and (d) exercise such other remedies as may be available at law or in equity or as otherwise provided in this Agreement including an action for damages (except as limited by Section 7.3) .

7.2 **Termination Payment**. In the event the Performing Party terminates this Agreement in accordance with Section 7.1 above, the Performing Party shall in good faith calculate its Gains or Losses and Costs resulting from the termination of this Agreement, aggregate such Gains,

Losses and Costs and any other amounts due under this Agreement into a single net amount (the **"Termination Payment"**), and then notify the Defaulting Party of the Termination Payment owed or owing. The Termination Payment is due to or due from the Performing Party as appropriate. The Party owing the Termination Payment shall pay the Termination Payment within three Business Days after the Defaulting Party's receipt of notice of the amount of the Termination Payment. The Performing Party may from time to time set off any or all amounts which the Defaulting Party owes to it against any or all amounts which the Performing Party owes to the Defaulting Party (in either case, under any agreement and whether or not then due), provided that any amount not then due which is included in such set-off shall be discounted to present value as determined by the Performing Party in a commercially reasonable manner.

For purposes of this Section, the following terms apply:

"Costs" means, with respect to the Performing Party, brokerage fees, commissions and other similar third party transaction costs and expenses reasonably incurred by the Performing Party either in terminating any arrangement pursuant to which it has hedged its obligations or entering into new arrangements which replace this Agreement, and all reasonable attorneys' fees and legal costs incurred by the Performing Party in connection with the termination of this Agreement.

"Gains" means, with respect to the Performing Party, an amount equal to the present value of the economic benefit, if any, (exclusive of Costs) to it resulting from the termination of this Agreement, as determined by the Performing Party in a commercially reasonable manner.

"Losses" means, with respect to the Performing Party, an amount equal to the present value of the economic loss, if any, (exclusive of Costs) to it resulting from the termination of this Agreement, as determined by the Performing Party in a commercially reasonable manner.

7.3 **Limitations of Liability**. THE PARTIES CONFIRM THAT THE EXPRESS REMEDIES AND MEASURES OF DAMAGES PROVIDED IN THIS AGREEMENT SATISFY THE ESSENTIAL PURPOSES HEREOF. THE REMEDIES AND MEASURES OF DAMAGES SET FORTH IN THIS ARTICLE 7 ARE THE SOLE AND EXCLUSIVE REMEDIES AVAILABLE TO THE PARTIES HEREUNDER. THE PARTIES CONFIRM AND AGREE THAT UNDER THIS AGREEMENT, NO PARTY IS REQUIRED TO PAY OR IS LIABLE FOR SPECIAL, CONSEQUENTIAL, INCIDENTAL, PUNITIVE, EXEMPLARY, OR INDIRECT DAMAGES, LOST PROFIT OR BUSINESS INTERRUPTION DAMAGES, BY STATUTE, IN TORT, CONTRACT OR OTHERWISE. TO THE EXTENT ANY DAMAGES REQUIRED TO BE PAID HEREUNDER ARE LIQUIDATED, THE PARTIES ACKNOWLEDGE THAT THE DAMAGES ARE DIFFICULT OR IMPOSSIBLE TO DETERMINE, OTHERWISE OBTAINING AN ADEQUATE REMEDY IS INCONVENIENT AND THE LIQUIDATED DAMAGES CONSTITUTE A REASONABLE APPROXIMATION OF THE HARM OR LOSS.

7.4 **Adequate Assurance**. Should either Party have reasonable grounds to believe that the creditworthiness of the other Party has become unsatisfactory or the ability of the other Party to perform its obligations under this Agreement has become impaired, then the dissatisfied Party (the "**Requesting Party**") may demand that the other Party (the "**Posting Party**") provide assurance of its ability to perform its obligations hereunder in an amount determined by the Requesting Party in its commercially reasonable discretion. Such assurance may include (i)

posting of a letter of credit in favor of the Requesting Party by an issuing bank and in a form reasonably acceptable to the Requesting Party, (ii) posting of cash collateral with the Requesting Party, or (iii) providing other security reasonably acceptable to the Requesting Party. The Posting Party shall provide such assurance within two Business Days following demand by the Requesting Party.

7.5 **Waiver of Immunity**. Each Party waives, to the fullest extent permitted by applicable law, with respect to itself and its revenues and assets (irrespective of their use or intended use), all immunity on the grounds of sovereignty or other similar grounds from (i) suit, (ii) jurisdiction of any court, (iii) relief by way of injunction or order for specific performance or recovery of property, (iv) attachment of its assets (whether before or after judgment) and (v) execution or enforcement of any judgment to which it or its revenues or assets might otherwise be entitled in any suit, action, or proceedings relating to any dispute arising out of or in connection with this Agreement.

7.6 **Survival; Term**. This Article 7 survives termination of this Agreement. This Agreement is effective as of the date first above written and remains effective until the Delivery of the Contract Carbon Allowances and Seller's receipt of the Contract Price, or upon the termination of this Agreement pursuant to Article 7, except that, as set forth herein, certain terms remain effective after termination.

ARTICLE 8
NOTICES

Methods. All notices, invoices, other formal communications which either Party may give to the other under or in connection with this Agreement must be in writing and sent by any of the following methods: hand delivery; reputable overnight courier; certified mail, return receipt requested; or, with respect to communications other than payments, by facsimile transmission. The communications must be sent to the following addresses, and are effective when received:

If to MEA:

Mercuria Energy America, LLC.
20 East Greenway Plaza
Suite 650
Houston, TX 77046
Attn: Adam Raphaely
Email: araphaely@mercuria.com
Phone: (203) 542-1426

Confirmations:
Attn: Physical Confirmations
Email: PhysConfirmsNA@mercuria.com
Phone: 832-209-2495

Invoices:
Attn: Settlements
Email: PhysSettlementsNA@mercuria.com
Phone: (832) 209-2494

If to City of Needles:
Attn:

Phone:

Invoices:
Attn:
Phone:
Email:

ARTICLE 9
GENERAL PROVISIONS

9.1 **Entire Agreement and Amendments**. The terms of this Agreement constitute the entire agreement between the Parties with respect to the matters set forth herein and may be changed only by written agreement executed by the Parties.

9.2 **No Waiver**. No waiver by either Party of any one or more defaults by the other Party in the performance of any of the provisions of this Agreement operates or is to be construed as a waiver of any other default or defaults whether of a like kind or different nature. Any delay, short of the maximum statutory period of limitation, in asserting or enforcing any right under this Agreement is not deemed a waiver of such right.

9.3 **Waiver of Immunity.** Each Party waives, to the fullest extent permitted by applicable law, with respect to itself and its revenues and assets (irrespective of their use or intended use), all immunity on the grounds of sovereignty or other similar grounds from (i) suit, (ii) jurisdiction of any court, (iii) relief by way of injunction or order for specific performance or recovery of property, (iv) attachment of its assets (whether before or after judgment) and (v) execution or enforcement of any judgment to which it or its revenues or assets might otherwise be entitled in any suit, action, or proceedings relating to any dispute arising out of or in connection with this Agreement.

9.4 **Confidentiality**.

(a) Except as provided in this Section 9.4, neither Party is permitted to publish, disclose, or otherwise divulge Confidential Information to any person at any time during or after the term of this Agreement, without the other Party's prior express written consent. Each Party may permit knowledge of and access to Confidential Information only to those of its Affiliates and its and their members, directors, managers, officers, attorneys, accountants, representatives, agents and employees that have a need to know related to this Agreement and agree to keep such information confidential.

(b) Notwithstanding the foregoing, if required by any law, statute, ordinance, decision, order or regulation passed, adopted, issued or promulgated, or if requested by a court, governmental agency or authority having jurisdiction over a Party, that Party may release Confidential Information, or a portion thereof, to the court, governmental agency or authority, as required or requested, provided that, if practicable, such Party has notified the other Party of the required disclosure, such that the other Party may attempt (if such Party so chooses) to cause that court, governmental agency, or authority to treat such information in a confidential manner and to prevent such information from being disclosed or otherwise becoming part of the public domain.

(c) For purposes of this Agreement, "**Confidential Information**" means all oral and written information exchanged between the Parties relative to the subject matter of this Agreement, including but not limited to the price, and all other material terms hereof. Notwithstanding the foregoing, the following does not constitute Confidential Information: (i) information which was already in a Party's possession on a non-confidential basis prior to its receipt from the other Party; (ii) information which is obtained from a third person who, insofar as is known to the Party, is not prohibited from transmitting the information to the Party by an obligation of confidentiality to the other Party; (iii) information which is or becomes publicly available through no fault of the Party; and (iv) information which is at any time independently developed by employees or consultants of a Party who have not had access to Confidential Information in the possession of that Party.

(d) This Section 9.4 survives for a period of one year following the termination of this Agreement.

9.5 **Governing Law and Jurisdiction.** This Agreement shall be governed by and construed in accordance with the laws of the State of New York, without regard to the principles of conflict of laws thereof, and jurisdiction for any dispute, proceeding or action instituted, initiated or arising under or out of the terms of this Agreement shall be proper in the Federal district courts located in the Borough of Manhattan, City of New York, State of New York. Each Party waives, to the fullest extent provided by applicable law, the right to a trial by jury in any dispute, proceeding or action instituted, initiated or arising under or out of this Agreement.

9.6 **Regulatory Change**. After the effective date and during the term of this Agreement, if any statute, rule, regulation, permit or authorization is enacted, amended, granted or revoked (including a final order of a court having jurisdiction) which has the effect of: (i) materially changing the ability of Seller to Deliver Contract CCIs to Buyer so that implementation of a transaction under this Agreement becomes illegal or impossible; or (ii) repealing the Applicable Law in its entirety so that the implementation of a transaction becomes impossible or impracticable; then, each such effect identified in clauses (i) and (ii) shall be considered a regulatory change (each a "Regulatory Change"). If a Regulatory Change occurs, the Parties shall for a period not to exceed thirty (30) calendar days meet, confer, and seek, in good faith, to amend this Agreement and/or the transaction(s) affected by such Regulatory Change to allow each Party to retain its respective benefits hereunder. If the Parties are unable to reach agreement on such an amendment, either Party may terminate the affected transactions upon written notice to the other Party. Neither Party shall take direct action to precipitate a Regulatory Change; provided, however, that a Party's membership in any trade association that may advocate legislation or regulations, or repeal or amendment thereof, from time to time shall not be deemed a breach of this covenant. If a transaction affected by the Regulatory Change is terminated as set forth in this Section 9.6 there shall be no further payment or performance obligation with respect to such terminated transaction except for such obligations that accrued prior to such termination.

9.7 **Recording**. Each Party may electronically record all telephone conversations with respect to this Agreement between their respective employees of the Parties, without any special or further notice to the other Party. Each Party shall obtain any necessary consent of its agents and employees to such recording. The Parties may not contest the validity or enforceability of telephonic recordings entered into in accordance with the requirements of this Agreement. However, nothing herein shall be construed as a waiver of any objection to the admissibility of such evidence.

9.8 **Headings.** The Article and Section titles in this Agreement are only for purposes of convenience and do not form a part of this Agreement and will not be taken to qualify, explain or affect any provision thereof.

9.9 **Assignment**. Neither Party may assign this Agreement or its rights hereunder without the prior written consent of the other Party, which consent may not be unreasonable withheld, conditioned, or delayed; provided, however, either Party may, without the consent of the other Party (and without relieving itself from liability hereunder), (i) transfer, sell, pledge, encumber or assign this Agreement or the accounts, revenues or proceeds hereof in connection with any financing or other financial arrangements, (ii) transfer or assign this Agreement to an Affiliate of such Party which Affiliate's creditworthiness is equal to or higher than that of such Party, or (iii) transfer or assign this Agreement to any person or entity succeeding to all or substantially all of the assets whose creditworthiness is equal to or higher than that of such Party; provided, however, that in each case, any such assignee agrees in writing to be bound by the terms and conditions hereof and so long as the transferring Party delivers such tax and enforceability assurance as the non-transferring Party may reasonably request.

9.10 **Counterparts.** This Agreement may be executed in one or more counterparts and by different Parties in separate counterparts, each of which will be deemed an original, but all of which will together constitute one instrument. The delivery of an executed counterpart to this Agreement by electronic means, including via email, is effective as the delivery of a manually executed counterpart.

9.11 **Compliance with Laws and Regulations.**

Notwithstanding anything to the contrary herein, nothing in this Agreement is intended, and nothing herein should be interpreted or construed, to induce require or facilitate either Party hereto to act in any manner

(including failing to take any actions in connection with a transaction) which is inconsistent with, penalized or prohibited by (i) such international sanction laws issued by the United Nations, Switzerland, the European Union, the United States of America or any other jurisdiction that may be applicable to that Party and/or (ii) any laws relating to human rights , labor (including child labor), money laundering, tax compliance, bribery, anti-slavery, trade controls, export controls, embargoes or international boycotts of any type applicable to that Party (together "the applicable Laws and Regulations").

In addition each Party hereby also represents, warrants, and covenants that, with respect to any activities undertaken in connection with this Agreement or transactions contemplated hereunder, it has not violated or failed, and will not violate or fail, to comply with or give disclosure lawfully ordered under any of the applicable Laws and Regulations and that all activities undertaken in connection with this Agreement can be fully performed (including making and receiving payment) without violating any of the applicable Laws and Regulations.

Each Party represents that neither it nor any of its affiliates is an individual or entity (or is owned or controlled by or acting for or on behalf of an individual or entity) with whom transactions of the kind envisaged by this Agreement are currently prohibited or restricted under the applicable Laws and Regulations, including by reason of being included on any list of restricted entities, persons or organizations published by the United States of America government, the Swiss State Secretariat for Economic Affairs, the United Nations or the European Union or any member state of the European Union (a "Sanctioned Entity").

If a Party breaches any of its obligations under this provision or if it or any of its affiliates becomes a Sanctioned Entity, the other Party shall have the right of unilateral full or partial termination or suspension of this Agreement or any transactions entered into hereunder by written notice to such other Party and no liability will be applied to the terminating Party for such early termination and/or suspension of this Agreement. The Party in breach of its obligations shall be liable for any losses and damages suffered by the terminating Party as a result thereof.

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement for the Purchase and Sale of California Carbon Allowance, to be duly executed and delivered by their duly authorized officers or individuals, as of the day and year first above written.

MERCURIA ENERGY AMERICA, LLC

By: Kemyia Austin

Name: Kemyia Austin

Title: Confirmations, Margining, Trade Support Manager

Date: _10/30/2025___ _____

CITY OF NEEDLES

By: Rainie Torrance

Name: Rainie Torrance

Title: Utility Manager

Date: 10/30/2025

Compliance Obligation Information

Obligation Period	2024 Annual
CITSS Entity ID	CA1456
Entity Legal Name	city of needles
Entity Operating Name	city of needles
Compliance Account Number	CA1456-1556
Compliance Status	Pending Unfulfilled ?
Compliance Deadline	2025-11-03 20:00:00 EST ?
Updated Date/Time	2025-09-29 12:39:09 EDT ?

Compliance Obligation	8,944
Instruments Retired	0
Balance to Fulfill Obligation	8,944 ?

Offset Limit	1,192 ?
Non-Direct Environmental Benefit (Non-DEB) Offset Limit	596 ?
Instruments in Compliance Account to be Retired	7,274 ?
Additional Instruments Needed in Compliance Account	1,670 ?

Instruments in Compliance Account to be Retired ?

Vintage	Jurisdiction	Type	Sub-Type	Offset Type	Offset Project ID	Quantity	Receiving Account
2024	California	Offset		US Forestry Projects	CAFR5110-F	1,192	Retirement
2024		Allowance				6,082	Retirement

Facility Emissions ?

Budget Year	Facility Name	Facility Operating Name	GHG Emissions Reporting ID	Emissions (metric tons CO_2e)
2024	city of needles	city of needles	3047	29,815

City of Needles, California
Request for City Council Action

☒ CITY COUNCIL ☒ NPUA ☒ Regular ☐ Special

Meeting Date: December 9, 2025

Title: Approve Change Order No.1 (Final) with Shipley Construction for the Purchase & Install Metal Building Project and Authorize Issuance of the Notice of Completion for the Work

Background: On March 25, 2025, the Purchase & Install Metal Building project was awarded to Shipley Construction for an amount of $585,697 plus 15% contingency of $87,855 for a total project cost of $673,552.

During construction, additional concrete work, plumbing and fencing was added to the original scope of work to provide for a future restroom inside the new facility and to meet San Bernardino County Fire requirements.

The construction contingency of $87,855 that was previously approved on March 25, 2025, was utilized to cover these costs with a remaining amount of $3,355.95 to be funded by Capital Electric funds.

Fiscal Impact: Change Order No. 1 (final) to be funded by Project Contingency of $87,855 and $3,355.94 from FY 2026 budgeted Capital Electric funds

Recommendation: Approve Change Order No. 1 (Final) for the Purchase & Install Metal Building Project increasing the contract with Shipley Construction by $91,210.94 for total contract amount of $676,907.94; and authorize staff to execute said Change Order and issue the Notice of Completion for the work.

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

City Manager Approval: Patrick J Martinez Date: 12/4/2025

Other Department Approval (when required): _____ Date: _____

CITY OF NEEDLES

CHANGE ORDER

PROJECT: Purchase & Install Metal Building ORDER NO: 1 (Final)

OWNER: City of Needles CONTRACTOR: Shipley Construction

FOLLOWING CHANGES ARE MADE TO THE CONTRACT:

Description of Changes	Decrease Contract Price	Increase Contract Price
1) Survey	-$ 2,750	
2) Additional Concrete (Fire Requirement)		$ 70,545.30
3) Rought Plumbing (Future Restroom)		8,800.00
4) Additional Site Work - Concrete & Fencing		$ 14,615.64

JUSTIFICATION:

Final quantity adjustments during construction are reflected in this change order and funded with project contingency of $87,855.00 and $3,355.94 from the NPUA Capital Electric funds.

Original Contract Price	$ 585,697.00
Previous Change Order(s) Amount	$0.00
Original Contract Price plus previous Change Orders	$ 585,697.00
Contract Price Due This Change Order	$ 91,210.94
New Contract Price	$ 676,907.94

CHANGE IN CONTRACT TIME

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

APPROVALS REQUIRED

Requested by: _____ Date: 12/03/25
Signature (Project Manager)

Contractor Acceptance: Ross Shipley Date: 12/03/2025
Signature (Contractor)

Approved by: _____ Date: 12/09/2025
Signature (City Manager) ***CC meeting***

CHANGEORDER

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) **711 CALIFORNIA AVE /**

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:**
Shipley Construction and Plumbing	**5075 Redding, Yucca Valley, CA 92284**

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 **12/09/2025** meeting and is DESCRIBED AS FOLLOWS:

Improvement on the property hereinafter described and COMPLETED on **11/30/2025**

Improvements described as
Purchase and Construction 60' x 120' Metal Storage Building for Electric Department Equipment.

I, **Patrick J. Martinez** *(Name of below signor)* am the **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: **12/10/2025** 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: DECEMBER 09, 2025

Title: Warrants

Background: **n/a**

Fiscal Impact: See attached Warrant Registers

Environmental Impact: n/a

Recommended Action: Approve the Warrant Registers through December 09, 2025.

Submitted By: Jill Taura, Interim Director of Finance

City Manager Approval: _____ Date: 12-2-2025

Other Department Approval (when required): _____ Date: _____

CITY OF NEEDLES CITY COUNCIL

WARRANT SUMMARY TOTALS FOR NOVEMBER 20, 2025-

		11/20/2025	FUND AMT.	YTD ACTUAL	BUDGET FY-25/26
FUND 101	GENERAL FUND	$ 628.22			
101.1015.412	CITY ATTORNEY	$ -		$ 23,569.60	$ 80,000.00
101.1020.413	CITY MANAGER	$ 819.73		$ 89,722.95	$ 239,758.00
101.1025.415	FINANCE DEPT.	$ 625.81		$ 420,418.99	$ 1,194,656.00
101.1030.414	CITY CLERK/COUNCIL/MAYOR	$ 1,325.77		$ 103,002.99	$ 262,348.00
101.1035.416	PLANNING /ZONING	$ 521.60		$ 85,153.71	$ 264,816.00
101.1040.417	ENGINEERING	$ (26.79)		$ 103,299.65	$ 292,201.00
101.1060.410	COMMUNITY PROMOTIONS	$ -		$ 23,362.48	$ 106,875.00
101.1070.410	SENIOR CENTER	$ -		$ 38,315.86	$ 85,440.00
101.2010.421	SHERIFF	$ -		$ 1,788,562.60	$ 4,149,969.00
101.2020.423	ANIMAL SHELTER/CONTROL	$ 467.71		$ 115,259.60	$ 344,967.00
101.2025.424	BULDING & SAFETY	$ (26.79)		$ 114,962.12	$ 458,902.00
101.2030.423	CODE ENFORCEMENT	$ 1,079.95		$ 174,893.34	$ 619,611.00
101.3010.431	PUBLIC WORKS	$ 334.57		$ 258,721.30	$ 772,393.00
101.4730.472	SANITATION	$ -		$ 64,689.52	$ 175,673.00
101.5770.452.	AQUATICS	$ -		$ 123,902.58	$ 322,940.00
101.5772.452	PARKS	$ -		$ 314,298.87	$ 946,980.00
101.5773.452	JACK SMITH PARK MARINA	$ -		$ 50,207.46	$ 164,115.00
101.5774.452	RECREATION	$ 2,788.07		$ 148,034.05	$ 454,046.00
GENERAL FUND	TOTAL ALL GF DEPARTMENTS		$ 8,537.85	$ -	$ 10,935,690.00
FUND 102	GEN. FUND CAPITAL PROJECT		$ -	$ 225.52	$ 1,000,000.00
FUND 205	CDBG		$ -	$ 2,632.00	$ 7,900.00
FUND 206	CEMETERY		$ -	$ 99,443.06	$ 266,055.00
FUND 208	CALTRANS GRANTS		$ -	$ -	$ -
FUND 210	SPECIAL GAS TAX		$ -	$ 47,896.00	$ 643,684.00
FUND 213	DEPT OF HOUSE. & COMM DEVL		$ -	$ -	$ -
FUND 214	SANBAG NEW LOCAL MEAS I		$ -	$ -	$ 800,000.00
FUND 225	COPS-AB 3229 SUPPLEMENTAL		$ -	$ 196,523.86	$ 283,450.00
FUND 227	HAZARD MITIGATION		$ -	$ 2,530.00	$ 15,000.00
FUND 233	JACK SMITH PARK MARINA		$ -	$ -	$ -
FUND 238	STATE RECREATION GRANTS		$ -	$ -	$ -
FUND 239	CA.CONSERV RECYLING GRANT		$ -	$ -	$ 18,227.00
FUND 243	ACTIVE TRANSPORT PROGRAM		$ 16,773.43	$ 47,435.61	$ 1,858,995.00
FUND 270	REDEVELOPMENT AGENCY		$ -	$ -	$ -
FUND 470	RDA CAP PROJ.LOW & MOD.		$ -	$ -	$ 56,726.00
FUND 501	NPUA		$ -	$ 855,402.08	$ 2,550,503.00
FUND 502	WATER DEPARTMENT		$ 1,234.69	$ 786,092.95	$ 2,376,734.00
FUND 503	WASTEWATER DEPARTMENT		$ 327.10	$ 405,115.68	$ 1,396,598.00
FUND 505	SANITATION		$ 3,775.09	$ 586,064.28	$ 1,827,015.00
FUND 506	ALL AMERICAN CANAL PROJ.		$ -	$ 65,996.79	$ 1,246,800.00
FUND 507	GOLF FUND	$ -		$ -	
FUND 507-5761-453	GOLF MAINTENANCE DEPARTMENT	$ -		$ 242,105.05	$ 665,673.00
FUND 507-5762-454	GOLF PRO SHOP DEPARTMENT	$ 123.20		$ 248,350.59	$ 458,231.00
FUND 507	GOLF FUND TOTAL		$ 123.20		
FUND 508	CUST.SVC/UT BUSINESS OFFICE		$ 129.97	$ 166,523.69	$ 495,827.00
FUND 509	MIS		$ -	$ 140,823.95	$ 358,200.00
FUND 510	ADMIN. FACILITY		$ 617.86	$ 64,908.95	$ 364,253.00
FUND 511	FLEET MANAGEMENT		$ 889.72	$ 98,540.11	$ 306,904.00
FUND 512	VEHICLE REPLACEMENT		$ -	$ -	$ -
FUND 520	SR DIAL A RIDE		$ -	$ 30,996.27	$ 629,992.00
FUND 521	DIAL-A-RIDE MEDICAL TRANS.		$ -	$ 9,783.25	$ 55,211.00
FUND 525	NEEDLES AREA TRANSIT (NAT)		$ -	$ 172,671.12	$ 16,838.00
FUND 575	HOUSING		$ 1,612.59	$ 419,161.43	$ 1,107,428.00
FUND 580	ELECTRIC		$ 2,250.21	$ 4,302,786.31	$ 12,909,933.00
FUND 581	NPUA CAPITAL ELECTRIC		$ 7,967.29	$ 381,922.62	$ 573,000.00
FUND 582	NPUA CAPITAL WATER		$ -	$ 727,480.78	$ 1,850,000.00
FUND 583	NPUA CAPITAL WASTEWATER		$ -	$ -	$ -
FUND 650	IMPACT FEES NORTH NEEDLES		$ -	$ -	$ -
FUND 651	IMPACT FEES SOUTH AREAS		$ -	$ -	$ -
TOTAL	ALL FUNDS & DEPARTMENTS		**$ 44,239.00**	$ 14,141,789.62	$ 45,074,867.00

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 inc

Patrick Martinez, City Manager — 12-2-2025 Date

Finance Department — 11/25/25 Date

Virginia Tasker, City Treasurer — 12-2-25 Date

Agenda Item 10.

CHECK NUMBER	VENDOR NUMBER	SEQ#	VENDOR NAME	CHECK DATE	CHECK AMOUNT	DISCOUNTS/RETAINAGE TAKEN
25726	4194	00	AVA GROUP LLC	11/20/2025	687.00	.00
25727	1	00	CHRISTY PERRITT	11/20/2025	300.00	.00
25728	2320	00	COUNTY OF SAN BERNARDINO	11/20/2025	3,775.09	.00
25729	4302	00	CYCLE THERAPY BIKE SHOP	11/20/2025	16,773.43	.00
25730	4000	00	JARROD DELEON	11/20/2025	123.20	.00
25731	3324	00	OFFICE EXPRESS	11/20/2025	617.86	.00
25732	4142	00	PUBLIC HOUSING AUTHORITIES DIR ASSC	11/20/2025	195.00	.00
25733	4253	00	SHIPLEY CONSTRUCTION AND PLUMBING	11/20/2025	6,768.75	.00
25734	3128	00	UPS FREIGHT	11/20/2025	8.78	.00
25735	4133	00	WELLS FARGO (ACCT # 1013)	11/20/2025	1,622.08	.00
25736	4130	00	WELLS FARGO (ACCT # 1203)	11/20/2025	4,198.68	.00
25737	4149	00	WELLS FARGO (ACCT # 3439)	11/20/2025	19.99	.00
25738	4134	00	WELLS FARGO (ACCT # 5148)	11/20/2025	2,482.60	.00
25739	4128	00	WELLS FARGO (ACCT # 5585)	11/20/2025	1,341.85	.00
25740	4132	00	WELLS FARGO (ACCT # 5775)	11/20/2025	259.22	.00
25741	4127	00	WELLS FARGO (ACCT # 6046)	11/20/2025	377.54	.00
25742	4131	00	WELLS FARGO (ACCT # 6047)	11/20/2025	654.70	.00
25743	4116	00	WELLS FARGO (ACCT# 0806)	11/20/2025	602.93	.00
25744	4115	00	WELLS FARGO (ACCT# 3866)	11/20/2025	79.64	.00
25745	4225	00	WELLS FARGO (ACCT# 5154)	11/20/2025	1,039.34	.00
25746	4226	00	WELLS FARGO (ACCT# 5741)	11/20/2025	2,311.32	.00

NUMBER OF CHECKS 21 GRAND TOTAL 44,239.00

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
25726	4194	AVA GROUP LLC	003751		11/20/2025	575-5555-485.69-58	687.00		
							687.00	*	687.00
25727	1	CHRISTY PERRITT	003824		11/20/2025	101-2020-423.61-36	300.00		
							300.00	*	300.00
25728	2320	COUNTY OF SAN BERNARDINO	003875		11/20/2025	505-4730-472.74-40	3,775.09		
							3,775.09	*	3,775.09
25729	4302	CYCLE THERAPY BIKE SHOP	PI0127	026069	11/20/2025	243-3010-431.31-16	16,773.43		
							16,773.43	*	16,773.43
25730	4000	JARROD DELEON	003928		11/20/2025	507-5762-454.55-00	123.20		
							123.20	*	123.20
25731	3324	OFFICE EXPRESS	003925		11/20/2025	510-4410-405.61-01	52.11		
			003926		11/20/2025	510-4410-405.61-01	565.75		
							617.86	*	617.86
25732	4142	PUBLIC HOUSING AUTHORITIE	003730		11/20/2025	575-5555-485.56-00	195.00		
							195.00	*	195.00
25733	4253	SHIPLEY CONSTRUCTION AND	PI0124	026015	11/20/2025	581-4750-473.72-08	6,768.75		
							6,768.75	*	6,768.75
25734	3128	UPS FREIGHT	003747		11/20/2025	580-4750-473.52-20	8.78		
							8.78	*	8.78
25735	4133	WELLS FARGO (ACCT # 1013)	003963		11/20/2025	580-4750-473.61-04	214.50		
			003964		11/20/2025	502-4710-471.31-40	239.35		
			003965		11/20/2025	511-3020-432.43-57	889.72		
			003966		11/20/2025	101-3010-431.60-11	278.51		
							1,622.08	*	1,622.08
25736	4130	WELLS FARGO (ACCT # 1203)	003947		11/20/2025	101-5774-452.60-24	670.97		
			003948		11/20/2025	101-5774-452.61-06	267.20		
			003949		11/20/2025	101-1020-413.55-00	492.63		
			003950		11/20/2025	502-4710-471.61-21	305.99		
			003951		11/20/2025	580-4750-473.61-21	305.99		
			003952		11/20/2025	101-1030-414.61-31	306.00		
			003953		11/20/2025	101-5774-452.65-10	152.41		
			003954		11/20/2025	101-5774-452.60-23	1,697.49		
							4,198.68	*	4,198.68
25737	4149	WELLS FARGO (ACCT # 3439)	003894		11/20/2025	575-5555-485.61-09	19.99		
							19.99	*	19.99
25738	4134	WELLS FARGO (ACCT # 5148)	003957		11/20/2025	101-1025-415.31-40	625.81		
			003958		11/20/2025	101-1020-413.31-40	327.10		
			003959		11/20/2025	502-4710-471.31-40	327.10		

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
25738	4134	WELLS FARGO (ACCT # 5148)	003960		11/20/2025	503-4720-475.31-40	327.10		
			003961		11/20/2025	580-4750-473.31-40	327.10		
			003962		11/20/2025	101-1035-416.55-00	548.39		
							2,482.60	*	2,482.60
25739	4128	WELLS FARGO (ACCT # 5585)	003967		11/20/2025	580-4750-473.61-04	287.96		
			003968		11/20/2025	580-4750-473.43-02	1,053.89		
							1,341.85	*	1,341.85
25740	4132	WELLS FARGO (ACCT # 5775)	003897		11/20/2025	502-4710-471.31-90	19.99		
			003898		11/20/2025	502-4710-471.69-22	239.23		
							259.22	*	259.22
25741	4127	WELLS FARGO (ACCT # 6046)	003899		11/20/2025	101-2020-423.31-40	28.03		
			003900		11/20/2025	101-3010-431.31-40	56.06		
			003901		11/20/2025	502-4710-471.31-40	28.03		
			003902		11/20/2025	575-5555-485.31-40	28.03		
			003903		11/20/2025	508-4810-478.31-40	28.03		
			003904		11/20/2025	502-4710-471.57-00	75.00		
			003905		11/20/2025	508-4810-478.61-01	101.94		
			003906		11/20/2025	580-4750-473.61-01	32.42		
							377.54	*	377.54
25742	4131	WELLS FARGO (ACCT # 6047)	003921		11/20/2025	101-2020-423.62-00	30.00		
			003922		11/20/2025	101-0000-204.06-00	515.02		
			003923		11/20/2025	101-2020-423.61-01	36.51		
			003924		11/20/2025	101-2020-423.61-36	73.17		
							654.70	*	654.70
25743	4116	WELLS FARGO (ACCT# 0806)	003892		11/20/2025	575-5555-485.43-02	572.22		
			003893		11/20/2025	575-5555-485.61-29	30.71		
							602.93	*	602.93
25744	4115	WELLS FARGO (ACCT# 3866)	003895		11/20/2025	575-5555-485.31-90	59.65		
			003896		11/20/2025	575-5555-485.61-09	19.99		
							79.64	*	79.64
25745	4225	WELLS FARGO (ACCT# 5154)	003907		11/20/2025	101-1030-414.60-01	903.28		
			003908		11/20/2025	101-1030-414.61-31	116.49		
			003909		11/20/2025	580-4750-473.61-01	19.57		
							1,039.34	*	1,039.34
25746	4226	WELLS FARGO (ACCT# 5741)	003910		11/20/2025	101-2030-423.61-04	421.75		
			003911		11/20/2025	101-1035-416.55-00	2.32-		
			003912		11/20/2025	101-1040-417.55-00	2.32-		
			003913		11/20/2025	101-2025-424.55-00	2.32-		
			003914		11/20/2025	101-2030-423.55-00	132.67		
			003915		11/20/2025	101-2030-423.31-40	525.53		
			003916		11/20/2025	581-4750-473.72-08	1,198.54		
			003917		11/20/2025	101-1035-416.31-40	24.47-		

Agenda Item 10.

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
25746	4226	WELLS FARGO (ACCT# 5741)	003918		11/20/2025	101-1040-417.31-40	24.47-		
			003919		11/20/2025	101-2025-424.31-40	24.47-		
			003920		11/20/2025	101-0000-395.07-00	113.20		
							2,311.32	*	2,311.32
						BANK/CHECK TOTAL	44,239.00		44,239.00
						ALL BANKS/CHECKS TOTAL	44,239.00		44,239.00

CITY OF NEEDLES CITY COUNCIL
WARRANT SUMMARY TOTALS FOR NOVEMBER 26, 2025

		11/26/2025	FUND AMT.	YTD ACTUAL	BUDGET FY-25/26
FUND 101	GENERAL FUND	$ 2,493.64			
101.1015.412	CITY ATTORNEY	$ -		$ 23,569.60	$ 80,000.00
101.1020.413	CITY MANAGER	$ -		$ 93,224.41	$ 239,758.00
101.1025.415	FINANCE DEPT.	$ -		$ 425,413.36	$ 1,194,656.00
101.1030.414	CITY CLERK/COUNCIL/MAYOR	$ -		$ 106,123.70	$ 262,348.00
101.1035.416	PLANNING /ZONING	$ -		$ 85,231.00	$ 264,816.00
101.1040.417	ENGINEERING	$ -		$ 105,647.04	$ 292,201.00
101.1060.410	COMMUNITY PROMOTIONS	$ -		$ 23,362.48	$ 106,875.00
101.1070.410	SENIOR CENTER	$ -		$ 38,315.86	$ 85,440.00
101.2010.421	SHERIFF	$ -		$ 1,788,562.60	$ 4,149,969.00
101.2020.423	ANIMAL SHELTER/CONTROL	$ -		$ 115,518.10	$ 344,967.00
101.2025.424	BULDING & SAFETY	$ -		$ 116,660.82	$ 458,902.00
101.2030.423	CODE ENFORCEMENT	$ -		$ 176,798.40	$ 619,611.00
101.3010.431	PUBLIC WORKS	$ -		$ 266,748.67	$ 772,393.00
101.4730.472	SANITATION	$ -		$ 65,070.51	$ 175,673.00
101.5770.452.	AQUATICS	$ -		$ 124,343.95	$ 322,940.00
101.5772.452	PARKS	$ -		$ 329,119.76	$ 946,980.00
101.5773.452	JACK SMITH PARK MARINA	$ -		$ 51,017.83	$ 164,115.00
101.5774.452	RECREATION	$ -		$ 157,041.22	$ 454,046.00
GENERAL FUND	TOTAL ALL GF DEPARTMENTS		$ 2,493.64	$ -	$ 10,935,690.00
FUND 102	GEN. FUND CAPITAL PROJECT		$ -	$ 225.52	$ 1,000,000.00
FUND 205	CDBG		$ -	$ 2,632.00	$ 7,900.00
FUND 206	CEMETERY		$ -	$ 101,725.05	$ 266,055.00
FUND 208	CALTRANS GRANTS		$ -	$ -	$ -
FUND 210	SPECIAL GAS TAX		$ -	$ 47,896.00	$ 643,684.00
FUND 213	DEPT OF HOUSE. & COMM DEVL		$ -	$ -	$ -
FUND 214	SANBAG NEW LOCAL MEAS I		$ -	$ -	$ 800,000.00
FUND 225	COPS-AB 3229 SUPPLEMENTAL		$ -	$ 196,523.86	$ 283,450.00
FUND 227	HAZARD MITIGATION		$ -	$ 2,530.00	$ 15,000.00
FUND 233	JACK SMITH PARK MARINA		$ -	$ -	$ -
FUND 238	STATE RECREATION GRANTS		$ -	$ -	$ -
FUND 239	CA.CONSERV RECYLING GRANT		$ -	$ -	$ 18,227.00
FUND 243	ACTIVE TRANSPORT PROGRAM		$ -	$ 47,435.61	$ 1,858,995.00
FUND 270	REDEVELOPMENT AGENCY		$ -	$ -	$ -
FUND 470	RDA CAP PROJ.LOW & MOD.		$ -	$ -	$ 56,726.00
FUND 501	NPUA		$ -	$ 855,402.08	$ 2,550,503.00
FUND 502	WATER DEPARTMENT		$ 87.28	$ 808,579.04	$ 2,376,734.00
FUND 503	WASTEWATER DEPARTMENT		$ 256.32	$ 410,513.20	$ 1,396,598.00
FUND 505	SANITATION		$ -	$ 586,064.28	$ 1,827,015.00
FUND 506	ALL AMERICAN CANAL PROJ.		$ -	$ 66,583.96	$ 1,246,800.00
FUND 507	GOLF FUND	$ -		$ -	
FUND 507-5761-453	GOLF MAINTENANCE DEPARTMENT	$ -		$ 256,358.42	$ 665,673.00
FUND 507-5762-454	GOLF PRO SHOP DEPARTMENT	$ -		$ 253,354.83	$ 458,231.00
FUND 507	GOLF FUND TOTAL		$ -		
FUND 508	CUST.SVC/UT BUSINESS OFFICE		$ 259.86	$ 170,768.05	$ 495,827.00
FUND 509	MIS		$ -	$ 145,348.95	$ 358,200.00
FUND 510	ADMIN. FACILITY		$ -	$ 69,610.93	$ 364,253.00
FUND 511	FLEET MANAGEMENT		$ 68.28	$ 103,327.60	$ 306,904.00
FUND 512	VEHICLE REPLACEMENT		$ -	$ -	$ -
FUND 520	SR DIAL A RIDE		$ -	$ 30,996.27	$ 629,992.00
FUND 521	DIAL-A-RIDE MEDICAL TRANS.		$ -	$ 9,783.25	$ 55,211.00
FUND 525	NEEDLES AREA TRANSIT (NAT)		$ -	$ 172,671.12	$ 16,838.00
FUND 575	HOUSING		$ -	$ 419,421.21	$ 1,107,428.00
FUND 580	ELECTRIC		$ 406.06	$ 4,314,310.41	$ 12,909,933.00
FUND 581	NPUA CAPITAL ELECTRIC		$ -	$ 381,922.62	$ 573,000.00
FUND 582	NPUA CAPITAL WATER		$ -	$ 727,480.78	$ 1,850,000.00
FUND 583	NPUA CAPITAL WASTEWATER		$ -	$ -	$ -
FUND 650	IMPACT FEES NORTH NEEDLES		$ -	$ -	$ -
FUND 651	IMPACT FEES SOUTH AREAS		$ -	$ -	$ -
TOTAL	ALL FUNDS & DEPARTMENTS		$ 3,571.44	$ 14,273,234.35	$ 45,074,867.00

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 inc

Patrick Martinez, City Manager — Date: 12-2-25

Finance Department — Date: 11/26/25

Virginia Tasker, City Treasurer — Date: 12-2-25

Agenda Item 10.

CHECK NUMBER	VENDOR NUMBER	SEQ#	VENDOR NAME	CHECK DATE	CHECK AMOUNT	DISCOUNTS/RETAINAGE TAKEN
25849	3286	00	COLONIAL LIFE	11/26/2025	3,571.44	.00

NUMBER OF CHECKS 1 GRAND TOTAL 3,571.44

Agenda Item 10.

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
25849	3286	COLONIAL LIFE	004228		11/26/2025	101-0000-209.03-01	2,493.64		
			004229		11/26/2025	502-0000-209.03-01	87.28		
			004230		11/26/2025	503-0000-209.03-01	256.32		
			004231		11/26/2025	508-0000-209.03-01	259.86		
			004232		11/26/2025	580-0000-209.03-01	406.06		
			004233		11/26/2025	511-0000-209.03-01	68.28		
							3,571.44	*	3,571.44
						BANK/CHECK TOTAL	3,571.44		3,571.44
						ALL BANKS/CHECKS TOTAL	3,571.44		3,571.44

CITY OF NEEDLES CITY COUNCIL
WARRANT SUMMARY TOTALS FOR NOVEMBER 26, 2025

		11/26/2025	FUND AMT.	YTD ACTUAL	BUDGET FY-25/26
FUND 101	GENERAL FUND	$ 16,752.08			
101.1015.412	CITY ATTORNEY	$ -		$ 23,569.60	$ 80,000.00
101.1020.413	CITY MANAGER	$ 1,933.83		$ 91,901.97	$ 239,758.00
101.1025.415	FINANCE DEPT.	$ 4,769.37		$ 425,413.36	$ 1,194,656.00
101.1030.414	CITY CLERK/COUNCIL/MAYOR	$ 1,711.97		$ 105,496.30	$ 262,348.00
101.1035.416	PLANNING /ZONING	$ 77.29		$ 85,231.00	$ 264,816.00
101.1040.417	ENGINEERING	$ 2,347.39		$ 105,647.04	$ 292,201.00
101.1060.410	COMMUNITY PROMOTIONS	$ -		$ 23,362.48	$ 106,875.00
101.1070.410	SENIOR CENTER	$ -		$ 38,315.86	$ 85,440.00
101.2010.421	SHERIFF	$ -		$ 1,788,562.60	$ 4,149,969.00
101.2020.423	ANIMAL SHELTER/CONTROL	$ 381.58		$ 115,518.10	$ 344,967.00
101.2025.424	BULDING & SAFETY	$ 1,677.74		$ 116,660.82	$ 458,902.00
101.2030.423	CODE ENFORCEMENT	$ 1,863.14		$ 176,798.40	$ 619,611.00
101.3010.431	PUBLIC WORKS	$ 6,813.65		$ 266,748.67	$ 772,393.00
101.4730.472	SANITATION	$ 380.99		$ 65,070.51	$ 175,673.00
101.5770.452.	AQUATICS	$ 551.37		$ 124,343.95	$ 322,940.00
101.5772.452	PARKS	$ 8,082.12		$ 329,119.76	$ 946,980.00
101.5773.452	JACK SMITH PARK MARINA	$ 975.37		$ 51,017.83	$ 164,115.00
101.5774.452	RECREATION	$ 9,155.71		$ 157,024.76	$ 454,046.00
GENERAL FUND	TOTAL ALL GF DEPARTMENTS		$ 57,473.60	$ -	$ 10,935,690.00
FUND 102	GEN. FUND CAPITAL PROJECT		$ -	$ 225.52	$ 1,000,000.00
FUND 205	CDBG		$ -	$ 2,632.00	$ 7,900.00
FUND 206	CEMETERY		$ 3,067.55	$ 101,725.05	$ 266,055.00
FUND 208	CALTRANS GRANTS		$ -	$ -	$ -
FUND 210	SPECIAL GAS TAX		$ -	$ 47,896.00	$ 643,684.00
FUND 213	DEPT OF HOUSE. & COMM DEVL		$ -	$ -	$ -
FUND 214	SANBAG NEW LOCAL MEAS I		$ -	$ -	$ 800,000.00
FUND 225	COPS-AB 3229 SUPPLEMENTAL		$ -	$ 196,523.86	$ 283,450.00
FUND 227	HAZARD MITIGATION		$ -	$ 2,530.00	$ 15,000.00
FUND 233	JACK SMITH PARK MARINA		$ -	$ -	$ -
FUND 238	STATE RECREATION GRANTS		$ -	$ -	$ -
FUND 239	CA.CONSERV RECYLING GRANT		$ -	$ -	$ 18,227.00
FUND 243	ACTIVE TRANSPORT PROGRAM		$ -	$ 47,435.61	$ 1,858,995.00
FUND 270	REDEVELOPMENT AGENCY		$ -	$ -	$ -
FUND 470	RDA CAP PROJ.LOW & MOD.		$ -	$ -	$ 56,726.00
FUND 501	NPUA		$ -	$ 855,402.08	$ 2,550,503.00
FUND 502	WATER DEPARTMENT		$ 14,600.55	$ 807,903.88	$ 2,376,734.00
FUND 503	WASTEWATER DEPARTMENT		$ 4,436.55	$ 410,513.20	$ 1,396,598.00
FUND 505	SANITATION		$ -	$ 586,064.28	$ 1,827,015.00
FUND 506	ALL AMERICAN CANAL PROJ.		$ 742.63	$ 66,583.96	$ 1,246,800.00
FUND 507	GOLF FUND	$ -		$ -	
FUND 507-5761-453	GOLF MAINTENANCE DEPARTMENT	$ 143.75		$ 256,358.42	$ 665,673.00
FUND 507-5762-454	GOLF PRO SHOP DEPARTMENT	$ 2,990.34		$ 253,354.83	$ 458,231.00
FUND 507	GOLF FUND TOTAL		$ 3,134.09		
FUND 508	CUST.SVC/UT BUSINESS OFFICE		$ 5,734.84	$ 170,768.05	$ 495,827.00
FUND 509	MIS		$ 269.91	$ 145,348.95	$ 358,200.00
FUND 510	ADMIN. FACILITY		$ 225.76	$ 69,610.93	$ 364,253.00
FUND 511	FLEET MANAGEMENT		$ 4,033.29	$ 103,327.60	$ 306,904.00
FUND 512	VEHICLE REPLACEMENT		$ -	$ -	$ -
FUND 520	SR DIAL A RIDE		$ -	$ 30,996.27	$ 629,992.00
FUND 521	DIAL-A-RIDE MEDICAL TRANS.		$ -	$ 9,783.25	$ 55,211.00
FUND 525	NEEDLES AREA TRANSIT (NAT)		$ -	$ 172,671.12	$ 16,838.00
FUND 575	HOUSING		$ 1,890.07	$ 419,421.21	$ 1,107,428.00
FUND 580	ELECTRIC		$ 16,992.95	$ 4,314,310.41	$ 12,909,933.00
FUND 581	NPUA CAPITAL ELECTRIC		$ -	$ 381,922.62	$ 573,000.00
FUND 582	NPUA CAPITAL WATER		$ -	$ 727,480.78	$ 1,850,000.00
FUND 583	NPUA CAPITAL WASTEWATER		$ -	$ -	$ -
FUND 650	IMPACT FEES NORTH NEEDLES		$ -	$ -	$ -
FUND 651	IMPACT FEES SOUTH AREAS		$ -	$ -	$ -
TOTAL	ALL FUNDS & DEPARTMENTS		**$ 112,601.79**	$ 14,270,592.89	$ 45,074,867.00

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 inc

Patrick Martinez, City Manager — 12-2-2025 — Date

Finance Department — 11/26/25 — Date

Virginia Tasker, City Treasurer — 12-2-25 — Date

Agenda Item 10.

CHECK NUMBER	VENDOR NUMBER	SEQ#	VENDOR NAME	CHECK DATE	CHECK AMOUNT	DISCOUNTS/RETAINAGE TAKEN
25747	3688	00	ALBERT PONCE	11/26/2025	50.00	.00
25748	4084	00	ANTHONY GIERSCH	11/26/2025	50.00	.00
25749	3897	00	BENEBLOC, LLC	11/26/2025	266.58	.00
25750	4022	00	BENEFIT COORDINATORS CORPORATION	11/26/2025	3,252.80	.00
25751	3808	00	HATZ, BERNARD	11/26/2025	50.00	.00
25752	3870	00	BRYAN HICKSTEIN	11/26/2025	50.00	.00
25753	4126	00	CASE BRUFFETT	11/26/2025	50.00	.00
25754	4217	00	COLIN TSOSIE	11/26/2025	50.00	.00
25755	4274	00	DAVID CALDERON	11/26/2025	50.00	.00
25756	4088	00	DYLAN HETRICK	11/26/2025	50.00	.00
25757	4094	00	EMPOWER ANNUITY INS CO OF AMERICA	11/26/2025	1,247.27	.00
25758	1305	00	EMPOWER ANNUITY INS CO OF AMERICA	11/26/2025	6,476.27	.00
25759	1296	00	FRONTIER	11/26/2025	2,241.70	.00
25760	2879	00	JENNIFER VALENZUELA	11/26/2025	50.00	.00
25761	638	00	JESSE FRAGOSO	11/26/2025	50.00	.00
25762	325	00	JIM WILLIS	11/26/2025	50.00	.00
25763	2222	00	JUSTIN SCOTT	11/26/2025	50.00	.00
25764	4070	00	KATHY RAASCH	11/26/2025	50.00	.00
25765	4212	00	KEN MANN	11/26/2025	50.00	.00
25766	3512	00	KIMBERLY KRASINSKI	11/26/2025	50.00	.00
25767	4140	00	LORENCE DELEON	11/26/2025	50.00	.00
25768	3889	00	MICHAEL WILLIS	11/26/2025	50.00	.00
25769	3458	00	MUTUAL OF OMAHA	11/26/2025	4,098.97	.00
25770	3767	00	PATRICK MARTINEZ	11/26/2025	50.00	.00
25771	3654	00	RAINIE TORRANCE	11/26/2025	50.00	.00
25772	3953	00	RONNY SOMMERS	11/26/2025	50.00	.00
25773	3796	00	ROUTE 66 BROADBAND LLC	11/26/2025	2,376.17	.00
25774	1199	00	SBPEA TEAMSTERS LOCAL 1932	11/26/2025	411.85	.00
25775	1199	00	SBPEA TEAMSTERS LOCAL 1932	11/26/2025	1,105.62	.00
25776	3242	00	SDRMA	11/26/2025	87,312.07	.00
25777	3622	00	TAYLOR MILLER	11/26/2025	50.00	.00
25778	2744	00	THOMAS DELEON	11/26/2025	50.00	.00
25779	2817	00	TONY RUBALCABA	11/26/2025	50.00	.00
25780	3014	00	TRI STATE FIRE & SECURITY	11/26/2025	1,715.00	.00
25781	3695	00	VINCE GARZA	11/26/2025	50.00	.00
25782	1217	00	VISION SERVICE PLAN	11/26/2025	847.49	.00
25783	4187	00	WILLIAM GUZMAN JR.	11/26/2025	50.00	.00

NUMBER OF CHECKS 37 GRAND TOTAL 112,601.79

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
25747	3688	ALBERT PONCE	003593		11/26/2025	502-4710-471.52-10	50.00		
							50.00	*	50.00
25748	4084	ANTHONY GEIRSCH	003611		11/26/2025	580-4750-473.52-10	25.00		
			003612		11/26/2025	502-4710-471.52-10	25.00		
							50.00	*	50.00
25749	3897	BENEBLOC LLC	004051		11/26/2025	101-0000-209.03-01	213.78		
			004052		11/26/2025	502-0000-209.03-01	38.80		
			004053		11/26/2025	580-0000-209.03-01	14.00		
							266.58	*	266.58
25750	4022	BENEFIT COORDINATORS CORP	004055		11/26/2025	101-1020-413.24-10	72.16		
			004056		11/26/2025	101-1025-415.24-10	325.60		
			004057		11/26/2025	101-1030-414.24-10	88.00		
			004058		11/26/2025	101-1040-417.24-10	132.00		
			004059		11/26/2025	101-2025-424.24-10	67.20		
			004060		11/26/2025	101-2030-423.24-10	88.00		
			004061		11/26/2025	101-3010-431.24-10	279.84		
			004062		11/26/2025	101-4730-472.24-10	26.40		
			004063		11/26/2025	101-5770-452.24-10	16.80		
			004064		11/26/2025	101-5772-452.24-10	279.84		
			004065		11/26/2025	101-5773-452.24-10	44.00		
			004066		11/26/2025	101-5774-452.24-10	167.20		
			004067		11/26/2025	206-5771-452.24-10	101.76		
			004068		11/26/2025	502-4710-471.24-10	415.36		
			004069		11/26/2025	503-4720-475.24-10	123.20		
			004070		11/26/2025	506-4713-477.24-10	52.80		
			004071		11/26/2025	508-4810-478.24-10	155.20		
			004072		11/26/2025	511-3020-432.24-10	114.40		
			004073		11/26/2025	575-5555-485.24-10	12.80		
			004074		11/26/2025	575-5555-485.24-15	67.20		
			004075		11/26/2025	580-4750-473.24-10	623.04		
							3,252.80	*	3,252.80
25751	3808	BERNARD J. HATZ	003613		11/26/2025	101-2030-423.52-10	50.00		
							50.00	*	50.00
25752	3870	BRYAN HICKSTEIN	003590		11/26/2025	502-4710-471.52-10	50.00		
							50.00	*	50.00
25753	4126	CASE BRUFFETT	003594		11/26/2025	575-5555-485.52-10	50.00		
							50.00	*	50.00
25754	4217	COLIN TSOSIE	004356		11/26/2025	502-4710-471.52-10	50.00		
							50.00	*	50.00
25755	4274	DAVID CALDERON	000309		11/26/2025	101-3010-431.52-10	25.00		
			000310		11/26/2025	101-5772-452.52-10	25.00		
							50.00	*	50.00

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
25756	4088	DYLAN HETRICK	003614		11/26/2025	580-4750-473.52-10	50.00		
							50.00	*	50.00
25757	4094	EMPOWER ANNUITY INS CO OF	004041		11/26/2025	101-0000-209.03-01	236.88		
			004042		11/26/2025	101-0000-209.03-01	100.00		
			004043		11/26/2025	101-0000-209.03-01	213.04		
			004044		11/26/2025	101-0000-209.03-01	161.01		
			004045		11/26/2025	101-0000-209.03-01	14.40		
			004046		11/26/2025	101-0000-209.03-01	161.79		
			004047		11/26/2025	101-0000-209.03-01	15.27		
			004048		11/26/2025	503-0000-209.03-01	113.81		
			004049		11/26/2025	101-0000-209.03-01	120.47		
			004050		11/26/2025	580-0000-209.03-01	110.60		
							1,247.27	*	1,247.27
25758	1305	EMPOWER ANNUITY INS CO OF	004037		11/26/2025	101-0000-209.03-01	3,671.85		
			004038		11/26/2025	502-0000-209.03-01	435.00		
			004039		11/26/2025	580-0000-209.03-01	2,339.00		
			004040		11/26/2025	503-0000-209.03-01	30.42		
							6,476.27	*	6,476.27
25759	1296	FRONTIER	004178		11/26/2025	502-4710-471.52-10	347.60		
			004179		11/26/2025	503-4720-475.52-10	527.02		
			004180		11/26/2025	503-4720-475.52-10	386.17		
			004181		11/26/2025	507-5761-453.52-10	143.75		
			004182		11/26/2025	510-4410-405.52-10	163.09		
			004183		11/26/2025	510-4410-405.52-10	262.51-		
			004184		11/26/2025	510-4410-405.52-10	325.18		
			004185		11/26/2025	580-4750-473.52-10	402.73		
			004186		11/26/2025	580-4750-473.52-10	208.67		
							2,241.70	*	2,241.70
25760	2879	JENNIFER VALENZUELA	003595		11/26/2025	101-5774-452.52-10	50.00		
							50.00	*	50.00
25761	638	JESSE FRAGOSO	003588		11/26/2025	101-3010-431.52-10	50.00		
							50.00	*	50.00
25762	325	JIM WILLIS	003598		11/26/2025	580-4750-473.52-10	50.00		
							50.00	*	50.00
25763	2222	JUSTIN SCOTT	003592		11/26/2025	580-4750-473.52-10	50.00		
							50.00	*	50.00
25764	4070	KATHY RAASCH	003267		11/26/2025	101-1035-416.52-10	12.50		
			003268		11/26/2025	101-2025-424.52-10	12.50		
			003269		11/26/2025	101-2030-423.52-10	12.50		
			003609		11/26/2025	101-1040-417.52-10	12.50		
							50.00	*	50.00

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
25765	4212	KEN MANN	000307		11/26/2025	101-3010-431.52-10	25.00		
			000308		11/26/2025	101-5772-452.52-10	25.00		
							50.00	*	50.00
25766	3512	KIMBERLY KRASINSKI	003610		11/26/2025	508-4810-478.52-10	50.00		
							50.00	*	50.00
25767	4140	LORENCE DELEON	003615		11/26/2025	575-5555-485.52-10	50.00		
							50.00	*	50.00
25768	3889	MICHAEL WILLIS	003601		11/26/2025	580-4750-473.52-10	50.00		
							50.00	*	50.00
25769	3458	MUTUAL OF OMAHA	004097		11/26/2025	101-1020-413.24-10	98.53		
			004098		11/26/2025	101-1025-415.24-10	314.68		
			004099		11/26/2025	101-1030-414.24-10	44.33		
			004100		11/26/2025	101-1035-416.24-10	64.79		
			004101		11/26/2025	101-1040-417.24-10	197.23		
			004102		11/26/2025	101-2020-423.24-10	166.58		
			004103		11/26/2025	101-2025-424.24-10	149.17		
			004104		11/26/2025	101-2030-423.24-10	94.87		
			004105		11/26/2025	101-3010-431.24-10	271.95		
			004106		11/26/2025	101-4730-472.24-10	28.20		
			004107		11/26/2025	101-5770-452.24-10	22.93		
			004108		11/26/2025	101-5772-452.24-10	271.95		
			004109		11/26/2025	101-5773-452.24-10	38.45		
			004110		11/26/2025	101-5774-452.24-10	170.91		
			004111		11/26/2025	206-5771-452.24-10	80.59		
			004112		11/26/2025	502-4710-471.24-10	545.93		
			004113		11/26/2025	503-4720-475.24-10	105.87		
			004114		11/26/2025	506-4713-477.24-10	97.89		
			004115		11/26/2025	508-4810-478.24-10	285.89		
			004116		11/26/2025	511-3020-432.24-10	107.75		
			004117		11/26/2025	575-5555-485.24-10	135.71		
			004118		11/26/2025	575-5555-485.24-15	87.84		
			004119		11/26/2025	580-4750-473.24-10	716.93		
							4,098.97	*	4,098.97
25770	3767	PATRICK MARTINEZ	003602		11/26/2025	580-4750-473.52-10	16.50		
			003603		11/26/2025	101-1020-413.52-10	20.00		
			003604		11/26/2025	502-4710-471.52-10	9.50		
			003605		11/26/2025	503-4720-475.52-10	4.00		
							50.00	*	50.00
25771	3654	RAINIE TORRANCE	003606		11/26/2025	502-4710-471.52-10	16.67		
			003607		11/26/2025	503-4720-475.52-10	16.66		
			003608		11/26/2025	580-4750-473.52-10	16.67		
							50.00	*	50.00
25772	3953	RONNY SOMMERS	003596		11/26/2025	502-4710-471.52-10	50.00		

CHECK NO	VENDOR NO	VENDOR NAME	VOUCHER NO	P.O. NO	DATE	ACCOUNT	REMITTANCE AMOUNT (NET OF DISC/RETAIN)		CHECK TOTAL
25772	3953	RONNY SOMMERS					50.00	*	50.00
25773	3796	ROUTE 66 BROADBAND LLC	004013		11/26/2025	101-2020-423.52-10	165.00		
			004014		11/26/2025	101-5774-452.52-10	165.00		
			004015		11/26/2025	575-5555-485.52-10	263.13		
			004016		11/26/2025	580-4750-473.52-10	200.00		
			004017		11/26/2025	509-4910-479.52-12	269.91		
			004018		11/26/2025	101-5772-452.52-10	208.13		
			004019		11/26/2025	101-5772-452.52-10	165.00		
			004020		11/26/2025	507-5762-454.52-10	165.00		
			004021		11/26/2025	101-3010-431.52-10	165.00		
			004022		11/26/2025	503-4720-475.52-10	85.00		
			004023		11/26/2025	101-5773-452.52-10	165.00		
			004024		11/26/2025	101-5770-452.52-10	110.00		
			004025		11/26/2025	502-4710-471.31-90	165.00		
			004026		11/26/2025	502-4710-471.31-90	85.00		
							2,376.17	*	2,376.17
25774	1199	SBPEA TEAMSTERS LOCAL 193	004033		11/26/2025	101-0000-209.03-01	192.97		
			004034		11/26/2025	502-0000-209.03-01	128.30		
			004035		11/26/2025	575-0000-209.03-01	44.32		
			004036		11/26/2025	580-0000-209.03-01	46.26		
							411.85	*	411.85
25775	1199	SBPEA TEAMSTERS LOCAL 193	004027		11/26/2025	101-0000-209.03-01	584.50		
			004028		11/26/2025	502-0000-209.03-01	106.13		
			004029		11/26/2025	508-0000-209.03-01	98.24		
			004030		11/26/2025	511-0000-209.03-01	40.93		
			004031		11/26/2025	580-0000-209.03-01	191.86		
			004032		11/26/2025	575-0000-209.03-01	83.96		
							1,105.62	*	1,105.62
25776	3242	SPECIAL DISTRICT RISK	004120		11/26/2025	101-1020-413.24-10	1,719.92		
			004121		11/26/2025	101-1025-415.24-10	4,049.35		
			004122		11/26/2025	101-1030-414.24-10	1,551.32		
			004123		11/26/2025	101-1040-417.24-10	1,981.96		
			004124		11/26/2025	101-2025-424.24-10	1,377.09		
			004125		11/26/2025	101-2030-423.24-10	1,601.97		
			004126		11/26/2025	101-3010-431.24-10	5,933.59		
			004127		11/26/2025	101-4730-472.24-10	320.40		
			004128		11/26/2025	101-5770-452.24-10	396.19		
			004129		11/26/2025	101-5772-452.24-10	7,043.93		
			004130		11/26/2025	101-5773-452.24-10	720.02		
			004131		11/26/2025	101-5774-452.24-10	8,560.06		
			004132		11/26/2025	101-0000-209.03-01	11,066.12		
			004133		11/26/2025	206-5771-452.24-10	2,076.89		
			004134		11/26/2025	206-0000-209.03-01	785.56		
			004135		11/26/2025	502-4710-471.24-10	9,403.89		
			004136		11/26/2025	502-0000-209.03-01	2,522.24		
			004137		11/26/2025	503-4720-475.24-10	2,235.88		

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
25776	3242	SPECIAL DISTRICT RISK	004138		11/26/2025	503-0000-209.03-01	770.12		
			004139		11/26/2025	506-4713-477.24-10	419.49		
			004140		11/26/2025	506-0000-209.03-01	155.46		
			004141		11/26/2025	507-5762-454.24-10	1,110.34		
			004142		11/26/2025	508-4810-478.24-10	3,682.21		
			004143		11/26/2025	508-0000-209.03-01	1,413.20		
			004144		11/26/2025	511-3020-432.24-10	2,726.69		
			004145		11/26/2025	511-0000-209.03-01	1,010.46		
			004146		11/26/2025	575-5555-485.24-10	1,555.43-		
			004147		11/26/2025	575-5555-485.24-15	1,377.09		
			004148		11/26/2025	575-0000-209.03-01	1,259.84		
			004149		11/26/2025	580-4750-473.24-10	6,476.42		
			004150		11/26/2025	580-0000-209.03-01	5,119.80		
							87,312.07	*	87,312.07
25777	3622	TAYLOR MILLER	003591		11/26/2025	502-4710-471.52-10	50.00		
							50.00	*	50.00
25778	2744	THOMAS DELEON	003586		11/26/2025	580-4750-473.52-10	50.00		
							50.00	*	50.00
25779	2817	TONY RUBALCABA	003600		11/26/2025	101-2020-423.52-10	50.00		
							50.00	*	50.00
25780	3014	TRI STATE FIRE & SECURITY	004054		11/26/2025	507-5762-454.72-10	1,715.00		
							1,715.00	*	1,715.00
25781	3695	VINCE GARZA	003589		11/26/2025	580-4750-473.52-10	50.00		
							50.00	*	50.00
25782	1217	VISION SERVICE PLAN	004076		11/26/2025	101-1020-413.24-10	23.22		
			004077		11/26/2025	101-1025-415.24-10	79.74		
			004078		11/26/2025	101-1030-414.24-10	28.32		
			004079		11/26/2025	101-1040-417.24-10	23.70		
			004080		11/26/2025	101-2025-424.24-10	21.78		
			004081		11/26/2025	101-2030-423.24-10	15.80		
			004082		11/26/2025	101-3010-431.24-10	63.27		
			004083		11/26/2025	101-4730-472.24-10	5.99		
			004084		11/26/2025	101-5770-452.24-10	5.45		
			004085		11/26/2025	101-5772-452.24-10	63.27		
			004086		11/26/2025	101-5773-452.24-10	7.90		
			004087		11/26/2025	101-5774-452.24-10	42.54		
			004088		11/26/2025	206-5771-452.24-10	22.75		
			004089		11/26/2025	502-4710-471.24-10	106.13		
			004090		11/26/2025	503-4720-475.24-10	38.40		
			004091		11/26/2025	506-4713-477.24-10	16.99		
			004092		11/26/2025	508-4810-478.24-10	50.10		
			004093		11/26/2025	511-3020-432.24-10	33.06		
			004094		11/26/2025	575-5555-485.24-10	8.17-		
			004095		11/26/2025	575-5555-485.24-15	21.78		

Agenda Item 10.

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
25782	1217	VISION SERVICE PLAN	004096		11/26/2025	580-4750-473.24-10	185.47		
							847.49	*	847.49
25783	4187	WILLIAM GUZMAN JR.	007760		11/26/2025	101-2025-424.52-10	50.00		
							50.00	*	50.00
						BANK/CHECK TOTAL	112,601.79		112,601.79
						ALL BANKS/CHECKS TOTAL	112,601.79		112,601.79

CITY OF NEEDLES CITY COUNCIL
WARRANT SUMMARY TOTALS FOR NOVEMBER 25, 2025

		11/25/2025	FUND AMT.	YTD ACTUAL	BUDGET FY-25/26
FUND 101	GENERAL FUND	$ 467.53			
101.1015.412	CITY ATTORNEY	$ 5,984.80		$ 23,569.60	$ 80,000.00
101.1020.413	CITY MANAGER	$ 2,290.63		$ 93,224.41	$ 239,758.00
101.1025.415	FINANCE DEPT.	$ 9,198.57		$ 425,413.36	$ 1,194,656.00
101.1030.414	CITY CLERK/COUNCIL/MAYOR	$ 6,118.54		$ 106,123.70	$ 262,348.00
101.1035.416	PLANNING /ZONING	$ 549.80		$ 85,231.00	$ 264,816.00
101.1040.417	ENGINEERING	$ 1,054.42		$ 105,647.04	$ 292,201.00
101.1060.410	COMMUNITY PROMOTIONS	$ 5,951.14		$ 23,362.48	$ 106,875.00
101.1070.410	SENIOR CENTER	$ 1,214.85		$ 38,315.86	$ 85,440.00
101.2010.421	SHERIFF	$ 375.00		$ 1,788,562.60	$ 4,149,969.00
101.2020.423	ANIMAL SHELTER/CONTROL	$ 2,726.84		$ 115,683.10	$ 344,967.00
101.2025.424	BULDING & SAFETY	$ 570.76		$ 116,660.82	$ 458,902.00
101.2030.423	CODE ENFORCEMENT	$ 4,468.32		$ 176,798.40	$ 619,611.00
101.3010.431	PUBLIC WORKS	$ 5,595.85		$ 266,913.67	$ 772,393.00
101.4730.472	SANITATION	$ -		$ 65,070.51	$ 175,673.00
101.5770.452.	AQUATICS	$ 2,871.86		$ 124,453.95	$ 322,940.00
101.5772.452	PARKS	$ 13,820.79		$ 329,492.89	$ 946,980.00
101.5773.452	JACK SMITH PARK MARINA	$ 2,322.69		$ 51,182.83	$ 164,115.00
101.5774.452	RECREATION	$ -		$ 157,206.22	$ 454,046.00
GENERAL FUND	TOTAL ALL GF DEPARTMENTS		$ 65,582.39	$ -	$ 10,935,690.00
FUND 102	GEN. FUND CAPITAL PROJECT		$ -	$ 225.52	$ 1,000,000.00
FUND 205	CDBG		$ -	$ 2,632.00	$ 7,900.00
FUND 206	CEMETERY		$ 7,407.95	$ 101,725.05	$ 266,055.00
FUND 208	CALTRANS GRANTS		$ -	$ -	$ -
FUND 210	SPECIAL GAS TAX		$ -	$ 47,896.00	$ 643,684.00
FUND 213	DEPT OF HOUSE. & COMM DEVL		$ -	$ -	$ -
FUND 214	SANBAG NEW LOCAL MEAS I		$ -	$ -	$ 800,000.00
FUND 225	COPS-AB 3229 SUPPLEMENTAL		$ -	$ 196,523.86	$ 283,450.00
FUND 227	HAZARD MITIGATION		$ -	$ 2,530.00	$ 15,000.00
FUND 233	JACK SMITH PARK MARINA		$ -	$ -	$ -
FUND 238	STATE RECREATION GRANTS		$ -	$ -	$ -
FUND 239	CA.CONSERV RECYLING GRANT		$ -	$ -	$ 18,227.00
FUND 243	ACTIVE TRANSPORT PROGRAM		$ 1,189.68	$ 47,435.61	$ 1,858,995.00
FUND 270	REDEVELOPMENT AGENCY		$ -	$ -	$ -
FUND 470	RDA CAP PROJ.LOW & MOD.		$ -	$ -	$ 56,726.00
FUND 501	NPUA		$ -	$ 855,402.08	$ 2,550,503.00
FUND 502	WATER DEPARTMENT		$ 27,689.62	$ 808,829.04	$ 2,376,734.00
FUND 503	WASTEWATER DEPARTMENT		$ 14,392.55	$ 410,598.20	$ 1,396,598.00
FUND 505	SANITATION		$ 111,535.81	$ 586,064.28	$ 1,827,015.00
FUND 506	ALL AMERICAN CANAL PROJ.		$ -	$ 66,583.96	$ 1,246,800.00
FUND 507	GOLF FUND	$ -		$ -	
FUND 507-5761-453	GOLF MAINTENANCE DEPARTMENT	$ 16,498.27		$ 256,358.42	$ 665,673.00
FUND 507-5762-454	GOLF PRO SHOP DEPARTMENT	$ 140,172.70		$ 253,519.83	$ 458,231.00
FUND 507	GOLF FUND TOTAL		$ 156,670.97		
FUND 508	CUST.SVC/UT BUSINESS OFFICE		$ 31.80	$ 170,768.05	$ 495,827.00
FUND 509	MIS		$ 8,855.94	$ 145,618.86	$ 358,200.00
FUND 510	ADMIN. FACILITY		$ 8,193.52	$ 69,610.93	$ 364,253.00
FUND 511	FLEET MANAGEMENT		$ 4,004.24	$ 103,327.60	$ 306,904.00
FUND 512	VEHICLE REPLACEMENT		$ -	$ -	$ -
FUND 520	SR DIAL A RIDE		$ -	$ 30,996.27	$ 629,992.00
FUND 521	DIAL-A-RIDE MEDICAL TRANS.		$ -	$ 9,783.25	$ 55,211.00
FUND 525	NEEDLES AREA TRANSIT (NAT)		$ -	$ 172,671.12	$ 16,838.00
FUND 575	HOUSING		$ 10,576.83	$ 419,684.34	$ 1,107,428.00
FUND 580	ELECTRIC		$ 45,522.78	$ 4,314,260.87	$ 12,909,933.00
FUND 581	NPUA CAPITAL ELECTRIC		$ 40.87	$ 381,922.62	$ 573,000.00
FUND 582	NPUA CAPITAL WATER		$ 121,392.50	$ 727,480.78	$ 1,850,000.00
FUND 583	NPUA CAPITAL WASTEWATER		$ -	$ -	$ -
FUND 650	IMPACT FEES NORTH NEEDLES		$ -	$ -	$ -
FUND 651	IMPACT FEES SOUTH AREAS		$ -	$ -	$ -
TOTAL	ALL FUNDS & DEPARTMENTS		**$ 583,087.45**	$ 14,275,360.98	$ 45,074,867.00

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 inc

Patrick Martinez, City Manager — Date 12-2-25

Finance Department — Date 12/2/25

Virginia Tasker, City Treasurer — Date 12-2-25

Agenda Item 10.

CHECK NUMBER	VENDOR NUMBER	SEQ#	VENDOR NAME	CHECK DATE	CHECK AMOUNT	DISCOUNTS/RETAINAGE TAKEN
25784	2345	00	A-B COMMUNICATIONS	12/09/2025	175.90	.00
25785	4227	00	AMAZON CAPITAL SERVICES	12/09/2025	1,279.87	.00
25786	4301	00	ARKANCE USA, LLC	12/09/2025	880.00	.00
25787	3750	00	AUTO ZONE	12/09/2025	506.58	.00
25788	4289	00	BIG O TIRES	12/09/2025	2,394.20	.00
25789	3313	00	BLUE RIVER WATER CORP.	12/09/2025	22.95	.00
25790	3595	00	BOOT BARN	12/09/2025	827.74	.00
25791	3392	00	BUG EMERGENCY INC.	12/09/2025	124.00	.00
25792	3856	00	CALIFORNIA CONSULTING, INC.	12/09/2025	3,520.00	.00
25793	3035	00	CENTURY LINK CORP.	12/09/2025	28.51	.00
25794	4079	00	CIVICPLUS LLC	12/09/2025	4,600.00	.00
25795	4138	00	CLUB CADDIE	12/09/2025	571.45	.00
25796	455	00	CULLIGAN WATER COND.	12/09/2025	48.16	.00
25797	4299	00	DDB UNLIMITED, INC.	12/09/2025	16,655.62	.00
25798	440	00	DECO FOODSERVICE INCORP.	12/09/2025	32.12	.00
25799	3523	00	DEVELOPMENT MANAGEMENT GROUP INC.	12/09/2025	9,082.48	.00
25800	3580	00	DIAMOND PURE WATER	12/09/2025	45.00	.00
25801	4066	00	EBERHARD EQUIPMENT	12/09/2025	131.97	.00
25802	3943	00	ELLEN CAMPBELL	12/09/2025	313.70	.00
25803	4291	00	FONROCHE LIGHTING AMERICA INC	12/09/2025	8,242.09	.00
25804	3451	00	GREENS ELECTRIC, LLC	12/09/2025	2,011.86	.00
25805	3966	00	GT GOLF SUPPLIES	12/09/2025	712.32	.00
25806	2612	00	HARDWARE EXPRESS	12/09/2025	1,087.19	.00
25807	2612	00	HARDWARE EXPRESS	12/09/2025	233.16	.00
25808	3949	00	JANET JERNIGAN	12/09/2025	313.70	.00
25809	1757	00	MERCHANT JT & S	12/09/2025	650.00	.00
25810	4294	00	MOHAVE CONCIERGE PRIMARY CARE	12/09/2025	225.00	.00
25811	178	00	NAPA PARTS,TIRES & SERVICE	12/09/2025	855.54	.00
25812	194	00	NEEDLES CHAMBER OF COMMERCE	12/09/2025	2,000.00	.00
25813	1710	00	NEEDLES ELKS LODGE	12/09/2025	675.00	.00
25814	218	00	NEWS WEST PUBLISHING CO.	12/09/2025	378.96	.00
25815	1786	00	NPUA	12/09/2025	VOID	
25816	1786	00	NPUA	12/09/2025	VOID	
25817	1786	00	NPUA	12/09/2025	72,433.76	.00
25818	3767	00	PATRICK MARTINEZ	12/09/2025	1,938.50	.00
25819	238	00	PERFORMANCE GRAPHICS	12/09/2025	395.81	.00
25820	239	00	PHILLIPS EXCAVATING INC.	12/09/2025	127,132.99	.00
25821	3621	00	PRECISE BUILDERS INC.	12/09/2025	130,042.19	.00
25822	3994	00	PROVIDENTIAL SERVICES	12/09/2025	2,188.00	.00
25823	4063	00	PROVOAST AUTOMATION LLC	12/09/2025	234.08	.00
25824	15	00	QUILL LLC	12/09/2025	2,737.78	.00
25825	818	00	R & R PRODUCTS INC.	12/09/2025	2,567.31	.00
25826	2861	00	REINKE A/C CORP.	12/09/2025	782.50	.00
25827	309	00	REPUBLIC SERVICES #785	12/09/2025	111,133.21	.00
25828	4058	00	S-NET COMMUNICATIONS INC.	12/09/2025	1,697.22	.00
25829	3344	00	SLOVAK BARON & EMPEY LLP	12/09/2025	31,218.50	.00
25830	4121	00	SMART DOCUMENT SOLUTIONS	12/09/2025	170.25	.00
25831	3631	00	STOTZ EQUIPMENT	12/09/2025	453.43	.00
25832	3826	00	SWEEPER SHOP	12/09/2025	499.43	.00
25833	779	00	THATCHER COMPANY OF NEVADA, INC	12/09/2025	1,907.50	.00
25834	4008	00	THE PRINTER GUYS LLC	12/09/2025	1,541.98	.00

CHECK NUMBER	VENDOR NUMBER	SEQ#	VENDOR NAME	CHECK DATE	CHECK AMOUNT	DISCOUNTS/RETAINAGE TAKEN
25835	3950	00	TKE ENGINEERING INC	12/09/2025	1,935.00	.00
25836	3917	00	TOUCHSTONE GOLF LLC	12/09/2025	5,199.21	.00
25837	4285	00	TOUR EDGE GOLF MFG.INC	12/09/2025	831.00	.00
25838	2819	00	TRI-STATE HOSE & FITTINGS	12/09/2025	376.55	.00
25839	4207	00	TRIPEPI SMITH AND ASSOCIATES,INC	12/09/2025	1,044.75	.00
25840	3830	00	UNIFIRST CORPORATION	12/09/2025	976.62	.00
25841	761	00	USABLUEBOOK	12/09/2025	329.04	.00
25842	475	00	VASQUEZ & COMPANY LLP	12/09/2025	12,200.00	.00
25843	1917	00	VIRGINIA TASKER	12/09/2025	500.00	.00
25844	3702	00	WEST VENTURES INC. DBA:A TOE TRUCK	12/09/2025	375.00	.00
25845	3528	00	WESTERN ENVIRONMENTAL TESTING LAB.	12/09/2025	1,961.20	.00
25846	4284	00	ZONAR SYSTEMS	12/09/2025	712.63	.00
25847	1293	00	ZUBRICK T-SHIRTS	12/09/2025	91.00	.00
25848	3828	00	3D-NETWORKS LLC	12/09/2025	8,855.94	.00
NUMBER OF CHECKS			65 GRAND TOTAL		583,087.45	

Agenda Item 10.

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
25784	2345	A-B COMMUNICATIONS	004166		12/09/2025	510-4410-405.30-25	175.90		
							175.90	*	175.90
25785	4227	AMAZON CAPITAL SERVICES	003874		12/09/2025	243-3010-431.31-16	1,189.68		
			003956		12/09/2025	580-4750-473.61-21	90.19		
							1,279.87	*	1,279.87
25786	4301	ARKANCE USA, LLC	003763		12/09/2025	101-1035-416.61-09	440.00		
			003764		12/09/2025	101-2025-424.61-09	440.00		
							880.00	*	880.00
25787	3750	AUTO ZONE	003779		12/09/2025	511-3021-432.43-26	184.09-		
			003780		12/09/2025	511-3021-432.43-26	184.09		
			003781		12/09/2025	511-3021-432.43-26	20.89		
			003782		12/09/2025	511-3021-432.43-26	83.59		
			004012		12/09/2025	511-3021-432.43-22	55.48		
			004151		12/09/2025	511-3021-432.43-22	109.88		
			004152		12/09/2025	511-3021-432.43-22	109.88-		
			004153		12/09/2025	511-3021-432.43-37	346.62		
							506.58	*	506.58
25788	4289	BIG O TIRES	003783		12/09/2025	511-3021-432.43-37	1,730.43		
			004154		12/09/2025	511-3021-432.43-26	663.77		
							2,394.20	*	2,394.20
25789	3313	BLUE RIVER WATER CORP.	003727		12/09/2025	507-5761-453.43-08	22.95		
							22.95	*	22.95
25790	3595	BOOT BARN	003791		12/09/2025	101-3010-431.60-28	242.04		
			003792		12/09/2025	101-3010-431.60-28	227.51		
			003860		12/09/2025	101-5772-452.60-28	145.20		
			004155		12/09/2025	101-5772-452.60-28	212.99		
							827.74	*	827.74
25791	3392	BUG EMERGENCY INC.	003726		12/09/2025	507-5762-454.43-08	72.00		
			003927		12/09/2025	503-4720-475.43-02	52.00		
							124.00	*	124.00
25792	3856	CALIFORNIA CONSULTING, IN	003823		12/09/2025	101-3010-431.31-90	3,520.00		
							3,520.00	*	3,520.00
25793	3035	CENTURY LINK CORP.	003731		12/09/2025	507-5762-454.52-10	28.51		
							28.51	*	28.51
25794	4079	CIVICPLUS LLC	003861		12/09/2025	101-1030-414.61-09	4,600.00		
							4,600.00	*	4,600.00
25795	4138	CLUB CADDIE	003728		12/09/2025	507-5762-454.61-09	571.45		
							571.45	*	571.45

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
25796	455	CULLIGAN WATER COND.	003784		12/09/2025	511-3020-432.43-29	48.16		
							48.16	*	48.16
25797	4299	DDB UNLIMITED, INC.	PI0123	026066	12/09/2025	580-4750-473.43-12	16,655.62		
							16,655.62	*	16,655.62
25798	440	DECO FOODSERVICE INCORP.	003876		12/09/2025	507-5762-454.61-06	32.12		
							32.12	*	32.12
25799	3523	DEVELOPMENT MANAGEMENT GR	PI0108	026060	12/09/2025	101-1060-410.53-05	2,906.39		
			PI0109	026060	12/09/2025	502-4710-471.53-05	1,544.02		
			PI0110	026060	12/09/2025	503-4720-475.53-05	817.42		
			PI0111	026060	12/09/2025	580-4750-473.53-05	3,814.65		
							9,082.48	*	9,082.48
25800	3580	DIAMOND PURE WATER	003738		12/09/2025	503-4720-475.43-02	11.00		
			003785		12/09/2025	511-3020-432.43-29	17.00		
			003934		12/09/2025	101-5774-452.61-01	17.00		
							45.00	*	45.00
25801	4066	EBERHARD EQUIPMENT	004167		12/09/2025	507-5761-453.43-04	131.97		
							131.97	*	131.97
25802	3943	ELLEN CAMPBELL	004217		12/09/2025	101-1030-414.31-40	313.70		
							313.70	*	313.70
25803	4291	FONROCHE LIGHTING AMERICA	PI0122	026049	12/09/2025	580-4750-473.43-13	8,242.09		
							8,242.09	*	8,242.09
25804	3451	GREENS ELECTRIC, LLC	003970		12/09/2025	580-4750-473.60-55	1,966.25		
			003971		12/09/2025	580-4750-473.60-55	20.54		
			004156		12/09/2025	580-4750-473.43-02	25.07		
							2,011.86	*	2,011.86
25805	3966	GT GOLF SUPPLIES	003877		12/09/2025	507-5762-454.44-10	712.32		
							712.32	*	712.32
25806	2612	HARDWARE EXPRESS	003736		12/09/2025	503-4720-475.43-04	98.01		
			003737		12/09/2025	503-4720-475.43-04	45.98		
			003753		12/09/2025	101-2020-423.43-42	25.58		
			003786		12/09/2025	101-5772-452.43-18	10.77		
			003787		12/09/2025	101-5772-452.43-18	7.54		
			003788		12/09/2025	101-5772-452.43-04	16.16		
			003789		12/09/2025	101-5772-452.61-12	43.08		
			003790		12/09/2025	101-3010-431.61-21	8.60		
			003793		12/09/2025	101-3010-431.61-33	64.59		
			003794		12/09/2025	511-3021-432.43-26	17.23		
			003887		12/09/2025	507-5761-453.63-00	90.37		
			003929		12/09/2025	580-4750-473.43-02	254.97		
			003930		12/09/2025	580-4750-473.43-02	8.55		

Agenda Item 10.

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
25806	2612	HARDWARE EXPRESS	003972		12/09/2025	101-5772-452.60-40	80.75		
			003973		12/09/2025	101-3010-431.60-11	171.30		
			003974		12/09/2025	101-3010-431.60-11	32.31		
			003975		12/09/2025	101-5772-452.60-40	3.21		
			003976		12/09/2025	502-4710-471.60-32	37.46		
			004157		12/09/2025	511-3021-432.43-26	4.30		
			004158		12/09/2025	503-4720-475.43-04	46.74		
			004159		12/09/2025	503-4720-475.43-04	3.23		
			004219		12/09/2025	101-5774-452.43-18	16.46		
							1,087.19	*	1,087.19
25807	2612	HARDWARE EXPRESS	003878		12/09/2025	575-5555-485.43-02	14.01		
			003879		12/09/2025	575-5555-485.43-02	11.84		
			003880		12/09/2025	575-5555-485.43-02	26.49		
			003881		12/09/2025	575-5555-485.43-02	30.14		
			003882		12/09/2025	575-5555-485.43-02	21.76		
			003883		12/09/2025	575-5555-485.43-02	17.23		
			003884		12/09/2025	575-5555-485.43-02	32.30		
			003885		12/09/2025	575-5555-485.43-02	28.01		
			003886		12/09/2025	575-5555-485.43-02	51.38		
							233.16	*	233.16
25808	3949	JANET JERNIGAN	004218		12/09/2025	101-1030-414.31-40	313.70		
							313.70	*	313.70
25809	1757	MERCHANT JOB TRAINING & S	003826		12/09/2025	580-4750-473.31-40	650.00		
							650.00	*	650.00
25810	4294	MOHAVE CONCIERGE PRIMARY	004160		12/09/2025	101-1025-415.31-20	225.00		
							225.00	*	225.00
25811	178	NAPA PARTS,TIRES & SERVIC	003734		12/09/2025	503-4720-475.61-33	546.81		
			003796		12/09/2025	511-3021-432.43-26	30.15		
			003797		12/09/2025	511-3021-432.43-26	72.84		
			004161		12/09/2025	503-4720-475.61-33	57.08		
			004162		12/09/2025	503-4720-475.43-04	62.47		
			004163		12/09/2025	511-3020-432.61-14	86.19		
							855.54	*	855.54
25812	194	NEEDLES CHAMBER OF COMMER	003888		12/09/2025	101-1060-410.54-06	2,000.00		
							2,000.00	*	2,000.00
25813	1710	NEEDLES ELKS LODGE	003969		12/09/2025	101-1030-414.54-01	675.00		
							675.00	*	675.00
25814	218	NEWS WEST PUBLISHING CO.	003795		12/09/2025	101-1025-415.53-00	155.09		
			004212		12/09/2025	101-1030-414.53-00	106.34		
			004213		12/09/2025	101-0000-204.35-04	117.53		
							378.96	*	378.96
25815	1786	NPUA							VOIDED

Agenda Item 10.

CHECK NO	VENDOR NO	VENDOR NAME	VOUCHER NO	P.O. NO	DATE	ACCOUNT	REMITTANCE AMOUNT (NET OF DISC/RETAIN)	CHECK TOTAL
25816	1786	NPUA						VOIDED
25817	1786	NPUA	003745		12/09/2025	580-4750-473.41-11	76.89	
			003746		12/09/2025	580-4750-473.41-11	113.82	
			003754		12/09/2025	101-2020-423.41-10	219.28	
			003755		12/09/2025	101-2020-423.41-20	77.66	
			003756		12/09/2025	101-2020-423.41-30	174.40	
			003757		12/09/2025	510-4410-405.41-10	921.27	
			003758		12/09/2025	510-4410-405.41-20	267.23	
			003759		12/09/2025	510-4410-405.41-30	2,528.80	
			003760		12/09/2025	575-5555-485.41-10	313.23	
			003761		12/09/2025	575-5555-485.41-20	3,969.19	
			003762		12/09/2025	575-5555-485.41-30	4,856.89	
			003798		12/09/2025	101-5772-452.41-20	48.86	
			003799		12/09/2025	101-5772-452.41-20	236.11	
			003800		12/09/2025	101-5772-452.41-20	48.86	
			003801		12/09/2025	101-5772-452.41-20	48.86	
			003802		12/09/2025	101-5772-452.41-10	37.20	
			003803		12/09/2025	503-4720-475.41-10	363.72	
			003804		12/09/2025	503-4720-475.41-20	52.79	
			003805		12/09/2025	101-5772-452.41-20	1,022.55	
			003806		12/09/2025	101-5772-452.41-10	209.37	
			003807		12/09/2025	101-5772-452.41-10	222.36	
			003808		12/09/2025	101-5772-452.41-10	267.95	
			003809		12/09/2025	101-5772-452.41-10	728.89	
			003810		12/09/2025	101-5772-452.41-10	43.92	
			003811		12/09/2025	101-5772-452.41-20	1,957.44	
			003812		12/09/2025	101-5772-452.41-30	87.20	
			003813		12/09/2025	101-5772-452.41-20	226.65	
			003814		12/09/2025	101-5772-452.41-20	49.32	
			003815		12/09/2025	101-5772-452.41-20	902.10	
			003816		12/09/2025	101-5772-452.41-10	22.39	
			003817		12/09/2025	101-5772-452.41-10	59.88	
			003818		12/09/2025	101-5772-452.41-20	79.10	
			003819		12/09/2025	101-5772-452.41-10	75.63	
			003820		12/09/2025	101-1070-410.41-10	871.25	
			003821		12/09/2025	101-1070-410.41-20	256.40	
			003822		12/09/2025	101-1070-410.41-30	87.20	
			003849		12/09/2025	580-4750-473.41-11	37.20	
			003850		12/09/2025	580-4750-473.41-11	36.55	
			003851		12/09/2025	580-4750-473.41-11	35.97	
			003852		12/09/2025	503-4720-475.41-10	6,462.41	
			003853		12/09/2025	503-4720-475.41-20	252.59	
			003854		12/09/2025	503-4720-475.41-10	37.20	
			003855		12/09/2025	503-4720-475.41-20	231.93	
			003856		12/09/2025	206-5771-452.41-10	47.61	
			003857		12/09/2025	206-5771-452.41-20	7,273.14	
			003858		12/09/2025	206-5771-452.41-30	87.20	
			003862		12/09/2025	502-4710-471.41-10	52.76	
			003863		12/09/2025	502-4710-471.41-10	53.80	
			003873		12/09/2025	101-5772-452.41-30	87.20	

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
25817	1786	NPUA	003936		12/09/2025	101-5774-452.41-10	1,010.91	
			003937		12/09/2025	101-5774-452.41-20	254.43	
			003938		12/09/2025	101-5774-452.41-30	174.40	
			003939		12/09/2025	101-5774-452.41-10	107.98	
			003940		12/09/2025	101-5774-452.41-20	494.78	
			003941		12/09/2025	101-5770-452.41-10	1,682.11	
			003942		12/09/2025	101-5770-452.41-20	1,102.55	
			003943		12/09/2025	101-5770-452.41-30	87.20	
			003946		12/09/2025	101-5773-452.41-10	54.40	
			003982		12/09/2025	101-3010-431.41-10	370.74	
			003983		12/09/2025	101-3010-431.41-20	88.22	
			003984		12/09/2025	101-3010-431.41-30	436.00	
			003985		12/09/2025	101-5772-452.41-20	2,447.63	
			003986		12/09/2025	101-5772-452.41-10	409.89	
			003987		12/09/2025	101-5772-452.41-20	1,214.30	
			003988		12/09/2025	101-5772-452.41-10	59.41	
			003989		12/09/2025	101-5772-452.41-10	42.02	
			003990		12/09/2025	101-5772-452.41-20	1,040.66	
			003991		12/09/2025	101-5772-452.41-10	46.36	
			003992		12/09/2025	101-5772-452.41-20	232.64	
			003993		12/09/2025	101-5772-452.41-10	50.52	
			003994		12/09/2025	101-5772-452.41-20	244.55	
			003995		12/09/2025	101-5772-452.41-10	69.81	
			003996		12/09/2025	101-5772-452.41-20	828.06	
			003997		12/09/2025	502-4710-471.41-10	40.99	
			003998		12/09/2025	502-4710-471.41-10	75.85	
			004187		12/09/2025	580-4750-473.41-11	42.12	
			004188		12/09/2025	580-4750-473.41-11	36.25	
			004189		12/09/2025	580-4750-473.41-11	37.20	
			004190		12/09/2025	580-4750-473.41-11	64.73	
			004191		12/09/2025	507-5761-453.41-20	52.94	
			004192		12/09/2025	507-5761-453.41-20	12,333.48	
			004193		12/09/2025	507-5761-453.41-20	96.08	
			004194		12/09/2025	507-5761-453.41-20	56.11	
			004195		12/09/2025	507-5762-454.41-10	342.10	
			004196		12/09/2025	507-5762-454.41-10	130.53	
			004197		12/09/2025	502-4710-471.41-10	5,853.11	
			004198		12/09/2025	502-4710-471.41-10	2,457.68	
			004199		12/09/2025	502-4710-471.41-10	89.85	
			004200		12/09/2025	503-4720-475.41-10	38.05	
			004201		12/09/2025	503-4720-475.41-10	62.72	
			004202		12/09/2025	503-4720-475.41-20	48.98	
			004203		12/09/2025	503-4720-475.41-10	65.17	
			004204		12/09/2025	503-4720-475.41-20	48.86	
			004205		12/09/2025	580-4750-473.41-11	71.64	
			004206		12/09/2025	580-4750-473.41-11	39.48	
			004207		12/09/2025	507-5762-454.41-10	908.62	
			004208		12/09/2025	507-5762-454.41-20	179.80	
			004209		12/09/2025	507-5762-454.41-30	261.60	
			004210		12/09/2025	507-5761-453.41-10	141.14	

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
25817	1786	NPUA	004211		12/09/2025	507-5761-453.41-20	88.89		
							72,433.76	*	72,433.76
25818	3767	PATRICK MARTINEZ	003977		12/09/2025	101-1020-413.55-00	121.57		
			003978		12/09/2025	101-1020-413.55-00	123.62		
			003979		12/09/2025	502-4710-471.31-40	123.62		
			003980		12/09/2025	503-4720-475.31-40	123.62		
			003981		12/09/2025	580-4750-473.31-40	123.63		
			004226		12/09/2025	101-1020-413.55-00	723.17		
			004227		12/09/2025	101-1020-413.55-00	599.27		
							1,938.50	*	1,938.50
25819	238	PERFORMANCE GRAPHICS	003752		12/09/2025	101-1040-417.61-02	127.99		
			003825		12/09/2025	581-4750-473.72-08	40.87		
			003827		12/09/2025	101-1040-417.61-02	90.92		
			003829		12/09/2025	101-1040-417.61-02	136.03		
							395.81	*	395.81
25820	239	PHILLIPS EXCAVATING INC.	PI0125	026016	12/09/2025	582-4710-471.71-08	120,400.00		
			PI0126	026068	12/09/2025	580-4750-473.43-02	6,732.99		
							127,132.99	*	127,132.99
25821	3621	PRECISE BUILDERS INC.	PI0113	026047	12/09/2025	507-5762-454.72-10	130,042.19		
							130,042.19	*	130,042.19
25822	3994	PROVIDENTIAL SERVICES	003830		12/09/2025	101-2020-423.58-00	2,188.00		
							2,188.00	*	2,188.00
25823	4063	PROVOAST AUTOMATION LLC	003744		12/09/2025	503-4720-475.60-55	234.08		
							234.08	*	234.08
25824	15	QUILL LLC	003733		12/09/2025	101-1040-417.61-02	134.68		
			004164		12/09/2025	510-4410-405.61-01	620.93		
			004165		12/09/2025	510-4410-405.61-01	1,982.17		
							2,737.78	*	2,737.78
25825	818	R & R PRODUCTS INC.	003735		12/09/2025	507-5761-453.43-04	1,811.73		
			004169		12/09/2025	507-5761-453.61-12	737.76		
			004170		12/09/2025	507-5761-453.63-00	17.82		
							2,567.31	*	2,567.31
25826	2861	REINKE A/C CORP.	003732		12/09/2025	507-5762-454.43-08	452.50		
			004168		12/09/2025	507-5762-454.43-08	330.00		
							782.50	*	782.50
25827	309	REPUBLIC SERVICES #78	PI0106	026028	12/09/2025	505-4730-472.31-87	111,133.21		
							111,133.21	*	111,133.21
25828	4058	S-NET COMMUNICATIONS INC.	003999		12/09/2025	510-4410-405.52-10	1,697.22		
							1,697.22	*	1,697.22

Agenda Item 10.

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
25829	3344	SLOVAK BARON EMPEY MURPHY	003828		12/09/2025	101-2030-423.31-50	1,333.40		
			003831		12/09/2025	101-1025-415.31-50	2,030.80		
			003832		12/09/2025	101-1025-415.31-50	1,008.90		
			003833		12/09/2025	101-2030-423.31-50	2,892.20		
			003837		12/09/2025	502-4710-471.31-50	1,933.33		
			003838		12/09/2025	503-4720-475.31-50	1,933.33		
			003839		12/09/2025	580-4750-473.31-50	1,933.34		
			003840		12/09/2025	502-4710-471.31-50	11,546.20		
			003841		12/09/2025	101-1025-415.31-50	67.80		
			003842		12/09/2025	101-1015-412.31-50	5,984.80		
			003843		12/09/2025	502-4710-471.31-50	184.80		
			003844		12/09/2025	503-4720-475.31-50	184.80		
			003845		12/09/2025	580-4750-473.31-50	184.80		
							31,218.50	*	31,218.50
25830	4121	SMART DOCUMENT SOLUTION	003935		12/09/2025	101-5774-452.74-20	170.25		
							170.25	*	170.25
25831	3631	STOTZ EQUIPMENT	004172		12/09/2025	507-5761-453.43-04	453.43		
							453.43	*	453.43
25832	3826	SWEEPER SHOP	004171		12/09/2025	511-3021-432.43-26	499.43		
							499.43	*	499.43
25833	779	THATCHER COMPANY OF NEVAD	004173		12/09/2025	502-4710-471.60-32	1,907.50		
							1,907.50	*	1,907.50
25834	4008	THE PRINTER GUYS LLC	003739		12/09/2025	101-1040-417.61-02	109.80		
			003740		12/09/2025	101-1035-416.61-02	109.80		
			003741		12/09/2025	101-2025-424.61-02	109.80		
			003742		12/09/2025	101-2030-423.61-02	109.80		
			003743		12/09/2025	101-1030-414.61-02	109.80		
			003859		12/09/2025	101-1020-413.61-02	534.00		
			003864		12/09/2025	101-1020-413.61-02	189.00		
			003931		12/09/2025	101-1025-415.61-01	269.98		
							1,541.98	*	1,541.98
25835	3950	TKE ENGINEERING INC	003750		12/09/2025	582-4710-471.71-08	992.50		
			003846		12/09/2025	580-4750-473.31-90	137.50		
			003847		12/09/2025	101-0000-204.03-01	217.50		
			003848		12/09/2025	101-0000-204.35-04	132.50		
			PI0121	026029	12/09/2025	101-1040-417.31-16	455.00		
							1,935.00	*	1,935.00
25836	3917	TOUCHSTONE GOLF LLC	003729		12/09/2025	507-5762-454.55-00	199.21		
			PI0107	026018	12/09/2025	507-5762-454.31-89	5,000.00		
							5,199.21	*	5,199.21
25837	4285	TOUR EDGE GOLF MFG.INC	003725		12/09/2025	507-5762-454.44-10	831.00		
							831.00	*	831.00

Agenda Item 10.

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
25838	2819	TRI-STATE HOSE & FITTINGS	003865		12/09/2025	511-3021-432.43-26	178.36		
			003932		12/09/2025	502-4710-471.43-57	48.39		
			004174		12/09/2025	511-3021-432.43-26	149.80		
							376.55	*	376.55
25839	4207	TRIPEPI SMITH AND ASSOCIA	PI0112	026030	12/09/2025	101-1060-410.31-75	1,044.75		
							1,044.75	*	1,044.75
25840	3830	UNIFIRST CORPORATION	003748		12/09/2025	507-5762-454.43-08	26.25		
			003749		12/09/2025	503-4720-475.61-04	27.68		
			003866		12/09/2025	508-4810-478.61-04	10.84		
			003867		12/09/2025	502-4710-471.61-04	45.31		
			003868		12/09/2025	580-4750-473.61-04	158.59		
			003869		12/09/2025	101-5772-452.61-04	24.30		
			003870		12/09/2025	101-3010-431.61-04	154.39		
			003890		12/09/2025	507-5762-454.43-08	26.25		
			003933		12/09/2025	503-4720-475.61-04	27.68		
			003944		12/09/2025	101-5774-452.61-06	11.04		
			003945		12/09/2025	101-5774-452.61-06	11.04		
			003955		12/09/2025	580-4750-473.61-04	158.59		
			004000		12/09/2025	101-3010-431.61-04	154.39		
			004001		12/09/2025	101-5772-452.61-04	24.30		
			004175		12/09/2025	507-5762-454.43-08	26.25		
			004223		12/09/2025	502-4710-471.61-04	89.72		
							976.62	*	976.62
25841	761	USABLUEBOOK	004220		12/09/2025	502-4710-471.61-21	19.31		
			004221		12/09/2025	502-4710-471.61-21	38.22		
			004222		12/09/2025	502-4710-471.60-55	44.37		
			004224		12/09/2025	502-4710-471.60-55	227.14		
							329.04	*	329.04
25842	475	VASQUEZ & COMPANY LLP	PI0114	026012	12/09/2025	101-1025-415.31-49	4,941.00		
			PI0115	026012	12/09/2025	502-4710-471.31-49	915.00		
			PI0116	026012	12/09/2025	503-4720-475.31-49	646.60		
			PI0117	026012	12/09/2025	505-4730-472.31-49	402.60		
			PI0118	026012	12/09/2025	507-5761-453.31-49	463.60		
			PI0119	026012	12/09/2025	575-5555-485.31-49	1,183.40		
			PI0120	026012	12/09/2025	580-4750-473.31-49	3,647.80		
							12,200.00	*	12,200.00
25843	1917	VIRGINIA TASKER	003889		12/09/2025	101-1025-415.31-90	500.00		
							500.00	*	500.00
25844	3702	WEST VENTURES INC. DBA:A	003777		12/09/2025	101-2010-421.43-03	150.00		
			003778		12/09/2025	101-2010-421.43-03	225.00		
							375.00	*	375.00
25845	3528	WESTERN ENVIRONMENTAL TES	003871		12/09/2025	503-4720-475.59-75	406.20		
			004176		12/09/2025	503-4720-475.59-75	346.20		

Agenda Item 10.

BANK 04 WELLS FARGO BANK - CITY GENERAL CHECKING

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25845	3528	WESTERN ENVIRONMENTAL TES	004177		12/09/2025	503-4720-475.59-75	952.40		
			004225		12/09/2025	502-4710-471.59-75	256.40		
							1,961.20	*	1,961.20
25846	4284	ZONAR SYSTEMS	004002		12/09/2025	502-4710-471.31-90	104.79		
			004003		12/09/2025	580-4750-473.31-90	125.76		
			004004		12/09/2025	101-3010-431.31-90	125.76		
			004005		12/09/2025	503-4720-475.31-90	104.80		
			004006		12/09/2025	508-4810-478.31-90	20.96		
			004007		12/09/2025	101-2030-423.31-90	41.92		
			004008		12/09/2025	101-2025-424.31-90	20.96		
			004009		12/09/2025	575-5555-485.31-90	20.96		
			004010		12/09/2025	101-5772-452.31-90	104.80		
			004011		12/09/2025	101-2020-423.31-90	41.92		
							712.63	*	712.63
25847	1293	ZUBRICK T-SHIRTS	003872		12/09/2025	101-2030-423.61-04	50.00		
			003891		12/09/2025	101-2030-423.61-04	41.00		
							91.00	*	91.00
25848	3828	3D-NETWORKS LLC	003834		12/09/2025	509-4910-479.31-53	675.00		
			003835		12/09/2025	509-4910-479.31-90	1,705.94		
			003836		12/09/2025	509-4910-479.31-90	1,950.00		
			004214		12/09/2025	509-4910-479.31-90	1,925.00		
			004215		12/09/2025	509-4910-479.31-90	1,975.00		
			004216		12/09/2025	509-4910-479.31-53	625.00		
							8,855.94	*	8,855.94
						BANK/CHECK TOTAL	583,087.45		583,087.45
						ALL BANKS/CHECKS TOTAL	583,087.45		583,087.45

City of Needles, California
Request for City Council Action

☒ CITY COUNCIL ☐ NPUA ☒ Regular ☐ Special

Meeting Date: NOVEMBER 25, 2025

Title: Warrants

Background: **n/a**

Fiscal Impact: See attached Warrant Registers

Environmental Impact: n/a

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

Submitted By: Jill Taura, Interim Director of Finance

City Manager Approval: _____ Date: 12-2-2025

Other Department Approval (when required): _____ Date: _____

CITY OF NEEDLES CITY COUNCIL

WARRANT SUMMARY TOTALS FOR NOVEMBER 14, 2025-ACH PAYMENTS

		11/14/2025	FUND AMT.	YTD ACTUAL	BUDGET FY-25/26
FUND 101	GENERAL FUND	$ 5,452.46			
101.1015.412	CITY ATTORNEY	$ -		$ 17,584.80	$ 80,000.00
101.1020.413	CITY MANAGER	$ -		$ 88,180.22	$ 239,758.00
101.1025.415	FINANCE DEPT.	$ 500.00		$ 410,819.61	$ 1,194,656.00
101.1030.414	CITY CLERK/COUNCIL/MAYOR	$ -		$ 96,967.42	$ 262,348.00
101.1035.416	PLANNING /ZONING	$ -		$ 83,924.81	$ 264,816.00
101.1040.417	ENGINEERING	$ -		$ 102,272.02	$ 292,201.00
101.1060.410	COMMUNITY PROMOTIONS	$ -		$ 17,411.34	$ 106,875.00
101.1070.410	SENIOR CENTER	$ -		$ 37,101.01	$ 85,440.00
101.2010.421	SHERIFF	$ -		$ 1,788,187.60	$ 4,149,969.00
101.2020.423	ANIMAL SHELTER/CONTROL	$ -		$ 111,856.97	$ 344,967.00
101.2025.424	BULDING & SAFETY	$ -		$ 114,440.11	$ 458,902.00
101.2030.423	CODE ENFORCEMENT	$ 907.17		$ 161,132.41	$ 619,611.00
101.3010.431	PUBLIC WORKS	$ -		$ 248,927.05	$ 772,393.00
101.4730.472	SANITATION	$ -		$ 64,689.52	$ 175,673.00
101.5770.452.	AQUATICS	$ -		$ 121,030.72	$ 322,940.00
101.5772.452	PARKS	$ 127.67		$ 307,525.99	$ 946,980.00
101.5773.452	JACK SMITH PARK MARINA	$ -		$ 50,153.06	$ 164,115.00
101.5774.452	RECREATION	$ -		$ 142,994.15	$ 454,046.00
GENERAL FUND	TOTAL ALL GF DEPARTMENTS		$ 6,987.30	$ -	$ 10,935,690.00
FUND 102	GEN. FUND CAPITAL PROJECT		$ -	$ 225.52	$ 1,000,000.00
FUND 205	CDBG		$ -	$ 2,632.00	$ 7,900.00
FUND 206	CEMETERY		$ -	$ 92,035.11	$ 266,055.00
FUND 208	CALTRANS GRANTS		$ -	$ -	$ -
FUND 210	SPECIAL GAS TAX		$ -	$ 47,896.00	$ 643,684.00
FUND 213	DEPT OF HOUSE. & COMM DEVL		$ -	$ -	$ -
FUND 214	SANBAG NEW LOCAL MEAS I		$ -	$ -	$ 800,000.00
FUND 225	COPS-AB 3229 SUPPLEMENTAL		$ -	$ 196,523.86	$ 283,450.00
FUND 227	HAZARD MITIGATION		$ -	$ 2,530.00	$ 15,000.00
FUND 233	JACK SMITH PARK MARINA		$ -	$ -	$ -
FUND 238	STATE RECREATION GRANTS		$ -	$ -	$ -
FUND 239	CA.CONSERV RECYLING GRANT		$ -	$ -	$ 18,227.00
FUND 243	ACTIVE TRANSPORT PROGRAM		$ -	$ 29,472.50	$ 1,858,995.00
FUND 270	REDEVELOPMENT AGENCY		$ -	$ -	$ -
FUND 470	RDA CAP PROJ.LOW & MOD.		$ -	$ -	$ 56,726.00
FUND 501	NPUA		$ -	$ 855,402.08	$ 2,550,503.00
FUND 502	WATER DEPARTMENT		$ 669.43	$ 763,984.45	$ 2,376,734.00
FUND 503	WASTEWATER DEPARTMENT		$ 113.81	$ 392,356.35	$ 1,396,598.00
FUND 505	SANITATION		$ -	$ 470,801.31	$ 1,827,015.00
FUND 506	ALL AMERICAN CANAL PROJ.		$ -	$ 65,996.79	$ 1,246,800.00
FUND 507	GOLF FUND	$ -		$ -	
FUND 507-5761-453	GOLF MAINTENANCE DEPARTMENT	$ -		$ 238,947.88	$ 665,673.00
FUND 507-5762-454	GOLF PRO SHOP DEPARTMENT	$ -		$ 109,822.05	$ 458,231.00
FUND 507	GOLF FUND TOTAL		$ -		
FUND 508	CUST.SVC/UT BUSINESS OFFICE		$ 97.15	$ 165,742.93	$ 495,827.00
FUND 509	MIS		$ -	$ 131,988.02	$ 358,200.00
FUND 510	ADMIN. FACILITY		$ 127.48	$ 59,755.73	$ 364,253.00
FUND 511	FLEET MANAGEMENT		$ 40.93	$ 95,308.92	$ 306,904.00
FUND 512	VEHICLE REPLACEMENT		$ -	$ -	$ -
FUND 520	SR DIAL A RIDE		$ -	$ 23,794.82	$ 629,992.00
FUND 521	DIAL-A-RIDE MEDICAL TRANS.		$ -	$ 7,476.77	$ 55,211.00
FUND 525	NEEDLES AREA TRANSIT (NAT)		$ -	$ 133,983.34	$ 16,838.00
FUND 575	HOUSING		$ 149.80	$ 406,742.97	$ 1,107,428.00
FUND 580	ELECTRIC		$ 2,687.72	$ 4,236,752.56	$ 12,909,933.00
FUND 581	NPUA CAPITAL ELECTRIC		$ -	$ 373,914.46	$ 573,000.00
FUND 582	NPUA CAPITAL WATER		$ -	$ 606,088.28	$ 1,850,000.00
FUND 583	NPUA CAPITAL WASTEWATER		$ -	$ -	$ -
FUND 650	IMPACT FEES NORTH NEEDLES		$ -	$ -	$ -
FUND 651	IMPACT FEES SOUTH AREAS		$ -	$ -	$ -
TOTAL	ALL FUNDS & DEPARTMENTS		**$ 10,873.62**	$ 13,475,373.51	$ 45,074,867.00

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 inc

Patrick Martinez, City Manager — Date 12-2-25

Finance Department — Date 11/12/25

Virginia Tasker, City Treasurer — Date 11-17-25

Agenda Item 10.

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
25657	1305	00	EMPOWER ANNUITY INS CO OF AMERICA	11/14/2025	6,445.85	.00
25658	4094	00	EMPOWER ANNUITY INS CO OF AMERICA	11/14/2025	1,237.27	.00
25659	1296	00	FRONTIER	11/14/2025	255.15	.00
25660	4255	00	RAYMOND BERNASCONI	11/14/2025	907.17	.00
25661	1199	00	SBPEA TEAMSTERS LOCAL 1932	11/14/2025	1,095.82	.00
25662	1199	00	SBPEA TEAMSTERS LOCAL 1932	11/14/2025	409.51	.00
25663	284	00	SOUTHWEST GAS CORP.	11/14/2025	22.85	.00
25664	1917	00	VIRGINIA TASKER	11/14/2025	500.00	.00

NUMBER OF CHECKS 8 GRAND TOTAL 10,873.62

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
25657	1305	EMPOWER ANNUITY INS CO OF	003680		11/14/2025	101-0000-209.03-01	3,671.85		
			003681		11/14/2025	502-0000-209.03-01	435.00		
			003682		11/14/2025	580-0000-209.03-01	2,339.00		
							6,445.85	*	6,445.85
25658	4094	EMPOWER ANNUITY INS CO OF	003683		11/14/2025	101-0000-209.03-01	236.88		
			003684		11/14/2025	101-0000-209.03-01	90.00		
			003685		11/14/2025	101-0000-209.03-01	213.04		
			003686		11/14/2025	101-0000-209.03-01	161.01		
			003687		11/14/2025	101-0000-209.03-01	14.40		
			003688		11/14/2025	101-0000-209.03-01	161.79		
			003689		11/14/2025	101-0000-209.03-01	15.27		
			003690		11/14/2025	101-0000-209.03-01	120.47		
			003691		11/14/2025	503-0000-209.03-01	113.81		
			003692		11/14/2025	580-0000-209.03-01	110.60		
							1,237.27	*	1,237.27
25659	1296	FRONTIER	003668		11/14/2025	101-5772-452.52-10	127.67		
			003669		11/14/2025	510-4410-405.52-10	127.48		
							255.15	*	255.15
25660	4255	RAYMOND BERNASCONI	003667		11/14/2025	101-2030-423.55-00	907.17		
							907.17	*	907.17
25661	1199	SBPEA TEAMSTERS LOCAL 193	003674		11/14/2025	101-0000-209.03-01	577.12		
			003675		11/14/2025	502-0000-209.03-01	106.13		
			003676		11/14/2025	508-0000-209.03-01	97.15		
			003677		11/14/2025	511-0000-209.03-01	40.93		
			003678		11/14/2025	580-0000-209.03-01	191.86		
			003679		11/14/2025	575-0000-209.03-01	82.63		
							1,095.82	*	1,095.82
25662	1199	SBPEA TEAMSTERS LOCAL 193	003670		11/14/2025	101-0000-209.03-01	190.63		
			003671		11/14/2025	502-0000-209.03-01	128.30		
			003672		11/14/2025	575-0000-209.03-01	44.32		
			003673		11/14/2025	580-0000-209.03-01	46.26		
							409.51	*	409.51
25663	284	SOUTHWEST GAS CORP.	003629		11/14/2025	575-5555-485.41-50	22.85		
							22.85	*	22.85
25664	1917	VIRGINIA TASKER	003606		11/14/2025	101-1025-415.31-90	500.00		
							500.00	*	500.00
						BANK/CHECK TOTAL	10,873.62		10,873.62
						ALL BANKS/CHECKS TOTAL	10,873.62		10,873.62

Agenda Item 10.

CITY OF NEEDLES CITY COUNCIL

WARRANT SUMMARY TOTALS FOR NOVEMBER 6, 2025-ACH PAYMENTS

		11/6/2025	FUND AMT.	YTD ACTUAL	BUDGET FY-25/26
FUND 101	GENERAL FUND	$ -			
101.1015.412	CITY ATTORNEY	$ -		$ 17,584.80	$ 80,000.00
101.1020.413	CITY MANAGER	$ -		$ 88,180.22	$ 239,758.00
101.1025.415	FINANCE DEPT.	$ 13,893.75		$ 402,319.85	$ 1,194,656.00
101.1030.414	CITY CLERK/COUNCIL/MAYOR	$ -		$ 96,927.42	$ 262,348.00
101.1035.416	PLANNING /ZONING	$ -		$ 83,924.81	$ 264,816.00
101.1040.417	ENGINEERING	$ -		$ 102,272.02	$ 292,201.00
101.1060.410	COMMUNITY PROMOTIONS	$ -		$ 15,411.34	$ 106,875.00
101.1070.410	SENIOR CENTER	$ -		$ 37,101.01	$ 85,440.00
101.2010.421	SHERIFF	$ 111,545.00		$ 1,788,187.60	$ 4,149,969.00
101.2020.423	ANIMAL SHELTER/CONTROL	$ 553.24		$ 111,810.34	$ 344,967.00
101.2025.424	BULDING & SAFETY	$ 159.20		$ 114,440.11	$ 458,902.00
101.2030.423	CODE ENFORCEMENT	$ 163.23		$ 160,225.24	$ 619,611.00
101.3010.431	PUBLIC WORKS	$ 2,689.38		$ 248,007.62	$ 772,393.00
101.4730.472	SANITATION	$ -		$ 64,689.52	$ 175,673.00
101.5770.452.	AQUATICS	$ -		$ 120,890.72	$ 322,940.00
101.5772.452	PARKS	$ 665.72		$ 306,795.39	$ 946,980.00
101.5773.452	JACK SMITH PARK MARINA	$ -		$ 50,153.06	$ 164,115.00
101.5774.452	RECREATION	$ 12.42		$ 142,793.11	$ 454,046.00
GENERAL FUND	TOTAL ALL GF DEPARTMENTS		$ 129,681.94	$ -	$ 10,935,690.00
FUND 102	GEN. FUND CAPITAL PROJECT		$ -	$ 225.52	$ 1,000,000.00
FUND 205	CDBG		$ -	$ 2,632.00	$ 7,900.00
FUND 206	CEMETERY		$ -	$ 90,201.62	$ 266,055.00
FUND 208	CALTRANS GRANTS		$ -	$ -	$ -
FUND 210	SPECIAL GAS TAX		$ -	$ 47,896.00	$ 643,684.00
FUND 213	DEPT OF HOUSE. & COMM DEVL		$ -	$ -	$ -
FUND 214	SANBAG NEW LOCAL MEAS I		$ -	$ -	$ 800,000.00
FUND 225	COPS-AB 3229 SUPPLEMENTAL		$ 147,941.00	$ 196,523.86	$ 283,450.00
FUND 227	HAZARD MITIGATION		$ -	$ 2,530.00	$ 15,000.00
FUND 233	JACK SMITH PARK MARINA		$ -	$ -	$ -
FUND 238	STATE RECREATION GRANTS		$ -	$ -	$ -
FUND 239	CA.CONSERV RECYLING GRANT		$ -	$ -	$ 18,227.00
FUND 243	ACTIVE TRANSPORT PROGRAM		$ -	$ 29,472.50	$ 1,858,995.00
FUND 270	REDEVELOPMENT AGENCY		$ -	$ -	$ -
FUND 470	RDA CAP PROJ.LOW & MOD.		$ -	$ -	$ 56,726.00
FUND 501	NPUA		$ -	$ 855,402.08	$ 2,550,503.00
FUND 502	WATER DEPARTMENT		$ 6,387.10	$ 762,429.68	$ 2,376,734.00
FUND 503	WASTEWATER DEPARTMENT		$ 4,737.39	$ 364,680.63	$ 1,396,598.00
FUND 505	SANITATION		$ -	$ 470,149.49	$ 1,827,015.00
FUND 506	ALL AMERICAN CANAL PROJ.		$ -	$ 65,996.79	$ 1,246,800.00
FUND 507	GOLF FUND	$ -		$ -	
FUND 507-5761-453	GOLF MAINTENANCE DEPARTMENT	$ 1,239.26		$ 238,197.28	$ 665,673.00
FUND 507-5762-454	GOLF PRO SHOP DEPARTMENT	$ -		$ 109,822.05	$ 458,231.00
FUND 507	GOLF FUND TOTAL		$ 1,239.26		
FUND 508	CUST.SVC/UT BUSINESS OFFICE		$ -	$ 165,742.93	$ 495,827.00
FUND 509	MIS		$ -	$ 131,988.02	$ 358,200.00
FUND 510	ADMIN. FACILITY		$ 26.56	$ 59,628.25	$ 364,253.00
FUND 511	FLEET MANAGEMENT		$ -	$ 95,192.23	$ 306,904.00
FUND 512	VEHICLE REPLACEMENT		$ -	$ -	$ -
FUND 520	SR DIAL A RIDE		$ -	$ 23,794.82	$ 629,992.00
FUND 521	DIAL-A-RIDE MEDICAL TRANS.		$ -	$ 7,476.77	$ 55,211.00
FUND 525	NEEDLES AREA TRANSIT (NAT)		$ -	$ 133,983.34	$ 16,838.00
FUND 575	HOUSING		$ 31,128.59	$ 404,469.12	$ 1,107,428.00
FUND 580	ELECTRIC		$ 5,891.78	$ 4,193,178.29	$ 12,909,933.00
FUND 581	NPUA CAPITAL ELECTRIC		$ -	$ 373,914.46	$ 573,000.00
FUND 582	NPUA CAPITAL WATER		$ -	$ 606,088.28	$ 1,850,000.00
FUND 583	NPUA CAPITAL WASTEWATER		$ -	$ -	$ -
FUND 650	IMPACT FEES NORTH NEEDLES		$ -	$ -	$ -
FUND 651	IMPACT FEES SOUTH AREAS		$ -	$ -	$ -
TOTAL	ALL FUNDS & DEPARTMENTS		**$ 327,033.62**	$ 13,383,330.19	$ 45,074,867.00

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 inc

Patrick Martinez, City Manager — Date 11-2-2025

Finance Department — Date 11/6/25

Virginia Tasker, City Treasurer — Date 11-17-25

Agenda Item 10.

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
25626	4112	00	APOMIX, LLC	11/06/2025	987.00	.00
25627	4194	00	AVA GROUP LLC	11/06/2025	11,339.00	.00
25628	4102	00	CHARLOTTE SCHROEDER	11/06/2025	5,567.00	.00
25629	4297	00	CITY OF PASADENA	11/06/2025	1,632.09	.00
25630	4218	00	CRYSTAL BUTLER	11/06/2025	29.00	.00
25631	3000	00	DON MCCONE	11/06/2025	1,931.00	.00
25632	4110	00	ELIZABETH HARR	11/06/2025	81.00	.00
25633	394	01	EMPLOYMENT DEVELOPMENT DEPARTMENT	11/06/2025	210.97	.00
25634	4109	00	HAROLD LAD RASPLICKA 2000 FAM TRUST	11/06/2025	341.00	.00
25635	4106	00	HENRY BAGHDADY	11/06/2025	1,335.00	.00
25636	4278	00	HOUSING AUTH COUNTY OF SAN DIEGO	11/06/2025	923.09	.00
25637	4250	00	HOUSING AUTH OF THURSTON COUNTY	11/06/2025	1,879.04	.00
25638	4242	00	INNOVATIVE PROPERTY SOLUTIONS	11/06/2025	2,121.00	.00
25639	4292	00	KYLIE BECKERLE	11/06/2025	64.50	.00
25640	4196	00	MV CHENG & ASSOCIATES INC.	11/06/2025	27,787.50	.00
25641	4104	00	RIVER GARDENS LLC	11/06/2025	2,292.00	.00
25642	2589	00	SAN BERNARDINO COUNTY	11/06/2025	8,275.13	.00
25643	284	00	SOUTHWEST GAS CORP.	11/06/2025	71.90	.00
25644	4107	00	SYLVIA POLEN	11/06/2025	555.00	.00
25645	4287	00	T-MOBILE USA, INC.	11/06/2025	125.40	.00
25646	4280	00	WEST COAST RENOVATORS	11/06/2025	259,486.00	.00

NUMBER OF CHECKS 21 GRAND TOTAL 327,033.62

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
25626	4112	APOMIX, LLC	003493		11/06/2025	575-5555-485.69-51	555.00		
			003494		11/06/2025	575-5555-485.69-51	432.00		
							987.00	*	987.00
25627	4194	AVA GROUP LLC	003498		11/06/2025	575-5555-485.69-58	982.00		
			003499		11/06/2025	575-5555-485.69-58	824.00		
			003500		11/06/2025	575-5555-485.69-58	1,007.00		
			003501		11/06/2025	575-5555-485.69-58	1,365.00		
			003502		11/06/2025	575-5555-485.69-58	1,322.00		
			003503		11/06/2025	575-5555-485.69-58	1,020.00		
			003504		11/06/2025	575-5555-485.69-58	1,034.00		
			003505		11/06/2025	575-5555-485.69-58	992.00		
			003506		11/06/2025	575-5555-485.69-58	536.00		
			003507		11/06/2025	575-5555-485.69-58	582.00		
			003508		11/06/2025	575-5555-485.69-51	977.00		
			003570		11/06/2025	575-5555-485.69-58	131.00		
			003573		11/06/2025	575-5555-485.69-51	567.00		
							11,339.00	*	11,339.00
25628	4102	CHARLOTTE SCHROEDER	003477		11/06/2025	575-5555-485.69-51	1,115.00		
			003478		11/06/2025	575-5555-485.69-51	1,850.00		
			003479		11/06/2025	575-5555-485.69-51	1,208.00		
			003480		11/06/2025	575-5555-485.69-51	1,394.00		
							5,567.00	*	5,567.00
25629	4297	CITY OF PASADENA	003547		11/06/2025	575-5555-485.69-51	977.00		
			003548		11/06/2025	575-5555-485.69-51	88.09		
			003572		11/06/2025	575-5555-485.69-51	567.00		
							1,632.09	*	1,632.09
25630	4218	CRYSTAL BUTLER	003510		11/06/2025	575-5555-485.69-51	29.00		
							29.00	*	29.00
25631	3000	DON MCCONE	003490		11/06/2025	575-5555-485.69-51	831.00		
			003491		11/06/2025	575-5555-485.69-51	1,100.00		
							1,931.00	*	1,931.00
25632	4110	ELIZABETH HARR	003511		11/06/2025	575-5555-485.69-51	81.00		
							81.00	*	81.00
25633	394	EMPLOYMENT DEVELOPMENT DE	003444		11/06/2025	101-5772-452.24-01	210.97		
							210.97	*	210.97
25634	4109	HAROLD LAD RASPLICKA 2000	003492		11/06/2025	575-5555-485.69-51	341.00		
							341.00	*	341.00
25635	4106	HENRY BAGHDADY	003486		11/06/2025	575-5555-485.69-51	508.00		
			003487		11/06/2025	575-5555-485.69-51	426.00		
			003488		11/06/2025	575-5555-485.69-51	401.00		
							1,335.00	*	1,335.00

CHECK NO	VENDOR NO	VENDOR NAME	VOUCHER NO	P.O. NO	DATE	ACCOUNT	REMITTANCE AMOUNT (NET OF DISC/RETAIN)		CHECK TOTAL
25636	4278	HOUSING AUTH COUNTY OF SA	003516		11/06/2025	575-5555-485.69-51	88.09		
			003517		11/06/2025	575-5555-485.69-51	835.00		
							923.09	*	923.09
25637	4250	HOUSING AUTH OF THURSTON	003513		11/06/2025	575-5555-485.69-51	88.09		
			003515		11/06/2025	575-5555-485.69-51	1,409.00		
			003567		11/06/2025	575-5555-485.69-51	76.39		
			003568		11/06/2025	575-5555-485.69-51	76.39		
			003569		11/06/2025	575-5555-485.69-51	76.39		
			003571		11/06/2025	575-5555-485.69-51	76.39		
			000498		11/06/2025	575-5555-485.69-51	76.39		
							1,879.04	*	1,879.04
25638	4242	INNOVATIVE PROPERTY SOLUT	003495		11/06/2025	575-5555-485.69-51	457.00		
			003496		11/06/2025	575-5555-485.69-51	1,141.00		
			003497		11/06/2025	575-5555-485.69-58	523.00		
							2,121.00	*	2,121.00
25639	4292	KYLIE BECKERLE	002622		11/06/2025	101-2020-423.55-00	64.50		
							64.50	*	64.50
25640	4196	MV CHENG & ASSOCIATES INC	003518		11/06/2025	101-1025-415.31-90	13,893.75		
			003519		11/06/2025	502-4710-471.31-90	4,723.88		
			003520		11/06/2025	503-4720-475.31-90	4,445.99		
			003521		11/06/2025	580-4750-473.31-90	4,723.88		
							27,787.50	*	27,787.50
25641	4104	RIVER GARDENS LLC	003481		11/06/2025	575-5555-485.69-51	446.00		
			003482		11/06/2025	575-5555-485.69-51	445.00		
			003483		11/06/2025	575-5555-485.69-51	475.00		
			003484		11/06/2025	575-5555-485.69-51	366.00		
			003485		11/06/2025	575-5555-485.69-51	560.00		
							2,292.00	*	2,292.00
25642	2589	SAN BERNARDINO COUNTY	003593		11/06/2025	101-2020-423.62-00	488.74		
			003594		11/06/2025	101-2025-424.62-00	159.20		
			003595		11/06/2025	101-2030-423.62-00	163.23		
			003596		11/06/2025	101-3010-431.62-00	2,670.60		
			003598		11/06/2025	101-5772-452.62-00	454.75		
			003599		11/06/2025	101-5774-452.62-00	12.42		
			003600		11/06/2025	575-5555-485.62-00	116.37		
			003601		11/06/2025	502-4710-471.62-00	1,600.52		
			003603		11/06/2025	503-4720-475.62-00	291.40		
			003604		11/06/2025	507-5761-453.62-00	1,212.70		
			003605		11/06/2025	580-4750-473.62-00	1,105.20		
							8,275.13	*	8,275.13
25643	284	SOUTHWEST GAS CORP.	003474		11/06/2025	510-4410-405.41-60	26.56		
			003475		11/06/2025	507-5761-453.41-50	26.56		
			003476		11/06/2025	101-3010-431.41-60	18.78		

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
25643	284	SOUTHWEST GAS CORP.					71.90	*	71.90
25644	4107	SYLVIA POLEN	003489		11/06/2025	575-5555-485.69-51	555.00		
							555.00	*	555.00
25645	4287	T-MOBILE USA, INC.	003523		11/06/2025	502-4710-471.52-10	62.70		
			003524		11/06/2025	580-4750-473.52-10	62.70		
							125.40	*	125.40
25646	4280	WEST COAST RENOVATORS	PI0093	026061	11/06/2025	101-2010-421.72-12	111,545.00		
			PI0094	026061	11/06/2025	225-2010-421.72-12	147,941.00		
							259,486.00	*	259,486.00
						BANK/CHECK TOTAL	327,033.62		327,033.62
						ALL BANKS/CHECKS TOTAL	327,033.62		327,033.62

CITY OF NEEDLES CITY COUNCIL

WARRANT SUMMARY TOTALS FOR NOVEMBER 25, 2025-ACH PAYMENTS

		11/25/2025	FUND AMT.	YTD ACTUAL	BUDGET FY-25/26
FUND 101	GENERAL FUND	$ 4,172.56			
101.1015.412	CITY ATTORNEY	$ -		$ 17,584.80	$ 80,000.00
101.1020.413	CITY MANAGER	$ 455.00		$ 88,180.22	$ 239,758.00
101.1025.415	FINANCE DEPT.	$ 12,117.72		$ 410,819.61	$ 1,194,656.00
101.1030.414	CITY CLERK/COUNCIL/MAYOR	$ 10,716.83		$ 96,967.42	$ 262,348.00
101.1035.416	PLANNING /ZONING	$ 157.50		$ 84,082.31	$ 264,816.00
101.1040.417	ENGINEERING	$ 731.94		$ 102,272.02	$ 292,201.00
101.1060.410	COMMUNITY PROMOTIONS	$ 2,000.00		$ 17,411.34	$ 106,875.00
101.1070.410	SENIOR CENTER	$ 405.00		$ 37,101.01	$ 85,440.00
101.2010.421	SHERIFF	$ -		$ 1,788,187.60	$ 4,149,969.00
101.2020.423	ANIMAL SHELTER/CONTROL	$ 366.63		$ 112,106.97	$ 344,967.00
101.2025.424	BULDING & SAFETY	$ -		$ 114,440.11	$ 458,902.00
101.2030.423	CODE ENFORCEMENT	$ 8,324.58		$ 169,386.99	$ 619,611.00
101.3010.431	PUBLIC WORKS	$ 6,494.01		$ 254,169.60	$ 772,393.00
101.4730.472	SANITATION	$ 4,121.00		$ 64,689.52	$ 175,673.00
101.5770.452.	AQUATICS	$ 140.00		$ 121,030.72	$ 322,940.00
101.5772.452	PARKS	$ 905.11		$ 307,589.98	$ 946,980.00
101.5773.452	JACK SMITH PARK MARINA	$ -		$ 50,153.06	$ 164,115.00
101.5774.452	RECREATION	$ 694.08		$ 142,994.15	$ 454,046.00
GENERAL FUND	TOTAL ALL GF DEPARTMENTS		$ 51,801.96	$ -	$ 10,935,690.00
FUND 102	GEN. FUND CAPITAL PROJECT		$ 138.42	$ 225.52	$ 1,000,000.00
FUND 205	CDBG		$ -	$ 2,632.00	$ 7,900.00
FUND 206	CEMETERY		$ 1,633.44	$ 92,035.11	$ 266,055.00
FUND 208	CALTRANS GRANTS		$ -	$ -	$ -
FUND 210	SPECIAL GAS TAX		$ -	$ 47,896.00	$ 643,684.00
FUND 213	DEPT OF HOUSE. & COMM DEVL		$ -	$ -	$ -
FUND 214	SANBAG NEW LOCAL MEAS I		$ -	$ -	$ 800,000.00
FUND 225	COPS-AB 3229 SUPPLEMENTAL		$ -	$ 196,523.86	$ 283,450.00
FUND 227	HAZARD MITIGATION		$ -	$ 2,530.00	$ 15,000.00
FUND 233	JACK SMITH PARK MARINA		$ -	$ -	$ -
FUND 238	STATE RECREATION GRANTS		$ -	$ -	$ -
FUND 239	CA.CONSERV RECYLING GRANT		$ -	$ -	$ 18,227.00
FUND 243	ACTIVE TRANSPORT PROGRAM		$ -	$ 29,472.50	$ 1,858,995.00
FUND 270	REDEVELOPMENT AGENCY		$ -	$ -	$ -
FUND 470	RDA CAP PROJ.LOW & MOD.		$ -	$ -	$ 56,726.00
FUND 501	NPUA		$ 172.05	$ 855,402.08	$ 2,550,503.00
FUND 502	WATER DEPARTMENT		$ 12,639.97	$ 768,534.65	$ 2,376,734.00
FUND 503	WASTEWATER DEPARTMENT		$ 29,746.90	$ 392,356.35	$ 1,396,598.00
FUND 505	SANITATION		$ 651.82	$ 470,801.31	$ 1,827,015.00
FUND 506	ALL AMERICAN CANAL PROJ.		$ -	$ 65,996.79	$ 1,246,800.00
FUND 507	GOLF FUND	$ -		$ -	
FUND 507-5761-453	GOLF MAINTENANCE DEPARTMENT	$ 12,004.23		$ 239,716.40	$ 665,673.00
FUND 507-5762-454	GOLF PRO SHOP DEPARTMENT	$ 10,535.62		$ 110,233.59	$ 458,231.00
FUND 507	GOLF FUND TOTAL		$ 22,539.85		
FUND 508	CUST.SVC/UT BUSINESS OFFICE		$ 873.47	$ 166,382.88	$ 495,827.00
FUND 509	MIS		$ 5,748.61	$ 136,493.01	$ 358,200.00
FUND 510	ADMIN. FACILITY		$ 818.06	$ 60,573.79	$ 364,253.00
FUND 511	FLEET MANAGEMENT		$ 796.45	$ 95,451.74	$ 306,904.00
FUND 512	VEHICLE REPLACEMENT		$ -	$ -	$ -
FUND 520	SR DIAL A RIDE		$ 7,201.45	$ 30,996.27	$ 629,992.00
FUND 521	DIAL-A-RIDE MEDICAL TRANS.		$ 2,306.48	$ 9,783.25	$ 55,211.00
FUND 525	NEEDLES AREA TRANSIT (NAT)		$ 38,687.78	$ 172,671.12	$ 16,838.00
FUND 575	HOUSING		$ 2,586.00	$ 406,992.97	$ 1,107,428.00
FUND 580	ELECTRIC		$ 82,548.70	$ 4,257,565.99	$ 12,909,933.00
FUND 581	NPUA CAPITAL ELECTRIC		$ -	$ 373,914.46	$ 573,000.00
FUND 582	NPUA CAPITAL WATER		$ -	$ 606,088.28	$ 1,850,000.00
FUND 583	NPUA CAPITAL WASTEWATER		$ -	$ -	$ -
FUND 650	IMPACT FEES NORTH NEEDLES		$ -	$ -	$ -
FUND 651	IMPACT FEES SOUTH AREAS		$ -	$ -	$ -
TOTAL	ALL FUNDS & DEPARTMENTS		**$ 260,891.41**	$ 13,570,437.35	$ 45,074,867.00

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 inc

12-2-2025

Patrick Martinez, City Manager — Date

11/14/25

Finance Department — Date

11-17-25

Virginia Tasker, City Treasurer — Date

Agenda Item 10.

CHECK NUMBER	VENDOR NUMBER	SEQ#	VENDOR NAME	CHECK DATE	CHECK AMOUNT	DISCOUNTS/RETAINAGE TAKEN
25665	342	00	ABC FIRE EXTINGUISHER CO.	11/25/2025	527.98	.00
25666	3305	00	AGUA CALIENTE	11/25/2025	18,200.00	.00
25667	3750	00	AUTO ZONE	11/25/2025	619.38	.00
25668	2629	00	BARON PEST SOLUTIONS	11/25/2025	95.00	.00
25669	3313	00	BLUE RIVER WATER CORP.	11/25/2025	23.80	.00
25670	3595	00	BOOT BARN	11/25/2025	1,152.34	.00
25671	7	00	BORDER STATES INDUSTRIES, INC.	11/25/2025	11,368.67	.00
25672	3479	00	BRAUN BLAISING & WYNNE,P.C.	11/25/2025	88.88	.00
25673	3392	00	BUG EMERGENCY INC.	11/25/2025	420.00	.00
25674	709	00	CALLAWAY	11/25/2025	308.58	.00
25675	440	00	DECO FOODSERVICE INCORP.	11/25/2025	574.19	.00
25676	2487	00	DELL MARKETING L.P.	11/25/2025	10,083.32	.00
25677	3580	00	DIAMOND PURE WATER	11/25/2025	66.00	.00
25678	3890	00	EAN SERVICES, LLC	11/25/2025	494.02	.00
25679	4066	00	EBERHARD EQUIPMENT	11/25/2025	3,462.11	.00
25680	3462	00	EUSI LLC	11/25/2025	26,177.24	.00
25681	1	00	FLORES, ANNABELLE	11/25/2025	62.12	.00
25682	324	00	GRAINGER	11/25/2025	1,272.89	.00
25683	2612	00	HARDWARE EXPRESS	11/25/2025	1,026.98	.00
25684	3864	00	HORIZON TECHNOLOGIES INC.	11/25/2025	980.00	.00
25685	3800	00	IWORQ	11/25/2025	4,698.00	.00
25686	4064	00	JIM DAVIS, LLC	11/25/2025	353.42	.00
25687	4293	00	JJK WORKPLACE,LLC	11/25/2025	500.00	.00
25688	1	00	JONAS LALEHZADEH	11/25/2025	3,987.33	.00
25689	2334	00	KERN TURF SUPPLY INC.	11/25/2025	1,319.92	.00
25690	4282	00	LSL, LLP	11/25/2025	19,752.50	.00
25691	2485	00	MESA VALLEY PIPE & SUPPLY	11/25/2025	249.54	.00
25692	2189	00	MOHAVE ENVIRONMENTAL LAB	11/25/2025	280.00	.00
25693	3337	00	MOJAVE DESERT & MOUNTAIN INTEGRATED	11/25/2025	4,121.00	.00
25694	178	00	NAPA PARTS,TIRES & SERVICE	11/25/2025	906.63	.00
25695	194	00	NEEDLES CHAMBER OF COMMERCE	11/25/2025	2,000.00	.00
25696	218	00	NEWS WEST PUBLISHING CO.	11/25/2025	138.42	.00
25697	1786	00	NPUA	11/25/2025	4,255.15	.00
25698	3324	00	OFFICE EXPRESS	11/25/2025	36.96	.00
25699	3315	00	ONLINE COLLECTIONS	11/25/2025	53.68	.00
25700	4295	00	OPEN MEETING TECHNOLOGIES, LLC	11/25/2025	10,500.00	.00
25701	1	00	OSTBY, KAMERON	11/25/2025	109.93	.00
25702	238	00	PERFORMANCE GRAPHICS	11/25/2025	124.08	.00
25703	1927	00	PRESTIGE FLAG	11/25/2025	1,277.96	.00
25704	15	00	QUILL LLC	11/25/2025	1,242.21	.00
25705	818	00	R & R PRODUCTS INC.	11/25/2025	1,267.85	.00
25706	3938	00	RIVER ROCK PROMOTIONS & PRINTING	11/25/2025	176.83	.00
25707	4049	00	ROGER MILLER	11/25/2025	140.06	.00
25708	2687	00	S.B. COUNTY FIRE PROTECTION DIST	11/25/2025	875.00	.00
25709	4001	00	SIMPLOT TURF & HORTICULTURE	11/25/2025	4,072.95	.00
25710	3344	00	SLOVAK BARON & EMPEY LLP	11/25/2025	12,839.90	.00
25711	2435	00	T & R ELECTRIC SUPPLY COMPANY INCOR	11/25/2025	37,066.95	.00
25712	779	00	THATCHER COMPANY OF NEVADA, INC	11/25/2025	2,543.32	.00
25713	4008	00	THE PRINTER GUYS LLC	11/25/2025	1,384.94	.00
25714	3950	00	TKE ENGINEERING INC	11/25/2025	175.00	.00
25715	3917	00	TOUCHSTONE GOLF LLC	11/25/2025	10,000.00	.00

CHECK NUMBER	VENDOR NUMBER	SEQ#	VENDOR NAME	CHECK DATE	CHECK AMOUNT	DISCOUNTS/RETAINAGE TAKEN
25716	3873	00	TRANSPORTATION CONCEPTS	11/25/2025	48,195.71	.00
25717	3014	00	TRI STATE FIRE & SECURITY	11/25/2025	489.72	.00
25718	3266	00	TRI STATE TOOL REPAIR	11/25/2025	818.24	.00
25719	772	00	TRI-STATE ACE HARDWARE	11/25/2025	730.32	.00
25720	2819	00	TRI-STATE HOSE & FITTINGS	11/25/2025	27.29	.00
25721	3825	00	ULTRA PEST CONTROL, LLC	11/25/2025	90.00	.00
25722	315	00	UNDERGROUND SERVICE ALERT OF SO CAL	11/25/2025	283.97	.00
25723	3830	00	UNIFIRST CORPORATION	11/25/2025	803.52	.00
25724	761	00	USABLUEBOOK	11/25/2025	251.00	.00
25725	3828	00	3D-NETWORKS LLC	11/25/2025	5,748.61	.00

NUMBER OF CHECKS 61 GRAND TOTAL 260,891.41

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
25665	342	ABC FIRE EXTINGUISHER CO.	003610		11/25/2025	580-4750-473.43-02	527.98		
							527.98	*	527.98
25666	3305	AGUA CALIENTE	003649		11/25/2025	580-4750-473.63-10	18,200.00		
							18,200.00	*	18,200.00
25667	3750	AUTO ZONE	003563		11/25/2025	511-3021-432.43-36	171.16		
			003564		11/25/2025	511-3021-432.43-26	164.85		
			003565		11/25/2025	511-3021-432.43-38	177.27		
			003566		11/25/2025	511-3021-432.43-26	11.64		
			003631		11/25/2025	511-3021-432.43-26	3.09		
			003632		11/25/2025	101-0000-204.11-00	10.23		
			003633		11/25/2025	511-3021-432.43-26	20.89		
			003634		11/25/2025	511-3021-432.43-27	19.62		
			003635		11/25/2025	511-3021-432.43-26	191.63		
			003636		11/25/2025	511-3021-432.43-26	195.94-		
			003693		11/25/2025	502-4710-471.43-57	44.94		
							619.38	*	619.38
25668	2629	BARON PEST SOLUTIONS	003662		11/25/2025	510-4410-405.43-01	95.00		
							95.00	*	95.00
25669	3313	BLUE RIVER WATER CORP.	003419		11/25/2025	507-5761-453.43-08	23.80		
							23.80	*	23.80
25670	3595	BOOT BARN	003553		11/25/2025	502-4710-471.60-28	285.68		
			003554		11/25/2025	502-4710-471.60-28	285.68		
			003622		11/25/2025	503-4720-475.60-28	266.30		
			003652		11/25/2025	502-4710-471.60-28	314.68		
							1,152.34	*	1,152.34
25671	7	BORDER STATES INDUSTRIES,	PI0090	026005	11/25/2025	580-4750-473.60-55	11,368.67		
							11,368.67	*	11,368.67
25672	3479	BRAUN BLAISING & WYNNE,P.	003430		11/25/2025	580-4750-473.31-50	88.88		
							88.88	*	88.88
25673	3392	BUG EMERGENCY INC.	003441		11/25/2025	575-5555-485.31-90	85.00		
			003592		11/25/2025	575-5555-485.31-90	335.00		
							420.00	*	420.00
25674	709	CALLAWAY	003660		11/25/2025	507-5762-454.44-10	308.58		
							308.58	*	308.58
25675	440	DECO FOODSERVICE INCORP.	003432		11/25/2025	507-5762-454.61-06	105.71		
			003549		11/25/2025	502-4710-471.61-21	234.24		
			003550		11/25/2025	580-4750-473.61-21	234.24		
							574.19	*	574.19
25676	2487	DELL MARKETING L.P.	003415		11/25/2025	101-1025-415.61-02	3,266.83		

Agenda Item 10.

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
25676	2487	DELL MARKETING L.P.	003416		11/25/2025	101-1025-415.61-02	814.17		
			PI0096	026064	11/25/2025	580-4750-473.61-02	6,002.32		
							10,083.32	*	10,083.32
25677	3580	DIAMOND PURE WATER	003426		11/25/2025	101-5774-452.61-01	12.00		
			003574		11/25/2025	511-3020-432.43-29	6.00		
			003656		11/25/2025	510-4410-405.61-01	12.00		
			003657		11/25/2025	510-4410-405.61-01	36.00		
							66.00	*	66.00
25678	3890	EAN SERVICES, LLC	003630		11/25/2025	101-2030-423.55-00	336.52		
			003714		11/25/2025	101-1035-416.55-00	157.50		
							494.02	*	494.02
25679	4066	EBERHARD EQUIPMENT	003433		11/25/2025	507-5761-453.43-04	3,462.11		
							3,462.11	*	3,462.11
25680	3462	EUSI LLC	PI0105	026032	11/25/2025	503-4720-475.31-98	26,177.24		
							26,177.24	*	26,177.24
25681	1	FLORES, ANNABELLE	UT		11/25/2025	501-0000-211.00-00	62.12		
							62.12	*	62.12
25682	324	GRAINGER	003525		11/25/2025	503-4720-475.61-33	39.65		
			003526		11/25/2025	503-4720-475.61-33	1,046.49		
			003663		11/25/2025	507-5761-453.61-12	186.75		
							1,272.89	*	1,272.89
25683	2612	HARDWARE EXPRESS	003420		11/25/2025	507-5762-454.61-06	35.63		
			003434		11/25/2025	507-5762-454.60-50	28.08		
			003539		11/25/2025	580-4750-473.43-57	15.08		
			003540		11/25/2025	580-4750-473.43-57	5.91		
			003541		11/25/2025	580-4750-473.43-57	3.11		
			003542		11/25/2025	580-4750-473.43-57	21.54		
			003543		11/25/2025	580-4750-473.43-57	7.54		
			003544		11/25/2025	580-4750-473.43-57	58.79		
			003556		11/25/2025	502-4710-471.60-55	66.69		
			003575		11/25/2025	101-5772-452.43-39	4.29		
			003576		11/25/2025	101-5772-452.43-39	55.99		
			003577		11/25/2025	101-5772-452.43-39	18.31		
			003578		11/25/2025	101-5772-452.43-44	59.43		
			003579		11/25/2025	101-5772-452.60-40	9.69		
			003580		11/25/2025	101-3010-431.60-11	6.22		
			003581		11/25/2025	101-3010-431.60-12	114.20		
			003582		11/25/2025	101-3010-431.60-12	23.69		
			003583		11/25/2025	101-3010-431.61-33	12.92		
			003584		11/25/2025	101-5772-452.43-18	73.25		
			003585		11/25/2025	101-5772-452.61-33	17.23		
			003586		11/25/2025	511-3021-432.43-26	6.02		
			003613		11/25/2025	101-2020-423.43-42	46.63		

Agenda Item 10.

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
25683	2612	HARDWARE EXPRESS	003617		11/25/2025	503-4720-475.43-04	2.43		
			003618		11/25/2025	503-4720-475.43-14	81.86		
			003637		11/25/2025	511-3021-432.43-26	16.16		
			003638		11/25/2025	101-5772-452.43-18	17.22		
			003639		11/25/2025	101-3010-431.60-12	22.60		
			003640		11/25/2025	101-3010-431.43-57	17.23		
			003641		11/25/2025	101-5772-452.61-12	40.24		
			003642		11/25/2025	101-5772-452.61-12	6.53		
			003658		11/25/2025	507-5761-453.61-12	46.28		
			003659		11/25/2025	507-5761-453.43-17	86.19		
							1,026.98	*	1,026.98
25684	3864	HORIZON TECHNOLOGIES INC.	003529		11/25/2025	101-2020-423.52-10	70.00		
			235210		11/25/2025	101-2030-423.52-10	70.00		
			003530		11/25/2025	508-4810-478.52-10	70.00		
			003531		11/25/2025	503-4720-475.52-10	140.00		
			003532		11/25/2025	502-4710-471.52-10	280.00		
			003533		11/25/2025	580-4750-473.52-10	175.00		
			003534		11/25/2025	101-3010-431.52-10	175.00		
							980.00	*	980.00
25685	3800	IWORQ	003711		11/25/2025	101-3010-431.61-09	4,698.00		
							4,698.00	*	4,698.00
25686	4064	JIM DAVIS, LLC	003664		11/25/2025	507-5761-453.61-08	353.42		
							353.42	*	353.42
25687	4293	JJK WORKPLACE,LLC	003665		11/25/2025	101-2020-423.31-40	250.00		
			003666		11/25/2025	575-5555-485.31-40	250.00		
							500.00	*	500.00
25688	1	JONAS LALEHZADEH	003417		11/25/2025	101-0000-204.81-00	3,987.33		
							3,987.33	*	3,987.33
25689	2334	KERN TURF SUPPLY INC.	003473		11/25/2025	206-5771-452.43-18	200.05-		
			003591		11/25/2025	206-5771-452.61-20	1,519.97		
							1,319.92	*	1,319.92
25690	4282	LSL, LLP	PI0098	026042	11/25/2025	101-1025-415.31-49	7,999.76		
			PI0099	026042	11/25/2025	502-4710-471.31-49	1,481.44		
			PI0100	026042	11/25/2025	503-4720-475.31-49	1,046.88		
			PI0101	026042	11/25/2025	505-4730-472.31-49	651.82		
			PI0102	026042	11/25/2025	507-5761-453.31-49	750.60		
			PI0103	026042	11/25/2025	575-5555-485.31-49	1,916.00		
			PI0104	026042	11/25/2025	580-4750-473.31-49	5,906.00		
							19,752.50	*	19,752.50
25691	2485	MESA VALLEY PIPE & SUPPLY	003522		11/25/2025	503-4720-475.43-14	249.54		
							249.54	*	249.54

Agenda Item 10.

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
25692	2189	MOHAVE ENVIRONMENTAL LAB	003614		11/25/2025	101-5774-452.31-42	140.00		
			003615		11/25/2025	101-5770-452.31-42	140.00		
							280.00	*	280.00
25693	3337	MOJAVE DESERT & MOUNTAIN	003551		11/25/2025	101-4730-472.56-02	4,121.00		
							4,121.00	*	4,121.00
25694	178	NAPA PARTS,TIRES & SERVIC	003421		11/25/2025	507-5761-453.43-04	142.54		
			003527		11/25/2025	503-4720-475.43-02	546.50		
			003587		11/25/2025	511-3021-432.43-36	33.39		
			003588		11/25/2025	511-3021-432.43-36	33.39		
			003589		11/25/2025	511-3021-432.43-26	43.09		
			003590		11/25/2025	511-3021-432.43-26	20.47-		
			003643		11/25/2025	511-3021-432.43-26	32.31		
			003655		11/25/2025	507-5761-453.63-00	95.88		
							906.63	*	906.63
25695	194	NEEDLES CHAMBER OF COMMER	003607		11/25/2025	101-1060-410.54-06	2,000.00		
							2,000.00	*	2,000.00
25696	218	NEWS WEST PUBLISHING CO.	003528		11/25/2025	102-3010-431.71-22	138.42		
							138.42	*	138.42
25697	1786	NPUA	003552		11/25/2025	502-4710-471.41-10	39.77		
			003694		11/25/2025	502-4710-471.41-10	1,585.34		
			003723		11/25/2025	502-4710-471.41-10	16.61		
			003724		11/25/2025	580-4750-473.41-11	2,613.43		
							4,255.15	*	4,255.15
25698	3324	OFFICE EXPRESS	003442		11/25/2025	101-1025-415.61-01	36.96		
							36.96	*	36.96
25699	3315	ONLINE COLLECTIONS	003559		11/25/2025	508-4810-478.31-46	53.68		
							53.68	*	53.68
25700	4295	OPEN MEETING TECHNOLOGIES	PI0095	026062	11/25/2025	101-1030-414.61-09	10,500.00		
							10,500.00	*	10,500.00
25701	1	OSTBY, KAMERON	UT		11/25/2025	501-0000-211.00-00	59.85		
			UT		11/25/2025	501-0000-211.00-00	50.08		
							109.93	*	109.93
25702	238	PERFORMANCE GRAPHICS	003712		11/25/2025	507-5762-454.72-10	102.96		
			003713		11/25/2025	510-4410-405.72-11	21.12		
							124.08	*	124.08
25703	1927	PRESTIGE FLAG	003435		11/25/2025	507-5761-453.63-00	1,277.96		
							1,277.96	*	1,277.96
25704	15	QUILL LLC	003647		11/25/2025	510-4410-405.61-01	33.39		

Agenda Item 10.

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
25704	15	QUILL LLC	003648		11/25/2025	510-4410-405.61-01	252.11		
			003661		11/25/2025	101-2030-423.61-01	58.16		
			003704		11/25/2025	510-4410-405.61-01	368.44		
			003722		11/25/2025	508-4810-478.61-01	530.11		
							1,242.21	*	1,242.21
25705	818	R & R PRODUCTS INC.	003422		11/25/2025	507-5761-453.63-00	215.18		
			003423		11/25/2025	507-5761-453.43-04	240.56		
			003437		11/25/2025	507-5761-453.43-04	879.36		
			003438		11/25/2025	507-5761-453.43-04	209.61		
			003471		11/25/2025	507-5761-453.61-12	179.02-		
			003472		11/25/2025	507-5762-454.60-50	97.84-		
							1,267.85	*	1,267.85
25706	3938	RIVER ROCK PROMOTIONS & P	003546		11/25/2025	101-1030-414.53-00	176.83		
							176.83	*	176.83
25707	4049	ROGER MILLER	003436		11/25/2025	507-5761-453.61-04	140.06		
							140.06	*	140.06
25708	2687	S.B. COUNTY FIRE PROTECTI	003427		11/25/2025	101-5774-452.57-01	470.00		
			003538		11/25/2025	101-1070-410.43-01	405.00		
							875.00	*	875.00
25709	4001	SIMPLOT TURF & HORTICULTU	003439		11/25/2025	507-5761-453.61-08	4,072.95		
							4,072.95	*	4,072.95
25710	3344	SLOVAK BARON EMPEY MURPHY	003536		11/25/2025	502-4710-471.31-50	4,980.00		
			003705		11/25/2025	101-2030-423.31-50	297.50		
			003706		11/25/2025	101-2030-423.31-50	459.60		
			003707		11/25/2025	101-2030-423.31-50	612.40		
			003708		11/25/2025	101-2030-423.31-50	4,095.80		
			003709		11/25/2025	101-2030-423.31-50	858.80		
			003710		11/25/2025	101-2030-423.31-50	1,535.80		
							12,839.90	*	12,839.90
25711	2435	T & R ELECTRIC SUPPLY COM	PI0097	026006	11/25/2025	580-4750-473.60-55	37,066.95		
							37,066.95	*	37,066.95
25712	779	THATCHER COMPANY OF NEVAD	003695		11/25/2025	502-4710-471.60-32	2,543.32		
							2,543.32	*	2,543.32
25713	4008	THE PRINTER GUYS LLC	003343		11/25/2025	508-4810-478.61-02	99.00		
			003425		11/25/2025	101-1040-417.61-02	489.98		
			003443		11/25/2025	101-1020-413.61-02	455.00		
			003558		11/25/2025	101-1040-417.61-02	241.96		
			003719		11/25/2025	508-4810-478.61-02	99.00		
							1,384.94	*	1,384.94
25714	3950	TKE ENGINEERING INC	003715		11/25/2025	101-0000-204.03-01	175.00		

Agenda Item 10.

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
25714	3950	TKE ENGINEERING INC					175.00	*	175.00
25715	3917	TOUCHSTONE GOLF LLC	PI0091	026018	11/25/2025	507-5762-454.31-89	5,000.00		
			PI0092	026018	11/25/2025	507-5762-454.31-89	5,000.00		
							10,000.00	*	10,000.00
25716	3873	TRANSPORTATION CONCEPTS	003696		11/25/2025	525-4770-461.32-90	36,180.02		
			003697		11/25/2025	525-4770-461.62-00	2,507.76		
			003698		11/25/2025	520-4740-462.32-90	5,754.45		
			003699		11/25/2025	520-4740-462.51-20	1,125.99		
			003700		11/25/2025	520-4740-462.62-00	321.01		
			003701		11/25/2025	521-4740-462.32-90	1,419.60		
			003702		11/25/2025	521-4740-462.51-20	690.12		
			003703		11/25/2025	521-4740-462.62-00	196.76		
							48,195.71	*	48,195.71
25717	3014	TRI STATE FIRE & SECURITY	003616		11/25/2025	101-5772-452.52-10	489.72		
							489.72	*	489.72
25718	3266	TRI STATE TOOL REPAIR	003609		11/25/2025	206-5771-452.61-33	313.52		
			003646		11/25/2025	101-3010-431.43-04	504.72		
							818.24	*	818.24
25719	772	TRI-STATE ACE HARDWARE	003597		11/25/2025	101-5772-452.43-57	64.61		
			003602		11/25/2025	101-3010-431.60-12	610.65		
			003644		11/25/2025	511-3021-432.43-26	19.94		
			003645		11/25/2025	511-3021-432.43-26	35.12		
							730.32	*	730.32
25720	2819	TRI-STATE HOSE & FITTINGS	003608		11/25/2025	511-3021-432.43-26	27.29		
							27.29	*	27.29
25721	3825	ULTRA PEST CONTROL, LLC	003611		11/25/2025	101-5774-452.43-18	50.00		
			003612		11/25/2025	101-1030-414.61-31	40.00		
							90.00	*	90.00
25722	315	UNDERGROUND SERVICE ALERT	003560		11/25/2025	503-4720-475.49-14	21.32		
			003561		11/25/2025	580-4750-473.49-14	21.33		
			003562		11/25/2025	502-4710-471.43-04	21.32		
			003619		11/25/2025	503-4720-475.49-14	73.33		
			003620		11/25/2025	580-4750-473.49-14	73.34		
			003621		11/25/2025	502-4710-471.43-04	73.33		
							283.97	*	283.97
25723	3830	UNIFIRST CORPORATION	003342		11/25/2025	502-4710-471.61-04	45.31		
			003424		11/25/2025	507-5762-454.43-08	26.25		
			003428		11/25/2025	101-5774-452.61-06	11.04		
			003440		11/25/2025	507-5762-454.43-08	26.25		
			003535		11/25/2025	508-4810-478.61-04	10.84		
			003537		11/25/2025	503-4720-475.61-04	27.68		

Agenda Item 10.

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
25723	3830	UNIFIRST CORPORATION	003545		11/25/2025	580-4750-473.61-04	158.59		
			003557		11/25/2025	502-4710-471.61-04	45.31		
			003623		11/25/2025	503-4720-475.61-04	27.68		
			003624		11/25/2025	101-5774-452.61-06	11.04		
			003625		11/25/2025	101-5772-452.61-04	24.30		
			003626		11/25/2025	101-5772-452.61-04	24.30		
			003627		11/25/2025	101-3010-431.61-04	154.39		
			003628		11/25/2025	101-3010-431.61-04	154.39		
			003720		11/25/2025	508-4810-478.61-04	10.84		
			003721		11/25/2025	502-4710-471.61-04	45.31		
							803.52	*	803.52
25724	761	USABLUEBOOK	003555		11/25/2025	502-4710-471.60-55	251.00		
							251.00	*	251.00
25725	3828	3D-NETWORKS LLC	003418		11/25/2025	509-4910-479.31-53	839.99		
			003429		11/25/2025	509-4910-479.31-53	403.63		
			003716		11/25/2025	509-4910-479.31-90	1,950.00		
			003717		11/25/2025	509-4910-479.31-53	675.00		
			003718		11/25/2025	509-4910-479.31-90	1,879.99		
							5,748.61	*	5,748.61
						BANK/CHECK TOTAL	260,891.41		260,891.41
						ALL BANKS/CHECKS TOTAL	260,891.41		260,891.41

CITY OF NEEDLES CITY COUNCIL

WARRANT SUMMARY TOTALS FOR OCTOBER 31, 2025-ACH PAYMENTS

		10/31/2025	FUND AMT.	YTD ACTUAL	BUDGET FY-25/26
FUND 101	GENERAL FUND	$ -			
101.1015.412	CITY ATTORNEY	$ -		$ 17,584.80	$ 80,000.00
101.1020.413	CITY MANAGER	$ -		$ 72,412.80	$ 239,758.00
101.1025.415	FINANCE DEPT.	$ -		$ 345,383.91	$ 1,194,656.00
101.1030.414	CITY CLERK/COUNCIL/MAYOR	$ -		$ 78,197.51	$ 262,348.00
101.1035.416	PLANNING /ZONING	$ -		$ 68,783.07	$ 264,816.00
101.1040.417	ENGINEERING	$ -		$ 91,110.01	$ 292,201.00
101.1060.410	COMMUNITY PROMOTIONS	$ -		$ 15,411.34	$ 106,875.00
101.1070.410	SENIOR CENTER	$ -		$ 33,787.43	$ 85,440.00
101.2010.421	SHERIFF	$ -		$ 1,676,642.60	$ 4,149,969.00
101.2020.423	ANIMAL SHELTER/CONTROL	$ -		$ 87,121.44	$ 344,967.00
101.2025.424	BULDING & SAFETY	$ -		$ 89,073.83	$ 458,902.00
101.2030.423	CODE ENFORCEMENT	$ -		$ 135,639.41	$ 619,611.00
101.3010.431	PUBLIC WORKS	$ -		$ 206,093.40	$ 772,393.00
101.4730.472	SANITATION	$ -		$ 55,619.60	$ 175,673.00
101.5770.452.	AQUATICS	$ -		$ 109,565.68	$ 322,940.00
101.5772.452	PARKS	$ -		$ 267,005.54	$ 946,980.00
101.5773.452	JACK SMITH PARK MARINA	$ -		$ 40,321.59	$ 164,115.00
101.5774.452	RECREATION	$ -		$ 117,669.95	$ 454,046.00
GENERAL FUND	TOTAL ALL GF DEPARTMENTS		$ -	$ -	$ 10,935,690.00
FUND 102	GEN. FUND CAPITAL PROJECT		$ -	$ 416,665.00	$ 1,000,000.00
FUND 205	CDBG		$ -	$ 2,632.00	$ 7,900.00
FUND 206	CEMETERY		$ -	$ 79,269.76	$ 266,055.00
FUND 208	CALTRANS GRANTS		$ -	$ -	$ -
FUND 210	SPECIAL GAS TAX		$ -	$ 47,896.00	$ 643,684.00
FUND 213	DEPT OF HOUSE. & COMM DEVL		$ -	$ -	$ -
FUND 214	SANBAG NEW LOCAL MEAS I		$ -	$ -	$ 800,000.00
FUND 225	COPS-AB 3229 SUPPLEMENTAL		$ -	$ 48,582.86	$ 283,450.00
FUND 227	HAZARD MITIGATION		$ -	$ 2,530.00	$ 15,000.00
FUND 233	JACK SMITH PARK MARINA		$ -	$ -	$ -
FUND 238	STATE RECREATION GRANTS		$ -	$ -	$ -
FUND 239	CA.CONSERV RECYLING GRANT		$ -	$ -	$ 18,227.00
FUND 243	ACTIVE TRANSPORT PROGRAM		$ -	$ 29,472.50	$ 1,858,995.00
FUND 270	REDEVELOPMENT AGENCY		$ -	$ -	$ -
FUND 470	RDA CAP PROJ.LOW & MOD.		$ -	$ -	$ 56,726.00
FUND 501	NPUA		$ -	$ 855,046.15	$ 2,550,503.00
FUND 502	WATER DEPARTMENT		$ -	$ 666,983.45	$ 2,376,734.00
FUND 503	WASTEWATER DEPARTMENT		$ -	$ 350,083.60	$ 1,396,598.00
FUND 505	SANITATION		$ -	$ 470,149.49	$ 1,827,015.00
FUND 506	ALL AMERICAN CANAL PROJ.		$ -	$ 47,016.42	$ 1,246,800.00
FUND 507	GOLF FUND	$ -		$ -	
FUND 507-5761-453	GOLF MAINTENANCE DEPARTMENT	$ -		$ 226,472.91	$ 665,673.00
FUND 507-5762-454	GOLF PRO SHOP DEPARTMENT	$ -		$ 99,697.97	$ 458,231.00
FUND 507	GOLF FUND TOTAL		$ -		
FUND 508	CUST.SVC/UT BUSINESS OFFICE		$ -	$ 129,081.54	$ 495,827.00
FUND 509	MIS		$ -	$ 130,744.40	$ 358,200.00
FUND 510	ADMIN. FACILITY		$ -	$ 59,601.69	$ 364,253.00
FUND 511	FLEET MANAGEMENT		$ -	$ 84,359.34	$ 306,904.00
FUND 512	VEHICLE REPLACEMENT		$ 7,879.51	$ -	$ -
FUND 520	SR DIAL A RIDE		$ -	$ 23,794.82	$ 629,992.00
FUND 521	DIAL-A-RIDE MEDICAL TRANS.		$ -	$ 7,476.77	$ 55,211.00
FUND 525	NEEDLES AREA TRANSIT (NAT)		$ -	$ 133,983.34	$ 16,838.00
FUND 575	HOUSING		$ -	$ 338,527.50	$ 1,107,428.00
FUND 580	ELECTRIC		$ 310,842.82	$ 3,753,929.51	$ 12,909,933.00
FUND 581	NPUA CAPITAL ELECTRIC		$ -		$ 573,000.00
FUND 582	NPUA CAPITAL WATER		$ -	$ 606,088.28	$ 1,850,000.00
FUND 583	NPUA CAPITAL WASTEWATER		$ -	$ -	$ -
FUND 650	IMPACT FEES NORTH NEEDLES		$ -	$ -	$ -
FUND 651	IMPACT FEES SOUTH AREAS		$ -	$ -	$ -
TOTAL	ALL FUNDS & DEPARTMENTS		**$ 318,722.33**	$ 12,117,509.21	$ 45,074,867.00

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 inc

Patrick Martinez, City Manager — Date 12-2-2025

Finance Department — Date

Virginia Tasker, City Treasurer — Date 11-17-25

Agenda Item 10.

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
9992798*	2798	U.S. DEPARTMENT OF ENERGY	003446		10/07/2025	580-4750-473.63-10	6,191.76		
			003447		10/09/2025	580-4750-473.63-10	249.54		
			003448		10/09/2025	580-4750-473.63-10	1,748.94		
			003449		10/09/2025	580-4750-473.63-10	20,885.08		
			003450		10/23/2025	580-4750-473.63-10	281,767.50		
							310,842.82	*	310,842.82
9993913*	3913	ENTERPRISE FM TRUST	003451		10/20/2025	512-0000-207.02-00	7,879.51		
							7,879.51	*	7,879.51
						BANK/CHECK TOTAL	318,722.33		318,722.33
						ALL BANKS/CHECKS TOTAL	318,722.33		318,722.33

FUND 512 VEHICLE REPLACEMENT BANK DESCRIPTION	FUND ACCOUNT NO	** CHECK/PAYMENT ** NO	DATE	**** VOUCHER **** NO	DATE	DISBURSEMENT AMOUNT	VENDOR REFERENCE	
04 WELLS FARGO BANK - CITY GENERAL CHECKING								
	512-0000-207.02-00	9993913	10/20/2025	003451	10/20/2025	7,879.51	0003913 ENTERPRISE FM TRUST	
					ACCOUNT TOTAL	7,879.51	*	
					WELLS FARGO BANK - CITY GENERAL CHECKING TOTAL	7,879.51	**	
					TOTAL DUE FROM THIS FUND FOR THIS PERIOD	7,879.51	***	

FUND 580 ELECTRIC

BANK / DESCRIPTION	ACCOUNT NO	** CHECK/PAYMENT ** NO	DATE	**** VOUCHER **** NO	DATE	DISBURSEMENT AMOUNT	VENDOR REFERENCE	
04 WELLS FARGO BANK - CITY GENERAL CHECKING								
	580-4750-473.63-10	9992798	10/07/2025	003446	10/07/2025	6,191.76	0002798	U.S. DEPARTMENT OF ENERGY
	580-4750-473.63-10	9992798	10/09/2025	003447	10/09/2025	249.54	0002798	U.S. DEPARTMENT OF ENERGY
	580-4750-473.63-10	9992798	10/09/2025	003448	10/09/2025	1,748.94	0002798	U.S. DEPARTMENT OF ENERGY
	580-4750-473.63-10	9992798	10/09/2025	003449	10/09/2025	20,885.08	0002798	U.S. DEPARTMENT OF ENERGY
	580-4750-473.63-10	9992798	10/23/2025	003450	10/23/2025	281,767.50	0002798	U.S. DEPARTMENT OF ENERGY
					ACCOUNT TOTAL	310,842.82	*	
				WELLS FARGO BANK - CITY GENERAL CHECKING TOTAL		310,842.82	**	
				TOTAL DUE FROM THIS FUND FOR THIS PERIOD		310,842.82	***	
				TOTAL DUE FROM ALL FUNDS FOR THIS PERIOD		318,722.33	****	

MINUTES

REGULAR MEETING OF THE CITY COUNCIL
NEEDLES PUBLIC UTILITY AUTHORITY
HOUSING AUTHORITY CITY OF NEEDLES
CITY OF NEEDLES, CALIFORNIA
COUNCIL CHAMBERES, 1111 BAILEY AVE, NEEDLES

TUESDAY, NOVEMBER 12, 2025 - COUNCIL EXECUTIVE SESSION – 5:00 PM - CITY COUNCIL MEETING – 6:00 PM

CALL TO ORDER - Mayor Jernigan called the meeting to order at 5:00 pm
ROLL CALL
PRESENT
Council Member Larry Ford
Council Member McCorkle
Vice Mayor Ellen Campbell arrived at 5:05 PM
Mayor Janet Jernigan
Council Member JoAnne Pogue
Council Member Tona Belt arrived at 5:03 PM
Council Member Henry Longbrake
ABSENT
None

Also present were City Manager Patrick Martinez, Deputy City Attorney Lena Wade, Utilities Manager Rainie Torrance, Director of Development Services/Capital Projects Kathy Raasch, City Planner Irene Romero, Community Services Manager Cheryl Sallis, and City Clerk Candace Clark.

PUBLIC COMMENTS PERTAINING TO THE EXECUTIVE SESSION - None

RECESSED TO EXECUTIVE SESSION - 5:03 PM

EXECUTIVE SESSION

a. Conference with Legal Counsel – Anticipated Litigation (Gov't Code § 54956.9(d)(4)) In re: 419 D Street, Needles, CA.

A settlement agreement was approved by unanimous vote.

b. Conference with legal counsel regarding existing litigation pursuant to Government Code 54956.9(d)(1) City of Needles, Terry Reed, et al., Superior Court of the County of San Bernardino, Case No. CIVSB2316434

No reportable action

CALL TO ORDER - Mayor Jernigan called the meeting to order at 6:00 pm
ROLL CALL
PRESENT
Vice Mayor Ellen Campbell
Mayor Janet Jernigan
Council Member JoAnne Pogue
Council Member Tona Belt
Council Member Henry Longbrake
Council Member Larry Ford
Council Member McCorkle

ABSENT
None

EXECUTIVE SESSION REPORT – Deputy City Attorney Lena Wade gave report as noted above.
PLEDGE OF ALLEGIANCE - led by Mayor Jernigan
INVOCATION - given by Vice Mayor Campbell

APPROVAL OF AGENDA

Mayor Jernigan announced that Item 9 would be pushed to the end of the meeting (after item 12) and asked for a motion to approve the agenda as amended.

Vice Mayor Campbell made a motion, second by Council Member Pogue, to approve the agenda as amended.

Motion carried by the following roll call vote:

Ayes: Council Member Ford, 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 City Manager Rick Daniels and former Utility Board Members Mike Schneider and Phil LeJeune in attendance.

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

PUBLIC APPEARANCE

Ruth Musser-Lopez asked City Staff to look into the house on D Street that has a porta-potty in the front yard, stating it is a nuisance and a health hazard.

PRESENTATION

1. Mayor Jernigan Presented plaques to Stephen Moffitt and Phillip LeJeune for years of service on the Board of Public Utilities

Rick Daniels, Terry Campbell, Mike Schneider, and Tona Belt expressed appreciation for their dedication and commitment to the betterment of the City of Needles.

2. Presentation given by Christian Schafer: Truck Parking at Ice Plant Road and Highway 95.

Ruth Musser-Lopez stated that Highway 95 is under the jurisdiction of the California Highway Patrol.

City Manager Martinez provided some background information on the City's ongoing collaboration and efforts with the San Bernardino County Sheriff's Department and City Code Enforcement.

Council members commented.

Council Member Belt left the meeting at 6:37 pm.

The special joint meeting of the Board of Public Utilities and Needles Public Utility Authority (NPUA) / City Council held on the 12th day of November 2025, was called to order at 6:38 p.m. with CHAIRMAN TERRY CAMPBELL presiding and the following COMMISSIONERS present:

Commissioners Jones, Walters, Brown, McNeil, Cairns, and Powell

NPUA/City Council: Mayor Jernigan, Members Ford, McCorkle, Campbell, Pogue, and Longbrake.

Also Present: City Manager Martinez, Utility Manager Torrance, Board Secretary Sallis, City Clerk Clark, and Deputy City Attorney Wade

PUBLIC HEARINGS – WATER AND WASTEWATER RATE INCREASES

3. Board of Public Utilities / NPUA / Council: Public hearing noticed to consider all evidence and testimony for or against a proposed increase in water rates for water services

Staff Report – Utility Manager Torrance provided a PowerPoint presentation on the utility services provided by the city including electric, water and wastewater. She noted that three community meetings were held on the proposed rate increases for water and wastewater and there was one resident at one hearing and two residents at another. The proposed rate increases include a 3% increase in water and 6% in wastewater each year for the next five years with the last increase October 1, 2029.

Board / NPUA / Council questions of staff - None
Mayor Jernigan opened the public hearing at 6:49 p.m.

Public Comment

Ruth Musser-Lopez asked that the protests be read into the record and not just announced how many were received. She voiced her objection to the rate increases speaking on city employees increases in salary and benefits, social security for seniors being 2.8% but the utilities increasing more every year and not considering use of cannabis business tax for utilities in the general fund or amortization of capital improvements over 30 years. She asked when rates will go down with no inflation.

Donna Rohr questioned if the rates projected for water overages are increasing and Utility Manager Torrance explained the proposed new rate for the basic service charge and volumetric rate (water used).

Mayor Jernigan closed the public hearing at 6:54 p.m.

City Clerk Clark announced that 15 written protests were received which do not constitute a majority.

Board / NPUA / Council Discussion / Deliberation – None

BOARD ACTION: COMMISSIONER McNeil Moved, Seconded By Commissioner Brown, to Waive the Reading and Adopt Resolution No. 11-12-25 BPU establishing and recommending rates for water service effective February 1, 2026; and rescinding all prior resolutions relating to the establishment of water rates subject to adoption of new rates by the City Council and Needles Public Utility Authority. Motion carried by the following roll call vote:

AYES: CHAIRMAN CAMPBELL, COMMISSIONERS JONES, WALTERS, BROWN, McNEIL, CAIRNS AND POWELL
NOES: NONE
ABSENT: NONE

NPUA ACTION: MEMBER McCORKLE MOVED, SECONDED BY MEMBER POGUE, to waive the reading and adopt Resolution No. 11-12-2025-NPUA approving rates for water service effective February 1, 2026, and rescinding all prior resolutions relating to the establishment of water rates. Motion carried by the following roll call vote:

AYES: MEMBERS FORD, McCORKLE, CAMPBELL, JERNIGAN, POGUE, AND LONGBRAKE
NOES: NONE
ABSENT: MEMBER BELT

COUNCIL ACTION: COUNCILMEMBER POGUE MOVED, SECONDED BY COUNCILMEMBER McCORKLE, to waive the reading and adopt Resolution No. 2025-47 approving rates for water service effective February 1, 2026, and rescinding all prior resolutions relating to the establishment of water rates. Motion carried by the following roll call vote:

AYES: COUNCILMEMBERS FORD, McCORKLE, CAMPBELL, POGUE, AND LONGBRAKE
NOES: NONE
ABSENT: COUNCILMEMBER BELT

4. Board of Public Utilities / NPUA / Council: Public hearing noticed to consider all evidence and testimony for or against a proposed increase in wastewater rates for wastewater services

Staff Report – Previously provided
Board / NPUA / Council questions of staff - None
Mayor Jernigan opened public hearing at 6:57 p.m.

Public Comment

Ruth Musser-Lopez noted her objection comments are the same as water. She does not feel it is right to take the inflation rate and then only allow protests. There should be a cap when inflation rates are unreasonable, and it should not be a protest vote but should go on the ballot. People cannot afford to pay and she felt this is wrong.

Mayor Jernigan closed the public hearing at 7:00 p.m.

City Clerk will announce the final number of written protests received under Prop 218 and whether a majority protest exists – As reported during the water rate public hearing increase.

Board / NPUA / Council Discussion / Deliberation - None

BOARD ACTION: COMMISSIONER POWELL MOVED, SECONDED BY COMMISSIONER CAIRNS, to waive the reading and adopt Resolution No. 11-12-25-1 BPU establishing and recommending rates for w

service effective February 1, 2026; and rescinding all prior resolutions relating to the establishment of wastewater rates subject to adoption of new rates by the City Council and Needles Public Utility Authority. Motion carried by the following roll call vote:

AYES: CHAIRMAN CAMPBELL, COMMISSIONERS JONES, WALTERS, BROWN, McNEIL, CAIRNS AND POWELL
NOES: NONE
ABSENT: NONE

NPUA ACTION: MEMBER McCORKLE MOVED, SECONDED BY MEMBER POGUE, to waive the reading and adopt Resolution No. 11-12-2025-1-NPUA approving rates for wastewater service effective February 1, 2026, and rescinding all prior resolutions relating to the establishment of water rates. Motion carried by the following roll call vote:

AYES: MEMBERS FORD, McCORKLE, CAMPBELL, JERNIGAN, POGUE, AND LONGBRAKE
NOES: NONE
ABSENT: MEMBER BELT

COUNCIL ACTION: COUNCILMEMBER McCORKLE MOVED, SECONDED BY COUNCILMEMBER FORD, to waive the reading and adopt Resolution No. 2025-48 approving rates for wastewater service effective February 1, 2026, and rescinding all prior resolutions relating to the establishment of wastewater rates. Motion carried by the following roll call vote:

AYES: COUNCILMEMBERS FORD, McCORKLE, CAMPBELL, POGUE, AND LONGBRAKE
NOES: NONE
ABSENT: COUNCILMEMBER BELT

City Manager Martinez commended the Board and NPUA/Council for the tough decisions that had to be made to protect the financial stability of the utilities. He also thanked the staff that were involved in the process to get to this action today.

CHAIRMAN CAMPBELL declared the special joint meeting of the Board of Public Utilities and Needles Public Utility Authority (NPUA) / City Council held on the 12th day of November 2025 adjourned at 7:03 p.m.

Council Member Belt rejoined the meeting at 7:03 pm.

5. Public hearing noticed to consider all evidence and testimony for or against Purchasing Ordinance Number 678-AC, Amending Chapter 8, Article II of the Needles Municipal Code (First Read)

City Manager Patrick Martinez gave staff report.
Council questions of staff - none
Mayor Jernigan opened the public hearing at 7:15pm
Public Comment - None
Mayor Jernigan closed the public hearing at 7:15pm
Waive full reading and adopt Ordinance Number 678-AC, Amending Chapter 8, Article II of the Needles Municipal Code (First Read)

Vice Mayor Campbell made a motion, second by Council Member Pogue, to Waive full reading and adopt Ordinance Number 678-AC, Amending Chapter 8, Article II of the Needles Municipal Code (First Read)

Motion carried by the following roll call vote:

Ayes: Council Members Ford, McCorkle, Campbell, Pogue, Belt, Longbrake
Noes: None
Absent: None
Abstain: None

COUNCIL CONSENT CALENDAR

Item 9 was moved to the end of the meeting, as noted during approval of agenda.

Vice Mayor Campbell made a motion, second by Council Member Belt, to approve Items 6 through 8 on the Consent Calendar.

Motion carried by the following roll call vote:

Ayes: Council Members Ford, McCorkle, Campbell, Pogue, Belt, Longbrake
Noes: None
Absent: None
Abstain: None

6. Approved the Warrants Register through November 12, 2025
7. Approved the Minutes of October 28, 2025
8. Accepted and filed the October 2025 Treasurer's Report.

END OF COUNCIL CONSENT CALENDAR

REGULAR COUNCIL ITEMS

10. Approve Amendment No. 30 to Contract No. 99-376 with the County of San Bernardino amending Schedule A to reflect an MOU increase for certain personnel effective as of October 4, 2025; and Increase appropriations by $172,195 for the Sheriff's contract and $25,000 for overtime funded with $197,195 of General Fund reserves.

City Manager Patrick Martinez gave staff report.
Council questions of staff - none
Mayor Jernigan opened public comment at 7:19pm
Public Comment – Ruth Musser-Lopez expressed her objection to the increase in the Sheriff's contract.
Mayor Jernigan closed public comment at 7:20pm

Vice Mayor Campbell made a motion, second by Council Member McCorkle, to Approve Amendment No. 30 to Contract No. 99-376 with the County of San Bernardino amending Schedule A to reflect an MOU increase for certain personnel effective as of October 4, 2025; and Increase appropriations by $172,195 for the Sheriff's contract and $25,000 for overtime funded with $197,195 of General Fund reserves.

Motion carried by the following roll call vote:

Ayes: Council Members Ford, McCorkle, Campbell, Pogue, Belt, Longbrake
Noes: None
Absent: None
Abstain: None

11. Authorize those interested to attend the League of California Cities Mayor and Council Member Academy January 21-23, 2026, in Sacramento, CA.

City Manager Patrick Martinez gave staff report.
Mayor Jernigan and Vice Mayor Campbell expressed an interest in attending.
Public Comment – None

Vice Mayor Campbell made a motion, second by Council Member Ford, to Authorize Mayor Jernigan and Vice Mayor Campbell to attend the League of California Cities Mayor and Council Member Academy January 21-23, 2026, in Sacramento, CA.

Motion carried by the following roll call vote:

Ayes: Council Members Ford, McCorkle, Campbell, Pogue, Belt, Longbrake
Noes: None
Absent: None
Abstain: None

12. Provide staff direction to extend the existing 3-ton gross vehicle weight restriction to include San Carlos Street E and Goodwill Street and prepare the necessary ordinance amendment to update the Needles Municipal Code accordingly.

City Manager Patrick Martinez gave staff report.
Council asked questions and considerable discussion ensued.
Public Comment – None
Further Council deliberation ensued.

Vice Mayor Campbell made a motion, second by Council Member Belt, directing staff to move forward with prohibiting 3-ton (commercial semi-truck) vehicle traffic on San Carlos, Monterrey, and G

streets (Zamora Heights area) and look into other areas of the city and explore prohibiting or limiting truck traffic in residential areas, including, but not limited to, Lilly Hill, Bailey Ave., J Street, and Erin Drive.

Motion carried by the following roll call vote:

Ayes: Council Members Ford, McCorkle, Campbell, Pogue, Belt, Longbrake
Noes: None
Absent: None
Abstain: None

9. Waive full reading and adopt City Council Resolution 2025-46 of the City Council of the City of Needles approving the Second Amendment to the City Manager Employment Agreement with Patrick Martinez

City Manager Martinez stepped out at 7:44pm
Deputy City Attorney Lena Wade gave staff report.
Considerable Council discussion ensued.
Mayor Jernigan opened public comment at 7:48pm

Nancy Greenwood spoke against the raise, citing other examples of City Manager salaries that are less.
Ruth Musser-Lopez spoke against the raise and asserted that the Union is too involved in City business.
Wayne Colburn expressed concern, stating that the budget was already less than last year, and further asserting that it is not financially in the City's best interest.

Mayor Jernigan closed public comment at 7:56pm

After further Council deliberation, Vice Mayor Campbell made a motion, second by Council Member Belt, to Waive full reading and adopt City Council Resolution 2025-46 of the City Council of the City of Needles approving the Second Amendment to the City Manager Employment Agreement with Patrick Martinez.

Motion carried by the following roll call vote, with the Mayor voting as a tie breaker:

Ayes: Council Members Ford, Vice Mayor Campbell, Belt, Mayor Jernigan
Noes: Council Members McCorkle, Pogue, and Longbrake
Absent: None
Abstain: None

City Manager Martinez rejoined the meeting at 8:02 pm.

CITY ATTORNEY REPORT – given by Deputy City Attorney Lena Wade
CITY CLERK REPORT – given by City Clerk Candace Clark
CITY MANAGER REPORT – for the weeks of October 24 and 31, 2025, given by City Manager Patrick Martinez

COUNCIL REQUESTS

Council Member Ford

- Thanked Military Moms for their participation in the Veteran's Breakfast

Council Member McCorkle

- Replied to a public comment, reminding everyone that the Council Members' monthly stipend is $1; infrastructure is paid for by grants and taxes, and taxes were not previously increased
- Thanked City workers for continuing their training

Vice Mayor Campbell

- Thanked Sheriffs' Department for the Trunk or Treat event
- Thanked the public for participating in Council Meetings
- Reported on the success of the Farmer's Market
- Upcoming events – Christmas Parade, Christmas Tree, Angel Trees (1 for Children and 1 for Seniors)
- NHS Teacher Danika Willis has a food pantry for kids without access to food
- Thanked the Sheriffs Department, noting that they are cruising the streets and their presence is good

Council Member Pogue

- Farmers Market success – sourdough bread is awesome

- Rite Aid closing prompted City Manager to get cross-border support to fill the gap; asked if this could be done regarding medical care for people who have Medi-Cal and no local access to services (have to travel to Apple Valley, Victorville, etc.)

Council Member Belt

- Volleyball has ended, basketball is starting, and the recreation center needs coaches and sponsors
- Thanked Veterans for their service
- Farmers Market – encouraged the public to attend
- Needles Mustangs game on Saturday – Go Mustangs

Council Member Longbrake

- Thanked Council Member Pogue for bringing up the need for cross border collaboration on medical services for Medi-Cal patients
- Cannabis smell all over town – asked staff to address this issue
- Carl's Jr. closing – asked City staff to get the word out
- Monster Truck event was rescheduled to end of January – asked City to utilize the digital billboard at K and Needles Highway to advertise local events
- Reported there is a sewer smell at 4th and F street
- Bailey and J Ball Park – gates need to be unlocked to allow dogs in the park

Mayor Jernigan

- Reported that Zachery Longacre is working with a local artist on getting information on painting the Electric boxes
- Cal Trans approved signs for the anniversary of Route 66
- River Valley Arts – funds for student art
- Fall festival was a success
- Asked City Staff to look into single event city business license exemptions or lower fees for vendors

ADJOURNMENT – Mayor Jernigan adjourned the meeting at 8:33 PM

_____ _____

Mayor Janet Jernigan City Clerk Candace Clark

City of Needles, California
Request for City Council Action

☒ CITY COUNCIL ☐ NPUA ☐ HACN ☒ Regular ☐ Special

Meeting Date: December 9, 2025

Title: November 2025 Treasurer's Report

Background: Pursuant to California Government Code Section 53607, the City Treasurer is required to make a monthly report of the investment portfolio to the legislative body.

Attached is the November 2025 Treasurer's Report that contains information on the cash and investments held in the portfolio by the City of Needles, Needles Public Utility Authority, and Housing Authority of the City of Needles.

In November, no additional investments were made into LAIF. At month-end, the combined LAIF balance for the City, NPUA and Housing Authority remained at $21,919,263. The most recent LAIF rate for the September quarter was 4.34 percent and this rate has been used to estimate the accrued interest for the month of November. However, we do expect a small reduction in the LAIF rate over the current quarter which will be reflected in the December Treasurer's Report as discussed in the next paragraph.

As the Federal Open Market Committee (the "Fed") lowers or increases the Fed Funds rate to keep the national economy in balance, a corresponding change is reflected in the LAIF rate (and overall market rates), but usually with a smaller impact due to holdings in the LAIF portfolio that were previously invested in market securities when market conditions were different. At its October Federal Open Market Committee meeting, the Board lowered the Fed Funds Rate by an additional 0.25 percent to a range of 3.75-4.00 percent, based on continuing concern over the weak labor market. That reduction brought the rate to a "neutral" level according to Fed Chairman Jerome Powell. He also indicated there may not be enough data available for an additional reduction in December. Although the Federal government shutdown is over, only the September labor report was released after the government reopened and no October data was collected during the shutdown. The Fed is in a difficult position of balancing inflation, which is still above the target inflation rate of 2 percent, and lowering interest rates any further to spur the labor market, which could cause inflation to spike. Therefore, it is unlikely that the Fed will reduce the rate any further until hard data is available again.

Page 2 of the Treasurer's Report shows the cash held by fiscal agents related to the All American Canal Trust Fund and the NPUA 2016 Refunding Revenue Bonds. The All American Canal Trust Fund was created by the US Bureau of Reclamation, the City of Needles and the Metropolitan Water District (MWD) or the maintenance, capital and operation of the All American Canal. In exchange, Needles received a local water allotment from the Colorado River since it has no formal water rights. The canal is owned by the US Bureau of Reclamation and operated and maintained by NPUA. The trust funds, managed by the NPUA in its fiduciary capacity, are held at Zions Bank as the third-party trustee, for canal capital and maintenance. The market value of the funds held at Zion Bank on November 30 was $12,211,990.

US Bank acts as the trustee for the NPUA 2016 Revenue Refunding Bonds. The balances in the accounts at US Bank are usually small, unless funds have been sent to cover upcoming bond payments. These various bond accounts are used simply to receive scheduled bond payments from the NPUA, and then the payments to bondholders are initiated by US Bank; the NPUA does not repay bondholders directly. The total residual cash held by US Bank was unchanged again this month at $188, since the next semi-annual debt service payments are not due again until February 2026.

The City's investment portfolio conforms to the City's Investment Policy in all respects. The City Treasurer certifies that the City has sufficient funds to meet its expenditure obligations during the next six months.

Fiscal Impact: LAIF interest is paid quarterly. Accrued interest on LAIF balances for the month of November was $78,189, compared to $74,340 in October, reflecting a full month of interest on the NPUA and Housing Authority deposits made during the month of October. Interest earned on the balance in the Arrowhead Credit Union money market account, which holds a portion of the City's Vehicle Replacement Funds, was $28.

Environmental Impact: None.

Recommended Action: Accept and file the November 2025 Treasurer's Report.

Submitted By: Jill Taura, Interim Finance Director

City Manager Approval: Patrick J Martinez Date: 12/4/2025

Other Department Approval (when required): _____ Date: _____

CITY OF NEEDLES
CITY TREASURER'S REPORT

SCHEDULE OF CASH & INVESTMENTS
As of November 30, 2025

INVESTMENT TYPE	ISSUER	MATURITY	STATED YIELD	YIELD AT 365	BOOK VALUE (or COST)	FACE VALUE (PAR)	MARKET VALUE
CITY OF NEEDLES							
Local Agency Investment Fund	LAIF - State of California	-	4.340%	4.340%	9,820,508	9,820,508	9,820,508
Cash	Wells Fargo Bank Checking (...1955)	-	0.000%	0.000%	10,397,347	10,397,347	10,397,347
Cash	Wells Fargo Bank Checking (...1948)	-	0.000%	0.000%	89,562	89,562	89,562
Cash	Arrowhead Credit Union Checking (...4002)	-	0.000%	0.000%	6,043	6,043	6,043
Cash	Arrowhead Credit Union Money Market (...6002-20)	-	0.300%	0.300%	114,921	114,921	114,921
Cash	Arrowhead Credit Union Savings (...6002-01)	-	0.000%	0.000%	50	50	50
NPUA							
Local Agency Investment Fund	LAIF - State of California	-	4.340%	4.340%	11,454,386	11,454,386	11,454,386
Cash	Wells Fargo Bank Checking (...2938)	-	0.000%	0.000%	520,123	520,123	520,123
Cash	Arrowhead Credit Union Checking (...3003-07)	-	0.000%	0.000%	12,410	12,410	12,410
HACN							
Local Agency Investment Fund	LAIF - State of California	-	4.340%	4.340%	796,897	796,897	796,897
Cash	Wells Fargo Bank Checking (...9997)	-	0.000%	0.000%	207,986	207,986	207,986
		TOTAL CASH AND INVESTMENTS			**33,420,234**	**33,420,234**	**33,420,234**

As City Treasurer, I certify that sufficient funds are available to meet expenditures obligations for the next 6 months.

SIGNATURE: _____

Virginia Tasker, City Treasurer

CITY OF NEEDLES
CITY TREASURER'S REPORT

FISCAL AGENT REPORT
Schedule of Cash & Investments Managed by 3rd Party Trustees
As of November 30, 2025

TRUSTEE	ACCOUNT	US TREASURIES & AGENCIES Book	US TREASURIES & AGENCIES Market	CASH & CASH EQUIV.	TOTAL Book	TOTAL Market
NPUA						
2016 Revenue Refunding Bonds						
US BANK	Debt Service Fund (...3010)			19	19	19
2016 Water Revenue Refunding Bonds						
US BANK	Water Interest Fund (...3011)			8	8	8
US BANK	Water Principal Fund (...3012)			13	13	13
2016 Sewer Revenue Refunding Bonds						
US BANK	Sewer Debt Service Fund (...3020)			28	28	28
US BANK	Sewer Interest Fund (...3021)			11	11	11
US BANK	Sewer Principal Fund (...3022)			19	19	19
2016 Electric Revenue Refunding Bonds						
US BANK	Electric Debt Service Fund (...3030)			42	42	42
US BANK	Electric Interest Fund (...3031)			17	17	17
US BANK	Electric Principal Fund (...3032)			29	29	29
All American Canal						
ZIONS BANK	Canal Water Quality Maintenance Trust Fund			12,176,602	12,176,602	12,211,990
	TOTAL FUNDS MANAGED BY FISCAL AGENTS			12,176,790	12,176,790	12,212,178

City of Needles, California
Request for City Council Action

☒ CITY COUNCIL ☐ NPUA ☒ Regular ☐ Special

Meeting Date: December 9, 2025

Title: Adopt Purchasing Ordinance Number 678-AC, Amending Chapter 8, Article II of the Needles Municipal Code (Second Reading)

Background: Purchasing Ordinance 524-AC, adopted in 2006, increased purchasing limits for all materials, supplies, equipment and professional services. Under Ordinance 524-AC, purchases between $5,000 and $14,999 require staff to solicit 3 informal bids and purchases of $15,000 or more require a formal bid.

Purchasing Ordinance 658-AC, adopted in 2023, increased the formal bid limit solely for "utility related" projects, supplies and equipment to $100,000 or more, with no informal bid requirement. However, Ordinance 524-AC still governs non-utility related ordinary purchases for materials, supplies, equipment, and professional services.

In the two decades since Ordinance 524-AC was adopted, the rate of inflation has increased 59.46 percent, effectively eroding the purchasing power of the dollar and requiring bids on what now are standard and ordinary purchases necessary for daily city operations. In today's dollars, the $5,000 limit for small purchases is only $3,136.

Staff reviewed a number of Purchasing Ordinances from other well-run, small cities in California to determine if higher purchasing limits are in force in cities elsewhere in the state. Staff found that nearly every other city surveyed had higher purchasing limits and most were significantly higher. The table below summarizes the findings:

		CALIFORNIA COMPARISON CITIES						
	NEEDLES Ord. 524-AC	BARSTOW	DESERT HOT SPRINGS	GLENDORA	HUNTINGTON BEACH	OJAI	PALM SPRINGS	SANTA BARBARA
SMALL PURCHASES (No quote or bid)	<$5,000	<$15,000	<$50,000	<$2,500	<$30,000	<$5,000	<$5,000	<$10,000
INFORMAL BIDS	>$5,000 - <$15,000	>$15,000 - <$24,999	Not required	>$2,500 - <$50,000	Not required	>$5,000 - <$30,000	>$15,000 - <$75,000	>$10,000 - <$100,000
FORMAL BIDS	>$15,000	>$25,000	>$50,000	>$50,000	>$30,000	>$30,000	<$75,000	>$100,000

Although other cities have much higher bid limits, staff recommends the following increases for non-utility related materials, supplies, equipment and professional services. Staff believes these levels are appropriate for the City of Needles at this time.

Proposed Bid Limits:

Small Purchases: <$15,000

Informal Bids: $15,000 to $29,999

Formal Bids: $30,000 or More

Additionally, the Purchasing Ordinance revision proposes increasing the capitalization threshold from $5,000 to $10,000 consistent with the Federal OMB Uniform Guidance (2 CFR Part 200) for federal grants and financial assistance, which was increased to the same threshold on October 1, 2024. The City's independent auditors agree with this change.

Lastly, the proposed revision cleans up the language and reorganizes this section of the Municipal Code for clarity.

There are no changes proposed to the bid limits for utility-related purchases nor to the limits for non-utility public projects. The Needles Charter requires formal bids for all non-utility public projects greater than $15,000 and changes to the City Charter require voter approval or staff would have proposed raising that threshold as well.

Fiscal Impact: None. However, the higher bid limits will significantly reduce staff and finance time to procure materials, supplies, equipment, and professional services. Additionally, it will increase operational efficiency across all departments.

Environmental Impact: None.

Recommended Action: Waive full reading and Adopt Purchasing Ordinance Number 678-AC, Amending Chapter 8, Article II of the Needles Municipal Code (Second Reading)

Submitted By: Jill Taura, Interim Finance Director

City Manager Approval: Patrick J Martinez Date: 12/4/2025

Other Department Approval (when required): _____ Date: _____

ORDINANCE NUMBER 678-AC

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF NEEDLES, CALIFORNIA AMENDING AND RESTATING ARTICLE II OF CHAPTER 8 OF THE CITY OF NEEDLES MUNICIPAL CODE

WHEREAS, the City Council of the City of Needles desires to update its purchasing code limits to reflect reasonable limits reflecting the current costs for goods and services, streamline administrative processes, and align with comparable cities; and

WHEREAS, the purchasing limits have not been increased since 2006, and the cumulative Consumer Price Index ("CPI") increase from 2006 to 2025 is approximately 59.46%; and

WHEREAS, the City Council finds that the current requirement for purchase orders on every item over $5,000 is administratively burdensome and that updating these limits will improve efficiency and expedite payment processes without creating undue risk due to inadequate internal controls; and

WHEREAS, the City Council further desires to authorize the City Manager to approve combined change orders on a purchase order up to his/her signature authority, consistent with best practices in other cities;

WHEREAS, the City Council has determined that amendments to Article 2 of Chapter 8 of the Needles Municipal Code are necessary and appropriate; and

WHEREAS, the City Council has determined that such amendments are in the best interests of the City and its residents; and

WHEREAS, this ordinance has been introduced and considered by the City Council in accordance with applicable law.

NOW, THEREFORE, the City Council of the City of Needles does ordain as follows:

SECTION 1. Incorporation of Recitals. The recitals reflected above are true and correct and incorporated herein by this reference as the cause, purpose, and foundation for the action taken by the City Council through this Ordinance.

SECTION 2. CEQA. The City Council finds that the actions contemplated by this Ordinance are exempt from the California Environmental Quality Act ("CEQA") pursuant to 15061(b)(3), CEQA review is not required because there is no possibility that this Ordinance may have a significant effect upon the environment and the proposed text amendments constitute a minor alteration in a land use limitation under CEQA Guidelines Section 15305, and such a land use limitation is a permissible exercise of the City's zoning powers.

SECTION 3. Severability. The City Council hereby declares that if any provision, section, paragraph, sentence, or word of this Ordinance is rendered or declared to be invalid or unconstitutional by any final court action in a court of competent jurisdiction, or by reason of any preemptive legislation, such invalidity shall not affect the other provisions, sections, paragraphs, sentences, or words of this Ordinance, and to this end the provisions of this Ordinance are severable. The City Council declares that it would have adopted this Ordinance irrespective of the invalidity of any particular portion thereof and intends that the invalid portions should be severed and the balance of the Ordinance enforced.

SECTION 4. Prosecution of Prior Ordinances. Neither the adoption of this Ordinance nor the repeal of any other ordinance of this City shall in any manner affect the prosecution of any violation of any City ordinance or provision of the City of Needles Municipal Code, committed prior to the effective date hereof, nor be construed as a waiver of any penalty or the penal provisions applicable to any violation thereof.

SECTION 5. Amendment to Needles Municipal Code. Chapter 8, Article II of the Needles Municipal Code is hereby amended and restated in its entirety as set forth in **Exhibit "A"** attached hereto and incorporated herein by this reference.

SECTION 6. Repeal of Certain Ordinances and Resolution. Ordinances 524-AC and 658-AC and Resolution 2023-13 are hereby repealed.

SECTION 7. Findings. The City Council HEREBY FINDS AND DETERMINES that facts do exist to approve an amendment to the Needles Municipal Code.

SECTION 8. Approval. The City Council HEREBY APPROVES Ordinance 678-AC amending and restating Needles Municipal Code Chapter 8, Article II to read as set forth in Exhibit "A".

SECTION 9. Effective Date. This action shall become final and effective thirty (30) days after this decision by the City Council as provided by the Needles Municipal Code.

SECTION 10. Severability. If any section or provision of this Ordinance is for any reason held to be invalid or unconstitutional by any court of competent jurisdiction, or contravened by reason of any preemptive legislation, the remaining sections and/or provisions of this Ordinance shall remain valid. The City Council hereby declares that it would have adopted this Ordinance, and each section or provision thereof, regardless of the fact that any one or more section(s) or provision(s) may be declared invalid or unconstitutional or contravened via legislation.

SECTION 11. Certification. The City Clerk shall certify the introduction and adoption of this Ordinance.

INTRODUCED AND READ for the first time and ordered posted at a regular meeting of the City Council of the City of Needles, California, held on the 12th day of November 2025, by the following roll call vote:

AYES: COUNCIL MEMBERS FORD, MCCORKLE, CAMPBELL, POGUE, BELT, LONGBRAKE
NOES: NONE
ABSENT: NONE
ABSTAIN: NONE

Janet Jernigan, Mayor

ATTEST: Candace Clark, City Clerk

PASSED, APPROVED AND ADOPTED at a regular meeting of the City Council of the City of Needles, California, held on the 9th day of December 2025.

AYES:
NOES:
ABSENT:
ABSTAIN:

Janet Jernigan, Mayor

ATTEST: Candace Clark, City Clerk

Approved as to form:

Lena Wade, Deputy City Attorney

EXHIBIT "A"
CITY OF NEEDLES MUNICIPAL CODE
CHAPTER 8 FINANCE ARTICLE II PURCHASING

Sec. 8-4. Purchasing system adopted - Purpose of system
A purchasing system is hereby adopted which ensures efficient and timely purchasing of supplies, services and equipment for the city. The system is designed to encourage such purchases be made at the lowest possible price, at the appropriate quality level, and with adequate financial controls, authority levels and accountabilities to discourage abuse or misuse of the system and to ensure timely payment of suppliers.

Sec. 8-5. Purchasing officer
The responsibility and authority for the purchases of supplies, services and equipment is hereby vested in the city manager. As the purchasing officer, the city manager shall have authority to:

(a) Purchase or contract for supplies, services and equipment required by the city in accordance with the procedures described in this article, or other rules and regulations as approved by the city council;

(b) Establish administrative procedures and policies for the management and operation of the purchasing system which may include the delegation of purchasing responsibilities to other management, departments or individual employees;

(c) Establish quality standards and specification procedures that will ensure the city is purchasing supplies, services and equipment that will meet or exceed the desired performance or expectations, and that such supplies, services and equipment, when received, are inspected and/or tested, as appropriate, to verify such standards and specifications have been delivered by the supplier;

(d) Establish supplier selection criteria that considers the "total cost" of supplies, services and equipment, for evaluating a vendor. The criteria may include such items as warranty or guarantees, ability to service after sale, delivery schedules, estimated useful life, parts availability, repair or parts delivery guarantees, training, type of support documentation such as user's manuals, parts lists, training guides, etc.;

(e) Develop supplier "partnerships" that may include single-source agreements referred to in Section 8.9(c), when approved by council, for reasonable periods of time. These arrangements shall be based upon either price, enhanced support services, supplier warehousing, guaranteed quantity purchases, technical design and support, training, or similar criteria;

(f) Create written policies, documentation and forms needed for the purchasing system;

(g) Obtain full and open competition wherever possible on all purchases;

(h) The city manager and finance director shall certify that this purchasing chapter has been followed when submitting the warrants to council for approval.

Sec. 8-6. Centralized purchasing procedure
Supplies, services and equipment purchases shall be completed through a centralized purchasing system to ensure conformity to applicable policies and procedures, accuracy of documentation and consistency with policies and procedures. Exceptions to centralized purchasing can be approved by the city manager, when the item(s) being purchased are necessary to restore a customer(s) utility service(s), or to protect the health, safety or welfare of employees or the public; or when the use of the centralized purchasing system would be detrimental to the best interests of the city. Exception to the use of the centralized purchasing system means that the city manager may authorize any city department to purchase or contract for specified supplies, materials, equipment and services independently of the purchasing department, provided that such purchases or contracts be made in conformity with the procedures set forth in this chapter.

Sec. 8-7. Encumbrance of funds
Except in cases of an emergency or in cases where specific authority has been first obtained from the city council, the city manager shall not issue any purchase order for supplies, services or equipment unless there exists an unencumbered appropriation in the department budget against which such purchase is to be charged. With the exception of salaries and associated expenses and capital items the department may move appropriated funds between accounts in the same department. All departments needing additional appropriation of funds must get city council approval for an amendment to the budget. For accounting purposes, the capitalization threshold will be ten thousand dollars ($10,000.00).

Sec. 8-8. Purchasing procedures
(a) Purchasing procedures shall be developed by the city manager which support the centralized purchasing system, minimize costs, avoid delays and provide adequate controls and financial accountability.

The system shall use purchase orders, except for purchases which may be exempted from this requirement, such pre-approved purchase agreements; and purchases of fifteen-thousand dollars ($15,000.00) or less. Splitting or separating any purchase or project into smaller purchases or projects to avoid following the requirements in this chapter is prohibited.

(b) The dollar limits established in this Article shall apply to the original contract or purchase as well as to any amendments, modifications or change orders. Individual and cumulative amendments, modifications or change orders shall remain within the city manager's signature authority for amounts of fifteen thousand dollars ($15,000) or less. Any amendments, modifications or change orders, individually or in the aggregate, of more than fifteen thousand dollars ($15,000) shall be subject to the approval requirements applicable to the higher contract amount as provided in this Article.

Sec. 8-9. Purchasing

(a) Preference to Local Vendors.

(1) "Local vendor" means any individual, limited liability company, partnership or corporation which regularly maintains a place of business and an inventory of merchandise or services for sale within the corporate limits of the city and holds a valid city business license.

(2) The city manager may recommend and/or approve the awarding of a purchase to local vendors for supplies, services or equipment when the purchase is being made with an informal bid, even if the local vendor's price is not the lowest. Such awards may only be made when the local vendor can provide the quality and quantity required by the purchase order specifications, and if the difference in price does not exceed five percent(5%).

(3) The city council may approve the awarding of bids or contracts to a local vendor when the purchase is being made with a formal bid, even if the local vendor's price is not the lowest. Such awards may only be made, when the local vendor can provide the quality and quantity required by the purchase order specifications, and if the difference in price does not exceed five percent (5%).

(4) The net return of any sales tax to the city shall be utilized as a bid evaluation factor in determining the lowest bid.

(b) Preferred Vendor.

(1) The city manager may identify a preferred vendor for supplies, services and equipment. A preferred vendor shall only be selected when the supplies, services or equipment from the vendor will either minimize spare parts inventory, eliminate equipment operation problems (such as configuration, coordination, downtime), expedite parts or equipment delivery, reduce employee training requirements, reduce customer outages or restoration time, or add significant life to the system.

(2) A preferred vendor may be selected only if the above criteria have been met, and the supply, service or equipment price does not exceed five percent (5%) of the low bid or price of like supplies, services, or equipment. Support services and replacement parts for existing systems or equipment are exempt from the five percent (5%) price requirement.

(3) The council may authorize the use of a preferred vendor when the price exceeds five percent (5%) of the low bid or price, when system maintenance and/or operation demands consistency and uniformity.

(4) Supplies, services and equipment being purchased from a preferred vendor shall be informally bid annually to establish the low bid or price for the five percent (5%) comparison.

(5) Purchases from preferred vendors shall comply with the other applicable provisions of this Article applicable to purchases of supplies, services and equipment.

(c) Single-Source Agreements

(1) The city may enter into a "single-source" or "partner" agreement with a vendor for services, supplies and equipment, if the agreement reduces the cost of purchasing or other costs such as inventory warehousing; and/or the agreement provides additional services such as maintenance, training, engineering; and/or the agreement provides other benefits which either reduce costs or increase customer service for the city.

(2) Single-source agreements may only be awarded, upon council approval, and only after a formal contract or bidding procedure has been completed. The contract and bidding procedure must include a published invitation to bid in at least one newspaper of general circulation and on the city's website.

(3) Single-source agreements may be awarded for a period of no longer than three (3) years.

(4) The city manager may develop and implement written purchasing procedures specific to a single-source agreement, as required by that agreement.

(d) Purchases from County, State and Federal Agencies. The city manager is authorized to procure supplies, services, equipment and motor vehicles through direct purchase from county, state or federal agencies when he or she deems it is in the best interest of the city to do so. All purchases from these agencies are exempt from the provisions of subsection (g) of this section, provided that purchases in excess of thirty thousand dollars ($30,000.00) shall require city council approval unless otherwise exempted under this Article.

(e) Bidding Requirements for Public Projects.

(1) Pursuant to Charter Section 1109, purchases for public projects meaning the construction or improvement of public buildings, works, streets, drains, sewers, utilities, parks or playgrounds, or for supplies and materials of such construction or improvement shall not be completed without a formal bid and written contract, when the amount being purchased exceeds fifteen thousand dollars ($15,000.00).

(2) Formal Bid Requirements for public projects.

(A) The city manager shall establish a dollar amount in the purchasing procedures of public projects, for the required use of formal bids and contracts. All purchases greater than fifteen thousand dollars ($15,000.00) for public projects shall be by formal bid, unless otherwise authorized by the city council.

(B) Purchases requiring the use of formal bid and written contract shall be approved by the city council, and other appropriate review boards or commissions, prior to advertising for proposals.

(C) The formal bid procedure shall include criteria for inviting bids, publication of solicitations, bidder security, bid openings, bid rejection, "tie breaker" selection, notification and award of successful bids, performance and other bond requirements, contractor license requirements, recordkeeping, etc.

(D) Except as otherwise provided in this article, formal bids shall be awarded by the city council to the lowest responsible and most responsive qualified bidder. The decision of the city council shall be final. For purposes of this chapter, "lowest responsible and most responsive qualified bidder" means that bidder which best responds in price, quality, service, fitness, or capacity to the particular requirements of the city as determined by the city council. Price alone shall not be the determining factor but shall be considered along with the other factors including, but not limited to, the ability of the bidder to deliver, availability of parts or service, prior experience with the bidder, and other factors relating to the particular needs of the city for the materials, supplies, equipment or services to be purchased.

(3) Informal Bid Requirements for public projects.

(A) The city manager shall establish a maximum dollar amount in the purchasing procedures for public projects which can be made without the use of a formal bid. The amount to be authorized in the procedures for such informal bid purchases shall not exceed fifteen thousand Dollars ($15,000.00), unless authorized by the city council.

(B) Purchases that do not exceed the dollar amount, established in the purchasing procedures, may be made without solicitation of sealed proposals or bids.

(C) Informal bid purchases shall be made from the low-cost contractor.

(4) Exception for the extension or development of public utilities.

Projects for the extension or development of any public utility operated by the city or for the purchase of supplies or equipment for any such utility are excepted from the requirements of this Article up to the amount of one hundred thousand dollars ($100,000.00).

(f) Bidding requirements for maintenance and general services

(1) Informal Bid Requirements for maintenance and general services.

(A) The city manager shall establish a maximum dollar amount in the purchasing procedures for purchases which can be made without the use of a formal bid and/or contract. The amount to be authorized in the procedures for such informal bid purchases shall not exceed thirty thousand dollars ($30,000.00), unless authorized by the city council

(B) Purchases that do not exceed the dollar amount, established in the purchasing procedures, may be made without solicitation of sealed proposals or bids. However, when such a purchase exceeds five fifteen thousand dollars ($15,000.00), it shall be made only after three written or verbal bids are obtained for the supplies, services or equipment being purchased.

(C) Informal bid purchases shall be made from the low-cost vendor, unless local preference is being given, (which must be approved by the city manager), or the low-cost vendor cannot supply the quality, quantity or comply with "supplier selection criteria."

(D) Informal written or verbal bids or prices for supplies, services or equipment may be used for additional purchases up to twelve months.

(2) Formal Bid Requirements for maintenance and general services.

(A) The city manager shall establish a dollar amount in the purchasing procedures, for the required use of formal bids and contracts. All purchases for maintenance and general services greater than thirty thousand dollars ($30,000.00) shall be by formal bid, unless otherwise authorized by the city council.

(B) Purchases requiring the use of formal bid and contract shall be approved by the city council, and other appropriate review boards or commissions.

(C) The formal bid procedure shall include criteria for inviting bids, publication of solicitations, bidder security, bid openings, bid rejection, "tie breaker" selection, notification and award of successful bids, performance and other bond requirements, contractor license requirements, recordkeeping, etc.

(D) Except as otherwise provided in this article, formal bids shall be awarded by the city council to the lowest responsible and most responsive qualified bidder. The decision of the city council shall be final. For purposes of this chapter, "lowest responsible and most responsive qualified bidder" means that bidder which best responds in price, quality, service, fitness, or capacity to the particular requirements of the city as determined by the city council. Price alone shall not be the determining factor but shall be considered along with the other factors including, but not limited to, the ability of the bidder to deliver, availability of parts or service, prior experience with the bidder, and other factors relating to the particular needs of the city for the materials, supplies, equipment or services to be purchased.

(g) Bidding requirements for materials, supplies and equipment.

(1) Informal Bid Requirements for materials, supplies and equipment.

(A) The city manager shall establish a maximum dollar amount in the purchasing procedures for purchases of materials, supplies, and equipment that may be made without the use of a formal bid and/or contract. The amount authorized for informal bid purchases shall not exceed thirty thousand dollars ($30,000.00), unless otherwise approved by the city council.

(B) Purchases that do not exceed the dollar amount established in the purchasing procedures may be made without solicitation of sealed proposals or bids. However, when such a purchase exceeds fifteen thousand dollars ($15,000.00), it shall be made only after three written or verbal bids are obtained for the materials, supplies, or equipment being purchased.

(C) Informal bid purchases shall be made from the low-cost vendor, unless a local preference is authorized by the city manager, or the low-cost vendor cannot supply the required quality, quantity, or otherwise fails to meet the city’s supplier selection criteria.

(D) Informal written or verbal bids or prices for materials, supplies, or equipment may be relied upon for additional purchases for a period of up to twelve months, unless otherwise determined by the city manager.

(2) Formal Bid Requirements for materials, supplies and equipment.

(A) The city manager shall establish a dollar threshold in the purchasing procedures for the required use of formal bids and contracts. All purchases greater than thirty thousand dollars ($30,000.00) for materials, supplies, and equipment shall be made by formal bid, unless otherwise authorized by the city council.

(B) Purchases requiring the use of formal bid and contract shall be approved by the city council, and other appropriate review boards or commissions, prior to advertising for proposals.

(C) The formal bid procedure shall include criteria for inviting bids, publication of solicitations, bidder security, bid openings, bid rejection, "tie breaker" selection, notification and award of successful bids, performance and other bond requirements, contractor license requirements, recordkeeping, etc.

(D) Except as otherwise provided in this article, formal bids shall be awarded by the city council to the lowest responsible and most responsive qualified bidder. The decision of the city council shall be final. For purposes of this chapter, "lowest responsible and most responsive qualified bidder" means that bidder which best responds in price, quality, service, fitness, or capacity to the particular requirements of the city as determined by the city council. Price alone shall not be the determining factor but shall be considered along

with the other factors including, but not limited to, the ability of the bidder to deliver, availability of parts or service, prior experience with the bidder, and other factors relating to the particular needs of the city for the materials, supplies, equipment or services to be purchased.

(h) Emergency Purchases. The purchase of emergency supplies and/or equipment may be exempted from the requirements of chapter 8, article 2, including the requirement for formal or informal bid process, if the city manager determines that an emergency exists such that the purchase of such supplies and/or equipment must be made immediately to prevent or remedy a disruption of service, damage to the utility systems or other property, or injury to personnel or other persons. In such emergency situations, the city manager is authorized to purchase supplies and/or equipment in an amount not to exceed one hundred thousand dollars ($100,000.00) without prior council approval. The city manager shall immediately notify each member of the city council of the intent to make any emergency purchase. For purchases in excess of twenty-five thousand dollars ($25,000.00), the city manager shall wait, if feasible, to make the emergency purchase until forty-eight hours after notification of the city council members to allow the city council the opportunity to call a special meeting to consider the purchase. In any case, the city manager shall report all emergency purchases at the next meeting of the city council.

(i) Exceptions to Bid Policy. Bidding shall not be required under the following conditions:

(1) When the amount of the purchase is not more than fifteen thousand dollars ($15,000.00);

(2) When deemed to be of urgent necessity for the preservation of life, health or property;

(3) When the purchase can be obtained from only one vendor and no equivalents or alternatives exist;

(4) When the city council deems specific purchases as specialized and require specific technical knowledge or licenses, certification or other similar accreditation to complete the purchase;

(5) When the council approves services for consulting or other similar support services and the award is based on professional qualification, experience or other such criteria;

(6) When purchases are being made through the state's cooperative purchasing program;

(7) When item(s) are purchased for resale;

(8) When item(s) fall under the demand order system

(9) Pursuant to section 1109 of the Charter, projects for the extension or development of any public utility operated by the City or for the purchase of supplies or equipment for any such utility may be excepted from the requirements of the purchasing procedures adopted by the City, provided the City Council so determines by at least five affirmative votes.

(j) Demand Order System. The purpose of the demand order system is to accommodate those expenditures that are not amenable to the city's purchase order system, such as subscriptions, membership dues, conference/seminar registrations, travel expenses, books, and similar expenditures where payment is required to accompany the order. In addition, the demand system may be used to request payment for purchases of supplies or services of fifteen thousand dollars ($15,000.00) or less for which the vendor does not require a purchase order.

Sec. 8-10. Disposal of surplus supplies and equipment

(a) All departments and agencies shall submit to the city manager, upon request, reports listing all supplies and equipment which are no longer used or which have become obsolete or worn out. The city manager shall have authority to exchange or trade in these items for new supplies and equipment.

(b) The city manager, with permission of the city council, may authorize the sale of any supplies or equipment which are no longer usable or which have become obsolete or worn out, to the public by sale either through public auction, or through a surplus sales site accessible to the public.

(c) Surplus Sale Site. The city manager may sell excess or obsolete supplies and equipment at a surplus sale site(s) accessible to the public, if it is determined that such a sale may generate a better revenue for the city than an auction. The city manager, with permission of the city council, may designate all supplies and equipment of a general category or type be sold at such sales sites. Prices shall be established by the city manager and will reflect approximate resale market value of the item, without discouraging purchase. Discounts to large quantity purchasers may be given by the city manager, if such discounts would be available to the purchaser in a retail/wholesale market environment.

(d) Public Auction. The city manager may auction the supplies and equipment either through written or active competitive bid sale. Any individual, association or entity may bid at such a sale, including employees

of the city. Notice of public sale shall be published in a newspaper having general circulation in the city at least thirty days, but not more than sixty days prior to the sale. The notice of public sale shall include the date of the sale, location of the sale and any bidder security requirements.

(1) Active Competitive Bid. The supplies and equipment shall be sold by an auctioneer selected by the city manager. The cost of an auctioneer, if any, shall be paid from the proceeds of the auction. The supplies or equipment shall be sold on the date of the sale to the person, association or entity submitting the highest bid. The highest bidder shall pay for the item at the completion of the bidding, or may deposit ten percent (10%) of the bid and make arrangements for payment of the balance at the time of pick up, if such deposit is approved by the city manager. All items purchased must be removed from the sale premises upon the published removal date. If the highest bidder fails to fulfill his bid, or fails to pick up the items purchased upon the removal date, then the next highest bidder, with permission of the city manager, shall have the option of purchasing the supplies or equipment for the amount of his bid. If the next highest bidder does not desire to purchase the items, then the supplies and equipment may be disposed of as scrap, salvage or other, with permission of the city manager. If bidder security has been required, the city manager shall retain such security from the highest bidder upon default. All other bidders' security deposits shall be returned.

(2) Written Competitive Bid. The supplies or equipment shall be sold on the date of the sale to the person, association or entity submitting the highest written bid. A written notice of award shall be given to the highest bidder within ten days from the date of the sale. If the highest bidder fails to fulfill his bid within ten days from the date of mailing of the notice of award, then the next highest bidder, with the permission of the city manager, shall have the option of purchasing the supplies or equipment for the amount of this submitted bid. If bidder security has been required, the city manager shall retain such security from the highest bidder upon default. All other bidders' security deposit shall be returned.

All items purchased must be removed from the sale premises upon the published removal date. If the highest bidder fails to pick up the items purchased upon the removal date, then the next highest bidder, with permission of the city manager, shall have the option of purchasing the supplies or equipment for the amount of his bid. If the next highest bidder does not desire to purchase the items, then the supplies and equipment may be disposed of as scrap, salvage or other, with permission of the city manager. If bidder security has been required, the city manager shall retain such security from the highest bidder upon default. All other bidders' security deposits shall be returned.

Footnote 3: For state law as to purchasing of supplies and equipment by cities, see Government Code Sections 54201 to 54205. For charter provisions as to purchasing of supplies, etc., by city manager, see Charter Section 525. See also Charter Sections 1107, 1115.

City of Needles, California
Request for Council Action

☒ CITY COUNCIL ☐ NPUA ☒ Regular ☐ Special

Meeting Date: November 9, 2025

Title: Award a three-year contract to UniFirst Corporation to provide Uniform rental and laundry services from 2025 – 2028

Background: In 2018, the City Council awarded a three-year contract to UniFirst Corporation for uniform rental and laundry services. The City has continued to use UniFirst since the contract expired in 2021. City Staff reached out to Unifirst and requested a pricing change to enter into a three-year contract extension.

Unifirst provides approximately twenty-six (29) employees with furnished uniforms and laundry services. The following departments receive these services:

- Department of Public Works (5 employees)
- Parks Department (8 employees)
- Wastewater Treatment Plant (4 employees)
- Electric Department (7 employees)
- Water Department (5 employees)

The recreation department receives mops and rugs. In addition, parks, golf maintenance, and mechanics receive rags.

Fiscal Impact: A weekly decrease in uniform cleaning services of $61.49 and annual savings of $3,197.48.

Environmental Impact: None

Recommended Action: Award a three-year contract to UniFirst Corporation to provide Uniform rental and laundry services from 2025 to 2028

Submitted By: Rainie Torrance, Utility Manager

City Manager Approval: Patrick J Martinez Date: 12/4/2025

Other Department Approval (when required): Jill Taura, Interim Finance Director Date: 12/03/202

CITY OF NEEDLES

ITEM #	DESCRIPTION	QTY	CURRENT PER PIECE PRICE	TOTAL	PROPOSED PER PIECE	NEW TOTAL
0102	LS Workshirt 65/35	142	$ 0.2426	$ 34.45	$ 0.21	$ 29.82
0202	SS Workshirt 65/35	104	$ 0.2426	$ 25.23	$ 0.21	$ 21.84
09FR	LS Shirt- 7oz Armorex Indura Ultrasoft	66	$ 1.1600	$ 76.56	$ 1.00	$ 66.00
1002	Pant 65/35 Plain Front Softwill	91	$ 0.3465	$ 31.53	$ 0.30	$ 27.30
1091	Jean 100% Cotton Denim	164	$ 0.4158	$ 68.19	$ 0.36	$ 59.04
11KG	Jean FR 14oz	66	$ 0.9125	$ 60.23	$ 0.85	$ 56.10
1527	Jacket 65/35 Hip Lined	4	$ 0.6930	$ 2.77	$ 0.65	$ 2.60
76GA	3x5 Mat Great Imp 2.0	4	$ 2.6200	$ 10.48	$ 2.50	$ 10.00
76GC	3X10 Mat Great Imp 2.0	9	$ 5.2500	$ 47.25	$ 5.00	$ 45.00
8023	Wipers Bagged	150	$ 0.1155	$ 17.33	$ 0.09	$ 13.50
8236	36" Dust Mop	4	$ 1.3100	$ 5.24	$ 1.25	$ 5.00
8523	Towels 20x40 Turk	50	$ 0.3927	$ 19.64	$ 0.30	$ 15.00
89656	Bag Rack	1	$ 0.2750	$ 0.28	$ -	$ -
8957	Hanger Recovery	7	$ 0.1100	$ 0.77	$ -	$ -
9520	Rags Grade 3 (As Needed)	1	$ 32.7600	$ 32.76	$ 20.00	$ 20.00
	TOTAL			**$ 432.69**		**$ 371.20**

UniFirst

City Of Needles

ADDENDUM A

The following addendum is presented to The City of Needles in accordance with the original agreement with UniFirst Corporation executed on November 26, 2018. Both parties agree to extend the agreement for another 36 months and will expire 36 months from the date the addendum was executed by both parties. All terms and conditions of this agreement will comply with the original agreement. The pricing for current items in service are as follows:

0102 LS Workshirt 65/35	$.21 per piece x 142= $29.82
0202 SS Workshirt 65/35	$.21 per piece x 104= $21.84
09FR LS Shirt- 7oz Armorex Indura Ultrasoft	$1.00 per piece x 66 = $66.00
1002 Pant 65/35 Plain Front Softwill	$.30 x 91 = $27.30
1091 Jean 100% Cotton Denim	$.36 x 164 = $59.04
11KG Jean FR 14oz	$.85 x 66 = $56.10
1527 Jacket 65/35 Hip Lined	$.65 x 4 = $2.60
76GA 3x5 Mat Great Imp 2.0	$2.50 x 4 = $10.00
76GC 3x10 Mat Great Imp 2.0	$5.00 x 9 = $45.00
8023 Wipers Bagged	$.09 x 150 = $13.50
8236 36" Dust Mop	$1.25 x 4 = $5.00
8523 Towels 20x40 Turk	$.30 x 50 = $15.00
8956 Bag Rack	$.00 x 1 = $0
8957 Hanger Recovery	$.00 x 7 = $0
9520 Rags Grade 3 (As Needed)	$20.00 x 1 = $20.00

The undersigned agrees to the attached Addendum and attests to have authority for the named CUSTOMER, and to approve use of any personalization- including logos or brand identities - that has been requested.

Name Tom Bosanko	**Name**_____
Company UniFirst Corporation	**Company**_____
Date 11/19/25	**Date**_____
Signature _____	**Signature** _____

CITY OF NEEDLES
PROFESSIONAL SERVICES AGREEMENT

1. PARTIES AND DATE.

This Agreement is made and entered into this 26th day of November 2018, between the **CITY OF NEEDLES**, a **California Charter City,** (hereinafter referred to as the "City") and Unifirst Corporation (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 Uniform Rental and Laundry 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 September 28, 2018 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.

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 Tyrone Clemons 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 three (3) years 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, caused in whole or in part 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 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 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 solely 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.

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 per the bid specifications submitted. 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 $_____ 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 Vendor:
Tyrone Clemons
UniFirst Corporation
568 Parkson Road
Henderson, NV 89011

To City:
City of Needles
817 Third Street
Needles, CA 92363
Attention: 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.

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.

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.

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: _____

TITLE: RICK DANIELS

DATE: December 17, 2018

ATTEST:

BY: _____

TITLE: City Clerk

DATE: 12-17-18

CONSULTANT:

BY: _____

Tom Bosanko

TITLE: General Manager

DATE: November 26, 2018

EXHIBIT A

Request for Proposals

[Attached behind this page]

CITY OF NEEDLES

INVITATION FOR SEALED BIDS

FOR

Uniform Rental and Laundry Services

CITY OF NEEDLES
817 Third Street
Needles, CA 92363
(760) 326-2115 ext. 140

NOTICE IS HEREBY GIVEN that the CITY OF NEEDLES (herein called the "City") invites and will receive sealed bids up to the hour of 3:30 p.m. Pacific Standard Time (PST) on ***Thursday, October 11, 2018*** for Uniform Rental and Laundry Service. At said time, sealed Bid Proposal (herein called the "Bid") will be publicly opened and read aloud by the office of the City Clerk at:

CITY OF NEEDLES
817 Third Street
Needles, CA 92363

Questions regarding the Bid Documents are to be directed to Rainie Torrance, Finance Assistant, by email at ndlsacct@citlink.net.

Bids shall be submitted only on forms provided in the Bid Packet. Bids shall be in the hands of the City Clerk of the City, 817 Third Street, Needles, California, 92363 on or before the hour of 3:30 p.m. PST on ***Thursday, October 11, 2018***. No late Bids will be accepted and will be returned unopened. No oral, telegraphic, electronic, facsimile, or telephone bid submittals or modifications will be considered. Bids received after the bid submittal deadline will be rejected and returned to the Bidder unopened.

The Bid Proposal forms can be obtained from the City of Needles' website at www.cityofneedles.com.

The City reserves the right to reject any and/or all Bids received.

Information for Bidders

Bids will be received by the City of Needles Office of the City Clerk, at City of Needles, 817 Third Street, Needles, CA 92363, until 3:30 p.m. Pacific Standard Time (PST), on ***Thursday, October 11, 2018***, then publicly opened and read aloud. Each Bid must contain one complete original set of Bid Proposal Forms. The Bid Proposal must include a completed "Bid Form". The Addendum, if issued, will be posted on the City's website at www.cityofneedles.com. Bidder must acknowledge Addendum, if issued, by submitting signed Addendum with the Bid Proposal Forms. The completed Bid must be submitted in a sealed envelope and addressed to the City at 817 Third Street, Needles, CA 92363. Each sealed envelope containing a Bid must be plainly marked on the outside as "**Uniform Rental and Laundry Services; Attention City Clerk**", and the envelope shall also bear on the outside, the name of the Bidder, and Bidder's address. If forwarded by mail, the sealed envelope containing the Bid Proposal forms must be enclosed in another envelope addressed to the City Clerk at 817 Third Street, Needles, CA 92363, and both envelopes clearly state "**Uniform Rental and Laundry Services; Attention City Clerk**".

Total Bid Price must be filled in, in ink or typewritten, and the Bid Form must be fully completed and executed when submitted, unless otherwise indicated. The Bid Form shall be signed by a person or persons legally authorized to bind Bidder to the Contract. The individuals signing each document shall warrant that they are authorized to bind the Bidder. Mistakes must be corrected and the correction inserted; correction must be initialed in ink by person signing the Bid Form. Each Bidder is responsible for the review of the Bid documents.

The City may waive any informalities or minor defects or reject any and all Bids. Any Bid may be withdrawn prior to the above scheduled time for the opening of Bid or authorized postponement thereof. Any Bid received after the time and date specified shall not be considered. All Bids shall remain firm for at least ninety (90) calendar days after the date and time of the bid opening unless otherwise specified. Should there be reasons why the Bid cannot be awarded within the specified period; the time may be extended by mutual agreement between the City and the Bidder. Award of Bid will be to the lowest responsible Bidder as determined by the City. A conditional or qualified Bid will not be accepted. The failure and omission of any Bidder to do any of the foregoing shall not relieve any Bidder from any obligation with respect to the Bid. The City will not be responsible for, nor be bound by, any oral instructions, interpretations, or explanations issued by the City or its representatives. Any request for clarifications or questions of the bid documents shall be emailed to:

Rainie Torrance, Senior Accountant
ndlsacct@citlink.net

Requests for clarification or questions shall be delivered to the City by 4:00 p.m. PST on ***October 2, 2018***. Any City response to a request for clarification, questions and answers will be posted to the City's website at www.cityofneedles.com not later than 4:00 p.m. PST, ***October 3, 2018*** and if necessary become a part of the Bid as an Addendum. The proposed timeline of events associated with the awarding of Bid Proposal:

Release of Advertisement for Bids		Friday, September 28, 2018
Deadline to submit questions/clarifications	4:00 p.m.	Tuesday, October 2, 2018
Addendum/Questions/Clarifications Posted	4:00 p.m.	Wednesday, October 3, 2018
Bid Opening	3:30 p.m.	Thursday, October 11, 2018
City Council Awards Bid (subject to change)	6:00 p.m.	Tuesday, October 23, 2018
Issuance of a Purchase Order (subject to change)	By	Wednesday, October 31, 2018

Bid proposals shall remain valid for at least sixty (60) days after the opening of Bids. No Bid proposal may be withdrawn after the Bid opening. The enclosed "Bid Form" must be submitted with each bid.

The successful Bidder shall enter into a formal agreement with City. The Attachment A "Professional Services" Agreement will be executed to the selected vendor.

A two-year contract will be awarded with the option to extend for a total of five years. In order to exercise this option the City must notify the Service Provider in writing at the address provided in this agreement no later than 30 days before the expiration of this agreement.

Prior to beginning any work, or delivering any equipment or material to be furnished under this proposal, the bidder shall secure the appropriate Business License from the City of Needles. Business license information may be obtained by calling (760) 326-5770 X145

II. GENERAL INFORMATION

The City of Needles is seeking qualified service providers to furnish uniform and mat supply, rental and laundry service to the following City Departments:

- Department of Public Works (5 employees)
- Parks Department (8 employees)
- Wastewater Treatment Plant (4 employees)
- Electric Department (7 employees)
- Water Department (5 employees)
- Recreation Department (Mops, Rugs)

III. SPECIFICATIONS

A. Clothing

1. New garments to be provided at the beginning of this contract and each two-year period thereafter.
2. Eleven (11) shirts and eleven (11) pants should be inventoried for each employee. This includes a "swing" suit for exchange day. Some departments may request additional sets of garments.

   Note: Some departments may request short sleeve vs. long sleeve.
3. Number of changes per week; five (5) shirts and five (5) pants.
4. Shirts – Work Shirts.
5. Pants – WorkPants.
6. Shirts – Fire Rated; Indura Shirt (for those required to have, approximately 7 employees).
7. Pants – Fire Rated; Indura Jeans (for those required to have, approximately 7 employees).
8. Color - A variety of colors to be specified and/or confirmed at time of fitting.
9. Clothing to be delivered each week to the various departments, on hangers and sorted by employee.
10. Vendor to provide name tags on garments for each employee. Name tag specifications shall be silk screened with a merrow stitched border.

B. Fitting

Each person must be individually measured and fitted prior to first delivery of garments. During the first two weeks of service, vendor shall make necessary adjustments and provide necessary replacements at no additional cost.

C. Inventory Control

The vendor will be required to furnish a complete listing of garments delivered each week by department and detailed by individual. Any garments lost by vendor shall be replaced at no additional cost.

D. Service Tag System

Some type of tag system must be provided so that employees can call attention to needed repairs, etc.

E. Replacement of Garments

1. Vendor must maintain clothing in a good, serviceable condition throughout the term of the service agreement. Garments in a badly worn, frayed or torn condition from normal use shall be replaced at the next regular delivery date. Routine small repairs will be acceptable so long as the image of the employee and City are not below standard.
2. City will be responsible for lost and damaged garments by the employee.

F. Door Mats, Dust Mops and Shop Towels

Recreation Department – 36" Dust Mops x 4

Public Works Department – Shop Towels – 200 approximately

Bath Towels – 40 approximately

Rugs 3x4 – 4

8' Rugs - 3

Other items may be requested as needed.

G. Additions and Deletions

The number of garments or other rental items may be increased or decreased from time to time. Notification will be given to the vendor when changes are necessary. In any case, the unit prices shall remain the same as the original proposal.

H. Property of Vendor

All garments or other merchandise furnished under the rental agreement shall remain the property of the vendor.

IV. DELIVERY LOCATIONS

Uniforms will be picked up and dropped off at the following location(s) once a week:

City Hall
817 Third St.

Wastewater Plant
516 E Broadway

Public Works Department
122 Roduffa

Parks Department
144 Marina Dr.

Needles Recreation Department
1705 J St.

*all locations within the City of Needles, CA

1. A laundry collection for both clean and soiled work uniforms must be installed at each location.

2. Pick up all to-be-laundered shop towels, rugs and mops once a week; note only the number of shop towels and rugs, mops that are actually being laundered are to be billable.

3. Selected vendor must submit a numbered pick- up list of items to be picked up from each location.

4. All pick-up and delivery of items must obtain the signature by a City of Needles employee at the location on the finalized pick up list confirming the exact number of items being picked up.

Bid Form

TO: CITY
CITY OF NEEDLES
817 Third Street
Needles, CA 92363

DATE: _____

In compliance with the Invitation for Sealed Bids for **Uniform Rental and Laundry Services,** the undersigned, as Bidder, hereby offers to sell to the City, in accordance with the terms, conditions, requirements and specifications set forth in the Bid documents for the price quoted on this Bid Form for: **Uniform Rental and Laundry Services**

Weekly cost per employee, per week; eleven (11) work shirts and eleven (11) work pants pants; Include name tags and City logo on shirts.
$ _____

Weekly cost per employee, per week; thirteen (13) work shirts and thirteen (13) work pants pants; Include name tags and City logo on shirts.
$ _____

Weekly cost per employee, per week; seven (7) Fire rated shirts and seven (7) Fire rated work pants; Include name tags and City logo on shirts. $ _____

Weekly cost per employee, per week; one (1) coveralls; tags on coveralls. $ _____

Replacement cost for shirts which are lost or damaged by the employee. $ _____

Replacement cost for pants which are lost or damaged by the employee. $ _____

Exchange shirts; different size. $ _____

Exchange pants; different size. $ _____

Floor Mat: 3' X 4' $ _____
Floor Mat: 4' X 6' $ _____
Floor Mat: 3' X 10' $ _____
Floor Mat: 3' X 5' (scraper) $ _____

Dust Mop: 24" $ _____
Dust Mop: 36" $ _____

Shop Towels $_____
Bath Towels $_____

Written form

The undersigned certifies under penalty of perjury that the quotation on this Bid Form constitutes a bona-fide offer to sell, that he/she is an authorized representative of the company listed, that the quotation is in no way sham or collusive, and that issuance of a Purchase Order by City constitutes acceptance of bidder's offer on the terms and conditions stated in the Bid documents, and forms a contract. Bidder will not withdraw its Bid for at least n[illegible] calendar days from the date and time of the bid opening.

BID FORM - CONTINUED

BIDDER'S COMPANY	PRINT NAME - AUTHORIZED
ADDRESS	AUTHORIZED SIGNATURE
TELEPHONE NUMBER	

ARE YOU CLAIMING A LOCAL BUSINESS PREFERENCE? _____ YES _____ NO

If yes submit written proof of the address of your principle place of business and a copy of your current City business license.

THIS PAGE MUST BE COMPLETED AND RETURNED WITH BID PROPOSAL FORMS

EXHIBIT B

Proposal

[Attached behind this page]

UniFirst

Bid Form

TO: CITY
CITY OF NEEDLES
817 Third Street
Needles, CA 92363

DATE: 10-8-2018

In compliance with the Invitation for Sealed Bids for **Uniform Rental and Laundry Services,** the undersigned, as Bidder, hereby offers to sell to the City, in accordance with the terms, conditions, requirements and specifications set forth in the Bid documents for the price quoted on this Bid Form for: **Uniform Rental and Laundry Services**

Weekly cost per employee, per week; eleven (11) work shirts and eleven (11) work pants pants; Include name tags and City logo on shirts.
$ 5.06

Weekly cost per employee, per week; thirteen (13) work shirts and thirteen (13) work pants pants; Include name tags and City logo on shirts.
$ 5.98

Weekly cost per employee, per week; seven (7) Fire rated shirts and seven (7) Fire rated work pants; Include name tags and City logo on shirts. $ 11.13

Weekly cost per employee, per week; one (1) coveralls; tags on coveralls. $ .41

Replacement cost for shirts which are lost or damaged by the employee. $ 15.95 FR 44.48

Replacement cost for pants which are lost or damaged by the employee. $ 18.95 FR 36.08

Exchange shirts; different size. $ ~~0~~

Exchange pants; different size. $ ~~0~~

Floor Mat: 3' X 4' $ 2-
Floor Mat: 4' X 6' $ 3-
Floor Mat: 3' X 10' $ 4-
Floor Mat: 3' X 5' (scraper) $ 2-

Dust Mop: 24" $ 1-
Dust Mop: 36" $ 1-

Shop Towels $ .08
Bath Towels $ .30

Written form

The undersigned certifies under penalty of perjury that the quotation on this Bid Form constitutes a bona-fide offer to sell, that he/she is an authorized representative of the company listed, that the quotation is in no way sham or collusive, and that issuance of a Purchase Order by City constitutes acceptance of bidder's offer on the terms and conditions stated in the Bid documents, and forms a contract. Bidder will not withdraw its Bid for at least ninety (90) calendar days from the date and time of the bid opening.

BID FORM - CONTINUED

UniFirst Corporation
BIDDER'S COMPANY

Jennifer Marshall
PRINT NAME - AUTHORIZED

568 Parkson Rd
ADDRESS Henderson, NV 89011

Jennifer Marshall
AUTHORIZED SIGNATURE

702-565-8791
TELEPHONE NUMBER

ARE YOU CLAIMING A LOCAL BUSINESS PREFERENCE? _____ YES __X__ NO
If yes submit written proof of the address of your principle place of business and a copy of your current City business license.

THIS PAGE MUST BE COMPLETED AND RETURNED WITH BID PROPOSAL FORMS

GROUNDHOG DAY

Raine Torrance
Senior Acct.
ndlsacct@citlink.net

Bid Form

TO: CITY
CITY OF NEEDLES
817 Third Street
Needles, CA 92363

DATE: 10-8-2018

In compliance with the Invitation for Sealed Bids for **Uniform Rental and Laundry Services**, the undersigned, as Bidder, hereby offers to sell to the City, in accordance with the terms, conditions, requirements and specifications set forth in the Bid documents for the price quoted on this Bid Form for:

Uniform Rental and Laundry Services

*Long Shelve or Short Shelve Same Price

Weekly cost per employee, per week; eleven (11) work shirts and eleven (11) work pants pants; Include name tags and City logo on shirts.

$ 5.06 Shirts LS|SS .19 x 11 = 2.09
Pants .27 x 11 = 2.97

Weekly cost per employee, per week; thirteen (13) work shirts and thirteen (13) work pants pants; Include name tags and City logo on shirts.

$ 5.98 Shirts LS|SS .19 x 13 = 2.47
Pants .27 x 13 = 3.51

Weekly cost per employee, per week; seven (7) Fire rated shirts and seven (7) Fire rated work pants; Include name tags and City logo on shirts. $ 11.13 Shirts LS .89 x 7 = 6.23
Pants .70 x 7 = 4.90

Weekly cost per employee, per week; one (1) coveralls; tags on coveralls. $ .41

Replacement cost for shirts which are lost or damaged by the employee. $ 15.95 FR 44.48

Replacement cost for pants which are lost or damaged by the employee. $ 18.95 FR 36.08

Exchange shirts; different size. $ ~~0~~

Exchange pants; different size. $ ~~0~~

3x5
Floor Mat: 3' X 4' $ 2-
Floor Mat: 4' X 6' $ 3-
Floor Mat: 3' X 10' $ 4-
Floor Mat: 3' X 5' (scraper) $ 2-

Dust Mop: 24" $ 1-
Dust Mop: 36" $ 1-

Shop Towels $ .08
Bath Towels $ .30

Written form

The undersigned certifies under penalty of perjury that the quotation on this Bid Form constitutes a bona-fide offer to sell, that he/she is an authorized representative of the company listed, that the quotation is in no way sham or collusive, and that issuance of a Purchase Order by City constitutes acceptance of bidder's offer on the terms and conditions stated in the Bid documents, and forms a contract. Bidder will not withdraw its Bid for at least ninety (90) calendar days from the date and time of the bid opening.

Rainie Torrance

From: Jennifer L. Marshall <Jennifer_Marshall@unifirst.com>
Sent: Saturday, October 20, 2018 6:41 AM
To: Rainie Torrance
Subject: Re: Unifirst Corp

Those are the .27ea parks, golf pants

Jennifer Marshall
AZ, NV, CA Sales
UniFirst Corporation
702-439-6125
Jennifer_Marshall@Unifirst.com

-------- Original message --------
From: Rainie Torrance <ndlsacct@citlink.net>
Date: 10/19/18 1:29 PM (GMT-07:00)
To: "Jennifer L. Marshall" <Jennifer_Marshall@unifirst.com>
Subject: RE: Unifirst Corp

What is the pricing for the standard uniform pants ? The non-jeans, the tan ones I showed you yesterday?

From: Jennifer L. Marshall [mailto:Jennifer_Marshall@unifirst.com]
Sent: Friday, October 19, 2018 9:53 AM
To: Rainie Torrance
Subject: Re: Unifirst Corp

Happy Friday!!
After seeing what the departments are wearing yesterday, I only found the standard demin Jean's left off the bid. The "Dickies" they are preferring to are actual standard uniform pants 65/35. Also, here is the pricing for the demon Jean's and the garment maintenance.

Demin Jean's (non FR) .29ea 11x.29=3.19

Garment maintenance:
Standard work shirt .10ea 11x.10=1.10
Standard work Pants .10ea 11x.10=1.10
FR shirts .27ea 11x.27=2.97
FR Jean's. 27ea 11x.27=2.97
Coveralls .19ea 11x.19=2.09
Demin Jean's .18ea 11x.18=1.98
The garment maintenance is in addition to the weekly rental on the garments.

I hope this helps you:) Please let me know if you need anything else from me.
Thanks

Jen

Jennifer Marshall
AZ, NV, CA Sales
UniFirst Corporation
702-439-6125
Jennifer_Marshall@Unifirst.com

-------- Original message --------
From: Rainie Torrance <ndlsacct@citlink.net>
Date: 10/18/18 1:56 PM (GMT-08:00)
To: "Jennifer L. Marshall" <Jennifer_Marshall@unifirst.com>
Subject: RE: Unifirst Corp

Are you in town? I should have them within 30 mins.

From: Jennifer L. Marshall [mailto:Jennifer_Marshall@unifirst.com]
Sent: Thursday, October 18, 2018 1:41 PM
To: Rainie Torrance
Subject: Re: Unifirst Corp

Okay when you get them if you can let me know and I will stop by and check them out:)
Thanks

Jennifer Marshall
AZ, NV, CA Sales
UniFirst Corporation
702-439-6125
Jennifer_Marshall@Unifirst.com

-------- Original message --------
From: Rainie Torrance <ndlsacct@citlink.net>
Date: 10/18/18 1:39 PM (GMT-07:00)
To: "Jennifer L. Marshall" <Jennifer_Marshall@unifirst.com>
Subject: RE: Unifirst Corp

Thanks Jen!
Apparently the parks and golf course employees have these dickie pants which I was unaware of. I just called them and asked them to bring me in a pair so I can tell you more.

Rainie Torrance
City of Needles
(760)326-2115 X140
ndlsacct@citlink.net

From: Jennifer L. Marshall [mailto:Jennifer_Marshall@unifirst.com]
Sent: Thursday, October 18, 2018 1:30 PM

To: Rainie Torrance
Subject: Re: Unifirst Corp

Hi Rainie,
Here is part of the information you requested. Let me know about the dickies and I will get you a price.
Thank you,
Jen

Jennifer Marshall
AZ, NV, CA Sales
UniFirst Corporation
702-439-6125
Jennifer_Marshall@Unifirst.com

-------- Original message --------
From: Rainie Torrance <ndlsacct@citlink.net>
Date: 10/18/18 11:31 AM (GMT-07:00)
To: "Jennifer L. Marshall" <Jennifer_Marshall@unifirst.com>, ndlsacct@citlink.net
Subject: RE: Unifirst Corp

Good Morning Jennifer,
I am needing a little more information on the bid form you submitted for the City of Needles;

Can I get the cost split for the shirts and pants?
Is the cost the same for long sleeve and short sleeve shirts?
Can I also get an estimate for dickies work pants? 11 and 13 sets?

Thank you !

Rainie Torrance
City of Needles
(760)326-2115 X140
ndlsacct@citlink.net

From: Jennifer L. Marshall [mailto:Jennifer_Marshall@unifirst.com]
Sent: Thursday, October 4, 2018 8:50 AM
To: ndlsacct@citlink.com
Subject: Unifirst Corp

Hello Rainie,
I'm Jen Marshall your local sales representative. I'm working on the bid for the city of Needles and have a couple questions for you:
1. The fire rated Jean's, are they demin or poly/cotton blend?
2. What ATPV and PPE are required?
3. Do the coveralls need to be FR?
4. Bath towels 20x40?

Thanks in advance for your help!!
Sincerely,
Jen Marshall

Jennifer Marshall
AZ, NV, CA Sales
UniFirst Corporation
702-439-6125
Jennifer_Marshall@Unifirst.com

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: December 9, 2025

Title: Resolution 2025-50 of the City Council of the City of Needles, California Confirming and Adopting an Itemized Statement of Cost for Abatement of Property located at 415 D Street, Needles, CA 92363, also known as APN 0186-142-03-0000

Background: On April 4, 2025, Code Enforcement received numerous complaints from the City Manager, Council Members and Neighbors complaining of abandoned vehicles, household furnishings and miscellaneous trash on the vacant lot at 415 D Street.

On June 30, 2025, at an Administrative Hearing, the Judge declared the property and its contents included, along with all dead vegetation, trash, and debris on the property, a public nuisance.

The City is authorized (a) to seek an abatement order to return the Property to acceptable standards as established in the City's Municipal Code; (b) to clean the property; and/or (c) to seek the appointment of a receiver according to the Health and Safety Code and other applicable law as determined by the City. City may place a lien on the Property, and such lien may, at the option of City, be placed on the tax rolls to be collected by the tax collector or collected in any other means available to City.

Fiscal Impact: The potential City reimbursement in the amount of $11,918.14

Recommended Action: Adopt Resolution 2025-50, Confirming and adopting an itemized statement of cost for abatement of property located at 415 D Street, Needles, CA 92363, also known as APN 0186-142-03-0000, and file said Resolution with the County Recorder placing a lien on the property.

Submitted By: Bernard J. Hatz II , Sr. Code Enforcement Officer

City Manager Approval: Patrick J Martinez Date: 12/4/2025

Other Department Approval (when required): _____ Date: _____

RESOLUTION 2025-50

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NEEDLES CALIFORNIA CONFIRMING AND ADOPTING AN ITEMIZED STATEMENT OF COSTS FOR ABATEMENT OF PROPERTY LOCATED AT 415 D STREET (ASSESSOR'S PARCEL NO. 0186-142-03-0000)

WHEREAS, pursuant to City of Needles Municipal Code, property located at 415 D Street (Assessor's Parcel No. 0186-142-03-0000) was declared to be a threat to life and safety and presented as a public nuisance, due to the fact that the property is in close proximity to an elementary school; and

WHEREAS, On April 4, 2025, Code Enforcement received numerous complaints from the City Manager, Council Members and Neighbors complaining of abandoned vehicles, household furnishings and miscellaneous trash on the vacant lot at 415 D Street; and

WHEREAS, On June 30, 2025, an Administrative Hearing was held, and the Judge declared the property and its contents inclusive, along with all dead vegetation, trash, and debris on the property, a public nuisance; and

WHEREAS, As a result of said hearing, the City is authorized (a) to seek an abatement order to return the Property to acceptable standards as established in the City's Municipal Code; (b) to clean the property; and/or (c) to seek the appointment of a receiver according to the Health and Safety Code and other applicable law as determined by the City. City may place a lien on the Property, and such lien may, at the option of City, be placed on the tax rolls to be collected by the tax collector or collected in any other means available to City; and

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Needles California, hereby confirms and adopts the itemized statement in the amount of eleven thousand nine hundred and eighteen dollars and fourteen cents ($11,918.14) for the work performed by the City of Needles. The City Council further resolves that the statement shall be paid by the owner of the premises, beneficiary of any trust deed concerning the premises, or any other party interested in the property; and

BE IT FURTHER RESOLVED, that if the said statement is not paid, said changes shall constitute a lien on the real property upon which the public nuisance was abated and shall be collected as a special assessment against the real property; and

BE IT FURTHER RESOLVED, that the property in this Resolution is located in the City of Needles, State of California, and more particularly described as Assessor's Parcel No. **0186-142-03-0000**, record of San Bernardino County; and

BE IT FURTHER RESOLVED, that the Director of Development Services is hereby directed to file with the Assessor and Tax Collector of San Bernardino County, certified copies of this Resolution, and further the Director of Development Services shall record said Resolution with the San Bernardino County Recorder; and

BE IT FURTHER RESOLVED, that the Director of Development Services should direct the San Bernardino County Assessor to enter the amount of the charge against the real property described in this Resolution on the current assessment rolls; and

BE IT FURTHER RESOLVED, that the San Bernardino County Tax Collector shall add the amount of the assessment to the next regular tax bill against the property for municipal purposes.

PASSED, APPROVED AND ADOPTED at a regular meeting of the City Council of the City of Needles, California, held on the 9th day of December 2025, by the following roll call vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Janet Jernigan, Mayor

ATTEST:

Candace Clark, City Clerk

APPROVED AS TO FORM:

Lena Wade, Deputy City Attorney

12/3/2025

415 D STREET COSTS FOR ABATEMENT

EMPLOYEE	POSITION	REASON	TIME	RATE	COST
Bernie Hatz	Sr. Code Enforcement	Initial Inspection Notice of Violation & Reporting	2	$ 105.41	$ 210.82
Bernie Hatz	Sr. Code Enforcement	Issue of First Administrative Citation & Reporting	2	$ 105.41	$ 210.82
Bernie Hatz	Sr. Code Enforcement	Issue of Second Administrative Citation & Reporting	2	$ 105.41	$ 210.82
Bernie Hatz	Sr. Code Enforcement	Issue of Third Administrative Citation & Reporting	2	$ 105.41	$ 210.82
Bernie Hatz	Sr. Code Enforcement	Administrative Hearing	1	$ 105.41	$ 105.41
Mark Marnati	Admin Hearing Officer	Administartive Hearing	1	$ 85.00	$ 85.00
Kathy Raasch	Director of Development Services	Administartive Hearing	1.5	$ 184.08	$ 276.12
Patrick Martinez	City Manager	Administartive Hearing	1	$ 306.33	$ 306.33
					$ -
					$ 1,616.14

ITEM	REASON	COST
Supplies	USPS Certified Mail Notice of Violation	$ 13.00
Supplies	USPS Certified Mail 1st Follow Up Inspection Citation Issued	$ 13.00
Supplies	USPS Certified Mail 2nd Follow Up Inspection Citation Issued	$ 13.00
Supplies	USPS Certified Mail 3rd Follow Up Inspection Citation Issued	$ 13.00
	Total Material Costs	**$ 52.00**

DATE	ITEM	REASON	COST
5/9/2025	A6798	Citations issued	$550.00
5/27/2025	A7702	Citations issued	$2,050.00
6/9/2025	A7704	Citations issued	$7,650.00
		Total Administrative Citation's	$10,250.00

TOTAL STAFF, MATERIAL COSTS AND ADMINISTRATIVE CITATIONS	**$11,918.14**

City of Needles
817 Third Street • Needles, California 92363
(760) 326-2113 • FAX (760) 326-6765
www.cityofneedles.com

Mayor, Janet Jernigan
Vice Mayor Ellen Campbell
Councilmember Tona Belt
Councilmember Jamie McCorkle
Councilmember JoAnne Pogue
Councilmember Henry Longbrake
Councilmember Larry Ford

City Manager Patrick J. Martinez

NOTICE OF LIEN

Pursuant to the authority vested by the provisions of (Section 10, et. Seq., Chapter 20, Title 5,) of the Needles Municipal Code, the City Manager of the City of Needles, (or his designated representative) did, on or about June 30, 2025, cause the premises hereinafter described to be rehabilitated, in order to abate a public nuisance on said real property; and the City Council of the City of Needles, did, on the 9th day of December 2025, assesses the cost of such rehabilitation, repair or demolition upon said real property hereinafter described; and the same has not been paid nor nay part thereof; and said City of Needles does hereby claim a lien on such rehabilitation, repair, or demolition, in the amount of said assessment, to wit: The sum of $7,550.00; and the same shall be in a lien upon said property until the same has been paid in full and discharged of record.

The real property above mentioned, and upon which a lien is claimed, is the certain parcel of land located at 415 D Street, also known as 0186-142-03-0000, laying and being within the City of Needles, County of San Bernardino, State of California, and more particularly described as follows:

Legal Description:

RIDDELLS ADD E 140 FT LOT 8 BLK 7

Dated this 9th day of December, 2025

CITY OF NEEDLES

_____
City Manager

RECORDING REQUESTED BY AND WHEN RECORDED RETURN TO:

City of Needles
Director of Code Enforcement
817 Third Street
Needles, California 92363

(Above Space for Recorder's Use Only)

(EXEMPT FROM RECORDING FEES PURSUANT TO GOVERNMENT CODE SECTIONS 6103 AND 27383)

NOTICE OF LIEN

WHEREAS, a duly noticed public hearing was conducted by the City Manager of the City of Needles on the question of whether or not a nuisance in violation of the Needles Municipal Code Section 14-32 existed; and

WHEREAS, it was determined that such violation did exist and such violation was ordered and abated by the City on June 30, 2025; and

WHEREAS, the City Council of the City of Needles approved Resolution No. 2025-50 confirming and adopting an itemized Statement of Costs in the amount of $11,918.14 for such abatement.

NOW, THEREFORE be it known that an Abatement Lien exists on the property owned by: MEGNA Rea Estate Management 8740 Winnetka Ave, Northridge, California 91324, and described as follows:

PROPERTY DESCRIPTION: RIDDELLS ADD E 140 FT LOT 8 BLK 7 Also known as,

Street Address: 415 D Street Street Needles, CA, 92363

Assessor's Parcel Number: 0186-142-03-0000

The amount of said lien shall be $11,918.14 Plus interest and other costs which may thereafter become due.

Patrick Martinez , City Manager _____ Date

STATE OF California

COUNTY OF San Bernardino

On _____ (Date) before me, _____ (Name and title of the officer),

Personally appeared Bernard J. Hatz II, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to be within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signatures(s) on the instrument the person(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct. WITNESS my hand and official seal.

WITNESS my hand and official seal.

_____, A Notary Public

City of Needles, California
Request for City Council Action

☒ CITY COUNCIL ☐ NPUA ☐ HACN ☒ Regular ☐ Special

Meeting Date: December 9, 2025

Title: Professional Services Agreement with Willdan Financial Services for a Comprehensive Fee Study

Background: Cities are entitled to recover the costs of providing services to city residents where participation in the service is elective and voluntary. These city-provided services include programs such as recreation classes, planning and permit services, and the many other services that the City provides to residents as shown on the Adopted Fee Schedule (attached).

However, under state law, it is not possible for cities to charge more than the cost of providing these services. If individual fee levels recover more than the cost of providing a particular service, the excess recovery is considered a tax, and the excess fees must be refunded to users. Therefore, it is imperative that cities regularly complete Comprehensive User Fee Studies and update fee schedules annually to legally demonstrate that fee levels are limited solely to cost recovery.

The City last completed a Comprehensive Fee Study by an outside consultant at least five years ago. When the current fee schedule was adopted by Council in July 2025, staff indicated that it was time to complete another Comprehensive Fee Study due to several factors: the length of time since the last study, structural changes in departmental staffing, and the fact that the City's fees have likely not kept pace with high inflation experienced since the pandemic. At that time, Council was advised the July adjustments were interim and that a full Comprehensive Fee Study would be required this fiscal year to ensure compliance with cost-recovery requirements. Those July adjustments were based on CPI and limited cost factors, not a recalculation of true service delivery costs, which further underscored the need for a comprehensive analysis.

In October 2025, the Finance Department issued an RFP on Planet Bids for a Comprehensive Fee Study. The City received proposals from three firms: Willdan Financial Services, Matrix Consultant Group, and NBS Financial Consulting Group. All three firms met the mandatory and technical requirements, including scope, desired timeline, and deliverables. Since all firms are highly qualified, Finance recommends that City Council approve the proposal from the low bidder, Willdan Financial Services (Willdan).

Comprehensive fee studies are recommended every 5–7 years. As part of the scope of the project, Willdan will provide City staff an excel-based tool, so that staff can accurately update fees annually for inflation, personnel or staffing changes, other structural staffing changes, and approved MOU increases in the intervening years between full fee studies. This will ensure that Council-mandated fee recovery levels, as codified in the Needles Municipal Code, are met each year without over-recovering the cost of providing these services.

Fiscal Impact: The fixed cost of the contract with Willdan is $34,845 and can be funded from existing appropriations within the Finance Department budget.

Environmental Impact: None.

Recommended Action: Authorize the City Manager to execute a professional services agreement with Willdan Financial Services for a Comprehensive Fee Study.

Submitted By: Jill Taura, Interim Finance Director

City Manager Approval: Patrick J Martinez Date: 12/4/2025

Other Department Approval (when required): _____ Date: _____

City of Needles, CA

Proposal for

Comprehensive User Fee Study

WILLDAN

1. Title Page

City of Needles

Comprehensive User Fee Study

27368 Via Industria, Suite 200

Temecula, CA 92590

Tel: (800) 755-6864 | Fax: (951) 587-3510

Contact Person

Chris Fisher

Vice President

Email: CFisher@Willdan.com | Tel #: (951) 587-3500

November 19, 2025

2. Transmittal Letter

November 19, 2025

Ms. Jill Taura
Interim Finance Director
Mr. Patrick Martinez
City Manager
City of Needles
8173rd Street
Needles, CA 92363

Re: Technical Proposal to Conduct a Comprehensive User Fee Study for the City of Needles

Dear Ms. Taura & Mr. Martinez,

As municipalities throughout California are challenged to do more with less, they must strike a balance between effective use of limited financial resources, addressing competing priorities and objectives, and maintaining high standards of service and responsiveness to their communities. Processes and staffing evolve as staff seek out cost-effective and efficient service models, integrate technological improvements, or modify practices in response to events such as the pandemic.

Considering this, ***it is critical for the City of Needles ("City") to ensure that its fees for requested services, are developed and updated utilizing a legally defensible methodology and updated information and data to reflect current processes and staffing, account for the true cost of providing services, confirm a reasonable relationship between the cost of service and the fees, and ensure maximum appropriate cost recovery, so that the revenues generated by fees cover the cost of those services to the greatest extent possible.*** City staff, and ultimately the City Council, need a clear understanding of standards, service levels and the associated costs. Recognizing this, the City has responded by soliciting proposals for a Comprehensive User Fee Study.

Willdan Financial Services ("Willdan") is uniquely qualified to assist the City of Needles with this project, following are specific advantages that Willdan brings to the City for this study:

Extensive Local Experience with Similar Projects for Inland Empire and Southern California Cities — Willdan has worked with cities near Needles, and throughout Southern California, on User Fee Study projects with objectives very similar to those for this study. ***Our unique local knowledge will help us bring valuable perspective and knowledge of other local cities' approach to fees and their policies on fee setting and subsidies and assist us in conducting meaningful and efficient fee comparisons to Needles***. Recent and ongoing studies include the Cities of Barstow, Apple Valley, Fontana, San Jacinto, Murrieta, Norco, Chino, Chino Hills, Eastvale, Ontario, Corona, Claremont, Upland, San Dimas, Diamond Bar, La Verne, Brea, Fullerton, Pomona, and Lake Elsinore.

Collaborative Approach, Proven Results and User-friendly Models and Reports — Willdan prides itself on working closely with City staff to develop an approach that is targeted toward your specific objectives and reality, and then working together with you to gather first-hand information regarding the processes and tasks required to provide services to those requesting them. This is a distinct advantage we will bring in our approach with the City of Needles. A collaborative approach ensures we clearly understand your goals and challenges, and just as importantly, you understand the process and the results.

Our Cost Allocation methodologies and models have been reviewed and approved by Cognizant Agencies such as the US Army and recently, the US Department of Housing and Urban Development, providing evidence of our thorough and defensible approach to the development of Cost Allocation strategies.

We create user-friendly Excel-based models that the City can retain and conduct our analysis and develop the model collaboratively with City staff. Rather than using an inflexible proprietary software program, we construct our models from the ground up, mirroring the City's budget format wherever possible.

Created directly from the models, our reports clearly and graphically illustrate full and recommended levels of cost recovery and projections of revenue for fee programs, break down the costs into direct and indirect overhead categories, and present the fee methodologies.

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Our approach is geared toward delivering work on schedule and presenting results at public meetings and council workshops to stakeholders and elected officials who typically do not want or need to see the deep detailed analysis. The Willdan Team is experienced at communicating complex analytical results in a manner that is easy to understand by non-finance-oriented individuals. We have coordinated or participated in numerous public and staff workshops regarding fees and cost of service-based charges.

Unique Combination of Services and Expertise/Public Engagement — Established in 1988, Willdan is a team of over 80 professionals who provide essential financial consulting services throughout California, and the United States. Willdan has provided the requested services to municipal clients for over two decades; and is the only firm providing these types of consulting services that also has a long history of providing contract staff support to public agencies for the delivery of municipal services. This direct experience as "agency staff" provides us with firsthand understanding of City operations and is uniquely useful in determining the full effort associated with service delivery and in developing a fee schedule that is easy to communicate and implement.

We are excited about this opportunity to serve the City of Needles. To discuss any aspect of our proposal, please contact me; my contact information is provided in the table below.

Willdan Financial Services
Primary Contact
Chris Fisher
Vice President / Director
27368 Via Industria, Suite 200 | Temecula, CA 92590
Tel #: (951) 587-3500 | Fax #: (951) 587-3510
Email: CFisher@Willdan.com | www.willdan.com/financial

As a Vice President of Willdan Financial Services, I am authorized to bind the firm to the terms of this proposal, as well as the subsequent agreement.

Respectfully,

WILLDAN FINANCIAL SERVICES

Chris Fisher
Vice President / Director

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3. Detailed Technical Proposal

Services to be Provided

Project Understanding

Willdan Financial Services ("Willdan") understands that the City of Needles ("City") is seeking an updated and well-documented Comprehensive User Fee Study, based on a legally defensible methodology that is compliant with various statutes, that includes a comprehensive cost of services report and updated fee schedule and fully burdened hourly rates for positions included in the analysis.

The City's stated goal is to have a comprehensive citywide cost-based user fee study that will calculate the full (100%) cost of providing certain City services and provide recommended fees to be charged for them; ***this will include reviewing and updating existing fees and charges for user-requested services, suggesting new fees where reasonable and appropriate, and recommending cost recovery strategies and best practices for establishing user fees that account for the complexities and demands of various departments and activities. The study will result in fees that accurately account for the true cost of providing City services, allow the City to maximize recovery of actual costs, and reflect current practices, processes and staffing.***

Given our extensive experience with User Fee Studies and our experience with the City of Needles, we have a clear understanding of the goals, issues and concerns for this project, and more importantly, how to address and overcome them and meet the City's objectives.

Key City issues and objectives that are addressed within our scope of services include the following:

- Meeting with City Staff to review existing fee schedules, conduct interviews and gather information to understand the processes, operations, structure and staffing necessary for the City to provide services for which fees are charged;
- Conducting analysis that clearly identifies and establishes the full estimated cost of providing services for which fees are charged, ensuring there is a reasonable relationship between these costs, the services being provided, and the recipients of these services, demonstrating that fees do not exceed the reasonable estimated cost of providing the services, and that the fees bear a fair and reasonable relationship to the demand from the payer – ***all to support compliance with Prop 26 and Prop 218***;
- ***Though this proposed engagement doesn't include the preparation of a formal Cost Allocation Plan***, we will incorporate provision for direct and indirect overhead support services into our analysis to ensure the full cost of service that is calculated includes costs related to overhead support provided to operating functions and departments. Inclusion of overhead is a key element of any fee study, as it ensures that the full cost of service we calculate, and upon which fee recommendations are based, includes these costs;
- Comparing costs of providing services with current cost recovery levels and evaluating and adjusting fees and charges to ensure they align with the cost of the services being provided by the City;
- Identifying and evaluating opportunities to develop and implement fees for services being provided for which fees don't currently exist;
- Providing guidance related to best practices and strategies for cost recovery, and working with City Staff to develop meaningful recommendations for fee setting and subsidies where charging full cost recovery fees may not be reasonable for policy or political reasons;
- Providing meaningful 'apples to apples' comparisons of key fees charged by the City of Needles to other similar and/or nearby cities chosen in discussions between Willdan and City Staff. These comparisons may involve applicable fees for sample representative projects which the City could anticipate encountering;
- Providing the City with a model that incorporates data and information used in developing updated fees, and allows for updates for CPI, new added personnel, updated time estimates and volumes, or other factors as necessary; and
- Preparing a report that clearly identifies services for which fees are charged, the cost of those services including direct, indirect and overhead costs, current and recommended cost recovery levels, recommended fee amounts with changes and revenue impacts, and presenting the results in a way that is readily understood by decision makers.

The overall goal is to establish an updated schedule of fees that is objective, fair and equitable. ***We will deliver a straightforward model and report that clearly identifies the full cost of providing services, including overhead, direct and indirect costs; and provide recommendations for setting fees that maximize cost recovery in accordance with the City's policies.***

The end products will include user-friendly Excel-based models, which City staff will retain, and which can be easily updated to add or remove services and/or costs, update budgets in future years, determine the proper allocation of expenditures, and on-going full cost of services provided by the City. Most importantly, we will ensure that the results and recommendations are clear and understandable, defensible, and easily implementable.

Rather than costly and inflexible proprietary software, which can require expensive licensing fees, Willdan builds models utilizing Excel, from the ground up, employing the City's budget as the gauge. This model, which is then the City's to retain, gives City Staff the control to make on-the-fly adjustments and updates.

For this fee study, we will meet directly with Department representatives at the City, to discuss the best-suited approach and process; and then in more detail to identify processes and levels of activity and effort involved in providing services for which fees are paid.

Through this process we will identify the full cost recovery amount for each fee related activity, compare this with the City's current cost recovery levels, and then discuss with staff, policy and/or political concerns that need to be considered in developing recommended fees. ***Final recommended fees will be the result of these collaborative discussions, so that they reflect realities and considerations that are specific to the City of Needles.***

Willdan possesses the resources, practical experience, creative thinking, and collaborative consulting skills necessary to complete this important project. Key distinct advantages that Willdan brings to the City include the following:

On-site Data Gathering

Our experience has taught us that working together, via face-to-face discussions, is the most efficient and thorough way to ensure that results are accurate, and that studies are completed in a timely manner, which again, is critical in this proposed engagement. Consequently, through on-site interviews with your staff, Willdan will collect the majority of required data for the study. This method is better than the typical "time and motion surveys" that are provided to agency staff when studies like these are conducted. This process ensures that we gather the data we need in one coordinated step, rather than having to go through repeated follow-up and clarification. ***This approach and the dedication of our staff will help ensure we meet the City's timeline and objectives and provide important information to City Staff and the City Council as soon as possible.***

Public Engagement

Our models and project approach are geared toward delivering our work on schedule and presenting our analysis results at public meetings and Council workshops. While we understand that the City Council and local business community may be generally supportive of increasing fees where necessary, it will be important to present recommendations to them in a way that clearly demonstrates the rationale and supporting analysis.

The Willdan Team is experienced at communicating complex analytical results in a manner that is easy to understand by non-finance-oriented individuals and facilitates discussion. Our proposed principal-in-charge and project team for this engagement have coordinated or participated in numerous public and staff workshops regarding fees and cost of service-based charges. As previously mentioned, our objective is to provide useful, detailed information to the City Council and City Staff, necessary to make important decisions. Our experience ensures that we can meet this objective.

User-friendly Models and Reports

Willdan prides itself on creating user-friendly Excel-based models that the City can retain and ***conducting our analysis and developing the models collaboratively with City Staff.*** With City Staff's immediate input and collaboration, Willdan will design extremely flexible, intuitive Excel-based models. In the future, as the City assumes new responsibilities, modifies existing processes, and/or eliminates unnecessary services or programs, the models will be capable of adding or deleting funds, objects, departments, programs, staff positions, and activities. Willdan understands that issues facing the City are unique; consequently, we design our models to match your immediate and desired needs to ensure that end-results exceed staff expectations.

The model will be developed to allow the City to run "what-if" scenarios to address potential changes in staffing levels, working hours, etc.

This model is then the City's to retain, after our services are completed, and allows for the creation of revenue projections, highlighting potential new revenues, and levels of subsidy.

A key element of these studies is presenting results and recommendations in a straightforward manner, which allows the City Council and staff to confidently make fee setting policy decisions and understand the impacts of those decisions. Rather than using an inflexible proprietary software program, we construct our models from the ground up, as previously discussed, mirroring the City's budget format wherever possible.

As a result, the information contained in our models are easy for City Staff to interpret, and the familiar software ensures ease of navigation. As the models are being designed and constructed, we will work together with City Staff to determine the best and most effective features to include. After the project is completed, we will provide training, so that your staff can independently and efficiently evaluate the effects of changes in certain factors. Created directly from the models, our reports clearly and graphically illustrate bases for the full cost recovery level of fee programs, provide projections of revenue from fee programs, both at full cost recovery and at recommended levels, and present the fee methodologies.

Methodology

Comprehensive User Fee Study Methodology

The following describes our proposed methodology and approach to prepare a Comprehensive User Fee Study.

To comprehensively update fees, the City should develop a fee schedule that accurately accounts for the true cost of providing services. Once the study is complete, the fee study model must be flexible so that the City can add, delete, and revise fees in the future. To meet this goal, we will bring our expertise and unique perspectives to your fee study by approaching the project with these three principles:

1) Defensibility

Our user fee projects have not been legally challenged since the inception of this practice area in our firm. We have accomplished this by closely working with legal counsel familiar with user fee studies, our engineering division and with agency staff. In this way, we can tailor the correct approach to ensure full cost recovery combined with a sound and reasonable basis for each user fee you implement.

We employ principles from Proposition 218 to make certain that your user fee and rate schedule is developed with fairness, equity, and proportionate cost recovery principles in mind. With the addition of Proposition 26, Willdan will review each analyzed user fee for compliance and appropriateness to ensure continued defensibility.

2) Project and Staff Time

The City must have a sound and technically defensible fee schedule to ensure costs are appropriately recovered, as applicants approach the City for its services. Our standards and approaches serve to get to the issues of your fee study quickly. Starting with the project kick-off, we will make certain that your staff understands the purpose and scope of the study and its corresponding on-site departmental interview. As Willdan is able to communicate directly with the service providers, this face-to-face interaction provides valuable time estimates.

3) Responsiveness

We take great pride in providing responsive service to our clients. Frequent communication is critical to a successful user fee study experience. We will provide a list of data requirements in advance of the project kick-off. Due to this simple step, the introductory meeting can focus on the survey input process, answering questions, determining policy goals, and defining next steps in the project. We will follow up weekly with the City at each step in the fee study process to make sure that staff “buys in” to the fee study approach and results.

Approach

Our approach to preparing the user fee study and documentation for the City includes:

- Close coordination with your staff to devise a consensus approach. Different programs and/or different service delivery methods will necessitate different approaches. We will discuss specific pros and cons with City Staff as we determine which methods work best for various categories of fees;
- Strict adherence to key legal and policy issues with regard to user fees, including the percent of cost recovery that the City seeks to achieve. A user fee shall not be set higher than the reasonable cost of providing a fee-generating service. Our approach provides you with a fee schedule that achieves maximum legal cost recovery while ensuring that each fee is supported by technically defensible documentation; and
- Technical analysis necessary for project participants to resolve policy issues.

As described below, there are two basic approaches to calculating user fees:

Approach 1: Case Study Method

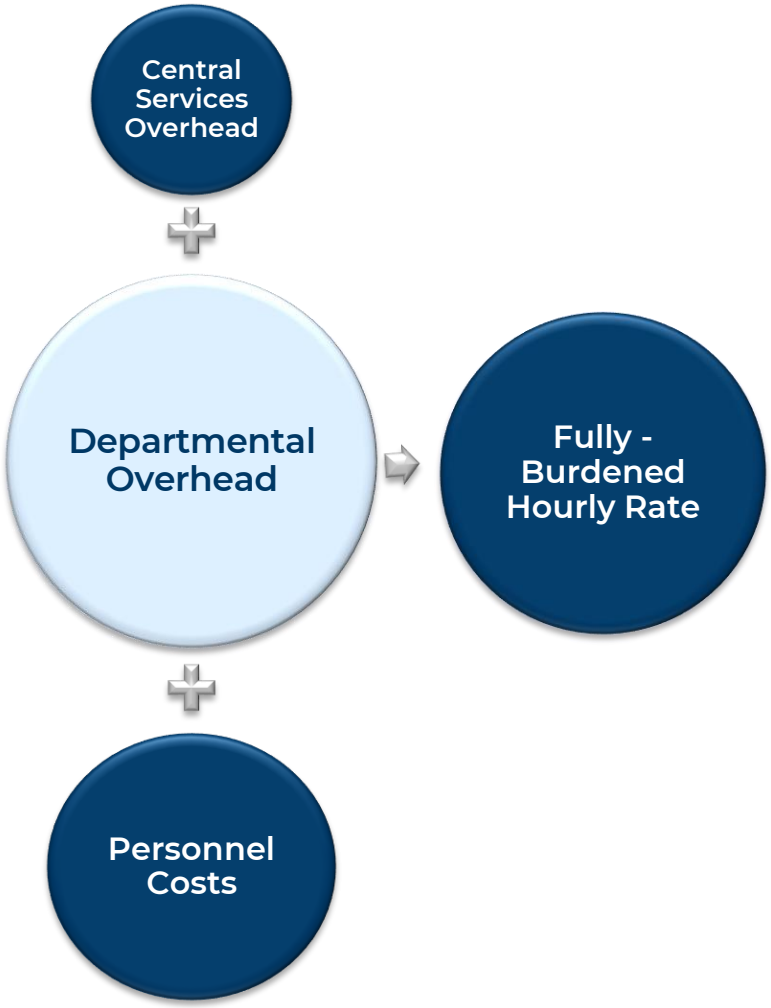
This is also sometimes referred to as a cost build-up approach. Using a time and materials approach, the "Case Study Method" examines the tasks, steps and City Staff involved in providing a particular 'unit' of service, such as a permit review, and then uses that information to develop estimates of the actual labor and material costs associated with providing a unit of service to a single user. It is often used when a service is provided on a regular basis, and staff and other costs associated with the service can be segregated from available budget data.

A typical case study fee model should comprise the following three general cost layers:

1) Central Services Overhead: This category may involve such costs as labor, services, and supplies that benefit more than one department, division, or project. The exact benefits to specific areas are impossible to ascribe to a single activity. Examples are purchasing, human resources, and liability insurance. As part of the user fee study, these costs are calculated in the overhead cost review.

2) Department Overhead: This category may include expenses related to such items as office supplies, outside consultants, and membership dues. It may include management, supervision, and administrative support that are not provided to a direct fee-generating service. Typically, these items are charged, on an item-by-item basis, directly to the department, division, or project.

3) Personnel Costs: This category refers to direct salary and benefit costs of staff hours spent on providing a fee-generating service (e.g., on-site building inspector).



Approach 2: Average Cost Method

This is also sometimes referred to as a programmatic approach, because it looks at costs at a program level, and then allocates them to participants on an occurrence basis. By taking total service costs across a substantial sample period (a year) and dividing by the total number of service units delivered over that same period, costs per unit of service is estimated.

This approach is useful when services or programs are provided in a more aggregate manner, where it might be difficult to identify a specific sequence of steps associated with one user or participant; or where it is not feasible to cost-effectively segregate costs associated with specific activities.

Comprehensive User Fee Study Work Plan

Our proposed work plan, described in detail by task, is provided below. We explain how each task will be accomplished and identify associated meetings and deliverables. We want to ensure our scope provides quality and clarity and is responsive to the City's needs and specific local circumstances. We will work in concert with the City to adjust the scope as needed during the course of the study.

Task 1:	Initial Document Request
Objective:	Initial due diligence; and obtain study-related data.
Description:	Prior to the kick-off meeting, we will obtain and review relevant documentation to further enhance our understanding of the services, fees, and rates to be studied. A written request for data will be sent to the City. Please note that Time Survey data is not part of this request and will be gathered during the interviews described in Task 5. We will request information, data sets, documentation on current fees and fee programs, activity levels, and budget and staffing information (to the extent not already available) related specifically to programs and activities which have associated fees, and for which the City has this level of detail. As this proposed engagement does not include completion of a new or updated Cost Allocation Plan (CAP), we will request data related to existing overhead functions and Cost Allocation policies and methodologies currently used by the City in order to incorporate analysis into the User Fee model that provides for overhead factors and costs to support updated fee recommendations.
Deliverables:	**Willdan:** Submit information request to City. **City:** Provide requested data to Willdan (prior to Task 3, Kick-off Meeting/Refine Scope). We will follow up with the City to confirm receipt of requested data and information and highlight data elements that are outstanding.

Task 2:	Compile Inventory of Current and Potential Fees/Review Existing Cost Allocation Method
Objective:	Willdan will identify the schedule of fees and develop the methodology for calculating the fees, review overhead services, factors and allocations in consultation with the City, and obtain updated staffing, salary, and benefit information.
Description:	Based on the results of the initial document request and independent research, incorporate into our model the existing fees, provided by the City, to comprise the parameters of the fee study. We will review the existing fee schedule to ensure consistency and that it addresses areas where fees could be charged for services being provided and confer with Staff to identify potential new fees. We will work with staff to incorporate reasonable indirect overhead factors from the City's current Cost Allocation Plan, or develop new overhead factors to ensure the costs associated with central service overhead support are included in the full cost of providing services. Reasonable indirect cost allocation percentages will be used in Task 4 to calculate departmental overhead rates and fully burdened hourly personnel rates. We will gather and review data and supporting analysis as necessary, related to the City's cost allocation approach. This information will be used to verify or calculate the allocation of indirect service costs to operating departments, and then will be incorporated with staffing, and salary and benefit data to develop a comprehensive schedule of Fully Burdened Hourly Rates (FBHR). These rates will form a basis for the calculation of the costs of providing services to residents and customers, for which fees are charged.
Meetings:	It is possible that a conference call with the City may be necessary to discuss new fees to implement or existing fees that may no longer be required.
Deliverables:	**Willdan:** One (1) draft list of current fees based on initial data provided (to be discussed and finalized during the kick-off call). **City:** Review completed fee schedules with comments/revisions to be discussed during the kick-off meeting.

Task 3:	Kick-off / Refine Project Requirements, Objectives and Scope
Objective:	Confirm goals and objectives for the Comprehensive User Fee Study. Identify and discuss policy matters typically raised, address gaps in data, and refine appropriate existing or new fee categories (based on Task 2).
Description:	Verify our understanding of the City's goals, the City's cost-recovery policy for user fees, and obtain and/or clarify data and information necessary for the project. It is important for the City and Willdan to identify and address any foreseeable problems and maintain open communication throughout the process. During this discussion, we will ask that the City identify a project manager who will serve as the primary contact for the project. The project manager shall have responsibility for ensuring that all available data is provided in a timely manner, thereby maintaining adherence to the project's schedule.
Meetings:	One (1) project kick-off call/web meeting to initiate the project, discuss data needs, and address policy matters.
Deliverables:	**Willdan:** 1) Revised project scope and schedule (if needed); and 2) brief summary of policy decisions (if needed). **City:** 1) Provide further data needs; and 2) determine/introduce City's project manager.

Task 4:	Develop Comprehensive Fee Model/Incorporate Overhead/Develop Overhead Rates & FBHR
Objective:	Develop and test fee model and incorporate overhead factors.
Description:	This task involves the development of the model ultimately used to calculate fees, based on data and information gathered in previous tasks and in the Time Survey Interviews described in Task 5. To ensure that City policies are met through the imposition of the calculated fees, the model will be formatted to include appropriate costs. We will develop and determine the appropriate indirect cost factors and overhead rates to apply to personnel rates, to ***develop fully burdened hourly rates*** per the City's employee structure. These rates will serve as a basis for calculating the full cost of providing services. Key model inputs will include staff and allocated overhead costs per position, and relevant budget data on staffing, salaries and benefits. This information will be obtained directly from the City and incorporated directly into the user fee model. We will request clarification and/or additional data if necessary. We will also update, as appropriate, available fee volumes (occurrences) and revenue generation. The model will provide an allocation of administrative and overhead costs to fee related activities, so that fees and billable rate schedules incorporate applicable costs. Furthermore, the fees and rates charged to customers will also reflect the cost of the services being provided, to the extent possible given policy and/or political considerations. The model will be able to accommodate updates, additions, and revisions as costs, processes, staffing and the organization change from year to year. The model will ultimately calculate the full cost of providing services for which fees are charged, based upon information and data provided by the City about the processes and staffing involved with direct service delivery in Task 5, supplemented by overhead percentages calculated in the CAP.
Deliverables:	**Willdan:** One (1) user-friendly model in Microsoft Excel format, which, when finalized, City Staff can use to calculate fee changes annually, or as often as deemed appropriate by the City Council, and a schedule of Fully Burdened Hourly Rates.

Task 5:	Time, Process and Effort Interviews and On-site or Virtual Information Gathering
Objective:	Meet with City Staff to review processes and staffing for fee-based services, and understand service delivery processes.
Description:	In order to gather the information and feedback necessary to understand processes, staffing and levels of effort, we will schedule up to one (1) day of meetings with staff; however, the number of meetings needed may vary depending on the number of staff involved.

The Willdan Team will conduct interviews with managers, as well as other staff, as deemed appropriate and/or necessary, to understand the processes and staffing involved in delivering fee-based City services and determine the average time required by City Staff to provide each of the services. During this process we will identify instances of cross-departmental support and calculate associated costs.

The fee model is designed so that full cost recovery fees are calculated immediately upon input of staff time. These full costs are also compared to current cost recovery levels.

This will allow Willdan and City Staff to conclude with a final meeting to review the draft full cost recovery fees and adjust any times as necessary once all information has been compiled and input into the fee model. We will schedule the interviews with City Staff to minimize any disruption to their normal workflow.

During these meetings, we will discuss potential new fees with City Staff that could be added to the City's fee schedule(s) for applicable departments. Fee additions may be at the request of Staff during the initial process of creating an inventory of fees to be included in the study in Task 2, those recommended to address legislative and/or policy updates or recommended based on fees we've encountered in comparable cities that aren't currently included on the City's fee schedules. We will discuss potential fee additions with the City Council during a brief presentation.

Meetings: One (1) business day of meetings/staff interviews. Depending upon circumstances and availability, these meetings may be conducted in person, or via WebEx or Zoom. These tools have proven to be highly effective and efficient, particularly for follow-up questions and/or discussions.

Deliverables: **Willdan and City:** Time surveys and draft full cost recovery fees.

Task 6: Data Analysis, Calculate Full Cost of Providing Services, Final Fee Schedule

Objective: Incorporate information obtained from the meetings in Task 5 to fully develop model and calculate the cost of providing services.

Description: We will update the model, based on information received during the on-site surveys, to generate a comprehensive fee schedule. In addition, it is quite common that a supplemental data request may be necessary, based on new fees identified that the City is not currently collecting.

Where appropriate, we will suggest and discuss with staff alternate approaches to existing fee programs (i.e. deposit vs. straight fee, valuation, etc.) and suggest potential areas where fees could be collected, where they are not currently.

We will present the cost of service and full cost recovery level for fees, both current and projected under the new calculated fees, and revenue projections, given certain assumptions about the levels of subsidy for different fees.

We will begin the discussion of subsidies and fee-setting, and the implementation of policy and political objectives. We will provide guidance based upon our recent experience as to policy factors and approaches used by other similar cities.

Current levels of cost recovery will be compared to actual full costs calculated during the course of this study. Cost will be calculated at reasonable activity levels and include all appropriate direct and indirect costs and overhead. We will review fee programs for compliance with Propositions 218 and 26.

The fee data analysis and model development may take three (3) to five (5) weeks with frequent correspondence with City Staff to discuss current cost recovery amounts, necessary to recover full cost and frequency activity.

Meetings: Web meetings and/or conference calls, as necessary, to gather additional input, complete analysis and finalize fee schedule. Please see the note in Task 5 regarding in-person meetings.

Deliverables: Final user fee model for the City Council presentation and discussion.

Task 7: Common Fees Comparison

Objective: Examine up to five (5) comparable cities/agencies in San Bernardino County, or jurisdictions that are similar in either geography or profile to the City of Needles.

Description: We will access and use our knowledge of other jurisdictions to benchmark all applicable fees for up to five projects as determined by City Staff and Willdan.

The purpose is to select sample projects (such as a 5-unit residential project or a 10,000 square foot commercial building) that the City may reasonably expect to encounter, and determine the total fee burden, as compared to the other selected cities.

Fee schedules are rarely readily or directly comparable from agency to agency due to definitional and operational differences. For example, a grading permit in one jurisdiction may include the plan check service, while the same permit in another jurisdiction may not, resulting in similar sounding services with widely varying costs.

The survey will contain the following, a comparison of fees and charges used by the City and other jurisdictions for comparable sample projects; current and proposed fees and charges unique to the City of Needles; fees and charges used by other public entities not currently used in the City.

If possible, identify characteristics and processes unique to the City that account for significant variances in fees and charges used by other jurisdictions.

Deliverables: **Willdan:** Recommendations provided in Task 8 will incorporate the data gathered during our examination.

Task 8: Prepare and Present Draft Results and Report, Conduct Presentations

Objective: Prepare and present draft results and report.

Description: This task involves the preparation of the draft report that discusses the study's background, the methodologies utilized in the study, and the results and presentation to various stakeholder groups. As noted below, meetings may occur during this or the next task as appropriate. The calculations used to generate the user fee study will be included textually, as well as in easy to understand tables. Individual fee summaries and a comprehensive fee schedule will be included as well. The draft report will include the following:

- Key results and findings;
- Current and recommended fees and charges, changes in fees;
- Basic descriptions of each service;
- The full cost calculations for each service;
- Current and recommended cost recovery levels;
- Comparison of the cost of providing services to current and proposed recovery levels and fees;
- Costs broken down into indirect, direct and overhead components;
- Fee recommendations, associated levels of cost recovery, subsidies, changes from current fees;
- Projections of potential fee revenue;
- Fee comparisons completed as part of Task 7;
- Assessment of reasonableness of each City's costs; and
- Summary and recommendations.

The objective of the report is to communicate the recommendation of appropriate fees, which include the appropriate subsidy percentage for those fees where full cost recovery may be unrealistic.

Meetings: One (1) web meeting with City Staff and the City Manager to present the report, recommended fee structure, methodology and draft results, address questions, and receive feedback.

Deliverables: **Willdan:** Draft report for City review and comment.

City: Review of draft report, with comments and edits.

Task 9: Discuss and Revise Draft Report/Determine Cost Recovery Levels for Recommended Adoption

Objective: Review and discussion of draft results, fee structure, methodology, report, and fee model.

Description: The goal of this task is to conduct an in-depth review of the draft results, report and model, incorporate feedback and changes as a result of previous discussions and meetings, and arrive at an optimum fee structure. During this Task, we will finalize the actual fee levels, with consideration given to policy and current practices.

Often through the course of an engagement, City Staff will volunteer insightful likes and dislikes regarding the existing fee structure.

We listen to this feedback carefully because your staff members know the community best. Comments usually revolve around issues of:

- Understandability;
- Fairness to applicants;
- Ease of calculation;
- Appropriate levels of cost recovery; and
- Full cost recovery hourly rates.

When adjusting fee recovery levels, we believe it is important to address these concerns.

One (1) meeting with City Staff and the City Manager to present the recommended fee structure, methodology and draft results, address questions, and receive feedback.

Following one (1) round of comments and feedback from the City on the methodology and draft report, we will prepare the final report for presentation to the City Council.

Meetings: Up to two (2) web meetings to review the model and report and finalize cost recovery levels.

Deliverables: Draft report, revised draft /final report.

Task 10:	Prepare and Present Final Report/Instruct Staff on Model

Objective: Prepare and present final report to the City Council. Instruct staff on the operation and use of the model for future modifications.

Description: This task is the culmination of the entire project. Based on staff comments received regarding the draft report, we will prepare the final report for presentation. We will provide Staff with guidance on how to update the model in future years, to incorporate cost increases and changes in staffing or processes.

Meetings: One (1) meeting to present recommended fee structure and methodology to the City Council to facilitate their understanding of the approach, analysis, results, recommendations and implications of the study. We will also provide staff training on the operation and use of the model on the same day, during regular business hours. Follow-up offline discussions may occur as necessary with City Staff to review questions and/or requested clarifications from the City Council.

Deliverables: Provide one (1) electronic PDF file copy of the final report and model; and ten (10) bound copies, and one (1) unbound copy to the City, if requested. Using Microsoft Word and Excel, an updateable electronic copy of the study and models, as well as related schedules, will be provided on CD.

City Staff Support

To complete our tasks, we will need the cooperation of City Staff. We suggest that the City of Needles assign a key individual to represent the City as the project manager who can function as our primary contact. We anticipate that the City's project manager will:

1) Coordinate responses to requests for information;

2) Coordinate review of work products; and

3) Help resolve policy matters.

Willdan will endeavor to minimize the impact on City Staff in the completion of this project. We will ask for responses to initial information requests in a timely manner. If there are delays on the part of the City, we will contact the City's project manager to steer the project back on track. We will keep the City's project manager informed of data or feedback we need to keep the project on schedule.

Project Disclaimer

Willdan is a registered municipal advisory firm with the U.S. Securities and Exchange Commission ("SEC"), as such we are providing the following disclaimer representing that we are not acting as a Municipal Advisor (as defined by the SEC), to the City of Needles, in any capacity as it relates to the project proposed in this Comprehensive User Fee Study RFP.

(i) The City uses the services of one or more municipal advisors registered with the SEC to advise it in connection with municipal financial products and the issuance of municipal securities;

(ii) The City is not looking to Willdan to provide, and City shall not otherwise request or require Willdan to provide, any advice or recommendations with respect to municipal financial products or the issuance of municipal securities (including any advice or recommendations with respect to the structure, timing, terms, and other similar matters concerning such financial products or issues);

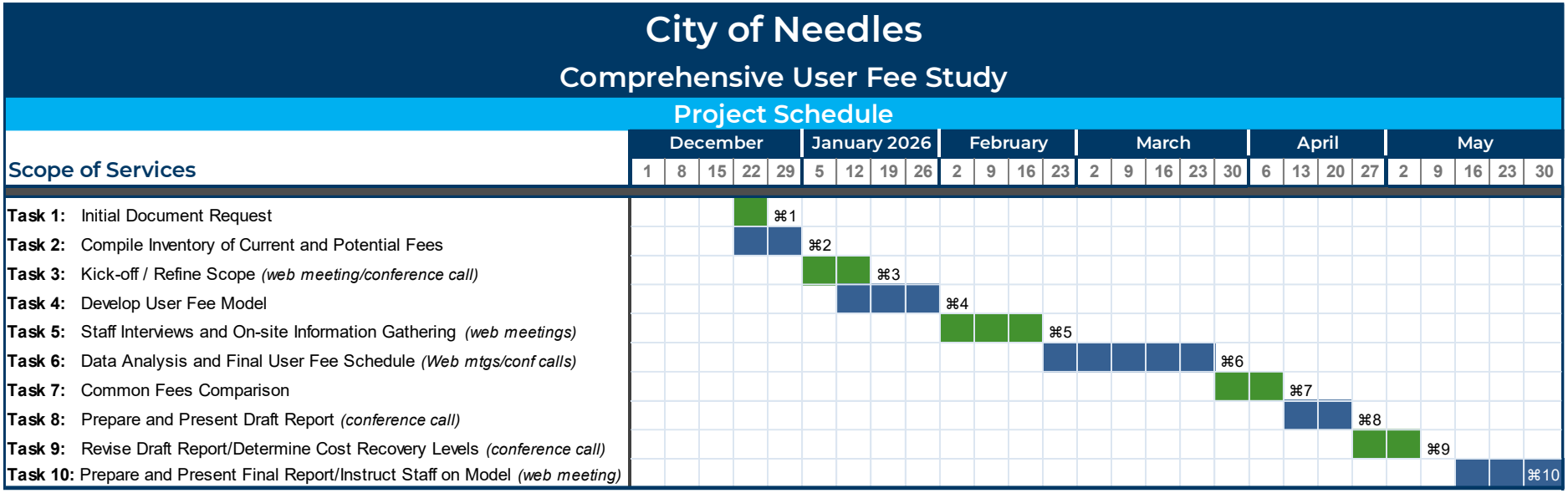
(iii) The provisions of this proposal and the services to be provided hereunder as outlined in the scope of services are not intended (and shall not be construed) to constitute or include any municipal advisory services within the meaning of Section 15B of the U.S. Securities Exchange Act of 1934, as amended (the "Exchange Act"), and the rules and regulations adopted thereunder;

(iv) For the avoidance of doubt and without limiting the foregoing, in connection with any revenue projections, cash-flow analyses, feasibility studies and/or other analyses Willdan may provide the City with respect to financial, economic or other matters relating to a prospective, new or existing issuance of municipal securities of the City, (A) any such projections, studies and analyses shall be based upon assumptions, opinions or views (including, without limitation, any assumptions related to revenue growth) established by the City, in conjunction with such of its municipal, financial, legal and other advisers as it deems appropriate; and (B) under no circumstances shall Willdan be asked to provide, nor shall it provide, any advice or recommendations or subjective assumptions, opinions or views with respect to the actual or proposed structure, terms, timing, pricing or other similar matters with respect to any municipal financial products or municipal securities issuances, including any revisions or amendments thereto; and

(v) Notwithstanding all of the foregoing, the City recognizes that interpretive guidance regarding municipal advisory activities is currently quite limited and is likely to evolve and develop during the term of the potential engagement and, to that end, the City will work with Willdan throughout the term of the potential Agreement to ensure that the Agreement and the services to be provided by Willdan hereunder, is interpreted by the parties, and if necessary amended, in a manner intended to ensure that the City is not asking Willdan to provide, and Willdan is not in fact providing or required to provide, any municipal advisory services.

Project Schedule

Willdan understands time is of the essence for the City of Needles to begin this engagement. This schedule can only be met with the cooperation of City staff. Delays in responding to our requests for data and review will result in corresponding delays to the project schedule. If that is the case, we will notify the City immediately of the possible impact on the schedule.



Deliverables:

- **⌘1:** Information Request
- **⌘2:** Draft List of Current Fees
- **⌘3:** Revised Project Scope and Schedule *(if needed)*
- **⌘4:** User-friendly Model in Microsoft Excel
- **⌘5:** Time Surveys and Draft Full Cost Recovery Fees
- **⌘6:** Draft Fee and Rate Model Review
- **⌘7:** Common Fee Comparison
- **⌘8:** Draft Report
- **⌘9:** Revised Draft Report/Final Report
- **⌘10:** Final Report – Hard and Electronic Copies

Firms Capacity to Provide Quality Services

Firm Profile

Willdan Financial Services is an operating division within Willdan Group, Inc. (WGI), which was founded in 1964 as an engineering firm working with local governments. Today, WGI is a publicly traded company (WLDN). WGI, through its divisions, provides professional technical and consulting services that ensure the quality, value and security of our nation's infrastructure, systems, facilities, and environment. The firm has pursued two primary service objectives since its inception—ensuring the success of its clients and enhancing its surrounding communities.

A financially stable company, Willdan has approximately 1,770 employees working in more than a dozen states across the U.S. Our employees include a number of nationally recognized Subject Matter Experts for all areas related to the broadest definition of connected communities—***five of whom are committed to contribute their expertise throughout the duration of the City of Needles' User Fee Study engagement.***

Willdan has solved economic, engineering and energy challenges for local communities and delivered industry-leading solutions that have transformed government and commerce. Today, we are leading our clients into a future accelerated by change in resources, infrastructure, technology, regulations, and industry trends.

Willdan Financial Services

Established on June 24, 1988, Willdan Financial Services, is a national firm and is one of the largest public sector economic and financial analysis consulting firms in the United States. Since that time, we have helped over 800 public agencies successfully address a broad range of infrastructure challenges.

Our team is focused on actively supporting our clients by ensuring they stay informed about the latest advancements in our areas of expertise. We believe that by sharing this knowledge, we can empower our clients to make informed decisions and achieve their objectives. Willdan assists local public agencies by providing the following services:

Willdan Financial Services	
Services	
▪ User fee studies; ▪ Cost allocation studies; ▪ Utility rate and cost of service studies; ▪ Real estate economic analysis; ▪ Feasibility studies; ▪ Municipal Advisory; ▪ Arbitrage and Continuing Disclosure Services; ▪ Economic development strategic plans;	▪ Development impact fee establishment and analysis; ▪ District Administration Services; ▪ Property tax audits; ▪ Tax increment finance district formation and amendment; ▪ Housing development and implementation strategies; ▪ Debt issuance support; and ▪ Long-term financial plans and cash flow modeling.

Fiscal Stability

To establish our financial stability, we are providing the following information. Willdan Group, Inc. (WGI) has sustained a healthy financial performance record due to the outstanding performance of our operating divisions and a strong, dependable reputation in municipal consulting.

A snapshot of WGI's financial statistics have been provided to the right demonstrating our financial position and stability.

As a publicly traded company (WLDN), must provide public financial information as required by the SEC. Additional detailed financial statements and annual reports are included on our webpage (http://ir.willdangroup.com/).

Financial Stability

- In business for over 60 years
- Approximately 1,770 employees
- Fiscal Year 2024 Consolidated Contract Revenue of $544 Million
- Market capitalization of 1.3 Billion (November 2025)
- $50 Million Line of Credit
- $100 Million Revolving Credit Facility

BMO

Engineering and Construction
320 S. Canal Street – 15th Floor
Chicago, IL 60606

To Whom It May Concern:

BMO Bank N.A. has a depository and lending relationship with Willdan Group, Inc. and its subsidiaries since 2014. All obligations and deposit accounts have been handled honorably to date and Willdan is a client in excellent standing with BMO Bank N.A.

Currently, Willdan has a $50 million revolving line of credit which matures September 29, 2026, with $48.4 million remaining available. Willdan also maintains bank deposits with month to date averages in the mid 8 figures. BMO is pleased to extend our recommendation for their services.

Sincerely,

Marilyn Bond

Marilyn Bond
Assistant Vice President
BMO Bank N.A.
marilyn.bond@bmo.com
312-461-2966

Project Management and Quality Assurance/Control Approach

Provided below is the firm's project management approach to producing the required product in a timely fashion.

Project Management Approach

At Willdan, we utilize a Project Management Process/Approach that ensures projects are completed on time, within budget and most importantly yield results that match our clients' expectations. We will document discussions leading to important policy decisions and/or the choice of critical assumptions used in constructing the analysis and model.

Following key stakeholder discussions, we will schedule a call to summarize findings and direction with City staff, to make certain that we are in agreement with stated objectives, and that feedback is incorporated as appropriate.

Through the process of providing regular updates and conducting status conference calls, potential issues will be highlighted, discussed, and resolved. Any deviances from the project timeline will be identified and plans will be developed for course corrections.

Project Management				
Define the Project	**Plan the Project**	**Manage the Project**	**Review the Project**	**Communicate the Project**
▪ Identify the project scope, set objectives, list potential constraints, document assumptions. ▪ Define a course of action and develop an effective communication plan. ▪ Provide a forum for applying the team's collective expertise to solving difficult analytical issues that arise in complex projects.	▪ Collaborate with the project team and client staff and agree upon timeline to meet the estimated project timeline. ▪ Assign workload functions to appropriately qualified staff to ensure milestones are met, on time. ▪ Pre-schedule quality control meetings with project team to maintain the progressive motion of the project.	▪ Manage the execution of the project. ▪ Direct existing and upcoming project tasks. ▪ Control and monitor work in progress. ▪ Provide feedback to client and project team. ▪ Identify and resolve deviances from project timeline.	▪ Review all work product and deliverables. ▪ Utilize structured quality assurance process involving up to three levels of review at the peer level, project manager level. ▪ Procure executive officer level review.	▪ Communicate with the client regarding work status and progress. ▪ Ensure client is in receipt of regular status updates. ▪ Schedule regular conference calls to touch base. ▪ Inform client of roadblocks, work outside of projected scope.

Quality Assurance / Quality Control Process

Our quality control program is incorporated as a required element of Willdan's day-to-day activities. There are three levels of reviews incorporated for our deliverables:

1) Peer review;
2) Project Manager review; and
3) Final quality assurance manager review.

Peer reviews involve one analyst reviewing the work of another, while project manager reviews are conducted prior to delivery to the quality assurance manager. The quality assurance manager then performs a final review. This assures that our final product has been thoroughly evaluated for potential errors; thus, providing quality client deliverables, and high levels of integrity and outcomes.

The primary mission of our quality control plan is to provide staff with the technical and managerial expertise to plan, organize, implement, and control the overall quality effort, thereby ensuring the completion of a quality project within the time and budget established.

Quality Assurance Goals		
Goal	**Lead**	**Task**
Quality Assurance / Control Process	Chris Fisher	▪ Establish a set of planned and systematic actions for maintaining a high level of quality in the professional services performed; ▪ Emphasize quality in every phase of work; ▪ Ensure efficient use of resources; ▪ Establish a consistent and uniform approach to the services performed; and ▪ Implement appropriate quality control measures for each work task of the project.
Quality Control Plan	Chris Fisher & Robert Quaid	▪ Contract deliverables; ▪ Specific quality control procedures; ▪ Special quality control emphasis; ▪ Budget and manpower requirements; ▪ Overall project schedule and budget; and ▪ Project documentation requirements.

Firm Qualifications

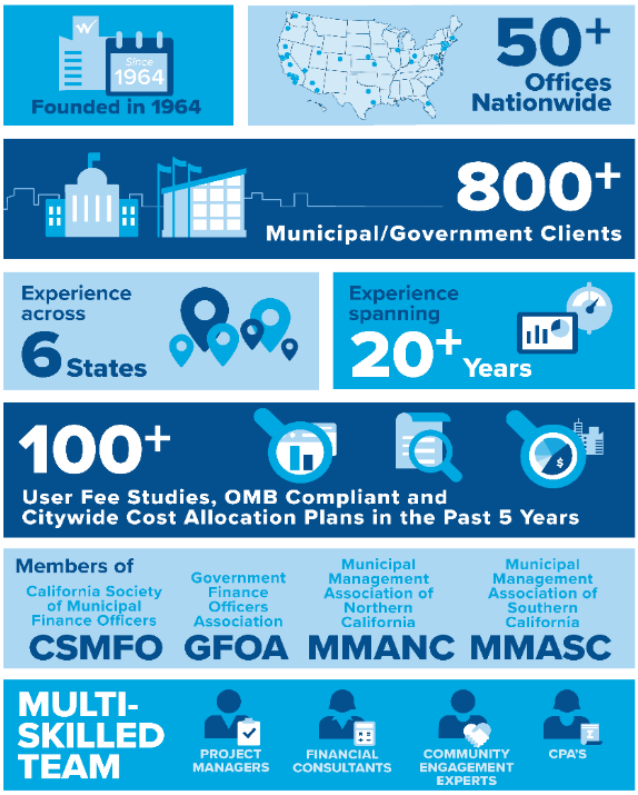
Experience

Willdan Financial Services employs a team of professionals who provide essential financial consulting services throughout the United States. Our direct experience as "agency staff" provides us with firsthand understanding of City operations and is uniquely useful in determining the full effort associated with service delivery and in developing a fee schedule that is easy to communicate and implement.

Willdan has provided Cost Allocation Plan and User Fee Study services to municipal clients for 27 years; and has prepared user fee studies, cost allocation plans, and OMB compliant cost allocation plans for clients throughout California, as well as the United States.

Willdan's proven and successful track-record conducting user fee studies and cost allocation plan services for public agencies dates to 1998. Since that time, we have developed the expertise to successfully integrate this service into the Financial Consulting Services group's primary functions.

Willdan has extensive experience with a range of fee studies and the typical pros, cons, and challenges, both in implementation and management. Willdan will bring its expertise to the City's process of considering financial, practical, and policy issues in deciding on its future fee program. Our record of success within the industry provides assurance of the professionalism and capability we will bring to this engagement.



Breadth of Directly Related Experience

Willdan is the leading firm in California providing services to complete Cost Allocation Plan and User Fee Study projects, and one of the leaders throughout the Country. We have completed hundreds of successful similar studies in California, including more than thirty (30) in the past two years alone, in addition to projects in Arizona, Colorado, Texas, and Florida.

Extensive Public Sector Experience

For more than 60 years, Willdan has proudly contributed to the development of groundbreaking financial, energy, and engineering solutions. Our expertise has played a pivotal role in transforming the landscape of government operations, driving efficiency, innovation, and sustainable growth for our clients.

Experienced Team

Our employees know and understand the problems facing local government under the current economic climate, and we have oriented our practice to support an agency's modified budget policies and public service priorities. The proposed project team consists of five subject matter experts; they collectively maintain 100 years of experience.

Staffing Capacity

The Financial Consulting Services group is made up of over 30 professionals who can be called upon as needed; we are confident that our team possesses the depth of experience that will successfully fulfill the desired work performance. Willdan Group Inc. is composed of over 1,770 employees, including a cadre of public finance experts. If necessary, Mr. Fisher can recruit additional, qualified individuals from our employee roster to assist with the completion of this engagement to deliver the final materials on time and within budget.

Community Investment

Much of our success in developing impactful programs and studies is due to our experiences in meeting with citizen / stakeholder groups and elected officials. Our ability to explain technical information in a concise, understandable manner is a fundamental reason for our high degree of success. Willdan staff takes the time to ***include and inform the Community***.

References

Below are recent project descriptions, including client contact information, that are similar in nature to those requested by the City of Needles engagement.

City of Barstow, CA

Comprehensive User Fee Study and Full Cost Allocation Plan

Willdan is currently conducting a Comprehensive User Fee Study and Cost Allocation Plan for the City of Barstow.

To support the development of models for both the Cost Allocation Plan and User Fee Study, Willdan is collecting and validating the necessary data and information. We will analyze the existing user fee programs, calculating the full cost of providing services, and through discussions with city staff, we will make suggestions for necessary adjustments. We are also providing policy guidance related to fee-setting and cost recovery strategies and approaches.

Willdan was previously engaged to prepare a Cost Allocation Plan for the City.

Client Contact: Sydnie Harris, Finance Director
Tel #: (760) 256-3531 | Email: sharris@barstowca.org

City of Eastvale, CA

Comprehensive User Fee Study and Full & OMB Cost Allocation Plan

Through competitive bid, the City of Eastvale engaged Willdan Financial Services to conduct a comprehensive study of the City's user fees, as well as the preparation of a Full and OMB compliant Cost Allocation Plan.

Our primary objective for the cost allocation study was to ensure that general government costs are fairly and equitably allocated to appropriate programs and funds, based on tailored and well thought out allocation factors. The Cost Allocation Plan was also created to develop OMB compliant overhead allocations and indirect rates.

Willdan is currently wrapping up the Comprehensive User Fee Study. The Cost Allocation Plan and primary User Fee Study are complete. We are working with the City to incorporate some minor adjustments and conduct meetings with local stakeholder groups, Willdan developed the Cost Allocation Plan and model, reviewed and analyzed existing user fee programs, and working collaboratively with staff, made suggestions as necessary for additions to the City's fee schedule for activities for which fees were not currently being charged.

Client Contact: Amanda Wells, Finance Director/ City Treasurer
Tel #: (951) 703-4430 | Email: finance@eastvaleca.gov

City of San Dimas, CA

Comprehensive User Fee Study and Cost Allocation Plan

The City of San Dimas engaged an outside consultant to conduct a comprehensive study of the City's User Fees and to prepare a Full Cost Allocation Plan. These studies were conducted in a manner that identified and accounted for all direct and indirect costs. Our main objective for updating the cost allocation study was to ensure that general government costs are fairly and equitably distributed among the appropriate programs and funds, using tailored and well-considered allocation factors.

The Cost Allocation Plan was developed to create overhead allocations and indirect rates that comply with OMB standards. Willdan evaluated and analyzed the existing user fee programs and based on discussions with staff, recommended potential new fees to be added to the City's fee schedule for services that were previously not charged.

We conducted a cost-of-service analysis and model, which updated existing fees, incorporated new fees, and was used to create a revised comprehensive fee schedule.

Client Contact: Michael O'Brien, Administrative Services Director
Tel. #: (909) 394-6225 | Email: mobrien@sandimasca.gov

City of Burbank, CA
Comprehensive User Fee Study

In Spring of 2023 Willdan completed a comprehensive master user fee study for the City of Burbank. Burbank is a large, diverse city with a full range of municipal services. We worked with City staff to gather the necessary data to incorporate appropriate central service overhead factors from the City's current Cost Allocation Plan into this analysis. Following this, we analyzed the current fee schedule, developed a detailed cost-of-service analysis, and calculated the full cost of providing services for which fees are charged.

We also evaluated opportunities to implement new fees and eliminate obsolete ones. Finally, we conducted fee comparisons with other local municipal agencies and worked with City Staff to develop fee-setting recommendations that incorporated policy guidelines and presented these to the City Council for adoption.

Willdan updated many of the fee programs and their structures. Final master fee recommendations were made to address the City's goal to maximize the recovery of the costs of providing services, to the best extent possible, including overhead. The final steps of the process included a detailed presentation to the City Council, and delivery to the City of the fee model for their future use.

Client Contact: Justin Hess, City Manager
Tel #: (818) 238-5800| Email: jhess@burbankca.gov

City of Chino Hills, CA
Full Cost Allocation Plan and Comprehensive User Fee Study

The City of Chino Hills engaged Willdan to complete a comprehensive Cost Allocation Plan and Comprehensive User Fee Study. Willdan staff met with City staff to verify the City's objectives for the study, independently gathered most of the necessary data for the development of the CAP model and methodology and worked directly with City staff to gather additional detail or clarify information where necessary. We worked with City staff to understand the various functions served by indirect staff in various City departments, and which operating departments or funds they served. We worked directly with City staff to develop and verify allocation bases and make adjustments through several iterations of the CAP model, as necessary.

We developed a cost-of-service analysis and model that updated existing fees and incorporated new fees and used it to create an updated comprehensive fee schedule.

Willdan is currently providing an update to the User Fee Study and Cost Allocation Plan.

Client Contact: Christa Buhagiar, Finance Director
Tel. #: (909) 364-2642 | Email: cbuhagiar@chinohills.org

City of Upland, CA
Comprehensive User Fee Study and Cost Allocation Plan

Willdan conducted a comprehensive user fee study and developed a full cost allocation plan for the City of Upland. This project involved evaluating citywide user fees and comparing them to those of similar agencies.

To support the development of *models* for both the Cost Allocation Plan and User Fee Study, Willdan collected and validated the necessary data and information. We reviewed and analyzed the existing user fee programs, and through discussions with city staff, we made suggestions for necessary adjustments. This included identifying new fees that were not currently charged and recommending changes to the structure of certain existing fees.

We also created a cost-of-service analysis and model that updated the costs associated with providing services related to existing fees while incorporating new fees. This analysis was used to produce an updated comprehensive fee schedule. We presented the findings of both studies to City Staff and the City Council, and the updated fees were adopted by the City Council.

After the initial engagement, Willdan was engaged to prepare an update to both the Cost Allocation Plan and User Fee Study.

Client Contact: Stephen Parker, CPA, Assistant City Manager
Tel. #: (909) 931-4121 | Email: sparker@uplandca.gov

Recent Studies

Provided in the table below is a list of the public agencies in which similar services are currently in progress, or have been completed, in the previous five years.

Willdan Financial Services Five Year Cost Allocation Plan and User Fee Study Experience	
Client	**Project Description**
City of Amarillo, TX	Cost Allocation Plan
City of Arcadia, CA	Cost Allocation Plan and Comprehensive User Fee Study
City of Arroyo Grande, CA	Cost Allocation Plan, OMB Compliant Plan, User Fee Study
City of Arvin, CA	Cost Allocation Plan
City of Atwater, CA	Cost Allocation Plan, User Fee Study and Development Impact Fee Study
City of Aurora, CO	Cost Allocation Plan and Comprehensive User Fee Study
City of Baldwin Park, CA	Cost Allocation Plan and Comprehensive User Fee Study
City of Barstow, CA	Cost Allocation Plan and Comprehensive User Fee Study
City of Bedford, TX	Cost Allocation Plan
City of Belmont, CA	Development Services User Fee Study
City of Bellflower, CA	Cost Allocation Plan, User Fee Study and Development Impact Fee Study
City of Benicia, CA	Cost Allocation Plan and Comprehensive User Fee Study
City of Blythe, CA	Cost Allocation Plan and Comprehensive User Fee Study
City of Bradbury, CA	Comprehensive User Fee Study
City of Brea, CA	Cost Allocation Plan and Comprehensive User Fee Study
City of Brighton, CO	Cost Allocation Plan
City of Boulder, CO	Cost Allocation Plan
City of Burbank, CA	Comprehensive User Fee Study
City of Canyon Lake, CA	Comprehensive User Fee Study & EMS User Fee Study
City of Capitola, CA	Cost Allocation Plan and Comprehensive User Fee Study
City of Cave Creek, AZ	Cost Allocation Plan and Comprehensive User Fee Study
City of Chico, CA	Cost Allocation Plan and Indirect Cost Rate Plan
City of Chino, CA	Comprehensive User Fee Study, Cost Allocation Plan and Indirect Cost Rate Studies
City of Chino Hills, CA	Cost Allocation Plan and Comprehensive User Fee Study, and Updates
City of Claremont, CA	Cost Allocation Plan and User Fee Study
City of Clermont, FL	Building & Safety Department User Fee Study
City of Coachella, CA	Cost Allocation Plan and Comprehensive User Fee Study
City of Commerce City, CO	Comprehensive User Fee Study and Development Impact Fee Study
City of Coppell, TX	Full Cost Allocation Plan
City of Corona, CA	Cost Allocation Plan and Comprehensive User Fee Study
City of Coronado, CA	Full Cost Allocation Plan and EMS User Fee Study
City of Covina, CA	Comprehensive User Fee Study
City of Cudahy, CA	Cost Allocation Plan, User Fee Study and Development Impact Fee Study
City of DeSoto, TX	Comprehensive User Fee Study
City of Diamond Bar, CA	Cost Allocation Plan and Comprehensive User Fee Study

Willdan Financial Services Five Year Cost Allocation Plan and User Fee Study Experience	
Client	**Project Description**
City of Dinuba, CA	Cost Allocation Plan & User Fee Study
City of Duarte, CA	Cost Allocation Plan & User Fee Study
City of El Cerrito, CA	Cost Allocation Plan and Community Development Department User Fee Study
City of El Monte, CA	Cost Allocation Plan, User Fee Study and Updates, and Development Impact Fee Study
City of Eastvale, CA	Cost Allocation Plan, OMB Compliant Plan, and Comprehensive User Fee Study
City of Encinitas, CA	Development Services User Fee Study and Cost Allocation Plan and Updates
City of Fillmore, CA	Cost Allocation Plan, User Fee Study and Development Impact Fee Study
City of Foster City, CA	Cost Allocation Plan, OMB Compliant Plan, and Comprehensive User Fee Study
City of Fountain Hills, AZ	Comprehensive User Fee Study
City of Fountain Valley, CA	Cost Allocation Plan and Comprehensive User Fee Study
City of Fontana, CA	Cost Allocation Plan, OMB Compliant Plan, and User Fee Study
City of Fullerton, CA	Community Development Department User Fee Study and Fire Department User Fee Study
City of Garden Grove, CA	Cost Allocation Plan
City of Georgetown, TX	Cost Allocation Plan
City of Gilroy, CA	Cost Allocation Plan, OMB Compliant Plan, and Comprehensive User Fee Study & 2023 CPI Updates
City of Goleta, CA	Cost Allocation Plan, OMB Compliant Plan, and User Fee Study
City of Hayward, CA	Comprehensive Master User Fee Study, Full Cost Allocation Plan, and Updates
City of Hesperia, CA	Comprehensive User Fee Study
City of Hollister, CA	Cost Allocation Plan and Planning User Fee Study
City of Hughson, CA	Cost Allocation Plan, User Fee Study and Development Impact Fee Study
City of Huntington Park, CA	Cost Allocation Plan and Comprehensive User Fee Study
City of Indian Wells, CA	Comprehensive User Fee Study & Updates and Fire Services User Fee Study
City of Irvine, CA	Cost Allocation, Comprehensive User Fee Study, and Building & Safety Fee Update
City of Irwindale, CA	Cost Allocation Plan, User Fee Study and Development Impact Fee Study
City of Kingsburg, CA	Full & OMB Compliant Cost Allocation Plan
City of La Puente, CA	Cost Allocation Plan and Comprehensive User Fee Study
City of La Verne, CA	Cost Allocation Plan
City of Lake Elsinore, CA	User Fee Study and Cost Allocation Plan and Updates
City of Lindsay, CA	Cost Allocation Plan, User Fee Study, and Impact Fee Analysis
City of Lodi, CA	Cost Allocation Plan & OMB Compliant Plan
City of Lomita, CA	Cost Allocation Plan, OMB Compliant Plan, User Fee Study and Development Impact Fee Analysis
City of Los Alamitos, CA	Cost Allocation Plan, OMB Compliant Plan, and Comprehensive User Fee Study
City of Los Angeles, CA	Building & Safety User Fee Study
City of Lynwood, CA	User Fee Study Cost Allocation Plan, and Impact Fee Study
City of McFarland, CA	Cost Allocation Plan and Utility Rate Study
City of Manhattan Beach, CA	Full Cost Allocation Study, OMB Compliant Plan, and Comprehensive User Fee Study

Willdan Financial Services Five Year Cost Allocation Plan and User Fee Study Experience	
Client	**Project Description**
City of Manteca, CA	Cost Allocation Plan and Comprehensive User Fee Study
City of Martinez, CA	Cost Allocation Plan
City of Maywood, CA	Comprehensive User Fee Study
City of Melissa, TX	Cost Allocation Plan and Comprehensive User Fee Study
City of Mesquite, TX	Cost Allocation Plan and OMB Compliant Plan, and Updates
City of Missouri City, TX	Full Cost Allocation Plan and User Fee Study
City of Montebello, CA	Cost Allocation Plan and User Fee Study, and Updates
City of Monterey Park, CA	Cost Allocation Plan and User Fee Study
City of Monterey, CA	Cost Allocation Plan and Indirect Cost Rate
City of Mountain View, CA	Cost Allocation Plan and Comprehensive User Fee Study
City of Murrieta, CA	Comprehensive User Fee Study, Cost Allocation Plan, and Updates
City of Napa, CA	Comprehensive User Fee Study, Cost Allocation Plan, and OMB Compliant Plan
City of National City, CA	Cost Allocation Plan, OMB Compliant Cost Allocation Plan, User Fee Study, and ISF Allocation Study
City of Norco, CA	Cost Allocation Plan, User Fee Study and Development Impact Fee Study
City of North Port, FL	User Fee Study
City of Ontario, CA	Comprehensive User Fee Study
City of Oroville, CA	Cost Allocation Plan and Updates
City of Oviedo, FL	Cost Allocation Plan
City of Palm Desert, CA	Cost Allocation Plan and Comprehensive User Fee Study, and Updates
City of Palm Springs, CA	Cost Allocation Plan and Comprehensive User Fee Study
City of Patterson, CA	Comprehensive User Fee Study, Full and OMB Compliant Cost Allocation Plan
City of Paramount, CA	Cost Allocation Plan and Comprehensive User Fee Study
City of Petaluma, CA	Cost Allocation Plan, User Fee Study, CIP Admin Rate & Work Order Rate Analysis, Hourly Overhead Rates, and ISF Allocation Study, and Updates
City of Pismo Beach, CA	Cost Allocation Plan, OMB Compliant Plan, and User Fee Study
City of Pittsburg, CA	User Fee Study and Cost Allocation Plan, and Updates
City of Pleasant Hill, CA	Cost Allocation Plan, OMB Compliant Plan, and User Fee Study
City of Pomona, CA	Master Fee Schedule Update and Development Impact Fee Review
City of Rancho Cordova, CA	Cost Allocation Plan and Comprehensive User Fee Study
City of Richmond, CA	Cost Allocation Plan, OMB Compliant Plan, User Fee Study and Development Impact Fee Study
City of Rosemead, CA	Cost Allocation Plan, User Fee Study and Development Impact Fee Study
City of St. Helena, CA	Cost Allocation Plan, User Fee Study and Development Impact Fee Study, and Updates
City of San Anselmo, CA	Cost Allocation Plan and Comprehensive User Fee Study
City of San Dimas, CA	Cost Allocation Plan and Comprehensive User Fee Study
City of San Fernando, CA	Cost Allocation Plan, OMB Compliant Plan, User Fee Study and Development Impact Fee Study, and Updates
City of San Jacinto, CA	Cost Allocation Plan, OMB Compliant Plan, User Fee Study and Development Impact Fee Study
City of San Luis, AZ	Cost Allocation Plan

Willdan Financial Services Five Year Cost Allocation Plan and User Fee Study Experience	
Client	**Project Description**
City of San Pablo, CA	Cost Allocation Plan, OMB Compliant Plan, and Comprehensive User Fee Study
City of San Marcos, CA	Cost Allocation Plan, Indirect Cost Rate Studies and Comprehensive Citywide User Fee Study
City of Santa Cruz, CA	Citywide Overhead Cost Allocation Plan, Santa Cruz Library Cost Allocation Plan, and Fleet and Facility Services Cost Allocation Plan, and Updates
City of Santa Paula, CA	Cost Allocation Plan, OMB Compliant Plan, User Fee Study and Development Impact Fee Study
City of Sausalito, CA	User Fee Study and Development Impact Fee Study
City of Seaside, CA	Comprehensive User Fee Study
City of Sierra Madre, CA	Comprehensive User Fee Study and Full Cost Allocation Plan
City of Solana Beach, CA	Cost Allocation Plan and Comprehensive User Fee Study
City of South Pasadena, CA	Cost Allocation Plan, OMB Compliant Plan, User Fee Study and Development Impact Fee Study
City of Soledad, CA	User Fee Study
City of Stanton, CA	Comprehensive User Fee Study and Cost Allocation Plan
City of Tamarac, FL	Building & Safety Department User Fee Study
City of Temple, TX	Comprehensive User Fee Study
City of Tulare, CA	Comprehensive User Fee and Rate Study and Full Cost Allocation Plan,
City of Tustin, CA	Comprehensive User Fee Study, and Updates
City of Twentynine Palms, CA	Comprehensive User Fee Study and Full Cost Allocation Plan,
City of Upland, CA	Cost Allocation Plan and Comprehensive User Fee Study
City of Vernon, CA	Cost Allocation Plan and Comprehensive User Fee Study
City of Watsonville, CA	Comprehensive User Fee and Rate Study, Cost Allocation Plan, and Updates
City of West Hollywood, CA	Cost Allocation Plan and User Fee Study, and Updates
City of West Sacramento, CA	Cost Allocation Plan, OMB Compliant Plan, and Comprehensive User Fee Study, and Updates
City of Yucaipa, CA	Comprehensive User Fee and Rate Study, Full Cost Allocation Plan, and Updates
Coachella Valley Cemetery, CA	User Fee Study
County of Coconino, AZ	Cost Allocation Plan and User Fee Study
County of Mono, CA	Comprehensive User Fee Study
County of Placer, CA	Land Development Fee Study
Housing Authority of the City of Alameda, CA	Cost Allocation Plan and Updates
Housing Authority of the County of San Bernardino, CA	Cost Allocation Plan and Updates
Navada Irrigation District , CA	Cost Allocation Plan and Updates
Placer County Water Agency, CA	Cost Allocation Plan and Overhead Rate Study
Town of Apple Valley, CA	Cost Allocation Plan, Comprehensive User Fee Study and Development Impact Fee Study
Town of Monument, CO	Cost Allocation Plan and User Fee Study
Town of Paradise Valley, AZ	Master User Fee Study
Town of Sunnyvale, TX	Comprehensive User Fee Study
Town of Yucca Valley, CA	Comprehensive User Fee Study

Project Team

Our management and supervision of the project team is very simple: staff every position with experienced, capable personnel in sufficient numbers to deliver a superior product to the City, on time and on budget. With that philosophy in mind, we have selected experienced professionals for this engagement. We are confident that our team possesses the depth of experience that will successfully fulfill your desired work performance.

The team presented within this proposal has worked collectively on numerous projects, such as the one requested by the City of Needles; an established work practice between the team members has been forged, this proven long-standing system has benefited our clients.

City of Needles
Project Team

Key Team Member	Project Role	Responsibility to the Engagement
Chris Fisher Vice President/Director	Principal-in-Charge	▪ Ensure client satisfaction, flow of communication, and oversight of the project; ▪ Technical guidance; ▪ Project oversight; ▪ Quality assurance & control; and ▪ Meeting and presentation attendance.
Tony Thrasher Principal Consultant	Project Manager	▪ Task oversight; ▪ Model development; ▪ Produce key elements of the analysis; ▪ Responsible for project deliverables; ▪ Report preparation and evaluation; and ▪ Meeting and presentation attendance.
Priti Patel Project Manager	Financial Analyst	▪ Collect, interpret, and disseminate key data; ▪ Assistance with model development; ▪ Peer review; ▪ Report preparation; and ▪ Meeting and presentation attendance.
Samantha Labitan Senior Analyst	Analytical Support	▪ Collect, interpret, and disseminate key data; ▪ Assistance with model development; ▪ Peer review; and ▪ Report preparation.
Robert Quaid Principal Consultant	Technical Advisor	▪ Third party reviewer; and ▪ Report evaluation.

Project Team Stability

Mr. Fisher has been assigned to serve as the City's representative; he has been selected for this role due to his vast experience, which includes the preparation and supervision of numerous fee studies, as well as his experience presenting to governing bodies, stakeholders, and industry groups.

It is important to note that Mr. Fisher has been with Willdan for over 26 years, ensuring the City of Needles of continuity and dedication in staffing during the completion of the project.

Resumes

Resumes for Willdan's project team are presented on the following pages.

Chris Fisher

Principal-in-Charge

Education

San Francisco State University, Bachelor of Science, Finance

Areas of Expertise

Cost of Service Analyses

Multi-disciplinary Team Management

Special District Formations

Client Presentations

Proposition 218

Affiliations

California Society of Municipal Finance Officers

Municipal Management Association of Northern California

California Municipal Treasurers Association

26 Years' Experience

Mr. Chris Fisher, Vice President / Director of Willdan's Financial Consulting Services group, will serve as Principal-in-Charge for the City of Needles project. He will also share his extensive knowledge related to cost-of-service principles with members of the project team.

Mr. Fisher joined Willdan in April of 1999, and during that time has managed an array of financial consulting projects for public agencies in California, Colorado, Texas, Arizona, and Florida, coordinating the activities of resources within Willdan, as well as those from other firms working on these projects. He is one of the firm's leading experts for special district financing related to public infrastructure, maintenance, and services, including public safety.

Select Related Experience

City of West Hollywood, CA — Comprehensive User Fee Study and Cost Allocation Plan: Mr. Fisher is the principal-in-charge for the City's Comprehensive User Fee Study and Cost Allocation Plan engagement, managing the overall execution of the project, providing technical guidance and quality control.

City of Burbank, CA — Comprehensive Citywide User Fees and Charges Study: Mr. Fisher oversaw the City's recently completed Citywide User Fees and Charges Study.

City of Pomona, CA – Master Fee Schedule Update: Mr. Fisher was the principal-in-charge for the City's master fee schedule update and update of the development impact fees. Mr. Fisher provided quality control and served as the primary contact with the City.

City of Manhattan Beach, CA — Comprehensive Cost Allocation Plan and Comprehensive User Fee Study: Mr. Fisher oversaw the comprehensive full & OMB compliant cost allocation plan and user fee study, coordinating resources and providing technical guidance and quality review for analysis and key deliverables.

City of Irvine, CA — Cost Allocation Plan and Comprehensive User Fee Study: Willdan completed a cost allocation plan and user fee study for the City of Irvine. Mr. Fisher managed and provided quality assurance to this project, ensuring the accuracy of the models, as well as the final reports. He also presented the results to the City's Finance Commission and to the City Council.

City of Covina, CA — Comprehensive User Fee Study: Mr. Fisher served in the role of principal for the City's engagement, overseeing the project team responsible for completion of all work for the project, and providing quality assurance and technical support where necessary.

City of Fullerton, CA — Cost Allocation Plan and User Fee Study: As principal-in-charge, Mr. Fisher oversaw the development and review of a Full and OMB compliant cost allocation study and a comprehensive user fee and rate study for the City's master list of fees.

Housing Authority of the County of San Bernardino – Cost Allocation Plan: Mr. Fisher is the principal-in-charge for the Authority's full and OMB cost allocation plan engagement, and the ongoing update. Willdan was brought in and worked with the Housing Authority and HUD to respond to unfavorable OIG audit findings related to the Authority's' approach to the allocation of overhead costs. We developed a new Cost Allocation Plan and are currently working on an update to that plan. The initial work resulted in the clearance of the HUD findings with no penalty to the Housing Authority.

City of Palm Desert, CA — Cost Allocation Plan and Comprehensive User Fee Study: Mr. Fisher is the principal-in-charge for the ongoing full cost allocation plan and user fee study. Willdan's work includes the gathering of necessary data and information, interviews with City Staff to identify overhead support services and how they are used and interviews to gather information related to fee-based services. We are also developing financial models to calculate overhead allocations and personnel rates and the full cost of services for which fees are charged. We are working with Staff to finalize cost recovery targets, prepare reports and present the results.

City of Murrieta, CA — Cost Allocation & OMB Compliant Plan and Comprehensive User Fee Study: Mr. Fisher served as the project manager on the City's fee study. The primary objective for the cost allocation study was to ensure that general government costs were fairly and equitably allocated to appropriate programs and funds. ***The City recently re-engaged Willdan to conduct an update to both studies.***

Tony Thrasher

Project Manager

Education

Bachelor of Science in Economics; California State Polytechnic University, Pomona

Areas of Expertise

Cost Allocation Plans

Fiscal Analysis for User Fees and Rates

District Administration Services

Utility Rate Studies

15 Years' Experience

Due to his cost allocation and user fee analyses experience, Mr. Tony Thrasher has been selected to serve as Project Manager for the City's engagement. Mr. Thrasher is a Principal Consultant within the Financial Consulting Services group, whereby his responsibilities include managing projects and conducting fiscal analyses for cost allocation plans, user fees, and utility rate studies.

Mr. Thrasher's prior employment was as a financial analyst working in bond, equity, and mortgage-backed security markets for Wells Fargo Bank, Bank of New York Mellon, and Deutsche Bank. His experience includes portfolio accounting, differential analysis, and forecasting.

Select Related Experience

City of West Hollywood, CA — Comprehensive User Fee Study and Cost Allocation Plan: As the project manager for City's Comprehensive User Fee Study and Cost Allocation Plan engagement, Mr. Thrasher is overseeing the project analysts and is heavily involved in the analysis, development of models, preparation of reports and delivery of results.

City of Burbank, CA — Comprehensive Citywide User Fees and Charges Study: Mr. Thrasher was the project manager for the City's recently completed study, He directed the preparation of the model and reports and was responsible for the delivery of results to the City.

City of Chino Hills, CA — Cost Allocation Plan and Comprehensive User Fee Study: Mr. Thrasher is the project manager for the City's Cost Allocation Plan and Comprehensive User Fee Study. He is working directly with the City contact throughout the engagement.

City of San Fernando, CA — Cost Allocation Plan and Comprehensive User Fee Study: Mr. Thrasher was the project manager for the City's cost allocation plan, OMB compliant plan and comprehensive user fee study engagement. ***Willdan has recently, through a competitive bid, been re-selected to update the cost allocation plan.***

City of Pomona, CA – Master Fee Schedule Update: Mr. Thrasher served as the project manager for the master fee schedule update portion of the City of Pomona's engagement, which also included an update of the development impact fees. Mr. Thrasher was responsible for the development of models and reports and coordinating analytical support.

City of Irvine, CA — OMB Cost Allocation Plan and Comprehensive User Fee Study: Serving as the project's lead analyst, Mr. Thrasher provided analytical support; and designed micro-level allocation models to ensure full-cost recovery for public safety, public works, community development, community services, and administrative departments.

City of Eastvale, CA — Cost Allocation Plan and User Fee Study: Mr. Thrasher was the assigned project manager who worked directly with the City on this project, overseeing the analytical team, developing the cost allocation and fee models, and delivering results to City management and Council.

City of Indian Wells, CA — User Fee Study: Mr. Thrasher served as the technical project manager for the City's Administrative, Building, Planning and Public Works Departments. The study involved the identification of existing and potential new fees, fee schedule restructuring, data collection and analysis, orientation and consultation, quality control, communication and presentations, and calculation of individual service costs cost recovery levels.

City of Palm Desert, CA — Cost Allocation Plan and Comprehensive User Fee Study: Mr. Thrasher served as the technical project manager for the City's full cost allocation plan and user fee study. He was directly responsible for the creation of both models for the study, gathering and verification of the data, managing the analysts working to support him and presenting results.

City of San Marcos, CA — Cost Allocation Plan, Indirect Cost Rate Proposals and Comprehensive User Fee Study: Mr. Thrasher was the project manager for the City of San Marcos' full and OMB compliant cost allocation plan, preparation of Indirect Cost Rate proposals, and Comprehensive User Fee Study engagement. He was the primary in developing the model, which contains all City personnel and expenditures broken down into the ICRP tables.

Priti Patel

Senior Analyst

Education
Bachelor of Arts; Business Management, Information Systems and International Business, University of Cincinnati

Areas of Expertise
Cost Allocation Plans

User Fee Studies

Proposition 218

11 Years' Experience

Ms. Priti Patel is a Project Manager in the Financial Consulting Services group. She plays a crucial role in the project team by conducting utility rate analyses, fee studies, cost allocation plans, monitoring Proposition 218 compliance, and establishing special districts. Ms. Patel is responsible for coordinating and performing activities related to Cost Allocation Plans and User Fee Studies. This includes integrating and adjusting databases, analyzing revenues and expenditures, and preparing documentation. Additionally, she regularly interacts with clients as part of her responsibilities.

Ms. Patel joined Willdan as an analyst with the District Administration Group, while with DAS she performed research and analysis needed for local government financial issues related to district administration, including document data entry and updating, database management, research and report preparation. She also provided general information on questions pertaining to Assessment Districts and special taxes (such as Mello-Roo's Pools), as well as the status of property delinquencies.

Select Related Experience

City of West Hollywood, CA — Comprehensive User Fee Study and Cost Allocation Plan: Ms. Patel is serving as the primary financial analyst for City of West Hollywood's Fee Study engagement. Ms. Patel has been instrumental in collecting the necessary data and collaborating with the City and Willdan senior project team members in conducting the study, including development of the model, researching similar fees in comparable cities and preparation of reports.

City of Burbank, CA — Comprehensive Citywide User Fees and Charges Study: Ms. Patel provided analytical support and gathered budget and allocation basis data for this engagement. She also assisted in the development of the financial model.

City of San Fernando, CA — Cost Allocation Plan and Comprehensive User Fee Study: Ms. Patel provided support to senior team members in the preparation of the cost allocation plan, OMB compliant plan and comprehensive user fee study engagement.

City of Palm Desert, CA — Cost Allocation Plan and Comprehensive User Fee Study: Ms. Patel was assigned as the analyst to the City of Palm Desert's full cost allocation plan and user fee study. She supported the project manager by gathering necessary data, preparing the initial draft models and reports, and working directly with City Staff to refine and update results during review iterations.

City of Indian Wells, CA — User Fee Study: Ms. Patel served as the analyst for the City's user fee study for the Administrative, Building, Planning and Public Works Departments. She led the analytical efforts by developing the User Fee model and report and gathering and evaluating the data necessary for the study. She also participated in the on-site interviews with Staff to discuss service delivery processes.

City of Chino Hills, CA — Cost Allocation Plan and Comprehensive User Fee Study: Providing analytical support in the preparation of a cost allocation plan and comprehensive fee study, Ms. Patel worked to identify and take into account direct and indirect costs, along with changes in staffing, structure, and service delivery methods. She is also assisting in the preparation of user-friendly Excel-based models that City staff can easily update in the future to determine the proper allocation of expenditures and ongoing full cost of City-provided services.

City of Chino, CA — Cost Allocation Plan and Comprehensive User Fee Study: Ms. Patel provided analytical support in the preparation of a full cost allocation plan and fee study for the development of a master list of fees. She prepared and presented the models, results, findings and reports.

City of National City, CA — Cost Allocation Plan, OMB Compliant Cost Allocation Plan, User Fee Study, and ISF Allocation Study: Ms. Patel provided analytical support in the preparation of this study, her primary duties included development of the models, finalizing model figures and results, and generating reports.

City of Yucaipa, CA — Cost Allocation Plan and Comprehensive User Fee Study: Provided analytical support in the preparation of a Cost Allocation Plan and OMB compliant cost allocation plan and comprehensive fee study for the development of a master list of fees

Samantha Labitan

Analytical Support

Education

University of California, Santa Barbara

Bachelor of Arts, Mathematics

Areas of Expertise

Cost Allocation Plans

User Fee Studies

Benefit/Maintenance Assessment Districts

Community Facilities Districts

Local Improvement Districts

8 Years' Experience

Ms. Samantha Labitan is Senior Analyst within Willdan's Financial Consulting and District Administration Services groups. Ms. Labitan provides analytical support under the guidance of the project team. Her primary function is to support project managers and senior analysts with cost allocation plans and user fee studies. She specializes in analysis for a variety of clients, including cities, water districts, public utilities, and school districts.

Select Relevant Experience

City of West Hollywood, CA — Cost Allocation Plan and Comprehensive User Fee Study: For this project, Ms. Labitan provides analytical support. Primary duties include gathering and verifying necessary data, finalizing model figures and generating reports.

City of San Fernando, CA — Cost Allocation Plan and Comprehensive User Fee Study: Ms. Labitan is currently providing support to senior team members in the preparation of a cost allocation plan, OMB compliant plan and comprehensive user fee study.

City of Lynwood, CA — Cost Allocation Plan & OMB Compliant Cost Allocation Plan and User Fee Study: Ms. Labitan provided support to the project team specific to the preparation of a comprehensive fee study, full and OMB compliant cost allocation plan. Ms. Labitan worked in tandem with the project managers to identify and account for direct and indirect costs, along with changes in staffing, structure, and service delivery methods.

City of Gilroy, CA — Cost Allocation Plan and Comprehensive User Fee Study: Ms. Labitan worked on the team for the City's fee study project, providing analytical support, gathering data, working with staff to make refinements, and developing cost allocation and fee models to ensure full-cost recovery for building and safety, planning, community development, and public works departments.

City of Goleta, CA — Cost Allocation Plan, OMB Compliant Plan, and Comprehensive User Fee Study: Ms. Labitan provided analytical support to the project team for the City's comprehensive fee study, full and OMB compliant cost allocation plan.

City of Los Banos, CA — Full & OMB Compliant Cost Allocation Plan and Comprehensive User Fee Study: Ms. Labitan provided analytical support to the project team for the City's comprehensive fee study, full and OMB compliant cost allocation plan.

City of Pismo Beach, CA — Comprehensive User Fee Study: Ms. Labitan served in the capacity of assistant analyst for the City's comprehensive fee study.

City of Palm Springs, CA — Cost Allocation Plan and Comprehensive User Fee Study: Ms. Labitan is the assigned as the analyst to the City of Palm Springs' full cost allocation plan and user fee study. She is supporting the project manager by gathering necessary data, preparing the initial draft models and reports, and working directly with City Staff to refine and update results.

City of El Centro, CA — Full & OMB Compliant Cost Allocation Plan and User Fee Study: Ms. Labitan served as the analyst in the preparation of a full & OMB compliant Cost Allocation Plan and Comprehensive User Fee Study, for the City of El Centro engagement.

City of Blythe, CA — Full and OMB Compliant Cost Allocation Plan: Ms. Labitan served as the analyst in the preparation of a full and OMB compliant cost allocation plan for the City of Blythe engagement.

City of Brighton, CO — Cost Allocation & OMB Compliant Plan: Ms. Labitan is providing analytical support for the City's cost allocation plan.

City of Richmond, CA — Cost Allocation Plan & User Fee Study: As analytical support, Ms. Labitan provided assistance to the project team. Primary duties included gathering and verifying necessary data, finalizing model figures and generating reports.

Robert Quaid

Technical Advisor

Education

Bachelor of Science, University of Southern California

Areas of Expertise

Fiscal Analysis for User Fees and Rates

Cost Allocation Plans

Acquisition Audit Services

Statutory Financial Reporting

Fund Audits

Quality Review of Community Facilities, Lighting & Landscaping, and Assessment Districts

Affiliations

California Society of Municipal Finance Officers

California Society of CPAs

40 Years' Experience

With his 40 years of extensive experience in public financing, Mr. Robert Quaid has been selected to provide quality assurance/quality control in the role of technical advisor. In his position as a Principal Consultant at Willdan, Mr. Quaid provides project management, procedural support, technical support, and quality review for Willdan's District Administration group, as well as the Financial Services Consulting group specific to cost allocation plans, user fee studies, and special financial analysis.

Prior to joining Willdan, Mr. Quaid worked in the private industry of real estate accounting and finance. He began his career with the public accounting firm formerly known as Haskins & Sells (currently known as "Deloitte & Touche"). His experience includes financial statement analyses, asset administration, computer conversion, and reporting to the Securities and Exchange Commission for several public real estate partnerships. In 1979, Mr. Quaid became a licensed California CPA.

Select Related Experience

City of Thousand Oaks, CA — Cost Allocation Plan: Mr. Quaid served as project manager for the development of an OMB compliant cost allocation plan model using fiscal year actual costs as the basis for the allocations. He was responsible for the preparation of the Cost Allocation Plan report and provided cost allocation model training to City staff.

The objective of this project was to determine the appropriate allocation of indirect costs from City General Fund central service departments to the General Fund operating departments/programs and the non-General Fund departments/programs. The plan model included 16 allocation bases allocating costs to over 100 departments and divisions. Both full and OMB cost allocation models were delivered to the City. Willdan was awarded a four-year contract.

Cities of Fontana, Gardena and Hawthorne, CA — Cost Allocation Plan Projects: For each of these cities, Mr. Quaid served in the role of task manager for the development of an OMB compliant cost allocation plan model using Microsoft Excel. He was responsible for the preparation of the cost allocation plan report and trained City staff on how to use the cost allocation model.

City of Cathedral City, CA — Comprehensive User Fee Study: Mr. Quaid served as project manager for a user fee study that required updating fees for Planning, Engineering, Building, Police, Fire, City Clerk, and Finance.

Mr. Quaid has provided Quality Assurance and Quality Control to multiple clients throughout California. Provided below are a few examples of clients for which services have been provided in the previous five years.

- City of Arcadia, CA
- City of Belmont, CA
- City of Burbank, CA
- City of Cerritos, CA
- City of Chino Hills, CA
- City of Claremont, CA
- City of Coalinga, CA
- City of Fillmore, CA
- City of Hayward, CA
- City of Indian Wells, CA
- City of Lynwood, CA
- City of Monterey, CA
- City of Murrieta, CA
- City of Petaluma, CA
- City of Richmond, CA
- City of St. Helena, CA
- County of San Benito, CA
- City of San Bruno, CA
- City of Irvine, CA
- City of Salinas, CA
- City of Upland, CA
- City of Watsonville, CA
- City of West Hollywood, CA
- City of Yucaipa, CA

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City of Needles, CA

Proposal for

Comprehensive User Fee Study

WILLDAN

November 19, 2025

Ms. Jill Taura
Interim Finance Director
Mr. Patrick Martinez
City Manager
City of Needles
8173rd Street
Needles, CA 92363

Re: Fee Proposal to Conduct a Comprehensive User Fee Study for the City of Needles

Dear Ms. Taura & Mr. Martinez,

Willdan Financial Services ("Willdan") is pleased to present the following fee proposal to the City of Needles ("City") for a Comprehensive User Fee Study.

This submission reflects our understanding of the City's Request for Proposal (RFP).

Willdan is excited about this opportunity to serve the City of Needles. To discuss any aspect of our technical and/or fee proposal, please contact me directly at (951) 587-3528 or via e-mail at CFisher@Willdan.com.

Sincerely,

WILLDAN FINANCIAL SERVICES

Chris Fisher
Vice President / Director

Proposed Fees/Compensation

Comprehensive User Fee Study

Willdan proposes a ***fixed fee of $34,845*** to conduct the Comprehensive User Fee Study on the City's behalf. The table below provides a breakdown of the fee to complete each study by task and project team member.

City of Needles
Comprehensive User Fee Study
Cost Proposal

		C. Fisher Principal-in-Charge	T. Thrasher Project Manager	P. Patel Lead Analyst	S. Labitan Analytical Support	R. Quaid QA/Tech Advisor	Total Hours	Total Cost
		$ 310	$ 270	$ 210	$ 135	$ 270		
Scope of Services								
Task 1:	Initial Document Request	-	-	1.0	1.0	-	2.0	$ 345
Task 2:	Compile Inventory of Current and Potential Fees	-	1.0	1.0	1.0	-	3.0	615
Task 3:	Kick-off /Refine Scope	-	1.0	1.0	-	-	2.0	480
Task 4:	Develop User Fee Model/Incorporate Overhead Factors	1.0	5.0	10.0	16.0	1.0	33.0	6,190
Task 5:	Staff Interviews and On-site Information Gathering	-	4.0	8.0	8.0	-	20.0	3,840
Task 6:	Data Analysis and Final Fee and Rate Schedule	1.0	5.0	32.0	40.0	1.0	79.0	14,050
Task 7:	Common Fees Comparison	-	1.0	3.0	8.0	-	12.0	1,980
Task 8:	Prepare and Present Draft Report	0.5	2.0	2.0	8.0	1.0	13.5	2,465
Task 9:	Revise Draft/Determine Cost Recovery Levels	0.5	4.0	5.0	5.0	-	14.5	2,960
Task 10:	Prepare and Present Final Report/Instruct Staff on Model	-	4.0	4.0	-	-	8.0	1,920
Total – User Fee Study		3.0	27.0	67.0	87.0	3.0	187.0	$ 34,845

Notes

- Our fee includes all direct expenses associated with the project.
- We will invoice the City monthly based on percentage of project completed.
- If the City wishes for Willdan to attend additional in person meetings, the fee is $1,850 per meeting.
- City shall reimburse Willdan for any costs Willdan incurs, including without limitation, copying costs, digitizing costs, travel expenses, employee time and attorneys' fees, to respond to the legal process of any governmental agency relating to City or relating to the project. Reimbursement shall be at Willdan's rates in effect at the time of such response.
- The cost of preparing the user fee study can be included in the resulting new user fee schedule. Therefore, over time, the City can recover the initial outlay of funds that was required to complete the studies.
- Willdan will rely on the validity and accuracy of the City's data and documentation to complete the analysis. Willdan will rely on the data as being accurate without performing an independent verification of accuracy and will not be responsible for any errors that result from inaccurate data provided by the client or a third party.

Hourly Rates

Additional services may be authorized in writing by the City and will be billed at our then current hourly consulting rates. Our current hourly rates are identified in the table below.

Willdan Financial Services
Hourly Rate Schedule

Position	Team Member	Hourly Rate	Position	Team Member	Hourly Rate
Vice President / Director	Chris Fisher	$310	Managing Principal		$300
Principal Consultant	Tony Thrasher	$270	Principal Consultant	Bob Quaid	$270
Senior Project Manager		$250	Project Manager	Priti Patel	$210
Senior Project Analyst		$150	Senior Analyst	Samantha Labitan	$135
Analyst II		$120	Analyst I		$110

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CITY OF NEEDLES

REQUEST FOR PROPOSALS

FOR A

COMPREHENSIVE USER FEE STUDY

City of Needles
REQUEST FOR PROPOSALS
FOR A COMPREHENSIVE USER FEE STUDY

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A. Evaluation Criteria
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C. Right to Reject Proposals

City of Needles
REQUEST FOR PROPOSALS
FOR A COMPREHENSIVE USER FEE STUDY

I. INTRODUCTION

A. General Information

Due: November 19, 2025

The City of Needles is extending a Request for Proposal ("RFP") to qualified firms for a Comprehensive User Fee Study.

The Comprehensive User Fee Study shall include a comprehensive cost of services report and an updated fee schedule, including calculation of fully burdened hourly rates for certain city positions.

A complete copy of this RFP and any amendments may be obtained by going to PlanetBids. All submittals must be submitted electronically via Planet Bids at the following link:

https://vendors.planetbids.com/portal/57515/bo/bo-detail/135214

and submitted no later than 3:30 PM, November 19, 2025.

The proposals will be reviewed by the City Manager and the Finance Director. It is anticipated the selection of a firm will be approved by Council on December 9, 2025. Following the notification of the selected firm it is expected an engagement letter will be executed between both parties within 14 days of approval.

Questions arising from the substance of this RFP must be submitted in PlanetBids no later than November 12, 2025. Questions may then be responded to by amendment in PlanetBids.

The City of Needles reserves the right to accept or reject any or all offers or parts thereto.

There is no expressed or implied obligation for the City of Needles to reimburse firms for any expenses incurred in preparing proposals in response to this request.

B. Background

Needles, California is located on the scenic Colorado River just across the bridge from Arizona, and near the tip of Nevada. Needles is the gateway to California. The fabled Route 66 (the "Mother Road") runs through downtown Needles.

Needles is a city with a rich and colorful history, providing a satisfying, less hurried way of life, and a supportive business climate. From the frontier of the Old West to the frontier of the 21st century, Needles commands a strategic position in the evolution of California.

C. **Terms of Engagement**

The selected firm will be required to enter into a Professional Services Agreement with the City of Needles which includes the City's standard Terms and Conditions, including insurance requirements contained in Attachment 1.

Additionally, the selected firm will be required to obtain a Business License in the City of Needles.

D. **Schedule of Events**

Request for Proposal Issued/Published: November 5, 2025

Opening Date for Proposal: November 19, 2025

Dates listed below are tentative dates:

Proposed review of Proposals: November 19 – December 5, 2025

Proposed award of contract by City Council: December 9, 2025

Proposed contract effective date: December 23, 2025

E. **Scope and Timeline**

1. Scope - The following scope is required as part of the Comprehensive User Fee Study:

   - A Cost of Services analysis and report for various governmental services, including a calculation of both direct and indirect costs and fully burdened hourly rates; and,

   - An updated Fee Schedule, compliant with cost recovery levels identified in Chapter 8 Finance, Article III Fee and Service Charge Revenue/Cost Comparison System, of the Needles Municipal Code, as shown in Attachment 2.

   The fees analyzed should include those City fees that are not subject to Proposition 218 or Proposition 26. The City's current schedule of fees and service charges is included in

Attachment 3.

2. Timeline - A final copy of the Comprehensive User Fee Study must be received by the City of Needles on or before May 1, 2026. The proposed timeline is subject to change based on demand and/or workload but agreeable by both parties beforehand. The Consultant shall be available to meet with the City Council to present the Comprehensive User Fee Study, if required.

F. **Project Tasks and Deliverables**

Project tasks shall include, but are not necessarily limited to, those items noted below. If consultant feels that additional tasks are warranted, they must be clearly identified in the consultant proposal.

1. Meet and work with City staff to review the project scope, purpose, uses and goals of the Fee Study to ensure it is accurate, appropriate, and complete to meet the needs of the City. Review the project schedule and answer any questions pertaining to the successful development of the Fee Study.
2. Meet with department staff and conduct interviews as needed to gain an understanding of the City's processes, operations, and fees.
3. Conduct a comprehensive review of the City's existing fees using the existing Fee Schedule of service charges as a guide. Identify the total cost of providing each City service at the appropriate activity level and in a manner consistent with all applicable laws, statutes, rules and regulations governing the collection of fees, rates, and charges by public entities including, but not limited to, Proposition 218 and Proposition 26.
4. Compare service costs with existing recovery levels and recommend appropriate fees and charges based on the consultant's analysis together with information for the City Council to consider when the appropriate subsidy percentage for those fees where full cost may be unrealistic. Recommended fees should be compliant with the cost recovery levels mandated in the Needles Municipal Code (Attachment 2).
5. Identify services for which the City is not currently charging, but could lawfully do so.
6. Identify any factors such as statutory limitations, market conditions or other policy and service considerations which could prevent the implementation of a fee structure based on recovery of costs.
7. Identify the full cost of providing each City service consistent with all applicable laws, statutes, rules, and regulations governing the collection of fees, rates and charges by

public entities. Update all time estimates included in previous studies.

8. Prepare a report that identifies each and every fee and service charge and provide the methodology for arriving at it, if calculation is necessary. Include at a detail level the present fees, recommended fees, percentage change, cost recovery percentage, revenue impact, and fee comparisons with other small cities or cities in the region that are comparable to Needles.
9. Report on other matters that come to the Consultant's attention in the course of the evaluation that, in its professional opinion, the City should consider.
10. Provide revenue forecasting based on recommended fee levels.
11. The Consultant shall prepare a Draft Comprehensive Fee Study that will be reviewed and discussed with the City Manager and City Staff. Comments and concerns should be collected during the draft phase for inclusion in the final version of the Study. Any modifications are to be discussed and incorporated into the final version of the Study as requested.
12. Prepare a Final Master Fee Study report (including related schedules and cost documentation in an electronic format that can be edited and updated by City staff) and provide ten (10) bound copies of the Final Master Fee study report, one (1) unbound original and a single searchable digital file copy in PDF format to the City.
13. Attend the City Council Meeting(s), if requested, where the Final Master Fee Study is presented for ratification.
14. Prepare an Excel-based model and methodology for adjusting these fees for the next five years. Provide onsite training to City staff of no more than two hours on the methodology to update fees annually.
15. Consult with City staff should it become necessary to defend the City's Fees as a result of any legal or other challenge.

II. CONTACT INFORMATION

Key personnel, with offices located at 817 Third Street in Needles, California:

- Jill Taura, Interim Finance Director, (760) 326-5700 Ext 136, financedirector@cityofneedles.com

- Patrick Martinez, City Manager, (760) 326-2115 Ext 126, pmartinez@cityofneedles.com

Inquiries concerning the request for proposals and the subject of the request for proposals must be made in PlanetBids at the following link:

https://vendors.planetbids.com/portal/57515/bo/bo-detail/135214

III. QUALIFYING REQUIREMENTS

A. **Relevant Experience** - The firms submitting proposals must have significant experience with the preparation of Comprehensive User Fee Studies with California local governments.

B. **Non-Discrimination** - No person shall be denied or subjected to discrimination on account of any services, or activities made possible by or resulting from this agreement on the grounds of sex, race, color, creed, national origin, age, religion, disability, and genetics. Any violation of this provision shall be considered a violation of a material provision of this agreement and shall be grounds for cancellation, termination or suspension in whole or in part of the agreement and may result in ineligibility for further contracts. The Proposer shall at all times in the proposal and contract process comply with all applicable state, and federal anti-discrimination laws, rules, regulations and requirements thereof.

IV. PROPOSAL REQUIREMENTS

A. Overview

The purpose of the technical proposal is to demonstrate the qualifications, competence and capacity of the firms seeking to undertake a Comprehensive User Fee Study for the City of Needles in conformity with the requirements of this RFP. As such, the substance of proposals will carry more weight than their form or manner of presentation. The technical proposal should demonstrate the qualifications of the firm and of the staff to be assigned to this engagement. It should also specify an approach that will meet the RFP requirements.

The technical proposal should address all the points outlined in the RFP. The proposal should be prepared simply, providing a straightforward, concise description of the proposer's capabilities to satisfy the requirements of the request for proposals.

B. Technical Proposal

The following material is required by 3:30 p.m. PST on November 19, 2025 for a proposing firm to be considered. The Proposal shall include the following:

1. Title Page - Title page showing the RFP's subject; the firm's name; the name, address,

email address, and telephone number of a contact person; and, the date of the proposal.

2. Transmittal Letter - A signed letter of transmittal briefly stating the proposing firm's understanding of the work to be done, the commitment to perform the work within the time period, a statement why the firm believes itself to be best qualified to perform the engagement and a statement that the proposal is a firm and irrevocable offer for the period covered.

3. Detailed/Technical Proposal – Should include, at a minimum, the following:
   - Services to be provided
   - Detailed Work Plan
   - Firm's capacity to provide quality service
   - Firm qualifications and experience of the firm, including a list of the Project Team members
   - Demonstrate that firm is capable and will comply with all federal, state, and local requirements and regulations, and all other authorities having laws, rules, or regulations otherwise applicable to this project
   - All applicable licenses and certifications possessed by the firm.
   - Proposed Fees/Compensation: The proposal should include a schedule of professional fees; presented in the format encompassing all costs that support the total, all-inclusive price for the Comprehensive User Fee Study, including a not-to-exceed amount. It should include total cost and individual team member costs, for all the components detailed in this RFP.
   - Rates for Travel

4. Completed proposals should be uploaded to PlanetBids.com at the following link:

https://vendors.planetbids.com/portal/57515/bo/bo-detail/135214

Failure to submit a proposal by the deadline will be cause for dismissal from consideration on this request for proposals.

V. EVALUATION PROCEDURES

The City Manager and Finance Director will evaluate proposals submitted. All final selections are made solely by the City Council.

A. Evaluation Criteria

The following represent the principal selection criteria, which will be considered during the evaluation process of proposals.

1. Mandatory Elements
   - The firm has no conflict of interest with regard to any other work performed by the firm for the City of Needles.
   - The firm adheres to the instructions in this request for proposals on preparing and submitting the proposal.

2. Technical Requirements
   - Expertise and Experience especially in preparing Comprehensive User Fee Studies for California Municipalities.
   - The firm's past experience and performance on comparable engagements.
   - The quality of the firm's professional personnel to be assigned to the engagement and the quality of the firm's management support personnel to be available for consultation.
   - Study approach describing how the firm intends to complete the Comprehensive User Fee Study.

3. Total Price of the Proposal

B. Final Selection

It is anticipated that proposed selection of a firm will be completed by December 5, 2023, with approval given by City Council on December 9, 2025. Following notification of the firm selected, it is expected the professional services contract will be executed between both parties within fourteen days of approval.

C. **Right to Reject Proposals**

Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposals unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the City of Needles and the firm selected.

The City of Needles reserves the right without prejudice to reject any or all proposals or parts thereof for any reason, to negotiate changes to proposal terms, to waive minor inconsistencies with the request for proposal and to waive formalities.

Attachment 1

CITY OF NEEDLES
PROFESSIONAL SERVICES AGREEMENT

1. PARTIES AND DATE.

This Agreement is made and entered into this ___ day of ____,_____, between the **CITY OF NEEDLES**, a **California Charter City,** (hereinafter referred to as the "City") and _____ (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 Professional Auditing 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 _____ 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.

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 _____ 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 (2) years 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, caused in whole or in part 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 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 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 solely 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.

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 $_____. 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 $_____ without approval by the City Council.

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: _____
_____
_____

To City: **City of Needles**
817 Third Street
Needles, CA 92363
Attention: 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.

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.

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.

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: _____

TITLE: _____

DATE: _____

ATTEST:

BY: _____

TITLE: _____

DATE: _____

CONSULTANT:

BY: _____

TITLE: _____

DATE: _____

EXHIBIT A

Request for Proposals

[Attached behind this page]

EXHIBIT B

Proposal

[Attached behind this page]

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.

NEEDLES MUNICPAL CODE

CHAPTER 8 FINANCE

Article III Fee And Service Charge Revenue/Cost Comparison System

(a) Pursuant to Article XIIIB of the California Constitution, it is the intent of the City Council to require the ascertainment and recovery of costs reasonably borne from fees, charges and regulatory license fees levied therefore in providing the regulation, products or services hereinafter enumerated in this article.

(b) The fee and service charge revenue/cost comparison system set forth in this article provides a mechanism for ensuring that fees adopted by the city for services rendered do not exceed the reasonable estimated cost for providing the services for which the fees are charged.

(c) The adoption of this article is exempt from the California Environmental Quality Act (Public Resources Code Sections 21080 et seq.), because it approves and sets forth a procedure for determining fees for the purpose of meeting the operating expenses of city departments, as set forth in Public Resources Code Section 21080(b) (8). **Sec. 8-12. Delegation of authority and direction to City Manager**

(a) The City Manager is hereby delegated the authority and directed to provide documents to the City Council to implement its herein enumerated policy to adjust fees and charges to recover the percentage of costs reasonably borne as established hereby, in providing the regulation, product or service enumerated in this article in the percentage of costs reasonably borne and on the schedule of rate review and revision as hereinafter established in this article.

(b) "Costs reasonably borne" shall be as defined in Section 8-13. In recommending adjustments in fees and charges, the City Manager shall consider only the standards and criteria established by this article and the procedures set hereby and by applicable state law.

Sec. 8-13. Costs reasonably borne defined

"Costs reasonably borne", as used and ordered to be applied in this article, are to consist of the following elements:

(a) All applicable direct costs including, but not limited to, salaries, wages, overtime, employee fringe benefits, services and supplies, maintenance and operation expenses, contracted services, special supplies, and any other direct expense incurred.

(b) All applicable indirect costs including, but not restricted to, building maintenance and operations, equipment maintenance and operations, communications expenses, computer costs, printing and reproduction, vehicle expenses, insurance, debt service, and like expenses when distributed on an accounted and documented rational proration system.

(c) Fixed asset recovery expenses, consisting of depreciation of fixed assets, and additional fixed asset expense recovery charges calculated on the current estimated cost of replacement, divided by the approximate life expectancy of the fixed asset. A further additional charge to make up the difference between book value depreciation not previously recovered and reserved in cash and the full cost of replacement also shall be calculated and considered a cost so as to recover such unrecovered costs between book value and cost of replacement over the remaining life of the asset.

(d) General overhead, expressed as a percentage, distributing and charging the expenses of the City Council, City Attorney, City Manager, City Clerk, Finance Department, Personnel Office, and all other staff and support service provided to the entire city organization. Overhead shall be prorated between tax-financed services and fee-financed services on the basis of said percentage so that each of taxes and fees and charges shall proportionately defray such overhead costs.

(e) Departmental overhead, expressed as a percentage, distributing and charging the cost of each department head and his or her supporting expenses as enumerated in subsections (a), (b), (c), and (f) of this section.

(f) Debt service costs, consisting of repayment of principal, payment of interest, and trustee fee and administrative expenses for all applicable bond, certificate, or securities issues or loans of whatever nature or kind. Any required coverage factors or required or established reserves beyond basic debt service costs also shall be considered a cost if required by covenant within any securities ordinance, resolution, indenture, or general law applicable to the city.

Sec. 8-14. Schedule of fees and service charges

(a) The City Manager, Finance Director and each city department head, under the direction of the City Manager, are to review annually the fees and service charges listed below, and provide an adjusted fee or charge schedule to the City Council for its consideration so as to recover the listed percentage of costs reasonably borne necessary to provide the listed regulation, product or service.

Percentage of Costs Reasonably Borne Regulation, Product or Service To Be Recovered See Exhibit “A”, below incorporated herein and by this reference made a part hereof Exhibit "A"

Ref#	Description	Dept. % Recovery
S000	Letter of Necessity	100%
S001	Site Plan Development Review 50% through December 31, 2014 75% January 1 through December 31, 2015	 50% 75%

	100% commencing January 1, 2016	100%
S001A	Site Plan Development Existing Bldg. 50% through December 31, 2014 75% January 1 through December 31, 2015 100% commencing January 1, 2016	 50% 75% 100%
S001B	Zoning Permit	100%
S002	Conditional Use Permit (CUP)	100%
SOO2A	Conditional Use Permit Amendment	100%
S003	Variance Processing	100%
S004	Zone Change	100%
S005	Development Agreement	100%
S006	General Plan Amendment	100%
S007	Planned Unit Development	100%
S008	Tentative Parcel Map Review	100%
S008A	Tentative Parcel Map Extension	100%
S009	Tentative Tract Map Review	100%
S009A	Tentative Tract Map Extension	100%
S010	Environmental Assessment	100%
S011	Environmental Initial Study	100%
S012	Environmental Negative Declaration	100%
S013	EIR/EIS Review	100%
S014	Annexation Review	100%

S015	Motel Conversion Review	100%
S016	New Sign Review (Less than 200 sq. ft.) New Sign Review (200 - 500 sq. ft.) New Sign Review (500+ sq. ft.)	100% 100% 100%
S017	Temporary Occupancy Review Temporary Occupancy Review (Single Family)	100% 100%
S018	Special Use Permit	100%
S019	Appeal to Planning Commission	100%
S020	Appeal to City Council	83%
S020A	Appeal Directly to City Council	100%
S021	Building Plan Check	100%
S021-EXT	Building Plan Check Extension	100%
S021A	Building Permits / Inspection	100%
S021A-EXT	Building Permit Extension	100%
S021B	Other Inspection / Fees	100%
S021C	Septic Tank Permit/Inspection	100%
S021D	Electric Permit	100%
S021E	Plumbing Permit	100%
S022	Extra Plan Check-Beyond 3	100%
S023	Grease Interceptor Plan Check / Inspection	100%
S024	Grading & Drainage Permit / Inspection	100%
S025	Right of Way Plan Check	100%

S026	Right of Way Inspection	100%
S027	Retaining Wall Plan Check / Inspection	100%
S028	Final Parcel Map Review	100%
S029	Final Tract Map Review	100%
S030	Final Map Amendment Review	100%
S031	Lot Line Adjustment	100%
S032	Street / R-O-W Abandonment Process	100%
S034	Standard Encroachment Permit	100%
S035	Major Encroachment Permit	100%
S036A	Map Reproduction / CAD Plotting	100%
S037	Code Enforcement	100%
S038	Animal Control	6%
S039	Noise Disturbance Response: 1st Response 2nd Response	None 100%
S040	Police False Alarm Response	100% After 3 Alarms
S041	DUI Accident Response Investigation	100%
S042	Impounded / Stored Vehicle Release	100%
S043	Vehicle Equipment Correction Inspection	100%
S044	Police Report Copy	Fee Set By State Law
S046	Youth Sports	15%

	Basketball Volleyball Pee Wee Basketball	15% 15%
S047	Aquatics: Daily Admission Nightly Admission-Adult Nightly Admission-Child Swim Lessons Pool Parties Private Rental of Aquatics Center	10% 10% 10% 10% 10% 10%
S048	Summer Day Camp	5.64%
S049	After School Program	None
S050	Recreation Facility Usage / Rental	68%
S050A	Concession Contracts	100%
S051	El Garces Rental	100%
S052	Ballfield Rentals	6%
S053	Park Facility Rental	100%
S053A	Jack Smith Park Launch Fees	100%
S054	Water Meter Installation 3/4 - 1" meter Install Meter Only Water Meter Installation 2" meter Install Meter Only Water Meter Installation 3-6" meter Install Meter Only	100% 100% 100%

S054A	Water System Capacity Fee: Residential Commercial Industrial	100% 100% 100%
S055	Water Meter Installation 1-2" up to 25' Provides service to property & install meter Water Meter Installation 1-2" over 25' Provides service to property & install meter Water Meter Installation 3-6" over 25' Provides service to property & install meter Water Meter Installation 3-6" over 25' Provides service to property & install meter Water Meter Installation 8-12" over 25' Provides service to property & install meter Water Meter Installation 8-12" over 25' Provides service to property & install meter	 100% 100% 100% 100% 100% 100%
S056	Pulling and Testing Water Meter 3/4 - 2" Pulling and Testing Water Meter 3+"	33% 33%
S057	Temporary Hydrant Meter Rental	100%
S059	Sewer Lateral Installation Residential Sewer Lateral Installation Other Contractors Take Care of Installation of Sewer Laterals	None None 100%
S059A	Wastewater System Capacity Fee: Residential Commercial Industrial	 100% 100% 100%

S060	Sewage Blockage Check for Private Lines	100%
S061	Sewer Dye Test	100%
S062	Emergency Spill Response	100%
S064	Electric Service Installation	100%
S06A	Electric System Capacity Fee	100%
S065	Temp Electric Services Existing Building Temp Electric Services New	100% 100%
S066	Banner Installation for Commercial Banner Installation for Community Service On city park sites only	100% 0%
S070	Burial: Adult Weekday Adult Saturday / Holiday Infant Weekday Infant Saturday / Holiday Burial Ash: Adult Weekday Adult Saturday / Holiday Infant Weekday Infant Saturday / Holiday	 100% 100% 100% 100% 100% 100% 100% 100%
S071	Disinterment - Adult Disinterment - Infant	100% 100%
S072	Install Marker: With border, single marker Without border, single marker	 100% 100%

	With border, double marker Without border, double marker With border, upright marker Without border, upright marker	100% 100% 100% 100%
S072A	Marker Cleaning	100%
S072B	Install Vase: With border Without border	 100% 100%
S072C	Install Plaque: With border Without border	 100% 100%
S073	Transfer of Burial Rights	100%
S074	Cemetery Lot Purchase, Maintenance Burial	16%
S075	Street Sweeping	100%
S076	Damage to City Property Repair	100%
S077	Review and Process New Business License Applications	100%
S078	Renewal of Business License	100%
S079	New Utility Establishment Fee	100%
S080	Delinquent Utility turn off/on Collection fee Re-establishment fee	 100% 100%
S081	Temporary Utility Turn off / on	100%

S082	Returned Check Fee	Limited by State Law
S083	Makes Copies of City Docs, maps, pubs	100%
S084	Certify Authenticity of City Documents	100%
S085	Electronic Meeting Copies	100%
S086	Process & Filing of Candidate Nomination Papers	Fee Set by State Law
S087	After Hour Utility Call Out	40%
S088	Meter Tampering / Theft of Utility	100%
S090	Regulatory Permit Setup	100%
S091	Regulatory Permit Renewal	100%
S094	Short Term Rental Permit Fee	100%

CITY OF NEEDLES
ADOPTED FEES AND SERVICE CHARGES FY26 (RESOLUTION 2025-30)

REF #	SERVICE TITLE DESCRIPTION	ADOPTED	INCREASE
S000	Letter of Necessity	$103	$6
S001	Site Plan Development Review	$1,323 Per Application + any outside contractor's charges + any additional staff time at fully burdened hourly rate.	$75
S001A	Site Plan Development Review Existing Bldg.	$886 Per Application + any additional staff time at fully burdened hourly rate.	$50
S001B	Zoning Permit	$155 Per Application	$9
S002	Conditional Use Permit (CUP)		
	Non-Cannabis Projects	$2,856 Per Application + any additional staff time at fully burdened hourly rate.	$162
	Cannabis Projects	$25,000 Deposit for infill development, $35,000 Deposit for undeveloped land, to cover staff time billed at fully burdened hourly rate + outside agency costs + other expenses.	No Change
S002A	Conditional Use Permit (CUP) Amendment	$155 Per Application	$9
S003	Variance Processing	$1,596 Per Application	$90
S004	Zone Change	$2,614 Per Application + any outside agency costs	$148
S005	Development Agreement	$2,800 Deposit; Actual amount for employee's time at fully burdened hrly rate + any outside agency costs.	No Change
S006	General Plan Amendment	$3,500 Deposit; Actual amount for employee's time at fully burdened hrly rate + any outside contractor's charges	No Change
S007	Planned Unit Development	$14,700 Deposit; Actual amount for employee's time at fully burdened hrly rate + any outside contractor's charges	No Change
S008	Tentative Parcel Map Review	$2,262 Per Application + $6,000 deposit for any outside contractor's charges + any additional staff time at fully burdened hourly rate.	$128
S008A	Tentative Parcel Map Extension	$400 Per Application	$23
S009	Tentative Tract Map Review	$4,158 Per Application + $106 per lot for each lot over 10 + $5,000 deposit for any outside agency charges + any ADD'L staff time at fully burdened hourly rate.	$240
S009A	Tentative Tract Map Extension	$400 Per Application	$23
S010	Environmental Assessment	$254 Per Application + any outside agency costs	$14
S011	Environmental Initial Study	$400 Per Application + $6,500 deposit for add'l employee's time at fully burdened hrly rate + any outside agency costs	$23

ADOPTED FEES AND SERVICE CHARGES FY26
RESOLUTION NO. 2025-30

REF #	SERVICE TITLE DESCRIPTION	ADOPTED	INCREASE
S012	Environmental Negative Declaration	$1,211 Per Application + $6,500 deposit for add'l employee's time at fully burdened hrly rate + any outside agency costs	$69
S013	EIR/EIS Review	$6,000 Deposit; Actual amount for employee's time at fully burdened hrly rate + any outside agency charges	No Change
S014	Annexation Review	$2,500 Deposit; Actual amount for employee's time at fully burdened hrly rate + any outside contractor's charges	No Change
S015	Hotel Conversion Review	$5,740 Per Application + $4,000 deposit for any outside agency costs + any additional staff time at fully burdened hourly rate.	$325
S017	Temporary Occupancy Review	$493 Per Application	$28
	Temp Occupancy Review (Single Family)	$124 Per Application	$7
S018	Special Use Permit	$1,231 Per Application + $2,000 Deposit for any outside agency costs + any additional staff time at fully burdened hourly rate.	$70
S019	Appeal to Planning Commission	$400 Per Appeal	$23
S020	Appeal to City Council	$331 Per Appeal	$19
S020A	Appeal Directly to City Council	$400 Per Appeal	$23
S021	Building Plan Check	65% of Building Permit Fee	No Change
S021-EXT	Building Plan Check Extension	$166 Per Applicant	$9
S021A	Building Permits/Inspection	Based on Value $.0162 x Value Valuation to be determined by current California Building Code building valuation data table	No Change
S021A-EXT	Building Permit Extension	$166 Per Applicant	$9
S021B	Other Inspections/Fees	$254 Per Hr. Inspections outside of normal bus. hrs. - Minimum 2 hr charge Inspections for which no fee is specifically indicated - Minimum 1/2 hr charge Additional plan review req. by changes, additions or rev. - Minimum 1/2 hr charge Use of outside consultants for inspections - Actual Costs	$14
S021C	Septic Tank Permit/Inspection	$2,000 Deposit; Actual amount for employee's time at fully burdened hrly rate + any outside agency/contractor's charges.	No Change

ADOPTED FEES AND SERVICE CHARGES FY26
RESOLUTION NO. 2025-30

REF #	SERVICE TITLE DESCRIPTION	ADOPTED	INCREASE
S021D	Electric Permit	$194 Per Permit	No Change
S021E	Plumbing Permit	$194 Per Permit	No Change
S022	Extra Plan Check-Beyond 3	Residential - $1,000 Deposit; Commercial-$2,000 Deposit - Actual amount for employee's time at fully burdened hourly rate + any outside agency costs.	No Change
S023	Grease Interceptor Plan Check/Inspection	$314 Per Inspection	No Change
S024	Grading & Drainage Permit/Inspection	$2,000 Deposit; Actual amount for employee's time at fully burdened hrly rate + any outside agency costs.	No Change
S025	Right of Way Plan Check	3% of construction costs/$277 minimum	No Change
S026	Right of Way Inspection	3% of improvement costs/$60 minimum	No Change
S027	Retaining Wall Plan Check/Insp.	$2,000 Deposit; Actual amount for employee's time at fully burdened hrly rate + any outside agency costs.	No Change
S028	Final Parcel Map Review	$513 Per map + $2,000 deposit for any outside contractor's chgs or any additional charges + any additional staff time at fully burdened hourly rate.	$29
S029	Final Tract Map Review	$895 Per Map + $63 per lot over 10 lots + $5,000 deposit for any outside contractor's charges or any additional charges + any additional staff time at fully burdened hourly rate.	$54
S030	Final Map Amendement Review	$502 Per Map + $2,000 deposit for any outside contractor's charges or any additional charges + any additional staff time at fully burdened hourly rate.	$28
S031	Lot Line Adjustment	$654 Per Application + $2,000 deposit for any outside contractor's charges or any additional charges	$37
S032	Street/R-O-W Abandoment Process	$2,500 Deposit; Actual amount for employee's time at fully burdened hrly rates + any outside contractor's charges.	No Change
S034	Standard Encroachment Permit	$294 Per Permit	$17
S035	Major Encroachment Permit	$548 Per Pemit	$31
S036A	Map Reproduction/CAD Plotting		
	Plotter, Size 24 x 36, Color	$22.70 per copy	$1.30
	Large Format Copies, Size 24 x 36, Bond paper, B&W	$8.90 per copy	$0.50
S037	Code Enforcement	Actual amount for employee's time at fully burdened hrly rates + any outside contractor's fee or any additional charges	No Change
S038	Animal Control		
	Dog License - Altered	$19.25	$1.25
	Dog License - Unaltered	$28.75	$1.75

ADOPTED FEES AND SERVICE CHARGES FY26
RESOLUTION NO. 2025-30

REF #	SERVICE TITLE DESCRIPTION	ADOPTED	INCREASE
	Boarding Fees - per day	$14.50	$1
	Adoption Fees:		
	Dogs	$34 Adoption fee + $35 Spay/Neuter + $19.25 License fee	$5.25
	Cats	$34 Adoption fee + $35 Spay/Neuter	$4
	Impound Fees:		
	1st offense - Licensed animal	$19	$1
	1st offense - Unlicensed animal	$35	$2
	2nd offense	$56	$3
	3rd offense	$92	$5
	Brought in	$11 First time + $3 for add'l	$1.25
	Picked up	$19 for first + $3 for add'l	$1.25
	Euthanasia Fee - 50 lbs and under	$40	$3.50
	Euthanasia Fee - Over 50 lbs.	$80	$10.25
	Dead Animal Fee, including Disposal Fee	$28	$2
	Dead Animal Fee	$17	$1
	Vaccine - fee for each vaccine administered	$20	$4
	Spay/Neuter	Actual costs + employees time at fully burdened hrly rate	No Change
S046	**Youth Sports**		
	Basketball	$45 per player Resident / $50 per player Non Resident. (+ $150 per team)	No Change
	Volleyball	$45 per player Resident / $50 per player Non Resident (+ $150 per team)	No Change
	Flag Football	$45 per player Resident / $50 per player Non Resident (+ $150 per team)	No Change
	PeeWee Basketball	$35 per player Resident / $40 per player Non Resident (+ $150 per team)	No Change
	PeeWee Soccer	$35 per player Resident / $40 per player Non Resident (+ $150 per team)	No Change
	Basketball Tournament	$175 per team	No Change
	Little Girl's Tea Party	$25 per participant	No Change
	PeeWee Derby	$20 per participant	No Change
	Santa's Workshop	$25 per participant	No Change
S047	**Aquatics**		No Change
	Daily Admission	$3.00 Per Person	No Change
	Nightly Admission - Adult	$2.25 Per Person	No Change
	Nightly Admission - Child	$1.75 Per Person	No Change
	Group Swim Lessons	$30 Per Person for 8 1/2 Hr Sessions	No Change
	Private Swim Lessons	$11 Per 1/2 Hr Session	No Change
	Pool Party Package	$90 Per Party	No Change
	Private Rental of Aquatics Center	$80 Per Hr	No Change

ADOPTED FEES AND SERVICE CHARGES FY26
RESOLUTION NO. 2025-30

REF #	SERVICE TITLE DESCRIPTION	ADOPTED	INCREASE
	Open Swim Passes		
	10 Passes	$20	No Change
	30 Passes	$50	No Change
	Season Pass	$80	No Change
	Family Pass	$125 + $15 for each add'l family member above 4	No Change
	Exercise & Lap Swim Passes		
	Daily Pass	$2	No Change
	10 Passes	$15	No Change
	30 Passes	$40	No Change
	Season Pass	$60	No Change
S048	**Summer Day Camp**	$4 per day per participant	No Change
S049	**After School Program**	None. Cannot charge admission as long as the School District provides snack.	No Change
S050	**Recreation Facility Usage/Rental**		
	Rooms (Smaller Groups)	$21 Per Hr	$1
	Gym	$32 Per Hr + Cost of Insurance	$2
	Entire Rec Facility	$53 Per Hr + Cost of Insurance	$3
S050A	**Concession Contracts**	Aquatics: 12% of gross sales + Cost of Insurance Recreation: 12% of gross sales + Cost of Insurance	No Change
	Contract Instructor Classes	1-24 students: 12% of gross income 25-50 students: 15% of gross income 51-75 students: 18% of gross income 76+ students: 20% of gross income	No Change
S051	**El Garces Rental**		
	Small Room	$80	$5
	Big Room	$371	$21
	Big Room - Nonprofits	$186	$11
S052	**Ballfield Rental**	$11 Per Hr Per Field	$1
S053	**Park Facility Rental**	$21 Per Hr Per Park	$1
S053A	**Jack Smith Park Launch Fees**		
	Per Day	$21	$1
	Season Pass	$191	$11
	Non-Boat Parking	$5.50	$1

ADOPTED FEES AND SERVICE CHARGES FY26
RESOLUTION NO. 2025-30

REF #	SERVICE TITLE DESCRIPTION	ADOPTED	INCREASE
S054	Water Meter Installation 3/4 - 1" meter	$100 (Employee's time at fully burdened hrly rate) + meter & materials + Capacity Fees (SO54A) as required. Install meter only.	$6
	Water Meter Installation 2" meter	$298 (Employee's time at fully burdened hrly rate) + meter & materials + Capacity Fees (SO54A) as required. Install meter only.	$17
	Water Meter Installation 3-6" meter	$1,194 (Employee's time at fully burdoned hrly rate) + meter & materials + Capacity Fees (SO54A) as required. Install meter only.	$68
S054A	Water System Capacity Fee		
	Residential	$1,346	$76
	Commercial	$1,802	$102
	Industrial	$2,703	$153
S055	Water Meter & Serv Installation 1-2" Up to 25'	$2,335 (Employee's time at fully burdened hrly rate) + meter & materials + Capacity Fees (SO54A). Provides service to property & meter install.	$132
	Water Meter & Serv Installation 1-2" Over 25'	$2,335 (Employee's time at fully burdened hrly rate) + meter & materials + Capacity Fees (A054A) + $92 per ft over 25'. Provides service to property & meter install.	$137
	Water Meter & Serv Installation 3-6" Up to 25'	$3,114 (Employee's time at fully burdened hrly rate) + meter & materials + Capacity Fees (SO54A). Provides service to property & meter install.	$176
	Water Meter & Serv Installation 3-6" Over 25'	$3,114 (Employee's time at fully burdened hrly rate) + meter & materials + Capacity Fees (SO54A) + $123 per ft over 25'. Provides service to property & meter install.	$183
	Water Meter & Serv Installation 8-12" Up to 25'	$4,671 (Employee's time at fully burdened hrly rate, meter & materials) + Capacity Fees (SO54A). Provides service to property & meter install.	$264
	Water Meter & Serv Installation 8-12" Over 25'	$4,671 (Employee's time at fully burdened hrly rate, meter & materials) + Capacity Fees(SO54A) + $186 per ft over 25'. Provides service to property & meter install.	$275
S056	Pulling & Testing Water Meter 3/4 - 2"	$69, refunded if meter runs fast	$4
	Pulling & Testing Water Meter 3+"	$137 + any outside contractor's charges or add'l charges. Refunded if meter runs fast.	$8
S057	Temporary Hydrant Meter Rental	$500 Deposit; Actual amt $85 + water consumption charges	No Change
S059	Sewer Lateral Installation Residential	City Crew does not perform installation. Contracters install sewer lateral.	No Change
	Sewer Lateral Installation Other	City Crew does not perform installation. Contracters install sewer lateral.	No Change
S059A	Wastewater System Capacity Fee	$1,664 + lateral and materials costs	$94
S060	Sewage Blockage Check for Private Lines	$252 per request	$14
S061	Sewer Dye Test	$169 per request	$10

ADOPTED FEES AND SERVICE CHARGES FY26
RESOLUTION NO. 2025-30

REF #	SERVICE TITLE DESCRIPTION	ADOPTED	INCREASE
S062	**Emergency Spill Response**	Actual amt for employee's time at fully burdened hrly rates.	No Change
S064	**Electric Service Installation**	Actual amount for employee's time at fully burdened hrly rates + material & equip. charges	No Change
S064A	**Electric System Capacity Fee**	$106,000/megawatt (for all customers based on load calculations)	$6,000
S065	**Temp Electric Svcs Existing Bldg**	$475	$27
	Temp Electric Svcs New	Actual amount for employee's time at fully burdened hrly rates + material charges	No Change
S066	**Banner Installation for Commercial**		
	Commercial Banners	$475 per banner	$27
	Community Service Banners	$0	No Change
S070	**Burial**		
	Adult - Weekday	$896 + Fully Alloc Hrly Rate if Over 4 hrs.	$51
	Adult - Saturday/After Hours	$1,277 + Fully Alloc Hrly Rate if Over 4 hrs.	$72
	Infant - Weekday	$599 + Fully Alloc Hrly Rate if Over 3 hrs.	$34
	Infant - Saturday/After Hours	$981 + Fully Alloc Hrly Rate if Over 3 hrs.	$56
	Burial Ash		
	Adult/Infant - Weekday	$334 + Fully Alloc Hrly Rate if Over 2 hrs.	$19
	Adult/Infant - Saturday/After Hours	$535 + Fully Alloc Hrly Rate if Over 2 hrs.	$30
	Burial Canopy	$106	$6
S071	**Disinternments**		
	Adult	$1,246 + Fully Alloc Hrly Rate if Over 4 hrs.	$71
	Infant	$1,023 + Fully Alloc Hrly Rate if Over 3 hrs.	$58
S072	**Install marker**		
	Without border, single marker	$223	$13
	Without border, double marker	$244	$14
	Without border, single upright marker	$753	$43
	Without border, double upright marker	$774	$44

ADOPTED FEES AND SERVICE CHARGES FY26
RESOLUTION NO. 2025-30

REF #	SERVICE TITLE DESCRIPTION	ADOPTED	INCREASE
S072A	Marker Cleaning	$53	$3
S072B	Install Vase Without Border	$148	$8
S072C	Install Plaque Without Border	$154	$9
S073	Transfer of Burial Rights	$127 Per Request	$7
S074	Lot Purchase (Burial & Maintaintenance)		
	Adult	$2,867 (Incl. $300 to Endowment Care Fund)	$257
	Infant	$1,849 (Incl. $300 to Endowment Care Fund)	$199
	Lot Purchase (Ash & Maintenance)		
	Adult/Infant	$1,768 (Incl. $200 to Endowment Care Fund)	$100
S075	Street Sweeping	None. Costs to be recovered as part of Prop 218 Assessment Dist. Or as part of the Refuse bill.	No Change
S076	Damage to City Property Repair	Actual amount for employee's time at fully burdened hrly rates + cost of materials	No Change
S077	Review & process new business license apps	$46 processing fee + CA fee + license fee per Chapter 12 of City code	$3
S078	Renewal of business licenses	$31 processing fee + CA fee + license fee per Chapter 12 of City code	$2
S079	New Utility Establishment fee	$90 for all 3 utilities: Electric $38, Water $26, Wastewater $26	$5
S080	Delinquent Utility Turn Off/On:		
	Collection fee for each utility	$16	$1
	Re-establish Service fee for each utility	$27	$2
S081	Temporary Utility Turn Off/On		
	Electric	$16 for 1st request + $11 per add'l request	$1
	Sewer	$11 per request	$1
	Water	$11 per request	$1
S082	Returned check fees	1st Time: $25 fee set by State Law 2nd Time and thereafter: $35 fee set by State Law	No Change
S083	Make copies of City docs, maps, pubs	$0.13 first page $0.07 each additional page	No Change
S084	Certify authenticity of City documents	$18.00 Per Document	No Change
S085	Electronic Meeting Copies	$28	No Change
S086	Process & Filing of Candidate Nomination Papers	$25 Fee set by State Law	No Change
S087	After Hours Utility Call Out	$276 minimum per call out, excluding a one time temp turn off per cust/location as defined in the terms and conditions. Billed at employee's time at fully burdened hrly rate + material	$16

ADOPTED FEES AND SERVICE CHARGES FY26
RESOLUTION NO. 2025-30

REF #	SERVICE TITLE DESCRIPTION	ADOPTED	INCREASE
S088	**Meter Tampering/Theft of Utility**	Charge is based on total annual consumption divided by 12 months x 2 months (average 2 months consumption) + $500 deposit + Employee's time at fully burdened hrly rate, meter & materials	No Change
S090	**Regulatory Permit Setup**		
	<10K Facility	$339	$19
	>10K Facility	$420	$24
S091	**Regulatory Permit Renewal**		
	<10K Facility	$7,498	$424
	>10K Facility	$9,429	$534
S094	**Short Term Rental Permit Fee**	$568	$32

City of Needles, California
Request for City Council Action

☒ CITY COUNCIL ☐ NPUA ☒ Regular ☐ Special

Meeting Date: December 9, 2025

Title: Award the Base Bid and Additive Alternate to Vance Corporation for the Phase V Street Paving 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 5th year of the program with Phase V recently designed. This phase includes the paving of the following streets: Parkway Street (Rio Vista to Lillyhill), Lillyhill Drive (Parkway to Coronado), Coronado Street (Lillyhill to Peru), Cortez Street (Desoto to Balboa), Peru Street (Desoto to Balboa and El Monte to Lillyhill), and Balboa Street (Desoto to Rio Vista),

This project was advertised for bids on October 29, 2025, and bids were opened on November 19, 2025. A total of nine (9) Bids were received for this project with the lowest three (3) bids listed below:

- Vance Corporation $1,373,796.30
- Superior Paving Company, Inc. DBA United Paving Company $1,618,632.93
- S. Christensen Engineering, Inc. $1,801,391.30

A bid evaluation has been completed and Vance Corporation was found to be the successful low bidder.

Fiscal Impact: $800,000 Budgeted under FY 2026 Measure I Funds and $711,175.93 from General Fund.

Recommended Action: Award the Base Bid and Additive Alternate to Vance Corporation for the Phase V Street Paving Improvements Project in the amount of $1,373,796.30 plus 10% contingency for a total project cost of $1,511,175.93 and authorize staff to execute a Public Works Agreement with Vance Corporation 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: 12/4/2025

Other Department Approval (when required): Jill Taura, Interim Finance Director Date: 12/04/2025

City of Needles
Bid Results for Project PHASE V - STREET PAVING IMPROVEMENTS (PW2602)
Issued on 10/29/2025
Bid Due on November 19, 2025 3:30 PM (PST)
Exported on 12/04/2025

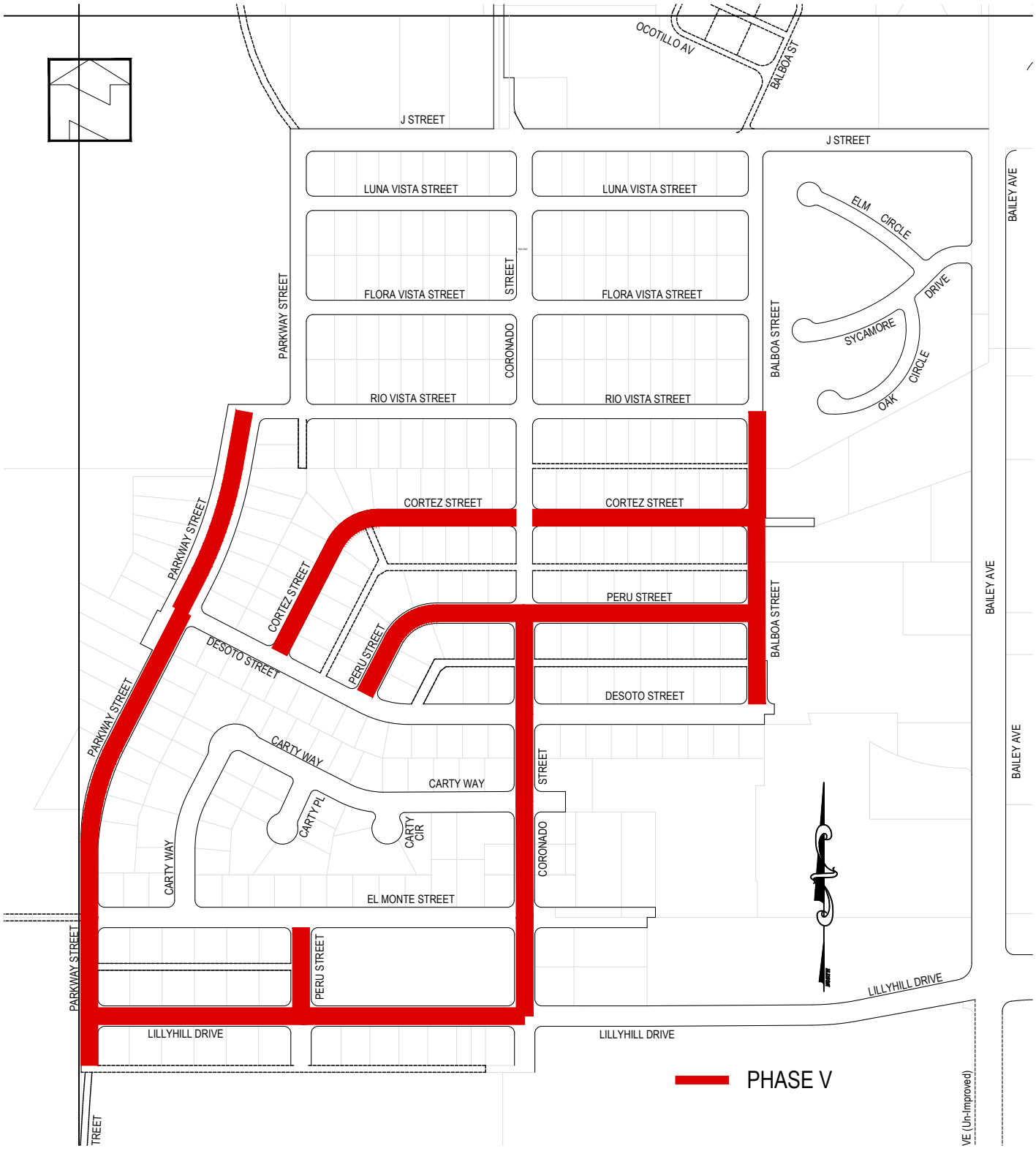
Line Totals (Unit Price * Quantity)

Item No.	Description	UOM	QTY	Vance Corp	United Paving	S Christensen Eng. Inc.	Onyx Paving	Granite Const.	McCormick Const	JB Bostick LLC	Sully-Miller	Marjani Builders
1	Mobilization / Demobilization	LS	1	$56,500.00	$60,588.00	$98,000.00	$66,000.00	$76,000.00	$82,298.55	$10,000.00	$97,000.00	$95,000.00
2	Traffic Control and Safety	LS	1	$40,500.00	$42,706.00	$22,000.00	$263,462.00	$15,000.00	$65,000.00	$10,000.00	$154,000.00	$60,000.00
3	SWPPP, Best Management Practice and NPDES Requirements	LS	1	$7,750.00	$19,328.00	$5,800.00	$10,000.00	$1,969.50	$2,600.00	$5,000.00	$7,500.00	$125,000.00
4	Encroachment Permit	LS	1	$3,288.00	$3,288.00	$3,288.00	$3,288.00	$3,288.00	$3,288.00	$3,288.00	$3,288.00	$3,288.00
5	Pulverize Existing Asphalt Concrete Pavement, In Place, As Shown and Construct 6" Thick Aggregate Base (Pulverized Material). Remove, Haul, and Dispose any Excess Subgrade and/or Pulverized Materials As Required to Maintain Existing Roadway Line and Grade.	SF	252500	$148,975.00	$323,200.00	$287,850.00	$308,050.00	$441,875.00	$315,625.00	$189,375.00	$707,000.00	$454,500.00
6	Construct 2" Asphalt Concrete Base Pavement with 1.5" Asphalt Concrete Overlay.	TONS	6140	$921,000.00	$917,070.40	$1,166,600.00	$951,700.00	$1,135,900.00	$1,258,700.00	$1,535,000.00	$890,300.00	$1,105,200.00
7	Replace Street Marking "STOP" with 4" LINE as required	EA	11	$5,874.00	$7,985.01	$5,940.00	$5,500.00	$5,225.00	$6,050.00	$22,000.00	$5,225.00	$27,500.00
8	Adjust Existing MANHOLE COVER to Grade with New Concrete Collar per Detail	EA	13	$22,425.00	$29,059.03	$24,700.00	$26,000.00	$42,835.00	$32,500.00	$32,500.00	$29,575.00	$45,500.00
9	Adjust Existing WATER VALVE CAN COVER with New Concrete Collar per Detail	EA	20	$24,000.00	$29,412.00	$15,600.00	$20,000.00	$43,880.00	$36,500.00	$40,000.00	$33,500.00	$13,000.00
			Subtotal	$1,230,312.00	$1,432,636.44	$1,629,778.00	$1,654,000.00	$1,765,972.50	$1,802,561.55	$1,847,163.00	$1,927,388.00	$1,928,988.00
10	Encroachment Permit	LS	1	$537.00	$537.00	$537.00	$537.00	$537.00	$537.00	$537.00	$537.00	$537.00
11	Pulverize Existing Asphalt Concrete Pavement, In Place, As Shown and Construct 6" Thick Aggregate Base (Pulverized Material). Remove, Haul, and Dispose any Excess Subgrade and/or Pulverized Materials As Required to Maintain Existing Roadway Line and Grade.	SF	28659	$22,927.20	$66,202.29	$42,988.50	$34,963.98	$50,153.25	$35,823.75	$21,494.25	$74,513.40	$47,287.35
12	Construct 2" Asphalt Concrete Base Pavement with 1.5" Asphalt Concrete Overlay.	SF	28659	$111,770.10	$108,904.20	$120,367.80	$107,471.25	$107,471.25	$123,233.70	$157,624.50	$108,904.20	$143,295.00
13	Adjust Existing MANHOLE COVER to Grade with New Concrete Collar per Detail	EA	2	$3,450.00	$4,471.00	$4,000.00	$4,027.00	$6,590.00	$5,000.00	$5,000.00	$4,550.00	$7,000.00
14	Adjust Existing WATER VALVE CAN COVER with New Concrete Collar per Detail	EA	4	$4,800.00	$5,882.00	$3,720.00	$4,000.76	$8,776.00	$7,300.00	$8,000.00	$6,700.00	$2,600.00
			Subtotal	**$143,484.30**	**$185,996.49**	**$171,613.30**	**$150,999.99**	$173,527.50	$171,894.45	$192,655.75	$195,204.60	$200,719.35

Unit Price

Item No.	Description	UOM	QTY	Vance Corp	United Paving	S Christensen Eng. Inc.	Onyx Paving	Granite Const	McCormick Const	JB Bostick LLC	Sully-Miller	Marjani Builders
1	Mobilization / Demobilization	LS	1	$56,500.00	$60,588.00	$98,000.00	$66,000.00	$76,000.00	$82,298.55	$10,000.00	$97,000.00	$95,000.00
2	Traffic Control and Safety	LS	1	$40,500.00	$42,706.00	$22,000.00	$263,462.00	$15,000.00	$65,000.00	$10,000.00	$154,000.00	$60,000.00
3	SWPPP, Best Management Practice and NPDES Requirements	LS	1	$7,750.00	$19,328.00	$5,800.00	$10,000.00	$1,969.50	$2,600.00	$5,000.00	$7,500.00	$125,000.00
4	Encroachment Permit	LS	1	$3,288.00	$3,288.00	$3,288.00	$3,288.00	$3,288.00	$3,288.00	$3,288.00	$3,288.00	$3,288.00
5	Pulverize Existing Asphalt Concrete Pavement, In Place, As Shown and Construct 6" Thick Aggregate Base (Pulverized Material). Remove, Haul, and Dispose any Excess Subgrade and/or Pulverized Materials As Required to Maintain Existing Roadway Line and Grade.	SF	252500	$0.59	$1.28	$1.14	$1.22	$1.75	$1.25	$0.75	$2.80	$1.80
6	Construct 2" Asphalt Concrete Base Pavement with 1.5" Asphalt Concrete Overlay.	TONS	6140	$150.00	$149.36	$190.00	$155.00	$185.00	$205.00	$250.00	$145.00	$180.00
7	Replace Street Marking "STOP" with 4" LINE as required	EA	11	$534.00	$725.91	$540.00	$500.00	$475.00	$550.00	$2,000.00	$475.00	$2,500.00
8	Adjust Existing MANHOLE COVER to Grade with New Concrete Collar per Detail	EA	13	$1,725.00	$2,235.31	$1,900.00	$2,000.00	$3,295.00	$2,500.00	$2,500.00	$2,275.00	$3,500.00
9	Adjust Existing WATER VALVE CAN COVER with New Concrete Collar per Detail	EA	20	$1,200.00	$1,470.60	$780.00	$1,000.00	$2,194.00	$1,825.00	$2,000.00	$1,675.00	$650.00
10	Encroachment Permit	LS	1	$537.00	$537.00	$537.00	$537.00	$537.00	$537.00	$537.00	$537.00	$537.00
11	Pulverize Existing Asphalt Concrete Pavement, In Place, As Shown and Construct 6" Thick Aggregate Base (Pulverized Material). Remove, Haul, and Dispose any Excess Subgrade and/or Pulverized Materials As Required to Maintain Existing Roadway Line and Grade.	SF	28659	$0.80	$2.31	$1.50	$1.22	$1.75	$1.25	$0.75	$2.60	$1.65
12	Construct 2" Asphalt Concrete Base Pavement with 1.5" Asphalt Concrete Overlay.	SF	28659	$3.90	$3.80	$4.20	$3.75	$3.75	$4.30	$5.50	$3.80	$5.00
13	Adjust Existing MANHOLE COVER to Grade with New Concrete Collar per Detail	EA	2	$1,725.00	$2,235.50	$2,000.00	$2,013.50	$3,295.00	$2,500.00	$2,500.00	$2,275.00	$3,500.00
14	Adjust Existing WATER VALVE CAN COVER with New Concrete Collar per Detail	EA	4	$1,200.00	$1,470.50	$930.00	$1,000.19	$2,194.00	$1,825.00	$2,000.00	$1,675.00	$650.00

Phase V Street Improvements
EXHIBIT DRAWING



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City of Needles, California Request for City Council Action

☒ CITY COUNCIL ☐ NPUA ☒ Regular ☐ Special

Meeting Date: December 9, 2025

Title: Resolution 2025-51 of the City Council of the City of Needles, California Approving an Exclusive Negotiation Agreement (ENA) between the City of Needles and Palm Communities, A California Corporation in Reference to Assessors Parcel Numbers (APN's) 0186-095-03-0000 and 0186-095-04-0000

Background: A key goal of the City Council is to expand workforce housing opportunities that support Needles' local employees and working families. A stated goal of the City of Needles City Council is to encourage additional economic investment into the community in the form of retail, tourism, manufacturing, distribution, and housing. Further, the City Council has communicated a need for new construction housing options that support local employees and working families who are part of the City's workforce. The City has taken steps to eliminate blight and increase available units, as evidenced by the renovation of the Sage and River Valley motels into micro-apartments. While these projects have helped advance Council goals, there remains a need for new, modern housing designed to serve local workers and their families.

To support this objective, City staff has met with numerous housing developers to encourage the construction of new units. Notably, City staff has been working with Palm Communities to bring a workforce-oriented development into the community. Before the City Council today is the first step in that process. The item before you is an Exclusive Negotiation Agreement (ENA) between the City of Needles and Palm Communities, a California Corporation (Palm Communities), regarding approximately 2.04 acres of land located along Broadway (Route 66) bounded by G Street, H Street, and Front Street.

By way of background, Palm Communities has been a developer of workforce (family) and senior housing for over thirty (30) years. During that time, they have successfully developed more than 3,000 units of multi-family workforce and senior housing across approximately 40 different projects throughout Southern California, including Riverside, Hemet, San Jacinto, Palm Desert, Indio, Moreno Valley, San Diego, Los Angeles, Hesperia, and Long Beach. In addition to development, Palm Communities is known for its long-term ownership and proactive property management model, maintaining its communities to high standards through on-site management. This approach has resulted in well-kept, durable communities that remain in strong condition over time. Palm Communities is actively working on additional developments in Palm Desert, Hemet, Jurupa Valley, and Elk Grove.

Entering an ENA is a standard first step in determining whether a project is feasible and mutually beneficial. The action today provides an Exclusive Negotiation Agreement between theCity and Palm Communities. This agreement establishes a period between now and April 30, 2026, during which the City of Needles will negotiate solely with Palm Communities regarding the two subject parcels. During this time, Palm Communities will provide a deposit for the City to procure a land appraisal to determine fair market value, and both parties will work toward a potential transaction and development that would bring new multi-family workforce housing to the community.

Fiscal Impact: Approval of an Exclusive Negotiation Agreement has no direct cost to the City of Needles beyond staff and legal time put forward.

Environmental Impact: The approval of an Exclusive Negotiation Agreement (ENA) itself is exempt from the California Environmental Quality Act (CEQA). If a development were to move forward on the subject property, it would need to comply with CEQA at a later date.

Recommended Action: Adopt City Council Resolution 2025-51, Authorizing the City Manager to enter into an Exclusive Negotiation Agreement (ENA) between the City of Needles and Palm Communities, A California Corporation in Reference to Assessors Parcel Numbers (APN's) 0186-095-03-0000 and 0186-095-04-0000.

Submitted By: Patrick Martinez, City Manager

City Manager Approval: Patrick J Martinez Date: 12/4/2025

Other Department Approval (when required): _____ Date: _____

RESOLUTION NO. 2025-51

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NEEDLES APPROVING AN EXCLUSIVE NEGOTIATION AGREEMENT (ENA) BETWEEN THE CITY OF NEEDLES AND PALM COMMUNITIES, A CALIFORNIA CORPORATION AND AUTHORIZING THE CITY MANAGER TO EXECUTE SAME

WHEREAS, City desires to encourage and promote the development of new multi-family workforce housing serving local employees and working families, and

WHEREAS, City has successfully partnered with private developers that rehabilitated the Sage and River Valley Inn (former motels) into micro-apartments, and

WHEREAS, City has been working with Palm Communities, a California Corporation which has a thirty (30) year track record as a housing developer and brought over 3,000 multi-family housing units into communities, and

WHEREAS, City owns approximately 2.04 acres of land (Assessor's Parcel Numbers 0186-095-03-0000 and 0186-095-04-0000) bound by Broadway (Route 66), G Street, H Street and Front Street, and

WHEREAS, Palm Communities and the City of Needles jointly desire to explore the opportunity to construct new multi-family workforce housing serving local employees and working families on the City-owned site.

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Needles, California, hereby approves an Exclusive Negotiation Agreement (ENA) with Palm Communities, a California Corporation, which provides for a time period between now and April 30, 2026, for Palm Communities and the City of Needles to negotiate price, terms, and development specifics for a potential new multi-family workforce housing project serving local employees and working families. Further, the City Manager is authorized to make minor and administrative modifications to the Agreement as needed, provided such changes do not alter its intended purpose.

PASSED, APPROVED, AND ADOPTED at a regular meeting of the City Council of the City of Needles, California, held on the 9th day of December 2025 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

_____
Janet Jernigan, Mayor

ATTEST: _____
Candace Clark, City Clerk

APPROVED AS TO FORM: _____
Lena Wade, Deputy City Attorney

EXCLUSIVE NEGOTIATION AGREEMENT

THIS EXCLUSIVE NEGOTIATION AGREEMENT (the "Agreement") is entered into December 9, 2025, by and between the City of Needles, a municipal corporation (the "City") and Palm Communities, a California corporation (the "Developer"), on the terms and provisions set forth below.

THE CITY AND THE DEVELOPER HEREBY AGREE AS FOLLOWS:

I. [§100] Negotiations

A [§101] Good Faith Negotiations

The City and the Developer, , agree for the Negotiation Period (as defined below) to negotiate in good faith the terms and conditions pursuant to which the City may sell and the Developer may purchase for development that certain +/-2.04 acres of real property (the "Site"). The Site is more particularly described in Exhibit A, "Legal Description," attached hereto and incorporated herein by reference, and is shown on the "Map of the Site," attached hereto as Exhibit B and incorporated herein by reference. Except as otherwise provided below, the City agrees, that during the Negotiation Period it will not negotiate with any other person or entity regarding the Site or any portion thereof.

The issues to be negotiated and addressed during the Negotiation Period are: (1) the potential terms and conditions of conveyance of the Site to Developer (2) sale price for the Site; (3) Developer's proposed program to develop the Site; (4) design and aesthetic considerations of the development of the Site, including but not limited to configuration of the development, site density, site circulation and access to surrounding properties including a draft specific plan; (5) all anticipated planning and land entitlement processes and requirements, including preparation of a master plan and a specific plan approval process; (6) all anticipated permitting and environmental reviews and processes; and (7) other City and Housing Authority of the City of Needles ("Housing Authority") requirements pertaining to the development and use of the Site including potential financial assistance and affordability restrictions to be included in a Development and Disposition Agreement ("DDA") for the development concept referred to in Section 201 below.

B. [§102] Duration of this Agreement; Effective Date

1. This Agreement (the "Negotiation Period") shall expire on April 30, 2026.

2. In the event the Developer has not continued to negotiate diligently and in good faith during the Negotiation Period, the City shall give written notice thereof to the Developer who shall then have fifteen (15) days to commence negotiating in good faith. Following the receipt of such notice and the failure of the Developer to thereafter commence negotiating in good faith within such fifteen (15) days, this Agreement may be terminated prior to the expiration of the Negotiating Period by the City Manager sending written notice of termination to the Developer.

3. This Agreement will be superseded if and when the City and the Developer execute a DDA mutually acceptable to both the City and the Developer in each's sole and absolute discretion. For avoidance of doubt, neither the City, the Housing Authority nor the Developer have any obligation to execute a DDA for the acquisition and development of the Site.

C. [§103] Deposit

The City and Developer acknowledge that the Developer has deposited with the City a non-refundable deposit (the "Deposit") in the amount of two thousand five hundred dollars ($2,500.00) which shall be used by the City to pay for part of the cost of an appraisal of the Site.

II. [§200] Development Concept

A. [§201] Scope of Development

The negotiations undertaken pursuant hereto shall be based on a development concept for the development on the Site as an affordable multi-family residential subdivision which complies with Government Code Section 37364 ("Project") and this concept shall be required by the terms of the DDA.

Not later than ninety (90) days after the date of execution of this Agreement, the Developer shall

complete the following:

- Perform due diligence on the Site.
- Submit a preliminary schedule of a proposed closing, entitlement and construction timeline for inclusion in the DDA.
- Submit a preliminary financial proforma for the development of the Project, including funding party.
- Reimburse the City for any amount by which the cost of the appraisal of the Site exceeds two thousand five hundred dollars ($2,500.00) such amount to be due at any time upon demand by the City.

As soon as practicable following the date of execution of this Agreement, the Developer shall commence and complete the actions on the Developer's part described in this Agreement and incorporated herein by this reference prior to the expiration of this Agreement.

B. [§202] Developer's Findings, Determinations Studies and Reports

Upon reasonable notice, and as from time-to-time requested by the City, the Developer agrees to make oral and written progress reports advising the City on the status of Developer's actions being taken under this Agreement. In the event the City and the Developer do not enter into a DDA, the City may request that the Developer submit to the City copies of all studies and reports prepared for the proposed Project by or for the Developer, to the extent the Developer is legally able to do so, and the City may request the right to the use and benefit from all such studies and reports. The Developer shall not unreasonably withhold or delay its consent to the City's access and use of such studies and reports.

III. [§300] Sale of the Site

The sale price and/or other consideration to be paid by the Developer for the Site under the DDA will be equal to at least the appraised fair market value of the Site as determined by the appraisal obtained by City, and will be subject to approval by the City Council after a public meeting(s) or public hearing(s) as required by law. Further, the City will during the term of this Agreement comply with the Surplus Land Act.

IV. • [§400] The Developer

A. [§401] Office of the Developer

The Principal office of the Developer is:
Danavon L. Horn, President Palm Communities
2715 Irvine Center Drive, Suite 140
Irvine, CA 92618
Attn: Reid Bradshaw, Director of Development

B. [§402] Members of the Developer

The managing member of the Developer is:
Danavon Horn, President

C. [§403] Full Disclosure

The Developer has made full disclosure to the City of its principals, officers, major stockholders, major partners, joint venturers, key managerial employees and other associates, and all other material information concerning the Developer and its associates. The Developer shall promptly notify the City Manager in writing of any change in the principals, associates, partners, joint venturers, negotiators, development manager, consultants, professional and directly-involved managerial employees of the Developer. Notwithstanding the foregoing, the Developer reserves the right at its discretion to join and associate with other entities in joint ventures, partnerships or otherwise for the purpose of developing the Site, provided that the Developer retains management and control of such entities, remains fully responsible to the City hereunder and provides all disclosure required by the preceding sentence.

V. [§500] Full Disclosure

The Developer shall disclose to the City details of the financing transaction and parties as requested

by the City to be used by Developer for the the acquisition and development of the Site.

VI. [§600] City's Responsibilities

D. [§601] City Assistance and Cooperation

The City shall cooperate fully in providing the Developer with appropriate information and assistance with regards to Developer's proposed development of the Site, including, but not limited to the following:

- Appraisal of the Site, as funded by the Developer as herein provided.
- Provide a copy of existing Title Report to Developer.
- Provide a right of access to the Site for due diligence investigations, pursuant to a right of entry agreement wherein Developer shall indemnify, defend and hold harmless City from and against any and all claims., liens, liabilities and costs including reasonable attorney's fees incurred as a result of Developer entering the Site

E. [§602] City and City Council's Public Meeting(s) or Public Hearing(s)

If the City and Developer agree to a mutually acceptable DDA during the term of this Agreement as a result of the negotiations hereunder it shall become effective only after and if the DDA has been considered and approved by the City Council in the exercise of its sole and absolute discretion at a public meeting(s) or public hearing(s), as applicable, called for such purpose and executed by Developer and City.

VII. [§700] Real Estate Commissions

The City shall not be liable for any real estate commissions or brokerage fees which may result from this Agreement or a DDA. Developer will indemnify, defend and hold harmless City from any claims, liabilities or costs including reasonable attorney fees incurred as the result of a broker finder or other seeking a commission or fee resulting from the actions of Developer.

VIII. [§800] Limitations of this Agreement

By its execution of this Agreement, the City is not committing itself to or agreeing to undertake: (1) the sale of land ; or (2) any other acts or activities requiring the subsequent independent exercise of discretion by the City or any department thereof. For the sake of clarity, City is under no obligation by virtue of this Agreement to approve any land use entitlement, permit, license or environmental approval under the California Environmental Quality Act. City hereby retains in full its full sovereignty, police power and discretion with regards to all of its actions at all times.

This Agreement does not constitute a disposition of property or exercise of control over property by the City. Execution of this Agreement by the City is merely an agreement to enter into a period of exclusive negotiations according to the terms hereof, reserving final discretion and approval by the City as to any DDA and all land decisions in connection therewith.

[SIGNATURES ON FOLLOWING PAGE]

IN WITNESS WHEREOF, each of the parties has caused this Agreement to be executed on the day and year first above written.

CITY OF NEEDLES,
a municipal corporation

By:_____
Patrick Martinez
City Manager

PALM COMMUNITIES
a California corporation

By:_____
Danavon Horn
President

ATTEST:

_____
Candace Clark
City Clerk

APPROVED AS TO FORM:

By:_____
City Attorney

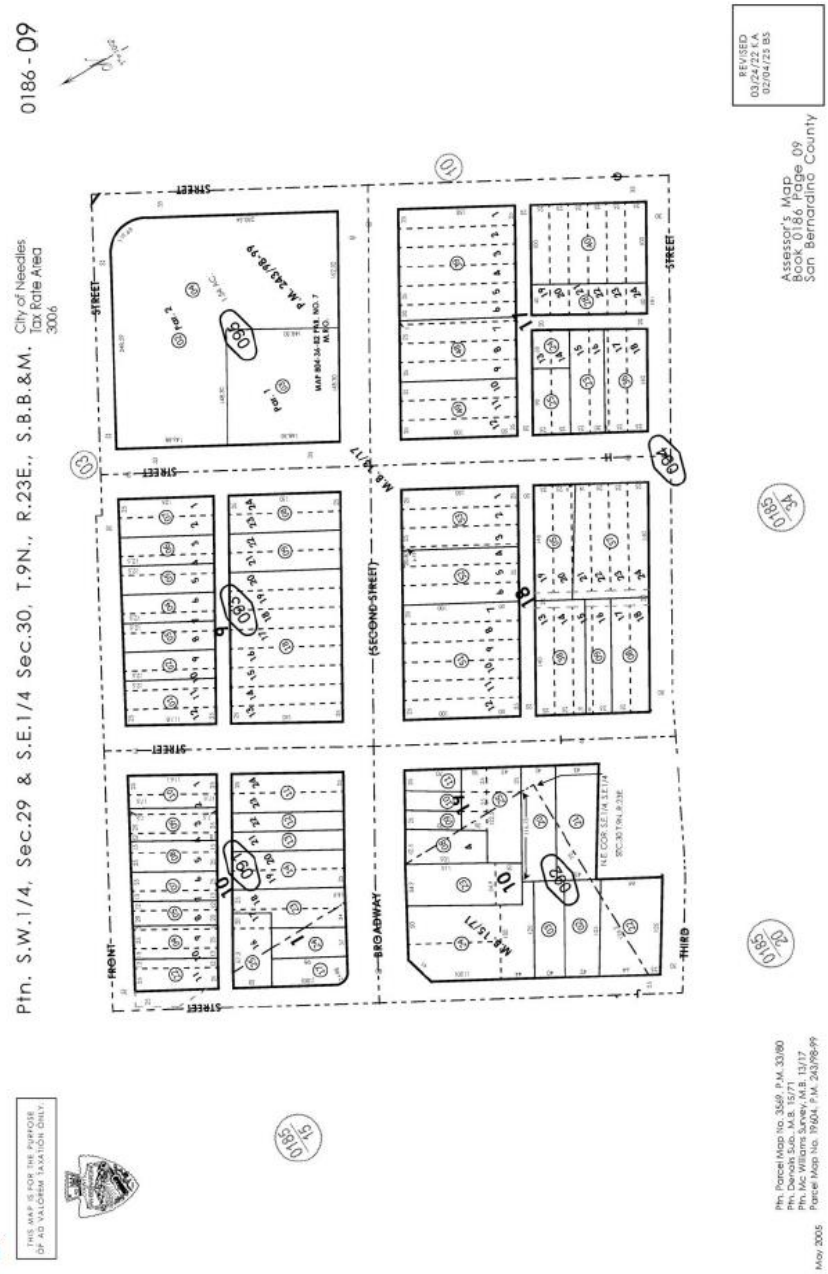
EXHIBIT A
LEGAL DESCRIPTION

For APN/Parcel ID(s): 0186-095-03-0-000, and 0186-095-04-0-000

THE LAND REFERRED TO HEREIN BELOW IS SITUATED IN THE CITY OF NEEDLES, COUNTY OF SAN BERNARDINO, STATE OF CALIFORNIA AND IS DESCRIBED AS FOLLOWS:
PARCELS 1 AND 2 OF PARCEL MAP NO. 19604, IN THE CITY OF NEEDLES, COUNTY OF SAN BERNARDINO, STATE OF CALIFORNIA, AS PER MAP FILED IN BOOK 243, PAGES 98 AND 99 OF PARCEL MAPS, IN THE OFFICE OF THE COUNTY RECORDER OF SAID COUNTY.

EXCEPT THEREFROM THE MINERALS, OIL, GAS, AND OTHER HYDROCARBON SUBSTANCES LYING BELOW THE SURFACE OF SAID LAND.

EXHIBIT B
MAP OF SITE



Ta

10/15/2025 Page 1 (of 2)

Site

- Approximately 2.04 Acres of Land in front of El Garces (between El Garces and Broadway) Includes the entire block (using an old image)

Examples of Palm Housing

City of Needles, California
Request for City Council Action

☒ CITY COUNCIL ☐ NPUA ☒ Regular ☐ Special

Meeting Date: December 9. 2025

Title: Resolution 2025-52 A Resolution of the City Council of the City of Needles Approving Employment Agreement with Mark DeMay for the position of Director of Finance and Administrative Services

Background: The Director of Finance position has remained vacant while the City conducted a comprehensive recruitment to identify an experienced municipal finance leader capable of managing budgeting, accounting, payroll, utility billing, internal controls, audits, financial reporting, and long-term financial planning as outlined in the City's job description.

Following a statewide recruitment, Mr. Mark C. DeMay emerged as the top candidate. Mr. DeMay is a Certified Government Financial Manager (CGFM) with more than 20 years of financial management, auditing, analysis, and accounting experience across municipal, county, higher education, and nonprofit environments. He has served as CFO/Director of Financial Services for the City of Laredo, Assistant Director of Finance for the City of Killeen, Senior Finance Analyst for Ventura County, and held multiple roles involving complex budgeting, debt management, auditing, and financial reporting.

Mr. DeMay brings advanced competency in:

- Multi-year budget development;
- Grant and audit compliance;
- Internal controls and ERP/financial system implementation;
- Treasury, investments, and cash management;
- Personnel and organizational leadership.

These qualifications align directly with the City's expectations for a hands-on Director who can guide long-term financial sustainability, modernize internal systems, and support major capital investments.

The Employment Agreement includes the following principal terms (consistent with the City's executive employment practices and recruitment materials):

- **Salary: $164,279**
- **Signing Bonus:** $5,000 (within first year)
- **At-Will Status:** Serving at the pleasure of the City Manager
- **Benefits:** CalPERS retirement (2% @ 62), health/dental/vision, life and disability insurance, utility allowance, vacation/sick leave front-loaded at hire, and other benefits as provided to unclassified executive staff
- **Hours & Outside Employment:** Full-time commitment; no outside business activities without City Manager approval
- **Severance:** Six (6) months' salary if terminated without cause; none if with cause
- **Administrative Leave:** 40 hours annually in recognition of after-hours demands attending City Council and Board of Commission Meetings.

Mr. DeMay has expressed strong commitment to relocating to and serving the Needles community, and his extensive public-sector finance leadership makes him well-suited to advance the City's strategic goals.

Fiscal Impact: The contract is within the existing budget appropriation for FY 25-26.

Recommended Action: Adopt Resolution 2025-52 Approving an Employment Agreement with Mark DeMay for the position Director of Finance and Administrative Services effective December 9, 2025, setting a salary of $164,279 in compliance with SB 1436 and incorporate into the salary schedule FY 2025-2026.

Submitted By: Patrick Martinez, City Manager

City Manager Approval: Patrick J Martinez Date: 12/4/2025

Other Department Approval (when required): _____ Date: _____

RESOLUTION NO. 2025-52

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NEEDLES,
APPROVING AN EMPLOYMENT AGREEMENT BETWEEN THE CITY OF NEEDLES
AND MARK DEMAY FOR DIRECTOR OF FINANCE AND ADMINISTRATIVE SERVICES
EFFECTIVE DECEMBER 9, 2025

WHEREAS, the City of Needles has conducted a comprehensive recruitment process to fill the vacant position of Director of Finance and Administrative Services; and

WHEREAS, following statewide outreach and interviews, the City Manager has determined that Mark DeMay possesses the experience, qualifications, and professional competencies necessary to serve as Director of Finance and Administrative Services; and

WHEREAS, the City Council and Mr. DeMay have agreed to the terms and conditions of employment as outlined in the Employment Agreement attached hereto; and

WHEREAS, in compliance with **SB 1436**, prior to taking action, the City Manager has orally summarized the key financial terms of the Employment Agreement in open session.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Needles, California, hereby approves the Employment Agreement between the City of Needles and Mark DeMay for the position of Director of Finance and Administrative Services, effective December 9, 2025, and authorizes the Mayor to sign said Agreement on behalf of the City..

PASSED, APPROVED, AND ADOPTED at a regular meeting of the City Council of the City of Needles, California, held on the 9th day of December 2025, by the following roll call vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Janet Jernigan, Mayor

ATTEST:

Candace Clark, City Clerk

APPROVED AS TO FORM:

Lena Wade, Deputy City Attorney

DIRECTOR OF FINANCE AND ADMINISTRATIVE SERVICES EMPLOYMENT AGREEMENT

This Director of Finance and Administrative Services Employment Agreement (hereinafter referred to as the "AGREEMENT") is entered into and made effective the 9th day of December, 2025, by and between the CITY OF NEEDLES, (hereinafter referred to as the "CITY"), and Mark DeMay, an individual (hereinafter referred to as "EMPLOYEE"). For purposes of this AGREEMENT, CITY and EMPLOYEE may be collectively referred to as the "Parties" or individually as a "Party."

RECITALS

WHEREAS, based on EMPLOYEE's qualifications and ability, the City Manager desires to appoint EMPLOYEE to serve as Director of Finance and Administrative Services for CITY; and

WHEREAS, EMPLOYEE desires to perform and assume responsibility for the provision of services to CITY in the position of Director of Finance and Administrative Services; and

WHEREAS, EMPLOYEE and CITY acknowledge and agree that this Agreement is not covered by and shall supersede any Memorandum of Understanding between City of Needles and the Teamsters Local 1932.; and

WHEREAS, the Parties wish to establish the terms and conditions of EMPLOYEE's provision of professional services to CITY through this AGREEMENT.

NOW, THEREFORE, in consideration of the mutual covenants and promises contained herein, CITY and EMPLOYEE hereby agree as follows:

1. POSITION, DUTIES AND TERM.

1.1 Incorporation of Recitals. The above recitals are incorporated herein and made a part of this Agreement.

1.2 Position. EMPLOYEE accepts employment with CITY as its Director of Finance and Administrative Services and shall perform all functions, duties and services set forth in Section 1.5 (Duties) of this Agreement.

1.3 Effective Date of Agreement/Term. This Agreement is for an unspecified term and is subject to the "At-Will" provision in Section 1.4 and termination provision in Section 4.

1.4 Employment At-Will.

(a) EMPLOYEE's employment status with CITY shall be at-will and terminable with or without cause, at either Party's discretion, subject to the termination provisions provided herein. EMPLOYEE shall serve at the pleasure of the City Manager. EMPLOYEE

acknowledges, understands and agrees that EMPLOYEE may not avail himself of any procedures, provisions or protections set forth under CITY's Employment Policies, as defined herein, in so far as such procedures, provisions or protections limit, restrict, modify, prohibit or regulate EMPLOYEE's status as an "at-will" employee of CITY or the ability of the City Manager to terminate EMPLOYEE's employment at any time for cause or for convenience and without cause. For purposes of this Agreement, the capitalized term "Employment Policies" means and refers to any code, ordinance, resolution, regulation, rule, memorandum of understanding, or other written policy of CITY as the same may be amended, modified or supplemented from time-to-time, and any written employment manual of the CITY which governs, regulates or otherwise relates to employment with CITY. CITY's Employment Policies shall not apply to EMPLOYEE in so far as such Employment Policies limit, restrict, modify or regulate (or may be interpreted to limit, restrict, modify or regulate) EMPLOYEE's status as an "at will" employee of the CITY.

(b) EMPLOYEE shall not be entitled to any pre-termination hearing or other similar proceeding or appeal proceeding as a precondition to any decision or action by the City Manager to terminate EMPLOYEE's employment whether for cause or for convenience and without cause. EMPLOYEE shall also not be entitled to any post-termination hearing or appeal proceedings.

(c) Nothing in this Agreement shall confer upon EMPLOYEE any right to any property interest in continued employment with CITY.

1.5 Duties. EMPLOYEE shall serve as the Director of Finance and Administrative Services and shall have the duties and responsibilities of the Director of Finance and Administrative Services, attached hereto as Exhibit "A" and as the same may be amended or modified from time-to-time by the City Manager, City Council, the California Codes, Needles City Code, Needles City Charter or CITY's policies and procedures approved by the City Council. EMPLOYEE's performance of EMPLOYEE's duties shall be subject to the direction of the City Manager. EMPLOYEE shall keep the City Manager fully informed of all significant operations or major undertakings by EMPLOYEE and the Finance Department ("Department"). EMPLOYEE shall also provide the City Manager with regular status reports on the operations and activities of EMPLOYEE'S Department. EMPLOYEE shall perform such duties as are customary and appropriate to the position Director of Finance and Administrative Services as well as such special duties as may be assigned to EMPLOYEE from time to time by the City Manager. Notwithstanding EMPLOYEE's duties as Director of Finance and Administrative Services, nothing in this Agreement shall be construed to prohibit direct communications between the City Manager and employees within EMPLOYEE'S Department. EMPLOYEE shall attend all City Council, Board and Commission meetings, unless excused or directed otherwise by the City Manager.

1.6 Work Hours. The position of Director of Finance and Administrative Services is an exempt position under all applicable wage and hour laws. EMPLOYEE's compensation (whether salary or benefits or other allowances) is not based on hours worked. EMPLOYEE shall not be entitled to any compensation for overtime, missed meal or rest periods, reporting time, or any other wage and hour benefits conferred upon non-exempt employees under state or federal wage and hour laws, including regulations propounded in applicable Industrial Welfare Orders.

EMPLOYEE is expected to engage in those hours of work that are necessary to fulfill the obligations of the Director of Finance and Administrative Services position. EMPLOYEE does not have set hours of work as the Director of Finance and Administrative Services is expected to be available at all reasonable and relevant times.

1.7 Regional and Professional Activities. CITY desires that EMPLOYEE be reasonably active in professional organizations that will promote the standing of CITY and advance CITY's goals, interests and policy objectives while also providing EMPLOYEE with opportunities for the type of professional development that will enhance EMPLOYEE'S ability to serve CITY and perform EMPLOYEE'S duties as Director of Finance and Administrative Services. Toward this end, EMPLOYEE may, upon reasonable notice and approval by the City Manager, join professional organizations and participate in the activities of such organizations in so far as such participation promotes the interests of CITY and does not unduly interfere with the performance of EMPLOYEE's duties as Director of Finance and Administrative Services. CITY agrees to budget and, consistent with that budget, pay for the dues, conference and travel fees, and subscriptions of the Director of Finance and Administrative Services necessary for EMPLOYEE'S participation in national, statewide, regional or professional organizations.

1.8 Non-CITY Activities. In accordance with Government Code Section 1126, during the period of EMPLOYEE'S employment, EMPLOYEE shall not accept, without the express prior written consent of the City Manager, any other employment or engage, directly or indirectly, in any other business, commercial, or professional activity (except as permitted under Section 1.7 (Regional and Professional Activity), whether or not for pecuniary advantage that is in direct conflict with the City's interests.

2. COMPENSATION AND BENEFITS AND REIMBURSEMENTS.

2.1 Base Salary. Commencing on the date EMPLOYEE commences full time work with the CITY, EMPLOYEE shall receive a base annual salary of $164,278.40 per year, (hereinafter, the "Base Salary"). The Parties understand and agree that the amount of the Base Salary, as preliminarily established for the year 2025, may be adjusted from time to time by the CITY MANAGER following a performance evaluation, as provided for in Section 2.2 (below). In no event shall EMPLOYEE's base salary adjust automatically pursuant to any mechanism, and in no event shall EMPLOYEE's base salary exceed the maximum amount approved by the City Council, including in the City's Council approved salary table or other document that may be adopted by the City Council in the future. The Base Salary shall be payable in bi-weekly installments at the same time and in the same manner as other management employees of CITY. EMPLOYEE's salary shall be subject to customary withholding for taxes and other required deductions.

2.2 Performance Review. On or before the anniversary date of execution of this Agreement, the City Manager will undertake a job performance review of EMPLOYEE. In connection with such performance review, the City Manager may consider any adjustments in EMPLOYEE's compensation consistent with CITY's Council approved salary table. The failure of CITY to undertake a performance evaluation shall not limit CITY's ability to terminate this Agreement pursuant to Section 4 (Termination).

2.3 Bonus. If EMPLOYEE completes six (6) months of continuous employment, starting from the first day of employment, EMPLOYER will pay EMPLOYEE a one-time bonus of Five Thousand Dollars ($5,000). For purposes of this Section 2.3, "continuous employment" means employment that is uninterrupted by any leave of absences lasting longer than forty (40) continuous hours of absence.

2.4 Benefits. In addition to Base Salary, CITY shall also provide EMPLOYEE with the following benefits:

(a) Health Insurance, Life Insurance, and Reimbursements. EMPLOYEE shall be provided with these benefits to the same extent as those benefits are provided to other City unrepresented management employees.

(b) Business Related Equipment. City shall also provide EMPLOYEE a personal laptop (at work) for use in connection with CITY business. CITY shall be responsible for maintenance of said item. EMPLOYEE acknowledges and agrees that EMPLOYEE has no right to privacy with regard to business related equipment, and CITY shall be apprised of any and all passwords at all times.

(c) Participation in Additional CITY Programs. EMPLOYEE shall be eligible to participate in any other CITY program/employment benefits to the extent they are offered to non-represented CITY management employees.

(d) Cell Phone Stipend. EMPLOYEE shall receive a cell phone stipend to reimburse EMPLOYEE for business-related costs incurred when using their personally owned cell phone. As of the Effective Date, the monthly cell phone stipend is $50.00. CITY may review and adjust the monthly cell phone stipend from time to time.

(e) Holidays and Leave. Employee shall accrue sick leave and other leave as required by state or federal law as provided in the City of Needles Employee Handbook.

(1) Vacation Leave. In the first year of employment only, the City will front load forty (40) hours of vacation leave. Thereafter, EMPLOYEE will accrue vacation leave at the rate of 6.15 hours per pay period (20 days per year). EMPLOYEE'S total vacation accruals, including the forty (40) hours of vacation benefits frontloaded to EMPLOYEE in the first year of employment, shall not exceed one-hundred and sixty (160) hours.

(2) Administrative Leave. To offset the number of evening City Council, Board and Commission meetings EMPLOYEE is entitled to 40 hours of administrative leave per year which cannot be converted to cash. EMPLOYEE may use this administrative leave as he wishes, subject to the City's approval of the timing and length of leave. The forty (40) hours of administrative leave is frontloaded to Employee on the anniversary of the start date of his employment each year. EMPLOYEE'S total administrative leave accrual shall not exceed forty (40) hours.

(f) PUBLIC EMPLOYEES' RETIREMENT SYSTEM (PERS) ELIGIBILITY.

The City has contracted with the California Public Employees Retirement System ("CalPERS") for its employees. As used in this Agreement, the terms "Classic Members" and "New Members" shall be the same as those terms are used in the Public Employees' Pension Plan Reform Act of 2013.

As of the Effective Date of this Agreement, EMPLOYEE is a:

_____ Classic Member __x___ New Member

EMPLOYEE shall receive the same CalPERS benefits as other unrepresented management employees of City, as may be amended from time to time by the City in its sole and absolute discretion. The CalPERS benefits are currently as follows:

As to New Members, the Benefits are the 2% at 62 Formula.

3. ILLNESS OR INJURY; DISABILITY AND DEATH.

3.1 Cessation of Work Due to Injury or Disability. In addition to any right of termination set forth under Section 1.4 and Section 4 (Employment With CITY "At-Will"), above, CITY also reserves the right to terminate EMPLOYEE's employment along with this Agreement if EMPLOYEE ceases to work as a result of injury or disability which results in Employee being unable to perform the essential duties of the Director of Finance and Administrative Services position, with or without accommodation, for a period of twelve (12) consecutive weeks or more, as documented by a healthcare provider. The foregoing notwithstanding, CITY may terminate EMPLOYEE if, in the CITY'S unilateral discretion, the disability poses a direct threat to the safety of CITY, EMPLOYEE or any other employees working for CITY, and any reasonable accommodation attempted by CITY would not mitigate or eliminate such a threat. CITY will not provide a severance payment if EMPLOYEE is terminated under this Section of this Agreement.

3.2 Compensation for Work-Related Illness or Injury. In the event EMPLOYEE suffers a physical or mental illness or disability arising out of the course of employment, EMPLOYEE's exclusive remedy or remedies against CITY for such illness, injury or disability shall be those legally allowed under the workers' compensation laws of the State of California. The Parties further agree that the California Workers Compensation Appeals Board shall be the exclusive venue for any claim of physical or mental illness or disability arising out of the course of EMPLOYEE'S employment with the CITY.

3.3 Medical Examination. EMPLOYEE agrees to submit to a medical and/or psychological examination by a qualified physician or psychiatrist selected by CITY, in the event the CITY determines a medical and/or psychological examination is needed to make a decision under Sections 3.1 through 3.2. CITY and EMPLOYEE shall receive a copy of all medical reports related to the examination.

3.4 Death of Employee. This Agreement along with EMPLOYEE's employment shall terminate automatically upon EMPLOYEE's death.

3.5 Compensation Upon Termination. Except as otherwise provided under this Agreement, if EMPLOYEE's employment is terminated pursuant to this Section 3 (Illness or Injury; Disability and Death), CITY shall pay EMPLOYEE all Base Salary, benefits, and compensation due and owing EMPLOYEE through the last day actually worked. If termination is caused by EMPLOYEE's death, CITY shall provide the compensation and benefits otherwise due EMPLOYEE to EMPLOYEE's executor, administrator, heirs, personal representatives, successors, and assigns. CITY will not provide for any "severance payment," as defined in Section 4, if EMPLOYEE is terminated under the provisions of Section 3.1 through 3.5.

4. TERMINATION.

4.1 Termination by CITY for Convenience and Without Cause. EMPLOYEE is appointed and serves at the pleasure of the CITY and is an at will employee. The CITY may terminate EMPLOYEE at any time for convenience and without cause. In the event EMPLOYEE is terminated without cause, at or during such time that EMPLOYEE is willing and able to performed his duties under this AGREEMENT, then CITY agrees to pay EMPLOYEE a severance equal to six (6) months' Base Salary, less any and all applicable or legally required deductions, provided EMPLOYEE has executed a CITY approved full and final release of any and all actual or potential claims (including a Civil Code Section 1542 release) that EMPLOYEE has or could have against CITY, its officials, employee and/or agents. At the time of termination without cause, EMPLOYEE shall also receive all accrued but unused vacation. The foregoing notwithstanding, in no event shall the "severance payment" include the payment of any sums prohibited pursuant to Government Code Section 53260-53264, and any such sums shall be deducted from the "severance payment."

4.2 Termination by Employee. EMPLOYEE may terminate EMPLOYEE'S employment for any reason, and at any time, with or without cause. EMPLOYEE shall not receive a "severance payment" in the event EMPLOYEE terminates his employment with CITY pursuant to this Section.

4.3 Termination for Cause by CITY. CITY may immediately terminate EMPLOYEE's employment with CITY and this Agreement at any time by providing EMPLOYEE written notice of EMPLOYEE'S termination for cause and the reason(s) for the termination. No "severance payment" shall be paid in the event EMPLOYEE's employment is terminated for cause, except that CITY shall pay EMPLOYEE for all earned but unpaid wages and all accrued and unused vacation, as provided for in this Agreement. The term "cause" shall be defined to include any misconduct materially related to performance of official duties, including but not be limited to any of the following: 1) breach of this AGREEMENT, 2) willful or persistent breach of duties, 3) resume fraud or other acts of material dishonesty, 4) unauthorized absence or leave not otherwise supported by valid documentation from a healthcare provider, 5) conviction of a misdemeanor involving moral turpitude (i.e., offenses contrary to justice, honesty, or morality), conviction of a misdemeanor DUI, or conviction of a felony under California law (the CITY may, in its discretion, place EMPLOYEE on paid or unpaid administrative leave until resolution of charges brought against EMPLOYEE), 6) violation of the CITY's anti-harassment policies and/or a finding that EMPLOYEE engaged in legally prohibited personal acts of harassment, discrimination, and/or retaliation against a CITY official, CITY employee, or any individual

protected by state or federal laws prohibiting harassment, discrimination, and/or retaliation, 7) violation of the Needles City Code, ordinances, rules or regulations, including but not limited to the CITY's Employee Handbook, 8) use or possession of illegal drugs, 9) engaging in conduct tending to bring embarrassment or disrepute to the CITY, 10) any illegal or unethical act involving personal gain, 11) failure to carry out materially significant and legally constituted directions or policy decisions of the City Council or City Manager, or 12) gross misfeasance or gross malfeasance.

4.4 Termination Obligation. EMPLOYEE agrees that all property, including without limitation, all equipment, tangible, Proprietary Information (as defined below), credit cards, keys, passwords, cell phones, tablets, pagers, documents, records, notes, contracts, and computer-generated materials furnished to or prepared by EMPLOYEE incident to EMPLOYEE'S employment are the property of CITY and shall be returned promptly to CITY upon termination of EMPLOYEE's employment. EMPLOYEE's obligations under this subsection shall survive the termination of EMPLOYEE'S employment and the expiration or early termination of this Agreement.

4.5 Benefits Upon Termination. All benefits to which EMPLOYEE is entitled under this Agreement shall cease upon EMPLOYEE's termination, unless expressly continued under this Agreement, under any specific written policy or benefit plan applicable to EMPLOYEE, or unless otherwise required by law.

5. CONFLICT OF INTEREST.

5.1 EMPLOYEE shall not, during the term of this Agreement, individually, as a partner, joint venture, officer or shareholder, invest or participate in any business venture conducting business in the corporate limits of CITY, except for stock ownership in any company whose capital stock is publicly held and regularly traded, without prior approval of the City Manager and City Council. EMPLOYEE shall also be subject to the conflict of interest provisions of the Government Code of the State of California, the Needles City Code, and any other conflict of interest regulations applicable to EMPLOYEE's employment with CITY. For and during the Term of this Agreement and any extension term, EMPLOYEE further agrees that except for a personal residence or residential property acquired or held for future use as EMPLOYEE'S personal residence, EMPLOYEE will not invest in any other real estate or property improvements within the corporate limits of CITY without the prior consent of the City Manager and City Council.

6. ARBITRATION OF DISPUTES.

Any claim, dispute, or controversy which would otherwise require or allow resort to any court or other governmental dispute resolution forum between EMPLOYEE and CITY arising from, related to, or having any relationship or connection whatsoever with EMPLOYEE'S employment or the terms of this Agreement, whether based on tort, contract, statutory, or equitable law, or otherwise, shall be submitted to and determined exclusively by binding arbitration under the Federal Arbitration Act, in conformity with the procedures of the California Arbitration Act (Cal. Code Civ. Proc. sec 1280 et seq.), including section 1283.05 and all of the Acts other

mandatory and permissive rights to discovery); provided, however, that: in addition to requirements imposed by law, any arbitrator herein shall be a retired California Superior Court Judge and shall be subject to disqualification on the same grounds as would apply to a judge of such court. If for any reason the Parties cannot agree to an arbitrator, either Party may apply to a court of competent jurisdiction with authority over the location where the arbitration will be conducted for appointment of a neutral arbitrator. The court shall then appoint an arbitrator, who shall act under this Agreement with the same force and effect as if the Parties had selected the arbitrator by mutual agreement. The arbitrator shall then prescribe the rules and procedures for the arbitration process in accordance with laws that are applicable to the claim being raised. EMPLOYEE understands that by agreeing to this binding arbitration provision, both CITY and EMPLOYEE give up their right to a trial by jury.

7. GENERAL PROVISIONS.

7.1 Notices. All notices, requests, demands and other communications under this Agreement shall be in writing and shall be effective upon delivery by hand or three (3) business days after deposit in the United States mail, postage prepaid, certified or registered, and addressed to CITY at the address below or at the last known address maintained in EMPLOYEE personnel file. EMPLOYEE agrees to notify CITY in writing of any change in EMPLOYEE'S address during EMPLOYEE'S employment with CITY. Notice of change of address shall be effective only when accomplished in accordance with this Section.

CITY's Notice Address:

City of Needles
817 Third Street
Needles, CA 92363

Director of Finance and Administrative Services Notice Address:

Mark DeMay

[redacted]

(Last listed address in employee's personnel file)

7.2 Indemnification. Subject to, in accordance with, and to the extent provided by the California Government Claims Act (Government Code section 810 et seq.) CITY will indemnify, defend, and hold EMPLOYEE harmless from and against any action, demand, suit, monetary judgment or other legal or administrative proceeding, and any liability, injury, loss or other damages, arising out of any negligent act or omission occurring during the Term of this Agreement or any extension term. CITY shall have the discretion to compromise or settle any such claim, demand or action and pay the amount of any settlement or judgment rendered thereon. Notwithstanding the foregoing, CITY shall have no duty to indemnify, defend, or hold

EMPLOYEE harmless from any criminal proceeding, or with regard to any civil, criminal or administrative proceeding initiated by EMPLOYEE.

7.3 Entire Agreement. This Agreement is intended to be the final, complete, and exclusive statement of the terms of EMPLOYEE's employment by CITY. This Agreement supersedes all other prior and contemporaneous agreements and statements, whether written or oral, express or implied, pertaining in any manner to the employment of EMPLOYEE, and it may not be contradicted by evidence of any prior or contemporaneous statements or agreements. To the extent that the practices, policies, or procedures of CITY, now or in the future, apply to EMPLOYEE and are inconsistent with the terms of this Agreement, the provisions of this Agreement shall control. However, as noted in Section 2.7 above, EMPLOYEE shall be eligible to participate in any other CITY programs/employment benefits to the extent they are offered to CITY's unrepresented management employees.

7.4 Amendments. This Agreement may not be amended except in a written document signed by EMPLOYEE, approved by the City Manager, City Council and signed by the City Attorney.

7.5 Waiver. Failure to exercise any right under this Agreement shall not constitute a waiver of such right.

7.6 Assignment. EMPLOYEE shall not assign any rights or obligations under this Agreement. CITY may, upon prior written notice to EMPLOYEE, assign its rights and obligations hereunder.

7.7 Severability. If any court of competent jurisdiction holds any provision of this Agreement to be invalid, unenforceable, or void, the remainder of this Agreement shall remain in full force and effect.

7.8 Governing Law. This Agreement is entered into and is to be performed in San Bernardino County, California and shall be governed by and construed in accordance with the controlling laws of the State of California or federal law, whichever is applicable, and the Parties agree that venue in any court proceeding shall be in San Bernardino County, California.

7.9 Interpretation. This Agreement shall be construed as a whole, according to its fair meaning, and not in favor of or against any party. By way of example and not in limitation, this Agreement shall not be construed in favor of the party receiving a benefit or against the party responsible for any particular language in this Agreement. Captions are used for reference purposes only and should be ignored in the interpretation of the Agreement. This Agreement shall not be construed in favor of or against a party on the grounds that they drafted the Agreement or language in dispute.

7.10 Statutory Obligations

a. Abuse of Office or Position. Pursuant to California Government Code Sections 53243, 53243.1 and 53243.2, which became effective on January 1, 2012, if EMPLOYEE

is convicted of a crime involving an abuse of EMPLOYEE'S office or position, all of the following shall apply: (1) if EMPLOYEE is provided with an administrative leave pay pending an investigation, EMPLOYEE shall be required to fully reimburse such amounts paid by CITY; (2) if CITY pays for the criminal legal defense of EMPLOYEE (which would be in its sole discretion, as CITY is generally not obligated to pay for a criminal defense), EMPLOYEE shall be required to fully reimburse such amounts paid by CITY; and (3) if this Agreement is terminated, any cash settlement related to the termination of EMPLOYEE by CITY, said amount shall be fully reimbursed to CITY or shall be void if not yet paid to EMPLOYEE. For this Section, abuse of office or position means either: (1) an abuse of public authority, including waste, fraud, and violation of the law under the color of authority; or (2) a crime against public justice, including a crime described in Title 7 commencing with section 92 of the California Penal Code.

b. Maximum Cash Settlement Upon Termination of Agreement. Pursuant to California Government Code Sections 53260 and 53261, regardless of the term of this Agreement, if the Agreement is terminated and a dispute arises regarding the termination, the parties agree that the maximum cash settlement that EMPLOYEE may receive shall be equal to the monthly salary of EMPLOYEE multiplied by eighteen and shall not include any other noncash items except health benefits, which may be continued for the same duration of time (18 months) or until employee finds other employment, whichever occurs first.

7.11 Incorporation of Recitals. The Parties repeat and incorporate the recitals set forth above as if fully set forth herein.

7.12 Acknowledgment. EMPLOYEE acknowledges that EMPLOYEE has had the opportunity to consult legal counsel in regard to this Agreement, that EMPLOYEE has read and understands this Agreement, that EMPLOYEE is fully aware of its legal effect, and that EMPLOYEE has entered into it freely and voluntarily and based on EMPLOYEE'S own judgment and not on any representations or promises other than those contained in this Agreement.

IN WITNESS WHEREOF, the Parties executed this AGREEMENT on the date first written above.

"EMPLOYEE"

Dated:_____ By:_____

“CITY”
CITY OF NEEDLES

Dated:_____ By:_____
Patrick Martinez, City Manager

ATTEST:

Dated:_____ By:_____

DIRECTOR OF FINANCE AND ADMINISTRATIVE SERVICES
EMPLOYMENT AGREEMENT

Exhibit "A"

Job Description

CITY OF NEEDLES, CA.

JOB DESCRIPTION

DIRECTOR OF FINANCE

EMPLOYMENT CLASSIFICATION

_X__Unclassified.___Classified ___FLSA Exemption.___Confidential

DEPARTMENT: Finance

REPORTS TO: City Manager

PURPOSE/OBJECTIVE OF JOB: The Director of Finance has primary responsibility for overseeing the operations of the City's Finance Department. These responsibilities include, but are not limited to, purchasing, accounts payable/receivable, internal controls, accounting, budget management, payroll/employee benefits, personnel procedures, and data processing activities. Supervises, directs and evaluates all staff within the Finance Department.

LEVEL OF SUPERVISION REQUIRED: Under the general direction of the City Manager

SUPERVISORY RESPONSIBLITIES: Supervises, directs and evaluates all staff within the Finance Department.

WAGE RANGE: Range 190 – Starting at $61.88-$78.98

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Depending upon assignment, duties may include, but are not limited to, the following as essential components of the job:

1. Prepares statements and reports on the financial affairs of the City of Needles

2. Directs the preparation of revenue, expenditure, and other reports

3. Consults with and advises the City Manager on the financial condition of the City of Needles

4. Directs City-wide purchasing system consistent with the purchasing ordinance and in accordance with generally accepted municipal procedures and systems of internal control

5. Administers the fixed asset inventory system

6. Administers the City's accounting systems in accordance with proper municipal accounting procedures, including preparation for the annual audit

7. Assists the City Manager in budget management, including monitoring of anticipated revenues and expenditures

8. Ensures that the City's payroll, employee benefits programs and personnel procedures are carried out correctly

9. Supervises, and is responsible for, the disbursement of all monies and has control of all expenditures so that budget appropriations are not exceeded; oversees the preparation of the warrants register

10. Responsible for all powers and duties set forth in Section 710 of the City Charter

MINIMUM QUALIFICATIONS:

Knowledge of:

1. Municipal finance

2. Human Resource management

3. Principals and practices of governmental budgeting and controls, accounting, auditing, financial reporting, cash management, and investments

4. Computer accounting systems and software

Ability to:

1. Display strong leadership and interpersonal skills; demonstrate oral and written communications skills

2. Manage, plan, schedule and direct complex projects

3. Establish effective working relationships with the City Council, boards and commissions, employees, internal and external customers, and management

4. Use mathematical skill sets and perform financial calculations

5. Recruit, supervise, train and evaluate department staff

ESSENTIAL POSITION REQUIREMENTS:

Any combination equivalent to experience and education that would provide the required knowledge and abilities as stated above. A typical way to obtain the knowledge and abilities would be:

1. Possess a Bachelor's degree with major course work in public administration or business administration or a related field, or an equivalent combination of experience and education that provides the knowledge, skills and abilities to perform the work required. A Masters degree and/or Certified Public Accountant designation is desirable

2. Must have five (5) years of increasing managerial responsibility in local government or private industry with responsibilities that included budgeting long/short term planning, cost and productivity control, financial management, personnel management, contract negotiations, governmental relations, customer and community relations

MARGINAL POSITION REQUIREMENTS:

Possess a valid Class C Driver's License and demonstrate a satisfactory driving record.

Ability to pass pre-employment physical and drug test.

Be able to qualify for any fidelity or other bonds required for employment as Director of Finance

ESSENTIAL PHYSICAL REQUIREMENTS:

Ability to: Reach, turn, bend or stoop, move from one location to another.

Frequent: speak clearly and correctly, sit for long periods, hear, handle, climb.
Visual acuity near, less than 20 inches
Perform one or more of the following functions simultaneously: Reach, turn, move, bend or stoop, from one position to another, handle materials, read, write, speak, sit and hear.

ENVIRONMENTAL EXPOSURES:

Moderate: Noise intensity levels, chemicals (office supplies), and lighting.

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Job Description Modification History
March, 2024

Cover Letter for Mark C. DeMay

Dear Patrick Martinez:

I am interested in the position of Finance Director with the City of Needles, CA. I feel that this opportunity will be interesting and exciting thus I am enclosing my resume. Allow me to provide this brief overview of what I have to offer that makes me the ideal match for this role.

Leadership: A genuine leader with over 10 years of senior level financial management experience – includes all aspects of operations and personnel management. Over 20 years of varied experience as a director/analyst/accountant in the field. Experienced with capital projects/financing, investments, fund and non-profit accounting; accounting system integrations and upgrades; complicated database mining queries with large volume data analysis macros and writing system FSG's; and much more. Among my areas of expertise are Strategic Planning, Govt Budgeting/Accounting/Auditing, Public Finance, Financial Management, and Design & Development of Information Systems.

Education: I am a Certified Government Financial Manager (CGFM) nationally. I was a Certified Government Finance Officer (CGFO) and Public Funds Investment Officer in the state of Texas. I have a Masters of Accountancy - concentration Governmental Accounting. I hold a Bachelor's of Science in Business Administration - emphasis Accounting with a minor in Geological Sciences. I obtained Associate Degrees in both Arts (Liberal Arts) and Sciences (Business Administration); I have earned certificates as - Accounting Manager Professional, in Business Administration, and as a Professional in the Business of Wine. I am qualified in the state of California to sit for the CPA exams.

Expertise: I have familiarity with almost all office software/programs and machines; advanced knowledge of governmental agencies and administration; expertise in GAAFR, GAAP, GASB, PERS, and various legislative agencies and requirements. I have over a decade of experience in managerial, lead and supervisory experience roles in both the public and private sectors. I have advanced expertise in areas of investments, internal controls, ACFR, Single Audit, policy and procedure administration, personnel and financial management, bond/debt covenants, IT proficiencies, and risk management.

Strengths: I am pleased to report that my colleagues describe me as a reliable person who is collaborative, pleasant, encouraging, dedicated and loyal. I am a symbol of integrity, ethical behavior, and hard work. I am a results-driven professional, a proven team builder, and a personable and approachable leader. I have expertise in municipal finance, including budgeting, accounting, procurement, treasury, revenue, debt, auditing, financial reporting, payroll, and AR/AP. I have volunteered on a few boards of directors for charitable organizations in the cities of San Diego and Los Angeles for several years.

Sincerely,

Mark C. DeMay, CGFM

Mark C. DeMay

[redacted]

A Certified Governmental Financial Manager (CGFM) with more than 20 years of financial management, analysis, and accounting experience. I was a Certified Government Finance Officer (CGFO) and Public Funds Investment Officer in the state of Texas. I am an experienced leader with private sector (for-profit and non-profit) and governmental finance & accounting practices. My technical experience includes accounting systems implementation and integration, analytics (creating complicated database mining queries for financial analysis) and operations with both large ERP and smaller accounting systems. My managerial experience includes small to large size complex entities with multi-billion dollar annual budgets. A few of the areas in which I have advanced experience, skills and competencies include:

• Finance &Financial Reporting	• State & Federal compliance	• Policies and Procedures
• Budget & Strategic Planning	• Dating Mining/Analysis	• Personnel & Asset Mngt
• GAAFR, GAAP & GASB	• Taxes and Debt Management	• ERP Systems & Int Controls

Work Experience

CITY OF LAREDO, Laredo, TX **July 2023 – January 2024**

CFO/Director of Financial Services

- Plans, directs, coordinates, and monitors the functions of the Finance Department that includes planning, scheduling, and assigning work to subordinates; instructs employees in proper methods and procedures; checks and approves work in progress; makes recommendations regarding employee's job performance and conducts performance evaluations; ensures the smooth day-to-day operations of the department.
- Plans, develops, and monitors the Departmental budget, objectives, and goals; monitors expenditures to ensure compliance with budget limitations; monitors departments progress in achieving goals and objectives.
- Ensures compliance with City policies and procedures, and local, state, and federal laws governing financial administration. Prepares and presents the Quarterly Investment Reports; reviews arbitrage calculations.
- Supervises and directs the accounting of multiple City funds, general ledger, annual audit, state and federal audits, interim monthly and quarterly financial statements. Assists with preparation of the operating budget and capital improvement budget; Fulfills Public Records Request for financial or contractual information.
- Supervises the City's debt management, assists in preparing official statements, bond sales and related analysis. Supervises and directs the City's purchasing, payroll, accounting, accounts payable and investment functions/divisions. Conducts the depository negotiations and contract. Supervises the City's revenue collections and expenditure/expense distributions; directs payroll and other tax submissions/reporting.
- Is the City's Chief Financial Officer responsible for the City's Investment Portfolio and cash flow activities; grant, financial, compliance and other related reporting requirements; Conducts various special projects.
- Attends City Council meetings and other related committees and responds to issues, concerns, and needs. Board member for TIRZ1 district and acts as financial officer. Supervises 5 direct reports and 31 staff.
- Annual city budget approx. $300M, Finance budget $3.1M, city is of medium to large size 260k population.

CITY OF KILLEEN, Killeen, TX **January 2022 – September 2022**

Assistant Director of Finance

- Assists the Executive Director of Finance in planning and directing Finance Department operations including preparation of annual budget, annual financial report, cash management, investments, bond issuances, fiscal studies, City Council agenda items, and other financial reports. Prepares technical financial analyses, complex financial reports, budgets, and contracts for both internal and external purposes; manages compliance with City and department policies and procedures. Represents the City at various conferences and meetings.
- Directs Finance Department operations and staff including 7 direct reports and 100+ staff; assures the quality of the financial activities, services, and work products; plans, prioritizes and assigns tasks and projects; monitors work, develops staff skills and evaluates performance; meets regularly with staff to discuss and resolve workload and technical issues; develops work plans and assures required deadlines are met; reviews work and verifies the accuracy of financial records.

- Assists with accounting operations, including the annual audit. Manages technical accounting functions; develops, implements, and maintains financial policies, procedures, and internal controls. Evaluates and analyzes financial issues and recommends solutions, coordinates work with City depts and public agencies.
- Assists with budget operations; including the operating and capital improvement projects budgets, short and long-term financial forecasts, and provides execution support to departments. Reviews and processes technical documents, develops reports and forecasts, analyzes technical information, and develops recommendations and summary reports. Annual city budget approx. $300M, Finance budget approx. $3.3M.
- Assists with contract management and technical reporting for a variety of grant-funded programs. Gathers, interprets, and prepares data for studies, reports, and recommendations. Prepares and updates a variety of studies, reports, and related information for decision making purposes. The city has approx. 160k population.

CASA ITALIANA OPERA COMPANY, Los Angeles, CA **January 2012 – December 2019**
Director of Finance (Remote – avg 10hrs weekly)

- Reported to President and General Manager**.** Presented fiscal condition at board meetings.
- Performed full-cycle AP/AR; including journal entries, ME/YE close, review & analysis, bank account recons. Prepared quarterly/annual reporting and filings. Assisted with other general duties (revenues, cash receipts/disbursements, etc.) staff oversight of approx. 4. Annual budget approx. $50K.
- Handled budgeting activities including preparation, research, analysis, monitoring, assisting all areas with operational and capital budgets throughout process. Resolved budget variances with managers, presented recommendations and reports to executive management.
- Provided weekly cashflow and trend analysis along with other financial indicators such as ROI, ROA, etc.

VENTURA COUNTY - AUDITOR-CONTROLLER'S OFFICE, Ventura, CA **August 2017 - November 2019**
Senior Finance Analyst

- Management position who reported to Auditor-Controller, Asst A/C and Chief Deputy of Financial Reporting
- Planned, lead, scheduled, assigned, and monitored the work of assigned professional and technical staff (11ppl)
- Oversight/coordination of multi-agency fiscal programs/systems; researches, collects and analyzes revenue expectations and expenditure plans, variances, and financial data affecting the County
- Oversight areas included the Board of Supervisors (BOS), County Executive Office (CEO), Health Care Agency (HCA), Human Services Agency (HSA), Property Tax and Collection System (PTS), and more.
- Prepared financial statements using specialized software including accruals, adjusting journal entries, variances with narratives; trial balances, balance sheets, income statements and cash flows statements; aggregation and compilation with review and analysis of federal grants programs (SEFA prep)
- Prepared note disclosures for the County Annual Comprehensive Financial Report, MD&A and SSI sections which included GASB pronouncements, schedules for fund balances, long-term liabilities, AR aging, TRANS, and subsequent financial events, SSI sections - statistical and demographic information reviews
- Researched & analyzed changes in legislation, GAAP, GASB, State Controller's Manual, Auditing & Financial Reporting (GAAFR), & Federal Office of Management & Budget (OMB) guidelines
- Assisted with financial audits County-wide and for various Federal and State programs.
- Review/oversight of annual budgets of around $2 Billion. General Fund/Special Revenue Funds – primary ($1B)
- Trained all personnel (new and existing) on the accounting system, primary general ledger and subsidiary ledgers
- Departmental approver of county-wide payroll (8500 employees) and various other wire transfers both internally and externally to facilitate cash management controls. The county has over 1 million population.
- Reviewed/approved board letters for oversight areas, included preparation and/or approval of budget/appropriation journal entries to transfer funds, establish or close funds and adjust any/all accounts

SAN DIEGO STATE UNIVERSITY, San Diego, CA **June 2008 – March 2016**
Accountant II

- Supervisory position who reported to University Controller and AVP Business and Financial Affairs**.**
- Performed ME/YE close, reviews and analysis for all GL accounts, recons for FIRMS, SCO, SAM99, Banking.
- Monitored and reviewed budgets which included many functions and administration for a few select dept areas.
- Provided corporate oversight of actuals, budgets (850M annually) and encumbrance balances resolving discrepancies with department heads and cost center managers, and assisted with necessary adjustments.
- Prepared and filed Sales & Use tax returns, set-up/modified GL security rules and values, produced journal entries, schedules, PBC's for GAAP & GASB and was external/internal audit liaison.
- Prepared reports/statements such as SEFA, Auxiliary AR/AP Reconciliations, SNP, SRECNP and C

- Created complicated database mining queries (Hyperion/Brio), MA's, FSG reports (Oracle), and macros (Excel).
- Interacted with the SCO, CSU CO and campus departments; campus wide accounting trainer (6000 employees), system admin., submitted/transmitted accounting files to state and other external parties.
- Conducted thorough financial analysis for all accounts, programs and activities requested by senior management, which included cost/profit, actual/budget/encumb variances, cash flows - solvency, liquidity, other ratios.
- Handled various accounting services department aspects such as auditing cash management functions and controls for student and vendor cashiering departments, grant and program administration accounting liaison for various departments, compiled intra and inter transaction eliminations between subsidiaries and parent, reconciled payroll campus-wide, processed corporate AR billings/reconciliations/audits and much more.
- Led several accounting teams for various organizational projects such as system upgrades and integration, green energy construction projects/facilities, and international collaboration project (federally funded).
- Supervised/led staff (12ppl) in daily operations and responsible for payroll distribution for Budget and Finance
- Oversight/back up of fixed assets accountant, assisted in preparation and adjustment of annual reporting information, handled accounting audit of fixed assets annually including inventory and assignment
- This organization served more than 45k students annually and was part of a city population of over 4 million.

Education

RUTGERS UNIVERSITY – January 2021	**MAccy, Governmental Accounting**
SAN DIEGO STATE UNIVERSITY – May 2002	**BS, Accounting** minor **Geological Sciences**
SAN DIEGO MESA COLLEGE - December 1999	**AS, Business Admin & AA, Liberal Arts**
SAN DIEGO MESA COLLEGE – June 2000	**Certificate Business Administration**
SAN DIEGO STATE UNIVERSITY - October 2012	**Certificate Business of Wine**
SAN DIEGO STATE UNIVERSITY - February 2017	**Certificate Accounting Manager Professional**

Certifications

ASSOCIATION OF GOVERNMENT ACCOUNTANTS - 2022 Certified Government Financial Manager
GOVERNMENT FINANCE OFFICERS ASSOCIATION TEXAS– 2023 Certified Government Finance Officer
STATE OF TEXAS MUNICIPAL LEAGUE – 2022 Certified Public Funds Investment Officer

Memberships

BETA GAMMA SIGMA INTERNATIONAL BUSINESS HONOR SOCIETY (BGS)
GOVERNMENT FINANCE OFFECERS ASSOCIATION (GFOA)
ASSOCIATION OF GOVERNMENT ACCOUNTANTS (AGA)

UPDATED SALARY AND BENEFITS

The City of Needles is looking for its next

FINANCE DIRECTOR

The City of Needles is seeking a team-oriented individual with municipal experience to be its next Finance Director. If you are a finance professional who is ready to be a hands-on leader in a fantastic City, this is the position for you.

This is a transformative time for Needles. As Finance Director, you will play a pivotal role in shaping the City's financial future amid major investments in infrastructure, economic development and long-term planning. Needles continues to foster a business-friendly environment that attracts investment and drives growth.

Explore the possibilities and join us in shaping the next chapter of Needles' story!

Learn more within.

TRIPEPI SMITH
—TALENT SOLUTIONS—

ABOUT THE CITY OF NEEDLES

Nestled along the Colorado River, Needles, California, blends small-town charm with big opportunities. Known for its vibrant community spirit, enhanced public spaces and thriving economy, Needles is the ideal place to live, work and play.

A City on the Rise

Needles is on an upward trajectory, fueled by economic expansion and infrastructure investment. The City's business-friendly policies have attracted over $100 million in new developments across hospitality, retail and cannabis. The cannabis industry alone generates $4 million in annual tax revenue—reinvested into modernizing roads, water systems and community spaces.

Recent developments include the Hampton Inn & Suites, which boosts tourism and new housing projects along the Colorado River that support population growth. With a streamlined permitting process and strong partnerships with regional and federal agencies, Needles continues to cultivate a business-friendly environment where investment and innovation thrive. This is exemplified by Needles' recognition as the first rural city to receive the California Department of Housing and Community Development's Prohousing Designation, positioning the City as a leader in housing development.

Enhancing Quality of Life

The Needles City Council is investing in infrastructure, recognized by the American Public Works Association (APWA) for its innovative strategies and revitalized public spaces to make the city a safe, family-friendly destination. Through its 15-Year Pavement Management Plan, the City has already rehabilitated 39% of its road network, with $8.5 million invested since 2020.

Recent park improvements reflect the City Council's commitment to enhancing livability. Duke Watkins Park recently underwent a $3.96 million renovation, now featuring a Route 66-themed splash pad and a bike pump track. The Marilyn Hohstadt Mathews Walking Trail in Jack Smith Park was upgraded with new fitness stations and the Rodeo Grounds received critical enhancements to better support community events. In total, more than $7 million has been invested in modernizing local parks and gathering spaces.

Needles received the Clean California Community Designation, recognizing its leadership in beautification and clean-up efforts. Together, these investments are revitalizing public spaces, strengthening community pride and creating an environment where residents and visitors can thrive.

As a gateway to outdoor adventure, Needles offers weekends filled with boating, water skiing or fishing along the scenic Colorado River. Embrace nature at its best with a visit to the nearby Havasu National Wildlife Refuge, perfect for hiking, birdwatching or a relaxing riverside picnic. In Needles, work-life balance comes with sunshine and endless recreation.

Community Engagement at its Core

Needles fosters a close-knit, inclusive community with programs and events for all ages. Upgraded public parks, expanded recreational programs and strong collaboration with the Needles Unified School District—which boasts a 100% graduation rate—create a supportive environment for families.

Whether you're exploring career opportunities, seeking a supportive community or planning your next adventure, Needles, California is ready to welcome you.

About the Finance Department

The Finance Department is responsible for the overall financial management of the City. It supports the internal and administrative functions of all operating departments while also meeting the direct service needs of residents and businesses.

In recent years, the Department has led key financial initiatives, including the adoption of multi-year capital improvement plans, implementation of internal service funds and oversight of grant funding. The team plays a vital role in advancing infrastructure investments and ensuring the City's long-term fiscal sustainability.

FY 2025/2026 Adopted Budget

Learn more about the Finance Department here:
www.CityOfNeedles.com/Departments/Finance

LIVE

- Affordable living: The cost of living in Needles is among the lowest in California, making homeownership and everyday life more accessible than in nearby metro areas.
- Family-oriented community: A safe, small-town atmosphere where neighbors look out for one another and families thrive.
- Sunshine & scenery: Enjoy 365 days of sunshine in a desert climate framed by the Colorado River and nearby mountain ranges.
- Education & youth programs: Needles Unified School District boasts a 100% graduation rate, supported by strong youth sports, recreation and extracurricular opportunities.

Compared to metro peers in California, Needles offers significantly lower housing and everyday expenses. This affordability, paired with unmatched recreation and community spirit, makes Needles a uniquely desirable place to live, work and play.

By the Numbers
(Sourced from Datausa.io):

NEEDLES
Median Home Value
$134,400
Median Household Income
$39,876

LOS ANGELES COUNTY
Median Home Value
$783,300
Median Household Income:
$87,760

PHOENIX
Median Home Value
$381,900
Median Household Income
$77,041

LAS VEGAS
Median Home Value
$395,300
Median Household Income:
$70,723

Houses for Sale

$179,000
3 beds 2 baths 840 sqft

$199,000
4 beds 3 baths 1,620 sqft

$624,900
4 beds 3 baths 2,579 sqft

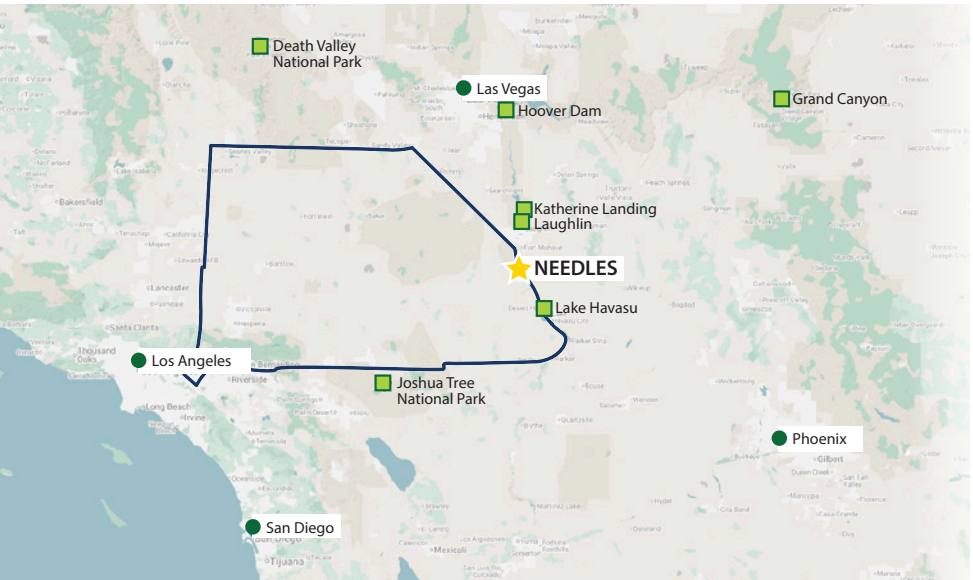
Play

Outdoor adventure: The only city in California with an Off-Highway Vehicle law, Needles embraces boating, jet skiing, off-roading, hiking, biking, hunting, golf and aquatics programs.

Cultural landmarks: Celebrate Needles' Route 66 heritage, historic El Garces, Red Dog, Rainbo Café, 19th Hole Bar & Grille and local rodeo traditions.

Community life: A welcoming calendar of festivals, events, and RV resort gatherings builds strong community connections.

Regional access: Just a short drive from Las Vegas, Laughlin, Lake Havasu and the Grand Canyon, Needles puts endless destinations within easy reach.



Work

Business-friendly environment: Low business and utility costs make Needles attractive for investment and growth.

Connected location: Served by I-40, BNSF Railway, Needles Airport, and Amtrak's Southwest Chief, the city is a regional hub for commerce and travel.

Pro-growth leadership: The City Council is committed to streamlined permitting and fostering new business opportunities.

THE ROLE: FINANCE DIRECTOR

The Finance Director is a hands-on leader who oversees the full scope of the City's financial operations, including budgeting, forecasting, accounting, utility billing, risk management and long-term financial planning. This role is responsible for maintaining the City's fiscal health while helping guide strategic investments that support Needles' ongoing growth.

Reporting directly to the City Manager, the Finance Director develops and implements policies and practices that ensure transparency, compliance and operational efficiency. The Director also collaborates closely with other departments, providing financial insight that helps shape citywide decisions and priorities.

About The Ideal Candidate

The ideal candidate will bring a wealth of municipal finance experience and demonstrate expertise in managing complex budgets, accounting and financial systems. This individual is ready to step into a leadership role that not only ensures the City's fiscal health but also advances its strategic goals.

The ideal candidate brings the following:

- **Municipal Finance Expertise:** A strong background in municipal finance, including experience with two-year budgets, internal service funds, cost allocations and financial forecasting
- **Budget Development and Oversight:** Proven ability to develop and manage complex multi-year budgets using advanced financial systems and performance-based tools.
- **Leadership and Team Management:** A seasoned leader who can effectively manage and mentor a team. The candidate will also oversee capital projects and human resources functions.
- **System Implementation Experience:** Experience leading financial system implementations and process improvements to enhance accuracy, efficiency and transparency.
- **Grant and Audit Knowledge:** Strong understanding of grant finances, disbursements and single audit requirements, ensuring compliance and effective management of external funding.
- **Visionary Thinking:** A forward-looking individual who understands forecasting and can advise the City Council, City Manager and executive team on spending strategies to achieve long-term objectives and capital improvements.
- **Collaborative Communication:** An effective communicator who can present financial information clearly to elected officials, staff and the community

The ideal candidate is a motivated and innovative leader who is ready to take ownership of the City's financial future, ensuring it remains on a path of sustainability and growth. They thrive in a collaborative, hands-on environment and are committed to being an integral part of the community.

Qualifications

- Bachelor's degree from an accredited four-year college or university in public administration, business administration, finance, accounting or related field.
- A minimum of five (5) years of full-time senior/executive management experience in finance administration in a government environment.
- Certified Public Accountant (CPA) highly desired.

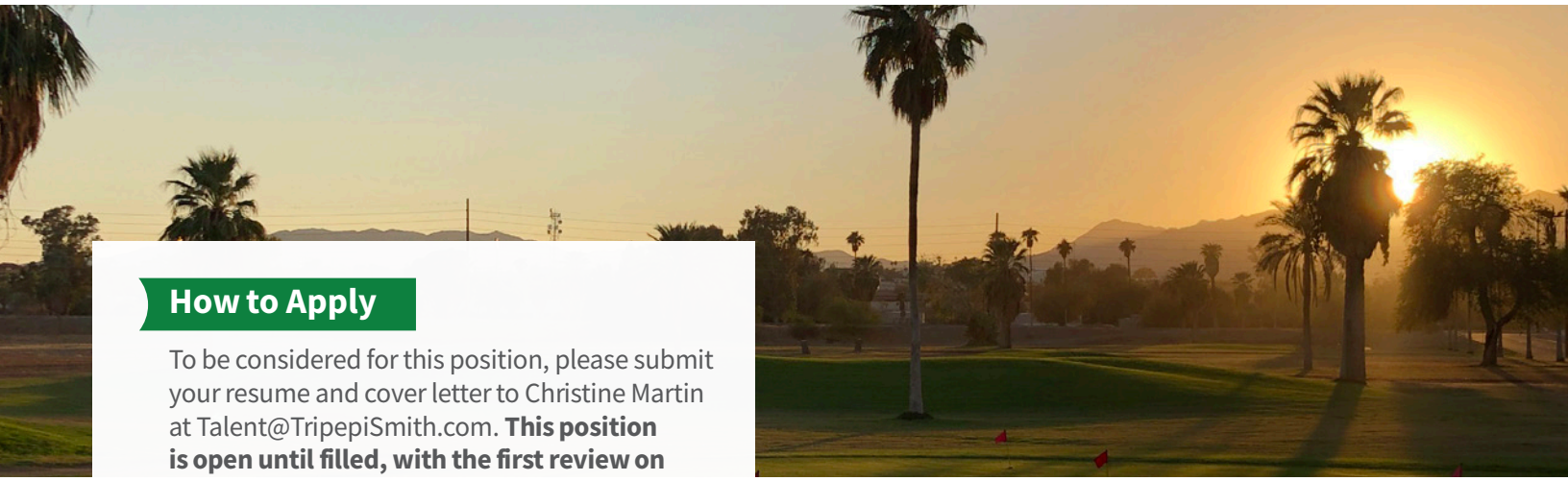
SEE THE FULL JOB DESCRIPTION HERE

UPDATED SALARY & BENEFITS

The salary range for the Finance Director position is $128,673 – $164,237.

- **City-Sponsored Benefits:** The City covers more than half of employee benefit costs.
- **Work-Life Balance:** The City of Needles prioritizes a healthy work-life balance with flexible scheduling when feasible.
- **Retirement:** CalPERS with 2% at 62 formula with a total combined rate of 15.62%. Employees are also able to enroll in an Empower 457B Deferred Compensation Plan.
- **Employer Paid Insurance:**
  - Life insurance (up to $200K for employees, $50K for spouses and $10K for dependents).
  - Short- and long-term disability insurance.
  - Health, Dental and Vision: Employees receive a Blue Shield of CA PPO plan, Delta Dental PPO and VSP Vision coverage.
- **Time Off:** 13 paid holidays per year, plus family, bereavement, jury duty, witness and sick leave.
- **Perks & Allowances:**
  - **NEW** Vacation and sick leave are credited at the start of employment—no waiting period.
  - **NEW** Utility allowance (up to $50/month).
  - Travel allowance.
  - Educational financial assistance.
  - Employee Assistance Program.
  - Discounted golf at Rivers Edge Golf Course ($5 per round).

$5,000 signing bonus during the first year.



How to Apply

To be considered for this position, please submit your resume and cover letter to Christine Martin at Talent@TripepiSmith.com. **This position is open until filled, with the first review on October 8, 2025.**

After the submission deadline, candidates will be screened for qualifications. If you require additional information or have questions, please contact Christine Martin at 949-993-6531.

CITY OF NEEDLES CALIFORNIA

TRIPEPI SMITH
marketing • technology • public affairs

City of Needles
817 Third Street, Needles, California 92363
(760) 326-2113 • FAX (760) 326-6765
www.cityofneedles.com

Mayor, Janet Jernigan
Vice Mayor Ellen Campbell
Councilmember Tona Belt
Councilmember Jamie McCorkle
Councilmember JoAnne Pogue
Councilmember Henry Longbrake
Councilmember Larry Ford

City Manager Patrick J. Martinez

MEMORANDUM

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: PATRICK J. MARTINEZ, CITY MANAGER

SUBJECT: WEEKLY MEMORANDUM

DATE: November 21, 2025

1. **Storm Response & Roadway Repairs**
   This week's storm caused significant flooding and roadway damage across the city, including major impacts along Needles Highway and closures at the Underpass and several residential corridors such as J Street, Bailey, and Lillyhill. Our Public Works team worked diligently throughout the storm, coordinating closely with San Bernardino County Department of Public Works and Phillips Construction to clear debris, reopen access, and stabilize the most heavily affected areas. The majority of damaged sections along Needles Highway have now been repaired, and remaining severe washouts are being documented and submitted to our insurance provider for claim review. City crews acted quickly and strategically to preserve the integrity of our infrastructure and maintain safe travel routes for residents, and additional assessments are underway to determine any further repair needs. Refer to the attached images for a glimpse of the damage. Residents can report concerns by calling 760-326-5700 (press 9) or using the Needles Connect app on Google Play Store (Android) and Apple Store (iOS)**.**

2. **SNAP (CalFresh) Benefits – Federal Shutdown Update**
   As of November 13, CalFresh benefits that were temporarily paused due to the federal government shutdown have now been issued to residents' EBT cards, with newly eligible households expected to receive benefits through the standard issuance process. The City has shared this update through Needles Connect and referenced the attached County flyer to ensure accurate public information. While benefits have resumed, City staff continues to prioritize food security and coordinate with local partners to support any residents experiencing service gaps. St. Vincent de Paul, Set Free Church, St. Ann Catholic Church (Martha's Pantry), and Firehouse Ministries remain available to provide free food boxes and hot meals without income restrictions. These partners have confirmed their readiness to meet increased demand as needed. The City will continue targeted outreach to ensure continued access to essential food resources.

3. **Active Transportation Plan – Community Engagement & Bike Giveaway**
   The City of Needles continues advancing its Active Transportation Plan (ATP) and encourages residents to participate in upcoming engagement efforts focused on improving walking and biking safety, connectivity, and accessibility throughout the community. Key events include a Community Meeting at the Needles Recreation Center on Wednesday, December 3, from 4:00 to 6:00 p.m., where the City's engineering consultant, Kimley-Horn, will provide a formal project presentation, followed by School Walk Audits on Thursday, December 4, and a Bike Rodeo at the Holiday Fun Fair on Saturday, December 6, from 10:00 a.m. to 2:00 p.m. To promote active transportation and encourage youth participation, the City will host bike giveaways, including 13 bikes on December 3, 13 bikes plus one E-bike on December 6, and an additional 10 bikes and one E-bike scheduled for distribution in the spring. These efforts directly support the City's commitment to healthier mobility, safer infrastructure, and community-driven planning. Residents may also submit input through the interactive map or sign up for project updates. For more details and project updates, please click the link provided. Residents may call 760-326-2113 or email info@NeedlesATP.com.

4. **Senior Center Outreach – Community Resources & Updates**
   At the invitation of Councilmember Larry Ford, City Manager Patrick Martinez addressed seniors at the Needles Senior Center during the Bonnie Baker Senior Center lunch program, focusing on access, safety, and essential senior services. The presentation included updates on the City's response to the Rite Aid closure, pharmacy alternatives, Dial-a-Ride transportation, and housing stability support for senior veterans through the Veterans Housing Program. Staff also highlighted cannabis-funded street repairs and accessibility improvements at Bob Belt Beach Park and Duke Watkins Park. Arrowhead Credit Union attended to share financial planning resources and emphasize the importance of long-term financial stability. Seniors were encouraged to stay informed through the Needles Connect App and explore educational opportunities offered by Palo Verde College. Questions regarding the lunch program can be directed to 760-326-2898. A $5 lunch donation is encouraged, and program registration (60+) and reservations are required. Approximately 90 seniors are served meals daily through this program. (Lunch program services referenced are provided by the San Bernardino County Department of Aging and Adult Services – Public Guardian. The material or product was a result of a project funded by a contract with the California Department of Aging).

5. **County Health Resources – Council Presentation & Mobile Clinic**
   The San Bernardino County Department of Public Health will provide a presentation at the next City Council meeting outlining available health programs and support services for Needles residents, including current outreach efforts and opportunities to strengthen collaboration for improved access to care. This presentation reinforces the City's continued focus on connecting

residents with essential health resources. As a related reminder, the County continues to operate a **weekly Mobile Medical Clinic in Needles every Thursday from 8:00 a.m. to 4:00 p.m**. at the Transitional Assistance Department lot (1090 E. Broadway). Through the On-The-Go Health initiative, the clinic offers no-cost primary and urgent care services including health screenings, chronic disease management, pregnancy testing, minor wound care, and Medi-Cal enrollment assistance. Services are open to all California residents and no insurance is required. Appointments are strongly encouraged by calling (800) 722-4777 (Press 5). Council is encouraged to help share these resources to expand awareness and improve community access to care.

6. **Rivers Edge Golf Course – 19th Hole Kitchen Remodel Update**
   Construction on the 19th Hole Bar & Grill kitchen remodel at Rivers Edge Golf Course is nearing completion, with final work anticipated by the end of December. This $500,039 project is funded through Economic Development Funds generated by local cannabis tax revenues and reflects the City's strategic reinvestment in strengthening non-cannabis businesses that support Needles' tourism economy. Improvements include a fully upgraded kitchen, a new ADA-accessible ramp, and parking area enhancements to improve safety and accessibility. The restaurant has remained open during construction with a limited menu to maintain service continuity. This investment enhances a key riverfront amenity and supports the City Council's goals of expanding recreation, hospitality, and visitor-serving infrastructure.

7. **SBCTA Measure I – City Spotlight**
   The City of Needles was recently featured by the San Bernardino County Transportation Authority (SBCTA) in its Measure I – City Spotlight series, highlighting the Colorado River Bridge and its role in regional connectivity. The feature showcases how Measure I funding supports roadway rehabilitation, improved intersections, and reliable access through extreme conditions in California's easternmost city. This recognition reinforces the value of continued transportation investment in Needles and its importance as a critical gateway community. Staff will continue to advocate for Measure I resources to advance priority street and infrastructure projects that improve safety, mobility, and long-term system reliability.

8. **Route 66 Centennial – Marketing Efforts Kickoff**
   The City of Needles Route 66 Subcommittee, consisting of Mayor Jernigan, Vice Mayor Campbell, and Councilmember McCorkle, has officially launched the City's Route 66 Centennial marketing efforts with the placement of a promotional advertisement in the River Cities Newspapers Route 66 Centennial Magazine. The advertisement promotes Needles as an original Route 66 town and highlights the City's upcoming 2026 Centennial celebration, supporting Council's goal of expanding tourism, destination branding, and regional visibility. Readers are encouraged to scan the QR code included in the ad to stay engaged with Route 66 updates, events, and visitor information. Additional marketing efforts will continue throughout the year, with more to report as this campaign progresses.

9. **CannaBus Shuttle Grand Opening & Regional Tourism Partnership**
   This week, the City joined regional partners to celebrate the grand opening of the CannaBus Shuttle, providing safe, reliable transportation between Laughlin resorts and Needles' licensed cannabis lounges. The event was hosted in partnership with the Bullhead, Laughlin, and Needles Area Chambers, reinforcing the Council's ongoing focus on cross-river collaboration and tourism growth. The shuttle creates a direct visitor pipeline that supports local cannabis retailers, promotes roadway safety, and strengthens Needles' role within the broader river valley tourism economy. The City thanks the business owner for their investment in our community and commitment to expanding visitor-serving amenities. This initiative aligns with Council goals to enhance tourism, support business-friendly services, and increase economic activity. For a glimpse of the event click on this link or refer to the attached photos.

10. **Rivers Edge Golf Course – Tournament Season & Sports Tourism Impact**
    Rivers Edge Golf Course continues to serve as a regional sports tourism asset, with the next several weekends featuring high-profile tournaments including the Turkey Trott Scramble, Jason Smith Memorial Golf Outing, Battle of the Valley Tournament, and the Holiday Shootout. These events attract visitors from across the tri-state area and generate increased activity for local businesses, restaurants, and lodging. Course conditions remain excellent, reflecting the City's continued investment in quality recreational amenities. Those interested in hosting future tournaments may contact JJ DeLeon at (760) 326-3931 for scheduling and coordination. Please click the event calendar link.

11. **Needles Sunday Market – Santa Fe Park**
    Launched on November 2, the Needles Sunday Market is now entering its fourth week and continuing to grow as a consistent community gathering at Santa Fe Park every Sunday from 8:00 a.m. to 12:00 p.m. through March 31, 2026. The market supports the City Council's Community Engagement goal by providing a welcoming space for residents to connect and support local vendors. Vendor participation and community attendance continue to grow as the market gains visibility as part of the downtown weekend experience. Interested vendors may contact Market Manager Patrick Lauterio at (760) 848-8289 or needlesfarmers@gmail.com.

12. **Mohave Cannabis Co. Hosts Annual Thanksgiving Turkey Giveaway**
    To support residents during the Thanksgiving season and ensure no family goes without a holiday meal, the City recognizes Mohave Cannabis Co. for hosting its Annual Thanksgiving Turkey Giveaway on Friday, November 21. Through this thoughtful initiative, 72 turkeys were distributed to local families in need, providing meaningful relief during a time when many households face added financial strain. This effort, led by community advocate and former Councilmember Zachary Longacre in partnership with Mohave Cannabis Co., reflects the true spirit of the holiday and highlights the positive role local leadership and businesses play in strengthening our community. The City

appreciates this continued commitment to giving back and looks forward to ongoing collaboration that supports and uplifts Needles residents.

13. **Youth Meal Distribution – Fall Break Support**
    Needles Community Partners, in partnership with the Needles Chamber of Commerce, distributed more than 60 meals this week to support local students and families during fall break, when access to school-based meals is temporarily unavailable. Meals were made possible through generous donations from the Arrowheart Foundation and targeted households experiencing limited access to food. This coordinated effort helped ensure youth had reliable, nutritious meals during the holiday period and reduced the strain on families facing food insecurity. The initiative reflects a strong community response and the continued commitment of local organizations to supporting vulnerable families. The City extends its sincere appreciation to all partners involved for stepping in to meet a critical need and providing meaningful relief to our community's youth.

14. **Annual Community Thanksgiving Dinner & Meal Delivery Effort**
    The Needles St. Vincent de Paul Society, in cooperation with Set Free Church and St. Ann's Catholic Church, will host its **FREE Annual Thanksgiving Dinner** for Needles and Tri-State residents on **Thursday, November 27, 2025 (Thanksgiving Day)** from **11:00 AM to 2:00 PM (CA Time)** at **Fr. Hanley's Hall, 218 D Street, Needles, CA 92363**. All local and Tri-State residents are welcome to attend and enjoy a warm holiday meal in a spirit of unity and community support. This annual tradition reflects the collective commitment of local faith-based and nonprofit partners to ensure no resident goes without a holiday meal. For questions, residents may contact George at 928-299-9875. In addition, a separate coordinated effort will provide **100 individually cooked Thanksgiving meals** for **elderly and alone Needles residents** on **Wednesday, November 26, 2025**. Meals will be prepared by the Needles Women's Club, food provided by Tri-State Community Healthcare, kitchen space donated by Needles High School, and delivery carried out by Make Bullhead Better volunteers. This collaborative effort underscores the City's shared commitment with regional partners to ensure our most vulnerable residents are supported during the holiday season. Eligible residents may sign up for delivery through **www.makebullheadbetter.com**.

15. **Pacific Clinics Needles Clubhouse Program**
    City staff attended the one-year anniversary celebration of the Pacific Clinics Needles Spike Clubhouse Program, recognizing an important milestone for this critical behavioral health resource. Since opening, the program has welcomed more than 200 new members and continues to expand access to services for adults 18 and older. Support offerings include wellness programs, resilience training, recovery resources, skill-building workshops, and peer support groups that promote stability and positive mental health outcomes. The facility also provides Wi-Fi, computer access, and structured activities that encourage connection and reduce isolation. This milestone reflects the program's growing impact and its role in strengthening a safe, healthy, and supportive community. Photos and additional details are included in the attached materials.

16. **Expanded Delivery & Grocery Access Now Available in Needles Online**
Residents now have expanded access to food and essential goods through DoorDash and Walmart delivery services operating in Needles. DoorDash provides delivery from local restaurants and retail businesses, while Walmart delivery offers access to groceries and household merchandise, with discounted options available through Walmart+ Assist for qualifying residents receiving assistance benefits. These services reduce transportation barriers for seniors, homebound residents, and families without reliable vehicles while supporting local consumer access. Residents can place orders through the respective apps or websites using a Needles address.

17. **Good Morning Needles – Business & Community Coffee Gathering**
City officials and local business leaders gathered at the Needles Chamber and Visitor Center for the monthly "Good Morning Needles" coffee event. Guest speaker Michael Thornton of Friends of El Garces highlighted the El Garces Renovation Project and the building's unique distinction as Needles' only property listed on the National Register of Historic Places by the U.S. Department of the Interior, National Park Service. The discussion reinforced the site's historical significance and the community's ongoing commitment to preservation and revitalization. The City appreciates the Chamber's continued partnership in hosting these collaborative forums.

18. **Veterans Day Recognition – Heroes Across America Billboard Campaign**
Over Veterans Day, Needles Military Moms helped share the opportunity to nominate local veterans for Lamar Advertising's *Heroes Across America* campaign, which recognizes service members through digital billboard features. As a result, two Needles veterans — **Wyatt Oldewurtel** and **Joseph Payson** — were selected and honored with regional billboard recognition highlighting their service and sacrifice. The City thanks Needles Military Moms and Lamar Advertising for elevating this meaningful recognition and celebrating the contributions of our local heroes. We extend our sincere appreciation to all veterans for their dedication and service to our community and country.

19. **Needles Mustangs Advance to NIAA 2A State Championship**
The Needles Mustangs are returning to the NIAA 2A State Championship Finals, setting up a rematch of the 2018 title game against Pershing County. Under the leadership of Head Coach Thomas DeLeon, a valued member of the City team, the Mustangs have demonstrated grit, discipline, and community pride throughout the season. This marks the team's first state championship appearance under Coach DeLeon and reflects the strength of continued collaboration between the City, Needles Unified School District, and the Alumni Association. The championship game will be held Tuesday, November 25, 2025, at 9:00 a.m. at Allegiant Stadium in Las Vegas. The community is encouraged to show strong support as our student-athletes represent Needles on a statewide stage. Ticket information is available through the Hometown app or the provided link.

20. **Fall 2025 Pet Vaccination & Licensing Clinic – Results**
    The City of Needles Animal Shelter successfully hosted its Fall 2025 Pet Vaccination & Licensing Clinic, providing critical services that support public health and responsible pet ownership. In partnership with PetSmart Veterinary Services and Dr. Joseph Velasco, the event delivered 100 rabies vaccinations, 60 DA2PP vaccinations for dogs, 10 FVRCP vaccinations for cats, 45 Bordetella vaccinations (kennel cough), and 4 rattlesnake vaccinations. The strong turnout reflects continued community engagement and the value of offering low-cost, accessible animal health services. This clinic supports Council priorities related to animal welfare, neighborhood safety, and proactive public health measures.

21. **City of Needles Resource Guide – Reissued for Council Awareness**
    The City has reissued the attached City of Needles Resource Guide to provide the Mayor and City Council with a clear, up-to-date reference for the full range of support services available to residents. The guide includes direct contact information for housing assistance, food programs, shelters, employment resources, utility and transportation assistance, medical and behavioral health services, veterans support, legal aid, emergency hotlines, and senior services, as well as key community and faith-based organizations. This effort reinforces transparency and ensures Council has a practical tool to reference when responding to constituent needs and community concerns. The guide also supports consistent messaging and accurate referrals when assisting residents seeking services. Staff will continue to update and reissue the guide as needed to reflect available resources.

22. **Community Events Calendar Now Live**
    The City's new website now features a **Community Events Calendar**—a single source for community events, civic meetings, and community programs. Local organizations are invited to submit or update events through the City Clerk's Office to keep the calendar current and inclusive. Contact **Candace Clark at cclark@cityofneedles.com** to participate. Residents can subscribe and sync the calendar to mobile devices for real-time updates, making it easier to stay informed and engaged.

23. **Thanksgiving Holiday – City Hall Office Closure**
    City Hall will be closed on **Thursday, November 27, 2025, and Friday, November 28, 2025**, in observance of the Thanksgiving holiday. Regular operations will resume on **Monday, December 1, 2025, at 8:30 a.m.** During the closure, residents with urgent matters may contact City Staff at **(760) 326-5700**, where the after-hours answering service will route calls to the appropriate personnel as needed. Public notice has been posted on the front doors of City Hall, and the attached flyer provides additional visibility for community awareness.

1. STORM RESPONSE

2. SNAP CALFRESH BENEFITS

CalFresh November Benefits

Federal Government Shutdown Update

As of Nov. 13, CalFresh benefits that were paused in November due to the federal government shutdown have been issued to Electronic Benefit Transfer (EBT) cards. Households newly determined to be eligible for November are also expected to receive their benefits through the standard issuance process.

For more information, visit the Transitional Assistance Department (TAD) website at wp.sbcounty.gov/tad, or visit your local TAD office.

SAN BERNARDINO COUNTY | Transitional Assistance

FLYER #25-385 (E/S) (11/25) BW:CL:jf

wp.SBCounty.gov/tad

3. ATP COMMUNITY ENGAGEMENT

You're Invited! –
The City wants to hear from You!

Active Transportation Plan

1 Wednesday, Dec 3, 2025
COMMUNITY WORKSHOP
4 PM - 6 PM

Needles Recreation Center
1705 J St. Needles, CA 92363
The City is hosting a community workshop to share important information about the Active Transportation Plan and answer questions from members of the community. An e-bike demonstration will also be hosted at the event.

*FREE BIKE RAFFLE

2 Thursday, Dec 4, 2025
SCHOOL WALK AUDITS

- Needles MS and Vista Colorado ES: 7 AM
- Needles HS: 8 AM
- Katie Hohstadt ES: 12 PM

The project team will be conducting school walk audits across the City to observe existing conditions. Please walk with us and provide input on barriers to walking and biking to school!

3 Saturday, Dec 6, 2025
BIKE RODEO (at the Holiday Fun Fair)
10 AM - 2 PM

725 W Broadway St
Needles, CA 92363
Children of all ages welcome to join us for a Bike Rodeo to practice bicycling skills with our team!

*FREE BIKE RAFFLE

* 13 bikes of all sizes will be raffled at each of these events

What is an active Transportation plan?

An Active Transportation Plan (ATP) is a living document that provides a comprehensive set of projects, programs, and policies to improve walking and biking conditions in the City. The recommendations are developed based on input from community members and key stakeholders to address existing deficiencies in the pedestrian and bicycle network. ATPs aim to enhance accessibility, safety, and connectivity across neighborhoods.

Get Involved

- Share an Idea on the Interactive map at www.NeedlesATP.com
- Sign up for alerts by scanning the QR code
- Call 760-326-2113 or email info@NeedlesATP.com

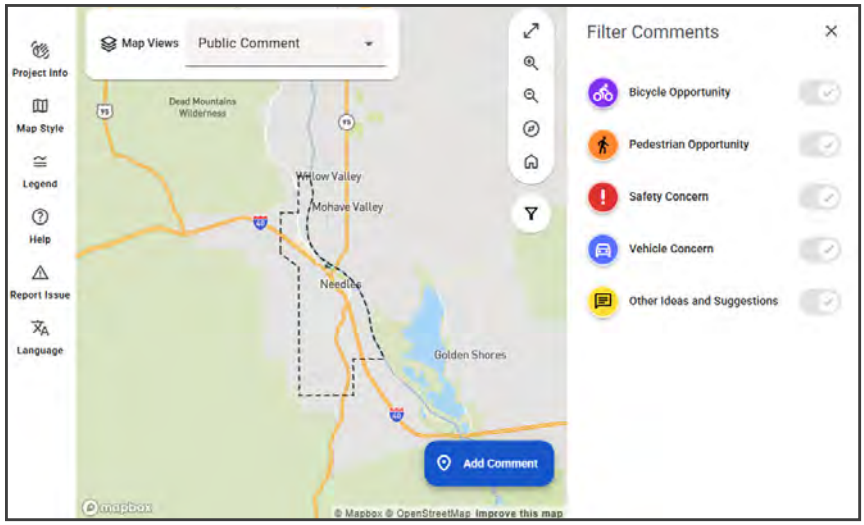
THE CITY OF NEEDLES IS DEVELOPING THEIR ACTIVE TRANSPORTATION PLAN, **WE NEED YOUR INPUT!**

Active Transportation Plan

How will this impact me?

The Active Transportation Plan aims to create safe, connected, and reliable active transportation for nearby residents and businesses in the area! Whether you walk, bike, or drive to your next destination, the focus is to meet the community need for a better, connected environment!

Interactive Map Preview



Goals for ATP

- Reducing Greenhouse Gas Emissions
- Strengthening the Economy
- Improving Public Health & Environment

Get Involved

- Share an Idea on the Interactive map at **www.NeedlesATP.com**
- Sign up for alerts by scanning the QR code
- Call **760-326-2113** or email **info@NeedlesATP.com**

4. NEEDLES SENIOR CENTER

5. ON-THE-GO HEALTH

5. ON-THE-GO HEALTH

On-The-Go Health

Mobile Medical Clinic in Needles

No insurance? We can help!

Offering convenient healthcare for California residents!

Appointments highly recommended.

Who can benefit?

Open to Medi-Cal patients and those who have applied for Medi-Cal.

Primary care services

- Annual adult health screening physicals
- Point of Care screenings/testing: Hypertension, hemoglobin, and diabetes (HgbA1c, glucose)
- Pregnancy testing
- Chronic disease management medication refills (e.g. hypertension, diabetes, arthritis, thyroid)

Urgent care services

- Urine tests/Urinary Tract Infections (UTI)
- Sexually Transmitted Infections (STI):
  - Gonorrhea, chlamydia, syphilis, HIV
- Rash
- Fever/cold/flu
- Hepatitis C screening
- Minor wound care

Weekly visits every Thursday, starting from 8 a.m. to 4 p.m.

Parking lot of the Transitional Assistance Department

1090 E. Broadway St.
Needles, CA

To apply for Medi-Cal, scan the QR code or visit the link below:

bit.ly/SBCMedi-Cal

SAN BERNARDINO COUNTY | Public Health

1 (800) 722-4777

Press 5 for Mobile Clinic Appointments

dph.sbcounty.gov

6. 19th HOLE REMODEL

6. 19th HOLE REMODEL

7. SBCTA SOCIAL MEDIA

Instagram

Log In Sign

gosbcta • Follow

gosbcta 1w
Even in California's easternmost city, Measure I is making an impact.
Needles projects include:
• Street rehabilitation
• Improved intersections
• Maintaining access through extreme conditions
Measure I ensures every corner of the county is connected.
Learn more: goSBCTA.com/MeasureI

Incluso en la ciudad más oriental de California, la Medida I está teniendo un impacto.
Los proyectos de Needles incluyen:
• Rehabilitación de calles
• Intersecciones mejoradas
• Mantenimiento del acceso en condiciones extremas
La Medida I garantiza que todos los rincones del condado estén conectados.

4 likes
November 6

Log in to like or comment.

San Bernardino County Transportation Authority - SBCTA's Post

San Bernardino County Transportation Authority - SBCTA
November 6 at 4:09 PM

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Más información: goSBCTA.com/MeasureI

San Bernardino County

1 1 comment

Like Comment

LIVE, WORK, & PLAY ON THE COLORADO RIVER

NEEDLES

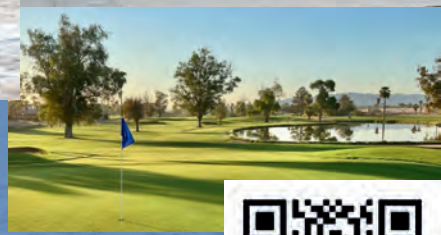
CALIFORNIA

FOUNDED 1883

ROUTE 66

CELEBRATE ROUTE 66 CENTENNIAL WITH NEEDLES IN 2026

an original Route 66 town



CITY OF NEEDLES CALIFORNIA

NEEDLES VISITOR CENTER
950 Front St. Ste. 9
Needles, CA.. 92363

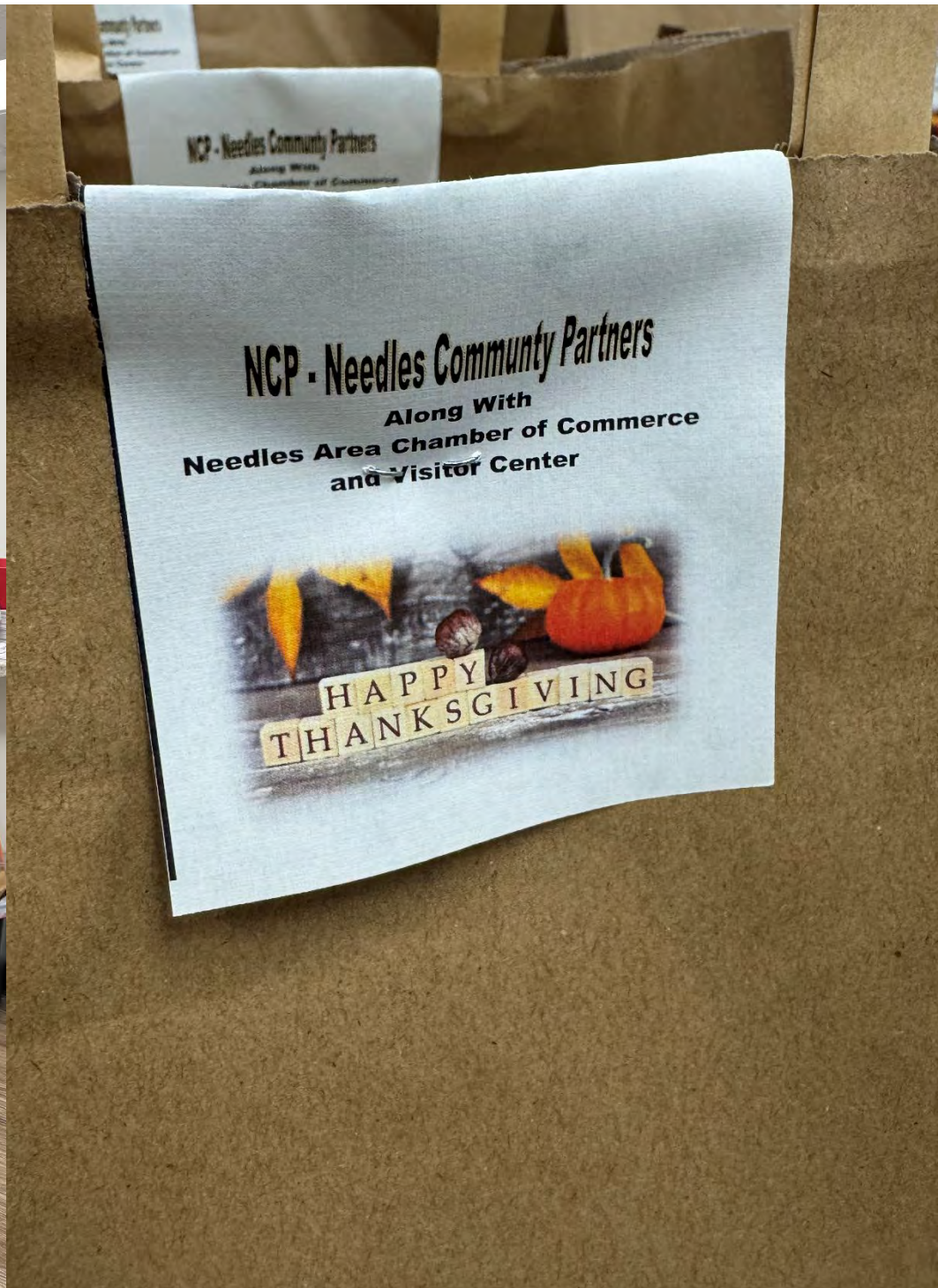
CITYOFNEEDLES.COM

#MAKENEEDLESYOURDESTINATION

9. CANNABUS GRAND OPENING

12. MOHAVE CANNABIS CO. TURKEY GIVEAWAY

13. THANKSGIVING FOOD DELIVERY



14. THANKSGIVING MEALS DELIVERY

15. PACIFIC CLINIC ONE YEAR ANNIVERSARY

Clubhouse Program

Promoting wellness, resiliency and recovery in a safe environment with a friendly atmosphere

We help our members to develop skills that promote overall health and well-being. Through education, peer support and personalized guidance, we empower members to take control of their health and achieve meaningful recovery. Our goal is to support members in living full, satisfying lives as they progress on their recovery journey. We build a path to improve mental health and wellness.

Become a member

Must be over 18 years of age and provide verification or a reasonable indicator of past or present lived experience with a mental health condition. Members must be able to care for themselves and benefit from the program.

There is no cost to be a member and no insurance is required.

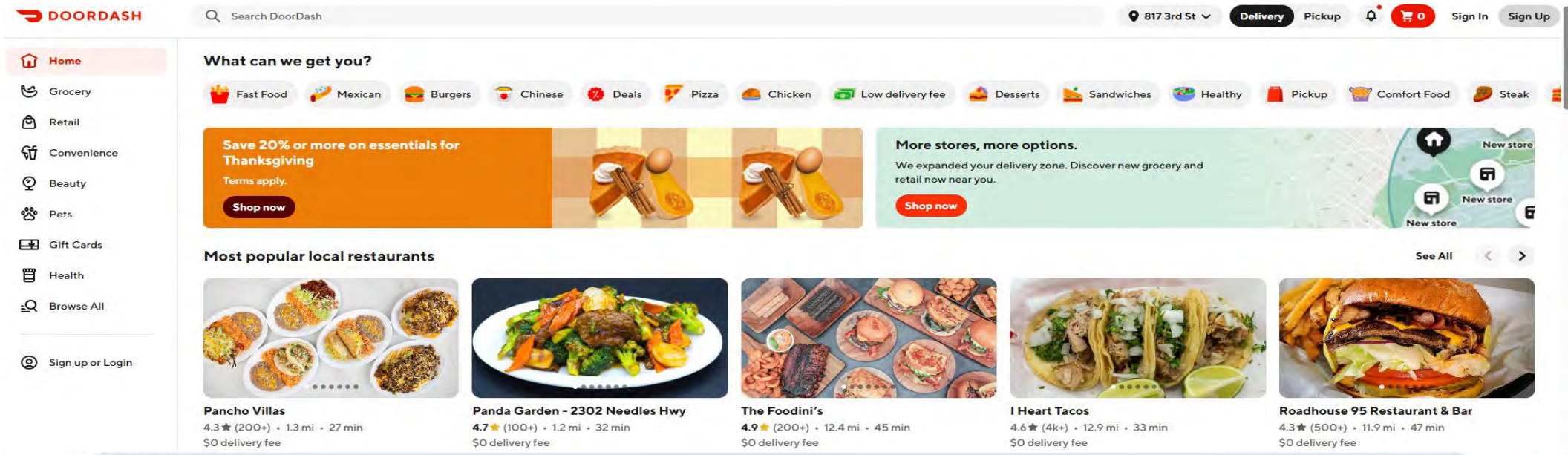
Member Benefits

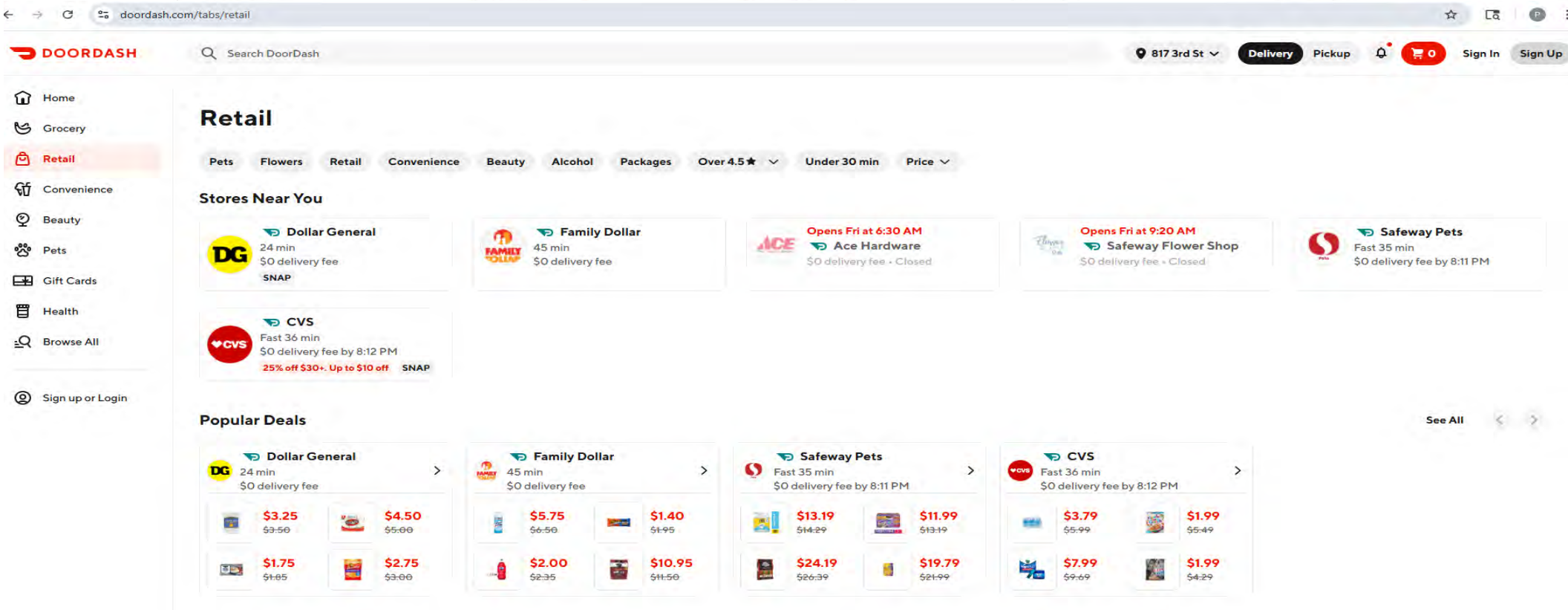
- Learn self-care and positive coping skills
- Wi-Fi/computers access
- Assistance finding local resources
- Achieve wellness and reach recovery goals
- Support groups
- Access to engaging peer-led and support groups
- Group activities
- Crafts, games and celebrations

Contact Info

1060 E. Broadway Street
Needles, CA 92363
626.753.8725
Sonia.Vicario@PacificClinics.org

16. EXPANDED DELIVERY





16. EXPANDED DELIVERY

Walmart+ Start your free 30-day trial

Walmart+ Assist

Get your membership for $6.47/month[1]

Qualify for government assistance of SNAP, WIC, Medicaid & more? Enjoy Early Access to Black Friday Deals[2], Free Delivery[3] & more for half the price with Walmart+ Assist.

Claim your free 30-day trial

[1]See Walmart+ Terms of Use. Don't qualify? Explore other options. [2]Paid members only. Online only. While supplies last. [3]$35 order minimum. Restrictions apply

How it works

17. CHAMBER MORNING COFFEE

18. NEEDLES VETERANS

#LamarLovesVeterans
#HeroesAcrossAmerica
Thank you Lamar
Keep an eye out for Wyatt Oldewurtel on the digital billboard on 95 just after Jerome. He'll be up there until the 14th.
Thank you son for your service. ❤️🤍💙
Needles Military Moms
Elevate Fitness & Nutrition Group

You, Starlite Vaughn and others 8 comments

Love Comment Send

20. FALL VACCINATION CLINIC

LOW INCOME HOUSING

- Needles Housing Authority (760) 326-3222
- Lilly Hill Apartments (760) 326-2433
- Mesa Grande Apartments (760) 326-2404
- Riverview Terrace Apartments (760) 326-4800

SOCIAL SERVICES

- Adult Protective Services/ In-Home Support Services (760)326-9328
- Behavioral Health Services (DBH) (760) 326-9313
- Children and Family Services (760) 326-9339
- Transitional Assistance Department (TAD) (877) 410-8829
- Social Security Administration (866) 931-4956
- Fort Mohave Tribal Social Services (928) 346-1550
- Department of Child Support (866) 901-3212

EMPLOYMENT RESOURCES

- First Institute (657) 799-6388
- California Indian Manpower Consortium (CIMC) (800)640-2462
- Department of Labor (800) 333-4636
- Employment Development Department (EDD) Unemployment (800)300-5616
- Fair Employment and Housing (800) 884-1684
- Paid Family Leave Act (877) 480-3287
- San Bernardino County Job Line (909) 387-5611

SHELTERS

- Set Free Church (760) 326-2941
- Salvation Army Emergency Shelter (909) 888-4880
- Domestic Violence Unity Home (760) 366-9663

FOOD DISTRIBUTION/MEAL PROGRAM

- St. Vincent De Paul (760) 326-4420
- St. Ann's Catholic Church (760) 326-2721
- Santa Fe Park (760) 326-3522
- Salvation Army (760) 877-3940
- Isabel's Pantry (760) 443-4342
- Calvary Church Of Needles (760) 326-2904
- Bonnie Baker/Meals on Wheels (760) 326-2898
- Ft. Mohave Tribal Senior Nutrition Program (760) 629-2371
- Needles CAPK WIC Program (866)327-3074

UTILITY ASSISTANCE

- Lifeline Telephone Service (866)-272-0349
- Home Energy Assistance Program (HEAP) (909) 723-1500
- Salvation Army Utility Help (760) 228-0114

LOCAL UTILITY COMPANIES

- Needles Public Utility Authority (NPUA) (760) 326-5700
- Southwest Gas Co. (877) 860-6020
- Rt. 66 Broadband (760) 326-4190
- Frontier Communications (928) 453-0532
- Mohave Broadband (928) 768- 0110

TRANSPORTATION

- Needles Area Transit (NAT) (866) 669-6309
- Needles Dial-A-Ride (760) 326-4789
- Dial-A-Ride Fort Mohave/Bullhead Shuttle (760) 326-4789

MEDICAL SUPPLY

- Shield Healthcare (800) 557-8797
- Anything Medical (928) 763-5959
- Preferred Home Care (928) 704-4654
- Lin-Care (928)704-9033

City Of Needles Resources

City of Needles
(760) 326-2113

EDUCATIONAL RESOURCES

- Department of Environmental Health Services (800) 442-2283
- Needles Unified School District Administration (760) 326-3891
- Katie Hohstadt School HeadStart/Preschool (760) 326-5221
- Vista Colorado Elementary School (760) 326-2167
- Needles Middle School (760) 326-3894
- Needles High School/ Educational Training Center (ETC) (760) 326-2191
- Seventh Day Adventist School (760) 326-4406
- WIOA Program (760) 326-4590
- SB County Library – Needles Branch 760-326-9255
- Palo Verde Community College (760) 326-5033
- Mohave Community College (928) 758-3926
- First 5/ West Care (760) 326-3135

HOMELESS/LOW INCOME VETERANS

- Nations Finest (928) 615-4965 Ask for Khristina
- VA Loma Linda Healthcare System HCHV Program (800) 741- 8387
- Veterans National Homeless Call Center (877) 424- 3838
- VA Crisis Chat Line 988 then press 1

LEGAL

- Inland County Legal Services (888) 805-6455 Ext: 4520
- Inland Fair Housing and Mediation (800) 321-0911
- Victim Witness (760) 552-6946
- SB County Superior Court – Needles (760) 269-4962

HEALTH SERVICES

- Health Department (760) 326-9230
- Colorado River Medical Center (CRMC) (760) 326-7100
- Valley View Medical Center (928) 788-2273
- Western Arizona Regional Medical Center (WARMC) (928) 763-2273
- Havasu Regional Medical Center (928) 855-8185
- Department of Veterans Affairs (800) 827-1000
- Tri-State Community HealthCare (760) 326-0222

SAFETY

- Ambulance (760) 326-5299
- Highway Patrol (760) 326-2000
- Fire Department (760) 326-2833
- Sheriff Station (760) 326-9200
- Poison Control (800) 222-1222
- Teen Rescue (800) 494-2200

HOTLINES

- Adult & Elder Abuse (877) 565-2020
- Child Abuse (800) 827-8724
- Database Information 211
- WE TIP (800) 782-7462 Report Crime
- Alcoholics Anonymous (760) 242-9292
- Gamblers Anonymous (760) 261-4267
- Narcotics Anonymous (888) 322-6817
- Victim Witness Services (800) 777-9229
- National Sexual Assault (800) 656-4673

DOMESTIC VIOLENCE

- National Domestic Violence (800) 799-7233
- Faith and Grace (928) 302-9028
- WestCare (928) 763-1945
- Haven Family Rescue Center (928) 505-3153

CHURCHES

- Needles Assembly of God (760) 326-2751
- Christian Church of Needles (760) 326-2781
- Needles Church of Christ (760) 326-2441
- Church of Jesus Christ of Latter-Day Saints (760) 326-3363
- Calvary Chapel (760) 326-2904
- Set Free (760) 326-2941
- Grace Lutheran (760) 326-3128
- Kingdom Hall of Jehovah's Witness (760) 326-2520
- St. Ann's Catholic Church (760) 326-2721
- St. John's Episcopal Church (760) 326-3552
- Seventh Day Adventist (760) 326-4406
- Church of God in Christ (760) 326-3113
- Fire House Ministries (760) 443-4342

SUPPORT SERVICES

- Department of Social Services (DSS) (877) 410-8829
- Needles Senior Center (760) 326-4789
- Needles Animal Control (760) 326-4952
- Inland Medical Center (909) 890-3000
- Family Caregiver Support Program (FCSP) (760) 326-9224
- Department of Veterans Affairs (800) 827-1000
- Health Insurance Counseling & Advocacy Program (HTCAP) (800) 434-0222
- California Relay Services (877) 546-7414
- Fort Mohave Tribal Vocational Rehabilitation (928) 768-1144
- Camp Good Grief (909) 558-8212
- Pacific Clinics (626) 753-8725

23. CITY OFFICES CLOSED

THIS OFFICE WILL BE CLOSED
THURSDAY NOVEMBER 27, 2025, AND
FRIDAY NOVEMBER 28, 2025,
FOR THE THANKSGIVING HOLIDAY.
WE WILL REOPEN
MONDAY DECEMBER 1, 2025,
AT 8:30 A.M.

City of Needles
817 Third Street, Needles, California 92363
(760) 326-2113 • FAX (760) 326-6765
www.cityofneedles.com

Mayor, Janet Jernigan
Vice Mayor Ellen Campbell
Councilmember Tona Belt
Councilmember Jamie McCorkle
Councilmember JoAnne Pogue
Councilmember Henry Longbrake
Councilmember Larry Ford

City Manager Patrick J. Martinez

MEMORANDUM

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: PATRICK J. MARTINEZ, CITY MANAGER

SUBJECT: WEEKLY MEMORANDUM

DATE: November 28, 2025

1. **Needles Mustangs Claim 2025 NIAA 2A State Championship**
   The Needles Mustangs secured the 2025 NIAA 2A State Football Championship with a 22–16 victory over Pershing County at Allegiant Stadium in Las Vegas. This milestone win completed a successful rematch of the 2018 title game and showcased the team's determination and discipline throughout the season. Under the leadership of Head Coach Thomas DeLeon, the Mustangs demonstrated exceptional teamwork and resilience on a statewide stage. The City of Needles proudly welcomed the team home with a community victory parade and celebration at Needles High School. This achievement reflects the strong partnership between the City, Needles Unified School District, and the Alumni Association in supporting youth athletics. The City congratulates the players, coaching staff, and supporters on an outstanding season and a championship victory that brought great pride to the community. This success reinforces the value of continued investment in programs that cultivate leadership, teamwork, and school spirit.

2. **Needles Holiday Fun Fair, Tree Lighting & Lighted Parade – Reminder**
   The City of Needles will host the annual Needles Holiday Fun Fair & Lighted Parade on Saturday, December 6, 2025, in partnership with the Needles Youth Development and Education Foundation, Needles Community Partners, the Needles Chamber of Commerce, and the Needles Area Chamber of Commerce. Festivities will take place from 10:00 a.m. to 4:00 p.m. along Broadway between D and F Street and inside the Palo Verde College Needles Center, featuring vendors, crafts, music, games, Pee Wee Races, and a performance by Dance Trax 51. The Annual Tree Lighting Ceremony will follow at approximately 4:00 p.m. at the corner of Broadway and G Street, providing a meaningful holiday moment for the community. The community is also invited to help decorate the Needles Memory Tree by bringing an "In Memory" ornament between 3:00 p.m. and 4:00 p.m., with the program starting at 4:00 p.m. The evening will conclude with the Lighted Parade beginning at 5:00 p.m., with the City again participating

via a City float. This year's theme, *"It's a Snoopy Christmas on Rt. 66, Charlie Brown!"* sets the tone for a festive and family-friendly celebration that continues to strengthen community spirit and holiday engagement.

3. **Library Holiday Opportunity – Santa Visit at Needles Branch Library**
   The Needles Branch of the San Bernardino County Library, located at 1111 Bailey Avenue, continues to serve as a valued community resource, offering residents access to a wide range of services and programs with a library card. As part of its holiday programming, the library will host a special visit from Santa and Mrs. Claus on **Tuesday, December 9, 2025, from 3:00 p.m. to 5:00 p.m.**, providing families an opportunity to enjoy a festive and memorable afternoon. This cheerful event supports family-oriented engagement and strengthens community connection during the holiday season. Residents are encouraged to bring their families to celebrate and take advantage of the library's many year-round resources.

4. **2025 Senior & Children's Angel Tree Programs**
   The Colorado River Station/Needles Police Department invites the community to participate in the 2025 Senior and Children's Angel Tree Programs, creating meaningful opportunities to support local seniors and children during the holiday season. The Senior Angel Tree is displayed at City Hall (817 Third Street), where residents may select a tag and return a wrapped gift with the tag attached to the Sheriff's Department at 1111 Bailey Avenue by the designated deadline, helping bring joy, dignity, and connection to seniors throughout the community. In partnership with the Colorado River Sheriff's and Needles Police, the Children's Angel Tree supports local children in need, with participants able to visit the lobby at 1111 Bailey Avenue to select a tag and fulfill a child's holiday wish. Wrapped gifts with the Angel Tag attached must be returned by December 12, 2025, with gifts hand-delivered the week of December 15–19. For additional information, Community Officer Misti Hunt can be reached at (760) 326-9207 regarding the Senior Angel Tree, while Michelle Advocate is the contact for the Children's Angel Tree at (760) 326-9215.

5. **Community Partners Recognized for Thanksgiving Food Efforts**
   The City extends its sincere appreciation to the many organizations and volunteers who worked tirelessly this week to ensure our residents did not go unfed during the Thanksgiving holiday. We thank Mohave Cannabis Co. and community advocate Zachary Longacre for distributing 72 turkeys to local families, as well as Needles Community Partners and the Needles Chamber of Commerce for coordinating youth meal distributions supported by the Arrowheart Foundation. Deep gratitude is also extended to the Needles St. Vincent de Paul Society, Set Free Church, and St. Ann's Catholic Church for

hosting the Annual Community Thanksgiving Dinner, along with the collaborative meal delivery effort led by the Needles Women's Club, Tri-State Community Healthcare, Needles High School, and Make Bullhead Better volunteers who ensured meals reached elderly and isolated residents. These collective efforts reflect the strength of our community partnerships and the compassion that defines Needles during times of need.

6. **Active Transportation Plan –Bike Giveaway Reminder**
   The City's Active Transportation Plan (ATP) community engagement events will take place next week, offering residents an opportunity to help shape future walking and biking improvements while taking part in family-friendly activities. The Community Meeting is scheduled for Wednesday, December 3, from 4:00 to 6:00 p.m. at the Needles Recreation Center, followed by School Walk Audits on December 4 and the Bike Rodeo at the Holiday Fun Fair on Saturday, December 6. To encourage youth participation and active transportation, the City will be giving away 26 bikes, including multiple bicycles and an E-bike, during these events. These efforts support safer mobility, improved connectivity, and community-driven planning. Residents are encouraged to attend, share feedback, and take advantage of this opportunity to engage while benefiting from the bike giveaways. Additional details and participation information remain available through the project link, provided. Residents may call 760-326-2113 or email info@NeedlesATP.com.

7. **Needles Pride Program – Downtown Cleanup & Beautification**
   The City of Needles continues its commitment to the Needles Pride Program through ongoing efforts to enhance cleanliness, safety, and overall visual appeal throughout the community. Following recent storm activity, Public Works crews concentrated on debris removal and sidewalk maintenance along key corridors, including Broadway and surrounding areas. Staff utilized power sweepers and blowers to clear sediment, restore pedestrian pathways, and improve curbside conditions. These targeted efforts ensured the downtown area was presentable for holiday visitors and upcoming community events. The attached photos highlight crews actively restoring storm-affected areas and maintaining public spaces. This work reflects the City's continued investment in maintaining a clean, welcoming environment for residents, businesses, and visitors. Residents can report concerns by calling 760-326-5700 (press 9) or using the Needles Connect app on Google Play Store (Android) and Apple Store (iOS). Together, we continue to make Needles a brighter and more vibrant place to live.

8. **Needles Sunday Market – Santa Fe Park**
   The Needles Sunday Market is quickly becoming a Sunday morning tradition at Santa Fe Park, offering residents a chance to shop local and enjoy the downtown corridor from 8:00 a.m. to 12:00 p.m. each week through March 31, 2026. Hosted by Tumbleweed Markets Inc. (a 501(c)(3)), the market features a rotating mix of vendors, including fresh produce, baked goods, coffee,

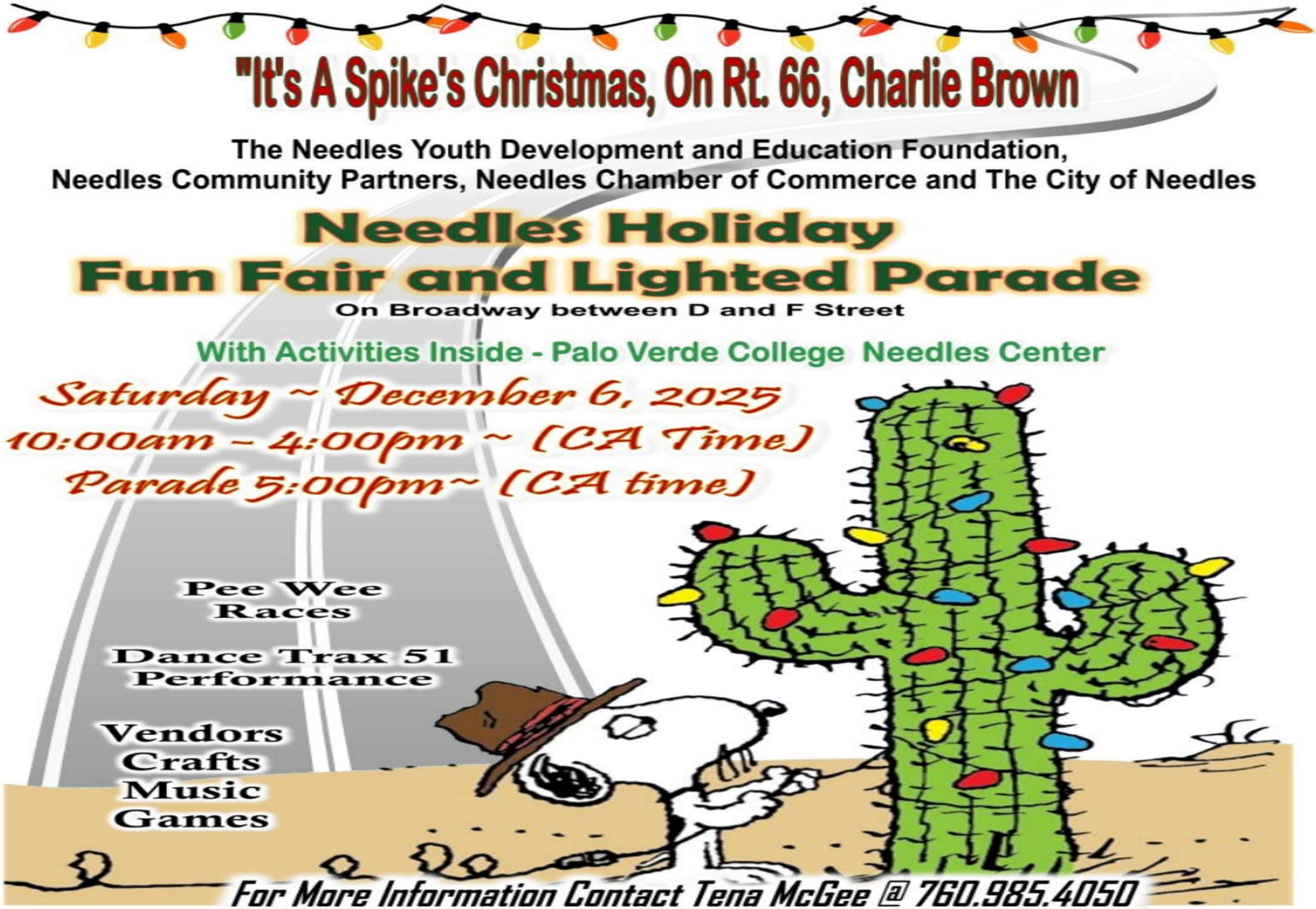
handmade gifts, pottery, candles, and flowers. These weekly events help activate Santa Fe Park, draw families into the downtown area, and advance the City Council's Community Engagement goal by creating a regular space for neighbors to connect. Organizers are also seeking additional vendors—such as hot food vendors, food trucks, youth businesses, and specialty makers—to further expand offerings. Residents are encouraged to visit, support local small businesses, and share the market with friends and colleagues to help it grow. Interested vendors may contact Market Manager Patrick Lauterio at (760) 848-8289 or needlesfarmers@gmail.com. Refer to the attached flyers for additional information.

9. **Community Events Calendar Now Live**
   The City's new website now features a **Community Events Calendar**—a single source for community events, civic meetings, and community programs. Local organizations are invited to submit or update events through the City Clerk's Office to keep the calendar current and inclusive. Contact **Candace Clark at cclark@cityofneedles.com** to participate. Residents can subscribe and sync the calendar to mobile devices for real-time updates, making it easier to stay informed and engaged.

1. NIAA 2A FOOTBAL STATE CHAMPIONS

1. NIAA 2A FOOTBAL STATE CHAMPIONS

2. HOLIDAY FUN FAIR



2. HOLIDAY FUN FAIR

The City of Needles And

The Needles Area Chamber of Commerce

Invite You To Help Us Decorate

The Needles Memory Tree

Plese Bring Your

-In Memory -

Ornament

To The Needles Memory Tree

December 6, 2025

3:00 p.m. - 4:00 p.m.

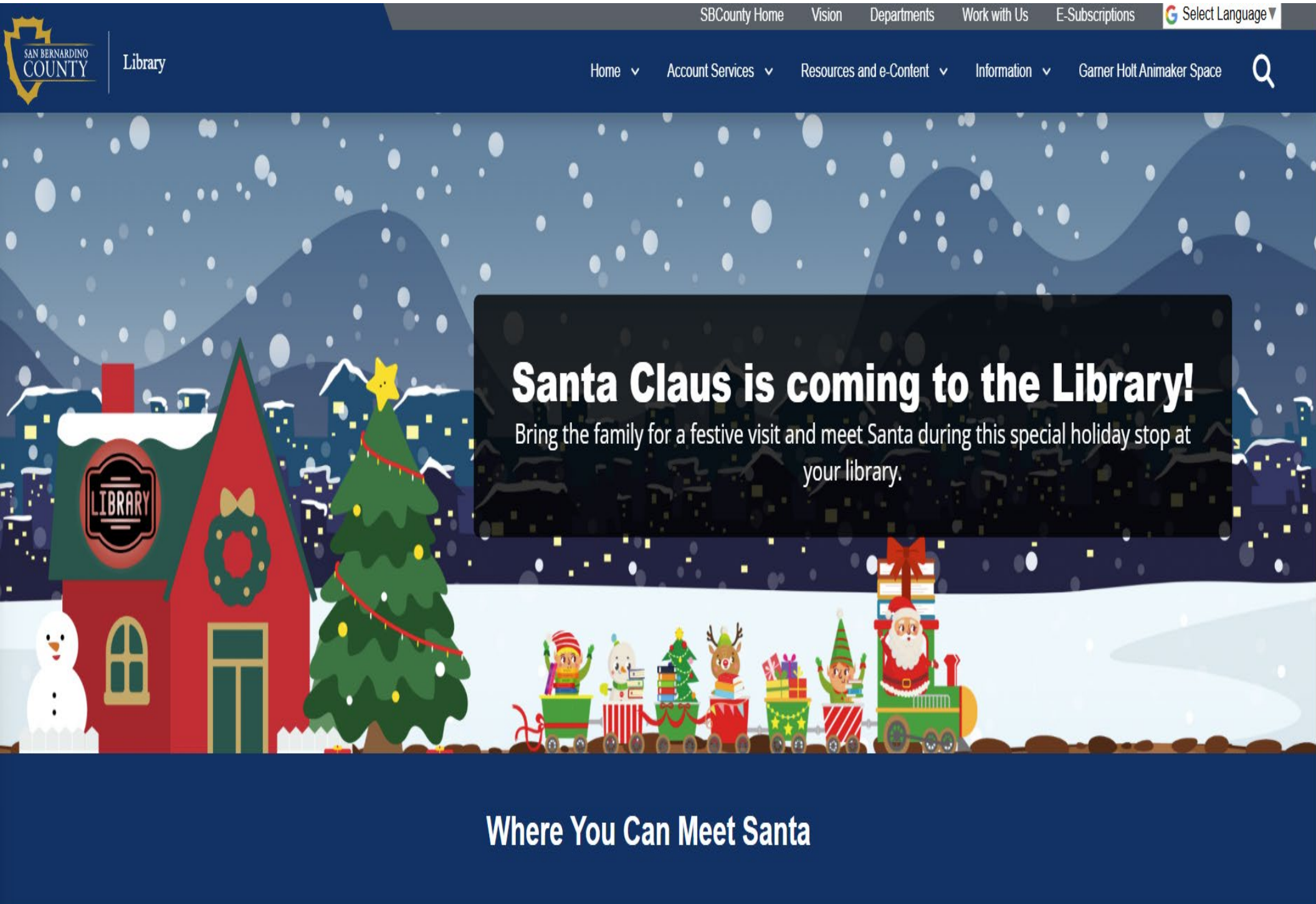
Program Starts

@ 4:00 pm

Some Ornaments Will Be

Available At The Tree

3. SANTA VISIT NEEDLES BRANCH



4. 2025 SENIOR AND CHILDREN ANGEL TREE

5. COMMUNITY PARTNERS

7. NEEDLES PRIDE

8. SUNDAY MARKET

8. SUNDAY MARKET

8. SUNDAY MARKET

WAYS TO SUPPORT YOUR NEEDLES SUNDAY MARKET

-BUY FROM YOUR FAVORITE MARKET SMALL BUSINESS

-SHARE THE MARKET WITH A FRIEND OR A SMALL BUSINESS

-FOLLOW ON FACEBOOK

EVERY SUNDAY
8:00AM TO 12:00PM
THROUGH MARCH 29TH

TUMBLEWEED MARKETS INC IS A 501(C)(3)