



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

AGENDA

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

THE 5:00 P.M. PORTION OF THE CITY COUNCIL MEETING WILL BE RECESSED BY
THE CITY CLERK TO 6:00 P.M.

TUESDAY, JUNE 11, 2024
COUNCIL EXECUTIVE SESSION – NONE
CITY COUNCIL MEETING – 6:00 PM

THE PUBLIC MAY ATTEND VIA TEAMS AND MAY SUBMIT ANY COMMENTS IN WRITING PRIOR
TO NOON ON THE DAY OF THE MEETING BY EMAILING djones@cityofneedles.com

TO JOIN THE LIVE TEAMS MEETING: log into the City of Needles website at
www.cityofneedles.com

to access the agenda and [Click here to join the meeting](#)

If asked, enter the following: Meeting ID: 396 323 211#
OR listen in and participate by calling Teams: 1-323-488-2227 - Meeting ID: 396 323 211#

The meetings are being recorded.

CALL TO ORDER
ROLL CALL
PLEDGE OF ALLEGIANCE
INVOCATION
APPROVAL OF AGENDA
CONFLICT OF INTEREST
CORRESPONDENCE
INTRODUCTIONS
CITY ATTORNEY – Parliamentary Procedures

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

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

PRESENTATIONS

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

1. Administer Oath of Office to Irene Romero, City Planner (INF)
2. Presentation of Certificates to the NHS Boys' Baseball and the NHS Girls' Softball Teams in recognition for their outstanding performance winning the 2024 State Championships. (INF)

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

PUBLIC HEARINGS

3. City of Needles, NPUA, & Housing Authority of the City of Needles proposed budgets for FY 2025 Public Hearing and approval of Resolutions 2024-27, 06-11-2024-NPUA, and 2024-7-HACN adopting the Proposed Budgets for the fiscal year ending 06/30/25.

 - Staff Report
 - Council questions of staff
 - Mayor to open the public hearing
 - Public Comment
 - Mayor to close the public hearing
 - Council Discussion / Deliberation
 - Approval of Resolutions 2024-27, 06-11-2024-NPUA, and 2024-7-HACN adopting the Proposed Budgets for the fiscal year ending 06/30/25. (ACT)
4. Approve Resolution No. 2024-26 Adopting a Vision, Mission, and Values Statement and 2025 Goals for Fiscal Year 2024-2025 identified on Exhibit “A”, and direct the City Manager to develop action plans for implementation, and followed up with a mid-year review in January 2025.

 - Staff Report
 - Council questions of staff
 - Mayor to open the public hearing
 - Public Comment
 - Mayor to close the public hearing
 - Council Discussion / Deliberation
 - Approve Resolution No. 2024-26 Adopting a Vision, Mission, and Values Statement and 2025 Goals for Fiscal Year 2024-2025 identified on Exhibit “A”, and direct the City Manager to develop action plans for implementation, and followed up with a mid-year review in January 2025. (ACT)
5. Public hearing noticed to consider all evidence and testimony for or against approval of a proposed November 5, 2024 ballot measure that would establish an alternative square foot tax on cannabis cultivation within the City. Call for Election and Consolidation with San Bernardino County. Argument & Impartial Analysis

 - Staff Report
 - Council questions of staff
 - Mayor to open the public hearing
 - Public Comment
 - Mayor to close the public hearing
 - Council Discussion / Deliberation
 - MOVE to waive the first reading of Ordinance No. 665-AC, an Ordinance of the City of Needles, California, Adding Article IX (Cannabis Cultivation Square Foot Tax) to Chapter 20, of the Needles Municipal Code Establishing an Alternative Square Foot Tax on Cannabis Cultivation, subject to voter approval.

MOVE to waive reading and adopt Resolution No. 2024-28, A Resolution of the City Council of the City of Needles, California, Calling for and Giving Notice of the Holding of a General Municipal Election to Be Held on November 5, 2024, for the Election of Certain Officers as Required by the Provisions of the Charter, and for the Submission of a Proposed Measure that Would Establish an Alternative Square Foot Tax on Cannabis Cultivation in the City.

MOVE to waive reading and adopt Resolution No. 2024-29, a Resolution of the City Council of the City of Needles, California, Requesting the Board of Supervisors of the

County of San Bernardino to Consolidate a General Municipal Election to be Held on November 5, 2024, with the Statewide General Election to be Held on the Date Pursuant to Section 10403 of the Elections Code.

MOVE to waive reading and adopt Resolution No. 2024-30, a Resolution of the City Council of Needles, California, Setting Priorities for Filing Written Argument(s) Regarding a City Measure and Directing the City Attorney to Prepare an Impartial Analysis.

OR

- MOVE to waive reading and adopt Resolution No. 2024-28A, A Resolution of the City of Needles, California, Calling for the Holding of a General Municipal Election to Be Held on November 5, 2024, for the Election of Certain Officers as Required by the Provisions of the Charter.

MOVE to waive reading and adopt Resolution No. 2024-29A, A Resolution of the City Council of the City of Needles, California, Requesting the Board of Supervisors of the County of San Bernardino to Consolidate a General Municipal Election to be Held on Tuesday, November 5, 2024, With The Statewide General Election to be Held on the Date Pursuant to § 10403 of the Elections Code. (ACT)

PUBLIC COMMENTS PERTAINING TO THE NPUA/COUNCIL ITEMS

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

- 6. NPUA/Council - Accept Change Order No. 1 (Final) in the amount of \$15,020.00 for a total contract amount of \$1,005,419.00 for the work completed by Phillips Excavating, Inc. for the Water Service Lateral Replacement project and authorize staff to execute said Change Order; and accept the Notice of Completion for the Work (ACT)

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

PUBLIC COMMENTS PERTAINING TO THE COUNCIL ITEMS

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

COUNCIL CONSENT CALENDAR All matters listed on the Consent Calendar are considered to be routine and will be enacted by one motion in the form listed. The Mayor or any member of the City Council may pull an item from the Consent Calendar for discussion. Prior to Council action, a member of the public may address the City Council on matters scheduled on the Consent Calendar. A three-minute time limit per person applies. **RECOMMENDED ACTION:** Approve Items 7 through 8 on the Consent Calendar by affirmative roll call vote. (ACT)

- 7. Approve the Warrants Register through June 11, 2024
- 8. Approve the Minutes of May 28, 2024

END OF COUNCIL CONSENT CALENDAR

REGULAR COUNCIL ITEMS

- 9. Update to the Emergency Declaration Resolution 2024-7 Local emergency due to the closure of the only California pharmacy within Needles (INF)
- 10. Authorize those interested to attend the ICSC Western Event at the Palm Springs Convention Center on September 23-25, 2024. (ACT)
- 11. Authorize those interested to attend the League of California Cities 2024 Annual Conference and Expo scheduled for October 16-18, 2024, at the Long Beach Convention Center and designate a voting delegate and alternate (s). (ACT)

CITY ATTORNEY REPORT

CITY CLERK REPORT

CITY MANAGER REPORT

MANAGERS REPORT

COUNCIL REQUESTS

Councilmember Campbell
Councilmember McCorkle
Vice Mayor Merritt
Council Member Pogue
Councilmember Belt
Councilmember Longbrake
Mayor Jernigan

ADJOURNMENT

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

Posted: June 7, 2024

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 7th day of June 2024

/s/ Dale Jones, CMC, City Clerk



City of Needles, California Request for City Council Action

☒ CITY COUNCIL ☒ NPUA ☒ HACN ☒ Regular ☐ Special

Meeting Date: **June 11, 2024**

Title: City of Needles, NPUA, & Housing Authority of the City of Needles proposed budgets for FY 2025 Public Hearing and approval of Resolutions 2024-27, 06-11-2024-NPUA, and 2024-7-HACN adopting the Proposed Budgets for the fiscal year ending 06/30/25.

Background: A Budget Workshop was held for Council at their meeting on May 28, 2024. Discussion drafts were presented of the City of Needles budgets for FY 2025.

Since that budget workshop, only two changes have been made to the budget. Senior Center budget was increased \$100,000 for roof repairs needed due to termites and the street projects budget was decreased by \$38,000.

There is nothing remaining on the Options list. The Senior Center roof repairs were moved to the budget and the pet and/or pet/human burial section was already on the Capital Improvement Plan.

The updated General Fund budget projects a cash reserve balance at June 30, 2025 of \$1,162,428, 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/HACN, and the financial policies.

The NPUA budgets are included and were recommended for approval by the Board of Public Utilities on May 21, 2024.

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

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 Improvement plans and financial policies.

Environmental Impact:

Recommended Action: Public hearing and approval of Resolution 2024-27, 06-11-2024-NPUA, and 2024-7-HACN adopting the Proposed Budgets for the fiscal year ending 06/30/25

Submitted By: Barbara DiLeo, Acting Director of Finance

City Manager Approval: Patrick J. Martinez

Date: 6/5/2024

Other Department Approval (when required): _____

Date: _____

Approved: ☐

Not Approved: ☐

Tabled: ☐

Other: ☐

Agenda Item: _____

		CITY OF NEEDLES					DRAFT
		General Fund Summary					
			FY 2024 / 2025				
			2024	2025			Comments
	2022	2023	Revised	Requested	Percent		
	Actuals	Actuals	Budget	Budget	Change		
General Fund Revenues							
General Government	\$ 11,304,661	\$ 11,396,231	\$ 12,235,991	\$ 12,487,797	2.1%	}---	See
Aquatics	\$ 11,280	\$ 9,956	\$ 12,330	\$ 10,500	-14.8%	}---	next
Jack Smith Park	\$ 270,533	\$ 258,493	\$ 243,000	\$ 248,700	2.3%	}---	page for
Recreation	\$ 43,821	\$ 42,379	\$ 45,000	\$ 45,500	1.1%	}---	details
Total General Fund Revenues	\$ 11,630,295	\$ 11,707,059	\$ 12,536,321	\$ 12,792,497			
General Fund Expenditures							
City Attorney	\$ 69,727	\$ 70,033	\$ 180,000	\$ 90,000	-50.0%	}---	
City Manager	\$ 201,967	\$ 211,098	\$ 232,732	\$ 230,155	-1.1%	}---	
Finance	\$ 505,642	\$ 716,214	\$ 1,652,223	\$ 1,239,772	-25.0%	}---	
Mayor / Council / Clerk	\$ 162,771	\$ 271,018	\$ 341,339	\$ 357,148	4.6%	}---	
Planning / Zoning	\$ 203,026	\$ 265,077	\$ 406,601	\$ 326,356	-19.7%	}---	
Engineering	\$ 185,760	\$ 306,441	\$ 443,083	\$ 415,588	-6.2%	}---	See
Community Promotions	\$ 47,631	\$ 41,555	\$ 106,045	\$ 103,690	-2.2%	}---	
Senior Center	\$ 46,271	\$ 48,625	\$ 75,337	\$ 180,551	139.7%	}---	next
Police	\$ 3,203,035	\$ 3,532,173	\$ 3,777,034	\$ 3,862,529	2.3%	}---	
Animal Shelter / Control	\$ 186,015	\$ 219,211	\$ 261,130	\$ 283,098	8.4%	}---	page
Building & Safety	\$ 445,397	\$ 341,823	\$ 477,671	\$ 407,500	-14.7%	}---	
Code Enforcement	\$ 605,292	\$ 702,720	\$ 756,188	\$ 809,183	7.0%	}---	for
Public Works	\$ 600,192	\$ 696,475	\$ 841,519	\$ 744,745	-11.5%	}---	
Sanitation	\$ 136,704	\$ 167,153	\$ 177,467	\$ 143,822	-19.0%	}---	details
Aquatics	\$ 151,243	\$ 152,908	\$ 261,913	\$ 249,282	-4.8%	}---	
Parks / Buildings / Grounds	\$ 513,970	\$ 601,361	\$ 760,504	\$ 829,419	9.1%	}---	
Jack Smith Park Marina	\$ 130,040	\$ 99,123	\$ 115,646	\$ 115,992	0.3%	}---	
Recreation	\$ 306,966	\$ 423,816	\$ 469,622	\$ 422,094	-10.1%	}---	
Transfer to Other Funds	\$ 5,327,026	\$ 3,401,896	\$ 323,001	\$ 580,431	79.7%	}---	
Total Expenditures	\$ 13,028,675	\$ 12,268,720	\$ 11,659,055	\$ 11,391,355			
			Projected Cash 06/30/24	NET CHANGE IN FY 25	Projected Cash reserve 06/30/25		
Projected Cash from mid-year budget (less additional appropriations by Council)			\$ 1,861,286	\$ 1,401,142	\$ 3,262,428		
Less proposed General Fund capital street projects FY 25			\$ 2,100,000	1,162,428.00	10.2%		

Base Level Comparison - GENERAL FUND		FY 25		DRAFT
		Revenues	Operating Expenses	
Base level from adjusted budget FY 24		12,536,321	11,659,055	
<u>Revenue Increases / (Decreases)</u>				
	Documentary transfer tax	(9,000)		FY 24 under-realized; adjust
	Dispensary business tax	300,000		Anticipated increase partly due to pymts relating to notes
	Cultivation business tax	900,000		Anticipated increase partly due to pymts relating to notes
	Utility users tax	8,037		Increased due to COLA increase to base rates
	Planning	10,000		Increase in site plan development review revenues
	Code Enforcement	(45,000)		Abatement line collections in FY 24 were higher than expected
	Code Enforcement	20,000		Increase in Cannabis compliance
	State Mandated Cost Reimb	(52,493)		FY 24 was recovery of fees from many past years
	FEMA	(5,006)		FEMA funds not anticipated
	Court Fines	(5,000)		FY 24 under-realized; adjust
	Interest Earnings	(5,000)		Anticipated decrease
	Property Rentals	15,000		Additional activity expected
	Transfer from Grant Reimb	(986,000)		FY 24 had transfer back to general fund of bridge money from grant
	Misc-Animal Control	(5,000)		Grant received in FY 24
	General Gov't Services	109,938		Increase in Fair Share Allocation
	Jack Smith Park	5,700		Increase in launch passes
		256,176		
<u>Departments</u>				
	City Attorney		(90,000)	Lower due to case closed in FY 24
	City Manager		(2,577)	Decrease in payroll costs
	Finance		15,465	Increase in salary and associated p/r costs
	Finance		(375,000)	Decrease in legal fees, some matters closed
	Finance		(60,336)	FY 24 Financial audits had carryover amounts
	Finance		(16,580)	Decrease in allocable internal service costs
	Finance		24,000	Anticipated unemployment expense
	Mayor / Council / Clerk		7,809	Increase in salary and associated p/r costs
	Mayor / Council / Clerk		8,000	Increase in SBCOG membership
	Planning / Zoning		(3,201)	Decrease in Advertising & payroll costs
	Planning / Zoning		(31,500)	Decrease in General Plan update
	Planning / Zoning		(45,544)	Decrease in Engineering & Professional Services

Base Level Comparison - GENERAL FUND			FY 25		DRAFT
			Revenues	Operating Expenses	
	Engineering			(15,714)	Salary & benefits lower due to changes in personnel
	Engineering			(11,781)	Decrease in Engineering Services
	Community Promotions			(2,355)	Switch from Code Red to GoGov
	Senior Center			100,000	Roof repairs due to termites
	Senior Center			4,072	Increase in salary and associated p/r costs
	Senior Center			1,142	Increase in utilities and insurance
	Police (Sheriff contract)			80,206	Increase in contract for base level continuation
	Police (Sheriff contract)			5,289	Increase in PERS unfunded liability
	Animal Shelter / Control			13,486	Increase in payroll due to grant funded position
	Animal Shelter / Control			8,482	Other increases in salary and associated p/r costs
	Building & Safety			(50,171)	Salary & benefits lower due to changes in personnel
	Building & Safety			(20,000)	Decrease in Consulting Services
	Code Enforcement			50,000	Increase in legal fees. FY 24 budget had been reduced at mid-year
	Code Enforcement			2,995	Anticipated Unemployment expense
	Public Works			29,602	Increase in salary and associated p/r costs
	Public Works			(13,626)	Decrease in Equipment Maint-project completed in FY 24
	Public Works			(52,750)	Decrease in allocable internal service costs
	Public Works			(60,000)	Signs project completed
	Sanitation			(33,645)	Decrease in allocable internal service costs
	Aquatics			(12,631)	Decrease in Plant/Equip Maint
	Parks / Buildings / Grounds			17,355	Increase in salary and associated p/r costs
	Parks / Buildings / Grounds			20,000	Splash pad maint & chemicals
	Parks / Buildings / Grounds			6,050	Increase in insurance
	Parks / Buildings / Grounds			23,210	Increase in utilities due to new parks and restrooms
				2,300	Increase in seed and maint
	Jack Smith Park Marina			346	

Base Level Comparison - GENERAL FUND			FY 25		DRAFT
			Revenues	Operating Expenses	
		Recreation		32,100	Increase in salary and associated p/r costs
		Recreation		(79,628)	Capital projects completed in FY 24
		Transfers to Golf		169,987	Increase in Golf subsidy
		Transfers to Other		87,443	Increase in Cemetery subsidy
		FY 25 draft budget v.2	12,792,497	11,391,355	
		Increase / (decrease) from adjusted budget	256,176	(267,700)	

	CITY OF NEEDLES				
		Cemetery		DRAFT	
		FY 2024 / 2025			
			FY 2024	FY 2025	
	FY 2022	FY 2023	Revised	Requested	
	Actuals	Actuals	Budget	Budget	
Cemetery Revenues					
Cemetery Revenues	\$ 38,195	\$ 34,331	\$ 27,450	\$ 21,675	
Transfer from General Fund	\$ 183,096	\$ 180,216	\$ 127,748	\$ 215,191	
Total Cemetery Revenues	\$ 221,291	\$ 214,547	\$ 155,198	\$ 236,866	
Cemetery Expenditures					
Cemetery O & M	\$ 135,865	\$ 163,810	\$ 233,022	\$ 236,866	Increase in payroll costs, water, and tree trimming and decrease in Pioneer cemetery costs
Capital Projects	\$ 47,240	\$ -	\$ 25,000	\$ -	Mower was budgeted in FY 24
Total Cemetery Expenditures	\$ 183,105	\$ 163,810	\$ 258,022	\$ 236,866	
			Projected Cash	NET	Projected
			06/30/24	CHANGE	Ending Cash
Projected Cash Balance at					06/30/25
	O&M	\$ 56,512	\$ -	\$	56,512
	Endowment	\$ 254,980		\$	254,980

CAPITAL IMPROVEMENT PLAN			DRAFT	
FY 2025 - FY 2030				
	(in priority order as identified by dept. managers)	Cost Estimate	Funding Source	
ADMIN FACILITY				
1.	3rd Street kitchen & bathroom ADA remodel	200,000	?	
ANIMAL SHELTER				
1.	Build additional storage	5,000-10,000	?	
2.	Shelter building add restrooms	20,000	?	
AQUATICS				
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	?	
JACK SMITH PARK MARINA				
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	?	
PARKS / BUILDINGS / GROUNDS				
* 1.	Duke Watkins Park improvements	3,965,400	CA Dept. of Parks & Recreation	
2.	Fleet - Lease 2 pickup trucks	100,000	?	
3.	Jack Smith Park playground ground covering	15,000	Park grant	
4.	Bleacher shade structures for Franz Flowers and Ed Perry	150,000	Legacy Foundation	
5.	Duke Watkins pump track turf installation	100,000	?	
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.	Marilyn Hodstadt Mathews walking trail extension	250,000	Park grant	
9.	Aquatics Center improvements	5,200,000	Park grant	
PUBLIC WORKS				
1.	New asphalt truck	250,000	?	
2.	Skid Steer	65,000	?	
3.	New dump truck	75,000	?	
4.	Shade structures for equipment	150,000	?	
5.	North K Railroad underpass flood prevention	200,000	?	
6.	Fourth Year Paving Replacement - FY 24	2,966,776	?	
7.	City yard rehab. / asphalt repave	180,000	?	
General Fund Total (estimate)		14,368,676		

CITY OF NEEDLES						DRAFT
Special Revenue Funds						
FY 2024 / 2025						
				FY 2024	FY 2025	
		FY 2022	FY 2023	Revised	Requested	
		Actuals	Actuals	Budget	Budget	
FUND	Description					
205	CDBG	\$ 35,137	\$ 7,896	\$ 74,559	\$ 107,900	Curb, Gutter, Sidewalk (Flip Mendez Parkway)
208	Caltrans Grants	\$ 122,529	\$ 1,397,947	\$ 1,010,090	\$ 1,020,588	Street grant carryover from FY 24
210	Special Gas Tax	\$ 132,220	\$ 129,840	\$ 139,167	\$ 138,360	new projections
210	RMRA - SB1 Funds	\$ 105,613	\$ 108,861	\$ 119,462	\$ 118,032	Remaining projects on SB1 project list
213	Dept. of Housing & Community Develop.	\$ -	\$ 160,000	\$ 225,000	\$ 19,500	LEAP program carryover from FY 24
214	Measure I - Local (SBCTA)	\$ 1,540	\$ -	\$ 450,000	\$ 650,000	new projections and carryover from Fy 24
225	COPS - AB 3229 Supplemental	\$ 231,949	\$ 202,480	\$ 395,464	\$ 299,354	new projections
227	Hazard Mitigation	\$ -	\$ -	\$ 132,285	\$ 100,000	carryover from FY 24 for Hazard Mitigation Plan
233	Jack Smith Park Marina	\$ 47,868	\$ 25,486	\$ 181,116	\$ -	Project completed in FY 24
238	State Recreation Grants	\$ 65,850	\$ 973,014	\$ 2,926,186	\$ 1,285,000	Duke Watkins park playground and park improvements-carryover from FY 24
239	CA Conservation Recycling Grant	\$ 68,486	\$ 4,831	\$ 25,436	\$ 25,436	Grant to assist the City in becoming compliant with SB 1383 - reduce organic waste-carryover from FY 24
243	Active Transportation Prog.	\$ -	\$ -	\$ 57,000	\$ 719,730	\$349K Schools & Senior sidewalk program & \$371K Active Transportation Plan Study
Totals		\$ 811,192	\$ 3,010,355	\$ 5,735,765	\$ 4,483,900	

v.1-050324

		CITY OF NEEDLES			DRAFT
		Sanitation			
		FY 2024 / 2025			
			FY 2024	FY 2025	
	FY 2022	FY 2023	Revised	Requested	
	Actuals	Actuals	Budget	Budget	
Sanitation Revenues	\$ 1,549,566	\$ 1,627,012	\$ 1,563,015	\$ 1,563,015	no change
Sanitation Expenditures	\$ 1,392,614	\$ 1,515,737	\$ 1,563,015	\$ 1,563,015	no change

		CITY OF NEEDLES			DRAFT
			Golf Course		
			FY 2024 / 2025		
			FY 2024	FY 2025	
	FY 2022	FY 2023	Revised	Requested	
Golf Revenues	Actuals	Actuals	Budget	Budget	
Revenues	\$ 485,825	\$ 579,623	\$ 669,717	\$ 1,390,906	Grant revenue of \$699,812 expected in FY25. Cart and property leases up \$10,000
Surcharges for G.C. improvements	\$ 17,652	\$ 21,806	\$ 24,088	\$ 24,088	
Transfer From General Fund	\$ 3,632,095	\$ 326,784	\$ 195,253	\$ 365,240	Expenditures exceed revenues for FY 25
Total Golf Revenues	\$ 4,135,572	\$ 928,213	\$ 889,058	\$ 1,780,234	
Golf Expenditures					
Golf Maintenance	\$ 609,182	\$ 575,991	\$ 659,256	\$ 666,182	Increase in seed and water and a decrease in chemicals
Golf Maintenance Capital	\$ 37,132	\$ 37,132	\$ 850,291	\$ 710,000	Rollover grant project from FY24
Golf Pro Shop	\$ 329,872	\$ 331,628	\$ 373,605	\$ 373,428	
Golf Pro Shop Capital	\$ 17,322	\$ 51,169	\$ 49,080	\$ 53,500	FY24 budget did not include prop tax on lease
Total Golf Expenditures	\$ 993,508	\$ 995,920	\$ 1,932,232	\$ 1,803,110	
				Revenue	
			Projected Cash	less	Projected Ending Cash
			06/30/24	Expenditures	06/30/25
			\$ 22,876	\$ (22,876)	\$ (0)



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>
Utility Business Office	The operation of billing and collecting utility payments, banking, and General Fund and Golf Course cash deposits.
Management Info. Systems	Computer operations and maintenance, WIFI, website, cloud and network services.
Central Purchasing	Purchasing of general supplies for City Hall and all City and NPUA departments.
Fleet Maintenance	Maintaining all City-owned and NPUA-owned vehicles, trucks, and heavy equipment.
Vehicle Replacement Fund	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.

v.1-050524

		CITY OF NEEDLES			DRAFT
		Internal Service Funds			
		FY 2024 / 2025			
			FY 2024	FY 2025	
	FY 2022	FY 2023	Revised	Requested	
	Actuals	Actuals	Budget	Budget	
Utility Business Office	\$ 336,692	\$ 387,742	\$ 476,825	\$ 477,260	
Management Info. Systems	\$ 248,023	\$ 270,299	\$ 273,100	\$ 283,500	Increase in computer service costs
Central Purchasing	\$ 180,617	\$ 185,782	\$ 279,960	\$ 254,550	Decrease due to Capital projects (IT room and vault room) completed in FY 24
Fleet Maintenance	\$ 137,880	\$ 167,829	\$ 198,195	\$ 207,790	Increase in salary and benefits
Vehicle Replacement Fund	\$ 177,798	\$ 76,950	\$ 96,610	\$ 98,500	Increase for year for Code Enf \$1,890

	CITY OF NEEDLES				
	Transit Funds			DRAFT	
	FY 2024 / 2025				
			FY 2024	FY 2025	
	FY 2022	FY 2023	Revised	Requested	
	Actual	Actual	Budget	Budget	
Dial-A-Ride					
Revenues	\$ 77,800	\$ 201,765	\$ 453,450	\$ 451,529	
Expenditures	\$ 75,746	\$ 115,137	\$ 453,450	\$ 451,529	
Dial-A-Ride Medical Transport					
Revenues	\$ 39,719	\$ 19,570	\$ 22,320	\$ 50,948	
Expenditures	\$ 25,727	\$ 18,586	\$ 22,320	\$ 50,948	
Needles Area Transit (NAT)					
Revenues	\$ 499,365	\$ 508,048	\$ 808,479	\$ 477,395	
Expenditures	\$ 494,220	\$ 500,910	\$ 808,479	\$ 477,395	
Changes are contractual and grant driven; revenue neutral funds.					

v.1-050923

	CITY OF NEEDLES				
Successor Agency to the RDA (SARDA)					DRAFT
		FY 2024 / 2025			
			FY 2024	FY 2025	
	FY 2022	FY 2023	Revised	Requested	
	Actual	Actual	Budget	Budget	
Fund 270 - Operations					
Revenues	\$ 86,936	\$ -	\$ -	\$ -	
Expenditures	\$ 14,713	\$ 234,276	\$ 20,000	\$ 20,000	RDA Wind down continues
Fund 470 - Low to Mod Income Housing Fund					
Revenues	\$ -	\$ -	\$ -	\$ -	
Expenditures	\$ 3,578	\$ 161,387	\$ 100,954	\$ 40,000	Needles Beautification Program carryover from FY 24

5/21/2024, 1:10 PM

SUM-SARDA-25

v.2-051624

CITY OF NEEDLES					
Housing Authority of the City of Needles					DRAFT
		FY 2024 / 2025			
	FY 2022	FY 2023	FY 2024	FY 2025	
	Actual	Actual	Revised	Requested	
			Budget	Budget	
Operations					
Revenues	\$ 536,892	\$ 412,249	\$ 695,954	\$ 687,672	HUD subsidy award decrease
Expenditures	\$ 482,677	\$ 522,635	\$ 873,653	\$ 907,967	Pay increases per contract & associated p/r costs
Capital Improvements Plan					
Revenues		\$ 243,865	\$ 442,790	\$ 340,000	HUD awards-Window and door project completed in FY 24
Expenditures		\$ 109,354	\$ 449,000	\$ 340,000	
			Projected Cash	NET	Projected
			06/30/24	CHANGE	Ending Cash
					06/30/25
			\$ 511,230	\$ (220,295)	\$ 290,935

5/21/2024, 1:23 PM

SUM-Housing-25

Base Level Comparison		FY 2025	
		Revenues	Operating Expenses
WATER			
	Base level from adjusted budget FY 24	3,056,300	2,178,797
	<u>Increases</u>		
	Increase in rates - 2% COLA to base	29,000	
	Salaries lowered at mid-year due to vacant positions		70,951
	Pay increases per contract, & associated p/r costs		58,030
	Increase in hydrant, well, and reservoir maint		41,000
	Increase in engineering and professional services		20,000
	Increase in chlorine and chemical costs		5,000
	<u>Decreases</u>		
	Decrease in legal fees (RBV)		(80,000)
	Decrease in allocable internal service costs		(70,000)
	FY 25 draft budget v.1	3,085,300	2,223,778
	Increase / (decrease)	29,000	44,981
WASTEWATER			
	Base level from adjusted budget FY 24	2,168,342	1,337,175
	<u>Increases</u>		
	Increase in rates - 2% COLA to base	45,500	
	Pay increases per contract, & associated p/r costs		24,433
	Increase in professional/consulting services		20,000
	<u>Decreases</u>		
	Decrease in allocable internal service costs		(52,267)
	FY 25 draft budget v.1	2,213,842	1,329,341
	Increase / (decrease)	45,500	(7,834)
ELECTRIC			
	Base level from adjusted budget FY 24	14,468,000	12,778,862
	<u>Increases</u>		
	Increase in rates - 2% COLA to base	247,000	
	Increase in damage claims	5,000	
	Increase in AB32 Surcharge RPS/C&T		1,114,500
	Street light improvements		100,000
	Pay increases per contract, & associated p/r costs		67,115
	<u>Decreases</u>		
	Decrease in transformer sales	(200,000)	
	Decrease in Power Purchase		(1,362,500)
	Decrease in allocable internal service costs		(94,492)
	FY 25 draft budget v.1	14,520,000	12,603,485
	Increase / (decrease)	52,000	(175,377)

DRAFT					
			WATER		
			Operating Budget		
			FY 2025		
			FY 2024	FY 2025	
	2022	2023	Revised	Proposed	
Utility Revenues	Actuals	Actuals	Budget	Budget	
Water Revenues	\$ 2,851,802	\$ 2,591,407	\$ 3,056,300	\$ 3,085,300	0.9%
Total Water Revenues	\$ 2,851,802	\$ 2,591,407	\$ 3,056,300	\$ 3,085,300	
Utility Expenditures					
Operating Expenses	\$ 1,703,846	\$ 1,743,400	\$ 2,178,797	\$ 2,223,778	2.1%
Transfer to Water Asset Repl. Fund	\$ 100,000	\$ 298,845	\$ 259,305	\$ 229,700	-11.4%
Total Water Expenditures	\$ 1,803,846	\$ 2,042,245	\$ 2,438,102	\$ 2,453,478	
	\$ 1,047,956	\$ 549,162	\$ 618,198	\$ 631,822	NET CHANGE
			<u>% of total utility revenue budget:</u>		
Utility User Tax		\$ 75,179	15.6%		
			<u>Bond ratio:</u>		
Bank & Trustee Charges		\$ 7,084	22%		
Bond Payments 2016 issue		\$ 310,159	22%		
Purchase Payment		\$ 146,615	22%		
			<u>Water only</u>		
Electric fund repayment		\$ 92,785	100%		
	Allocable costs	\$ 631,822			
				\$ (0)	

5/13/2024, 11:37 AM

SUM-NPUA-25 v.1

DRAFT			WASTEWATER		
			Operating Budget		DRAFT
			FY 2025		
			FY 2024	FY 2025	
	2022	2023	Revised	Proposed	
Utility Revenues	Actuals	Actuals	Budget	Budget	
Wastewater Revenues	\$ 2,153,601	\$ 2,013,371	\$ 2,168,342	\$ 2,213,842	2.1%
Total Wastewater Revenues	\$ 2,153,601	\$ 2,013,371	\$ 2,168,342	\$ 2,213,842	
Utility Expenditures					
Operating Expenses	\$ 1,226,329	\$ 1,207,733	\$ 1,337,175	\$ 1,329,341	-0.6%
Transfer to WW Asset Repl. Fund	\$ 79,398	\$ 28,650	\$ 35,677	\$ 70,435	97.4%
Total Wastewater Expenditures	\$ 1,305,727	\$ 1,236,383	\$ 1,372,852	\$ 1,399,776	
	\$ 847,874	\$ 776,988	\$ 795,490	\$ 814,066	NET CHANGE
			<u>% of total utility revenue budget:</u>		
Utility User Tax		\$ 53,943	11.2%		
			<u>Bond ratio:</u>		
Bank & Trustee Charges		\$ 9,982	31%		
Bond Payments 2016 issue		\$ 449,875	31%		
Purchase Payment		\$ 206,594	31%		
			<u>Wastewater only</u>		
Electric fund repayment		\$ 93,672	100%		
	Allocable costs	\$ 814,066			
				\$ (0)	

DRAFT			ELECTRIC		
			Operating Budget		DRAFT
			FY 2025		
	2022	2023	FY 2024	FY 2025	
	Actuals	Actuals	Revised	Proposed	
Utility Revenues			Budget	Budget	
Electric Revenues	\$ 11,749,901	\$ 11,139,098	\$ 14,468,000	\$ 14,520,000	0.4%
Total Electric Revenues	\$ 11,749,901	\$ 11,139,098	\$ 14,468,000	\$ 14,520,000	
Utility Expenditures					
Operating Expenses	\$ 10,050,119	\$ 10,758,375	\$ 12,778,862	\$ 12,603,485	-1.4%
Transfer to Electric Asset Repl. Fund	\$ 499,133	\$ 508,113	\$ 355,083	\$ 552,008	55.5%
Total Electric Expenditures	\$ 10,549,252	\$ 11,266,488	\$ 13,133,945	\$ 13,155,493	
	\$ 1,200,649	\$ (127,390)	\$ 1,334,055	\$ 1,364,507	NET CHANGE
			<u>% of total utility revenue budget:</u>		
Utility User Tax		\$ 353,799	73.3%		
			<u>Bond ratio:</u>		
Bank & Trustee Charges		\$ 15,134	47%		
Bond Payments 2016		\$ 682,351	47%		
Purchase Payment		\$ 313,223	47%		
	Allocable costs	\$ 1,364,507			
				\$ 0	

CAPITAL IMPROVEMENT PLAN - NPUA				DRAFT
FY 2025 - FY 2030				
			Cost Estimate	Funding Source
(in priority order as identified by dept. managers)				
WATER DEPT.				
1.	Well No. 11 Treatment		7,449,918	State Water Resources Control Board
2.	Golf course maintenance yard main distribution manifold		1,079,133	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.	AMI-automated metering infrastructure		1,203,097	BOR / Coronavirus Local Fiscal Recovery Funds / Asset replacement
6.	Jet Vac / Trailer		150,000	Asset replacement funds
7.	Construct 1.5 Million Gallon Water Reservoir		2,380,000	State Water Resources Control Board
8.	Main replacement in the Vista Street area & new services		1,300,000	Asset replacement funds
9.	Replace Deteriorating Pipe in Chestnut Street		195,165	Asset replacement funds
10.	Replace Deteriorating Pipe in Chesney's Subdivision (Housing)		416,637	Asset replacement funds
11.	Replace Deteriorating Pipe in Coronado Street area		1,381,668	Asset replacement funds
12.	Replace Deteriorating Pipe in Casa Linda Street area		530,589	Asset replacement funds
13.	Main replacement at Verde Shores under the pond and Chesney development (Fire line into Verde Shores)		400,000	Asset replacement funds
14.	Fire hydrant replacements		15,000	Asset replacement funds
15.	Extension into North Needles		8,400,000	DIF / Privately funded
	Water Department Total (estimate)		26,087,837	
WASTEWATER DEPT.				
1.	Bazoobuth lift station pump replacement		32,000	Asset replacement funds
2.	Railroad crossing at Bazoobuth lift station		170,000	Asset replacement funds
3.	Upsize effluent pump		20,000	Asset replacement funds
4.	Mini excavator & tilt trailer		120,000	Asset replacement funds
5.	Jet Vac / Trailer		150,000	Asset replacement funds
6.	Plant grit separator		300,000	Asset replacement funds
7.	Upsize deficient sewer lines on 15 blocks of Front St.		1,484,724	Asset replacement funds
8.	Upsize deficient sewer lines from T St. to Front St.		885,145	Asset replacement funds
9.	North Needles sewer line extension (engineering only)		72,000	Privately funded
10.	Manhole rehab program (ongoing)		150,000	Asset replacement funds
11.	North Needles sewer line extension		3,500,000	DIF / Privately funded
12.	Manhole replacement and upsize project		1,660,920	Asset replacement funds
	Wastewater Department Total (estimate)		8,512,789	
ELECTRIC DEPT.				
1.	AMI-automated metering infrastructure		2,200,000	Asset replacement funds
2.	California Ave Pole Yard Equipment Steel Building		250,000	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 80 ft		360,000	Asset replacement / Vehicle replacement
	Electric Department Total (estimate)		46,670,000	

CITY OF NEEDLES			FY 25	
Listing of Authorized Positions by Department				
			Department Name	Job Title
<u>S/PT</u>	<u>P/T</u>	<u>F/T</u>		
		1	<u>City Manager</u>	City Manager
		0		Secretary to City Manager
		1		Community Services Manager
		1	<u>City Clerk</u>	City Clerk
		1		Assistant City Clerk
		0	<u>Finance</u>	Director of Finance
		1		Senior Accountant
		1		Human Resource Specialist
		0		Finance Assistant
		1		Senior Account Clerk
		0		Account Clerk III
		1		Account Clerk I
	1			Project Finance Clerk
		0	<u>Planning</u>	Assistant City Manager
		0		Director of Development Services
		1		City Planner
		0		Associate Planner
		1	<u>Engineering</u>	Projects Manager
		1		Engineering Tech II
		0	<u>Building & Safety</u>	Building Official
		1		Building Inspector
		1		Building Permit Technician
	0			File Clerk
		1	<u>Code Enforcement</u>	Senior Code Enforcement Officer
		2		Code Enforcement Officer
		1	<u>Public Works</u>	Director of Public Works
		1		Equipment Operator IV
		0		Equipment Operator I
		0		MCW II
		4		MCW I

6/4/2024

CITY OF NEEDLES			FY 25	
Listing of Authorized Positions by Department				
			Department Name	Job Title
S/PT	P/T	F/T		
		1	<u>Fleet Maintenance</u>	Mechanic
		0		Mechanic's Assistant
		1	<u>Animal Control</u>	Senior Animal Control Officer
	1			Animal Control Officer
0				Animal Control Officer (grant funded)
		1		Animal Control Assistant
		1	<u>Senior Center</u>	Senior Center Aide
			<u>Recreation /Jack Smith / Aquatics</u>	
				Recreation:
		1		Recreation Services Manager
		1		Recreation Coordinator
	1			Recreation Leader
	0			Recreation Aide II
3	3			Recreation Aide
3				Jack Smith Park:
				Jack Smith Park Attendant
		1		MCW III
		0		MCW II
				Aquatics:
	1	1		Pool Tech
1				Head Guard
1				Lifeguard Shift Leader II
1				Lifeguard Shift Leader I
2				Lifeguard III
4				Lifeguard II
2				Lifeguard I
		0	<u>Parks/Building/Grounds/Cemetery</u>	Grounds Supervisor
		1		MCW III
		3		MCW I
		1		Golf Mechanic

CITY OF NEEDLES			FY 25	
Listing of Authorized Positions by Department				
			Department Name	Job Title
<u>S/PT</u>	<u>P/T</u>	<u>F/T</u>		
		1	<u>Utilities Services</u>	Utilities Manager
		0		Assistant Utilities Manager
		1		Materials Coordinator / Serviceperson
		1	<u>Customer Service</u>	Business Office Manager
		1		Customer Service Rep II
		2		Customer Service Rep I
		1		WW Operator I/Meter Tech
		0		Meter Technician I
		1	<u>Electric</u>	Line Crew Supervisor
		2,0		Powerline Technician
		3		Powerline Technician (Apprentice)
		0		Electric Service Planner
		1	<u>Water</u>	Chief Water Plant Operator
		1		Water Foreperson
		0		Assistant Water Foreperson
		0		Senior Water Operator
		2		Associate Water Operator
		1		Water Operator-in-training
		0	<u>Wastewater</u>	Chief Plant Operator
		1		WW Tech II
		0		WW Tech I
		0		WW Tech Operator-in-Training
			Housing Authority	
		1		Housing Authority Manager
		1		Housing Specialist
		2		MCWI
			Note: 0 means position(s) is(are) authorized, but under-filled and/or unappropriated.	
Position Totals (filled):				
S/PT	P/T	F/T		
17	7	58		

2024 / 2025 BUDGET

PROGRAM NAME	TITLE	580 EL	502 WA	503 WW	4730 SANI	506 AAC	508 CS	511 FM	1020 CM	1025 FN	1030 CC	1035 PL	1040 EN	1070 SC	2020 AC	2025 BS	2030 CE	3010 PW	5770 AQ	5772 PK	5774 REC	206 CEM	5761 GM	5773 JSP	Total
City Manager	City Manager	33%	19%	8%		5%			35%																100%
City Manager	Assistant City Manager											25%	25%			25%	25%								100%
City Manager	Community Services Manager	15%	15%	15%					47%													8%			100%
Senior Center	Senior Center Aide													100%											100%
City Clerk	City Clerk	10%	10%	10%							70%														100%
City Clerk	Asst City Clerk										100%														100%
Finance	Director of Finance	17%	17%	16%						50%															100%
Finance	Human Resources Spec.									100%															100%
Finance	Sr Accountant	10%	10%	10%						70%															100%
Finance	Sr Account Clerk									100%															100%
Finance	Account Clerk I									100%															100%
Finance	Project Finance Clerk									100%															100%
Business Office	Business Office Manager						100%																		100%
Business Office	Cust. Service Rep II						100%																		100%
Business Office	Cust. Service Rep I						100%																		100%
Business Office	WW Operator / Meter Tech			20%			80%																		100%
Planning	City Planner	4%	3%	3%								85%					5%								100%
Engineering	Projects Manager												100%												100%
Engineering	Engineering Tech. II	20%	20%	10%									50%												100%
Bldg & Safety	Building Official															100%									100%
Bldg & Safety	Building Permit Tech.															100%									100%
Bldg & Safety	Senior Code Enf. Officer																100%								100%
Bldg & Safety	Code Enf. Officer																100%								100%
Bldg & Safety	File Clerk											25%	25%			25%	25%								100%
Public Works	Director of Public Works							30%										30%		30%		10%			100%
Public Works	Equipment Operator IV				20%													80%							100%
Public Works	MCW I																	100%							100%
Fleet Maint	Mechanic							100%																	100%
Animal Shelter	Sr. Animal Control Officer														100%										100%
Animal Shelter	Animal Control Officer														100%										100%
Animal Shelter	Animal Control Asst.														100%										100%
Electric	Assistant Utilities Manager	30%	15%	5%	10%	40%																			100%
Electric	Line Crew Supervisor	100%																							100%
Electric	Powerline Tech.	100%																							100%
Electric	Powerline Tech. - Appr.	100%																							100%
Electric	Materials Crd./Svcman	85%	15%																						100%
Wastewater	Wastewater Tech. I I			100%																					100%
Water	Chief Water Plant Op.		100%																						100%
Water	Water Foreperson		100%																						100%
Water	Assistant Water Foreperson		100%																						100%
Water	Associate Water Op.		100%																						100%
Water	Water Op In Traning		100%																						100%
Parks	Golf Mechanic																			100%					100%
Parks	Parks / MCW I																				80%	20%			100%
Parks	Parks / MCW I																				50%	50%			100%
Aquatic	Pool Tech (p/t)																		100%						100%
Aquatic	Pool Tech (f/t)																		50%	50%					100%

2024 / 2025 BUDGET

PROGRAM NAME	TITLE	580 EL	502 WA	503 WW	4730 SANI	506 AAC	508 CS	511 FM	1020 CM	1025 FN	1030 CC	1035 PL	1040 EN	1070 SC	2020 AC	2025 BS	2030 CE	3010 PW	5770 AQ	5772 PK	5774 REC	206 CEM	5761 GM	5773 JSP	Total
Aquatic	Head Lifeguard																		100%						100%
Aquatic	Lifeguard Shift Leader II																		100%						100%
Aquatic	Lifeguard Shift Leader I																		100%						100%
Aquatic	Lifeguard III																		100%						100%
Aquatic	Lifeguard II																		100%						100%
Aquatic	Lifeguard I																		100%						100%
Recreation	Rec. Services Manager																				90%			10%	100%
Recreation	Rec. Coordinator																				100%				100%
Recreation	Recreation Leader																				100%				100%
Recreation	Recreation Aide																				100%				100%
JSP	JSP Attendant																							100%	100%
JSP	MCW III																			40%		20%		40%	100%

CITY OF NEEDLES							
DEPARTMENT SALARIES & BENEFITS 2024 / 2025							
	TITLE	DEPT. %	DEPT. SALARY	SS MCARE	MEDICAL	PERS	TOTAL DEPT. BENEFITS & SALARY
	<u>CITY MANAGER 101-1020</u>						
	City Manager	35%	\$ 71,019	\$ 5,433	\$ 10,748	\$ 5,454	\$ 92,654
	Community Services Manager	47%	\$ 45,100	\$ 3,450	\$ 13,889	\$ 5,340	\$ 67,779
	Vacation / Old Sick Buyout	100%	\$ 3,583	\$ 274	\$ -	\$ -	\$ 3,857
	CalPERS Benefit Replacement Fund	100%	\$ -	\$ -	\$ -	\$ 2,650	\$ 2,650
	Dept. Overtime		\$ 200	\$ 15	\$ -	\$ -	\$ 215
	TOTAL		\$ 119,902	\$ 9,172	\$ 24,637	\$ 13,444	\$ 167,155

CITY OF NEEDLES						
DEPARTMENT SALARIES & BENEFITS 2024 / 2025						
TITLE	DEPT. %	DEPT. SALARY	SS MCARE	MEDICAL	PERS	TOTAL DEPT. BENEFITS & SALARY
FINANCE 101-1025						
Director of Finance	50%	\$ 80,501	\$ 6,158	\$ 15,316	\$ 6,182	\$ 108,157
Senior Accountant	70%	\$ 69,210	\$ 5,295	\$ 16,108	\$ 5,315	\$ 95,928
Senior Account Clerk	100%	\$ 72,627	\$ 5,556	\$ 22,858	\$ 8,599	\$ 109,640
Human Resource Specialist	100%	\$ 74,834	\$ 5,725	\$ 23,425	\$ 5,747	\$ 109,731
Account Clerk I	100%	\$ 62,558	\$ 4,786	\$ 11,373	\$ 4,804	\$ 83,521
Project Finance Clerk (p/t)	100%	\$ 15,984	\$ 1,223	\$ -	\$ -	\$ 17,207
Vacation Buyout	100%	\$ 6,119	\$ 468	\$ -	\$ -	\$ 6,587
Dept. Overtime		\$ 6,000	\$ 459	\$ -	\$ -	\$ 6,459
Higher Classification Pay		\$ 1,600	\$ 122	\$ -	\$ -	\$ 1,722
TOTAL		\$389,433	\$ 29,792	\$ 89,080	\$ 30,647	\$ 538,952

CITY OF NEEDLES						
DEPARTMENT SALARIES & BENEFITS 2024 / 2025						
TITLE	DEPT. %	DEPT. SALARY	SS MCARE	MEDICAL	PERS	TOTAL DEPT. BENEFITS & SALARY
<u>MAYOR / COUNCIL / CLERK 101-1030</u>						
City Clerk	70%	\$ 71,310	\$ 5,455	\$ 16,417	\$ 8,443	\$ 101,625
Assistant City Clerk	100%	\$ 52,832	\$ 4,042	\$ 22,054	\$ 4,057	\$ 82,985
Vacation / Old Sick Buyout	100%	\$ 4,424	\$ 338	\$ -	\$ -	\$ 4,762
Dept. Overtime		\$ 6,188	\$ 473	\$ -	\$ -	\$ 6,661
TOTAL		\$ 134,755	\$ 10,308	\$ 38,471	\$ 12,500	\$ 196,034

CITY OF NEEDLES							
DEPARTMENT SALARIES & BENEFITS							
2024 / 2025							
							TOTAL
							DEPT.
							BENEFITS
							& SALARY
	TITLE	DEPT. %	DEPT. SALARY	SS MCARE	MEDICAL	PERS	
	PLANNING 101-1035						
	City Planner	85%	\$ 81,564	\$ 6,240	\$ 24,823	\$ 6,264	\$ 118,891
	Director of Development Services	25%	\$ 28,979	\$ 2,217	\$ 7,658	\$ 2,226	\$ 41,080
	File Clerk (temp)	25%	\$ 3,996	\$ 306	\$ -	\$ -	\$ 4,302
	Dept. Overtime		\$ 3,333	\$ 255	\$ -	\$ -	\$ 3,588
	TOTAL		\$ 117,872	\$ 9,018	\$ 32,481	\$ 8,490	\$ 167,861

CITY OF NEEDLES						
DEPARTMENT SALARIES & BENEFITS 2024 / 2025						
TITLE	DEPT. %	DEPT. SALARY	SS MCARE	MEDICAL	PERS	TOTAL DEPT. BENEFITS & SALARY
ENGINEERING 101-1040						
Projects Manager	100%	\$ 148,683	\$ 11,374	\$ 17,993	\$ 11,419	\$ 189,469
Engineering Tech. II	50%	\$ 33,872	\$ 2,591	\$ 11,398	\$ 4,010	\$ 51,871
Director of Development Services	25%	\$ 28,979	\$ 2,217	\$ 7,658	\$ 2,226	\$ 41,080
File Clerk (temp)	25%	\$ 3,996	\$ 306	\$ -	\$ -	\$ 4,302
Vacation Buyout	100%	\$ 2,480	\$ 190	\$ -	\$ -	\$ 2,670
Dept. Overtime		\$ 2,602	\$ 199	\$ -	\$ -	\$ 2,801
TOTAL		\$220,612	\$ 16,877	\$ 37,049	\$ 17,655	\$ 292,193

CITY OF NEEDLES						
DEPARTMENT SALARIES & BENEFITS						
2024 / 2025						
TITLE	DEPT. %	DEPT. SALARY	SS MCARE	MEDICAL	PERS	TOTAL DEPT. BENEFITS & SALARY
<u>SENIOR CENTER 101-1070</u>						
Senior Center Aide (f/t 30)	100%	\$ 25,397	\$ 1,943	\$ 11,097	\$ 1,802	\$ 40,239
TOTAL		\$ 25,397	\$ 1,943	\$ 11,097	\$ 1,802	\$ 40,239

CITY OF NEEDLES							
DEPARTMENT SALARIES & BENEFITS 2024 / 2025							
	TITLE	DEPT. %	DEPT. SALARY	SS MCARE	MEDICAL	PERS	TOTAL DEPT. BENEFITS & SALARY
	<u>ANIMAL CONTROL 101-2020</u>						
	Senior Animal Control Officer	100%	\$ 71,192	\$ 5,446	\$ 826	\$ 5,468	\$ 82,932
	Animal Control Officer (p/t)	100%	\$ 15,984	\$ 1,223	\$ -	\$ -	\$ 17,207
	Animal Control Officer (p/t) Grant Funded	100%	\$ 12,528	\$ 958	\$ -	\$ -	\$ 13,486
	Animal Control Assistant	100%	\$ 57,781	\$ 4,420	\$ 710	\$ 6,841	\$ 69,752
	Dept. On Call		\$ 12,032	\$ 920	\$ -	\$ -	\$ 12,952
	Dept. Overtime		\$ 6,603	\$ 505	\$ -	\$ -	\$ 7,108
	Vacation Buyout	100%	\$ 2,408	\$ 184	\$ -	\$ -	\$ 2,592
	Higher Classification Pay		\$ 501	\$ 38	\$ -	\$ -	\$ 539
	TOTAL		\$179,028	\$ 13,694	\$ 1,536	\$ 12,309	\$ 206,567

CITY OF NEEDLES						
DEPARTMENT SALARIES & BENEFITS 2024 / 2025						
TITLE	DEPT. %	DEPT. SALARY	SS MCARE	MEDICAL	PERS	TOTAL DEPT. BENEFITS & SALARY
BUILDING & SAFETY 101-2025						
Building Inspector	100%	\$ 106,006	\$ 8,109	\$ 28,641	\$ 8,141	\$ 150,897
Building Permit Technician	100%	\$ 68,428	\$ 5,235	\$ 8,808	\$ 5,255	\$ 87,726
Director of Development Services	25%	\$ 28,979	\$ 2,217	\$ 7,658	\$ 2,226	\$ 41,080
File Clerk (temp)	25%	\$ 3,996	\$ 306	\$ -	\$ -	\$ 4,302
Vacation Buyout	100%	\$ 2,926	\$ 224	\$ -	\$ -	\$ 3,150
Dept. Overtime		\$ 1,496	\$ 114	\$ -	\$ -	\$ 1,610
TOTAL		\$211,831	\$ 16,205	\$ 45,107	\$ 15,622	\$ 288,765

CITY OF NEEDLES							
DEPARTMENT SALARIES & BENEFITS							
2024 / 2025							
							TOTAL DEPT. BENEFITS & SALARY
	TITLE	DEPT. %	DEPT. SALARY	SS MCARE	MEDICAL	PERS	
<u>PUBLIC WORKS 101-3010</u>							
	Director of Public Works	30%	\$ 36,192	\$ 2,769	\$ 8,938	\$ 4,285	\$ 52,184
	Equipment Operator IV	80%	\$ 58,102	\$ 4,445	\$ 18,190	\$ 4,462	\$ 85,199
	MCW I	100%	\$ 57,781	\$ 4,420	\$ 743	\$ 4,438	\$ 67,382
	MCW I	100%	\$ 57,781	\$ 4,420	\$ 11,354	\$ 4,438	\$ 77,993
	MCW I	100%	\$ 57,781	\$ 4,420	\$ 16,383	\$ 4,438	\$ 83,022
	MCW II	100%	\$ 60,716	\$ 4,645	\$ 11,450	\$ 4,438	\$ 81,249
	Higher Classification Pay		\$ 1,711	\$ 131	\$ -	\$ -	\$ 1,842
	Dept. Overtime		\$ 33,457	\$ 2,559	\$ -	\$ -	\$ 36,016
	Vacation Buyout	100%	\$ 7,435	\$ 569	\$ -	\$ -	\$ 8,004
	TOTAL		\$370,956	\$ 28,378	\$ 67,058	\$ 26,499	\$ 492,891

CITY OF NEEDLES						
DEPARTMENT SALARIES & BENEFITS 2024 / 2025						
TITLE	DEPT. %	DEPT. SALARY	SS MCARE	MEDICAL	PERS	TOTAL DEPT. BENEFITS & SALARY
SANITATION 101-4730						
Utility Manager	10%	\$ 19,055	\$ 1,458	\$ 365	\$ 1,463	\$ 22,341
Equipment Operator IV	20%	\$ 14,525	\$ 1,111	\$ 4,547	\$ 1,116	\$ 21,299
Dept. Overtime		\$ 2,767	\$ 212	\$ -	\$ -	\$ 2,979
Higher Classification Pay	20%	\$ 423	\$ 32	\$ -	\$ -	\$ 455
TOTAL		\$ 36,770	\$ 2,813	\$ 4,912	\$ 2,579	\$ 47,074

CITY OF NEEDLES							
DEPARTMENT SALARIES & BENEFITS							
2024 / 2025							
							TOTAL
							DEPT.
							BENEFITS
							& SALARY
	TITLE	DEPT. %	DEPT. SALARY	SS MCARE	MEDICAL	PERS	
	AQUATICS 101-5770 (p/t)						
	Pool Technician (p/t)	100%	\$ 27,437	\$ 2,099	\$ -	\$ 3,249	\$ 32,785
	Pool Technician	50%	\$ 28,891	\$ 2,210	\$ 303	\$ 2,219	\$ 33,623
	Head Lifeguard	100%	\$ 8,420	\$ 644	\$ -	\$ -	\$ 9,064
	Lifeguard Shift Leader II	100%	\$ 8,259	\$ 632	\$ -	\$ -	\$ 8,891
	Lifeguard Shift Leader I	100%	\$ 8,138	\$ 623	\$ -	\$ -	\$ 8,761
	Lifeguard III	100%	\$ 7,411	\$ 567	\$ -	\$ -	\$ 7,978
	Lifeguard III	100%	\$ 7,411	\$ 567	\$ -	\$ -	\$ 7,978
	Lifeguard II	100%	\$ 7,340	\$ 562	\$ -	\$ -	\$ 7,902
	Lifeguard II	100%	\$ 7,340	\$ 562	\$ -	\$ -	\$ 7,902
	Lifeguard II	100%	\$ 7,340	\$ 562	\$ -	\$ -	\$ 7,902
	Lifeguard II	100%	\$ 7,340	\$ 562	\$ -	\$ -	\$ 7,902
	Lifeguard I	100%	\$ 7,340	\$ 562	\$ -	\$ -	\$ 7,902
	Lifeguard I	100%	\$ 7,340	\$ 562	\$ -	\$ -	\$ 7,902
	TOTAL		\$ 140,007	\$ 10,714	\$ 303	\$ 5,468	\$ 156,492

CITY OF NEEDLES							
DEPARTMENT SALARIES & BENEFITS 2024 / 2025							
							TOTAL DEPT. BENEFITS & SALARY
	TITLE	DEPT. %	DEPT. SALARY	SS MCARE	MEDICAL	PERS	
<u>PARKS / BUILDINGS / GROUNDS 101-5772</u>							
	Golf Mechanic	100%	\$ 61,315	\$ 4,691	\$ 22,719	\$ 7,260	\$ 95,985
	Director of Public Works	30%	\$ 36,192	\$ 2,769	\$ 8,938	\$ 4,285	\$ 52,184
	MCW I	50%	\$ 28,891	\$ 2,210	\$ 11,338	\$ 2,219	\$ 44,658
	MCW I	80%	\$ 46,225	\$ 3,536	\$ 23,363	\$ 5,473	\$ 78,597
	MCW I	80%	\$ 46,225	\$ 3,536	\$ 9,160	\$ 3,550	\$ 62,471
	MCW III	40%	\$ 25,529	\$ 1,953	\$ 9,100	\$ 3,023	\$ 39,605
	Pool Technician	50%	\$ 28,891	\$ 2,210	\$ 303	\$ 2,219	\$ 33,623
	Shift Differential		\$ 693	\$ 53	\$ -	\$ -	\$ 746
	Dept. Overtime		\$ 7,275	\$ 557	\$ -	\$ -	\$ 7,832
	Vacation Buyout	100%	\$ 5,100	\$ 390	\$ -	\$ -	\$ 5,490
	Retiree (FY 2022)	100%			\$ 14,058		\$ 14,058
	TOTAL		\$286,336	\$ 21,905	\$ 98,979	\$ 28,029	\$ 435,249

CITY OF NEEDLES							
DEPARTMENT SALARIES & BENEFITS 2024 / 2025							
							TOTAL DEPT. BENEFITS & SALARY
	TITLE	DEPT. %	DEPT. SALARY	SS MCARE	MEDICAL	PERS	
	RECREATION 101-5774						
	Recreation Services Manager	90%	\$ 86,362	\$ 6,607	\$ 20,075	\$ 10,225	\$ 123,269
	Recreation Coordinator	100%	\$ 52,832	\$ 4,042	\$ 29,171	\$ 4,057	\$ 90,102
	Recreation Leader (perm p/t)	100%	\$ 24,764	\$ 1,894	\$ -	\$ 1,902	\$ 28,560
	Recreation Aide (p/t)	100%	\$ 8,737	\$ 668	\$ -	\$ -	\$ 9,405
	Recreation Aide (p/t)	100%	\$ 8,737	\$ 668	\$ -	\$ -	\$ 9,405
	Recreation Aide (p/t)	100%	\$ 8,737	\$ 668	\$ -	\$ -	\$ 9,405
	Recreation Aide (p/t)	100%	\$ 8,737	\$ 668	\$ -	\$ -	\$ 9,405
	Recreation Aide (p/t)	100%	\$ 8,737	\$ 668	\$ -	\$ -	\$ 9,405
	Recreation Aide (p/t)	100%	\$ 8,737	\$ 668	\$ -	\$ -	\$ 9,405
	Overtime		\$ 2,678	\$ 205			\$ 2,883
	Vacation Buyout	100%	\$ 4,394	\$ 336	\$ -	\$ -	\$ 4,730
	TOTAL		\$223,452	\$ 17,092	\$ 49,246	\$ 16,184	\$ 305,974

CITY OF NEEDLES							
DEPARTMENT SALARIES & BENEFITS 2024 / 2025							
	TITLE	DEPT. %	DEPT. SALARY	SS MCARE	MEDICAL	PERS	TOTAL DEPT. BENEFITS & SALARY
<u>CEMETERY 206-5771</u>							
	Community Services Manager	8%	\$ 7,677	\$ 587	\$ 2,364	\$ 909	\$ 11,537
	Director of Public Works	10%	\$ 12,064	\$ 923	\$ 2,979	\$ 1,428	\$ 17,394
	MCW I	20%	\$ 11,556	\$ 884	\$ 2,290	\$ 888	\$ 15,618
	MCW I	20%	\$ 11,556	\$ 884	\$ 5,841	\$ 1,368	\$ 19,649
	MCW I	50%	\$ 28,891	\$ 2,210	\$ 11,338	\$ 2,219	\$ 44,658
	MCW III	20%	\$ 12,764	\$ 976	\$ 4,550	\$ 1,511	\$ 19,801
	Shift Differential		\$ 693	\$ 53	\$ -	\$ -	\$ 746
	Dept. Overtime		\$ 2,478	\$ 190	\$ -	\$ -	\$ 2,668
	TOTAL		\$ 87,679	\$ 6,707	\$ 29,362	\$ 8,323	\$ 132,071

CITY OF NEEDLES							
DEPARTMENT SALARIES & BENEFITS							
2024 / 2025							
	TITLE	DEPT. %	DEPT. SALARY	SS MCARE	MEDICAL	PERS	TOTAL DEPT. BENEFITS & SALARY
WATER 502-4710							
	Chief Water Plant Operator	100%	\$ 111,405	\$ 8,522	\$ 23,904	\$ 8,556	\$ 152,387
	Water Foreperson	100%	\$ 106,006	\$ 8,109	\$ 2,445	\$ 12,551	\$ 129,111
	Associate Water Operator	100%	\$ 72,627	\$ 5,556	\$ 11,633	\$ 5,578	\$ 95,394
	Associate Water Operator	100%	\$ 72,627	\$ 5,556	\$ 925	\$ 5,578	\$ 84,686
	Water Operator In Training	100%	\$ 59,516	\$ 4,553	\$ 29,172	\$ 4,571	\$ 97,812
	Assistant Water Foreperson	100%	\$ 86,017	\$ 6,580	\$ 29,204	\$ 6,606	\$ 128,407
	Materials Coordinator / Serviceperson	15%	\$ 8,246	\$ 631	\$ 1,665	\$ 633	\$ 11,175
	City Manager	19%	\$ 38,553	\$ 2,949	\$ 5,835	\$ 2,961	\$ 50,298
	Community Services Manager	15%	\$ 14,394	\$ 1,101	\$ 4,433	\$ 1,704	\$ 21,632
	City Clerk	10%	\$ 10,187	\$ 779	\$ 2,345	\$ 1,206	\$ 14,517
	City Planner	3%	\$ 2,879	\$ 220	\$ 876	\$ 221	\$ 4,196
	Engineering Tech. II	20%	\$ 13,549	\$ 1,036	\$ 4,559	\$ 1,604	\$ 20,748
	Director of Finance	17%	\$ 27,370	\$ 2,094	\$ 5,207	\$ 2,102	\$ 36,773
	Utility Manager	15%	\$ 28,583	\$ 2,187	\$ 547	\$ 2,195	\$ 33,512
	Senior Accountant	10%	\$ 9,887	\$ 756	\$ 2,301	\$ 759	\$ 13,703
	Dept. Overtime		\$ 54,236	\$ 4,149	\$ -	\$ -	\$ 58,385
	Higher Classification Pay		\$ 1,022	\$ 78	\$ -	\$ 121	\$ 1,221
	Dept. On Call		\$ 31,787	\$ 2,432	\$ -	\$ -	\$ 34,219
	Vacation Buyout	100%	\$ 9,487	\$ 726	\$ -	\$ -	\$ 10,213
TOTAL			\$ 758,378	\$ 58,014	\$ 125,051	\$ 56,946	\$ 998,389

CITY OF NEEDLES							
DEPARTMENT SALARIES & BENEFITS 2024 / 2025							
	TITLE	DEPT. %	DEPT. SALARY	SS MCARE	MEDICAL	PERS	TOTAL DEPT. BENEFITS & SALARY
WASTEWATER 503-4720							
	Wastewater Tech. II	100%	\$ 74,084	\$ 5,667	\$ 22,370	\$ 5,690	\$ 107,811
	WW Oper I/Meter Tech	20%	\$ 14,097	\$ 1,078	\$ 4,508	\$ 1,083	\$ 20,766
	City Manager	8%	\$ 16,233	\$ 1,242	\$ 2,457	\$ 1,247	\$ 21,179
	Community Services Manager	15%	\$ 14,394	\$ 1,101	\$ 4,433	\$ 1,704	\$ 21,632
	City Clerk	10%	\$ 10,187	\$ 779	\$ 2,345	\$ 1,206	\$ 14,517
	City Planner	3%	\$ 2,879	\$ 220	\$ 876	\$ 221	\$ 4,196
	Engineering Tech. II	10%	\$ 6,774	\$ 518	\$ 2,280	\$ 802	\$ 10,374
	Director of Finance	16%	\$ 25,760	\$ 1,971	\$ 4,901	\$ 1,978	\$ 34,610
	Utility Manager	5%	\$ 9,528	\$ 729	\$ 182	\$ 732	\$ 11,171
	Senior Accountant	10%	\$ 9,887	\$ 756	\$ 2,301	\$ 759	\$ 13,703
	Vacation Buyout	100%	\$ 1,452	\$ 111	\$ -	\$ -	\$ 1,563
	Dept. On Call		\$ 9,405	\$ 719	\$ -	\$ -	\$ 10,124
	Dept. Overtime		\$ 8,788	\$ 672	\$ -	\$ -	\$ 9,460
	TOTAL		\$203,468	\$ 15,563	\$ 46,653	\$ 15,422	\$ 281,106

CITY OF NEEDLES							
DEPARTMENT SALARIES & BENEFITS							
2024 / 2025							
							TOTAL DEPT. BENEFITS & SALARY
	TITLE	DEPT. %	DEPT. SALARY	SS MCARE	MEDICAL	PERS	
<u>ALL AMERICAN CANAL 506-4713</u>							
	Utility Manager	40%	\$ 76,220	\$ 5,831	\$ 1,458	\$ 5,854	\$ 89,363
	City Manager	5%	\$ 10,146	\$ 776	\$ 1,535	\$ 779	\$ 13,236
	TOTAL		\$ 86,366	\$ 6,607	\$ 2,993	\$ 6,633	\$ 102,599

CITY OF NEEDLES						
DEPARTMENT SALARIES & BENEFITS 2024 / 2025						
TITLE	DEPT. %	DEPT. SALARY	SS MCARE	MEDICAL	PERS	TOTAL DEPT. BENEFITS & SALARY
GOLF PRO SHOP 507-5762						
Retiree (FY 2017)	100%	\$ -	\$ -	\$ 14,058	\$ -	\$ 14,058
TOTAL		\$ -	\$ -	\$ 14,058	\$ -	\$ 14,058

CITY OF NEEDLES							
DEPARTMENT SALARIES & BENEFITS 2024 / 2025							
	TITLE	DEPT. %	DEPT. SALARY	SS MCARE	MEDICAL	PERS	TOTAL DEPT. BENEFITS & SALARY
UTILITY BUSINESS OFFICE 508-4810							
	Business Office Manager	100%	\$ 74,834	\$ 5,725	\$ 11,823	\$ 8,860	\$ 101,242
	Customer Service Rep. I	100%	\$ 46,876	\$ 3,586	\$ 512	\$ 3,600	\$ 54,574
	Customer Service Rep. I	100%	\$ 46,876	\$ 3,586	\$ 8,536	\$ 3,600	\$ 62,598
	Customer Service Rep. II	100%	\$ 57,781	\$ 4,420	\$ 11,459	\$ 4,438	\$ 78,098
	WW Operator I/Meter Tech	80%	\$ 56,388	\$ 4,314	\$ 18,030	\$ 4,331	\$ 83,063
	Higher Classification Pay		\$ 108	\$ 8	\$ -	\$ -	\$ 116
	Vacation Buyout	100%	\$ 2,497	\$ 191	\$ -	\$ -	\$ 2,688
	Dept. Overtime		\$ 2,676	\$ 205	\$ -	\$ -	\$ 2,881
	TOTAL		\$288,036	\$ 22,035	\$ 50,360	\$ 24,829	\$ 385,260

CITY OF NEEDLES						
DEPARTMENT SALARIES & BENEFITS 2024 / 2025						
TITLE	DEPT. %	DEPT. SALARY	SS MCARE	MEDICAL	PERS	TOTAL DEPT. BENEFITS & SALARY
FLEET MAINTENANCE 511-3020						
Director of Public Works	30%	\$ 36,192	\$ 2,769	\$ 8,938	\$ 4,285	\$ 52,184
Mechanic	100%	\$ 80,233	\$ 6,138	\$ 11,678	\$ 6,162	\$ 104,211
Vacation Buyout	100%	\$ 1,736	\$ 133			\$ 1,869
Dept. Overtime		\$ 2,444	\$ 187	\$ -	\$ -	\$ 2,631
TOTAL		\$ 120,605	\$ 9,227	\$ 20,616	\$ 10,447	\$ 160,895

CITY OF NEEDLES							
DEPARTMENT SALARIES & BENEFITS							
2024 / 2025							
	TITLE	DEPT. %	DEPT. SALARY	SS MCARE	MEDICAL	PERS	TOTAL DEPT. BENEFITS & SALARY
HOUSING 575-5555							
	Housing Manager	100%	\$ 86,874	\$ 6,646	\$ 29,594	\$ 6,672	\$ 129,786
	Housing Specialist	100%	\$ 65,750	\$ 5,030	\$ 17,203	\$ 5,050	\$ 93,033
	MCWI	100%	\$ 57,781	\$ 4,420	\$ 17,150	\$ 4,438	\$ 83,789
	MCWI	100%	\$ 57,781	\$ 4,420	\$ 11,303	\$ 4,438	\$ 77,942
	Dept. Overtime		\$ 10,000	\$ 765	\$ -	\$ -	\$ 10,765
	Dept. On Call		\$ 20,949	\$ 1,603	\$ -	\$ -	\$ 22,552
	TOTAL		\$ 299,135	\$ 22,884	\$ 75,250	\$ 20,598	\$ 417,867

CITY OF NEEDLES							
DEPARTMENT SALARIES & BENEFITS							
2024 / 2025							
							TOTAL
	TITLE	DEPT. %	DEPT. SALARY	SS MCARE	MEDICAL	PERS	DEPT. BENEFITS & SALARY
ELECTRIC 580-4750							
	Line Crew Supervisor	100%	\$ 140,070	\$ 10,715	\$ 30,629	\$ 16,584	\$ 197,998
	Powerline Technician	100%	\$ 109,220	\$ 8,355	\$ 29,739	\$ 12,932	\$ 160,246
	Powerline Technician	100%	\$ 109,220	\$ 8,355	\$ 29,739	\$ 12,932	\$ 160,246
	Powerline Technician	100%	\$ 109,220	\$ 8,355	\$ 29,541	\$ 8,388	\$ 155,504
	Powerline Technician - Apprentice	100%	\$ 82,654	\$ 6,323	\$ 2,328	\$ 6,348	\$ 97,653
	Powerline Technician - Apprentice	100%	\$ 82,654	\$ 6,323	\$ 22,979	\$ 6,348	\$ 118,304
	Powerline Technician - Apprentice	100%	\$ 82,654	\$ 6,323	\$ 29,330	\$ 6,348	\$ 124,655
	Materials Coordinator / Serviceperson	85%	\$ 46,728	\$ 3,575	\$ 9,432	\$ 3,589	\$ 63,324
	City Manager	33%	\$ 66,960	\$ 5,122	\$ 10,134	\$ 5,143	\$ 87,359
	Community Services Manager	15%	\$ 14,394	\$ 1,101	\$ 4,433	\$ 1,704	\$ 21,632
	City Planner	4%	\$ 3,838	\$ 294	\$ 1,168	\$ 295	\$ 5,595
	Engineering Tech. II	20%	\$ 13,549	\$ 1,036	\$ 4,559	\$ 1,604	\$ 20,748
	Director of Finance	17%	\$ 27,370	\$ 2,094	\$ 5,207	\$ 2,102	\$ 36,773
	City Clerk	10%	\$ 10,187	\$ 779	\$ 2,345	\$ 1,208	\$ 14,519
	Utility Manager	30%	\$ 57,165	\$ 4,373	\$ 1,094	\$ 4,390	\$ 67,022
	Senior Accountant	10%	\$ 9,887	\$ 756	\$ 2,301	\$ 759	\$ 13,703
	Higher Classification Pay		\$ 416	\$ 32	\$ -	\$ 49	\$ 497
	Dept. Overtime		\$ 67,070	\$ 5,131	\$ -	\$ -	\$ 72,201
	Dept. On Call		\$ 42,824	\$ 3,276	\$ -	\$ -	\$ 46,100
	Vacation/Old Sick Buyout	100%	\$ 16,405	\$ 1,255	\$ -	\$ -	\$ 17,660
	TOTAL		\$ 1,092,485	\$ 83,573	\$ 214,958	\$ 90,723	\$ 1,481,739

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

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

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

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

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

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

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

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 5 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.

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.

RESOLUTION NO. 2024-27

A RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF NEEDLES, CALIFORNIA ADOPTING
THE PROPOSED BUDGET FOR FISCAL YEAR
2024 – 2025

WHEREAS the Proposed Budget for the operations of the City of Needles, California for fiscal year 2024-25 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 2024 – 2025 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 11th day of June 2024 by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Mayor

(SEAL)

ATTEST:

City Clerk

APPROVED AS TO FORM:

Attorney

RESOLUTION NO. 06-11-2024-NPUA

A RESOLUTION OF THE NEEDLES PUBLIC UTILITY
AUTHORITY OF THE CITY OF NEEDLES, CALIFORNIA ADOPTING
THE PROPOSED BUDGET FOR FISCAL YEAR
2024 – 2025

WHEREAS the Proposed Budget for the operations of the NPUA for fiscal year 2024-25 has been prepared and submitted to the Needles Public Utility Authority,

WHEREAS the Board of Public Utilities approved the budget on May 21, 2024,

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 2024 – 2025 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 11th day of June 2024 by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Mayor

(SEAL)

ATTEST:

City Clerk

APPROVED AS TO FORM:

Attorney

RESOLUTION NO. 2024-7-HACN

A RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF NEEDLES,
CALIFORNIA ADOPTING
THE PROPOSED BUDGET FOR FISCAL YEAR
2024 – 2025

WHEREAS the Proposed Budget for the operations of the Housing Authority of the City of Needles, California for fiscal year 2024-25 has been prepared and submitted to the Board of Commissioners of the Housing Authority of the City of Needles,

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Needles, California does hereby approve and adopt the 2024 – 2025 fiscal year budget for the operation of the Housing Authority of the City of Needles as submitted,

PASSED, APPROVED, AND ADOPTED at a regular meeting of the Housing Authority of the City of Needles, California, held on the 11th day of June 2024 by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Mayor

(SEAL)

ATTEST:

City Clerk

APPROVED AS TO FORM:

Attorney



City of Needles, California Request for City Council Action

☒ CITY COUNCIL ☐ NPUA

☒ Regular ☐ Special

Meeting Date: June 11, 2024

Title: City Council Resolution No. 2024-26
A Resolution of the City Council of the City of Needles, California
Adopting a Vision, Mission, and Values Statement and 2025 Goals for the
City for Fiscal Year 2024-2025

Background: The City Council adopted Resolution No. 2015-27 adopting Goals for the City for Fiscal Year 2015-2016, which was the last time goals were adopted by the City Council. On July 15, 2023, the current Council met in a special session to develop goals and a mission statement for the city for the upcoming Fiscal Year 2024-2025. On October 10, 2023, the council was provided with the discussion items addressed at the meeting and provided feedback on the list of priorities for the future of Needles.

Council Goals are critical to setting direction for the city and will be utilized in every decision that the City will undertake. The council's vision and mission will help guide the development of the annual operating and capital budgets, city plans, projects, and programs. Once the goals are adopted, staff will prepare specific action plans for achieving them. As we start Fiscal Year 2025, it is important to have our goals in place.

Fiscal Impact: N/A

Environmental Impact: N/A

Recommended Action: Approve Resolution No. 2024-26 Adopting a Vision, Mission, and Values Statement and 2025 Goals for Fiscal Year 2024-2025 identified on Exhibit "A", and direct the City Manager to develop action plans for implementation, and followed up with a mid-year review in January 2025

Submitted By: Patrick Martinez, City Manager

City Manager Approval: Patrick J. Martinez

Date: 6/6/2024

Other Department Approval (when required): _____

Date: _____

Approved: ☐

Not Approved: ☐

Tabled: ☐

Other: ☐

Agenda Item: _____

RESOLUTION NO. 2024-26

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
NEEDLES ADOPTING A VISION, MISSION, AND VALUES STATEMENT
AND 2025 GOALS FOR THE CITY FOR FISCAL YEAR 2024-2025**

WHEREAS, the City Council wishes to establish goals for the City so as to set overall direction for the City in the upcoming year and to measure progress from year to year; and

WHEREAS, the City Council has conducted an extensive and deliberative process of special meetings and public hearings to identify the Vision, Mission, and Values Statements and 2025 Goals valued by the City's officials and citizens; and

WHEREAS, the pursuit and achievement of the goals identified in this resolution will tangibly promote the well being and quality of life of all of the Citizens of the City of Needles; and

NOW THEREFORE, BE IT RESOLVED, by the City Council of the City of Needles, California, that:

SECTION 1. The Vision, Mission, and Values Statement and 2025 Goals attached to the Resolution as Exhibit "A" are hereby adopted for Fiscal Year 2024-2025.

SECTION 2. This Resolution is effective upon adoption by the City Council of the City of Needles.

PASSED, APPROVED, AND ADOPTED at a regular meeting of the City Council of the City of Needles, California, held on the 11th day of June, 2024 by the following vote:

AYES

NOES

ABSENT

ABSTAIN

Mayor

Attest:

City Clerk



Vision Statement

Our vision is to celebrate our small town's charm and prime location on the Colorado River, enhancing our family-oriented desert paradise. We are committed to improving infrastructure and public spaces, fostering economic growth, and promoting a pro-business environment through collaboration with various government entities. We aim to build a vibrant, connected community through a variety of art and cultural events, public celebrations, and activities that strengthen Needles' unique identity. By supporting the community with enhanced amenities, removing engagement barriers, and promoting athletic tourism, we aspire to make Needles the welcoming gateway to California, an ideal place to live, visit, and raise a family.

Mission Statement

The mission of the City is to create a thriving, sustainable environment that supports families and businesses by celebrating our small town's charm and prime location on the Colorado River. We are committed to ensure long-term access to essential services such as quality healthcare, ample job opportunities, and comprehensive support for all life stages. We are dedicated to enhancing infrastructure and public spaces, fostering job growth, and offering exceptional recreational and business opportunities. We strive to build a connected and engaged community through open communication, active public participation, and promoting sports tourism. We aim to make Needles the welcoming gateway to California, a vibrant desert paradise where people can live, visit, and raise families.

Value Statement

The City will conduct all of its business in accordance with the following values:

Honesty

Communicate in the most forthright and clear manner, inviting open dialogue with the public.

Integrity

Adhere to the highest standards of professionalism, ethics, and personal responsibility, worthy of the trust our citizens place in us.

Fairness

Treat all citizens and businesses with justice and equity.

Teamwork

Value the contributions of everyone, seamlessly blending individual skills through unparalleled collaboration and cooperation.

Respect

Treat everyone in our diverse community, with dignity and fairness.

Excellence

Deliver the best and highest quality service through the dedicated effort of every team member.

Stewardship

Sustain and reinvest in our mission and extended communities by wisely managing our human, natural and financial resources.

2024-2025 Council Goals

1. Enhance Infrastructure and Public Spaces

Develop and improve key areas of infrastructure and public spaces to create a sustainable, attractive, functional, and engaging environment for residents and visitors. Promote clean-up initiatives and beautification efforts to maintain and enhance the city's appeal and livability.

- Attract grants and programs to fund and invest in infrastructure for public and private spaces.
- Implement clean-up initiatives and beautification projects for public and private spaces.
- Improve roads through a continued pavement management program.
- Better utilization of community spaces, such as the Rodeo Grounds, parks and pool to engage residents and visitors.

2. Foster Economic Growth and Business Development

Create a thriving pro-business environment that attracts diverse sectors including residential, retail, industrial, hospitality, manufacturing, small-businesses and tourism. Attract and support diverse business sectors, including residential, retail, industrial, hospitality, and tourism.

- Enhance public relations to promote and communicate the city's business-friendly environment and provide a stream-lined permitting process to encourage development.
- Engage with regional cities, county, state, and federal representatives to secure support for economic growth initiatives.
- Monitor and maintain a balanced budget while controlling costs to ensure sustainable economic development.

3. Community Engagement

Enhance community engagement by organizing diverse cultural events, public celebrations, and community activities to foster a vibrant and connected community.

- Facilitate community activities by organizing events such as food truck gatherings, Farmer's Markets, scavenger hunts, geocaching, and other events that connect the community.
- Strengthen Needles' unique identity and increase community involvement by launching initiatives that encourage participation in local activities and build trust in local government and community events.

4. Family Support

Re-attract, maintain, and attract families through enhanced supportive amenities to create a healthy, family-friendly environment, removing engagement barriers, promoting athletic tourism and activities to strengthen Needles identify as the Gateway to California on Rt. 66.

- Develop and improve a family-friendly environment with amenities and programs that create a safe, healthy, community supported by City of Needles services.
- Identify and address obstacles to community engagement and participation.
- Promote and support sports and recreational activities to attract visitors and boost local tourism.



City of Needles, California Request for City Council Action

☒ CITY COUNCIL ☐ NPUA

☒ Regular ☐ Special

Meeting Date: June 11, 2024

Title: Alternative Square Foot Tax for Cannabis Cultivation Businesses

Background: On November 6, 2012, City voters overwhelmingly (81% approval rate) passed Measure S, approving a tax on persons engaged in marijuana business in the City at a rate of up to 10% of gross receipts. Prior to the adoption of Measure S, the City was not collecting any revenue from retail sales of marijuana, while those businesses continued to benefit from their operations within the City. As a result, the City Council proposed, and the voters approved Measure S to bring much needed revenue to the City to help balance the budget and fund general City services like road paving, police, parks, and senior programs. On December 26, 2012, the Council adopted Ordinance No. 549-AC, setting the rate at 10%. The 10% rate has been in effect since that time.

Since the inception of Measure S, and consistent with the City's promises, the City has collected a significant amount in cannabis tax revenue. Last year, the City collected nearly \$1.74 million from Cultivation Facilities, alone. This has produced a steady growth of revenue for the City, improving its long-term financial sustainability. Cannabis revenues have also been instrumental in supporting various aspects of the community, contributing to both its growth and development, while providing funding for non-cannabis businesses through an economic development fund.

Nevertheless, the current methodology has proved difficult to implement and costly to manage, particularly with respect to Cultivation Facilities. For example, the current tax requires the businesses to identify their gross sales and the value of the products sold; however, 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. As a result, the City has expressed concerns that the current gross receipts tax may not be the most appropriate basis for the City's Cannabis Cultivation Facilities, which could lead either to underreporting of revenue and/or increasingly costly auditing expenses. Based on the above, staff was asked to look at alternative tax measures that may be adopted for Cannabis Cultivation in lieu of the current gross receipts tax.

A review of other local jurisdictions reveals a wide range of tax programs, most adopting some combination of gross receipts taxes, square foot taxes, and flat taxes. As for cultivation particularly, many jurisdictions have adopted a taxing methodology in which the cannabis business pays a tax based upon the square footage of their Cannabis cultivation area, or some similar measure, since the size of the facility more than any other factor determines the quantity of product grown and sold. In that regard, the City has commissioned a fiscal analysis in order to develop a tax based upon the square footage of cultivation area that would generate the same or similar amounts as the tax based upon gross receipts. Based thereon, staff recommends Council adopt an ordinance which does the following, subject to voter approval.

- Adopts an alternative (in lieu) tax on persons actively engaged in the business of Cannabis Cultivation in the City at a monthly rate of up to \$1.75 per square foot of Cannabis Cultivation Area or fraction thereof. The rate will be adjusted annually for CPI, but in no case more than 5% or less than 2%, starting on January 1 on the first year the tax is implemented, and each year thereafter.

- Provides that the Cannabis Square Foot tax shall not be imposed on any Cultivation Facilities unless and until the Council, by ordinance, takes action to set the rate not to exceed the amounts above.
- Provides that during the time this Square Foot Tax is imposed by Council approved ordinance, the enforcement of the percentage-based gross receipts tax shall be suspended as to Cannabis Cultivation, only. Nothing therein prevents or otherwise suspends the enforcement of the Marijuana Business Tax as to any other Cannabis Business in the City.

Accompanying the proposed ordinance are resolutions 1) calling for the election, 2) consolidating the election, and 3) if approved, setting priorities for arguments and impartial analysis.

Fiscal Impact: A monthly tax of up to \$1.75 per square foot of Cannabis Cultivation Area

Environmental Impact: N/A

Recommended Action: If the Council approves the ordinance, staff recommends the following:

1. MOVE to waive the first reading of **Ordinance No. 665-AC**, an Ordinance of the City of Needles, California, Adding Article IX (Cannabis Cultivation Square Foot Tax) to Chapter 20, of the Needles Municipal Code Establishing an Alternative Square Foot Tax on Cannabis Cultivation, subject to voter approval.
2. MOVE to waive reading and adopt **Resolution No. 2024-28**, A Resolution of the City Council of the City of Needles, California, Calling for and Giving Notice of the Holding of a General Municipal Election to Be Held on November 5, 2024, for the Election of Certain Officers as Required by the Provisions of the Charter, and for the Submission of a Proposed Measure that Would Establish an Alternative Square Foot Tax on Cannabis Cultivation in the City.
3. MOVE to waive reading and adopt **Resolution No. 2024-29**, a Resolution of the City Council of the City of Needles, California, Requesting the Board of Supervisors of the County of San Bernardino to Consolidate a General Municipal Election to be Held on November 5, 2024, with the Statewide General Election to be Held on the Date Pursuant to Section 10403 of the Elections Code.
4. MOVE to waive reading and adopt **Resolution No. 2024-30**, a Resolution of the City Council of Needles, California, Setting Priorities for Filing Written Argument(s) Regarding a City Measure and Directing the City Attorney to Prepare an Impartial Analysis.

Alternatively, if Council does not approve the ordinance, then staff recommends the following:

1. MOVE to waive reading and adopt **Resolution No. 2024-28A**, A Resolution of the City of Needles, California, Calling for the Holding of a General Municipal Election to Be Held on November 5, 2024, for the Election of Certain Officers as Required by the Provisions of the Charter.
2. MOVE to waive reading and adopt **Resolution No. 2024-29A**, A Resolution of the City Council of the City of Needles, California, Requesting the Board of Supervisors of the County of San Bernardino to Consolidate a General Municipal Election to be Held on Tuesday, November 5, 2024, With The Statewide General Election to be Held on the Date Pursuant to § 10403 of the Elections Code.

Submitted By: Patrick Martinez, City Manager

City Manager Approval: Patrick J. Martinez

Date: 6/5/2024

Other Department Approval (when required): _____

Date: _____

Approved: ☐

Not Approved: ☐

Tabled: ☐

Other: ☐

Agenda Item: _____

Item 5.

ORDINANCE NO. 665-AC

**AN ORDINANCE OF THE CITY OF NEEDLES,
CALIFORNIA, ADDING ARTICLE IX (CANNABIS
CULTIVATION SQUARE FOOT TAX) TO CHAPTER 20, OF
THE NEEDLES MUNICIPAL CODE ESTABLISHING AN
ALTERNATIVE SQUARE FOOT TAX ON CANNABIS
CULTIVATION**

WHEREAS, on November 6, 2012, City voters passed Measure S, approving a tax on persons engaged in marijuana business in the City at a rate of up to 10% of gross receipts.

WHEREAS, on December 26, 2012, the City Council adopted Ordinance No. 549-AC, setting the rate at 10%, which has been in effect since that time.

WHEREAS, since the adoption of the Marijuana Business Tax, the legal landscape surrounding cannabis and cannabis businesses has changed significantly. The City currently regulates a variety of Cannabis Business types, including retail, cultivation, manufacturing, distribution, transportation, and testing laboratories.

WHEREAS, despite significant revenues that have been generated since the regulation of Cannabis Businesses, the City has expressed concerns that the current gross receipts tax may not be the most appropriate basis for the City's Cannabis Cultivation Facilities, which could lead either to underreporting of revenue and/or costly auditing expenses.

WHEREAS, the City commissioned a fiscal analysis of the current gross-receipts tax rates for Cultivation Facilities in order to develop a new, alternative cannabis tax for Cultivation Facilities that will yield the same level of annual tax revenue, based on square footage.

NOW THEREFORE, THE PEOPLE OF THE CITY OF NEEDLES, CALIFORNIA DO HEREBY ORDAIN AS FOLLOWS:

SECTION 1: Chapter 20, Article IX of City of Needles Municipal Code "Cannabis Cultivation Square Foot Tax" is hereby added to read as follows:

Article IX. Cannabis Cultivation Square Foot Tax

Section 20-50.1. Purpose. This Article is enacted solely to raise revenue for general municipal purposes. It is not a sales and use tax, a tax upon income, or a tax upon real property, and shall not be calculated or assessed as such. The tax is a general tax enacted solely for general, governmental purposes of the City and not for specific purposes. All of the proceeds from the tax imposed by this Article shall be placed in the City's general fund and be available for any lawful City purpose.

Section 20-50.2. Intent. The intent of the Article is to implement an alternative tax that the City Council may implement in place of the current percentage based "Marijuana Business Tax" on persons actively engaged in the business of Cannabis Cultivation operating in the City based on square footage. Nothing in this Article shall be interpreted to authorize or permit any business

activity that would not otherwise be legal or permissible under laws applicable to activity at the time the activity is undertaken.

Section 20-50.3. Definitions. As applicable, and except as otherwise expressly provided herein, the definitions set forth in Chapter 20, Article VIII of the Code, Sections 20-40.3 – 20.40. 14, and any amendments thereto, are hereby incorporated by reference. The following additional definitions shall apply to this Article.

- (A) **“Cannabis”** has the same definition as used elsewhere in the Code. “Cannabis” also means “Marijuana.”
- (B) **“Cannabis Business”** means any Cannabis related activity, including but not limited to, planting, possessing, cultivating, harvesting, transporting, manufacturing, compounding, converting, processing, preparing, storing, packaging, testing, labeling, distributing, delivering, wholesale, and/or retail sales of Cannabis or any Cannabis goods or product, whether or not carried on for gain or profit.
- (C) **“Cannabis Cultivation Area”** means the total aggregate area(s) of Cannabis Cultivation on one or more parcels in the City by a Cannabis Business as measured around the outmost perimeter of each separate and discreet area of Cannabis Cultivation at the dripline of the Canopy expected at maturity and includes, but is not limited to, space between plants within a cultivation area, the exterior dimensions of garden beds, garden plots, hoop houses, green houses, and each room or area where Cannabis plants are grown, as determined by the City Manager. If Cannabis plants are cultivated using a shelving, tiered, or multi-level system, the surface area of each tier, level or shelf shall be included when calculating the Canopy and Cannabis Cultivation Area.
- (D) **“Canopy”** means the designated area(s) at a licensed Cannabis Business that will contain Cannabis plants at any time. As set forth in subsection (C), if Cannabis plants are cultivated using a shelving, tiered, or multi-level system, the surface area of each tier, level or shelf shall be included when calculating the Canopy area. Canopy area shall be expressed in square feet and measured using clearly identifiable boundaries of all areas that will contain Cannabis plants at any time, including the entire area of those boundaries. Canopy may be noncontiguous, but each noncontiguous area within those boundaries shall be defined by an identifiable boundary such as an interior wall.
- (E) **“City”** shall mean the City of Needles.
- (F) **“Code”** shall mean the City of Needles Municipal Code.
- (G) **“Cultivation”** means the planting, growing, harvesting, drying, curing, grading, trimming, and/or processing of one or more Cannabis plants or any part thereof, in any location, indoor or outdoor, including within a Fully Enclosed Structure, as defined.
- (H) **“Cultivation Facility”** shall mean a non-residential fixed and stationary building where Cannabis Cultivation occurs.

Cultivation Facility does not include Personal Use Cultivation, as defined.

- (I) **“Marijuana Business Tax”** shall mean the tax on persons engaged in marijuana business in the City at a rate of up to 10% of gross receipts as provided for in Chapter 20, Article VIII of the Code, approved by the voters of the City on November 6, 2012.
- (J) **“Personal Use Cultivation”** shall mean cultivation by either:
 - (1) An individual Qualified Patient cultivating Cannabis pursuant to H&S Code section 11362.5, *et seq.*, if he/she cultivates Cannabis for his/her personal medical use and does not sell, distribute, donate, transfer, or provide Cannabis to any other person or entity; or
 - (2) A Primary Caregiver cultivating Cannabis pursuant to H&S Code section 11362.5, *et seq.*, if he/she cultivates Cannabis exclusively for the medical use of no more than five (5) specified Qualified Patients for whom he/she is the Primary Caregiver within the meaning of H&S Code section 11362.7, and does not receive remuneration for these activities, except for compensation provided in full compliance with subdivision (c) of H&S Code section 11362.765; or
 - (3) A person 21 years of age or older who, in strict accordance with the City Code, State law and/or regulations, as may be amended from time to time, possesses, plants, cultivates, harvests, dries, or processes not more than six living Cannabis plants and possess the Cannabis produced by those plants, and those living plants are planted, cultivated, harvested, dried or processed within a single private residence, or upon the grounds of a private residence within a Fully Enclosed Structure, are in a locked space, and are not visible by normal unaided vision from a public place.

Section 20-50.4. Alternative Square Foot Tax.

- (A) Maximum Monthly Tax Rate. In lieu of the payment of the Marijuana Business Tax set forth in Section 20.40.20 of the Code, the City Council may, by ordinance, impose on persons actively engaged in the business of Cannabis Cultivation in the City, a monthly tax of up to \$1.75 per square foot of Cannabis Cultivation Area or fraction thereof.

The tax shall not be applicable to Personal Use Cultivation, nor shall it apply to any Cannabis Business not actively engaged in Cannabis Cultivation.
- (B) CPI Adjustment. The tax rate specified above in Section (A) shall be adjusted annually by the percentage increase in the Consumer Price Index (“CPI”) as published by the United States Government Bureau of Labor Statistics for Consumers in the Western Consumer Price Index Area West Region Size Class B/C, but in no case more than 5% or less than 2%, starting January 1 of the first full year after such tax is implemented by the City Council as provided for herein, and on each January 1, thereafter. No CPI adjustment resulting in a decrease of any tax imposed by this subsection shall be made.

- (C) Council Imposition of Tax. The Cannabis Square Foot Tax shall not be imposed on any Cultivation Facilities unless and until the City Council, by ordinance, takes action to set the rate, not to exceed the amounts in this Section.

Section 20-50.5. Suspension of Marijuana Business Tax as to Cannabis Cultivation Only. During the time this Square Foot Tax is imposed by Council approved ordinance, the enforcement of the percentage-based Marijuana Business Tax shall be suspended as to Cannabis Cultivation, only. Nothing herein prevents or otherwise suspends the enforcement of the Marijuana Business Tax as to any other Cannabis Business in the City.

Section. 20-50.6. Other Licenses, Permits, Taxes, Fees or Charges. Except as expressly suspended by this Article, nothing contained herein shall be deemed to repeal, amend, be in lieu of, replace or in any way affect any requirements for any license or permit required by, under or by virtue of any provision of any other Title or Chapter of this Code or any other ordinance or resolution of the city or of its Council, nor be deemed to repeal, amend, be in lieu of, replace or in any way affect any tax, fee or other charge imposed, assessed or required by, under or by virtue of any other Title or Chapter of this Code including, but not limited to, the business tax imposed by and the requirements set forth in Chapter 20, or any other ordinance or resolution of the City or of its Council. Any references made or contained in any other Title or Chapter of this Code to any licenses, license taxes, fees or charges, or to any schedule of license fees, shall be deemed to refer to the licenses, license taxes, fees or charges, or schedule of license fees, provided for in other Titles or Chapter of this Code.

Section 20-50.7. Payment of Tax Does Not Authorize Unlawful Business.

- (A) The payment of the tax required by this Article, and its acceptance by the City, shall not entitle any person to carry on a Cannabis Business unless the person has complied with all of the requirements of this Code, and all other applicable laws, nor to carry on any Cannabis Business in any building or on any premises in the event that such building or premises are situated in a zone or locality in which the conduct of such Cannabis Business is in violation of any law.
- (B) No tax paid under the provisions of this Article shall be construed as authorizing the conduct or continuance of any illegal or unlawful business, or any business in violation of any ordinance of the City.

Section 20-50.8. Other Requirements. The requirements found in Section 20-40.19, and 20-40.21 through 20-40.32, 20-40.37 through 20-40.43 of the City Code are hereby incorporated by reference.

SECTION 2. The City Council finds that the actions contemplated by this Ordinance are exempt from the California Environmental Quality Act (“CEQA”) pursuant to Section 15060(c)(2) (the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment) and 15060(c)(3) (the activity is not a “project” as defined in Section 15378) of the CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3, because it has no potential for resulting in a physical change to the environment, directly or indirectly.

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

SECTION 4. Chapter 20, Article IX of the Needles Municipal Code may be amended by the City Council of the City of Needles without a vote of the people. However, as required by Article XIIC of the California Constitution, voter approval is required for any amendment that would increase the rate of any tax levied pursuant to this Ordinance. The people of the City of Needles affirm that the following actions shall not constitute an increase in the rate of the tax:

- (1) The restoration of the rate of the tax to a rate that is no higher than that set by this Ordinance, if the City Council has acted to reduce the rate of or suspend collection of all or a portion of the tax;
- (2) An action that interprets or clarifies the methodology of the tax, or any definition applicable to the tax, as long as the interpretation or clarification (even if contrary to some prior interpretation or clarification) is not inconsistent with the language of this Ordinance;
- (3) The establishment of a class of Person that is exempt or excepted from the tax or the discontinuation of any such exemption or exception (other than the discontinuation of an exemption or exception specifically set forth in this Ordinance); and
- (4) The collection of the tax imposed by this Ordinance, even if the City had, for some prior period of time, failed to collect the tax.

SECTION 5. If adopted by the voters at the November 5, 2024, election, this Ordinance shall be in full force and effect ten (10) days after the vote is declared valid by the legislative body, pursuant to Elections Code section 9217 and as provided by law.

SECTION 6. The City Clerk shall certify to the adoption of this Ordinance and cause it, or a summary thereof, 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 by the People of the City of Needles, California.

Approved:

Attest:

Janet Jernigan

City Clerk Dale Jones, CMC

Approved as to form:

City Attorney John Pinkney

RESOLUTION NO. 2024-28

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NEEDLES, CALIFORNIA, CALLING FOR AND GIVING NOTICE OF THE HOLDING OF A GENERAL MUNICIPAL ELECTION TO BE HELD ON NOVEMBER 5, 2024, FOR THE ELECTION OF CERTAIN OFFICERS AS REQUIRED BY THE PROVISIONS OF THE CHARTER, AND FOR THE SUBMISSION OF A PROPOSED MEASURE THAT WOULD ESTABLISH AN ALTERNATIVE SQUARE FOOT TAX ON CANNABIS CULTIVATION WITHIN THE CITY

WHEREAS, the City has an existing cannabis business tax (Measure S, 2012) that imposes a maximum rate of 10% of gross receipts on all cannabis business types.

WHEREAS, the City has expressed concerns that the current gross receipts tax may not be the most appropriate basis for the City's cannabis cultivators, which could lead either to underreporting of revenue or a tax burden that is too high for these businesses, making it more difficult for them to compete in the statewide market.

WHEREAS, the City has conducted a fiscal analysis of the current gross-receipts tax rates for cultivation, and developed a new cannabis tax ordinance for the City incorporating a cultivation tax based on square footage. The City desires that the new tax rates be set at a level that will provide the same amount of revenue for the City.

WHEREAS, the purpose of the measure is to implement an alternative tax that the City Council may implement in place of the current percentage based "Marijuana Business Tax" on persons actively engaged in the business of Cannabis Cultivation in the City based on square footage. During the time this Square Foot Tax is imposed by Council, the enforcement of the percentage-based Marijuana Business Tax shall be suspended as to Cannabis Cultivation, only. Nothing herein prevents or otherwise suspends the enforcement of the Marijuana Business Tax as to any other Cannabis Business in the City. The tax rate for other types of Cannabis Businesses will remain set at a maximum tax rate not to exceed ten percent (10%) of gross receipts, in conformity with the current tax.

WHEREAS, a State of California, County of San Bernardino and City of Needles General Election is scheduled to be held on Tuesday, November 5, 2024.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF NEEDLES DOES HEREBY RESOLVE, DECLARE AND DETERMINE AS FOLLOWS:

Section 1. That pursuant to the requirements of the City Charter, there is called and ordered to be held in the City of Needles, California, on Tuesday, November 5, 2024, a General Municipal Election for the purpose of electing a Mayor for the full term of two years and three members of the City Council for the full term of four years.

Section 2. That the City Council, pursuant to its right and authority, does order submitted to the voters at the General Municipal Election the following question to appear on the ballot:

Shall a measure be adopted approving an alternative square foot tax on persons actively engaged in the business of Cannabis Cultivation at a monthly tax rate of up to \$1.75 per square foot of Cannabis Cultivation Area or fraction thereof (adjusted annually for CPI, but in no case more than 5% or less than 2%, starting on January 1 on the first year the tax is implemented, and each year thereafter)?	Yes _____ No _____
--	---------------------------

Section 3. That the proposed complete text of the measure (Ordinance) submitted to the voters is attached as Exhibit A and incorporated herein by reference, which, if passed by the voters, shall amend the Needles Municipal Code.

Section 4. That the vote requirement for the measure to pass is a majority of votes cast (50%+1).

Section 5. That the ballots to be used at the election shall be in form and content as required by law.

Section 6. That the City Clerk is authorized, instructed, and directed to coordinate with the San Bernardino County Registrar-Recorder/County Clerk to procure and furnish any and all official ballots, notices, printed matter and all supplies, equipment and paraphernalia that may be necessary in order to properly and lawfully conduct the election.

Section 7. That the polls (vote centers) for the Election shall be open at 7:00 a.m. on the day of the election and shall remain open continuously from that time until 8:00 p.m. of the same day when the polls (vote centers) shall be closed, pursuant to Election Code § 10242, except as provided by § 14212 and § 14401 of the Elections Code of the State of California.

Section 8. That in all particulars not recited in this resolution, the Election shall be held and conducted as provided by law for holding municipal elections.

Section 9. That notice of the time and place of holding the Election is given and the City Clerk is authorized, instructed, and directed to give further or additional notice of the Election, in time, form, and manner as required by law.

Section 10. The City Council authorizes the City Clerk to administer said Election and all reasonable and actual Election expenses shall be paid by the City upon presentation of a properly submitted bill.

Section 11. The City Clerk shall certify to the passage and adoption of this Resolution and enter it into the book of original resolutions.

PASSED, APPROVED AND ADOPTED, this 11th day of June 2024, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Mayor

ATTEST:

City Clerk, Elections Official

(Seal)

APPROVED AS TO FORM:

City Attorney

EXHIBIT A

RESOLUTION NO. 2024-29

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NEEDLES, CALIFORNIA, REQUESTING THE BOARD OF SUPERVISORS OF THE COUNTY OF SAN BERNARDINO TO CONSOLIDATE A GENERAL MUNICIPAL ELECTION TO BE HELD ON NOVEMBER 5, 2024, WITH THE STATEWIDE GENERAL ELECTION TO BE HELD ON THE DATE PURSUANT TO SECTION 10403 OF THE ELECTIONS CODE

WHEREAS, the City Council of the City of Needles called a General Municipal Election to be held on Tuesday, November 5, 2024, for the purpose of electing a Mayor for the full term of two years and three members of the City Council for the full term of four year; and

WHEREAS, the City Council is submitting to the voters a question relating to a ballot measure proposed to add an alternative square foot tax on persons actively engaged in the business of Cannabis Cultivation at a monthly tax rate of up to \$1.75 per square foot of Cannabis Cultivation Area or fraction thereof (adjusted annually for CPI). The actual language of the proposed Ordinance amending the Code is attached to this Resolution as Exhibit A.

WHEREAS, it is desirable that the General Municipal Election be consolidated with the Statewide General Election to be held on the same date and that within the city the precincts, polling places and election officers of the two elections be the same, and that the county election department of the County of San Bernardino canvass the returns of the General Municipal Election and that the election be held in all respects as if there were only one election;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF NEEDLES DOES HEREBY RESOLVE, DECLARE AND DETERMINE AS FOLLOWS:

Section 1. That pursuant to the requirements section 10403 of the Elections Code, the Board of Supervisors of the County of San Bernardino is hereby requested to consent and agree to the consolidation of a General Municipal Election with the Statewide General Election on Tuesday, November 5, 2024, for the purpose of electing a Mayor for the full term of two years and three members of the City Council for the full term of four year.

Section 2. That the measure is to appear on the ballot as follows:

Shall a measure be adopted approving an alternative square foot tax on persons actively engaged in the business of Cannabis Cultivation at a monthly tax rate of up to \$1.75 per square foot of Cannabis Cultivation Area or fraction thereof (adjusted annually for CPI, but in no case more than 5% or less than 2%, starting on	Yes _____ No _____
---	---------------------------

January 1 on the first year the tax is implemented, and each year thereafter)?	
--	--

Section 3. That the county election department is authorized to canvass the returns of the General Municipal Election. The election shall be held in all respects as if there were only one election, and only one form of the ballot shall be used.

Section 4. That the Board of Supervisors is requested to issue instructions to the county election department to take any and all steps necessary for the holding of the consolidated election.

Section 5. That the City of Needles recognizes that additional costs will be incurred by the County by reason of this consolidation and agrees to reimburse the County for any costs.

Section 6. That the City Clerk is hereby directed to file a certified copy of this resolution with the Board of Supervisors and the county election department of the County of San Bernardino.

Section 7. That the City Clerk shall certify to the passage and adoption of this Resolution and enter it into the book of original resolutions.

PASSED, APPROVED AND ADOPTED, this 11th day of June 2024, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Mayor

ATTEST:

City Clerk, Elections Official

APPROVED AS TO FORM:

City Attorney

EXHIBIT A

RESOLUTION NO. 2024-30

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
NEEDLES, CALIFORNIA, SETTING PRIORITIES FOR FILING
WRITTEN ARGUMENT(S) REGARDING A CITY MEASURE
AND DIRECTING THE CITY ATTORNEY TO PREPARE AN
IMPARTIAL ANALYSIS

WHEREAS, a General Municipal Election is to be held in the City of Needles, California on Tuesday, November 5, 2024, at which time there will be submitted to the voters the following measure:

Shall a measure be adopted approving an alternative square foot tax on persons actively engaged in the business of Cannabis Cultivation at a monthly tax rate of up to \$1.75 per square foot of Cannabis Cultivation Area or fraction thereof (adjusted annually for CPI, but in no case more than 5% or less than 2%, starting on January 1 on the first year the tax is implemented, and each year thereafter)?	Yes _____ No _____
--	---------------------------------------

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

SECTION 1. That the City Council authorizes the following member(s) of its body

_____ (In Favor)

_____ (Against)

to file a written argument(s) not exceeding 300 words regarding the City measure as specified above, accompanied by the printed name(s) and signature(s) of the author(s) submitting it, in accordance with Article 4, Chapter 3, Division 9 of the Elections Code of the State of California. **The arguments may be changed or withdrawn** until and including the date fixed by the City Clerk after which no arguments for or against the City measure may be submitted to the City Clerk.

The arguments shall be filed with the City Clerk, signed, with the printed name(s) and signature(s) of the author(s) submitting it, or if submitted on behalf of an organization, the name of the organization, and printed name and signature of at least one of its principal officers who is the author of the argument. The arguments shall be accompanied by the Form of Statement to Be Filed By Author(s) of Argument.

SECTION 2. That the City Council directs the City Clerk to transmit a copy of the measure to the City Attorney, unless the organization or salaries of the office of the City Attorney are affected. The City Attorney shall prepare an impartial analysis of the measure not exceeding 500 words showing the effect of the measure on the existing law and the operation of the measure. If the measure affects the organization or salaries of the office of the City Attorney, the City Clerk shall prepare the impartial analysis. The impartial analysis shall be filed by the date set by the City Clerk for the filing of primary arguments.

SECTION 3. That the City Clerk shall certify to the passage and adoption of this resolution and enter it into the book of original resolutions.

PASSED, APPROVED AND ADOPTED, this 11th day of June 2024, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Mayor

ATTEST:

City Clerk, Elections Official

APPROVED AS TO FORM:

City Attorney

RESOLUTION 2024-28A

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NEEDLES, CALIFORNIA, CALLING FOR THE HOLDING OF A GENERAL MUNICIPAL ELECTION TO BE HELD ON TUESDAY, NOVEMBER 5, 2024, FOR THE ELECTION OF CERTAIN OFFICERS AS REQUIRED BY THE PROVISIONS OF CHARTER.

WHEREAS, under the provisions of the Charter, a General Municipal Election shall be held on November 5, 2024, for the election of Municipal Officers; and

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF NEEDLES, CALIFORNIA, DOES RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:

SECTION 1. That pursuant to the requirements of the Charter, there is called and ordered to be held in the City of Needles, California, on Tuesday, November 5, 2024, a General Municipal Election for the purpose of electing a Mayor for the full term of 2 years; and 3 Members of the City Council for the full term of four years.

SECTION 2. That the City Clerk is authorized, instructed and directed to coordinate with the County of San Bernardino Registrar-Recorder/County Clerk to procure and furnish any and all official ballots, notices, printed matter and all supplies, equipment and paraphernalia that may be necessary in order to properly and lawfully conduct the election.

SECTION 3. That the polls(vote centers) for the election shall be open at seven o'clock a.m. of the day of the election and shall remain open continuously from that time until eight o'clock p.m. of the same day when the polls(vote centers) shall be closed, pursuant to Election Code § 10242, except as provided in §§ **14212**, 14401 of the Elections Code of the State of California.

SECTION 4. That in all particulars not recited in this resolution, the election shall be held and conducted as provided by law for holding municipal elections.

SECTION 5. That notice of the time and place of holding the election is given and the City Clerk is authorized, instructed and directed to give further or additional notice of the election, in time, form and manner as required by law.

SECTION 6. That the City Clerk shall certify to the passage and adoption of this Resolution and enter it into the book of original Resolutions.

SECTION 7. The City Council authorizes the City Clerk to administer said election and all reasonable and actual election expenses shall be paid by the City upon presentation of a properly submitted bill.

PASSED, APPROVED AND ADOPTED at a regular meeting of the City Council of the City of Needles, California, held on this 11th day of June 2024, by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Mayor _____

ATTEST:

City Clerk, *Elections Official*

(SEAL)

RESOLUTION 2024-29A

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NEEDLES, CALIFORNIA, REQUESTING THE BOARD OF SUPERVISORS OF THE COUNTY OF SAN BERNARDINO TO CONSOLIDATE A GENERAL MUNICIPAL ELECTION TO BE HELD ON TUESDAY, NOVEMBER 5, 2024, WITH THE STATEWIDE GENERAL ELECTION TO BE HELD ON THE DATE PURSUANT TO § 10403 OF THE ELECTIONS CODE.

WHEREAS, the City Council of the City of Needles called a General Municipal Election to be held on Tuesday, November 5, 2024 for the purpose of the election of a Mayor for the full term of two (2) years, and three Members of the City Council for the full term of four (4); and;

WHEREAS, it is desirable that the General Municipal Election be consolidated with the Statewide General election to be held on the same date and that within the city the precincts, polling places (vote centers) and election officers of the two elections be the same, and that the county election department of the County of San Bernardino canvass the returns of the General Municipal Election and that the election be held in all respects as if there were only one election;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF NEEDLES DOES RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:

SECTION 1. That pursuant to the requirements of § 10403 of the Elections Code, the Board of Supervisors of the County of San Bernardino is hereby requested to consent and agree to the consolidation of a General Municipal Election with the Statewide General Election on Tuesday, November 5, 2024, for the purpose of the election of a Mayor for the full term of two (2) years and three (3) Members of the City Council for the full term of four (4) years.

SECTION 2. That the county election department is authorized to canvass the returns of the General Municipal Election. The election shall be held in all respects as if there were only one election, and only one form of ballot shall be used. The election will be held and conducted in accordance with the provisions of law regulating the statewide or special election.

SECTION 3. That the Board of Supervisors is requested to issue instructions to the county election department to take any and all steps necessary for the holding of the consolidated election.

SECTION 4. That the City of Needles recognizes that additional costs will be incurred by the County by reason of this consolidation and agrees to reimburse the County for any costs.

SECTION 5. That the City Clerk is hereby directed to file a certified copy of this resolution with the Board of Supervisors and the county election department of the County of San Bernardino

SECTION 6. That the City Clerk shall certify to the passage and adoption of this resolution and enter it into the book of original resolutions.

PASSED, APPROVED AND ADOPTED at a regular meeting of the City Council of the City of Needles, California, held on this 11th day of June 2024, by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Mayor

ATTEST:

City Clerk, *Elections Official*

(SEAL)



City of Needles, California Request for City Council Action

☒ CITY COUNCIL ☒ NPUA

☒ Regular ☐ Special

Meeting Date: June 11, 2024

Title: Accept Change Order No. 1 (Final) with Phillips Excavating, Inc. for the Water Service Lateral Replacement Project and Accept the Notice of Completion for the work.

Background: On January 23, 2024, the Water Service Lateral Replacement project was awarded to Phillips Excavating, Inc for a Not to Exceed (NTE) amount of \$1,039,918.95. Construction began in February 2024 and was completed in April 2024.

Change Order No. 1 (Final) in the amount of \$15,020.00 to the contract with Phillips Excavating, Inc. reflects final quantity adjustments made to bid items during construction being funded by project contingency resulting in an overall decrease of \$34,499.95 for a final contract amount of \$1,005,419.00.

Fiscal Impact: Total project cost to be decreased by \$34,499.95.

Recommended Action: Accept Change Order No. 1 (Final) in the amount of \$15,020.00 for a total contract amount of \$1,005,419.00 for the work completed by Phillips Excavating, Inc. for the Water Service Lateral Replacement project and authorize staff to execute said Change Order; and accept the Notice of Completion for the Work.

Submitted By: Kathy Raasch, Interim Development Services Director

City Manager Approval: Patrick J. Martinez

Date: 6/5/2024

Other Department Approval (when required): Barbara DiLeo

Date: 6/6/2024

Approved: ☐

Not Approved: ☐

Tabled: ☐

Other: ☐

Agenda Item: _____

CITY OF NEEDLES
CHANGE ORDER

PROJECT: Water Service Lateral Replacement Project

ORDER NO: 1

OWNER: City of Needles

CONTRACTOR: Phillips Excavating, Inc.

FOLLOWING CHANGES ARE MADE TO THE CONTRACT:

Description of Changes	Quantity	Unit Price	Decrease Contract Price	Increase Contract Price
1) ¾" Water Service	-8	\$3,210	\$ 25,680	
2) 1-1/2" Water Service	+2	\$4,100		\$ 8,200.00
3) 2" Water Service	+2	\$4,500		\$ 9,000.00
4) Install new water services	+5	\$4,700		\$ 23,500

JUSTIFICATION:

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

Original Contract Price	\$ 990,399.00
Previous Change Order(s) Amount	\$0.00
Original Contract Price plus previous Change Orders	\$ 990,399.00
Contract Price Due This Change Order	\$ 15,020.00
New Contract Price	\$1,005,419.00

CHANGE IN CONTRACT TIME

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

APPROVALS REQUIRED

Requested by:

Le'ade Phillips
Signature (Project Manager)

Date: 5-28-24

Contractor Acceptance:

Michael Phillips, Pres.
Signature (Contractor)

Date: 5-28-24

Approved by:

Signature (City Manager)

Date: 06/11/2024
CC meeting

CHANGEORDER

RECORDING REQUESTED BY:

City of Needles
817 Third Street
Needles, CA 92363

AND WHEN RECORDED MAIL TO:

City of Needles
817 Third Street
Needles, CA 92363

No fee per Govt. Code § 27383

~ SPACE ABOVE FOR RECORDER'S USE ONLY ~

NOTICE OF COMPLETION

NOTICE IS HEREBY GIVEN THAT:

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

The full NAME of the OWNER is CITY OF NEEDLES

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

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

Street Address / APN (if applicable) VARIOUS 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

Contractor's Address:

PHILLIPS EXCAVATING, INC

725. W. BROADWAY AVE, NEEDLES, CA 92363

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 06/11/2024 meeting and is DESCRIBED AS FOLLOWS:

Improvement on the property hereinafter described and COMPLETED on 04/30/2024

Improvements described as

Remove and replace water service laterals on the following streets: Phase IV-A Streets; F St/Army Rd, E St, 4th St, G St, Downey Ave, Valley Ave, Cibola St, Desnok St; Oboholte Streets: a portion of L St, 4th St, 5th St, Highland Ave. Park Ave, Collins St, Erin Dr Loop, Orange Ave, and replace of water mains on 4th & 5th St.

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

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

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

Date: 06/12/2024

Signature: _____

Patrick J. Martinez, City Manager, City of Needles



City of Needles, California Request for City Council Action

☒ CITY COUNCIL ☐ NPUA

☒ Regular ☐ Special

Meeting Date: JUNE 11, 2024

Title: Warrants

Background: n/a

Fiscal Impact: See attached Warrant Registers

Environmental Impact: n/a

Recommended Action: Approve the Warrant Registers through JUNE 11, 2024.

Submitted By: Barbara DiLeo, Acting Director of Finance

City Manager Approval: *Barbara DiLeo*

Date: 6-5-24

Other Department Approval (when required): _____

Date: _____

Approved: ☐

Not Approved: ☐

Tabled: ☐

Other: ☐

Agenda Item: _____

**CITY OF NEEDLES CITY COUNCIL
WARRANT SUMMARY TOTALS FOR JUNE 11, 2024**

		6/11/2024	FUND AMT.	6/11/2024 (2)	23-24 BUDGET
FUND 101	GENERAL FUND				
101.1015.412	CITY ATTORNEY	\$ -		\$ 69,616.15	\$ 80,000.00
101.1020.413	CITY MANAGER	\$ -		\$ 204,115.79	\$ 230,592.00
101.1025.415	FINANCE DEPT.	\$ -		\$ 1,082,323.49	\$ 1,652,223.00
101.1030.414	CITY CLERK/COUNCIL/MAYOR	\$ -		\$ 251,158.88	\$ 329,339.00
101.1035.416	PLANNING /ZONING	\$ -		\$ 60,508.22	\$ 402,016.00
101.1040.417	ENGINEERING	\$ -		\$ 303,044.20	\$ 439,483.00
101.1060.410	COMMUNITY PROMOTIONS	\$ -		\$ 36,053.89	\$ 103,945.00
101.1070.410	SENIOR CENTER	\$ -		\$ 57,068.96	\$ 62,202.00
101.2010.421	SHERIFF	\$ -		\$ 3,381,984.00	\$ 3,759,034.00
101.2020.423	ANIMAL SHELTER/CONTROL	\$ -		\$ 261,739.69	\$ 261,130.00
101.2025.424	BULDING & SAFETY	\$ -		\$ 233,110.90	\$ 488,742.00
101.2030.423	CODE ENFORCEMENT	\$ -		\$ 535,593.74	\$ 806,188.00
101.3010.431	PUBLIC WORKS	\$ -		\$ 590,522.07	\$ 818,943.00
101.4730.472	SANITATION	\$ -		\$ 167,246.32	\$ 177,467.00
101.5770.452.	AQUATICS	\$ -		\$ 166,953.55	\$ 246,913.00
101.5772.452	PARKS	\$ -		\$ 572,121.66	\$ 760,504.00
101.5773.452	JACK SMITH PARK MARINA	\$ -		\$ 68,954.97	\$ 115,646.00
101.5774.452	RECREATION	\$ -		\$ 361,963.91	\$ 386,397.00
GENERAL FUND	TOTAL ALL GF DEPARTMENTS		\$ -		\$ 11,120,764.00
FUND 102	GEN. FUND CAPITAL PROJECT		\$ -	\$ 1,351,111.52	\$ 4,363,469.00
FUND 205	CDBG		\$ -	\$ 7,996.30	\$ 258,022.00
FUND 206	CEMETERY		\$ -	\$ 170,116.46	\$ 258,022.00
FUND 208	CALTRANS GRANTS		\$ -	\$ 986,089.74	\$ 1,996,090.00
FUND 210	SPECIAL GAS TAX		\$ -	\$ 139,164.00	\$ 258,629.00
FUND 213	DEPT OF HOUSE. & COMM DEVL		\$ -	\$ 34,780.00	\$ 48,522.00
FUND 214	SANBAG NEW LOCAL MEAS I		\$ -	\$ -	\$ 450,000.00
FUND 225	COPS-AB 3229 SUPPLEMENTAL		\$ -	\$ 132,510.91	\$ 272,973.00
FUND 227	HAZARD MITIGATION		\$ -	\$ 4,952.10	\$ 132,285.00
FUND 233	JACK SMITH PARK MARINA		\$ -	\$ 169,998.01	\$ 175,308.00
FUND 238	STATE RECREATION GRANTS		\$ -	\$ 1,322,612.20	\$ 2,819,424.00
FUND 239	CA.CONSERV RECYLING GRANT		\$ -	\$ 5,260.99	\$ 25,436.00
FUND 270	REDEVELOPMENT AGENCY		\$ -	\$ 183,838.19	\$ 20,000.00
FUND 470	RDA CAP PROJ.LOW & MOD.		\$ -	\$ 32,089.74	\$ 100,954.00
FUND 501	NPUA		\$ -	\$ 2,302,865.64	\$ 2,660,851.00
FUND 502	WATER DEPARTMENT		\$ -	\$ 1,645,904.23	\$ 2,161,380.00
FUND 503	WASTEWATER DEPARTMENT		\$ -	\$ 1,099,332.80	\$ 1,312,828.00
FUND 505	SANITATION		\$ -	\$ 1,328,407.14	\$ 1,563,015.00
FUND 506	ALL AMERICAN CANAL PROJ.		\$ -	\$ 999,330.58	\$ 1,041,800.00
FUND 507	GOLF FUND	\$ -		\$ -	
FUND 507-5761-453	GOLF MAINTENANCE DEPARTMENT	\$ 44.24		\$ 652,318.44	\$ 696,256.00
FUND 507-5762-454	GOLF PRO SHOP DEPARTMENT	\$ -		\$ 322,415.33	\$ 422,685.00
FUND 507	GOLF FUND TOTAL		\$ 44.24		
FUND 508	CUST.SVC/UT BUSINESS OFFICE		\$ -	\$ 335,984.24	\$ 496,825.00
FUND 509	MIS		\$ -	\$ 246,657.66	\$ 273,100.00
FUND 510	ADMIN. FACILITY		\$ -	\$ 213,004.48	\$ 244,375.00
FUND 511	FLEET MANAGEMENT		\$ -	\$ 194,285.03	\$ 278,476.00
FUND 512	VEHICLE REPLACEMENT		\$ -	\$ 266,778.00	\$ 287,320.05
FUND 520	SR DIAL A RIDE		\$ -	\$ 84,014.09	\$ 453,450.00
FUND 521	DIAL-A-RIDE MEDICAL TRANS.		\$ -	\$ 16,559.06	\$ 22,320.00
FUND 525	NEEDLES AREA TRANSIT (NAT)		\$ -	\$ 542,840.73	\$ 808,479.00
FUND 575	HOUSING		\$ -	\$ 1,144,245.82	\$ 1,322,653.00
FUND 580	ELECTRIC		\$ -	\$ 9,738,619.58	\$ 12,778,862.00
FUND 581	NPUA CAPITAL ELECTRIC		\$ -	\$ 52,672.81	\$ 46,073.00
FUND 582	NPUA CAPITAL WATER		\$ -	\$ 4,246,649.33	\$ 8,084,536.00
FUND 583	NPUA CAPITAL WASTEWATER		\$ 52,071.09	\$ 59,620.49	\$ 69,532.00
FUND 650	IMPACT FEES NORTH NEEDLES		\$ -	\$ 20,120.02	\$ 33,708.00
FUND 651	IMPACT FEES SOUTH AREAS		\$ -	\$ 1,428.15	\$ 45,912.00
TOTAL	ALL FUNDS & DEPARTMENTS		\$ 52,115.33	\$ 38,377,485.54	\$ 57,255,182.05

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

Patrick Martinez, City Manager

Date

Finance Department

Date

Virginia Tasker, City Treasurer

Date

PREPARED 06/01/2024. 9:17:26
PROGRAM: GM346L
CITY OF NEEDLES
BANK 04 WELLS FARGO BANK - CITY GENERAL CHECKING
ACCOUNTS PAYABLE CHECK REGISTER BY BANK NUMBER
ACCOUNTING PERIOD 2024/12
REPORT NUMBER 120
PAGE 1

ACCOUNTS PAYABLE CHECK REGISTER BY BANK NUMBER

PREPARED 06/01/2024, 9:17:26

PROGRAM: GM346L

PROGRAM: GM346L
CITY OF NEEDLES

CITY OF NEEDLES

BANK 04 WELLS FARGO BANK - CITY GENERAL CHECKING

CHECK	VENDOR	VENDOR	VOUCHER	P.O.	DATE	REMITTANCE AMOUNT	CHECK
NO	NO	NAME	NO	NO		(NET OF DISC./RETAIN)	TOTAL

21266	1756	FLO-SYSTEMS INC.	PI0320	024070	06/11/2024	583-4720-475.72-17	52,071.09	*	52,071.09
-------	------	------------------	--------	--------	------------	--------------------	-----------	---	-----------

21267	1826	SIMPSON NORTON CORP.	004836	06/11/2024	507-5761-453.43-04	44.24 44.24	*	44.24
-------	------	----------------------	--------	------------	--------------------	----------------	---	-------

BANK/CHECK TOTAL	52,115.33	52,115.33
------------------	-----------	-----------

ALL BANKS/CHECKS TOTAL	52,115.33
------------------------	-----------

CITY OF NEEDLES CITY COUNCIL
WARRANT SUMMARY TOTALS FOR MAY 31, 2024

		5/31/2024	FUND AMT.	31-May	23-24 BUDGET
FUND 101	GENERAL FUND	\$ 5,336.93			
101.1015.412	CITY ATTORNEY	\$ -		\$ 69,616.15	\$ 80,000.00
101.1020.413	CITY MANAGER	\$ 111.70		\$ 200,874.05	\$ 230,592.00
101.1025.415	FINANCE DEPT.	\$ 103.43		\$ 1,076,534.49	\$ 1,652,223.00
101.1030.414	CITY CLERK/COUNCIL/MAYOR	\$ 951.66		\$ 245,455.14	\$ 329,339.00
101.1035.416	PLANNING /ZONING	\$ 7.08		\$ 55,648.47	\$ 402,016.00
101.1040.417	ENGINEERING	\$ 366.87		\$ 297,374.45	\$ 439,483.00
101.1060.410	COMMUNITY PROMOTIONS	\$ 500.00		\$ 36,053.89	\$ 103,945.00
101.1070.410	SENIOR CENTER	\$ 37.25		\$ 56,505.96	\$ 62,202.00
101.2010.421	SHERIFF	\$ -		\$ 3,381,984.00	\$ 3,759,034.00
101.2020.423	ANIMAL SHELTER/CONTROL	\$ 990.90		\$ 261,000.82	\$ 261,130.00
101.2025.424	BULDING & SAFETY	\$ 72.38		\$ 218,854.15	\$ 488,742.00
101.2030.423	CODE ENFORCEMENT	\$ 352.16		\$ 532,445.99	\$ 806,188.00
101.3010.431	PUBLIC WORKS	\$ 396.04		\$ 579,504.01	\$ 818,943.00
101.4730.472	SANITATION	\$ 34.13		\$ 158,201.32	\$ 177,467.00
101.5770.452.	AQUATICS	\$ 1,169.13		\$ 165,704.55	\$ 246,913.00
101.5772.452	PARKS	\$ 523.46		\$ 556,918.95	\$ 760,504.00
101.5773.452	JACK SMITH PARK MARINA	\$ 44.33		\$ 68,842.97	\$ 115,646.00
101.5774.452	RECREATION	\$ 562.55		\$ 360,471.91	\$ 386,397.00
GENERAL FUND	TOTAL ALL GF DEPARTMENTS		\$ 11,560.00		\$ 11,120,764.00
FUND 102	GEN. FUND CAPITAL PROJECT		\$ -	\$ 1,331,877.25	\$ 4,363,469.00
FUND 205	CDBG		\$ -	\$ 7,338.30	\$ 258,022.00
FUND 206	CEMETERY		\$ 6.75	\$ 168,999.80	\$ 258,022.00
FUND 208	CALTRANS GRANTS		\$ -	\$ 986,089.74	\$ 1,996,090.00
FUND 210	SPECIAL GAS TAX		\$ -	\$ 127,567.00	\$ 258,629.00
FUND 213	DEPT OF HOUSE. & COMM DEVL		\$ -	\$ 34,780.00	\$ 48,522.00
FUND 214	SANBAG NEW LOCAL MEAS I		\$ -	\$ -	\$ 450,000.00
FUND 225	COPS-AB 3229 SUPPLEMENTAL		\$ -	\$ 132,510.91	\$ 272,973.00
FUND 227	HAZARD MITIGATION		\$ -	\$ 4,952.10	\$ 132,285.00
FUND 233	JACK SMITH PARK MARINA		\$ -	\$ 169,998.01	\$ 175,308.00
FUND 238	STATE RECREATION GRANTS		\$ -	\$ 1,298,705.65	\$ 2,819,424.00
FUND 239	CA.CONSERV RECYCLING GRANT		\$ -	\$ 5,260.99	\$ 25,436.00
FUND 270	REDEVELOPMENT AGENCY		\$ -	\$ 170,394.44	\$ 20,000.00
FUND 470	RDA CAP PROJ.LOW & MOD.		\$ -	\$ 32,089.74	\$ 100,954.00
FUND 501	NPUA		\$ (246.00)	\$ 15,237,526.24	\$ 2,660,851.00
FUND 502	WATER DEPARTMENT		\$ 2,271.05	\$ 1,581,701.72	\$ 2,161,380.00
FUND 503	WASTEWATER DEPARTMENT		\$ 1,182.64	\$ 1,078,461.43	\$ 1,312,828.00
FUND 505	SANITATION		\$ -	\$ 1,308,407.14	\$ 1,563,015.00
FUND 506	ALL AMERICAN CANAL PROJ.		\$ 103.62	\$ 997,670.58	\$ 1,041,800.00
FUND 507	GOLF FUND	\$ -		\$ -	
FUND 507-5761-453	GOLF MAINTENANCE DEPARTMENT	\$ 95.56		\$ 623,200.86	\$ 696,256.00
FUND 507-5762-454	GOLF PRO SHOP DEPARTMENT	\$ -		\$ 317,615.86	\$ 422,685.00
FUND 507	GOLF FUND TOTAL		\$ 95.56		
FUND 508	CUST.SVC/UT BUSINESS OFFICE		\$ 388.66	\$ 333,746.98	\$ 496,825.00
FUND 509	MIS		\$ -	\$ 243,427.34	\$ 273,100.00
FUND 510	ADMIN. FACILITY		\$ 785.07	\$ 210,422.40	\$ 244,375.00
FUND 511	FLEET MANAGEMENT		\$ 169.78	\$ 192,464.17	\$ 278,476.00
FUND 512	VEHICLE REPLACEMENT		\$ -	\$ 266,778.00	\$ 287,320.05
FUND 520	SR DIAL A RIDE		\$ -	\$ 83,295.09	\$ 453,450.00
FUND 521	DIAL-A-RIDE MEDICAL TRANS.		\$ -	\$ 16,223.06	\$ 22,320.00
FUND 525	NEEDLES AREA TRANSIT (NAT)		\$ -	\$ 541,843.73	\$ 808,479.00
FUND 575	HOUSING		\$ 14,058.57	\$ 1,124,505.49	\$ 1,322,653.00
FUND 580	ELECTRIC		\$ 6,175.26	\$ 9,675,063.76	\$ 12,778,862.00
FUND 581	NPUA CAPITAL ELECTRIC		\$ -	\$ 52,672.81	\$ 46,073.00
FUND 582	NPUA CAPITAL WATER		\$ -	\$ 4,136,305.35	\$ 8,084,536.00
FUND 583	NPUA CAPITAL WASTEWATER		\$ -	\$ 7,549.40	\$ 69,532.00
FUND 650	IMPACT FEES NORTH NEEDLES		\$ (1,487.05)	\$ 20,120.02	\$ 33,708.00
FUND 651	IMPACT FEES SOUTH AREAS		\$ (3,711.57)	\$ 1,428.15	\$ 45,912.00
TOTAL	ALL FUNDS & DEPARTMENTS		\$ 31,352.34	\$ 50,813,887.21	\$ 57,255,182.05

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

Patrick Martinez, City Manager

Date

Finance Department

Date

Virginia Tasker, City Treasurer

Date

BANK 04 WELLS FARGO BANK - CITY GENERAL CHECKING

CHECK NUMBER	VENDOR NUMBER	SEQ#	VENDOR NAME	CHECK DATE	CHECK AMOUNT	DISCOUNTS/RETAINAGE TAKEN
21157	4179	00	ANA M. JOHNSON	05/31/2024	2,342.00	.00
21158	3897	00	BENEBLOC, LLC	05/31/2024	299.22	.00
21159	3275	00	CALIFORNIA STATE DISB.UNIT	05/31/2024	255.23	.00
21160	227	00	FRANCHISE TAX BOARD	05/31/2024	25.00	.00
21161	1296	00	FRONTIER	05/31/2024	2,568.58	.00
21162	1305	00	GREAT WEST LIFE	05/31/2024	6,246.00	.00
21163	3634	00	GREAT-WEST LIFE & ANNUITY	05/31/2024	1,204.76	.00
21164	4166	00	MRI SOFTWARE LLC	05/31/2024	8,093.75	.00
21165	3458	00	MUTUAL OF OMAHA	05/31/2024	3,952.67	.00
21166	1578	00	PURCHASE POWER	05/31/2024	71.47	.00
21167	1199	00	SBPEA TEAMSTERS LOCAL 1932	05/31/2024	1,178.18	.00
21168	1199	00	SBPEA TEAMSTERS LOCAL 1932	05/31/2024	335.13	.00
21169	284	00	SOUTHWEST GAS CORP.	05/31/2024	33.32	.00
21170	1217	00	VISION SERVICE PLAN	05/31/2024	863.29	.00
21171	4130	00	WELLS FARGO (ACCT # 1755)	05/31/2024	595.84	.00
21172	4134	00	WELLS FARGO (ACCT # 1905)	05/31/2024	954.97	.00
21173	4132	00	WELLS FARGO (ACCT # 2414)	05/31/2024	119.43	.00
21174	4129	00	WELLS FARGO (ACCT # 3254)	05/31/2024	471.41	.00
21175	4149	00	WELLS FARGO (ACCT # 3439)	05/31/2024	50.99	.00
21176	4128	00	WELLS FARGO (ACCT # 5392)	05/31/2024	1,433.17	.00
21177	4127	00	WELLS FARGO (ACCT # 5921)	05/31/2024	764.80	.00
21178	4131	00	WELLS FARGO (ACCT # 7827)	05/31/2024	874.55	.00
21179	4133	00	WELLS FARGO (ACCT # 8728)	05/31/2024	1,348.02	.00
21180	4116	00	WELLS FARGO (ACCT# 0806)	05/31/2024	2,668.28	.00
21181	4115	00	WELLS FARGO (ACCT# 3866)	05/31/2024	205.79	.00
NUMBER OF CHECKS				25	36,955.85	
				GRAND TOTAL		

PREPARED 05/30/2024, 15:43:10

PROGRAM: GM346L
CITY OF NEEDLES

BANK 04 WELLS FARGO BANK - CITY GENERAL CHECKING

ACCOUNTS PAYABLE CHECK REGISTER BY BANK NUMBER

ACCOUNTING PERIOD 2024/11
REPORT NUMBER 118

PAGE 1

CHECK NO	VENDOR NO	VENDOR NAME	VOUCHER NO	P.O. NO	DATE	ACCOUNT	REMITTANCE AMOUNT (NET OF DISC/RETAIN)	CHECK TOTAL
7148*	1	SONODA, LINDA	UT		01/08/2019	501-4760-395.00-00	82.22- 82.22- *	VOIDED
7313*	1	JOHNSON, JAMIE M.	UT		02/12/2019	501-4760-395.00-00	28.91- 28.91- *	VOIDED
7503*	1	COLORADO RIVER OASIS RESO	006019		03/01/2019	101-1025-415.10-11	38.78- 38.78- *	VOIDED
7528*	1	K & V MANAGEMENT LLC	006013		03/01/2019	101-1025-415.10-11	35.05- 35.05- *	VOIDED
7574*	1	331 RIVER LLC	006029		03/01/2019	101-1025-415.10-11	35.06- 35.06- *	VOIDED
8012*	1	M & R PROPERTIES	UT		05/14/2019	501-4760-395.00-00	18.26- 18.26- *	VOIDED
8395*	1	DBT INVESTMENTS NEEDLES C	009267 009268 009269		07/09/2019 07/09/2019 07/09/2019	651-4720-475.69-83 651-4720-475.69-85 651-4720-475.69-90	10.96- 50.43- 3,650.18- 3,711.57- *	VOIDED
8723*	1	A.J.R. CONSTRUCTION, INC.	000986		08/27/2019	650-4720-475.69-90	1,003.41- 1,003.41- *	VOIDED
8790*	1	TRI GEM CONSTRUCTION CO.	000989		08/27/2019	650-4720-475.69-90	483.64- 483.64- *	VOIDED
8833*	1	COY, NEIL	UT		09/10/2019	501-4760-395.00-00	42.28- 42.28- *	VOIDED
9251*	1	NAGARAJANM PERUMAL	UT		11/12/2019	501-4760-395.00-00	47.21- 47.21- *	VOIDED
9420*	3703	MICHAEL POE-EVANS	003737		11/22/2019	502-4710-471.52-10	50.00- 50.00- *	VOIDED
12062*	1	STARKEL, DAVID	UT		01/12/2021	501-4760-395.00-00	1.12- 1.12- *	VOIDED
13567*	1	HICKMAN, DORATHY	UT		08/10/2021	501-4760-395.00-00	14.13- 14.13- *	VOIDED
13875*	1	COLCLASURE, ANGEL	UT		09/28/2021	501-4760-395.00-00	11.87- 11.87- *	VOIDED
21157	4179	ANA M. JOHNSON	007172		05/31/2024	575-5555-485.69-51	2,342.00 2,342.00 *	2,342.00

ACCOUNTS PAYABLE CHECK REGISTER BY BANK NUMBER

ACCOUNTING PERIOD 2024/11
REPORT NUMBER 118

PREPARED 05/30/2024, 15:43:10

PROGRAM: GM3461

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
21158	3897	BENEBLOC LLC	007169 007170 007171		05/31/2024 05/31/2024 05/31/2024	101-0000-209.03-01 502-0000-209.03-01 580-0000-209.03-01	213.78 71.44 14.00 299.22 *	299.22
21159	3275	CALIFORNIA STATE DISB.UNI	007123		05/31/2024	575-0000-209.03-01	255.23 255.23 *	255.23
21160	227	FRANCHISE TAX BOARD	007122		05/31/2024	575-0000-209.03-01	25.00 25.00 *	25.00
21161	1296	FRONTIER	007006 007006 007006 007006 007006 007006 007006 007006 007006 007006 007006		05/31/2024 05/31/2024 05/31/2024 05/31/2024 05/31/2024 05/31/2024 05/31/2024 05/31/2024 05/31/2024 05/31/2024 05/31/2024	101-5774-452.52-10 101-5774-452.52-10 502-4710-471.52-10 503-4720-475.52-10 503-4720-475.52-10 507-5761-453.52-10 510-4410-405.43-31 510-4410-405.52-10 510-4410-405.52-10 510-4410-405.52-10 510-4410-405.52-10 510-4410-405.52-10 580-4750-473.52-10 580-4750-473.52-10	115.60 19.69- 345.80 379.85 375.42 95.56 538.19- 111.87 242.68 270.85 626.39 397.09 165.35 2,568.58 *	2,568.58
21162	1305	GREAT WEST LIFE & ANNUITY	007073 007074 007075		05/31/2024 05/31/2024 05/31/2024	101-0000-209.03-01 502-0000-209.03-01 580-0000-209.03-01	3,662.00 3,435.00 2,149.00 6,246.00 *	6,246.00
21163	3634	GREAT-WEST LIFE & ANNUITY	007076 007077 007078 007079 007080 007081 007082 007083 007084 007085		05/31/2024 05/31/2024 05/31/2024 05/31/2024 05/31/2024 05/31/2024 05/31/2024 05/31/2024 05/31/2024 05/31/2024	101-0000-209.03-01 101-0000-209.03-01 101-0000-209.03-01 101-0000-209.03-01 101-0000-209.03-01 502-0000-209.03-01 502-0000-209.03-01 580-0000-209.03-01 580-0000-209.03-01 580-0000-209.03-01	194.13 24.27 213.04 97.57 158.76 94.89 59.39 174.52 60.36 127.83 1,204.76 *	1,204.76
21164	4166	MRI SOFTWARE LLC	007104 007105		05/31/2024 05/31/2024	575-5555-485.61-09 575-5555-485.61-09	4,287.50 3,806.25 8,093.75 *	8,093.75
21165	3458	MUTUAL OF OMAHA	007124 007125 007126		05/31/2024 05/31/2024 05/31/2024	101-1020-413.24-10 101-1025-415.24-10 101-1030-414.24-10	98.39 174.57 124.90	

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
21165	3458	MUTUAL OF OMAHA	007127		05/31/2024	101-1040-417.24-10	197.09	
			007128		05/31/2024	101-1070-410.24-10	26.36	
			007129		05/31/2024	101-2020-423.24-10	116.35	
			007130		05/31/2024	101-2025-424.24-10	54.41	
			007131		05/31/2024	101-2030-423.24-10	272.64	
			007132		05/31/2024	101-3010-431.24-10	285.19	
			007133		05/31/2024	101-4730-472.24-10	28.14	
			007134		05/31/2024	101-5770-452.24-10	22.91	
			007135		05/31/2024	101-5772-452.24-10	256.79	
			007136		05/31/2024	101-5773-452.24-10	35.18	
			007137		05/31/2024	101-5774-452.24-10	135.06	
			007138		05/31/2024	206-5771-452.24-10	80.30	
			007139		05/31/2024	502-4710-471.24-10	538.39	
			007140		05/31/2024	503-4720-475.24-10	128.41	
			007141		05/31/2024	506-4713-477.24-10	72.30	
			007142		05/31/2024	508-4810-478.24-10	253.53	
			007143		05/31/2024	511-3020-432.24-10	104.29	
			007144		05/31/2024	575-5555-485.24-10	135.63	
			007145		05/31/2024	575-5555-485.24-15	87.72	
			007146		05/31/2024	580-4750-473.24-10	724.12	
							3,952.67	3,952.67
21166	1578	PURCHASE POWER	006997		05/31/2024	510-4410-405.52-20	71.47	
							71.47	71.47
21167	1199	SBPEA TEAMSTERS LOCAL 193	007090		05/31/2024	101-0000-209.03-01	552.68	
			007091		05/31/2024	502-0000-209.03-01	165.57	
			007092		05/31/2024	503-0000-209.03-01	35.26	
			007093		05/31/2024	508-0000-209.03-01	86.66	
			007094		05/31/2024	511-0000-209.03-01	36.36	
			007095		05/31/2024	580-0000-209.03-01	250.97	
			007096		05/31/2024	575-0000-209.03-01	50.68	
							1,178.18	1,178.18
21168	1199	SBPEA TEAMSTERS LOCAL 193	007086		05/31/2024	101-0000-209.03-01	176.09	
			007087		05/31/2024	502-0000-209.03-01	53.02	
			007088		05/31/2024	575-0000-209.03-01	39.37	
			007089		05/31/2024	580-0000-209.03-01	66.65	
							335.13	335.13
21169	284	SOUTHWEST GAS CORP.	007097		05/31/2024	575-5555-485.41-50	33.32	
							33.32	33.32
21170	1217	VISION SERVICE PLAN	007147		05/31/2024	101-1020-413.24-10	13.31	
			007148		05/31/2024	101-1025-415.24-10	37.75	
			007149		05/31/2024	101-1030-414.24-10	39.38	
			007150		05/31/2024	101-1035-416.24-10	7.08	
			007151		05/31/2024	101-1040-417.24-10	30.78	
			007152		05/31/2024	101-1070-410.24-10	10.89	
			007153		05/31/2024	101-2025-424.24-10	17.97	

CHECK NO	VENDOR NO	VENDOR NAME	VOUCHER NO	P.O. NO	DATE	ACCOUNT	REMITTANCE AMOUNT (NET OF DISC/RETAIN)	CHECK TOTAL
21170	1217	VISION SERVICE PLAN	007154 007155 007156 007157 007158 007159 007160 007161 007162 007163 007164 007165 007166 007167 007168		05/31/2024 05/31/2024 05/31/2024 05/31/2024 05/31/2024 05/31/2024 05/31/2024 05/31/2024 05/31/2024 05/31/2024 05/31/2024 05/31/2024 05/31/2024 05/31/2024 05/31/2024	101-2030-423.24-10 101-3010-431.24-10 101-4730-472.24-10 101-5772-452.24-10 101-5773-452.24-10 101-5774-452.24-10 206-5771-452.24-10 502-4710-471.24-10 503-4720-475.24-10 506-4713-477.24-10 508-4810-478.24-10 511-3020-432.24-10 575-5555-485.24-15 580-4750-473.24-10	79.52 50.05 5.99 66.13 9.15 53.81 22.75 69.83 38.72 11.33 48.47 15.63 44.12 26.69 163.94 863.29 *	
21171	4130	WELLS FARGO (ACCT # 1755)	007041 007042 007043 007044		05/31/2024 05/31/2024 05/31/2024 05/31/2024	101-0000-204.10-00 101-5774-452.60-24 101-5770-452.43-02 101-5774-452.62-00	44.61 217.74 273.46 60.03 595.84 *	863.29
21172	4134	WELLS FARGO (ACCT # 1905)	007059 007060 007061		05/31/2024 05/31/2024 05/31/2024	101-1060-410.54-05 101-1030-414.55-00 101-1040-417.61-04	500.00 315.97 139.00 954.97 *	595.84
21173	4132	WELLS FARGO (ACCT # 2414)	007039 007040		05/31/2024 05/31/2024	502-4710-471.31-90 502-4710-471.31-40	19.99 99.44 119.43 *	119.43
21174	4129	WELLS FARGO (ACCT # 3254)	007045 007046		05/31/2024 05/31/2024	101-1030-414.54-01 101-1030-414.55-00	68.93 402.48 471.41 *	471.41
21175	4149	WELLS FARGO (ACCT # 3439)	007052		05/31/2024	575-5555-485.61-29	50.99 50.99 *	50.99
21176	4128	WELLS FARGO (ACCT # 5392)	007056 007057 007058		05/31/2024 05/31/2024 05/31/2024	580-4750-473.43-57 580-4750-473.43-13 580-4750-473.61-04	947.08 240.03 246.06 1,433.17 *	1,433.17
21177	4127	WELLS FARGO (ACCT # 5921)	007029 007030 007031 007032 007033 007034		05/31/2024 05/31/2024 05/31/2024 05/31/2024 05/31/2024 05/31/2024	506-4713-477.61-01 503-4720-475.57-00 580-4750-473.61-21 502-4710-471.61-21 101-5772-452.61-04 101-3010-431.61-01	19.99 224.98 182.93 102.96 200.54 33.40	

ACCOUNTS PAYABLE CHECK REGISTER BY BANK NUMBER

PREPARED 05/30/2024, 15:43:10

PROGRAM: GM346L

CITY OF NEEDLES

BANK 04 WELLS FARGO BANK - CITY GENERAL CHECKING

BANK 04 WELLS FARGO BANK CREDIT GENERAL CREDITING									
CHECK NO	VENDOR NO	VENDOR NAME	VOUCHER NO	P.O. NO	DATE	ACCOUNT	REMITTANCE AMOUNT (NET OF DISC/RETAIN)	CHECK TOTAL	
21177	4127	WELLS FARGO	(ACCT # 5921)				764.80 *	764.80	
21178	4131	WELLS FARGO	(ACCT # 7827)		05/31/2024	101-2020-423.61-02	290.59		
			007035		05/31/2024	101-2020-423.31-91	480.00		
			007036		05/31/2024	101-2020-423.31-40	20.00		
			007037		05/31/2024	101-2020-423.43-42	83.96		
			007038		05/31/2024	101-2020-423.43-42	874.55 *	874.55	
21179	4133	WELLS FARGO	(ACCT # 8728)		05/31/2024	101-5770-452.43-02	872.76		
			007053		05/31/2024	511-3021-432.43-23	13.50		
			007053		05/31/2024	101-3010-431.61-05	27.40		
			007053		05/31/2024	502-4710-471.69-22	265.33		
			007053		05/31/2024	580-4750-473.69-22	265.33		
			007053		05/31/2024	206-5771-452.43-18	96.30-		
			007053		05/31/2024		1,348.02 *	1,348.02	
21180	4116	WELLS FARGO	(ACCT# 0806)		05/31/2024	575-5555-485.61-01	180.95		
			007047		05/31/2024	575-5555-485.43-02	907.87		
			007048		05/31/2024	575-5555-485.72-17	1,064.16		
			007049		05/31/2024	575-5555-485.62-00	36.30		
			007050		05/31/2024	575-5555-485.60-55	479.00		
			007051		05/31/2024		2,668.28 *	2,668.28	
21181	4115	WELLS FARGO	(ACCT# 3866)		05/31/2024	575-5555-485.61-29	48.00		
			007054		05/31/2024	575-5555-485.60-55	61.41		
			007054		05/31/2024	575-5555-485.43-02	58.16		
			007054		05/31/2024	575-5555-485.43-03	18.23		
			007054		05/31/2024	575-5555-485.61-01	19.99		
			007054		05/31/2024		205.79 *	205.79	
BANK/CHECK TOTAL							31,352.34	36,955.85	
ALL BANKS/CHECKS TOTAL							31,352.34	36,955.85	

**CITY OF NEEDLES CITY COUNCIL
WARRANT SUMMARY TOTALS FOR JUNE 11, 2024**

FUND 101	GENERAL FUND	6/11/2024	FUND AMT.	11-Jun	23-24 BUDGET
101.1015.412	CITY ATTORNEY	\$ 2,276.00		\$ 69,616.15	\$ 80,000.00
101.1020.413	CITY MANAGER	\$ -		\$ 204,115.79	\$ 230,592.00
101.1025.415	FINANCE DEPT.	\$ 12,258.75		\$ 1,082,323.49	\$ 1,652,223.00
101.1030.414	CITY CLERK/COUNCIL/MAYOR	\$ 2,734.74		\$ 251,158.88	\$ 329,339.00
101.1035.416	PLANNING /ZONING	\$ 3,314.09		\$ 60,508.22	\$ 402,016.00
101.1040.417	ENGINEERING	\$ 2,282.75		\$ 303,044.20	\$ 439,483.00
101.1060.410	COMMUNITY PROMOTIONS	\$ 3,318.81		\$ 36,053.89	\$ 103,945.00
101.1070.410	SENIOR CENTER	\$ -		\$ 57,068.96	\$ 62,202.00
101.2010.421	SHERIFF	\$ -		\$ 3,381,984.00	\$ 3,759,034.00
101.2020.423	ANIMAL SHELTER/CONTROL	\$ 2,323.87		\$ 261,739.69	\$ 261,130.00
101.2025.424	BULDING & SAFETY	\$ 15,189.08		\$ 233,110.90	\$ 488,742.00
101.2030.423	CODE ENFORCEMENT	\$ 1,667.75		\$ 535,593.74	\$ 806,188.00
101.3010.431	PUBLIC WORKS	\$ 3,557.60		\$ 590,522.07	\$ 818,943.00
101.4730.472	SANITATION	\$ -		\$ 167,246.32	\$ 177,467.00
101.5770.452.	AQUATICS	\$ -		\$ 166,953.55	\$ 246,913.00
101.5772.452	PARKS	\$ 10,249.40		\$ 572,121.66	\$ 760,504.00
101.5773.452	JACK SMITH PARK MARINA	\$ -		\$ 68,954.97	\$ 115,646.00
101.5774.452	RECREATION	\$ 283.06		\$ 361,963.91	\$ 386,397.00
GENERAL FUND	TOTAL ALL GF DEPARTMENTS		\$ 60,622.64		\$ 11,120,764.00
FUND 102	GEN. FUND CAPITAL PROJECT		\$ 19,234.27	\$ 1,351,111.52	\$ 4,363,469.00
FUND 205	CDBG		\$ -	\$ 7,996.30	\$ 258,022.00
FUND 206	CEMETERY		\$ 438.66	\$ 170,116.46	\$ 258,022.00
FUND 208	CALTRANS GRANTS		\$ -	\$ 986,089.74	\$ 1,996,090.00
FUND 210	SPECIAL GAS TAX		\$ -	\$ 139,164.00	\$ 258,629.00
FUND 213	DEPT OF HOUSE. & COMM DEVL		\$ -	\$ 34,780.00	\$ 48,522.00
FUND 214	SANBAG NEW LOCAL MEAS I		\$ -	\$ -	\$ 450,000.00
FUND 225	COPS-AB 3229 SUPPLEMENTAL		\$ -	\$ 132,510.91	\$ 272,973.00
FUND 227	HAZARD MITIGATION		\$ -	\$ 4,952.10	\$ 132,285.00
FUND 233	JACK SMITH PARK MARINA		\$ -	\$ 169,998.01	\$ 175,308.00
FUND 238	STATE RECREATION GRANTS		\$ 23,906.55	\$ 1,322,612.20	\$ 2,819,424.00
FUND 239	CA.CONSERV RECYCLING GRANT		\$ -	\$ 5,260.99	\$ 25,436.00
FUND 270	REDEVELOPMENT AGENCY		\$ 13,443.75	\$ 183,838.19	\$ 20,000.00
FUND 470	RDA CAP PROJ.LOW & MOD.		\$ -	\$ 32,089.74	\$ 100,954.00
FUND 501	NPUA		\$ 3,311.86	\$ 2,302,865.64	\$ 2,660,851.00
FUND 502	WATER DEPARTMENT		\$ 65,918.38	\$ 1,645,904.23	\$ 2,161,380.00
FUND 503	WASTEWATER DEPARTMENT		\$ 15,600.27	\$ 1,099,332.80	\$ 1,312,828.00
FUND 505	SANITATION		\$ 3,775.09	\$ 1,328,407.14	\$ 1,563,015.00
FUND 506	ALL AMERICAN CANAL PROJ.		\$ -	\$ 999,330.58	\$ 1,041,800.00
FUND 507	GOLF FUND	\$ -		\$ -	
FUND 507-5761-453	GOLF MAINTENANCE DEPARTMENT	\$ 3,572.04		\$ 652,318.44	\$ 696,256.00
FUND 507-5762-454	GOLF PRO SHOP DEPARTMENT	\$ 4,911.67		\$ 322,415.33	\$ 422,685.00
FUND 507	GOLF FUND TOTAL		\$ 8,483.71		
FUND 508	CUST.SVC/UT BUSINESS OFFICE		\$ 467.82	\$ 335,984.24	\$ 496,825.00
FUND 509	MIS		\$ 15,226.32	\$ 246,657.66	\$ 273,100.00
FUND 510	ADMIN. FACILITY		\$ 4,581.20	\$ 213,004.48	\$ 244,375.00
FUND 511	FLEET MANAGEMENT		\$ 2,725.86	\$ 194,285.03	\$ 278,476.00
FUND 512	VEHICLE REPLACEMENT		\$ -	\$ 266,778.00	\$ 287,320.05
FUND 520	SR DIAL A RIDE		\$ -	\$ 84,014.09	\$ 453,450.00
FUND 521	DIAL-A-RIDE MEDICAL TRANS.		\$ -	\$ 16,559.06	\$ 22,320.00
FUND 525	NEEDLES AREA TRANSIT (NAT)		\$ -	\$ 542,840.73	\$ 808,479.00
FUND 575	HOUSING		\$ 22,470.07	\$ 1,144,245.82	\$ 1,322,653.00
FUND 580	ELECTRIC		\$ 78,023.12	\$ 9,738,619.58	\$ 12,778,862.00
FUND 581	NPUA CAPITAL ELECTRIC		\$ -	\$ 52,672.81	\$ 46,073.00
FUND 582	NPUA CAPITAL WATER		\$ 110,343.98	\$ 4,246,649.33	\$ 8,084,536.00
FUND 583	NPUA CAPITAL WASTEWATER		\$ -	\$ 59,620.49	\$ 69,532.00
FUND 650	IMPACT FEES NORTH NEEDLES		\$ -	\$ 20,120.02	\$ 33,708.00
FUND 651	IMPACT FEES SOUTH AREAS		\$ -	\$ 1,428.15	\$ 45,912.00
TOTAL	ALL FUNDS & DEPARTMENTS		\$ 448,573.55	\$ 38,377,485.54	\$ 57,255,182.05

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

Patrick Martinez, City Manager

Date

Finance Department

Date

Virginia Tasker, City Treasurer

Date

Item 7.

6/1/2024

CHECK NUMBER	VENDOR NUMBER	SEQ#	VENDOR NAME	CHECK DATE	CHECK AMOUNT	DISCOUNTS/RETAINAGE TAKEN
21182	2345	00	A-B COMMUNICATIONS	06/11/2024	174.83	.00
21183	3784	00	AMERICAN GRAPHICS	06/11/2024	2,276.00	.00
21184	4084	00	ANTHONY GIERSCH	06/11/2024	120.75	.00
21185	4181	00	AQUAFLOW SOLUTIONS INC	06/11/2024	6,906.14	.00
21186	3457	00	ARIZONA RUBBER CO.	06/11/2024	170.88	.00
21187	3750	00	AUTO ZONE	06/11/2024	918.17	.00
21188	3973	00	BARON SECURITY SOLUTIONS	06/11/2024	540.00	.00
21189	178	00	BIG O TIRES & NAPA AUTO PARTS	06/11/2024	620.59	.00
21190	3595	00	BOOT BARN	06/11/2024	428.06	.00
21191	3479	00	BRAUN BLAISING & WYNNE P.C.	06/11/2024	451.71	.00
21192	1	00	BUG EMERGENCY INC.	06/11/2024	72.98	.00
21193	3392	00	BURKE CONSULTING GROUP PLLC	06/11/2024	128.00	.00
21194	4165	00	CALIFORNA MUNICIPAL UTILITIES ASSOC	06/11/2024	7,616.25	.00
21195	3845	00	CITY OF NEEDLES	06/11/2024	6,431.00	.00
21196	3136	00	CLUB CADDIE	06/11/2024	87,042.58	.00
21197	4138	00	CLUB CAR, LLC.	06/11/2024	449.00	.00
21198	1791	00	CORA CONSTRUCTORS, INC.	06/11/2024	326.35	.00
21199	4051	00	COUNTY OF SAN BERNARDINO	06/11/2024	110,343.98	.00
21200	2320	00	CS-AMSCO	06/11/2024	3,775.09	.00
21201	3551	00	DANA KEPNER COMPANY INC.	06/11/2024	2,260.17	.00
21202	2934	00	DECO FOODSERVICE INCORP.	06/11/2024	7,985.64	.00
21203	440	00	DELL MARKETING L.P.	06/11/2024	37.36	.00
21204	2487	00	DEVELOPMENT MANAGEMENT GROUP INC.	06/11/2024	3,230.32	.00
21205	3523	00	DIAMOND PURE WATER	06/11/2024	10,371.29	.00
21206	3580	00	EMPIRE SOUTHWEST	06/11/2024	84.00	.00
21207	2653	00	GT GOLF SUPPLIES	06/11/2024	57.04	.00
21208	3966	00	HARDWARE EXPRESS	06/11/2024	124.26	.00
21209	2612	00	HARDWARE EXPRESS	06/11/2024	894.23	.00
21210	2612	00	HENRY LONGBRAKE	06/11/2024	1,134.04	.00
21211	4078	00	HINDERLITER DE LLAMAS & ASSOCIATES	06/11/2024	618.72	.00
21212	3593	00	HOLLY RUSSO	06/11/2024	11,688.75	.00
21213	4176	00	THE HOME DEPOT PRO	06/11/2024	325.00	.00
21214	2489	01	JAMIE MCCORKLE	06/11/2024	1,783.11	.00
21215	4076	00	JANET JERNIGAN	06/11/2024	508.72	.00
21216	3949	00	JARROD DELEON	06/11/2024	411.89	.00
21217	4000	00	JOANNE POGUE	06/11/2024	1,555.62	.00
21218	4077	00	KASKA, AUTUMN S	06/11/2024	478.41	.00
21219	1	00	KEAL, HARRY	06/11/2024	138.02	.00
21220	1	00	KERN TURF SUPPLY INC.	06/11/2024	84.67	.00
21221	2334	00	KIRBYBUILT SALES	06/11/2024	130.21	.00
21222	3872	00	LIGHTBOX	06/11/2024	9,157.51	.00
21223	4118	00	MOHAVE ENVIRONMENTAL LAB	06/11/2024	8,379.00	.00
21224	2189	00	MOHAVE LOCK AND SAFE	06/11/2024	70.00	.00
21225	3871	00	MRI SOFTWARE LLC	06/11/2024	25.87	.00
21226	4166	00	MULLINS, SARAH N	06/11/2024	18,252.00	.00
21227	1	00	NATALIE JOHNSON	06/11/2024	66.19	.00
21228	4099	00	NEWS WEST PUBLISHING CO.	06/11/2024	425.35	.00
21229	218	00	OFFICE EXPRESS	06/11/2024	81.82	.00
21230	3324	00	OUR TOWN MAGAZINE	06/11/2024	875.79	.00
21231	740	00	PATRICK MARTINEZ	06/11/2024	372.30	.00
21232	3767	00		06/11/2024	450.23	.00

CHECK NUMBER	VENDOR NUMBER	SEQ#	VENDOR NAME	CHECK DATE	CHECK AMOUNT	DISCOUNTS/RETAINAGE TAKEN
21233	2040	00	PRECISE WEIGHING SYSTEMS, INC.	06/11/2024	475.00	.00
21234	3994	00	PROVIDENTIAL SERVICES	06/11/2024	2,138.00	.00
21235	15	00	QUILL LLC	06/11/2024	1,378.63	.00
21236	818	00	R & R PRODUCTS INC.	06/11/2024	232.86	.00
21237	2861	00	REINKE A/C CORP.	06/11/2024	17,635.01	.00
21238	2468	00	RON'S TIRE & AUTO REPAIR	06/11/2024	755.77	.00
21239	3796	00	ROUTE 66 BROADBAND LLC	06/11/2024	2,294.39	.00
21240	4058	00	S-NET COMMUNICATIONS INC.	06/11/2024	1,689.29	.00
21241	3280	00	SAFELITE AUTO GLASS	06/11/2024	249.96	.00
21242	3437	00	SIGNS BY SUNDOWN	06/11/2024	80.00	.00
21243	4001	00	SIMPLIST TURF & HORTICULTURE	06/11/2024	1,447.09	.00
21244	281	00	SMART & FINAL	06/11/2024	93.58	.00
21245	4121	00	SMART DOCUMENT SOLUTIONS	06/11/2024	111.13	.00
21246	481	00	STAPLES BUSINESS CREDIT	06/11/2024	4,554.39	.00
21247	3605	00	STATEWIDE TRAFFIC SAFETY & SIGNS	06/11/2024	2,304.00	.00
21248	3631	00	STOTZ EQUIPMENT	06/11/2024	254.33	.00
21249	779	00	THATCHER COMPANY OF NEVADA, INC	06/11/2024	4,630.19	.00
21250	4008	00	THE PRINTER GUYS LLC	06/11/2024	1,260.00	.00
21251	3950	00	TKE ENGINEERING INC	06/11/2024	49,583.32	.00
21252	3917	00	TOUCHSTONE GOLF LLC	06/11/2024	3,000.00	.00
21253	3014	00	TRI STATE FIRE SYSTEMS, INC.	06/11/2024	275.85	.00
21254	2798	00	U.S. DEPARTMENT OF ENERGY	06/11/2024	433.29	.00
21255	3272	00	ULINE	06/11/2024	444.88	.00
21256	3830	00	UNIFIRST CORPORATION	06/11/2024	685.15	.00
21257	3571	00	URBAN FUTURES, INC.	06/11/2024	2,950.00	.00
21258	761	00	USABUEBOOK	06/11/2024	694.82	.00
21259	1917	00	VIRGINIA TASKER	06/11/2024	500.00	.00
21260	4180	00	WELLS TAPPING SERVICE, INC.	06/11/2024	10,000.00	.00
21261	326	00	WESTERN ALARM SERVICE INC.	06/11/2024	75.00	.00
21262	3528	00	WESTERN ENVIRONMENTAL TESTING LAB.	06/11/2024	3,106.73	.00
21263	3967	00	WILLDAN ENGINEERING	06/11/2024	11,875.00	.00
21264	1293	00	ZUBRICK T-SHIRTS	06/11/2024	136.00	.00
21265	3828	00	3D-NETWORKS LLC	06/11/2024	12,380.00	.00
NUMBER OF CHECKS				84	GRAND TOTAL	448,573.55

CHECK NO	VENDOR NO	VENDOR NAME	VOUCHER NO	P.O. NO	DATE	ACCOUNT	REMITTANCE AMOUNT (NET OF DISC/RETAIN)	CHECK TOTAL
21182	2345	A-B COMMUNICATIONS	007019		06/11/2024	510-4410-405.30-25	174.83	174.83
21183	3784	AMERICAN GRAPHICS	007063		06/11/2024	101-0000-204.06-00	2,276.00	2,276.00
21184	4084	ANTHONY GEIRSCH	007175		06/11/2024	503-4720-475.55-00	120.75	120.75
21185	4181	AQUAFLOW SOLUTIONS INC	PI0325	024107	06/11/2024	502-4710-471.43-51	6,906.14	6,906.14
21186	3457	ARIZONA RUBBER CO.	006965		06/11/2024	511-3020-432.43-57	170.88	170.88
21187	3750	AUTO ZONE	006966		06/11/2024	511-3021-432.43-26	164.63	164.63
			006967		06/11/2024	511-3021-432.43-38	443.24	443.24
			006968		06/11/2024	511-3020-432.61-14	218.71	218.71
			007063		06/11/2024	511-3020-432.43-57	26.94	26.94
			007063		06/11/2024	511-3020-432.43-57	64.65	64.65
21188	3973	BARON SECURITY SOLUTIONS	006959		06/11/2024	101-3010-431.43-40	918.17	918.17
			006960		06/11/2024	503-4720-475.43-40	135.00	135.00
			006961		06/11/2024	507-5761-453.43-40	135.00	135.00
			006962		06/11/2024	510-4410-405.43-40	135.00	135.00
21189	178	BIG O TIRES & NAPA AUTO P	006999		06/11/2024	502-4710-471.43-57	540.00	540.00
			007064		06/11/2024	101-5772-452.60-40	38.78	38.78
			007064		06/11/2024	206-5771-452.43-04	35.54	35.54
			007064		06/11/2024	511-3021-432.43-27	13.31	13.31
			007064		06/11/2024	511-3021-432.43-27	156.45	156.45
			007068		06/11/2024	511-3021-432.43-26	11.83	11.83
			007068		06/11/2024	503-4720-475.43-02	364.68	364.68
21190	3595	BOOT BARN	007063		06/11/2024	101-3010-431.60-28	620.59	620.59
			007064		06/11/2024	101-3010-431.60-28	238.41	238.41
21191	3479	BRAUN BLAISING & WYNNE P.	007064		06/11/2024	580-4750-473.31-50	189.65	189.65
21192	1	BRYAN, WANDA (DECEASED)	UT		06/11/2024	501-0000-211.00-00	428.06	428.06
					06/11/2024		451.71	451.71
21193	3392	BUG EMERGENCY INC.	006978		06/11/2024	503-4720-475.31-90	72.98	72.98
			007176		06/11/2024	575-5555-485.43-02	72.98	72.98
							48.00	48.00
							80.00	80.00
							128.00	128.00

PROGRAM: GM346T.

PROGRAM: GM346T.

CHECK NO	VENDOR NO	VENDOR NAME	VOUCHER NO	P.O. NO	DATE	ACCOUNT	REMITTANCE AMOUNT (NET OF DISC/RETAIN)	CHECK TOTAL
21194	4165	BURKE CONSULTING GROUP PL	PI0326	024109	06/11/2024	270-4631-463.31-90	7,616.25 7,616.25 *	7,616.25
21195	3845	CALIFORNIA MUNICIPAL UTIL	007064 007064		06/11/2024 06/11/2024	502-4710-471.31-40 580-4750-473.31-40	1,408.00 5,023.00 6,431.00 *	6,431.00
21196	3136	CITY OF NEEDLES	007001 007002 007003 007068		06/11/2024 06/11/2024 06/11/2024 06/11/2024	503-4720-475.80-43 580-4750-473.80-43 502-4710-471.80-43 502-4710-471.59-80	7,648.75 48,704.50 12,130.33 18,559.00 87,042.58 *	87,042.58
21197	4138	CLUB CADDIE	007106		06/11/2024	507-5762-454.61-09	449.00 449.00 *	449.00
21198	1791	CLUB CAR, LLC.	007117 007118		06/11/2024 06/11/2024	507-5762-454.60-50 507-5762-454.60-50	208.67 117.68 326.35 *	326.35
21199	4051	CORA CONSTRUCTORS, INC.	PI0319	024020	06/11/2024	582-4710-471.71-05	110,343.98 110,343.98 *	110,343.98
21200	2320	COUNTY OF SAN BERNARDINO	007000		06/11/2024	505-4730-472.74-40	3,775.09 3,775.09 *	3,775.09
21201	3551	CS-AMSCO	007067		06/11/2024	503-4720-475.43-02	2,260.17 2,260.17 *	2,260.17
21202	2934	DANA KEPNER COMPANY INC.	006991 006998		06/11/2024 06/11/2024	502-4710-471.60-55 502-4710-471.43-59	3,845.20 4,140.44 7,985.64 *	7,985.64
21203	440	DECO FOODSERVICE INCORP.	007177		06/11/2024	507-5762-454.61-06	37.36 37.36 *	37.36
21204	2487	DELL MARKETING L.P.	007065		06/11/2024	509-4910-479.31-90	3,230.32 3,230.32 *	3,230.32
21205	3523	DEVELOPMENT MANAGEMENT GR	PI0314 PI0315 PI0316 PI0317	024054 024054 024054 024054	06/11/2024 06/11/2024 06/11/2024 06/11/2024	101-1060-410.53-05 502-4710-471.53-05 503-4720-475.53-05 580-4750-473.53-05	3,318.81 1,763.12 933.42 4,355.94 10,371.29 *	10,371.29
21206	3580	DIAMOND PURE WATER	006969 006979 007012 007178		06/11/2024 06/11/2024 06/11/2024 06/11/2024	511-3020-432.43-29 503-4720-475.61-01 101-5774-452.61-01 510-4410-405.61-01	12.00 12.00 18.00 42.00 84.00 *	84.00

CHECK NO	VENDOR NO	VENDOR NAME	VOUCHER NO	P.O. NO	DATE	ACCOUNT	REMITTANCE AMOUNT (NET OF DISC/RETAIN)	CHECK TOTAL
21207	2653	EMPIRE SOUTHWEST	006970		06/11/2024	511-3021-432.43-26	57.04 *	57.04
21208	3966	GT GOLF SUPPLIES	007065		06/11/2024	507-5762-454.60-50	124.26 *	124.26
21209	2612	HARDWARE EXPRESS	006971		06/11/2024	101-3010-431.61-05	13.50	13.50
			006972		06/11/2024	101-3010-431.61-33	13.48	13.48
			006973		06/11/2024	101-5772-452.43-39	14.31	14.31
			006974		06/11/2024	101-5772-452.61-12	60.46	60.46
			006975		06/11/2024	511-3021-432.43-26	5.31	5.31
			006980		06/11/2024	503-4720-475.43-02	424.32	424.32
			006981		06/11/2024	503-4720-475.43-02	8.18	8.18
			006997		06/11/2024	580-4750-473.43-57	10.23	10.23
			007065		06/11/2024	101-5772-452.60-40	40.92	40.92
			007065		06/11/2024	101-5772-452.61-12	14.68	14.68
			007065		06/11/2024	101-5772-452.61-12	2.35	2.35
			007065		06/11/2024	101-5772-452.61-12	6.53	6.53
			007065		06/11/2024	101-5772-452.61-12	12.27	12.27
			007065		06/11/2024	101-5772-452.61-12	4.90	4.90
			007065		06/11/2024	101-5772-452.61-12	34.48	34.48
			007065		06/11/2024	101-5772-452.61-12	25.48	25.48
			007065		06/11/2024	101-5772-452.61-12	3.67	3.67
			007065		06/11/2024	511-3021-432.43-26	2.24	2.24
			007065		06/11/2024	511-3021-432.43-26	121.59	121.59
			007065		06/11/2024	503-4720-475.43-02	10.23	10.23
			007068		06/11/2024	503-4720-475.43-02	43.98	43.98
			007107		06/11/2024	101-5770-452.43-02	21.12	21.12
							894.23 *	894.23
21210	2612	HARDWARE EXPRESS	007068		06/11/2024	575-5555-485.43-02	34.46	34.46
			007068		06/11/2024	575-5555-485.43-02	32.32	32.32
			007068		06/11/2024	575-5555-485.43-02	71.67	71.67
			007069		06/11/2024	575-5555-485.43-02	87.81	87.81
			007069		06/11/2024	575-5555-485.43-02	40.07	40.07
			007069		06/11/2024	575-5555-485.43-02	122.44	122.44
			007069		06/11/2024	575-5555-485.72-17	579.99	579.99
			007069		06/11/2024	575-5555-485.43-02	94.49	94.49
			007179		06/11/2024	575-5555-485.43-02	25.84	25.84
			007180		06/11/2024	575-5555-485.72-17	624.94	624.94
			007181		06/11/2024	575-5555-485.72-17	579.99	579.99
							1,134.04 *	1,134.04
21211	4078	HENRY LONGBRAKE	007196		06/11/2024	101-1030-414.55-00	618.72	618.72
21212	3593	HINDERLITER DE LLAMAS & A	PI0313	024040	06/11/2024	101-1025-415.31-47	11,688.75	11,688.75
21213	4176	HOLLY RUSSO	006997		06/11/2024	575-5555-485.43-02	325.00	325.00

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
21213	4176	HOLLY RUSSO					325.00 *	325.00
21214	2489	HOME DEPOT CREDIT SERVICE	005958		06/11/2024	575-5555-485.43-02	147.47	
			007119		06/11/2024	575-5555-485.72-17	860.92	
			007120		06/11/2024	575-5555-485.72-17	774.72	
							1,783.11 *	1,783.11
21215	4076	JAMIE MCCORKLE	007196		06/11/2024	101-1030-414.55-00	508.72	
							508.72 *	508.72
21216	3949	JANET JERNIGAN	007068		06/11/2024	101-1030-414.55-00	411.89	
							411.89 *	411.89
21217	4000	JARROD DELEON	006992		06/11/2024	507-5761-453.43-04	1,361.88	
			007065		06/11/2024	507-5761-453.63-00	193.74	
							1,555.62 *	1,555.62
21218	4077	JOANNE POGUE	007068		06/11/2024	101-1030-414.55-00	115.75	
			007196		06/11/2024	101-1030-414.55-00	362.66	
							478.41 *	478.41
21219	1	KASKA, AUTUMN S	UT		06/11/2024	501-0000-211.00-00	138.02	
							138.02 *	138.02
21220	1	KEAL, HARRY	UT		06/11/2024	501-0000-211.00-00	84.67	
							84.67 *	84.67
21221	2334	KERN TURF SUPPLY INC.	007065		06/11/2024	101-5772-452.61-20	130.21	
							130.21 *	130.21
21222	3872	KIRBY BUILT	PI0324	024102	06/11/2024	101-5772-452.72-10	9,157.51	
							9,157.51 *	9,157.51
21223	4118	LIGHTBOX	007182		06/11/2024	101-1035-416.61-09	1,396.50	
			007183		06/11/2024	101-1040-417.61-09	1,396.50	
			007184		06/11/2024	101-2025-424.61-09	1,396.50	
			007185		06/11/2024	101-2030-423.61-09	1,396.50	
			007186		06/11/2024	502-4710-471.56-00	1,396.50	
			007187		06/11/2024	580-4750-473.56-00	1,396.50	
							8,379.00 *	8,379.00
21224	2189	MOHAVE ENVIRONMENTAL LAB	007188		06/11/2024	101-1025-415.31-20	70.00	
							70.00 *	70.00
21225	3871	MOHAVE LOCK AND SAFE, LLC	007065		06/11/2024	101-2020-423.61-21	25.87	
							25.87 *	25.87
21226	4166	MRI SOFTWARE LLC	PI0334	024111	06/11/2024	575-5555-485.61-09	9,802.00	
			PI0335	024111	06/11/2024	575-5555-485.61-09	8,450.00	
							18,252.00 *	18,252.00

CITY OF NEEDLES				CITY GENERAL CHECKING															
CHECK NO	VENDOR NO	VENDOR NAME	VOUCHER NO	P.O. NO	DATE	ACCOUNT	REMITTANCE AMOUNT (NET OF DISC/RETAIN)	CHECK TOTAL											
21227	1	MULLINS, SARAH N	UT		06/11/2024	501-0000-211.00-00	66.19	66.19											
21228	4099	NATALIE JOHNSON	007065		06/11/2024	206-5771-452.53-00	425.35	425.35											
21229	218	NEWS WEST PUBLISHING CO.	007190		06/11/2024	101-1030-414.53-00	81.82	81.82											
21230	3324	OFFICE EXPRESS	007191		06/11/2024	510-4410-405.61-01	875.79	875.79											
21231	740	OUR TOWN MAGAZINE	007069		06/11/2024	507-5762-454.53-00	372.30	372.30											
21232	3767	PATRICK MARTINEZ	007070		06/11/2024	101-1020-413.55-00	20.00	20.00											
			007070		06/11/2024	502-4710-471.55-00	20.00	20.00											
			007070		06/11/2024	503-4720-475.55-00	20.00	20.00											
			007070		06/11/2024	580-4750-473.55-00	20.00	20.00											
			007196		06/11/2024	101-1020-413.55-00	92.56	92.56											
			007196		06/11/2024	502-4710-471.55-00	92.56	92.56											
			007196		06/11/2024	503-4720-475.55-00	92.56	92.56											
			007196		06/11/2024	580-4750-473.55-00	450.23	450.23											
21233	2040	PRECISE WEIGHING SYSTEMS,	006982		06/11/2024	503-4720-475.43-02	475.00	475.00											
21234	3994	PROVIDENTIAL SERVICES	007022		06/11/2024	101-2020-423.58-00	2,138.00	2,138.00											
21235	15	QUILL LLC	007070		06/11/2024	510-4410-405.61-01	1,378.63	1,378.63											
21236	818	R & R PRODUCTS INC.	006976		06/11/2024	101-3010-431.60-11	232.86	232.86											
21237	2861	REINKE A/C CORP.	006997		06/11/2024	575-5555-485.43-02	182.45	182.45											
			007007		06/11/2024	580-4750-473.54-62	8,620.00	8,620.00											
			007071		06/11/2024	575-5555-485.43-02	262.50	262.50											
			007071		06/11/2024	580-4750-473.54-62	8,570.06	8,570.06											
							17,635.01	17,635.01											
21238	2468	RON'S TIRE & AUTO REPAIR	007070		06/11/2024	511-3021-432.43-36	755.77	755.77											
21239	3796	ROUTE 66 BROADBAND LLC	007013		06/11/2024	101-1030-414.52-10	285.00	285.00											
			007014		06/11/2024	101-2020-423.52-10	160.00	160.00											
			007015		06/11/2024	575-5555-485.52-10	316.26	316.26											
			007016		06/11/2024	503-4720-475.52-10	85.00	85.00											

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
21250	4008	THE PRINTER GUYS LLC	007071		06/11/2024	101-1040-417.61-02	271.25	
			007071		06/11/2024	101-1035-416.61-02	271.25	
			007071		06/11/2024	101-2025-424.61-02	271.25	
			007071		06/11/2024	101-2030-423.61-02	271.25	
							1,260.00 *	1,260.00
21251	3950	TKE ENGINEERING INC	PI0327	024110	06/11/2024	270-4631-463.31-90	5,735.00	
			PI0328	024110	06/11/2024	270-4631-463.31-90	92.50	
			007193		06/11/2024	101-1040-417.31-16	615.00	
			PI0331	024058	06/11/2024	238-5772-452.31-16	15,726.65	
			PI0332	024058	06/11/2024	238-5772-452.31-16	8,179.90	
			PI0333	024068	06/11/2024	102-5772-452.72-18	19,234.27	
							49,583.32 *	49,583.32
21252	3917	TOUCHSTONE GOLF LLC	PI0330	024034	06/11/2024	507-5762-454.31-89	3,000.00	
							3,000.00 *	3,000.00
21253	3014	TRI STATE FIRE SYSTEMS, I	007071		06/11/2024	507-5762-454.43-08	275.85	
							275.85 *	275.85
21254	2798	U.S. DEPARTMENT OF ENERGY	006995		06/11/2024	580-4750-473.63-10	433.29	
							433.29 *	433.29
21255	3272	ULINE	006985		06/11/2024	101-5772-452.61-06	444.88	
							444.88 *	444.88
21256	3830	UNIFIRST CORPORATION	006986		06/11/2024	511-3020-432.61-04	130.23	
			006987		06/11/2024	101-5772-452.61-04	19.04	
			006988		06/11/2024	503-4720-475.61-04	20.84	
			006996		06/11/2024	507-5762-454.43-08	23.85	
			007006		06/11/2024	508-4810-478.61-04	8.56	
			007024		06/11/2024	101-5774-452.43-18	10.03	
			007025		06/11/2024	575-5555-485.61-04	11.79	
			007026		06/11/2024	503-4720-475.61-04	20.84	
			007071		06/11/2024	508-4810-478.61-04	8.56	
			007071		06/11/2024	511-3020-432.61-04	134.39	
			007071		06/11/2024	101-5772-452.61-04	19.04	
			007071		06/11/2024	507-5762-454.43-08	23.85	
			007115		06/11/2024	101-5774-452.43-18	10.03	
			007116		06/11/2024	580-4750-473.61-04	145.34	
			007194		06/11/2024	502-4710-471.61-04	31.45	
			007195		06/11/2024	502-4710-471.61-04	31.67	
			007195		06/11/2024	575-5555-485.61-04	11.79	
			007195		06/11/2024	507-5762-454.43-08	23.85	
							685.15 *	685.15
21257	3571	URBAN FUTURES, INC.	007071		06/11/2024	501-4760-474.59-19	2,950.00	
							2,950.00 *	2,950.00
21258	761	USABLUEBOOK	006984		06/11/2024	503-4720-475.43-02	694.82	

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			
21258	761	USABLUBOOK					694.82 *	694.82			
21259	1917	VIRGINIA TASKER	007004		06/11/2024	101-1025-415.31-90	500.00 *	500.00			
21260	4180	WELLS TAPPING SERVICE, IN	PI0318	024106	06/11/2024	502-4710-471.43-59	10,000.00 *	10,000.00			
21261	326	WESTERN ALARM SERVICE INC	007071		06/11/2024	507-5762-454.43-08	75.00 *	75.00			
21262	3528	WESTERN ENVIRONMENTAL TES	006963		06/11/2024	503-4720-475.59-75	297.00				
			007008		06/11/2024	503-4720-475.59-75	331.73				
			007009		06/11/2024	503-4720-475.59-75	474.00				
			007010		06/11/2024	503-4720-475.59-75	160.00				
			007011		06/11/2024	503-4720-475.59-75	210.00				
			007023		06/11/2024	502-4710-471.59-75	605.00				
			007027		06/11/2024	503-4720-475.59-75	709.00				
			007195		06/11/2024	502-4710-471.59-75	160.00				
			007195		06/11/2024	502-4710-471.59-75	160.00				
							3,106.73 *	3,106.73			
21263	3967	WILLDAN ENGINEERING	PI0321	024089	06/11/2024	101-2025-424.31-10	10,125.00				
			PI0322	024089	06/11/2024	101-2025-424.31-10	1,250.00				
			PI0323	024089	06/11/2024	101-2025-424.31-10	125.00				
			PI0329	024089	06/11/2024	101-2025-424.31-10	375.00				
21264	1293	ZUBRICK T-SHIRTS	007071		06/11/2024	101-3010-431.61-21	11,875.00 *	11,875.00			
							136.00 *	136.00			
21265	3828	3D-NETWORKS LLC	006964		06/11/2024	101-1020-413.61-02	704.00				
			006993		06/11/2024	509-4910-479.31-90	1,675.00				
			006994		06/11/2024	509-4910-479.31-53	725.00				
			007006		06/11/2024	509-4910-479.31-90	4,300.00				
			007006		06/11/2024	509-4910-479.31-90	2,701.00				
			007113		06/11/2024	509-4910-479.31-90	1,750.00				
			007114		06/11/2024	509-4910-479.31-53	525.00				
							12,380.00 *	12,380.00			
BANK/CHECK TOTAL							448,573.55	448,573.55			
ALL BANKS/CHECKS TOTAL							448,573.55	448,573.55			

MINUTES

REGULAR MEETING OF THE CITY COUNCIL
NEEDLES PUBLIC UTILITY AUTHORITY
HOUSING AUTHORITY CITY OF NEEDLES
CITY OF NEEDLES, CALIFORNIA
CITY COUNCIL CHAMBERS
1111 BAILEY AVENUE, NEEDLES

THE 5:00 P.M. PORTION OF THE CITY COUNCIL MEETING WAS RECESSED BY
THE CITY CLERK TO 5:30 P.M.

TUESDAY, MAY 28, 2024
COUNCIL EXECUTIVE SESSION – 5:30 PM
CITY COUNCIL MEETING – 6:00 PM

THE PUBLIC MAY ATTEND VIA TEAMS AND MAY SUBMIT ANY COMMENTS IN WRITING PRIOR
TO NOON ON THE DAY OF THE MEETING BY EMAILING djones@cityofneedles.com

CALL TO ORDER

ROLL CALL

PRESENT

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

ABSENT

Vice Mayor Kirsten Merritt
Vice Mayor Merritt was granted an excused absence by Mayor Jernigan
Also in attendance were City Manager Patrick Martinez, City Attorney John Pinkney), City Clerk Dale Jones, and Assistant City Clerk Candace Clark.

PUBLIC COMMENTS PERTAINING TO THE EXECUTIVE SESSION ITEMS - None

RECESSED TO EXECUTIVE SESSION at 5:30

EXECUTIVE SESSION

- a. Public Employee Appointment Pursuant to Government Code Section 54957 Title of Position:
Director of Development Services

Executive Session ended at 5.44 pm

EXECUTIVE SESSION REPORT - by City Attorney – No reportable action

CALL TO ORDER at 6:00 pm

ROLL CALL

Council Member Ellen Campbell
Council Member Jamie McCorkle
Mayor Janet Jernigan
Council Member JoAnne Pogue
Council Member Tona Belt
Council Member Henry Longbrake
Vice Mayor Merritt was granted an excused absence by Mayor Jernigan

PLEDGE OF ALLEGIANCE led by Mayor Jernigan

INVOCATION given by Councilmember Campbell

APPROVAL OF AGENDA

A motion was made by Councilmember Pogue, second by Councilmember Campbell to approve the agenda as submitted. Motion carried by the following roll call vote:

AYES: Councilmembers Campbell, McCorkle, Pogue, Belt and Longbrake
NOES: None
ABSENT: Vice Mayor Merritt
ABSTAIN: None

CONFLICT OF INTEREST - None

CORRESPONDENCE - None

INTRODUCTIONS - None

CITY ATTORNEY – Parliamentary Procedures given by City Attorney Pinkney

PUBLIC APPEARANCE

Pastor Martin Souter, Set Free Church, informed council of what they do to help people who need guidance with recovery. Testimonials were given by James Ramaro, Annabella Ramaro, L Brown, James Alvarez, Candace, Sarah and Christopher who shared with Council how Pastor Souter has given them the tools to live a better life without drugs and alcohol.

PRESENTATION

1. Administer Oath of Office to Irene Romero, City Planner – not present
2. NPUA / COUNCIL / HACN BUDGET WORKSHOP: Direction to proceed with the Fiscal Year ending June 30, 2025 budget process and schedule the matter for a public hearing and action on June 11, 2024.

Barbara DiLeo Acting Director of Finance reviewed the proposed budgets and informed council that the senior center needs repairs to continue to operate. Ms. DiLeo responded to council questions.

Captain Tarangle discussed with council the need for an additional officer, reviewed the station community engagement programs, social media platforms and responded to council questions.

City Manager Martinez referred to a proposed Schedule B showing the cost of the addition officer would increase the contract by \$382,140.

Council consensus is to add \$100,000 for senior center repairs and to revisit the sheriff contact mid-year.

3. San Bernardino County Sheriff's Department presented a check in the amount of \$500 to the Aquatic Center to help with updates to the pool
Several members of the swim team thanked the city council for everything they do to keep the pool open and are grateful.

PUBLIC COMMENTS PERTAINING TO THE COUNCIL ITEMS - None

COUNCIL CONSENT CALENDAR

City Manager Martinez responded to council questions on item 6 and 8.

A motion was made by Councilmember Campbell, second by Councilmember McCorkle to approve the Consent Calendar as submitted. Motion carried by the following roll call vote:

AYES: Councilmembers Campbell, McCorkle, Pogue, Belt and Longbrake
NOES: None
ABSENT: Vice Mayor Merritt
ABSTAIN: None

4. Approved the Warrants Register through May 28, 2024
5. Approved the Minutes of May 14, 2024
6. Adopted Resolution No. 2024-23 approving an Agreement between the City of Needles and Needles Unified School District for a Sheriff's Service Specialist for the 2024-2025 school year
7. Adopted Resolution No. 2024-24 authorizing filing of an application for federal funding under FTA Section 5311 (49 U.S.C. Section 5311), the federal program providing assistance to rural transit programs, with the California Department of Transportation
8. Adopted Resolution No. 2024-25 accepting the purchase offer from Needles Church of Christ, Inc. for the City right-of-Way consisting of a portion of "O" Street south of Market Street terminating at the base of Interstate 40 and authorizing the City Manager to execute a Purchase and Sale Agreement and escrow documents for said sale of property to Needles Church of Christ, Inc.
9. Accepted Proposal for Amendment No. 1 to the Scope of Work from TKE Engineering, Inc. to provide Professional Consulting Services for the Oberholte Water Service Replacement and

Street Improvements Project with a not to exceed (NTE) amount of \$12,288.75 for a new total cost of NTE \$32,288.75 and authorized staff to execute an Amendment to the task between City and TKE Engineering for said work

10. Approved the Twenty Eighth Amendment to Contract No. 99-376 with the County of San Bernardino providing for law enforcement services by amending Schedule A for the 2024-2025 fiscal year

END OF COUNCIL CONSENT CALENDAR

CITY MANAGER REPORTED

MANAGERS REPORT

COUNCIL REQUESTS

Council Member Campbell -Run for the Wall was great and Doctor Paget will be missed.

Council Member McCorkle – Run for the Wall was amazing, enjoyed ICSC and asked a lot of questions.

Council Member Pogue – Had a great time at ICSC.

Council Member Belt – Memorial Day service was great and congratulations to the Boys Baseball and Girls Softball Teams for winning the State Championship

Council Member Longbrake - None

Mayor Jernigan – thanked everyone for assisting with Run for the Wall, thanks to Krikit for her volunteer service at Lynns Garden, congratulations to the Boys and Girls State Championship and Memorial Day Service was very nice.

ADJOURNMENT - Mayor Jernigan adjourned the meeting at 7:11 pm

ATTEST: _____
Mayor Janet Jernigan

City Clerk Dale Jones, CMC



City of Needles, California Request for City Council Action

☒ CITY COUNCIL ☐ NPUA

☒ Regular ☐ Special

Meeting Date: June 11, 2024

Title: Resolution 2024-7 Local emergency due to the closure of the only California pharmacy within Needles

Background: Earlier this year, Rite Aid, grappling with financial challenges due to the oversupply of prescription opioids, declared bankruptcy and announced the closure of numerous stores, with over 157 closures slated for California. Unfortunately, the Rite-Aid located in the City of Needles, closed its doors on February 5, 2024, as part of the bankruptcy and restructuring process.

Due to the closure of the sole California Pharmacy in the City of Needles, a vital lifeline for the local community to acquire essential and, at times, life-sustaining medications, goods, and services, the shutdown raised concerns about the accessibility of crucial healthcare resources. Furthermore, the cessation of the only existing pharmacy within the city left residents without a nearby California pharmacy to fulfill their urgent needs for essential medications, goods, and services, compromising their health and well-being.

On January 30, 2024, City Council adopted Resolution 2024-7, declaring a local emergency due to the closure of the only California Pharmacy within Needles.

In light of the ongoing emergency, the City of Needles continues to face an imminent threat to the public health, safety, and welfare of its residents. City staff continues to actively collaborate with various agencies and healthcare providers to identify nearby health care providers, ensuring that Needles residents can consistently access their pharmaceutical needs.

Press release #4 attached with the latest information.

Fiscal Impact: The closure of a pharmacy has had economic repercussions for the city. Job losses among pharmacy staff and related services have contributed to higher unemployment rates and decreased local income.

Environmental Impact: N/A

Recommended Action: Information Only

Submitted By: Rainie Torrance, Utility Manager

City Manager Approval: Patrick J. Martinez

Date: 6/6/2024

Other Department Approval (when required): _____

Date: _____

Approved: ☐

Not Approved: ☐

Tabled: ☐

Other: ☐

Agenda Item: _____



City of Needles

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

Mayor Janet Jernigan
Vice Mayor Kirsten Merritt
Councilmember Tona Belt
Councilmember Ellen Campbell
Councilmember Jamie McCorkle
Councilmember JoAnne Pogue
Councilmember Henry Longbrake
City Manager Patrick Martinez

NEWS RELEASE

FOR IMMEDIATE RELEASE
June 3, 2024

Contact: Rainie Torrance
Emergency Response Coordinator
760-326-5700 Ext. 140
rtorrance@cityofneedles.com

Rite Aid Pharmacy Closure Update #4 [Amended]

Needles Community – On **January 23, 2024**, City Staff faced a significant challenge when the city's only pharmacy announced its closure. The City Council took decisive action on **January 30, 2024**, by formally adopting Resolution No. 2024-7, declaring a Local Emergency in response to the pharmacy closure. Through a collaborative effort and a cross-agency initiative, City Staffs successfully worked with the private sector to establish seven (7) pharmacies in Arizona that are now accepting Medi-Cal patients. On **February 6, 2024**, Rite Aid closed and transferred ALL prescriptions to CVS Fort Mohave, situated at 4744 S. Highway 95, AZ 86426. For any inquiries, please contact CVS Fort Mohave directly at (928) 763-6822. We understand the impact this may have on the community, and we appreciate your understanding during this transition period.

Where can I fill my prescriptions? (All of the following are Medi-Cal Enrolled)

CVS

4744 S Highway 95
Fort Mohave, AZ 86426
(928) 763-6822

CVS 24-hour

2350 Miracle Mile
Bullhead City, AZ 86442
(928) 758-2212

Safeway

4823 S Highway 95
Fort Mohave, AZ 86426
(928) 704-4433

Riverside Pharmacy (Free Delivery)

2410 Highway 95
Bullhead City, AZ 86442
(928) 219-4700

New:

Walmart Pharmacy

5210 S Highway 95
Fort Mohave, AZ 86426
(928) 768-9022

Walmart Pharmacy

2840 Highway 95
Bullhead City, AZ 86442
(928) 758-3447

Laughlin Pharmacy & Wellness Center

3080 S Needles Hwy Ste 1800
Laughlin, NV 89029
(702) 709-5300

Be sure to call the pharmacy before going to pick up your prescriptions. The pharmacy will verify over the phone that they have your medication in stock, and your refills are available to be picked up. Be sure to verify their operating hours and explore any additional services they may provide.

As more pharmacies get approved, we will furnish you with additional information to further assist you. Thank you for your understanding during this transitional period, and we are committed to keeping you informed about available healthcare options in the community.

What resources are available for transportation from Needles to a pharmacy in Arizona?
Dial-a-Ride (DAR) Medical Transport:

Fare: \$6.00 (round-trip) from Needles Senior Center up to Safeway/CVS/Smiths, Fort Mohave, AZ or \$12.00 (round-trip) up to Laughlin Bridge in Bullhead City, AZ
Days: Tuesday/Thursday
Reservation and prepayment are required no later than 11am the day prior to the scheduled trip and, as seats are limited, all trips are on a first come first served basis.
There are no discounted or free fares on this service, the fare applies to all passengers.

DAR Shopper Shuttle:

Fare: \$9.00 (round-trip) from El Garces (leaves the parking lot at 8:15am) to Walmart, CVS, Smiths, and Safeway in Fort Mohave, AZ
Day: Wednesday
Reservation and prepayment is required no later than 11am the day prior to the scheduled trip and, as seats are limited, all trips are on a first come first served basis.
There are no discounted or free fares on this service, the fare applies to all passengers.
Call the Senior Center at (760) 326-4789 to schedule your reservation for the Medical Transport or Shopper Shuttle.

Additional information can be found on the City of Needles website www.cityofneedles.com.

What resources are available?

Please call Medi-Cal Rx at 1-800-977-2273 (TTY 1-800-977-2273) for questions about your Medi-Cal pharmacy benefit. A Medi-Cal Pharmacy can be located on the [Medi-Cal Rx website](#).

Medi-Cal Rx Bulletin – [Rite Aid Closure in Needles, CA](#)

- IEHP DualChoice (Medicare/Medi-Cal)
 - 1-877-273-IEHP (4347)
 - TTY: 1-800-718-IEHP (4347)
- IEHP Covered (Covered California)
 - 1-877-433-IEHP (4347)
 - TTY: 711

Mail order pharmacy services are also available for IEHP Dual Choice and IEHP Covered members. SortPak pharmacy is an IEHP network mail order pharmacy. Starting February 6, 2024, prescriptions can be transferred by contacting SortPak Pharmacy at (877) 570-7787 and ask them to contact the CVS Pharmacy in Fort Mohave at (928) 763-6822.

Department of Behavioral Health – www.sbcounty.gov/dbh/

- Access Unit (Behavioral Health Helpline) - (888) 743-1478 (24 hours/365 days)
- Screening Assessment and Referral Center (Substance Use Disorder Helpline) - (800) 968-2636 (24 hours/365 days)
- Crisis Contact Center - Community Crisis Response Teams - (800) 398-0018 or text (909) 420-0560 (24 hours/365 days)
- Needles Behavioral Health Clinic – (760) 326-9313

Department of Aging and Adult Services-Public Guardian – hss.sbcounty.gov/daas/

- Senior Information and Assistance - (800) 510-2020
(Non-emergency response, Monday-Friday 7 a.m. – 5 p.m.)
- Adult Protective Services - (877) 565-2020 (24-hour Hotline)
- Needles DAAS-PG Office - (760) 326-9328 (Monday-Friday 7 a.m. – 5 p.m.)

For press release information from the City of Needles, download the citizen engagement mobile app named Needles Connect in the [Apple App](#) or [Google Play Store](#) or visit www.cityofneedles.com



City of Needles, California Request for City Council Action

☒ CITY COUNCIL ☐ NPUA

☒ Regular ☐ Special

Meeting Date: June 11, 2024

Title: Innovating Commerce Serving Communities (ICSC) Western

Background: The ICSC Western Event is at the Palm Springs Convention Center September 23-25, 2024. We will have a booth to display information about our city and to meet with potential businesses interested in what our city has to offer.

Critical Timeline: Advanced Rate Registration Deadline is July 25, 2024

Fiscal Impact: Cost for the full conference is \$500
Hotel accommodation approximately \$500 for two nights
plus travel expenses. Estimated cost per councilmember is approximately \$1,500.

Recommendation: Authorize those interested to attend the ICSC Western Event at the Palm Springs Convention Center on September 23-25, 2024.

Submitted By: City Clerk

City Management Review: Patrick J. Martinez **Date:** 6/5/2024

Other Department (when required) Barbara DiLeo **Date:** 6/6/2024

Approved: ☐

Not Approved: ☐

Tabled: ☐

Other: ☐

Agenda Item: _____



City of Needles, California Request for City Council Action

☒ CITY COUNCIL ☐ NPUA

☒ Regular ☐ Special

Meeting Date: June 11, 2024

Title: League of California Cities 2024 Annual Conference and Expo attendance and designate a voting delegate and alternate (s).

Background: The League of California Cities 2024 Annual Conference and Expo is scheduled for October 16-18, 2024, at the Long Beach Convention Center.

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.

Critical Timeline: Early Registration deadline is July 18, 2024. The hotels for the Conference sell out quickly.

Fiscal Impact: Estimated cost for the full conference is \$650
Hotel accommodation is approximately \$600 for two nights
plus travel expenses (per diem, mileage - \$600). Estimated cost per councilmember is approximately \$1850. General Fund travel per diem account 2024-2025 budget.

Recommendation: Authorize those interested to attend the League of California Cities 2024 Annual Conference and Expo scheduled for October 16-18, 2024, at the Long Beach Convention Center and designate a voting delegate and alternate (s).

Submitted By: City Clerk

City Management Review: Patrick J. Martinez **Date:** 6/5/2024

Other Department (when required) Barbara DiLeo **Date:** 6/6/2024

Approved: ☐

Not Approved: ☐

Tabled: ☐

Other: ☐

Agenda Item: _____



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

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

City Manager Patrick J. Martinez

MEMORANDUM

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: PATRICK J. MARTINEZ, CITY MANAGER

SUBJECT: WEEKLY MEMORANDUM

DATE: May 31, 2024

1. Today, **May 31, 2024**, the City of Needles Utility Departments swiftly responded to a water main break on Beach Drive. The 6-inch main line ruptured, but the team efficiently repaired it, restoring water service within a couple of hours. If you need to report water leaks, please contact the City of Needles billing office at 760-326-2115 or use the convenient Needles Connect app, available for download on Android and Apple devices. Please refer to the attached images for a visual update on the water break and subsequent repair.
2. On **May 30, 2024**, Palo Verde College held its graduation ceremony at the Needles Educational Center campus. Over 100 people gathered to celebrate 15 graduates, supported by their parents, friends, and family members. Former City Manager Rick Daniels delivered the keynote address, offering words of advice to the graduates. Palo Verde College also celebrated its inaugural phlebotomy class, which graduated nine students. By investing in the Needles community, Palo Verde College provides residents with valuable educational opportunities that contribute to economic development and future success. Please refer to the attached picture for more details.
3. On **May 27, 2024**, Memorial Day services occurred at the Needles Riverview Cemetery, where dozens gathered to honor the brave men and women who sacrificed their lives defending our nation and its cherished freedoms. The annual ceremonies were organized by Natalie Johnson of FatCatDJ services and featured contributions from over two dozen participants. Among the attendees were City of Needles officials and staff, including Mayor Jan Jernigan and Councilmember JoAnne Pogue, representatives from the Fort Mojave Indian Tribe, the California Highway Patrol, the San Bernardino County Sheriff's and Fire Departments, Pastor Lam, and members of the American Legion. Please refer to the attached picture for more details.

4. Over the weekend, Code Enforcement and the City's Parks and Recreation Department managed a surge of visitors from Nevada, Arizona, and Southern California to Jack Smith Park. This increased activity boosted local tourism and the economy, promoted community engagement and outdoor activities, enhanced the visibility and use of city parks, supported local businesses through increased spending, and encouraged regional collaboration and connectivity. Please refer to the attached picture for more details.
5. In early May, the City of Needles initiated Phase I of the River's Edge Golf Course Irrigation Efficiency Project. This project, which is being funded by a substantial \$715,538 grant from the California Department of Water Resources under the 2021 Urban and Multi-benefit Drought Relief Grant Program, is a testament to the department's commitment to water efficiency. The project involves the replacement of 660 manual sprinkler heads with advanced water-efficient models and the implementation of a new automatic irrigation system. I'm pleased to report that the project is progressing smoothly, and I invite you to review the attached images for a comprehensive status update.
6. The Needles City Manager recently met with other city managers from the region to discuss opportunities for future collaboration. Recognizing the communities of Bullhead, Lake Havasu, Kingman and Needles face similar challenges, the meeting aimed to foster a spirit of cooperation to address these issues collectively. By working together, the city managers are optimistic that they can create strategies to encourage sustainable growth, share resources and best practices, and tackle regional concerns such as economic development, infrastructure improvements, and environmental sustainability. This collaborative approach is expected to strengthen each community, enhancing the quality of life for all residents in the region.
7. Earlier this week, the Fort Mojave Indian Tribe (FMIT) undertook the demolition of the Desert Mirage Inn and Suites, a property that had been vacant for some time. The City extends its gratitude to FMIT for their efforts in addressing the property's condition.
8. **IMPORTANT UPCOMING DATES:**
 - **Needles Aquatics Center Opening, June 1, 2024**, For the pool schedule and pricing, visit [the City of Needles website](#).
 - **Grand opening** of the long-awaited second bridge connecting Laughlin and Bullhead City, Arizona is scheduled for **Friday June 7, 2024 at 9:30am**.

1. WATER LEAK BEACH DRIVE



2. PALO VERDE NEEDLES GRADUATION



3. MEMORIAL DAY SERVICES



4. JACK SMITH PARK BOAT LAUNCH



Image Source: Colorado River Sheriff's Department

5. GOLF COURSE PHASE I IRRIGATION PROJECT





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

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

City Manager Patrick J. Martinez

MEMORANDUM

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: PATRICK J. MARTINEZ, CITY MANAGER

SUBJECT: WEEKLY MEMORANDUM

DATE: May 24, 2024

1. The City of Needles proudly took center stage at the Innovating Commerce Serving Communities (ICSC) conference from **May 19-21, 2024**. City officials, in partnership with our Economic Development Consultant, passionately showcased Needles as a vibrant and promising hub for investment. Retailers, developers, and brokers discovered the boundless opportunities our city offers. Check out the attached image of our dynamic conference booth!
2. On **Friday, May 24, 2024**, the San Bernardino County Sheriff, City Staff, and dedicated community volunteers united for the 13th Annual "Decoration Day" at the Needles Riverview Cemetery. Together, they honored our veterans by adorning their gravesites with traditional white crosses and American flags, paying tribute to their selfless service to our country. See the attached photo of our committed law enforcement team. Join us for a heartfelt Memorial Day service at the cemetery on **Monday, May 27, at 11:00 a.m.**
3. City Hall will be closed on **Monday, May 27, 2024**, in observance of Memorial Day. Regular operations will resume on **Tuesday, May 28, 2024 starting at 8:30 AM**. For emergencies, don't hesitate to contact City Staff directly at 760-326-5700. Our after-hours answering service will promptly direct your call to the appropriate staff member. Please refer to the attached flyer placed on the front door of City Hall for residents' awareness.

As we prepare for the influx of tourists to our community, Code Enforcement will actively patrol and manage parking enforcement at Jack Smith Park (JSP). The City's Parks and Rec and Public Works Department will also diligently maintain city facilities to ensure a welcoming environment. Refer to the attached image of the city crew raising the American flag at JSP.
4. On **Wednesday, March 22, 2024**, City Officials proudly honored Kriket Glass for her exceptional dedication and volunteer services at Lynn's Garden at 1661 J Street across from the Recreation Center. The City of Needles Mayor presented Kriket with a plaque of appreciation. Lynn's Garden is a vibrant community garden that

provides our youth with educational opportunities to learn about nutrition and how to grow vegetables and fruits. This initiative not only fosters healthy eating habits but also strengthens community bonds. Refer to the attached images of the celebration.

5. Congratulations to Adrian Chavez, City of Needles Code Enforcement Officer and Needles High School Girls Basketball Coach, for winning the Tri-State Athletics Community and Education Stars (TRACES) Coach of the Year award. We also celebrate Rylie Willis, a Needles High School senior, for being selected as the Female Athlete of the Year. Successful sports programs like these are integral to our economic development strategy, attracting more families to our city and enhancing our community's overall appeal. See the attached image of the award received.
6. Get ready for the highly anticipated Opening Day of the Needles Aquatics Center on **June 1, 2024!** Residents can look forward to various activities, including lap swimming, water aerobics, swim lessons, and open swimming. The Needles Aquatics Center, located at 1101 Civic Center Dr, Needles, CA 92363, promises fun and fitness for all ages. For the pool schedule and pricing, visit [the City of Needles website](#). City Staff has worked diligently to enhance the experience for residents, making significant maintenance improvements to the water slide. Check out the attached images to see the upgrades!
7. The Sheriff's Colorado River Station will be conducting Memorial Day Marine Enforcement Patrol Operations **Friday May 24, 2024 through Monday May 27, 2024**. Deputies from the San Bernardino County Sheriff's Department will be involved in enhanced patrol activities near and on the waterways of the Colorado River, patrolling by land, water, and air. Deputies will be deployed from the Nevada State line to the Riverside County line and will be monitoring the waterway for operators operating watercraft under the influence or in a reckless manner. All California boat operators 16-60 years old are required to have in their possession a California Boater [Education Card](#) issued by the CA Division of Boating and Waterways. For press releases, news, and information, follow the Colorado River Station on Twitter/X @CORiverStation or Facebook and Instagram at SBCSDColoradoRiverStation.
8. The City Staff is thrilled to extend a warm welcome to the reopening of Jolted Coffee Arcade! Located at 109 F Street, Jolted offers a full coffee shop experience, from rich espressos and refreshing frappuccino to iced coffees and customized energy drinks. This beloved local spot is back and better than ever! Visit their [website](#) for more information, and check out the attached image of their vibrant shop space. Let's show our support and enjoy some fantastic beverages at Jolted Coffee Arcade!
9. **IMPORTANT UPCOMING DATES:**
 - **Palo Verde College Graduation, Thursday May 30, 2024 at 3pm.** A pinning ceremony will take place for the phlebotomy students at 1pm.
 - **Grand opening** of the long-awaited second bridge connecting Laughlin and Bullhead City, Arizona is scheduled for **Friday June 7, 2024 at 7am.**

1. ICSC 2024



2. DECORATION DAY



3. CITY HALL CLOSED



**THIS OFFICE WILL BE CLOSED
MONDAY MAY 27, 2024,
FOR MEMORIAL DAY
WE WILL REOPEN ON TUESDAY
MAY 28, 2024, AT 8:30 A.M.**

3. MEMORIAL DAY



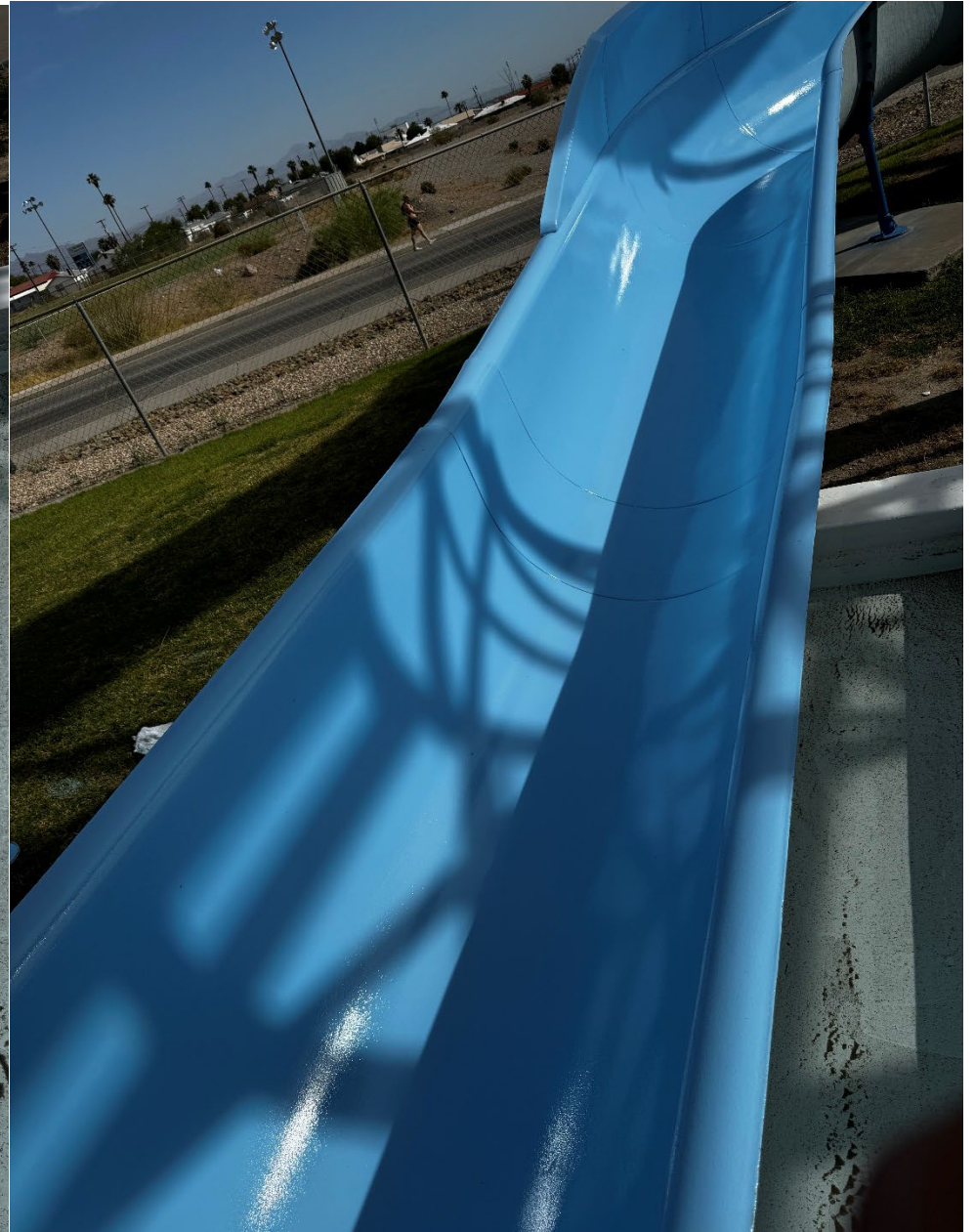
4. HONORING KRIKIT GLASS



5. TRACES COACH AWARD



6. NEEDLES AQUATICS CENTER SLIDE



8. JOLTED

