



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

## **A G E N D A**

REGULAR MEETING OF THE CITY COUNCIL  
NEEDLES PUBLIC UTILITY AUTHORITY  
CITY OF NEEDLES, CALIFORNIA  
**TUESDAY, JUNE 14, 2022**  
COUNCIL EXECUTIVE SESSION – **5:00 P.M.**  
CITY COUNCIL MEETING – **6:00 P.M.**  
CITY COUNCIL CHAMBERS  
1111 BAILEY AVENUE, NEEDLES

**AUTHORIZED BY AB 361**

**THE MAYOR AND COUNCIL MEMBERS MAY BE ATTENDING THIS MEETING VIA**  
**\*\*\* MICROSOFT TEAMS \*\*\***

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

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

**If asked, enter the following: Meeting ID: 217 048 915#**

**OR listen in and participate by calling Teams: 1-323-488-2227 - Meeting ID: 217 048 915#  
The meetings are being recorded. - MASKS ARE ENCOURAGED**

CALL TO ORDER  
ROLL CALL

**RECESS THE CITY COUNCIL MEETING AND CONVENE A JOINT COUNCIL / NPUA MEETING**  
CALL TO ORDER (Roll Call previously taken)

PUBLIC COMMENTS PERTAINING TO THE EXECUTIVE SESSION ITEMS (A three-minute time limit per person has been established.)

### **RECESS TO EXECUTIVE SESSION**

- a) Conference with real property negotiator pursuant to Government Code §54956.8: Agency negotiator City Manager Rick Daniels or his designee. Negotiating Parties are the City of Needles as the potential seller and Elks Lodge as the potential buyer of the real property described as 1.17 acres located on Lillyhill Drive west of the Elks Lodge, APN 0185-331-22-0000. Under negotiations are the price and terms.
- b) NPUA / COUNCIL: Conference with Legal Counsel regarding potential initiation of litigation pursuant to Government Code Section 54956.9(d)(4) one potential case

**EXECUTIVE SESSION** – Report by City Attorney

CALL TO ORDER  
ROLL CALL  
INVOCATION  
PLEDGE OF ALLEGIANCE  
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.

## **INTERVIEWS**

- 1) Interview(s) to be held and possible appointment to the Cemetery Advisory Commission and Housing Authority Board (ACT)

## **PRESENTATION**

- 2) Presentation by Officer Burrows, California Highway Patrol, regarding the Needles- Barstow Traffic Alliance Safety Corridors and authorize the mayor to sign a letter in support (ACT)

**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 3 through 5 on the Consent Calendar by affirmative roll call vote. (ACT)

- 3) NPUA / COUNCIL: Approve Amendment No. 2 a two year contract extension with EUSI for operational support services relating to the wastewater treatment facility and collection system commencing November 18, 2022 and expiring November 30, 2024
- 4) NPUA / COUNCIL: Authorize TKE Engineering Inc. to conduct a New Upper Zone Reservoir Siting study not to exceed \$28,000 to be paid by the Water Asset Replacement Fund and reimbursed by the State Water Resources Control Board grant funding
- 5) NPUA / COUNCIL: Accept the State Water Resources Control Board (SWRCB) interim budget approval #2 for the Lillyhill Booster Station Replacement/Relocation Project and Well No. 16 Project in the amount of \$3,161,259

## **End of Consent**

## PUBLIC HEARING

- 6) NPUA / COUNCIL: Public hearing noticed to consider all evidence and testimony for or against approval of the NPUA and City of Needles budgets for Fiscal Year ending June 30, 2023
- Staff Report
  - Council Questions of Staff
  - Mayor to open the public hearing
  - Public Comment
  - Mayor to close the public hearing
  - Council Discussion / Deliberation
  - NPUA Resolution No. 06-14-2022-NPUA approving the Needles Public Utility Authority proposed budget for Fiscal Year 2022-2023 (ACT)
  - COUNCIL- Resolution No. 2022-46 adopting the proposed City of Needles budget for Fiscal Year 2022-2023 (ACT)

**ADJOURN THE JOINT NPUA / COUNCIL MEETING - RECONVENE THE CITY COUNCIL MEETING**  
PUBLIC COMMENTS PERTAINING TO THE COUNCIL ITEMS (A three-minute time limit per person has been established.)

## PUBLIC HEARINGS

- 7) Public hearing noticed to consider all evidence and testimony for or against approval of a proposed November 8, 2022 ballot measure for a cannabis square foot tax ordinance
- Staff Report
  - Council Questions of Staff
  - Mayor to open the public hearing
  - Public Comment
  - Mayor to close the public hearing
  - Council Discussion / Deliberation
  - Continue to work on a new taxing methodology that overcomes the deficiencies of the current system; work to perfect the existing self-reporting system to assure that the City is receiving the tax amounts owed as directed by the voters in 20112 and continue to update the marijuana/cannabis provisions of the Municipal Code in order to stay current with the ever-changing State laws. (ACT)
- 8) Public hearing noticed to consider all evidence and testimony for or against approval of a proposed November 8, 2022 ballot measure to establish a Transient Occupancy Tax for Short Term Residential Rental Units
- Staff Report
  - Council Questions of Staff
  - Mayor to open the public hearing
  - Public Comment
  - Mayor to close the public hearing
  - Council Discussion / Deliberation
  - Ordinance No. 651-AC adding a Transient Occupancy Tax for short term rental residential units amending sections 20-8, 20-8.2 (c) and 20-8.2(e) of the Needles Municipal Code (ACT)

**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 9 through 14 on the Consent Calendar by affirmative roll call vote. (ACT)

- 9) Approve the Warrants Register through June 14, 2022
- 10) Waive the reading and adopt Resolution No. 2022-45 rescinding Resolution No. 2022-36 approving the list of projects for Fiscal Year 2022-2023 funded by SB1: The Road Repair and Accountability Act of 2017
- 11) Waive the reading and adopt Resolution No. 2022-48 authorizing destruction of certain city records pursuant to Government Code Section 34090
- 12) Waive the reading and adopt Resolution No. 2022-47 proclaiming a local emergency, ratifying the proclamation of a State of Emergency by Executive Order N-09-21, and authorizing remote teleconference meetings of the legislative bodies of the City of Needles for the period of June 17, 2022 – July 17, 2022, pursuant to provisions of the Ralph M. Brown Act
- 13) Accept the Notice of Completion for work completed by Christensen Brothers General Engineering Inc. on the Phase II Water Service Replacement and Street Improvements Project and authorize a Notice of Completion and record with the San Bernardino County recorder's Office
- 14) Authorize the Mayor to sign a letter of support for proposed Assembly Bill 1944 (Lee) to revise current Brown Act requirements regarding teleconferencing from remote locations

#### **End of Consent**

#### **REGULAR ITEM**

- 15) Authorize the F/Y 2021/22 and F/Y 2022/23 Mojave Desert and Mountain Integrated Waste Joint Powers Authority (JPA) Edible Food \$5,000 Annual Allocations to St. Vincent de Paul submitted by Councilmember Campbell (ACT)
- 16) Authorize Council Members to attend the Annual League of California Cities Conference scheduled for September 7-9, 2022 in Long Beach California and designate a voting delegate and alternate(s) (ACT)
- 17) Consider cancelling the July 26, August 23 and September 27 regular council meetings (ACT)

#### **CITY ATTORNEYS REPORT**

#### **CITY MANAGERS REPORT**

#### **COUNCIL REQUESTS**

Councilmember Campbell  
Councilmember Evans  
Councilmember Merritt  
Vice Mayor Paget  
Councilmember Belt  
Councilmember Longacre  
Mayor Williams

#### **ADJOURNMENT**



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

Posted June 10, 2022

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

In compliance with the American with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk's Office at (760) 326-2113 ext 145. 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 10th day of June 2022

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Dale Jones, CMC, City Clerk



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

☒ CITY COUNCIL ☐ NPUA

☐ Regular ☐ Special

**Meeting Date:** June 14, 2022

**Title:** Interviews / appointments to fill vacancies on various Boards and Commissions

**Background:** Per council direction the City Clerk has posted and published all vacancies in the Needles Desert Star.

Interviews have been scheduled with the following applications to date:  
Cemetery Advisory Commission: Larry Ford has applied - there is one vacancy  
Housing Authority Board – Sheryl Porter has reapplied for the At Large Term

Sheryl Porter is not able to attend tonight's meeting.

**Critical Timeline:**

**Recommendation:** I MOVE to appoint \_\_\_\_\_ to the Cemetery Advisory Commission with a term to expire December 31, 2023.

I MOVE to reappoint \_\_\_\_\_ to the Housing Authority Board At Large with a term to expire December 31, 2025.

**Submitted By:** City Clerk

**City Management Review:** Rick

**Date:** 6/7/22

Approved: ☐

Not Approved: ☐

Tabled: ☐

Other: ☐

Agenda Item: 1

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

BOARD, COMMISSION AND/OR COMMITTEE APPLICATION

Applicant Name: LARRY E FORD

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

Daytime Phone Number: 0 Cell \_\_\_\_\_

Home Phone Number: 0 Email \_\_\_\_\_

Position(s) applied for: CEMETERY BOARD

Special comments and/or interests: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Background and qualifications: OVER 60 YEARS NEEDLES RESIDENT.  
CAPT. NEEDLES VOLUNTEER FIRE DEPT.  
19 YEARS CITIZEN VOLUNTEER SAN BERNARDINO SHERIFFS  
DEPT. COMMANDER OF CITIZEN ON PATROL AND  
COMMANDER FOR SEARCH AND RESCUE.  
MEMBER OF NEEDLES CITY COUNCIL  
WORK FOR THE CITY OF NEEDLES  
RETIRED RAILROAD CONDUCTOR

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

Signature [Signature] Date 5-16-22  
(Please return to the above address)



# PRESS RELEASE



An Internationally Accredited Agency

L. Berns, Commander  
California Highway Patrol, Needles Area  
1916 J Street, Needles, CA 92363

Contact: Officer Clinton Burrows  
Public Information Officer  
(760) 326-2000

**FOR IMMEDIATE RELEASE**  
October 1, 2021

21-XX

## NEEDLES-BARSTOW TRAFFIC ALLIANCE SAFETY CORRIDORS

**The California Highway Patrol implements a regional effort to save lives**



NEEDLES, Calif. – Saving lives is the core mission of the California Highway Patrol (CHP). In order to accomplish this mission, the CHP Needles and Barstow Area offices will jointly use a federal grant to conduct a safety campaign to reduce traffic crashes and crash victims attributed to unsafe speed, improper turning, and wrong side of road violations in San Bernardino County. The project starts on October 1, 2021, and ends on September 30, 2022.

The CHP Needles Area will deploy officers on enhanced enforcement on Interstate 40; United States 95; and State Route 62; and unincorporated roads in San Bernardino County where the CHP Needles Area has jurisdiction. In addition to enhanced enforcement, this traffic safety effort will include a community-based task force, and public awareness and education campaign to reinforce key traffic safety messages.

“Our public education campaign is to reduce the number of victims killed and injured in motor vehicle crashes attributed to unsafe speed, improper turning, and wrong side of road violations,” said CHP Lieutenant Lance Berns, Commander of the Needles Area office. “This grant will allow us to provide additional enforcement and raise awareness about traffic safety with the ultimate goal of saving lives.”

According to the CHP’s Statewide Integrated Traffic Records System, there were 135 people injured and killed in traffic crashes attributed to unsafe speed, improper turning, and wrong side of road violations on state highways and unincorporated roads patrolled by the CHP Needles jurisdiction in San Bernardino County between October 1, 2018, and September 30, 2019.

Funding for this program was provided by a grant from the California Office of Traffic Safety, through the National Highway Traffic Safety Administration.

###



6-14-22 #2



## DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

300 East Mountain View Street  
Barstow, CA 92311-2887  
(760) 225-5900  
(800) 735-2929 (TT/TDD)  
(800) 735-2922 (Voice)



May 17, 2022

File No.: 835.13942.A06855.061.3rdtfmtg

City of Needles  
817 Third Street  
Needles, CA 92363

Dear Councilor:

Thank you for attending our meetings for the Barstow and Needles Traffic Alliance Safety Corridors Campaign. For a number of years, San Bernardino County has experienced an increase in the number of fatalities and serious injuries resulting from motor vehicle crashes attributed to three primary crash factors (3-PCFs) for speeding, improper turning, and wrong side of road violations.

To combat this problem, the California Highway Patrol's (CHP) Barstow and CHP Needles offices were awarded a 12-month grant last fall from the California Office of Traffic Safety. The grant is funding a regional public education campaign and enhanced enforcement operations, with an emphasis on reducing traffic crashes attributed to the 3-PCFs on CHP jurisdictional state routes and unincorporated roads. Program operations started on October 1, 2021, and ends on September 30, 2022.

In addition to enforcement operations, the CHP established a Task Force to identify and develop strategies and countermeasures resulting from the 3-PCFs for unsafe speed, improper turning, and wrong side of road violations. I appreciate your input and invite you to attend our next meeting on Wednesday, June 29, 2022, starting at 10:00 A.M., located at

CHP Barstow Area  
300 East Mountain View Street  
Barstow, CA 92311

If you are unable to attend, we invite you to send a representative. For your convenience, an agenda is enclosed. If we can answer questions or be of service, please do not hesitate to contact me or Public Information Officer Bradley Walters at (760) 255-5900.

Sincerely,

A handwritten signature in blue ink, appearing to read "C. J. Wagner".

C. J. WAGNER, Captain  
Commander  
Barstow Area

Enclosure





# City of Needles

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

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

June 6, 2022

California Highway Patrol  
Needles Area  
1916 J Street  
Needles, CA 92363-2635

Dear Lieutenant Berns:

I am writing in support of a grant awarded to the California Highway Patrol's (CHP) Needles Area command by the California Office of Traffic Safety. The grant provides funding for enhanced law enforcement patrols, a regional task force, and a public awareness campaign throughout San Bernardino County. The 12-month project will provide motorists with a safer roadway with an emphasis on reducing the number of fatalities and serious injuries resulting from fatal and injury (reportable) traffic crashes attributed to three primary crash factors (PCFs) for unsafe speed, improper turning, and wrong side of road violations in San Bernardino County.

During recent years, the CHP Needles Area has experienced an increase in the number of reportable crashes attributed to unsafe speed, improper turning, and wrong side of road PCFs resulting in fatalities and serious injuries. Grant funding provides for an aggressive public awareness campaign aimed at deterring such behaviors and to remind the public to refrain from unsafe speed, improper turning, and wrong side of road violations. The CHP Needles Area will also deploy additional officers on jurisdictional state highways and unincorporated roads in San Bernardino County.

I am also writing to lend my support to the newly established, Needles and Barstow Traffic Alliance Safety Corridors Task Force. The task force will focus on providing increased awareness of traffic safety problems and help educate the local communities throughout San Bernardino County.

Thank you in advance for your consideration. If you need further information, please feel free to contact me at (760)-326-2113.

Sincerely,

Jeff Williams, Mayor



## City of Needles, California Request for Council Action

☒ CITY COUNCIL/NPUA ☐ Board of Public Utilities ☒ Regular ☐ Special

**Meeting Date** June 14, 2022

**Title:** Authorize Amendment No. 2 a two-year contract with extension with EUSI commencing on November 18, 2022 and expiring on November 30, 2024

**Background:** The City currently contracts with EUSI, LLC ("EUSI") to operate the Needles Wastewater Treatment Plant ("WWTP"). EUSI has been providing wastewater system operations services to the City of Needles since December 1, 2012 under the above captioned Agreement.

Section 9. Term, Termination, and Default,

*9.1 This Agreement shall commence on December 1, 2012 and shall terminate on November 30, 2022, unless terminated sooner as set in Section 9.2 or 9.3. This Agreement will have five (5) two (2) year terms, which are extended automatically unless either party provides the other party with one hundred eighty (180) days written notice of termination that it does not want the Agreement continued.*

Note: On December 1, 2018 the contract started the 4<sup>th</sup> of the five (5), two (2) year agreements.

*9.2 A party may terminate this Agreement, without cause, upon giving one hundred eighty (180) calendar days written notice of termination. In the event CITY terminates EUSI, without cause, during the first 18 months of this Agreement, CITY agrees that in addition to providing EUSI with 180 days notice to terminate, CITY will also pay EUSI an additional 180 days severance. In the event CITY gives EUSI 180 days notice to terminate during the initial 18 months of this Agreement, EUSI will perform services contemplated by this Agreement during said 180 day termination notice. If EUSI fails to provide the services contemplated by this Agreement during the 180 termination notice period, EUSI forfeits and waives any right to the six months' severance addressed above.*

*In the event CITY terminates this Agreement, without cause, after the initial 18 months of this Agreement, CITY shall provide EUSI with 180 days notice of termination and EUSI will be paid for actual service it performs during said 180 day period, but will receive no severance from the CITY. In case of a breach by CITY for nonpayment to EUSI as set forth in 4.1 of this Agreement, or for unpaid EUSI invoices, EUSI may terminate this Agreement upon 30 days written notice to cure or terminate this Agreement. If CITY fails to cure the nonpayment within said notice period, this Agreement shall terminate at the end of said 30-day notice period.*

Note: Neither party issued termination notices during the initial term of Agreement

# 3





## City of Needles, California Request for Council Action

The City's wastewater system requires a grade 4 Chief Plant Operator based on the type of treatment and plant capacity. Staff have been testing to obtain higher certifications to bring operations in house.

During these unprecedented times, EUSI waived for year one the annual Consumer Price Index ("CPI") which is currently around 10% in addition, decreased the monthly base price to cover an on-call rotation between two EUSI employees and one City employee.

The Board of Public Utilities approved the recommended action on June 7, 2022.

**Fiscal Impact:** EUSI's monthly base contract amount is \$26,177.24 which is reduced from the current monthly base cost of \$27,204.24.

Am Sylvia Miledi

**Recommended Action:** Authorize Amendment No. 2 a two-year contract with extension with EUSI commencing on November 18, 2022 and expiring on November 30, 2024

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

**City Management Review:** R. Torrance

**Date:** 6/6/22

Approved: ☐

Not Approved: ☐

Tabled: ☐

Other: ☐

Agenda Item: 3



## Agreement for Wastewater System Operation

### Amendment 2

The following amendment relating to the term, scope and fee are proposed based upon mutual agreement between the CITY and EUSI regarding the Agreement for Wastewater System Operation for the City of Needles:

#### Term:

Based upon the original term of the agreement through November 18, 2022 and the provision to allow modification of the agreement as set forth under **Section 1 General item 1.3**, the CITY and EUSI hereby agree to extend the agreement as follows:

- The term of the Agreement shall be two (2) years commencing November 18, 2022 and expiring on November 30, 2024 unless terminated sooner as set forth in Section 9.2 or 9.3. This agreement will have one two (2) year term, which is extended automatically unless either party notifies the other party not less than one hundred eighty (180) days prior to the expiration of the then-current two (2) year term that it does not want extend the agreement. This agreement may be extended for multiple terms upon mutual agreement of the parties.

#### Scope and Fee:

City will:

- Provide coverage for "On Call and Emergency Response to Call Outs", for the Treatment Plant, City's Collection System, and Lift Station Alarms in a scheduled rotation with EUSI staff.

EUSI will:

- Continue to provide coverage for "On Call and Emergency Response to Call Outs", for the Treatment Plant, City's Collection System, and Lift Station Alarms as part of Basic Services in the scheduled rotation with CITY assigned staff for when the City assigned staff is not responsible for "On Call and Emergency Response to Call Outs" duties.
- Reduce the current monthly lump sum fee for Basic Services for certified operation and routine preventative maintenance services from \$27,207.24 to \$26,177.24. The savings is \$1.030/month.
- Waive the CPI adjustment for the first year of the extension that would occur following December 2022. The estimated savings based upon the CPI report from the Bureau of Labor Statistics for December 2020 through March 2022 is \$2,821.39/month. After the first year of the agreement EUSI and the City will re-evaluate a CPI adjustment based upon the change in the applicable consumer price index as published by the bureau of labor statistics for all urban consumer all items.

All other terms and conditions of the Agreement for Wastewater System Operation between the CITY and EUSI entered into on December 1, 2012 shall remain in effect and unchanged.

Both parties indicate their approval of this Amendment by their signatures below, and each party warrants that all corporate or governmental action necessary to bind the parties to the terms of this Amendment has been and will be taken.

**City of Needles**

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

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

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

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

**EUSI, LLC**

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

Name: Kris Hendricks

Title: Managing Member

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



# City of Needles, California Request for Council Action

☒ CITY COUNCIL/NPUA ☐ Board of Public Utilities ☒ Regular ☐ Special

**Meeting Date:** June 14, 2022

**Title:** Authorize TKE to conduct a New Upper Zone Reservoir Siting Study not to exceed \$28,000 to be paid by the Water Asset Replacement Fund and to be Reimbursed by the State Water Resource Control Board

**Background:** The City has an amendment with the State Water Resource Control Board to complete the following projects:

PROJECT COSTS						
	LILLY HILL (001C)	WELL NO. 16 (002C)	L STREET (003C)	PIPE/MANIF (004C)	WTP + DIST (006C)	TOTAL
A. Construction Subtotal						\$ 12,270,400
Phase 1 (Lilly Hill-Cora)	\$ 2,086,775	\$ -	\$ -	\$ -	\$ -	\$ 2,086,775
Phase 2A (Well #16-Layne)	\$ -	\$ 526,700	\$ -	\$ -	\$ -	\$ 526,700
Phase 3 (L Street-Cora)	\$ -	\$ -	\$ 838,695	\$ -	\$ -	\$ 838,695
Phase 4 (TBD)	\$ -	\$ -	\$ -	\$ 2,128,730	\$ -	\$ 2,128,730
Phase 6A (Pacific Hydrotech Corp)	\$ -	\$ -	\$ -	\$ -	\$ 5,759,500	\$ 5,759,500
Phase 6B (Phillips Excavating)	\$ -	\$ -	\$ -	\$ -	\$ 930,000	\$ 930,000
B. Pre-Purchased Material/Equipme	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
C. Purchase of Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
D. Contingency	\$ 129,200	\$ 15,840	\$ 241,000	\$ 164,586	\$ 614,718	\$ 1,165,344
E. Allowances	\$ 196,884	\$ 197,220	\$ -	\$ 272,447	\$ 145,700	\$ 812,251
1. Planning	\$ 15,000	\$ 94,720	\$ -	\$ 5,000	\$ 5,000	\$ 119,720
2. Design	\$ 98,990	\$ 102,500	\$ -	\$ 12,000	\$ 140,700	\$ 354,190
3. Construction Management	\$ 82,894	\$ -	\$ -	\$ 255,447	\$ -	\$ 338,341
4. Administration	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5. Value Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL:	\$ 2,412,859	\$ 739,760	\$ 1,079,695	\$ 2,565,763	\$ 7,449,918	\$ 14,247,995

In addition to these projects, the SWRCB has approved funding a new reservoir for the City. In order to provide an adequate cost estimate the Engineers need to do a deep investigation on a proposed location as land acquisition may be required. The BPU approved the recommended action on June 7, 2022.

**Fiscal Impact:** To be funded by the water asset replacement fund which has a balance as of 4/30/22.

Am Sylvia Miledi

**Recommended Action:** Authorize TKE to conduct a New Upper Zone Reservoir Siting Study not to exceed \$28,000 to be paid by the Water Asset Replacement Fund and to be Reimbursed by the State Water Resource Control Board

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

**City Management Review:** Rick

**Date:** 6/6/22

Approved: ☐

Not Approved: ☐

Tabled: ☐

Other: ☐

Agenda Item: 4



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

May 19, 2022

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

Subject: Proposal to Provide Professional Engineering Services for the New Upper  
Zone Reservoir Siting Study

Dear Ms. Torrance:

Thank you for the opportunity to submit a proposal to provide professional engineering services for the subject project. The City desires to retain a consultant to prepare a siting study for a new Upper Zone reservoir with a storage capacity of 1.25 million gallons. The proposed scope of services is described in more detail below:

### **SCOPE OF SERVICES**

TKE's scope of services is presented in the following paragraphs:

#### ***Task 1. Kick Off Meeting***

Prior to commencement of services, TKE proposes to meet with City staff to review project obligations and to discuss all project requirements in detail. In addition, we will discuss the project's scope of services and our design schedule. We also utilize this meeting to reach agreement on a communication protocol and to acquire the City's existing site and utility plans.

#### ***Task 2. Records Research***

We will thoroughly research existing utility records and acquire copies of all available records. The purpose of the records research is to assemble survey records to establish locations of property limits for the reservoirs and determine locations of all existing utilities and improvements.

The research will consist of assembling copies of assessors' maps, tract maps, parcel maps, monument ties, benchmark data, corner records, street improvement plans, and utility drawings. We will notify Underground Service Alert to acquire a complete list of underground utility purveyors. The utility drawings will include existing

drawings from the City, including the existing site boundary survey, and drawings and/or atlas maps from all private utility companies, and/or agencies. We will send letters to utility companies and agencies requesting their data. We will maintain copies of the letters for future reference.

In addition, TKE will acquire United States Geological Survey Mapping as available. Lastly, we will research available topographic mapping for use during preliminary design.

**Task 3. Preliminary Reservoir Siting Study**

Using available topographic mapping, TKE will identify alternative locations for the proposed reservoir location. TKE will then prepare a preliminary site layout for each alternative location, conceptual layouts, necessary site improvements, geotechnical requirements, identify critical site challenges, and prepare a site construction cost estimate. Each will be presented in the siting study. The study will also include a recommended location for proposed reservoir.

**Task 4. Study Review Meeting**

After a draft of the study is completed, TKE will forward it to the City for review. Upon completion of the City's review, TKE will meet with staff to gather comments on the siting study.

**Task 5. Final Reservoir Siting Study**

TKE will incorporate the City's comments and submit a final siting study. The study will include sites considered, recommended site, recommended site preliminary grading and piping layouts, geotechnical issues, connection to existing system, control strategy, construction cost estimate, permitting requirements, environmental compliance requirements, and other project requirements as determined.

**FEE**

Our budget to provide the services described is as follows:

<b>Description</b>	<b>Amount</b>
1. Kick Off Meeting	\$ 1,000
2. Records Research	\$ 2,400
3. Preliminary Reservoir Siting Study	\$ 15,200
4. Study Review Meeting	\$ 1,400
5. Final Reservoir Siting Study	\$ 8,000
<b>Total:</b>	<b>\$28,000</b>

We will invoice the City monthly in accordance with our rate schedule. Our invoice will not exceed the amount presented above without prior approval.



**SCHEDULE**

TKE anticipates completing preliminary siting study within 8-weeks of receiving notice to proceed. Thereafter, TKE anticipates turning around final siting study within 4-weeks of receiving City comments.

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

Sincerely,



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

Attachments:      Rate Schedule



## City of Needles, California Request for Council Action

☐ CITY COUNCIL      ☒ NPUA      ☐ BOARD OF PUBLIC UTILITIES  
☒ Regular      ☐ Special

**Meeting Date:** June 14, 2022

**Title:** Acceptance of the State Water Resource Control Board (SWRCB) Interim Budget Approval #2 for the Lilly Hill Booster Station Replacement/Relocation Project and Well No. 16 Project in the amount of \$3,161,259

**Background:** Staff completed a formal amendment to increase an increase in funding for well no. 16 in the interim budget approval no. 1 which re-allocated the funds from Lilly Hill to the Well no. 16 project for a total project cost of \$3,161,259.

The enclosed interim budget approval #2 allocates the remaining funds back to the Lilly Hill Booster Station. Council awarded the contract to Cora Construction on May 24, 2022.

The full budget amendment for the treatment plant, L Street booster station and various other infrastructure improvements is on the final steps of approval.

The Board of Public Utilities approved the recommended action on June 7, 2022.

**Financial Impact:** Allocates grant funding to cover Cora Construction which was approved by City Council on May 24, 2022.

Am Sylvia Miledi

**Recommended Action:** Acceptance of the State Water Resource Control Board (SWRCB) Interim Budget Approval #2 for the Lilly Hill Booster Station Replacement/Relocation Project and Well No. 16 Project in the amount of \$3,161,259

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

**City Management Review:** Kick

**Date:** 6/6/22

Approved: ☐

Not Approved: ☐

Tabled: ☐

Other: ☐

Agenda Item: 5

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## State Water Resources Control Board

May 24, 2022

Rick Daniels  
City Manager  
817 3<sup>rd</sup> Street  
Needles, CA 92363

PHASES 1, 2A, AND 2B FINAL BUDGET APPROVAL; CITY OF NEEDLES (CITY);  
LILLY HILL BOOSTER STATION REPLACEMENT/RELOCATION PROJECT AND  
WELL NO. 16 PROJECT; PROJECT NOS. 3610032-001C AND 3610032-002C  
(TOGETHER, THE "PROJECT")

Dear Mr. Daniels:

Thank you for submitting your Final Budget Approval (FBA) Form, received February 23, 2022, to establish the final budget for the Lilly Hill Booster Station Replacement/Relocation Project (Phase 1 of the Project, as set forth in Exhibit A.2 of Agreement No. D19-02030). The Division has also received your letter dated March 9, 2022, requesting to reduce the scope of work and budget for Phase 2A and Phase 2B. Per Section B.6(c) of the Agreement, the Division of Financial Assistance (DFA) has reviewed your Phase 1 FBA Form and agrees to reimburse eligible Project Costs, in accordance with the Agreement, up to \$3,161,259, and consistent with the attached budget shown in Table 1.

This letter also serves as DFA's approval of the Final Plan & Specifications (P&S) and determination of Project Cost eligibility for Phase 1. The specific construction eligibilities for Phase 1 are as shown in Table 2 of this Final Budget Approval.

DFA's Project Manager will coordinate with DFA's Payments Unit so you may begin drawing construction funds for Phase 1, consistent with the Final Budget Approval shown in Table 2. A Construction Contractor Spreadsheet, Form 259, is enclosed for your use for Phase 1 of the Project, as well as updated Forms 260 and 261.

If you do not consent to the Final Budget Approval in Table 1 or eligibility determinations contained in Table 2, 3, 4 or 5, you must notify DFA of your disagreement within fourteen (14) days. Please note, submitting a Reimbursement Request pursuant to this Final Budget Approval will be treated as the City providing its explicit consent to the terms herein.

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E. JOAQUIN ESQUIVEL, CHAIR | EILEEN SOBECK, EXECUTIVE DIRECTOR



If you have any questions regarding the enclosed documents, please contact Pete Stamas at (916) 552-9983 or by email at [Pete.Stamas@waterboards.ca.gov](mailto:Pete.Stamas@waterboards.ca.gov).

Sincerely,

A handwritten signature in black ink, appearing to read 'Meghan', with a long horizontal flourish extending to the right.

Meghan Tosney, Assistant Deputy Director  
Division of Financial Assistance

Enclosures (4)

1. Final Budget Approval
2. Form 259
3. Form 260
4. Form 261

## State Water Resources Control Board

### DIVISION OF FINANCIAL ASSISTANCE FINAL BUDGET APPROVAL

Recipient: City of Needles  
 Project Title: Lilly Hill Booster Station Replacement/Relocation Project and Well No. 16 Project (Project)  
 Project No.: 3610032-001C and 3610032-002C  
 Agreement No.: D19-02030 (Agreement)

**Table 1: Phases 1, 2A, and 2B Final Budget**

	INTERIM APPROVED BUDGET	INCREASE OR (DECREASE) IN REQUESTED BUDGET	FINAL APPROVED BUDGET <sup>1</sup>
<b>A. Construction</b>			
Phase 1 – Cora Constructors, Inc.	\$0	\$2,086,775	\$2,086,775
Phase 2A - Layne Christensen Company	\$1,812,355	(\$1,285,655)	\$526,700
Phase 2A - Phillips Excavating, Inc.	\$24,000	(\$24,000)	\$0
Phase 2B - Phillips Excavating, Inc.	\$930,000	(\$930,000)	\$0
Subtotal A	\$2,766,355	(\$152,880)	\$2,613,475
<b>B. Pre-Purchase Material/Equipment</b>	\$0	\$0	\$0
<b>C. Purchase of Land</b>	\$0	\$0	\$0
<b>D. Contingency <sup>2</sup></b>	\$0	\$152,880	\$152,880
<b>E. Allowances (Soft Costs)</b>			
Planning	\$109,720	\$0	\$109,720
Design	\$201,490	\$0	\$201,490
Construction Management	\$83,694	\$0	\$83,694
Administration	\$0	\$0	\$0
Value Engineering	\$0	\$0	\$0
Subtotal E	\$394,904	\$0	\$394,904
<b>Total</b>	<b>\$3,161,259</b>	<b>\$0</b>	<b>\$3,161,259</b>

Notes:

<sup>1</sup> Cost adjustments between lines of the approved final budget listed in Table 1 above may only be requested as part of the final Reimbursement Request.

<sup>2</sup> The Contingency line item may not be increased above the approved Contingency during construction. At DFA's discretion, any unclaimed costs may also be used towards change orders as part of the final Reimbursement Request. The change order approval may not: (1) increase the maximum amount of the financing agreement, (2) increase the term of the financing agreement, or (3) result in a substantial change in the Project scope.

E. JOAQUIN ESQUIVEL, CHAIR | EILEEN SOBECK, EXECUTIVE DIRECTOR

The Project eligibility determination for the bid items shown in the schedule of values provided by the City are as follows in Tables 2-5.

**Table 2: Eligibility Determination (Phase 1–Lilly Hill Booster Station Replacement/Relocation Project)**

CONTRACTOR		AMOUNT BID	APPROVED COST
Cora Constructors, Inc.		\$2,086,775	\$2,086,775
Bid Item	Description	Percent Eligibility	
A	Mobilization, Bond, and Insurance	100%	
B	Miscellaneous Costs (Traffic Control, Survey/Staking, Erosion Control, Testing)	100%	
1	Lillyhill Booster Pump Station: Complete with site, structural, piping, mechanical, electrical, and architectural work	100%	
2	Import Road Base	100%	
3	Import Crushed Rock	100%	
4	Building/Grading Permit	100%	
5	Encroachment Permit	100%	

**Table 3: Eligibility Determination (Phase 2A–Drilling and Equipping Water Well No. 16)**

CONTRACTOR		AMOUNT BID	APPROVED COST
Layne Christensen Company		\$3,611,300	\$1,812,355 <del>\$526,700</del>
Bid Item	Description	Percent Eligibility <sup>1</sup>	
A	Mobilization, Bond, and Insurance	100% <b>52.5%</b>	
B	Miscellaneous Costs (Traffic Control, Survey/Staking, Erosion Control, Testing)	100% <b>0%</b>	
C	Encroachment Permit	100% <b>0%</b>	
D	Building Permits, Electrical Permits, and Engineer/Building Reviews	100% <b>0%</b>	
1	Surface Casing	100%	
2	16-inch (Minimum) Pilot Hole	100% <b>87.5%</b>	
3	28-inch Borehole Reaming	100% <b>0%</b>	
4	Lost Circulation	TBD <sup>2</sup> <b>0%</b>	
5	Drilling Fluids Used During Lost Circulation Allowance	TBD <sup>2</sup> <b>0%</b>	
6	Geophysical Logging	100% <b>75%</b>	
7	Formation Water Quality Sampling	100%	
8	Air Lift/Standby (Additional)	TBD <sup>2</sup> <b>0%</b>	
9	18-inch Inside Diameter Stainless Steel Blank Well Casing and Guides (Type 304L 0.312-inch Wall)	100% <b>0%</b>	
10	18-inch Inside Diameter Stainless Steel Blank Well Casing and Guides (Type 304L 0.312-inch Wall, with Bullnose)	100% <b>0%</b>	

11	18 5/8-inch Outside Diameter Stainless Steel Louvered Full Flow Well Casing and Guides (Type 304L 0.080 Slot, 0.3125-inch Wall)	400% <u>0%</u>
12	2-inch Inside Diameter Stainless Steel Sounding Tube (Schedule 40)	400% <u>0%</u>
13	Well Casing and Screen Installation	400% <u>0%</u>
14	Sounding Tube Installation	400% <u>0%</u>
15	Transition Sand	400% <u>0%</u>
16	Silica Filter Pack	400% <u>0%</u>
17	Filter Pack Disinfection	400% <u>0%</u>
18	Cement Grout	400% <u>0%</u>
19	Swab and Air-Lift Development	400% <u>0%</u>
20	Furnish, Install and Remove Test Pumping, Monitoring, and Ancillary Equipment	400% <u>0%</u>
21	Pump Testing (Development, Step-Rate, and Constant-Rate)	400% <u>0%</u>
22	Well Chlorination (If Needed)	400% <u>0%</u>
23	Plumbness and Alignment Test	400% <u>0%</u>
24	Video Survey	400% <u>0%</u>
25	Dummy Test (If Required)	400% <u>0%</u>
26	Unavoidable Delays with Crew	TBD <sup>2</sup> <u>0%</u>
27	Unavoidable Delays without Crew	TBD <sup>2</sup> <u>0%</u>
28	Well Abandonment	TBD <sup>2</sup> <u>0%</u>
29	Clearing and Grubbing	N/A <sup>3</sup> <u>0%</u>
30	Basin Excavation and Grading (2.5:1 Maximum)	N/A <sup>3</sup> <u>0%</u>
31	Permanent Guardposts	400% <u>0%</u>
32	Removable Guardposts	400% <u>0%</u>
33	12-inch High Density Polyethylene (HDPE) Storm Pipe and Appurtenances	400% <u>0%</u>
34	3-foot x 3-foot Blow-Off Inlet Box, Jensen DI3636	400% <u>0%</u>
35	12-inch Flap Gate	400% <u>0%</u>
36	UngROUTED Rip-Rap, 1-foot Diameter, 150-pound, Energy Dissipater	400% <u>0%</u>
37	Shade Structure with Removable Roof Above Well Head	400% <u>0%</u>
38	Cast in Place Concrete for the Well Housekeeping Pad, Wellhead Pad, and Transformer Pad	400% <u>0%</u>
39	16-inch Cement Mortar Lined and Coated and Epoxy Lined and Coated (CML&E) Waterline including Pipe, Fittings, Connection to Existing Thrust Restraints and All Appurtenances	400% <u>0%</u>

40	12-inch CML&E Waterline including Pipe, Fittings, Connection to Existing Thrust Restraints and All Appurtenances	100% <u>0%</u>
41	8-inch CML&E Waterline including Pipe, Fittings, Connection to Existing Thrust Restraints and All Appurtenances	100% <u>0%</u>
42	Sampling Station with 1-inch Copper Waterline	100% <u>0%</u>
43	Well Pump and Motor, 300 Horsepower (HP), 480 Volt (V), 3-Phase, Variable Frequency Drive (VFD)	100% <u>0%</u>
44	12-inch Electromagnetic Flow Meter	100% <u>0%</u>
45	8-inch Electromagnetic Flow Meter	100% <u>0%</u>
46	12-inch Hydraulically Actuated Check Valve	100% <u>0%</u>
47	8-inch Deep Well Pump Control Valve	100% <u>0%</u>
48	12-inch Rubber Seated Butterfly Valve	100% <u>0%</u>
49	8-inch Rubber Seated Butterfly Valve	100% <u>0%</u>
50	20-inch Air / Vacuum Valve	100% <u>0%</u>
51	Pressure Gage Assembly	100% <u>0%</u>
52	8-inch Rubber Duckbill Control Valve	100% <u>0%</u>
53	Cathodic Protection System	100% <u>0%</u>
54	Concrete Pipe Support	100% <u>0%</u>
55	Adjustable Pipe Support	100% <u>0%</u>
56	Emergency Eyewash Assembly	100% <u>0%</u>
57	Chemical Feed System	100% <u>0%</u>
58	12-foot by 12-foot Tuff Shed (Chlorine Building)	100% <u>0%</u>
59	Start-Up and Commissioning for Pump Station and All Components	100% <u>0%</u>
60	Needles Electric Utility Connection, Transformer, and Meter Service Entrance	100% <u>0%</u>
61	Main Switchboard National Electrical Manufacturers Association (NEMA) 3R, 600 Amp (A), 480V, 3-Phase	100% <u>0%</u>
62	Main Control Center NEMA 3R, 600A, 480V, 3-Phase	100% <u>0%</u>
63	Transformer and Well Starter System	100% <u>0%</u>
64	Well Pump VFD System, 300 HP, 480V	100% <u>0%</u>
65	Well Pump Soft Starter Backup System, 300 HP, 480 V	TBD <sup>2</sup> <u>0%</u>
66	Well Pump Control and Instrumentation System	100% <u>0%</u>
67	Telemetry System (i.e. Radio, Antenna, and Mounting Hardware, etc.)	100% <u>0%</u>
68	Lighting System	100% <u>0%</u>
69	Grounding System	100% <u>0%</u>
70	Conduit and Conductors (480 V & 208/120 V)	100% <u>0%</u>

71	Duct Bank (Utility Transformer to Main Switchboard) Concrete Encased	TBD <sup>2</sup> <u>0%</u>
72	Start-Up and Commissioning for Electrical Power, Instrumentation, and Controls	100% <u>0%</u>

Notes:

<sup>1</sup> Due to an adjustment in project scope, as a result of contamination detected in the test well, several line items will not be completed as originally bid. The percentage eligible listed here represents the final actual eligible costs incurred under the construction contract.

**Table 4: Eligibility Determination (Phase 2A – Excavation Work)**

CONTRACTOR		AMOUNT BID	APPROVED COST
Phillips Excavating, Inc.		\$24,000	\$24,000 <u>\$0</u>
Bid Item	Description	Percent Eligibility <sup>1</sup>	
1	Heavy Equipment	100% <u>0%</u>	
2	Labor	100% <u>0%</u>	

Notes:

<sup>1</sup> Due to an adjustment in project scope, as a result of contamination detected in the test well, several line items will not be completed as originally bid. The percentage eligible listed here represents the final actual eligible costs incurred under the construction contract.

**Table 5: Eligibility Determination (Phase 2B – 16-inch Pipeline to Connect New Well)**

CONTRACTOR		AMOUNT BID	APPROVED COST
Phillips Excavating, Inc.		\$930,000	\$930,000 <u>\$0</u>
Bid Item	Description	Percent Eligibility <sup>1</sup>	
1	Materials	100% <u>0%</u>	
2	Mobilization	100% <u>0%</u>	
3	Heavy Equipment	100% <u>0%</u>	
4	Labor	100% <u>0%</u>	
5	Asphalt, Aggregate Base, Shade Sand	100% <u>0%</u>	

Notes:

<sup>1</sup> Due to an adjustment in project scope, as a result of contamination detected in the test well, several line items will not be completed as originally bid. The percentage eligible listed here represents the final actual eligible costs incurred under the construction contract.

Eligibility Determination Conditions of Approval are as follows:

1. Necessary insurance directly related to the construction contract and extending throughout the period of the construction contract will be eligible for funding. This includes builder risk insurance, public liability insurance, fire, and Project specific insurance.
2. Earthquake insurance and "Act of God" insurance are ineligible for funding.
3. The cost of local permits and licenses other than those issued by the Recipient are eligible for funding.

4. Review of the P&S by the Division is conducted to determine eligibility and administrative compliance with the Policy. Issuance of the FBA does not relieve the Recipient and the design engineer of their legal liability for the adequacy of the design.



City of Needles, California  
Request for City Council Action

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☒ CITY COUNCIL ☒ NPUA ☐ SARDA ☒ Regular ☐ Special

**Meeting Date:** June 14, 2022

**Title:** City of Needles & NPUA proposed budgets for FY 2023 Public Hearing and approval of Resolutions #2022-46 and 06-14-2022-NPUA adopting the Proposed Budgets for the fiscal year ending 06/30/23

**Background:** A Budget Workshop was held for Council at their meeting on May 24, 2022. Discussion drafts were presented of the City of Needles budgets for FY 2023. The adjustments discussed were replacing the budgeted Building Official/City Engineer with a Building Official, and reduction of \$40,000 from the Recreation Dept. budget for the a/c unit which is being replaced this fiscal year instead.

In addition, the Escrow Transfer and Administrative Fee for the sale of the two remaining SARDA parcels was added to the SARDA budget, and a revenue line for the same amount on the General Fund budget.

The updated General Fund budget projects a cash reserve balance at June 30, 2023, of \$996,933, which meets our reserve goal of 10% of General Fund operating expenditures per our Fiscal Stability Policy.

Also attached is the Authorized Position List which includes all the positions that are on the departmental budgets presented to Council/NPUA board at their last meeting, and the financial policies. A new policy this year is the Fixed Assets Inventory Policy created to establish a set of standard procedures required to implement and maintain an effective fixed asset system.

The NPUA budgets are included and were recommended for approval by the Board of Public Utilities on May 3, 2022.







City of Needles, California  
Request for City Council Action

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

**Critical Timeline:** As per City Charter Section 1102, the budget shall be adopted on or before June 30 of each year.

**Fiscal Impact:** Budget summaries for all departments are attached, along with the Capital Improvements plans and financial policies.

**Recommended Action:**  
Public hearing and approval of Resolutions #2022-46 and 06-14-2022-NPUA adopting the Proposed Budgets for the fiscal year ending 06/30/23

**Submitted By:** Sylvia Miledi, Director of Finance

City Management Review: *Rick*

Date: 6/6/22

Approved: ☐

Not Approved: ☐

Tabled: ☐

Other: ☐

Agenda Item: 60



RESOLUTION NO. 2022-46

A RESOLUTION OF THE CITY COUNCIL OF THE  
CITY OF NEEDLES, CALIFORNIA ADOPTING  
THE PROPOSED BUDGET FOR FISCAL YEAR  
2022 – 2023

WHEREAS the Proposed Budget for the operations of the City of Needles, California for fiscal year 2022-23 has been prepared and submitted to the City Council,

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Needles, California does hereby approve and adopt the 2022 – 2023 fiscal year budget for the operation of the City of Needles as submitted,

PASSED, APPROVED, AND ADOPTED at a regular meeting of the City Council of the City of Needles, California, held on the 14th day of June 2022 by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

\_\_\_\_\_  
Mayor

(SEAL)

ATTEST:

\_\_\_\_\_  
City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Attorney



RESOLUTION NO. 06-14-2022-NPUA

A RESOLUTION OF THE NEEDLES PUBLIC UTILITY  
AUTHORITY OF THE CITY OF NEEDLES, CALIFORNIA ADOPTING  
THE PROPOSED BUDGET FOR FISCAL YEAR  
2022 – 2023

WHEREAS the Proposed Budget for the operations of the NPUA for fiscal year 2022-23 has been prepared and submitted to the Needles Public Utility Authority,

WHEREAS the Board of Public Utilities approved the budget on May 3, 2022,

NOW, THEREFORE, BE IT RESOLVED that the Needles Public Utility Authority Board of Directors of the City of Needles, California does hereby approve and adopt the 2022 – 2023 fiscal year budget for the operation of the Needles Public Utility Authority as submitted,

PASSED, APPROVED, AND ADOPTED at a regular meeting of the Needles Public Utility Authority of the City of Needles, California, held on the 14th day of June 2022 by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

\_\_\_\_\_  
Mayor

(SEAL)

ATTEST:

\_\_\_\_\_  
City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Attorney



SUM-GF-23



Base Level Comparison - GENERAL FUND		FY 23	
		Revenues	Operating Expenses
Base level from mid-year approved budget FY 22		11,378,359	12,525,434
<i>Revenue Increases / (Decreases)</i>			
Property Tax		190,450	16% projected increase from last year
Sales & Use taxes		150,000	23% projected increase from last year
1/2 Cent Public Safety		10,000	14% projected increase from last year
Transient Occupancy tax		70,000	8% increase projected from increase in travel
Dispensary business tax		(54,431)	FY 22 under-realized; adjust
Cultivation business tax		(200,000)	FY 22 under-realized; adjust
Utility users tax		6,507	Increased consumption
Business license fees		10,500	Anticipated increase due to enforcement
Planning		5,000	Increase in site plan development review revenues
Building & Safety		(21,200)	Decrease in bldg. permit fee revenue due to more activity in FY 22
Engineering		23,000	Increase in outside review services revenue
Code Enforcement		20,000	Increase in cannabis compliance revenue from regulatory licenses
BHHS Legacy Foundation		(110,000)	Received in FY 22; not anticipated in FY 23
Interest Earnings		(10,000)	Overestimated in FY 22
Property Rentals		3,000	Increase in rental activity
Short Term Rental Fee		22,000	Short term rental fee is new for FY 23
Transfer from Gas Tax		16,337	New projections
General Gov't Services		68,680	Increase in Fair Share Allocation due to increase in utility budgets
Aquatics		1,300	Increase in programs due to restrictions lifted
Increase in launch passes		25,000	Increase due to expected increase in travel with restrictions lifted
Recreation		8,500	Increase in programs due to restrictions lifted
		234,643	
<i>Departments</i>			
City Manager		14,214	Employee allocation changes plus pay increases; new computer
Finance		120,296	Employee allocation changes plus pay increases
Finance		25,000	Increase in legal fees for ongoing matters
Finance		8,235	Increase in allocable internal service costs
Finance		15,900	Increase in audit fees
Mayor / Council / Clerk		74,041	Employee allocation changes plus pay increases
Mayor / Council / Clerk		4,070	Increase in election charges
Mayor / Council / Clerk		8,300	Add'l travel and training for new employee as well as more travel for Council
Mayor / Council / Clerk		3,000	Additional computer equipment



Base Level Comparison - GENERAL FUND		FY 23	
		Revenues	Operating Expenses
	Sanitation		2,604
			Increase in household hazardous waste services, and fuel costs
	Aquatics		7,427
	Aquatics		4,050
	Aquatics		1,870
			Pay increases per contract & associated p/r costs
			Increase in utilities
			Increase in insurance and Live Scan expenses
	Parks / Buildings / Grounds		101,167
	Parks / Buildings / Grounds		29,691
	Parks / Buildings / Grounds		(110,000)
			Employee allocation changes plus pay increases
			Increase in utilities
			Capital project to be completed in FY 22
	Jack Smith Park Marina		(38,265)
	Jack Smith Park Marina		4,950
	Jack Smith Park Marina		1,350
			Employee allocation changes net of pay increases
			Increase for security monitoring system
			Increase in credit card fees and printing costs for passes
	Recreation		18,653
	Recreation		Pay increases per contract & associated p/r costs
	Recreation		Capital project not completed in FY 22, additional for FY 23
			Increase in utilities, insurance, and supplies
	Transfers to Golf		(3,002,728)
	Transfers to Other		(300,346)
	Transfers to Other		19,179
			FY 22 included amount to cover prior years' Golf deficits
			1-40 match not needed in FY 23
			Increase in Cemetery subsidy
	FY 23 draft budget v.3	11,613,002	9,925,438
	Increase / (decrease) from mid-year	234,643	(2,599,996)

CAPITAL IMPROVEMENT PLAN			
FY 2023 - FY 2028			
	(in priority order as identified by dept. managers)	Cost Estimate	Funding Source
<b>ANIMAL SHELTER</b>			
* 1.	Kennel area upgrades	3,000	donations
2.	Build additional storage	5,000-10,000	donations
3.	Shelter building add restrooms	20,000	?
<b>AQUATICS</b>			
1.	Re-plaster main pool	150,000	?
2.	Seam dismantle and repair on slide	50,000	?
Either/or 3.	Replace microprocessor for automatic main pool filter (new system)	20,000	?
Either/or 4.	Install valves & gauges for manual filter operation	10,000	?
5.	Concrete under slide area	5,000-10,000	?
<b>FINANCE</b>			
1.	Frame walls to create offices	30,000	General Fund reserves
<b>JACK SMITH PARK MARINA</b>			
1.	Bollards / cable along south side of River Rd. (Dike Rd.)	110,000	?
2.	Improvements to restrooms on no. side of parking lot	20,000	?
<b>PARKS / BUILDINGS / GROUNDS</b>			
* 1.	Duke Watkins Park improvements	3,965,400	CA Dept. of Parks & Recreation
* 2.	Jack Smith Park improvements	196,287	CA Dept. of Parks & Rec./CalRecycle
* 3.	Marina Park, First Beach improvements	2,179,702	CalTrans
4.	Bleacher shade structures for Nikki Bunch and Ed Perry	150,000	Legacy Foundation
5.	Duke Watkins soccer field chain link fence (625 lf)	26,000	Park grant
6.	200 tons of rock to landscape grounds near pool/park	6,500	?
7.	New parking lot behind Nikki Bunch / Franz fields (28k sf)	105,000	?
8.	River walk design	5,000	Park grant
9.	Aquatics Center improvements	7,400,000	Park grant
<b>PUBLIC WORKS</b>			
1.	New asphalt truck	250,000	?
2.	New dump truck	75,000	?
3.	Shade structures for equipment	150,000	?
4.	North K Railroad underpass flood prevention	200,000	?
5.	Fourth Year Paving Replacement - FY 24	2,966,776	?
6.	City yard rehab. / asphalt repave	180,000	?
General Fund Total (estimate)		18,288,665	

## FY 2023 - FY 2028

	*	Pending funding
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FUND	Description	CITY OF NEEDLES					
		Special Revenue Funds					
		FY 2022 / 2023					
		FY 2020 Actuals	FY 2021 Actuals	FY 2022 Revised Budget	FY 2023 Requested Budget		
205	CDBG	\$ 7,896	\$ 111,254	\$ 27,243	\$ 42,692		Toward street reconstruction
208	Caltrans Grants	\$ -	\$ 22,024	\$ 183,750	\$ 90,000		Transportation Element
210	Special Gas Tax	\$ 121,888	\$ 121,092	\$ 135,750	\$ 153,828		new projections
210	RMRA - SB1 Funds	\$ 89,007	\$ 96,153	\$ 99,385	\$ 118,537		Remaining projects on SB1 project list approved by CC 04/26/22
213	Dept. of Housing & Community Develop.	\$ -	\$ -	\$ 225,000	\$ 225,000		Land Use Element \$160k; LEAP program \$65k
214	Measure I - Local (SBCTA)	\$ 138,934	\$ 235,550	\$ 223,561	\$ 175,000		new projections
225	COPS - AB 3229 Supplemental	\$ 157,178	\$ 157,172	\$ 403,208	\$ 251,497		new projections
239	CA Conservation Recycling Grant	\$ 5,000	\$ -	\$ 80,500	\$ 25,526		Grant to assist the City in becoming compliant with SB 1383 - reduce organic waste
	Totals	\$ 519,903	\$ 743,245	\$ 1,378,397	\$ 1,082,080		





[illegible]



**CITY OF NEEDLES**  
**FINANCE DEPARTMENT**  
**817 THIRD STREET**  
**NEEDLES, CA 92363**

**Question:** What is an **INTERNAL SERVICE FUND**?

**Explanation:** There are certain activities that effect the entire City, but are charged to an Internal Service Fund.

The Internal Service Funds are as follows:

<u>NAME OF FUND:</u>	<u>PURPOSE OF FUND:</u>
<i>Utility Business Office</i>	The operation of billing and collecting utility payments, banking, and General Fund and Golf Course cash deposits.
<i>Management Info. Systems</i>	Computer operations and maintenance, WIFI, website, cloud and network services.
<i>Central Purchasing</i>	Purchasing of general supplies for City Hall and all City and NPUA departments.
<i>Fleet Maintenance</i>	Maintaining all City-owned and NPUA-owned vehicles, trucks, and heavy equipment.
<i>Vehicle Replacement Fund</i>	Based on the existing fleet of vehicles, a "savings account" is increased each year to use for future replacement of vehicles. It is based on an average life of six years per vehicle.

As expenditures occur, they are charged to the appropriate Internal Service Fund.

A monthly allocation is made to all departments of the City and NPUA to cover the expenses of each Internal Service Fund. This allocation is based on the particular department's percentage of usage of that fund.





















Base Level Comparison		FY 2023	
		Revenues	Operating Expenses
<b>WATER</b>			
Base level from mid-year approved budget FY 22		2,843,130	2,006,995
<u>Increases</u>			
	Increase in rates	180,000	
	Electric utility bill increase		40,000
	Increase in allocable internal service costs		13,000
<u>Decreases</u>			
	Transfer revenue line not needed	(160,888)	
	Decrease in legal fees		(75,000)
	Employee allocation changes net of pay increases		(46,596)
FY 23 draft budget v.3		2,862,242	1,938,399
Increase / (decrease)		19,112	(68,596)
<b>WASTEWATER</b>			
Base level from mid-year approved budget FY 22		2,228,835	1,297,932
<u>Increases</u>			
	Increase in rates	74,400	
	Electric utility increase		24,000
<u>Decreases</u>			
	Transfer revenue line not needed	(223,893)	
	Decrease in legal fees		(55,000)
	Employee allocation changes net of pay increases		(25,607)
FY 23 draft budget v.3		2,079,342	1,241,325
Increase / (decrease)		(149,493)	(56,607)
<b>ELECTRIC</b>			
Base level from mid-year approved budget FY 22		14,570,000	12,526,973
<u>Increases</u>			
	Increase in forecasted power purchases		490,000
	Increase in allocable internal service costs		63,134
	Increase in professional/consulting services and insurance		12,788
<u>Decreases</u>			
	Reduction in inventory & supply purchases		(493,000)
	Reduction in transformer sales	(302,000)	
	Vehicle replacement contribution suspended		(105,000)
	Employee allocation changes net of pay increases		(88,174)
FY 23 draft budget v.3		14,268,000	12,406,721
Increase / (decrease)		(302,000)	(120,252)

CAPITAL IMPROVEMENT PLAN - NPUA					
FY 2023 - FY 2028					
				Cost Estimate	Funding Source
<b>WATER DEPT.</b>					
	1.	Well No. 11 Treatment		7,449,918	State Water Resources Control Board
	2.	L Street and Lilly Hill Booster Station		3,492,554	State Water Resources Control Board
	3.	Replace Deteriorating Pipe in Monterey & Arizona Avenues		546,770	State Water Resources Control Board
	4.	Replace Deteriorating Pipe in River Road		639,860	State Water Resources Control Board
	5.	Backup generator at well site 15 for power outage		312,000	State Water Resources Control Board
	6.	Golf course maintenance yard main distribution manifold		1,079,133	State Water Resources Control Board
	7.	AMI-automated metering infrastructure		1,203,097	BOR / Coronavirus Local Fiscal Recovery Funds / Asset replacement
	8.	Jet Vac / Trailer		150,000	Asset replacement funds
	9.	Construct 1.5 Million Gallon Water Reservoir		2,380,000	State Water Resources Control Board
	10.	Main replacement in the Vista Street area & new services		1,300,000	Asset replacement funds
	11.	Replace Deteriorating Pipe in Chestnut Street		195,165	Asset replacement funds
	12.	Replace Deteriorating Pipe in Chesney's Subdivision (Housing)		416,637	Asset replacement funds
	13.	Replace Deteriorating Pipe in Coronado Street area		1,381,668	Asset replacement funds
	14.	Replace Deteriorating Pipe in Casa Linda Street area		530,589	Asset replacement funds
	15.	Main replacement at Verde Shores under the pond and Chesney development (Fire line into Verde Shores)		400,000	Asset replacement funds
	16.	Fire hydrant replacements		15,000	Asset replacement funds
	17.	Extension into North Needles		8,400,000	DIF / Privately funded
		Water Department Total (estimate)		29,892,391	
<b>WASTEWATER DEPT.</b>					
	1.	Railroad crossing at Bazoobuth lift station		170,000	Asset replacement funds
	2.	Upsize effluent pump		20,000	Asset replacement funds
	3.	Mini excavator & tilt trailer		120,000	Asset replacement funds
	4.	Jet Vac / Trailer		150,000	Asset replacement funds
	5.	Plant grit separator		300,000	Asset replacement funds
	6.	Upsize deficient sewer lines on 15 blocks of Front St.		1,484,724	Asset replacement funds
	7.	Upsize deficient sewer lines from T St. to Front St.		885,145	Asset replacement funds
	8.	North Needles sewer line extension (engineering only)		72,000	Privately funded
	9.	Manhole rehab program (ongoing)		150,000	Asset replacement funds
	10.	North Needles sewer line extension		3,500,000	DIF / Privately funded
	11.	Manhole replacement and upsize project		1,660,920	Asset replacement funds
		Wastewater Department Total (estimate)		8,512,789	
<b>ELECTRIC DEPT.</b>					
	1.	AMI-automated metering infrastructure		2,200,000	Asset replacement funds
	2.	Electric circuit reliability program (pole replacement)		800,000	Asset replacement funds
	3.	Construction of South Hwy 95 Substation (cemetery site)		3,200,000	Developer funded
	4.	Upgrade power lines feeding Park Moabi		3,000,000	Developer funded
	5.	Wire trailer		30,000	Asset replacement funds
	6.	Mohave line rehabilitation		4,500,000	Developer funded
	7.	Eagle Pass to Cemetery site		2,000,000	Developer funded
	8.	Cure Farms substation (behind Needles Town Center)		1,100,000	Developer funded
	9.	230kv line		30,000,000	Developer funded
	10.	Street light LED phase out program		30,000	Asset replacement funds
	11.	Double bucket truck		360,000	Asset replacement / Vehicle replacement
		Electric Department Total (estimate)		47,220,000	

CITY OF NEEDLES				FY 23
Listing of Authorized Positions by Department				
			Department Name	Job Title
S/P/T	P/T	F/T		
		1	City Manager	City Manager
		0		Secretary to City Manager
		1		Community Services Manager
		1	City Clerk	City Clerk
		1		Assistant City Clerk
		1	Finance	Director of Finance
		1		Senior Accountant
		1		Human Resource Specialist
		0		Finance Assistant
		1		Senior Account Clerk
		0		Account Clerk III
	1			Project Finance Clerk
		1	Planning	Asst. City Manager / Director Develop. Svs.
		0		City Planner
		0		Associate Planner
		1	Engineering	Engineering Tech II
		0	Building & Safety	Building Official
		0		Building Inspector
		1		Building Permit Technician
0				File Clerk
		1	Code Enforcement	Senior Code Enforcement Officer
		2		Code Enforcement Officer

CITY OF NEEDLES			FY 23	
Listing of Authorized Positions by Department				
S/P/T	P/T	F/T	Department Name	Job Title
			Public Works	Director of Public Works
		1		Equipment Operator IV
		0		Equipment Operator I
		0		MCW II
		4		MCW I
		1	Fleet Maintenance	Mechanic
		0		Mechanic's Assistant
		1	Animal Control	Senior Animal Control Officer
	1			Animal Control Officer
		1		Animal Control Assistant
	1		Senior Center	Senior Center Aide
		1	Recreation / Jack Smith / Aquatics	Recreation Services Manager
				Recreation:
		0		Recreation Coordinator
	0			Recreation Leader
	0			Recreation Aide II
2	4			Recreation Aide
3				Jack Smith Park:
		1		Jack Smith Park Attendant
		0		MCW III
				MCW II
				Aquatics:
	1			Pool Tech
0				Head Guard
0				Lifeguard Shift Leader II
0				Lifeguard Shift Leader I
0,0				Lifeguard III
2,0,0				Lifeguard II
2				Lifeguard I



CITY OF NEEDLES			FY 23	
Listing of Authorized Positions by Department				
			Department Name	Job Title
<u>S/P/T</u>	<u>P/T</u>	<u>F/T</u>		
		0	<u>Parks / Building / Grounds / Cemetery</u>	Grounds Supervisor
		0		MCW III
		3		MCW I
		1		Golf Mechanic
		0	<u>Utilities Services</u>	Utilities Manager
		1		Assistant Utilities Manager
		1		Materials Coordinator / Serviceperson
		1	<u>Customer Service</u>	Business Office Manager
		2		Customer Service Rep II
		1		Customer Service Rep I
		1		Meter Technician I
		1	<u>Electric</u>	Line Crew Supervisor
		2,0		Powerline Technician
		2		Powerline Technician (Apprentice)
		0		Electric Service Planner
		1	<u>Water</u>	Chief Water Plant Operator
		1		Water Foreperson
		0		Senior Water Operator
		2,0		Associate Water Operator
		1		Water Operator-in-training
		0	<u>Wastewater</u>	Chief Plant Operator
		0		WW Tech II
		1		WW Tech I
		0		WW Tech Operator-in-Training
			Note: 0 means position(s) is(are) authorized, but under-filled and/or unappropriated.	
Position Totals (filled):				
<u>S/P/T</u>	<u>P/T</u>	<u>F/T</u>		
9	8	47		



# **CITY OF NEEDLES**

## **CASH MANAGEMENT POLICY AND PROCEDURES**

### SCOPE

This policy applies to all funds of the City of Needles.

### OBJECTIVE

The purpose of cash management policy is to ensure adequate cash is available to pay the bills as they come due and invest the temporarily idle cash in accordance with the Investment Policy.

### PROCEDURES

- Finance reviews the daily cash flow needs of the City.
- Finance will ensure that there are adequate funds in the checking account(s) to meet the daily needs.
- Cash inflows include, but are not limited to, funds from fees, taxes, grants, investment income, and investment maturities.
- Cash outflows include, but are not limited to, payment of accounts payable invoices, payroll, payment of other obligations of the City, and investments of idle funds.
- In anticipating and planning of cash flows special attention should be paid to non-recurring large payments for capital projects and debt obligations.
- All investments of funds are governed by the Investment Policy.

The improper handling of City funds is subject to disciplinary action up to and including dismissal.

In addition to the policies above, a new policy for cash handling positions was adopted in FY 21 for a background check to be completed on any new hires that will have cash handling duties.

## **City of Needles**

### **COMPREHENSIVE FINANCIAL MANAGEMENT POLICIES OVERVIEW**

#### *Binding City Policy*

#### **Policy**

The City of Needles is accountable to the community for the use of public dollars. Municipal resources will be used wisely to ensure adequate funding for the services, public facilities and infrastructure necessary to meet the community's present and future needs. Financial management policies serve as the blueprint to achieve the fiscal stability required to meet the City's goals and objectives.

#### **City Goals and Objectives**

The City's goals and objectives provide the foundation for the City's financial management policies. The City Council recently adopted goals for 2015. One of its top priority goals is the City's fiscal stability. This policy implements that goal. These policies will be developed, implemented and maintained to ensure that the City is financially able to meet its immediate and long-term service objectives.

In addition, the City as an institution has multiple partners, including community members, taxpayers, businesses, employees, affiliated agencies, and other government agencies. As a major institutional, economic and service force in the region, it is important that the City promotes strong relationships with its partners by adopting clear and comprehensive financial policies.

#### **Financial Policy Objectives**

The objectives for comprehensive financial management policies are to:

1. Guide the Mayor and City Council and City management policy decisions that have significant fiscal impact.
2. Support planning for long-term needs.
3. Maintain and protect City assets and infrastructure.
4. Set forth operating principles that minimize the financial risk in providing City services.
5. Optimize the efficiency and effectiveness of services to reduce costs and improve service quality.
6. Employ balanced and fair revenue policies that provide adequate funding for desired programs.
7. Maintain financial stability and sufficient financial capacity for present and future needs by implementing operating capital and reserve goals.
8. Promote sound financial management by providing accurate and timely information on the City's financial condition.
9. Maintain and enhance the City's credit ratings and prevent default on any municipal financial obligations.
10. Ensure the legal use of financial resources through an effective system of internal controls.
11. Promote cooperation and coordination within the City, with other governments and with the private sector in the financing and delivery of services.

## **Affiliated Agencies**

A number of agencies have been created through voter, City Council action, intergovernmental agreements, and state laws. These agencies are affiliated with the City and should be managed with the same financial standards as City agencies. To protect the City's fiscal status and avoid an adverse effect on the City, affiliated agencies will be accountable for financial compliance and reporting standards as described in the City's financial management policies. The City may audit financial records or performance data to ensure funds are spent in accordance with Mayor and City Council directions and policies. Affiliated agencies include, but are not limited to, agencies created by voter or City Council action, agencies with leadership appointed by the Mayor and City Council and agencies that receive funds from the City. Affiliated Agencies also include the Needles Public Utilities Authority with which the City has a management agreement to conduct operations of the utilities Joint Powers Authority.

## **Responsibility**

The City Manager will issue, oversee and administer the City's comprehensive financial management policies. The City Manager will engage competent financial personnel to assist in the planning, implementation, and monitoring of the City's finances. The City Manager will review, develop and implement these policies. The City Manager will develop and implement guidelines and procedures consistent with these policies. The City Manager will oversee the process to review and update these policies every two years and will issue definitions. City directors and managers will ensure that their organizations comply with these policies and procedures, and will issue department specific procedures, as needed, that are consistent with these policies.

## **BUDGET**

### *Binding City Policy*

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#### **Policy**

The City will develop and implement a budget process that will:

- Make prudent use of public resources.
- Include financial forecast information to ensure that the City is planning adequately for current and future needs.
- Involve community members, elected officials, employees and other key stakeholders.
- Provide performance measurement data to assist in assessing program effectiveness.
- Comply with State of California Local Budget Law.

The City Manager will develop and present a proposed City budget to the Mayor and City Council for consideration and adoption. The City Manager's proposed budget will identify major financial and service issues, identify funding requirements and sources of funds, provide supplemental information on programs and service areas, include budget and performance details for all City organizations and relate recommendations to the City's vision and goals.

The City Manager will issue guidelines and rules for the preparation and review of the department budget requests to the City Council, including a proposed annual budget process and calendar. The proposed process and calendar will support community participation and Council deliberations. These will be published in the finance section of the City website.

#### **Budget Monitoring**

The City Manager will maintain a system for financial monitoring and control of the City's budget during the fiscal year. This system will provide the Mayor and City Council with information on revenue, expenditures and performance at both the department and fund level. The system will include provisions for amending the budget during the year in order to comply with State of California budgetary statutes and to address unanticipated needs or emergencies. The City Manager will coordinate the process for budget adjustments requiring Council approval.

The City Manager will periodically publish General Fund financial status reports on the revenues and expenditures to date, and the estimated year-end balance. At least two times a year, the City Manager will review all City financial operations, report to the Mayor and City Council on financial results and recommend financial management actions necessary to meet the adopted budget's financial planning goals.

For the mid-year budget monitoring process, General Fund discretionary revenue that exceeds budgeted beginning balance (adjusted) will be added to the General Fund contingency, except for funds allocated to infrastructure maintenance or replacement. Funds that had been reserved to pay for General Fund encumbrances but are not needed for this purpose will also be added to the General Fund

contingency. These funds will be included as a resource in the annual budget process for the upcoming fiscal year.

## **Review of Council Actions**

The City Manager will review ordinances and significant administrative decisions submitted for Mayor and City Council actions. The objective of these reviews will be to ensure compliance with the City's budget direction and to identify financial and service issues for the Council. The City Manager will establish and issue procedures and forms to submit fiscal impact statements for proposed Mayor and City Council actions.

## **Operating Policies**

1. **Balanced Budget.** In each fund, resources shall be equal to or exceed requirements. Each City fund budget must identify ongoing resources that at least match expected ongoing requirements. One-time cash transfers and non-recurring ending balances may either be applied to reserves or used to fund one-time expenditures; they will not be used to fund ongoing programs, except as provided in section 2 below.

2. **One-time Funds.** One-time funds are General Fund resources designed to be used for projects and purchases that are usually non-recurring or ongoing, and can be accomplished within the fiscal year. One-time funds will not be programmed for ongoing operations such as wage increases or permanent personnel positions. Examples of one-time revenues include, but are not limited to sales of municipal assets, legal settlements, sales of city-owned land/real estate, and auction revenues.

3. **General Discretionary Revenues.** Unless otherwise stated explicitly by the Mayor and City Council, the City will not dedicate discretionary revenues for specific purposes in the General Fund. This will preserve the ability of the Mayor and City Council to determine the best use of available revenues to meet changing service requirements.

4. **Surplus Revenue and Fund Balances.** From time to time additional revenue (grants or surplus beginning fund balances) will be available to departments or funds. The City will budget only the amount of revenue that is needed to fund projected expenditures within the fiscal year. Anticipated resources not needed to fund fiscal year spending or unforeseen contingencies shall be budgeted as an unappropriated balance or reserves. The City will not increase accruals and non-cash enhancements to revenues as a means to influence fund balances at year-end.

5. **Efficiency and Effectiveness.** The City will optimize the efficiency and effectiveness of its services to reduce costs and improve service quality. The City will coordinate its service delivery with other applicable public and private service providers.

6. **Self-supporting/Full Cost Recovery Basis.** City operations will be run on a self-supporting basis where doing so will increase efficiency in service delivery or recover the cost of providing the service by a user fee or charge.

7. **Contingencies.** The City, when possible, will budget a contingency account for each operating fund adequate to address reasonable but unforeseen requirements within the fiscal year.



## **Current Appropriation Level**

The City Manager will calculate a Cost Allocation amount for each General Fund department each year. The calculation will be for the following fiscal year and will be completed and distributed to all General Fund departments in time for the departments to use their allocation to prepare their budget requests for the coming fiscal year.

The calculation will be based on the prior year's ongoing funding level from discretionary money in the General Fund and General Fund overhead, where applicable. Adjustments will be made to include any inflation factors, changes due to Mayor and City Council-adopted policy, Mayor and City Council-approved contracts and Mayor and City Council-adopted ordinances directing the City Manager to revise a department's Cost Allocation.

## **Fund Management**

Creation of new funds or elimination of existing funds shall be done by the City Council. A review and report by the City Manager will be required prior to Council action. The City Manager will conduct an annual review to assess if each fund is needed.

Each fund in the City will have a statement of purpose, adopted by the City Council that contains several required elements; internal service funds have additional required elements.

## **Funds That Receive General Fund Support**

For funds that receive General Fund support in addition to fees and charges or other dedicated revenues, a rationale for the General Fund support will be included, along with a means for determining the level of that support or conditions under which the support should be eliminated.

## **Enterprise Funds**

For enterprise funds, the required level of debt service coverage for the fund and a description of the relationship between operating and construction funds will be included.

## **Responsibility**

The City Manager will coordinate the overall preparation and administration of the City's budget. As an independent assessment of the quality of the City's budget presentation, the City will annually seek to prepare the Budget in compliance with the criteria included in distinguished budget presentation from the Government Finance Officers Association.

## **FINANCIAL PLANNING**

### *Binding City Policy*

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#### **Policy**

The City of Needles will prepare long-range financial plans to guide the Mayor and City Council in adopting the City budget and to assist Council in ensuring the delivery of needed services through all types of economic cycles. The financial plans will help the Mayor and City Council and community evaluate the impact of financial needs of all programs within the regional and local economic conditions. The plans will also assist in coordinating funding needs among enterprise, special revenue and General Fund functions and needs.

Financial planning and budgeting will be based on the following principles:

- Revenue estimates will be prepared on a conservative basis to minimize the possibility that economic fluctuations could jeopardize ongoing service delivery during the fiscal year.
- Expenditure estimates will anticipate needs that are reasonably predictable.
- Operating capital of 60 days based on annual revenue.
- Reserves, including contingency funds, equal to no less than 10% of annual revenues.
- Forecasts will rely on a City set of basic economic assumptions that will be established, updated and distributed by the City Manager. The forecasts will also identify other assumptions used in their preparation and associated risks. Examples of risks can include rates, legislation and legal rulings that affect City liability, pension obligations, health benefit plans, as well as regional economic trends that affect City revenues. The City will constantly test both its financial planning methodology and use of planning tools in order to provide timely and accurate information that is widely disseminated throughout the City.

#### **Financial Plans and Forecasts**

- The City Manager will prepare an annual City financial assessment report. This report will include a comprehensive overview of the City's financial condition.
- Five-year financial plans will be prepared annually for the General Fund, General Fund department, major enterprise funds, special revenue funds and internal service funds. Plans will be based on current service levels and funding sources, as well as anticipated changes to service levels and funding. If appropriate, the plans will identify additional resources needed to continue current service levels or identified service adjustments.
- General Fund departments will forecast and monitor their own revenues and expenditures. The City Manager will assist departments in developing appropriate systems, will retain fiscal oversight responsibility for the General Fund and will publish regular General Fund status reports on revenues and expenditures.
- Enterprise and special revenue fund forecasts will identify any impact on rates. The forecasts will discuss how standards for debt service coverage and operating reserves are established and maintained. Departments that manage enterprise, special revenue and internal service funds will prepare and coordinate with the

City Manager on the presentation of regular status reports on revenues and expenditures.

## **Capital Plans**

- Each department that has major capital assets will develop and maintain five-year capital improvement plans.
- The City will annually prepare a Citywide five-year Capital Improvement Plan that includes prioritized department needs for capital replacement, additions and major maintenance. The plan will include estimated project costs and operating costs and will identify funding sources.
- The City will annually adopt a Capital Improvement List that will include estimated resources and capital expenditures based on the first year of the current Capital Improvement Plan.
- The City will adopt a Capital Financing Policy that will limit the amount of General Fund revenues to 5% of annual revenues to be allocated towards debt service.

## **Operation and Maintenance**

- The City will preserve its current physical assets and plan in an orderly manner for future capital investments, including the operating and maintenance costs associated with new or additional capital improvements or major equipment.
- The City will identify and include full costs of future maintenance needs and operating costs of new capital improvements and equipment prior to funding as part of the Capital Budget.
- In general, all assets will be maintained at a level that protects capital investment and minimizes future maintenance and replacement costs. A high priority should be placed on maintenance where deferring maintenance will result in greater costs to restore or replace neglected facilities.
- Each department with major capital assets will maintain accurate information on the condition and lifespan of its major assets to assist in long-term planning. Each department with major capital assets will develop replacement cost data for major assets to assist in City asset management and investment decisions.
- Maintenance and operations of major capital assets should be given priority over acquisition of new assets, unless an analysis indicates a net benefit or the funding source to acquire or develop a new asset cannot be used for operations and maintenance.
- Factors that reduce operating and maintenance costs, such as upgrades, remodels and/or technological advances, will be considered when reviewing operation and maintenance requests. Priority may be given to projects that do not require operation and maintenance adjustments or that reduce those costs.
- The budget will provide sufficient funding for adequate operations, maintenance, scheduled replacement and enhancements of capital assets and equipment. Whenever departments identify that there is a significant discrepancy between the need to maintain or modernize City infrastructure or facilities and the funds available for such improvements, the Department Director along with City Manager will present a strategy for meeting these needs to the Council.
- Departments will identify operating and maintenance costs at the time a capital project or asset is planned or requested.

## **Responsibility**

The City Manager will coordinate the presentation of the City's financial plans; department directors will prepare department plans. The City Manager will develop and issue the list of departments and funds required to submit financial and capital improvement plans, define the required elements for the plans and determine the membership of the Asset Managers Group.



## **REVENUE**

### *Binding City Policy*

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#### **Policy**

The City will maximize and diversify its revenue base to raise sufficient revenue to support essential City services and to maintain services during periods of declining economic activity. City services providing private benefits should be paid for by fees and charges as much as possible to maximize flexibility in the use of City general revenue sources to meet the cost for services of broader public benefit. The City's overall revenue structure will be designed to recapture some of the financial benefits resulting from City economic and community development investments. Revenue collection efforts that produce positive net income for City service delivery will be the highest budget priority.

Departments that primarily or exclusively operate with non-General Fund revenue will minimize reliance on General Fund support for discrete programs that are not supported with fees.

#### **Cost Recovery**

Charges for services that benefit specific users should recover full costs, including all direct costs, General Fund overhead, loss of interest and depreciation on capital plant and equipment. Department overhead rates and General Fund overhead allocations will be established annually by the City Manager.

The City may subsidize the services funded primarily by user fees based on other City objectives such as remaining competitive within the region. However, all such services will be presumed to be 100 percent cost reimbursable unless the City Manager makes a specific exception.

#### **Additional Resources**

The City will use and obtain resources according to the following principles:

1. The City will use as efficiently as possible the resources that it already collects.
2. The City will collect as efficiently as possible the resources to which it is already entitled.
3. The City will seek new resources, consistent with its financial policies and City goals.
4. The City will strive to keep a total revenue mix that encourages growth and keeps Needles competitive in the Tri-State Region.
5. The City will enforce its authority to collect revenue due the City, including litigation if necessary.

#### **Grants**

The City will avoid using grants to meet ongoing service delivery needs. Prior to a grant application submittal, or acceptance if an application is not required, all grants will be reviewed by the City Manager to ensure compliance with state, federal and City regulations. The City will budget expenditures for grant-funded programs only after receipt of the grant award or letter of commitment and only for the amount of the grant award to be expended within the fiscal year.

## **Unfunded Mandates**

The City will oppose state or federal actions that mandate expenditures that the Mayor and City Council considers unnecessary and are unfunded. The City will pursue intergovernmental funding to support the incremental cost of such mandates.

## **Department-generated Revenues**

City services that benefit a specific user and whose quantity, quality, and/or number of units may be specified should be paid for by fees and charges. All department charging fees are required to complete fee studies based upon cost-of-service principles. These studies are to be updated at a minimum of every two years and provided to Mayor and City Council and the City Manager in the requested budget submission. During intervening years fees will be adjusted by the CPI for the previous 12 months. Departments that provide utility services will update their fee studies in their annual rate adjustments.

The fee studies and structures will take into account:

- The degree to which a service provides a general benefit in addition to the private benefit provided to a specific business, property or individual.
- The economic impact of new or expanded fees, especially in comparison with other governments within the Needles Valley.
- The true or comprehensive cost of providing a service, including the cost of fee collection and administration.
- The impact of imposing or increasing fees on economically at-risk populations and on businesses.
- The overall achievement of City goals.

All fee revenues are dedicated to the department that generates them.

## **Revenue Projections, Surpluses and Shortfalls**

- Revenue Projections. Departments shall conservatively estimate department-generated revenue.
- Revenue Surpluses. Departments shall retain all excess department-generated revenue. Surpluses above the budgeted revenue estimate will be used to reduce any General Fund subsidy available to the department for appropriation through the budget monitoring process. Any additional appropriations will be used for activities that support the function or program generating the additional fees.
- Revenue Shortfalls. Overall department revenue shortfall requiring additional discretionary General Fund resources will result in a department current appropriation level reduction. The reduction shall be equal to discretionary resources above budget amounts and will be made in the following fiscal year and only for that fiscal year. In the event of a current fiscal year projected total revenue shortfall, the department is required to document other offsetting revenues or reduce its budget within the regular budget monitoring process. Additional General Fund discretionary appropriation will not be



transferred to cover revenue shortfalls without Mayor and City Council authorization.

### **Responsibilities**

The City Manager will oversee compliance of this policy with the participation of all revenue-producing departments and will issue roles and responsibilities for the departments.



## **Fiscal Stability Objectives**

The budget document allocates City resources such as personnel, materials, and equipment in tangible ways to achieve the general goals of the community. It is prudent, therefore, for the City to have in place adopted fiscal policies to guide the city administration and City Council through the budget decision-making process. These policies are:

### **Operational Efficiencies**

- ✓ To implement internal operating efficiencies wherever possible.
- ✓ To utilize private contractors when the same or higher level of service can be obtained at lower total cost.
- ✓ To staff each department according to adopted service levels, and to utilize consultants and temporary help instead of hiring staff for special projects or peak workload periods.
- ✓ To develop agreements with the other public agencies including the school district to combine certain operations and provide program assistance where appropriate.
- ✓ To enter into joint operating arrangements with other agencies so as to provide services more cost effectively.

### **Voter Approved Revenues**

- ✓ To utilize revenues derived from the Utility Users Tax (UUT), Transient Occupancy Tax (TOT), and marijuana business tax to fund programs and services important to the community.
- ✓ To establish the appropriate rates and assessments to best manage and operate the City's enterprise operations and capital maintenance needs.

### **Reserves**

- ✓ To set a goal equal to 10% of the General Fund operating expenses in a reserve account by annually committing the funds necessary to achieve this objective.

### **Infrastructure**

- ✓ To provide sufficient routine maintenance each year to avoid a deferred maintenance backlog.

### **Employee Development**

- ✓ To attract and retain competent employees by providing a professional work environment, safe working conditions, adequate training opportunities, and competitive salaries as finances may allow.

## **Economic Development**

- ✓ To aggressively pursue new developments and businesses that add to the City's economic base, particularly those that generate sales tax and property tax revenue.
- ✓ To promote a mix of businesses that contributes to a balanced community.
- ✓ To develop programs to enhance and retain existing business.
- ✓ To charge the Successor Agency to the Redevelopment Agency its fair share of the cost of City support services.

## **New Services**

- ✓ To add new services only when a need has been identified and a sustainable funding source developed for at least 5 years.
- ✓ To allocate CDBG funds and other discretionary grants to programs with the greatest benefit to the community.
- ✓ To require agreements for specific services and monitor effectiveness on an ongoing basis.

## **Construction of New Facilities**

- ✓ To plan for new facilities only if construction and maintenance costs will not adversely impact the operating budget.

## **Fiscal Management**

- ✓ To generate additional revenue by marketing City services to other agencies on a contract basis. And, to charge the true cost to provide those services so as to benefit both the City and other agencies.
- ✓ To maximize revenues by utilizing grants from other agencies for primarily capital projects to the fullest extent possible.
- ✓ To charge fees for services that reflect the true cost of providing such services and to review fee schedules on a regular basis.
- ✓ To fully account for the cost of enterprise operations to avoid any subsidy by the General Fund, and to charge Enterprise Funds their fair share of the cost of City support services.
- ✓ To maintain accurate accounting records to keep the City Manager and City Council informed of the financial condition of the City at all times.
- ✓ To file a quarterly report of investments that adhere to both state law and City policy, and which follow reasonable and prudent guidelines for investment of the City's idle cash.
- ✓ To prepare and maintain a rolling 5-Year financial forecast for all major funds including: General Fund, Enterprise and Special Funds, and Recreation.

# CITY OF NEEDLES

## FIXED ASSETS INVENTORY POLICY AND PROCEDURES

### SCOPE

This policy applies to all funds of the City of Needles.

### OBJECTIVE

The purpose of this policy is to establish a set of standard policies and procedures required to implement an effective fixed asset system. The fixed asset system shall be maintained in accordance with generally accepted accounting principles and in compliance with governmental auditing practices. The Finance Department is tasked with the responsibility and authority for developing, maintaining, and administering the City's fixed asset policies and procedures as stated herein.

### DEFINITION

Fixed Assets are defined as tangible property having a value greater than or equal to five thousand dollars.

### FIXED ASSET CLASSIFICATIONS

In addition to the consideration given up to acquire a fixed asset, ancillary costs associated with preparing the property for its intended use shall be capitalized.

*Land:* This account includes the cost of land itself and the cost of preparing land for its intended uses. Examples of ancillary costs include title search costs, attorneys' fees, liens assumed, taxes assumed, grading costs, and land improvements with an indefinite life.

*Buildings:* This account includes the cost of construction, purchase or improvement of buildings and attorneys' fees, architects' fees, and inspection and building permits. All costs incurred starting with excavation to completion of the building are considered part of the building costs.

*Improvements (Other Than Buildings):* This account is used for permanent (non-detachable) improvements that add value to land (i.e., fences, retaining walls, etc.).

*Equipment:* This account includes office equipment, machinery, furniture and fixtures, furnishings, and similar fixed assets. The cost of such assets includes the purchase price, freight charges, installation costs, and setup costs.

*Construction in Progress:* This account is used for capturing amounts expended on uncompleted buildings, pipelines, or other capital construction projects. When the project is complete, the cumulative costs are then transferred to the appropriate fixed asset accounts.

*Infrastructure:* Infrastructure is defined, for purposes of financial reporting, as any fixed asset that is immovable and of value only to the City. Examples include roads, sidewalks, bridges, and streetlights.

### TAGGING

The supply of bar coded asset tags shall be maintained by the Finance Department. Items shipped directly to the departments shall be tagged with the cooperation of the departments.

The receiving departments shall have the responsibility of recording the asset tag number, location, person responsible, manufacturer, model and serial number and submitting this information to Finance.

### PHYSICAL INVENTORY

The objectives of a physical inventory are to ensure that the fixed assets recorded in the system physically exist; to detect whether unrecorded or improperly recorded transactions have occurred, and to identify any excess, defective, or obsolete assets on hand.

A complete physical inventory of all the City's fixed assets shall be conducted at least once every 3 years. More frequent inventories may be performed of assets that are susceptible to errors or other irregularities, such as annual parts and materials inventories that are conducted by the utility departments.

### TRANSFERS AND DISPOSITIONS

Transfers are defined as any movement of an asset (including vehicles) by virtue of change in location, either by department, building, floor, or room. All items sold, traded-in, scrapped, abandoned or in any way removed from service during the current fiscal year are classified as disposals.

Property shall not be transferred, turned-in or disposed of without prior approval of the proper Department Manager and the City Manager. The operating departments shall be responsible to initiate transfer/disposition processing. The form "Fixed Asset Disposal/Transfer Form" shall be completed by the operating department and submitted to Finance according to the guidelines established for surplus property.

### RESPONSIBILITIES OF THE FINANCE DEPARTMENT

The Finance Department has the responsibility of ensuring that the fixed asset policies and procedures as stated within these regulations are following generally accepted accounting principles and audit dictates. The Senior Accountant is

tasked with maintaining the City's fixed asset records, tables, programs, and documentation. The Senior Accountant must work in close cooperation with each of the departments in order to be informed of all additions, transfers, and disposals of any assets which are included in the fixed asset system.

#### RESPONSIBILITIES OF OPERATING DEPARTMENTS

The operating departments shall be held accountable for the property issued to or purchased by their respective departments. In addition, each of the operating departments shall be responsible for maintaining accurate information of their fixed assets in the fixed asset system.

Each of the departments must designate a department steward for the property in their department. This individual may or may not use the assets daily. This person will become the contact person for that department's fixed assets; for questions regarding availability, condition, and usage of the assets, as well as the contact during the physical inventory process. The steward must ensure that departmental fixed assets are kept up-to-date in the fixed asset system and notify Finance of any corrections that need to be made.

At the end of each fiscal year, the Senior Accountant will provide the current listing of fixed assets to the department stewards. It is required that an inventory of the listed property be conducted by the department steward, and any discrepancies be resolved. The department steward will sign the listing verifying the property on hand in their department. This process should be completed, and the listing signed with noted changes and returned to the Senior Accountant within 10 business days.

## CITY OF NEEDLES

SUBJECT: MOTOR FLEET

PURPOSE: To establish guidelines for the acquisition and use of City vehicles

**General Policy:** The City of Needles and Affiliated Agencies has an inventory of a variety of cars, vans, buses, heavy duty trucks, mini pick-ups, and specialized rolling stock such as a boom-truck and street sweepers. It is the City's policy to keep the vehicles clean and in good repair, not only for the safety and comfort of the employees and other passengers, but also so their appearance reflects well on the City. At all times, City owned vehicles should be operated in accordance with the vehicle code.

Fleet maintenance and the budget are the responsibility of the Fleet Department manager under the general direction of the City Manager. The motor fleet operates as an internal service fund. Beginning in FY 21, the City has entered in a master lease agreement with Enterprise for vehicle replacement for the Electric, Water, Wastewater, Utility Business Office, Code Enforcement and Public Works departments.

**Provisions** (the following may still apply for other departments that are still not part of the master lease agreement):

### A. Replacement Schedule

1. A replacement schedule will be developed and updated annually using the following guidelines.
  - a. City pool cars, will be considered for replacement every six years or 70,000 miles, whichever comes first.
  - b. Mini trucks, motorcycles, heavy duty vehicles, such as water storage trucks and dump trucks, and specialized rolling stock will be considered for replacement every seven to ten years.
2. The mileage and repair experience for each vehicle is reviewed each year and taken into account when the replacement schedule is updated.

### B. Purchasing

1. The City will purchase a common make of vehicle (i.e., General Motors Co., Ford Motor Co., etc.) whenever possible because of the greater variety in the companies' product lines and the large number of dealers for customer support. The availability of parts, and the standardized shop equipment and tools necessary for maintenance and repairs will increase efficiency and reduce vehicle downtime.
2. Needles vendors will be given the opportunity to submit bids for vehicle purchases. Staff will take into local vendor preference, account sales tax return, and maintenance support to the City when analyzing the bids' purchasing value.



3. When appropriate, staff will include state and county cooperative purchasing programs in their analysis of best purchasing value.
4. Priority will be given to vehicles with better fuel efficiency and low emissions in accordance with Air Quality Management District regulations.

C. Vehicle Identification

1. City vehicles will be painted white.
2. All City vehicles will have an approved City logo.
3. Every City vehicle will be assigned an identification number.

D. Funding

1. The City's policy is to acquire vehicles by outright purchase whenever possible. A lease purchase may be appropriate in some instances, especially for new vehicles to the inventory, if there are insufficient funds for outright purchase.
2. Certain departments have the use of specific vehicles. These departments will pay into the Motor Fleet Fund an amount equal to the cost of maintaining and operating those vehicles. Funds collected for replacement versus those for operating and maintaining will be accounted for separately. Programs with special purpose vehicles which will not be replaced will not pay into the replacement fund for them. An example of a special purpose vehicle is one obtained through a grant for a specific program.

E. Assignment of Vehicles

1. The City Manager designates positions and functions to which pool cars are assigned. To the maximum extent, vehicles shall be assigned to department pools rather than individuals through written authorization from the City Manager, which will include provisions and restrictions of vehicle use. Other vehicles, such as heavy duty pick-up trucks are assigned for use during the work shift by department managers.
2. A department head may revoke the assignment of a department pool vehicle at any time.
3. City owned vehicles shall be parked at the City yard facility overnight and on weekends when not in use for conducting City Business.
4. Individual 24-hour assignments shall be made by the City Manager only when one or more of the following conditions apply:
  - Assignee oversees operations on a 24 hour basis and/or multiple locations

- Assignee is subject to frequent emergency call-outs
- Assignee has contractual requirements for 24-hour use of City vehicles

5. **Under no circumstances are City owned vehicles to be used for personal business.**

F. Maintenance

1. All city vehicles, except those assigned to a specific employee on a 24-hour basis and pool cars, i.e., those available for use by many employees during the work day, will be parked at the City Yard except when in use.
2. The employee using a City vehicle is responsible for putting fuel in it. Vehicles should not be returned with less than one-half tank of fuel.
3. All City owned vehicles are maintained by the Fleet Maintenance Department's Motor Fleet staff. Employees using other City vehicles must arrange with garage employees for maintenance and repair. They are encouraged to use the car wash, frequently enough to keep the vehicles looking neat and clean.
4. Preventative maintenance will be performed according to the manufacturer's maintenance schedule. The maintenance is correlated with mileage and shall be programmed into the City's fleet maintenance system so the vehicle user and garage mechanics are alerted when it is time for maintenance to be performed.
5. City mechanics perform repairs and maintenance on City vehicles except:
  - a. When, because of workloads, the job cannot be done in a timely manner;
  - b. When the job requires expensive or specialized equipment;
  - c. When City staff does not have the necessary skills; or
  - d. When the repair involves a hazardous substance (e.g., freon) or equipment.

G. Tax Impacts/Reporting

1. Some employees are assigned to City vehicles on a 24-hour basis but are generally allowed to use them only for City-related work purposes. Any authorized use of the vehicle for other than work purposes, such as the commute between home and the work site, is a taxable benefit to the employee at a rate of \$1.50/day each way. The Finance Department will provide information to each employee who is affected regarding how to calculate the tax due, and it will distribute the form to be completed and returned to the Internal Revenue Service. Employees using a City vehicle for commute in excess of 15 miles will be charged the then current IRS mileage reimbursement rate for the excess mileage on the City vehicle.

#### H. Disposing of Vehicles

1. When, according to the replacement schedule, a vehicle is to be removed from the City's inventory, the motor fleet supervisor will consult with the director of the department to which the vehicle is assigned. A decision will be made taking into account mileage, maintenance, history, and utility. Likewise, other vehicles being considered for removal from the inventory will jointly be considered by the Public Works Director and the director of the affected department.
2. Disposal of vehicles shall be the responsibility of the Fleet Maintenance Manager who will coordinate the bidding, auction, private sale, or trade-in in accordance with the City's Purchasing Rules and Regulations.

#### I. Reporting of Accidents and Damage

1. Any accident or damage to a City vehicle shall be reported immediately to the supervisor. A report shall be filed on City prescribed forms.

## CITY OF NEEDLES

SUBJECT: PETTY CASH FUNDS

PURPOSE: To establish a policy for the request, approval, and use of petty cash funds

**General Policy:** The City has established several petty cash funds and operating drawers to provide reimbursements to employees who incur expenses while on City business or when purchasing minor items for the City. Under no circumstances are these funds and drawers to be used for anything but City or Utility purposes. Expenses for overnight travel or conference registration fees shall not be reimbursed through petty cash. Petty cash funds have also been established at various City facilities and shall be utilized by the departments and divisions located at these facilities.

### **Provisions:**

#### A. Petty Cash Funds

The following table presents the established funds, the authorized amounts, reimbursement limits, and assigned custodians.

<u>Location</u>	<u>Authorized Amount</u>	<u>Reimbursement Limit</u>	<u>Assigned Custodian</u>
City Hall	\$2,200	\$100	Finance Department
Rec. Center	\$ 500	\$ 25	Recreation Manager
Aquatics	\$ 100	\$ 25	Recreation Manager

Cash drawers are maintained where there is cash business being conducted.

Operating cash drawers are as follows:

Rec. Center	\$150
Jack Smith Park	\$400
Aquatics	\$ 50
Animal Shelter	\$ 60
Golf Course	\$200

Utility Office (3 drawers):

Drawer #1	\$200
Drawer #2	\$200
Drawer #3	\$200

#### B. Cash Limit

Employees may request reimbursement for expenses incurred or to purchase minor items for the City up to an established reimbursement limit of \$100. These petty cash reimbursement limits may be waived, however, on approval by the City Manager due to time urgency where no other payment method is available.

## Petty Cash Reimbursement:

1. Requests for reimbursement for petty cash expenditures shall be submitted to the custodian. An approved petty cash voucher will be completed by the Finance Department when funds are disbursed.
2. The party receiving the funds shall sign the voucher in the space provided as evidence of the reimbursement. The custodian shall date and initial the voucher as further evidence that the monies were properly dispersed.
3. Employees are encouraged to accumulate their out-of-pocket expenditures and submit a demand for reimbursement through normal warrant processing. When the exact amount of out-of-pocket expenditures is known in advance, a demand or a request for an advanced check shall be used.

### D. Replenishment of Petty Cash Fund

When the petty cash fund is substantially depleted, a demand is to be prepared and submitted to the City Manager for replenishment. All petty cash vouchers and receipts equaling the amount requested are to be attached to the demand.

An accounts payable warrant shall be issued to the custodian who will then cash the warrant and place the proceeds in the petty cash fund. At all times, the total petty cash on hand plus the amount of signed receipts or petty cash vouchers at any one time must equal the total amount of petty cash authorized.

### E. Security

Petty cash funds represent City assets in the form of currency and coin. To guard against the misappropriation of such funds, strict security shall be enforced. All petty cash shall be maintained under lock with access limited to the fund custodian and/or a specified designee. It is the department manager's responsibility to ensure that appropriate security measures are enforced.

### F. Audit of Petty Cash Funds

All petty cash funds will be audited annually by a representative from the Finance Department, and on an unannounced date at the location of the fund or drawer. The money will be counted and reconciled to the amount recorded on the General Ledger and be reported to the auditors as part of the annual cash summary.





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

☒ CITY COUNCIL ☐ NPUA

☒ Regular ☐ Special

**Meeting Date:** June 14, 2022

**Title:** Cannabis Square Foot Tax Ordinance

**Background:** The current Marijuana Tax was overwhelmingly approved by the voters of the City of Needles in 2012. Over the past 9 years the tax has generated approximately \$9,009,125 which has been used for a variety of critical City needs including streets and sidewalks, law enforcement, Municipal Code compliance, Audits, parks recreation facilities and repairs, and a portion to assist the private creation of new non-cannabis businesses and jobs. The projected revenue expected from this tax may represent approximately 39% of the City's General Fund revenue for the upcoming fiscal year.

The tax is collected as an excise tax based upon the gross receipts of all cannabis businesses from cultivation to retail sales of processed products. The tax is collected by the business owner based upon their total sales each month and submitted to the City along with records demonstrating those sales. Additionally, each cannabis company is inspected at least monthly for compliance with the tax requirements, plus any and all other state and local laws and regulations. The current methodology is cumbersome and requires the businesses to identify their gross sales and the value of the products sold. A bigger problem is that the cannabis industry is a "cash-only" business with employees, materials, supplies, utilities, inventory, rent and other expenses paid in cash with no corresponding bank records against which financial audits normally occur. Further complicating this approach is the lack of availability of corresponding State tax data with which to compare the gross receipts reported to the State with the tax reported to the City.

Many jurisdictions that permit cannabis businesses have utilized a taxing methodology in which the cannabis business pays a tax based upon the square footage of their business. This is particularly true of cultivation operations where the size of the facility more than any other factor determines the quantity of product grown and sold. The City engaged the consulting firm of HdL to develop a tax based upon the square footage of cultivations that would generate the same or similar amounts as the tax based upon gross receipts. Their May 2022 report analyzed local cultivators' revenue generation based upon the current methodology and converted it to a square foot methodology. The report recommends a square foot tax of \$20/sq' to \$28/sq' depending upon the maximum size of the facility or the canopy.

After the City Council received the report, staff met with the cultivation community and there were significant questions, support and opposition. There was no consensus which indicates that more work is essential prior to submitting this matter to the voters.

# 7

**Fiscal Impact:** Similar to tax receipts to date, potential under collecting of what is owed.

**Recommended Action:** Continue to work on a new taxing methodology that overcomes the deficiencies of the current system. Work to perfect the existing self-reporting system to assure that the City is receiving the tax amounts owed and as directed by the voters in 2012. Continue to update the Marijuana provisions of the Municipal Code in order to stay current with the ever-changing State law.

**Submitted By:** Rick Daniels, City Manager  
Patrick Martinez, Assistant City Manager

**City Management Review:** PM for RD

**Date:** 6/9/2022

Approved: ☐

Not Approved: ☐

Tabled: ☐

Other: ☐

Agenda Item: 7





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

☒ CITY COUNCIL ☐ NPUA ☐ RDA ☒ Regular ☐ Special

**Meeting Date:** June 14, 2022

**Title:** City Council Ordinance No. 651-AC  
Amending Sections 20-8, 20-8.2(c) and 20-8.2(e) of the Needles Municipal Code to include in the city's transient occupancy tax, short term residential units

**Background:** On February 22, 2022 the City Council gave direction to staff to draft a Ballot Measure to be included at the General Municipal Election on Tuesday, November 8, 2022.

A short term rental is often a substitute for a hotel or motel room rental. A visitor renting a short term rental creates the same impacts as a hotel guest such as traffic, demands for law enforcement, fire safety, and other demands on the public service system. As such, the Planning Commission also recommends that the City's Transient Occupancy Tax (10% of total rental charge) be collected from short term rentals. The City of Needles currently levies a 10% Transit Occupancy Tax on all hotels, motels, apartment hotels, apartment motels, trailer courts, recreational vehicle parks and any other commercial establishment furnishing lodging space in exchange for monetary compensation located within the City.

On April 26, 2022 the City Council approved Ordinance No. 649-AC which amended the Municipal Code to include Short-Term Residential Rentals. Within the Ordinance, a short-term residential unit was subject to the uniform transient occupancy tax, if and when approved by the voters. The City Charter requires that application of the Transient Occupancy Tax requires voter approval on even numbered year general elections such as November 2022.

Section 20-8 of the Needles Municipal Code is amended to read:

Tax levied. Every operator of a hotel, motel, apartment hotel, apartment motel, trailer court, recreational vehicle park, short term residential rental unit and/or property, or any other commercial establishment furnishing lodging space in exchange for monetary compensation, located within the city, shall pay a transient occupancy tax of ten percent which shall be based on the operator's gross monthly receipts received from transient lodgers.

Section 20-8.2(c) of the Needles Municipal Code is amended to read:

"Operator" shall mean the person who is an owner and/or proprietor of a hotel, motel, apartment hotel, apartment motel, trailer court, recreational vehicle park, short term residential rental unit and/or property, or any other commercial establishment furnishing lodging space in exchange for monetary compensation within the city. If an operator utilizes a managing agent who is not an employee, then such agent shall also constitute

an "operator" for the purposes of this Article. Compliance with this Article by either the principal or the managing agent shall constitute compliance by both.

Section 20-8.2(e) of the Needles Municipal Code is amended to read:

"Lodging space" shall mean (i) one or more rooms used or intended to be used for dwelling or sleeping purposes, (ii) land in a trailer court or recreational vehicle park used or intended to be used for the parking of a trailer, recreational vehicle or other type vehicle used or intended to be for dwelling or sleeping purposes, and or a short term residential rental unit as defined in section 12-68.3.030, as may be amended from time to time.

**Fiscal Impact:** By including short term residential rental units in the transient occupancy tax (10%), it is estimated the City will raise approximately \$84,300 annually, which will be used for general city services, including protecting residents' quality of life and property values and continue to provide excellent services.

**Environmental:** N/A

**Recommendation:** Approve Ordinance No. 651-AC Amending Sections 20-8, 20-8.2(c) and 20-8.2(e) of the Needles Municipal Code to include in the city's transient occupancy tax, short term residential units

**Submitted By:** Patrick Martinez, Assistant City Manager/Development Services

**City Management Review:** PM for RD **Date:** 6/9/2022

Agenda Item: 8

## **EXHIBIT A**

### **ORDINANCE NO. 651-AC**

#### **AN ORDINANCE OF THE CITY OF NEEDLES TO INCLUDE IN THE CITY'S TRANSIENT OCCUPANCY TAX, SHORT TERM RESIDENTIAL UNITS, AND AMENDING SECTIONS 20-8, 20-8.2(C) AND 20-8.2(E) OF THE NEEDLES MUNICIPAL CODE**

**THE PEOPLE OF THE CITY OF NEEDLES DO HEREBY ORDAIN AS FOLLOWS:**

##### **SECTION 1. Recitals.**

A. The purpose of this Ordinance is to apply the City's existing transient occupancy tax to operators of short term residential properties and rental units.

B. The current transient occupancy tax is applied to and collected from operators of local hotels, motels and similar lodgings. The transient occupancy tax is not currently applied to or collected from operators of short term residential properties and rental units.

C. The transient occupancy tax is paid only by guests who stay in local hotels and other lodgings so that out-of-town visitors pay their fair share of their use of City roads, parks, the beach, public safety and other City services

D. The revenues from the transient occupancy tax remain in the City, are controlled by the City, and are used for unrestricted general municipal purposes such as public safety, infrastructure, street repair and park improvements. Transient occupancy tax revenues cannot be taken by San Bernadino County or the State of California.

D. By including short term residential rental units in the transient occupancy tax, it is estimated the City will raise approximately \$84,300 annually, which will be used for general city services, including protecting residents' quality of life and property values and continue to provide excellent services.

##### **SECTION 2. Code Amendment.** The Needles Municipal Code is amended as follows:

Section 20-8 of the Needles Municipal Code is amended to read:

Tax levied. Every operator of a hotel, motel, apartment hotel, apartment motel, trailer court, recreational vehicle park, short term residential rental unit and/or property, or any other commercial establishment furnishing lodging space in exchange for monetary compensation, located within the city, shall pay a transient occupancy tax of ten percent which shall be based on the operator's gross monthly receipts received from transient lodgers.

Section 20-8.2(c) of the Needles Municipal Code is amended to read:

"Operator" shall mean the person who is an owner and/or proprietor of a hotel, motel, apartment hotel, apartment motel, trailer court, recreational vehicle park, short term residential rental unit and/or property, or any other commercial establishment furnishing lodging space in exchange for monetary compensation within the city. If an operator utilizes a managing agent who is not an employee, then such agent shall also constitute an "operator" for the purposes of this Article. Compliance with this Article by either the principal or the managing agent shall constitute compliance by both.

Section 20-8.2(e) of the Needles Municipal Code is amended to read:

"Lodging space" shall mean (i) one or more rooms used or intended to be used for dwelling or sleeping purposes, (ii) land in a trailer court or recreational vehicle park used or intended to be used for the parking of a trailer, recreational vehicle or other type vehicle used or intended to be for dwelling or sleeping purposes, and or a short term residential rental unit as defined in section 12-68.3.030, as may be amended from time to time.

**SECTION 3. Severability.** If any section, subsection, sentence, clause, or phrase of this ordinance is for any reason held to be invalid, such decision shall not affect the validity of the remaining portions of this ordinance. The people of the City of Needles hereby declare that they would have passed this ordinance and each section, subsection, sentence, clause, and phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses, or phrases be declared invalid.

**Section 4. Environmental Compliance.** The City Council hereby finds and determines that this resolution or ordinance is exempt from the California Environmental Quality Act, Public Resources Code Sections 21000 et seq. ("CEQA") and 14 Cal. Code Re. Sections 15000 et seq. ("CEQA Guidelines"). The calling and noticing of an election for the submission of a ballot measure to voters is not a project within the meaning of CEQA Guidelines 15378. The tax submitted to the voters is a general tax that can be used for any governmental purpose; it is not a commitment to any particular action or actions.

As such, under CEQA Guidelines Section 15378 (b)(4), the tax is not a project within the meaning of CEQA because it creates a government funding mechanism that does not involve any commitment to any specific project that may result in a potentially significant physical impact on the environment. If revenue generated by the tax were used for a purpose that would have such an effect, the City of Needles would undertake the required CEQA review for that particular project. Therefore, pursuant to CEQA Guideline Section 15060 CEQA analysis is not required.

**Section 5. Effective date.** Pursuant to the California Constitution, Article XIIC(2)(b) and California Elections Code § 9217, if a majority of the voters voting in the election on this measure

vote in favor of the adoption of this measure, this ordinance shall be deemed valid and binding and shall be considered adopted upon the date that the vote is declared by the City Council and shall go into effect ten (10) days after that date.

**Section 5.** The City Clerk shall certify to the adoption of this ordinance and cause it, or a summary of it, to be published once in a newspaper of general circulation printed and published within the City of Needles, and shall post a certified copy of this Ordinance, including the vote for and against the same, in the Office of the City Clerk in accordance with Government Code Section 36933.

**NOW, THEREFORE, BE IT ORDAINED** that the City Council of the City of Needles, California, approve an amendment to the City Code.

**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 14<sup>th</sup> day of June, 2022 by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

---

Jeff Williams, Mayor

ATTEST:

---

Dale Jones, City Clerk

APPROVED AS TO FORM:

---

John O. Pinkney, City Attorney





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

☒ CITY COUNCIL ☐ NPUA ☐ SARDA

☒ Regular ☐ Special

**Meeting Date:** June 14, 2022

**Title:** Warrants

**Background:** n/a

**Fiscal Impact:** n/a

**Recommended Action:** **APPROVE**, the Warrants Register through June 14, 2022.

**Submitted By:** Sylvia Miledi, Director of Finance

**City Management Review:** Rick

**Date:** 6/6/22

Approved: ☐

Not Approved: ☐

Tabled: ☐

Other: ☐

Agenda Item: 9

**CITY OF NEEDLES CITY COUNCIL  
WARRANT SUMMARY TOTALS FOR JUNE 14, 2022**

FUND 101	GENERAL FUND	DEPT. AMT.	FUND AMT.	14-Jun	21-22 BUDGET
101.1015.412	CITY ATTORNEY	\$ 57,472.24		\$ 58,126.75	\$80,000
101.1020.413	CITY MANAGER	\$ 1,319.07		\$ 175,233.71	\$205,293
101.1025.415	FINANCE DEPT.	\$ 9,687.91		\$ 424,697.00	\$425,654
101.1030.414	CITY CLERK/COUNCIL/MAYOR	\$ -		\$ 141,304.35	\$201,933
101.1035.416	PLANNING /ZONING	\$ 1,719.52		\$ 156,305.21	\$304,327
101.1040.417	ENGINEERING	\$ 313.99		\$ 167,373.13	\$269,415
101.1060.410	COMMUNITY PROMOTIONS	\$ -		\$ 44,344.61	\$69,770
101.1070.410	SENIOR CENTER	\$ 805.68		\$ 39,897.11	\$55,404
101.2010.421	SHERIFF	\$ 590,751.38		\$ 3,160,254.59	\$3,216,842
101.2020.423	ANIMAL SHELTER/CONTROL	\$ 1,999.39		\$ 153,402.03	\$236,591
101.2025.424	BUILDING & SAFETY	\$ 28,532.00		\$ 377,897.95	\$454,386
101.2030.423	CODE ENFORCEMENT	\$ 14,294.10		\$ 490,764.36	\$629,675
101.3010.431	PUBLIC WORKS	\$ 390,685.89		\$ 1,448,176.56	\$4,318,920
101.4730.472	SANITATION	\$ 402.56		\$ 122,152.91	\$156,217
101.5770.452	AQUATICS	\$ 5,639.46		\$ 116,272.57	\$180,845
101.5772.452	PARKS	\$ 11,926.96		\$ 421,487.57	\$637,633
101.5773.452	JACK SMITH PARK MARINA	\$ 235.25		\$ 101,082.62	\$139,888
101.5774.452	RECREATION	\$ 2,136.82		\$ 255,596.08	\$353,231
GENERAL FUND	TOTAL ALL GF DEPARTMENTS		\$ 1,123,722.22		\$11,936,024
FUND 205	CDBG		\$ -	\$ 34,479.16	\$27,243
FUND 206	CEMETERY		\$ 5,831.45	\$ 160,502.02	\$209,276
FUND 208	CALTRANS GRANTS		\$ -	\$ 1,291,477.24	\$183,750
FUND 209	NARCOTICS FORFEITURE		\$ -	\$ -	\$0
FUND 210	SPECIAL GAS TAX		\$ -	\$ 124,443.00	\$235,135
FUND 213	DEPT OF HOUSE. & COMM DEVL		\$ -	\$ 42,563.74	\$168,149
FUND 214	SANBAG NEW LOCAL MEAS I		\$ -	\$ 1,539.86	\$93,300
FUND 225	COPS-AB 3229 SUPPLEMENTAL		\$ 41,910.37	\$ 200,201.05	\$283,431
FUND 235	INTERSTATE COMM/I40 J ST.		\$ -	\$ -	\$0
FUND 238	STATE RECREATION GRANTS		\$ 179.48	\$ 3,692.61	\$3,965,400
FUND 239	CA.CONSERV RECYLING GRANT		\$ 950.00	\$ 65,749.60	\$80,500
FUND 240	EL GARCES INTERMODAL		\$ -	\$ -	\$0
FUND 241	SAFE RTS TO SCHOOL (SR2S)		\$ -	\$ -	\$12,885
FUND 243	ACTIVE TRANSPORT PROGRAM		\$ -	\$ -	\$0
FUND 270	REDEVELOPMENT AGENCY		\$ -	\$ 165,340.30	\$204,500
FUND 470	RDA CAP PROJ.LOW & MOD.		\$ -	\$ 1,725.42	\$300,000
FUND 501	NPUA		\$ 296.38	\$ 2,538,398.28	\$2,687,194
FUND 502	WATER DEPARTMENT		\$ 38,678.07	\$ 1,637,406.90	\$2,006,995
FUND 503	WASTEWATER DEPARTMENT		\$ 91,794.52	\$ 1,123,699.66	\$1,297,932
FUND 505	SANITATION		\$ 99,975.16	\$ 1,189,859.54	\$1,419,900
FUND 506	ALL AMERICAN CANAL PROJ.		\$ 1,011.67	\$ 876,974.35	\$1,014,815
FUND 507	GOLF FUND	\$ 7,870.93			
FUND 507-5761-453	GOLF MAINTENANCE DEPARTMENT	\$ 9,760.82		\$ 525,373.21	\$724,775
FUND 507-5762-454	GOLF PRO SHOP DEPARTMENT	\$ -		\$ 284,183.27	\$368,468
FUND 507	GOLF FUND TOTAL		\$ 17,631.75		
FUND 508	CUST.SVC/UT BUSINESS OFFICE	\$ -	\$ 2,306.22	\$ 281,106.63	\$395,926
FUND 509	MIS		\$ 6,534.35	\$ 225,275.94	\$252,370
FUND 510	ADMIN. FACILITY		\$ 10,303.21	\$ 151,739.57	\$395,203
FUND 511	FLEET MANAGEMENT		\$ 3,266.85	\$ 171,985.58	\$270,933
FUND 512	VEHICLE REPLACEMENT		\$ -	\$ 3,671.45	\$0
FUND 520	SR DIAL A RIDE		\$ 104,555.10	\$ 168,090.17	\$229,711
FUND 521	DIAL-A-RIDE MEDICAL TRANS.		\$ 59.34	\$ 21,514.83	\$40,458
FUND 525	NEEDLES AREA TRANSIT (NAT)		\$ -	\$ 361,415.04	\$494,264
FUND 580	ELECTRIC		\$ 70,034.98	\$ 9,221,584.59	\$12,526,973
FUND 581	NPUA CAPITAL ELECTRIC		\$ -	\$ 95,507.66	\$2,384,611
FUND 582	NPUA CAPITAL WATER		\$ 4,760.00	\$ 1,287,968.20	\$4,672,036
FUND 583	NPUA CAPITAL WASTEWATER		\$ -	\$ 98,768.00	\$104,468
FUND 650	IMPACT FEES NORTH NEEDLES		\$ -	\$ 30.16	\$88
FUND 651	IMPACT FEES SOUTH AREAS		\$ -	\$ 22.62	\$24
TOTAL	ALL FUNDS & DEPARTMENTS		\$ 1,623,801.12	\$ 30,210,658.76	\$48,986,737

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

Rick Daniels, City Manager

Date

Kippy Houlson, City Treasurer

Date

Sylvia Miledi, Director of Finance

Date

CHECK NUMBER	VENDOR NUMBER	SEQ#	VENDOR NAME	CHECK DATE	CHECK AMOUNT	DISCOUNTS/RETAINAGE TAKEN
15513	2345	00	A-B COMMUNICATIONS	06/14/2022	174.22	.00
15514	3404	00	A-Z BUS SALES INC.	06/14/2022	104,495.75	.00
15515	1	00	ADAMO, VINCENT	06/14/2022	28.92	.00
15516	1924	00	AHA MACAV POWER SERVICE	06/14/2022	1,003.89	.00
15517	1	00	ALBANESE, TONYA	06/14/2022	73.84	.00
15518	4013	00	AQUAFIX	06/14/2022	2,123.69	.00
15519	3750	00	AUTO ZONE	06/14/2022	6.38	.00
15520	2629	00	BARON PEST SOLUTIONS	06/14/2022	85.00	.00
15521	3973	00	BARON SECURITY SOLUTIONS	06/14/2022	164.00	.00
15522	1	00	BAYS-HOWER, DEBORAH	06/14/2022	58.39	.00
15523	178	00	BIG O TIRES & NAPA AUTO PARTS	06/14/2022	882.81	.00
15524	3313	00	BLUE RIVER WATER CORP.	06/14/2022	64.50	.00
15525	3595	00	BOOT BARN	06/14/2022	200.48	.00
15526	7	00	BORDER STATES INDUSTRIES, INC.	06/14/2022	3,054.77	.00
15527	3479	00	BBSW	06/14/2022	361.86	.00
15528	3922	00	BROOKS CONSULTING LLC	06/14/2022	12,101.29	.00
15529	3392	00	BUG EMERGENCY INC.	06/14/2022	120.00	.00
15530	3819	00	BULLHEAD AUTO & MARINE	06/14/2022	489.72	.00
15531	1	00	CHAVEZ, SERGIO A	06/14/2022	7.63	.00
15532	3960	00	CHRISTENSEN BROTHERS GENERAL ENG	06/14/2022	197,660.64	.00
15533	3960	03	CHRISTENSEN BROTHERS GENERAL ENG	06/14/2022	16,383.95	.00
15534	3960	08	CHRISTENSEN BROTHERS GENERAL ENG	06/14/2022	1,503.18	.00
15535	3960	01	CHRISTENSEN BROTHERS GENERAL ENG	06/14/2022	121,625.10	.00
15536	3136	00	CITY OF NEEDLES	06/14/2022	60,635.41	.00
15537	3414	00	COLDWATER FENCE INC.	06/14/2022	6,083.00	.00
15538	2320	00	COUNTY OF SAN BERNARDINO	06/14/2022	3,775.09	.00
15539	3019	00	DAPHNE'S HEADCOVERS	06/14/2022	206.96	.00
15540	440	00	DECO FOODSERVICE INCORP.	06/14/2022	103.76	.00
15541	3580	00	DIAMOND PURE WATER	06/14/2022	70.00	.00
15542	3561	00	DIVISION OF THE STATE ARCHITECT	06/14/2022	19.60	.00
15543	2653	00	EMPIRE SOUTHWEST	06/14/2022	85.84	.00
15544	3928	00	ERIN DUCKHORN	06/14/2022	500.00	.00
15545	3462	00	EUSI LLC	06/14/2022	54,414.48	.00
15546	3812	00	FECHTER & COMPANY, CPAS	06/14/2022	5,700.00	.00
15547	1296	00	FRONTIER	06/14/2022	4,627.77	.00
15548	324	00	GRAINGER PART OPERATIONS INC.	06/14/2022	1,586.81	.00
15549	3912	00	GREEN PRO SOLUTIONS	06/14/2022	800.72	.00
15550	3451	00	GREENS ELECTRIC, LLC	06/14/2022	65.30	.00
15551	2612	00	HARDWARE EXPRESS INCORP.	06/14/2022	VOID	.00
15552	2612	00	HARDWARE EXPRESS INCORP.	06/14/2022	1,043.88	.00
15553	3593	00	HDL COMPANIES	06/14/2022	250.00	.00
15554	3719	00	HEALTH TECHNOLOGY PROF. PRODUCTS	06/14/2022	187.79	.00
15555	3712	00	HENDERSON CHEVROLET COMPANY	06/14/2022	153.28	.00
15556	3994	00	HESPERIA VETERINARY SERVICES	06/14/2022	1,070.40	.00
15557	1	00	JACKSON, SHARON	06/14/2022	1.37	.00
15558	4000	00	JARROD DELEON	06/14/2022	429.09	.00
15559	2390	00	JAVELINA TRADING COMPANY	06/14/2022	929.98	.00
15560	638	00	JESSE FRAGOSO	06/14/2022	761.66	.00
15561	1	00	JORDAN PYLES	06/14/2022	4,858.58	.00
15562	1	00	JUSTIN JON KING	06/14/2022	537.41	.00
15563	3502	00	KIPPY POULSON	06/14/2022	275.00	.00



CHECK NUMBER	VENDOR NUMBER	SEQ#	VENDOR NAME	CHECK DATE	CHECK AMOUNT	DISCOUNTS/RETAINAGE TAKEN
15564	61	00	KNORR SYSTEMS, INC.	06/14/2022	3,355.29	.00
15565	2932	00	LINDE GAS & EQUIPMENT INC	06/14/2022	195.14	.00
15566	3998	00	MICHAEL BAKER INTERNATIONAL, INC	06/14/2022	1,000.00	.00
15567	2189	00	MOHAVE ENVIRONMENTAL LAB	06/14/2022	270.00	.00
15568	139	00	MOHAVE VALLEY LANDFILL-4522	06/14/2022	12.15	.00
15569	1	00	NATALIE JOHNSON	06/14/2022	378.40	.00
15570	207	00	NEEDLES SENIOR CITIZENS	06/14/2022	118.69	.00
15571	210	00	NEEDLES UNIFIED SCHOOL DIST.	06/14/2022	39,900.14	.00
15572	218	00	NEWS WEST PUBLISHING CO.	06/14/2022	1,137.03	.00
15573	2238	00	NORTHERN TOOL & EQUIPMENT	06/14/2022	408.43	.00
15574	1786	00	NPUA	06/14/2022	VOID	
15575	1786	00	NPUA	06/14/2022	VOID	
15576	1786	00	NPUA	06/14/2022	42,176.11	.00
15577	740	00	OUR TOWN MAGAZINE	06/14/2022	372.30	.00
15578	1	00	OUTSOURCE UTILITY CONTRACTOR CORP.	06/14/2022	11.18	.00
15579	3767	00	PATRICK MARTINEZ	06/14/2022	308.89	.00
15580	238	00	PERFORMANCE GRAPHICS	06/14/2022	608.25	.00
15581	240	00	PITNEY BOWES GLOBAL FIN. SVS. LLC	06/14/2022	878.67	.00
15582	1578	00	PURCHASE POWER	06/14/2022	71.35	.00
15583	15	00	QUILL CORP.	06/14/2022	832.74	.00
15584	818	00	R & R PRODUCTS INC.	06/14/2022	172.03	.00
15585	3012	00	RAILROAD MANAGEMENT CO. III LLC	06/14/2022	2,941.33	.00
15586	4028	00	RED BRICK SOLUTION	06/14/2022	2,999.00	.00
15587	2861	00	REINKE A/C CORP.	06/14/2022	17,587.80	.00
15588	309	00	REPUBLIC SERVICES #785	06/14/2022	96,200.07	.00
15589	1	00	RICHARD A. HAZLEWOOD	06/14/2022	20,000.00	.00
15590	1	00	RICHARD C. WARREN	06/14/2022	5,050.36	.00
15591	3558	00	RICK DANIELS	06/14/2022	1,699.59	.00
15592	3938	00	RIVER ROCK PROMOTIONS & PRINTING	06/14/2022	575.48	.00
15593	1	00	ROLLINS, JUDD	06/14/2022	126.23	.00
15594	3796	00	ROUTE 66 BROADBAND LLC	06/14/2022	863.24	.00
15595	1	00	ROUTE 66 SALES LLC	06/14/2022	5,045.25	.00
15596	3361	00	S.B. COUNTY SHERIFF'S DEPARTMENT	06/14/2022	627,919.20	.00
15597	2589	00	SAN BERNARDINO COUNTY	06/14/2022	11,740.07	.00
15598	1	00	SECURITY ONE INTERNATIONAL INC.	06/14/2022	464.58	.00
15599	4035	00	SECURITY PRO USA	06/14/2022	3,230.55	.00
15600	752	00	SILLY CACTUS INC	06/14/2022	232.42	.00
15601	4001	00	SIMPLOT TURF & HORTICULTURE	06/14/2022	161.63	.00
15602	3344	00	SLOVAK BARON & EMPEY LLP	06/14/2022	40,585.90	.00
15603	284	00	SOUTHWEST GAS CORP.	06/14/2022	96.58	.00
15604	3837	00	SOUTHWEST GROUND WATER	06/14/2022	1,114.00	.00
15605	3875	00	STANTEC CONSULTING SERVICES INC.	06/14/2022	497.92	.00
15606	3605	00	STATEWIDE TRAFFIC SAFETY & SIGNS	06/14/2022	15,325.74	.00
15607	779	00	THATCHER COMPANY	06/14/2022	5,442.52	.00
15608	4008	00	THE PRINTER GUYS, LLC	06/14/2022	2,456.98	.00
15609	1	00	THE 2019 BATES FAMILY TRUST	06/14/2022	2,000.00	.00
15610	3917	00	TOUCHSTONE GOLF LLC	06/14/2022	10,218.20	.00
15611	772	00	TRI-STATE ACE HARDWARE	06/14/2022	271.88	.00
15612	3830	00	UNIFIRST CORPORATION	06/14/2022	853.83	.00
15613	1	00	WENDY CHRISTINA ADRADE	06/14/2022	56.55	.00
15614	326	00	WESTERN ALARM SERVICE INC.	06/14/2022	75.00	.00

CHECK NUMBER	VENDOR NUMBER	SEQ#	VENDOR NAME	CHECK DATE	CHECK AMOUNT	DISCOUNTS/RETAINAGE TAKEN
15615	3528	00	WESTERN ENVIRONMENTAL TESTING LAB.	06/14/2022	548.90	.00
15616	3967	00	WILLDAN ENGINEERING	06/14/2022	35,753.61	.00
15617	1023	00	XEROX	06/14/2022	87.13	.00
15618	3842	00	XIO, INC.	06/14/2022	143.00	.00
15619	3828	00	3D-NETWORKS L.L.C.	06/14/2022	7,386.60	.00
NUMBER OF CHECKS				107	GRAND TOTAL	1,623,801.12

PREPARED 05/31/2022, 15:08:31

ACCOUNTS PAYABLE CHECK REGISTER BY BANK NUMBER

PAGE 1  
ACCOUNTING PERIOD 2022/12  
REPORT NUMBER 112

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

CHECK NO	VENDOR NO	VENDOR NAME	VOUCHER NO	P.O. NO	DATE	ACCOUNT	REMITTANCE AMOUNT (NET OF DISC/RETAIN)	CHECK TOTAL
15513	2345	A-B COMMUNICATIONS	008424		06/14/2022	510-4410-405.30-25	174.22 174.22 *	174.22
15514	3404	A-Z BUS SALES INC.	PI0136		06/14/2022	520-4740-462.72-15	104,495.75 104,495.75 *	104,495.75
15515	1	ADAMO, VINCENT	UT		06/14/2022	501-0000-211.00-00	28.92 28.92 *	28.92
15516	1924	AHA MACAV POWER SERVICE	008400 008496		06/14/2022 06/14/2022	580-4750-473.61-21 580-4750-473.63-12	712.50 291.39 1,003.89 *	1,003.89
15517	1	ALBANESE, TONYA	UT		06/14/2022	501-0000-211.00-00	73.84 73.84 *	73.84
15518	4013	AQUAFIX, INC.	008191		06/14/2022	503-4720-475.60-33	2,123.69 2,123.69 *	2,123.69
15519	3750	AUTO ZONE	008325		06/14/2022	511-3021-432.43-38	6.38 6.38 *	6.38
15520	2629	BARON PEST SOLUTIONS	008557		06/14/2022	510-4410-405.43-01	85.00 85.00 *	85.00
15521	3973	BARON SECURITY SOLUTIONS	008428 008429 008430 008431		06/14/2022 06/14/2022 06/14/2022 06/14/2022	101-3010-431.43-40 507-5761-453.43-40 503-4720-475.43-40 101-5772-452.43-18	43.00 34.00 43.00 44.00 164.00 *	164.00
15522	1	BAYS-HOWER, DEBORAH	UT		06/14/2022	501-0000-211.00-00	58.39 58.39 *	58.39
15523	178	BIG O TIRES & NAPA AUTO P	008099 008100 008101 008102 008103 008104 008198 008199 008200 008327 008328 008329 008425 008426		06/14/2022 06/14/2022 06/14/2022 06/14/2022 06/14/2022 06/14/2022 06/14/2022 06/14/2022 06/14/2022 06/14/2022 06/14/2022 06/14/2022 06/14/2022 06/14/2022	511-3020-432.61-28 101-5772-452.43-03 511-3021-432.43-26 511-3021-432.43-26 511-3021-432.43-26 101-1070-410.43-04 511-3021-432.43-36 511-3020-432.61-28 511-3021-432.43-26 511-3021-432.43-43 580-4750-473.43-57 503-4720-475.60-55 511-3021-432.43-36 511-3020-432.61-28	36.98- 46.63- 22.90 177.77 17.77 1.70 3.88 24.53 9.36 177.48 61.39 32.31 237.04 200.29 882.81 *	882.81

PREPARED 05/31/2022, 15:08:31

PROGRAM: GM346L

CITY OF NEEDLES

BANK 04 WELLS FARGO BANK - CITY GENERAL CHECKING

ACCOUNTS PAYABLE CHECK REGISTER BY BANK NUMBER

ACCOUNTING PERIOD 2022/12  
REPORT NUMBER 112

PAGE 2

CHECK NO	VENDOR NO	VENDOR NAME	VOUCHER NO	P.O. NO	DATE	ACCOUNT	REMITTANCE AMOUNT (NET OF DISC/RETAIN)	CHECK TOTAL
15524	3313	BLUE RIVER WATER CORP.	008196		06/14/2022	507-5761-453.61-12	64.50 64.50 *	64.50
15525	3595	BOOT BARN	008427		06/14/2022	502-4710-471.60-28	200.48 200.48 *	200.48
15526	7	BORDER STATES INDUSTRIES,	008098		06/14/2022	580-4750-473.60-55	3,054.77 3,054.77 *	3,054.77
15527	3479	BRAUN BLAISING SMITH WYNN	008566		06/14/2022	580-4750-473.31-50	361.86 361.86 *	361.86
15528	3922	BROOKS CONSULTING LLC	PI0256	022020	06/14/2022	580-4750-473.31-16	677.00	
			008192		06/14/2022	101-0000-204.03-01	4,000.00	
			008193		06/14/2022	101-0000-204.03-01	5,924.29	
			008195		06/14/2022	101-0000-204.03-01	1,500.00	
							12,101.29 *	12,101.29
15529	3392	BUG EMERGENCY INC.	008197		06/14/2022	507-5762-454.43-08	72.00	
			008330		06/14/2022	503-4720-475.60-32	48.00 120.00 *	120.00
15530	3819	BULLHEAD AUTO & MARINE	008331		06/14/2022	511-3021-432.43-26	489.72 489.72 *	489.72
15531	1	CHAVEZ, SERGIO A	UT		06/14/2022	501-0000-211.00-00	7.63 7.63 *	7.63
15532	3960	CHRISTENSEN BROTHERS GENE	PI0257	022080	06/14/2022	101-3010-431.71-22	180,960.64	
			PI0258		06/14/2022	101-3010-431.71-22	11,940.00	
			PI0259	022080	06/14/2022	582-4710-471.71-10	4,760.00 197,660.64 *	197,660.64
15533	3960	CHRISTENSEN BROTHERS GENE	PI0260	022080	06/14/2022	101-3010-431.71-22	16,383.95 16,383.95 *	16,383.95
15534	3960	CHRISTENSEN BROTHERS GENE	PI0261	022080	06/14/2022	101-3010-431.71-22	1,503.18 1,503.18 *	1,503.18
15535	3960	CHRISTENSEN BROTHERS GENE	PI0262	022080	06/14/2022	101-3010-431.71-22	121,625.10 121,625.10 *	121,625.10
15536	3136	CITY OF NEEDLES	008560		06/14/2022	580-4750-473.80-43	40,792.83	
			008561		06/14/2022	503-4720-475.80-43	7,757.83	
			008562		06/14/2022	502-4710-471.80-43	12,084.75 60,635.41 *	60,635.41
15537	3414	COLDWATER FENCE INC.	PI0264	022099	06/14/2022	580-4750-473.43-08	4,428.00	
			PI0265	022099	06/14/2022	580-4750-473.43-08	1,655.00 6,083.00 *	6,083.00

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15538	2320	COUNTY OF SAN BERNARDINO	008559		06/14/2022	505-4730-472.74-40	3,775.09 *	3,775.09
15539	3019	DAPHNE'S HEADCOVERS	008105		06/14/2022	507-5762-454.44-10	206.96 *	206.96
15540	440	DECO FOODSERVICE INCORP.	008462		06/14/2022	507-5762-454.43-08	103.76 *	103.76
15541	3580	DIAMOND PURE WATER	008201		06/14/2022	511-3020-432.43-29	20.00	20.00
			008202		06/14/2022	510-4410-405.61-01	30.00	30.00
			008332		06/14/2022	511-3020-432.43-29	5.00	5.00
			008333		06/14/2022	503-4720-475.43-02	5.00	5.00
			008361		06/14/2022	101-5770-452.61-01	10.00 *	10.00
15542	3561	DIVISION OF THE STATE ARC	008399		06/14/2022	101-0000-321.04-00	19.60 *	19.60
15543	2653	EMPIRE SOUTHWEST	008334		06/14/2022	511-3021-432.43-26	85.84 *	85.84
15544	3928	ERIN DUCKHORN	008190		06/14/2022	239-4730-472.59-42	500.00 *	500.00
15545	3462	EUSI LLC	PI0252	022009	06/14/2022	503-4720-475.31-98	27,207.24	27,207.24
			PI0253	022009	06/14/2022	503-4720-475.31-98	54,414.48 *	54,414.48
15546	3812	FECHTER & COMPANY, CPAS	PI0275	022007	06/14/2022	101-1025-415.31-49	4,161.00	4,161.00
			PI0276	022007	06/14/2022	502-4710-471.31-49	456.00	456.00
			PI0277	022007	06/14/2022	503-4720-475.31-49	456.00	456.00
			PI0278	022007	06/14/2022	580-4750-473.31-49	627.00 *	627.00
15547	1296	FRONTIER	008335		06/14/2022	101-1025-415.52-10	5,700.00 *	5,700.00
			008336		06/14/2022	101-2020-423.52-10	70.76	70.76
			008337		06/14/2022	101-3010-431.52-10	118.07	118.07
			008338		06/14/2022	101-5770-452.52-10	105.93	105.93
			008339		06/14/2022	101-5773-452.52-10	114.52	114.52
			008340		06/14/2022	101-5774-452.52-10	79.10	79.10
			008341		06/14/2022	502-4710-471.52-10	261.13	261.13
			008342		06/14/2022	503-4720-475.52-10	352.89	352.89
			008343		06/14/2022	503-4720-475.52-10	386.27	386.27
			008344		06/14/2022	507-5761-453.52-10	320.04	320.04
			008345		06/14/2022	510-4410-405.52-10	61.63	61.63
			008346		06/14/2022	510-4410-405.52-10	1,033.30	1,033.30
			008347		06/14/2022	510-4410-405.52-10	78.81	78.81
			008348		06/14/2022	510-4410-405.52-10	229.96	229.96
			008349		06/14/2022	510-4410-405.52-10	241.24	241.24
					06/14/2022	510-4410-405.52-10	585.36	585.36

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15547	1296	FRONTIER	008350 008517		06/14/2022 06/14/2022	580-4750-473.52-10 507-5762-454.52-10	363.36 225.40 4,627.77 *	4,627.77
15548	324	GRAINGER PART OPERATIONS	008106 008351		06/14/2022 06/14/2022	503-4720-475.60-55 503-4720-475.60-55	1,476.79 110.02 1,586.81 *	1,586.81
15549	3912	GREEN PRO SOLUTIONS	008463		06/14/2022	101-5772-452.60-40	800.72 800.72 *	800.72
15550	3451	GREENS ELECTRIC, LLC	008432		06/14/2022	580-4750-473.60-55	65.30 65.30 *	65.30
15551	2612	HARDWARE EXPRESS INCORP.	008107		06/14/2022	503-4720-475.43-02	6.74	VOIDED
15552	2612	HARDWARE EXPRESS INCORP.	008108		06/14/2022	511-3021-432.43-26	9.79	
			008109		06/14/2022	511-3021-432.43-26	5.72	
			008110		06/14/2022	511-3020-432.43-57	19.02	
			008111		06/14/2022	101-5772-452.43-39	12.27	
			008112		06/14/2022	101-3010-431.60-11	11.63	
			008113		06/14/2022	101-3010-431.61-01	10.22	
			008114		06/14/2022	101-1070-410.43-04	1.13	
			008115		06/14/2022	502-4710-471.60-55	28.91	
			008203		06/14/2022	101-5774-452.43-18	8.34	
			008204		06/14/2022	101-5774-452.43-18	7.92	
			008205		06/14/2022	101-0000-204.11-00	12.27	
			008206		06/14/2022	101-5770-452.43-02	12.25	
			008207		06/14/2022	101-3010-431.61-05	19.92	
			008208		06/14/2022	101-3010-431.61-33	38.89	
			008209		06/14/2022	511-3021-432.43-26	31.71	
			008210		06/14/2022	101-5772-452.61-12	36.60	
			008211		06/14/2022	101-5772-452.43-18	38.88	
			008212		06/14/2022	101-5772-452.61-12	12.97	
			008213		06/14/2022	101-5772-452.61-12	91.23	
			008214		06/14/2022	101-3010-431.61-01	10.22	
			008215		06/14/2022	502-4710-471.60-55	21.26	
			008216		06/14/2022	502-4710-471.60-55	26.60	
			008217		06/14/2022	502-4710-471.60-55	85.71	
			008218		06/14/2022	101-2020-423.61-36	20.87	
			008352		06/14/2022	101-5772-452.61-12	16.37	
			008353		06/14/2022	511-3021-432.43-26	13.66	
			008354		06/14/2022	511-3021-432.43-26	28.61	
			008355		06/14/2022	511-3021-432.43-26	17.48	
			008356		06/14/2022	511-3021-432.43-26	6.75	
			008357		06/14/2022	511-3021-432.43-26	15.93	
			008358		06/14/2022	101-5772-452.61-33	1.10	
			008362		06/14/2022	101-5774-452.43-18	2.85	
			008433		06/14/2022	101-1070-410.43-01	37.85	
			008434		06/14/2022	101-5772-452.61-12		

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15552	2612	HARDWARE EXPRESS INCORP.	008435 008436 008437 008438 008439 008440 008441 008442 008464 008467 008523 008524		06/14/2022 06/14/2022 06/14/2022 06/14/2022 06/14/2022 06/14/2022 06/14/2022 06/14/2022 06/14/2022 06/14/2022 06/14/2022 06/14/2022	101-5772-452.61-12 101-5772-452.61-12 101-5772-452.61-12 101-3010-431.60-11 101-5772-452.61-12 101-5772-452.61-12 101-5774-452.43-18 502-4710-471.60-55 101-3010-431.60-12 580-4750-473.61-21 101-5770-452.43-02 101-5770-452.43-02	26.40 13.98 9.17 2.85 23.56 6.25 86.57 42.65 8.17 28.20 4.79 52.16 1,043.88	
15553	3593	HDL COMPANIES	PI0282	022104	06/14/2022	101-1035-416.31-90	250.00 250.00	250.00
15554	3719	HEALTH TECHNOLOGY PROF. P	008219		06/14/2022	101-2020-423.43-42	187.79 187.79	187.79
15555	3712	HENDERSON CHEVROLET COMPA	008326		06/14/2022	511-3021-432.43-37	153.28 153.28	153.28
15556	3994	HESPERIA VETERINARY SERVI	008398		06/14/2022	101-2020-423.58-00	1,070.40 1,070.40	1,070.40
15557	1	JACKSON, SHARON	UT		06/14/2022	501-0000-211.00-00	1.37 1.37	1.37
15558	4000	JARROD DELEON	008410 008465 008466 008514		06/14/2022 06/14/2022 06/14/2022 06/14/2022	507-5761-453.43-04 507-5761-453.43-04 507-5761-453.43-04 507-5761-453.43-04	70.23 60.86 136.61 161.39 429.09	
15559	2390	JAVELINA TRADING COMPANY	008443		06/14/2022	502-4710-471.60-55	929.98 929.98	929.98
15560	638	JESSE FRAGOSO	008363		06/14/2022	511-3020-432.55-00	761.66 761.66	761.66
15561	1	JORDAN PYLES	008550		06/14/2022	101-0000-204.88-00	4,858.58 4,858.58	4,858.58
15562	1	JUSTIN JON KING	008554		06/14/2022	101-0000-204.66-00	537.41 537.41	537.41
15563	3502	KIPPY POULSON	008558		06/14/2022	101-1025-415.31-90	275.00 275.00	275.00

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15564	61	KNORR SYSTEMS, INC.	008220		06/14/2022	101-5770-452.60-32	3,355.29 3,355.29 *	3,355.29
15565	2932	LINDE GAS & EQUIPMENT INC	008221		06/14/2022	502-4710-471.60-28	195.14 195.14 *	195.14
15566	3998	MICHAEL BAKER INTERNATIONAL	PI0279	022047	06/14/2022	101-1035-416.31-90	1,000.00 1,000.00 *	1,000.00
15567	2189	MOHAVE ENVIRONMENTAL LAB	008364 008365		06/14/2022 06/14/2022	508-4810-478.31-20 101-5774-452.31-20	130.00 140.00 270.00 *	270.00
15568	139	MOHAVE VALLEY LANDFILL-45	008487		06/14/2022	101-2020-423.58-00	12.15 12.15 *	12.15
15569	1	NATALIE JOHNSON	008575		06/14/2022	206-5771-452.53-00	378.40 378.40 *	378.40
15570	207	NEEDLES SENIOR CITIZENS	008572 008573		06/14/2022 06/14/2022	520-4740-462.52-12 521-4740-462.52-12	59.35 59.34 118.69 *	118.69
15571	210	NEEDLES UNIFIED SCHOOL DI	PI0280	022102	06/14/2022	101-3010-431.71-22	39,900.14 39,900.14 *	39,900.14
15572	218	NEWS WEST PUBLISHING CO.	008232 008233 008273 008444 008470 008471 008472 008519 008520 008521		06/14/2022 06/14/2022 06/14/2022 06/14/2022 06/14/2022 06/14/2022 06/14/2022 06/14/2022 06/14/2022 06/14/2022	101-0000-204.39-00 101-0000-204.43-01 238-5772-452.72-18 101-5772-452.53-00 507-5762-454.53-00 507-5762-454.53-00 507-5762-454.53-00 101-5774-452.53-00 238-5772-452.70-09 101-1025-415.53-00	55.43 55.43 89.74 209.21 200.00 289.28 60.00 44.86 89.74 63.34 1,137.03 *	1,137.03
15573	2238	NORTHERN TOOL & EQUIPMENT	008116		06/14/2022	511-3020-432.43-57	408.43 408.43 *	408.43
15574	1786	NPUA						VOIDED
15575	1786	NPUA						VOIDED
15576	1786	NPUA						VOIDED
			008117 008119 008120 008121 008122 008123 008124		06/14/2022 06/14/2022 06/14/2022 06/14/2022 06/14/2022 06/14/2022 06/14/2022	101-5772-452.41-10 101-5772-452.41-10 502-4710-471.41-10 580-4750-473.41-11 580-4750-473.41-11 580-4750-473.41-11 101-2020-423.41-10	760.08 56.73 1,838.99 31.79 47.92 59.43 80.04	



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15576	1786	NPUA	008125		06/14/2022	101-2020-423.41-20	82.13	
			008126		06/14/2022	101-2020-423.41-30	155.96	
			008292		06/14/2022	206-5771-452.41-10	41.31	
			008293		06/14/2022	206-5771-452.41-20	5,150.31	
			008294		06/14/2022	206-5771-452.41-30	77.98	
			008368		06/14/2022	503-4720-475.41-20	44.45	
			008369		06/14/2022	503-4720-475.41-10	10,871.98	
			008370		06/14/2022	503-4720-475.41-20	263.24	
			008371		06/14/2022	503-4720-475.41-10	32.39	
			008372		06/14/2022	503-4720-475.41-20	207.67	
			008373		06/14/2022	502-4710-471.41-10	44.59	
			008374		06/14/2022	502-4710-471.41-10	43.86	
			008375		06/14/2022	510-4410-405.41-10	872.62	
			008376		06/14/2022	510-4410-405.41-20	221.85	
			008377		06/14/2022	510-4410-405.41-30	2,261.42	
			008379		06/14/2022	101-5774-452.41-10	71.49	
			008380		06/14/2022	101-5774-452.41-20	82.87	
			008381		06/14/2022	101-5774-452.41-10	951.62	
			008382		06/14/2022	101-5774-452.41-20	212.15	
			008383		06/14/2022	101-5774-452.41-30	155.96	
			008401		06/14/2022	101-5772-452.41-10	222.57	
			008402		06/14/2022	101-5772-452.41-10	47.65	
			008403		06/14/2022	101-5772-452.41-10	65.82	
			008404		06/14/2022	101-5772-452.41-10	208.37	
			008405		06/14/2022	101-5772-452.41-10	32.39	
			008406		06/14/2022	101-3010-431.41-10	340.29	
			008407		06/14/2022	101-3010-431.41-20	56.15	
			008408		06/14/2022	101-3010-431.41-30	389.90	
			008413		06/14/2022	507-5762-454.41-10	115.14	
			008445		06/14/2022	502-4710-471.41-10	843.05	
			008446		06/14/2022	502-4710-471.41-10	32.39	
			008447		06/14/2022	502-4710-471.41-10	60.81	
			008448		06/14/2022	502-4710-471.41-10	37.87	
			008449		06/14/2022	502-4710-471.41-10	3,004.41	
			008450		06/14/2022	580-4750-473.41-11	35.28	
			008451		06/14/2022	580-4750-473.41-11	32.39	
			008452		06/14/2022	101-5772-452.41-10	1,078.68	
			008453		06/14/2022	101-5772-452.41-10	46.08	
			008454		06/14/2022	101-5770-452.41-10	1,055.10	
			008455		06/14/2022	101-5770-452.41-20	957.37	
			008456		06/14/2022	101-5770-452.41-30	77.98	
			008473		06/14/2022	503-4720-475.41-10	42.67	
			008474		06/14/2022	503-4720-475.41-20	43.78	
			008475		06/14/2022	580-4750-473.41-11	35.99	
			008476		06/14/2022	503-4720-475.41-10	33.95	
			008477		06/14/2022	580-4750-473.41-11	55.24	
			008478		06/14/2022	580-4750-473.41-11	68.08	
			008479		06/14/2022	503-4720-475.41-10	44.36	
			008480		06/14/2022	503-4720-475.41-20	44.09	
			008507		06/14/2022	507-5761-453.41-20	45.27	



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15583	15	QUILL CORP.	008226 008227 008384 008385 008499 008500 008502 008503 008504		06/14/2022 06/14/2022 06/14/2022 06/14/2022 06/14/2022 06/14/2022 06/14/2022 06/14/2022 06/14/2022	508-4810-478.61-01 101-2020-423.61-01 508-4810-478.61-01 510-4410-405.61-01 510-4410-405.61-01 508-4810-478.61-01 506-4713-477.61-01 510-4410-405.61-01 101-1025-415.61-01	204.71 32.31 42.01 239.16 287.67 26.50 20.67 30.15 18.51 832.74	
15584	818	R & R PRODUCTS INC.	008228		06/14/2022	507-5761-453.43-04	172.03 172.03	172.03
15585	3012	RAILROAD MANAGEMENT CO. I	008235		06/14/2022	580-4750-473.43-09	2,941.33 2,941.33	2,941.33
15586	4028	RED BRICK SOLUTION	PI0273	022082	06/14/2022	510-4410-405.72-11	2,999.00 2,999.00	2,999.00
15587	2861	REINKE A/C CORP.	008386 008481 PI0281 008526	022100	06/14/2022 06/14/2022 06/14/2022 06/14/2022	101-1070-410.43-04 508-4810-478.61-32 503-4720-475.43-02 580-4750-473.54-62	800.00 1,635.00 7,673.18 7,479.62 17,587.80	17,587.80
15588	309	REPUBLIC SERVICES #78	PI0255	022019	06/14/2022	505-4730-472.31-87	96,200.07 96,200.07	96,200.07
15589	1	RICHARD A. HAZLEWOOD	008574		06/14/2022	101-0000-204.78-00	20,000.00 20,000.00	20,000.00
15590	1	RICHARD C. WARREN	008553		06/14/2022	101-0000-204.67-00	5,050.36 5,050.36	5,050.36
15591	3558	RICK DANIELS	008229 008230 008231 008518		06/14/2022 06/14/2022 06/14/2022 06/14/2022	101-1020-413.55-00 101-1035-416.55-00 101-1020-413.55-00 101-1020-413.55-00	119.04 469.52 296.71 814.32 1,699.59	1,699.59
15592	3938	RIVER ROCK PROMOTIONS & P	008234		06/14/2022	507-5762-454.53-00	575.48 575.48	575.48
15593	1	ROLLINS, JUDD	UT		06/14/2022	501-0000-211.00-00	126.23 126.23	126.23
15594	3796	ROUTE 66 BROADBAND LLC	008460 008461 008482		06/14/2022 06/14/2022 06/14/2022	503-4720-475.52-10 509-4910-479.52-12 101-3010-431.52-10	85.00 138.75 100.00	85.00 138.75 100.00

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CITY OF NEEDLES

BANK 04 WELLS FARGO BANK - CITY GENERAL CHECKING

CHECK NO	VENDOR NO	VENDOR NAME	VOUCHER NO	P.O. NO	DATE	ACCOUNT	REMITTANCE AMOUNT (NET OF DISC/RETAIN)	CHECK TOTAL
15594	3796	ROUTE 66 BROADBAND LLC	008483		06/14/2022	101-3010-431.52-10	144.49	
			008484		06/14/2022	101-5773-452.52-10	110.00	
			008501		06/14/2022	101-2020-423.52-10	85.00	
			008515		06/14/2022	507-5762-454.52-10	100.00	
			008516		06/14/2022	507-5762-454.52-10	100.00	
							863.24	863.24
15595	1	ROUTE 66 SALES LLC	008555		06/14/2022	101-0000-204.60-00	5,045.25	
							5,045.25	5,045.25
15596	3361	S.B.COUNTY SHERIFF'S DEPA	008387		06/14/2022	101-2010-421.31-81	40,118.34	
			008388		06/14/2022	101-2010-421.43-03	9,054.34	
			008389		06/14/2022	101-2010-421.62-00	6,338.70	
			008390		06/14/2022	225-2010-421.31-81	22,525.82	
			008568		06/14/2022	101-2010-421.31-80	267,620.00	
			008569		06/14/2022	225-2010-421.31-80	7,321.00	
			008570		06/14/2022	101-2010-421.31-80	267,620.00	
			008571		06/14/2022	225-2010-421.31-80	7,321.00	
							627,919.20	627,919.20
15597	2589	SAN BERNARDINO COUNTY	008274		06/14/2022	101-2020-423.62-00	154.67	
			008275		06/14/2022	101-2030-423.62-00	353.96	
			008276		06/14/2022	101-3010-431.62-00	2,120.73	
			008277		06/14/2022	101-4730-472.62-00	402.56	
			008278		06/14/2022	101-5772-452.62-00	1,711.07	
			008279		06/14/2022	206-5771-452.62-00	183.45	
			008280		06/14/2022	502-4710-471.62-00	1,491.69	
			008281		06/14/2022	503-4720-475.62-00	291.59	
			008282		06/14/2022	507-5761-453.62-00	1,888.32	
			008414		06/14/2022	580-4750-473.62-00	3,142.03	
							11,740.07	11,740.07
15598	1	SECURITY ONE INTERNATIONAL	008549		06/14/2022	101-0000-204.89-00	464.58	
							464.58	464.58
15599	4035	SECURITY PRO USA	008391		06/14/2022	225-2010-421.61-21	3,230.55	
							3,230.55	3,230.55
15600	752	SILLY CACTUS INC	008469		06/14/2022	580-4750-473.61-04	232.42	
							232.42	232.42
15601	4001	SIMPLOT TURF & HORTICULTU	008128		06/14/2022	507-5761-453.61-33	161.63	
							161.63	161.63
15602	3344	SLOVAK BARON EMPEY MURPHY	008237		06/14/2022	101-1015-412.31-50	5,800.00	
			008238		06/14/2022	101-1025-415.31-50	4,960.30	
			008239		06/14/2022	502-4710-471.31-50	4,861.09	
			008240		06/14/2022	580-4750-473.31-50	99.21	
			008241		06/14/2022	101-2030-423.31-50	237.70	
			008242		06/14/2022	101-2030-423.31-50	113.00	

ACCOUNTS PAYABLE CHECK REGISTER BY BANK NUMBER

CHECK NO	VENDOR NO	VENDOR NAME	VOUCHER NO	P.O. NO	DATE	ACCOUNT	REMITTANCE AMOUNT (NET OF DISC/RETAIN)	CHECK TOTAL
15602	3344	SLOVAK BARON EMPEY MURPHY	008243		06/14/2022	101-2030-423.31-50	179.80	
			008244		06/14/2022	101-2030-423.31-50	180.80	
			008245		06/14/2022	101-2030-423.31-50	113.00	
			008246		06/14/2022	101-2030-423.31-50	67.80	
			008247		06/14/2022	101-2030-423.31-50	59.95	
			008248		06/14/2022	101-2030-423.31-50	45.20	
			008249		06/14/2022	101-2030-423.31-50	45.20	
			008250		06/14/2022	101-2030-423.31-50	73.20	
			008251		06/14/2022	101-2030-423.31-50	1,604.60	
			008252		06/14/2022	101-2030-423.31-50	293.80	
			008253		06/14/2022	101-2030-423.31-50	798.20	
			008254		06/14/2022	101-2030-423.31-50	691.75	
			008255		06/14/2022	101-2030-423.31-50	534.55	
			008256		06/14/2022	101-2030-423.31-50	133.15	
			008257		06/14/2022	101-2030-423.31-50	1,867.75	
			008258		06/14/2022	101-2030-423.31-50	790.00	
			008259		06/14/2022	101-2030-423.31-50	158.20	
			008260		06/14/2022	101-2030-423.31-50	178.75	
			008261		06/14/2022	101-2030-423.31-50	711.40	
			008262		06/14/2022	101-2030-423.31-50	630.35	
			008263		06/14/2022	101-2030-423.31-50	1,401.40	
			008264		06/14/2022	101-2030-423.31-50	1,637.50	
			008265		06/14/2022	101-2030-423.31-50	407.90	
			008266		06/14/2022	101-2030-423.31-50	589.80	
			008267		06/14/2022	502-4710-471.31-50	2,691.30	
			008268		06/14/2022	503-4720-475.31-50	2,691.30	
			008269		06/14/2022	502-4710-471.31-50	1,933.34	
			008270		06/14/2022	503-4720-475.31-50	1,933.33	
			008271		06/14/2022	580-4750-473.31-50	1,933.33	
			008272		06/14/2022	101-2030-423.31-50	137.95	
							40,585.90 *	40,585.90
15603	284	SOUTHWEST GAS CORP.	008187		06/14/2022	510-4410-405.41-60	52.38	
			008188		06/14/2022	507-5761-453.41-50	17.00	
			008189		06/14/2022	101-3010-431.41-60	27.20	
							96.58	96.58
15604	3837	SOUTHWEST GROUND WATER	008392		06/14/2022	502-4710-471.31-90	1,114.00	
							1,114.00 *	1,114.00
15605	3875	STANTEC CONSULTING SERVIC	PI0254	022015	06/14/2022	580-4750-473.31-10	497.92	
							497.92 *	497.92
15606	3605	STATEWIDE TRAFFIC SAFETY	008236		06/14/2022	239-4730-472.59-42	450.00	
			PI0266	022101	06/14/2022	101-3010-431.72-17	1,354.05	
			PI0267	022101	06/14/2022	101-3010-431.72-17	3,042.50	
			PI0268	022101	06/14/2022	101-3010-431.72-17	4,371.25	
			PI0269	022101	06/14/2022	101-3010-431.72-17	3,160.44	
			PI0270	022101	06/14/2022	101-3010-431.72-17	2,947.50	
							15,325.74 *	15,325.74

ACCOUNTS PAYABLE CHECK REGISTER BY BANK NUMBER

CHECK NO	VENDOR NO	VENDOR NAME	VOUCHER NO	P.O. NO	DATE	ACCOUNT	REMITTANCE AMOUNT (NET OF DISC/RETAIN)	CHECK TOTAL
15607	779	THATCHER COMPANY	008563 008564 008565		06/14/2022 06/14/2022 06/14/2022	502-4710-471.60-32 502-4710-471.60-32 502-4710-471.60-32	1,779.57 1,685.65 1,977.30 5,442.52 *	5,442.52
15608	4008	THE PRINTER GUYS, LLC	008130 008224 008225 008290 008291 008291 008366 008367 008488		06/14/2022 06/14/2022 06/14/2022 06/14/2022 06/14/2022 06/14/2022 06/14/2022 06/14/2022 06/14/2022	508-4810-478.61-02 503-4720-475.61-01 101-1025-415.61-02 225-2010-421.61-21 101-1020-413.61-02 101-1040-417.61-02 101-1040-417.61-02 508-4810-478.61-02	99.00 134.99 139.00 1,512.00 89.00 179.00 134.99 169.00 2,456.98 *	2,456.98
15609	1	THE 2019 BATES FAMILY TRU	008556		06/14/2022	101-0000-204.48-00	2,000.00 2,000.00 *	2,000.00
15610	3917	TOUCHSTONE GOLF LLC	008283 008284 PI0274		06/14/2022 06/14/2022 06/14/2022	507-5761-453.31-90 507-5762-454.31-90 507-5762-454.31-89	4,691.83 2,526.37 3,000.00 10,218.20 *	10,218.20
15611	772	TRI-STATE ACE HARDWARE	008129 008285 008489		06/14/2022 06/14/2022 06/14/2022	503-4720-475.60-32 511-3020-432.61-28 101-3010-431.61-05	140.98 63.35 67.55 271.88 *	271.88
15612	3830	UNIFIRST CORPORATION	008131 008132 008133 008134 008135 008295 008296 008297 008393 008394 008409 008412 008468 008492 008493 008494 008495 008505 008525		06/14/2022 06/14/2022 06/14/2022 06/14/2022 06/14/2022 06/14/2022 06/14/2022 06/14/2022 06/14/2022 06/14/2022 06/14/2022 06/14/2022 06/14/2022 06/14/2022 06/14/2022 06/14/2022 06/14/2022 06/14/2022 06/14/2022	502-4710-471.61-04 503-4720-475.61-04 580-4750-473.61-04 511-3020-432.61-04 101-5772-452.61-04 101-5774-452.61-06 507-5762-454.43-08 502-4710-471.61-04 511-3020-432.61-04 503-4720-475.61-04 101-5772-452.61-04 507-5762-454.43-08 580-4750-473.61-04 502-4710-471.61-04 511-3020-432.61-04 101-5772-452.61-04 101-5774-452.61-06 507-5762-454.43-08 101-5774-452.61-06	40.63 17.70 112.20 96.68 44.65 8.56 7.49 40.63 96.68 17.70 44.65 7.49 112.20 40.63 96.68 44.65 8.56 7.49 853.83 *	853.83
15613	1	WENDY CHRISTINA ADRADE	008552		06/14/2022	101-0000-204.80-00	56.55	56.55

PREPARED 05/31/2022, 15:08:31

ACCOUNTS PAYABLE CHECK REGISTER BY BANK NUMBER

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ACCOUNTING PERIOD 2022/12  
REPORT NUMBER 112

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

CHECK NO	VENDOR NO	VENDOR NAME	VOUCHER NO	P.O. NO	DATE	ACCOUNT	REMITTANCE AMOUNT (NET OF DISC/RETAIN)	CHECK TOTAL
15613	1	WENDY CHRISTINA ADRADE					56.55 *	56.55
15614	326	WESTERN ALARM SERVICE INC	008411		06/14/2022	507-5762-454.43-08	75.00 *	75.00
15615	3528	WESTERN ENVIRONMENTAL TES	008299		06/14/2022	502-4710-471.59-75	507.90	
			008300		06/14/2022	502-4710-471.59-75	41.00	
							548.90 *	548.90
15616	3967	WILLDAN ENGINEERING	PI0263	022010	06/14/2022	101-2025-424.31-10	15,552.00	
			PI0271	022010	06/14/2022	101-2025-424.31-10	20.00	
			PI0272	022010	06/14/2022	101-2025-424.31-10	12,960.00	
			008395		06/14/2022	101-0000-204.03-01	5,852.14	
			008396		06/14/2022	101-0000-204.03-01	660.00	
			008397		06/14/2022	101-0000-204.03-01	709.47	
							35,753.61 *	35,753.61
15617	1023	XEROX	008298		06/14/2022	101-5774-452.74-20	87.13	
							87.13 *	87.13
15618	3842	XIO, INC.	008301		06/14/2022	502-4710-471.31-90	143.00	
							143.00 *	143.00
15619	3828	3D-NETWORKS LLC	008286		06/14/2022	506-4713-477.61-01	991.00	
			008287		06/14/2022	509-4910-479.52-13	1,183.10	
			008288		06/14/2022	509-4910-479.31-90	2,212.50	
			008289		06/14/2022	509-4910-479.31-53	200.00	
			008490		06/14/2022	509-4910-479.31-53	400.00	
			008491		06/14/2022	509-4910-479.31-90	2,400.00	
							7,386.60 *	7,386.60
BANK/CHECK TOTAL							1,623,801.12	1,623,801.12
ALL BANKS/CHECKS TOTAL							1,623,801.12	1,623,801.12



**CITY OF NEEDLES CITY COUNCIL  
WARRANT SUMMARY TOTALS FOR MAY 20, 2022**

		DEPT. AMT.	FUND AMT.	20-May	21-22 BUDGET
FUND 101	GENERAL FUND	\$ 11,336.37			
101.1015.412	CITY ATTORNEY	\$ -		\$ 52,326.75	\$80,000
101.1020.413	CITY MANAGER	\$ 1,052.27		\$ 173,914.64	\$205,293
101.1025.415	FINANCE DEPT.	\$ 4,389.19		\$ 414,314.59	\$425,654
101.1030.414	CITY CLERK/COUNCIL/MAYOR	\$ 1,644.99		\$ 139,750.85	\$201,933
101.1035.416	PLANNING /ZONING	\$ 450.18		\$ 153,605.23	\$304,327
101.1040.417	ENGINEERING	\$ 887.84		\$ 166,571.06	\$269,415
101.1060.410	COMMUNITY PROMOTIONS	\$ -		\$ 44,344.61	\$69,770
101.1070.410	SENIOR CENTER	\$ 221.95		\$ 39,091.43	\$55,404
101.2010.421	SHERIFF	\$ -		\$ 2,569,503.21	\$3,216,842
101.2020.423	ANIMAL SHELTER/CONTROL	\$ 50.00		\$ 150,731.11	\$236,591
101.2025.424	BULDING & SAFETY	\$ 937.61		\$ 348,747.88	\$454,386
101.2030.423	CODE ENFORCEMENT	\$ 6,186.08		\$ 475,505.38	\$629,675
101.3010.431	PUBLIC WORKS	\$ 3,795.26		\$ 1,057,517.87	\$4,318,920
101.4730.472	SANITATION	\$ 197.40		\$ 121,750.35	\$156,217
101.5770.452	AQUATICS	\$ -		\$ 110,633.11	\$180,845
101.5772.452	PARKS	\$ 5,902.41		\$ 410,534.01	\$637,633
101.5773.452	JACK SMITH PARK MARINA	\$ 1,467.95		\$ 100,420.95	\$139,888
101.5774.452	RECREATION	\$ 826.63		\$ 253,173.98	\$353,231
GENERAL FUND	TOTAL ALL GF DEPARTMENTS		\$ 39,346.13		\$11,936,024
FUND 205	CDBG		\$ -	\$ 34,479.16	\$27,243
FUND 206	CEMETERY		\$ 1,637.80	\$ 154,670.57	\$209,276
FUND 208	CALTRANS GRANTS		\$ -	\$ 1,291,477.24	\$183,750
FUND 209	NARCOTICS FORFEITURE		\$ -	\$ -	\$0
FUND 210	SPECIAL GAS TAX		\$ -	\$ 124,443.00	\$235,135
FUND 213	DEPT OF HOUSE. & COMM DEVL		\$ -	\$ 42,563.74	\$168,149
FUND 214	SANBAG NEW LOCAL MEAS I		\$ -	\$ 1,539.86	\$93,300
FUND 225	COPS-AB 3229 SUPPLEMENTAL		\$ -	\$ 158,290.68	\$283,431
FUND 235	INTERSTATE COMM/I40 J ST.		\$ -	\$ -	\$0
FUND 238	STATE RECREATION GRANTS		\$ -	\$ 3,692.61	
FUND 239	CA.CONSERV RECYLING GRANT		\$ -	\$ 64,799.60	\$80,500
FUND 240	EL GARCES INTERMODAL		\$ -	\$ -	\$0
FUND 241	SAFE RTS TO SCHOOL (SR2S)		\$ -	\$ -	\$12,885
FUND 243	ACTIVE TRANSPORT PROGRAM		\$ -	\$ -	\$0
FUND 270	REDEVELOPMENT AGENCY		\$ -	\$ 165,340.30	\$204,500
FUND 470	RDA CAP PROJ.LOW & MOD.		\$ -	\$ 1,725.42	\$300,000
FUND 501	NPUA		\$ -	\$ 2,536,336.44	\$2,687,194
FUND 502	WATER DEPARTMENT		\$ 6,924.26	\$ 1,598,587.65	\$2,006,995
FUND 503	WASTEWATER DEPARTMENT		\$ 4,233.43	\$ 1,085,919.39	\$1,297,932
FUND 505	SANITATION		\$ 337.02	\$ 1,186,148.88	\$1,419,900
FUND 506	ALL AMERICAN CANAL PROJ.		\$ -	\$ 875,947.69	\$1,014,815
FUND 507	GOLF FUND	\$ 65.68			
FUND 507-5761-453	GOLF MAINTENANCE DEPARTMENT	\$ -		\$ 525,373.21	\$724,775
FUND 507-5762-454	GOLF PRO SHOP DEPARTMENT	\$ 1,685.08		\$ 284,183.27	\$368,468
FUND 507	GOLF FUND TOTAL		\$ 1,750.76		
FUND 508	CUST.SVC/UT BUSINESS OFFICE	\$ -	\$ -	\$ 278,800.41	\$395,926
FUND 509	MIS		\$ 3,456.84	\$ 218,741.59	\$252,370
FUND 510	ADMIN. FACILITY		\$ -	\$ 140,916.52	\$395,203
FUND 511	FLEET MANAGEMENT		\$ 1,638.18	\$ 168,687.83	\$270,933
FUND 512	VEHICLE REPLACEMENT		\$ -	\$ 3,671.45	\$0
FUND 520	SR DIAL A RIDE		\$ -	\$ 168,030.82	\$229,711
FUND 521	DIAL-A-RIDE MEDICAL TRANS.		\$ -	\$ 21,455.49	\$40,458
FUND 525	NEEDLES AREA TRANSIT (NAT)		\$ -	\$ 361,415.04	\$494,264
FUND 580	ELECTRIC		\$ 17,630.33	\$ 9,149,893.78	\$12,526,973
FUND 581	NPUA CAPITAL ELECTRIC		\$ -	\$ 95,507.66	\$2,384,611
FUND 582	NPUA CAPITAL WATER		\$ -	\$ 1,283,208.20	\$4,672,036
FUND 583	NPUA CAPITAL WASTEWATER		\$ -	\$ 98,768.00	\$104,468
FUND 650	IMPACT FEES NORTH NEEDLES		\$ -	\$ 30.16	\$88
FUND 651	IMPACT FEES SOUTH AREAS		\$ -	\$ 22.62	\$24
TOTAL	ALL FUNDS & DEPARTMENTS		\$ 76,954.75	\$ 28,907,105.29	\$45,021,337

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

Rick Daniels, City Manager

Date

Kippy Poulson, City Treasurer

Date

Sylvia Miledi, Director of Finance

Date



CHECK NUMBER	VENDOR NUMBER	SEQ#	VENDOR NAME	CHECK DATE	CHECK AMOUNT	DISCOUNTS/RETAINAGE TAKEN
15483	3709	00	ADRIAN CHAVEZ	05/20/2022	50.00	.00
15484	3688	00	ALBERT PONCE	05/20/2022	50.00	.00
15485	3916	00	BARBARA DILEO	05/20/2022	850.00	.00
15486	3870	00	BRYAN HICKSTEIN	05/20/2022	50.00	.00
15487	3319	00	CITY EMPLOYEES ASSOCIATES	05/20/2022	200.00	.00
15488	2931	00	DALE JONES	05/20/2022	50.00	.00
15489	394	00	EMPLOYMENT DEVELOPMENT DEPT.	05/20/2022	221.95	.00
15490	322	00	FRANK VALENZUELA JR.	05/20/2022	50.00	.00
15491	1305	00	GREAT WEST LIFE	05/20/2022	5,412.00	.00
15492	3634	00	GREAT WEST LIFE & ANNUITY	05/20/2022	631.72	.00
15493	2879	00	JENNIFER VALENZUELA	05/20/2022	401.39	.00
15494	638	00	JESSE FRAGOSO	05/20/2022	50.00	.00
15495	325	00	JIM WILLIS	05/20/2022	50.00	.00
15496	3978	00	JOSE SANCHEZ	05/20/2022	50.00	.00
15497	2222	00	JUSTIN SCOTT	05/20/2022	50.00	.00
15498	3512	00	KIMBERLY MITCHELL	05/20/2022	50.00	.00
15499	3889	00	MICHAEL WILLIS	05/20/2022	50.00	.00
15500	3767	00	PATRICK MARTINEZ	05/20/2022	50.00	.00
15501	3654	00	RAINIE TORRANCE	05/20/2022	50.00	.00
15502	3953	00	RONNY SOMMERS	05/20/2022	50.00	.00
15503	1199	00	SBPEA TEAMSTERS LOCAL 1932	05/20/2022	816.98	.00
15504	3242	00	SDRWA	05/20/2022	67,420.71	.00
15505	3851	00	SY FOLEY	05/20/2022	50.00	.00
15506	3432	00	SYLVIA MILEDI	05/20/2022	50.00	.00
15507	3622	00	TAYLOR MILLER	05/20/2022	50.00	.00
15508	2744	00	THOMAS DELEON	05/20/2022	50.00	.00
15509	2817	00	TONY RUBALCABA	05/20/2022	50.00	.00
15510	3695	00	VINCE GARZA	05/20/2022	50.00	.00
NUMBER OF CHECKS				28	GRAND TOTAL	76,954.75

ACCOUNTS PAYABLE CHECK REGISTER BY BANK NUMBER

CHECK NO	VENDOR NO	VENDOR NAME	VOUCHER NO	P.O. NO	DATE	ACCOUNT	REMITTANCE AMOUNT (NET OF DISC/RETAIN)	CHECK TOTAL
15483	3709	ADRIAN CHAVEZ	002140		05/20/2022	101-2030-423.52-10	50.00 50.00 *	50.00
15484	3688	ALBERT PONCE	002149		05/20/2022	502-4710-471.52-10	50.00 50.00 *	50.00
15485	3916	BARBARA DILEO	008157		05/20/2022	101-2030-423.59-43	850.00 850.00 *	850.00
15486	3870	BRYAN HICKSTEIN	002146		05/20/2022	502-4710-471.52-10	50.00 50.00 *	50.00
15487	3319	CITY EMPLOYEES ASSOCIATES	008154 008155 008156		05/20/2022 05/20/2022 05/20/2022	101-0000-209.03-01 580-0000-209.03-01 502-0000-209.03-01	140.00 40.00 20.00 200.00 *	200.00
15488	2931	DALE JONES	002130		05/20/2022	101-1030-414.52-10	50.00 50.00 *	50.00
15489	394	EMPLOYMENT DEVELOPMENT DE	008158		05/20/2022	101-1070-410.24-01	221.95 221.95 *	221.95
15490	322	FRANK VALENZUELA JR.	002128		05/20/2022	502-4710-471.52-10	50.00 50.00 *	50.00
15491	1305	GREAT WEST LIFE & ANNUITY	008138 008139 008140		05/20/2022 05/20/2022 05/20/2022	101-0000-209.03-01 502-0000-209.03-01 580-0000-209.03-01	3,308.00 275.00 1,829.00 5,412.00 *	5,412.00
15492	3634	GREAT-WEST LIFE & ANNUITY	008141 008142 008143 008144 008145 008146		05/20/2022 05/20/2022 05/20/2022 05/20/2022 05/20/2022 05/20/2022	101-0000-209.01-00 101-0000-209.01-00 101-0000-209.01-00 580-0000-209.01-00 580-0000-209.01-00 580-0000-209.01-00	38.13 24.27 213.04 174.52 53.93 127.83 631.72 *	631.72
15493	2879	JENNIFER VALENZUELA	002126 008136 008137		05/20/2022 05/20/2022 05/20/2022	101-5774-452.52-10 101-5774-452.49-01 101-5774-452.60-24	50.00 330.00 21.39 401.39 *	401.39
15494	638	JESSE FRAGOSO	002144		05/20/2022	101-3010-431.52-10	50.00 50.00 *	50.00
15495	325	JIM WILLIS	002129		05/20/2022	580-4750-473.52-10	50.00 50.00 *	50.00

ACCOUNTS PAYABLE CHECK REGISTER BY BANK NUMBER

CHECK NO	VENDOR NO	VENDOR NAME	VOUCHER NO	P.O. NO	DATE	ACCOUNT	REMITTANCE AMOUNT (NET OF DISC/RETAIN)	CHECK TOTAL
15496	3978	JOSE SANCHEZ	002141		05/20/2022	502-4710-471.52-10	50.00 50.00 *	50.00
15497	2222	JUSTIN SCOTT	002125		05/20/2022	580-4750-473.52-10	50.00 50.00 *	50.00
15498	3512	KIMBERLY MITCHELL	006143		05/20/2022	508-4810-478.52-10	50.00 50.00 *	50.00
15499	3889	MICHAEL WILLIS	002132		05/20/2022	580-4750-473.52-10	50.00 50.00 *	50.00
15500	3767	PATRICK MARTINEZ	002133 002134 002135 002136		05/20/2022 05/20/2022 05/20/2022 05/20/2022	101-2030-423.52-10 101-2025-424.52-10 101-1035-416.52-10 101-1040-417.52-10	12.50 12.50 12.50 12.50 *	50.00
15501	3654	RAINIE TORRANCE	002137 002138 002139		05/20/2022 05/20/2022 05/20/2022	502-4710-471.52-10 503-4720-475.52-10 580-4750-473.52-10	16.67 16.66 16.67 50.00 *	50.00
15502	3953	RONNY SOMMERS	002127		05/20/2022	580-4750-473.52-10	50.00 50.00 *	50.00
15503	1199	SBPEA TEAMSTERS LOCAL 193	008147 008148 008149 008150 008151 008152 008153		05/20/2022 05/20/2022 05/20/2022 05/20/2022 05/20/2022 05/20/2022 05/20/2022	101-0000-209.03-01 502-0000-209.03-01 503-0000-209.03-01 507-0000-209.03-01 508-0000-209.03-01 511-0000-209.03-01 580-0000-209.03-01	378.67 118.63 23.29 65.68 36.68 31.38 162.65 816.98 *	816.98
15504	3242	SPECIAL DISTRICT RISK	008159 008160 008161 008162 008163 008164 008165 008166 008167 008168 008169 008170 008171 008172 008173		05/20/2022 05/20/2022 05/20/2022 05/20/2022 05/20/2022 05/20/2022 05/20/2022 05/20/2022 05/20/2022 05/20/2022 05/20/2022 05/20/2022 05/20/2022 05/20/2022 05/20/2022	101-1020-413.24-10 101-1025-415.24-10 101-1030-414.24-10 101-1035-416.24-10 101-1040-417.24-10 101-2025-424.24-10 101-2030-423.24-10 101-3010-431.24-10 101-4730-472.24-10 101-5772-452.24-10 101-5773-452.24-10 101-5774-452.24-10 101-0000-209.03-01 206-5771-452.24-10 206-0000-209.03-01	1,052.27 4,339.19 1,594.99 437.68 875.34 925.11 5,273.58 3,745.26 197.40 5,902.41 1,467.95 425.24 7,234.26 1,303.26 334.54	

CHECK NO	VENDOR NO	VENDOR NAME	VOUCHER NO	P.O. NO	DATE	ACCOUNT	REMITTANCE AMOUNT (NET OF DISC/RETAIN)	CHECK TOTAL
15504	3242	SPECIAL DISTRICT RISK	008174		05/20/2022	502-4710-471.24-10	4,962.74	
			008175		05/20/2022	502-0000-209.03-01	1,281.22	
			008176		05/20/2022	503-4720-475.24-10	3,314.58	
			008177		05/20/2022	503-0000-209.03-01	828.90	
			008178		05/20/2022	506-4713-477.24-10	263.22	
			008179		05/20/2022	506-0000-209.03-01	73.80	
			008180		05/20/2022	507-5762-454.24-10	1,685.08	
			008181		05/20/2022	508-4810-478.24-10	2,816.66	
			008182		05/20/2022	508-0000-209.03-01	553.50	
			008183		05/20/2022	511-3020-432.24-10	1,270.78	
			008184		05/20/2022	511-0000-209.03-01	336.02	
			008185		05/20/2022	580-4750-473.24-10	11,917.15	
			008186		05/20/2022	580-0000-209.03-01	3,008.58	
							67,420.71	67,420.71
15505	3851	SY FOLEY	002143		05/20/2022	503-4720-475.52-10	50.00	50.00
							50.00	
15506	3432	SYLVIA MILEDI	002151		05/20/2022	101-1025-415.52-10	50.00	50.00
							50.00	
15507	3622	TAYLOR MILLER	002147		05/20/2022	502-4710-471.52-10	50.00	50.00
							50.00	
15508	2744	THOMAS DELEON	002142		05/20/2022	580-4750-473.52-10	50.00	50.00
							50.00	
15509	2817	TONY RUBALCABA	002131		05/20/2022	101-2020-423.52-10	50.00	50.00
							50.00	
15510	3695	VINCE GARZA	002145		05/20/2022	580-4750-473.52-10	50.00	50.00
							50.00	
						BANK/CHECK TOTAL	76,954.75	76,954.75
						ALL BANKS/CHECKS TOTAL	76,954.75	76,954.75

**CITY OF NEEDLES CITY COUNCIL  
WARRANT SUMMARY TOTALS FOR MAY 06, 2022**

		DEPT. AMT.	FUND AMT.	6-May	21-22 BUDGET
FUND 101	GENERAL FUND	\$ 6,005.87			
101.1015.412	CITY ATTORNEY	\$ -		\$ 52,326.75	\$80,000
101.1020.413	CITY MANAGER	\$ 86.60		\$ 164,573.41	\$205,293
101.1025.415	FINANCE DEPT.	\$ 251.01		\$ 394,403.49	\$425,654
101.1030.414	CITY CLERK/COUNCIL/MAYOR	\$ 95.59		\$ 130,617.96	\$201,933
101.1035.416	PLANNING /ZONING	\$ 48.55		\$ 146,281.27	\$304,327
101.1040.417	ENGINEERING	\$ 137.42		\$ 155,687.03	\$269,415
101.1060.410	COMMUNITY PROMOTIONS	\$ -		\$ 44,344.61	\$69,770
101.1070.410	SENIOR CENTER	\$ -		\$ 33,975.37	\$55,404
101.2010.421	SHERIFF	\$ -		\$ 2,528,706.29	\$3,216,842
101.2020.423	ANIMAL SHELTER/CONTROL	\$ 92.91		\$ 139,400.30	\$236,591
101.2025.424	BULDING & SAFETY	\$ 203.24		\$ 332,337.70	\$454,386
101.2030.423	CODE ENFORCEMENT	\$ 327.96		\$ 449,051.12	\$629,675
101.3010.431	PUBLIC WORKS	\$ 305.80		\$ 1,220,319.85	\$4,513,905
101.4730.472	SANITATION	\$ 27.56		\$ 119,655.86	\$156,217
101.5770.452	AQUATICS	\$ -		\$ 107,307.74	\$180,845
101.5772.452	PARKS	\$ 200.91		\$ 391,700.02	\$637,633
101.5773.452	JACK SMITH PARK MARINA	\$ 70.98		\$ 93,955.49	\$139,888
101.5774.452	RECREATION	\$ 539.95		\$ 239,330.57	\$353,231
GENERAL FUND	TOTAL ALL GF DEPARTMENTS		\$ 8,394.35		\$12,131,009
FUND 205	CDBG		\$ -	\$ 34,479.16	\$27,243
FUND 206	CEMETERY		\$ 62.52	\$ 102,449.10	\$209,276
FUND 208	CALTRANS GRANTS		\$ -	\$ 1,291,477.24	\$183,750
FUND 209	NARCOTICS FORFEITURE		\$ -	\$ -	\$0
FUND 210	SPECIAL GAS TAX		\$ -	\$ 124,443.00	\$235,135
FUND 213	DEPT OF HOUSE. & COMM DEVL		\$ -	\$ 42,563.74	\$168,149
FUND 214	SANBAG NEW LOCAL MEAS I		\$ -	\$ 1,539.86	\$93,300
FUND 225	COPS-AB 3229 SUPPLEMENTAL		\$ -	\$ 141,676.26	\$283,431
FUND 235	INTERSTATE COMM/I40 J ST.		\$ -	\$ -	\$0
FUND 239	CA.CONSERV RECYCLING GRANT		\$ -	\$ 64,737.60	\$80,500
FUND 240	EL GARCES INTERMODAL		\$ -	\$ -	\$0
FUND 241	SAFE RTS TO SCHOOL (SR2S)		\$ -	\$ -	\$12,885
FUND 243	ACTIVE TRANSPORT PROGRAM		\$ -	\$ -	\$0
FUND 270	REDEVELOPMENT AGENCY		\$ -	\$ 165,340.30	\$204,500
FUND 470	RDA CAP PROJ.LOW & MOD.		\$ -	\$ 541.74	\$300,000
FUND 501	NPUA		\$ -	\$ 2,456,502.44	\$2,687,194
FUND 502	WATER DEPARTMENT		\$ 1,115.73	\$ 1,537,175.97	\$2,006,995
FUND 503	WASTEWATER DEPARTMENT		\$ 439.59	\$ 1,013,033.94	\$1,297,932
FUND 505	SANITATION		\$ -	\$ 1,089,948.81	\$1,419,900
FUND 506	ALL AMERICAN CANAL PROJ.		\$ 49.02	\$ 871,803.36	\$1,014,815
FUND 507	GOLF FUND	\$ 65.68			
FUND 507-5761-453	GOLF MAINTENANCE DEPARTMENT	\$ -		\$ 488,356.41	\$724,775
FUND 507-5762-454	GOLF PRO SHOP DEPARTMENT	\$ -		\$ 256,088.16	\$368,468
FUND 507	GOLF FUND TOTAL		\$ 65.68		
FUND 508	CUST.SVC/UT BUSINESS OFFICE	\$ -	\$ 457.86	\$ 257,897.81	\$395,926
FUND 509	MIS		\$ -	\$ 211,668.59	\$252,370
FUND 510	ADMIN. FACILITY		\$ -	\$ 139,867.43	\$395,203
FUND 511	FLEET MANAGEMENT		\$ 144.79	\$ 156,927.89	\$270,933
FUND 512	VEHICLE REPLACEMENT		\$ -	\$ -	\$0
FUND 520	SR DIAL A RIDE		\$ -	\$ 162,230.15	\$229,711
FUND 521	DIAL-A-RIDE MEDICAL TRANS.		\$ -	\$ 19,527.37	\$40,458
FUND 525	NEEDLES AREA TRANSIT (NAT)		\$ -	\$ 327,543.16	\$494,264
FUND 580	ELECTRIC		\$ 3,380.81	\$ 8,965,243.24	\$12,526,973
FUND 581	NPUA CAPITAL ELECTRIC		\$ -	\$ 95,507.66	\$2,384,611
FUND 582	NPUA CAPITAL WATER		\$ -	\$ 1,283,208.20	\$4,672,036
FUND 583	NPUA CAPITAL WASTEWATER		\$ -	\$ 98,768.00	\$104,468
FUND 650	IMPACT FEES NORTH NEEDLES		\$ -	\$ 30.16	\$88
FUND 651	IMPACT FEES SOUTH AREAS		\$ -	\$ 22.62	\$24
TOTAL	ALL FUNDS & DEPARTMENTS		\$ 14,110.35	\$ 28,144,574.20	\$45,216,322

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

Rick Daniels, City Manager

Kippy Poulson, City Treasurer

Date/

Date

Sylvia Miledi, Director of Finance

Date

PREPARED 5/05/2022, 11:35:59  
PROGRAM: GM348U  
CITY OF NEEDLES

ACCOUNTS PAYABLE PRELIMINARY CHECK REGISTER

PAGE 1  
DISBURSEMENT PERIOD 11/2022

BANK 04 WELLS FARGO BANK - CITY GENERAL CHECKING

CHECK NUMBER	VENDOR NUMBER	SEQ#	VENDOR NAME	CHECK DATE	CHECK AMOUNT	DISCOUNTS/RETAINAGE TAKEN
15401	3319	00	CITY EMPLOYEES ASSOCIATES	05/06/2022	200.00	.00
15402	3286	00	COLONIAL LIFE	05/06/2022	2,635.46	.00
15403	1305	00	GREAT WEST LIFE	05/06/2022	5,237.00	.00
15404	3634	00	GREAT-WEST LIFE & ANNUITY	05/06/2022	631.72	.00
15405	2879	00	JENNIFER VALENZUELA	05/06/2022	395.00	.00
15406	3458	00	MUTUAL OF OMAHA	05/06/2022	3,397.36	.00
15407	1199	00	SBPEA TEAMSTERS LOCAL 1932	05/06/2022	851.86	.00
15408	1217	00	VISION SERVICE PLAN	05/06/2022	761.95	.00
NUMBER OF CHECKS			8	GRAND TOTAL	14,110.35	

PREPARED 05/05/2022, 11:39:52

PROGRAM: GM346L

CITY OF NEEDLES

BANK 04 WELLS FARGO BANK - CITY GENERAL CHECKING

ACCOUNTS PAYABLE CHECK REGISTER BY BANK NUMBER

PAGE 1  
ACCOUNTING PERIOD 2022/11  
REPORT NUMBER 103

CHECK NO	VENDOR NO	VENDOR NAME	VOUCHER NO	P.O. NO	DATE	ACCOUNT	REMITTANCE AMOUNT (NET OF DISC/RETAIN)	CHECK TOTAL
15401	3319	CITY EMPLOYEES ASSOCIATES	007899 007900 007901		05/06/2022 05/06/2022 05/06/2022	101-0000-209.03-01 580-0000-209.03-01 502-0000-209.03-01	140.00 40.00 20.00 200.00 *	200.00
15402	3286	COLONIAL LIFE	007902 007903 007904 007905 007906		05/06/2022 05/06/2022 05/06/2022 05/06/2022 05/06/2022	101-0000-209.03-01 502-0000-209.03-01 503-0000-209.03-01 508-0000-209.03-01 580-0000-209.03-01	2,060.02 87.28 195.82 196.88 95.46 2,635.46 *	2,635.46
15403	1305	GREAT WEST LIFE & ANNUITY	007883 007884 007885		05/06/2022 05/06/2022 05/06/2022	101-0000-209.03-01 502-0000-209.03-01 580-0000-209.03-01	3,133.00 275.00 1,829.00 5,237.00 *	5,237.00
15404	3634	GREAT-WEST LIFE & ANNUITY	007893 007894 007895 007896 007897 007898		05/06/2022 05/06/2022 05/06/2022 05/06/2022 05/06/2022 05/06/2022	101-0000-209.01-00 101-0000-209.01-00 101-0000-209.01-00 580-0000-209.01-00 580-0000-209.01-00 580-0000-209.01-00	38.13 24.27 213.04 174.52 53.93 127.83 631.72 *	631.72
15405	2879	JENNIFER VALENZUELA	007947 007948		05/06/2022 05/06/2022	101-5774-452.62-00 101-5774-452.49-01	80.00 315.00 395.00 *	395.00
15406	3458	MUTUAL OF OMAHA	007926 007927 007928 007929 007930 007931 007932 007933 007934 007935 007936 007937 007938 007939 007940 007941 007942 007943 007944 007945		05/06/2022 05/06/2022 05/06/2022 05/06/2022 05/06/2022 05/06/2022 05/06/2022 05/06/2022 05/06/2022 05/06/2022 05/06/2022 05/06/2022 05/06/2022 05/06/2022 05/06/2022 05/06/2022 05/06/2022 05/06/2022 05/06/2022 05/06/2022	101-1020-413.24-10 101-1025-415.24-10 101-1030-414.24-10 101-1035-416.24-10 101-1040-417.24-10 101-2020-423.24-10 101-2025-424.24-10 101-2030-423.24-10 101-3010-431.24-10 101-4730-472.24-10 101-5772-452.24-10 101-5773-452.24-10 101-5774-452.24-10 206-5771-452.24-10 502-4710-471.24-10 503-4720-475.24-10 506-4713-477.24-10 508-4810-478.24-10 511-3020-432.24-10 580-4750-473.24-10	71.26 196.71 63.79 41.47 123.26 92.91 185.27 248.44 252.88 144.74 52.35 118.67 44.57 542.60 169.06 45.75 164.60 96.99 717.75 3,397.36 *	3,397.36

## ACCOUNTS PAYABLE CHECK REGISTER BY BANK NUMBER

PREPARED 05/05/2022, 11:39:52

PROGRAM: GM346L

CITY OF NEEDLES

BANK 04 WELLS FARGO BANK - CITY GENERAL CHECKING

BANK OF AMERICA - CREDIT CARD STATEMENT									
CHECK NO	CHECK DATE	VENDOR NO	VENDOR NAME	VOUCHER NO	P.O. NO	DATE	ACCOUNT	REMITTANCE AMOUNT (NET OF DISC/RETAIN)	CHECK TOTAL
15407	1199	SBPEA TEAMSTERS LOCAL 193	007886	007887	05/06/2022	101-0000-209.03-01	397.41		
			007887	007888	05/06/2022	502-0000-209.03-01	118.63		
			007888	007889	05/06/2022	503-0000-209.03-01	23.29		
			007889	007890	05/06/2022	507-0000-209.03-01	65.68		
			007890	007891	05/06/2022	508-0000-209.03-01	52.82		
			007891	007892	05/06/2022	511-0000-209.03-01	31.38		
			007892		05/06/2022	580-0000-209.03-01	162.65		
							851.86	*	851.86
15408	1217	VISION SERVICE PLAN	007907	007908	05/06/2022	101-1020-413.24-10	15.34		
			007908	007909	05/06/2022	101-1025-415.24-10	54.30		
			007909	007910	05/06/2022	101-1030-414.24-10	31.80		
			007910	007911	05/06/2022	101-1035-416.24-10	7.08		
			007911	007912	05/06/2022	101-1040-417.24-10	14.16		
			007912	007913	05/06/2022	101-2025-424.24-10	17.97		
			007913	007914	05/06/2022	101-2030-423.24-10	79.52		
			007914	007915	05/06/2022	101-3010-431.24-10	52.92		
			007915	007916	05/06/2022	101-4730-472.24-10	3.27		
			007916	007917	05/06/2022	101-5772-452.24-10	56.17		
			007917	007918	05/06/2022	101-5773-452.24-10	18.63		
			007918	007919	05/06/2022	101-5774-452.24-10	26.28		
			007919	007920	05/06/2022	206-5771-452.24-10	17.95		
			007920	007921	05/06/2022	502-4710-471.24-10	72.22		
			007921	007922	05/06/2022	503-4720-475.24-10	51.42		
			007922	007923	05/06/2022	506-4713-477.24-10	3.27		
			007923	007924	05/06/2022	508-4810-478.24-10	43.56		
			007924	007925	05/06/2022	511-3020-432.24-10	16.42		
			007925		05/06/2022	580-4750-473.24-10	179.67		
							761.95	*	761.95
BANK/CHECK TOTAL								14,110.35	14,110.35
ALL BANKS/CHECKS TOTAL								14,110.35	14,110.35



**CITY OF NEEDLES CITY COUNCIL  
WARRANT SUMMARY TOTALS FOR MAY 25, 2022**

FUND 101	GENERAL FUND	DEPT. AMT.	FUND AMT.	25-May	21-22 BUDGET
101.1015.412	CITY ATTORNEY	\$ 306.32		\$ 58,126.75	\$80,000
101.1020.413	CITY MANAGER	\$ -		\$ 174,419.39	\$205,293
101.1025.415	FINANCE DEPT.	\$ -		\$ 424,340.15	\$425,654
101.1030.414	CITY CLERK/COUNCIL/MAYOR	\$ 1,553.50		\$ 141,304.35	\$201,933
101.1035.416	PLANNING /ZONING	\$ 785.55		\$ 155,055.21	\$304,327
101.1040.417	ENGINEERING	\$ 300.05		\$ 167,373.13	\$269,415
101.1060.410	COMMUNITY PROMOTIONS	\$ -		\$ 44,344.61	\$69,770
101.1070.410	SENIOR CENTER	\$ -		\$ 39,091.43	\$55,404
101.2010.421	SHERIFF	\$ -		\$ 2,569,503.21	\$3,216,842
101.2020.423	ANIMAL SHELTER/CONTROL	\$ 671.53		\$ 153,304.88	\$236,591
101.2025.424	BULDING & SAFETY	\$ 163.83		\$ 377,897.95	\$454,386
101.2030.423	CODE ENFORCEMENT	\$ -		\$ 475,505.38	\$629,675
101.3010.431	PUBLIC WORKS	\$ -		\$ 1,057,517.87	\$4,318,920
101.4730.472	SANITATION	\$ -		\$ 121,750.35	\$156,217
101.5770.452	AQUATICS	\$ -		\$ 110,633.11	\$180,845
101.5772.452	PARKS	\$ 104.52		\$ 412,945.80	\$637,633
101.5773.452	JACK SMITH PARK MARINA	\$ -		\$ 100,420.95	\$139,888
101.5774.452	RECREATION	\$ 285.28		\$ 255,447.53	\$353,231
GENERAL FUND	TOTAL ALL GF DEPARTMENTS		\$ 4,170.58		\$11,936,024
FUND 205	CDBG		\$ -	\$ 34,479.16	\$27,243
FUND 206	CEMETERY		\$ -	\$ 160,123.62	\$209,276
FUND 208	CALTRANS GRANTS		\$ -	\$ 1,291,477.24	\$183,750
FUND 209	NARCOTICS FORFEITURE		\$ -	\$ -	\$0
FUND 210	SPECIAL GAS TAX		\$ -	\$ 124,443.00	\$235,135
FUND 213	DEPT OF HOUSE. & COMM DEVL		\$ -	\$ 42,563.74	\$168,149
FUND 214	SANBAG NEW LOCAL MEAS I		\$ -	\$ 1,539.86	\$93,300
FUND 225	COPS-AB 3229 SUPPLEMENTAL		\$ -	\$ 158,290.68	\$283,431
FUND 235	INTERSTATE COMM/40 J ST.		\$ -	\$ -	\$0
FUND 238	STATE RECREATION GRANTS		\$ -	\$ 3,692.61	
FUND 239	CA.CONSERV RECYCLING GRANT		\$ -	\$ 64,799.60	\$80,500
FUND 240	EL GARCES INTERMODAL		\$ -	\$ -	\$0
FUND 241	SAFE RTS TO SCHOOL (SR2S)		\$ -	\$ -	\$12,885
FUND 243	ACTIVE TRANSPORT PROGRAM		\$ -	\$ -	\$0
FUND 270	REDEVELOPMENT AGENCY		\$ -	\$ 165,340.30	\$204,500
FUND 470	RDA CAP PROJ.LOW & MOD.		\$ -	\$ 1,725.42	\$300,000
FUND 501	NPUA		\$ -	\$ 2,536,336.44	\$2,687,194
FUND 502	WATER DEPARTMENT		\$ 173.68	\$ 1,614,687.36	\$2,006,995
FUND 503	WASTEWATER DEPARTMENT		\$ 352.73	\$ 1,107,931.80	\$1,297,932
FUND 505	SANITATION		\$ -	\$ 1,186,084.45	\$1,419,900
FUND 506	ALL AMERICAN CANAL PROJ.		\$ 14.99	\$ 876,953.68	\$1,014,815
FUND 507	GOLF FUND	\$ -			
FUND 507-5761-453	GOLF MAINTENANCE DEPARTMENT	\$ -		\$ 525,373.21	\$724,775
FUND 507-5762-454	GOLF PRO SHOP DEPARTMENT	\$ -		\$ 284,183.27	\$368,468
FUND 507	GOLF FUND TOTAL		\$ -		
FUND 508	CUST.SVC/UT BUSINESS OFFICE	\$ -	\$ -	\$ 278,800.41	\$395,926
FUND 509	MIS		\$ -	\$ 218,741.59	\$252,370
FUND 510	ADMIN. FACILITY		\$ 572.22	\$ 150,283.86	\$395,203
FUND 511	FLEET MANAGEMENT		\$ 30.90	\$ 171,451.57	\$270,933
FUND 512	VEHICLE REPLACEMENT		\$ -	\$ 3,671.45	\$0
FUND 520	SR DIAL A RIDE		\$ -	\$ 168,030.82	\$229,711
FUND 521	DIAL-A-RIDE MEDICAL TRANS.		\$ -	\$ 21,455.49	\$40,458
FUND 525	NEEDLES AREA TRANSIT (NAT)		\$ -	\$ 361,415.04	\$494,264
FUND 580	ELECTRIC		\$ 2,106.27	\$ 9,171,993.79	\$12,526,973
FUND 581	NPUA CAPITAL ELECTRIC		\$ -	\$ 95,507.66	\$2,384,611
FUND 582	NPUA CAPITAL WATER		\$ -	\$ 1,283,208.20	\$4,672,036
FUND 583	NPUA CAPITAL WASTEWATER		\$ -	\$ 98,768.00	\$104,468
FUND 650	IMPACT FEES NORTH NEEDLES		\$ -	\$ 30.16	\$88
FUND 651	IMPACT FEES SOUTH AREAS		\$ -	\$ 22.62	\$24
TOTAL	ALL FUNDS & DEPARTMENTS		\$ 7,421.37	\$ 29,042,388.15	\$45,021,337

I certify that the expenditures/purchases to be paid by the warrants on this list have complied with §

8, Article II, Purchasing; and further, the funds to cover these purchases/expenditures, as City Audited, are included within the City

Rick Daniels, City Manager

Kippy Poulson, City Treasurer

Date

Date

Sylvia Miledi, Director of Finance

Date

PREPARED 5/25/2022, 13:44:54  
PROGRAM: GM348U  
CITY OF NEEDLES  
BANK 04 WELLS FARGO BANK - CITY GENERAL CHECKING

## ACCOUNTS PAYABLE PRELIMINARY CHECK REGISTER

PREPARED 5/25/2022, 13:44:54  
PROGRAM: GM348U  
CITY OF NEEDLES  
BANK 04 WELLS FARGO BANK -

BANK 04 WELLS FARGO BANK - CITY GENERAL CHECKING

CHECK NUMBER	VENDOR NUMBER	SEQ#	VENDOR NAME	CHECK DATE	CHECK AMOUNT	DISCOUNTS/RETAINAGE TAKEN
15511	3651	00	WELLS FARGO	05/25/2022	7,421.37	.00
NUMBER OF CHECKS				1	GRAND TOTAL	
					7,421.37	

NUMBER OF CHECKS

GRAND TOTAL

CHECK NO	VENDOR NO	VENDOR NAME	VOUCHER NO	P.O. NO	DATE	ACCOUNT	REMITTANCE AMOUNT (NET OF DISC/RETAIN)	CHECK TOTAL
15511	3651	WELLS FARGO	008305		05/25/2022	511-3021-432.43-24	30.90	
			008306		05/25/2022	101-5772-452.61-21	104.52	
			008307		05/25/2022	101-1030-414.55-00	1,428.50	
			008308		05/25/2022	101-5774-452.52-10	5.08	
			008309		05/25/2022	502-4710-471.52-10	3.75	
			008310		05/25/2022	503-4720-475.52-10	3.75	
			008311		05/25/2022	580-4750-473.52-10	3.76	
			008312		05/25/2022	101-1035-416.31-40	321.73	
			008313		05/25/2022	101-1030-414.56-00	125.00	
			008315		05/25/2022	101-2020-423.61-04	597.00	
			008316		05/25/2022	101-2020-423.31-40	48.00	
			008317		05/25/2022	101-2020-423.58-00	26.53	
			008318		05/25/2022	580-4750-473.61-21	581.78	
			008319		05/25/2022	506-4713-477.61-01	14.99	
			008320		05/25/2022	502-4710-471.31-90	60.00	
			008321		05/25/2022	580-4750-473.55-00	1,520.73	
			008322		05/25/2022	502-4710-471.31-90	14.99	
			008323		05/25/2022	503-4720-475.55-00	348.98	
			008324		05/25/2022	502-4710-471.57-00	94.94	
			008415		05/25/2022	101-1035-416.55-00	163.82	
			008416		05/25/2022	101-1040-417.55-00	163.83	
			008417		05/25/2022	101-2025-424.55-00	163.83	
			008418		05/25/2022	510-4410-405.61-01	572.22	
			008419		05/25/2022	101-1035-416.53-00	300.00	
			008420		05/25/2022	101-0000-204.10-00	306.32	
			008421		05/25/2022	101-5774-452.43-18	181.62	
			008422		05/25/2022	101-5774-452.60-24	98.58	
			008423		05/25/2022	101-1040-417.31-40	136.22	
							7,421.37 *	7,421.37

BANK/CHECK TOTAL

7,421.37

ALL BANKS/CHECKS TOTAL

7,421.37



**CITY OF NEEDLES CITY COUNCIL  
WARRANT SUMMARY TOTALS FOR MAY 27, 2022**

FUND 101	GENERAL FUND	DEPT. AMT.	FUND AMT.	27-May	21-22 BUDGET
		\$ (30,000.00)			
101.1015.412	CITY ATTORNEY	\$ -		\$ 58,126.75	\$80,000
101.1020.413	CITY MANAGER	\$ -		\$ 174,419.39	\$205,293
101.1025.415	FINANCE DEPT.	\$ -		\$ 424,340.15	\$425,654
101.1030.414	CITY CLERK/COUNCIL/MAYOR	\$ -		\$ 141,304.35	\$201,933
101.1035.416	PLANNING /ZONING	\$ -		\$ 155,055.21	\$304,327
101.1040.417	ENGINEERING	\$ -		\$ 167,373.13	\$269,415
101.1060.410	COMMUNITY PROMOTIONS	\$ -		\$ 44,344.61	\$69,770
101.1070.410	SENIOR CENTER	\$ -		\$ 39,091.43	\$55,404
101.2010.421	SHERIFF	\$ -		\$ 2,569,503.21	\$3,216,842
101.2020.423	ANIMAL SHELTER/CONTROL	\$ -		\$ 153,304.88	\$236,591
101.2025.424	BULDING & SAFETY	\$ -		\$ 377,897.95	\$454,386
101.2030.423	CODE ENFORCEMENT	\$ -		\$ 475,505.38	\$629,675
101.3010.431	PUBLIC WORKS	\$ -		\$ 1,057,517.87	\$4,318,920
101.4730.472	SANITATION	\$ -		\$ 121,750.35	\$156,217
101.5770.452	AQUATICS	\$ -		\$ 110,633.11	\$180,845
101.5772.452	PARKS	\$ -		\$ 412,945.80	\$637,633
101.5773.452	JACK SMITH PARK MARINA	\$ -		\$ 100,420.95	\$139,888
101.5774.452	RECREATION	\$ -		\$ 255,447.53	\$353,231
GENERAL FUND	TOTAL ALL GF DEPARTMENTS		\$ (30,000.00)		\$11,936,024
FUND 205	CDBG		\$ -	\$ 34,479.16	\$27,243
FUND 206	CEMETERY		\$ -	\$ 160,123.62	\$209,276
FUND 208	CALTRANS GRANTS		\$ -	\$ 1,291,477.24	\$183,750
FUND 209	NARCOTICS FORFEITURE		\$ -	\$ -	\$0
FUND 210	SPECIAL GAS TAX		\$ -	\$ 124,443.00	\$235,135
FUND 213	DEPT OF HOUSE. & COMM DEVL		\$ -	\$ 42,563.74	\$168,149
FUND 214	SANBAG NEW LOCAL MEAS I		\$ -	\$ 1,539.86	\$93,300
FUND 225	COPS-AB 3229 SUPPLEMENTAL		\$ -	\$ 158,290.68	\$283,431
FUND 235	INTERSTATE COMM/40 J ST.		\$ -	\$ -	\$0
FUND 238	STATE RECREATION GRANTS		\$ -	\$ 3,692.61	
FUND 239	CA CONSERV RECYLING GRANT		\$ -	\$ 64,799.60	\$80,500
FUND 240	EL GARCES INTERMODAL		\$ -	\$ -	\$0
FUND 241	SAFE RTS TO SCHOOL (SR2S)		\$ -	\$ -	\$12,885
FUND 243	ACTIVE TRANSPORT PROGRAM		\$ -	\$ -	\$0
FUND 270	REDEVELOPMENT AGENCY		\$ -	\$ 165,340.30	\$204,500
FUND 470	RDA CAP PROJ.LOW & MOD.		\$ -	\$ 1,725.42	\$300,000
FUND 501	NPUA		\$ -	\$ 2,536,336.44	\$2,687,194
FUND 502	WATER DEPARTMENT		\$ -	\$ 1,614,687.36	\$2,006,995
FUND 503	WASTEWATER DEPARTMENT		\$ -	\$ 1,107,931.80	\$1,297,932
FUND 505	SANITATION		\$ -	\$ 1,186,084.45	\$1,419,900
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FUND 512	VEHICLE REPLACEMENT		\$ -	\$ 3,671.45	\$0
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FUND 521	DIAL-A-RIDE MEDICAL TRANS.		\$ -	\$ 21,455.49	\$40,458
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FUND 582	NPUA CAPITAL WATER		\$ -	\$ 1,283,208.20	\$4,672,036
FUND 583	NPUA CAPITAL WASTEWATER		\$ -	\$ 98,768.00	\$104,468
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TOTAL	ALL FUNDS & DEPARTMENTS		\$ (30,000.00)	\$ 29,042,388.15	\$45,021,337

I certify that the expenditures/purchases to be paid by the warrants on this list have complied with §

8, Article II, Purchasing; and further, the funds to cover these purchases/expenditures, as City Audited, are included within the City

Rick Daniels, City Manager

Date

Kippy Poulson, City Treasurer

Date

Sylvia Miledi, Director of Finance

Date

PREPARED 5/27/2022, 9:07:24 ACCOUNTS PAYABLE PRELIMINARY CHECK REGISTER PAGE 1  
PROGRAM: GM348U DISBURSEMENT PERIOD 11/2022  
CITY OF NEEDLES  
BANK 04 WELLS FARGO BANK - CITY GENERAL CHECKING

## ACCOUNTS PAYABLE PRELIMINARY CHECK REGISTER

BANK 04 WELLS FARGO BANK - CITY GENERAL CHECKING

CHECK NUMBER	VENDOR NUMBER	SEQ#	VENDOR NAME	CHECK DATE	CHECK AMOUNT	DISCOUNTS/RETAINAGE TAKEN
15512	1	00	MARK HANNAWI	05/27/2022	30,000.00	.00
NUMBER OF CHECKS				1	GRAND TOTAL	
					30,000.00	

PAGE 1  
ACCOUNTING PERIOD 2022/11  
REPORT NUMBER 111

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## CHECKING

CHECK NO	VENDOR NO	VENDOR NAME	VOUCHER NO	P.O. NO	DATE	ACCOUNT	REMITTANCE AMOUNT (NET OF DISC/RETAIN)	CHECK TOTAL
15512*	1	MARK HANNAWI	008359		05/27/2022	501-0000-204.04-00	25,000.00-	VOIDED
			008360		05/27/2022	101-0000-204.20-00	5,000.00-	
							30,000.00- *	
						BANK/CHECK TOTAL	30,000.00-	.00
						ALL BANKS/CHECKS TOTAL	30,000.00-	



# Request for Council Action

## City of Needles, California

☒ CITY COUNCIL ☐ UTILITY BOARD ☐ NPUA

☒ Regular ☐ Special

**Meeting Date:** June 14, 2022

**Title:** Adopt Resolution 2022-45 rescinding Resolution No 2022-36 the List of Projects for Fiscal Year 2022-2023 funded by SB1: The Road Repair and Accountability Act of 2017

**Background:** Senate Bill 1 (SB1), the Road Repair and Accountability Act of 2017 (Chapter 5, Statutes of 2017) was passed by the Legislature and Signed into law by the Governor in April 2017 to address the significant multi-modal transportation funding shortfalls statewide.

The City of Needles must adopt by resolution a list of projects proposed to receive fiscal year funding from the Road Maintenance and Rehabilitation Account (RMRA).

The City of Needles used a Pavement Management System to develop the SB1 project list to ensure revenues are being used on the most high-priority and cost-effective projects

**Fiscal Impact:** The City of Needles, will receive an estimated \$122,020 in RMRA funding in Fiscal Year 2022-2023 from SB 1 funding.

**Recommendation:** Adopt Resolution 2022-45 rescinding Resolution No 2022-36 the List of Projects for Fiscal Year 2022-2023 funded by SB1: The Road Repair and Accountability Act of 2017

**Submitted By:** Tammy Ellmore, Engineering Tech II

**City Management Review:**

**Date:** 6/6/22

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

## **RESOLUTION NO 2022-45**

**RESCINDING RESOLUTION NO 2022-36 OF THE CITY COUNCIL OF THE CITY OF NEEDLES, CALIFORNIA AND ADOPTING RESOLUTION NO 2022-45; A LIST OF PROJECTS FOR FISCAL YEAR 2022-2023 FUNDED BY SB1: THE ROAD REPAIR AND ACCOUNTABILITY ACT OF 2017**

**WHEREAS**, Senate Bill 1 (SB1), the Road Repair and Accountability Act of 2017 (Chapter 5, Statutes of 2017) was passed by the Legislature and Signed into law by the Governor in April 2017 to address the significant multi-modal transportation funding shortfalls statewide; and

**WHEREAS**, SB 1 includes accountability and transparency provisions that will ensure the residents of the City of Needles are aware of the projects proposed for funding in our community and which projects have been completed each fiscal year; and

**WHEREAS**, the City of Needles must adopt by resolution a list of projects proposed to receive fiscal year funding from the Road Maintenance and Rehabilitation Account (RMRA), created by SB 1, which must include a description and the locations of each proposed project, a proposed schedule for the project's completion, and the estimated useful life of the improvements; and

**WHEREAS**, the City of Needles, will receive an estimated \$122,020 in RMRA funding in Fiscal Year 2022-2023 from SB 1; and

**WHEREAS**, this is the sixth (6<sup>th</sup>) year in which the City of Needles is receiving SB 1 funding and will enable the City of Needles to continue essential road maintenance and rehabilitation projects, safety improvements, repairing and replacing aging bridges, and increasing access and mobility options for the traveling public that would not have otherwise been possible without SB 1; and

**WHEREAS**, the City of Needles has undergone a robust public process to ensure public input into our community's transportation priorities / the project list; and

**WHEREAS**, the City of Needles used a Pavement Management System to develop the SB1 project list to ensure revenues are being used on the most high-priority and



cost-effective projects that also meet the community's priorities for transportation investment; and

**WHEREAS**, the funding from SB1 will help the City of Needles to maintain and rehabilitate various streets, roads and bridges, add active transportation infrastructure throughout the City of Needles this year and dozens of similar projects into the future; and

**WHEREAS**, the 2020 California Statewide Local Streets and Roads Needs Assessment found that the City of Needles' roads are in very poor condition and this revenue will help us increase the overall quality of our road system and over the next decade will bring our streets and roads into good condition; and

**WHEREAS**, the SB 1 project list and overall investment in our local streets and roads infrastructure with a focus on basic maintenance and safety, investing in complete streets infrastructure, and using cutting-edge technology, materials and practices, will have significant positive co-benefits statewide.

**NOW, THEREFORE, IT IS HEREBY RESOLVED, ORDERED AND FOUND** by the City Council of the City of Needles, California as follows:

1. The foregoing recitals are true and correct.
2. The following list of proposed projects will be funded in-part or solely with fiscal year 2022 – 2023 Road Maintenance and Rehabilitation Account revenues.
  - a. Needles Hwy (Pashard St to Broadway Ave)
  - b. River Road (K Street to Jack Smith Park)
  - c. Various sidewalk safety repairs
3. The following previously proposed and adopted projects may also utilize fiscal year 2022-2023 Road Maintenance and Rehabilitation Account revenues in their life's delivery. With the relisting of these projects in the adopted fiscal year resolution. The City of Needles is reaffirming to the public and the State our intent to fund these projects with Road Maintenance and Rehabilitation Account revenues.

- a. **River Road (K Street to Jack Smith Park)** Grind & Pave with Petromat. Starting in 07/2022 and ending 06/2023 with a useful life of 20 years.
- b. **Various Sidewalk Safety Repairs Program** will select various citywide broken / tripping hazards / lifted sidewalk and replace with new. Starting in 07/2022 and ending 06/2023 with a useful life of 50 years.
- c. **Five Mile Road (Hwy 95 South – City Limits)** Grind & Pave with Petromat Starting in 07/2022 and ending 06/2023 with a useful life of 20 years

**PASSED AND ADOPTED** by the City Council of the City of Needles, California this 14th<sup>th</sup> day of June 2022, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

---

*Jeff Williams, Mayor*

ATTEST:

APPROVED AS TO FORM:

---

*City Clerk*

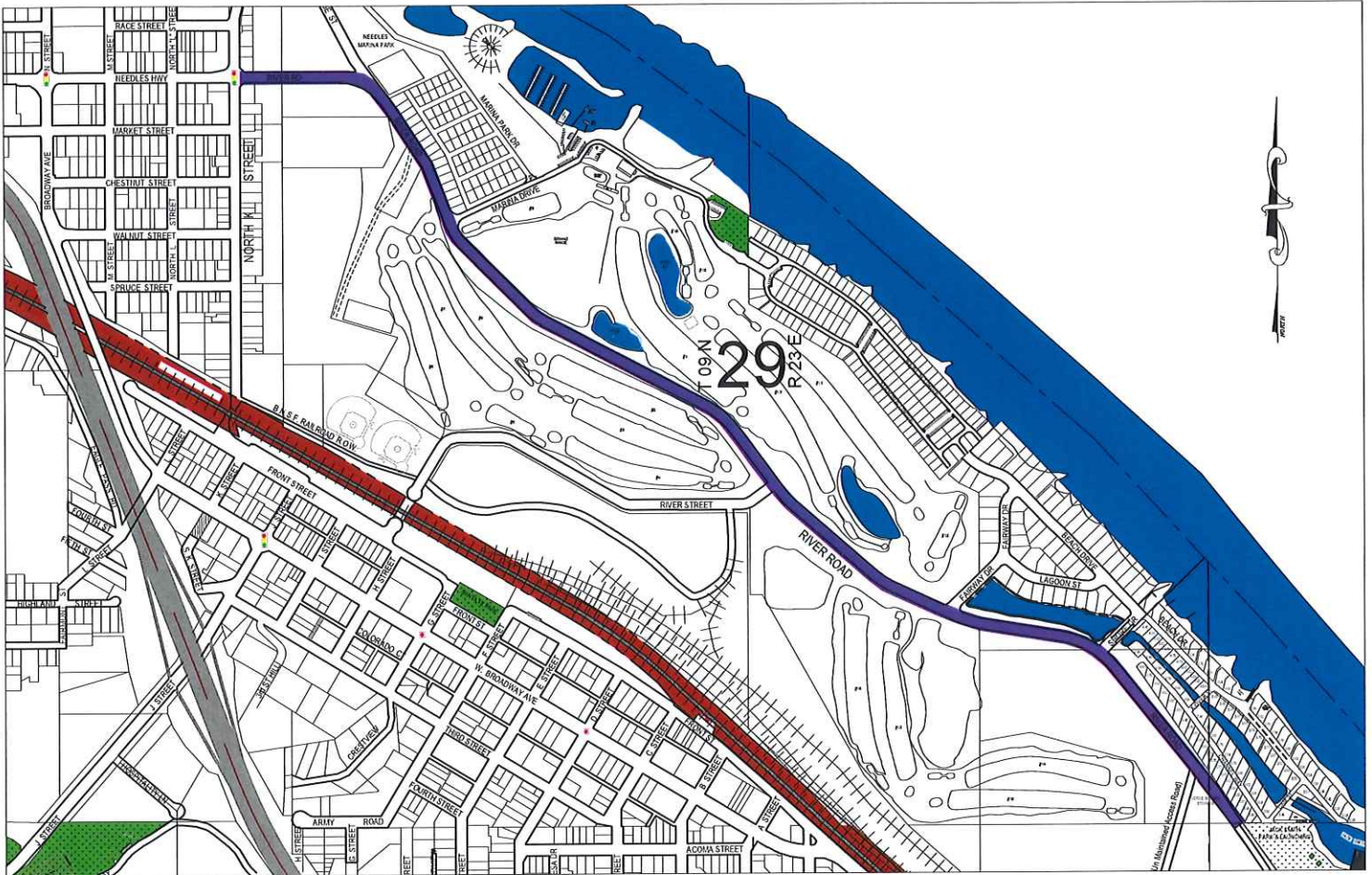
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*City Attorney*

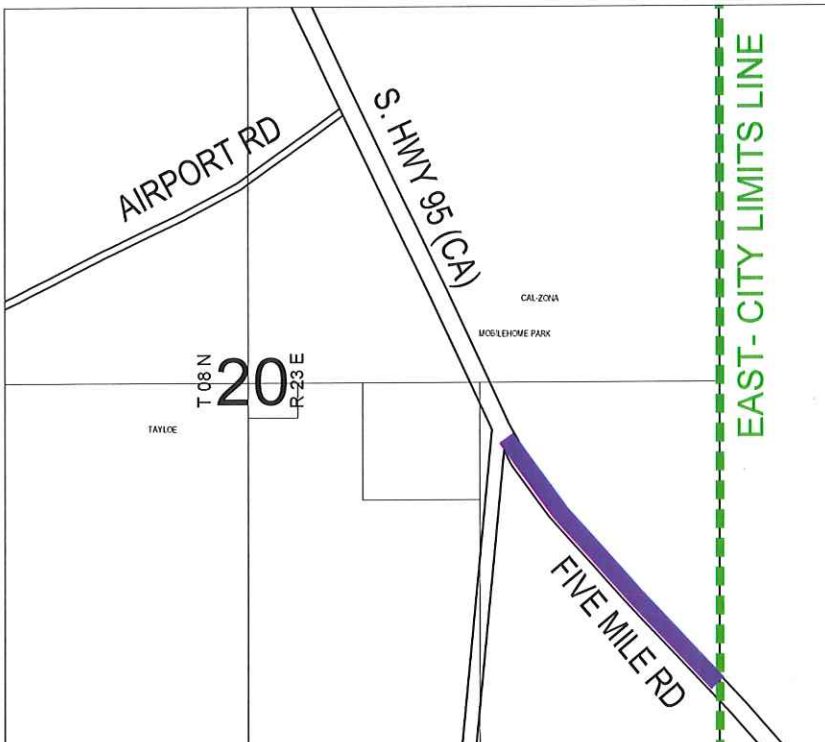
# City of Needles Capital Projects

## SB 1 - Street Improvement Project

### FY 2022- 2023



River Road (North K to Jack Smith Park)



River Road (North K to Jack Smith Park)

#### LEGEND

**PAVING IMPROVEMENTS** (Grind and Pave with Petromat) including Water Services if needed.

Various Sidewalk (not shown)



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

☒ CITY COUNCIL ☐ NPUA

☐ Regular ☐ Special

**Meeting Date:** June 14, 2022

**Title:** Destruction of Obsolete Records

**Background:** Per the City's Record Retention Policy, the itemized records attached to the resolution are past the required retention period. The list has been approved for destruction by the City Attorney.

**Fiscal Impact:** Cost to destroy

**Environmental:** N/A

**Recommendation:** Adopt Resolution No. 2022-48 authorizing destruction of certain city records pursuant to Government Code Section 34090

**Submitted By:** City Clerk Jones

**City Management Review:**

Dick

**Date:**

6/6/22

Approved: ☐

Not Approved: ☐

Tabled: ☐

Other: ☐

Agenda Item: 11

**RESOLUTION NO. 2022 - 48**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NEEDLES, CALIFORNIA,  
AUTHORIZING THE DESTRUCTION OF CERTAIN CITY RECORDS PURSUANT TO  
GOVERNMENT CODE SECTION 34090**

WHEREAS, Government Code Section 34090 provides for and authorizes, with approval of the City Council and the written consent of the City Attorney, the head of a city department to destroy certain types of city records, documents, or instruments under their charge after they are no longer required; and

WHEREAS, the City Council adopted Resolution No. 2013-35, adopting a citywide records management program and records retention schedule and electronic (e-mail) policy; and

WHEREAS, the City Clerk has determined that certain city records are no longer needed and are not required to be kept by law; and

WHEREAS, the City Attorney has given written consent to the destruction of such records and has further given his opinion that the destruction of such records is authorized by law.

NOW, THEREFORE BE IT RESOLVED that the City Council of the City of Needles, California, does hereby approve the destruction of certain records pursuant to Government Code Section 34090 as listed on Exhibit A, attached hereto.

PASSED, APPROVED AND ADOPTED at a regular meeting of the City Council held on the 14th day of June 2022, by the following roll call vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

\_\_\_\_\_  
Mayor

(Seal)

Approved as to form:

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

\_\_\_\_\_  
Attest: City Clerk

**EXHIBIT A    RESOLUTION NO. 2022-48**

**CITY OF NEEDLES**

To:            City Clerk  
From:        Department Head  
Subject:      Request for Destruction of Obsolete Records

I am requesting approval to destroy the obsolete records listed below.

Various  
Department Head

June 14, 2022  
Date

DATE OF RECORD	DESCRIPTION OF RECORD
	SEE ATTACHED

(If additional space is needed to describe records, please attach additional pages)

APPROVED

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

\_\_\_\_\_  
Date

The obsolete records described above (and on any attached pages) were approved by the City Council for destruction on:

Date: \_\_\_\_\_ Resolution No. \_\_\_\_\_

The obsolete records described above (and on any attached pages) were destroyed under my supervision using the following method:

☐ Shredding      ☐ Burning      ☐ Other (specify method)

I certify that such destruction meets the requirements of the City's Records Retention and Destruction Policy and all applicable requirements of State and federal law.

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Date of Records Destruction

## **Billing Office Shredding**

1. Box with correspondence from 2012, 2013, 2014, 2015
2. 1-box Service orders June 2017
3. 1-box Service Orders September 2018 to April 2019
4. Republic Service Billing – January through August 2019
5. Republic Service Billing – October to December 2019
6. Republic Service Billing – 2013
7. 1-box Heap applications January 2013 to December 2016
8. 1-box adjustments September 28, 2015 to May 27, 2016
9. 1-box Service orders October 2015 through July 2016
10. 1-Box Service Orders January 2015-September 2014
11. 1-box Customer Service applications 2018
12. 1-box Bankruptcies 2006
13. 1-box Allied Waste billing 2013
14. 1-box Republic Service billing November 2015 to July 2016
15. 20-boxes Daily cash edits January – December 2016
16. 20-boxes Cycling Billing January – December 2016
17. 1-box April 15 through April 30, 2015 Daily cash edits
18. 1 – box January 23, 2015 to February 2015 Daily Cash edits

Box #

**FINANCE REQUEST TO SHRED**

4/26/2022 **Section A-13**

- 1 Hospital Warrants 1997 A-C
- 2 Hospital Warrants 1997 B-C
- 3 Hospital Warrants 1997 B-D
- 4 Hospital Warrants 1997 D-L
- 5 Hospital Warrants 1997 O-R
- 6 Hospital Warrants 1997 O-S
- 7 Hospital Warrants 1997 M-N
- 8 Hospital Warrants 1997 F-L
- 9 Hospital Warrants 1997 S-Z & Warrant list 7/14-6/15 Voided also

- 10 2013-2014 Warrants A-E **Section B-20**
- 11 2013-2014 Warrants F-J
- 12 2013-2014 Warrants K-P
- 13 2013-2014 Warrants P-U
- 14 Warrants 2014-2015 A-E
- 15 Warrants 2014-2015 F-M
- 16 Warrants 2014-2015 N-R
- 17 Warrants 2014-2015 S-Z & Warrant list 7/13-6/14 Voided also

- 18 Cash Receipts JUL 2014 - SEP 2014 **Finance Hallway**
- 19 Cash Receipts OCT 2014 - DEC 2014
- 20 Cash Receipts JAN - MAR 2015
- 21 Cash Receipts APR - JUN 2015



**AGREEMENTS – NUMERIC - IN BOX**

Municipal Services Group (see also MSG) – patch truck	C. 93-8
Western Technologies (senior citizens center)	C. 93-11
Holland West Engineering Services	C. 92-25
Hermosillo, Xavier – Marketing Ward Valley	C. 92-37
Cameron Company – Grass Seed Purchase	C. 93-39
ERG – Energy Efficient Proposal	C. 94-43
Lynch, Robert – Electric Consultant	C. 94-44
Municipal Lease/Purchase Agreement – Pick Up Truck	C. 94-52
Wolff, Lang, Christopher – Senior Center Architect	C. 92-64
Nevada State Bank – Golf course maintenance equipment	C. 92-69
Nevada State Bank – golf course utility vehicle	C. 92-70
Nevada State Bank – tractor, vacuum, mower	C. 92-71
Environmental Audit – Consulting Yards	C. 94-75
Quaternary Investigations – well monitoring	C. 94-76
McGruff Truck Program	C. 94-77
Black & Veatch – Water Consultant	C. 90-83
BLM – Asphalt Mix Pad	C. 81-85
CVC leasing – mobile unit at golf course (GE Capital)	C. 90-88
GE Capital Lending (golf course clubhouse)	C. 90-88
Gookin Engineering – well water analysis	C. 90-102
Golf Course Concession (Don Johnson)	C. 90-103
Johnson, Don – golf course concession	C. 90-103
Mission Linen Supply	C. 90-106
RADIX Corp. – meter reading	C. 90-120
Rowen, Jean Hospital Equipment Loan	C. 77-125
SMA Equipment – backhoe purchase	C. 90-144
Air Touch Cellular	C. 95-166
Porter, Paul – paving	C. 95-193
A.P.S. – Sale of Power	C.96-200
TFC – Finance Turf CAT	C.95-222
ENOVA Energy Management	C. 95-230
State-Local Partnership Program	C.95-236
Mr. Radio-Paging Sevices	C.95-237
GMAC Agreement L.J. Motors- One Ton P.U.	C.95-238
GMAC Agreement L.J. Motors- 1/2 Ton P.U.	C.95-239
Washington Water & Power (WWP)	C.95-250
Double Tree Security	C.95-252
Nevada Power – Scheduling Service	C.95-253
Severin Trent Systems	C.95-254
<del>XXXXXXXXXX</del>	<del>XXXXXXXXXX</del>
Calzone Mobilehome Park – Paving	C.95-261
Hoym – Calzone Mobilehome	C.96-261
Integrated Payment Systems, Inc. (SW Gas collections)	C.95-267
SW Gas Collection Services Integrated Payments	C.95-267
Cetti, Bill – Utility Solutions	C.96-279
Utility Solutions Inc. – Cetti, Bill	C.96-279
AL Capital – Skiploader	C.96-290
RDO Equipment Co. – Skiploader	C.96-290
Skiploader RDO Equipment	C.96-290
Thomas Bros Map – SCAG	C.96-291
GuardForce – (meter reading) - assigned to RC Readers/Robert	C.96-296
Guard Force Meter Reading Services	C.96-296
Brim Agreement	C.96-301
Anderson, Arthur (hospital related)	C.97-302
Great West – Deferred Comp Plan	C.97-303
Burger, Mike (NPUA Audit)	C.98-311
Weaver, Cathy (planning consultant)	C.98-312
Burger, Mike (FY 7/30/98 audit)	C.98-316
Addiction Medicine Consultants	C.98-319

## CHERYL BOX 06/28/2021

- \*\* Surplus Equipment Sale - Misc equipment located at Senior Citizen Center (8/89)
- \*\* Vehicle/Equipment Inspection Reports prepared by Calif. Highway Patrol (8/91)
- \*\* Theft of Tools, Equipment, etc from Utility Office Yard and Public Works over Holidays (12/92)
- \*\* Service/Complaint, Request for File #2 (8/94)
- \*\* Moeller, Robert - Retainer Agreement for Legal Serv-Variou Water Issues (5-97)
- \*\* Eagle Pass Substation Transformer Failure 5/05
- \*\* Moran, Jose Damage Claim 6-15-07
- \*\* Public Sale (Auction) October 8, 1988
- \*\* March 2008 Auction
- \*\* June 2010 Auction
- \*\* August 13-15 '05 Severe Monsoon Thunderstorm (insurance claim)
- \*\* April 5, 2006 Storm Damage to Elect System (insurance claim)
- \*\* June 25, 2006 Storm Damage to Elect System (insurance claim)
- \*\* Oct 13, 2006 Storm Damage (insurance claim)
- \*\* July 25 '07 Storm Damage (insurance claim)
- \*\* Needles Chamber of Commerce Misc Correspondence (02/07)
- \*\* Needles Youth & Family Partnership (04/02)

\*\* DAR/DAR medical - shopper/NAT Transit - 2009-10 by  
\*\* " " " " " " - 2010-11 by



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

☒ CITY COUNCIL ☐ NPUA

☐ Regular ☐ Special

**Meeting Date:** June 14, 2022

**Title:** California Assembly Bill 361; Brown Act--Abbreviated Teleconferencing Procedures

**Background:** On May 10, 2022, the City Council adopted Resolution No. 2022-37 proclaiming a local emergency, ratifying the proclamation of a State of Emergency by Executive Order N-09-21, and authorizing remote teleconference meetings of the legislative bodies of the City of Needles for the period of May 17, 2022 - June 16, 2022, pursuant to provisions of the Ralph M. Brown Act.

The primary purpose of California Assembly Bill 361 (Rivas) is to allow for California public agencies to continue holding public meetings remotely, using abbreviated teleconferencing procedures, during the COVID-19 state of emergency.

Pursuant to AB 361, if the state of emergency remains active, or state or local officials have imposed or recommended measures to promote social distancing, **in order to continue to teleconference using the abbreviated teleconferencing procedures, the local legislative bodies shall, not later than 30 days after teleconferencing for the first time under AB 361, and every 30 days thereafter, make the following findings by majority vote:**

- (A) The legislative body has reconsidered the circumstances of the state of emergency.
- (B) Any of the following circumstances exist:
  - (i) The state of emergency continues to directly impact the ability of the members to meet safely in person.
  - (ii) State or local officials continue to impose or recommend measures to promote social distancing.

**Fiscal Impact:** N/A

**Recommended Action:** Resolution No. 2022-47 proclaiming a local emergency, ratifying the proclamation of a State of Emergency by Executive Order N-09-21, and authorizing remote teleconference meetings of the legislative bodies of the City of Needles for the period of June 17, 2022 – July 17, 2022, pursuant to provisions of the Ralph M. Brown Act

**Submitted By:** City Clerk

**City Management Review:** Rick

**Date:** 6/6/22

Approved: ☐

Not Approved: ☐

Tabled: ☐

Other: ☐

Agenda Item: 12

## **RESOLUTION 2022-47**

### **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NEEDLES, CALIFORNIA, PROCLAIMING A LOCAL EMERGENCY PERSISTS, RE-RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY BY EXECUTIVE ORDER N-09-21, AND RE-AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE LEGISLATIVE BODIES OF THE CITY OF NEEDLES FOR THE PERIOD JUNE 17, 2022 – JULY 17, 2022, PURSUANT TO PROVISIONS OF THE RALPH M. BROWN ACT**

**WHEREAS**, the City of Needles (the "City") is committed to preserving and nurturing public access and participation in meetings of the City Council; and

**WHEREAS**, all meetings of the City's legislative bodies are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code §§ 54950 – 54963) (the "Brown Act"), so that any member of the public may attend, participate, and watch the City's legislative bodies conduct their business; and

**WHEREAS**, the Brown Act, Government Code section 54953(e), makes provisions for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

**WHEREAS**, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558; and

**WHEREAS**, a proclamation is made when there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within the jurisdictions that are within the City's boundaries, caused by natural, technological, or human-caused disasters; and

**WHEREAS**, it is further required that state or local officials have imposed or recommended measures to promote social distancing, or, the legislative body meeting in person would present imminent risks to the health and safety of attendees; and

**WHEREAS**, the City Council previously adopted Resolution 2022-37 on May 10, 2022, finding that the requisite conditions exist for the legislative bodies of the City to conduct remote teleconference meetings without compliance with Government Code section 54953(b)(3); and

**WHEREAS**, as a condition of extending the use of the provisions found in Government Code section 54953(e), the City Council must reconsider the circumstances of the state of emergency that exists in the City, and the City Council has done so; and

**WHEREAS**, emergency conditions persist in the City, specifically, on March 4, 2020, the Governor of the State of California proclaimed a State of Emergency to exist in California as a result of the threat of COVID-19; despite sustained efforts the virus continues to spread and is impacting nearly all sectors of California; and

**WHEREAS**, on June 9, 2021, the California Department of Public Health issued updated public health directives related to physical distancing and face coverings effective June 15, 2021, based on guidelines issued by the Centers for Disease Control and Prevention; and

**WHEREAS**, the San Bernardino County Department of Health has recommended measures to promote social distancing. The current state and federal masking guidance recommend that vaccinated individuals wear face masks in public indoor settings. The state still requires unvaccinated individuals to wear masks indoors; and

**WHEREAS**, the City Council does hereby find that the ongoing risk posed by the highly transmissible COVID-19 virus will continue to cause conditions of peril to the safety of persons within the City which are likely to be beyond the control of services, personnel, equipment, and facilities of the City, and the City Council desires to proclaim a local emergency and ratify the proclamation of state of emergency by the Governor of the State of California; and

**WHEREAS**, as a consequence of the local emergency persisting, the City Council does hereby find that the legislative bodies of the City shall continue to conduct their meetings without compliance with Government Code section 54953(b)(3), as authorized by Government Code section 54953(e), and that such legislative bodies shall continue to comply with the requirements to provide the public with access to the meetings as prescribed in Government Code section 54953(e)(2); and

**WHEREAS**, all meeting agendas stating meeting dates, times and the manner in which the public may attend and offer public comment by call-in option or internet-based service option shall be posted, at a minimum, on the City's website and at the City's main office.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF NEEDLES DOES HEREBY RESOLVE AS FOLLOWS:**

**Section 1. Recitals.**

The recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

**Section 2. Affirmation that Local Emergency Persists.**

The City Council hereby considers the conditions of the state of emergency in the City and proclaims that a local emergency persists throughout the City, and the ongoing risk posed by the highly transmissible COVID-19 virus has caused, and will continue to cause, conditions of peril to the safety of persons within the City; furthermore, the guidance of San Bernardino County Department of Health recommends physical distancing.

**Section 3. Re-ratification of Governor's Proclamation of a State of Emergency.**

The City Council hereby ratifies the Governor of the State of California's Proclamation of State of Emergency, effective as of its issuance date of March 4, 2020.

**Section 4. Remote Teleconference Meetings.**

The Mayor, the City Manager, and legislative bodies of the City are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including conducting open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.

**Section 5. Effective Date.**

This Resolution shall take effect immediately upon its adoption and shall be effective until the earlier of (i) July 17, 2022, or such time the City Council adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the legislative bodies of the City may continue to teleconference without compliance with Government Code section 54953(b)(3).

**Section 6. Certification.**

The Clerk of the City Council shall certify as to the adoption of this Resolution and shall cause the same to be processed in the manner required by law.

PASSED, ADOPTED, AND APPROVED, this 14th day of June 2022, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

\_\_\_\_\_  
Jeff Williams, Mayor

ATTEST:

\_\_\_\_\_  
Dale Jones, City Clerk

APPROVED AS TO FORM:

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





# Request for Board Action

## City of Needles, California

☒ CITY COUNCIL ☐ UTILITY BOARD ☒ NPUA ☒ Regular ☐ Special

**Meeting Date:** June 14, 2022

**Title:** Accept NOTICE OF COMPLETION for work completed by **CHRISTENSEN BROTHERS GENERAL ENGINEERING INC.** on the Phase II Water Service Replacement and Street Improvements Project and authorize a Notice of Completion and record with the San Bernardino County Recorder's Office.

**Background:** On 01/26/2022 an invitation to bid was published with award on 02/09/2022. Work began on 03/15/2022 and completed on 04/29/2022. Grind and Pave including water service replacement work completed on South L Street, South K Street & E Street (Broadway – Front Street), D Street (Broadway – Acoma Street). Crack Fill and Slurry work completed on J Street and I Street (Broadway to Front) and Needles Hwy (Pashard Street to North K Street)

### Fiscal Impact:

#### ESTIMATED COSTS

\$44,811.20	BID PREP & DESIGN
\$575,327.12	CONSTRUCTION
\$264,534.80	City Alternates
\$432,395.15	Other Alternates (School, Sheriff)
\$ 0.00 +	CHANGE ORDER
\$25,600.99	QUALITY ASSU. / CONTROL
\$127,225.71	CONTINGENCY
<b>\$1,469,894.97</b>	<b><u>ESTIMATED</u></b>

#### **TOTAL PROJECT COSTS**

Difference  
Under Budget **\$541,940.32**

#### FINAL COSTS

\$37,607.29 +	BID PREP & DESIGN **
\$578,547.22 +	CONSTRUCTION
\$264,534.80	City Alternates
\$432,395.15	Other Alternates (School, Sheriff) *
-\$399,585.00 +	CHANGE ORDER
\$14,455.20 +	QUALITY ASSU. / CONTROL **
\$0.00 +	CONTINGENCY
<b>\$927,954.66</b>	<b><u>FINAL</u></b>

#### **TOTAL PROJECT COSTS**

\* Sheriff & Palo Verde College were removed under Change Order  
\*\* Design & Inspection Cost were less

**Recommendation:** Accept NOTICE OF COMPLETION for work completed by **CHRISTENSEN BROTHERS GENERAL ENGINEERING INC.** on the Phase II Water Service Replacement and Street Improvements Project and authorize a Notice of Completion and record with the San Bernardino County Recorder's Office.

**Submitted By:** Tammy Ellmore, Engineering Tech II  
Rainie Torrance, Assistant Utility Manager

**City Management Review:** *R.ck*

**Date:** 6/6/22

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

AGENDA ITEM: 13

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)

City of Needles - Street Right-of-Way

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

**Contractor's Name**

CHRISTENSEN BROTHERS GENERAL  
ENGINEERING

**Contractor's Address:**

21834 BEAR VALLEY RD, APPLE VALLEY, CA 92308

The property on which said work of improvement was completed is in the City of **Needles**, County of **San Bernardino**, State of **California**, and was approved by the Needles City Council by minute action at the **03/15/2022** meeting and is DESCRIBED AS FOLLOWS:

Improvement on the property hereinafter described and COMPLETED on **04/29/2022**

Improvements described as Paving, Striping, Crack fill & Slurry Seal to the following streets

S. L Street, S. K Street, I Street, J Street E Street, D Street, Needles Hwy

I, **RICK DANIELS** am the  
(Name of below signor)

**CITY MANAGER**  
(Owner, President, Authorized Agent, Partner, etc.)

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

Date: 06/14/2022

Signature: \_\_\_\_\_  
Signature of Owner or Agent of Owner





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

☒ CITY COUNCIL ☐ NPUA

☐ Regular ☐ Special

**Meeting Date:** June 14, 2022

**Title:** California Assembly Bill 1944 (Lee); Open and Public Meetings

**Background:** Assembly Member Alex Lee authored this Assembly Bill to revise current Brown Act requirements regarding teleconferencing from remote locations.

During the Covid state of emergency, teleconferencing allowed greater access to members of the public, and consequently, there was an increase in participation. The primary purpose of California Assembly Bill 1944 (Lee) is to allow for California public agencies to continue holding public meetings remotely, using abbreviated teleconferencing procedures, during non-states of emergency, providing a video stream is made available to members of the public.

This bill modernizes the Brown Act by improving access for members of the public via a teleconferencing or videoconferencing option. It also protects the location of local elected officials participating from non-public remote locations, by lifting the current address disclosure and agenda posting requirements for non-public locations.

**Fiscal Impact:** N/A

**Recommended Action:** Review and authorize the Mayor to sign a letter of support for proposed Assembly Bill 1944 (Lee).

**Submitted By:** City Clerk

**City Management Review:** Rick

**Date:** 6/6/22

Approved: ☐

Not Approved: ☐

Tabled: ☐

Other: ☐

Agenda Item: 14

## Dale Jones

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**From:** Rick Daniels  
**Sent:** Monday, May 23, 2022 10:20 AM  
**To:** Dale Jones  
**Cc:** Patrick Martinez; Rainie Torrance; 'John O. Pinkney'  
**Subject:** Local Government: Open and Public Meetings

Should we seek Council authorization to take a position? To me it is an improvement.

### **Bill of the Week: Assembly Bill 1944 (Lee) – Local Government: Open and Public Meetings**

RCRC, along with a coalition of government partners, supports Assembly Bill 1944, authored by Assembly Member Alex Lee (D-San Jose) This measure seeks to authorize members of local legislative bodies to teleconference from a remote location without making the address of that location public. The bill would also require that – for those local agencies that elect to use teleconferencing for its legislative body meetings – a video stream is made available to members of the public, including an opportunity to provide public comment via telephone or videoconference.

AB 1944 represents an important modernization to the Brown Act, improving access for members of the public via a teleconferencing or videoconferencing option, while protecting the location of local elected officials participating from a non-public, remote location.

Local agencies subject to the Brown Act were able to utilize remote participation during the COVID-19 public health crisis. Agencies learned during the pandemic that such participation is effective, transparent, and encourages participation from a broader component of the public than was anticipated. At the same time, local elected officials were able to participate remotely without risking their own well-being or that of their families and neighbors.

AB 1944 will be heard on the Assembly Floor next week. RCRC encourages Board members to contact their local Assembly Member to express support for this measure. RCRC's letter of support can be found [here](#). For more information, contact RCRC Policy Advocate, [Sarah Dukett](#).

Rick Daniels, City/Utility Manager  
817 Third Street  
Needles, CA 92363  
[rdaniels@cityofneedles.com](mailto:rdaniels@cityofneedles.com)  
760-326-2113, ext. 113 Office  
760-408-4350 Mobile



Introduced by Assembly Members Lee and Cristina Garcia

February 10, 2022

An act to amend Section 54953 of the Government Code, relating to public meetings.

## LEGISLATIVE COUNSEL'S DIGEST

AB 1944, as introduced, Lee. Local government: open and public meetings.

Existing law, the Ralph M. Brown Act, requires, with specified exceptions, that all meetings of a legislative body of a local agency, as those terms are defined, be open and public and that all persons be permitted to attend and participate. The act contains specified provisions regarding the timelines for posting an agenda and providing for the ability of the public to observe and provide comment. The act allows for meetings to occur via teleconferencing subject to certain requirements, particularly that the legislative body notice each teleconference location of each member that will be participating in the public meeting, that each teleconference location be accessible to the public, that members of the public be allowed to address the legislative body at each teleconference location, that the legislative body post an agenda at each teleconference location, and that at least a quorum of the legislative body participate from locations within the boundaries of the local agency's jurisdiction. The act provides an exemption to the jurisdictional requirement for health authorities, as defined.

Existing law, until January 1, 2024, authorizes a local agency to use teleconferencing without complying with those specified teleconferencing requirements in specified circumstances when a declared state of emergency is in effect, or in other situations related to public health.

This bill would specify that if a member of a legislative body elects to teleconference from a location that is not public, the address does not need to be identified in the notice and agenda or be accessible to the public when the legislative body has elected to allow members to participate via teleconferencing.

This bill would require all open and public meetings of a legislative body that elects to use teleconferencing to provide a video stream accessible to members of the public and an option for members of the public to address the body remotely during the public comment period through an audio-visual or call-in option.

AB2361 Existing constitutional provisions require that a statute that limits the right of access to the meetings of public bodies or the writings of public officials and agencies be adopted with findings demonstrating the interest protected by the limitation and the need for protecting that interest.

This bill would make legislative findings to that effect.

The California Constitution requires local agencies, for the purpose of ensuring public access to the meetings of public bodies and the writings of public officials and agencies, to comply with a statutory enactment that amends or enacts laws relating to public records or open meetings and contains findings demonstrating that the enactment furthers the constitutional requirements relating to this purpose.



This bill would make legislative findings to that effect.

## Digest Key

Vote: majority Appropriation: no Fiscal Committee: yes Local Program: no

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## Bill Text

# THE PEOPLE OF THE STATE OF CALIFORNIA DO ENACT AS FOLLOWS:

**SECTION 1.** Section 54953 of the Government Code, as amended by Section 3 of Chapter 165 of the Statutes of 2021, is amended to read:

54953. (a) All meetings of the legislative body of a local agency shall be open and public, and all persons shall be permitted to attend any meeting of the legislative body of a local agency, except as otherwise provided in this chapter.

(b) (1) Notwithstanding any other provision of law, the legislative body of a local agency may use teleconferencing for the benefit of the public and the legislative body of a local agency in connection with any meeting or proceeding authorized by law. The teleconferenced meeting or proceeding shall comply with all otherwise applicable requirements of this chapter and all otherwise applicable provisions of law relating to a specific type of meeting or proceeding.

(2) Teleconferencing, as authorized by this section, may be used for all purposes in connection with any meeting within the subject matter jurisdiction of the legislative body. All votes taken during a teleconferenced meeting shall be by rollcall.

(3) If the legislative body of a local agency elects to use teleconferencing, it shall post agendas at all teleconference locations and conduct teleconference meetings in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the legislative body of a local agency. Each teleconference location shall be identified in the notice and agenda of the meeting or proceeding, and each teleconference location shall be accessible to the ~~public~~: *public, except as provided in subparagraph (A)*. During the teleconference, at least a quorum of the members of the legislative body shall participate from locations within the boundaries of the territory over which the local agency exercises jurisdiction, except as provided in subdivisions (d) and (e). The agenda shall provide an opportunity for members of the public to address the legislative body directly pursuant to Section 54954.3 at each teleconference ~~location~~: *location, except as provided in subparagraph (A)*.

*(A) If a member of a legislative body elects to teleconference from a location that is not public, the address does not need to be identified in the notice and agenda or be accessible to the public when the legislative body has elected to allow members to participate via teleconferencing.*

*(B) If a legislative body elects to use teleconferencing, they shall provide both of the following:*

*(i) A video stream accessible to members of the public.*

*(ii) An option for members of the public to address the body remotely during the public comment period through an audio-visual or call-in option.*



(4) For the purposes of this section, "teleconference" means a meeting of a legislative body, the members of which are in different locations, connected by electronic means, through either audio or video, or both. Nothing in this section shall prohibit a local agency from providing the public with additional teleconference locations.

*(5) For the purposes of this section, "video streaming" means media in which the data from a live filming or a video file is continuously delivered via the internet to a remote user, allowing a video to be viewed online by the public without being downloaded on a host computer or device.*

(c) (1) No legislative body shall take action by secret ballot, whether preliminary or final.

(2) The legislative body of a local agency shall publicly report any action taken and the vote or abstention on that action of each member present for the action.

(3) Prior to taking final action, the legislative body shall orally report a summary of a recommendation for a final action on the salaries, salary schedules, or compensation paid in the form of fringe benefits of a local agency executive, as defined in subdivision (d) of Section 3511.1, during the open meeting in which the final action is to be taken. This paragraph shall not affect the public's right under the California Public Records Act (Chapter 3.5 (commencing with Section 6250) of Division 7 of Title 1) to inspect or copy records created or received in the process of developing the recommendation.

(d) (1) Notwithstanding the provisions relating to a quorum in paragraph (3) of subdivision (b), if a health authority conducts a teleconference meeting, members who are outside the jurisdiction of the authority may be counted toward the establishment of a quorum when participating in the teleconference if at least 50 percent of the number of members that would establish a quorum are present within the boundaries of the territory over which the authority exercises jurisdiction, and the health authority provides a teleconference number, and associated access codes, if any, that allows any person to call in to participate in the meeting and the number and access codes are identified in the notice and agenda of the meeting.

(2) Nothing in this subdivision shall be construed as discouraging health authority members from regularly meeting at a common physical site within the jurisdiction of the authority or from using teleconference locations within or near the jurisdiction of the authority. A teleconference meeting for which a quorum is established pursuant to this subdivision shall be subject to all other requirements of this section.

(3) For purposes of this subdivision, a health authority means any entity created pursuant to Sections 14018.7, 14087.31, 14087.35, 14087.36, 14087.38, and 14087.9605 of the Welfare and Institutions Code, any joint powers authority created pursuant to Article 1 (commencing with Section 6500) of Chapter 5 of Division 7 for the purpose of contracting pursuant to Section 14087.3 of the Welfare and Institutions Code, and any advisory committee to a county-sponsored health plan licensed pursuant to Chapter 2.2 (commencing with Section 1340) of Division 2 of the Health and Safety Code if the advisory committee has 12 or more members.

(e) (1) A local agency may use teleconferencing without complying with the requirements of paragraph (3) of subdivision (b) if the legislative body complies with the requirements of paragraph (2) of this subdivision in any of the following circumstances:

(A) The legislative body holds a meeting during a proclaimed state of emergency, and state or local officials have imposed or recommended measures to promote social distancing.

(B) The legislative body holds a meeting during a proclaimed state of emergency for the purpose of determining, by majority vote, whether as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

(C) The legislative body holds a meeting during a proclaimed state of emergency and has determined, by majority vote, pursuant to subparagraph (B), that, as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

(2) A legislative body that holds a meeting pursuant to this subdivision shall do all of the following:

(A) The legislative body shall give notice of the meeting and post agendas as otherwise required by this chapter.

(B) The legislative body shall allow members of the public to access the meeting and the agenda shall provide an opportunity for members of the public to address the legislative body directly pursuant to Section 54954.3. In each instance in which notice of the time of the teleconferenced meeting is otherwise given or the agenda for the meeting is otherwise posted, the legislative body shall also give notice of the means by which members of the public may access the meeting and offer public comment. The agenda shall identify and include an opportunity for all persons to attend via a call-in option or an internet-based service option. This subparagraph shall not be construed to require the legislative body to provide a physical location from which the public may attend or comment.

(C) The legislative body shall conduct teleconference meetings in a manner that protects the statutory and constitutional rights of the parties and the public appearing before the legislative body of a local agency.

(D) In the event of a disruption which prevents the public agency from broadcasting the meeting to members of the public using the call-in option or internet-based service option, or in the event of a disruption within the local agency's control which prevents members of the public from offering public comments using the call-in option or internet-based service option, the body shall take no further action on items appearing on the meeting agenda until public access to the meeting via the call-in option or internet-based service option is restored. Actions taken on agenda items during a disruption which prevents the public agency from broadcasting the meeting may be challenged pursuant to Section 54960.1.

(E) The legislative body shall not require public comments to be submitted in advance of the meeting and must provide an opportunity for the public to address the legislative body and offer comment in real time. This subparagraph shall not be construed to require the legislative body to provide a physical location from which the public may attend or comment.

(F) Notwithstanding Section 54953.3, an individual desiring to provide public comment through the use of an internet website, or other online platform, not under the control of the local legislative body, that requires registration to log in to a teleconference may be required to register as required by the third-party internet website or online platform to participate.

(G) (i) A legislative body that provides a timed public comment period for each agenda item shall not close the public comment period for the agenda item, or the opportunity to register, pursuant to subparagraph (F), to provide public comment until that timed public comment period has elapsed.

(ii) A legislative body that does not provide a timed public comment period, but takes public comment separately on each agenda item, shall allow a reasonable amount of time per agenda item to allow public members the opportunity to provide public comment, including time for members of the public to register pursuant to subparagraph (F), or otherwise be recognized for the purpose of providing public comment.

(iii) A legislative body that provides a timed general public comment period that does not correspond to a specific agenda item shall not close the public comment period or the opportunity to register, pursuant to subparagraph (F), until the timed general public comment period has elapsed.

(3) If a state of emergency remains active, or state or local officials have imposed or recommended measures to promote social distancing, in order to continue to teleconference without compliance with paragraph (3) of subdivision (b), the legislative body shall, not later than 30 days after teleconferencing for the first time pursuant to subparagraph (A), (B), or (C) of paragraph (1), and every 30 days thereafter, make the following findings by majority vote:

(A) The legislative body has reconsidered the circumstances of the state of emergency.



(B) Any of the following circumstances exist:

(i) The state of emergency continues to directly impact the ability of the members to meet safely in person.

(ii) State or local officials continue to impose or recommend measures to promote social distancing.

(4) For the purposes of this subdivision, “state of emergency” means a state of emergency proclaimed pursuant to Section 8625 of the California Emergency Services Act (Article 1 (commencing with Section 8550) of Chapter 7 of Division 1 of Title 2).

(f) This section shall remain in effect only until January 1, 2024, and as of that date is repealed.

**SEC. 2.** Section 54953 of the Government Code, as added by Section 4 of Chapter 165 of the Statutes of 2021, is amended to read:

54953. (a) All meetings of the legislative body of a local agency shall be open and public, and all persons shall be permitted to attend any meeting of the legislative body of a local agency, except as otherwise provided in this chapter.

(b) (1) Notwithstanding any other provision of law, the legislative body of a local agency may use teleconferencing for the benefit of the public and the legislative body of a local agency in connection with any meeting or proceeding authorized by law. The teleconferenced meeting or proceeding shall comply with all requirements of this chapter and all otherwise applicable provisions of law relating to a specific type of meeting or proceeding.

(2) Teleconferencing, as authorized by this section, may be used for all purposes in connection with any meeting within the subject matter jurisdiction of the legislative body. All votes taken during a teleconferenced meeting shall be by rollcall.

(3) If the legislative body of a local agency elects to use teleconferencing, it shall post agendas at all teleconference locations and conduct teleconference meetings in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the legislative body of a local agency. Each teleconference location shall be identified in the notice and agenda of the meeting or proceeding, and each teleconference location shall be accessible to the ~~public~~. *public, except as provided in subparagraph (A).* During the teleconference, at least a quorum of the members of the legislative body shall participate from locations within the boundaries of the territory over which the local agency exercises jurisdiction, except as provided in subdivision (d). The agenda shall provide an opportunity for members of the public to address the legislative body directly pursuant to Section 54954.3 at each teleconference ~~location~~. *location, except as provided in subparagraph (A).*

*(A) If a member of a legislative body elects to teleconference from a location that is not public, the address does not need to be identified in the notice and agenda, or be accessible to the public when the legislative body has elected to allow members to participate via teleconferencing.*

*(B) If a legislative body elects to use teleconferencing, they shall provide both of the following:*

*(i) A video stream accessible to members of the public.*

*(ii) An option for members of the public to address the body remotely during the public comment period through an audio-visual or call-in option.*

(4) For the purposes of this section, “teleconference” means a meeting of a legislative body, the members of which are in different locations, connected by electronic means, through either audio or video, or both. Nothing in this section shall prohibit a local agency from providing the public with additional teleconference locations



*(5) For the purposes of this section, "video streaming" means media in which the data from a live filming or a video file is continuously delivered via the internet to a remote user, allowing a video to be viewed online by the public without being downloaded on a host computer or device.*

(c) (1) No legislative body shall take action by secret ballot, whether preliminary or final.

(2) The legislative body of a local agency shall publicly report any action taken and the vote or abstention on that action of each member present for the action.

(3) Prior to taking final action, the legislative body shall orally report a summary of a recommendation for a final action on the salaries, salary schedules, or compensation paid in the form of fringe benefits of a local agency executive, as defined in subdivision (d) of Section 3511.1, during the open meeting in which the final action is to be taken. This paragraph shall not affect the public's right under the California Public Records Act (Chapter 3.5 (commencing with Section 6250) of Division 7 of Title 1) to inspect or copy records created or received in the process of developing the recommendation.

(d) (1) Notwithstanding the provisions relating to a quorum in paragraph (3) of subdivision (b), if a health authority conducts a teleconference meeting, members who are outside the jurisdiction of the authority may be counted toward the establishment of a quorum when participating in the teleconference if at least 50 percent of the number of members that would establish a quorum are present within the boundaries of the territory over which the authority exercises jurisdiction, and the health authority provides a teleconference number, and associated access codes, if any, that allows any person to call in to participate in the meeting and the number and access codes are identified in the notice and agenda of the meeting.

(2) Nothing in this subdivision shall be construed as discouraging health authority members from regularly meeting at a common physical site within the jurisdiction of the authority or from using teleconference locations within or near the jurisdiction of the authority. A teleconference meeting for which a quorum is established pursuant to this subdivision shall be subject to all other requirements of this section.

(3) For purposes of this subdivision, a health authority means any entity created pursuant to Sections 14018.7, 14087.31, 14087.35, 14087.36, 14087.38, and 14087.9605 of the Welfare and Institutions Code, any joint powers authority created pursuant to Article 1 (commencing with Section 6500) of Chapter 5 of Division 7 for the purpose of contracting pursuant to Section 14087.3 of the Welfare and Institutions Code, and any advisory committee to a county-sponsored health plan licensed pursuant to Chapter 2.2 (commencing with Section 1340) of Division 2 of the Health and Safety Code if the advisory committee has 12 or more members.

(e) This section shall become operative January 1, 2024.

**SEC. 3.** The Legislature finds and declares that Sections 1 and 2 of this act, which amends Section 54953 of the Government Code, further, within the meaning of paragraph (7) of subdivision (b) of Section 3 of Article I of the California Constitution, the purposes of that constitutional section as it relates to the right of public access to the meetings of local public bodies or the writings of local public officials and local agencies. Pursuant to paragraph (7) of subdivision (b) of Section 3 of Article I of the California Constitution, the Legislature makes the following findings:

This act is necessary to ensure minimum standards for public participation allowing for greater public participation in teleconference meetings.

**SEC. 4.** (a) The Legislature finds and declares that during the COVID-19 public health emergency, certain requirements of the Ralph M. Brown Act (Chapter 9 (commencing with Section 54950) of Part 1 of Division 2 of Title 5 of the Government Code) and the Bagley-Keene Open Meeting Act (Article 9 (commencing with Section 11120) of Chapter 1 of Part 1 of Division 3 of Title 2 of the Government Code) were suspended by Executive Order No. N-29-20. Audio and video teleconference were widely used to conduct public meetings in lieu of physical location meetings, and public meetings conducted by teleconference during the COVID-19 public health emergency have been productive, have increased public participation by all members of the public



regardless of their location in the state and ability to travel to physical meeting locations, have protected the health and safety of civil servants and the public, and have reduced travel costs incurred by members of state bodies and reduced work hours spent traveling to and from meetings.

(b) The Legislature finds and declares that Sections 1 and 2 of this act, which amend Section 54953 of the Government Code, imposes a potential limitation on the public's right of access to the meetings of public bodies or the writings of public officials and agencies within the meaning of Section 3 of Article I of the California Constitution. Pursuant to that constitutional provision, the Legislature makes the following findings to demonstrate the interest protected by this potential limitation and the need for protecting that interest:

By removing the requirement for each teleconference location to be identified in the notice and agenda, including the member's private home address, this act protects the personal, private information of public officials and their families while preserving the public's right to access information concerning the conduct of the people's business.



## City of Needles, California Request for Council Action

☒ CITY COUNCIL/NPUA ☐ Board of Public Utilities ☒ Regular ☐ Special

**Meeting Date:** June 14, 2022

**Title:** Authorize the FY 2021/22 and FY 2022/23 Mojave Desert and Mountain Integrated Waste Joint Powers Authority (JPA) Edible Food \$5,000 Annual Allocations to St. Vincent de Paul

**Background:** Mojave Desert and Mountain Recycling Authority is a joint powers authority (JPA) organized under California Government Code Section 6500. Comprised of nine members, we share the authority to plan and implement recycling, composting, reuse and zero waste programs in the High Desert area.

The JPA is comprised of board representatives from Adelanto, Apple Valley, Barstow, Big Bear Lake, Needles, San Bernardino County, Twentynine Palms, Victorville and Yucca Valley.

Councilmember Campbell represents Needles on the Board and at their May 12th meeting authorized a two-year contribution to Needles to support edible food recovery was approved. The approval allocated \$5,000 annually, from the 2021/22 and 2022/23 budgets to support St. Vincent de Paul with their annual operating and/or capital expenditures to continue to support edible food recovery programs in Needles.

**Fiscal Impact:** The City will invoice the Mojave Desert and Mountain Integrated Waste Joint Powers Authority (JPA) annually for FY 2021/22 and FY 2023/23 \$5,000 allocations and will in turn submit payment to St. Vincent de Paul.

SM Sylvia Miledi

**Recommended Action:** Authorize the FY 2021/22 and FY 2022/23 Mojave Desert and Mountain Integrated Waste Joint Powers Authority (JPA) Edible Food \$5,000 Annual Allocations to St. Vincent de Paul

**Submitted By:** Councilmember Campbell

**City Management Review:** Rick

**Date:** 6/6/22

Approved: ☐

Not Approved: ☐

Tabled: ☐

Other: ☐

Agenda Item: V5

**MOJAVE DESERT AND MOUNTAIN INTEGRATED WASTE  
JOINT POWERS AUTHORITY**

**AGENDA MATTER**

Needles Edible Food Recovery

**SUMMARY STATEMENT**

The Recycling Authority has working agreements with High Desert Second Chance and FIND Food Bank to coordinate edible food recovery. However the City of Needles is effectively outside their geographic service areas. Furthermore Needles does not now have any Tier One generators (supermarkets, grocery stores, food wholesalers and distributors). Only Tier One generators are subject to SB 1383 regulations at this time.

Needles does have active feeding organizations, with St. Vincent de Paul providing the most comprehensive service by receiving commodities and donations, and distributing food to feeding organizations and individuals.

The Authority's agreements with food recovery organizations focus on assuring compliance and meeting reporting requirements. Needles situation doesn't warrant a formal agreement now, but support is needed to assist with operating or capital expenditures.

By allocating \$5,000 annually, from the 2021/22 and 2022/23 budgets, the Authority would support food recovery in Needles at level commensurate with other communities. The funds would be released upon the City's direction.

**RECOMMENDED ACTION**

Allocate \$5,000 annually, from the 2021/22 and 2022/23 budgets, to support edible food recovery in Needles with the funds released upon the City's direction

**PRESENTED BY**

John Davis

**FISCAL IMPACT:**

\$10,000 over two  
fiscal years

**MEETING DATE**

May 12, 2022

**ITEM NUMBER**



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

☒ CITY COUNCIL ☐ NPUA

☐ Regular ☐ Special

**Meeting Date:** June 14, 2022

**Title:** League of California Cities Annual Conference attendance and designate a voting delegate and alternate (s).

**Background:** The Annual League of California Cities Conference is scheduled for September 7-9, 2022, in Long Beach, California.

This conference is an opportunity to network with other cities and various county representatives and for the city to participate in the League's resolution process.

Councilmember Ellen Campbell has expressed an interest in attending the conference.

**Critical Timeline:** Registration for the discounted rate is July 27, 2022, however once the registration is open the hotels for the Conference sell out quickly.

**Fiscal Impact:** Estimated cost for the full conference is \$650  
Hotel accommodation approximately \$825 for three nights plus travel expenses. Estimated cost per councilmember is approximately \$1,875 – \$2,200. General Fund travel per diem budget 2022-2023

**Recommendation:** Authorize Council Member (s) \_\_\_\_\_  
\_\_\_\_\_ to attend the Annual League of California Cities Conference scheduled for September 7-9, 2022 in Long Beach, California and designate a voting delegate and alternate (s).

**Submitted By:** City Clerk

**City Management Review:** Rex

**Date:** 6/6/22

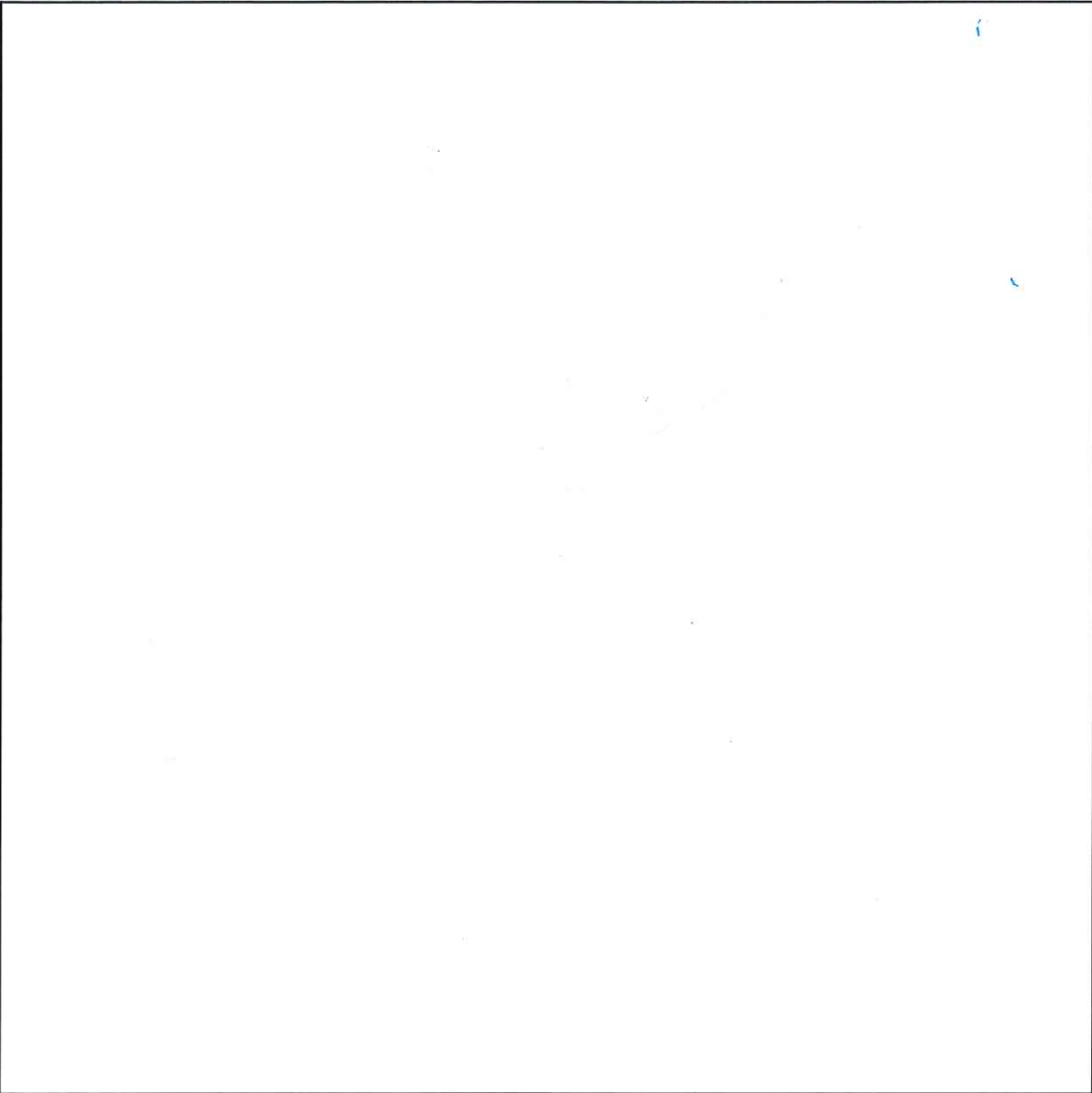
Approved: ☐

Not Approved: ☐

Tabled: ☐

Other: ☐

Agenda Item: 16



## Registration is now open!

The League of California Cities is excited to announce that [registration is now open](#) for the **2022 Annual Conference and Expo** in Long Beach at the Long Beach Convention Center, Sept. 7-9!

This year's conference will feature a variety of speakers and timely presentations on key topics for local leaders, plus numerous opportunities for peer-to-peer sharing with other city leaders throughout California.

Our popular Expo Hall will be filled with new and familiar faces and brimming with opportunities to engage with companies and organizations that provide services to cities. Keep an eye out in the coming weeks and months as we unveil our 2022 exhibitors.



Looking for more information? Visit the [Annual Conference and Expo page](#) of the Cal Cities website.

**Register now!**

2022 Annual Conference and Expo  
Long Beach Convention Center  
300 E Ocean Boulevard  
Long Beach, CA 90802  
[www.calcities.org/ac](http://www.calcities.org/ac)

Sept. 7-9, 2022

### Schedule at a Glance

#### **Wednesday, Sept. 7**

8:00 a.m.-6:00 p.m.	Registration open/Voting Delegates Booth open
8:30 a.m.-1:00 p.m.	City Clerks Workshop ( <i>additional registration required</i> )
10:00 a.m.-noon	AB 1234 Ethics Training
11:30 a.m.-1:15 p.m.	Regional Division Lunches*
12:45-1:15 p.m.	First Time Attendee Orientation
1:30-3:30 p.m.	Opening General Session
3:45-5:00 p.m.	Concurrent Sessions
5:00-7:00 p.m.	Grand Opening Expo Hall and Host City Reception ( <i>exhibitor exclusive; no competing events</i> )
7:00-10:00 p.m.	CitiPAC Leadership Reception

#### **Thursday, Sept. 8**

7:00 a.m.-4:00 p.m.	Registration open/Voting Delegates Booth open
8:30-9:45 a.m.	Concurrent Sessions
9:00 a.m.-3:00 p.m.	Expo open
10:00 a.m.-noon	General Session
11:45 a.m.-1:00 p.m.	Attendee Lunch in Expo Hall
1:00-2:15 p.m.	General Resolutions Committee
1:00-5:30 p.m.	Concurrent Sessions
Evening	Regional Division* and Caucus Events

#### **Friday, Sept. 9**

8:00 a.m.-12:30 p.m.	Registration open
7:30-9:00 a.m.	Regional Division Breakfasts*
8:30-11:15 a.m.	Concurrent Sessions
9:15-11:15 a.m.	AB 1661 Sexual Harassment Prevention Training
11:30 a.m.-2:00 p.m.	Closing Session and General Assembly ( <i>includes lunch</i> )

*\*Check with your regional public affairs manager for specific day/time.*

*NOTE: Conference registration is required to attend all conference activities including Department and Division meetings and the General Assembly.*

## Registration

**Early bird registration deadline:** Save \$50 on your full conference registration if you register by Wednesday, July 27.

**Pre-registration deadline:** Online registration ends Wednesday, Aug. 24. After this date, please register onsite.

**Full registration includes:**

- Admission to Expo and educational sessions (unless otherwise indicated)
- Wednesday host city reception, Thursday lunch with exhibitors, and Friday closing luncheon
- Admission to CitiPAC and diversity caucus receptions
- Electronic access to all program materials

Online registration (credit card): Visit <https://www.eventsquid.com/register/17132>  
Mail-in registration (pay by check): Contact [Megan Dunn](#) to request a registration form.

*NOTE: Conference registration is required to attend all conference activities including department, division, and caucus meetings as well as the General Assembly. Sharing of registration is prohibited.*

Special needs? Contact conference registrar [Megan Dunn](#) before **Friday, Aug. 5.**

View Cal Cities' [event and meeting policies](#) in advance of the conference.

**Register now!**

## Hotel Information

A limited number of hotel rooms are available at reduced rates for registered attendees and exhibitors at the 2022 Annual Conference and Expo. **The deadline to reserve your discounted hotel room is Tuesday, Aug. 9.**

**STEP ONE:** Register for the conference  
Registration can be completed at <https://www.eventsquid.com/register/17132>

**STEP TWO:** Book a hotel room



After your registration for the conference is received and processed, a confirmation email will be sent containing a link to the discounted hotel reservations page. Hotels are subject to sell out prior to the Aug. 9 deadline — reserve early!

Scam Notice: There are many hotel scammers who may contact you claiming to be the housing bureau/service for the conference. Cal Cities has contracted with LiveCon as the official housing bureau/service for the 2022 Annual Conference and Expo. Official emails regarding the conference will come from xxx@calcities.org, xxx@live-con.com, or the actual hotel.

## Educational Sessions

### **First-Time Attendees**

A special presentation to welcome first-time attendees is scheduled for Wednesday, Sept. 7 at 12:45 p.m. Join us to learn more about Cal Cities and how to get the most out of your conference experience.

### **Panels, Facilitated Discussions, and Speed Sessions**

Educational sessions at the Annual Conference are offered in a variety of formats and include professional development with a focus on leadership skills and workable solutions. Targeting a broad audience, sessions concentrate on innovative, evidence-based, and discussion-provoking trends, tools, and best practices. Connecting professional experiences and collective understanding, these sessions aim to provide attendees the opportunity to gain practical skills and useful resources. Session titles and descriptions will be posted on the [Annual Conference webpage](#) as they are confirmed.

### **Minimum Continuing Legal Education (MCLE) Credits available**

With support and leadership from the City Attorneys Department, a limited number of sessions will provide Minimum Continuing Legal Education (MCLE) presentations for California attorneys. Legal updates will be offered in municipal litigation subject areas: General Municipal Law, Torts and Civil Rights, Labor and Employment, and Land Use and CEQA. Additional timely municipal law topics will be covered, including one hour of MCLE specialty credit. Sessions providing MCLE credit will be noted in the conference program. All conference participants are welcome to attend sessions that offer MCLE credit.

### **State-Mandated Training**

Training to meet state requirements on specific ethics laws and principles, as well as workplace harassment, discrimination, and retaliation will be offered during the conference. Understanding Public Service Ethics Laws and Principles (AB 1234 Training) will be available as a pre-conference workshop on Wednesday morning, and Sexual Harassment Prevention Training for City Officials (AB 1661/1825 training) will be available Friday morning during the concurrent sessions.

### **League Partner Sessions**

Sessions planned by our League Partners will be scheduled during regular conference times, designated with special signage, and noted in the program

book. This is an excellent opportunity for Cal Cities members to get to know our Partners in a new way.

### **City Clerks Workshop**

The annual City Clerks Workshop is scheduled on Wednesday morning from 8:30 a.m.-1:00 p.m. before the conference begins. The workshop begins with a 30-minute department business meeting followed by a four-hour workshop. Certified Municipal Clerk/Master Municipal Clerk Advanced Education Point accreditation will be available. *Additional registration is required to attend the workshop.*

## **Organization Meetings**

### **Municipal Departments**

Functioning as professional societies with educational and networking opportunities, departments play an essential role in forming Cal Cities policy and programs. Learn more about your colleagues' top priorities and the resources Cal Cities provides by attending department business meetings scheduled throughout the conference.

### **General Resolutions Committee**

The General Resolutions Committee (GRC), which comprises representatives from each division, department, and policy committee, as well as individuals appointed by the Cal Cities President, will meet on Thursday afternoon to consider resolutions. Resolutions approved by the policy committee and/or GRC are next considered by the General Assembly on Friday. Additional information can be found on the [Cal Cities Resolutions webpage](#) after June 1.

### **General Assembly**

General Resolutions that are approved by the policy committee and/or the GRC are considered at the General Assembly during the Friday Closing Session. Each member city may, with the approval of the city council, designate a city official as the city's voting delegate to represent the city at the General Assembly. If approved by the General Assembly, general resolutions become Cal Cities policy. The general resolution process at the annual conference is guided by Cal Cities' bylaws. A helpful explanation of this process can be found in the [Cal Cities Bylaws Guidelines for the Annual Conference Resolutions Process](#).

## **Networking Opportunities**

### **Host City Reception**

The city of Long Beach welcomes delegates to the Cal Cities Annual Conference and Expo. Please join us at the opening night host reception and enjoy a selection of delicious hors d'oeuvres. The reception will take place from 5:00–7:00 p.m. on Wednesday, September 7 in the Expo Hall.

### **Diversity Caucuses**



Cal Cities promotes membership in one of its five diversity caucuses: African American Caucus; Asian Pacific Islander Caucus; Lesbian Gay Bisexual Transgender Queer Caucus (LGBTQ); Latino Caucus, and Women's Caucus. [Sign up to join](#) one or more of Cal Cities' caucuses. Caucus networking events at the annual conference are open to all attendees.

### **Regional Divisions**

Regional Divisions function as Cal Cities' grassroots advocacy teams. Divisions are staffed locally by regional public affairs managers to support Cal Cities goals. Contact your [regional public affairs manager](#) for more information about division networking events during the conference. *Additional registration may be required for regional division activities.*

### **CitiPAC Leadership Reception**

CitiPAC will present its annual Leadership Reception on the evening of Wednesday, September 7. Join conference attendees for this always popular event in support of [CitiPAC](#) featuring food, beverages, and entertainment.

## **Expo**

The Expo will be open the evening of Wednesday, Sept. 7 and during the day Thursday, Sept. 8. Exhibit booth sales are currently open. Do you know someone who might be interested in exhibiting? Have them contact [Amy Wade](#), Associate Manager, Exposition Sales and Event Sponsors.

## **Contacts for More Information or Questions**

Cal Cities staff are happy to help with any questions you have.

- For program questions, please contact [Christina George](#).
- For registration questions, please contact [Megan Dunn](#).

**We look forward to seeing you in Long Beach!**



League of California Cities | 1400 K Street, Suite 400, Sacramento, CA 95814

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## Dale Jones

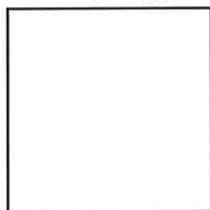
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**From:** Rick Daniels  
**Sent:** Tuesday, May 31, 2022 1:37 PM  
**To:** Dale Jones  
**Subject:** FW: Registration now open for the Cal Cities 2022 Annual Conference and Expo

Rick Daniels, City/Utility Manager  
817 Third Street  
Needles, CA 92363  
[rdaniels@cityofneedles.com](mailto:rdaniels@cityofneedles.com)  
760-326-2113, ext. 113 Office  
760-408-4350 Mobile

**From:** League of California Cities <communications+calcities.org@ccsend.com>  
**Sent:** Tuesday, May 31, 2022 1:36 PM  
**To:** Rick Daniels <rdaniels@cityofneedles.com>  
**Subject:** Registration now open for the Cal Cities 2022 Annual Conference and Expo

**[EXTERNAL EMAIL]** DO NOT CLICK links or attachments unless you recognize the sender and know the content is safe.





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

☒ CITY COUNCIL ☐ NPUA

☐ Regular ☐ Special

**Meeting Date:** June 14, 2022

**Title:** Consider cancelling the second regular City Council / NPUA meetings in July, August, and September, 2022

**Background:** In years past the City Council has cancelled the second meeting of the month in July, August, and September, allowing for vacations and an opportunity to catch up. Staff is requesting Council consideration to cancel the July 26, August 23, and September 27, 2022, regular City Council / NPUA meetings to accommodate Mayor, City Council Members and staff vacations.

If urgency matters arise, the City Council / NPUA may hold their regular meeting or call a special meeting to conduct business.

**Fiscal Impact:** None

**Recommendation:** I MOVE to cancel the July 26, August 23, and September 27, 2022, regular City Council / NPUA meetings

**Submitted By:** City Clerk

**City Management Review:** Rick

**Date:** 6/6/22

Approved: ☐

Not Approved: ☐

Tabled: ☐

Other: ☐

Agenda Item: 17